



Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on January 12, 2023 3 pm.

Call to Order

- 1. Territorial Acknowledgement - Debra**
- 2. Approval of Agenda**
- 3. Election of Officers**
- 4. Adoption of Minutes of December 8, 2022**
- 5. Chair's Remarks**
- 6. Reports**
 - 6.1. Treasurer's Report
 - 6.1.1. Treasurer's Report for the period December 1 - 31, 2022
 - 6.2. Administration
 - 6.2.1. Follow up Action Report (not covered elsewhere)
 - 6.2.2. Health and Safety concerns
 - 6.2.3. Update Supplement to the Commissioner's Handbook
 - a) Review Commissioner responsibilities and committees
 - 6.2.4. Feral deer strategy and update
 - 6.2.5. SGI Transportation Integration Plan debrief - Veronica
 - 6.2.6. Events – Michael (attached)
 - 6.3. Committees
 - 6.3.1. Fitness Track – Michael (attached)
 - a) Upcoming meeting with Director Brent
 - 6.3.2. Sanitation
 - a) Small Water Systems Operator
 - 6.3.3. Technology – Michael (attached)
 - 6.4. Parks
 - 6.4.1. Miners Bay – Adrian
 - a) Fire extinguishers
 - b) Overnight parking and related issues
 - c) Christmas tree pruning estimate - Michael
 - d) Library heat pump - Michael

**Mayne Island Parks and Recreation Commission
Agenda for January 12, 2023**

6.4.2. Dinner Bay – Kestutis

- a) Rates for rental of Adachi Pavilion and BBQ

6.4.3. Japanese Memorial Garden – Michael (attached)

6.4.4. Village Bay – Jane

- a) Boat ramp repair and amended Motion - Debra

6.4.5. Trail Network Development/Henderson – Peter

7. Correspondence/Meetings

- 7.1. Telephone conferences with AMIB and contractors and email correspondence with CRD Archaeologist regarding Village Bay boat ramp repairs.
- 7.2. Email correspondence with Mayne Island Community Centre regarding recreational funding.
- 7.3. Email correspondence with CRD Archaeologist regarding attendance during preparation of the fitness circuit at Dinner Bay Park.
- 7.4. CRD inquiry regarding plans for a commonality meeting in 2023 and support from CRD.
- 7.5. Email and telephone communication from interested parties regarding the Small Water Systems contract.
- 7.6. Email correspondence regarding engaging an electrical contractor.
- 7.7. CRD media release regarding donation of community park land.
- 7.8. Email correspondence from individuals interested in joining the MIPRC.
- 7.9. Email correspondence from CRD, Legal Services regarding legacy wording in a will.

8. New Business

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



Minutes of the Mayne Island Parks and Recreation Commission Meeting held at the Library, 411 Naylor Road, Mayne Island on December 8, 2022 at 3:00 pm.

PRESENT: Debra Bell, (Chair/Treasurer) Michael Kilpatrick (Vice-Chair)
Peter Askin Veronica Euper
Adrian Wright Kestutis Banelis
Jane Schneider Lauren Edwards (Recorder)

GUEST: Jackie Burrows

ABSENT: Paul Brent, A/Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm.

1. Territorial Acknowledgement

The WSÁNEĆ First Nations were acknowledged and thanked for allowing us to live, work and play on their lands.

2. Approval of Agenda

Add: 5.2.6 Fallow Deer Update

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin, that the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of November 10, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the minutes of November 10, 2022 be approved as presented.

CARRIED

4. Chair's Remarks

Commissioner Askin was congratulated for being nominated Mayne Islander of the year and he expressed his gratitude towards commissioners and the Parks volunteers. Chair Bell thanked the commissioners who agreed to remain on the Commission for another year.

5. Reports

5.1. Treasurer's Report

Treasurer's Report for the period November 1 – 30, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Treasurer's report for the period November 1 - 30, 2022 be approved as presented.

CARRIED

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

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

The following was reported:

- Electricians will review contract and price hand-dryers in the washrooms.
- The water meter at Miners Bay was moved and there is a reading record.

Commissioner Banelis arrived at 3:10 pm.

- The garbage box build will be completed soon.
- Monthly playground assessments completed.
- No news regarding playground equipment parts.
- The new BBQ and freezer were received for the Adachi Pavilion and a note of appreciation will be sent to the Kadonaga family for their contribution to the purchase.
- Commissioner Askin will follow up regarding the Reef Bay sign and the aluminum staircase for Kippen Road. .
- The policy for the naming of parks and trails was deferred.

5.2.2. Health and Safety concerns

Nothing reported.

5.2.3. Events

Report received for information.

The Christmas Eve bonfire start time is 5:30 not 5:00 pm

5.2.4. Recreational funding update for Mayne Island Community Centre

It was reported that the funding can be extended while the centre acquires a fitness attendant.

5.2.5. MIPRC Election January 12, 2022

Chair Bell requested that commissioners let her know of their interest in the elected positions.

5.2.6. Feral Deer Update

This item was discussed, including that:

- A deer management plan will be presented for public comment at the Islands Trust meeting on January 22, 2023.
- Commissioner Kilpatrick will continue to attend the ad hoc committee meetings.
- Commissioners will review material to provide input and comment at the January meeting.

5.3. Committees

5.3.1. Fitness Track

A report on this item was received for information. Discussion occurred, which included that:

- Phase one is ready to start.
- Commissioners Bell and Kilpatrick will meet with Jeff Hansen.
- Phase two will not go forward until the outcome of the New Horizons Grant, is known.
- Commissioner Bell will discuss the Community Works Fund Grant with Paul Brent.

5.3.2. Land Acquisition – update and recommendations

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

This item to be discussed at the next meeting.

5.3.3. Sanitation

Small Water Systems Operator recruitment

- It was reported that a job description was created and sent to island operators for response by December 15th.
- Commissioner Schneider will email Bill Warning regarding available training.

5.3.4. Technology

Report received for information.

5.4. Parks

5.4.1. Miners Bay

- It was reported that the UV light operation remains unreliable and chlorination requirements were discussed. Commissioner Kilpatrick will contact Island Health for guidance.
- Mayne Island Fire will be contacted for advice regarding regular fire extinguisher inspections.
- The lights for the tree were received and will be installed for next year.
- Discussed the posting of information for the Christmas tree donation and the water board and janitor positions.
- Discussion occurred regarding a heat pump purchase and maintenance expenses for the 20 year-old library building.

5.4.2. Dinner Bay

Gate repair to be done in the spring.

5.4.3. Japanese Memorial Garden

A report was received for information.

It was reported that the Christmas light-up will occur on December 17th with opening night cider and cookies.

5.4.4. Cotton Park

No report.

5.4.5. Village Bay

No report.

5.4.6. Trail Network Development/Henderson

A report was received for information.

It was reported that a visit from the CRD archaeological consultant is anticipated to assess a trail realignment and that no land altering will be necessary.

6. Correspondence/Meetings

6.1. Email from potential donor of a memorial bench they purchased.

- Commissioner Askin will respond to the email.

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

- 6.2. Email correspondence with AMIB regarding Village Bay boat ramp repairs.
- 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 24th 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.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission approve the estimate option #2 (\$6200) as set out in the email dated September 21, 2022 from Carl Bunnin representing the Association of Mayne Island Boaters for the Village Bay boat ramp repair.

CARRIED

Commissioner Kilpatrick will take pictures of the ramp for future reference.

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

CARRIED

9. Rise and Report

It was **MOVED** and **SECONDED**. that Mayne Island Parks and Recreation Commission renew and approve the revised contract with Lauren Edwards as agreed upon in circulated emails within Mayne Island Parks and Recreation Commission.

CARRIED

10. Meeting Adjournment

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

CARRIED

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

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

The meeting adjourned at 4:35 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report December 1 - 31, 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 December 1 | 4687 | 2656 | 1496 | 970 | 1337 | -1435 | 3666 | 499 | 15201 | 2787 | 31864 |
| Expenses | | | | | | | | | | | |
| Ads (\$75 + \$225) | | | | | | | | | 300 | | |
| Flag | | | 112 | | | | | | | | |
| Janitorial Dec. 1 - 31 , mileage | | | | | | | 807 | | | | |
| Janitorial WCB, est. | | | | | | | 12 | | | | |
| Hydro to December 12, 2022 | 33 | | 13 | | | | | | | | |
| Garbage | 75 | | | | | | | | | | |
| Water monitoring | 100 | 100 | | | | | | | | | |
| Recording secretary for November | | | | | | | | | 182 | | |
| Recording secretary WCB est. | | | | | | | | | 4 | | |
| CRD O/H | | | | | | | | 319 | | | |
| Pest control | 300 | | | | | | | | | | |
| Kitchen items (\$748 + \$543) | 1291 | | | | | | | | | | |
| Finance fee | | | | | | | | | | 2 | |
| Total Expenses | 1799 | 100 | 125 | 0 | 0 | 0 | 819 | 319 | 488 | 0 | 3650 |
| Remaining Budget December 31 | 2888 | 2556 | 1371 | 970 | 1337 | -1435 | 2847 | 180 | 14713 | 2787 | 28214 |

Subject to CRD year-end adjustments

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT December 1 - 31, 2022 cont'd

(B) Donated Funds

Japanese Memorial Garden

| | |
|--|-------|
| Opening Balance December 1, 2022 | 20235 |
| Less: CRD overhead allocation | 85 |
| Lights and meeting expenses (IM) (\$221 + \$431) | 652 |
| Hydro to December 12, 2022 | 122 |
| Meeting expenses | 133 |
| Hardware and lights | 832 |
| Ads for holiday light up and posters (\$268 + \$26 + \$30) | 324 |
| Closing Balance December 31, 2022 | 18087 |

Putting Green/Disc Golf

| | |
|---|-----|
| Opening /Closing balance December, 2022 | 734 |
|---|-----|

Adachi Rental

365

(C) Recreation Funds

| | |
|---|-------|
| Opening Balance December 1 | 16335 |
| Plus: Reversal of recreational funding grant 2021 | 1000 |
| CRD overhead allocation | 177 |
| MIPRC year end event | 359 |
| Closing Balance December 31, 2022 | 16799 |

(D) Capital Funds (Unallocated)

| | |
|---------------------------------------|-------|
| Opening/Closing Balance December 2022 | 91213 |
|---------------------------------------|-------|

(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 | 688 |
| hardware and lights | 89 |
| CX.109.2015.88 Miners Bay washrooms | 4000 |
| CX.109.2016.66 Fitness Circuit | 10,000 |
| CX.109.2017.88 Miners Bay holiday lights | 253 |
| CX.109.2018.66 Recycling/garbage centre Dinner Bay | 1749 |
| Building materials | 451 |
| Total Allocated Projects | 34016 |

Subject to CRD year-end adjustments



Events Report

08 January, 2023

1. Miners Bay New Years Eve Bon Fire
 - a. The Event had originally been planned for Christmas Eve, but snow and poor site conditions led to a postponement. Those who were involved in the organization of the event agreed to move the night to New Years Eve.
 - b. The New Years Eve Bon Fire was a great success. It burned very well. Counts taken from photos taken at around 5:40pm indicated that about 200 people took part.
 - c. There are many to thank for the success of the event:
 - i. The Fire Crew.
 1. Richard Jarco – for supplying the burning materials
 2. Bill Jamieson, MIVFFA
 3. Richard Edwards, MIVFFA
 4. Miguel Loeza, MIVFFA
 5. Andrew Pye, wood stacker
 6. Beatrice, Chief wood stacker.
 - ii. The Food and Drinks Crew as organized by the M.I. Community Chamber of Commerce
 1. Gail Noonan
 2. Drew Ferneyhough
 3. Emily Walker
 4. Shem Roberts
 5. Jane Schneider – late shift server
 6. The crew prepared:
 - a. 30L Hot Chocolate (approximately 5L left over)
 - b. 40L Hot Cider (approximately 10L left over)
 - c. 200 treats (all gone)
 - iii. Everyone who attended
 - d. We have been asked if the event should be permanently moved to New Years Eve.
 - i. Thoughts?
 - ii. Perhaps a Facebook poll to gauge interest in this idea?
2. To date there are no events booked for the remainder of January or early February.



Dinner Bay Seniors Fitness Circuit

08 January, 2023

1. Commissioner Bell contacted Jeff Hansen about doing the grading work for the trail.
 - a. Jeff came to Dinner Bay to review the scope of work and met with Commissioners Bell and Kilpatrick who toured him around.
 - b. It was agreed on site that Jeff would start the work by cleaning up the work area by removing surface debris such as branches and leaves. He said that he would do the clean-up when the weather looked favourable. The clean-up work happened on 2nd January 2023.
 - c. The trail grading will happen when:
 - i. there is an observer available from the WSANEC leadership council and
 - ii. There has been a period of 5 dry days. (Jeff would like the ground to dry out somewhat before using machinery that will cut into the topsoil.)
 - d. Jeff has signed a CRD volunteer form.
2. Commissioners Bell and Kilpatrick continue to work on the Community Works Funding grant application. A preliminary draft will be sent to CRD Director Paul Brent for his review and comment.
3. Commissioner Kilpatrick has had discussions with Tim Begley of Positive Shift Training about fundraising for the new fitness trail equipment and about the possibility of running fitness classes on the completed trail.



Technology Committee

08 January, 2023

1. The committee anxiously looks forward to the CRD enabling the MIPRC to use electronic transfers for the collection of donations. Hopefully, we will see this service in place before the end of the year.

End



Japanese Memorial Garden

08 January, 2023

1. After a very rainy then snowy then rainy start to the event which saw 4 nights of not opening, the Holiday Light-up was cancelled on Dec 26th for the remainder of the season. Reasons for the closure:
 - a. The garden often experiences lighting failures during the Light-up which are usually small and localised. This year we experienced larger failures which led to entire sections of the Garden being left in darkness. Despite valiant efforts by volunteers to lift and change lights, dry out stings of lights and reconnect and re-waterproof strings of lights we were not able to get things running again at full or near full operation.
 - i. With large portions of the Garden in darkness it was determined to be unsafe for visitors to walk through the Garden in the dark.
 - b. We think that there are a number of reasons for the electrical failures:
 - i. The near 20-year-old underground electrical distribution system is having problems:
 1. 2 of the electrical monuments in the Garden lost power. One completely and one had only faint voltage. We believe that these problems are due to corrosion of the connections where the feed wires enter the back of the electrical boxes at the monuments or a problem at the main panel.
 - a. We will be having an electrician come in to look at the main panel.
 - b. We will be replacing all of the existing electrical boxes at the power monuments that are throughout the Garden with new boxes and GFI outlets that are rated for exterior use.
 - ii. The existing residential grade strings of lights are of differing vintages and are both polarized and unpolarized. We may be getting arcing across the connections when a plug is reversed and exposed to high moisture – snow and rain. This may be one of the reasons that we were having such high trip rates of the GFI outlets.
 1. We would like to replace ALL of the light strings with commercial grade lights that are not susceptible to polarizing issues and have waterproof connections that don't pull apart.
 - iii. Many of the older floodlights use screw in type PAR38 bulbs that collect water in the sockets. With time these sockets have corroded and have become unreliable. All of the floodlights need to be replaced with sealed LED units or need to only be installed with the bulb pointing down.
 - iv. Many of the small 10-foot extension cords are brittle and need replacing.
 - v. Many of the longer heavier gauge extension cords have had the third prong broken off so that they can be connected to cords without a female third prong. All of these cords need to have their heads replaced.
 - c. The hundreds of connections that make up the lights display need protection from water infiltration. We will either need to buy new commercial grade waterproof light strings or we will have to invest in connection covers of various types to keep the residential grade lights working.
 - d. If we want to keep the Holiday Light-up running for another year we will need to invest in infrastructure and equipment improvements.
2. Volunteers will be replacing some rotting wood on the existing power and tool sheds starting January 10th. All of this work is in preparation of staining the wood on the sheds this coming summer.
3. Because of the rainy holiday season, visitor counts and donations were much lower than normal.
