



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

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

Date/Time: February 13, 2025 3:00 pm

Call to order

- 1. Territorial Acknowledgement - Adrian**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of January 9, 2025**
- 4. Chair's Remarks**
- 5. Presentation – Mayne Island Pathways and Trails Association**
- 6. Reports**

6.1. Treasurer's Reports

- 6.1.1. Treasurer's Report for the period December 1 – 31, 2024 Amended (report attached)
- 6.1.2. Treasurer's Report for the period January 1 – 31, 2025 (report attached)
- 6.1.3. Finance/Local Matters Report (report attached)
- 6.1.4. Motion re: Capital Budget amendment

6.2. Administration

- 6.2.1. Follow up Action Report (not covered elsewhere)
- 6.2.2. Health and Safety Concerns
 - a) Dinner Bay ball field update
- 6.2.3. Events
- 6.2.4. Master Plan update - Veronica

6.3. Committees

- 6.3.1. Fitness Circuit/ Beautification Phase II
- 6.3.2. Technology
- 6.3.3. Sanitation

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6.4. Parks

- 6.4.1. Miners Bay – Adrian
 - a) Electrical update
- 6.4.2. Dinner Bay – Kestutis
 - a) Drainage issues
- 6.4.3. Cotton Park (report attached)
- 6.4.4. Henderson Park - Glyn
- 6.4.5. Japanese Memorial Garden
- 6.4.6. Trail Committee
- 6.4.7. Pocket Parks
 - a) Charter Road trees

7. Correspondence/Meetings

- 7.1. Email from resident supporting a committee to pursue children's activities on the island.
- 7.2. Telephone follow-up call from resident regarding a weekly market at Miners Bay Park.
- 7.3. Information package received from Mayne Island Pathways and Trails Association relating to meeting presentation.
- 7.4. Email/telephone call from potential commissioner.
- 7.5. Grant application submitted to TD Friends of the Environment.
- 7.6. Grant application submitted to BC Hydro ReGreening Grant.
- 7.7. Grant application submitted to Community Works Fund through CRD.
- 7.8. Invitation to all commissioners to attend CRD Commissioner Orientation February 19, 2025.
- 7.9. Email exchanges with Mayne Island Lions Club to co-ordinate Easter festivities.
- 7.10. Invitation from Mayne Island Integrated Water Systems Society to attend workshop on April 12, 2025 at 1:00 pm at the Community Centre.
- 7.11. Email from Mayne Island Lions Club requesting meeting to discuss Miners Bay.
- 7.12. Email from Mayne Island Reading Centre Society requesting gravel in parking lot to eliminate muddy sections.
- 7.13. Emails with potential contractor for putting green at Dinner Bay Park.

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: January 9, 2025 3:00 pm

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

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

Guest: Glyn Legge

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations. We respect and value the longstanding relationship they have with the land and seawaters that continues to this day.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
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.
- Jacquie Burrows accepted the nomination for Treasurer and was elected by acclamation.

4. Adoption of Minutes of December 12, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that the minutes of December 12, 2024 be approved as presented.
CARRIED

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5. Chair's Remarks

Chair Bell stated her pleasure that the team continues to work together and looks forward to an engaging year ahead.

6. Presentation – Commissioner application

Glyn Legge applied for a commissioner position. He commented on his lifetime enjoyment of hiking and climbing and his many years on Mayne Island. He also commented on his admiration of the parks and how well they are maintained. He provided his observation of the increasing park usage and signage.

7. Reports

7.1. Treasurer's Reports

A report was received with the agenda.

7.1.1. Treasurer's Report for the period December 1 - 31, 2024

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that the Treasurer's report for the period December 1 – 31, 2024 be approved as presented.

CARRIED

7.1.2. Finance Report/Local Matters

A report was received with the agenda.

The BC Hydro ReGreening funding cheque was received.

7.2. Administration

7.2.1. Follow up Action Report

- Commissioner Kilpatrick will work on the web page development with input from Commissioner Burrows.
- Commissioner Handbook Supplement: Commissioners will review the updated fitness policy and the trees checklist.
- Five-year Master Plan: Commissioners Euper, Bell, Burrows, Kilpatrick and Glyn Legge will participate in development of the new plan.
- Fitness circuit: Landscape material was received and steps to complete this project were discussed.
- BC Hydro ReGreening Grant: A new drawing for tree placement was completed and will be circulated. Another drawing will be made to meet the January 15th deadline for the area near Williams Road. Japanese Memorial Garden volunteers will water trees planted on the garden fence side.

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- Rock installation along Village Bay Road: Matt Taylor will be contacted regarding moving the stones.
- Lions Club building: The insurance letter will be provided to Greg Martin.
- Playground equipment: Commissioner Banelis will source out replacement tires and obtain a quote for welding repair of the disc walker equipment.
- Update hiking/walking trail map: Discussed GPS coordinate usage for trail maps online. Commissioner Kilpatrick will mark up the brochure and meet with Commissioners Bell and Wright.
- Commercial ramps: Commissioner Bell will review the CRD management plan and circulate to commissioners.

7.2.2. Health and Safety Concerns

Dinner Bay ball field update: An ICBC claim has been filed and an adjuster will be in touch in the next few days.

7.2.3. Events

A report was received with the agenda.

The holiday bonfire was well attended, cinders were cleared up and no garbage was left behind.

7.3. Committees

7.3.1. Fitness Circuit/ Beautification Phase II

See BC Hydro ReGreening Grant in 7.2.1

7.3.2. Technology

A report was received with the agenda.

7.3.3. Sanitation

- Replacement door closures to be installed.
- The fan on the UV system has been going into overheat mode.

7.4. Parks

7.4.1. Miners Bay

Electrical update: Commissioner Bell to follow up with tree volunteer..

7.4.2. Dinner Bay

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve an expenditure of \$1800 for tree work at Dinner Bay Park to be performed by Dr. Daylight Contracting Ltd..

CARRIED

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- Several dead trees will be removed throughout the park and the maple by the tractor shed requires pruning.
- Discussed the need for long term budget planning for tree work and Commissioner Banelis will prepare tree management information to include in the five year plan.
- An onsite meeting is necessary to assess drainage concerns.
- The playground pea gravel has been redistributed.

7.4.3. Cotton Park

The CRD archaeologist will arrange a meeting with a WSÁNEĆ cultural monitor and representatives from MIPRC.

7.4.4. Japanese Memorial Garden

A report was received with the agenda

7.4.5. Trail Committee and Pocket Parks

- Fallen trees and branches have been cleared off trails since the last wind storm.
- A problem tree on Charter Road was discussed and it was agreed that the arborist will be contacted for an assessment.
- The Mayne Island Pathways and Trails Association will make a presentation next month and information will be sent in advance regarding trail development.

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.

- Discussion occurred regarding this request. More information and further investigation is required before responding..

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

No new business.

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10. 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

11. Rise and Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the Capital Regional District Board that Glyn Legge be appointed a commissioner for the term ending December 31, 2025.

CARRIED

12. Meeting Adjournment

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

CARRIED.

Meeting adjourned at 5:17 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

(A) Operating Funds

[illegible]

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

(B) Donated Funds

Japanese Memorial Garden

Opening Balance December 1, 2024	18,591
Add: donations	4,608
CRD Interest income	289
Less: CRD Overhead allocation	-112
Extension cords, bungee cords, batteries, safety cones	-696
Volunteer hats	-591
Printing	-31
Hydro, Dec	-111
Closing balance December 31, 2024	21,947

Adachi Rental

Opening Balance December 1, 2024	1,846
Add: CRD Interest income	6
Closing balance December 31, 2024	1,852

Putting green

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

Total Donated Funds December 31, 2024	23,999
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(C) Recreation Funds

Opening Balance December 1, 2024	8,724
Add: CRD Interest income	117
CRD adjustment	128
Less: CRD Overhead allocation	-221
Dinner Bay Fitness circuit - landscape fabric	-128
Commissioner meeting	-544
Closing balance December 31, 2024	8,076

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	2,006
Transfer from operating fund	33,374
Closing balance December 31, 2024	161,680

(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

TREASURER REPORT January 31, 2025[illegible]

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER REPORT January 1 - 31, 2025

(B) Donated Funds

Japanese Memorial Garden

Opening balance January 1, 2025	21,947
Add: CRD Interest income	-
Donations	400
Less: CRD Overhead allocation	-112
Extension cords, batteries	-125
Closing balance January 31, 2025	22,110

Adachi Rental

Opening balance January 1, 2025	1,852
Add: CRD Interest income	-
Closing balance January 31, 2025	1,852

Putting green

Opening balance January 1, 2025	200
Closing balance January 31, 2025	200

Total Donated Funds January 31, 2025	24,162
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(C) Recreation Funds

Opening balance January 1, 2025	8,076
Add: CRD Interest income	-
Less: CRD Overhead allocation	-221
Closing balance January 31, 2025	7,855

Recreation funds - New Horizon Grant

Opening balance January 1, 2025	9,300
Closing balance January 31, 2025	9,300

(D) Capital Funds (Unallocated)

Opening balance January 1, 2025	161,680
Add: CRD Interest income	-
Closing balance January 31, 2025	161,680

(D) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4,061
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CX.109.2025.88 Vulture Ridge Summit Improvement	2,000
Total Allocated Projects January 31, 2025	33,248



FINANCE/INFORMATION REPORT

Feb 13, 2025

1. Treasurer report **Finals Dec 24** – Final adjustments included CRD interest income, CRD labour charges, Hydro charges and minor other adjustments. The operating surplus of \$33,374 from a total budget of \$96,281 and donations/ cost recoveries of approximately \$6,000 has been transferred to the capital account. This does not include the BC Hydro greening grant of \$4600 which was not paid nor received until Jan 2025 although the expenses incurred for the project were reported in 2024. The capital account is now at \$161,680.
2. Motion to approve transfer of net overhead charges to the operating account from Japanese Memorial Garden.

“ I move that the overhead charged by CRD to the Japanese Memorial Garden in the amount of \$367.33 (net of the interest income earned) be charged to the MIPRC operating account.”
3. Local Matters affecting MIPRC- nothing to report.



Fred and Bette Cotton Park Report

10 February, 2025

- New leaf bin under construction.
- Communication with CRD archaeologist regarding site visit.
- Recognition of First Nations to be discussed with Commissioner Legge.
