



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

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

Date/Time: May 9, 2024

Call to order

1. Territorial Acknowledgement - Veronica

2. Approval of Agenda

3. Adoption of Minutes of April 11, 2024

4. Chair's Remarks

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period April 1 - 30, 2024 (report attached)

5.1.2. Finance Report (report attached)

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

5.2.2. Health and Safety Concerns

a) Playground assessments

5.2.3. Reporting Vandalism

5.2.4. Events (report attached)

a) Volunteer Appreciation Dinner

b) Disc Golf Tournament

c) July 1 celebration

d) Mind and Light Body Fitness Program update

5.2.5. Monitoring local information affecting MIPRC (report attached)

5.3. Committees

5.3.1. Fitness Track (report attached)

5.3.2. Sanitation

5.3.3. Recreational Funding

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5.4. Parks

- 5.4.1. Miners Bay – Adrian
 - a) May Day
 - b) Christmas tree lights
- 5.4.2. Dinner Bay – Kestutis
 - a) Softball field 1st baseline
 - b) Tractor servicing and clean-up
 - c) Alder trees near Leighton Lane
 - d) Culverts
- 5.4.3. Cotton Park
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Trail Network Development – Adrian
 - a) Safety/Danger Tree Team reporting system
- 5.4.6. Henderson Park
 - a) Funding application (report attached)

6. Correspondence/Meetings

- 6.1. Email from resident regarding donation in recognition of Peter Askin’s contributions to the parks and trails of Mayne Island.
- 6.2. Letter of resignation from commissioner effective May 1, 2024.
- 6.3. Telephone conversation with Jean-Daniel Cusin of the Mayne Island Collective to discuss potential opportunities for MIPRC participation in achieving goals.
- 6.4. Email from resident expressing concern regarding the planting of daffodils at Cotton Park. Reply sent stating no bulbs or daffodils were planted by the commission or volunteers.
- 6.5. Email from CRD Liaison, Saturna regarding development of Trail Guardian program and materials.
- 6.6. Email to CRD requesting information on drone policy. Referred to CRD, Legal Department.
- 6.7. Application filed for Outdoor Recreation Funding of BC grant.

7. New Business

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

9. Rise and Report

10. Meeting Adjournment



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

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

Date/Time: April 11, 2024

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

Absent: Veronica Euper
David Moss
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:02 pm.

1. Territorial Acknowledgement

We are honoured to be gathered on the traditional lands of the Coast Salish First Nations. Miners Bay was and is an area of great significance to them, and it is notable that the library, where we are meeting today, is currently displaying the Elliott Family Exhibit which includes carvings, paintings, prints and textile weaving.

2. Approval of Agenda

ADD: 7.11 Email from Lions member regarding playground and fitness equipment matters.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows,
That the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of March 14, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,
That the minutes of March 14, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

Commissioners and volunteers were thanked for their help with the Easter festivities at Dinner Bay Park. Leftover candy bags were donated to Mayne Island Assisted Living Society.

Commissioner Banelis arrived at 3:09 pm.

5. Presentations/Delegations

Bill Jamieson, President, Mayne Island Firefighters Association, will attend the May meeting to discuss alternatives for Halloween fireworks.

6. Reports

6.1. Treasurer's Reports

- 6.1.1. Treasurer's Report for the period March 1 - 31, 2024
A report was received with the agenda.

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

- 6.1.2. Finance Report
A report was received with the agenda.

6.2. Administration

- 6.2.1. Follow up Action Report (not covered elsewhere)
- a) Fallow Deer: Adam Olsen, MLA, will provide a talk on the island on April 17th.
 - b) July 1st Celebration: Commissioner Kilpatrick will discuss event responsibilities with Lauren Underhill, MI Chamber of Commerce, and ask that she connect with the island's Legion representative.
 - c) Charter Road Assessment: Commissioner Banelis will email Rob Underhill, MI Conservancy, on this issue.
 - d) Community Works Fund Grant application: Commissioner Kilpatrick will follow up on the amendment to add the putting green to the grant application.
 - e) Fitness equipment: It was reported that the fitness equipment proposal and contract was signed and that the invoice with the 25% reduction had been approved by Justine Starke and sent to CRD Accounts Payables department. A purchase order accompanied the invoice and a cheque requisition had been completed.

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- f) Fitness track: Commissioner Kilpatrick will order a truckload of additional material for the track charged to Recreational Funding as part of the planned original track work.
- g) Miners Bay rock placement along Village Bay Road: Commissioner Burrows will follow up for the delivery of the selected rocks.
- h) Christmas tree lighting: Commissioner Kilpatrick will follow up on getting the electrical box updated.
- i) Application for funding regarding the Japanese Canadian Legacy Fund (JCLF): MIPRC will know in June whether the grant application was successful. There was additional detail requested and provided. JCLF and CRD came to an agreement on insurance requirements.
- j) Sandy Hook pocket park invasive species reduction: There was no response to a call for volunteers to assist with the removal of invasive species. A date will be set for the work soon.

6.2.2. Health and Safety Concerns

Playground assessments were discussed and it was agreed that the equipment is being monitored and repaired as needed for safety. Playground Assessment Reports will continue to be submitted.

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve and acquire a new teeter totter in an amount not to exceed \$3,000.

CARRIED

Repairs to the climbing net were investigated and it was reported that a new net needs to be ordered.

6.2.3. Events

A report received with the agenda.

- a) Adachi Pavilion: The stoves will be checked prior to the next event and one oven required the door gasket be repaired. It was discussed and agreed that in addition to a spring cleanup a fall cleanup should be done.
- b) Volunteer Appreciation Dinner: This item was discussed and dates considered will be August 7th or 20th depending on the caterer.
- c) Mind and Body Light Fitness policy:

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that MIPRC approve the Mind and Body Light Fitness Policy as proposed in the April 7th policy submission.

CARRIED

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- 6.2.4. Monitoring local information affecting MIPRC
There was nothing to report this month.

6.3. Committees

- 6.3.1. Fitness Track
A report was received with the agenda.

- 6.3.2. Technology and Motion
A report was received with the agenda.
MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission proceed with creating a document storage area that can be shared with all commissioners.
CARRIED

- 6.3.3. Sanitation
A report was received with the agenda
The septic tank pump outs at Miners Bay were reported on and Dinner Bay tanks are fine. Miners Bay septic will be inspected next year.

6.4. Parks

- 6.4.1. Miners Bay
The blackberry bushes were pruned.

- 6.4.2. Dinner Bay
- a) Monthly Playground assessments: Reports will be emailed.
 - b) Men's bathroom: The light ballast has failed and it was discussed and agreed that dated fixtures will be replaced with LED fixtures in all park bathrooms.
 - c) Alder trees near Leighton Lane: It was reported that the large alders pose a risk to a neighbouring fence. Commissioner Banelis will seek arborist quotes.

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve an expenditure of up to \$2500 for the removal of the alders that threaten the property on the corner of Dinner Bay Park and Leighton Lane.
CARRIED

- The chipped material will be moved and utilized for the regreening project.

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- It was reported that the tree canopy between the horseshoe pit and Japanese Garden is solid and no need to reduce any limbs.

d) Culverts

One large ditch was fixed and material is required for any other culvert repairs. A catch-basin well was discussed and it was agreed that pricing for a commercially built one will be investigated.

- e) Baseball field: Fencing along the first base line to be installed and ballplayer workforce will be requested. Commissioner Bell will coordinate insurance for baseball.

6.4.3. Cotton Park

A report was received with the agenda

The commissioners agreed the no dog policy shall remain as is and will be reviewed in three to five years.

6.4.4. Japanese Memorial Garden and Motions

A report was received with the agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the operation of an art show, that is not an art sale, featuring local artists from Mayne Island to be held on August 4, 2024 from 10 am to 4 pm at the Japanese Memorial Garden.

CARRIED

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the use of the Japanese Memorial Garden for a Haiku poetry event from July 5 to July 7, 2024 and that the Mayne Island Parks and Recreation Commission be a sponsor of the event.

CARRIED

6.4.5. Kippen Road/Village Bay Park

Staircase installation at Kippen Road will occur on Friday, April 12th at 1:00 pm.

6.4.6. Trail Network Development

- a) Chu An Trail: It was discussed and agreed that the suggestion of extending the trail was a good project for MIPATA. Commissioner Kilpatrick will follow up.
- b) Wilks Road: Development of this MOTI owned beach access was discussed and it is on hold to be revisited.
- c) Walk Bike signs: The signs were installed.

- d) Safety/Danger Tree Team reporting system: The input form was revised down to seven questions which can include not only danger trees but any other issues. It was discussed and agreed that the system will be used initially by commissioners. Trail guardians can be added at a later date.

6.4.7. Henderson Park

Outdoor Recreation Grants – information kiosk:

- It was discussed and agreed that MIPRC will apply for the outdoor recreation grant for Henderson Park.
- Commissioner Kilpatrick will review current board information and work towards developing a new graphics panel with Alea.

7. Correspondence/Meetings

- 7.1. Conference call with Jeff Milne, CRD Risk & Insurance regarding playground assessments.
- 7.2. Emails to/from CRD liaison regarding creation of online fillable forms for recreation grants.
- 7.3. Email from resident at Leighton Lane and Dinner Bay Road and issues with alder trees. Incident report filed with CRD, Risk & Insurance.
- 7.4. Further correspondence with Mayne Reading Centre Society and CRD and letter agreement regarding installation of library book drop box.
- 7.5. Email communications with various parties regarding Easter festivities at Dinner Bay Park, March 31, 2024.
- 7.6. Insurance documents received from CRD, Insurance for John Deere tractor at Dinner Bay Park.
- 7.7. Email from CRD, Information Management requesting participation in interview with consultant on Workplace Modernization Project. To be scheduled in April.
- 7.8. Email and information provided to CRD, Risk & Insurance on volunteer list and statistics.
- 7.9. Telephone call from Islands Trust regarding a request received for a dog park on the island.
- 7.10. Email from Church fair organizer regarding upcoming planning meetings.

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7.11. Email from Lions member regarding playground and fitness pad matters.

- Discussed projects that MIPRC can pursue with Lions for their support.
- The roof on the Lion’s garage will eventually need to be fixed within a year or two.
- Commissioner Banelis will develop a list of possible projects for Dinner Bay Park.

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

CARRIED

The meeting adjourned at 5:40 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report April, 2024

(A) Operating Funds	Dinner Bay	Dinner Bay Fitness Program	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Janitorial Plumbing	CRD charges	Contingency Other	
Opening budget	11,000		6,000	5,000	2,000	3,000	7,000	26,000	10,000	26,281	96,281
Grant in lieu										68	68
Program grant		10,500									10,500
Cost recovery			400								400
Jan to Mar expenses (as adjusted)	-1,238		-1,331	-345	0	0	-141	-3,261	-1,068	-1,213	-8,597
	<u>9,762</u>	<u>10,500</u>	<u>5,069</u>	<u>4,655</u>	<u>2,000</u>	<u>3,000</u>	<u>6,859</u>	<u>22,739</u>	<u>8,932</u>	<u>25,136</u>	<u>98,652</u>
April Expenses											
Janitorial, Apr plus mileage								1,328			
Janitorial, WCB								40			
Water monitoring, Apr	175		175								
Water courier, Apr	5		6								
Recording secretary, Mar										161	
Recording secretary, WCB										2	
Supplies, diesel, signage	141		126	24			158				
Septic pump out			1,604								
BC Hydro regreening	4,815										
CRD O/H									326		
CRD Labour									75		
CRD Interest									38		
Total	<u>5,136</u>	<u>0</u>	<u>1,911</u>	<u>24</u>	<u>0</u>	<u>0</u>	<u>158</u>	<u>1,368</u>	<u>439</u>	<u>163</u>	<u>9,199</u>
Remaining budget	4,626	10,500	3,158	4,631	2,000	3,000	6,701	21,371	8,493	24,973	89,453

**MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT April 1-30, 2024**

(B) Donated Funds

Japanese Memorial Garden

Opening Balance April 1, 2024	19,314
Add: donations	12
CRD Interest adjustment	243
Less: CRD Overhead allocation	-112
Supplies, lumber, decking, cords	-585
Well testing	-40
Closing balance April 30, 2024	<u>18,832</u>

Adachi Rental

Opening balance April 1, 2024	1,242
Closing balance April 30, 2024	<u>1,242</u>

Putting green

Opening balance April 1, 2024	200
Closing balance April 30, 2024	<u>200</u>

Total Donated Funds April 30, 2024 **20,274**

(C) Recreation Funds

Opening Balance April 1, 2024	45,606
Add: Recreation grants received adj	4
CRD Interest income	116
Less: CRD Overhead allocation	-221
Correction to grant in lieu recorded twice	-26
Easter supplies, candy	-442
Closing balance April 30, 2024	<u>45,037</u>

(D) Capital Funds (Unallocated)

Opening Balance April 1, 2024	127,961
Add:CRD interest income	594
Closing balance April 30, 2024	<u>128,555</u>

(D) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4,061
CX.109.2009.66 Water System Upgrade	660
CX.109.2012.81 Dinner Bay Septic	3,839
CX.109.2015.88 Miners Bay Washrooms	528
CX.109.2016.66 Fitness Circuit	23,188
CX.109.2022.67 Fitness Circuit Equipment	14,500
Less: deposit on purchase of Fitness Circuit Equipment	-3,180
CX.109.2023.67 Miners Bay Retaining Wall	2,000
Total Allocated Projects April 30, 2024	<u>45,596</u>



FINANCE REPORT

LOCAL INFORMATION AFFECTING MIPRC

May 6, 2024

1. Playground signs for Dinner Bay Park to be picked up and installed this week.
2. Contact has been made with person providing rock wall and they are reviewing their schedule to determine a date. Commissioner Burrows confirmed that MIPRC will be responsible for removing wooden fence.
3. Oceanwood has been put up for sale due to the owners apparently requiring funds to purchase another property. There has been an offer already made on the property which has been confirmed as Commissioner Burrows met the buyers.
4. Adam Olsen, MLA held a Community Meeting on April 17, 2024. Commissioner Kilpatrick attended and can provide an update.



Events Report

5 May, 2024

1. Confirmed events:
 - a. May 18th - Miners Bay Park - The Conservancy's Mayday
 - b. May 29th – Adachi Pavilion with kitchen - Recycling Society
 - c. June 1st – Adachi Pavilion - MI Early Childhood Society Family Potluck
 - d. June 2nd – Adachi Pavilion with kitchen - Assoc. MI Boaters Dinner
 - e. June 13th – Adachi Pavilion with kitchen- Recycle Society



Dinner Bay Seniors Fitness Circuit

06 May, 2024

1. MIPRC is pleased to announce that we have received funding under the Government of Canada's New Horizons for Seniors Program for the Dinner Bay Seniors Fitness Circuit.
2. This federal grants and contributions program supports projects that are led or inspired by seniors who are making a difference in the lives of others in their communities.
3. The funds will be used to purchase equipment, develop videos on the proper use of the equipment and set up programming for seniors with qualified fitness instructors.
4. Thank you to the Government of Canada's New Horizons for Seniors Program for the funding support provided to us. It will make a significant difference in the lives of seniors in our community.
5. Appropriate recognition will be publicized in the coming months.
6. For more information, visit [New Horizons for Seniors Program – Community-based projects](#).
7. Commissioners Kilpatrick, Banelis, Wright, Bell and volunteer Bob D. planted 7 cherry trees and 1 Honey Locust as part of the BC Hydro Regreening project around the fitness pad, playground and pump house on May 3, 2024. All trees were caged with wire fencing and T posts.
8. Commissioner Banelis has volunteered to organize watering.
9. A second work party is planned for May 10, 2024 to plant shrubs.
10. The project will provide greenery, shade and privacy in these areas.
11. MIPRC is very grateful to BC Hydro for their support and appropriate recognition will be publicized in the coming months.
12. The topping of the circuit is postponed until material of a similar colour is available.



Japanese Memorial Garden

05 May, 2024

1. The tour on Sunday May 5th had 23 participants from the Victoria Historical Society.
 - a. It poured rain for the entire one and a half hours in the Garden.
2. The first section of repairs on the east boundary fence will be completed by Tuesday May 7th. Work on the lower east fence will commence after that.
3. Due to recent vandalism of the shishi odoshi (Bull roarer) the volunteers have decided to remove the current version and work on a tamper proof version. If this cannot be achieved in a cost-effective manner the entire shishi odoshi will be removed.
4. Recently stolen plant materials have been replaced with less desirable natives.



Funding Application - Outdoor Recreation Fund of BC

06 May, 2024

1. An application to the Outdoor Recreation Fund of BC which is administered by the Outdoor Recreation Council of BC was submitted on April 30, 2024.
2. The funding model requires matching funds by the applicant in cash or in-kind.
3. A decision will be made by the end of June 2024.
4. If successful the project will provide information on First Nations; a map; information on trail names and a new interpretive nature trail guide using QR codes at Henderson Park.
5. The Mayne Island Conservancy Society (MICS) would be interested in participating in the creation of the map and the interpretive nature trail guide.
6. MIPRC is very appreciative of the strong letter of support provided by the MICS.
