



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

Call to Order

- 1. Territorial Acknowledgement** – Jane
- 2. Approval of Agenda**
- 3. Adoption of Minutes of June 8, 2023**
- 4. Chair’s Remarks**
- 5. Reports**
 - 5.1. Treasurer’s Report
 - 5.1.1. Treasurer’s Report for the period June 1 - 30, 2023 (report attached)
 - 5.1.2. Capital Budget 2024 planning
 - 5.1.3. Finance Committee – Japanese Memorial Garden overhead
 - 5.2. Administration
 - 5.2.1. Follow up Action Report (not covered elsewhere)
 - 5.2.2. Health and Safety concerns
 - 5.2.3. Minute taker for August 10th meeting
 - 5.2.4. Commonality Meeting review
 - a) Firesmart – Veronica
 - b) Leadership - Jacquie
 - 5.2.5. Events (report attached)
 - a) July 1 review
 - b) Volunteer Dinner – August 9 - planning
 - c) Fall Fair – August 19 - information table
 - d) Hallowe’en fireworks
 - 5.2.6. Monitoring local information affecting MIPRC - Jacquie
 - 5.3. Committees
 - 5.3.1. Fitness Track (report attached)
 - 5.3.2. Technology (report attached)
 - 5.3.3. Recreational Funding update
 - a) CRD and SGI Chairs meeting July 10, 2023
 - 5.3.4. Land Acquisition summary report
 - 5.4. Parks
 - 5.4.1. Miners Bay
 - 5.4.2. Dinner Bay – Kestutis

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

- a) Tractor
- b) Putting Green discussion
- 5.4.3. Japanese Memorial Garden (report attached)
 - a) Discussion re: funding holiday lights
- 5.4.4. Cotton Park (report attached)
- 5.4.5. Trail Network Development/Henderson (report attached)

6. Correspondence/Meetings

- 6.1. Letter dated June 21, 2023 from Tobi Elliott, Chair, Mayne Island Local Trust Committee regarding First Nations' consideration in Park Planning and Management.
- 6.2. July 5th meeting with Justine Starke, CRD SGI Service Manager; Shauna Huculak, CRD Archaeologist; Jeanine Dodds, Trustee, Islands Trust and Debra Bell at Cotton Park.
- 6.3. July 5th meeting with Justine Starke, Shauna Huculak, Peter Askin, Adrian Wright and Debra Bell at Conconi Reef Park.
- 6.4. Confirmation of meeting on July 12, 2023 with Sharon Byrch and Nancy More, CRD Information Technology regarding Sharepoint system.
- 6.5. Emails to/from participants in Canada Day event at Miners Bay Park.
- 6.6. Email from the Mayne Island Reading Centre Society regarding wasp nest behind library sign.
- 6.7. Emails advising of house being barged in on an unspecified date and using Village Bay Boat ramp.
- 6.8. Email to Stephen Henderson, CRD Senior Manager, Real Estate and SGI regarding status of tenure application for boat ramps and continued commercial use without notice.
- 6.9. Report of dog and pond incident at Japanese Memorial Garden.
- 6.10. CRD communicating complaint regarding grass at Dinner Bay Park.
- 6.11. Budget package for 2024 received from CRD.
- 6.12. Zoom meeting July 10, 2023 with CRD staff including Justine Starke, Melody Pender and Emma Davis with Chairs of the Southern Gulf Islands Park Commissions to discuss challenges in administering the commissions and CRD support.

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

10. Meeting Adjournment



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on June 8, 2023 at 3:00 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 3:09 pm

1. Territorial Acknowledgement

It was acknowledged that the meeting was being held on the ancestral territory of the Coast Salish people and for that we were grateful.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of May 11, 2023

MOVED by Commissioner Wright and **SECONDED** by Commissioner Kilpatrick,
that the minutes of May 11, 2023 be approved as presented.

CARRIED

4. Chair's Remarks

It was announced that Ross Cameron, CRD, is retiring. Chair Bell expressed appreciation for all of his help and support of our commission over the years and wished him the best.

5. Reports

5.1. Treasurer's Report for the period May 1 - 31, 2023

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

CARRIED

Discussion occurred regarding the tractor service expense which will require future budgeting.

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5.2. Administration

- 5.2.1. Follow up Action Report (not covered elsewhere)
- a) Commissioner Bell met remotely with CRD's IT Department regarding provision of SharePoint system. She reported they are keen to launch this as a pilot project on Mayne Island. An inquiry will be made as to whether MIPRC will be charged CRD labour charges.
 - b) Several commissioners will attend the June 20th Commonality Meeting.
 - c) Approximately 125 people attended the May 21st Fallow Deer Community meeting where Adam Olsen, MLA gave a short presentation and Commissioner Kilpatrick presented on the history and background of the issue. The Committee is planning an early September meeting and through the summer a plan will be developed with CRD.
 - d) First Aid training for outside volunteer work was rescheduled to June 13th at the Japanese Memorial Garden.
 - e) The request for BC Trails Day involvement was cancelled.
 - f) Quote for locking system on washrooms remains outstanding.
 - g) Updated Park Patrol summary remains outstanding.
 - h) Commissioner Euper attended the CRD Webinar on Fire in the Southern Gulf Islands. A recording of the webinar can be found on the CRD Protective Services page. FireSmart will be on the Commonality meeting agenda.
 - i) Monthly playground assessments were received.
 - j) It was reported that MIPRC's request was relayed regarding the disc golf tee sign at hole 1.
 - k) Danger tree work at Anson Road was completed and sign installation was completed by the SGI Harbours Commission.

- 5.2.2. Health and Safety concerns
No issues

Commissioner Banelis arrived at 3:42 pm

- 5.2.3. Events
A report was received with the agenda.
- The planning details for MIPRC's involvement in the Canada Day celebration were discussed and the Lions Club will be contacted.
 - The MIPRC Volunteer BBQ was discussed. Catering and dessert options will be available for the next meeting. Paperless invitations will be sent to volunteers.

- 5.2.4. Monitoring local information affecting MIPRC
Commissioner Burrows will be asked to review Islands Trust minutes or attend their meetings to monitor for any MIPRC issues.

5.3. Committees

- 5.3.1. Fitness Track
A report was received with the agenda.

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- A cost comparison report for pads one and three was distributed for information. Installation will be completed by volunteers.
- Support for grant funding and equipment contributions is not yet resolved.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that the Mayne Island Parks and Recreation Commission proceed with construction of pad one on the fitness track.

CARRIED

5.3.2. Technology

A report was received with the agenda.

CRD anticipates e-transfer capability will be available in early July.

5.3.3. Recreational Funding update

- Application forms are ready.
- Emails will be sent to last year's applicants.
- There were a couple of responses to the *MayneLiner* ad.
- Posters will be put up.

5.4. Parks

5.4.1. Miners Bay

- Christmas tree lights will be addressed within the next three weeks. Once complete, a pruning quote can be obtained.
- Commissioner Wright will communicate that each year the maypole should be placed in the same hole already created for that purpose in order to protect the septic field.

5.4.2. Dinner Bay

- The baseball diamond repair was completed.
- Cooking oil was applied on the roadway to keep the dust down near the playground.
- Commissioners were reminded to take pictures to show the work they do.
- Discussion occurred regarding servicing of the mowers and costs to have servicing off island will be investigated.
- The beetle treatment on the Adachi Pavilion will take place on June 13th.
- A quote was not obtained for branch removal and discussion occurred regarding options available.
- Commissioner Kilpatrick will enquire about obtaining wood chips for trails and gardens.
- The No Mow May initiative was discussed as there had been negative and positive responses to the longer grass in some areas. It was agreed that mowing will be done in the longer grass areas.
- Commissioner Wright will contact a couple of volunteers who may be willing to help mow the grass.
- It was reported that the bathrooms have been cleaned exceptionally well.
- The process to find the owner of a jacket in the lost and found box was discussed.

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- 5.4.3. Japanese Memorial Garden
A report was received with the agenda.
- The irrigation system is broken.
 - New electrical connections, lights and funding will be on next month's agenda.

- 5.4.4. Cotton Park
A report was received with the agenda.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission 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
CARRIED

In the coming weeks, the CRD archeological consultant and the First Nations cultural monitor will visit the park to view the erosion.

- 5.4.5. Village Bay
Commissioner Wright has mowed the grass and will remove the foliage over the signs.

- 5.4.6. Trail Network Development/Henderson
A report was received with the agenda.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission approve 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); and
- 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).

AND,
that the Capital Regional District logo be included.
CARRIED

The sign will be 16"x24" laminate aluminum mounted on plywood.

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.

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Discussed contact provided by CRD for this inspection as well as need to follow up on gps work to be done elsewhere.

- 6.6. Emails to/from the Mayne Island Conservancy Society regarding a trail camera located in Henderson Park.
 - The trail camera was removed and is kept in storage at the Conservancy office should someone step forward to claim it.
 - Other trail cameras have been found on the island and reported to the authorities.
- 6.7. Emails to/from the Mayne Island Reading Centre Society regarding water; sidewalk and door.
 - Annual chemical testing will be done at the library and Dinner Bay.
- 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

There were two recipients of the award.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission approve the granting of the Dave Bentham honorarium to this year's recipients at Mayne Island School on June 29, 2023.
CARRIED

This item to be placed on the agenda for discussion at a future meeting.

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

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

The meeting adjourned at 5:03

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report Jun 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 May 2023 expenses	-3,414	-1,254	-1,027	0	-308	-1,400	-6,447	-1,861	-1,226	0	-16,937
Opening Balance June 1, 2023	7,586	4,746	3,973	2,000	2,692	5,600	19,553	8,139	22,069	0	\$76,358
June Expenses											
Janitorial June 1 -30 plus mileage							1,720				
Janitorial, WCB							31				
Janitorial supplies							1,087				
Water monitoring	186	185									
Water monitoring, WCB	8	8									
Recording secretary for May									121		
Recording secretary, WCB									11		
Supplies, diesel	213	43	365			18					
Hydro April 13- June 9 2023	85		15								
CRD O/H								313			
CRD fleet insurance								57			
CRD labour - tractor R & M, DB water lease								879			
Gutters/irrigation			385								
Commonality meeting									59		
Printing	162	76				152			225		
Total	654	312	765	0	0	170	2,838	1,249	416	0	6,404
Remaining budget June 30, 2023	6,932	4,434	3,208	2,000	2,692	5,430	16,715	6,890	21,653	0	\$69,954

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

(B) Donated Funds

Japanese Memorial Garden

Opening Balance June 1, 2023	15,782
Add: CRD Interest income	75
Rounding difference	2
Less: CRD Overhead allocation	-95
Paint, pvc, supplies, lumber (12)	-733
Hydro April 13- June 9, 2023	-119
Irrigation	-32
Closing balance June 30, 2023	<u>14,880</u>

Adachi Rental

Opening Balance June 1, 2023	505
Add: Rental income	325
Closing balance June 30, 2023	<u>830</u>

Putting green

Add: Donations	180
Closing balance June 30, 2023	<u>180</u>

Total Donated Funds June 30, 2023 **15,890**

(C) Recreation Funds

Opening Balance June 1, 2023	8,315
Add:CRD Interest income	37
Less: CRD Overhead allocation	-203
Lions depreciation charge	-20
Dave Bentham awards and certificates	-329
Ad for Canada Day	-113
Ad for grant applications	-105
Closing balance June 30, 2023	<u>7,582</u>

(D) Capital Funds (Unallocated)

Opening Balance June 1, 2023	120,900
Add:CRD Interest income	517
Less: Transfer to Fitness Circuit	-20,000
Transfer to Village Bay boat ramp	-10,000
Closing balance June 30, 2023	<u>91,417</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
Add: additional funding for fitness circuit	<u>20,000</u> 30,000
CX.109.2017.88 Miners Bay holiday lights	253
CX.109.2018.66 Recycling/garbage centre Dinner Bay	1,182
CX.109.2019.65 Village Bay boat ramp	
Add: transfer of project from 2024 to 2023	10,000
	<u>10,000</u>
Total Allocated Projects June 30, 2023	<u>47,385</u>



Events Report

07 July, 2023

Events booked for July/August (as of this date):

1. Tim Begley Fitness continues in Dinner Bay Park
2. Carol Meldrum Yoga continues in Miners Bay Park
3. Donna Williams Yoga continues in Miners Bay Park
4. Warren Korol Meditation continues in Cotton Park and the JMG
5. Scrabble in the Park continues in Dinner Bay Park
6. Softball continues on Wednesdays at Dinner Ball Park
7. July 16th: Mayne Island Early Childhood Society is holding a family pot luck at the Adachi Pavilion
8. Aug 6th: Movie night in Miners Bay Park – showing Top Gun: Maverick



Dinner Bay Seniors Fitness Circuit

07 July, 2023

1. Phase two of the track is being planned.
 - a. Work to get pad #1 poured is underway.



Technology Committee

10 July, 2023

1. The committee continues to wait on the CRD to enact an e-transfer process.
2. The development of the Sharepoint program, a document management and storage system, is moving forward.



Japanese Memorial Garden

10 July, 2023

1. Work has begun for the improvements to the arched bridge to the island.
 - a. Two coats of paint have been applied to the existing upper structure of the bridge.
 - b. Additional decorative elements have been added to the bridge.
 - c. We are waiting on materials for the next phase.
2. The lack of spring rains is now having an effect on the pond. The water level has dropped considerably as water seeping in from the surrounding hillsides is not replenishing the pond as it normally would.
 - a. If the water gets very low, we may take the opportunity to dig some of the now exposed infrastructure deeper into the pond bottom.
3. Shed maintenance work continues.



FRED & BETTE COTTON PARK REPORT

09 July, 2023

- Orca Trail and Seal Point Trail groomed on July 4, 2023.
- Meeting with Justine Starke, CRD Manager SGI Service Delivery, Shauna Huculak, CRD Manager Archaeology, First Nations Relations and Jeanine Dodds, Trustee, Islands Trust on July 5 at Cotton Park to discuss First Nations' considerations in park planning and management.
- Shauna Huculak also investigated the erosion on the foreshore and requested further installation details regarding the staircase relocation to the parking lot. As there had been a staircase allowing access to the foreshore which was now closed off, the fact the fence had been opened to continue to allow access was acceptable. The next visit will include a First Nations cultural monitor.
- Two fallen trees bucked and rounds placed in the woods or as a border on the trail by Dr. Daylight.
- Choisya hedge and large bush trimmed by Mitch B.
- 5 yards of screened fir bark mulch delivered and slowly being applied to garden beds.
- Pump leak repaired by Rob Noyes.
- Windows, gutters and skylight cleaned.
- Ongoing garden and grounds maintenance – details in log book in garden shed. Thank you to Fay R. for regular assistance.
- Many many visitors to the park, locals and tourists. Lots of bird activity including eagles.
- Temporary “No camping or overnight parking” sign installed due to several vans being parked overnight. Permanent sign to come. The intention is to leave it up during the summer months only.

Debra Bell



TNDC/HENDERSON PARK REPORT

09 July 2023

- Raked and groomed the Sykes Road beach access on 06/24.
- Trail Guardian Steve Patco checked in to report on a patrol of the Flag Hill Trail on 06/27 and all was in good order.
- The new sign commemorating Punch Robson on "Punch's Alley" was installed on 06/28. Thank you Kestutis for your great help. The only change is that we're now required to have the CRD logo on all our signs.
- A possible dangerous tree on the Doreen McLeod trail was checked out by Adrian on 07/05. That arbutus tree is a leaner but healthy & viable and no danger to the public. File closed.
- Myself and Adrian from the TNDC, Debra Bell, MIPRC Chair, Justine Starke, CRD Manager, SGI Service Delivery and Shauna Huculak, CRD Manager Archaeology First Nations Relations met on 07/05 at Conconi Reef Park to assess the (approx.) 200-metre-long panhandle from Navy Channel Road to Marine Drive as a possible hiking trail. The first portion would detour through the woods (approx. 30-50 metres) from the main viewpoint trail, and because of the rockfall zone at the start of the panhandle. Although at the time of writing we haven't yet received Shauna's formal report, the indication is that she looks on our proposed trail favourably.
- Because of questions on Facebook regarding the use of bicycles & skateboards on our park trails & beach accesses, we will be putting forward the following motion preceded by a preamble (and thank you Debra for your comments).

Preamble: Many years ago when we first developed our MIPRC trail network, we quickly concluded that the use of bikes on our trails would be wholly unsuitable, and hence our **policy** prohibiting them. These are mostly primitive one-track trails & very fragile, and bicycle traffic would destroy them very quickly, plus be detrimental to the native flora close to the trails. For the same reason the CRD has mostly restricted bikes to roadways and ground level shared trails in the Saanich peninsula and in Greater Victoria. Our lovely Village Bay/Miners Bay shared use pathway will be a good example. There will be room for cyclists and pedestrians to use the trail without one or the other (usually pedestrians) having to yield to the other. This prohibition may be confusing to

some because there are now four jurisdictions on the Island: MIPRC, CRD Regional Parks, Parks Canada, and the Nature Conservancy of Canada who manage parkland. However, we can only deal with the parks & trails within-our jurisdiction. Perhaps someday there will be suitable space for bike trails, but we're not there yet. We can only make **policy** for the MIPRC and for our community parks and licensed beach accesses. I haven't read the comments on Facebook, but this matter rears its head every few years. I attribute that in part to the 37% who have now made the island their home, plus all the visitors that come to experience our pristine and magic isle. If the following motion is passed, it again becomes MIPRC **policy** (or restated) and should be shared on social media and in NFTPB.

Moved: MIPRC prohibit bicycles and other wheeled modes of transportation of any size or type from our MIPRC trails and licensed beach accesses for pedestrian safety and because of the fragile nature of the trails, which would be quickly destroyed should their use be allowed. Our lovely native understory plants would also be at risk.

Submitted by Peter Askin TNDC
