

6. Reports

6.1. Administration

6.1.1. Follow-up Action Report:

- Most of the items transferred to agenda for this meeting, but in future look at Follow-up Action Report for addressing.
- Spring Commonality meeting - Brian Dearden will transport, but Commissioner Bell will check whether the meeting will be cancelled. Topics were put forward to Commissioner Bell and more to come.
- Summit Ridge / Glen Echo – the issue is with the CRD Board at this time.

6.1.2. Treasurer's Report:

Report discussed and no questions raised.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that the Treasurer's Report for period February 1 to February 29, 2020 be approved as presented.

CARRIED

6.1.3. Appendix to Commissioner's Handbook for approval:

Specific items discussed including email protocol and response time.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Sigurdson to approve Appendix #4 from draft to final.

CARRIED.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper to approve and adopt the Mayne Island Parks and Recreation Commission's appendices to the Commissioners Handbook as presented and to be updated and approved from time to time.

CARRIED

6.1.4. New brochure printing estimate and content:

Deferred to next meeting.

6.1.5. Island Garbage Services:

Temporary solution made for 10 bags for \$45.

6.1.6. Volunteer statistics and volunteer forms:

- 60 volunteers of which 25 are age 60 to 76.

- Volunteers not on the CRD list require volunteer forms be completed.
- Suggestion that forms be completed for people who come occasionally or randomly.
- Commissioner Warning will provide Len Epp with a supply of printed forms available at Japanese Garden for drop in helpers.

6.1.7. Commissioner indemnity and insurance and current issues:

- Commissioner Euper reported that she contacted Ross Cameron of the CRD for information about the CRD's indemnity and insurance coverage, and she asked about the insurance that is in place when commissioners act as volunteers to carry out work in parks.
- CRD advised that CRD insurance coverage is in place for lower risk work only, no chain saws, WorkSafe protocols to be followed.
- Commissioner Euper reported that Ross Cameron offered to meet to provide more specific information and address any questions. A meeting is also an opportunity to exchange information about the types of volunteer work routinely undertaken and determine if the CRD is willing to permit such work and obtain additional insurance. Commissioner Euper recommended that we schedule a meeting with Ross Cameron. Commissioner Euper commented that her question about insurance coverage applies both to commissioners acting as volunteers and to our volunteers working in parks.
- Commissioner Euper recommended that the topic of the CRD indemnity and insurance should be put on the calendar for review with the CRD every two years.
- Suggestion made that Ross Cameron address concerns at the Commonality meeting. Another meeting can be set up for further questions.
- 86 is an upper age limit for volunteering and there are no volunteers over 86.
- Commissioner Bell will move this item forward for the Commonality meeting.
- Suggestion made for descriptive information to be printed on the back side of the form to inform volunteers and ensure they sign to acknowledge they have read it.

6.1.8. Registration of miprc.ca:

- Domain name acquired for \$28 received no objections.
- This would be expensed every two years and should go on the calendar.
- A volunteer is required for organizing the annual update to the appendix to the commissioner's handbook.

6.1.9. Appreciation Luncheon for Jerry Wise:

The Bistro at 12:00 pm on next scheduled meeting date.

6.2. Committees

6.2.1. Parks Master Plan:

- Work is underway and vision statement being drafted.
- All commissioners should meet to review and provide input on the draft when available.
- The vision statement will be sent in next week.

6.2.2. Janitorial Committee:

- Details provided on the progress and fee schedule.
- Signing arranged for next Tuesday.

6.2.3. Commercial / Non-Commercial Activities Committee:

- A schedule of permitted and non-permitted activities has been developed to inform the public.
- Commissioner Euper will meet with instructors who currently provide fitness classes in the parks to get their feedback if not allowed to have classes in the summer. Once in the summer option may be considered.
- Weddings to continue and discussed community festivals, broader usage zoning and encouraging groups to move to Miner's Bay.
- Another meeting will be scheduled.

6.3. Parks

6.3.1. Miner's Bay:

6.3.1.1. Water quality testing agreement

Commissioner Euper will review contract and discuss with Commissioner Warning.

6.3.1.2. Water system upgrade

- Stream Line to be requested to recommend a hydrogeologist to assess the well.
- Library volunteers will be shown how to reset the water system after a power outage and embossed instructions will be displayed on top of the electric panel.

6.3.1.3. Stream Line contract

- Finalized and signed.
- Suggestion made to provide timelines for work required.

6.3.2. Dinner Bay

- 6.3.2.1. Playground inspection, repair status and estimates
- Purchases made yesterday and repairs may be completed next week.
 - Playground standards to be checked.
 - Progress made for getting proper chips put in.
 - The yellow tape will be replaced and zip line secured to avoid use.
 - The inspection manual cost could be raised at the Commonality meeting.
- 6.3.2.2. Playground inspectors – Commissioners Sigurdson and Williams
- Commissioners Sigurdson and Williams will train to do inspections.
 - Discussion will occur asap with CRD about training local inspectors.
 - CRD inspectors to return to open playground which can be training opportunity.
 - CRD approval received to transfer \$6,000 for playground improvements in 2021 to this year's budget.
- 6.3.2.3. Easter preparations
- The Easter egg hunt for 2020 will be cancelled and will be communicated in the MayneLiner.

MOVED by Commissioner Warning and **SECONDED** by Commissioner Williams that due to current health situations the Easter egg hunt will be cancelled and that a banner be created for the MayneLiner.
CARRIED

Commissioner Askin will post on social media site.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that Mayne Island Parks and Recreation Commission hire Trish Hope to clean the kitchen of the Adachi Pavilion on or about the end of March for a cost not to exceed \$200.
CARRIED

- 6.3.2.4. Disc Golf Group
- The Disc Golf Group can become park volunteers to do the work necessary for the course.
 - Commissioner Warning will be liaison for the Commission.
 - Commissioner Askin will work with Rob Underhill on environmental restoration on the second half of the course.
 - Any concerns with trees will be addressed by an arborist.

- Replanting of trees to be done asap before the weather gets drier.

6.3.3. Japanese Garden:

6.3.3.1. Meeting with volunteers and T-shirts

- Commissioners Askin, Warning and Euper met with volunteers and provided survey results.
- Suggestions made by Parks to address the issue of physical labour was welcomed and the new volunteer t-shirts were appreciated.
- Commissioner Warning will get in touch with the group of young volunteers who assisted with last year's Christmas lights.
- A photo of volunteers from 2001 was given to the group and another photograph made of a visit to UBC garden.
- Ingrid Marsh was invited to come to MIPRC meeting a couple of times per year.
- The tractor will be used to put some crush on the pathway and expenses will come from their account.

6.3.3.2. Heavy duty pruning and estimate

- Commissioner Askin, Robin Yeldon, Brian Henneberg and group of volunteers assessed some problematic trees in the garden.
- Options are: cut logs down to 2 foot pieces and move; or buck to split; or get services of the Green Angels who split and sell wood for charity; or rent wood chipper for branches and use for pathways.

MOVED by Acting Chair Askin and **SECONDED** by Commissioner Warning that Mayne Island Parks and Recreation Commission pay \$2,310.22 to Island Arborist for the heavy duty pruning of the Japanese Garden and subject to the approval of the Japanese Garden volunteers.

CARRIED

- Paul Brent recommended the Commonality meeting be held by videoconference or postponed.

6.3.4. Village Bay:

6.3.4.1. Wishing well

- Quote is for \$1,200 +GST which is for labour
- Commissioner Sigurdson will contact Hans van Tongeren to pick up the donated wood.

MOVED by Commissioner Williams and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the quote of \$1,200 and construction of the wishing well.

CARRIED

6.3.5. Cotton Park

- Summary submitted.
- Island Trust is doing cultural tour to Mayne Island with a visit to Cotton Park. CRD Liaison will attend.
- Justine Starke was informed that split rail fence work had been done and nothing done to disturb the archeological site.
- The pothole at the entrance on Highways property can be repaired the next time asphalt work is being done.

6.3.6. Henderson Park

6.3.6.1. Deer cull

- Commissioner Askin will write a letter to David Howe, CRD Regional Director, for permission to have limited fallow deer cull in the park.
- The park would need to close for two or three days and now would be a good time to do it.
- The gate would be locked and someone will be in place at each entrance and yellow tape at pedestrian right of way.
- Red listed endangered plants could be lost without a cull.

6.3.6.2. Realignment of trail

- Survey determined that trail is encroaching on private property.
- Commissioner Askin will tape area to realign where required.
- He will ask CRD to do a GPS survey.

6.3.7. Trail Network Development

6.3.7.1. Felix Jack to Kim Road Trail – update

- Correspondence with Ministry of Transportation for approval and they understand it is the Parks Commission that wants to do the second part of the trail
- A survey to ensure within boundaries of statutory right of way is estimated to cost \$1500.
- MIPRC has license of occupation so paying for the survey and all other costs including some fencing and surfacing for multi-use.
- Commissioner Askin will send estimate for overall cost to Chair Bell.
- Commissioner Askin indicates the cost is well within the Trail budget and would be about \$5000 to \$6,000.

MOVED by Acting Chair Askin and **SECONDED** by Commissioner Williams that Mayne Island Parks and Recreation Commission approve an estimated \$1500 for the survey of the Ministry of Transportation and Infrastructure approved license of occupation for the right-of-way from Felix Jack Road to the end of Kim Road.

CARRIED

6.3.8. Pocket Parks – Peter

6.3.8.1. Assessment of all pocket parks – update

- Brian Henneberg to assess the parks for danger trees and prepare a schedule of when they should next be reassessed.
- This can be addressed in April and Commissioner Askin will contact Brian Henneberg to discuss..
- This includes Conconi Reef Park.

6.3.8.2. Kippen Road bench

- New tentative date to complete is March 18th .
- The staircase will be addressed next month.

6.3.8.3. Bennett Bay pocket park danger tree

- A cluster of three dead cedars within striking distance of Club Crescent neighbor.
- Arborist estimate is \$1,258.91.
- They will be felled and left to decompose.
- This can be expensed to the Trail Network as there is not a pocket park budget.

MOVED by Commissioner Warning and **SECONDED** by Commissioner Sigurdson that Mayne Island Parks and Recreation Commission approve the estimate of \$1,258.91 by island arborist to complete the work in the Bennet Bay pocket park.

CARRIED

6.4. Other items

None

7. Correspondence

7.1. Email dated March 2, 2020 request from Gulf Islands Centre for Ecological Learning (GICEL) to hold an event at Dinner Bay Park on Aug 29, 2020.

- There will be live music, catered lunch, no alcohol and Commission invited to attend.
- No conflicts and no charge for the kitchen.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the request by Gulf Islands Centre for Ecological Learning for the event at Dinner Bay Park on August 29th be approved.

CARRIED

7.2. Invoice received from Mayne Island Reading Centre for hydro costs for Christmas tree lights

- TruValue fund earmarked for Christmas tree account is available.
- Discussed receiving the funds by gift cards or cheque.
- The gift cards can be used to fund the volunteer barbecue picnic.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that Mayne Island Parks and Recreation Commission pay the library \$500 in payment of their invoice for the hydro costs associated with the Miners Bay Christmas tree. Commissioner Warning to confirm the TruValue Christmas fund is awarded to Mayne Island Parks and Recreation Commission.

CARRIED

7.3. Emails to and from CRD and Association of Mayne Island Boaters (AMIB) regarding tenures and maintenance for boat ramps

- The tenures are in queue for renewal.

- A motion was made in December 2000 that Parks would take over the Village Bay and David Cove areas and make an arrangement for AMIB to maintain them and MIPRC would treat those two areas as park.
- Harbour Commission doesn't have resources to look after these ramps.
- Maintenance costs are expected to be minimal.
- Ramps are used by small boats and former commissioners considered this as recreation under MIPRC purview.
- Anson Road item should be left for another meeting.
- Discussed AMIB fundraising and repair work done by volunteers.
- CRD said these ramps should not be given up and MIPRC should continue to manage as they don't cost much nor take much attention.
- MIPRC has coverage against legal action for damages that might be caused by defects.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that Mayne Island Parks and Recreation Commission acknowledges responsibility for the Village Bay and David Cove boat ramps in recognition of the prior commitment made by the Commission in December 2000.

MOVED by Commissioner Sigurdson and **SECONDED** by Commissioner Williams to table this issue until the next meeting.

CARRIED

7.4. Email dated March 6, 2020 regarding dead tree in Bennett Bay pocket park
Addressed under 6.3.8.3.

7.5. Email requesting Dinner Bay Park for May 3, 2020 for birthday party

- Discussed this request and determined that unless the Adachi Pavilion kitchen is being used there may be no need to make a reservation.
- This request highlights the pandemic timeline and whether MIPRC are saying the parks aren't available for community events.
- Commissioner Warning will forward the email issued by the Health Centre and forward it to Lance and Laura Shook and Rob Underhill of the Disc Golf group.

8. New Business

Pandemic

Commissioner Euper will contact the CRD for information about any plans to allow commission meetings and voting to proceed during a pandemic including changes to bylaws to allow meetings and voting by phone or other electronic means for all commissioners.

ADOPTED

9. **Motion to Close the Meeting**

None

10. **Rise and Report** (Any resolution that can be risen and reported on as it was resolved in the Closed meeting.)

None

11. **Set date for next meeting**

- Discussed next MIPRC meeting and voting electronically or by teleconference.
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12. **Adjournment**

MOVED by Commissioner Williams and **SECONDED** by Commissioner Warning that the meeting be adjourned.

CARRIED

The meeting adjourned at 5:45 pm

Original signed by Debra Bell

May 14, 2020

CHAIR

DATE

Original signed by Lauren Edwards

RECORDING SECRETARY

ADOPTED

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report February 1 to February 29, 2020

(A) Operating Funds	Dinner Bay	Miner's Bay	Cotton	Village	Henderson	Trails Network	Janitorial & Plumbing	CRD charges	Other
Remaining Budget 2020	5479	5754	3635	3000	4000	7000	20586	10000	14584
Revenue									
Expenses									
Alea - MayneLiner ads for February									245
ICBC Autoplan refund	-52								
Janitorial contractor- Jan. 16 - 30, 2020							373		
Alea - Playground inspection reports	31								
Sunny Mayne - Christmas tree volunteer		36							
BC Hydro to February 12, 2020	268								
BC Hydro to February 12, 2020			13						
Janitorial contractor - Feb. 1 - 15, 2020							464		
MIBC - Dinner Bay plumbing/Jan. (P card)							541		
MIBC - Janitorial supplies - Jan. - (P card)							225		
Recording secretary for February									203
Janitorial contractor Feb. 16 -29							359		
Warning maintenance for February							230		
Acklands Grainger							53		
Home Hardware	13								
WCB on janitorial for January							8		
WCB on janitorial for February							8		
GST reversal - Howieson			-65						
GST reversal - Henneberg	-27								
WCB on Henneberg	10								
Finance charges for February by CRD								240	
Finance charges for January by CRD								240	
Total Expenses	243	36	-52	0	0	0	2261	480	448
Remaining Budget	5236	5718	3687	3000	4000	7000	18325	9520	14136

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT February 1 - February 29, 2020
cont'd

(B) Donated Funds

Japanese Garden		
Opening Balance February 1, 2020		21235
Plus: Deposits		
Feb. 23, 2020 Cheque from D. Bell re: donations rec'd from Len Epp (\$143.66 + \$44.40 + \$7.12 US = \$195.18)	200	
Total Deposits	200	200
Less: Expenses		
Sunny Mayne - Bakery goods for volunteers - June 2019 - Jan	778	
BC Hydro - to February 12, 2020	59	
Finance charges by CRD for February	59	
Finance charges by CRD for January	59	
Total Expenses	955	955
Closing Balance February 29, 2020		20480

Putting Green/Disc Golf/Adachi

Opening Balance February 1, 2020	357
Plus: Deposits	
Closing Balance February 29, 2020	357

(C) Recreation Funds

Opening Balance February 1, 2020	35334
Plus: ITEMS DESCRIPTION	
Less: Event insurance for Disc Golf Tournament pd by MIPRC	50
Sunny Mayne - Cake for volunteer BBQ August 2019	100
Finance charges by CRD for February	118
Finance charges by CRD for January	118
Closing Balance February 29, 2020	35184

(D) Capital Funds (Unallocated)

Opening Balance February 1, 2020	99633
Plus: ITEMS DESCRIPTION	
Closing Balance February 29, 2020	99633

(D) Capital Funds (Allocated) - Projects

CX.109.2007.66 Dinner Bay Fencing	1498
CX.109.2008.66 Cotton Park Monument	5503
CX.109.2009.66 Library Water System Upgrade	12400
Total allocated capital	19401