



## **Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on June 8, 2023 at 3 pm.**

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### **Call to Order**

#### **1. Territorial Acknowledgement – Michael**

#### **2. Approval of Agenda**

#### **3. Adoption of Minutes of May 11, 2023**

#### **4. Chair's Remarks**

#### **5. Reports**

##### 5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period May 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)

a) Canada Day – July 1

b) Volunteer BBQ planning

5.2.4. Monitoring local information affecting MIPRC

##### 5.3. Committees

5.3.1. Fitness Track (report attached)

a) Pad 1 vs. Pad 3 and Motion

5.3.2. Technology (report attached)

5.3.3. Recreational Funding update - Veronica

##### 5.4. Parks

5.4.1. Miners Bay – Adrian

a) Christmas tree lights

b) Additional pruning quote - Michael

5.4.2. Dinner Bay – Kestutis

5.4.3. Japanese Memorial Garden (report attached)

5.4.4. Cotton Park (report attached)

a) Motion re: staircase

5.4.5. Village Bay

5.4.6. Trail Network Development/Henderson (report attached)

a) Motion re: Punch's Alley sign

**Mayne Island Parks and Recreation Commission  
Agenda for June 8, 2023**

**6. Correspondence/Meetings**

- 6.1. Advise CRD no further information on groundwater wells in Community Parks located.
- 6.2. Emails to/from CRD regarding erosion at Cotton Park.
- 6.3. Teams meeting with CRD regarding documents to be included in new Sharepoint system.
- 6.4. Presentation June 5, 2023 to Mayne Island Lions Club regarding support for fitness facility at Dinner Bay Park.
- 6.5. Email to/from CRD regarding playground inspection at Dinner Bay.
- 6.6. Emails to/from the Mayne Island Conservancy Society regarding a trail camera located in Henderson Park.
- 6.7. Emails to/from the Mayne Island Reading Centre Society regarding water; sidewalk and door.
- 6.8. Emails to/from CRD regarding roll-out of e-transfer system for donations and receipts.

**7. New Business**

- 7.1. Dave Bentham awards; presentation and Motion

**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 May 11, 2023 at 3 pm.

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

**Absent:** Veronica Euper  
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, and they were thanked for the use of the land.

### 2. Approval of Agenda

**Add:** 7.2 Emma and Felix Jack Park plant installation.

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

**CARRIED**

### 3. Adoption of Minutes of April 13, 2023

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Burrows,  
that the minutes of April 13, 2023 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

Chair Bell thanked the Japanese Garden volunteers for the great job they do and with special attention to Commissioner Kilpatrick and crew for the stunning work on the zigzag bridge. She suggested commissioners participate in a guided tour of the garden.

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

**5. Reports**

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period April 1 - 30, 2023 (report attached)

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell, that the Treasurer's report for the period April 1 – 30, 2023 be approved as presented.  
**CARRIED**

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- The Fallow Deer Committee will be participating in a general information community meeting at the Agricultural Hall on May 21<sup>st</sup>. Adam Olsen, MLA, will attend. The purpose of the meeting is to gather input.
- Commissioner Bell will investigate for any further issues concerning groundwater wells.
- When the Tree Assessment Report and current status is updated, the Finance Committee will review for budgeting.
- The monthly playground assessments are pending and Commissioner Bell will follow up with Don Klassen to complete an annual assessment.
- The cover over the waterlines near the Adachi Pavilion was completed.

5.2.2. Health and Safety concerns

The Japanese Garden and the Conservancy volunteers, as well as interested commissioners, have an opportunity participate in a first aid training session on May 30<sup>th</sup> at 10:15 a.m.

5.2.3. Events

A report was received with the agenda.

- The volunteer barbecue was scheduled for Wednesday, August 9<sup>th</sup> pending availability.
- BC Trails Day is scheduled for June 3<sup>rd</sup>.

5.3. Committees

5.3.1. Fitness Track

A report was received with the agenda.

- Discussion occurred regarding construction for either pad one or pad three.
- The Commission will make a decision and a presentation will be made at the next meeting.
- A presentation will also be made at the Lions meeting regarding the equipment contribution.

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

5.3.2. Sanitation

- The Blackwater contract is to be signed.
- Commissioners responsible for a park will monitor the septic and vault toilets for pump-outs when required.

5.3.3. Technology

A report was received with the agenda.

5.3.4. Commercial/Non-commercial activities update

- Tim Begley is providing a mind/body fitness program at Dinner Bay.
- Carol Meldrum will provide a yoga class at Miners Bay. It may be moved to Dinner Bay if Miners Bay is unsuitable.
- An inquiry was received regarding meditation classes.
- Roller skating will not be a scheduled event.

5.3.5. Finance – Library lease renewal update and Motion

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the draft lease agreement dated June 1, 2023 between the Capital Regional District and the Mayne Reading Centre Society;

**AND**

that Mayne Island Parks and Recreation Commission request the Capital Regional District to provide Mayne Island Parks and Recreation Commission with any other proposed changes prior to execution.

**CARRIED**

- Discussion occurred regarding cost recovery for MIPRC's services and the maintenance costs for the building.
- Yearly capital project allocation for all infrastructure can be discussed during the budget preparation period.

5.4. Parks

5.4.1. Miners Bay

- The Christmas tree lights may be addressed in July and the pruning quote will be carried forward.
- A bench will be built on the sidewalk to resolve the trip hazard.

5.4.2. Dinner Bay

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission approve a pest control company to reapply treatment for beetle infestation at the Adachi Pavilion for up to \$500.

**CARRIED**

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- A data sheet will be requested.

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission amend the Motion made on April 13, 2013 regarding the repair of the backstop at Dinner Bay ballpark and approve an increase in the cost of repair from \$5,000.00 to \$7,201.01 which includes a contingency of \$1,929.38.

**CARRIED**

- A quote will be obtained for branch removal at Dinner Bay. Other parks require same.
- Another load of woodchips is required for the trails and gardens.
- The Disc Golf tournament was well attended.
- The unsanctioned installation of a Tee sign on the disc golf course was discussed and recommendations were made for modifications to reduce the height, brightness and to improve the visibility of the park logo. This information and the requirement and reasons to receive prior approval for park structure installments will be communicated.
- The tractor servicing is completed and the invoice is pending.

5.4.3. Japanese Memorial Garden

A report was received with the agenda.

5.4.4. Cotton Park

A report was received with the agenda.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Bell, that Mayne Island Parks and Recreation Commission approve removal of the wooden staircase at Fred and Bette Cotton Community Park for safety reasons and leave the concrete pads in place, extend the existing split rail fence in front of the staircase and remove the three split rails in front of the granite bench to provide access to the foreshore.

**CARRIED**

Commissioner Bell will enquire with CRD regarding disposal of the wooden staircase.

5.4.5. Anson Road

- The arborist is scheduled to work on some trees this week.
- The invoice with PO number will be sent to Stephen Henderson.
- CRD will pay for and install the Anson Road Community Park sign.

5.4.6. Village Bay

- The trail guardian replacement, Shauna, was thanked for taking over the work on the trail all winter.
- Commissioner Schneider will mow the grass this weekend.
- The boat ramp repair contract is out for signing.

**Mayne Island Parks and Recreation Commission  
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5.4.7. Trail Network Development/Henderson

A report was received with the agenda.

- The dangerous tree at Sandy Hook Park was removed.
- The opportunity to build a trail on the panhandle when the Mount Park Improvement District is replacing the water pipes was raised. Commissioner Askin will discuss this topic with the Improvement District and develop a motion. He will respond to Stephen Henderson regarding the request for a sketch.
- Trustee Jeanine Dodds requested that a sign commemorating Punches Alley be installed as a historical marker with a brief description of its significance. The sign will be green, 12 x 16 inches and include the MIPRC logo. Commissioner Askin will follow up with Trustee Dodds and provide a motion for the next meeting.

**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.
  - A concept for ease of fundraising for the Japanese Garden or other projects was discussed.
  - Three commissioners would be on the society's board.
  - With the creation of a society, applications for grant funding is possible to cover maintenance.
  - This topic will be raised at the Commonality Meeting.
- 7.2. Emma and Felix Jack Park plant installation.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that Mayne Island Parks and Recreation Commission approve the installation of a wooden planter and plants featuring indigenous pollinators and invasive plants by Johnny Aitken at Emma and Felix Jack Park with the planter to be removed in September 2023.

**CARRIED**

**Mayne Island Parks and Recreation Commission  
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**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**

None

**9. Rise and Report**

None

**10. Meeting Adjournment**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows,  
that the Mayne Island Parks and Recreation Commission meeting be adjourned.  
**CARRIED**

The meeting adjourned at 4:40 pm

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**Debra Bell, Chair**

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**DATE**

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**Lauren Edwards, Recorder**



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

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Miners Bay</b>	<b>Cotton Village</b>	<b>Henderson</b>	<b>Trails Other Parks</b>	<b>Janitorial Plumbing</b>	<b>CRD charges</b>	<b>Contingency Other</b>	<b>Cost recovery</b>	
<b>Opening Budget 2023</b>	<b>11,000</b>	<b>6,000</b>	<b>5,000</b>	<b>2,000</b>	<b>3,000</b>	<b>7,000</b>	<b>26,000</b>	<b>10,000</b>	<b>23,012</b>	<b>\$93,012</b>
Grant-in-Lieu								73	73	
Interest income								210	210	
Jan to Apr 2023 expenses	-3,217	-1,074	-482	0	-308	-1,043	-5,085	-1,313	-1,048	0 -13,570
Opening Balance May 1, 2023	7,783	4,926	4,518	2,000	2,692	5,957	20,915	8,687	22,247	0 \$79,725
<b>April Expenses</b>										
Janitorial May 1-31 plus mileage							1,328			
Janitorial, WCB							13			
Janitorial supplies							21			
Water monitoring	175	175								
Water monitoring, WCB	6	5								
Recording secretary for April									167	
Recording secretary, WCB									11	
Supplies	16		88			7				
CRD adj O/H								313		
CRD Adj fleet insurance								91		
CRD Adj labour - library lease								144		
Septic cleaning			457							
Arborist						350				
<b>Total</b>	<b>197</b>	<b>180</b>	<b>545</b>	<b>0</b>	<b>0</b>	<b>357</b>	<b>1,362</b>	<b>548</b>	<b>178</b>	<b>0 3,367</b>
<b>Remaining budget May 31, 2023</b>	<b>7,586</b>	<b>4,746</b>	<b>3,973</b>	<b>2,000</b>	<b>2,692</b>	<b>5,600</b>	<b>19,553</b>	<b>8,139</b>	<b>22,069</b>	<b>0 \$76,358</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance May 1, 2023	16,437
Less: Overhead allocation per CRD	-95
Irrigation repairs and upgrades	-406
Soil, drain pipe, screws.	-154
<b>Closing balance May 31, 2023</b>	<b><u>15,782</u></b>

**Adachi Rental per CRD**

**505**

**(C) Recreation Funds**

Opening Balance May 1, 2023	8,518
Less: Overhead allocation per CRD	-203
<b>Closing balance May 31, 2023</b>	<b><u>8,315</u></b>

**(D) Capital Funds (Unallocated)**

Opening Balance May 1, 2023	120,900
<b>Closing balance May 31, 2023</b>	<b><u>120,900</u></b>

**(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	1,182
<b>Total Allocated Projects May 31, 2023</b>	<b><u>27,385</u></b>



## Events Report

04 June, 2023

Events booked for June (as of this date):

1. Tim Begley Fitness is ongoing once a week at Dinner Bay park
2. Warren Korol – meditation is ongoing once a week at Cotton Park or the Japanese Memorial Garden
3. Carol Meldrum Fitness – is twice a week in Miners Bay park starting June 12<sup>th</sup>
4. Scrabble in the Park may start at Dinner Bay park on June 7<sup>th</sup>
5. June 7<sup>th</sup> – Softball starts at Dinner Bay
6. June 8<sup>th</sup> – Adachi and kitchen – recycling society
7. June 21<sup>st</sup> – Softball
8. June 22<sup>nd</sup> – Conservancy – a Sacred Journey @ Miners Bay park

The insurance rates have been continued from 2022 to now until the new system is put in place.

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## Dinner Bay Fitness Facility

06 June, 2023

1. A presentation was made to the Lions Executive on June 5, 2023 requesting their financial support for the project. It was well received and they will bring the request to the general membership at the June meeting. Michael Kilpatrick provided an excellent package for their consideration.
2. MIPRC is still waiting to hear from the Electoral Area Director regarding written support for the Community Works Fund grant.

Submitted by Debra Bell

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## Technology Committee

04 June, 2023

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

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## Japanese Memorial Garden

04 June, 2023

1. Work has begun for the improvements to the arched bridge to the island.
  - a. Paint colours have been selected.
  - b. Materials will be purchased in the third week of June and cut and prepped for installation in July.
  - c. We are starting the work in the first week of July.
2. Repairs and upgrades are continuing on the tool and well head shed.
  - a. The perimeter drain has been flushed – it was plugged – and new filter cloth and drain rock is being placed on top of the pipe.
  - b. Painting and staining is to start on the shed in July.

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## FRED & BETTE COTTON PARK REPORT

05 June, 2023

- See TNDC report for details on fencing and stair situation.

Draft Motion:

MOVED by \_\_\_\_\_, SECONDED by \_\_\_\_\_, the MIPRC approve the installation of the available staircase at the parking lot at Fred and Bette Cotton Community Park on a trial basis and at a cost not to exceed \$300.

- Orca Trail and Seal Point Trail will be groomed this week after the winds die down.
- Grass mowed June 1, 2023 followed by edge trimming. Date noted for planning purposes.
- Tent caterpillar infestation in crabapple tree plus another tree beyond treatment.
- Ongoing maintenance – details in log book in garden shed.
- Watering system has small leak but otherwise operational. Thank you to Fay R. for hand watering while system was down.

Debra Bell

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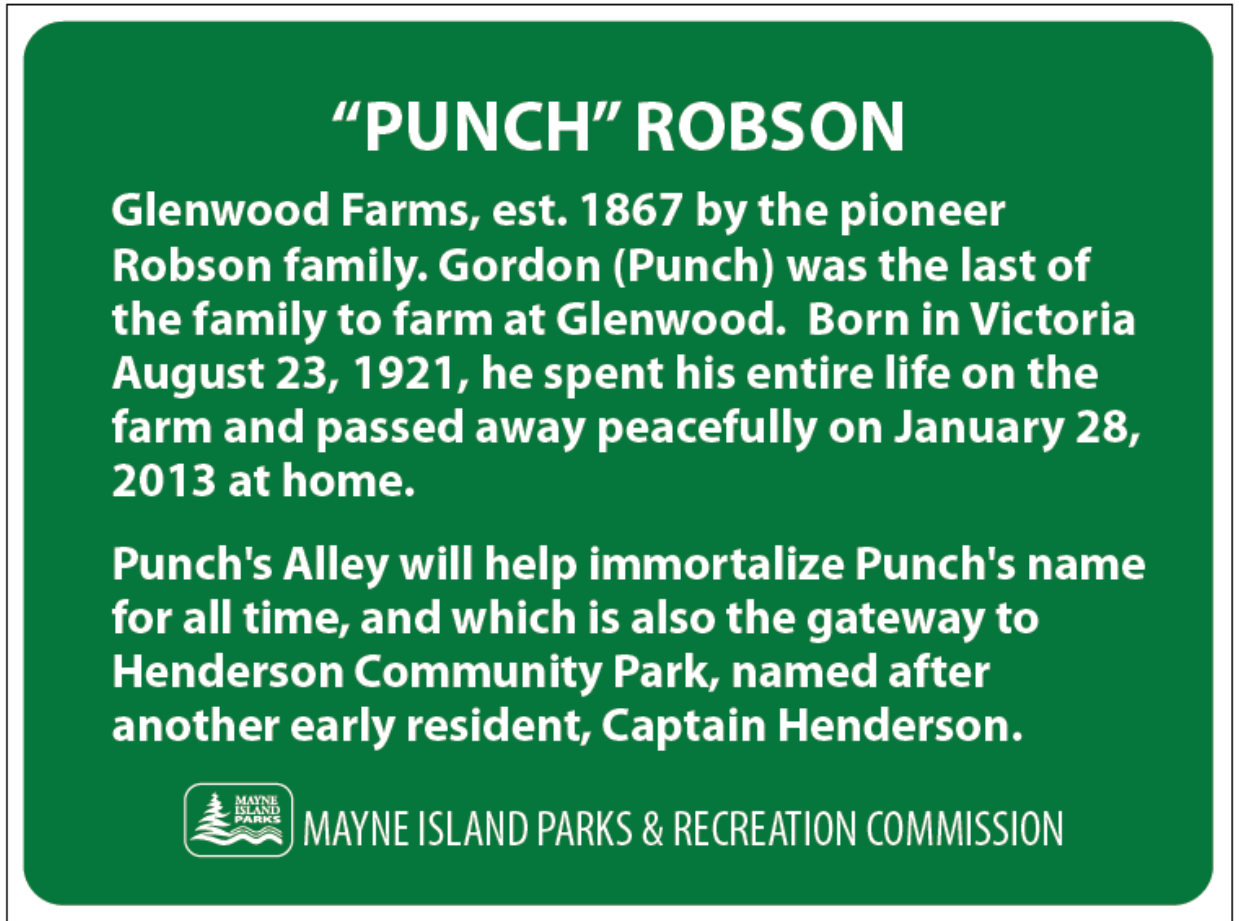
## TNDC/HENDERSON PARK REPORT

05 June 2023

- Cotton Park: On 05/17 Adrian & I reconfigured the split rail fence to block off the condemned staircase, and opened the split rail fence in front of the granite bench to allow the public access to the beach. Not strictly speaking a TNDC job but as I was instrumental in the selection of the site and supervised the construction (along with Bill Duggan), I felt some responsibility to be involved in the deconstruction. The work was completed on 05/19 with the rails spiked in place. As an addendum, the decommissioned staircase was removed on 06/02 with the help of Debra Bell, Adrian Wright, Michael Kilpatrick & the undersigned. The top landing, torn loose from its location by the erosion, was safely moved off to the side where it's not a danger to the public. Further thought shall be given to the reuse of the staircase (mostly intact) to access the parking area.
- A footnote on the trail diversion on the Seal Point Trail in Cotton Park: A person or persons have removed all of the forest debris placed on the old trail to reinforce the closure. This was a blatant act of vandalism and exposes the public to danger. If we knew the identity of the vandal, we would file a complaint with the Bylaw Enforcement Officer.
- On 05/18 Adrian and I took a new signpost embedded in one of Adrian's wonderful pier blocks to the foreshore at the Edith Point Seaview. The object was to remove a caution sign from a tall stump ready to topple over and install it on the new signpost. (The stump was then pushed over with ease). This was a challenging job moving a 50 kg+ load downhill on rough ground. Thank you, Adrian, for your great help as always.
- On 05/21 Adrian and I walked the approx. 500-foot panhandle at Conconi Reef Park from Navy Channel Road to Marine Drive. Except for a fairly steep pitch at the start (about 50 feet), the balance is doable for trail-building purposes (assuming we can get permission from the CRD archeologist). The pipes are for the most part easy to locate. Any trail construction would mostly involve removing surface material (and swamp grass in the part where there is seepage). The rockfall area at the start would be avoided by building a diversion from the panhandle trail to the main trail (about 50 metres). I'm trying to get a really good scan of the map of the panhandle for CRD Real Estate (done & sent). Note: no final decision has been made on this project). The TNDC is waiting to hear back from CRD Real Estate.



- The TNDC is proposing a sign be installed at the beginning of Punch's Alley. The sign would have a dual purpose: (1) to honor a Mayne Island pioneer family (Punch Robson being the last surviving member). (2) The sign would also mark an important gateway to Henderson Park, named after another important pioneer, Captain Henderson. The cost for this sign will be \$54 plus \$30 for the sign design (plus taxes).
- M/S: with above wording. (Draft of sign below).



Submitted by Peter Askin TNDC

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