



## Minutes 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.**

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**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

**Guest:** David Moss

The meeting was called to order at 3:01 pm

### 1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional territory of the Coast Salish peoples for which we thank them for their stewardship of these beautiful islands.

### 2. Approval of Agenda

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the agenda be approved as presented.

**CARRIED**

### 3. Adoption of Minutes of November 9, 2023

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin, that the minutes of November 9, 2023 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

Chair Bell announced that Commissioner Askin will retire after 22 years of service for the Mayne Island Parks and Recreation Commission. He was thanked and acknowledged for all that he has done for the community.

Commissioner Askin made positive remarks on his 22 years of service which he stated passed quickly and that he had made wonderful friends and enjoyed the camaraderie. He stated that he will be available to lend advice or mentorship. Tumultuous applause followed his comments.

Commissioner Wright arrived at 3:08 p.m.

## **5. Presentation**

Chair Bell welcomed David Moss who has applied to become a parks commissioner. David Moss provided some history of his interest, education and experience working in and enjoying natural environments.

## **6. Reports**

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

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

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

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the capital projects, Garbage/Recycling and Village Bay Boat Ramp be closed as they are complete and the balances transferred to General Capital.

**CARRIED**

#### **6.1.2. Finance and local matters affecting MIPRC**

A report was received with the agenda.

- It was reported that the Oceanwood property owners and designers open house presentation provided an information display, answered audience questions and uploaded a survey on Facebook.
- It was reported that there was no information relevant to MIPRC at the Mayne Island Community Centre Society AGM.
- The graphic for the Williams Road sign was sent to Alea for a quote. It was determined that the sign will not be posted on highway property.
- It was reported that E-transfers must be under \$1,000.
- The issue regarding blanket insurance will be reported on in February or March.
- There is a new volunteer for Dinner Bay Park.

### **6.2. Administration**

#### **6.2.1. Follow up Action Report (not covered elsewhere)**

It was reported that:

- A commissioner vacancy will be posted on Facebook.

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- The majority of islanders responded in favour of the holiday bonfire on December 24<sup>th</sup>. CRD will again be informed of the event for this year.
- The Honouring Lantern event application was approved with conditions.
- An email was sent to CRD regarding playground inspections.
- GPS Work with the Conservancy regarding boundary marking in the Plumper Pass area will be followed up on.
- Information regarding signage for Mount Parke will be sent to Commissioner Euper for input.
- A photograph will be taken of the trees cut at Kippen Road beach access and communication will be sent to the Ministry of Transportation and Infrastructure.
- A biologist will contact Commissioner Bell to discuss the cost of a marine impact assessment for the Village Bay boat ramp.

6.2.2. Health and Safety Concerns

- It was reported that a tree branch from the pocket park at Club & Caddy Road fell on a resident's skylight and that there were no further issues noted.
- Trees in Dinner Bay Park appear to have a lot of falling debris which may require an assessment be done before the spring.

6.2.3. Commissioner elections January 2024

Commissioners interested in the positions of Chair, Vice-chair and Treasurer were asked to let Chair Bell know before January.

6.2.4. Events

A report was received with the agenda.

It was reported that 27 volunteers installed the new holiday lights.

6.2.5. Meeting with WSÁNEĆ Leadership Council November 24, 2023

Commissioner Euper reported that there were some interesting First Nation presentations and that there appears to be interest by the First Nations group in having a greater role with Parks.

6.2.6. Update Supplement to the Commissioner Handbook for 2024

Commissioners were asked to communicate with Chair Bell concerning any changes they would like to make to their roles within the parks.

6.3. Committees

6.3.1. Fitness Track

A report was received with the agenda.

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- It was reported that the concrete pad is ready and the equipment can now be installed.
- Discussion occurred regarding amending the placement of the equipment for budgetary and maintenance reasons.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission spend the balance available in the Fitness Circuit Project account on the equipment as set out on the diagram of Fitness Station pad #2 dated October 10, 2022.

**CARRIED**

6.3.2. Technology

There was no information in the report received with the agenda.

6.3.3. Sanitation

- An email was sent indicating that MIPRC held no responsibility for the products the Food Bank Society wishes to store in the library basement and at Dinner Bay Park.

6.3.4. Land Acquisition

- Rob Underhill will be contacted before the next meeting regarding GPS work and an assessment of Sandy Hook Park for ecological value.

6.4. Parks

6.4.1. Miners Bay

- Commissioners Wright and Kilpatrick were thanked for the work they performed in cleaning up from the library basement flood. The heat should stay set to 10 degrees to avoid condensation.
- The Monterey Cypress Trees were discussed.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Mayne Island Parks and Recreation Commission approve the estimate from Dr. Daylight Contracting in the amount of \$550 plus GST to prune the cypress trees.

**CARRIED**

**Opposed:** Commissioner Askin  
Commissioner Kilpatrick

- Fence replacement  
It was reported that rocks have been chosen to replace the split rail fence along Village Bay Road. Waiting to hear from the supplier as to timing of delivery.

6.4.2. Dinner Bay

- A replacement climbing net for the playground equipment is not available and repair options will be investigated.
- The remains of the big maple that was felled have been cleared up.
- Materials for the horseshoe pit are being assembled with some donated by Dr. Daylight.

6.4.3. Japanese Memorial Garden

A report was received with the agenda.

6.4.4. Trail Network Development/Henderson

- Commissioner Askin provided to Chair Bell his files containing information regarding maps, beach accesses, pocket parks and community parks. There is no map for Naylor Road beach access.
- Discussion occurred on acceptable trails for walking bicycles and it was decided that further discussion will occur via email for reporting at the next meeting.
- Danger Tree Team assessment of priorities
  - Discussion occurred regarding the assessment database and it was decided that the information will be updated and a pdf print out will be provided to help identify priorities.
  - With regards to the Wilks Road double lot, it was reported that a License of Occupation is in place, the area has been surveyed and this would be a good project for the new Trail Network Development Committee.

**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**

There was no new business.

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

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright 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**

None

**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 5:10 pm.

Original signed by

January 11, 2024

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**Debra Bell, Chair**

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

Original signed by

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**Lauren Edwards, Recorder**