



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

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

**Date/Time: February 8, 2024**

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Call to order

### **1. Territorial Acknowledgement - Kestutis**

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

### **3. Adoption of Minutes of January 11, 2024**

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

### **5. Reports**

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

5.1.1. Treasurer's Report for the period January 1 - 31, 2024 (report attached)

#### **5.2. Administration**

5.2.1. Follow up Action Report (not covered elsewhere)

5.2.2. Health and Safety Concerns

5.2.3. Events (report attached)

a) Retirement luncheon and Motion

b) MIALS/LIONS event

c) Easter advertising

5.2.4. Updated Supplement to the Commissioner Handbook for 2024

5.2.5. T-shirts

5.2.6. Oceanwood application to Islands Trust

#### **5.3. Committees**

5.3.1. Fitness Track (report attached)

5.3.2. Technology (report attached)

#### **5.4. Parks**

5.4.1. Miners Bay – Adrian

**Mayne Island Parks and Recreation Commission**  
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- a) Water ingress
  - b) Overnight camping
  - c) Library address sign
- 5.4.2. Dinner Bay - Kestutis
- 5.4.3. Cotton Park (report attached)
- 5.4.4. Japanese Memorial Garden (report attached)
- a) Adachi Pavilion proposal and discussion
- 5.4.5. Kippen Road (report attached)
- 5.4.6. Trail Network Development – Adrian
- a) Trails acceptable to walk bicycles signs
  - b) Danger Tree Team reporting system - David

**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.
- 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**

**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

**Date/Time:** January 11, 2024 at 3:00 pm

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**Present:**

Debra Bell, (Chair)	Michael Kilpatrick, (Vice-Chair)
Jacque Burrows, (Treasurer)	Veronica Euper (by telephone)
Adrian Wright	Kestutis Banelis
David Moss	Lauren Edwards (Recorder)

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

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

We acknowledged that the meeting was held on the traditional territory of the Coast Salish peoples and thanked them for their stewardship of these beautiful islands.

### 2. Approval of Agenda

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the agenda be approved as presented.

**CARRIED**

### 3. Election of Officers

- Debra Bell accepted the nomination for Chair and was elected by acclamation.
- Michael Kilpatrick accepted the nomination for Vice Chair and was elected by acclamation.
- Jacque Burrows accepted the nomination for Treasurer and was elected by acclamation.

Commissioner Banelis arrived at 3:03 pm

### 4. Adoption of Minutes of December 14, 2023

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows, that the minutes of December 14, 2023 be approved as presented.

**CARRIED**

David Moss arrived at 3:05 pm

### 5. Chair's Remarks

Chair Bell welcomed commissioners to the start of a new year and also welcomed David Moss as a new commissioner. Chair Bell thanked Commissioner Kilpatrick and his volunteer team for the

**Mayne Island Parks and Recreation Commission**  
**Minutes for: January 11, 2024**

successful holiday light display at the Japanese Memorial Garden. She also thanked Commissioner Wright for the work done in hanging the lights at the library and it was commented that the new Christmas tree lights received many compliments.

**6. Reports**

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period December 1 – 31, 2023

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

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Wright, that the capital project account for the Japanese Memorial Garden Lighting Upgrade be closed out and transferred to the Capital Account - Unallocated.

**CARRIED**

6.1.2. Finance Report

- A quote for the children's playground sign was received and commissioners agreed to the signage recommended. An order will be placed.
- Commissioners Bell and Kilpatrick agreed to review grant opportunities that become available.
- It was reported that an application will be made through CRD for a BC Hydro grant which will allow for new plants to be installed at Dinner Bay Park.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- It was discussed and agreed to continue review of the Follow-up Action Report at meetings.
- It was reported that the Fallow Deer Committee are waiting for a meeting to be scheduled with the minister responsible.
- No further advertising for commissioners will be done at this time.
- It was reported that the review of the calendar shows the domain name is scheduled for renewal on February 24<sup>th</sup> and that the next item due is the Commonality meeting in February or March.
- Discussion occurred regarding the Commonality meeting and it was agreed that MIPRC's preference is not to host a Commonality meeting at this time.
- It was reported that fire extinguishers will be taken for inspection next week.
- The Miners Bay septic tank will be pumped out in the spring of 2024.
- The assessment of pocket parks by Rob Underhill, Mayne Island Conservancy, was discussed. The parks discussed were on Sandy Hook Road, Wilks Road and Charter Road. It was reported that Sandy Hook as well as Wilks Road are being monitored for tree health and signage will be added to the list for completion. It

was agreed that Sandy Hook Park and a Charter Road park will be assessed by the Conservancy for ecological value and that Commissioner Euper will follow up with former Commissioner Askin on this issue as necessary.

- It was reported the danger tree assessment data in the system is current and requires calendaring for further follow-up. The team can then identify priorities for the Finance Committee to advise them of the available budget.
- The foodbank's boxes of sanitary products have now been stored in the library basement and at Dinner Bay Park.
- It was reported that the issue of playground inspections had been discussed with John Mooney, Regional Parks. He provided links to BC and Canadian inspection organization websites. Commissioner Euper will follow up on other recommendations received regarding inspectors.
- The Japanese Memorial Garden team is scheduled to discuss the Japanese-Canadian Legacy Fund grant application. It was reported that the Mayne Island Lions representative involved with proposed information panels on the island is aware of the plans for the Adachi Pavilion and they were approved. Commissioner Kilpatrick will make a presentation to the Commission regarding the Adachi Pavilion proposal.
- Boundary line GPS work on Naylor Road and Plumper Pass was discussed and it was agreed that the item will be removed from the Follow Up list at this time.
- Discussion occurred regarding the lack of reference to the donation and history of Mary Jeffrey Park and its co-management by MIPRC on the signage Regional Parks has proposed for Mount Parke. The Commission will review the current draft and respond with their position on this matter.
- It was reported that trees cut at Kippen Road Park were photographed and correspondence was sent to CRD to advise the Ministry of Transportation and Infrastructure.

6.2.2. Health and Safety Concerns  
No issues were raised.

6.2.3. Events  
A report was received with the agenda.

6.2.4. Update Supplement to the Commissioner Handbook for 2024  
Commissioner responsibilities were discussed and it was agreed that:

- Commissioner Moss will have responsibility for Village Bay and the Kippen Road Beach Access.
- Commissioner Wright will chair the Trail Network Development Committee and Commissioner Moss will be a member.
- Commissioner Moss will support the trail guardians.
- Commissioner Bell will distribute a draft for review and response.

### 6.3. Committees

6.3.1. Fitness Track

**Mayne Island Parks and Recreation Commission**  
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A report was received with the agenda.

It was reported that a quote was received for three pieces of exercise equipment for pad #1 and shipping is being investigated.

6.3.2. Technology

A report was received with the agenda.

It was reported that the e-transfer pilot project requires six months operation before changes and it is recommended that it be updated to receive email addresses in order to send donation receipts.

6.4. Parks

6.4.1. Miners Bay

- It was discussed and agreed that the bathrooms will be touched up with paint and that minor repairs will be completed. This work will be done in the spring.
- Some ground damage occurred during the preparation of the holiday bonfire and repairs will be made. The issue will be raised with those in charge to ensure no damage in future.
- The well box was rebuilt and will require painting in the spring.

6.4.2. Dinner Bay

It was reported that:

- Lumber for the horseshoe pits will be purchased.
- Blading of some ground areas to be done next week around the fitness pad.
- Some alder trees which threaten a fence are on a list of items to complete.
- Repair of the climbing net is being pursued.
- Trees will be assessed in the spring and the tree near Ed Williams trail is being monitored.
- There are only three trees remaining of those that were planted five years ago on the Disc Golf Course.

6.4.3. Cotton Park

A report was received with the agenda.

6.4.4. Japanese Memorial Garden

A report was received with the agenda.

6.4.5. Trail Network Development

- The Doreen McCloud Trail and a trail from Dalton Drive to Mariners Way were discussed as exceptions to the policy of no bikes on trails. It was agreed that signs will be posted on those park property trailheads to advise riders to walk their bicycles. Commissioner Kilpatrick will create a sign and share for input.
- Danger Tree Team assessment of priorities was previously discussed during this meeting.

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**7. Correspondence/Meetings**

- 7.1. Email from organizer of Honouring Lantern event postponing until November 2024.
- 7.2. Email from CRD advising update to Commissioner Handbook and Orientation session coming soon.
- 7.3. Email to CRD Risk & Insurance regarding volunteer list and summary for ADD&D insurance.
- 7.4. Email from CRD Legislative Services confirming reappointments of Commissioners Euper, Wright and Bell.
- 7.5. Emails to/from Caurinus Environmental regarding boat ramps and provincial requirements for tenure renewal.

**8. New Business**

No new business.

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

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick 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**

**10. Rise and Report**

David Moss was recommended and approved as a new commissioner.

**11. Meeting Adjournment**

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

**CARRIED**

The meeting adjourned at 5:03 p.m.

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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 January 31, 2024**

<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 to come - 2024</b>											
<b>January Expenses</b>											
Janitorial, Jan plus mileage							792				
Janitorial, WCB							14				
Water monitoring, Jan	175	175									
Water courier, Dec	5	6									
Washroom honorariums, 2023		400									
Washroom honorariums, WCB		8									
Recording secretary, Dec										167	
Recording secretary, WCB										4	
Supplies, ads, signage		65								228	
Hydro, Dec	146	14									
Garbage										280	
Arborist			108								
CRD O/H								313			
CRD Labour								36			
CRD O/H Transfer from JMG, adj.								54			
<b>Total</b>	<b>326</b>	<b>668</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>806</b>	<b>403</b>	<b>679</b>	<b>0</b>	<b>2,990</b>



**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**TREASURER'S REPORT January 1-31, 2024**

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance January 1, 2024	24,056
Add: Transfer of CRD overhead charges to operating account, adj	54
Less: CRD Overhead allocation	-95
Christmas lights purchase	-2,164
Supplies, posters	-124
Hydro, Dec	-115
Arborist	-975
<b>Closing balance January 31, 2024</b>	<b><u>20,637</u></b>

**Adachi Rental**

Opening Balance January 1, 2024	1,299
Less: CRD adjustment	-57
<b>Closing balance January 31, 2024</b>	<b><u>1,242</u></b>

**Putting green**

Opening Balance January 1, 2024	180
<b>Closing balance January 31, 2024</b>	<b><u>180</u></b>

**Total Donated Funds January 31, 2024** **22,059**

**(C) Recreation Funds**

Opening Balance January 1, 2024	11,351
Less:CRD Interest income, adj	-23
CRD Overhead allocation	-203
Postage	-18
<b>Closing balance January 31, 2024</b>	<b><u>11,107</u></b>

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

Opening Balance January 1, 2024	84,876
Add:Closing balance from Japanese Memorial Garden Lighting Upgrade	1,800
Operating Surplus from 2023	43,565
Less: CRD Interest income,adj	-280
<b>Closing balance January 31, 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
CX.109.2021.65 Japanese Memorial Garden Lighting Upgrade	1,800
Less: Transfer to Capital Funds (Unallocated)	-1,800
<b>Total Allocated Projects January 31, 2024</b>	<b><u>32,276</u></b>



## Events Report

04 February, 2024

1. There is one proposed event for February at the Adachi pavilion, but as of this writing the event application has not been completed.
2. Easter is fast approaching.

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## **Dinner Bay Seniors Fitness Circuit**

04 February, 2024

1. Awaiting a second shipping quote on the three pieces of equipment agreed upon at January 11, 2024 meeting.
2. The BC Hydro Regreening Project grant application was submitted on January 31, 2024. Thank you to Michael Kilpatrick for attractive and functional design work and obtaining quotes for plant materials. Funding decisions to be announced by March 2024.
3. Discuss whether to apply for a Kal Tire grant for fitness pad surfacing given environmental considerations.
4. Carry forward: The New Horizons for Seniors Program announces their funding decisions around the end of February 2024. This will impact whether to proceed with the next pad and equipment.

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## Technology Committee

04 February, 2024

1. Nothing to report.

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# Fred and Bette Cotton Park Report

05 February, 2024

- Orca and Seal Point Trails patrolled and groomed.
- Tree down next to garden shed due to snow; arborist bucked up tree. No damage to building.
- Crocuses; snow drops and hellebores in bloom. Thank you to Julie S. for garden maintenance.

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## Japanese Memorial Garden

04 February, 2024

1. January 17, 2024 – 8" of heavy wet snow fell on the JMG causing extensive damage. The garden was closed so that an arborist could be brought in to assist with the clean-up. 16 volunteers came out on 30<sup>th</sup> January to pick up the hundreds of broken branches and do a general cleanup in advance of the reopening on 31<sup>st</sup> January. The damage included.
  - a. Two trees were removed completely due to severe damage:
    - i. Blireiana plum
    - ii. Silk Tree
  - b. Three trees were heavily pruned rather than remove them completely. They will be removed completely if they don't respond well to the pruning.
    - i. Curly Willow
    - ii. 2 x Blireiana plum
  - c. A weeping crab apple was uprooted. It was brought back to an upright position and has been temporarily stabilized with 2x4's. A permanent brace will be constructed at a later date.
  - d. Many trees including the 2 golden weeping willows had their crowns reduced as a result of upper branches being broken.
  - e. Two fence panels were heavily damaged by falling branches and required a complete rebuild.
  - f. Rains that followed the snow and the snow melt caused extensive flooding and erosion in the north west corner of the Garden. The water is flowing out of the baseball field. The erosion was deep enough to expose the buried irrigation water lines. The damaged area is still cordoned off. Volunteers will install a curtain drain this coming summer to hopefully prevent this from occurring again.
2. On a bright note... the first of the early daffodils are up and blooming.
3. As a result of a very successful Holiday light-up and based on feedback received from visitors and volunteer organizers the JMG purchased an addition set of lights to complete the replacement of the remaining historic lights. The order was placed in early January in order to take advantage of a 20% price reduction that was being offered by the supplier. A motion to approve the expenditure will be made at the February Commission meeting.

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## Japanese Memorial Garden

04 February, 2024

1. As a result of a very successful Holiday light-up and based on feedback received from visitors and volunteer organizers the JMG purchased an addition set of lights to complete the replacement of the remaining historic lights. The order was placed in early January in order to take advantage of a 20% price reduction that was being offered by the supplier. A motion to approve the expenditure is below.

I move that MIRPC 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.

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Please forgive spelling Capitalization and grammatical errors because this was voice dictated via smart phone

January 13, 2024:

I inspected the Kippen Road beach access and found a small sinkhole, and the lower ramp securely tied to staircase with an aging rope. I reported these to Debra and Kestutis via email.

I noticed the house which borders the park to the north, had a burn barrel, actively burning and producing smoke, which seemed quite close to the park, and probably straddled the property line.

January 28, 2024:

I inspected the Kippen Road beach access and found the sinkhole unchanged. I used long tree branches from the brush pile to obstruct the sinkhole and block it from pedestrians. It will be very hard for somebody to accidentally step in that hole now without moving wood first.

I also located a newer stronger rope that had been dropped off by the commission, and I re-tied the lower ramp to the staircase, using multiple half hitches. the newer stronger rope Appears significantly stronger than the old frayed tattered one.

As I left the park, I noticed some of the younger branches had now over shot previous pruning sites and will soon encroach on the vehicle access route into the park. Should be fine this summer, but might need some additional pruning for summer 2025. The south section of the park was quite wet and swampy, and clearly had a lot of drainage coming in. Probably normal but there is a lot of construction on the surrounding hillside, which might have affected runoff flow.

David Moss

Feb 5 2024