



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

**Absent:** Paul Brent, Director, CRD, Southern Gulf Islands

**Guest:** Rob Underhill, Mayne Island Conservancy

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

It was acknowledged that we are fortunate and grateful to meet on traditional territory of the Coast Salish people.

### 2. Approval of Agenda

**Move:** 6.2.1 to after 6.4

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

**CARRIED**

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

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the minutes of February 8, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

The MIALS Lions appetizer was well represented and Parks participants were thanked.

### 5. Presentations/Delegations

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

## Mayne Island Parks and Recreation Commission

Minutes for: March 14, 2024

### Henderson Park

Rob Underhill circulated the 2016 to 2026 Restoration Plan prior to the meeting and presented information regarding habitat restoration at Henderson Park:

- A history of the restoration of Henderson Park was provided including that:
  - The park was established in 2006 after clearcutting had been done and it having been taken over by invasive species. It is now entering into different phase of restoration work.
  - From 2006 to 2011, restoration focussed on scotch broom removal.
  - In 2012 and 2013, over 1,000 trees were planted. However, logged areas were not recovering natural vegetation.
  - From 2014 to 2016, the deer protection cages were upgraded.
  - In 2016 and 2017, the cages were removed and planting was done.
  - In 2018, large fencing was installed and more plantings were done.
  - In addition to background work done, there was more than 1000 person hours doing onsite restoration work.
  - Work was done on the interpretive trail.
  - 800 copies of trail guides were prepared for park visitors to use during their walk and return before leaving. The guides may require review and reorder.
  - Trail renaming and indigenous heritage information should be included on the sign.
  - Photo monitoring was done every two years documenting vegetation. More photos will be done in May or June this year. A history of the progress may be showcased for a summer event.
  - During the final restoration period the invasive species continues to be at maintenance stage with some remaining holdouts, one of which are blackberries that will be removed this year or next.
  - When the plan is done for 2027, the project will be in a maintenance stage with invasive plant removal similar to that of other parks.
  
- MIPRC involvement with the Conservancy was discussed, including that:
  - The annual Recreational Funding grant amount will increasingly cover the restoration work over the next three years, and the grant will contribute to trail guide reprints.
  - Commissioner Wright will be the point person to liaise with the Conservancy.
  - A meeting will be scheduled to discuss upgrades and revisions to signage, the trail map and the brochure.
  - Rob Underhill will look into having the photo monitoring series being publicly available on a website.
  - QR code functionality was discussed.

### Sandy Hook Road Community Park

- Assessment information was provided, including that:
  - There is a wetland, heavy deer browse, standing and fallen dead trees and invasive species.
  - There is some conservation value in the park.

**Mayne Island Parks and Recreation Commission**

**Minutes for: March 14, 2024**

- Discussed installing a gated fence and pond. Costs and materials were discussed and metal fencing was recommended. It was advised that a pond would have to hold water until late June for amphibians to survive.
- Invasive plant management would provide an opportunity to plant and restore native species.

Rob Underhill encouraged the commission to consult with the Conservancy if ecological values are part of the commission's decision making in land acquisitions.

**6. Reports**

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period February 1 - 29, 2024

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Banelis, that the Treasurer's report for the period February 1 – 29, 2024 be approved as presented.

**CARRIED**

- It was reported that the difference in the library's hydro bill, which included Christmas tree hydro, was negligible. Therefore, no hydro was charged to MIPRC this year. Previously, this expense was \$500.

6.1.2. Finance Report and Motions

A report was received with the agenda.

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

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that 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.

**CARRIED**

6.2. Administration

6.2.1. Moved to after 6.4

6.2.2. Health and Safety Concerns

## Mayne Island Parks and Recreation Commission

Minutes for: March 14, 2024

### 6.2.3. Events (report attached)

The Conservancy is having birdhouse building this Saturday.

### 6.2.4. T-shirts

- A sample from two different manufacturers was requested.
- The name of on-island supplier was provided.
- Hats were discussed.

### 6.2.5. Monitoring local information affecting MIPRC

- MIPRC continues to monitor information, including that of Islands Trust.

## 6.3. Committees

### 6.3.1. Fitness Track

A report was received with the agenda.

- Equipment for Pad One was ordered.
- More material for the track should be received after April 1<sup>st</sup>.

### 6.3.2. Technology (report attached)

A report was received with the agenda.

## 6.4. Parks

### 6.4.1. Miners Bay

- Flags were lowered to half-mast by the Lions. Commissioner Euper will contact Justine Starke for CRD policy.
- It was reported that a hole was drilled to address the basement leak and the basement seems to be damp but not wet after recent heavy rains.
- Tree lights were secured up higher from the ground and further discussion regarding the electrical system will occur.
- Waiting for a reply from the library regarding the installation of the library address sign.
- Discussed the library's proposed drop box which requires contractor installation. Commissioner Bell will draft and circulate to commissioners a letter to CRD to ensure that MIPRC is protected from any future building damage costs that may occur due to its installation or use.

### 6.4.2. Dinner Bay

- Commissioner Banelis reported on the drainage troughs in the fitness track providing specifics of the work done.
- Installation of a 2" culvert pipe was washed out and did not adequately manage the flow of water. More work and materials are required.
- The horseshoe pits are in place.

## Mayne Island Parks and Recreation Commission

Minutes for: March 14, 2024

- It was reported that after investigation by an electrician, there appears to be no issues and the fridge and freezer in the Adachi Pavilion are working fine.
- Further efforts will be made to find a solution for the teeter-totter mechanism.

### 6.4.3. Cotton Park

A report was received with the agenda.

- A request was received regarding the policy of dogs in Cotton Park and discussion was deferred to the next meeting pending a review of CRD's policies with respect to the policy.

### 6.4.4. Japanese Memorial Garden

A report was received with the agenda.

- It was reported that intentional damage was done to an irrigation pipe and a donation box.
- An overview was provided of the insurance that the Japanese Canadian Legacy Society (JCLS) requires from CRD.
- It was reported that the Adachi Pavilion has been removed from the JCLS project due to the requirements of the grant. The primary projects are the Japanese Memorial Garden and the Agricultural Society museum.

### 6.4.5. Kippen Road and Don Herbert Park

A report was received with the agenda.

- Some work has been done in the park and the staircase will be lowered in April. This typically requires three or four people.

### 6.4.6. Trail Network Development

- The Danger Tree Reporting System was discussed for revision of data fields, including adding park patrols. The Committee will discuss this item further and CRD Regional Park information will be provided for reference.

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

This item was moved as per amended agenda.

- The Light Fitness Policy was deferred to the April meeting.
- The new CRD insurance system was tested and seems to be working. MIPRC will not pursue blanket policies. The new system will allow group events to acquire insurance through a third party which generates a certificate of insurance prior to the date of the event.
- The Kal Tire grant for using recycled tire product was investigated and discounted for various reasons.
- The rocks were selected for use at Miner's Bay Park along Village Bay Road and the project is in the Capital budget.
- Certified playground inspection was investigated and discussed, including that:
  - The Gulf Island School District provides the inspection for Mayne Island School.

## **Mayne Island Parks and Recreation Commission**

**Minutes for: March 14, 2024**

- Three inspection service companies were contacted and one quoted \$1365 due to travel time, one was already busy, and one did not respond.
- The required training for certification is 15 to 20 hours for the theory course followed by a webcast practical course and two exams. The online courses costs \$510 + tax and the practical costs \$620 + tax. The certification costs \$125 and is valid for three years.
- This item will again be raised with CRD with a request for further advice.
- Commissioner Kilpatrick will investigate the 300' wide MOTI shoreline access on Wilks Road.
- Commissioner Moss will focus his attention on supporting the Danger Tree Team.

### **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**

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

The meeting adjourned at 5:35 pm

Original signed by

April 12, 2024

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**Debra Bell, Chair**

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

Original signed by

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**Lauren Edwards, Recorder**