



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on February 9, 2023

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

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

**GUESTS:** Jacquie Burrows

The meeting was called to order at 3:00 pm

**1. Territorial Acknowledgement**

The Coast Salish peoples, on whose traditional territory we meet this afternoon; a beautiful and natural territory of water, land and sky were acknowledged.

**2. Approval of Agenda**

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Kilpatrick,  
that the agenda be approved as presented.

**CARRIED**

**3. Adoption of Minutes of January 12, 2023**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,  
that the minutes of January 12, 2023 be approved as presented.

**CARRIED**

**4. Chair's Remarks**

Chair Bell reported that other island park commissions hold meetings that last two to two and half hours. She requested that if commissioners feel they need to leave, they should do so at the two hour mark.

**5. Presentation**

Jacquie Burrows provided some information about her professional background, her history on Mayne Island and the reasons she wishes to be a parks commissioner.

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**6. Reports**

6.1. Treasurer's Report

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis,  
that the Treasurer's report for the period January 1 to 31, 2023 be approved as presented.  
**CARRIED**

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- It was reported that CRD held a Zoom meeting with all commission chairs and that Paul Brent was interested in holding a Commonality Meeting and that Galiano may be the host.
- Moving the holiday bonfire to New Year's Eve will be discussed closer to the date.
- The Chamber of Commerce meeting date has not been determined.
- The contract for the small water systems operator was not signed yet. There was no news regarding training for a commissioner.
- The sign for the Wall of Remembrance will be available later this month.
- The playground assessments will be emailed monthly to Chair Bell and an annual assessment was discussed.
- It was reported that there was no visible change at the Village Bay Boat ramp.

6.2.2. Commissioner Orientation on February 7, 2023

Commissioner Bell, Commissioner Euper, and Jacquie Burrows attended the orientation as did CRD Liaisons and some commissioners from other Gulf Islands.

6.2.3. Health and Safety concerns

No concerns reported.

6.2.4. Supplement to the Commissioner's Handbook

- Responsibilities were updated and some draft wording remains outstanding.
- The Danger Tree Committee to update Appendix 10.
- It was reported that the SharePoint program has not been made available as a means to centralize information. Commissioner Kilpatrick will assist in developing a reporting tool for the Danger Tree assessments.
- It was reported that the supplement should be out next month for review and approval.

6.2.5. Feral deer and January 22, 2023 Community Open House update

It was reported that a master plan is being developed to address the problem and should be made available in about two months.

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6.2.6. Events

- A report was received with the agenda and there is nothing pending.
- It was reported that there were a lot of enquiries for summer weddings and four dates have been booked.
- Discussion occurred on a couple of trees leaning towards the Ed Williams trail.

6.3. Committees

6.3.1. Fitness Track

- A report was received with the agenda.
- It was reported that work is on hold until weather remains dry for five consecutive days and that the cultural monitor requires two weeks' notice.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the Mayne Island Parks and Recreation Commission recommend that the SGI Electoral Area Director recommend to the Capital Regional District Board that an application be made to the Community Works Fund for a recreational infrastructure grant in the amount of \$25,000 to support the Dinner Bay Senior's Fitness Circuit Expansion Project.

**CARRIED**

6.3.2. Sanitation

- Janitorial contract: The contract finishes at the end of April and confirmation is required by March 1<sup>st</sup> in order to meet the March 15<sup>th</sup> advertising deadline.
- Miners Bay washrooms hand dryers and Motion: It was reported that the electrician contract and estimate are in place. The installation and costs were discussed. Also discussed were thermostats and sensor lights.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the Mayne Island Parks and Recreation Commission approve the quotation dated September 7, 2022 from City Electric Supply for two only Airblade V hand dryers in the amount of \$1,061.58 plus tax for each dryer to be installed in Miners Bay washrooms.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission approve the estimate from SGI Electrical Services Inc. dated January 22, 2023 in the amount of \$2,686.35 including tax for the installation of the Airblade V hand dryers.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission approve the estimate from SGI Electrical Services Inc. dated January 22, 2023 in the amount of \$1,665.18 for electrical work on the baseboard heaters and the installation of motion detectors in the Miners Bay washrooms.

**DEFEATED**

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**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission approve the transfer from Capital Project CX.109.2012.81 Dinner Bay Septic in the amount of \$1,500 to CX.109.2015.88 Miners Bay Washrooms.

**CARRIED**

6.3.3. Technology

A report was received with the agenda.

6.3.4. Commercial/Non-commercial activities update

It was reported that the committee met to discuss policies regarding commercial activities. The committee will enquire with other Gulf Island parks commissions and discuss the issue further before bringing it forward to the commission.

6.4. Parks

6.4.1. Miners Bay

- Several items were reported on: basement to be cleaned up, blackberry bushes becoming overgrown and toilets work.
- Christmas tree pruning to be discussed when new lights go up.
- Commissioner Bell will follow up on the financial issues regarding the library heat pump acquisition.

6.4.2. Dinner Bay

- Discussed environmental option for dust suppression on roadway in the park.
- Discussed adding a water tank as a project for next year.
- Commissioner Banelis received kudos for the box he built for garbage containers.

6.4.3. Cotton Park

A report was received with the agenda.

6.4.4. Japanese Memorial Garden

A report was received with the agenda and the windstorm clean up and damage was commented on.

6.4.5. Village Bay

The boat ramp was checked out and no quote received yet.

6.4.6. Trail Network Development/Henderson

- A report was received with the agenda.
- Problems with the Doreen McCloud trail were reported on and the solution proposed was a 30' boardwalk build.
- The rope that leads to the beach needs to be replaced.
- Additional work on boardwalks is recommended and an estimate will be prepared.

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- John Mooney from CRD agreed to do some GPS work and he will be asked to include a check on the property line for Naylor Road area as signage may need to be moved.

**7. Correspondence/Meetings**

- 7.1. Telephone conferences with AMIB and contractors and email correspondence regarding Village Bay boat ramp repairs.
- 7.2. Email correspondence with Mayne Island Community Centre regarding recreational funding.
  - The status of the gym opening was discussed.
- 7.3. Email correspondence regarding Commissioner Orientation on February 7, 2023.
- 7.4. CRD correspondence and zoom meeting with SGI Director, staff and SGI park Chairs with respect to plans for a commonality meeting in 2023.
- 7.5. Contract finalized with electrical contractor.
- 7.6. Various emails and telephone calls from resident regarding condition of Miners Bay washrooms.
- 7.7. Emails regarding signs for Miners Bay Notice Board.
- 7.8. Inquiries regarding services for septic pump-outs.
- 7.9. Meeting with SGI Area Director, Paul Brent on January 22, 2023 at Dinner Bay Park.
- 7.10. Email request re: participation in local fundraiser for resident.
- 7.11. Request for and letter of support provided for the Miners Bay Wharf Head Revitalization Project grant application.
- 7.12. Emails and correspondence regarding application for Community Works Fund grant for Dinner Bay Park Fitness Circuit.
- 7.13. Email from resident re: fallen tree at Doreen McLeod Trail at Henderson Park.
- 7.14. Email correspondence and meeting with CRD Risk & Insurance Analyst, Cazzie Martin, February 8, 2023.

**8. New Business**

No new business.

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**9. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a)**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the meeting of the Mayne Island Parks and Recreation Commission be closed in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.

**CARRIED**

Jacque Burrows exited the meeting for the duration of the closed meeting and returned for Item 10 Rise and Report.

**10. Rise and Report**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Jacque Burrows be appointed a commissioner for the remaining term of a vacancy which commenced January 1, 2023 and ends on December 31, 2024.

**CARRIED**

The following motion was made at the January 12, 2023 Closed Meeting:

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission recommend Capital Regional District enter into a contract with Rob Noyes, Small Water Systems Operator, to manage the water systems at Miners Bay and Dinner Bay Parks according to the terms as set out in email correspondence between Mayne Island Parks and Recreation Commission and Rob Noyes, effective January 15, 2023 for a term of one year.

**CARRIED**

**11. Meeting Adjournment**

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

**CARRIED**

The meeting adjourned at 4:36 pm

Original signed by

March 9, 2023

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**Debra Bell, Chair**

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

Original signed by

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**Lauren Edwards, Recorder**