



Agenda for a meeting of the Mayne Island Parks and Recreation Commission

Location: Mayne Island Library, 411 Naylor Road, Mayne Island

Date/Time: December 14, 2023 at 3 pm.

Call to order

1. Territorial Acknowledgement - Jacquie

2. Approval of Agenda

3. Adoption of Minutes of November 9, 2023

4. Chair's Remarks

5. Presentation

6. Reports

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period November 1 – 30, 2023 (report attached)

6.1.2. Finance and local matters affecting MIPRC (report attached)

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

6.2.2. Health and Safety Concerns

6.2.3. Commissioner elections January 2024

6.2.4. Events (report attached)

6.2.5. Meeting with WSÁNEĆ Leadership Council November 24, 2023 – Veronica

6.2.6. Update Supplement to the Commissioner Handbook for 2024

6.3. Committees

6.3.1. Fitness Track (report attached)

6.3.2. Technology (report attached)

6.3.3. Sanitation

a) Storage of products from Food Bank Society

6.3.4. Land Acquisition

a) Assessment of Sandy Hook Park and ecological value – Peter

Mayne Island Parks and Recreation Commission
Agenda for: December 14, 2023

6.4. Parks

- 6.4.1. Miners Bay - Adrian
 - a) Basement waterpipe leak
 - b) Holiday lights
 - c) Monterey Cypress Trees and Motion
 - d) Fence replacement
- 6.4.2. Dinner Bay – Kestutis
 - a) Horseshoe pit
- 6.4.3. Japanese Memorial Garden (report attached)
 - a) Funding and donations update
- 6.4.4. Trail Network Development/Henderson - Peter
 - a) Trails acceptable to walk bicycles
 - b) Danger Tree Team assessment of priorities

7. Correspondence/Meetings

- 7.1. Emails to/from CRD and organizer regarding Honouring Lantern event.
- 7.2. Attendance at meeting with WSÁNEĆ Leadership Council on Pender Island, November 24, 2023.
- 7.3. Follow up email from resident concerning Monterey Gold Crested Cypress trees at Miners Bay Park.
- 7.4. Letter of application to become a commissioner of MIPRC.
- 7.5. Emails from/to Todd Shannon, CRD regarding signage at Mt. Parke and Kim Rd. entrance.
- 7.6. Emails to/from CRD, Risk and Insurance regarding water leak in library basement.

8. New Business

9. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90

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 November 9, 2023 at 3:00 pm.

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

Absent: 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 meeting was held on the traditional territory of the Coast Salish people.

2. Approval of Agenda

Move: Commissioner Appointments from 6.2.3 to Closed Meeting item 9.

Add: 6.2.8 Request from Mayne Island Foodbank to store menstrual products at Dinner Bay janitor's room or library basement.

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

3. Adoption of Minutes of October 12, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin that the minutes of October 12, 2023 be approved as presented.
CARRIED

4. Chair's Remarks

Chair Bell reported on her attendance at the opening of the ethnobotany garden. Flags in the parks will be lowered to half-mast on Remembrance Day.

5. Presentations

There was no presentation made.

6. Reports

Mayne Island Parks and Recreation Commission
Minutes for November 9, 2023

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period October 1 - 31, 2023

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Askin that the Treasurer's Report for the period October 1 to 31, 2023 be approved as presented.

CARRIED

It was reported that the janitorial expense was for October.

6.1.2. Finance Report (Motion re: invoice; estimates and invoices)

- There was nothing to report from the minutes of the Community Centre and Islands Trust except that a community information meeting regarding the Oceanwood property development is scheduled for November 24th.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper that the invoice from Good as Wood for trimming of the Christmas tree in the amount of \$1375 be approved.

CARRIED

Arborists will be advised that MIPRC requires firm quotes and any costs greater than the quote must be discussed and approved by MIPRC prior to invoicing.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the purchase of Christmas lights and receptacles in the amount of \$10,306 for the Japanese Memorial Garden.

CARRIED

6.1.3. E- transfer update

E-transfer is working.

6.1.4. Grant opportunities

To be investigated.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- a) Williams Road sign: A "Slow down – kids playing" sign will be purchased and placed for visibility.
- b) Commissioner vacancy: An advertisement will not be placed in the *MayneLiner* for December, however, a post will be made on Facebook.
- c) Communicating to MIPRC: Information will be added to the *MayneLiner* article to help guide the public about communicating their ideas and suggestions to the Commission.

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- d) Brick dock / road allowance: A site meeting and discussion was reported with indication being that the licence of occupation property lines do not include the end portion of the land adjacent to the water and it is surmised that it is likely owned by the Ministry of Forests.
- e) Sanitation: The janitor reported some minor issues at Anson Road and other restroom sites.
- f) Split rail fence, Village Bay Rd: Arrangements are being made for a site visit to choose rocks to replace the fence.
- g) GPS work with Conservancy: Commissioner Askin will follow up.

6.2.2. Health and Safety concerns

- a) Playground inspection is being sought.

6.2.3. Commissioner reappointments – Motions

See item 9

6.2.4. Events

A report was received with the agenda.

The holiday bonfire poll closes December 1st, but it was reported that the overall trend is for a Christmas Eve bonfire.

6.2.5. Set date for December dinner

It agreed that the dinner be scheduled for December 14th after the meeting.

6.2.6. First Nations meeting November 24, 2023 on Pender Island

Commissioners Bell, Euper and possibly Burrows will attend.

6.2.7. Monitoring local information affecting MIPRC

See item 6.1.2

6.2.8. The Food Bank request for storage space

Box dimensions will be confirmed and the Commission agreed to allow some limited storage space.

6.3. Committees

6.3.1. Fitness Track

A report was received with the agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission 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.

CARRIED

Commissioner Bell will follow up for timeline.

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6.3.2. Technology

A report was received with the agenda.

The Danger tree assessment data has been entered into the software program and data from work completed last spring will be entered by the next meeting.

6.3.3. Land Acquisition

See 6.2.1

6.4. Parks

6.4.1. Miners Bay

- a) Holiday lights: progress is being made
- b) Monterey Cypress trees: Discussion occurred regarding tree pruning and previous attention that this item had received in December 2020.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that the Monterey Gold Crest Cypress trees outside the library be regularly maintained as recommended by a professional arborist for the health of the trees and accessibility as determined by Mayne Island Parks and Recreation Commission.

CARRIED

OPPOSED: Commissioner Kilpatrick

6.4.2. Dinner Bay

It was reported that:

- A “Donation by e-transfer” sign was put up on the Japanese Garden fence.
- The broken bench has been fixed.
- The large pile of branches have been burned.
- The Adachi Pavilion kitchen work is complete; the eaves troughs are done; and new wiring will be done by spring.
- The climbing net for repair on the playground equipment is being sourced.
- Tree replanting and feeding will not be done.
- The horseshoe pit will be finished by December.
- The mower was tested and works fine.
- Advice for the maple tree near the Lions shed was to reduce the crown. It was agreed that annual tree thinning and cleaning will be done and the canopy will need to be controlled for the area from the horseshoe pit to the Japanese gate and along the Ed Williams Trail to the tee boxes.
- A dead deer was removed.

6.4.3. Cotton Park

A report was received with the agenda.

- The log rounds closing part of the Seal Point Trail were removed by unknown persons.

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- Commissioners Askin and Wright will assess the pathway.

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

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the new signage for the Japanese Memorial Garden to be installed on the tractor shed at Dinner Bay Park be accepted as designed and presented and that the \$773.92 for the cost of the signage be approved.

CARRIED

6.4.5. Trail Network Development/Henderson
A report was received for information and is attached.
a) Kippen trees: Discussion occurred regarding tree removal and it was agreed that CRD will be contacted for communication as necessary.
b) Trails acceptable to walk bicycles: This item will be brought forward to the December meeting.

6.4.6. Village Bay
A report was received with the agenda.

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.

The request was discussed and Chair Bell will reply to the letter writer that MIPRC will not respond as an organization, however, commissioners may respond as individuals to the request.

- 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 Brick dock (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.

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- 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

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the honouring lantern event in 2024 be approved subject to meeting the terms and conditions to be determined by the Mayne Island Parks and Recreation Commission and the Capital Regional District.

CARRIED

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

CARRIED

10. Rise and Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Veronica Euper be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Adrian Wright be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

CARRIED

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Debra Bell be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

CARRIED

11. Meeting Adjournment

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

The meeting adjourned at 5:26 p.m.

Debra Bell, Chair

DATE

Lauren Edwards, Recorder



Trail Network Development Report

Received a report from Brock John on the Kadonaga BA Trail and all is in good order.

Received a report from Fay Roth on the Neil Road Seaview and all is in good order.

The Ed Williams Trail Part II was raked & groomed on 11/06

Trail Guardian Eleanor Cocker has agreed to add Part II to her portfolio along with Part I.

The Sykes Road Beach was raked and groomed on 11/09.

The new "Danger" sign for the old (decommissioned) Ed Williams Trail was installed.

Pending: Spreading wood chips on the Ed Williams Trail Part II.
Further placement of rocks on the Ed Williams Trail Part I.

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report November 30, 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									538		538
Jan to Oct 2023 expenses	-5,801	-4,005	-2,720	0	-308	-1,785	-17,248	-10,402	-2,525	0	-44,794
Opening Balance	5,199	1,995	2,280	2,000	2,692	5,215	8,752	-402	21,273	0	\$49,004
November Expenses											
Janitorial, Nov plus mileage							1,318				
Janitorial, WCB							44				
Water monitoring, Nov	175	175									
Water services - Repair leak, courier	17	127									
Recording secretary, Oct									190		
Recording secretary, WCB									5		
Supplies, postage, ads, signage		149	100			269			97		
CRD O/H								313			
Total	192	451	100	0	0	269	1,362	313	292	0	2,979
Remaining budget November 30, 2023	5,007	1,544	2,180	2,000	2,692	4,946	7,390	-715	20,981	0	\$46,025

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

(B) Donated Funds

Japanese Memorial Garden

Opening Balance November 1, 2023	16,568
Add: CRD Interest income	89
Donations	1,482
Less: CRD Overhead allocation	-95
Signage (3)	-793
Supplies, lumber (3)	-288
Closing balance November 30, 2023	<u>16,963</u>

Adachi Rental

Opening Balance November 1, 2023	1,291
Add: CRD Interest income	4
Closing balance November 30, 2023	<u>1,295</u>

Putting green

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

Total Donated Funds November 30, 2023 **18,438**

(C) Recreation Funds

Opening Balance November 1, 2023	12,006
Add:CRD Interest income	56
Less: CRD Overhead allocation	-203
Closing balance November 30, 2023	<u>11,859</u>

(D) Capital Funds (Unallocated)

Opening Balance November 1, 2023	81,867
Add: CRD Interest income	482
Closing balance November 30, 2023	<u>82,349</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
Less: Fitness pad #1 preparation and concrete	-6,409
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)	453
Less: Fitness pad #1 preparation	-453
CX.109.2012.81 Dinner Bay Septic	3,839
CX.109.2015.88 Miners Bay washrooms	528
CX.109.2016.66 Fitness Circuit	34,008
Less: Fitness Pad #1 concrete work	-8,614
Gravel/supplies	-2,206
CX.109.2017.88 Miners Bay holiday lights	23,188
CX.109.2018.66 Recycling/garbage centre Dinner Bay	253
CX.109.2019.65 Village Bay boat ramp	1,182
Less: Cultural monitoring	2,224
CX.109.2021.65 Japanese Memorial Garden Lighting Upgrade	-1,379
Less: Posts for lights/receptacles	845
	1,694
	-1,252
Total Allocated Projects November 30, 2023	<u>33,711</u>



FINANCE - LOCAL INFORMATION

11 December, 2023

1. E-transfer system update – received e-transfer of \$1,000, waiting to hear if this goes through – received response from CRD December 11.
2. Blanket insurance for park events – email sent to new CRD insurance manager Jeffrey Milne – on their agenda but will take some time. Carry forward to March 2024.
3. Grant opportunities – reviewed and none noted.
4. Motion passed to limit the amount by which the actual amount of an invoice cannot be greater than the estimate – arborists were advised of policy by email.
5. Grant opportunities – reviewed and none noted.
6. SGI sustainable funding – reviewed website but did not note anything which would apply to us. I reached out to Grant in Aid program but MIPRC is not eligible as we are funded by tax dollars.

7. Reviewed minutes for the MICCS and the Islands Trust – verbal report for Oceanwood presentation on Nov 24 and MICCS AGM on Dec 3.
8. Traffic sign- waiting for quote.
9. Volunteer form sent to a neighbour who offered to help in parks when he is here – received and sent to CRD.

Jacquie Burrows



Events Report

10 December, 2023

1. There are no events booked for the Adachi in December/January as of this date.
2. The Community Bonfire will be held 24th December @ 5:30pm
3. Dates for the Japanese Memorial Garden Holiday light-up have been set as:
 - a. Honour a life is scheduled in the JMG for December 15th from 4-6pm
 - b. Official opening night is December 16th. 5-7pm
 - c. Closing night is Monday Jan 1st, 2024.
4. Easter is fast approaching.



Dinner Bay Seniors Fitness Circuit

10 December, 2023

1. The concrete pad for Pad #1 has been completed.
2. The excavation and concrete placement went very smoothly. The contractor did an excellent job on time and on budget. Commissioners Kilpatrick, Wright and Bell backfilled with final levelling and seeding to take place early spring.
3. As discussed at the last meeting there would be a final review of the equipment to be installed. Selection of the equipment is also dependent upon budget constraints and will need to be phased in.



Technology Committee

10 December, 2023

1. Nothing to report.



Japanese Memorial Garden

10 December, 2023

1. The components for the JMG sign to be placed on the tractor shed in Dinner Bay Park have been received. Volunteers will paint and assemble the components and erect the sign when time and weather allow.
2. Holiday Light-up
 - a. The new lights were installed and tested by a crew of 27 volunteers on December 5th. Installation of floodlights and specialty items will continue until Dec 13th.
 - b. Lights testing and tweaking is scheduled for 5pm on Dec 13th.
 - c. Honour a life is scheduled in the JMG for December 15th
 - d. Official opening night is December 16th. 5-7pm
 - e. Closing night is Monday Jan 1st, 2024.
