



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission Library, 411 Naylor Road, Mayne Island on September 14, 2023 at 3 pm.

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

**Absent:** Jacquie Burrows, (Treasurer)  
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 commissioners were honoured to meet on the traditional territory of the Coast Salish people.

### 2. Approval of Agenda

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

**CARRIED**

**Move: 5.3.4 Land Acquisition update to Item 8 Motion to Close the Meeting.**

### 3. Adoption of Minutes of August 10, 2023

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Wright,  
that the minutes of August 10, 2023 be adopted as presented.

**CARRIED**

### 4. Chair's Remarks

Chair Bell thanked the Recreational Funding Committee for their work and completion of this item. She also thanked the Finance Committee for their work on the budgets. Chair Bell announced that Jane Schneider has resigned and thanked her for her contributions during her term as a commissioner.

### 5. Reports

#### 5.1. Treasurer's Report

**Mayne Island Parks and Recreation Commission  
Minutes for September 14, 2023**

5.1.1. Treasurer's Report for the period August 1 – 31, 2023

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

**CARRIED**

5.1.2. Five-Year Budgets for 2024 – 2028 and Motions

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that the 2023 Operating surplus, if any, be transferred into the Capital Reserve Fund for parks service.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the 2023 Community Recreation Surplus, if any, be carried forward and transferred into the surplus account of the Community Recreation Service.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve the Operating Funds Budget for 2024 to 2028.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin that Mayne Island Parks and Recreation Commission approve the Recreation Funds Budget for 2024 to 2028.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the Donation Funds Budget for 2024 to 2028.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the Five-Year Capital Expenditure Plan for 2024 to 2028.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission rename and initiate Capital Projects 24-03 Adachi Pavilion Pergola in the amount of \$7,000 and 23-05 Japanese Memorial Garden Torii Gate in the amount of \$5,000 to Capital Project Japanese Memorial Garden Lighting Upgrade.

**CARRIED**

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5.1.3. New Grant Applications

An application was developed for the New Horizons for Seniors Program and no concerns were raised about applying for this grant.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- a) SharePoint system: CRD advised it is working on the system for MIPRC but a completion date is unknown.
- b) Fallow Deer Committee: It was reported that a meeting was held with Carl Olsen, a WSÁNEĆ First Nation Elder, who was provided a copy of the draft preliminary report. The document will be available to the commissioners when it is submitted to CRD.
- c) Group insurance for events: Investigation of CRD group policy is on hold.
- d) Letter to the Chamber of Commerce regarding July 1<sup>st</sup> event organization: There was no update.
- e) Park patrol and danger tree assessments: The completed danger tree assessments data will be updated and reported on at the next meeting.
- f) GPS work for Plumper Pass and Naylor Rd with Rob Underhill: Commissioner Askin will discuss this item with Rob Underhill as soon as possible.

5.2.2. Health and Safety Concerns

The report on the dog incident at Dinner Bay Park will be submitted to the acting CRD insurance manager.

5.2.3. Commissioner Resignation, Vacancy and Advertisement

The commissioner vacancy will be advertised in the MayneLiner and on the MIPRC Facebook page.

5.2.4. Events

A report was received with the agenda.

- The Light Fitness Pilot Project will continue until October 1st. Committee members were in agreement.
- Various concerns regarding the use of notice boards at Miners Bay Park were discussed.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission notice boards at Miners Bay Park are to be used for non-commercial community notices only other than Mayne Island Parks and Recreation Commission approved activities.

**CARRIED**

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- It was reported that the Light Fitness Pilot Project went well, that participants were happy and would like to see it repeated. There had been no impact to the parks. This item to be discussed again next spring or sooner.
- A review of the annual Fall Fair on August 19<sup>th</sup> was discussed. MIPRC had an information table and Commissioners Wright and Askin were thanked for their help. The Japanese Memorial Garden volunteers participated in the parade. Communication and planning regarding MIPRC's participation will take place in advance next year. This item will be added to the calendar.

5.2.5. Monitoring local information affecting MIPRC  
No report

5.3. Committees

5.3.1. Fitness Track

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the estimate received from Main Stream Solutions Inc. dated September 12, 2023 to prepare the fitness pad at Dinner Bay Park up to and including forms and rebar work subject to other alternate quotes being received by September 22, 2023.

**CARRIED**

5.3.2. Technology

A report was received with the agenda.

The Commission approved Item #6 on the Technology Committee report.

5.3.3. Sanitation

A report was received with the agenda.

- Miners Bay washroom now has volunteers to open in the mornings and lock up in the evenings.
- Commissioners discussed and agreed to offer an honorarium to the volunteers and a request will be made to the Chamber of Commerce about covering this cost.
- It was reported that the bathroom closures during the evenings has made a positive difference in the state of the washrooms and will reduce maintenance costs.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin that the two Miners Bay washroom monitors be awarded \$200 each in early December 2023 in recognition of their volunteer services.

**CARRIED**

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- It was suggested that the honorarium should continue in 2024 with \$200 awarded to each monitor every six months.

5.3.4. Land Acquisition Update

This topic was moved to Item 8.

5.3.5. Recreational Funding Update

It was reported that the cheques were sent out and emails were sent to organizations where there were conditions to the funding.

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Bell that the August 10, 2023 Minutes (Item 7.1) for recreational funding be amended to change “Ladies Fitness” to “Frankie Gowing”.

**CARRIED**

5.4. Parks

5.4.1. Miners Bay

It was reported that:

- There appears to be no further mysterious unlocking of the washrooms overnight.
- The toilets were functioning properly.
- The Christmas tree and lights to be addressed this Sunday or next.
- The lock box code is changed.
- Commissioner Kilpatrick will discuss fence replacement with the Treasurer and Commissioner Wright will attend.

5.4.2. Dinner Bay

- The net on a piece of playground equipment was reported broken and will be checked.
- The fridge, freezer and a breaker panel in the Adachi Pavilion will be checked.
- Commissioner Wright was commended for a great job cleaning the stove and making some repairs.
- Rodent prevention using tape and steel wool was completed in the Adachi Pavilion.

5.4.3. Cotton Park

A report was received with the agenda.

- No response yet on the disposal of low value assets.
- The water tanks will be checked for sludge buildup.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

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5.4.5. Trail Network Development/Henderson

A report was received with the agenda.

- Good as Wood will deliver wood chips in the next few days and the committee will be gathered to distribute them.
- Commissioner Wright made a 150 lb block and the post was installed for the David Cove sign.
- Commissioner Banelis made a plywood backing for the seal pup sign.
- A volunteer will fill the brochure racks at Tru Value, replacing Commissioner Askin who performed the task for many years.

5.4.6. Village Bay

The dates for the ramp repair will be coordinated by Justine Starke, CRD, and the contract will be extended to the end of October.

**6. Correspondence/Meetings**

- 6.1. Numerous emails to/from CRD regarding e-transfer system for Japanese Memorial Garden.
- 6.2. Email from SGI Neighbourhood House Restorative Justice Committee.
  - Commissioner Bell responded that commissioners will not be attending the meeting.
- 6.3. Email from/to CRD regarding Mayne Island Reading Centre Society lease.
- 6.4. Inquiry and emails to/from resident concerning Seaview/Arbutus Drive beach access and waste.
- 6.5. Email from resident regarding allowing beach access on private property on Steward Drive.
  - Response was sent. This issue was discussed and it was reported that the site was considered for a right-of-way but was not ideal and that Potato Point was a close and sufficient beach access.
- 6.6. Email from park guardian regarding planter at Emma and Felix Jack Park.
- 6.7. Request from resident to repair post holding plaque at Japanese Memorial Garden.
- 6.8. Emails to/from Terry Fox Run organizing committee member.
- 6.9. Emails/telephone conversations with CRD and contractor regarding timing of Village Bay ramp repair.

**7. New Business**

There was no new business.

**8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(e) and that recorder and staff attend the meeting**

**MOVED** by Commissioner Bell and **SECONDED** by Wright  
that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(e) and that the recorder and staff attend the meeting.

**CARRIED**

**9. Rise and Report**

None

**10. Meeting Adjournment**

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

The meeting adjourned at 5:30 pm

Original signed by

October 12, 2023

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**Debra Bell, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

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**Lauren Edwards, Recorder**