



Minutes for a meeting of the Mayne Island Parks and Recreation Commission for July 9, 2020 held beside the Mayne Island Community Library

Present: Debra Bell, Chair Peter Askin, Vice Chair Veronica Euper
Kris Sigurdson Lauren Edwards, Recorder

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

Public : One member of the public was present.

The meeting was called to order at 3:00 pm without quorum

1. Territorial Acknowledgement

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

2. Approval of Agenda

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

3. Adoption of Minutes

- 3.1. Minutes of the meeting held May 14, 2020 – No quorum for motion.
- 3.2. Minutes of the meeting held June 11, 2020 – No quorum for motion.

4. Chair's Remarks

Commissioner Bell reported that Commissioner Warning received a Canadian volunteer silver medal for years of service.

5. Presentations/Delegations

6. Reports

6.1. Administration

6.1.1. Treasurer's Report

- a) Treasurer's Report May 2020 – No quorum for motion.
- b) Treasurer's Report June 2020 – No quorum for motion.

ADOPTED

- Draft report circulated and will be reconciled with CRD when numbers received.
- Reviewed and discussed by members present.

6.1.2. Follow-up Action Report

a) Village Bay and David Cove Boat Ramps

- Commissioner Bell communicated with other Gulf Islands Parks Commissions who reported that they have no responsibility for the maintenance of boat ramps.
- Commissioner Bell discussed this issue with local Harbour Commissioners and the recommendations were two sided.
- Commissioners discussed the issues pertaining to boat ramp maintenance as well as the volunteer labour that the Association of Mayne Island Boaters (AMIB) offered to provide.
- Commissioners discussed the sharing of maintenance costs between MIPRC and AMIB..
- Suggestion made that AMIB apply for recreational funding which can then be used towards maintenance costs.
- It was noted that Village Bay ramp is situated beside a park while David Cove is a standalone ramp.
- Members were asked to review the memo provided by Commissioner Bell.

b) Commissioner Vacancies and Requirements

- A draft was circulated describing the skillsets for commissioners.
- Members discussed making an amendment to the Bylaws in order to reduce the Commission's membership requirement down to seven members. Members present were agreeable to reduction. This item will be brought forward for further discussion.
- It was reported that MIPRC may recommend a commissioner appointment without a motion and Director Howe, can present it at the CRD Board meeting.

c) Tru-Value Gift Card Distribution and Payment

Received \$550 for the sale of gift cards and there are still some left.

d) Volunteer BBQ in August

- To be discussed at August meeting.

6.2. Committees

6.2.1. Janitorial Committee

- a) Camera, Plumbing/Septic Inspection
Camera showed excessive need for pump out.
- b) Motion approving pump out of septic tanks at Miner's Bay and Dinner Bay in June 2020 – deferred.
- c) Schedule repair of broken septic connection; lockset
 - The broken pipe is between tank 1 and 2.
 - Distribution box location unknown.
 - No schematic available and suggestion made for all new installations to have schematics posted on a wall.
 - Arrangements have been made for repair of the lock on the women's washroom door, but this has not yet been done.
- d) Washroom Reopening; Garbage and Recycling
 - Streamline Plumbing attended to assess parts required to repair leaky valve. Another visit is required to make on site measurements.
 - Commissioners discussed the water filtration system upgrade which requires a hydrogeologist to inspect due to occasional well contamination reports.
 - Port-a-potties remain in place until July 20th.
 - The Miners Bay bathrooms cannot be reopened due to the overflow biohazard.
 - A project plan and timeline with Streamline Plumbing might be helpful.
 - The broken pipe will be investigated next week and the water flow needs to be fixed.
 - The Dinner Bay problem is with a single urinal in the men's bathroom, which can be closed off and the bathroom can be opened safely.
 - The port-a-pottie at Dinner Bay can be removed.
 - Garbage and recycling to remain shut down and will be reviewed again.

6.2.2. Recreational Funding Committee

- Applications received from four groups to date.
- Applications will be discussed at the August meeting.
- Commissioner Askin will post on Facebook and Commissioner Sigurdson will send the reminder note.

6.2.3. Commercial / Non-Commercial Activities Committee

- a) Finalize Policy – draft policy for discussion.
 - Wide-ranging discussion of parks uses including community festivals, activities with ancillary commercial aspects, the one-time approval for the 2020 Quilters’ Guild Merchants Mall, and prohibition of purely commercial functions.
 - Prior to the pandemic, Islands Trust had indicated that there has been a significant increase in the use of the community parks and that, comparatively, Mayne Island has a lower percentage of park land.
 - Limited available parks are treasured assets for the public’s enjoyment and permitted usage will be appropriate to the park’s zoning.
 - Commissioners discussed the need for clarity and/or policy for approving group events.
 - The draft policy would permit the following: Religious services on occasional basis; wedding ceremonies, receptions and other celebrations; fitness classes in an appropriate park on occasional basis or by MIPRC sponsored class; and not-for-profit or charitable meetings. MIPRC could approve donation boxes during certain events.
 - Commissioner Euper will seek more information from Islands Trust regarding events where fees apply.
 - Miners Bay Park is a service zone and can be used for activities such as group fundraising.
- b) Application form and terms of use – Not discussed.
- c) Amend motions in 6.2.3.1 and 8.2 in Minutes of May 14, 2020
 - Previous motions limited activity due to the pandemic restrictions and need for clarity on commercial aspect of activities.
 - A new motion will be developed for the next meeting.

6.2.4 Master Plan - deferred

6.3. Parks

6.3.1. Miner’s Bay

- a) Hydrogeologist – deferred
- b) Gazebo Repairs and information from Bill Duggan
 - Discussed the extent of work required and the opportunity for repairs to be made by Richard Iredale.
 - Commissioner Bell will contact Richard Iredale.

- c) Broken and defective Library windows
 - An estimate from Richard De Armond is outstanding.
 - Discussed protecting the windows during weed-whacking.
- d) Brambles
 - Successful work party held over a couple of days has cut back the bramble
 - Discussed areas where removing the bramble is desirable.

6.3.2. Dinner Bay

- a) Playground
 - Excavation and fill removal
 - Largely completed
 - Additional Items
 - MIPRC is preapproved to apply for a Community Works Fund grant. Commissioner Bell is putting an application together and Commissioner Euper will review. The attending commissioners agree she should proceed and Director Howe has approved it going forward.
 - Lance Shook reported that he had requested an estimate for the baseball field for fencing 40' long and 10' high to keep people safe in the stands as well as a 3' fence along the first base line. Commissioner Bell asked that the estimate be sent to her and she will coordinate the information with him. The ball team will do the work so it's just the material cost.
 - Fifteen thousand dollars has been approved and allocated to the playground improvement project. Further motions are not required to approve spending on the improvements.
 - Discussed the merits of creating angle parking at Dinner Bay and Miners Bay Parks. Lance Shook agreed to discuss this with the Ministry of Transportation's Saanich office and to obtain the contact information of the technician for Mayne Island.
 - These suggestions can be brought forward for group discussion.
- b) Containment Barrier
 - Discussed the merits of putting a concrete curb around the playground pea gravel.
- c) Funding – Discussed under additional items
- d) Washrooms
 - Can be opened when porta pottie removed, anticipated to be on July 20, 2020.
- e) Disc Golf Course Accident
 - The incident was documented and will be sent to Commissioner Bell.
 - The bridge across from the Adachi Pavilion has been removed.

6.3.3. Japanese Garden – Not discussed.

6.3.4. Village Bay

- a) Condition of vault toilet interior – Not discussed
- b) Wishing well – Not discussed

6.3.5. Cotton Park – Commissioner Bell emailed her report to members.
Passive park definition amendment – not discussed

6.3.6. Henderson Park

- a) Tree cutting on right of way and trail realignment
 - The trail lost definition due to cleared trees on and around the right-of-way.
 - Bill Duggan re-marked the trail.
- b) Closing park for deer cull
No further action has been taken at this time.

6.3.7. Trail Network Development

- Commissioner Askin emailed a report to members.
- At this time, the following issue was discussed:
 - There had been difficulty with guardians not doing necessary work and this puts users at risk.
 - Bill Duggan is taking care of one of the trails and Commissioner Askin will be meeting with a new volunteer for the Neil Road access.
 - Discussed the merits of using a contractor to maintain trails because volunteers can leave without notice.
 - Suggestion made to use a monthly report to monitor activities.
 - BC Hydro took down a danger tree at Kadonaga Bay. Agreement worked out as to who was entitled to the wood.
- a) Felix Jack – Kim Road trail:
 - Pathway progress
It was reported that volunteers made good headway in the scheduled work party for the pathway between Felix Jack and Kim Road.
 - Update on CRD position to develop a trail within Mary Jeffery Park
 - CRD has added the Mary Jeffery trail section to their work program, but it may take years before work can begin.
 - The backup plan which is for the Ministry of Transportation to amend the license of occupation along Kim Road is waiting for confirmation.

- Another plan is to put up a sign that indicates the distance in metres to the trail head.
 - It is hoped there will be support for the trail extension from CRD and correspondence has been sent with emphasis made of the joint stewardship agreement with CRD concerning Mary Jeffrey Park
- b) Scheduling site visit – commissioners can visit individually.
- c) Village Bay – Miner’s Bay Regional Trail update
- CRD has received funding for the multi-use trail, but there is no expectation that building will begin until next year.
 - This has been planned at least since 2000. It is part of the Trans Canada hiking system and a demonstration trail for the Gulf Islands and to be a model for the other islands.
- d) Kadonaga Bay – see 6.3.7 above.
- 6.3.8. Pocket Parks - deferred
- a) Estimate and assessment of pocket parks with public safety issues;
Review previous Motion – Not discussed
 - b) Don Herbert Park – Work and progress commented on.

7. Correspondence

- 7.1. Email regarding SGI Community Resource Centre summer volunteer program – Kris will review form
- 7.2. Email correspondence with CRD regarding trees on right-of-way near Henderson Park
- 7.3. Email correspondence with CRD regarding responsibility for library windows.
- 7.4. Correspondence with Village Bay Improvement Association requesting funding for seaweed clean-up.
 - Discussed the cleanup of the beach and the seaweed that gets trapped near the boat ramp.
 - It was thought that some of the past funding came from grants.
 - Commissioner Bell will make a request for the seaweed to be used for parks compost.
- 7.5. Numerous emails with CRD and fitness groups regarding park usage and insurance requirements.
- 7.6. Request from Mayne Island Conservancy Society to hold their AGM outdoors at Miner's Bay Park on or about August 8, 2020
- 7.7. Emails of June and July from Mayne Island Slowpitch team requesting use of Dinner Bay Park for practice.

8. New Business

- 8.1. Certificate and cheque forwarded to the recipient of the annual Dave Bentham Award.
- 8.2. Request from Mayne Island Conservancy Society to hold their AGM outdoors at Miner's Bay Park on or about August 8, 2020. Attendance expected to be 30 people or less and Covid requirements will be followed.
- 8.3. Lion's Salmon BBQ on September 7, 2020 – defer to next meeting.
- 8.4. Brian Crumblehulme planning a large function for September 19th that involves park space. Deferred
- 8.5. Mayne Island Slowpitch team requesting use of Dinner Bay Park for practice
Application was received and members present agreed to the request subject to obtaining insurance.
- 8.6. Additional Items:
Disc Golf
 - Question raised whether the Disc Golf is an association that would require group insurance.
 - Lance Shook provided clarification that the disc golf members get together solely to maintain the course and perhaps they should be referred to as the Disc Golf Maintenance Group.

9. Motion to Close the Meeting

Motion to Close the Meeting in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

Chair Bell closed the regular meeting for an in-camera session.

Chair Bell recalled the meeting to order

10. Rise and Report

Members present unanimously recommended Lance Shook and Trisha Glatthaar for a MIPRC commissioner position.

11. Meeting Adjournment

The meeting adjourned at 5:56 pm.

Approved by the Committee on August 13, 2020