



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

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

Date/Time: July 11, 2024

Call to order

1. Territorial Acknowledgement - Adrian

2. Approval of Agenda

3. Adoption of Minutes of June 13, 2024

4. Chair's Remarks

5. Presentations

5.1. Mayne Island Volunteer Firefighters Association – Bill Jamieson

5.2. Mayne Island Softball Club

6. Reports

6.1. Treasurer's Reports

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

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

6.2.2. Health and Safety Concerns

a) Bees/wasps

6.2.3. Events (report attached)

6.2.4. Monitoring local information affecting MIPRC

6.3. Committees

6.3.1. Fitness Track

6.3.2. Recreational Funding – Jacquie

6.3.3. Technology (report attached)

a) Database

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6.4. Parks

- 6.4.1. Miners Bay – Adrian
- 6.4.2. Dinner Bay – Kestutis
 - a) Softball field 1st baseline and Motion
 - b) Bouncing totter/net and Motion
 - c) Catch basin/culverts
- 6.4.3. Cotton Park (report attached)
- 6.4.4. Japanese Memorial Garden (report attached)
- 6.4.5. Trail Network Development – Adrian

7. Correspondence/Meetings

- 7.1. Email to Mayne Island Collective regarding proposal to improve access to Emma and Felix Jack Park for persons with limited mobility.
- 7.2. Email from Outdoor Recreation Funding of BC grant administrator advising only 15% of applications approved and MIPRC was not successful this intake.
- 7.3. Email from Taelor Anderson regarding a plaque for the bleachers at the softball field in Dinner Bay Park.
- 7.4. Email from Lee-Ann McKintuck requesting attendance at August 8, 2024 meeting to discuss an off-leash dog park next to the Village Bay ferry terminal.
- 7.5. Emails to/from CRD, Fleet Services regarding repairs required to John Deere tractor.
- 7.6. Emails to/from resident volunteering to assist with maintenance of Sandy Hook pocket park.
- 7.7. Email to/from Mayne Island Agricultural Society regarding booth at the Fall Fair, August 17, 2024.
- 7.8. Email from resident concerning bee/wasp nest at Dinner Bay Park.

8. New Business

- 8.1. Plaque on bleachers at softball field in Dinner Bay Park.

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

10. Rise and Report

11. Meeting Adjournment

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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)

a) Calendar items for the month of June include:

- update asset list;
- Dave Bentham Award;
- volunteer barbecue plans; and
- Canada Day Celebration.
- The Capital Plan budget preparation and the recreational applications are due for August.

b) T-shirts

Samples, graphics, costs and volume were reviewed. Japanese Garden volunteers will be asked for sizes.

c) CRD flag policy

Commissioner Euper provided a report about the CRD Flag Protocol.

5.2.2. Health and Safety Concerns

Nothing to report.

5.2.3. Events

A report was received with the agenda

5.2.4. Monitoring local information affecting MIPRC

Nothing to report

5.3. Committees

5.3.1. Fitness Track and draft Motion

A report was received with the agenda.

MOVED by Commissioner Kilpatrick, and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve an expenditure of up to \$5,000 to pay for shipping as related to fitness equipment for the Dinner Bay fitness trail.

CARRIED

5.3.2. Sanitation

Nothing to report

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5.3.3. Recreational Funding

Applications and enquiries are being received. Another social media post inviting applications will be made.

5.4. Parks

5.4.1. Miners Bay

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

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows, that Mayne Island Parks and Recreation Commission approve the expenditure, not to exceed \$2000.00 to CMG Services for the purchase and installation of plumbing equipment and fixtures for Dinner Bay and Miners Bay washrooms.

CARRIED

The bathroom light fixtures will not be replaced at Miner's Bay.

- d) Christmas tree issues

A final price from the electrician for the new Christmas tree GFIC breaker is pending.

5.4.2. Dinner Bay

- a) Tractor repair

The tractor will be picked up by CRD. Discussion occurred regarding mowing the baseball field for next Wednesday's game. CRD will be asked about a temporary mower.

- b) Softball field 1st baseline – 2nd quote requested

The baseball team will attend the July meeting of MIPRC and it was agreed that this issue should be discussed then.

- c) Bouncing teeter-totter / climbing net:

The final net design is expected this week. If the net is accepted, site assembly will be required.

5.4.3. Cotton Park

A report was received with the agenda.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

5.4.5. Trail Network Development

It was reported that there is ongoing work with replacing railings, walkways, etc. A couple of trees will be checked for possible arborist work.

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 proposal by Mayne Island Collective for improved access.

It was discussed and agreed that MIPRC will reply to the MI Collective providing information and options for their consideration.

- 7.2. CRD Workplace Modernization Project

It was reported that Commissioners Bell and Kilpatrick attended the online meeting with Regroove Solutions as part of CRD Workplace Modernization Project.

- 7.3. Mountain biking in parks and on trails

It was reported that CRD has trail standards for biking on trails in Regional Parks. The trail connecting Wooddale and Glen Echo Roads meets that trail standard. The new map and

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information panels on Kim Road will show the trail network and will indicate this trail as bike friendly.

7.4. Dave Bentham award; presentation and draft Motion

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve the Dave Bentham honorarium for the recipient in the amount of \$300.

CARRIED

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 Banelis, that the Mayne Island Parks and Recreation Commission meeting be adjourned.

CARRIED

The meeting ended at 4:15 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

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

(A) Operating Funds	Dinner Bay	Dinner Bay Fitness Program	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
Grant in lieu										68	68
Program grant		10,500									10,500
Cost recovery			445								445
Jan to May expenses	-9,848		-3,509	-507	0	0	-333	-6,446	-1,833	-1,764	-24,240
	<u>1,152</u>	<u>10,500</u>	<u>2,936</u>	<u>4,493</u>	<u>2,000</u>	<u>3,000</u>	<u>6,667</u>	<u>19,554</u>	<u>8,167</u>	<u>24,585</u>	<u>83,054</u>
June Expenses											
Janitorial, June plus mileage								1,709			
Janitorial, WCB								17			
Water monitoring, May	175		175								
Water courier, May	5		6								
Recording secretary, May										149	
Recording secretary, WCB										6	
Supplies, diesel, signage	118		22	66							
BC Hydro regreening	54										
Garbage	200										
CRD O/H									326		
CRD Interest									49		
CRD Vehicles									188		
CRD Labour (Tractor)									1,392		
Total	<u>552</u>	<u>0</u>	<u>203</u>	<u>66</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,726</u>	<u>1,955</u>	<u>155</u>	<u>4,657</u>
Remaining budget	600	10,500	2,733	4,427	2,000	3,000	6,667	17,828	6,212	24,430	78,397

**MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT June 1 - 30, 2024**

(B) Donated Funds

Japanese Memorial Garden

Opening Balance June 1, 2024	18,476
Add: donations	1,320
CRD Interest income	128
Less: CRD Overhead allocation	-112
Supplies, paint, stain, spigot	-284
Bark mulch	-408
Water testing	-215
Closing balance June 30, 2024	<u>18,905</u>

Adachi Rental

Opening Balance June 1, 2024	1,442
Rental deposit returned	-200
Closing balance June 30, 2024	<u>1,242</u>

Putting green

Opening Balance June 1, 2024	200
Closing balance June 30, 2024	<u>200</u>

Total Donated Funds June 30, 2024

20,347

(C) Recreation Funds

Opening Balance June 1, 2024	44,698
Add: CRD Interest income	39
Less: CRD Overhead allocation	-221
Lions equipment rental for Canada Day	-50
Grant application ad	-80
Dave Bentham Award and printing	-309
Closing balance June 30, 2024	<u>44,077</u>

(D) Capital Funds (Unallocated)

Opening Balance June 1, 2024	128,555
Add: CRD interest income	603
Closing balance June 30, 2024	<u>129,158</u>

(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
Less: shipping of fitness equipment	-3,454
CX.109.2022.67 Fitness Circuit Equipment	889
Less: shipping of fitness equipment	-889
CX.109.2023.67 Miners Bay Retaining Wall	2,000
Total Allocated Projects June 30, 2024	<u>30,822</u>



Events Report

7 July, 2024

1. Confirmed events:
 - a. Tim Begley fitness is confirmed for classes at Dinner Bay park – Adachi – weekly until October 5th
 - b. July 18th – Mayne Island Little Theatre meeting at the Adachi
 - c. August 4th – Miners Bay – Movie in the Park



Technology Committee

7 July, 2024

1. The documents storage area has been completed running through Google Drive.



Fred and Bette Cotton Park Report

08 July, 2024

- Orca and Seal Point trail groomed and maintained.
- Ongoing garden and lawn maintenance – see log book in garden shed. Special thanks to Mitch and Marjie B., Fay R., Steve M., Dale and Jennifer S.
- Six dahlias donated by Jennifer S., planted and Marjie B. will be guardian.
- New rose bush to replace the very frail 'fairy rose'. Circle garden rose bush in full bloom and stunning.
- Fall bulbs reviewed; chosen and ordered.
- Donation from local resident for garden plants to come soon. Our first and much appreciated! Fay R. to create plan for west side of driveway garden.



Japanese Memorial Garden

7 July, 2024

1. The newly replaced east fences are being stained.
2. Prep work is beginning for the removal of the Torii gates.
