



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission held at the Mayne Island Library, 411 Naylor Road on October 12, 2023

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

**Absent:** Paul Brent, Director, CRD, Southern Gulf Islands

**Guests:** Todd Shannon, Operations Supervisor, Regional Parks, CRD  
Justine Starke, Manager Southern Gulf Islands Service Delivery, CRD  
Kat Ferneyhough, Mayne Island CRD Liaison

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

It was acknowledged that we are honoured to meet on the traditional territory of the Coast Salish People and that in the spirit of reconciliation, Brandon, a cultural monitor with the Tsartlip First Nation is monitoring our work this week on the boat ramp in Village Bay which was a very important and significant village site.

### 2. Approval of Agenda

**Add:** 6.4.4(a) Signage on tractor shed.

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

**CARRIED**

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

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin, that the minutes of September 14, 2023 be adopted as presented.

**CARRIED**

### 4. Chair's Remarks

Chair Bell welcomed the guests to this meeting. She thanked those involved in organizing and monitoring the Village Bay boat ramp.

Commissioner Banelis arrived at 3:04 pm

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**5. Guest Presentations**

- Justine Starke stated that Kat Ferneyhough is available to support MIPRC by attending the regular MIPRC meetings.
- Todd Shannon reported that CRD would like to work with MIPRC to develop informative signage for the regional parks on Mayne Island
- He reported that CRD is working with Islands Trust and would like to create parking spaces, a toilet and an information kiosk at St. John Point Regional Park.
- Consultation will also occur with the Mayne Island Conservancy...
- It was stated that the CRD signs have three panels that welcome and provide info about three key area features; shows a map and regulatory info; and shows all CRD parks. The integration of community park info within those panels are for consideration.
- Discussed the joint management of regional and community parks in the Mount Parke area and it was reported that CRD would engage on the management plan, improve trails, monitor and address trees that pose risk in targeted areas and do the work on the ground.
- It was agreed that MIPRC will provide a commissioner's name to the CRD for use as a MIPRC point of contact.
- It was reported that the regional trail will be extended and should be fully completed by March and that signage will be installed near the ferry terminal.
- The issue regarding the block wall along the trail was raised and it was reported that another department of CRD did receive input from the community and that the finishing of the block wall is receiving consideration.
- The topic of adding signage that provides history of the Japanese Canadian legacy at St. John Point was raised and Todd Shannon agreed there would be interest in including this history... He asked that the story text and a picture be emailed directly to him.
- It was reported that two new benches will be installed at viewpoints.
- Discussion occurred regarding the Glen Echo development and it was confirmed that there will be follow up on this item.
- Discussion occurred regarding invasive deer initiatives and it was reported that CRD Regional Parks department has not been engaged on this issue at this time.
- Discussion occurred regarding the protocol for communication with other levels of government and clarification was provided that CRD staff are responsible for communicating to all other levels of government on behalf of its commissions.
- Commissioners were requested to use the Handbook as a point of reference or contact Justine Starke for further information.

**6. Reports**

6.1.1. Treasurer's Report for the period September 1 – 30, 2023

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

**CARRIED**

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6.1.2. E- transfer update  
E-transfer is now available for Japanese Memorial Garden donations.

6.1.3. New Horizons for Seniors Program grant application  
The application for \$25,000 was submitted and the decision will be made in February.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- It was reported that Stephen Henderson, CRD, responded to the Fallow Deer Management Plan and that CRD is looking for a path forward on this provincial responsibility.
- The installation of the 30 km sign on Williams Road in Dinner Bay Park has been added to Emcon's list.
- It was reported that CRD is developing a new regulatory bylaw with consistency throughout the Southern Gulf Islands.
- Justine Starke will investigate and advise if there is a current license of occupation for Williams Road. This item will be brought forward.
- An enquiry of the interim insurance manager should be made as to whether CRD can hold a group insurance policy for park events held by individuals and community groups...
- A discussion with Rob Underhill regarding ecological assessments of pocket parks will be reported on at the next meeting.
- Washroom locking system quotes to be removed from the Follow-up Action Report. .
- It was reported that the Chamber of Commerce has agreed to pay half of the honorarium for the volunteers who lock/unlock the public washrooms daily.
- Park patrol tree assessment data will be entered in the calendar system for the next meeting.
- It was reported that no Community Works Fund Grants were being considered at this time.
- It was discussed and Todd Shannon may be available to verify property boundaries at Plumper Pass and Naylor Road.
- Discussed the tenure renewals on Village Bay and David Cove ramps. It was reported that the status is unknown and that a marine impact assessment may be required.
- Justine Starke will follow-up with CRD's real estate department regarding the lease status of the library.

6.2.2. Health and Safety Concerns  
No items

6.2.3. Commissioner Vacancy  
Another ad will be put in the MayneLiner for next month.

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6.2.4. Events  
A report was received with the agenda.

6.2.5. Monitoring local information affecting MIPRC  
Discussion of the neighbouring Oceanwood Resort application at the recent Islands Trust meeting was reported on.

6.3. Committees

6.3.1. Fitness Track  
No report.

6.3.2. Technology  
A report was received with the agenda.

6.4. Parks

6.4.1. Miners Bay

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright, that the quote received from Good as Wood Tree Services for the reshaping of the holiday light tree in Miners Bay Park dated October 2, 2023 for \$1050.00 be approved.  
**CARRIED**

6.4.2. Dinner Bay

- The Japanese Memorial Garden crew who replaced the fence near the garden were thanked.
- It was reported that the tractor was checked and seems to be working.
- The bench near the playground needs to be fixed.
- Playground assessments were completed and the broken rope bridge was removed for fixing or replacement.
- The horseshoe pit will be addressed in the coming month.
- A chipping quote will not be sought as diameter of brush is less than 2 inches and will be burned.
- A local electrician will be contacted to install a circuit for the freezer at the Adachi Pavilion.

6.4.3. Cotton Park  
A report was received with the agenda.

6.4.4. Japanese Memorial Garden  
A report was received with the agenda.

- Commissioners provided suggestions for a sign directing visitors to the Japanese Memorial Garden and the design will be revisited.
- It was reported that a substantial discount was received for the Christmas lights purchase.

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6.4.5. Trail Network Development/Henderson

- There was a statement of thanks made for the donation of wood chips which were spread on the Ed Williams trail. A work party will be scheduled to move rocks and new signage needs to be installed to warn the public to stay off the area closed due to washout.
- The Kippen Road beach staircase replacement was discussed and more investigation will be done for possible options. This item is in the budget for 2025.

6.4.6. Village Bay

It was reported that the ramp repair work began on October 11<sup>th</sup> with work done mainly on the south side. The cultural monitor was in attendance. The work is expected to be finished by October 13<sup>th</sup>.

6.4.7. Emma and Felix Jack Park

- It was reported that at least 200 people attended the National Day for Truth and Reconciliation event.
- The commission unanimously agreed the planter may remain in the park for another year.

**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.
  - Kat Ferneyhough will attend this luncheon and bring info back to MIPRC.
  - Kat Ferneyhough will investigate MIALS grant opportunities with respect to the fitness track build.
- 7.5. Email from Walking Soccer organizer regarding cancellation of program and return of MIPRC recreational grant funding.
  - The grant was returned due to lack of interest.
- 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.

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- 7.9. Request from community organization requesting storage space in library basement. Reply sent advising policy is MIPRC does not store 3rd party property.
- 7.10. Emails to/from CRD Fleet Services regarding tractor repair.

**8. New Business**

A verbal proposal from an individual regarding dedicated facilities for youth was discussed and the individual will be invited to submit a more detailed proposal.

**9. Motion to Close the Meeting in accordance with Community Charter**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the meeting be closed in accordance with Community Charter Part 4, Division 3, Section 91(e) and that recorder and staff attend.

**CARRIED**

**10. Rise and Report**

No report

**11. Meeting Adjournment**

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Burrows that the Mayne Island Parks and Recreation Commission meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:39 pm

Original signed by

November 9, 2023

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**Debra Bell, Chair**

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

Original signed by

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**Lauren Edwards, Recorder**