



## **Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on December 8, 2022, 3 pm.**

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### **Call to Order**

- 1. Territorial Acknowledgement** - Jane
- 2. Approval of Agenda**
- 3. Adoption of Minutes of November 10, 2022**
- 4. Chair's Remarks**
- 5. Reports**
  - 5.1. Treasurer's Report
    - 5.1.1. Treasurer's Report for the period November 1 – 30, 2022
  - 5.2. Administration
    - 5.2.1. Follow up Action Report (not covered elsewhere)
    - 5.2.2. Health and Safety concerns
    - 5.2.3. Events – Michael (attached)
    - 5.2.4. Recreational funding update for Mayne Island Community Centre - Veronica
    - 5.2.5. MIPRC Election January 12, 2022
  - 5.3. Committees
    - 5.3.1. Fitness Track – Michael (attached)
    - 5.3.2. Land Acquisition – update and recommendations – Peter/Veronica/Michael
    - 5.3.3. Sanitation
      - a) Small Water Systems Operator recruitment
    - 5.3.4. Technology – Michael (attached)
  - 5.4. Parks
    - 5.4.1. Miners Bay – Adrian
      - a) Holiday lights/poster – Michael
      - b) Library heat pump - Michael
    - 5.4.2. Dinner Bay – Kestutis
      - a) Adachi Pavilion
    - 5.4.3. Japanese Memorial Garden – Michael (attached)
    - 5.4.4. Cotton Park – Debra
    - 5.4.5. Village Bay – Jane
      - a) Boat ramp repair - Debra
    - 5.4.6. Trail Network Development/Henderson – Peter (attached)
- 6. Correspondence/Meetings**
  - 6.1. Email from potential donor of a memorial bench they purchased.
  - 6.2. Email correspondence with AMIB regarding Village Bay boat ramp repairs.

**Mayne Island Parks and Recreation Commission  
Agenda for December 8, 2022**

- 6.3. Email correspondence with Mayne Island Community Centre regarding recreational funding.
- 6.4. Email correspondence with CRD Manager, Insurance and groups participating in December 24<sup>th</sup> event at Miners Bay Park.
- 6.5. Email correspondence from CRD regarding the SGI Transportation Integration Plan and zoom meeting on December 13, 2022.
- 6.6. Email correspondence with CRD Archaeologist regarding trail realignment at Cotton Park and the fitness circuit at Dinner Bay Park to be discussed at the WLC/CRD quarterly meeting.
- 6.7. Email correspondence with manufacturer of UV light regarding issues at Miners Bay.

**7. New Business**

- 7.1. Village Bay boat ramp repair Motion.

**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**

- 8.1. Recording secretary

**9. Rise and Report**

**10. Meeting Adjournment**



**Mayne Island Parks and Recreation Commission  
Minutes for November 10, 2022**

**5. Reports**

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period October 1 - 31, 2022

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Treasurer's report for the period October 1 – 31, 2022 be approved as presented.  
**CARRIED**

5.1.2. Motions re: applications for funding

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the application for funding to the federal New Horizons for Seniors Program for the Dinner Bay Seniors Fitness Circuit in the amount of \$25,000.  
**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the Mayne Island Parks and Recreation Commission approve making an application for funding to the Community Works Fund for the Dinner Bay Seniors Fitness Circuit Phase II, the amount to be determined.  
**CARRIED**

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- CRD policy received regarding receipts for gifts in kind.
- The Parks Master Plan has been excluded from the Official Community Plan.
- Playground parts are on their way, while some parts are still being sourced.
- Emma and Felix Jack Park rezoning was passed by Islands Trust.
- Commissioner Euper will follow up with the supplier regarding purchase of an aluminum staircase.
- Policy for naming parks and trails is deferred to the next meeting

5.2.2. Health and Safety concerns

- A recent fall at Dinner Bay Park will be reported to CRD.
- It was agreed that masks would be encouraged for the December meeting and concerns regarding Covid will be discussed in the New Year.
- A new first-aid box is in place at Japanese Garden and the old box will go to Cotton Park.
- A first aid class is scheduled for volunteers.

5.2.3. Events

Report received for information. The following was discussed:

- MIPRC support of the Lions' Dinner on November 19th;

**Mayne Island Parks and Recreation Commission  
Minutes for November 10, 2022**

- MIPRC Holiday dinner at the Bistro on December 7th; and
- regarding the Christmas Eve event on December 24<sup>th</sup> at Miners Bay Park, MIPRC will lead the effort to coordinate and could apply for the fire permit and insurance, Mayne Island Firefighters Association could manage the bonfire and the Mayne Island Chamber of Commerce could provide hot chocolate and treats.

Commissioner Askin arrived at 4:12 p.m.

5.2.4. Commonality meeting suggestions

It was discussed and agreed that a combination of venues will be tried such as a Zoom educational session and some Mayne commissioners visiting another island.

5.2.5. Sponsored activities proposal for 2023

It was reported:

- barbecue foods for events will be purchased from TruValue;
- improving communication regarding recreational funding opportunities and group sponsored events; and
- adult and older youth activity day, planned hikes, seniors' safari and yoga in the park are being considered.

5.2.6. Fallow/feral deer update

Item will be removed from agenda until there is news to report.

5.2.7. Commissioner vacancy ad

Advertised vacancy for commissioner.

5.2.8. Draft Policy for naming parks and trails

Deferred

5.3. Committees

5.3.1. Memorial plaques information sheet

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission's Memorial Plaque Policy for Miners Bay Park, the procedures for memorial plaques at Miners Bay Park and the application form be approved as presented with an exception that the size of the plaque be included in the application form.

**CARRIED**

5.3.2. Fitness Track

Report received for information. It was further reported that:

- if received, the New Horizons for Seniors Program grant would be primarily used to purchase equipment for Phase 1;
- if received, the Community Works grant would be used to build Phase 2 and 3;
- Phase 3 includes a roof over Phase 1 pad;

**Mayne Island Parks and Recreation Commission  
Minutes for November 10, 2022**

- an Ontario manufacturer was chosen for the fitness equipment; and
- shipping costs were discussed and will be further investigated.

5.3.3. Land Acquisition – update and recommendations  
Deferred.

5.3.4. Sanitation

- a) Chamber of Commerce update  
A letter has been sent regarding this matter.
- b) Small Water Systems Operator recruitment  
A job description was requested from CRD and it was reported that there are a number of potential applicants.

5.4. Parks

5.4.1. Miners Bay

- a) Bandstand  
Completed.
- b) Holiday lights/poster
  - The lights are to be ordered and invoiced.
  - The poster will suggest TruValue shoppers choose #51 Christmas Tree for their community spirit.

5.4.2. Dinner Bay

It was reported that:

- the Adachi Pavilion has been closed up for the winter;
- material has been purchased to build the new garbage container;
- tree health is a concern; and
- there is no part available to fix the freezer.

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Euper,  
that Mayne Island Parks and Recreation Commission purchase a freezer for the Adachi  
Pavilion for an amount up to \$1200.

**CARRIED.**

5.4.3. Japanese Memorial Garden

Report received for information.

5.4.4. Cotton Park

Report was received for information. It was further reported that:

- irrigation will be finished on Friday, November 11th; and
- a steep slope on the Orca Trail should be fenced as a safety precaution and Commissioners Bell and Askin will meet to view the area.

5.4.5. Trail Network Development/Henderson Park

Report was received for information.

**Mayne Island Parks and Recreation Commission  
Minutes for November 10, 2022**

- It was further reported that Commissioners Wright and Askin will assess the area on Mount Parke Ridge and make a recommendation regarding a future trail and an undeveloped beach access will be checked prior to the next meeting.
- Road allowance encroachment was identified on McCleod Road where MIPRC has an undeveloped, non-exclusive licence of occupation.

**6. Correspondence/Meetings**

- 6.1. Email correspondence regarding McLeod Road shoreline access.
- 6.2. Email correspondence with Library Director, Southern Gulf Island Libraries regarding heat pump.
- 6.3. Email request from CRD for letter of support for Mayne Island Regional Trail.
- 6.4. Email correspondence with CRD and telephone conversation with Carl Bunnin, AMIB re: Village Bay boat ramp repair.
- 6.5. Email correspondence with CRD Archaeologist regarding Dinner Bay and Village Bay boat ramp and WLC meeting.
- 6.6. Letters of support from community members regarding funding application for Dinner Bay Seniors Fitness Circuit.
- 6.7. Letter of resignation from Small Water Systems Operator for Miners Bay and Dinner Bay.

**7. New Business**

- 7.1. Proposal regarding Village Bay boat ramp repair and Motion.
  - Discussed the two options proposed for repair of the boat ramp.
  - Deferred for further details of repair.

**9. Rise and Report**

**Commissioner reappointments:**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Kestutis Banelis be reappointed a commissioner for the term commencing January 1, 2023 and ending December 31, 2024.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Michael Kilpatrick be reappointed a commissioner for the term commencing January 1, 2023 and ending December 31, 2024.

**Mayne Island Parks and Recreation Commission  
Minutes for November 10, 2022**

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Jane Schneider be reappointed a commissioner for the term commencing January 1, 2023 and ending December 31, 2024.

**CARRIED**

**Recreational Funding:**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that a 2021 Recreational Funding cheque that is stale-dated not be reissued.

**CARRIED**

**10 Meeting Adjournment**

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Askin, that the Mayne Island Parks and Recreation Commission meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:22 p.m.

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**Debra Bell, Chair**

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**DATE**

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**Lauren Edwards, Recorder**



**MAYNE ISLAND PARKS AND RECREATION COMMISSION**

**Treasurer's Report November 1 - 30, 2022**

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Miners Bay</b>	<b>Cotton</b>	<b>Village</b>	<b>Henderson</b>	<b>Trails Other Parks</b>	<b>Janitorial Plumbing</b>	<b>CRD charges</b>	<b>Contingency Other</b>	<b>Cost recovery</b>	
<b>Opening Budget 2022</b>	11000	6000	5000	2000	3000	7000	26000	10000	20403	2500	92903
Opening balance November 1	4843	2756	1496	970	1337	-1435	5095	1978	15398	2787	35225
<b>Expenses</b>											
Playground parts	56										
Janitorial Nov. 1 - 15 , mileage							721				
Janitorial WCB, est.							17				
Janitorial Nov. 16 - 30, mileage							674				
Janitorial WCB, est.							17				
Water monitoring	100	100									
Recording secretary for October									193		
Recording secretary WCB est.									4		
CRD O/H								319			
CRD labour Real Estate adjust.								1160			
<b>Total Expenses</b>	156	100	0	0	0	0	1429	1479	197	0	3361
<b>Remaining Budget November 30</b>	4687	2656	1496	970	1337	-1435	3666	499	15201	2787	31864

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance November 1, 2022	19952
Donations	777
Less: CRD overhead allocation	85
Plant and hardware items	408
Closing Balance November 30, 2022	20236

**Putting Green/Disc Golf**

Opening /Closing balance November, 2022	734
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**Adachi Rental**

365

**(C) Recreation Funds**

Opening Balance November 1	16512
CRD overhead allocation	177
Closing Balance November 30, 2022	16335

**(D) Capital Funds (Unallocated)**

Opening/Closing Balance November 2022	91213
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**(D) Capital Funds (Allocated) - Projects**

CX.109.2008.66 Cotton Park Monument	4061	
CX.109.2014.66 Cotton Park Fencing and Pathway	944	
CX.109.2009.66 Water System Upgrade	660	
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	974	
Lights	286	688
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	
Lights	4747	253
CX.109.2018.66 Recycling/garbage centre Dinner Bay	2000	
Building materials	251	1749
Total Allocated Projects		34556



## EVENTS REPORT

04 December, 2022

1. Santa is arriving on Mayne Island at 1:30pm on 17<sup>th</sup> December at Miners Bay Park. He will be arriving by boat and will be welcomed by all of the Whoville residents in the park before departing for his temporary home at the Ag Hall. The Lions Club has generously offered to be his host while on the island.
2. The annual Christmas Eve bonfire will take place at Miners Bay Park on December 24<sup>th</sup> with the festive pyre being lit starting at 5pm.
3. Happy Holidays !

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## **Dinner Bay Seniors Fitness Circuit**

04 December, 2022

1. Preparations for the beginning of the phase one work are slowly moving towards a start date.
2. Commissioners Bell and Kilpatrick are preparing the documentation for a Community Works Funding grant for the phase 2 & 3 fitness track works.

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## Technology Committee

04 December, 2022

1. Nothing to report

End



## Japanese Memorial Garden

04 December, 2022

1. The Holiday lights are to be installed in the Garden starting on December 6<sup>th</sup>.
2. The MIALS – Honour a Life event will be held this year on Friday December 16<sup>th</sup> from 4-6pm.
3. The Holiday Light Up officially opens the 2022 season with an opening party on Saturday December 17<sup>th</sup> from 5 to 7pm. Cookies and warm beverages will be offered.
  - a. The Holiday Light Up runs every night from December 17<sup>th</sup> through to January 2<sup>nd</sup> from 5-7pm

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## TNDC/HENDERSON PARK REPORT

04 December, 2022

- Met with trail Guardian Debra Bell at Cotton Park on 11/11 to assess the dangerous slope adjacent to the Orca and Seal Point trails. We concluded that the danger can be eliminated by trail diversions without the need for fences. Only some surface material would have to be raked clear. Debra will be contacting "Shawna" at the CRD to discuss this. In one case, the steep slope by the mid-point of the Orca Trail where the bench is can be dealt with by moving a log to act as a caution for hikers.
- The undersigned and Adrian Wright walked the well-established trail from the Plumper Pass Park viewpoint to the new section of Mt. Parke Regional Park (formerly Lot #7 in Glen Echo) on 11/12. Much of the trail is very close to the cliff edge and, in our opinion, a serious danger to public safety. We understand how trail users would find it attractive, as it offers spectacular views of Trincomoli Channel and all the wonderful landforms and vistas beyond. We considered the possibility of activating the easement agreement with SBA and flagging an alternate trail downslope from the existing trail. However, we were very doubtful if trail users would use it, and therefore it would be a waste of resources and energy in constructing it. A fence on the existing trail would be hugely expensive, logistically challenging to build because of the distance from the road and would have to be high enough to mitigate risk, and in our opinion not worth it.
- A couple of other points: The MIPRC/TNDC has to ensure the park boundaries are clearly marked. The one at the PPP viewpoint is (following the vandalism of previous signs and the installation of a new sign). We do have to install a boundary marker on the road at the point it meets the tower property. We'll have then done our part, and it would be up to SBA to take whatever action they consider appropriate, as the existing (cliff edge) trail has been widely identified on websites as part of the total Mt. Parke Park/Plumper Pass Park loop trail. (I have asked the CRD to send over someone who can do some GPS work to ID the boundary on the road below the tower property parking area).
- A very minor additional point is when SBA upgraded the road from the gate, they knocked over our sign by the linking trail to the Loop Trail. Our efforts to repair the damage were unsuccessful, so we'll be returning when we consider it warm enough to mix cement there.
- Trisha Glatthaar did a patrol of the Edith Point Road beach access trail & all is in good order.
- Steve Patko did a patrol of the Flag Hill Trail and all is in good order.
- Adrian and I have scheduled a hike on the Vulture Ridge Trail to access a dangerous tree on Dec.7th.
- I was honoured by having the title "Mayne Islander of the Year" conferred on me by the Lion's Club on Nov. 19th. If any members of the MIPRC were involved in the nomination process, I give you my

thanks. I see this as an honour for this Commission and to past Commissions who have been highly supportive of the efforts of the TNDC to develop and maintain a trail network on the Island. As importantly, I thank the many volunteers who have helped build and maintain our public trails over the past 20 years (far too many to name here). Lastly, I would be remiss if I didn't thank the Mayne Island Conservancy Society (MICS) and the Mayne Island Pathways and Trails Association (MIPATA) for their support and help.

Best wishes, Peter TNDC

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