



**Minutes of a Meeting of the Mayne Island Parks and Recreation Commission
Held December 12, 2019 in the Mayne Island Community Library**

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

 Lauren Edwards (CRD Minute Taker)

ABSENT: Bill Warning
 David Howe, Director, CRD, Southern Gulf Islands

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

2. **Territorial Acknowledgement**

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

3. **Adoption of Agenda**

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

CARRIED

4. **Approval of Minutes**

MOVED by Commissioner Sigurdson, **SECONDED** by Commissioner Wise,
That the minutes of the November 14, 2019 meeting be adopted as previously circulated.

CARRIED

5. **Chair's Remarks**

Chair Duggan announced this is his last meeting as he is not renewing his term. He expressed gratitude and noted this past year has seen increased communication and closer work with the CRD. Members expressed their thanks and he was commended for his demonstrated good leadership, dignity and grace.

6. **Correspondence/Communications (incoming):**

- a. Request from K. Stevenson to remove leaning alder trees (see 7e)
- b. Official notice that the existing garbage disposal service may end December 31, 2019.
- c. Reply to Chair Duggan's letter to Minister Doug Donaldson, Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRO).

ADOPTED

- d. A duly filled and signed volunteer registration from Richard Iredale.
- e. Several emails from Jessica Arnet and Justine Starke regarding boat launch ramp history.
- f. Carl Bunnin postponed the Association of Mayne Island Boaters (AMIB) delegation until the February meeting.

7. Correspondence/Communications (outgoing):

- a. Response to 2020 Quilters' Guild event and Merchants' Mall in Dinner Bay Park with conditions.

Chair Duggan reported that he communicated response immediately after the November meeting.

- b. Spring Commonality dates

Notice sent to Saturna Commission that at least five commissioners will attend the Spring Commonality and preferred dates are April 6th or 7th. Chair Paul Brent replied that those dates will be first choice.

- c. Response stating Commission's position to a request for a wedding at Cotton Park

- Correspondence exchanged with applicant regarding Commission's position on this matter. One issue is the Local Trust Committee rezoning process may take at least a year.
- Past meetings discussed and previous motion on this matter was defeated.
- Suggestion made to send a letter declining the request and a courtesy telephone call to explain concerns in using this site for weddings.

- d. Email to Minister of FLNRO regarding two incidents of hunting in our parks

- Chair Duggan followed up on some very close hunting incidents. In one case, entrails were left in the parking lot at Henderson Park.
- Chair Duggan's point in his communication with the Minister was to check into the hunting being done on Mayne Island under the new open hunting season.
- The members discussed the reinstatement of a no hunting ban, except for fallow deer; concern for families using the parks; and off-island hunters who do not know the land or people and seem unaware of property boundaries.
- It was mentioned that there is a public safety group lobbying hard to restore the ban.
- It was suggested that a stronger response be sought from the Minister.

- e. Clarification letter to K. Stephenson regarding our responsibility for additional trees

- Commissioner Askin reported on the site visit that Chair Duggan made with arborist, Brian Henneberg, to assess dangerous trees in response to concerned pocket park neighbour on Sandy Hook. The arborist completed a report.

- Commissioner Askin requested another site visit with the arborist and the neighbour in the new year. The arborist will remove any trees he finds dangerous. This will be the final assessment.
- Any further concerns can be directed to the CRD staff, Justine Starke and David Howe, Regional Director.

f. Letter to Kim Road property owner regarding right of way for new trail.

With regards to the trail between Felix Jack and Kim Roads, Commissioner Askin will send the required letter to the neighbouring property owner in the new year and find out who the highway technician is for Mayne Island.

8. Items arising from old business:

a. Library's water system upgrade

- Chair Duggan reported the planned start date with Stream Line Plumbing Ltd. pushed to start later due to Island Health requirements to verify well's capacity to feed the new system.
- Commissioner Warning is communicating with Island Health to obtain contact information for an expert to assess the well's suitability.
- Island Health has reasonable suspicion of the source of contamination which has caused two boil water requirements in the past year.
- Commissioner Euper pointed out that the Stream Line Plumbing Ltd. contract runs until March 31, 2020 and that CRD has their own questions which predate the contract. She will contact Commissioner Warning for details and advise CRD of the changing conditions and timelines.

b. Progress on formal stewardship agreement with Disc Golf Group

- Commissioner Euper reported that last weekend she, Chair Duggan and Commissioner Warning met to discuss this issue.
- They reviewed the main provisions in the agreement between CRD and the Pender Island disc golf group. The agreement is informative and contains the usual provisions, i.e. not making improvements or physical changes without CRD permission, fire prevention, and insurance. Justine will send a copy of their new superseding agreement.
- It is not known if Mayne Island Disc Group has funds.
- Commissioner Warning will meet with Lance Shook to determine group's current status and discuss replanting of trees on a two for one basis.

c. Volunteer appreciation survey and analysis of results

- Commissioner Euper reported that she prepared survey results so they are informative and easy to read.
- 10 completed surveys received with outcomes being volunteers are happy with their roles and happy to contribute. One recommendation for improvement concerns difficulty for some volunteers to do manual work.

- Commissioner Euper requests the group read the report and place on the January agenda for next steps including a possible committee to consider implementation of recommendations.
- Commissioner Askin requested Commissioner Euper help craft summary for the *Park Bench* article in February and also to post to Facebook.
- Commissioner Euper thinks it is important to distribute the results of the survey to the volunteers at Japanese Gardens. She asked Chair Duggan to accompany her at that meeting.
- Suggestion made to invite a Japanese Garden volunteer to fill any new vacancy on the Parks Commission as this would assist in relationship building. This will be raised at the survey results meeting with the Japanese Garden volunteers.

Commissioner Williams arrived at 3:46 pm.

d. CRD Commissioner Orientation outcomes and report on November meeting with CRD

- Chair Duggan provided a summary of the items CRD has committed to develop guidelines for to assist the Commission and individual commissioners. Received for information.

e. Volunteer T-shirts

- Commissioner Euper reported on discussions with CRD. She provided CRD with the supplier's quote and a mock-up of the t-shirts. At this time she is waiting to hear back from CRD for permission to proceed with the purchase.
- A supplier was sourced and requirements and quantities were discussed. The best option is a Unisex style predominantly Large and XL with a few XXL.

f. Parks Master Plan

- Commissioner Askin reported the meeting held yesterday went through results of survey. Ideas, based on responses, were extracted to incorporate into master plan.
- The summary is a discreet standalone process to share the survey with public. There is discussion in the committee as to how and when this should happen, but it should be done soon as promise was made some time ago.
- Letters were sent to the Mayne Island Parks and Trails Association and Mayne Island Conservancy Society asking for input into the revised parks master plan.
- Question was raised whether the whole group should be involved in this process. Agreement was reached that commissioners who are interested may participate in the small committee, and those who are not, can wait until expanded committee at next stage.

9. Items arising from new business

a. Alternative garbage removal to off island

- It was reported that the Mayne Island Improvement District is holding meetings to have something in place for January 1st. This will likely be a tax add-on rather than user pay.
- This system may be good news for parks as there will likely be less household garbage going into park receptacles.

- Discussed the need for weekenders to have a location to drop off their garbage.

b. Association of Mayne Island Boaters (AMIB)

- AMIB to attend MIPRC meeting in February to make a presentation on launching ramps.
- Commissioner Askin stated the Village Bay ramp is a good resource and there is a partnership between the Commission and AMIB to maintain it.
- Commissioner Askin supports AMIB's efforts with proviso that they fundraise prior to approaching commission.
- A history of the three ramps was given by Commissioner Wise who reported that Crown lease had been expiring on two ramps. This was discussed with AMIB who indicated they did not want to hold a renewed David Cove lease.
- It has since been learned through CRD that leases don't expire because there is a covenant. Therefore, David Cove may be able to be transferred to AMIB if they want, and they can get involved with Village Bay ramp and put in place cost sharing for maintenance.
- It was mentioned that the agreement indicates cost sharing, which has previously been split by equipment/labour. There is history on cost sharing for Steward Drive.
- It was suggested to clarify whether or not MIPRC can still be involved with renewed leases.
- An issue of concern and consideration is whether MIPRC would pay the costs for repairs to boat ramps caused from damage by individual boaters.

c. Bill Warning's contract

- Commissioner Euper stated that Bill Warning advised the insurance cost associated with the CRD contract is \$2500 per location, which is twice the cost of the service. Bill Warning will enquire whether insurance is included with his water operator licence. It is hoped that CRD will consider the differences on Mayne Island compared to Victoria and bring CRD insurance requirements down. Insurance costs to be looked at in 2020.
- It was reported that CRD indicated no concern for conflict of interest given limited hiring options and contract value. Should Commissioner Warning have a particular concern, he should contact CRD.

d. CRD Guidelines and Policies for Commissioner Expenses

- Commissioner Euper will contact Steve Carey, CRD to ask about timeline for CRD's Guidelines and Policies for Commissioners' Expenses.
- It was suggested that reasonable temporary guidelines be drafted.
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e. Expiring Commissioner terms

- Commissioners Euper, Askin and Bell will renew their terms which would otherwise expire on December 31.
- Commissioner Wise will send an email about getting renewals in motion and Chair Duggan will send out required forms.

10. Treasurer's Report

By general consent, this item was re-ordered to be addressed at this point in time.

MOVED by Commissioner Wise, **SECONDED** by Commissioner Askin,
That the Mayne Island Parks and Recreation Commission approve the Treasurer's Report for the period November 15 to December 12, 2019 as presented.

CARRIED

Commissioner Wise left the meeting at 4:44 pm

9. Items arising from new business - Continued

f. Honorarium

Discussed honorariums, low value vendor contracts and the change to the combined secretary/treasurer position as a result of hiring a new recording secretary.

MOVED by Commissioner Bell, **SECONDED** by Commissioner Williams,
That the monthly honorarium of \$250 paid by MIPRC for Secretary/Treasurer shall be discontinued as of December 31, 2019 in accordance with the motion made on March 14, 2012.

CARRIED

11. Park Reports:

a. Dinner Bay.

- Commissioner Duggan reported a door closer had been repaired and rubber matting installed on the staircase to the beach.
- Playground equipment safety inspections discussed. The area is scraped and prepped for new chips that were ordered. It was suggested that Ross Cameron, CRD, be contacted in Bill Warning's absence for baseline on safety standards and compliance before more work is undertaken.
- Discussion arose on playground use in its current state. Suggestion made to tape area off to alert visitors of closure until concerns are addressed.
- The expense and frequency of replacement chips was briefly discussed.

b. Japanese Garden

Commissioner Askin made a request to attend the meeting with volunteers.

c. Miners Bay Park

Chair Duggan reported on port-a-potties, very clean washrooms and tree lights being up. There are no issues for the library and the bonfire is in the making.

d. Henderson Park/Trail Network Development

- Commissioner Askin reported that the Trail Network Program's wish list for 2020 is to complete the Felix Jack to Kim Road trail, set aside one more beach access and complete Phase 2 of the Ed Williams Trail in the spring.
- Commissioner Askin said there were discussions with residents at the end of Laura Point Road. He attended the site on the Neil Road right of way with Brian Henneberg who determined the big cedar tree is a live tree and not a concern. The other concern is a yew tree on their property. Commissioner Askin obtained a map from the surveyor's office and mentioned the narrow beach access.

e. Village Bay Park

Commissioner Askin sent members pricing for the wishing well. All members agreed to the choice of the least elaborate one and Commissioner Askin will get pricing. It was suggested this item be discussed at the next meeting.

f. Cotton Park

MOVED by Commissioner Bell, **SECONDED** by Commissioner Askin,
That the MIPRC approve construction of a split rail fence from the rosemary bed to the woods protecting the eagle nesting tree at a cost of \$1,100 - \$1,300.

CARRIED

- Commissioner Bell reported that the split rail fence will protect eagles, keep people safe from the steep bank and provides place for signage. Construction is low key and will not affect the eagles.
- Josh Howieson is now covered by WorkSafeBC and request that he have a standing order contract.
- Commissioner Bell inquired as to the outcome of the discussions regarding weddings raised by a concerned resident.
- Bricks will be inlaid to edge the circular driveway.

12. Next Meeting

Next meeting is on Thursday, January 9th at 3:00 pm in the Library

13. Adjournment

MOVED by Commissioner Sigurdson, **SECONDED** by Commissioner Williams,
That the meeting be adjourned at 5:23 pm.
CARRIED

Approved

January 9, 2020

ACTING CHAIR

DATE

Approved

MEETING RECORDER