



**Mayne Island Parks and Recreation Commission  
Minutes for May 12, 2022**

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

Location of next meeting:

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission meetings be moved to the library indoors commencing with the June meeting.

**CARRIED**

Opposed: Commissioner Euper

5.2.2. Occupational Health and Safety (OHS)

- Commissioner Bell will forward the CRD's Annual Report which highlighted that the CRD was commended for their OHS procedures in the workplace.
- It was discussed and agreed to add OHS as a standing agenda item.
- It was reported that further enquiries were being made by Justine Starke, that WorkSafe does not apply to volunteers and that CRD should have a program for contractors similar to employees.
- It was reported that hazardous materials are not stored on MIPRC sites and discussed WHMIS best practice implementation. Commissioner Banelis will speak with Bill Warning about the stored water treatment materials.
- Commissioner Wright will check on the laminated reference sheets in the library basement.
- It was confirmed that the library basement is locked.

5.2.3. Review and Approve Supplement to the Commissioner's Handbook

When the hazard tree policy statement is completed, Commissioner Bell will issue an updated draft to be approved by motion.

5.2.4. Trail/parking lot tree and safety policy statement and assessment program

- A policy statement was developed for the removal of hazardous trees.
- Discussed supporting documents which would include a tree fall checklist for trail volunteers as well as status logs.
- Material disposal was discussed and it was agreed that chipping sized branches will be removed to an open area and the bulk of the trunk will be left to decompose.
- Discussed adding additional policies and guidelines to the program for disposal practice.
- Commissioner Bell will seek guidance from CRD and reported that Ross Cameron, CRD, complimented the work was well done and he recommended that arborists' documents are kept and that photographs are taken.

5.2.5. Upcoming events/sponsored activities

- Volleyball - no date
- Photo walk continues.

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- Discussed and confirmed that MIPRC will provide ice cream at the upcoming Canada Day event at Miners Bay Park to be organized by Commissioner Schneider supported by Commissioner Euper.

5.2.6. Commissioner Retreat

The Saturna Island commissioners retreat was discussed and confirmed for June 10<sup>th</sup> from 9:30 am to 4:00 pm.

5.3. Committees

5.3.1. Information Technology

It was reported that

- Further progress on the website will not occur until summer.
- CRD will investigate e-transfers.

5.3.2. Fitness Track

Position report/accessibility guidelines:

- Information and materials are pending.
- Tim Begley agreed to act as a consultant.
- It was commented that Burnaby received a grant and used concrete and recycled tires for surfacing which looked nice in a natural setting.

5.3.3. Sanitation

- A new contractor has been hired.
- A report on StreamLine plumbing progress was provided.
- It was discussed and agreed that septic pump-outs for Miners Bay and Dinner Bay can wait another year.
- The request for the Chamber of Commerce support for the Miners Bay washroom will be after the new board is in place in June.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that Mayne Island Parks and Recreation approved the hiring of the contractor, Jennifer Siemens, who performed janitorial duties for April 2022.

**CARRIED**

5.3.4. Memorial Plaques

It was discussed and agreed that a new board for memorial plaques will be attached to the back of the notice board at Miners Bay Park.

5.4. Parks

5.4.1. Miners Bay

It was reported that:

- The UV light is up and stabilized.

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- The bandstand floor repair involves two work contracts (cement and brick). Commissioner Banelis will discuss the apron form build with Lance Shook and report back.
- The library window replacement has not been done.
- The final quote was received for the heat pump.

5.4.2. Dinner Bay

It was reported that:

- An injured disc golf tournament player's name should be reported to CRD for insurance purposes.
- The window for the Adachi Pavilion is ready for pick up.
- The playground form should be filled out monthly.
- Tractor servicing was completed and some repairs were done.
- The water tank was repaired.

5.4.3. Japanese Memorial Garden

It was reported that:

- Two engineers were contacted for quotes for the gate.
- 70 people attended the opening of the art show and there were many comments about the Olla display.

5.4.4. Cotton Park

It was reported that:

- One of the windows in garden shed must be replaced.
- Photos and GPS of all the trees with potential for First Nations significance were sent to the CRD archaeologist.

5.4.5. Village Bay Park

It was reported that:

- A lot of work was done to remove the invasive Himalayan blackberry bushes.
- Work is occurring on the boat ramp.

5.4.6. Conconi Reef Park

It was discussed and agreed that commissioners will visit the site.

5.4.7. Trail Network Development

- A report was received for information.
- The efforts to get a replacement staircase for Kippen Road were reported on.
- Two estimates from arborists for work in Cotton Park were provided.
- There is a new template for reporting land altering work for tree removals.
- All the trees on the Cotton Park list with possible evidence of historical First Nation activity were sent to the archaeologist.
- Commissioners were asked to report trees altered in a historic way by First Nations. Such trees might have a strip of bark or a hollow carved in the trunk typically on the north-east side.

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- The trees in Village Bay Park are flagged and will be photographed for the archaeologist.
- Some Village Bay trees require minor maintenance to remove dangerous branches.

5.4.8. Village Bay and David Cove boat ramps

Request for commercial ramp use and signage

Village Bay Boat Ramp:

- It was reported that the Saltspring Propane truck uses the ramp 18-20 times per year as they cannot get to Swartz Bay for the dangerous goods sailing.
- It was reported four of the five people who attended the last meeting of the Association of Mayne Island Boaters (AMIB) were in favour of commercial ramp use.
- Discussed commercial use of the ramp on a case by case basis, the issues of liability insurance and the obligations associated with charging fees.
- It was reported that the Province is seeking information for the purpose of a tenure.
- Commissioner Bell will discuss with Ross Cameron agreement options that will address concerns.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission permit Catherine Purss to bring her doublewide trailer via barge on the Village Bay boat ramp mid-June 2022 subject to approval by the Capital Regional District and provided that Mayne Island Parks and Recreation is indemnified and released from all claims.

**CARRIED**

- The pothole was repaired by AMIB and an estimate is being prepared for causeway work.
- AMIB has thoughts on signage to make sure boats have adequate space between the bottom of the boat and the seabed.

**6. Correspondence/Meetings**

- 6.1. Continued correspondence with CRD, AMIB and DFO re: boat ramp tenure renewal, commercial use and signage.
- 6.2. Email correspondence with AMIB regarding repair work at Village Bay boat ramp.
- 6.3. Email correspondence with possible contractor for Miners Bay bandstand floor.
- 6.4. Email correspondence with Ross Cameron, CRD Risk and Insurance, regarding skylight at Adachi Pavilion.
- 6.5. Email correspondence with StreamLine Plumbing regarding flush and hot water shut off valves.
- 6.6. Email correspondence with the Chamber of Commerce re: timing of support request.
- 6.7. Receipt of new template for Land Altering Work quarterly report from CRD archaeologist.
- 6.8. Email correspondence from CRD providing SGI Transportation Integration Plan updates.

It was reported that:

- The consultant sent out their report.
- This will likely go forward to referendum.
- There is a reference to the Official Community Plan that reads MIPRC should be requested to develop walking trails to create a network for the islands.

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6.9. Email correspondence to/from CRD regarding potential for E-transfer for donations.

**7. New Business**

None.

**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 (If any)**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the Mayne Island Parks and Recreation Commission approve the contract between Christie Meers and the Capital Regional District to provide janitorial services to Mayne Island Parks and Recreation Commission on the terms as discussed in the Special Meeting of April 14, 2022.

**CARRIED**

**10. Meeting Adjournment**

By general consensus the meeting adjourned at 4:55 pm

**Approved**

**June 9, 2022**

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

\_\_\_\_\_  
**DATE**

**Original Signed by**

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

**Subject:** Trail Network Development Committee/Henderson Park/Dangerous Trees: Report for MPRC Meeting on May 12, 2022

Cotton Park dangerous trees: Isl. Arborist and Dr. Daylight are preparing estimates for falling/topping/pruning.

- . Dangerous fir on the spur trail in Henderson Park removed by Isl. Arborist.
- . Village Bay Park dangerous trees: Both Isl. Arborist and Dr. Daylight are preparing estimates for falling/topping/pruning.
- . Conconi Reef Park dangerous fir on property line with (Name deleted): Dr. Daylight will be doing the required topping soon.

The Commission must decide if further location of dangerous trees (with the arborists providing estimates) should be put on hold pending the assessment by the CRD archeologists of dangerous tree already identified.

- . Invasive Himalayan blackberry bushes removed from the foreshore at Village Bay Park. Thank you Adrian, Kestutis & myself. Burning required.
- . Annual maintenance of the Naylor Road Beach Access trail completed with the severe cutting back of the Himalayan Blackberry and spreading wood chips for the entire trail. Thank you Jane, Kestutis, Adrian and myself. Burning should commence soon.
- . Pending: clean-up of organic waste dumped at the Kippen Road Beach Access.
- . Construction of boardwalk on the Doreen McLeod Trail
- . Group tour of Viewpoint Trail in Conconi Reef Park

Best wishes, Peter