



Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on April 13, 2023 3 pm.

Call to Order

1. Territorial Acknowledgement – Adrian

2. Approval of Agenda

3. Adoption of Minutes of March 9, 2023

4. Chair's Remarks

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period March 1 - 31, 2023 (report attached)

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

5.2.2. Health and Safety concerns

5.2.3. Events (report attached)

5.3. Committees

5.3.1. Fitness Track (report attached)

5.3.2. Sanitation (report attached)

5.3.3. Technology (report attached)

a) Park Patrol and Danger Tree Assessments update

5.3.4. Commercial/Non-commercial activities update – Veronica

5.3.5. Finance – Library lease renewal

5.3.6. Land Acquisition summary – Veronica/Michael

5.4. Parks

5.4.1. Miners Bay – Adrian

5.4.2. Dinner Bay – Kestutis

5.4.3. Anson Road - Kestutis

5.4.4. Japanese Memorial Garden (report attached)

a) Motion re: zig zag bridge

b) Budget re: new electrical connections and lights

5.4.5. Village Bay

a) Boat ramp repair update

5.4.6. Trail Network Development/Henderson (report attached)

a) Kippen Road staircase estimate - Veronica

**Mayne Island Parks and Recreation Commission
Agenda for April 13, 2023**

6. Correspondence/Meetings

- 6.1. MIPRC inquiry regarding status of New Horizons for Seniors Program grant.
- 6.2. Follow-up with CRD, Finance concerning overhead charges to a cost centre funded by donations.
- 6.3. Email from park guardian re: Emma and Felix Jack Park maintenance in April/May.
- 6.4. Numerous emails re: planning Easter festivities at Dinner Bay Park.
- 6.5. Emails and meeting with CRD Archaeologist on March 21, 2023 re: Dinner Bay Park work.
- 6.6. Letter from Mt. Parke Estates Improvement District regarding work in Conconi Reef Park.
- 6.7. Email regarding tree issues at Anson Road and neighbouring property.
- 6.8. Invitation to Community Connections Breakfast on April 5, 2023.
- 6.9. Inquiry from the Province for additional information on groundwater wells in Community Parks.
- 6.10. CRD arranging trip to service John Deere Tractor in May 2023.
- 6.11. Email from Early Childhood Education Society re: recreational funding.

7. New Business

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

9. Rise and Report

- 9.1. Janitorial contractor

10. Meeting Adjournment



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.

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

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

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

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.

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

6.3. Committees

6.3.1. Fitness Track

It was reported that:

- The scraping will be done March 21st 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.

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

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

As 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

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

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

c) 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.

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

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

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report March 1 - 31, 2023

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton Village	Henderson	Trails Other Parks	Janitorial Plumbing	CRD charges	Contingency Other	Cost recovery		
Opening Budget 2023 - to come											
Expenses											
Janitorial adjustment for February							-4				
Janitorial March 1 - 31 plus mileage							1,336				
Janitorial WCB, est.							14				
Water monitoring	175	175									
Recording secretary for February									155		
Recording secretary WCB est.									2		
CRD O/H								313			
Hydro for holiday lights		200									
Boardwalk and hardware supplies	33					339					
Arborist	718		256								
Total Expenses	926	375	256	0	0	339	1,346	313	157	0	3,712
Net expenses to c/f to April	-926	-375	-256	0	0	-339	-1,346	-313	-157	0	-3,712

**MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT March 1 - 31, 2023**

(B) Donated Funds

Japanese Memorial Garden

Opening Balance March 1, 2023	18,218
Add: Donations	200
Less: CRD overhead allocation	-95
Hardware and supplies	-227
Zig Zag bridge	-1,121
Closing balance March 31, 2023	<u>16,975</u>

Adachi Rental per CRD

505

(C) Recreation Funds

Opening Balance March 1, 2023	16,755
Less: Refurbish trail (\$5,733 + \$1,425)	-7,158
Easter supplies	-440
CRD overhead allocation	-203
Closing balance March 31, 2023	<u>8,954</u>

(D) Capital Funds (Unallocated)

Opening Balance March 1, 2023	119,384
No transactions	
Closing balance March 31, 2023	<u>119,384</u>

(D) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4,061
CX.109.2009.66 Water System Upgrade	660
CX.109.2011.66 Dinner Bay Playground	6,409
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)	453
CX.109.2012.81 Dinner Bay Septic	3,839
CX.109.2015.88 Miners Bay washrooms	3,072
Electrical work	<u>-2,544</u>
	528
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	<u>1,298</u>
Total Allocated Projects March 31, 2023	<u>27,501</u>



Events Report

09 April, 2023

1. The next upcoming scheduled event is the Disc golf tournament at Dinner Bay on May 6th.
2. The Easter festivities at Dinner Bay, held on Sunday April 9th, were very successful despite the rain and initial difficulties in getting volunteers to assist with the organization and set-up. Roughly 100-150 people attended and participated in the steady rain.
 - a. A record of events is being kept for future organizers:
 - i. The Saturday afternoon deer poo pick-up by members of the Lions Club was gratefully appreciated by those in attendance on Sunday.
 - ii. Easter bonnet contest. Ages:
 1. 6 and under,
 2. 7 to 10
 3. 11 to 14
 4. 15 and up.
 - iii. Races were held:
 1. Straight running race. Same age groups as above,
 2. Sack race
 3. Three-legged race
 4. Egg on a spoon and wheelbarrow race weren't run this year due to weather.
 5. In future years I would suggest not doing the straight running race and only doing the silly races. They are more fun for both the participants and on lookers.
 - iv. A big thank you goes out to Vania Williams of Dragonfly Gallery for donating prizes.
 - v. The face and egg painting table run by Billie was well attended and was very successful.
 - vi. Thanks to all of the volunteers who helped to organize in advance and assisted on the day of the event;
 1. Alan Guy
 2. Irene and Nigel Barrett
 3. Kathie and Bill Warning
 4. Marlie Chubb
 5. Bev Hill
 6. Debra Bell
 7. Gareth Gwilliam
 8. Lauren Edwards
 9. Billie McLeod
 10. Robyn Yeldon
 11. Susan Allen
 12. Angie Carson
 13. Jane Schneider
 14. Pat Milliken
 15. Eloise Carbone
 16. Carol Ashwell
 17. Ian and Darryl Colvin
 18. Ollie Colvin – our 13-year-old finish line attendant. Well done, Ollie.
 19. Mike Bullis
 20. Greg Martin
 21. Sue Miyazaki
 22. All of the volunteers we may have missed – Sorry and thanks!



Dinner Bay Seniors Fitness Circuit

09 April, 2023

1. Phase one of the fitness track has been completed.
 - a. The trail work started on March 21st at 7 am and the majority of the work was done by 3:30.
 - b. Shauna Huculak – CRD Archaeologist was present as a site observer. A First Nations observer was not available.
 - i. No archaeological material of interest was found by the site observer.
 - c. Jeff Hansen was the main volunteer machine operator and he did a great job.
 - i. 2” of top soil was removed using a tractor-based rototiller.
 - ii. The dug material was removed with a tractor bucket and muscle power.
 - iii. Commissioner Banelis also operated the tractor and bucket.
 - iv. Approximately 4” of pathway blend (¼” to fines) was placed on the newly dug trail using a tractor-based box blade.
 1. 78 yards of pathway blend was brought in by Matt Taylor Contracting.
 2. Additional material will need to be placed in areas where rock or roots may come through after compaction of the material has occurred. This will be reviewed in the fall of 2023.
2. Phase two will commence as funds become available.



Sanitation Report

09 April, 2023

Public washrooms at the library – Miners Bay.

1. Commissioner Kilpatrick met with Lise Magee and Emily Walker on March 17th 2023 to discuss the costs of operating the public washrooms at the library.
2. We discussed the concerns that MIPRC has with the ever-increasing costs of operating these washrooms. We discussed that these washrooms primarily serve those who are visiting or by trades working on the island or those who are visiting the businesses in the area, particularly the pizza outlet, the bakery and Tru-Value.
3. MIPRC believes that because these washrooms have become the main public washrooms for many businesses, they should, through the Chamber of Commerce, contribute to the cost of their operation.
4. We agreed, as a starting point, that MIPRC would obtain pricing on new electronic locks which would allow for the doors to be closed and locked overnight and opened automatically in the morning. If the pricing is acceptable then the Chamber of Commerce would pay for the purchase and installation of these locks.
5. MIPRC is in the process of getting a quote for the locks and the installation costs.



Technology Committee

09 April, 2023

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



Japanese Memorial Garden

09 April, 2023

1. The zigzag bridge work is scheduled to start on April 26th. We are anticipating that the bridge will be closed for 2 days. Barricades and safety fences will be in place.
 - a. Repair work is anticipated to be approximately \$1500.00.
 - b. A motion will be put forward to authorize the first tranche of work up to \$1500.00.
2. The new structure to hold the charcoal kiln information panel has been completed and the new sign panel is on place. Native plant materials have been placed around the base of the sign. Many thanks to the three Roberts for the help in building the structure:
 - a. Bob McKinnon
 - b. Robert Johnston and
 - c. Rob McFarlane
3. Work has started on repairs and upgrades to the well house and tool shed.
 - a. The work is being done in advance of a complete painting and stain of the building this coming summer:
 - i. Repairs to the fascia and soffits
 - ii. Replacement of a broken light fixture.
 - iii. New doors to hide the Christmas light power outlets.
 - iv. New fence panels will be installed to hide the "stuff" that is stored in the working area.
4. Work will need to be done on the north fence (the one with the roof) that is similar to what was completed in 2022 on the south fence. Rotting panels have started to fall out and have been temporarily nailed back into place. Additional pieces will be added to these panels to permanently stabilize them.

See page 2

Motion for zigzag bridge repair:

Moved by Commissioner Kilpatrick that MIPRC approve an initial expenditure of up to \$1,500.00 for the materials used to replace the zigzag bridge at the Japanese Memorial Garden.



TNDC/HENDERSON PARK REPORT

09 April 2023

New signpost installed at the PROW trailhead on Beechwood Drive on 04/05 replacing the signpost destroyed by the landowner clearing the broom. The new sign was embedded in one of Adrian's great pier blocks, so no land altering was required.

Following a report of a blowdown on the Chu-an trail, it was patrolled by Adrian. The report of a blowdown was greatly exaggerated, i.e., there was none.

As reported, a new rope for accessing the beach was installed. It was a difficult job moving the 50 km pier block downslope from the Fullerton's driveway but it was successful. The pier block anchored the rope on the beach, and the rope was secured to the observation deck at the top. As usual, Adrian was the hero of the day.

An assessment of the collapsed post at the Kadonaga Beach foreshore fencing off access to the Bunnin property was carried out on 04/05. A solution shall be found.

The annual lowering of the staircase at Kippen Road shall take place on Saturday [April 15th](#), the time will be 11:00 a.m., as the tide seems decent.

Steve Patco did a further patrol of the Flag Hill trail

Jan Wherley did patrol of the Chu-an Trail on 04/07 and all is in good order.

Cheers, Peter TNDC/Henderson Park
