



Minutes of a meeting of the Mayne Island Parks and Recreation Commission June 11, 2020 beside the Mayne Island Community Library

PRESENT: Debra Bell, Chair/Treasurer Peter Askin, Vice Chair
Veronica Euper (telephone) Lauren Edwards, Recorder

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

GUESTS: Frankie Gowing – Agricultural Hall Fitness Group
Bonnie Simmonds and Bob Soper (observers)

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Commissioner Bell acknowledged that the meeting was held on the traditional territory of the Coast Salish First Nations people.

2. Approval of Agenda

As no quorum was established, no motion was made.

- 2.1. Additions to Agenda – none raised
- 2.2. Deletions to Agenda - none raised

3. Adoption of Minutes of the meeting held May 14, 2020

Adoption of the May 14, 2020 minutes deferred to the next meeting

4. Chair's Remarks

The meeting was held for information purposes only. A certificate had been presented to Vania Williams in appreciation of her contributions as a commissioner with hopes she can rejoin.

5. Presentations/Delegations

- 5.1. Frankie Gowing – Agricultural Hall Fitness Group
Bonnie Simmonds and Bob Soper (observers)

ADOPTED

- Frankie Gowing requested the use of the Adachi Pavilion for exercise classes she would like to provide as needed as well as two one-hour classes twice per week (Tuesdays and Fridays) while the Agricultural Hall is closed.
- The reason for the request is that the pavilion offers the safety of an open air environment during covid and has stable ground for chairs used in the program.
- The pavilion has wheelchair accessible parking with no special cleaning requirements after use.
- The exercise program is provided non-profit with classes of 10-12 participants age 60 and older with the second class focussed on compromised mobility.
- Ms. Gowing detailed the benefits of exercise for her client group and their isolation during the pandemic.
- CRD will be consulted for direction as the shelters and picnic tables had been closed for use until yesterday.
- Discussed appropriate insurance for booked events in the pavilion.
- The committee for commercial/non commercial use will respond to the request asap.

All guests left the meeting directly after this discussion.

6. Reports

6.1. Administration

6.1.1. Treasurer's Report

Sent to commissioners. Discussed, but no motion for approval was made.

6.1.2. Follow-up Action Report

- a) Commissioner vacancies including advertisement:
 - The advertisement was placed in the *MayneLiner*.
 - Item can be addressed at the July MIPRC meeting or with a special meeting organized to approve applicants.
- b) Tru-Value Gift Card distribution and payment:
Deferred to next meeting
- c) Boat ramps update:
Commissioner Bell will meet with Brian Dearden, SGI Harbours Commissioner on Monday.
- d) Volunteer forms:
Discussed and blank forms are available for Japanese Garden.

6.2. Committees

6.2.1. Janitorial Committee

- a) Janitorial Contract:
 - Commissioner Bell expressed thanks for the service of the temporary janitor.
 - The revised contract was signed yesterday.
- b) Plumbing/septic inspection:
 - Camera inspection scheduled.
 - Streamline Plumbing did no work due to time constraints
 - A list of work required had been provided in January and Streamline does regularly work on Mayne Island.
 - Clarification was offered that a hydrogeologist is required for VIHA for report on water quality, but issues at Miner's Bay is leaking sinks, etc. and that the contract was changed to add those other items.
- c) Vault toilet and port-a pottie pump outs:
 - Sites were pumped out on Tuesday.
 - Village Bay site had bags of garbage dumped.

6.2.2. Recreational Funding Committee

- a) Status on advertising and enquiries:

A new form was sent out and waiting for responses.

6.2.3. Commercial / Non-Commercial Activities Committee

- A Meeting was held on Monday and a draft policy was developed.
- Approval decisions for fitness classes will be done through the Committee on an expedited basis.
- Members present were agreeable to allowing infrequent use for exercise classes as well as two classes per week for the next two weeks with required insurance and Covid acknowledgment.
- Community festivals with a commercial aspect will be considered on a case-by-case basis
- Religious gatherings, wedding ceremonies and receptions will be approved.
- Approval of Caregivers Group request is subject to insurance and Covid acknowledgment.
- Suggestion made to contact Ross Cameron, CRD insurance regarding the softball group, but likely similar process as the fitness group.

6.2.4. Parks Master Plan

- a) Vision statement:

Deferred to next meeting.

- b) Emergency Program information:
 - Lauren Edwards, Mayne Island Emergency Program, suggested that emergency preparedness signage be allowed occasionally.
 - Also suggested was the use of the Adachi Pavilion for emergency response as a reception centre if necessary and information to be provided to access facilities for use.
- c) Assets Inventory – Commissioner Askin reported on this item.

6.3. Parks

6.3.1. Miner's Bay

- a) Hydrogeologist:
Deferred
- b) Gazebo Repairs and info from Bill Duggan:
Deferred
- c) Broken Library window:
Issue of who is responsible and insurance questioned.

6.3.2. Dinner Bay

- a) Playground:
 - CRD contract with excavator underway.
 - A map in the Janitor's room shows plumbing and electrical runs under the playground.
 - Estimate on containment barrier has been distributed.
- b) Washrooms:
Doors have new locks and handles will be reattached.
- c) Disc golf course :
A specific location is required to address any hazard where an accident may have occurred.

6.3.3. Japanese Garden

Not discussed.

6.3.4. Village Bay

- a) Wishing Well:
No progress made on build and mesh is over the well for safety.
- b) Condition of vault toilet
Not discussed

6.3.5. Cotton Park

- a) Rezoning update:
Discussed with planner and trustee and issue can be revisited.
- b) New plaque:
The new plaque has been ordered - limited salvage value on the existing plaque.

6.3.6. Henderson Park

- a) Trail realignment update:
Bill Duggan agreed to look at survey document and make his own assessment.

6.3.7. Trail Network Development

- a) Felix Jack – Kim Road trail:
 - Report distributed.
 - Proposed pathway staked out and work party will commence next week while maintaining physical distancing.
 - Outstanding question is whether the CRD will provide unionized work to assist with 85 meters within Mary Jeffery Park. Otherwise, the agreement will be amended with Ministry of Transportation, but preference is for Mary Jeffery Park.
 - Commissioner Bell suggested a site visit from beginning to the end of the trail to ensure commissioners are informed for future reference.

6.3.8. Pocket Parks

- a) Overall assessment of pocket parks and estimate:
Deferred to next meeting
- b) Felix Jack Park cedar trees:
 - Report distributed.
 - Arborist did not recommend removal as they present no danger and could last many years.
- c) Don Herbert Park:
 - Report distributed.
 - A large unnecessary sign will be removed.

7. Correspondence

- June 2, 2020 email from Caregivers' Support Group – Adachi Pavilion use request
- Telephone calls from Ag Hall Fitness Group re: use of the Adachi Pavilion
- Emails from softball group re: practice and use of the ball field
- Discussion with Brian Dearden re: Harbours Commission and boat ramps
- Email invitation to participate in SGI CRD regional strategy zoom meeting and COVID-19

- Emails regarding further cancellation of booked park events

8. New Business

8.1. Report on SGI CRD regional strategy session and COVID-19:

- Commissioner Euper reported on a Zoom meeting she attended for non-profit sector/service organization community groups which focussed on recovery and sustainability and was led by the Southern Gulf Islands Community Resource Centre.
- She reported that the content of the meeting did not seem particularly relevant for MIPRC.

8.2. Park events booked in August and September 2020:

- July 1st event will be cancelled.
- Decision on cancellation of August volunteer bbq will be made at July meeting.

8.3. Additional Items:

- Commissioner Askin will organize work party to cut back bramble at Miners Bay.
- There is a new volunteer helping to cut the grass at Miners Bay.
- Another volunteer will be signing up to do weed eating at Dinner Bay.

9. Motion to Close the Meeting

No motion made

The meeting concluded at 4:30 pm

Approved by the Committee on August 13, 2020

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report May 1 - 31, 2020

(A) Operating Funds	Dinner Bay	Miner's Bay	Cotton Village	Henderson Trails	Janitorial Plumbing	CRD Charges	Other			
Opening Budget 2020	9000	6000	5000	3000	4000	7000	22000	10000	15525	81525
Remaining Budget May 1, 2020	4313	5095	3667	2994	3994	5988	14948	8355	13352	62706
Revenue										
Expenses										
CRD Insurance - Public Liability								120		
CRD Insurance - Fire								1240		
CRD Insurance - Group Accident								410		
CRD Insurance - Service Contract								90		
Recording secretary WCB for March									4	
CRD Standard Overhead allocation								240		
Home hardware, garden supplies			52							
Lions Port A Pottie rental to July 20							420			
Home hardware, hinges					9					
Home hardware, lawn care	36									
Flag shop, halyard and clips			55							
Janitorial contractor May 1-31, mileage							1411			
Warning Maintenance for May - Dinner	130									
Warning Maintenance for May - Library		100								
Alea - Commissioner Notice	18									
Alea - Don't Throw Gloves	9	9								
Alea - Commissioner Vacancy										87
Alea - Tide Table ad										225
Recording secretary for May										176
Active Pass Auto	236									
Total Expenses	429	109	107	0	9	0	1831	2100	492	5077
Remaining Budget	3884	4986	3560	2994	3985	5988	13117	6255	12860	57629

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT May 1 - 31, 2020 cont'd

(B) Donated Funds

Japanese Garden		
Opening Balance May 1, 2020		17215
Plus: Deposits - May 10 and May 20	525	
Total Deposits	525	525
Less: I Marsh - Christmas lights	214	
I Marsh - Wood chips/ bark mulch/delivery	700	
CRD standard overhead allocation	59	
Total Expenses	973	973
Closing Balance May 31, 2020		16767

Putting Green/Disc Golf/Adachi

Opening Balance May 1, 2020		357
Plus: Deposits		
Closing Balance May 31, 2020		357

(C) Recreation Funds

Opening Balance May 1, 2020		34950
Less: Alea - Recreational Funding ad	87	
Insurance - Public Liability	50	
CRD standard overhead allocation	118	
Closing Balance May 31, 2020		34695

(D) Capital Funds (Unallocated)

Opening Balance May 1, 2020		90139
Closing Balance May 31, 2020		90139

(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
CX.109.2010.66 Kim Road Trail		10000
Total allocated capital		29401