



Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on February 9, 2023 3 pm.

Call to Order

1. Territorial Acknowledgement - Veronica

2. Approval of Agenda

3. Adoption of Minutes of January 12, 2023

4. Chair's Remarks

5. Presentation – Jacquie Burrows

6. Reports

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period January 1 – 31, 2023

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

6.2.2. Commissioner Orientation on February 7, 2023

6.2.3. Health and Safety concerns

6.2.4. Supplement to the Commissioner's Handbook

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

6.2.6. Events – Michael (attached)

6.3. Committees

6.3.1. Fitness Track – Michael (attached)

6.3.2. Sanitation

a) Miners Bay washrooms hand dryers and Motion

b) Miners Bay washrooms other electrical work

6.3.3. Technology – Michael (attached)

6.3.4. Commercial/Non-commercial activities update - Veronica

6.4. Parks

6.4.1. Miners Bay – Adrian

a) Christmas tree pruning update - Michael

b) Library heat pump - Michael

6.4.2. Dinner Bay – Kestutis

6.4.3. Cotton Park – Debra (attached)

6.4.4. Japanese Memorial Garden – Michael (attached)

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6.4.5. Village Bay – Jane

a) Boat ramp repair update - Debra

6.4.6. Trail Network Development/Henderson – Peter

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.
- 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

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

- 9.1. Commissioner

10. Rise and Report

- 10.1. Small water systems operator
- 10.2. Commissioner

11. Meeting Adjournment



Minutes of a meeting of the Mayne Island Parks and Recreation Commission held at the Mayne Island Library, 411 Naylor Road, January 12, 2023

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

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Chair Bell stated the following at the start of the meeting: I want to acknowledge the SENĆOTEN speaking peoples on whose territory we are now gathered. We recognize and respect the First Nations peoples across this core area - the WSÁNEĆ Nations on Mayne Island who are also throughout the Gulf Islands and on the Saanich Peninsula. They have a long standing relationship with the land and sea waters, which continues to this day.

2. Approval of Agenda

Add to Correspondence/Emails: Email dated January 10, 2023 from Rod Cruickshank

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

CARRIED

3. Election of Officers

- Debra Bell accepted the nomination for Chair and was elected by acclamation.
- Michael Kilpatrick accepted the nomination for Vice Chair and was elected by acclamation.
- Debra Bell accepted the nomination for Treasurer and was elected by acclamation.

4. Adoption of Minutes of December 8, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the Minutes of December 8, 2022 be approved as presented.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the Closed Minutes of December 8, 2022 be approved as presented.

CARRIED

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5. Chair's Remarks

Chair Bell wished everyone a happy new year for 2023 and hoped the commission would have a positive and fun year. She congratulated Commissioner Askin for being awarded "Mayne Islander of the Year" and his picture on the cover of the *MayneLiner* magazine. Commissioner Askin provided positive comments on the Lions Club long-term stewardship role, especially at Dinner Bay.

6. Reports

6.1. Treasurer's Report

Treasurer's Report for the period December 1 - 31, 2022

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

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- a) Discussion occurred regarding the Chamber of Commerce's response to MIPRC's letter requesting funding support for some park bathrooms. The Chamber has requested a meeting with MIPRC.
- b) A cost estimate for a hand-dryer is expected and a condition was added to the agreement regarding service response.
- c) Commissioner Schneider reported on the status of the small water system operator training she is pursuing.
- d) Commissioner Euper and Askin reported on the memorial plaques, including more information on planned specifics including that the board will be named "Wall of Remembrance". The Commissioners' Handbook will be updated.
- e) It was reported that no response was received to an email sent regarding the memorial bench.
- f) The status of the water meters installations at Miners Bay, Dinner Bay and Japanese Garden was discussed.
- g) Monthly playground assessments were submitted.
- h) Playground equipment repair continues as some parts are being sourced.
- i) It was reported that Shauna Huculak, CRD Archaeologist will be visiting on February 25th to assess the Cotton Park trail realignment.
- j) The signage at Reef Bay continues to be followed up on.
- k) The aluminum staircase at Kippen Road continues to be followed up on.
- l) Discussed the Village Bay boat ramp pictures showing damage. More pictures will be taken due to high tides.
- m) Land acquisition was discussed, including that the information and recommendations gathered through meetings, etc. should be synthesized and that a small group should review and document what has been done for future reference. It was agreed that the Land Acquisition Committee will meet to discuss next steps.

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6.2.2. Health and Safety
Nothing reported

6.2.3. Update Supplement to the Commissioner's Handbook

- Commissioners are to return to Chair Bell their edits of the document listing Commissioner responsibilities.
- Chair Bell will update the Supplement and circulate for review.

6.2.4. Feral deer strategy and update

- MIPRC were asked to participate in a community meeting on January 22nd at 2:00 pm with Jeanine Dodds and David Maude, local trustees for Islands Trust and Paul Brent, CRD Director for Southern Gulf Islands,
- Commissioners confirmed they have reviewed the distributed document.
- Discussion occurred regarding the negative impact of the invasive feral deer species and MIPRC's involvement in a management strategy that could include CRD and provincial/federal government support.
- Next steps are future meetings to formalize a process and increased public awareness on the issue.

6.2.5. SGI Transportation Integration Plan debrief

The meeting held as an outcome of the referendum was reported on, including that:

- Justine Starke and Director Brent were key speakers;
- there were no proposals from the CRD for another referendum at this time;
- islands have differing views of the Parks Commission capacity; and,
- CRD is interested in hearing from communities regarding next steps.

6.2.6. Events

Report was received with agenda package. It was further reported that the idea of moving the bonfire event to New Year's Eve permanently was raised. There was discussion about polling the community on when to hold the event and it was reported that the Chamber of Commerce will poll its members. Commissioners were in favour of New Year's Eve. It was reported that the goodies were well received.

6.3. Committees

6.3.1. Fitness Track

Report was received with agenda package. The following was discussed:

- A proposal was received for fitness classes in the park and it was agreed that the Commercial/Non-Commercial Activities Committee should meet. Commissioner Schneider joined that committee.
- An application for the Community Works Fund Grant is being developed and the two phases of the fitness track project should reflect MIPRC's financial contributions in each phase.

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MOVED by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the Mayne Island Parks and Recreation Commission's Capital Plan 2023 to 2027 be amended to increase the fitness track capital project to \$30,000 from \$10,000.

CARRIED

- It was reported that Director Brent will review and tour the track on his visit as well as discuss other issues. Commissioners were asked to email Chair Bell any other items for discussion.

6.3.2. Sanitation

MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission give Bill Warning, in recognition of his services to the Commission, a gift certificate to the Mayne Island Bistro.

CARRIED

6.3.3. Technology

E-transfer and SharePoint services remain desirable to have.

6.4. Parks

6.4.1. Miners Bay

The following items were discussed:

- Accumulated garbage needs to be removed.
- Basement storage to be discussed with Lance Shook.
- UV functioning may be uncertain and water test was done this week. Commissioner Wright will discuss water concerns with the new operator.
- Quotes are being sought for pruning the Christmas tree.
- There was no further contact reported concerning the heat pump at the library.

6.4.2. Dinner Bay

- The park is currently swampy due to heavy rain.
- If another water tank is purchased, mainly to service the putting green, it should have a 2,000 gallon capacity.
- Efforts to fix the sink continue.
- Potholes on the driveway to Japanese Garden will be filled.
- The work on the Adachi Pavilion beams were complimented.
- It was discussed and agreed that the barbecue rental be included in the price for rental of the Adachi Pavilion kitchen.

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MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission raise the fee for the use of the Adachi Pavilion kitchen to \$200 which includes the use of the barbecue.

CARRIED

Opposed: Commissioner Bell

6.4.3. Japanese Memorial Garden

Report was received with the agenda. Discussion occurred regarding the lights damaged by flooding and Chair Bell requested a budget be submitted for new connections and lights.

6.4.4. Village Bay

It was reported that a new contractor will be available for the boat ramp repair work in February or March and a quote is forthcoming.

6.4.5. Trail Network Development/Henderson

Items addressed elsewhere in the meeting.

7. Correspondence/Meetings

7.1. Telephone conferences with AMIB and contractors and email correspondence with CRD Archaeologist regarding Village Bay boat ramp repairs.

- It was reported that this item will be added to the WSÁNEĆ Leadership Council's Land Altering Committee Q1 agenda.

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.

- There was agreement to the response that MIPRC won't host a meeting, but will visit other commissions and islands and attend Zoom meetings.

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.

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7.10. Email dated January 10, 2023 from Rod Cruickshank regarding several items of concern at Dinner Bay.

- Commissioner Bell reported that she responded to the email.
- Discussion occurred on a number of topics identified in the letter. Improving drainage is a major undertaking for future consideration and enhanced beach access will be investigated.

8. New Business

None

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, 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

10. 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 approximately 5:15 p.m.

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION

Treasurer's Report January 1 - 31, 2023

Subject to final Y/E 2022 adjustments (CRD)

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Janitorial Plumbing	CRD charges	Contingency Other	Cost recovery
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Opening Budget 2023 - to come

Expenses

Gardening supplies				66							
Janitorial January 1 - 31 , mileage							807				
Janitorial WCB, est.							14				
Janitorial supplies							549				
Freight							70				
Water monitoring	140	105									
Recording secretary for December									138		
Recording secretary WCB est.									2		
CRD O/H - est.								325			
Total Expenses	140	105	66	0	0	0	1440	325	140	0	2216
Net expenses to c/f to February	-140	-105	-66	0	0	0	-1440	-325	-140	0	-2216

MAYNE ISLAND PARKS AND RECREATION COMMISSION

TREASURER'S REPORT January 1 - 31, 2023

Subject to final Y/E 2022 adjustments (CRD)

(B) Donated Funds

Japanese Memorial Garden

Opening Balance January 1, 2023	18172
Less: CRD overhead allocation - est.	100
Hardware, lumber, shovel, stain (5) (MK)	248
Closing Balance January 31, 2023	17824

Putting Green and Adachi Rental - to be confirmed with CRD

(C) Recreation Funds

Opening Balance January 1, 2023	16904
CRD overhead allocation - est.	190
Closing Balance January 31, 2023	16714

(D) Capital Funds (Unallocated)

Opening Balance	91725
Operating Surplus from 2022 (\$18,130 + \$7,218 per CRD)	25348
Transfer from CX.109.2014.66 Cotton Park Fencing/Pathway	944
Transfer from CX.109.2013.66 Miners Bay Bandstand	599
Closing balance January 31, 2023	118616

(D) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4061	
CX.109.2014.66 Cotton Park Fencing and Pathway	944	
Transfer to Capital Funds (Unallocated)	944	0
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	599	
Transfer to Capital Funds (Unallocated)	599	0
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	1298	
Total Allocated Projects	32473	



Events Report

05 February, 2023

1. We have received 4 bookings for wedding related events for this coming summer.
2. To date there are no events booked for the remainder of February or early March.



Dinner Bay Seniors Fitness Circuit

05 February, 2023

1. We are waiting on a good weather window that sees 5 days of dry weather to begin the site work.
2. Work continues on the Community Works Fund grant application.



Technology Committee

05 February, 2023

1. The committee continues to wait on the CRD to enact an e-transfer process.

End



FRED & BETTE COTTON PARK REPORT

06 February, 2023

- Portion of Orca Trail realigned – see TNDC report for further details. Generally in good shape although sections still regularly covered with moss from animal or bird activity.
- Meeting with Shauna Huculak, CRD Archaeologist, January 25, 2023 to discuss options with respect to both living and dead plants in garden beds. Discussion regarding availability of First Nations Cultural Monitors to attend at park projects.
- Soil amendment in Circle Garden, leaf tidy up and variety of new bulbs ordered.

Debra Bell



Japanese Memorial Garden

05 February, 2023

1. Clean up from the recent wind storms that brought down one tree and multiple large fir branches will be starting on Tuesday Feb 7th.
2. The pond crew will be donning their water wading gear to clean the pond of storm debris.
3. And on a brighter note – the daffodils are starting to bloom.



TNDC/HENDERSON PARK REPORT

06 February 2023

Typical winter conditions limited projects.

- Re-aligned a portion of the Seal Point & Orca Trails in Cotton Park. Thank you Debra & Adrian for your help. This was done following an on-site inspection by CRD Archaeologist, Shauna Huculak. We also have pre-approval for a short section of fence close to the mid-point of the Orca Trail where the bench is located.
- The path from the end of Bayview to Waugh Rd. (connecting with the Chu-an trail) is not on the Slinn property per Doug Slinn but on Lou Morton's property. As there is now a trailer there, there's no point in seeking an easement. This file is closed.
- We are still in the process of getting estimates for the aluminum staircase at Kippen Road, and we have an appointment with Corey Johnston on Feb. 16th (& thank you Veronica for expediting this).
- I had a report from Trail Guardian Steve Patco re: Flag Hill Trail, which is in good order.
- We checked out a report of a downed tree on the Doreen McLeod trail. It's not blocking the path & no danger to the public.

Peter Askin, TNDC
