



**Mayne Island Parks and Recreation Commission**  
**Minutes for July 14, 2022**

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere – agenda attachment)

- A mobile eyewash station will be purchased for Dinner Bay.
- A sign to keep the door open while refuelling the tractor will be put up on the tractor shed door at Dinner Bay.
- Commissioner Wright will follow up with Bill Warning about updating the emergency contact lists at Miners Bay and Dinner Bay.
- The fitness track accessibility guidelines has been completed.
- Bandstand painting needs to go onto the work schedule.
- The monthly playground assessment forms require completion.
- The shared calendar application can be tested with the Dangerous Trees Report. The application sends emails to notify of items due and yearly events. This will provide a historic record.
- Commissioner Euper has worked on the policy statement and the guidelines regarding danger/fallen trees and Chair Bell asked that any other materials be added so that the Guidelines can be finalized at the next meeting.

5.2.2. Health and Safety concerns

- Due to the fact that traffic control measures had been circumvented by the public, Commissioners Banelis and Wright volunteered to keep people away while trees are being felled.
- Commissioner Schneider, who has a traffic control ticket, may be available to monitor traffic during future road closures.

5.2.3. Review and Approve Supplement to the Commissioner’s Handbook (agenda attachment)

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that Mayne Island Parks and Recreation Commission approve the Supplement to the Commissioners Handbook which is subject to updating from time to time.

**CARRIED**

5.2.4. Danger Tree guidelines and list of completed assessments

- A verbal report was given during all inspections 2022 to date and Commissioner Banelis will provide this information to Commissioner Kilpatrick in an email.
- It was discussed and agreed that Commissioner Askin will look into having guidelines to bring forward for the next meeting.

5.2.5. Events (agenda attachment)

The Events Report was received for information.

5.2.6. Sponsored activities

- No sponsored activities reported.
- The volleyball net is getting used by a group of friends regularly.
- Clarification was provided that sponsored events have coverage through MIPRC while paid for events require insurance.

**ADOPTED**

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- Discussed promoting sponsored events.

5.2.7. Commissioner Retreat

Specifics of the Commissioners Retreat and meeting with Paul Brent, CRD, scheduled for July 15th on Saturna Island was discussed and it was agreed that a donation of \$150 would be offered for the community bus tour provided by a Saturna Lions volunteer.

5.2.8. Recreational Funding update

- About 50% of the applications have been received and Commissioner Euper will follow up on those that have not been submitted.
- The due date is July 22<sup>nd</sup> and Commissioner Bell will check the mailbox after July 23<sup>rd</sup>.
- It was agreed that a separate meeting will be scheduled to review the applications and reasons for decisions will be recorded.

5.2.9. Zoom meeting on fallow deer

- Commissioner Kilpatrick reported on the meeting and stated that there was a decision to schedule another meeting which Adam Olsen will attend when he visits the island.
- Commissioner Kilpatrick reported that the meeting was attended by the CRD, Parks Canada, Islands Trust, the MI Conservancy and some other individuals and land holders and the discussion was on strategies going forward to address the problem of the fallow deer population.

5.2.10. Memorial plaques – location and Notice Board

It was discussed and agreed that the notice board will be placed on the exterior of the library wall facing the parking area and that the memorial plaques will be on the board situated inside the park entrance at Village Bay and Fernhill Roads.

5.2.11. Volunteer BBQ – allocation of duties

- Invitation options were discussed and it was agreed that commissioners will send a list of volunteers past and present and Chair Bell will email the invitations.
- The event is scheduled for August 18<sup>th</sup> and it was agreed that the event will run from 4:30 to 7:30 pm with dinner at 5:30 pm.
- Commissioner Schneider will order the food and coordinate with the Lions and Commissioner Euper will order the cake.
- A special event licence has been obtained.
- It was agreed that a wireless megaphone speaker will be purchased.
- A flower bouquet will be purchased and it will be given away in a prize draw.
- Commissioners will arrive early to set up.

5.3. Committees

5.3.1. Technology (agenda attachment)

A report was received for information.

**ADOPTED**

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- 5.3.2. Fitness Track (agenda attachment)
- A report was received for information.
  - Additional information will be provided at the next meeting.
  - Discussed the need to have the location of the septic line known.
- 5.3.3. Land Acquisition – update and next steps
- There was nothing new to report.
  - Discussed messaging and Chair Bell recommended the committee synthesize all the information and decision making regarding priorities and bring forward a recommendation.
  - This item will be discussed with Paul Brent, CRD.
- 5.3.4. Sanitation
- a) Chamber of Commerce update  
A letter will be prepared in advance of the Chamber’s next meeting

5.4. Parks

- 5.4.1. Miners Bay  
It was reported that mowing has been done as well as some minor repairs.
- 5.4.2. Dinner Bay  
It was reported that:
- The pumphouse exterior siding occasionally requires reattachment.
  - An investment should be made to upgrade water equipment.
  - Some maples needed to be cleaned out.
  - Wood chips were spread on Ed Williams trail.
  - Brake installed on the zip line
  - Four windows have seals that have failed, but are not an issue.
  - Freezer needs to be cleared out before the next event.
  - A wet spot on a trail needs a boardwalk.
  - Placing bark mulch on the trails helps the trees by keeping people on the trails.
  - A drop site for unscheduled bark mulch donation will be discussed and agreed upon
- 5.4.3. Japanese Memorial Garden (agenda attachment)
- 5.4.4. Fred & Bette Cotton (agenda attachment)  
Report received for information
- 5.4.5. Emma and Felix Jack (agenda attachment)
- Report received for information.
  - The sign is in place but it does not identify MIPRC.

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5.4.6. Village Bay

- Commissioner Schneider reported that she will check that some large items that were left by the boat launch are removed.
- Commissioner Schneider will talk to David Maude regarding removal of large trash.
- Commissioner Askin has offered to help finish the weed whacking.

5.4.7. Trail Network Development/Henderson (agenda attachment)

Report received for information.

Updates to the report are:

- The metal fabricator has to be sent a follow-up email.
- The dangerous tree in Plumper Pass panhandle was discussed.
- Free chips on Ed Williams trail and thanks mentioned to Commissioner Banelis, Richard Jarco and Norm for their help.
- Commissioner Banelis and Wright were thanked for mowing at Village Bay.
- The sign was installed pointing out the location of the bridge.
- The dangerous tree committee met on the 11<sup>th</sup> at Dinner Bay. Thanks was offered to Commissioner Banelis for organizing and Brian Henneberg for doing an incredible job.
- The trail guardians at Conconi Reef spread chips on the beach trail.
- There is a work party scheduled on Sunday.

It was **MOVED** and **SECONDED**,

that Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist, Estimate #132, dated June 18, 2022 for the removal of the dangerous cedar tree on the Plumper Pass Park panhandle Trail in the amount of \$822.31 (including GST). The work should commence as soon as possible.

**CARRIED**

Discussion occurred regarding obtaining estimates and assigning arborist work.

5.4.8. Village Bay and David Cove boat ramps

- a) Input from commercial user and customers
  - It was reported that the fee proposed for the use of the boat ramp was not agreeable to the commercial user.
  - Commissioner Bell will discuss this issue with Paul Brent, CRD,

**6. Correspondence/Meetings**

- 6.1. Telephone conference with commercial user of boat ramp and customer feedback.
- 6.2. Meeting with the Chamber of Commerce re: support request.
- 6.3. Zoom meeting with a variety of participants regarding the fallow deer problem.
- 6.4. Email correspondence with Mayne Island Reading Centre Society and related parties regarding grant application for heat pump.
- 6.5. Correspondence with Regional Parks regarding Mayne Island Early Childhood Society request for a tent in Mary Jeffery Nature Appreciation Park during heat dome.

**ADOPTED**

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- 6.6. Correspondence and incident report regarding trees falling near the Ed Williams trail and condition of the trail.
- 6.7. Correspondence with CRD, Risk and Insurance regarding letter agreement for indemnification by frequent event holder.
- 6.8. Emails and correspondence regarding a variety of special event park bookings.

**7. New Business**

- 7.1. Funding issues by Mayne Island Reading Centre Society for new heat pump
  - It was reported that the Society approached MIPRC for grant support for the installation of a heat pump.
  - It was reported that the current grant application cannot proceed with the Society as the applicant and there was discussion on planned MIPRC grant funded projects.
  - Commissioner Kilpatrick will discuss this issue with Marilyn Winterbottom and suggest that she contact the local Emergency Program Coordinator if the Society had, in fact, proposed making the building available for use as a cooling centre.

Commissioner Euper left the meeting at 5:10 pm.

- 7.2. Assessment of progress on 5 Year Master Plan  
Deferred

- 8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.**  
None

- 9. Rise and Report**  
None

**10. Meeting Adjournment**

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Banelis,  
That the Mayne Island Parks and Recreation Commission meeting be adjourned.  
**CARRIED**

The meeting adjourned at 5:15 pm

Original signed by

August 11, 2022

\_\_\_\_\_  
Debra Bell, Chair

\_\_\_\_\_  
DATE

Original signed by

\_\_\_\_\_  
Lauren Edwards, Recorder

**ADOPTED**