



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Mayne Island Community Centre on January 14, 2021

Present: Debra Bell (Chair) Peter Askin (Vice Chair) Lance Shook
Veronica Euper Adrian Wright
Lauren Edwards (Recorder)

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

It was acknowledged that the Commission is honoured to meet on the traditional territory of the Coast Salish people.

2. Approval of Agenda

Added to agenda: Letter from L. Scobbie dated January 7, 2021

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

CARRIED

3. Election of Officers

- Debra Bell accepted the nomination for Chair and was elected by acclamation.
- Peter Askin accepted the nomination for Vice Chair and was elected by acclamation.
- Debra Bell accepted the nomination for Treasurer and was elected by acclamation.

4. Adoption of Minutes of December 10, 2020

MOVED by Commissioner Euper and **SECONDED** by Commissioner Shook,
That the Mayne Island Parks and Recreation Commission minutes of December 10, 2020 are
approved as presented.

CARRIED

5. Chair's Remarks

- Commissioner Bell welcomed new Commissioner Adrian Wright and stated that Commissioner Askin will provide guidance and all commissioners are also available to assist.
- Commissioner Bell asked commissioners to consider possible future events such as a strategy session.

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6. Reports

6.1. Treasurer's Report

Treasurer's Report for the period December 1, 2020 – December 31, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
That the Treasurer's report for the period December 1, 2020 to December 31, 2020 be approved
as presented.

CARRIED

- It was reported that fewer expenses due to event cancellations in 2020 created a surplus.

6.2. Follow-Up Action Report

6.2.1. Public Access for MIPRC Meetings

- Due to Covid restrictions, a notice will be posted on the bulletin board at Miners Bay Park to inform those interested in attending MIPRC meetings to contact Commissioner Bell who will endeavour to accommodate their request.
- It was reported that the CRD website shows the Commission meets at the library and it was therefore suggested this be temporarily amended to state: If interested in attending MIPRC meetings, please check the bulletin board at Miners Bay Park for time, location and date.

6.3. Supplement to Commissioner's Handbook

- The document is currently being updated and Commissioner Euper will review when completed and distribute to members.
- Commissioner Euper will take responsibility to manage the Complaints Log.
- Commissioner Shook confirmed he has the playground inspection forms.

6.4. Committees

6.4.1. Parks Master Plan - Resolution

- Including MIPRC's Master Plan in the Islands Trust's Official Community Plan will be brought up for further discussion.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That the following resolution be adopted:

Whereas, The Mayne Island Parks and Recreation Commission prepared a Five-Year Master Plan ("the Plan") covering the years 2021 - 2025 after extensive consultation with the community; and

Whereas, Subsequently and in order to improve transparency, the Mayne Island Parks and Recreation Commission requested the Plan be published on the Capital Regional District website; and

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Whereas, The Capital Regional District then reviewed the Plan and requested minor amendments to the Plan; now therefore be it

Resolved, That the Plan, including minor amendments and as presented today, be approved as the Mayne Island Parks and Recreation Commission Master Plan 2021-2025; and

Resolved, That the Capital Regional District be requested to publish the Mayne Island Parks and Recreation Commission Master Plan 2021-2025 on the Capital Regional District's website.

The resolution was adopted.

6.4.2. Memorial Plaques Committee

- a) Memorial Pavers at the Library
 - Commissioner Bell corresponded on the matter of placing a memorial paver instead of a tree at the library.
 - The Library Board will meet today and then the Committee and Commissioner Shook will consult further on this matter.

6.4.3. Sanitation Committee

- a) Estimate for Miners Bay water system
 - Estimate for Basement
 - It was reported that the pumps needed to be reset due to the power outage, that a fine orange particulate was originating due to copper pipe erosion and that the chlorination system needed attention.
 - It was noted that the current contract limit falls short of the estimate for the work required and options were discussed.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook, That the contract between Mayne Island Parks and Recreation Commission and Matt Hyndman Plumbing, Section B, be increased to a maximum of \$25,000; however, all plumbing services greater than \$500 are subject to review and approval of a written estimate to be approved by Sanitation Committee members, Lance Shook and Debra Bell and no further motions are required.

CARRIED

- It was agreed that this option allows those Sanitation Committee members to review and agree to estimates.
- It was stated that Bill Warning, a water system operator, should be involved in the process.
- Estimate for washrooms
 - Commissioners discussed the work necessary, expenses and possible cost savings.

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- Commissioners Bell and Shook will discuss the estimate further.

6.4.4.Land Acquisition Committee

- Commissioners discussed attempts to address this issue with CRD and agreed that Commissioner Askin will clarify MIPRC's objectives with Justine Starke.

6.5. Parks

6.5.1.Miners Bay

- a) Review Commissioners Shook's and Wright's responsibilities
 - The division of responsibilities to maintain Miners Bay Park were discussed.
 - Commissioner Shook is heavily involved in the sanitation aspect and Commissioner Wright was asked if he would be willing to take responsibility to ensure other maintenance is addressed (pruning trees, cutting back blackberry bushes, gardens around the building as well as some exterior building maintenance).
 - Currently Bill Duggan organizes volunteers for garden work and the Christmas lights on the building and there are volunteers who do the mowing.
 - A volunteer schedule board is situated at Dinner Bay.
 - Equipment has received maintenance in the fall.
 - Commissioner Wright agreed to take responsibility for Miners Bay Park as noted above.
- b) Gazebo
 - R. Iredale is unavailable
 - Commissioners Shook and Wright agreed to investigate gazebo repairs.
- c) Moving bench
 - This item will be addressed when the concerned letter writer returns to the island.

6.5.2.Dinner Bay – Lance

- a) Letter Agreement executed between Commissioner Shook and CRD for using equipment and insurance invoice submitted for payment.
- b) Landslide – Motion for geotechnical report
 - Commissioner Bell provided the information from Ryzuk Geotechnical regarding the slope.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Shook,
That the Mayne Island Parks and Recreation Commission engage Ryzuk Geotechnical Ltd. to conduct a slope stability assessment and report for Dinner Bay Park for an amount not exceeding \$3,000. Given the relatively time sensitive nature of the situation Mayne Island Parks and Recreation Commission seeks a direct award for this work.

CARRIED

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- (i) Removal of staircase and relocate beach access
 - This is still underway.
 - Several large trees have fallen in the last couple of days and eventually 20 or 30 trees will be involved.
 - Water will continue taking embankment away and may eventually become a winter creek.
 - The source of the water should be investigated and questioned whether this could be part of Ryzuk's scope of work.
- (ii) License of Occupation at the end of Williams Road
 - Suggestion was made that Ministry of Transportation and Infrastructure (MoTI) may have some responsibility with drainage issue.
 - Commissioner Bell will contact MOTI after Ryzuk does their assessment.
- c) Tree removal on Disc Golf course
 - Tree removal has been put on hold as half the trees are in the slope and arborist has been advised.
 - Another area has been taped off and other trees will wait until after Ryzuk work is complete.
- d) Playground
 - New equipment ordered to be shipped on February 1st

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

Whereas, The Minutes of July 9, 2020 state motions are not required to approve spending on playground improvements provided for in the Allocated Capital Account for the playground; and

Whereas, Mayne Island Parks and Recreation Commission subsequently received a Community Works Fund Grant for playground and sports field improvements which is in a separate Allocated Capital Account;

Resolved, That the Playground Committee members Lance Shook and Debra Bell may jointly approve expenditures for the playground and sports field improvements provided for in the two Allocated Capital Accounts and Motions are not required.

CARRIED

- This allows playground work to proceed without having to go to the Commission for every expenditure.
 - Form work is being done in increments and mindful of increased expenses for materials.
- e) Adachi Pavilion inventory of contents
 - Combination lock needs a new battery to allow access.
 - f) Investigate a license agreement for the Lion's building
 - Information received will be provided to Commissioner Euper to discuss with Steve Carey, CRD.

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6.5.3. Japanese Garden

- Lenn Epp, volunteer who also takes care of the pumps, ponds and maintenance, is retiring in the spring.
- Volunteers donated \$600 for the three remaining bamboo panels.

6.5.4. Village Bay

- a) Wishing well started
 - Commissioner Askin circulated last response letter and will follow up again.
- b) Email to Ross Cameron re: agreement to harvest seaweed
 - Ross Cameron, CRD, indicated that seaweed should not be harvested unless permits in place.
 - Commissioner Euper will review background information from Ross Cameron before further discussion.

6.5.5. Cotton Park

- a) Need to get permit for driveway as a result of rezoning and possible improvements required
 - Commissioner Bell has sent photographs to CRD to get permit for driveway.
- b) Arbutus branches available
 - There is a stack of arbutus branches available for the taking.

6.5.6. Henderson Park

- a) Fallow Deer and motion to form a committee
 - The Parks Master Plan contains a fallow deer management program at Henderson Park.
 - Commissioner Askin participated in a Zoom call regarding fallow deer hunting and requested information on protocols and permissions required.
 - Proposal was made to form a committee to assess fallow deer management at Henderson Park.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell
That a three-person committee be formed to develop a policy on deer management in Henderson Park (and by extension other community parks) and that the Committee shall articulate questions for protocols and permissions required to the Capital Regional District and pertaining to the proposed fallow deer management.

CARRIED

6.5.7. Trail Network Development and Pocket Parks (Report attached)

- a) Conconi Reef
 - Estimates from arborists were provided.

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

That the Mayne Island Parks and Recreation Commission accept Island Arborist's estimate of \$887.51 to remove the tree at Conconi Reef.

CARRIED

- Discussed options for removing debris.
- b) Volunteer commercial general liability insurance
 - Commissioners Askin and Shook will discuss specifics for acquiring similar insurance for a volunteer who uses his machinery to distribute gravel on paths.
 - This will be further discussed at next meeting.
- c) Kadonaga Bay
 - Commissioner Askin provided a report and emails prior to the meeting.
 - Bill Duggan has secured and cut up all the rebar and the 4x4's for steps going up to the pond on the Pond Spur Trail at Henderson Park which will be done in the next few days when weather is clear.
 - The other boardwalks can use the staircase material that has been removed from Dinner Bay Park.
- d) Danger Tree Wilks Road
 - No liability for MIPRC.
 - Homeowner would like to fall a tree on her property onto the right of way.
 - If the tree crosses where the path will be then it may need to be bucked.
- e) Development of trail guardian safety protocol
 - Commissioner Askin will draft information for communication to volunteers regarding trail guardian protocols and Commissioner Euper will review.
- f) Anson Road

Major work underway and support from J. Starke that Harbours Commission participate in responsibilities.

 - This will be addressed in detail at another time.

7. Correspondence

- 7.1. Email dated December 14, 2020 to Mayne Island Pickleball Club
 - Additional correspondence received from Robyn Yeldon.
 - Only the Board of the Pickleball Club was advised of MIPRC's decision and they are waiting to review December minutes when released.
- 7.2. Email correspondence and telephone calls re: fallow deer
- 7.3. Email from Early Childhood Education Society re: timing of recreational program
 - Commissioner Bell informed them that funding must be spent by July 31st.
- 7.4. Email correspondence from Library regarding memorials
- 7.5. Letter regarding proposal to move memorial bench at the library
- 7.6. Email correspondence regarding Dinner Bay slide; geotechnical report and CRD

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- 7.7. Telephone call re wedding at Lighthouse Park and Cotton Park from Evan Mitchell
➤ Advised Cotton Park still in the process of being rezoned. .
- 7.8. Letter from L. Scobbie dated January 7, 2021 re Miners Bay trees and bench.

8. New Business

No new business.

9. Motion to Close the Meeting in accordance with Community Charter (if any)

None

10. Rise and Report (If any)

None

11. Meeting Adjournment

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

The meeting adjourned at 4:35

Debra Bell
Original signed

February 11, 2021

CHAIR

DATE

Lauren Edwards
Original Signed

MEETING RECORDER

ADOPTED

TNDC Report for the Jan. 14, 2021 MIPRC Meeting

- (1) As reported by separate email, the Vulture Ridge staircase with 56 steps & four landings have had protective steel mesh installed in two sessions. Thank you Bill Duggan for your help.
- (2) As reported by separate email, the cradle steps on the Loop Trail in Plumper Pass Park also had the protective steel mesh installed in two sessions. Thank you Bill Duggan for your help.
- (3) A blowdown at the end of Kim Road on the shared panhandle with CRD Parks was removed by Marc Soloman from the CRD.
- (4) The last 20-30 feet on the Pond Spur trail is very dangerous and we'll be installing 4" X 4" steps very soon. (The heavy rains have resulted in a heavier than usual amount of seepage & run-off on the Doreen McLeod Trail, but not much we can do about it).
- (5) Another section of boardwalk (about 20 feet) required at the Punch's Alley end of the Doreen McLeod trail is required, but it can wait until recycled material from Dinner Bay Park becomes available.
- (6) I have an appointment to meet with the two youths (Tavish and Justine) on Jan. 20th who shall be doing the trail upgrades on the Ed Williams Trail (part II), and on the viewpoint trail at Conconi Reef Park, and pursuant to the youth employment grants.
- (7) A serious drainage problem on the Kadonaga Beach Access trail was resolved with the help of Bill Duggan and Adrian Wright.
- (8) Another 20 foot section of boardwalk on the aforementioned trail is required but we can wait for the surplus material from the trashed Dinner Bay Park staircase is available.

Submitted by Peter Askin