



Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on October 13, 2022, 3 pm.

Call to Order

- 1. Territorial Acknowledgement - Kestutis**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of September 8, 2022**
- 4. Chair's Remarks**
- 5. Presentation**
 - 5.1.** Justine Starke, CRD SGI Manager, Service Delivery and Shauna Huculak, CRD Manager, Archaeology, First Nations Relations
- 6. Reports**
 - 6.1. Treasurer's Report**
 - 6.1.1. Treasurer's Report for the period September 1 - 30, 2022 (attached)
 - 6.2. Administration**
 - 6.2.1. Follow up Action Report (not covered elsewhere) (attached)
 - 6.2.2. Health and Safety concerns
 - 6.2.3. Events – Michael
 - 6.2.4. Sponsored activities – Jane
 - 6.2.5. Fallow/feral deer update – Michael
 - 6.2.6. Indigenous Intercultural Skills Training presentation
 - 6.2.7. CRD Community Wildfire Resiliency Plan update – Michael/Veronica
 - 6.2.8. Commissioner expiring terms and vacancy ad
 - 6.2.9. Policy for naming parks and trails/Motion
 - 6.3. Committees**
 - 6.3.1. Memorial plaques – Peter/Veronica
 - 6.3.2. Fitness Track – Michael
 - a) Funding application
 - 6.3.3. Land Acquisition – update and recommendations – Peter/Veronica/Michael
 - 6.3.4. Sanitation
 - a) Chamber of Commerce update
 - b) Fixture update
 - c) Water meters
 - 6.4. Parks**
 - 6.4.1. Miners Bay – Adrian
 - a) Bandstand painting/repair
 - b) Holiday lights – Michael/Adrian

**Mayne Island Parks and Recreation Commission
Agenda for October 13, 2022**

6.4.2. Dinner Bay – Kestutis

- a) Playground assessments
- b) Bupestrid beetle/repairs/bows and arrows

6.4.3. Japanese Memorial Garden – Michael

6.4.4. Cotton Park – Debra (attached)

6.4.5. Village Bay - Jane

6.4.6. Trail Network Development/Henderson – Peter (attached)

7. Correspondence/Meetings

- 7.1. Email correspondence regarding McLeod Road shoreline access and construction on Lot 5.
- 7.2. Email correspondence regarding amendments to tree removal plan for Village Bay to Miners Bay Regional Trail.
- 7.3. Invitation to CRD Community Wildfire Resiliency Plan updates via Zoom September 28, 2022.
- 7.4. Meeting with Michael Dunn, Mayne Island Conservancy Society regarding Emma and Felix Jack Park.
- 7.5. Telephone conference with Pender Island Parks commissioner and trail development.
- 7.6. Telephone conference with Library Director, Southern Gulf Island Libraries regarding heat pump.
- 7.7. Email correspondence from Brian Dearden regarding Miners Bay Dock improvements.
- 7.8. Email correspondence regarding improvements to Village Bay boat ramp.
- 7.9. Email correspondence from CRD regarding phase 1 of development of external sharepoint system for MIPRC.

8. New Business

- 8.1. Proposal regarding Village Bay boat ramp improvements.
- 8.2. Emma and Felix Jack Park and relationship with the Mayne Island Conservancy Society.
- 8.3. Proposal regarding Miners Bay Dock improvements.

9. 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

10. Rise and Report

11. Meeting Adjournment

**Mayne Island Parks and Recreation Commission
Minutes for September 8, 2022**

5. Reports

5.1. Treasurer's Report

- 5.1.1. Treasurer's Report for the period August 1 - 31, 2022 (attached)
Change from: Capital Funds Project for Cotton Park Fencing
Change to: Capital Funds Project for Cotton Park Fencing and Pathway.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Schneider,
that the Mayne Island Parks and Recreation Commission Treasurer's report for the period
of August 1st to 31st, 2022 be approved as amended.

- 5.1.2. Budgets for 2023-2027 (attached)

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
that the 2022 operating surplus, if any, be transferred into the Capital Reserve Fund for
parks service.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that the 2022 community recreation surplus, if any, be carried forward and transferred
into the surplus account of the Community Recreation Service.

CARRIED.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that Mayne Island Parks and Recreation Commission approve the Operating Funds
Budget for 2023 to 2027.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis,
that Mayne Island Parks and Recreation Commission approve the Recreation Funds
Budget for 2023 to 2027.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Schneider,
that Mayne Island Parks and Recreation Commission approve the Donation Funds Budget
for 2023 to 2027.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that Mayne Island Parks and Recreation Commission approve the Five-Year Capital
Expenditure Plan for 2023 to 2027.

CARRIED

5.2. Administration

- 5.2.1. Follow up Action Report - Received

a) Fall Fair information table was reported on and discussion included:

Mayne Island Parks and Recreation Commission
Minutes for September 8, 2022

- A request from a community member for a pathway on the far side of David Cove where a “No Trespassing” sign has been put up on the private property where people typically walk. Commissioner Askin will contact the property owner to investigate options.
- A complaint was received regarding a fleet of propane trucks using the ramp at Village Bay and its condition.
- A complaint was received that the Pocket Park at Sandy Hook had many felled trees and was a fire hazard.
- A suggestion was made to allow camping for kayakers at the St. John Point meadow.
- It was suggested that the info table could be made more interactive next year.

b) Sanitation

- The septic plan from VIHA is still to be ordered.
- A priority is finding an alternative product for treating the Adachi Pavilion pergola wood for beetles before the garbage bin is rebuilt.

c) Bandstand

Painting will be done in September.

d) Brushing Bailing Well

This item will be removed from the list as there has been no response.

e) Monthly Playground assessments

- A replacement piece for the car structure is being sourced.
- Commissioner Banelis will have assessments documented for the next meeting.

f) Kadonaga Bay

Commissioner Askin has prioritized the removal of the beach debris.

g) Commercial Boat Ramp Usage

- The province has asked for an environmental assessment and a commitment that if they do not renew the tenure, CRD are obligated to remove the ramp.
- MIPRC had passed a motion not to allow commercial construction vehicles and an application is in place for recreational use.
- The current agreement expired in 2017 and an issue is whether MIPRC has any control or authority until the renewal is approved.
- Commissioner Bell will follow up with CRD on this matter.

5.2.2. Health and Safety concerns - None

5.2.3. Danger Tree guidelines/shared calendar

- The guidelines were emailed to all commissioners.
- Commissioner Kilpatrick confirmed that the danger tree reports were received for entry into the shared calendar.

**Mayne Island Parks and Recreation Commission
Minutes for September 8, 2022**

5.2.4. Events - Report received

- Discussed the need to receive applications for publicly announced events.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission waive the fee at the Adachi Pavilion for the Celebration of Life for Mary Crumblehulme on September 17, 2022 held by Brian Crumblehulme.

CARRIED

5.2.5. Sponsored activities

Discussed using removable construction fencing for the first base line during baseball games. Permanent fencing was also discussed. Fencing would not affect the disc golf course. This should be raised for further discussion for next year.

5.2.6. Commissioner Commonality meeting

- Commissioners discussed visiting other Southern Gulf Islands Park Commission meetings as a presenting delegation with input on agenda items of mutual interest.
- It was suggested that the online Doodle software could assist in scheduling Commonality meetings.
- This topic to be discussed further.

5.2.7. Fallow/feral deer update – No report.

5.2.8. Volunteer BBQ

Feedback was for an organized group game.

5.3. Committees

5.3.1. Technology – Report received.

5.3.2. Fitness Track - Report received.

- Commissioner Kilpatrick will follow up for responses and material supplier.
- Completion of Phase One is desired for the fall.

5.3.3. Sanitation

- a) Chamber of Commerce – no update available.
- b) Recycling bins - update
 - The contracted cleaner promoted the use of recycling bins and offered to manage any additional garbage that was deposited. She will also laminate signs for the bins.
 - A trial use was approved until the end of November and it was commented that the summer season has heavier use.

**Mayne Island Parks and Recreation Commission
Minutes for September 8, 2022**

- c) Recent repairs and updating fixtures
 - Streamline Plumbing installed new flush valves at Dinner Bay Park and fixed the leaking toilets at Miners Bay Park, however, the cleaner reports the women's closest to the sink is often plugged.
 - Fixture updates and the elimination of paper towels were discussed. The committee will discuss this issue and provide a recommendation at the next meeting.

5.3.4. Memorial plaques – eligibility and fees

- The new board was installed.
- The inclusion of memorial plaques for pets in a separate section of the board was discussed.
- Discussed having time limits for all plaques, i.e. five years for pets and 10 years for people.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell, that Mayne Island Parks and Recreation Commission allow plaques for people and pets on the memorial wall at Miners Bay Park.

CARRIED

The committee will discuss and report at the next meeting the issue of fees; space allocation between people and pets; memorial only or an honour/recognition wall; and the suggestion of a recognition plaque for all commissioners, past, present and future.

5.4. Parks

5.4.1. Miners Bay

- The bandstand is to be painted
- The funding available to purchase new holiday lights for the tree was discussed. Commissioners Wright and Kilpatrick will discuss this issue and arrange for the installation.
- Blackberry bushes were trimmed back and commissioners discussed removing them with no final decision.

5.4.2. Dinner Bay

- There has been a lot of use this year.
- Roller skating continues in Adachi Pavilion.
- Disc Golf impacts have worsened this year and woodchips have been put down to deal with compaction and undermining of surface roots. .
- The manufacturer of the playground car has not responded regarding a replacement piece.
- The teeter-totter needs a new rubber boot to cover the base spring.
- An alternative coating is being sought to keep beetles out of wood structures.
- If the control mechanism on the freezer cannot be replaced, a new freezer will be required for next year.
- The stove gasket located in the door requires repair.

**Mayne Island Parks and Recreation Commission
Minutes for September 8, 2022**

- Commissioner Banelis will discuss with the Lions the donated natural gas BBQ before taking it to the dump. It may be expensive and difficult to convert to propane.

5.4.3. Japanese Memorial Garden – Report received.

Approximately 30 people, including the Japanese Consul General and presidents and CEOs of Japanese community groups in Canada attended the tour.

5.4.4. Fred & Bette Cotton – Report received

5.4.5. Village Bay – No report.

5.4.6. Trail Network Development/Henderson – Report received.

- It was reported that a commercial supplier on Saltspring Island is expected to provide an estimate for an aluminum staircase at Kippen Road this month.
- A trail guardian for Flag Hill Trail may be available and this will be confirmed at the next meeting.
- Commissioner Askin will attend the Pathway and Trails Association's AGM.

6. Correspondence/Meetings

6.1. Telephone call from resident concerning Olla display and Art Show at Japanese Garden.

- The displays will be removed in the coming weeks and Lance Shook's sculpture was removed.

6.2. Email correspondence from CRD regarding SGI Transportation Service Referendum.

- It was recommended that people should read the material and vote.

6.3. Email correspondence from Terry Fox Run organizers regarding MIPRC providing ice-cream on September 18. This was the tradition pre-Covid.

- MIPRC will provide the ice-cream.

6.4. Cover letters and cheques mailed to recreational funding recipients on or before August 29, 2022.

6.5. Email of appreciation from recreational funding recipient.

7. New Business

7.1. Discussion regarding naming of parks and trails and Notice of Motion for October meeting.

- It was reported that the Sandy Hook pocket park is little used with high maintenance and costs for dangerous tree removal and that there is little ecological value in that park.
- Discussed the process for the naming of parks and trails.

**Mayne Island Parks and Recreation Commission
Minutes for September 8, 2022**

MOVED by Commissioner Askin and **SECONDED** by Commissioner Schneider,
that Mayne Island Parks and Recreation Commission form a committee to consider the naming of
parks and trails, including the park on Sandy Hook Road.

CARRIED

The committee members will include all commissioners.

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(b) and that recorder and staff attend the meeting.

8.1. Recreational Funding

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

CARRIED

9. Rise and Report

9.1. Recreational Funding

MOVED by Commissioner Euper and **SECONDED** by Commissioner Askin,
that recreational services funding for 2022 be awarded to the Mayne Island Youth Group.

CARRIED

10. Meeting Adjournment

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis,
that the meeting be adjourned.

CARRIED

The meeting adjourned at 5:23 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report September 1 - 30, 2022

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Janitorial Plumbing	CRD charges	Contingency Other	Cost recovery	
Opening Budget 2022	11000	6000	5000	2000	3000	7000	26000	10000	20403	2500	92903
Opening balance September 1	5228	3008	1568	770	2128	-1045	9176	2732	17763	2787	44115
Donations	300			200							500
Expenses											
Garbage	150										
Safety eqpmt (eye wash/raid)	80	52									
Janitorial supplies							103				
Plumbing (188 + 83)							271				
Electrical outlet /soil			53								
Janitorial Sept. 1 - 15 , mileage							905				
Janitorial WCB, est.							14				
Janitorial Sept. 16 - 30 , mileage							915				
Janitorial WCB, est.							16				
Water monitoring	100	100									
Recording secretary for August									204		
Recording secretary WCB est.									4		
CRD Labour - August (35+138)								173			
CRD O/H								319			
Staircase repair - Kippen						184					
Boardwalk					863						
Total Expenses	330	152	53	0	863	184	2224	492	208	0	4506
Remaining Budget Sept. 30	5198	2856	1515	970	1265	-1229	6952	2240	17555	2787	40109

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT September 1 - 30, 2022 cont'd

(B) Donated Funds

Japanese Garden

Opening Balance September 1, 2022	18447
Plus: Donations (\$955+\$500+\$500+\$1000)	2955
Less: CRD overhead allocation	85
Meeting expenses (\$239 - \$180 (s/b recreation fund expense))	59
Hardware/paint/strapping/lumber	479
Closing Balance September 30, 2022	20779

Putting Green/Disc Golf/

Opening /Closing balance September, 2022	734
--	-----

Adachi Rental (*needs to be reconciled with CRD)	365
---	-----

(C) Recreation Funds

Opening Balance September 1, 2022	17527
Volunteer BBQ (180 + 37)	217
Recreation services purchase	500
CRD overhead allocation	177
Closing Balance September 30, 2022	16633

(D) Capital Funds (Unallocated)

Opening/closing balance September 1/30, 2022	89947
--	-------

(D) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument		4061
CX.109.2014.66 Cotton Park Fencing and Pathway	2752	
Pathway blend	1508	1244
CX.109.2009.66 Water System Upgrade	1503	
Water meter	230	
New flushometers	383	890
CX.109.2011.66 Dinner Bay Playground		6409
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)		453
CX.109.2012.81 Dinner Bay Septic		5339
CX.109.2013.66 Miners Bay Bandstand		1329
CX.109.2015.88 Miners Bay washrooms		4000
CX.109.2016.66 Fitness Circuit		10,000
CX.109.2017.88 Miners Bay holiday lights		5000
CX.109.2018.66 Recycling/garbage centre Dinner Bay		2000
Total Allocated Projects		40725



FOLLOW-UP ACTION REPORT

September 2022

Date Raised	Activity	Responsibility	Date Due	Status
ADMINISTRATION				
2022	Asset Retirement Obligations follow up with CRD	Debra	ASAP	In progress
	Email/telephone	Michael	Pending	In progress
Mar 2022	Sharepoint system for commission	Debra	Summer	Report
June 2022	Fallow aka Feral deer letter to CRD	Michael	October	Update report
Aug. 2022	CRD requirements re: receipts for gifts in kind	Debra	ASAP	With CRD
Sept 2022	Commonality meeting possibilities for 2023	All	October	Update
COMMITTEES				
Parks Master Plan:				
Jan 2021	Exclude Master Plan in OCP – waiting for Executive Council approval	Peter Debra Veronica Debra		w. Islands Trust
Land Acquisition:				
July 2021	Synthesize information to date and bring forward recommendation	Peter/Veronica/Michael	October (Drop dead	Report date)
Memorial Plaques:				
2021	Miners Bay Notice Board: fees; space allocation b/w people and pets; Memorial or honour/recognition; size; recommendation; see 5.3.4 of minutes	Peter/Veronica	October	Report
Sanitation				
Aug 2020	Dinner Bay - Order septic system plan from VIHA	Debra//Veronica/Kestutis Michael	October	Report
Aug 2020	Dinner Bay – Garbage/recycling system rebuild	Kestutis	Summer	In progress
Mar 2022	Chamber of Commerce letter re: support	Michael	October	Report

Date Raised	Activity	Responsibility	Date Due	Status
Sept. 2022	Review fixture updates/no paper towels?/provide recommendation	Debra/Veronica/ Michael/Kestutis	October	Report
June 2022	Recreational Funding Assessment of applications and recommendations	Veronica/Peter/Jane		Complete
Jan 2022	Information Technology Website; org. chart	Michael/Kestutis/Jane Michael	Unknown	Pending With CRD
Mar 2022	Imprest account for e- transfer query	Debra		
Jan 2022	Fitness Track Pricing and schedule – Phase I	Michael/Kestutis/Jane Michael	October	Report
	PARKS			
2019	Miners Bay Bandstand repair/painting – - perimeter concrete work by Lance	Adrian/Debra Lance	September October	Pending Report
July 2021	Water usage and well level	Bill W/Debra	Fall 2021	With Bill W.
Mar 2022	Library Heat pump system	Michael		Deferred
Sept. 2022	Holiday lights	Adrian/Michael	October	Report
Dec 2020	Dinner Bay Lions Building – Licensing agreement	Debra	ASAP	With Lions
July 2021	Monthly playground assessments	Kestutis	October (Drop dead	Report date)
Sept. 2022	Car/teeter-totter/control on freezer/stove gasket/ natural gas BBQ plan	Kestutis	October	Report
Sept. 2022	Find product for treating beetles in pergola	Kestutis	October	Report
May 2021	Emma and Felix Jack Park Technical amendment to zoning requested by resident	Debra/Michael		w. Islands Trust

Date Raised	Activity	Responsibility	Date Due	Status
Trail Network Development/Pocket Parks				
Feb 2021	Anson Road; signs and revegetation	Kestutis	Fall 2022	In progress
2021	Conconi Reef – tree on cable lines	Kestutis	???	With Shaw
July 2021	Hiking and Walking Trail brochure	Peter/Michael		Complete
Jan 2022	Plan for safety assessment for all trails/parking lots; etc.	Peter/Kestutis/Adrian		
April 2022	- Development of shared calendar system	Michael	October	Report
Mar 2022	- Further guidelines on Danger Trees	Peter (Kes/Adrian)		Complete
Aug. 2022	Debris removal at Kadonaga Bay	Peter	October	Report
Sept. 2022	Inquire of property owner near David Cove about options for continued access to trail	Peter	October	Report
Aug. 2022	Estimates for aluminum staircase at Kippen Road	Veronica/Peter	October	Report
Sept. 2022	Policy for naming parks and trails and Sandy Hook pocket park	Committee - All	October	Prog. report
Boat Ramps				
Feb 2022	David Cove/Village Bay ramp repair and tenure renewals	Debra	pending	With CRD
	Commercial ramp usage – waiting for tenure renewals	Debra	In progress	Working with CRD
Sept. 2022	Authority of MIPRC to manage boat ramps while awaiting renewal	Debra	October	Report



FRED & BETTE COTTON PARK REPORT

10 October, 2022

1. Resurfaced area from bollards down to and around Circle Garden with pathway blend gravel. Completes Cotton Park Fencing and Pathway project.
2. Repaired broken irrigation line.
3. Applied bark mulch to Driveway Garden.
4. Moved dirt pile to cover exposed jagged rocks to facilitate lawn mowing.
5. Groomed Orca Trail; grounds and gardens in good shape.

Debra Bell



TNDC/HENDERSON PARK REPORT

- Did a trail patrol on the Kadonaga Bay Beach access trail on 09/11.
 - Installed a directional arrow sign for beach access on the foreshore.
 - Re-homed the trail description sign which had been on a rotten tree that had toppled over.
 - The owners of former owner's Paula's property next door had re-surveyed the property line. If the survey is correct some of our boardwalk is on private property (there is an explanation for this), though perhaps offset by the former owner's fence being over 50 feet into the statutory right-of-way. We shall see if anything develops from this.
- Installed signage at both ends of Part II of the 67 metre Ed Williams trail in the SW corner of Dinner Bay Park.
- Thank you Adrian for your great pier blocks for the Ed Williams Trail Part II signage and for your help in placing them. No land altering was required.
- I did a trail patrol on the Edith Point Road seaview on 09/12. All was in good order except I need to post new Private signs, as the old one's seem to have disappeared.
- Welcome to Steve Patco our new Trail Guardian for the Flag Hill trail.
- Removed the ocean debris deposited on the foreshore at the end of the Kadonaga Bay beach access trail on 09/17. Thank you to the neighbour Carl Bunnin for his help. Mayne Island Garbage Service to remove the material from where we deposited it on Beechwood Drive. (Done & with no charge).
- Received the new Hiking and Walking brochure on 09/19 and the six boxes stored in the library basement, except for one bundle placed in the literature rack at the True-Value. Note: the busy season has come & gone and, aside from a spike at [Thanksgiving](#) & Xmas, the island is pretty quiet until Easter. I think the big draw on brochures will come then and through the spring and summer.
- Raked and groomed the Don Herbert Trail on 09/24. It was still in pretty good shape from my last patrol in the spring.
- Trail Guardian Lynda Campbell is going abroad for the winter in late October & won't be back until April. We need someone to fill in for Lynda, though not much work is required in the winter months. (Done).
- Phase I of the new 46' boardwalk on the Doreen McLeod trail was started by moving all the required material from the road to the site on the trail on 09/30. Thank you Jane, Debra and Adrian for your help.

- Phase II of the Doreen McLeod Trail boardwalk was essentially completed on 10/01 & thank you Dave, Kestutis and Adrian for your kind help. One more session will be required to do more nailing and install the mesh on all four sections. We also have to obscure the temp. trail really well.
- Phase III of the Doreen McLeod Trail boardwalk took place on 10/05, and the steel mesh was about 80% installed.
- The final phase of the boardwalk project on the Doreen McLeod Trail was completed. The balance of the required mesh installed, wood preservative applied to the cut ends, and toe nails hammered in where the sections overlap. Thank you, Michael, for your help.
- Welcome new Trail Guardian Shawna Fitzgerald, who'll be filling in for Lynda Campbell who'll be spending the winter abroad.
- The staircase on Kippen road will have been pulled for the winter on 10/12. Thank you to all who assisted.

Peter Askin TNDC
