

Minutes of a Meeting of the Mayne Island Parks and Recreation Commission on Thursday, May 14, 2020 beside the Mayne Island Community Library

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

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Commissioner Sigurdson acknowledged and expressed thanks the meeting was held on the lands of several First Nations, their ancestors, Supernatural Ones, hereditary leaders and matriarchs as well as creatures great and small.

2. Approval of Agenda

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

MOVED by Commissioner Warning and **SECONDED** by Commissioner Sigurdson that the agenda be approved.

CARRIED

3. Adoption of Minutes of the meeting held March 12, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that the minutes be approved.

CARRIED

4. Chair's Remarks

Commissioner Bell, Chair, reported that Vania Williams has resigned as a parks commissioner. A certificate will be presented.

5. Presentations/Delegations

- 5.1. Presentation: Emergency Preparedness and COVID – 19
Lauren Edwards, Community Coordinator, Mayne Island Emergency Program, provided a brief overview of the activities of the Emergency Program with regards to the pandemic.

ADOPTED

6. Reports

6.1. Administration

6.1.1. Treasurer's Reports

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the March Treasurer's report be approved as presented.

CARRIED

MOVED by Commissioner Warning and **SECONDED** by Commissioner Askin that the April Treasurer's report be approved as presented.

CARRIED

6.1.2. Commissioner vacancies including advertisement

Commissioner Askin will place the advertisement to fill the three commissioner vacancies in the *MayneLiner* and maybe the *Mayne Info* webpage.

6.1.3. Follow-up Action Report

6.1.3.1. New brochure estimate and content

MOVED by Commissioner Askin and **SECONDED** by Commissioner Warning that the new brochure be put on hold until the Fall.

CARRIED

To be redesigned and the estimate is for 4000 brochures.

6.1.3.2. Volunteer forms

Commissioner Bell will print a quantity for Japanese Garden.

6.1.3.3. Tru-Value Gift Cards

Gift cards can be sold to commissioners to convert to cash for payment of the hydro bill for Christmas lights.

6.1.3.4. Other

Drafting of bylaws by CRD on hold and pending. Item will be tabled.

6.2. Committees

6.2.1. Janitorial Committee

6.2.1.1. Main contractor/temporary contractor

- The janitorial contractor indicated he will not carry on duties for a period of time due to Covid concerns. A letter requesting the contract be suspended was requested, but not yet received. A temporary arrangement has been made for another janitor until the end of May which may be extended if necessary.
- Discussed the suspension, possibility for amendment, June to September clauses and options to ensure cleaning requirements be met.

6.2.1.2. Port-a-Pottie term

- The port-a-potties are little used and rented until May 20th.
- Outdoor privies are open and standard travel allowance in place for cleaner.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper that the rental of the two port-a-potties be extended until July 20, 2020.

CARRIED

6.2.1.3. Plumbing/septic inspection

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin That the Mayne Island Parks and Recreation Commission approve the estimate of \$409.50 by Eco Source Septic to investigate and report on various plumbing issues at Miner's Bay Park.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper That the Mayne Island Parks and Recreation Commission approve an estimate, if less than \$500, by Eco Source Septic to investigate and report on various plumbing issues at Dinner Bay Park.

6.2.1.4. Pump outs

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning That the Mayne Island Parks and Recreation Commission approve Eco-Source Septic to:

- pump-out the vault toilets at Cotton Park, Village Bay Park and Henderson Park at a cost of approximately \$1/gallon plus ferry travel; and
- pump-out the port-a-potties at Miner's Bay and Dinner Bay as and when needed at \$75.00 per visit.

CARRIED

6.2.1.5. Pack it in/out; garbage

MOVED by Commissioner Warning that there be no garbage or recycling collection in the parks on a permanent basis.

Motion withdrawn.

MOVED by Commissioner Warning and **SECONDED** by Commissioner Askin that Mayne Island Parks and Recreation Commission keep the two port-a-potties and not have garbage and recycling containers at the parks until July 20, 2020.

CARRIED

6.2.2. Recreational Funding Committee

Commissioner Sigurdson will lead the committee.

6.2.2.1. Advertising

- Commissioner Askin will do the advertisement.
- Commissioner Sigurdson will be the contact person for grants.
- Applications must be received by July 24th.
- Committee members can individually review and consider recommendations.
- The committee will review the applications by the August meeting.

6.2.2.2. CRD advisory

No grants to be issued to applicants who cannot carry on their proposed activity due to coronavirus restrictions.

6.2.3. Commercial / Non-Commercial Activities Committee

6.2.3.1. Fitness in the parks

- Park use frequency for fitness classes was reported on.
- Professionally regulated instructors must follow provincial government's mandated Phase Three timelines for no rehabilitation or fitness classes or outdoor fitness classes until mid-June.
- Ceasing fitness activities in the park will need to be communicated to those concerned.
- Need to address fitness classes in the context of the commercial vs. non-commercial activities policy currently being developed.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson 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.

CARRIED

6.2.4. Parks Master Plan

- Emergency Program information to be considered for inclusion in the Plan.
- Vision statement to be developed

6.3. Parks – (Commissioners to include items in Follow-up Action Report)

6.3.1. Miner's Bay

6.3.1.1. Hydrogeologist

Commissioner Warning will attempt to find a hydrogeologist.

6.3.1.2. Gazebo Repairs

Commissioner Warning will investigate the status of suggested repairs to the gazebo.

6.3.2. Dinner Bay

6.3.2.1. Playground

6.3.2.1.1. Motion for allocated funds

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson
That the Mayne Island Parks and Recreation Commission approve an amendment to the Five-Year Capital Plan to transfer the \$15,000 budgeted for rebuilding and/or replacing the playground in 2021 to 2020.

CARRIED

After a park inspection, the playground had to be closed until it was brought up to standard. Therefore, the playground repair and improvement should be carried out in 2020 instead of 2021.

6.3.2.1.2. Repairs to date

Commissioner Warning reported on the current status of repairs.

6.3.2.1.3. Excavation

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin
That the Mayne Island Parks and Recreation Commission approve the estimate of \$990 by Charles Andre of It all Began in a Garden to excavate and level the playground at Dinner Bay Park conditional upon him meeting the requirements of the CRD with respect to insurance and a site safety plan.

CARRIED

MOVED by Commissioner Sigurdson and **SECONDED** by Commissioner Warning
That the surface material be pea gravel.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson
That the Mayne Island Parks and Recreation Commission approve the estimate of \$1170 of It
All Began in a Garden to distribute new surface material at the playground at Dinner Bay
Park and load his truck with surplus fill material conditional upon him meeting the
requirements of the CRD with respect to insurance and a site safety plan.

CARRIED

6.3.2.1.4. Containment barrier

- Discussed using 450 linear feet of cedar logs as a barrier for the pea gravel.
- Commissioners Sigurdson and Bell to investigate a price quote.

6.3.2.1.5. Equipment

Commissioner Warning will investigate playground equipment issues.

6.3.2.2. Disc Golf Course Restoration - Completed

6.3.2.3. Other

The putting green will be opened, but without clubs available.

6.3.3. Japanese Garden

- Volunteers continue to work maintaining distance.
- Island arborist did do necessary work and Mayne Island woodcutters split and sold the wood and proceeds were given to the Foodbank.

6.3.4. Village Bay

6.3.4.1. Wishing Well

Commissioners Askin and Sigurdson will follow up on build status.

6.3.4.2. The Village Bay bathroom

The bathroom will be checked to decide if painting is required.

6.3.5. Cotton Park

Written report on park activity had been circulated.

6.3.5.1. Plaque info

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson
That the Mayne Island Parks and Recreation Commission approve the revised wording of the
plaque at Cotton Park.

CARRIED

The existing plaque material may be reused for the new plaque.

ADOPTED

6.3.6. Henderson Park

6.3.6.1. Trail realignment and cut trees

- Tree cut issue is set aside for the time being.
- Although MIPRC received an offer from property owners not to move a section of the trail, further investigation will be done to assess whether that section is on five metre right of way.

6.3.7. Trail Network Development

6.3.7.1. Kim Road trail survey

Surveyor has signed the contract so survey work can commence.

6.3.8. Pocket Parks

6.3.8.1. Overall assessment of pocket parks and estimate

- An estimate to carry out the assessment and report will be obtained.
- Commissioner Askin will accompany the arborist during assessment.
- Only those parks where public safety issues exist will be assessed, e.g. Sandy Hook and three in Bennett Bay area.

6.3.8.2. Kippen Road bench and staircase - Completed

MOVED by Commissioner Warning and **SECONDED** by Commissioner Sigurdson
That a plaque be manufactured to honour Canon Edward Gale and paid for by the
Deverill family of Arbutus Drive.

CARRIED

6.3.8.3. Bennett Bay danger trees - Completed.

7. Correspondence

- 7.1. Memorandum dated March 14, 2020 from Chair Bell regarding David Cove and Village Bay Boat Ramps; previous meeting Motion and subsequent correspondence.
Put on hold.
- 7.2. Numerous emails to/from CRD regarding park procedures; posters; notices; cleaning protocol; PPE re: COVID-19.
- 7.3. Numerous emails to/from regarding cancellation of park events until May 30, 2020.
- 7.4. Email received April 29, 2020 from CRD regarding recreational funding.
- 7.5. Email dated May 7, 2020 from Vania Williams resigning as Commissioner effective immediately.
- 7.6. Correspondence regarding Clean Air Bylaw and roll-out of new signage – Peter discussed with Justine Starke, CRD and waiting for response on locations for installation.

8. New Business

8.1. COVID – 19

Discussed effect on and measures taken by CRD and MIPRC.

8.2. Park activities; reopening dates

Park events cancelled until August.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That there be no social gatherings in June or July at Community Parks.

CARRIED

9. Motion to Close the Meeting

10. Rise and Report - None

11. Next meeting: June 11, 2020

12. Adjournment Time: 5:20 pm

Approved by the Committee on August 13, 2020

ADOPTED