



Agenda for a meeting of the Mayne Island Parks and Recreation Commission Library, 411 Naylor Road, Mayne Island on November 9, 2023 at 3 pm.

Call to Order

- 1. Territorial Acknowledgement** - Peter
- 2. Approval of Agenda**
- 3. Adoption of Minutes of October 12, 2023**
- 4. Chair's Remarks**
- 5. Presentations** - Commissioner application
- 6. Reports**
 - 6.1. Treasurer's Report
 - 6.1.1. Treasurer's Report for the period October 1 - 31, 2023 (report attached)
 - 6.1.2. Motion re: invoice; estimates and invoices
 - 6.1.3. E- transfer update
 - 6.1.4. Grant opportunities
 - 6.2. Administration
 - 6.2.1. Follow up Action Report (not covered elsewhere)
 - 6.2.2. Health and Safety concerns
 - a) See 6.4.2(a)
 - 6.2.3. Commissioner reappointments - Motions
 - 6.2.4. Events (report attached)
 - a) Bonfire poll
 - 6.2.5. Set date for December dinner
 - 6.2.6. First Nations meeting November 24, 2023 on Pender Island
 - 6.2.7. Monitoring local information affecting MIPRC - Jacquie
 - 6.3. Committees
 - 6.3.1. Fitness Track (report attached)
 - a) Concrete contractor - Motion
 - 6.3.2. Technology (report attached)
 - a) Danger tree assessment system updated - Kestutis
 - 6.3.3. Land Acquisition
 - a) Update re: brickdock
 - b) Assessment of pocket parks and ecological value - Peter

**Mayne Island Parks and Recreation Commission
Agenda for November 9, 2023**

6.4. Parks

- 6.4.1. Miners Bay
 - a) Holiday lights
 - b) Monterey Cypress trees
 - c) Fence replacement
- 6.4.2. Dinner Bay – Kestutis
 - a) Maple tree near Lions shed
 - b) Deer removal
- 6.4.3. Cotton Park (report attached)
- 6.4.4. Japanese Memorial Garden (report attached)
 - a) Sign on tractor shed
- 6.4.5. Trail Network Development/Henderson
 - a) Kippen trees
 - b) Trails acceptable to walk bicycles
- 6.4.6. Village Bay (report attached)

7. Correspondence/Meetings

- 7.1. Emails to/from CRD regarding fraud education and e-transfer system for Japanese Memorial Garden.
- 7.2. Thank you emails from recipient of MIPRC recreational funding grant.
- 7.3. Request for letter of support from Mayne Island Housing Society.
- 7.4. Receipt of executed lease agreement between CRD and Mayne Island Reading Centre Society.
- 7.5. Meeting with Emcon representative, Commissioners Kilpatrick and Bell at the Brickdock (Arbutus and Seaview) to review boundaries.
- 7.6. Offer of an undated sketch of the Cotton Residence from a local resident.
- 7.7. Invitation to First Nations Leadership Council meeting on Pender Island November 24, 2023.
- 7.8. Request for clarification from CRD regarding Bylaw 1510, s. 5 re: fires in parks.
- 7.9. Request to use Miners Bay Park for Honouring Lantern event in 2024.
- 7.10. Follow up letter from resident concerning Monterey Gold Crested Cypress trees at Miners Bay Park.
- 7.11. Report of deer carcass at Dinner Bay Park.
- 7.12. Letter of application to become a commissioner of MIPRC.

8. New Business

- 8.1. Request to use Miners Bay Park for Honouring Lantern event in 2024.

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

- 9.1. Commissioner application

10. Rise and Report

11. Meeting Adjournment



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

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

**Mayne Island Parks and Recreation Commission
Minutes for October 12, 2023**

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. 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

Mayne Island Parks and Recreation Commission
Minutes for October 12, 2023

- 6.2. E-transfer update
E-transfer is now available for Japanese Memorial Garden donations.
- 6.3. New Horizons for Seniors Program grant application
The application for \$25,000 was submitted and the decision will be made in February.

6.1. Administration

- 6.1.4. 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.
- 6.1.5. Health and Safety Concerns
No items
- 6.1.6. Commissioner Vacancy
Another ad will be put in the MayneLiner for next month.

Mayne Island Parks and Recreation Commission
Minutes for October 12, 2023

6.1.7. Events
A report was received with the agenda.

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

6.2. Committees

6.2.1. Fitness Track
No report.

6.2.2. Technology
A report was received with the agenda.

6.3. Parks

6.3.1. 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

6.3.2. 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.

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

6.3.4. 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.

**Mayne Island Parks and Recreation Commission
Minutes for October 12, 2023**

6.3.5. 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.

6.3.6. Village Bay

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

6.3.7. 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.

**Mayne Island Parks and Recreation Commission
Minutes for October 12, 2023**

- 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

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION

Treasurer's Report October 31, 2023

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Janitorial Plumbing	CRD charges	Contingency Other	Cost recovery	
Opening Budget 2023	11,000	6,000	5,000	2,000	3,000	7,000	26,000	10,000	23,012		\$93,012
Grant-in-Lieu									73		73
Grant - Provincial									175		175
Interest income									370		370
Jan to Sept 2023 expenses	-5,375	-2,415	-2,452	0	-308	-1,785	-15,492	-9,873	-2,310	0	-40,010
Opening Balance	5,625	3,585	2,548	2,000	2,692	5,215	10,508	127	21,320	0	\$53,620
October Expenses											
Janitorial Sept plus mileage							1,724				
Janitorial, WCB							32				
Water monitoring	175	175									
Hydro Aug 11-Oct 11	73		18								
Recording secretary, Sept									173		
Recording secretary, WCB									4		
Arborist	100	1,375	250								
Supplies	78	40								38	
CRD O/H								313			
CRD labour								144			
CRD vehicles								72			
Total	426	1,590	268	0	0	0	1,756	529	215	0	4,784
Remaining budget October 31, 2023	5,199	1,995	2,280	2,000	2,692	5,215	8,752	-402	21,105	0	\$48,836

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

(B) Donated Funds

Japanese Memorial Garden

Opening Balance October 1, 2023	16,707
Add: CRD Interest income	172
Less: CRD Overhead allocation	-95
Hydro Aug 11-Oct 11	-115
Supplies, lumber (5)	-101
Closing balance October 31, 2023	<u>16,568</u>

Adachi Rental

Opening Balance October 1, 2023	1,284
Add: CRD Interest income	7
Closing balance October 31, 2023	<u>1,291</u>

Putting green

Opening Balance October 1, 2023	180
Closing balance October 31, 2023	<u>180</u>

Total Donated Funds October 31, 2023

18,039

(C) Recreation Funds

Opening Balance October 1, 2023	11,098
Add: CRD Interest income	111
Recreation grant returned	1,000
Less: CRD Overhead allocation	-203
WCB Bar tending	-3
Closing balance October 31, 2023	<u>12,006</u>

(D) Capital Funds (Unallocated)

Opening Balance October 1, 2023	92,812
Add: CRD Interest income	1,055
Less: Transfer to Japanese Memorial Gardens Christmas Lights	-12,000
Closing balance October 31, 2023	<u>81,867</u>

(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	35,000
Less: Supplies for Pad #1	-992
CX.109.2017.88 Miners Bay holiday lights	34,008
CX.109.2018.66 Recycling/garbage centre Dinner Bay	253
CX.109.2019.65 Village Bay boat ramp	1,182
Less: improvements	10,000
	-7,776
CX.109.2021.65 Japanese Memorial Gardens Christmas Lights	12,000
Less: Purchase of Christmas Lights and receptacles	-10,306

Total Allocated Projects October 31, 2023

51,393



Events Report

06 November, 2023

1. There are no events booked for November/December as of this date.
2. We are booking weddings now for summer of 2024.
3. Dates for the Japanese Memorial Garden Holiday light-up have been set as:
 - a. Sorting and organizing to start on Dec 4th with installation of the lights on Dec 5th.
 - b. Lighting connections will happen until December 14th with the lights testing and tweaking happening at 5:30 on the 14th.
 - c. Honour a life is scheduled in the JMG for December 15th
 - d. Official opening night is December 16th.
 - e. Closing night is Monday Jan 1st, 2024.



Dinner Bay Seniors Fitness Circuit

06 November, 2023

1. Materials for the form work as related to the construction of the Fitness Pad #1 have been ordered and are ready to be shipped when the contractor requires them.
2. Due to timing issues an in-house concrete crew was not available. The site preparation and the concrete pour should be done at or near the same time. The Finance Committee recommended proceeding now if possible, rather than deferring the project until the spring. The site preparation contractor has agreed to manage the concrete pour. The project is still weather dependent but hopefully to be completed in November. The following Motion will be presented:
MOVED that MIPRC approve the estimate by MayneStream Solutions Inc. dated October 31, 2023 to purchase the concrete and provide the labour required for Fitness Pad #1 in the amount of \$9,726.01 plus GST. Details to be set out in a separate Purchase Order.
The cost of the concrete which had already been budgeted for is estimated to be approximately \$7,000.



Technology Committee

06 November, 2023

1. Nothing to report.



Fred and Bette Cotton Park Report

05 November, 2023

- Orca and Seal Point Trails patrolled and groomed. Sometime between Hallowe'en and November 4, 2023 the log rounds at either end of the closed section of the Seal Point Trail section disappeared. A Hallowe'en trick? Will discuss the situation further with the Trail Network Development Committee.
- Third water tank refilled.
- Irrigation lines and pump will be winterized after refresher course from Commissioner Kilpatrick.
- Lawns mowed November 5, 2023 by volunteer Gwilliam.
- No Camping sign found by Matt Bolla in the bush. Pier block still missing. Log placed to deter use of steep path down to driveway. Stairs have not been taken after ad on social media, so will be disassembled and wood stored for future use.
- Fall cleanup ongoing – details in log book in garden shed. Thank you to Fay R. for regular assistance.

Debra Bell



Japanese Memorial Garden

6 November, 2023

1. Maintenance work has been completed for the season on the tool shed and the electrical shed. Painting will be completed in the spring after everything dries out again. Eavestroughs have been temporarily reinstalled for the winter and will be permanently installed after the rotting fascia has been repaired.
2. Signage has been installed to inform visitors of the new system for e-transfer donations. A more permanent installation will be coming soon as volunteers complete the work on the sign frames.
3. The graphics for the proposed Dinner Bay Park shed sign were modified and submitted to the manufacturer for production.
4. Dates for the Holiday light-up have been set as:
 - a. Set-up to occur starting on Dec 4th with installation of the lights on Dec 5th.
 - b. Lighting connections will happen until December 14th with the lights testing and tweaking happening at 5:30 on the 14th.
 - c. Honour a life is scheduled in the JMG for December 15th
 - d. Official opening night is December 16th.
 - e. Closing night is Monday Jan 1st, 2024.
5. Happy to report that with the recent rains the water levels in the pond are starting to rise again and that both waterfalls have been turned on again.



Village Bay Boat Ramp

06 November, 2023

1. The contractor who reinforced the boat ramp recommended adding concrete to keep the rocks from moving.
2. Two Association of Mayne Island Boaters have inspected the 'causeway' portion of the ramp and are suggesting that as a long-term project, the 'causeway' is improved in sections with reinforced concrete of a sufficient depth so as not to break up and become rubble.
3. They will discuss this at their upcoming meeting and report back. There is no urgency as their view is the 'causeway' does not require immediate attention.
4. The suggestion of adding extra concrete to the order for the Fitness Pad and using it to bolster the boat ramp is not recommended.
