



## **Agenda 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**

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Call to order

- 1. Territorial Acknowledgement - Debra**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of March 14, 2024**
- 4. Chair's Remarks**
- 5. Presentations/Delegations**
- 6. Reports**

6.1. Treasurer's Reports

- 6.1.1. Treasurer's Report for the period March 1 - 31, 2024 (report attached)
- 6.1.2. Finance Report (report attached)

6.2. Administration

- 6.2.1. Follow up Action Report (not covered elsewhere)
- 6.2.2. Health and Safety Concerns
  - a) Playground assessments
- 6.2.3. Events (report attached)
  - a) Volunteer Appreciation Dinner date
  - b) Mind and Body Light Fitness policy
- 6.2.4. Monitoring local information affecting MIPRC

6.3. Committees

- 6.3.1. Fitness Track (report attached)
- 6.3.2. Technology and Motion (report attached)
- 6.3.3. Sanitation (report attached)
  - a) Dinner Bay septic

**Mayne Island Parks and Recreation Commission**  
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6.4. Parks

- 6.4.1. Miners Bay – Adrian
  - a) Blackberry pruning
- 6.4.2. Dinner Bay – Kestutis
  - a) Alder trees near Leighton Lane
  - b) Culverts
- 6.4.3. Cotton Park (report attached)
- 6.4.4. Japanese Memorial Garden and Motions (report attached)
- 6.4.5. Kippen Road/Village Bay Park - David
  - a) Staircase installation at Kippen
- 6.4.6. Trail Network Development – Adrian
  - a) Chu An Trail
  - b) Wilks Road
  - c) Walk Bike signs
  - d) Safety/Danger Tree Team reporting system - David
- 6.4.7. Henderson Park
  - a) Outdoor Recreation Grants – information kiosk

**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.

**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**



## 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

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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.

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- 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

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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.

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- 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.

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- 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

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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 March, 2024**

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Dinner Bay Fitness Program</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>Opening budget</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>26,269</b>	<b>96,269</b>
Grant in lieu										68	68
Program grant		10,500									10,500
Cost recovery			400								400
Jan to Feb expenses	-678		-1,137	-208	0	0	-141	-1,612	-742	-815	-5,333
	<u>10,322</u>	<u>10,500</u>	<u>5,263</u>	<u>4,792</u>	<u>2,000</u>	<u>3,000</u>	<u>6,859</u>	<u>24,388</u>	<u>9,258</u>	<u>25,522</u>	<u>101,904</u>
<b>March Expenses</b>											
Janitorial, Mar plus mileage								1,540			
Janitorial, WCB								32			
Janitorial supplies								77			
Water monitoring, Mar	175		175								
Water courier, Feb	5		6								
Recording secretary, Feb										167	
Recording secretary, WCB										6	
Supplies, tide tables	158									225	
Arborist				137							
Hydro, Feb	222		13								
CRD O/H									326		
<b>Total</b>	<u>560</u>		<u>194</u>	<u>137</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,649</u>	<u>326</u>	<u>398</u>	<u>3,264</u>
<b>Remaining budget</b>	<b>9,762</b>	<b>10,500</b>	<b>5,069</b>	<b>4,655</b>	<b>2,000</b>	<b>3,000</b>	<b>6,859</b>	<b>22,739</b>	<b>8,932</b>	<b>25,124</b>	<b>98,640</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance March 1, 2024	20,400
Add: donations	65
Less: CRD Overhead allocation	-112
CRD Interest adjustment	-32
Supplies, shingles, flashing, soil	-828
Hydro, Feb	-179
<b>Closing balance March 31, 2024</b>	<b><u>19,314</u></b>

**Adachi Rental**

Opening balance March 1, 2024	1,242
<b>Closing balance March 31, 2024</b>	<b><u>1,242</u></b>

**Putting green**

Opening balance March 1, 2024	180
Add: donations	20
<b>Closing balance March 31, 2024</b>	<b><u>200</u></b>

**Total Donated Funds March 31, 2024** **20,756**

**(C) Recreation Funds**

Opening Balance March 1, 2024	9,415
Add: Grant in lieu	26
Recreation grants received	36,812
Donation	50
Less: CRD Overhead allocation	-221
MIALS/Lions event fee	-10
Easter supplies, candy	-466
<b>Closing balance March 31, 2024</b>	<b><u>45,606</u></b>

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

Opening Balance March 1, 2024	129,961
Less: Capital project activated	-2,000
<b>Closing balance March 31, 2024</b>	<b><u>127,961</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.109.2022.67 Fitness Circuit Equipment	14,500
Add: Grant for equipment purchases	14,500
CX.109.2023.67 Miners Bay Retaining Wall	
Add: Funds transferred from unallocated capital funds	2,000
<b>Total Allocated Projects March 31, 2024</b>	<b><u>48,776</u></b>



## FINANCE REPORT

April 5, 2024

1. Playground signs for Dinner Bay Park ordered and will be ready the middle of April.
2. Janitorial contract has been renewed for another year – April 1 to Mar 31, 2025.
3. Awarded a BC Hydro Regreening grant for the fitness/playground area to soften the landscape and provide shade and privacy. The much appreciated BC Hydro support will be recognized with signage on site and in the MayneLiner.

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## Events Report

7 April, 2024

1. Confirmed events:
  - a. Adachi pavilion with kitchen:
    - i. Conservancy event
      1. April 28<sup>th</sup>
2. Dinner Bay Park and Adachi pavilion
  - a. Disc Golf Tournament
    - i. May 4<sup>th</sup> – all day
3. Japanese Memorial Garden
  - a. There is one tour booked for the Japanese Memorial Garden
    - i. May 5<sup>th</sup> – Victoria Historical Society
4. The events application form will be updated to reflect the change in CRD insurance requirements that come into effect on May 30<sup>th</sup> 2024.
5. The Easter festivities were held at Dinner Bay Park on Sunday March 31<sup>st</sup>. The event was well attended with approximately 250-300 people present over the course of the afternoon. Our thanks go out to all who attended and to the volunteers who assisted in organizing and running the event.

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## Dinner Bay Seniors Fitness Circuit

08 April, 2024

1. The BC Hydro Community ReGreening Program has awarded MIPRC a grant of up to \$4,600.00 to support the Dinner Bay Park Fitness Circuit Beautification project.
2. The project will provide much needed greenery, shade and privacy in this area.
3. MIPRC is very appreciative of this funding and appropriate recognition of BC Hydro's support will be publicized in the coming months.
4. A planning meeting was held on April 3, 2024 with Commissioners Kilpatrick, Banelis, Wright and Bell in attendance and responsibilities assigned.
5. The trees and shrubs have been ordered and metal cages will be required for the first 1-2 years to protect the plantings from deer browse.
6. A simplified irrigation method will be utilized and volunteers will be recruited to assist.
7. A final report to BC Hydro is due in September 2024 at which time the grant money is disbursed.
8. The fitness equipment is in production and we anticipate a June installation.

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## Technology Committee

7 April, 2024

1. It has been proposed that MIPRC create a documents storage area using either Dropbox or Google Docs.
  - a. The purpose of this would be so that all MIPRC Commissioners could access documents that are currently held on private computers.
  - b. Whatever documents that are stored on this system would be uploaded to the CRD storage/sharing system when it is up and running.
2. I move that MIPRC proceed with creating a documents storage area that can be shared by all MIPRC Commissioners.

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## Sanitation Report

7 April, 2024

Septic pump-out at Miners Bay Park.

1. The Blackwater Group was booked to pump out the two tanks at Miners Bay on Tuesday April 2<sup>nd</sup> 2024.
2. Tank #1 was partially pumped – removing 300 gallons of material.
  - a. The tank had developed a thick crust of material that prevented the tank from being entirely cleaned out.
3. Tank #2 was not cleaned out as the lid was not able to be removed by Blackwater.
4. Next steps
  - a. Incoming material has since softened the crust enough that it should be removable. Blackwater will be rebooked to do this work.
  - b. Commissioner Wright broke the seal on the lid of tank #2 so it is now able to be pumped. Blackwater will be scheduled to pump out this tank.
5. It was agreed between Commissioners Bell, Kilpatrick and Wright that after both tanks are pumped out that septic tank starter will be added to Tank #1 and that it would be re-examined on March 31<sup>st</sup> 2025.

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## Fred and Bette Cotton Park Report

08 April, 2024

- Orca and Seal Point Trails patrolled.
- How difficult would it be to set up the Conservancy/MIPRC trail camera to find out what is constantly digging up and dragging moss over the trails?
- Ongoing garden tidy up. Muscari (grape hyacinth) have taken over Circle Garden and it looks unkempt but it seems to be an impossible task to remove them. Same with the bluebells in Driveway Garden. Both gardens will look much better in a month or so.
- Two large well established hebes which were in the shade at the back of Driveway Garden and two relatively new lavatera in Circle Garden died. Looking for suggestions for replacements.
- Deer munched on a 2-year-old choisya which they have never done before. Will definitely need to protect the new choisya going into the Dinner Bay Park Fitness Circuit Beautification project.
- The hellebores in the bed next to the garden shed are robust – thank you Julie S.
- No mowing required yet due to cold weather.
- The current policy of not allowing dogs in the park was reviewed with reference to its history, wildlife protection, the CRD Regional Parks Dog Management Policy Framework and the fact this is the only community park with such a policy which provides an option for those who prefer or need a dog free environment. Recommendation to maintain the status quo and review the current policy every 3 – 5 years and add this to the calendar in the Supplement to the Commissioner Handbook.

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## Japanese Memorial Garden

7 April, 2024

1. Spring is well underway at the JMG with lots of bulbs blooming, fruit trees blooming and the garden is resplendent with rhododendrons. A haiku:
  - a. Cherry blossoms sway, In the garden's tranquil grace, Spring whispers its tale.
2. Fence repair is underway on the east boundary. Some existing panels are being repaired while others are being replaced.
3. Three new composting bins, to be constructed in the lower service area, are being proposed. Costing will be provided at a later date.
4. The first tour for the year of the JMG is scheduled for Sunday May 5<sup>th</sup>. JMG volunteer Michael Kilpatrick will lead the group from the Victoria Historical Society on a tour through the Garden.
5. A new roof for the bell is to be installed Tuesday 9<sup>th</sup> April.
  - a. Pictures and thank-u's to follow.
6. The biennial art show is proposed to happen this year on Sunday August 4<sup>th</sup>.
  - a. MIPRC requires approval of the event.
    - i. I move that the operation of an art show, that is not an art sale, featuring local artists from Mayne Island to be held on August 4<sup>th</sup> 2024 from 10am to 4pm at the Japanese Memorial Garden be approved by the MIPRC.
7. The Mayne Island Reading Society has asked to hold a haiku poetry event in the Japanese Memorial Garden on July 5<sup>th</sup>-July 7<sup>th</sup>.
  - a. Haiku written by local poets will be displayed on panels throughout the Garden.
  - b. The poets will be in attendance on Sunday July 7<sup>th</sup> to discuss their work with visitors.
  - c. MIPRC has offered to be a sponsor of the event and the volunteers of the JMG have offered to help with the installation. MIPRC approval is required.
    - i. I move that the MIPRC approve the use of the Japanese Memorial Garden for a Haiku poetry event from July 5<sup>th</sup> to July 7<sup>th</sup> 2024 and that the MIPRC be a sponsor of the event.

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