



Minutes 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.

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

Absent: Jane Schneider
Paul Brent, Director, CRD, Southern Gulf Islands

Call to Order

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

The Mayne Island Parks and Recreation Commission was honoured to hold the meeting on the traditional territory of the Coast Salish First Nations.

2. Approval of Agenda

Add: 6.13 Correspondence - Emails to/from resident and CRD regarding 'small craft' launching facilities at Anson Road Community Park and public dock.

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

CARRIED

3. Adoption of Minutes of June 8, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the minutes of June 8, 2023 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell expressed thanks to those who helped with the various tasks related to the July 1st Canada Day event and to TruValue for their donation. She reported that the fire department would like to get more involved next year. Discussion occurred regarding leadership for the future and it was decided that a request will be sent to the Chamber of Commerce on this matter.

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period June 1 - 30, 2023

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

5.1.2. Capital Budget 2024 planning

Chair Bell asked commissioners to provide input and costs for capital projects at the next meeting. The budget will be presented in September for the October deadline.

5.1.3. Finance Committee – Japanese Memorial Garden overhead

It was reported that the committee discussed the issue of the Japanese Memorial Garden being charged overhead by CRD. The Commissioners agreed to the recommendation that an adjustment be made at year end to credit the Japanese Memorial Garden account and charge the operating account for the overhead charged less interest received.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

a) Fallow Deer meetings and master plan:

It was reported that the committee will prepare and present a management plan to CRD. After a review by all of the partners involved, the document will be publicly released. The report is expected to be delivered to CRD towards the end of July or the beginning of August.

b) Dave Bentham Awards:

The award presentation went well. Discussion occurred about its continuance.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission continue with the Dave Bentham Award for the next five years.

CARRIED

5.2.2. Health and Safety concerns

- Discussed installing “kids playing – 30 km” road safety sign at Dinner Bay Park. Commissioner Burrows will investigate this.
- An incident with an uncontrolled dog was reported at Japanese Memorial Garden.

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

- 5.2.3. Minute taker for August 10th meeting
Commissioner Kilpatrick agreed to record the minutes.
- 5.2.4. Commonality Meeting review
Commissioners gave their feedback and observations of the meeting and discussed the format for future events.
- 5.2.5. Events
A report was received with the agenda.
- a) July 1st event was discussed in Chair's Remarks.
 - b) Volunteer Dinner on August 9th: Commissioners were assigned various tasks.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission hire a caterer for the Volunteer Appreciation Dinner on August 9, 2023 at a total cost not to exceed \$2500.

CARRIED

- c) Fall Fair on August 19 - information table: This will be decided closer to the date.
 - d) Halloween fireworks: Discussed the Volunteer Firefighters Association request to use Dinner Bay Park as a site for the fireworks display. With no commissioner in favour of using Dinner Bay Park and only two in favour of using Miners Bay Park, it was decided that the fireworks ban will be upheld. Commissioner Kilpatrick will respond to the association.
- 5.2.6. Monitoring local information affecting MIPRC
There was no information to report.

5.3. Committees

- 5.3.1. Fitness Track
A report was received with the agenda.
Chair Bell will send a message to thank Chair Dearden of the Lions Club who confirmed their support of \$5,000 towards the fitness equipment.
- 5.3.2. Technology
A report was received with the agenda.
- CRD Information Management employees came to Mayne Island as they are using MIPRC to develop a pilot project system for document management.
 - E-Transfer is a pilot project for Japanese Memorial Garden which will occur shortly.
- 5.3.3. Recreational Funding update
- Applications are expected this week and the submission deadline is July 21st.

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

- It was reported that CRD and Commission Chairs met on July 10, 2023 to discuss how CRD can support the commissions. CRD took suggestions and will report back with ideas.

5.3.4. Land Acquisition summary report

- Commissioners Euper and Kilpatrick were thanked for preparing the report and Chair Bell asked that all commissioners read it as it will be on the agenda for the next meeting.
- Land acquisition is to be put on the calendar for yearly discussion and become part of the Commissioners Handbook Supplement.

5.4. Parks

5.4.1. Miners Bay

- There has been no movement on the Christmas tree light issue. Forming a new group might be necessary by next month.
- The May Day organizers are aware of the existing location for the pole. Commissioner Kilpatrick will email Deb Foote.
- It was reported that every summer a few trees are watered.
- The report for water chemical testing was received and there are no concerns, however, non potable water signs will remain in the bathrooms.

5.4.2. Dinner Bay

- The Tractor will be picked up for repairs on July 20th.
- Some material is required to complete the horseshoe pit.
- The beetle treatment is complete on the Adachi Pavilion.
- The grass has been mowed.
- Putting Green condition was discussed and Commissioner Kilpatrick will prepare a document for information.

5.4.3. Japanese Memorial Garden

A report was received with the agenda.

- The new bridge looks good and the irrigation system is working.
- Discussion occurred regarding funding the holiday lights. It was reported that most of the electrical issues have been repaired with some more work left to be done. It was also reported that the plan is to transition to commercial lights using the same product made in Richmond and used at other public gardens. Funding this initiative was discussed and Commissioner Kilpatrick will prepare a capital budget submission.

5.4.4. Cotton Park

A report was received with the agenda.

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

Commissioner Bell reported on her July 5th meeting with Justine Starke, CRD Manager SGI Service Delivery, Shauna Huculak, CRD Manager Archaeology, First Nations Relations and Trustee Dodds, Islands Trust which focussed on First Nations considerations in park planning. Commissioner Bell will review a draft letter for Director Brent's signature.

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

MOVED by Commissioner Askin and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission prohibit bicycles and other wheeled modes of transportation of any size or type, other than those necessary as a non-motorized mobility aid, from 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.

CARRIED

Commissioner Askin reported on GPS technology options to confirm property boundaries in the Naylor Beach area. He will follow up with Rob Underhill to assist.

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.

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

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

9. Rise and Report

10. Meeting Adjournment

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

The meeting adjourned at 5:16 pm

Original signed by

Debra Bell, Chair

Approved on August 10, 2023

DATE

Original signed by

Lauren Edwards, Recorder