



**Minutes of a Meeting of the Mayne Island Parks and Recreation Commission
Held November 14, 2019 in the Mayne Island Community Library**

PRESENT: Bill Duggan (Chair) Peter Askin (Vice-Chair) Jerry Wise (Treasurer)
Veronica Euper Bill Warning Vania Williams
Debra Bell

Lauren Edwards (CRD Minute Taker)

ABSENT: Kris Sigurdson
David Howe, Director, CRD, Southern Gulf Islands

GUEST: At 3:50 pm, Amy Dearden and her daughter arrived on behalf of Mayne Island School and PAC with a gift of a handmade card, cookies and apple juice to express thanks to the Commission for the funding support.

The meeting was called to order at 3:00 pm.

Chair Duggan acknowledged the meeting is held on the traditional territory of the Coast Salish First Nations.

1. Approval of Agenda

MOVED by Commissioner Askin, **SECONDED** by Commissioner Wise,
That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Wise, **SECONDED** by Commissioner Euper,
That the minutes of the October 10, 2019 meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks

Chair Duggan reported that he did not attend the commissioner orientation meeting in Sidney, and that as chair, he wanted to meet CRD staff as a follow up to that meeting. Bill asked Veronica to accompany him. Bill and Veronica met with CRD staff earlier this week to discuss contracts and financial matters.

4. Correspondence/Communications (incoming)

- a. Emails concerning Saturna Commonality and eventual cancellation, see item 6/b.
- b. Request from Association of Mayne Island Boaters (AMIB) to attend our December meeting to discuss launching ramps.
- c. Request from Rebecca Skiffington for permission to hold Quilters Guild event and Merchants' Mall in Dinner Bay Park.

ADOPTED

- d. Request for clarification of Bill Warning's role in maintaining potable water systems at Dinner Bay and Miners Bay Parks – need for a formal contract.

5. Correspondence/Communications (outgoing)

- a. Replies to above.
- b. Various emails regarding Saturna Commonality meeting now set for spring.
- c. Note to K. Stevenson advising her of our decision not to remove any trees at this time, but that an arborist will make annual assessments.
- d. Various emails and phone calls to complete the hiring of Lauren Edwards as recording secretary.
- e. Letter to Rob Underhill and the Disc Golf Group.
- f. Various emails and phone calls to dispose of the 855 JD tractor and fertilizer spreader.

6. Items arising from old business

a. Report on the new janitorial contract

- The preparation of the contract went smoothly, but there are a couple of provisions where the contract differs from CRD practices. Where there is a difference, it is set out in emails.
- Roberto is happy with outcome.

b. Sale of tractor and fertilizer spreader

- The John Deere tractor sold for \$9088.88. No proceeds will be received from auction as MIPRC did not purchase tractor.
- Fertilizer spreader dollars will come to MIPRC.

c. Request for a formal stewardship agreement.

- Request sent to Rob Underhill and Disc Golf Group for a formal stewardship agreement.
- Reply received and Lance Shook and Laura to assist Bill W.
- Bill W. to meet with disc golf group.

d. Volunteer appreciation survey and analysis of results

- Not many survey responses returned.
- Responses reflect volunteers are happy to help, feel appreciated and not overloaded, and they know who to go to for questions.
- A more formal analysis of survey results will be prepared.
- Bill W. will check for surveys from Japanese Garden volunteers.
- Veronica is looking into t-shirts for volunteers.

e. Confirmation of contract with Stream Line Plumbing Ltd.

- Confirmation of contract received with Stream Line Plumbing Ltd. for water treatment system upgrade to library and public washrooms at Miners Bay Park.
- New legislation, GUID, relates to proximity of wells to sources of contamination. This is relevant to an assessment on well location.
- Bill W. indicated he will communicate with Eddie Fung of Island Health, and that Jay Bourdin of Stream Line Plumbing Ltd. has been advised. Information has also been sent to Murray Sexton at Island Health.
- The problem is identified and originates from a busted pipe and holding tank across the road.
- Bill W. says he will follow up with the issue and send a note to the group.

f. Discussion toward consensus on conditions that will allow a wedding ceremony in Cotton Park

MOVED by Commissioner Bell, **SECONDED** by Commissioner Warning,
That the Mayne Island Parks and Recreation Commission approve Rob Noyes' application for a wedding ceremony at Fred and Bette Cotton Community Park on September 5, 2020 but is conditional upon meeting the conditions set out by MIPRC.

Opposed: Chair Duggan, Commissioner Euper, Commissioner Wise and Commissioner Askin.

DEFEATED

- Discussed at length the concerns that arise to permit wedding ceremonies at Cotton Park.
- Suggestion made that accommodating such applications can come with defined MIPRC conditions for use, i.e. community bus use, minimum number of vehicles, size of group and frequency for such use. It was also suggested that there can be an initial trial event to help decision making for feasibility.
- There was discussion that this type of request has previously been considered and declined. Concerns are wildlife protection, traffic volume, lack of amenities (power, water or sewer) and zoning bylaws as well as parking considerations. Concern also raised regarding the time required for bus transport as it would extend park use time by group.
- It was mentioned that Dinner Bay Park and Japanese Garden are suited for weddings.
- Zoning concerns discussed at length with suggestion to approach usage conservatively while awaiting park zoning. Currently this is rural zoned and permitted usage is unclear. There are presently usage concerns raised by neighbour.
- It was suggested the issue of weddings in Cotton Park might be revisited in the future.

7. Items Arising from New Business

a. Commercial activity in parks

MOVED by Commissioner Wise, **SECONDED** by Commissioner Williams,
That the Mayne Island Parks and Recreation Commission approve the request from the Quilters Guild for a Merchants' Mall at Dinner Bay Park coinciding with the once every four-year Quilt Show subject to no admission being charged but a donation box being allowed and subject to approval from Islands Trust.

CARRIED

ADOPTED

- Quilt show was already approved.
- Request was made for port a potties to be on hand as there would be 600 attending. Septic may require work.
- The Merchants' Mall is central to the event as a source of information and the event would be lacking without it. They have always had the mall.
- Suggestion made that an \$1100 Temporary Use Permit (TUP), which lasts three years, be applied for. This process takes three months and can be put in place while awaiting rezoning. Acquiring permit will allow neighbours opportunity to be informed and provide input and approval or disapproval. The TUP covers use of park for variety of activities including weddings.
- The Merchants' Mall is a commercial activity not allowed under current zoning. Islands Trust indicated that charging admission to a public park is not permitted, but a donation box for the event is allowed.
- Discussion occurred regarding current use of the park for commercial and other purposes as well as concern about how to be selective. Also, events occur without Commission's knowledge and discussed suggestion of putting all known events on agenda for meetings. The bigger issue of commercial activities in parks will be addressed separately.

b. Request for formal contract for systems operator

MOVED by Commissioner Askin, **SECONDED** by Commissioner Wise

That the Mayne Island Parks and Recreation Commission approve Bill Warning's request for a formal contract that includes definition of his responsibility and a clear job description as systems operator.

CARRIED

- Recusal not considered necessary.
- The position requires certification and should be formalized.
- Commissioners cannot be paid so strategies to keep necessary services discussed.
- Veronica will obtain advice from CRD about conflicts and discuss formal contract as there are few qualified people to provide these services.

c. Commissioner attendance at Commonality meeting

- Availability provided as: Debra 6th, 7th, 8th or 9th; Jerry available all; Peter said anytime but subject to change; Bill W. anytime; Vania can do 6th and 7th; and Veronica can do all.

8. Treasurer's Report

MOVED by Commissioner Wise, **SECONDED** by Commissioner Warning

That the Mayne Island Parks and Recreation Commission approve October 10th Treasurer's Report as presented.

CARRIED

MOVED by Commissioner Wise, **SECONDED** by Commissioner Warning
That the Mayne Island Parks and Recreation Commission approve November 14th Treasurer's Report as presented.

CARRIED

MOVED by Commissioner Wise, **SECONDED** by Commissioner Bell
That the Mayne Island Parks and Recreation Commission approve move of \$12,393 from unallocated capital to a capital project #CS 109.2009.66 for water treatment system upgrade to library and public washrooms at Miners Bay Park.

CARRIED

MOVED by Commissioner Wise, **SECONDED** by Commissioner Askin
That the Mayne Island Parks and Recreation Commission approve proceeds for the sale of the John Deere Tractor of \$9089 be credited to unallocated capital.

CARRIED

MOVED by Commissioner Wise, **SECONDED** by Commissioner Warning
That the Mayne Island Parks and Recreation Commission approve the Preliminary Operating Funds Budget for 2020 to 2024.

CARRIED

MOVED by Commissioner Wise, **SECONDED** by Commissioner Bell
That the Mayne Island Parks and Recreation Commission approve the Preliminary Recreation Funds Budget for 2020 to 2024.

CARRIED

MOVED by Commissioner Wise, **SECONDED** by Commissioner Bell
That the Mayne Island Parks and Recreation Commission approve the Preliminary 5-year Capital Expenditure Plan for 2020 to 2024.

CARRIED

- Discussed procurement and contract policies and requirement to provide documentation to CRD.
- CRD working on standard purchase order (PO) form for use.
- CRD has expense policy for commissioners' travel expenses.
- Contractor injury is a concern and is one reason for following appropriate processes.
- Reviewed operating budget 2020 to 2024

9. Park Reports:

a. Dinner Bay.

- Commissioner Warning brought up playground inspection that was expected to take place but CRD inspector is not available.
- It was suggested that Canadian Association of Parks has three-day inspector course with registration next Friday at a cost of \$1200.

ADOPTED

- As safety standards need to be maintained, discussed options to acquire inspections. Bill W. will follow up with CRD.
- Playground has been prepared to receive new chips.
- Old Tractor has been sold.
- Leaves cleaned up on the park
- Putting green equipment put away
- MIPRC is hiring Matt Taylor and POs will likely be used. Dollar limit up to \$5K low value and up to \$10K with quotations. In order for the CRD to prepare a contract, Veronica will require in writing the dollar amount and services to be provided and confirmation that Matt Taylor is only available provider on the island.

b. Japanese Garden

Lights for Christmas decorating are ready to set-up at month end. Nightly Volunteers to receive guests have been arranged.

c. Miners Bay

- Roof completed on kiosk.
- Gazebo assessed for repairs. Suggestion made that volunteer form could be completed for contractor completing work.
- Lights are up in the tree and will be lit on November 30th for Jeff Hansen parade and then off again until 14th of December for incoming Santa ship.
- Whether repair to the ladies' accessible washroom will be done by Stream Line Plumbing Ltd and if it is within the scope of work of the contract will be checked. Self-flushing option will not be pursued at this time.

d. Henderson Park Trail Network Development

- New boundary sign at Plumper Park vandalized. A steel post sign might be necessary as people have to know when they are leaving the park and are on private property.
- Major cost of MIPATA joint project will probably be fencing and there may be a footbridge. The project was stalled but it is on for 2020.
- Two issues to investigate: an illegal seawall at Conconi Reef Park and Neil Road dangerous trees within statutory right of way.

e. Village Bay

- In relation to a previous motion to reconstruct a wishing well, Peter met with Hans van Tongeren to discuss and cost. A sketch will result.

f. Cotton Park

- An email of concern received about weddings should be addressed. Jerry and Bill W. volunteered to talk to the sender. On the record, the MIPRC received the letter.

Next Meeting

- Request for the MIPRC Master Plan to be put on the agenda for next month. Vania provided report. Master Plan Committee will meet.
- Next meeting Thursday, December 12th at 3:00 pm in the Library

10. Adjournment **MOVED** by Commissioner Wise, **SECONDED** by Commissioner Askin,
That the meeting be adjourned at 5:30 pm.
CARRIED

Original signed December 12, 2019

CHAIR

Original signed December 12, 2019

MEETING RECORDER



TREASURER'S REPORT OCTOBER 11 TO NOVEMBER 14, 2019

(A) OPERATING FUNDS

Expenses	Opening Budget 2019	Total Deposits	1st Quarter Expenses & Transfers	2nd Quarter Expenses	3rd Quarter Expenses	Expenses & Transfers Oct 11 to Nov 14	Remaining Budget
Dinner Bay	12,000	250	3,464	2,985	2,901	2,467	433
Miner's Bay	10,900	0	3,023	1,530	2,925	422	3,000
Cotton	10,700	0	811	3,812	1,376	216	4,485
Village Bay	7,000	660	456	559	4,956	100	1,589
Henderson	5,000	0	450	450	471	100	3,529
Trails Network	8,000	0	670	239	143	149	6,799
CRD Charges	10,000	0	2,182	2,198	3,082	2,139	399
All Other Expenses	16,700	0	4,038	4,385	6,513	2,825	1,061
Totals	80,300	910	15,094	16,158	22,367	8,418	19,173

(B) DONATED FUNDS

	Opening Balance	Total Deposits	1st Quarter Expenses & Transfers	2nd Quarter Expenses	3rd Quarter Expenses	Expenses & Transfers Oct 11 to Nov 14	Remaining Budget
Japanese Garden	14,582	9,010	941	2,147	1,088	1,283	18,133
Putting Green / Disc Golf Course	1,452	55	0	0	0	0	1,507
	Opening Budget						

(C) RECREATION FUNDS

	32,825	1,645	755	1,468	27,867	605	3,775
--	--------	-------	-----	-------	--------	-----	-------

(D) CAPITAL RESERVE (UNALLOCATED)

	99,433	14,263	7,000	0	0	12,393	94,303
Capital Projects:							
Dinner Bay Ball Field Impr CX.109.2007.66	2,411	0	0	0	1,117	0	1,294
Christmas Tree Impr CX.069.2010.66	1,072	0	0	0	0	1,054	18
Cotton Monument CX.109.2008.66	0	7,000	0	750	1,567	0	4,683
Library Plumbing CX.109.2009.66	0	12,393	0	0	0	0	12,393