



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

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

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

Call to order

1. Territorial Acknowledgement - Kestutis

2. Approval of Agenda

3. Adoption of Minutes of February 13, 2025

4. Chair's Remarks

5. Presentations

5.1. Trisha Glatthaar

5.2. Jack and Harriet Ryder – Skatepark proposal

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report for the period February 1 - 28, 2025 (report attached)

6.1.2. Finance/Local Matters Update

6.1.3. 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

6.2.3. Events (report attached)

6.2.4. Master Plan update - Veronica

6.3. Committees

6.3.1. Fitness Circuit/ Beautification Phase II

6.3.2. Technology (report attached)

Mayne Island Parks and Recreation Commission
Agenda for: March 13, 2025

6.4. Parks

- 6.4.1. Miners Bay
 - a) Parking lot
- 6.4.2. Dinner Bay
- 6.4.3. Cotton Park
- 6.4.4. Henderson Park
- 6.4.5. Japanese Memorial Garden (report attached)
- 6.4.6. Trail Committee
 - a) Site visit with MIPATA
- 6.4.7. Pocket Parks
- 6.4.8. Emma and Felix Jack Park
 - a) Maintenance

7. Correspondence/Meetings

- 7.1. Email exchanges with Mayne Island Lions Club to co-ordinate Easter festivities.
- 7.2. Email and proposal regarding permanent skatepark facility.
- 7.3. Emails from Mayne Island Chamber of Commerce regarding installation of binoculars at select park benches.
- 7.4. Email regarding maintenance of Emma and Felix Jack Park.
- 7.5. Confirmation email Glyn Legge appointed commissioner of Mayne Island Parks and Recreation Commission by CRD Board.
- 7.6. Telephone call and emails regarding a hunter on MIPRC trail.
- 7.7. Email request and formal report filed for extension of NHSP program to fall 2025.
- 7.8. Email correspondence from Rob Underhill, Mayne Island Conservancy and volunteers regarding restoration plan for Sandy Hook Community Park.

8. New Business

- 8.1. Mayne Island Chamber of Commerce – binoculars at park benches

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: February 13, 2025 3:00 pm

Present: Michael Kilpatrick, (Acting-Chair)
Veronica Euper
Kestutis Banelis
Lauren Edwards (Recorder)

Jacquie Burrows, (Treasurer)
Adrian Wright
Glyn Legge

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

Guests: Melinda Suto and Irene Barrett, Mayne Island Pathways and Trails Association

The meeting was called to order at 3:01 pm.

1. Territorial Acknowledgement

We take this opportunity to thank the Coast Salish people for their historic custodianship of these lands on which we meet today.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the agenda be approved as presented.
CARRIED

3. Adoption of Minutes of January 9, 2025

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the minutes of January 9, 2025 be approved as presented.
CARRIED

4. Chair's Remarks

5. Presentation – Mayne Island Pathways and Trails Association (MIPATA)

Representatives Irene Barrett and Melinda Suto presented on behalf of MIPATA, and information was received by commissioners prior to the meeting. Discussion included:

- MIPATA reaffirmed their desire for continued collaboration with MIPRC and that MIPATA be reflected in MIPRC's five-year plan.

- MIPATA would like to align their five-year plan with MIPRC's five-year plan to ensure enhanced trail network development.
- MIPATA has set a goal to develop one trail per year over the next five years.
- MIPATA identified three areas of major interest for pathway development which included beach access at Laura Point Road to a lookout and the area from the end of Laura Point Road to the end of Neil Road. This would create a circuit route. They assessed the terrain as feasible, not waterlogged or densely forested and it is not near private residences.
- MIPATA could spearhead this project, but would first require MIPRC to obtain a license of occupation.
- Discussion occurred regarding surveying the site, required insurance under MIPRC, the trail width being 1.5 metres, erosion control and archaeological considerations.
- MIPRC will consider support for trail development at this location.
- It was confirmed that trails will be included in MIPRC's new five-year plan.
- Waugh Road to the church area and Victor Road at Maple Drive were discussed and will be considered for trail development.
- A site visit at Laura Point Road was tentatively scheduled for March 3rd.at 9:00 am.

6. Reports

6.1. Treasurer's Reports

- 6.1.1. Treasurer's Report for the period December 1 – 31, 2024 Amended
A report was received with the agenda.

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

CARRIED

- Final figures were amended due to adjustments made by CRD.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Wright 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 Mayne Island Parks and Recreation Commission operating account.

CARRIED

- 6.1.2. Treasurer's Report for the period January 1 – 31, 2025
A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper that the Treasurer's report for the period January 1 – 31, 2025 be approved as presented.

CARRIED

- 6.1.3. Finance/Local Matters Report
A report was received with the agenda.

- 6.1.4. Motion re: Capital Budget amendment
Deferred to the March meeting.

6.2. Administration

- 6.2.1. Follow up Action Report (not covered elsewhere)
- a) Calendar events:
 - Hiking and walking trail brochure: To be completed.
 - Easter Event: Discussion has begun.
 - 2025 Commonality Meeting: Deferred to the next meeting.
 - Updated Supplement to Commissioners Handbook: Responses to be sent.
 - b) Grants: Applications have been made for three grant types.
 - c) Garbage bin: Contact will be made with the new operators of MI Garbage Services.
 - d) ICBC: Discussed the responses received by the ICBC claim adjuster, the RCMP and the party who caused the damage to the Dinner Bay ballfield. Commissioners agreed to withdraw the ICBC claim and expect the required repairs will be made by the party who caused the damage.
 - e) Drainage at Dinner Bay: Quotes for drainage work were requested from the ballfield to Ed Williams Trail and for the putting green base. The rest of Dinner Bay Park drainage may be added to the contract for the baseball field work.
 - f) Conservancy work: It was agreed that discussion will occur regarding working with the Conservancy on Henderson Hill trail development and QR codes.

- 6.2.2. Health and Safety Concerns
- Dinner Bay ball field update

6.2.3. Events

- 6.2.4. Master Plan update
The initial meeting was held on February 13, 2025.

6.3. Committees

- 6.3.1. Fitness Circuit/ Beautification Phase II
Application has been made for grants for funding the second phase.
- 6.3.2. Technology
Website work is underway and a preliminary page will be circulated for discussion.
- 6.3.3. Sanitation

6.4. Parks

6.4.1. Miners Bay

Electrical update: No response has been received regarding upgrading the panel.

6.4.2. Dinner Bay

- Tree work has been completed.
- It was discussed and agreed that one yard of pathway crush will be ordered for Dinner Bay and 1.5 yards of $\frac{3}{4}$ crush will be ordered for Miners Bay parking lot pending discussion with the treasurer.
- Drainage issues were discussed in 6.2.1

6.4.3. Cotton Park

A report was received with the agenda.

6.4.4. Henderson Park

6.4.5. Japanese Memorial Garden

6.4.6. Trail Committee

Commissioner Legge contacted trail guardians for introductions and discussion.

6.4.7. Pocket Parks

Tree concerns at the Seaview Road pocket park were discussed.

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.

- The agenda will be circulated when it is received.

7.11. Email from Mayne Island Lions Club requesting meeting to discuss additional uses for Miners Bay Park.

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

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

The meeting adjourned at 4:11 pm

Michael Kilpatrick, Vice Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER REPORT February 28, 2025

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Janitorial Plumbing	CRD charges	Contingency Other		
Opening budget to come - 2025											
Grant-in-lieu									69		69
Cost recovery - BC Hydro Regreening	4,600										4,600
	4,600	0	0	0	0	0	0	0	69		4,669
February Expenses											
Janitorial, Feb plus mileage							792				
Janitorial, WCB							17				
Recording secretary, Jan									161		
Recording secretary, WCB									4		
Signage			62								
CRD Overhead allocation								324			
CRD Labour - Lions indemnity								40			
CRD Overhead allocation - transfer from JMG								367			
	0	0	62	0	0	0	809	731	165		1,767
January expenses	2,074	600	258	0	0	24	890	326	2		4,174
Total expenses to date	2,074	600	320	0	0	24	1,699	1,057	167		5,941
Net	2,526	-600	-320	0	0	-24	-1,699	-1,057	-98		-1,272

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER REPORT February 28, 2025

(B) Donated Funds

Japanese Memorial Garden

Opening balance February 1, 2025	22,110
Add: CRD Interest income	-
Donations	-
CRD Overhead allocation transferred to operating account	367
Less: CRD Overhead allocation	-123
Closing balance February 28, 2025	<u>22,354</u>

Adachi Rental

Opening balance February 1, 2025	1,852
Add: CRD Interest income	-
Closing balance February 28, 2025	<u>1,852</u>

Putting green

Opening balance February 1, 2025	200
Closing balance February 28, 2025	<u>200</u>

Total Donated Funds February 28, 2025	<u>24,406</u>
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(C) Recreation Funds

Opening balance February 1, 2025	7,855
Add: CRD Interest income	-
Grant-in-lieu	26
Less: CRD Overhead allocation	-181
Closing balance February 28, 2025	<u>7,700</u>

Recreation funds - New Horizon Grant

Opening balance February 1, 2025	9,300
Closing balance February 28, 2025	<u>9,300</u>

(D) Capital Funds (Unallocated)

Opening balance February 1, 2025	161,680
Add: CRD Interest income	-
Closing balance February 28, 2025	<u>161,680</u>

(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 February 28, 2025	<u>33,248</u>



Events Report

09 March, 2025

1. There was one event held Feb 28 at the Adachi.
2. No events have been confirmed for March.
3. Planning is underway for the Easter festivities at Dinner Bay Park.
 - a. Parks will be looking for volunteers to assist with hiding the Easter eggs and other events.
 - b. Notices will be placed on social media and in the Mayneliner.



Technology Committee

09 March, 2025

1. Nothing to report.



Japanese Memorial Garden

09 March, 2025

- 1.) Work continues on the refurbishment of the Torii gates.
- 2.) Spring clean-up has begun and will continue for the next two weeks.
- 3.) Repair is being planned for areas of the north fence that are rotting and will commence when the weather improves.
- 4.) Plans are being drawn up to double our compost making capacity.
- 5.) Plum trees are blooming and many of the spring flowers have emerged and are in flower.
