



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

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

**Date/Time: June 13, 2024**

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Call to order

**1. Territorial Acknowledgement - Jacquie**

**2. Approval of Agenda**

**3. Adoption of Minutes of May 9, 2024**

**4. Vice-Chair's Remarks**

**5. Reports**

5.1. Treasurer's Reports

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

5.1.2. Finance Report (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) July 1 celebration

5.2.4. Monitoring local information affecting MIPRC

5.3. Committees

5.3.1. Fitness Track and draft Motion (report attached)

5.3.2. Sanitation

5.3.3. Recreational Funding – Jacquie

5.4. Parks

5.4.1. Miners Bay – Adrian

a) Faucets/sink for Miners Bay/ Dinner Bay and draft Motion

b) Christmas tree issues

5.4.2. Dinner Bay – Kestutis

a) Softball field 1<sup>st</sup> baseline – 2<sup>nd</sup> quote requested

## **Mayne Island Parks and Recreation Commission**

**Agenda for: June 13, 2024**

- b) Bouncing totter/net
- c) Catch basin/culverts
- 5.4.3. Cotton Park (report attached)
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Trail Network Development – Adrian

### **6. Correspondence/Meetings**

- 6.1. Email to/from CRD regarding Kippen Road shore access erosion and photos forwarded to MOTI.
- 6.2. Email quote received to replace two faucets and one sink at Miners Bay and one faucet at Dinner Bay.
- 6.3. Email from Mayne Island Collective regarding proposal to improve access to Emma and Felix Jack Park for persons with limited mobility.
- 6.4. Email from Outdoor Recreation Funding of BC grant administrator regarding large number of applications; approximately 15% of applications will be approved.
- 6.5. Email from School District #64 administrator regarding recipients of the Dave Bentham award.
- 6.6. Microsoft Teams meeting with Regroove Solutions representatives and Commissioners Kilpatrick and Bell regarding CRD Workplace Modernization project.
- 6.7. Email from Todd Shannon, Regional Parks regarding updated version of information kiosk at Mt. Parke.
- 6.8. Filed interim report on progress on Seniors Fitness Circuit Project supported by New Horizons for Seniors Program.
- 6.9. Email to/from CRD regarding mountain biking in parks and on trails.

### **7. New Business**

- 7.1. Emma and Felix Jack Park and proposal by Mayne Island Collective for improved access.
- 7.2. Dave Bentham award; presentation and draft Motion
  - 7.2.1. MIPRC approve the granting of the Dave Bentham honorarium to this year's recipient(s) at Mayne Island School on June 27, 2024.

### **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, BC

**Date/Time:** May 9, 2024

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**Present:** Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)  
Jacquie Burrows, Treasurer Veronica Euper  
Kestutis Banelis Adrian Wright  
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 are honoured to meet today on the traditional territory of the Coast Salish First Nation people.

### 2. Approval of Agenda

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

**CARRIED**

### 3. Adoption of Minutes of April 11, 2024

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the minutes of April 11, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

Chair Bell stated that commissioners wish past commissioner David Moss the very best on rural Mayne Island and hopes he will continue to volunteer with Mayne Island Parks and Recreation Commission as he is able.

Chair Bell thanked the tree planting crew who put in a big effort in the past week.

## 5. Reports

### 5.1. Treasurer's Reports

#### 5.1.1. Treasurer's Report for the period April 1 - 30, 2024

The report was received with the agenda.

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

**CARRIED**

#### 5.1.2. Finance Report

A report was received with the agenda.

### 5.2. Administration

#### 5.2.1. Follow up Action Report (not covered elsewhere)

- Calendar items for the month of June included:
  - Review asset list;
  - Recreational grant application;
  - Dave Bentham Award;
  - Volunteer barbecue plans;
  - Canada Day Celebration plans; and
  - Budget.
- Parks T-shirt samples were ordered.
- Charter Road Park assessment to occur in June.
- Development of an electronic database for documents is underway.
- The Community Work Funds application will soon be completed to include a new putting green.
- Adachi Pavilion appliances were found to have no issues, the stove door gasket has been repaired and the barbecue will be inspected on May 10<sup>th</sup>.
- Discussed replacement options of the climbing net and teeter-totter and more investigation and discussion will occur.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission allocate up to \$7,000 for additional playground equipment at Dinner Bay Park.

**CARRIED**

- The sink hole at Kippen Road beach access was discussed. The bank is eroding but the stairs are on solid ground. It was agreed that Chair Bell will

write a letter to CRD's Real Estate Department to inform them of this matter.

- The organization of invasive plant species removal in Sandy Hook Park will be brought forward in the fall.
- The Chu An Trail extension discussion will be followed up on.

#### 5.2.2. Health and Safety Concerns

- A fall injury at the Japanese Garden was reported and details will be reported to CRD.
- Discussion occurred regarding identifying individuals who may be interested in doing playground assessments.

#### 5.2.3. Reporting Vandalism

Discussion occurred about vandalism, including plant theft, in the parks. It was agreed that all cases will be reported to Commissioner Euper and the CRD.

#### 5.2.4. Events

A report was received with the agenda.

- The volunteer appreciation dinner was confirmed scheduled for August 7<sup>th</sup>.
- It was reported that the disc golf tournament has grown to over 100 people and that no garbage was left behind.
- The July 1<sup>st</sup> celebration was discussed and involvement includes the Mayne Island Lions, Mayne Island Fire Fighters Association, Mayne Island Legion Branch and Mayne Island Parks and Recreation Commission.
- The Mind and Light Body Fitness Program update: Discussion occurred, and it was agreed, that one day per week (not Friday mornings) Donna Williams' request to hold a yoga class at Cotton Park may occur as a pilot project which will be reviewed at the end of summer.

#### 5.2.5. Monitoring local information affecting MIPRC

A report was received with the agenda.

It was reported that:

- The Fallow Deer Committee held a meeting and Adam Olsen, MLA, now has some information to provide to CRD.
- A Community Information Meeting occurred and the FireSmart Program was discussed.

### 5.3. Committees

#### 5.3.1. Fitness Track

A report was received with the agenda.

It was reported that:

- An article for the upcoming MayneLiner will be sent to the New Horizons for Seniors Program for approval as requested.
- The equipment is packaged and ready for shipment.

5.3.2. Sanitation

- It was discussed and agreed that an additional contractor will be sought for septic pump-outs particularly the vault toilets.
- Washroom doors at Miners Bay Park have been painted.

5.3.3. Recreational Funding

- Commissioner Burrows will chair the Recreational Funding Committee.
- Email communication will be sent to past applicants on June 1<sup>st</sup>.
- Applications received will be filed in the new document management system.
- The ad is ready for the MayneLiner and posters and social media posts should be up by June 1st.

5.4. Parks

5.4.1. Miners Bay

- The May Day event is planned with no concerns identified.
- Christmas tree lights are waiting for a quote for breaker installation. There was an approved permit when originally installed and some upgrades will be made. Work will be done before September.

5.4.2. Dinner Bay

- It was reported that the alder trees have been dropped and there are a lot of rounds that need to be moved. There will be more work necessary for next year.
- Tractor servicing was done.
- The softball field 1<sup>st</sup> baseline was discussed, including getting quotes for the materials and having volunteer labour from ballplayers.
- The commissioners unanimously agreed to the request of the ball team to put up a banner “Home of Mayne Island Blazers” and wear jerseys with the MIPRC logo.
- The ball team will be invited to attend a meeting to discuss field maintenance and other matters and provide details in advance.
- The catch-basin size has been identified for water runoff to the culverts. Grading will need to be done and the work will be addressed this summer.

5.4.3. Cotton Park – nothing significant to report.

5.4.4. Japanese Memorial Garden

A report was received with the agenda

5.4.5. Trail Network Development

It was reported that the Safety/Danger Tree Team reporting system is ready to go live and commissioners agreed to this. Follow-up dates from the spreadsheet will be transposed to the shared calendar.

5.4.6. Henderson Park

- A report on the funding application to the Outdoor Recreation Fund of BC was attached to the agenda. Some research will be done to provide history to the information boards about the individuals for whom the trails are named.
- In honour of retired commissioner Peter Askin two people are donating specialty trail blazing tools, the Timberwolf and the Cougar.

**6. Correspondence/Meetings**

- 6.1. Email from resident regarding donation in recognition of Peter Askin's contributions to the parks and trails of Mayne Island.
- 6.2. Letter of resignation from commissioner effective May 1, 2024.
- 6.3. Telephone conversation with Jean-Daniel Cusin of the Mayne Island Collective to discuss potential opportunities for MIPRC participation in achieving goals.
- 6.4. Email from resident expressing concern regarding the planting of daffodils at Cotton Park. Reply sent stating no bulbs or daffodils were planted by the commission or volunteers.
- 6.5. Email from CRD Liaison, Saturna regarding development of Trail Guardian program and materials.
- 6.6. Email to CRD requesting information on drone policy. Referred to CRD, Legal Department.
- 6.7. Application filed for Outdoor Recreation Funding of BC grant.

**7. New Business**

A work party will remove branches smaller than 3" to clear park area that borders a neighbouring property line.

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

The meeting adjourned at 5:24 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 May, 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>26,281</b>	<b>96,281</b>
Grant in lieu										68	68
Program grant		10,500									10,500
Cost recovery			445								445
Jan to Apr expenses	-6,374		-3,242	-369	0	0	-299	-4,629	-1,507	-1,376	-17,796
	<u>4,626</u>	<u>10,500</u>	<u>3,203</u>	<u>4,631</u>	<u>2,000</u>	<u>3,000</u>	<u>6,701</u>	<u>21,371</u>	<u>8,493</u>	<u>24,973</u>	<u>89,498</u>
<b>May Expenses</b>											
Janitorial, May plus mileage								1,324			
Janitorial, WCB								32			
Janitorial supplies								461			
Water monitoring, May	175		175								
Water courier, May	5		6								
Recording secretary, Apr										161	
Recording secretary, WCB										2	
Supplies, diesel, signage	321		75	138			34			225	
Arborist	2,250										
BC Hydro regreening	550										
Hydro, Apr	173		11								
CRD O/H									326		
<b>Total</b>	<u>3,474</u>	<u>0</u>	<u>267</u>	<u>138</u>	<u>0</u>	<u>0</u>	<u>34</u>	<u>1,817</u>	<u>326</u>	<u>388</u>	<u>6,444</u>
<b>Remaining budget</b>	<b>1,152</b>	<b>10,500</b>	<b>2,936</b>	<b>4,493</b>	<b>2,000</b>	<b>3,000</b>	<b>6,667</b>	<b>19,554</b>	<b>8,167</b>	<b>24,585</b>	<b>83,054</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance May 1, 2024	18,832
Add: donations	985
CRD Interest income	0
Less: CRD Overhead allocation	-112
Supplies, lumber, trees, weed cutter	-1,085
Hydro, April	-144
<b>Closing balance May 31, 2024</b>	<b><u>18,476</u></b>

**Adachi Rental**

Opening Balance May 1, 2024	1,242
Rental	200
<b>Closing balance May 31, 2024</b>	<b><u>1,442</u></b>

**Putting green**

Opening Balance May 1, 2024	200
<b>Closing balance May 31, 2024</b>	<b><u>200</u></b>

**Total Donated Funds May 31, 2024** **20,118**

**(C) Recreation Funds**

Opening Balance May 1, 2024	45,037
Add: CRD Interest income	0
Less: CRD Overhead allocation	-221
Grant ad	-103
Easter supplies	-15
<b>Closing balance May 31, 2024</b>	<b><u>44,698</u></b>

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

Opening Balance May 1, 2024	128,555
Add: CRD interest income	0
<b>Closing balance May 31, 2024</b>	<b><u>128,555</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	11,320
Less: balance of Fitness Circuit Equipment	-10,431
CX.109.2023.67 Miners Bay Retaining Wall	2,000
<b>Total Allocated Projects May 31, 2024</b>	<b><u>35,165</u></b>



## Events Report

9 June, 2024

1. Confirmed events:
  - a. Tim Begley fitness is confirmed for classes at Dinner Bay park – Adachi – weekly until October 5th
  - b. June 13<sup>th</sup> – Adachi Pavilion with kitchen- Recycle Society
  - c. July 1<sup>st</sup> – Canada Day at Miners Bay park. Hosted by:
    - i. MIPRC – serving ice cream – thank you for the ice cream donation from Tru-Valu
    - ii. Lions Club – ceremony and dog show.

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## Dinner Bay Seniors Fitness Circuit

06 June, 2024

1. A total of 17 shrubs were planted and fenced at a work party on May 10, 2024 as part of the BC Hydro Regreening project. The remaining tree, a big leaf maple (*acer macrophyllum*) was sourced and planted on June 1 which completes the plan as designed. A huge thank you to Commissioners Kilpatrick, Wright, Banelis and Bell and volunteer Bob Downie for their labour involved in this project.
2. Commissioner Banelis and volunteer Bob Downie are sharing watering responsibilities.
3. A final report will be prepared and submitted to BC Hydro for reimbursement of tree and plant expenses.
4. Temporary posters acknowledging BC Hydro support will be displayed until a permanent sign is installed to recognize this significant contribution to the beautification of Dinner Bay Park.
5. The fitness equipment arrived and installation began on June 6, 2024. Thank you to Commissioner Wright for his assistance in delivering the equipment and installing it along with Commissioners Kilpatrick and Banelis.
6. At the commission meeting December 14, 2023 a Motion was passed approving the spending of the balance in the Fitness Circuit Project account on the equipment. To provide clarity regarding the cost of shipping associated with the purchase of the equipment the following Motion is proposed:

**MOVED** by Commissioner \_\_\_\_\_, and **SECONDED** by Commissioner \_\_\_\_\_

That Mayne Island Parks and Recreation Commission approve the shipping costs associated with the purchase of the fitness equipment in the amount of \$3,929.66 to IZA Design and Manufacturing Inc. and \$\_\_\_\_\_ to \_\_\_\_\_ and \$\_\_\_\_\_ to Mayne Island Freight.

7. The next phase in the commitment to the New Horizons for Seniors Program for their generous support is to create videos on the proper use of the equipment and develop and advertise a seniors fitness program led by qualified instructors in conjunction with other community organizations including transportation to the fitness circuit as required.

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## Fred and Bette Cotton Park Report

06 June, 2024

- Ongoing garden and lawn maintenance – see log book in garden shed. Special thanks to Mitch and Marjie B., Fay R. and Glenda G.
- New signs for current volunteers and potential volunteers.
- Lilacs and forsythia pruned by horticulturalist covered by honorarium.
- Pump filter repaired and irrigation system programmed.
- Considerable eagle activity around old nesting tree.
- Local craftsman has offered to have a stand at the Farmer's Market with proceeds to Cotton Park – any concerns?

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## Japanese Memorial Garden

9 June, 2024

1. The lower east fence and gate repairs should be completed the week of June 11<sup>th</sup>.
  - a. Staining of the new fence sections and the fence that was repaired last year at the pump house will commence when we are assured of now rain for a time period.
2. An area of Northern Maidenhair Fern was planted in the secret garden after receiving a donation of plant materials from Nancy de Pfyferr and Barney Campbell.
3. The new JMG sign to be installed on the tractor shed building will be erected on June 11<sup>th</sup>.

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