



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

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

Date/Time: January 9, 2025 3:00 pm

Call to order

- 1. Territorial Acknowledgement - Debra**
- 2. Approval of Agenda**
- 3. Election of Officers**
- 4. Adoption of Minutes of December 12, 2024**
- 5. Chair's Remarks**
- 6. Presentation – Commissioner application**
- 7. Reports**

7.1. Treasurer's Reports

- 7.1.1. Treasurer's Report for the period December 1 - 31, 2024 (report attached)
- 7.1.2. Finance Report/Local Matters (report attached)

7.2. Administration

- 7.2.1. Follow up Action Report (not covered elsewhere)
- 7.2.2. Health and Safety Concerns
 - a) Dinner Bay ball field update
- 7.2.3. Events (report attached)

7.3. Committees

- 7.3.1. Fitness Circuit/ Beautification Phase II
- 7.3.2. Technology (report attached)
- 7.3.3. Sanitation

7.4. Parks

- 7.4.1. Miners Bay – Adrian
 - a) Electrical update

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- 7.4.2. Dinner Bay – Kestutis
 - a) Drainage issues
 - b) Arborist assessment
- 7.4.3. Cotton Park
- 7.4.4. Japanese Memorial Garden (report attached)
- 7.4.5. Trail Committee and Pocket Parks– Adrian
 - a) Charter Road trees - Kestutis

8. Correspondence/Meetings

- 8.1. Email to proponent requesting evidence of community support for pump track.
- 8.2. Email from supporter of ‘pump track’ for youngsters.
- 8.3. Telephone request from ‘organizer’ to consider a weekly market at Miners Bay Park.
- 8.4. Request to present at February 2025 meeting by Mayne Island Pathways and Trails Association. Request granted.
- 8.5. Emails to/from BC Hydro concerning timing of receipts of BC Hydro ReGreening Grant.
- 8.6. Emails to MIPRC and CRD regarding maintenance of Orca Trail at Fred & Bette Cotton Community Park.
- 8.7. Email regarding challenges completing CRD Japanese Memorial Garden e-transfer form.

9. New Business

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

11. Rise and Report

12. 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: December 12, 2024

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

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

The meeting was called to order at 3pm

1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional lands of the Coast Salish people.

2. Approval of Agenda

Amend: 6.3 From email application to email applications (plural) and commissioner to commissioners (plural).

Add: 6.11 Email from Mayne Island Collective and Mayne Island Community Centre Society regarding a Phase II planning meeting for the community centre on December 21, 2024.

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

CARRIED

3. Adoption of Minutes of November 14, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the minutes of November 14, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell thanked commissioners for the work they have done all year. Commissioners Kilpatrick, Wright and Banelis were thanked for their work installing the new teeter-totter.

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5. Reports

5.1. Treasurer's Reports

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

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that the Treasurer's report for the period November 1 – 30, 2024 be approved as presented.

CARRIED

5.1.2. Finance Report/Local Matters

A report was received with the agenda.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Community Work Funds Application: Drawings required for fitness circuit pads 2 and 3.
- Fitness Track: Additional surface material for the track will be ordered.
- BC Hydro ReGreening Grant: A reimbursement cheque is expected.
- BC Hydro ReGreening Grant #2: Drawings to be completed.
- Adachi Pavilion: Fall cleanup completed.
- Septic pump-outs: The signed contract is with All Out Septic – Gulf Islands and Commissioner Wright will schedule pump-out of Miners Bay for early spring.
- Dinner Bay Playground: Commissioner Banelis will investigate obtaining solid rubber tires for the disc walker.
- Trail Reports: A fillable PDF form will be distributed to trail guardians.
- Hiking/Walking Trails: The brochure will be updated.

5.2.2. Health and Safety Concerns

Dinner Bay softball field discussion.

5.2.3. Events

A report was received with the agenda.

5.2.4. MIPRC Record Management

A report was received with the agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission request the Capital Regional District return to Mayne Island Parks and Recreation Commission documents and records, which were taken to the Capital Regional District's headquarters in the summer of 2023, by March 31, 2025 at no cost to Mayne Island Parks and Recreation Commission.

CARRIED

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5.3. Committees

- 5.3.1. Fitness Circuit/ Beautification Phase II
An order will be placed for ¾” clear gravel for the trail to help with water control.
- 5.3.2. Technology
A report was received with the agenda.
- 5.3.3. Sanitation
A report was received with the agenda.

5.4. Parks

- 5.4.1. Miners Bay
Electrical update: Commissioner Bell will discuss this with Amanda Gunn.
- 5.4.2. Dinner Bay
 - Bouncing totter/rope bridge installation is completed.
 - A tree cutting quote for Dinner Bay is expected.
- 5.4.3. Cotton Park
- 5.4.4. Japanese Memorial Garden
A report was received with the agenda.
- 5.4.5. Trail Committee and Pocket Parks
A report was received with the agenda.

6. Correspondence/Meetings

- 6.1. Report received from Rob Underhill, Mayne Island Conservancy on Ecological Values of Charter Road pocket park.
- 6.2. Donation confirmation from Mayne Island Lions for teeter totter at Dinner Bay Park playground.
- 6.3. Email applications from potential commissioners. In person attendance tentatively set for January 2025 meeting.
- 6.4. Teams meeting with Jeff Milne, CRD Manager Risk and Insurance, Commissioners Euper, Kilpatrick and Bell regarding damage to Dinner Bay softball field; related correspondence and report to authorities.
- 6.5. Email correspondence to/from proponent of development of ‘pump park’ for young riders.
- 6.6. Email correspondence with Todd Shannon, CRD, Regional Parks regarding Plumper Pass Trail and plans for future meeting to discuss trails in the Mt. Parke area.

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- 6.7. Email correspondence regarding light up parade party and donations from participants and Brenda Dean Re/Max.
- 6.8. Email correspondence from CRD regarding reasons e-transfer is not available for payment of invoices.
- 6.9. Meeting with Rob Underhill, Mayne Island Conservancy, Commissioner Bell and volunteer at Sandy Hook pocket park to refine plan for restoration of park.
- 6.10. Dinner Bay Playground Inspection Report dated December 7, 2024 received.
- 6.11. Email from Mayne Island Collective and Community Centre Society regarding Phase II planning meeting for the Community Centre on December 21, 2024.

7. New Business

- 7.1. Discussion re: 'Pump park' for bicycles. This item is corrected to Discussion re: Pump Track for bicycles. Request to be made for evidence of community support for the project.

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

9. Rise and Report

10. Meeting Adjournment

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

The meeting adjourned at 5:00 pm.

Debra Bell, Chair

DATE

Michael Kilpatrick, Recorder

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

(A) Operating Funds	Dinner Bay	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
Transfer from contingency	15,000								-15,000	-
Grant in lieu									68	68
Interest income									151	151
Cost recovery		445								445
Donations	4,509	549	430							5,488
Jan to Nov expenses	-22,953	-5,670	-1,576	0	0	-849	-17,316	-13,205	-3,181	-64,750
	7,556	1,324	3,854	2,000	3,000	6,151	8,684	-3,205	8,319	37,683
November Expenses										
Janitorial, Dec plus mileage							792			
Janitorial, WCB							17			
Janitorial supplies							32			
Washroom honorariums		400								
Washroom honorariums, WCB		8								
Water monitoring, Dec	175	175								
Water courier, Dec	5	6								
Water supplies	19	19								
Supplies, plants, garbage	20	100	203							
Park improvements										
• teeter totter concrete	296									
• rope bridge	146									
• washrooms painting		1,093								
CRD O/H								326		
Total	661	1,801	203	0	0	0	841	326	0	3,832
Remaining budget	6,895	-477	3,651	2,000	3,000	6,151	7,843	-3,531	8,319	33,851

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

(B) Donated Funds

Japanese Memorial Garden

Opening Balance December 1, 2024	18,591
Add: donations	4,496
CRD Interest income	-
Less: CRD Overhead allocation	-112
Extension cords, bungee cords, batteries, safety cones	-696
Volunteer hats	-591
Printing	-30
Closing balance December 31, 2024	21,658

Adachi Rental

Opening Balance December 1, 2024	1,846
Add: CRD Interest income	-
Closing balance December 31, 2024	1,846

Putting green

Opening Balance December 1, 2024	200
Closing balance December 31, 2024	200

Total Donated Funds December 31, 2024	23,704
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(C) Recreation Funds

Opening Balance December 1, 2024	8,724
Add: CRD Interest income	-
Less: CRD Overhead allocation	-221
Dinner Bay Fitness circuit - landscape fabric	-128
Commissioner meeting	-544
Closing balance December 31, 2024	8,503

Recreation funds - New Horizon Grant

Opening Balance December 1, 2024	9,300
Closing balance December 31, 2024	9,300

(D) Capital Funds (Unallocated)

Opening Balance December 1, 2024	126,300
Add: CRD interest income	-
Closing balance December 31, 2024	126,300

(D) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4,061
CX.109.2012.81 Dinner Bay Septic and Plumbing	2,453
CX.109.2016.66 Fitness Circuit	19,734
CX.109.2023.67 Miners Bay Retaining Wall	2,000
CX.109.2024.88 Dinner Bay Water Facilities Upgrade	3,000
CX.109.2025.88 Vulture Ridge Summit Improvement	2,000
Total Allocated Projects December 31, 2024	33,248



FINANCE/INFORMATION REPORT

Jan 9, 2025

1. Received \$4,509 cheque from MI Lions Club as a donation towards the purchase of the teeter totter.
2. Received \$560 in etransfer donations and \$3,936 in cash for the JMG holiday light display. Another \$1,000 comprised of cash and etransfers received subsequent to the year end bring the total for the 2024 holiday light season to \$5,496. 2023 totalled \$7,715 but this included two special (and substantial) donations of \$2,200.
3. Received donations of \$335 through Brenda Dean, \$50 cash and \$164 from Mayne Island Chamber of Commerce for the Miners Bay Holiday tree/bonfire.
4. BC Hydro ReGreening grant will not be paid until Jan 2025.
5. Local Matters affecting MIPRC- nothing to report.



Events Report

05 January, 2025

1. Christmas Eve bon fire was a success. Counts ranged from 200-300 people over the course of the evening.
2. All Christmas lights will be turned off on Sunday Jan 5th.
3. Holiday light-up was a success. See Japanese Memorial Garden report for info.



Technology Committee

08 December, 2024

1. Work will begin on the new website in January.
2. Uploads to the database continues.



Japanese Memorial Garden

05 January, 2025

- 1.) The Holiday light-up was a success with:
 - a. \$4,140.00 in cash donations received.
 - i. E-transfer donations were unknown at time of this writing
 - b. 1,330 people came through the JMG to view the show.
- 2.) The volunteer caps have arrived and will be distributed in early spring.
- 3.) Work will continue on the repairs to the inner torii gate as weather allows.
