



## **Agenda for a meeting of the Mayne Island Parks and Recreation Commission Library, 411 Naylor Road, Mayne Island on October 12, 2023 at 3 pm.**

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### **Call to Order**

- 1. Territorial Acknowledgement**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of September 14, 2023**
- 4. Chair's Remarks**
- 5. Presentations**

Todd Shannon, Operations Supervisor, Regional Parks, CRD and Justine Starke, Manager SGI Service Delivery, CRD

### **6. Reports**

#### **6.1. Treasurer's Report**

- 6.1.1. Treasurer's Report for the period September 1 - 30, 2023 (report attached)
- 6.1.2. E- transfer update - Jacquie
- 6.1.3. NHSP grant application

#### **6.2. Administration**

- 6.2.1. Follow up Action Report (not covered elsewhere)
- 6.2.2. Health and Safety concerns
- 6.2.3. Commissioner vacancy
- 6.2.4. Events (report attached)
- 6.2.5. Monitoring local information affecting MIPRC - Jacquie
  - a) Oceanwood

#### **6.3. Committees**

- 6.3.1. Fitness Track
- 6.3.2. Technology (report attached)

#### **6.4. Parks**

- 6.4.1. Miners Bay
  - a) Holiday lights
  - b) Fence replacement
- 6.4.2. Dinner Bay – Kestutis
  - a) Tractor update
- 6.4.3. Cotton Park (report attached)

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6.4.4. Japanese Memorial Garden (report attached)

6.4.5. Trail Network Development/Henderson

6.4.6. Village Bay

a) Ramp repair

6.4.7. Emma and Felix Jack Park

a) National Day for Truth and Reconciliation event on September 30, 2023

b) Planter extension

**7. Correspondence/Meetings**

7.1. Numerous emails to/from CRD regarding e-transfer system for Japanese Memorial Garden.

7.2. Email from park guardian regarding planter at Emma and Felix Jack Park.

7.3. Emails/telephone conversations with CRD and contractor regarding timing of Village Bay ramp repair.

7.4. Email invitation from Mayne Island Health Association to participate in Health and Wellness meeting on October 23, 2023.

7.5. Email from Walking Soccer organizer regarding cancellation of program and return of MIPRC recreational grant funding.

7.6. Email from CRD providing contract with Bennett Bay Water District.

7.7. Email from CRD regarding progress on pilot project for MIPRC sharepoint system.

7.8. A number of thank you emails from recipients of MIPRC recreational funding grants.

7.9. Request from community organization requesting storage space in library basement. Reply sent advising policy is MIPRC does not store 3<sup>rd</sup> party property.

7.10. Emails to/from CRD Fleet Services regarding tractor repair.

**8. New Business**

**9. 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**

**10. Rise and Report**

**11. Meeting Adjournment**



## 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**

**Mayne Island Parks and Recreation Commission  
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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**

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

- 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.

**Mayne Island Parks and Recreation Commission  
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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



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

**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

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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 September 30, 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 Aug 2023 expenses	-5,050	-2,240	-2,433	0	-308	-1,698	-13,690	-7,569	-1,973	0	-34,961
Opening Balance	5,950	3,760	2,567	2,000	2,692	5,302	12,310	2,431	21,322	0	\$58,334
<b>September Expenses</b>											
Janitorial Sept plus mileage							1,720				
Janitorial, WCB							32				
Janitorial supplies							50				
Water monitoring	175	175									
Water services - change UV light	60										
Hydro June 10 - August 10	71		19								
Supplies	19					87					
Printing - Ad, Tide charts									337		
CRD O/H								313			
CRD labour								548			
CRD interest								149			
CRD tractor labour and parts								1,294			
<b>Total</b>	<b>325</b>	<b>175</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>87</b>	<b>1,802</b>	<b>2,304</b>	<b>337</b>	<b>0</b>	<b>5,049</b>
<b>Remaining budget September 30, 2023</b>	<b>5,625</b>	<b>3,585</b>	<b>2,548</b>	<b>2,000</b>	<b>2,692</b>	<b>5,215</b>	<b>10,508</b>	<b>127</b>	<b>20,985</b>	<b>0</b>	<b>\$53,285</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance September 1, 2023	17,583
Add: CRD Interest income	77
Donations	750
Less: CRD Overhead allocation	-95
Hydro June 10- August 10	-150
Paint, supplies, lumber (6)	-1,358
Memorial plaque	-100
<b>Closing balance September 30, 2023</b>	<b><u>16,707</u></b>

**Adachi Rental**

Opening Balance September 1, 2023	780
Add: CRD Interest income	4
Rental income	500
<b>Closing balance September 30, 2023</b>	<b><u>1,284</u></b>

**Putting green**

Opening Balance September 1, 2023	180
<b>Closing balance September 30, 2023</b>	<b><u>180</u></b>

**Total Donated Funds September 30, 2023** **18,171**

**(C) Recreation Funds**

Opening Balance September 1, 2023	11,264
Add: CRD Interest income	37
Less: CRD Overhead allocation	-203
<b>Closing balance September 30, 2023</b>	<b><u>11,098</u></b>

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

Opening Balance September 1, 2023	92,365
Add: CRD Interest income	447
Donation from Lions Club	5,000
Less: Transfer to Fitness Circuit	-5,000
<b>Closing balance September 30, 2023</b>	<b><u>92,812</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	30,000
Add: transfer from Capital funds (Lions donation)	<u>5,000</u> 35,000
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 September 30, 2023</b>	<b><u>52,385</u></b>



## Events Report

09 October, 2023

1. There are no events booked for October/November as of this date.
2. We are booking weddings now for summer of 2024.

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## Technology Committee

09 October, 2023

1. The technology committee is very pleased to say that the e-transfer system for donations for the Japanese Memorial Garden is up and running. Many thanks to Commissioners Bell and Burrows and the CRD financial team for their time and effort.

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# Fred and Bette Cotton Park Report

09 October, 2023

- Branches above driveway garden trimmed back and large branches from burn pile chipped.
- Ongoing garden and grounds maintenance – details in log book in garden shed. Thank you to Fay R. for regular assistance.

Debra Bell

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## Japanese Memorial Garden

09 October, 2023

1. Bridge work
  - a. The giboshi (post finials) have been installed and with that the current restoration work on the bridge has been completed.
  - b. We are planning the replacement of the bridge deck for the summer of 2024.
2. Shed maintenance work continues
  - a. The three public faces have been stained.
  - b. The doors will be removed and refinished next year unless we get a period of warm weather this fall.
  - c. The screen to hide the working end of the shed has been installed. It will be stained next summer.
3. The Garden volunteers are very happy that the e-transfer system is up and running.
  - a. Now that the e-transfer system is working the volunteers hope to start x-mas light fundraising shortly.
4. The Garden volunteers would like to let it be known that with their second-place finish – **CONGRATULATIONS TO ALL INVOLVED** – in the fall fair parade, that they will be undertaking a bigger and better entry for 2024.

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