



## **Agenda for a meeting of the Mayne Island Parks and Recreation Commission Library, 411 Naylor Road, Mayne Island on September 14, 2023 at 3 pm.**

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### **Call to Order**

#### **1. Territorial Acknowledgement - Veronica**

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

#### **3. Adoption of Minutes of August 10, 2023**

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

#### **5. Reports**

##### **5.1. Treasurer's Report**

- 5.1.1. Treasurer's Report for the period August 1 – 31, 2023 (report attached)
- 5.1.2. 5 – year Budgets for 2024 – 2028 and Motions
- 5.1.3. New grant applications

##### **5.2. Administration**

- 5.2.1. Follow up Action Report (not covered elsewhere)
- 5.2.2. Health and Safety concerns
- 5.2.3. Commissioner resignation, vacancy and ad
- 5.2.4. Events (report attached)
  - a) Fall Fair – August 19 - review
- 5.2.5. Monitoring local information affecting MIPRC

##### **5.3. Committees**

- 5.3.1. Fitness Track
- 5.3.2. Technology (report attached)
- 5.3.3. Sanitation (report attached)
  - a) Honorarium
- 5.3.4. Land Acquisition update
- 5.3.5. Recreational Funding update
  - a) amendment to recipient name

##### **5.4. Parks**

- 5.4.1. Miners Bay
  - a) Holiday lights
  - b) Lock box
  - c) Fence replacement
- 5.4.2. Dinner Bay – Kestutis
  - a) Adachi – stove and clean up

**Mayne Island Parks and Recreation Commission  
Agenda for September 14, 2023**

- 5.4.3. Cotton Park (report attached)
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Trail Network Development/Henderson (report attached)
- 5.4.6. Village Bay
  - a) Ramp repair

**6. Correspondence/Meetings**

- 6.1. Numerous emails to/from CRD regarding e-transfer system for Japanese Memorial Garden.
- 6.2. Email from SGI Neighbourhood House Restorative Justice Committee.
- 6.3. Email from/to CRD regarding Mayne Island Reading Centre Society lease.
- 6.4. Inquiry and emails to/from resident concerning Seaview/Arbutus Drive beach access and waste.
- 6.5. Email from resident regarding allowing beach access on private property on Steward Drive.
- 6.6. Email from park guardian regarding planter at Emma and Felix Jack Park.
- 6.7. Request from resident to repair post holding plaque at Japanese Memorial Garden.
- 6.8. Emails to/from Terry Fox Run organizing committee member.
- 6.9. Emails/telephone conversations with CRD and contractor regarding timing of Village Bay ramp repair.

**7. New Business**

**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**

**9. Rise and Report**

**10. Meeting Adjournment**



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on August 10, 2023 at 3 pm.

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**Present:** Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair / Recorder)  
Jacquie Burrows, (Treasurer) Peter Askin  
Veronica Euper Adrian Wright  
Kestutis Banelis

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

### Call to Order at 3:03

#### 1. Territorial Acknowledgement

Commissioner Burrows gave the acknowledgement.

#### 2. Approval of Agenda

**Add:** 6.11 - email from CRD regarding a meeting on August 29th or 30th with WSÁNEĆ Leadership Council on Pender Island.  
6.12 - email from CRD regarding the lease with the Mayne Island Reading Center Society.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Euper,  
that the agenda be approved as amended.

**CARRIED**

#### 3. Adoption of Minutes of July 13, 2023

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright,  
that the minutes of July 13, 2023 be adopted as presented.

**CARRIED**

#### 4. Chair's Remarks

Chair Bell thanked everyone for participating in the organization of the volunteer appreciation dinner. It was a wonderful dinner and was well received by those who attended.

## 5. Reports

### 5.1. Treasurer's Report

#### 5.1.1. Treasurer's Report for the period July 1 – 31, 2023

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper, that the Treasurer's report for the period July 1 – 31, 2023 be approved as presented.

**CARRIED**

#### 5.1.2. Capital Budget 2024 input

- a) Received request from Japanese Memorial Garden for funding for lighting.
- b) Discussed adding putting green upgrades into the budget.
- c) Finance committee will meet before the next Commission meeting to discuss budget options.

#### 5.1.3. New Purchase Orders

Commissioner Bell presented the new purchase order forms and explained their use.

### 5.2. Administration

#### 5.2.1. Follow up Action Report (not covered elsewhere)

- a) Health and Safety concerns: Commissioner Burrows contacted Emcon Services regarding the installation of a "children playing" sign for the corner of Williams Road and Dinner Bay Road. Emcon denied the request. Local Emcon staff will investigate further.
- b) Commissioner Askin questioned if it would be possible to obtain a licence of occupation (LOO) for all of Williams Road from Dinner Bay Rd. to the water front. He will investigate.

#### 5.2.2. Events

A report was received with the agenda.

- a) Volunteer Dinner – review  
Most commissioners felt the dinner was extremely well done.
- b) Fall Fair – August 19  
Commissioners Askin, Bell and Wright agreed to staff the table.

#### 5.2.3. Monitoring local information affecting MIPRC.

Commissioner Burrows will continue to monitor the Islands Trust and Community Center meetings.

**Mayne Island Parks and Recreation Commission  
Minutes for August 10, 2023**

5.3. Committees

5.3.1. Fitness Track

A report was received with the agenda.

5.3.2. Technology

A report was received with the agenda.

5.3.3. Land Acquisition report – input – Review of Distributed notes.

- a) Commissioner Askin discussed sale of pocket parks through referendum.
- b) Commissioner Askin will talk to Rob Underhill about doing an assessment for ecological value of pocket parks particularly for Sandy Hook, Wilkes Rd and Charter Rd
- c) The Supplement to the Commissioner’s Handbook will be updated with the notes related to priorities.

5.4. Parks

5.4.1. Miners Bay

- a) Holiday lights: Commissioner Wright will head up the task of investigating an alternate group to install the new Holiday lights.
- b) Notice Board: Kudos to Gareth Gwilliam for building and installing the board. It is an attractive addition.

5.4.2. Dinner Bay

- a) Tractor – May be ready by the week of Aug 10.
- b) Putting Green/Horseshoe Pit – To review with an eye to new plans using no grass.

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.

Discussion was held regarding possible funding opportunities from the Japanese-Canadian Legacy Fund.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell, that the Mayne Island Parks and Recreation Commission approve in principle the exploration of funding opportunities that are available through the Japanese-Canadian Legacy Fund.

**CARRIED**

**Mayne Island Parks and Recreation Commission  
Minutes for August 10, 2023**

5.4.5. Trail Network Development/Henderson

A report was received with the agenda.

a) Commissioner Askin will advise the CRD that the investigation regarding a new trail at Conconi Reef is finished and the project will not be pursued.

b) Bikes on trails

Motion to amend the “Bikes on Trails” motion of the July 13, 2023 meeting.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission modify the July 13, 2023 Motion at #5.4.5 to include the phrase “or where walking of bicycles is permitted in areas determined from time to time by MIPRC” after the words “non-motorized mobility aid”.

**CARRIED**

**6. Correspondence/Meetings**

- 6.1. Funding received from the Mayne Island Lions Club for the Dinner Bay Fitness Circuit and thank you certificate sent August 5, 2023.
- 6.2. Emails to/from CRD, Harbours Commission and resident regarding kayak access at Anson Road.
- 6.3. Email from Early Childhood Education Society and CRD reply regarding Campbell Bay beach access for swimming lessons.
- 6.4. Emails to/from Terry Fox Foundation regarding electrical connections at Miners Bay Park.
- 6.5. Email to Stephen Henderson, CRD Senior Manager, Real Estate and SGI regarding use of boat ramps by commercial users without notice and liability issues.
- 6.6. Numerous emails to/from CRD regarding e-transfer system for Japanese Memorial Garden.
- 6.7. Letter dated July 11, 2023 from CRD Director Paul Brent replying to letter dated June 21, 2023 from Tobi Elliott, Chair, Mayne Island Local Trust Committee regarding First Nations’ consideration in Park Planning and Management.
- 6.8. Email from Fall Fair organizers regarding booth on August 19, 2023 and confirmation by MIPRC.
- 6.9. Email dated August 1, 2023 from volunteer regarding Cotton Park. CRD advised they have been in direct communication with volunteer therefore no follow up required.
- 6.10. Email from MIALS inviting MIPRC to participate in a meeting on August 25, 2023 to discuss collaborative action towards an age-friendly Mayne Island.
- 6.11. Email from CRD regarding a meeting on August 29th or 30th with WSÁNEĆ Leadership Council on Pender Island.
- 6.12. Email from CRD regarding the lease with the Mayne Island Reading Center Society.
  - The Commission agreed that a reply will be drafted.

**Mayne Island Parks and Recreation Commission  
Minutes for August 10, 2023**

**7. New Business**

7.1. Recreational Funding Applications for 2023/2024

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Burrows, that Mayne Island Parks and Recreation Commission adopt the recommendations of the Recreational Funding Committee, amended as to the Mayne Island Table Tennis Club and Mayne Island Walking Soccer, for 2023 funding allocations to the following recreational services except the Mayne Island Tennis Association:

**Name of Applicant**

Carol Meldrum	\$1,000.00
Gulf Islands Centre for Ecological Learning Society	2,000.00
Ladies Fitness	900.00
Mayne Island Assisted Living Society	1,750.00
Mayne Island Community Centre	1,000.00
Mayne Island Conservancy Society	2,000.00
Mayne Island Cribbage Club	1,000.00
Mayne Island Disc Golf Club	1,500.00
Mayne Island Early Childhood Society	1,750.00
Mayne Island Garden Club	600.00
Mayne Island Lions Club	1,200.00
Mayne Island Pickleball Club	1,000.00
Mayne Island Quilters Guild	1,000.00
Mayne Island Slow Pitch	1,000.00
Mayne Island Table Tennis Club	2,000.00
Mayne Island Volunteer Firefighters Association	2,000.00
Mayne Island Walking Soccer	1,000.00
Mayne School Association and PAC	2,500.00
Pender Island Otters Swim Club	500.00
Southern Gulf Islands Arts Council – Mayne Branch	1,500.00
Terry Fox Mayne Island Volunteers	<u>300.00</u>
	<u>\$27,500.00</u>

**CARRIED**

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Burrows, that Mayne Island Parks and Recreation Commission adopt the recommendation of the Recreational Funding Committee for a 2023 funding allocation for recreational services from the Mayne Island Tennis Association in the amount of \$1,500.00.

**CARRIED**

**OPPOSED:** Commissioners Kilpatrick and Wright

**Mayne Island Parks and Recreation Commission  
Minutes for August 10, 2023**

**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.**

None

**9. Rise and Report**

None

**10. Meeting Adjournment**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper that the Mayne Island Parks and Recreation Commission meeting be adjourned.  
**CARRIED**

The meeting adjourned at 5:53 pm.

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**Debra Bell, Chair**

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**DATE**

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**Michael Kilpatrick, Recorder**

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**Treasurer's Report August 1- 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
Interest income									210		210
Jan to July 2023 expenses	-4,218	-1,728	-1,965	0	-308	-1,570	-11,263	-7,068	-1,778	0	-29,898
Opening Balance	6,782	4,272	3,035	2,000	2,692	5,430	14,737	2,932	21,517	0	\$63,397
<b>August Expenses</b>											
Janitorial July plus mileage							1,724				
Janitorial, WCB							32				
Janitorial supplies							671				
Water monitoring	175	175									
Water monitoring, WCB											
Water supplies - meters, UV light, courier	233	253									
Recording secretary for June									172		
Recording secretary, WCB									3		
Supplies, pest control, water	424	84	407			51		6	20		
Printing			61			77					
CRD O/H								313			
CRD labour								182			
<b>Total</b>	<b>832</b>	<b>512</b>	<b>468</b>	<b>0</b>	<b>0</b>	<b>128</b>	<b>2,427</b>	<b>501</b>	<b>195</b>	<b>0</b>	<b>5,063</b>
<b>Remaining budget August 31, 2023</b>	<b>5,950</b>	<b>3,760</b>	<b>2,567</b>	<b>2,000</b>	<b>2,692</b>	<b>5,302</b>	<b>12,310</b>	<b>2,431</b>	<b>21,322</b>	<b>0</b>	<b>\$58,334</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance August 1, 2023	14,547
Add: CRD Interest income	-
Donations	3,680
Less: CRD Overhead allocation	-95
Paint, supplies, lumber (6)	-442
Supplies water meter, UV light	-107
<b>Closing balance August 31, 2023</b>	<b><u>17,583</u></b>

**Adachi Rental**

Opening Balance August 1, 2023	580
Add: Rental income	200
<b>Closing balance August 31, 2023</b>	<b><u>780</u></b>

**Putting green**

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

**Total Donated Funds August 31, 2023** **18,543**

**(C) Recreation Funds**

Opening Balance August 1, 2023	7,381
Add: CRD Interest income	-
Recreation grants received	35,740
Less: CRD Overhead allocation	-203
Volunteers dinner	-2,654
Recreation funding paid out	-29,000
<b>Closing balance August 31, 2023</b>	<b><u>11,264</u></b>

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

Opening Balance August 1, 2023	92,365
Add: CRD Interest income	-
<b>Closing balance August 31, 2023</b>	<b><u>92,365</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.109.2011.66 Dinner Bay Playground	6,409
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)	453
CX.109.2012.81 Dinner Bay Septic	3,839
CX.109.2015.88 Miners Bay washrooms	528
CX.109.2016.66 Fitness Circuit	30,000
CX.109.2017.88 Miners Bay holiday lights	253
CX.109.2018.66 Recycling/garbage centre Dinner Bay	1,182
CX.109.2019.65 Village Bay boat ramp	10,000
<b>Total Allocated Projects August 31, 2023</b>	<b><u>47,385</u></b>



## Events Report

10 September, 2023

Events booked for September/October (as of this date):

1. Tim Begley Fitness continues in Dinner Bay Park
2. Carol Meldrum Yoga continues in Miners Bay Park
3. Donna Williams Yoga continues in Miners Bay Park
4. Warren Korol Meditation continues in Cotton Park and the JMG
5. 17 September – Miners Bay Park is the site for the Terry Fox run festivities.



## Technology Committee

10 September, 2023

1. The e-transfer pilot project for the Japanese Memorial Garden is within days of being operational.
2. It can only be used for donations to the Japanese Memorial Garden although it is hoped it can be expanded if it runs smoothly.
3. Income tax receipts will be issued for donations of \$50 or more. The donation form to be completed can be obtained from our Treasurer, Commissioner Burrows at [MIPRCTreasurer@crd.bc.ca](mailto:MIPRCTreasurer@crd.bc.ca)
4. The donation form must be completed and submitted within 5 days of the e-transfer in order to receive a tax receipt.
5. The maximum e-transfer allowed is \$999.
6. The Finance Committee agreed that e-transfer donations from the start date until December 31, 2023 will be applied to the cost of the new holiday lights at the Japanese Memorial Garden.

Debra Bell

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## Sanitation Report

10 September, 2023

Public washrooms at the library – Miners Bay.

1. Commissioner Kilpatrick met with Lise Magee and Emily Walker on March 17<sup>th</sup> 2023 to discuss the costs of operating the public washrooms at the library.
2. As a starting point, they agreed that MIPRC would obtain pricing on new electronic locks which would allow for the doors to be closed and locked overnight and opened automatically in the morning. If the pricing is acceptable then the Chamber of Commerce would pay for the purchase and installation of these locks.
3. There are a number of issues with the installation of electronic locks which Commissioner Kilpatrick can elaborate on at the meeting on September 14, 2023.
4. In the meantime, and as a result of a major mess in the men's washroom, the sanitation committee agreed to the manual locking and unlocking of the washrooms with open hours of 8 am – 6 pm starting in mid-late August.
5. The janitorial contractor has reported that there has been a tremendous improvement in the state of the washrooms including much less garbage with the new hours.
6. Fortunately, we were able to find two individuals to take on the task with one locking and the other unlocking the washrooms on a daily basis. This may or may not be sustainable.
7. This is an onerous task for a volunteer as it must be done daily. Therefore, I recommend that we determine an appropriate honorarium for the two individuals and that the Chamber be asked to cover said honorarium.
8. MIPRC should continue to engage with the Chamber of Commerce with respect to supporting the cost of operating the washrooms.

Debra Bell

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# Fred and Bette Cotton Park Report

10 September, 2023

- Orca Trail and Seal Point Trail patrolled and maintained.
- Commissioner Kilpatrick prepared a drawing and specifications for installation of the existing staircase near the parking lot. At an on site assessment on September 8, we concluded that given the amount of work required to modify the staircase to fit the slope and the volume of concrete needed for both the top and bottom landing this project should not proceed. Visitors can continue to access the park by walking between the bollards and down the driveway. CRD has been contacted regarding the disposal policy for low value assets. This is relevant for when the tractor shed at Dinner Bay Park is reorganized.
- Water tanks half full – will last the rest of the season. Need advice on cleaning.
- Ongoing garden and grounds maintenance – details in log book in garden shed. Thank you to Fay R. for regular assistance.

Debra Bell

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## Japanese Memorial Garden

10 September, 2023

1. Work continues on the improvements to the arched bridge to the island.
  - a. The last of the bridge entry posts have been installed. These posts will be painted on September 12<sup>th</sup> assuming the weather is fair. The giboshi will be installed on September 19<sup>th</sup>.
  - b. Work continues on the removal of the weed bed from the pond.
2. Shed maintenance work continues. The front face will be stained this coming week.
3. The Garden volunteers will begin a fundraising campaign in September to raise money for holiday lights to replace our existing stock. The campaign will commence after the e-transfer process has been completed.

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## Trail Network Development Committee Report

10 September 2023

- A work party took place on [Tuesday](#) 08/22 to move 3 cubic yards of wood chips which were spread on the Ed Williams Trail from Leighton Lane to Williams Road. Thank you Kes, Adrian, Peter & Jacquie for your kind help & Jacquie for your wonderful electric ATV for hauling chips. Thank you Michael, Veronica & Debra for providing regrets. Jacquie took pictures so this may have been our five minutes of fame. The work party was a success with all chips moved. (Waiting for another load from Good as Wood).
- Thank you Michael, Adrian, Peter & Debra for helping to remove the big broom patch at the Leighton Lane end of Dinner Bay Park on 08/24, which had set a poor example to the community with Scotch broom in a community park. People will notice this I'm certain. A start was made on redefining the trail by placing more rocks along the perimeter. A further work party shall be scheduled to continue the work. This happened on 09/03. Kes, Adrian, Veronica & I worked on it for an hour from 10:00 to 11:00 but there was too much activity from the disc golf players so we had to stop. (Kestutis & I scoped out more rocks on 09/10).
- On 08/25 I saw that the literature rack at the Tru-Value was out of our brochures, which I re-stocked. Again dead empty on 09/09 so restocked.
- Trail Guardians Brock John & Fay Roth did patrols of Neil Road & Kadonaga Bay beach accesses on Aug. 18<sup>th</sup> & all is in good order.
- Trail Guardian Steve Patco did patrols of Flag Trail & the Ed Williams Trail on 08/21 & on 09/05 & all is in good order.
- Kestutis & I applied more staple nails on one of the boardwalks on the Ed Williams Trail on 09/10 & where the mesh had come loose. (Thank you Adrian for the tip-off). The bridge covering "Shook's Creek" needs mesh & this is on our work program.

Cheers, Peter Askin TNDC

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