



## ADOPTED

### Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Community Centre on October 14, 2021 at 3 pm.

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**Present:** Debra Bell (Chair)      Peter Askin (Vice Chair)      Veronica Euper  
Adrian Wright      Lance Shook      Lauren Edwards (Recorder)

**Public Present:** Kestutis Banelis

**Absent:** David Howe, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 p.m.

#### 1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional territory of the Coast Salish First Nations people.

#### 2. Approval of Agenda

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

**CARRIED**

#### 3. Adoption of Minutes of September 9, 2021

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Wright,  
That the minutes of September 9, 2021 be approved as presented.

**CARRIED**

#### 4. Chair's Remarks

The Commission members were thanked for their help and support during the MIPRC volunteer barbecue.

4.1 Kestutis Banelis was welcomed for joining the meeting today and asked about his interest in becoming a parks commissioner. Mr. Kestutis indicated that he volunteers with the disc golf course and he lives next door to a pocket park on Charter Road and that he has a general interest in parks.

#### 5. Reports

##### 5.1. Treasurer's Report

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**Adopted Minutes for October 14, 2021**

5.1.1. Treasurer's Report for the period September 1 - 30, 2021

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
that the Treasurer's report for the period September 1 – 30, 2021 be approved as presented.  
**CARRIED**

5.1.2. Capital Budget 2022 – 2026 and related Motions

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper  
That the 2021 operating surplus, if any, be transferred into the Capital Reserve Fund for  
parks service.  
**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook  
That the 2021 community recreation surplus, if any, be carried forward and transferred into  
the surplus account of the Community Recreation Service.  
**CARRIED.**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright  
That Mayne Island Parks and Recreation Commission approve the preliminary Operating  
Funds Budget for 2022 to 2026.  
**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook  
That Mayne Island Parks and Recreation Commission approve the preliminary Recreation  
Funds Budget for 2022 to 2026.  
**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper  
That Mayne Island Parks and Recreation Commission approve the preliminary Five-Year  
Capital Expenditure Plan for 2022 to 2026.  
**CARRIED**

5.2. Administration

5.2.1. Follow up Action Report including:

- a) Land Altering Projects/ Village Bay footbridge
  - It was reported that the Leadership Council are not interested in partnering on a footbridge but would like to monitor any new construction and will consider a name for site Village Bay Park..
  - Leadership Council assessment of the Ed Williams Trail has not yet occurred.
- b) Volunteer BBQ 2021 review

The event was attended by 65 volunteers and guests. Suggestions for improvement for next year were requested and commissioners suggested the following:

  - Background music
  - Earlier start time with food ready for 5:30 pm

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- Higher quality main course
- Provide liquor – perhaps two tickets per person

c) Occupational Health and Safety Policy

Discussed occupational health and safety policy development for MIPRC and the following issues were identified for those who may have access to hazardous material:

- Listing of stored hazardous materials including cleaning agents;
- Education and identification of hazardous material;
- Eyewash stations;
- Spill response protocol; and
- Material safety data sheets for first aid response.

Commissioner Shook will have these items addressed by February.

5.2.2. Commissioner vacancies; advertisements and reappointments

- Three commissioner vacancies are advertised.
- Commissioners Wright and Bell expressed interest in reappointment.
- Subject to other applications being received, Commissioners Euper and Askin expressed interest in reappointment.

5.2.3. Archaeological training on ‘chance find’ approach – review

- Commissioners commented that the session was interesting and, while the material was thoroughly covered, it was not very definitive.
- Kat Ferneyhough and Commissioner Bell toured all the parks and took pictures and provided the archaeologist with information in support of obtaining an exemption.
- It was noted that routine maintenance is a goal for the blanket exemption.

5.2.4. Meeting location

- Commissioners agreed that meetings will continue at the Community Centre until the spring to ensure adequate room for physical distancing during Covid.
- Meeting schedule and location will be posted on bulletin boards and Facebook.

5.3. Committees

5.3.1. Sanitation

a) Tannin report for Miners Bay

- Water quality is good and water is chlorinated.
- Tests show no tannins.
- The UV light appears to be flawed and should be replaced at a cost of approximately \$1,000.

b) No smoking sign

Commissioner Wright will install sign.

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5.3.2.Land Acquisition – Peter/Veronica

It was reported that research was conducted and reviewed regarding what small and medium sized communities have in place for criteria for community parks. This item will be reported on at next meeting.

5.4. Parks

5.4.1.Miners Bay

Bandstand repair update

- Commissioner Shook reported that the sprayer painting should be complete by the end of the week.
- Hand painting the beams with two coats will have to be addressed by others.
- Wiring for lights and concrete pouring may be completed before Christmas.

5.4.2.Dinner Bay – Lance

a) Fitness circuit update

- Commissioner Shook reported on the interest of two contributors wishing to donate towards the purchase of equipment of suitable quality.
- The track size will be as originally planned due to no additional contribution of material.
- Commissioner Shook projected the work should begin in the spring.
- It was confirmed that all circuit equipment would provide adequate intensity for a broad range of users.

b) Lions building license

The draft document was provided to Lions for review.

c) Adachi Pavilion clean out/event rental issue

- Commissioners Euper and Bell will meet with Bill Warning on October 15<sup>th</sup> to determine what should be disposed of.
- It was reported that one fridge is not functioning well.
- Discussed the handling of damage deposits as it relates to post event clean up.

5.4.3.Japanese Garden

- There were \$1600 in donations.
- No new reporting on irrigation system upgrade.

5.4.4.Cotton Park

First Nation recognition could not be met with the funding allocated.

5.4.5.Emma and Felix Jack Park

Sign installation update

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A cultural monitor was assigned and attendance costs will be covered by CRD's First Nations Relations Department.

**5.4.6. Trail Network Development**

- a) Felix Jack Road to the End of Kim Road
- Completion of the low split rail fence continues and donations were received.
  - The originally proposed naming of the trail as Flag Hill Trail has historical relevance as Mount Parke was previously known as Flag Hill by the local Islanders.
  - Discussed trail signage and it was agreed to include trail names and distances while leaving adequate space for First Nations naming.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Bell, that the new trail from Felix Jack Road to the end of Kim Road be named Flag Hill Trail.

**CARRIED**

- b) Conconi Reef Heritage Site Information Review
- Commissioner Bell will follow up with Kat Ferneyhough.
  - With regards to trail work from the panhandle to the road, Commissioner Bell reported the agreement with the Mount Parke Improvement District is with the CRD and information from Hydro is still outstanding.

**6. Correspondence/Meetings**

- 6.1. Email correspondence to/from CRD regarding land altering projects planned for fall/winter 2021-2022.
- 6.2. Two cards of appreciation regarding use of Adachi Pavilion for fitness classes.
- 6.3. Email and card of appreciation regarding recreational funding.
- 6.4. Email correspondence between CRD/Islands Trust and MIPRC regarding input on changes to Emma and Felix Jack Park zoning.
- 6.5. Report from Rob Underhill, Mayne Island Conservancy Society on re-vegetation plan for Anson Road.
- 6.6. Email correspondence opposing pickleball at Dinner Bay Park from nearby resident.
- 6.7. Email application to become a commissioner of MIPRC.
- 6.8. Email request to have a REDress installation at Emma and Felix Jack Park on October 4, 2021.

**7. New Business**

- 7.1. Field trip to Beechwood Park and alternative uses
- The park usage was discussed and commissioners agreed that the park is large enough to be used for something; that neighbours of the park will be interested in its development; and that options available are to do nothing or investigate interest by any groups for park use; and put in place a process for consultation.
  - Discussed the area generally including the character of the neighbourhood and the topography surrounding the park.

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- Discussed dedicated recreational use property as it pertains to the limited park space available.
- Commissioner Bell will seek procedural advice from Justine Starke and Stephen Henderson, CRD.

**8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook,  
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**

**9. Rise and Report (If any)**

Commissioners voted unanimously in favour of recommending to the CRD board the appointment of Kestutis Banelis as a commissioner.

**10. Meeting Adjournment**

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Wright,  
That the Mayne Island Parks and Recreation Commission meeting be adjourned.

**CARRIED**

Meeting adjourned at 4:40 pm

Original signed by

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**Debra Bell, Chair**

November 11, 2021

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**DATE**

Original signed by

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**Lauren Edwards, Recorder**

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**Treasurer's Report September 1 - 30, 2021 FINAL**

<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>Other</b>	
<b>Opening Budget 2021</b>	11000	6000	5000	3000	3000	6000	24000	10000	15214	83214
Remaining Budget Sept. 1	1954	3433	3175	2740	2008	3115	9276	4487	11961	42149
<b>Expenses</b>										
Janitorial Sept. 1 - 15, mileage							791			
Janitorial WCB - est							14			
Janitorial Sept. 16 - 30 ,mileage							791			
Janitorial WCB -est							14			
Garbage/hardware	48					11				
Warning Maintenance	100	100								
Water sample		25								
Recording secretary August									110	
Recording secretary WCB est.									3	
CRD overhead								292		
Arborist						475				
<b>Total Expenses</b>	148	125	0	0	0	486	1610	292	113	2774
<b>Remaining Budget Sept. 30</b>	1806	3308	3175	2740	2008	2629	7666	4195	11848	39375

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**TREASURER'S REPORT September 1 - 30, 2021 cont'd**

**(B) Donated Funds**

**Japanese Garden**

Opening Balance September 1, 2021	14643
Plus: Donations	1564
Less: CRD overhead allocation	75
Office/meeting (\$13+\$323)	336
Hardware (MK)	74
Arborist	385
Closing Balance September 30, 2021	15337

**Putting Green/Disc Golf/Adachi**

Opening Balance September 1, 2021	607
Adachi rental	125
Closing Balance September 30, 2021	732

**(C) Recreation Funds**

Opening Balance September 1, 2021	16777
CRD overhead allocation	136
Volunteer BBQ (\$40 + \$400 + \$901 +\$165)	1506
Closing Balance September 30, 2021	15135

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

Opening/closing balance - September 1/30, 2021	79126
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**(D) Capital Funds (Allocated) - Projects**

CX.109.2008.66 Cotton Park Monument	4061
CX.109.2009.66 Library Water System Upgrade	3178
CX.109.2010.66 Kim Road Trail	6122
CX.109.2011.66 Dinner Bay Playground	6409
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)	465
CX.109.2012.81 Dinner Bay Septic	5339
CX.109.2013.66 Miners Bay Bandstand	15000
Total Allocated Capital	40574