



Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on May 11, 2023 at 3 pm.

Call to Order

- 1. Territorial Acknowledgement – Kestutis**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of April 13, 2023**
- 4. Chair's Remarks**
- 5. Reports**
 - 5.1. Treasurer's Report
 - 5.1.1. Treasurer's Report for the period April 1 - 30, 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)
 - a) Set date for volunteer BBQ
 - b) BC Trails Day involvement
 - 5.3. Committees
 - 5.3.1. Fitness Track (report attached)
 - 5.3.2. Sanitation
 - a) Septic services
 - 5.3.3. Technology (report attached)
 - a) Park Patrol and Danger Tree Assessments update
 - 5.3.4. Commercial/Non-commercial activities update – Michael
 - a) Mind and body fitness classes
 - 5.3.5. Finance – Library lease renewal update and Motion
 - 5.4. Parks
 - 5.4.1. Miners Bay – Adrian
 - a) Sidewalk
 - b) Christmas tree lights
 - c) Additional pruning quote - Michael
 - 5.4.2. Dinner Bay – Kestutis
 - a) Backstop repair and amended Motion
 - b) Disc Golf tournament/tee sign
 - c) Tractor service

**Mayne Island Parks and Recreation Commission
Agenda for May 11, 2023**

- 5.4.3. Japanese Memorial Garden (report attached)
- 5.4.4. Cotton Park (report attached)
- 5.4.5. Anson Road
- 5.4.6. Village Bay
 - a) Boat ramp repair update
- 5.4.7. Trail Network Development/Henderson (report attached)
 - a) Discussion regarding Conconi Reef trail expansion/sketch

6. Correspondence/Meetings

- 6.1. Commission input provided to CRD regarding Commonality Meeting in June 2023.
- 6.2. Email from CRD supporting purchase and installation of new sign at Anson Road.
- 6.3. Inquiry from the Province for additional information on groundwater wells in Community Parks.
- 6.4. Updated information for Insured Property Replacement Values to CRD, Risk and Insurance department.
- 6.5. Various emails and correspondence regarding Mind and Body Pilot Fitness Program.
- 6.6. Email from the Mayne Island Conservancy Society requesting participation in BC Trails Day.
- 6.7. Emails to/from CRD, Risk and Insurance regarding two recent incidents.
- 6.8. Estimates received regarding repair of backstop at Dinner Bay Park.
- 6.9. Emails to/from CRD Archaeologist regarding maypole and stakes at Miners Bay Park.

7. New Business

- 7.1. Using a Society for fundraising.

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

10. Meeting Adjournment



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on April 13, 2023 at 3:00 pm.

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

ABSENT: Jacquie Burrows, (Treasurer)
Jane Schneider
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

The Coast Salish people were acknowledged and thanked for their historic custodianship of these lands upon which MIPRC meet.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of March 9, 2023

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

CARRIED

4. Chair's Remarks

Easter festivities were successful despite the weather. Commissioners and volunteers were thanked for their involvement.

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period March 1 - 31, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,
that the Treasurer's report for the period March 1 - 31, 2023 be approved as presented.

CARRIED

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5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Commonality meeting – Commissioners confirmed date options were submitted.
- Miners Bay UV light was discussed with the water systems operator and the Dinner Bay light will be replaced.
- Removal of the Christmas tree lights is scheduled for May 7th. A quote for pruning to be obtained.
- The monthly playground report is pending.

5.2.2. Health and Safety concerns

- A First Aid training event will be scheduled for May at the Japanese Memorial Garden.
- A fall in Mt. Parke requiring medical evacuation will be reported to CRD.

5.2.3. Events

- A report was received with the agenda.
- The disc golf tournament is scheduled.
- Discussion occurred regarding the provision of food during park events and it was agreed that event organizers are responsible for contracting catering services.
- Event scheduling conflicts will be addressed within a couple of weeks.

5.3. Committees

5.3.1. Fitness Track

- A report was received with the agenda.
- Additional material will be put down on the track in the fall.
- It was reported that the New Horizons for Seniors grant was not successful.
- It was reported that the Community Work Fund Grant application will reflect a downsizing of the project.
- Commissioners Kilpatrick and Banelis and volunteer Jeff Hansen were complimented for their good work in building the trail.
- It was reported that the CRD Archaeologist was in attendance however the cultural monitor visit had been cancelled.

5.3.2. Sanitation

- A report was received with the agenda.
- It was reported that the Chamber of Commerce may provide funding towards the purchase of electronic locking hardware to support locking the public washrooms at Miners Bay Park nightly. .

5.3.3. Technology

- A report was received with the agenda.
- It was discussed and agreed that should the CRD not be able to accept E-transfers by June 1, MIPRC would solve the issue internally.

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- Park Patrol and Danger Tree Assessments update:
 - Report data was circulated for information.
 - It was agreed that the committee members would meet for further discussion on priorities and budgeting.
 - Last year's danger tree assessment reports will be entered into the program.

5.3.4. Commercial/Non-commercial activities update

- It was reported that the committee discussed fitness activities in Miners Bay and Dinner Bay parks. The following recommendations were provided:
 - Programs may offer light fitness activities with on-island providers.
 - No fee would be charged by MIPRC.
 - Fitness providers are required to have insurance.
 - Programs would be scheduled in the Events Calendar and events such as weddings would take priority.
 - Fitness programs will be advertised as a partnership between MIPRC and the providers.
 - A summary will be included as a supplement to the Commissioners' Handbook.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission approve a pilot project to run until labour day weekend in September for paid light fitness classes in Dinner Bay Park and Miners Bay Park as set out in the Amendment to the Supplement of the Commissioners' Handbook.

CARRIED

5.3.5. Finance – Library lease renewal

The Finance Committee will review the library building lease renewal for desired changes.

5.3.6. Land Acquisition summary

A summary is anticipated and the committee members will provide a report in July.

5.4. Parks

5.4.1. Miners Bay

See 5.2.1

5.4.2. Dinner Bay

- It was reported that arborist work included removal of some trees across the road from the Adachi Pavilion with more work to be done in that area as well as the Japanese Memorial Garden.
- A new cover will be installed over the tank near the Adachi Pavilion.
- The horseshoe pit will be replaced after the disc golf tournament.
- Communication has been initiated regarding backstop repair.
- The planting of three trees near Shook's Creek was discussed and the topic will be revisited in the fall.

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MOVED by Commissioner Banelis and **SECONDED** by Commissioner Bell, that Mayne Island Parks and Recreation Commission approve engaging a contractor to repair the backstop at Dinner Bay ballpark for an expenditure up to \$5,000.00.

CARRIED

5.4.3. Anson Road

Discussion occurred regarding the removal of trees identified by the arborist for falling. It was decided that two quotes would be sought for bucking and removal.

5.4.4. Japanese Memorial Garden

- A report was received with the agenda.
- It was reported that work on the zigzag bridge is scheduled to start by April 26th.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission approve an initial expenditure of up to \$1,500.00 for the materials to replace the zigzag bridge at the Japanese Memorial Garden.

CARRIED

- An initial budget for new Christmas lights for the Japanese Memorial Garden was presented and is subject to further discussion.

5.4.5. Village Bay

It was reported that the contractor advised that the boat ramp repair work can be completed in September. Commissioners agreed to allow the September date subject to the current quote being confirmed.

5.4.6. Trail Network Development/Henderson

- A report was received with the agenda and a correction made to the third paragraph of the report which should read 50 kg not km.
- A collapsed fence at the beach access on Kadonaga Trail is scheduled for restoration.
- The lower staircase on Kippen Road will be lowered on Saturday at 11:00 a.m.
- A couple of loads of wood chips for the Ed Williams trail is pending.
- Discussion occurred regarding developing a new trail in the Conconi Reef area. An email will be sent to CRD about revisiting an agreement with the local improvement district.

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.

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- 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.
 - Kat Ferneyhough, CRD Liaison, will attend future meetings on behalf of the CRD and report on matters of interest to MIPRC.
- 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.
 - Swimming classes may have to be cancelled in which case the Active Kids drop-in program will be expanded. Updates will be provided.

7. New Business

No 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

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

9. Rise and Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission approve the janitorial contract with Jennifer Holt-Steinbach.

CARRIED

10. Meeting Adjournment

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

CARRIED

The meeting adjourned at 5:06 p.m.

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

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

MAYNE ISLAND PARKS AND RECREATION COMMISSION

Treasurer's Report April 1 - 30, 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	11,000	6,000	5,000	2,000	3,000	7,000	26,000	10,000	23,012	\$93,012
Grant-in-Lieu								73		73
Interest income								210		210
Jan to Mar 2023 expenses	-1,682	-889	-334	0	-308	-339	-3,700	-939	-650	0 -8,841
Opening Balance April 1, 2023	9,318	5,111	4,666	2,000	2,692	6,661	22,300	9,061	22,645	0 \$84,454
April Expenses										
Janitorial April 2-30 plus mileage							1,314			
Janitorial, WCB							33			
Janitorial supplies							38			
Water monitoring	175	175								
Water monitoring, WCB	9	10								
Recording secretary for March									172	
Recording secretary, WCB									8	
Printing									225	
Meeting exp adj by CRD									-7	
Supplies, lumber, hardware, diesel	107					183				
CRD O/H								313		
CRD Interest charges Mar 2023								61		
Hydro	244		13							
Plants - Cotton			135							
Arborist	1,000					521				
Total	1,535	185	148	0	0	704	1,385	374	398	0 4,729
Remaining budget April 30,2023	7,783	4,926	4,518	2,000	2,692	5,957	20,915	8,687	22,247	0 \$79,725

**MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT April 1 - 30, 2023**

(B) Donated Funds

Japanese Memorial Garden

Opening Balance April 1, 2023	16,975
Add: Interest income adj per CRD	155
Interest income-March	77
Less: Overhead allocation per CRD	-95
Correction to March expense	-3
Zig Zag bridge materials (11)	-544
Hydro	-128
Closing balance April 30, 2023	<u>16,437</u>

Adachi Rental per CRD

505

(C) Recreation Funds

Opening Balance April 1, 2023	8,954
Add: interest income adjustment per CRD	138
Interest income March	40
Less: Ad for easter activities	-198
Easter ribbons and prizes (\$73 + \$140)	-213
Overhead allocation per CRD	-203
Closing balance April 30, 2023	<u>8,518</u>

(D) Capital Funds (Unallocated)

Opening Balance April 1, 2023	119,384
Add: Adjustment to opening balance	4
interest income adjustment per CRD	980
Interest income - March	532
Closing balance April 30, 2023	<u>120,900</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	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	1,298
Less: Lumber Adachi Pavillion	-116
Total Allocated Projects April 30, 2023	<u>27,385</u>



Events Report

06 May, 2023

1. Upcoming scheduled events as of May 6th, 2023
 - a. May 13th – 6-person wedding at the Japanese Memorial Garden.
 - b. May 20th – The Conservancy May Day celebrations will be held in Miners Bay Park.
 - c. May 25th – Lions Club members BBQ will be held at the Adachi Pavilion with kitchen.



Dinner Bay Seniors Fitness Circuit

06 May, 2023

1. MIPRC is waiting to hear from the Electoral Area Director regarding written support for the Community Works Fund grant.
2. The Fitness Trail committee is revisiting the budget for pads 1, 2 & 3 with an eye to installing either pad 1 or 3 including some equipment. The extent of the initial equipment installation will be dependent upon local community support.



Technology Committee

06 May, 2023

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



Japanese Memorial Garden

06 May, 2023

1. The zigzag bridge replacement happened starting April 26th 2023 and ran for 4 days.
 - a. A crew of 5 volunteers removed the existing deck and substructure. The existing concrete piers remain in place.
 - b. A new pressure treated wood structure was built and placed onto compacted crushed rock pads. In some locations the existing concrete piers were reused for support.
 - c. A rubber membrane was placed on all of the substructure elements before the decking was installed.
 - d. The decking, which is full 2x8 western red cedar, was grown and milled here on Mayne. The cedar was supplied by:
 - i. Norm and Kathryn Price from their property on Channelview Rd. The former Kadonaga Farm.
 - ii. Ron McKinnon supplied the band saw and tractor to move the logs.
 - iii. Bob McKinnon and Mike Jahraus carried out the milling, stickering, and provided storage for a year for the cedar.
 - e. The onsite construction crew was:
 - i. Bob McKinnon
 - ii. Mike Jahraus
 - iii. Robert Johnston
 - iv. Rob McFarlane
 - v. Michael Kilpatrick
 - f. A sign explaining the myth of the zigzag bridge and dedication information will be installed on the bridge in the coming weeks.
 - g. The official opening and ribbon cutting ceremony will take place on Tuesday May 9th 2023.



2. Planning work is underway for repairs and maintenance of the island bridge. Work on this bridge will happen July of 2023.



FRED & BETTE COTTON PARK REPORT

08 May, 2023

- Significant erosion under the top of the stairs down to the rocks. Temporary solution is to close off entry area with the split rail fence and board off entry to the stairs. Future possibilities include the following:
 - remove the stairs;
 - remove the fence in front of the granite bench to allow access to the rocks. The Conservancy biologist did not feel that the herbaceous plants in that area were particularly exotic and best to minimize access points to the foreshore.
 - remove the stairs and leave the fence in front of the granite beach and not provide any official access point to the foreshore. People frequently simply step over the split rail fence onto the rocks.
 - Instal a concrete pad further back from the shore securing it to the existing staircase with bent steel and add additional boardwalk/stairs to meet up with the existing staircase. More expensive and will likely require a cultural monitor.
- Commissioners are encouraged to visit the site before the meeting on May 11, 2023 in order that an informed course of action may be determined.
- Orca Trail and Seal Point Trail thoroughly groomed on May 6, 2023.
- Planted calla lilies; liatris; choisya; nerine bowdenii and thyme. Gladiolas to come. Purging bluebells.
- Crabapple tree infested with tent caterpillars. Thank you to Peter, Michael and Adrian for homemade remedy suggestions.
- 'Condo' style birdhouse removed from rotting stump at foreshore. Thank you, Adrian.

Debra Bell



TNDC/HENDERSON PARK REPORT

07 April 2023

- Kippen Road staircase lowered on 04/15, and thank you Adrian for your great help.
- Further assessment of the fence repairs required on the foreshore on the Kadonaga BA trail took place on 04/14 by Adrian & myself.
- The repairs to the boundary fence at the Kadonaga BA Trail have been completed. Adrian had set the new post in place and removed the fencing from the old post. The new post was cemented in on [April 21](#) with the kind assistance of Adrian and Carl Bunnin, and Carl will have stapled the fencing to the new post when the cement had set. Thank you, Carl, for allowing us to use your driveway.
- On [April 20th](#) the debris at the Naylor Road Beach Access by the bench on the foreshore was hauled to the trailhead where the captain for the beach clean-up at Miners Bay, Michael Dunn, kindly removed it.
- An inspection was made on the Loop Trail on 04/26 by Adrian and myself to ID a possible hazard resulting in an injury to a hiker. The trail is well maintained, and no hazard was found. This file is considered closed. As an addendum, I had a lengthy conversation with the Trail Guardian, Steve Mathison, and we agreed that nothing we did or didn't do could have prevented the accident to the hiker.
- Isl. Arborist ,Brian Henneberg, took down the three dangerous alder trees on Sandy Hook with the assistance of his ground person, Dan. There is an additional tree I.D. by the home of the immediate neighbour, Ray Hegal (s.p.) We will need Good As Wood with their bucket truck given how close it is to the hydro line. At the time of writing Ben from Good as Wood agreed to make a spot for us for the removal on [May 11th](#) prior to our MIPRC meeting.
- On 05/02 Adrian & myself made a serious effort to discourage people from using the decommissioned (& dangerous) trail on the Seal Point Trail in Cotton Park. This was done by piling large amount of forest debris on the former trail and by installing "no hiking" signs at either end. I'm also installing brightly coloured wooden trail markers at each end of the realigned trail. They will not hurt the trees they are attached to and can be readily removed.

- On 05/04 Adrian & I replaced the broken signpost at the start of the 72 metre linking trail in Plumper Pass Park from the Loop Trail to the Old Gulch Trail. Hauling the 50 kg. pier block from the end of Kim Road uphill to the site was a challenge. No land altering was required.

Best wishes, Peter TNDC
