



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission for August 13, 2020 beside the Mayne Island Community Library

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**Present:** Debra Bell (Chair)      Peter Askin (Vice Chair)      Veronica Euper  
Kris Sigurdson      Lance Shook      Trisha Glatthaar

**Absent:** David Howe, Director, CRD, Southern Gulf Islands

**Guests:** Bill Warning and Brad Hanning, Mayne Island Lions

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

Commissioner Euper expressed thanks that the meeting was held on the traditional lands of the Coast Salish First Nations.

### 2. Approval of Agenda

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

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Euper,  
That the agenda be approved as circulated.  
**CARRIED**

### 3. Adoption of Minutes

- 3.1. Minutes of the meeting held May 14, 2020  
**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook,  
That the minutes of May 14, 2020 be adopted as circulated.  
**CARRIED**
- 3.2. Minutes of the meeting held June 11, 2020  
**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin,  
That the minutes of June 11, 2020 be adopted as circulated.  
**CARRIED**
- 3.3. Minutes of the meeting held July 9, 2020  
**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That the minutes of July 9, 2020 be adopted as circulated.  
**CARRIED**

ADOPTED

#### 4. Chair's Remarks

Commissioner Bell welcomed the new commissioners, Lance Shook and Trisha Glatthaar, who were approved at the CRD Board meeting on July 12, 2020.

Commissioner Bell thanked past commissioner, Bill Warning, for his many years of service and welcomed his participation again in future. Bill expressed his appreciation and offered his continued help on an irregular basis.

#### 5. Presentations/Delegations

- On behalf of the Mayne Island Lions, Bill Warning and Brad Hanning presented and distributed logistical and safety plans for the annual Lion's barbecue on September 5<sup>th</sup> and 6<sup>th</sup>.
- The barbecue will be a drive through and tickets are sold in advance with one hour windows for pick up.
- It is a fundraiser for high school scholarships and the 222 draw will not be done in person.
- Brad will fill out the required questionnaire.
- Bill and Brad left immediately after the presentation.

#### 6. Reports

##### 6.1. Administration

##### 6.1.1. Treasurer's Report

- a) Treasurer's Report May 2020  
**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,  
That the Treasurer's Report for the period May 1 to May 31, 2020 be approved as  
presented.  
**CARRIED**
- b) Treasurer's Report June 2020  
**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,  
That the Treasurer's Report for the period June 1 to June 30, 2020 be approved as  
presented.  
**CARRIED**
- c) Treasurer's Report July 2020  
**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin,  
That the Treasurer's Report for the period July 1 to July 31, 2020 be approved as  
presented.  
**CARRIED**

6.1.2. Follow-up Action Report

- a) Village Bay and David Cove Boat ramps
- Update and previous Motion
    - A refresher email was distributed on this longstanding issue.
    - Some pictures of the damage at Village Bay ramp were sent to the CRD and their position is this is MIPRC's responsibility.
    - The motion previously tabled had been deferred.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Sigurdson, That Mayne Island Parks and Recreation Commission acknowledges responsibility for the Village Bay Boat Ramp in recognition of the prior commitment made by the Commission in December 2000.

**CARRIED**

Opposed: Commissioner Askin  
Abstained: Commissioner Glatthaar

- Ramp Repair
  - The damage has been repaired and Village Bay Improvement Association is able to use the ramp.
  - Consider a new agreement with AMIB for volunteer labour.
  - Discussed liability and ramp responsibility concerns for MIPRC.
  - It was reported there is a schedule of fees that MIPRC would receive for barges and dangerous cargo carriers use.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Sigurdson, That Mayne Island Parks and Recreation Commission acknowledges responsibility for the David Cove boat ramp in recognition of the prior commitment made by the Commission in December 2000.

**CARRIED**

Opposed: Commissioner Askin  
Commissioner Euper  
Abstained: Commissioner Glatthaar

- Commissioner Bell will discuss this item further with Stephen Henderson, CRD, and advise him that while MIPRC will accept responsibility for Village Bay ramp, commissioners appear split on holding responsibility for the David Cove boat ramp.

- b) Commissioner appointments; resignations
- Responsibilities – Lance Shook; Trisha Glatthaar
    - Commissioner Shook received a draft list and had no comments concerning responsibilities for Dinner Bay and Miners Bay.

- Commissioner Glatthaar holds responsibilities for Edith Point Road trails (Seaview or beach access) and will continue conversations with First Nations regarding parks.

- Bill Warning

- A luncheon was held and gift certificate presented to Bill who resigned from MIPRC.

- c) Amending bylaws to reduce Commission's membership to seven.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,  
That we reduce the number of commissioners on Mayne Island Parks and Recreation Commission from nine to seven.

**CARRIED**

- d) Volunteer BBQ and appreciation of volunteers

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That the volunteer barbecue be cancelled in 2020 and in recognition of appreciation of volunteers, an advertisement be taken out in the MayneLiner and posted on Facebook.

**CARRIED**

## 6.2. Committees

### 6.2.1. Janitorial Committee

- a) Motion approving pump out of septic tanks at Miner's Bay and Dinner Bay

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook,  
That the Mayne Island Parks and Recreation Commission approve the expenditure in June 2020 of approximately \$2,500 to Eco-Source Septic to pump out the septic tanks at Miner's Bay and Dinner Bay. Prior approval of the expenditure was not possible given the urgency of the situation.

**CARRIED**

- Commissioner Shook will investigate location of discharge pipes.

- b) Plumbing contract

- Commissioner Shook will follow up on status of contract for work still to be completed on washrooms.
- Several issues with the septic system were identified and corrected.
- A site plan was completed for future reference.
- The issue was reported to Eddie Fung, Vancouver Island Health Authority
- The UV filter is in place and raw water tests seem fine;
- Commissioner Shook will discuss upgrading systems with nearby businesses.

- c) Lockset repair
  - Changed at Miners Bay.
- d) Garbage and recycling
  - MIPRC will continue with temporary halting of service during Covid with exception of Dinner Bay washrooms.
  - Suggestion made to rebuild locker for garbage as well as a three container setup for sorting.

#### 6.2.2. Commercial / Non-Commercial Activities Committee

- a) Finalize policy

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Askin,  
That the commercial/non-commercial park use policy presented in draft be finalized and incorporated in the Supplement to the Commissioner's Handbook.

**CARRIED**

- b) Application form and terms of use  
Deferred.

- c) Amend motions in 6.2.3.1 and 8.2 in Minutes of May 14, 2020

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Askin,  
To rescind two motions passed at the meeting of May 14, 2020, and to replace those two motions with one new motion. The two motions to be rescinded are:

- Motion 6.2.3.1 which reads in part "That the Mayne Island Parks and Recreation Commission not approve fitness classes in the parks paid or unpaid and to be reviewed at the end of August 2020", and
- Motion 8.2. which reads in part "That there be no social gatherings in June or July in community parks."

And, that these two motions are replaced with one motion as follows:

That social gatherings in community parks including events and fitness classes will be limited in accordance with public health orders during the current pandemic."

**CARRIED**

#### 6.2.3. Parks Master Plan

- a) Draft Plan
  - The draft Plan was distributed and to be finalized by mid September.
  - Suggestion made to include trails and pathways and incorporate maps as appendices.
  - Commissioner Askin will follow up to include Mayne Island Pathways & Trails Association in discussions.
  - The committee as a whole to meet the last week of August and come prepared with discussion points on areas of interest.

### 6.3. Parks

#### 6.3.1. Miner's Bay

- a) VIHA; plumbing update and washroom reopening
  - Parts for toilets were purchased.
  - The current valves are considered good quality and are all of the same type which will allow for spare parts to be kept on hand.
  - The UV and filter are only plugged into two taps.
  - The library has its own UV, but unknown if it's working.
  - All taps that could possibly be used by the public will be treated.
  - The raw water testing is showing fine.
  - A bulb is on hand and a filter will be purchased.
  - \$2K is approximate cost for a new filtration system.
  - Shut off valves are necessary in case of failure.
  - The system needs to be chlorinated.
  - Pressure tank is being installed next week.
  - Hot water availability will be carried forward for discussion.
  
- b) Gazebo Repairs
  - Commissioner Shook will contact Richard Iredale.
  
- c) Overnight camping
  - Don Brown, CRD Bylaw Enforcement, suggested taking a photo of license plates for campers and send to him.
  - Tents at Dinner Bay without cars can be reported and records of number of complaints can be kept.
  
- d) Library windows
  - This will be completed next week.

#### 6.3.2. Dinner Bay

- a) Disc Golf/Putting Green/Softball
  - New sand to be purchased for putting green.
  - Disc golf had a work party; consider planting more alders; two maples are growing back.
  - A welder is volunteering free service and ball players willing to help do labour for new ballfield fencing.

**MOVED** by Commissioner Shook and **SECONDED** by Commissioner Bell  
That Mayne Island Parks and Recreation Commission use \$1400 in the Dinner Bay  
Fence Allocated Capital Fund to install 14' by 10' high fencing section for bleachers.  
**CARRIED**

- Other fencing work will still need to be done

ADOPTED

- b) Playground update
  - Work party cleared debris.
  - Some new construction required.
  - 40' section of pea gravel required for swings.
  - A no encroachment zone is required.
  - There is not enough room for angle parking.
  - Suggested concrete be used for containment barrier.
- Outreach to community organizations
  - Lauren Underhill, ECE and PAC Secretary, was contacted for input.
- Containment barrier

**MOVED** by Commissioner Shook and **SECONDED** by Commissioner Bell,  
That Mayne Island Parks and Recreation Commission use concrete to contain pea  
gravel and bark mulch in playground.

**CARRIED**

- Funding – Debra
  - Motion for CWF application and amount
    - The application amount originally discussed with Director Howe is now higher and does not include fitness track.
    - CRD Liaison recommended Director Howe be contacted again to discuss change request.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That Mayne Island Parks and Recreation Commission application for  
Community Works Grant renovating Dinner Bay playground and the sports  
fields and fitness circuit not exceed \$60,000.

**CARRIED**

- Motion re: approval of expenditures

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That the remaining funds in the Dinner Bay playground capital project account  
may be spent on playground improvements without further Motion by the  
Commission.

**CARRIED**

- c) Angle Parking  
Reported in item b) above.
- d) Water system
  - Washroom
    - Lighting

- A motion detector to reduce power usage was purchased and the second bathroom will be done as well.
- Men's repair status
  - One urinal working and one still to be done.
  - Water system is testing fine; filters are better than Miner Bay system; pressure tank may need replacement soon; and funding available for two inspection covers which Commissioner Shook will install.
- e) Adachi Pavilion contents
  - Commissioner Sigurdson volunteered to do inventory with the Lions.

#### 6.3.3. Japanese Garden

- Memorial plaque committee of Commissioners Askin and Euper to be reconstituted.

#### 6.3.4. Village Bay

- a) VBIA and seaweed removal – update
  - CRD could not locate any information regarding this item; therefore, it was agreed that MIPRC continue to pay this expense at this time.
  - The Village Bay Improvement Association has said they would hire a student.
  - This issue will be investigated further as commissioners questioned the method of seaweed collection and environmental concerns.

- b) Danger tree removal – Motion on cost

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Shook  
That two danger trees in Village Bay Park were removed by the arborist for \$925 and this expenditure be approved.

**CARRIED**

- c) Condition of vault toilet interior  
Not addressed
- d) Wishing well – Peter
  - Commissioner Askin will follow up one more time.
- e) Graffiti and bike ramp
  - Commissioner Askin will follow up.

#### 6.3.5. Cotton Park

- a) Meeting with Islands Trust, CRD and Harold Joe, First Nations
  - The meeting went well.
- b) Meeting with BC Hydro design technician regarding power pole



- Hydro suggested waiting until replacement required and hydro will pay relocation costs.

#### 6.3.6.Henderson Park

- Nothing new to report.

#### 6.3.7.Trail Network Development

- Developing beach access on Laura Point Road will be investigated this weekend.

##### a) Felix Jack – Kim Road trail

- Update
  - Right of way diagram in final stage of completion.
  - A small linking trail through to Mary Jeffery and Plumper Pass would have to wait.

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**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Shook, That Mayne Island Parks and Recreation Commission apply to the Ministry of Transportation and Infrastructure for license of occupation for 88 meters on Kim Road from the south end of the presently licensed right of way along Kim Road to the contiguous parks.

**CARRIED**

Opposed: Commissioner Euper  
Commissioner Bell

- After discussion on this item, future discussion will occur for signage and possible footbridge.
- Removal of danger trees  
Not addressed
- Motion re: surface material
  - MIPRC to partner with MIPATA for new gravel pathway surface costs of approximately \$6K.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Sigurdson, That Mayne Island Parks and Recreation Commission approve approximately \$3,000 for cost of surface for the new Felix Jack/ Kim Road trail.

**CARRIED**

- Discussed procurement policy and limited options on the island.
- Commissioner Bell wants to ensure that CRD will accept one quote for which MIPRC will be invoiced half the expense.

6.3.8. Pocket Parks

- a) Estimate and assessment of pocket parks with public safety issues; Review previous Motion of October 2019
  - Suggested to follow through as parks with danger trees should not be ignored.
  - At the time there were four pocket parks with houses nearby: Sandy Hook; three in Bennett Bay; and three trees removed.
  - Bennet Bay Water District has responsibility for two others due to well safety and believes it is in a written agreement.
  - Suggestion made to document proposed next review dates for assessments.
  - This assessment is done only for risk to nearby structures and fences.
  - Commissioner Askin will discuss with arborist.
  - A danger tree at Don Herbert Park will be investigated.
- b) Conconi Reef Beach Access
  - Broom removal - A thorough report was sent to all.
  - Danger trees removed

7. **Correspondence**

- 7.1. Request by the Lions for the Adachi Pavilion September 5 and 6, 2020 and August 10, 2020
- 7.2. Email correspondence dated July 9, 2020 forwarded from Bill Duggan from Arts Council inquiring about storage space in the Library basement
- 7.3. Request by MIPATA to use Miner's Bay Park for AGM. Date to be determined.
- 7.4. Email correspondence from MI Housing Society requesting Adachi Pavilion and surrounding area for community information meeting, September 14, 2020
- 7.5. Email correspondence from/to Mark Allison and Lynn Casey regarding footbridge at Village Bay

8. **New Business**

- 8.1. Passive Park definition amendment – Bylaw Referral 180: Motion to approve reply.

- A passive park is hiking trails, walking trails and a couple of signs and no other uses.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper

**That** the Bylaw Referral Form Response of the Mayne Island Parks and Recreation Commission to the Mayne Island Local Trust Area Bylaw 180 dated July 16, 2020 be approved as circulated to commissioners.

**CARRIED**

8.2. Proposals regarding footbridge at Village Bay on neighbour's property or on Village Bay Park

- As boundary set back is not enough, a development variance permit is required for neighbours of Village Bay Park to build a footbridge on their property over the seasonal creek.

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Bell,  
**That** the Mayne Island Parks and Recreation Commission's interests are unaffected by the development variance permit currently proposed for the construction of a footbridge on the property adjacent to Village Bay Park.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That the proposal dated August 12, 2020 regarding a proposed foot bridge at Village Bay Park be addressed at the Mayne Island Parks and Recreation Commission meeting in September 2020.

**CARRIED**

8.3. Lions request for Adachi Pavilion September 5 and 6, 2020

- Plan in place seems fine.
- Approved.

8.4. MIPATA request for Miner's Bay

- MIPATA has submitted the documentation to hold their AGM on September 12, 2020 and a cheque for \$10 for event insurance is required.
- A safety plan is in place and no more than 15 people will attend.
- Approved.

8.5. MI Housing Society request for Adachi Pavilion September 14, 2020

- This request is for an information meeting.
- They have a safety plan, will provide insurance and will spread out from the pavilion. They will use a microphone to avoid yelling
- We should emphasize they need to keep numbers under 50.
- Approved.

8.6. Arts Council request to use library basement for storage

- The request was discussed and concerns expressed for clutter, risk of water damage and how long storage is required.
- Will wait for further contact.

9. **Motion to Close the Meeting**

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Sigurdson  
That the Meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(b) and that recorder and staff attend the meeting.

**CARRIED**

10. **Rise and Report**

None

11. **Meeting Adjourned at 7:05 pm**

Original Signed

September 10, 2020

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**CHAIR**

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**DATE**

Original Signed

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**RECORDER**

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

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Miner's Bay</b>	<b>Cotton Village</b>	<b>Henderson Trails</b>	<b>Janitorial Plumbing</b>	<b>CRD Charges</b>	<b>Other</b>	<b>Total</b>		
<b>Opening Budget 2020</b>	<b>9000</b>	<b>6000</b>	<b>5000</b>	<b>3000</b>	<b>4000</b>	<b>7000</b>	<b>22000</b>	<b>10000</b>	<b>15525</b>	<b>81525</b>
<b>Remaining Budget July 1, 2020</b>	<b>2841</b>	<b>3883</b>	<b>3346</b>	<b>2844</b>	<b>3835</b>	<b>5876</b>	<b>11172</b>	<b>6003</b>	<b>12390</b>	<b>52190</b>
Revenue - Cost recovery										
<b>Expenses</b>										
Active Pass Auto gas and diesel -June	99	99								
Active Pass Auto - July	57	57								
Active Pass Auto keys	34									
CRD real estate Henderson Hill								33		
CRD standard overhead allocation								240		
Wes-Tech Irrigation			116							
Island Arborist				926		224				
Recording secretary for July									187	
Hewer Home Hardware - keys		11								
Home Hardware	67		65				23			
Eco Source		75								
Gardening/pruning			143							
Janitorial July 1-15, mileage, WCB							748			
Janitorial July 16 -31, mileage							758			
Janitor supplies							19			
Warning Maintenance for July - Dinner							100			
Warning Maintenance for July - Library							100			
Cleaning Adachi Pavilion	81									
Garbage and equipment repair (LS)	106									
<b>Total Expenses</b>	<b>444</b>	<b>242</b>	<b>324</b>	<b>926</b>	<b>0</b>	<b>224</b>	<b>1748</b>	<b>273</b>	<b>187</b>	<b>4368</b>
<b>Remaining Budget</b>	<b>2397</b>	<b>3641</b>	<b>3022</b>	<b>1918</b>	<b>3835</b>	<b>5652</b>	<b>9424</b>	<b>5730</b>	<b>12203</b>	<b>47822</b>

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

**(B) Donated Funds**

<b>Japanese Garden</b>		
Opening Balance July 1, 2020		16191
Plus: Deposits (\$200 + \$555)	755	
Total Deposits	755	755
Less:		
Courier	34	
C. Andre bobcat	180	
CRD standard overhead allocation	59	
Total Expenses	273	273
Closing Balance July 31, 2020		16673

**Putting Green/Disc Golf/Adachi**

Opening Balance June 1, 2020		357
Plus: Deposits		
Closing Balance June 30, 2020		357

**(C) Recreation Funds**

Opening Balance July 1, 2020		34278
Alea advertising		68
CRD Standard overhead allocation		118
Closing Balance July 31, 2020		34092

**(D) Capital Funds (Unallocated)**

Opening Balance July 1, 2020		75198
Transfer from reserve fund		59
Closing Balance July 31, 2020		75257

**(D) Capital Funds (Allocated) - Projects**

CX.109.2007.66 Dinner Bay Fencing		<b>1498</b>
CX.109.2008.66 Cotton Park Monument		<b>4281</b>
CX.109.2009.66 Library Water System Upgrade		<b>12400</b>
CX.109.2010.66 Kim Road Trail	8500	
Alea - copies of plan	8	
Island Arborist	168	
		<b>8324</b>
CX.109.2011.66 Dinner Bay Playground	13020	
Home Hardware	410	
Cdn Standards Association Manual	159	
		<b>12451</b>
Total allocated capital		38954