



## **Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on August 10, 2023 at 3 pm.**

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### **Call to Order**

#### **1. Territorial Acknowledgement – Jacquie**

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

#### **3. Adoption of Minutes of July 13, 2023**

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

#### **5. Reports**

##### **5.1. Treasurer's Report**

- 5.1.1. Treasurer's Report for the period July 1 - 31, 2023 (report attached)
- 5.1.2. Capital Budget 2024 input
- 5.1.3. New Purchase Orders

##### **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) Volunteer Dinner - review
  - b) Fall Fair – August 19 - information table
- 5.2.4. 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. Land Acquisition report - input

##### **5.4. Parks**

- 5.4.1. Miners Bay
  - a) Holiday lights
  - b) Notice Board
- 5.4.2. Dinner Bay – Kestutis
  - a) Tractor
  - b) Putting Green/Horseshoe Pit
- 5.4.3. Cotton Park (report attached)
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Trail Network Development/Henderson (report attached)
  - a) Bikes on trails Motion July 13, 2023

**Mayne Island Parks and Recreation Commission**  
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**6. Correspondence/Meetings**

- 6.1. Funding received from the Mayne Island Lions Club for the Dinner Bay Fitness Circuit and thank you certificate sent August 5, 2023.
- 6.2. Emails to/from CRD, Harbours Commission and resident regarding kayak access at Anson Road.
- 6.3. Email from Early Childhood Education Society and CRD reply regarding Campbell Bay beach access for swimming lessons.
- 6.4. Emails to/from Terry Fox Foundation regarding electrical connections at Miners Bay Park.
- 6.5. Email to Stephen Henderson, CRD Senior Manager, Real Estate and SGI regarding use of boat ramps by commercial users without notice and liability issues.
- 6.6. Numerous emails to/from CRD regarding e-transfer system for Japanese Memorial Garden.
- 6.7. Letter dated July 11, 2023 from CRD Director Paul Brent replying to letter dated June 21, 2023 from Tobi Elliott, Chair, Mayne Island Local Trust Committee regarding First Nations' consideration in Park Planning and Management.
- 6.8. Email from Fall Fair organizers regarding booth on August 19, 2023 and confirmation by MIPRC.
- 6.9. Email dated August 1, 2023 from volunteer regarding Cotton Park. CRD advised they have been in direct communication with volunteer therefore no follow up required.
- 6.10. Email from MIALS inviting MIPRC to participate in a meeting on August 25, 2023 to discuss collaborative action towards an age-friendly Mayne Island.

**7. New Business**

- 7.1. Recreational Funding Applications for 2023/2024

**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 July 13, 2023 at 3 pm.

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**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 1<sup>st</sup> 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.

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- 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 9<sup>th</sup>: 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) Hallowe'en 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.

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- 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 20<sup>th</sup>.
- 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.

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Commissioner Bell reported on her July 5<sup>th</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> 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

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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 July 1- 31, 2023**

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Miners Bay</b>	<b>Cotton</b>	<b>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 June 2023 expenses	-4,068	-1,566	-1,792	0	-308	-1,570	-9,285	-3,110	-1,642	0	-23,341
Opening Balance	6,932	4,434	3,208	2,000	2,692	5,430	16,715	6,890	21,653	0	\$69,954
<b>July Expenses</b>											
Janitorial July plus mileage							1,713				
Janitorial, WCB							44				
Janitorial supplies							221				
Water monitoring	175	175									
Water monitoring, WCB	-14	-13									
Recording secretary for June									149		
Recording secretary, WCB									-13		
Supplies	-11		23								
CRD O/H								313			
CRD insurance								2,710			
CRD labour								468			
CRD interest								265			
CRD vehicles								202			
Arborist			150								
<b>Total</b>	<b>150</b>	<b>162</b>	<b>173</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,978</b>	<b>3,958</b>	<b>136</b>	<b>0</b>	<b>6,557</b>
<b>Remaining budget July 31, 2023</b>	<b>6,782</b>	<b>4,272</b>	<b>3,035</b>	<b>2,000</b>	<b>2,692</b>	<b>5,430</b>	<b>14,737</b>	<b>2,932</b>	<b>21,517</b>	<b>0</b>	<b>\$63,397</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance July 1, 2023	14,880
Add: CRD Interest income	145
Less: CRD Overhead allocation	-95
Paint, supplies, lumber (4)	-293
Instal water meter	-90
<b>Closing balance July 31, 2023</b>	<b>14,547</b>

**Adachi Rental**

Opening Balance July 1, 2023	830
Less: Damage deposit refunded	-250
<b>Closing balance July 31, 2023</b>	<b>580</b>

**Putting green**

Opening Balance July 1, 2023	180
<b>Closing balance July 31, 2023</b>	<b>180</b>

**Total Donated Funds July 31, 2023** **15,307**

**(C) Recreation Funds**

Opening Balance July 1, 2023	7,582
Add: CRD Interest income	72
Less: CRD Overhead allocation	-203
CRD Public Liability insurance	-70
<b>Closing balance July 31, 2023</b>	<b>7,381</b>

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

Opening Balance July 1, 2023	91,417
Add: CRD Interest income	948
<b>Closing balance July 31, 2023</b>	<b>92,365</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	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	10,000
<b>Total Allocated Projects July 31, 2023</b>	<b>47,385</b>



## Events Report

06 August, 2023

Events booked for August/September (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 on Wednesdays in Dinner Bay Park
6. Softball continues on Wednesdays at Dinner Ball Park
7. Aug 6<sup>th</sup>: Movie night in Miners Bay Park – showing Top Gun: Maverick
8. Aug 9<sup>th</sup> – MIPRC – Volunteer Dinner at Adachi / Dinner Bay Park
9. Aug 13<sup>th</sup> – The Conservancy's Starry Nights – Adachi / Dinner Bay Park
10. Aug 25<sup>th</sup> – Private event – Adachi / Dinner Bay Park
11. Sept 2<sup>nd</sup> & Sept 3<sup>rd</sup> – Lions Club BBQ – Adachi / Dinner Bay Park
12. Sept 9<sup>th</sup> – Private Event – Adachi / Dinner Bay Park



## **Dinner Bay Seniors Fitness Circuit**

06 August, 2023

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

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## Technology Committee

06 August, 2023

1. The e-transfer pilot project for the Japanese Memorial Garden has been initiated, but has not been introduced to the public yet. There are a few more details to work out before all parts are ready to run.

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## FRED & BETTE COTTON PARK REPORT

06 August, 2023

- Orca Trail and Seal Point Trail patrolled. Constant accumulation of moss and pine cones which are removed.
- Need staircase installation details to provide to Shauna Huculak, CRD Archaeologist to assess feasibility of staircase relocation to the parking lot.
- Water tanks low and transferring water from buried 3<sup>rd</sup> tank to main tanks. Slow process.
- Ongoing garden and grounds maintenance – details in log book in garden shed. Thank you to Fay R. for regular assistance.
- Recent visitor knew Bette Cotton and took photos of the gardens to share with garden club of which Bette was a member. Very pleased that gardens are being maintained.

Debra Bell

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## Japanese Memorial Garden

06 August, 2023

1. Work continues on the improvements to the arched bridge to the island.
  - a. Two coats of black paint have been applied to the structure of the bridge below the walking deck level.
  - b. Thanks to a generous donation from a local resident the last 2 Giboshi have been ordered from Japan. These will be installed along with the 2 purchased last year after the new support posts are anchored into place at each end of the bridge.
2. Due to the dry conditions and the low water levels in the pond;
  - a. The pump supplying water to the hidden garden and the babbling brook has been shut down.
  - b. We are taking this opportunity to clean out some of the built-up muck around each of the pumps so that we can attempt to keep them running longer in dry conditions.
  - c. We will be making a push towards the end of August to remove as many roots of the invasive waterlily as is possible.
3. Shed maintenance work continues between other jobs.

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## TNDC/HENDERSON PARK REPORT

06 August 2023

- Flagg Hill trail patrolled by Stephen Patco & all is in good order.
- Brochure: the rack at the Tru-Value was dead empty on [Sunday 07/30](#). I re-filled it on 07/31. The brochure is a great way of showcasing our accomplishments and for public outreach. Unfortunately, I seem to be mainly the only one who looks after them. We have about half left from our last press run, and after Dec. someone else will have to look after them (or not).
- Sign post at the start of the Ed Williams Trail (across from the Adachi Pavilion) replaced by Adrian. Thank you.
- The Conconi Reef Panhandle Trail proposal: Adrian & I had a walk-about with Phil Hartley from the MPID on the proposed trail 07/25. Mr. Hartley was especially concerned about the upper section of pipe (no one seems to know exactly where it is). This pipe was installed in the previous century and of a very poor quality, and there was fear that it might be damaged if there was trail construction (even with a light touch). For the same reason, Mr. Hartley doesn't want any of the invasive plants removed. This all begs the question: Why have these poor-quality pipes never been replaced with an increased levy on the residents in the ID (the ID has the authority to implement), and when some of the properties I would guess have an assessed value in the seven figures? As the CRD have fee simple ownership of the panhandle, we don't require their permission to proceed. However, as we don't have unanimity on the committee, we're going to close the file. This is disappointing to say the least, but that's the way it is. (Any views expressed here are my own).

Cheers, Peter Askin TNDC

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