



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

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

**Date/Time: January 11, 2024**

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Call to order

**1. Territorial Acknowledgement - Adrian**

**2. Approval of Agenda**

**3. Election of Officers**

**4. Adoption of Minutes of December 14, 2023**

**5. Chair's Remarks**

**6. Reports**

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period December 1 – 31, 2023 (report attached)

6.1.2. Finance Report (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. Events (report attached)

a) Retirement luncheon

b) MIALS/LIONS event

6.2.4. Update Supplement to the Commissioner Handbook for 2024

a) Commissioner responsibilities

6.3. Committees

6.3.1. Fitness Track (report attached)

6.3.2. Technology (report attached)

**Mayne Island Parks and Recreation Commission**  
**Agenda for: January 11, 2024**

6.4. Parks

6.4.1. Miners Bay - Adrian

6.4.2. Dinner Bay - Kestutis

6.4.3. Cotton Park (report attached)

6.4.4. Japanese Memorial Garden (report attached)

6.4.5. Trail Network Development – Adrian

- a) Trails acceptable to walk bicycles
- b) Danger Tree Team assessment of priorities

**7. Correspondence/Meetings**

- 7.1. Email from organizer of Honouring Lantern event postponing until November 2024.
- 7.2. Email from CRD advising update to Commissioner Handbook and Orientation session coming soon.
- 7.3. Email to CRD Risk & Insurance regarding volunteer list and summary for ADD&D insurance.
- 7.4. Email from CRD Legislative Services confirming reappointments of Commissioners Euper, Wright and Bell.
- 7.5. Emails to/from Caurinus Environmental regarding boat ramps and provincial requirements for tenure renewal.

**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**

**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 Mayne Island Parks. 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.

He highlighted the following: his deep love of nature; his choice to move to the Gulf Islands; his achievement of a Bachelor of Arts degree in outdoor recreation; his history managing recreational and therapeutic programs focussed on physical activity; his interest in mountain climbing; and his past profession as a pilot and as a federal aviation safety inspector. He also stated that he has volunteered with the Mayne Island Assisted Living Society.

## 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 Recycling Account and the Village Bay Boat Ramp Account balances be transferred to unallocated accounts.

**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 Community Centre AGM.
- The graphic for the playground 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.
- A volunteer for Dinner Bay Park has submitted his form and will be informed on the tasks related to the 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.
- 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 given that a formal management plan is in place with no reference to the co-management agreement of Mary Jeffrey Community Park.
- A photograph will be taken of the trees cut at Kippen Road area park and communication will be sent to the Ministry of Transportation and Infrastructure.
- A biologist will contact Commissioner Bell to discuss the cost of having an impact assessment done 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 for 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 Christmas 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.

- 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 expend the balance available in the Fitness Circuit Project account on the equipment as set out on 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.

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

a) Fence replacement

It was reported that rocks have been transported to replace the split rail fence along Village Bay Road.

**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 has been cleared up.
- Materials for the horseshoe pit are available through 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.
- a) 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 there is little left to do on this item for the new Trail Network 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.

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

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 TIME

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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 December 31, 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
Grant - Provincial									175		175
Interest income									538		538
Jan to Nov 2023 expenses	-5,993	-4,456	-2,820	0	-308	-2,054	-18,610	-10,715	-2,817	0	-47,773
Opening Balance	5,007	1,544	2,180	2,000	2,692	4,946	7,390	-715	20,981	0	\$46,025
<b>December Expenses</b>											
Janitorial, Dec plus mileage							807				
Janitorial, WCB							16				
Water monitoring, Dec	175	175									
Recording secretary, Nov									161		
Recording secretary, WCB									3		
Supplies, ads, signage	100	68	47								
Holiday lights supplies		335									
CRD O/H								313			
CRD O/H Transfer from JMG								260			
<b>Total</b>	<b>275</b>	<b>578</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>823</b>	<b>573</b>	<b>164</b>	<b>0</b>	<b>2,460</b>
<b>Remaining budget December 31, 2023</b>	<b>4,732</b>	<b>966</b>	<b>2,133</b>	<b>2,000</b>	<b>2,692</b>	<b>4,946</b>	<b>6,567</b>	<b>-1,288</b>	<b>20,817</b>	<b>0</b>	<b>\$43,565</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance December 1, 2023	16,963
Add: CRD Interest income (est)	90
Donations	7,225
Transfer of CRD overhead charges to operating account (net of interest)	260
Less: CRD Overhead allocation	-95
Ad in Mayneliner	-282
Christmas lights lunch	-105
<b>Closing balance December 31, 2023</b>	<b>24,056</b>

**Adachi Rental**

Opening Balance December 1, 2023	1,295
Add: CRD Interest income (est)	4
<b>Closing balance December 31, 2023</b>	<b>1,299</b>

**Putting green**

Opening Balance December 1, 2023	180
<b>Closing balance December 31, 2023</b>	<b>180</b>

**Total Donated Funds December 31, 2023** **25,535**

**(C) Recreation Funds**

Opening Balance December 1, 2023	11,859
Add: CRD Interest income (est)	50
Less: CRD Overhead allocation	-203
Commissioner's year end meeting	-355
<b>Closing balance December 31, 2023</b>	<b>11,351</b>

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

Opening Balance December 1, 2023	82,349
Add: CRD Interest income (est)	500
Closing balance from Village Bay boat ramp capital project	845
Closing balance from recycling/garbage Dinner Bay capital project	1,182
<b>Closing balance December 31, 2023</b>	<b>84,876</b>

**(D) Capital Funds (Allocated) - Projects**

CX.109.2008.66 Cotton Park Monument	4,061
CX.109.2009.66 Water System Upgrade	660
CX.109.2012.81 Dinner Bay Septic	3,839
CX.109.2015.88 Miners Bay washrooms	528
CX.109.2016.66 Fitness Circuit	23,188
CX.109.2017.88 Miners Bay holiday lights	253
Less: holiday lights supplies	-253
CX.109.2018.66 Recycling/garbage centre Dinner Bay	1,182
Less: transfer to Capital funds (unallocated)	-1,182
CX.109.2019.65 Village Bay boat ramp	845
Less: transfer to Capital funds (unallocated)	-845
CX.109.2021.65 Japanese Memorial Garden Lighting Upgrade	442
Add: etransfer donations Dec 16-31 2023	1,885
Less: Christmas lights and supplies	-527
<b>Total Allocated Projects December 31, 2023</b>	<b>34,076</b>



Finance committee report for Jan 11 2024 meeting

1. Quote obtained for speed sign at DBP \$126 plus approx. \$34 design labour
2. Discuss BC Hydro regreening grant application due Jan 31, 2024.



## Events Report

07 January, 2024

1. There are no events booked for the Adachi in January/February as of this date.
2. The Community Bonfire was held on the 24<sup>th</sup> December and was a roaring success. 200-300 people attended over the course of the evening. Huge thanks to the fire crew lead by Bill Jamieson and the Chamber of Commerce for the hot drinks and sweets.
3. The new lights on the “big tree” in Miners Bay were a great success. We received many compliments on the colours and intensity of the light. A common compliment was on the “new” star.
4. Easter is fast approaching.

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## **Dinner Bay Seniors Fitness Circuit**

08 January, 2024

1. Updated quotes including shipping are being obtained for the three pieces of equipment for pad #1. Details to be discussed at meeting January 11, 2024.
2. Once the equipment order is finalized, recommend that the Lions consider whether they would like to be recognized on a particular piece of equipment given their financial support of the project.
3. The BC Hydro Regreening Project grant would be a good fit for the landscaping around the fitness pad. The grant covers trees and shrubbery to a maximum of \$7,500. Landscaping could include choisia's between the fitness pad and the washroom building to provide some separation but they would also act as erosion control for the slope. Other enhancements could include ornamental trees around the building and upgrading of the rockery.
4. The New Horizons for Seniors Program announces their funding decisions around the end of February 2024. This will impact whether to proceed with the next pad and equipment.

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## Technology Committee

07 January, 2024

1. The e-transfer system is working. However, it is turning out to be cumbersome and may need some tweaking after a sufficient period of use has passed.

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# Fred and Bette Cotton Park Report

08 January, 2024

- Orca and Seal Point Trails patrolled and groomed.
- New notice board for garden shed to be installed once cork received. Thank you to Gareth Gwilliam for donating materials and labour.
- Ongoing tidy up and maintenance.

Debra Bell

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## Japanese Memorial Garden

07 January, 2024

1. Holiday Light-up
  - a. The Light-up was a great success. The new lights were spectacular and the volunteers received nothing but compliments.
  - b. 1577 people visited the gardens during the 16 days that the light show was running.
  - c. 27 volunteers installed the lights over a 2 day period.
  - d. 32 volunteers acted as hosts over the course of the show.
  - e. The lights will be taken down on January 10<sup>th</sup>.
2. The first JMG tour of the year has been scheduled for May 5<sup>th</sup>.
3. Planning is underway for the biennial art show which this year is scheduled for August 4<sup>th</sup>. More to come on this in future reports.

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