



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

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

**Date/Time: March 14, 2024**

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Call to order

### **1. Territorial Acknowledgement**

### **2. Approval of Agenda**

### **3. Adoption of Minutes of February 8, 2024**

### **4. Chair's Remarks**

### **5. Presentations/Delegations**

- 5.1. Rob Underhill – Mayne Island Conservancy Society – Ongoing stewardship/opportunities and park assessments**

### **6. Reports**

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

- 6.1.1. Treasurer's Report for the period February 1 - 29, 2024 (report attached)
- 6.1.2. Finance Report and Motions (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) MIALS/LIONS event review
- 6.2.4. T-shirts
- 6.2.5. Monitoring local information affecting MIPRC

#### **6.3. Committees**

- 6.3.1. Fitness Track (report attached)
- 6.3.2. Technology (report attached)

**Mayne Island Parks and Recreation Commission**  
**Agenda for: March 14, 2024**

6.4. Parks

- 6.4.1. Miners Bay – Adrian
  - a) Library book drop/return box
  - b) Library address sign
  
- 6.4.2. Dinner Bay – Kestutis
  - a) Wood chip distribution and culverts
  
- 6.4.3. Cotton Park (report attached)
  
- 6.4.4. Japanese Memorial Garden (report attached)
  
- 6.4.5. Kippen Road and Don Herbert Park (report attached)
  
- 6.4.6. Trail Network Development – Adrian
  - a) Signage at Mt. Parke/meeting with CRD - update
  - b) Danger Tree Team reporting system - David

**7. Correspondence/Meetings**

- 7.1. Email communication with Employment and Social Development Canada regarding New Horizons for Seniors Program grant application.
- 7.2. Email correspondence with library personnel regarding address sign and book drop box.
- 7.3. Email communications with various parties regarding Easter festivities at Dinner Bay Park, March 31, 2024.
- 7.4. Emails to/from CRD regarding potential projects to present to WLC quarterly meeting.
- 7.5. Meeting with Tod Shannon, Regional Parks, CRD at Mt. Parke on March 14, 2024 to review information kiosk and signage.
- 7.6. Email from CRD regarding creation of online fillable forms for recreation grants.
- 7.7. Telephone call from the Legion regarding policy on lowering/raising of flags.
- 7.8. Survey request and survey from Service Canada regarding the application process for the New Horizons for Seniors Program.
- 7.9. Email from Risk and Insurance Department, CRD requesting volunteer statistics.
- 7.10. Telephone message from Mayne Island Collective regarding areas of common interest.

**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: February 8, 2024**

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**Present:** Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)  
Veronica Euper Adrian Wright  
Kestutis Banelis David Moss  
Lauren Edwards (Recorder)

**Absent:** Jacquie Burrows, (Treasurer)  
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 lands of the Coast Salish people and we thank them for the use of this land.

### 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 January 11, 2024

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the minutes of January 11, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

A well-attended party was held in honour of Commissioner Peter Askin who retired after 22 years of volunteer parks service. In honour of his long service and commitment to MIPRC, he was awarded with a commemorative plaque and the renaming of a trail in his name. The Commissioners were pleased that Director Paul Brent attended and spoke on behalf of CRD.

### 5. Reports

#### 5.1. Treasurer's Report

**Mayne Island Parks and Recreation Commission**

**Minutes for: February 8, 2024**

5.1.1. Treasurer's Report for the period January 1 - 31, 2024

A report was received with the agenda.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Moss, that the Treasurer's report for the period January 1 – 31, 2024 be approved as presented.

**CARRIED**

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

a) Fallow Deer Committee

It was reported that:

- There is no recent progress towards provincial funding.
- CRD involvement is necessary
- There have been fairly regular meetings with Adam Olsen, MLA.
- Elizabeth May, MP, was engaged in a discussion on this matter during her visit to Mayne Island.
- The provincial veterinarian had concerns regarding deer coughing and secreting from their nostrils. Commissioners will report if they see deer with symptoms.

b) Calendar Review

- Upcoming items are tractor insurance and Kippen Road beach access.
- The domain name was renewed.

c) Ecological Assessments of Pocket Parks (Sandy Hook, Wilks Rd., Charter Rd.)

- The MI Conservancy will be requested to assess the Charter Road pocket park.
- The Conservancy's report on Sandy Hook Park indicated diminishing ecological value over time.

d) Community Works Fund Grant

- As discussed with Electoral Area Director, Paul Brent, an email will be sent to him requesting a letter of support for MIPRC's application.
- It was discussed and agreed that the application will be amended to include infrastructure updates at Dinner Bay Park, namely, the fitness circuit pad #2 and the mini-golf area.

e) Miscellaneous Parks follow-up

- Miners Bay: The damaged turf, the tree lights and the power issues were discussed. It was agreed to bring these forward in the spring.

**Mayne Island Parks and Recreation Commission**

**Minutes for: February 8, 2024**

- Dinner Bay: Two playground inspection companies on Vancouver Island will be sent photos for advice and the school will be asked about their playground maintenance. The inspection course will be investigated.
- Village Bay: Commissioners Banelis, Wright and Moss participated in an orientation regarding the boundaries and trees at Village Bay Park.

f) Japanese Canadian Legacy Fund

- CRD approval is required for the proposed changes to the Adachi Pavilion pergola.
- The drawing will also be sent to Brian Dearden, Mayne Island Lions, for his information and response.

g) Miscellaneous Trail Follow-up

- An undeveloped beach access trail on the boundary of two lots on Wilks Road was discussed. It was decided that this item can be removed from the Follow-up Action Report at this time.
- An outreach meeting with trail guardians was stalled due to weather, however, some contacts have been made.

h) Miscellaneous Boat Ramp / Facilities Follow-up

It was reported that no reply to email communication with a marine biologist on Pender Island regarding boat ramp assessments has been received.

5.2.2. Health and Safety Concerns

There were no concerns raised.

5.2.3. Events

A report was received with the agenda.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the invoice for the retirement event on February 8, 2024 honouring Peter Askin for 22 years of volunteer service to the Commission in the amount of \$1008; and, present him with a cheque in the amount of \$200 in appreciation of length of volunteer service in accordance with a previous Motion regarding the recognition of retiring commissioners.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission, in recognition of Peter Askin's 22 years of volunteer service to the Commission, approve the renaming of the East Boundary Trail at Henderson Park, Mayne Island to the Peter Askin Trail.

**CARRIED**

## Mayne Island Parks and Recreation Commission

Minutes for: February 8, 2024

- The MIALS/LIONS fundraising event was discussed. Two volunteers will represent MIPRC.
- The Easter event was discussed and tasks were assigned.

### 5.2.4. Updated Supplement to the Commissioner Handbook for 2024

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission terminate the Light Fitness Pilot Project and create a permanent Light Fitness Policy for select parks.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright that the Supplement to the Commissioners Handbook for 2024 be approved as presented, subject to amendment from time to time.

**CARRIED**

### 5.2.5. T-shirts

New volunteer t-shirts will be sourced and an inventory will be done.

### 5.2.6. Oceanwood application to Islands Trust

- It was reported that the application had been reviewed.
- A document will be developed to capture MIPRC concerns for this or other such applications in future.

Commissioner Euper left the meeting at 4:30 pm.

## 5.3. Committees

### 5.3.1. Fitness Track

A report was received with the agenda.

Discussion occurred on the safety of using recycled tires for resurfacing the fitness equipment pad. The annual Kal Tire grant could be applied for next year if the product is found acceptable.

### 5.3.2. Technology

A report was received with the agenda.

No items reported.

## 5.4. Parks

### 5.4.1. Miners Bay

- Flood water has receded in the library basement. Monitoring the situation and further investigation is required.

## Mayne Island Parks and Recreation Commission

Minutes for: February 8, 2024

- Overnight camping in the parks was discussed and the situation will be monitored.
- Discussed the installation of an address sign for the library and MIPRCs agreement to the sign and its location will be communicated.

### 5.4.2. Dinner Bay

- The climbing net will be repaired.
- Playground assessments will be submitted.
- The horseshoe pit will be completed before the next meeting.
- An arborist inspection will be done when trees are in bud.

### 5.4.3. Cotton Park

A report was received with the agenda.

### 5.4.4. Japanese Memorial Garden

A report was received with the agenda.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the purchase of 93 strings of LED lights for the Japanese Memorial Garden in the amount of \$2,265.57 from Big Star Lights.

**CARRIED**

#### a) Adachi Pavilion proposal and discussion

- The proposed design was presented and the required seating was discussed.
- Commissioners Euper and Burrows will be contacted for their input.
- Commissioner Kilpatrick will discuss the proposed plan with the President of the Lions, Brian Dearden.

### 5.4.5. Kippen Road

A report was received with the agenda.

- The sinkhole has been filled in and it will be investigated in April when the staircase is lowered.

### 5.4.6. Trail Network Development

- Commissioners looked over the example of the sign for trails acceptable to walk bicycles and the order will be placed.
- Danger Tree Team reporting system will be commented on in March.

## 6. Correspondence/Meetings

- 6.1. Email invitation to participate in Southern Gulf Islands Community Justice Program Community Circle meeting on February 21, 2024: Belonging: How does it work here?
- 6.2. Attendance at CRD Commissioner Orientation session January 24, 2024.

**Mayne Island Parks and Recreation Commission**

**Minutes for: February 8, 2024**

- 6.3. Email follow-up to Caurinus Environmental regarding Aquatic Effects Assessment.
- 6.4. Emails to/from CRD regarding enforcement of no overnight camping.
- 6.5. Application submitted January 31, 2024 for BC Hydro Regreening Project grant.
- 6.6. Report received from Mayne Island Conservancy Society on Sandy Hook pocket park.
- 6.7. Email from CRD Information Management regarding progress on SharePoint system.

**7. New Business**

There was no new business.

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

N/A

**9. Rise and Report**

N/A

**10. Meeting Adjournment**

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Moss,  
that the Mayne Island Parks and Recreation Commission meeting be adjourned.  
**CARRIED**

The meeting adjourned at 5:46

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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 February, 2024**

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Miners Bay</b>	<b>Cotton Village</b>	<b>Henderson</b>	<b>Trails Other Parks</b>	<b>Janitorial Plumbing</b>	<b>CRD charges</b>	<b>Contingency Other</b>		
<b>Opening budget to come - 2024</b>										
Grant in lieu									68	68
Cost recovery		400								400
January expenses	-326	-668	-108	0	0	0	-806	-403	-679	-2,990
	-326	-268	-108	0	0	0	-806	-403	-611	-2,522
<b>February Expenses</b>										
Janitorial, Feb plus mileage						792				
Janitorial, WCB						14				
Water monitoring, Feb	175	175								
Water courier	5	6								
Water service call	40									
Recording secretary, Jan									150	
Recording secretary, WCB									4	
Supplies and signage	132	26	100			141				
Arborist		550								
Snow clearing		112								
Domain name renewal									50	
CRD O/H							339			
<b>Total</b>	352	869	100	0	0	141	806	339	204	2,811
<b>Net expenses to c/f March</b>	<b>678</b>	<b>1,137</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>141</b>	<b>1,612</b>	<b>742</b>	<b>815</b>	<b>5,333</b>

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**TREASURER'S REPORT February 1-29, 2024**

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance February 1, 2024	20,637
Add: Donation	30
Less: CRD Overhead allocation	-129
Supplies	-138
<b>Closing balance February 29, 2024</b>	<b><u>20,400</u></b>

**Adachi Rental**

Opening Balance February 1, 2024	1,242
<b>Closing balance February 29, 2024</b>	<b><u>1,242</u></b>

**Putting green**

Opening Balance February 1, 2024	180
<b>Closing balance February 29, 2024</b>	<b><u>180</u></b>

**Total Donated Funds February 29, 2024** **21,822**

**(C) Recreation Funds**

Opening Balance February 1, 2024	11,107
Add: Grant in lieu	26
Less: CRD Overhead allocation	-239
Volunteer appreciation event	-968
Retiring commissioner plaque	-128
Retiring commissioner honorarium	-200
Easter ad	-183
<b>Closing balance February 29, 2024</b>	<b><u>9,415</u></b>

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

Opening Balance February 1, 2024	129,961
<b>Closing balance February 29, 2024</b>	<b><u>129,961</u></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
<b>Total Allocated Projects February 29, 2024</b>	<b><u>32,276</u></b>



## Finance Report

10 March 2024

1. Mayne Island Parks and Recreation Commission applied for a grant from the New Horizons for Seniors Program in late 2023. The grant application was for \$10,500 for recreational expenses including advertising and programming and \$14,500 for capital fitness equipment. The budget for Recreation Expenses did not include the \$10,500 and needs to be amended to include this amount.

**MOVED** by \_\_\_\_\_, and **SECONDED** by \_\_\_\_\_, the Mayne Island Parks and Recreation Commission approve an increase in the budget for 2024 for 1.478 Recreation Expenses to recognize the grant application to the New Horizons for Seniors Program in the amount of \$10,500.

2. The contract for janitorial services expires March 31, 2024 with provision for one year extensions. It is proposed that the contract be renewed for one year with a possible amendment to reduce the service level and fees for a short period during the fall/winter.

**MOVED** by -----  
\_\_\_\_\_, and **SECONDED** by \_\_\_\_\_, the Mayne Island Parks and Recreation Commission approve the renewal of the janitorial services contract for one year commencing April 1, 2024 including any amendments for reduced service levels and fees in the fall/winter as approved by the Finance Committee.

3. The contract with Good as Wood is up for renewal April 1, 2024 with no provision for extensions. CRD will prepare a new contract with current rates. As it is an 'as and when needed' contract the commission is not obligated to exercise the contract.
4. The contract with Blackwater for septic services expires on April 30, 2024 with provision for three – one year extensions. CRD will prepare a renewal of the contract for one year. As it is an 'as and when needed' contract the commission is not obligated to exercise the contract.

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## Events Report

10 March, 2024

1. There is one proposed event for March at the Adachi pavilion.
2. Easter is fast approaching.
  - a. Bonnet judges have been lined up.
  - b. Goodies have been purchased.
  - c. The ad is in the Mayneliner
  - d. Facebook posts and request for volunteers will start March 18<sup>th</sup>.

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## Dinner Bay Fitness Circuit

10 March, 2024

1. Equipment for Pad #1 has been ordered.
  - a. Hoping to receive the equipment in June 2024.

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## Technology Committee

10 March, 2024

1. Nothing to report.

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## Fred and Bette Cotton Park Report

10 March, 2024

- Orca and Seal Point Trails patrolled and groomed week of March 10, 2024.
- Tree that snapped leaving jagged edges and elevated remainder - lowered to ground by arborist for safety.
- Walnut, hazelnut and crabapple trees pruned by arborist.
- Thank you to Julie S., Jennifer S. and Fay R. for pruning of roses, hellebores and general tidy up.

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## Japanese Memorial Garden

10 March, 2024

1. Spring has arrived at the JMG with lots of bulbs blooming.
2. Several shrubs are not blooming this year which is we suspect a result of the very cold snap that we had January 11-12<sup>th</sup>. Buds that were set last year have dried up and many have fallen off.
3. There was an incident of vandalism and theft between February 27<sup>th</sup> and March 5<sup>th</sup>. CRD insurance was informed and a police report was completed with the RCMP.
4. Garden volunteers will start repairs to some areas of damaged fence along the east boundary towards the end of March.

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## **KIPPEN ROAD AND POCKET PARK REPORT**

10 March 2024

February 21: visited the ocean access at Kippen rd. and replaced the orange pylon to block vehicle access. It was off to the side.

Feb 29: Visited the Don Herbert picnic area and cleaned up branches and wind blown debris from the steps and picnic table

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