



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on March 9, 2023 3:00 pm.

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

**GUEST:** Jean-Daniel Cusin, Mayne Island Assisted Living Society

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

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The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional lands of the Coast Salish people.

### 2. Approval of Agenda

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright,  
that the agenda be approved as presented.

**CARRIED**

### 3. Adoption of Minutes of February 9, 2023

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Euper,  
that the minutes of February 9, 2023 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

No remarks.

### 5. Presentation – Jean-Daniel Cusin, Mayne Island Assisted Living Society

Deferred until his arrival.

### 6. Reports

#### 6.1. Treasurer's Report

**Mayne Island Parks and Recreation Commission  
Minutes for March 9, 2023**

6.1.1. Treasurer's Report for the period February 1 - 28, 2023

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Treasurer's report for the period February 1 - 28, 2023 be approved as presented.

**CARRIED**

6.1.2. Resignation and Election of Treasurer

- Commissioner Bell resigned as treasurer.
- Commissioner Burrows accepted the nomination as treasurer and was elected by acclamation.

6.1.3. Formation of Finance Committee

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission create a Finance Committee to deal with financial matters including budgeting, grant applications and capital projects.

**CARRIED**

The members of the committee will be Commissioners Burrows, Kilpatrick and Bell.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- The following items to be deleted from the Follow-up Action Report: dedicated MIPRC email and telephone, small water system operator training, website organization chart, potential memorial bench donation, Anson Road signs and revegetation and Conconi Reef tree.
- Monthly playground assessments will be emailed to Chair Bell.
- Japanese Memorial Garden budget for connections and lights will be ready for the next meeting.

6.2.2. Health and Safety concerns

a) Dinner Bay

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Wright, that the estimate and invoice #944 dated March 8, 2023 from Dr. Daylight Contracting Ltd. in the amount of \$3,250 plus tax, for the tree work and cleanup of the damage in Dinner Bay Park be approved.

**CARRIED**

b) Ed Williams Trail/slide area trees

It was discussed and agreed that the Finance Committee will determine the budget for tree work in this area which was the arborist's recommendation.

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission approve tree work for up to \$1,000.00 between the horseshoe pit and the Japanese Garden gate bounded by the third disc golf hole.

**CARRIED**

The following items will be discussed at the next meeting: replanting trees and feeding care for significant trees impacted by traffic. Rob Underhill, Biologist, will be consulted.

**5. Presentation**

At 3:26 p.m., Chair Bell welcomed Jean-Daniel Cusin to present on behalf of the Mayne Island Assisted Living Society (MIALS).

Jean-Daniel Cusin provided an overview of a federal grant that MIALS has applied for with support from several non-profit community organizations on Mayne Island. The objective of the grant is to create an age-friendly community. He reported that through the years there have been several strategic planning sessions which produced a number of ideas and that action could be taken and coordinated with community agencies.

Discussion arose with regards to MIPRC's involvement and it was decided that the Commission will prepare some questions as more information becomes available.

6.2.3. Supplement to the Commissioner's Handbook

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Supplement to the Commissioner's Handbook 2023, to be amended as necessary, be approved.

**CARRIED**

6.2.4. Events

- A report was received with the agenda.
- Commissioner Schneider will lead MIPRC's support for the Easter festivities at Dinner Bay Park. Edits were requested for the Alea advertisement and a Facebook posting will be done to attract volunteers.

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6.3. Committees

6.3.1. Fitness Track

It was reported that:

- The scraping will be done March 21<sup>st</sup> and the CRD archaeologist is available on that date.
- The Community Works Fund grant application is in the final stages.
- The centre line of the trail was marked out with red lines.

6.3.2. Sanitation

- The Chamber of Commerce meeting is scheduled for Friday, March 17th.
- Discussed the water system work for Miners Bay and Dinner Bay and it was agreed that the Sanitation Committee to discuss this item further.
- The motion detector for the bathroom lights have been set for 10 minutes.

6.3.3. Technology

A report was received with the agenda.

The status of the Park Patrol and Danger Tree Assessment tracking system and electronic input form was reported on. Last year's data will be submitted for inclusion.

6.3.4. Commercial/Non-commercial activities update

- Island fitness instructors will be informed on the pilot policy for use of community parks for fitness classes.
- It was reported that CRD requires instructors be certified and that CRD offers insurance for low-risk activities.
- Bylaw considerations may be discussed with Justine Starke, CRD.

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission approve, in principle, the concept of light paid fitness classes in our parks subject to finalization of details and end date as Labour Day weekend in September.

**CARRIED**

6.3.5. Land Acquisition summary – Veronica/Michael  
Deferred

6.4. Parks

6.4.1. Miners Bay

No washroom issues were reported and it is anticipated the warmer weather will allow for Christmas tree light replacement.

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6.4.2. Dinner Bay

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Schneider, that due to extreme weather and as an exception to the Felled Tree Guidelines, that Mayne Island Parks and Recreation Commission allow the Tree Angels to remove wood pieces smaller than 18 inches diameter from Dinner Bay Park in locations to be determined by Commissioner Banelis.

**CARRIED**

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission approve expenditure of up to \$750.00 to address the imminent danger trees in the area at Dinner Bay Park bounded by Williams Road, Dinner Bay Road and Leighton Lane.

**CARRIED**

6.4.3. Cotton Park

A report was received with the agenda.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission approve the expenditure of up to \$1,500.00 for septic pump out services for various septic tanks and vault toilets at community parks.

**CARRIED**

- Septic service expenses as a line item to be discussed at a later date.
- Commissioner Askin reported that he has received approval (with specifications) from the CRD Archaeologist to construct a protective barrier on the Orca trail.

6.4.4. Japanese Memorial Garden

A report was received with the agenda.

6.4.5. Village Bay

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission approve the email estimate provided by Aaron Reith of Blackwater Excavation and Septic dated February 27, 2023 for work on the Village Bay boat ramp.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows, that Mayne Island Parks and Recreation Commission request the Capital Regional District transfer Capital Project 24-01 Village Bay Boat Ramp in the amount of \$10,000.00 from the 2024 budget year to 2023.

**CARRIED**

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6.4.6. Trail Network Development/Henderson Park

A report was received with the agenda.

a) Doreen McCleod Trail

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission approve \$547.23 for the added boardwalks on the Doreen McCleod Trail.

**CARRIED**

b) Kippen Road staircase

Commissioner Askin reported on a couple of estimates that are being sought and the project is still pending.

**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. Inquiries regarding services for septic pump-outs.

7.4. Emails and correspondence regarding application for Community Works Fund grant for Dinner Bay Park Fitness Circuit.

7.5. Email correspondence with CRD Risk & Insurance Manager, Ross Cameron regarding damage at Dinner Bay Park.

7.6. Email correspondence with CRD regarding new commissioner appointee, Jacquie Burrows.

7.7. Email to CRD, Finance concerning overhead charges to a cost centre funded by donations.

7.8. Inquiry from Galiano Parks and Recreation Commission re: long term planning for donated land.

**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) and that recorder and staff attend the meeting**

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

**10. Rise and Report**

No report.

**11. Meeting Adjournment**

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

**CARRIED**

The meeting adjourned at 5:20 pm

Original signed by

April 13, 2023

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**Debra Bell, Chair**

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

Original signed by

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**Lauren Edwards, Recorder**