



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

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

Date/Time: August 8, 2024

Call to order

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes of July 11, 2024

4. Chair's Remarks

5. Presentations

5.1. Lee-Ann McKintuck and Jody Drope Re: Off leash dog park on 3rd party property

6. Reports

6.1. Treasurer's Reports

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

6.1.2. Capital Budget 2025 – 2029 process

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)

a) Volunteer Appreciation Dinner August 7, 2024

6.2.4. Monitoring local information affecting MIPRC

6.3. Committees

6.3.1. Fitness Track (report attached)

6.3.2. Technology

a) QR codes

6.3.3. Sanitation and Motion re: additional Dinner Bay faucet

Mayne Island Parks and Recreation Commission
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6.4. Parks

- 6.4.1. Miners Bay – Adrian
 - a) Electrical estimate for lights
- 6.4.2. Dinner Bay – Kestutis
 - a) Softball field 1st baseline
 - b) Playground equipment discussion; funding and Motion
 - c) Catch basin/culverts
- 6.4.3. Cotton Park
- 6.4.4. Japanese Memorial Garden (report attached)
- 6.4.5. Trail Network Development – Adrian

7. Correspondence/Meetings

- 7.1. Email to/from Mayne Island Agricultural Society regarding booth at the Fall Fair, August 17, 2024.
- 7.2. Quote received from SGI Electrical for electrical work related to holiday lights at Miners Bay Park.
- 7.3. Additional quote received for 1st baseline at Dinner Bay Park.
- 7.4. Emails to/from CRD regarding Insured Property Replacement values.
- 7.5. Emails to/from Mayne Island Reading Centre Society regarding 30th anniversary party.
- 7.6. Emails regarding Volunteer Appreciation Dinner August 7, 2024.
- 7.7. Email from boat ramp monitor regarding damaged signage.

8. New Business

- 8.1. Recreational Funding 2024/2025 (draft Motion attached)

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: July 11, 2024

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

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

Guests: Bill Jamieson, Mayne Island Volunteer Firefighter's Association
Amanda Gunn, Mayne Island Softball Club

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We are pleased to offer, on behalf of Mayne Island Parks and Recreation, our thanks to the Coast Salish people for their historic custodianship of these traditional territories on which we meet today.

2. Approval of Agenda

Change: Page 2 of Agenda from June to July

Move: Item 5.2 to after 4:00 pm

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

CARRIED

3. Adoption of Minutes of June 13, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright,
that the minutes of June 13, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell thanked the Parks volunteers who served the ice-cream floats, TruValue Foods for donating the ice-cream and supplies, and Bill Jamieson for providing the opening remarks at the Canada Day celebration. She also commented on the excellent job Commissioners Kilpatrick, Wright and Banelis did installing the fitness equipment at Dinner Bay Park.

Mayne Island Parks and Recreation Commission
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5. Presentations

5.1. Mayne Island Volunteer Firefighter's Association

Bill Jamieson, President, Mayne Island Volunteer Firefighter's Association provided comments regarding last year's Halloween fireworks display, including that:

- Possible alternatives were investigated due to noise concerns from the community.
- The display of the consumer grade fireworks occurred beside the fire hall and 350 people attended.
- No negative complaints were received.
- Activities included a bubble machine with laser lights and a pumpkin carving contest. More activities will be planned for next year at the same location.
- The Association will continue the fireworks tradition and again purchase the quieter backyard consumer products.
- The event time will be advertised so that residents are aware.

Discussion occurred regarding the Canada Day celebration and it was reported that a representative of each participating group are involved in the planning for next year.

Discussion occurred regarding the holiday tree and celebration, including that:

- The tree lights can be removed during the summer to avoid degradation and replace bulbs as necessary and the use of zip ties might keep bulbs from drooping low to the ground.
- The electrical panel will be upgraded this year.
- MI firefighters will be responsible for the holiday bonfire.

6. Reports

6.1. Treasurer's Reports

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

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

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the recommendation made at the September 14, 2023 meeting that the two Miners Bay washroom monitors be awarded \$200 each in recognition of their volunteer services every six months in 2024 with the first payment in July 2024 and the second payment in December 2024.
CARRIED

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6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- a) CRD vehicle: A request to park a CRD vehicle at Miners Bay Park was discussed and approved. This will be reviewed in six months.
- b) Calendar items: Recreation Grant applications are due July 19th and the Terry Fox Run is upcoming.
- c) T-shirts

MOVED by Commissioner Euper and **SECONDED** by Commissioner Burrows that the Mayne Island Parks and Recreation Commission approve the purchase of commissioner and volunteer t-shirts from MVP Crest and Trophy Products in an amount not to exceed \$900.

CARRIED

- d) Dave Bentham Award Presentation: The award was presented by Commissioner Kilpatrick and the format of this year's event was discussed.
- e) Volunteer BBQ: Invitations, food, beverages and supplies were discussed and agreed upon. The liquor permit will be revisited.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the quote from Josh Pysh dated July 5, 2024 to provide catering services for the Volunteer Appreciation Dinner on August, 7, 2024 and that total expenditures for the event not exceed \$3,000.

CARRIED

- f) New Horizons Grant: MIALS was contacted. Tim Begley created a video which will require edits.
- g) Fitness Track: Matt Taylor will be contacted regarding the availability of material for the track surfacing.
- h) Washrooms: It was reported that an enquiry was made regarding septic and vault toilet pump-outs.
- i) Village Bay Road/Miners Bay Park boundary: No progress has been made on the placement of the boundary rocks possibly due to a busy summer schedule.
- j) Holiday tree lights: A quote for electrical work is expected next week.
- k) Bathroom fixtures: Miners Bay washrooms do not require light fixture replacement and florescent bulbs will be replaced with LEDs at Dinner Bay Park. A new sink and faucets should be installed in August.

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l) Playground assessments

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the cost of Bob Downie's registration and completion of the Canadian Certified Playground Inspector courses up to a maximum of \$1,500 and subject to entering into a letter of agreement with the CRD with mutually agreeable terms to be determined. MIPRC will endeavour to have the costs covered by the CRD.
CARRIED

5.2 Mayne Island Softball Club

Amanda Gunn and Tyler Robertson arrived at 4:03 p.m.

Discussed the first base fence, including that:

- The players will supply labour.
- A temporary fence may be put up after archaeological advice is received.
- The quote MIPRC received does not include welding, but does include bolts.
- MIPRC will provide materials.
- Bolting or welding connections will be the responsibility of the ball club.
- The basic quote will be shared with the ball club for their decision on the connections to be used and the club will respond to MIPRC.

Discussed other baseball club issues, including:

- The pitcher's mound needs maintenance when the tractor is available.
- Logs and cinder blocks can be removed from the outfield area to behind the Lions building.
- The team jerseys have MIPRC as a sponsor and the banner will also include the sponsors.
- The need for a home run fence four feet tall was discussed. The ball club members will consider possible options including a temporary fence with post anchors.

6.2.1 Continued

- m) Kiosk at Henderson Park: Commissioner Euper will summarize the information that was received.
- n) Trees on Plumper Pass: No immediate concerns are apparent regarding a large dead tree halfway up the hill and this issue will be monitored.

6.2.2. Health and Safety Concerns

Bees/wasps at Dinner Bay Park: In response to a concern raised, several people investigated the area. The individual who made the report will identify the exact location when she returns to the island. The wasp nest at the zip-line has been eliminated.

6.2.3. Events

A report was received with the agenda.

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- 6.2.4. Monitoring local information affecting MIPRC
There was nothing reported.

6.3. Committees

6.3.1. Fitness Track

Discussed the installation of a sign indicating the equipment should be used by people 13 years and older. The majority of commissioners agreed except for Commissioners Kilpatrick and Wright who were opposed. Signage will be put up nearby the equipment.

6.3.2. Recreational Funding

Ten applications were received. Reminders will be sent and another Facebook posting will be made.

6.3.3. Technology

A report was received with the agenda.

6.4. Parks

6.4.1. Miners Bay

It was reported that:

- Two power outages caused bathroom problems. The library will advise MIPRC of notifications received for planned power outages and Commissioner Burrows will ask that CRD do the same.
- Weed control of salt, vinegar and dish washing liquid was applied to the gazebo patio.

6.4.2. Dinner Bay

a) Softball field 1st baseline and Motion

- The commission exercised due diligence in obtaining quotes for the fencing.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the quote #S00041 by Mayne Island Metal dated May 1, 2024 for materials to construct the first base line fence at Dinner Bay Park.

CARRIED

b) Bouncing totter/net and Motion

This item was deferred.

c) Catch basin/culverts

No update provided.

6.4.3. Cotton Park

A report was received with the agenda.

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6.4.4. Japanese Memorial Garden

A report was received with the agenda.

- The recent power outage blew circuits causing the loss of the waterfall pump. Commissioner Kilpatrick will look into insurance policy coverage.
- The haiku event was well attended.

6.4.5. Trail Network Development

It was reported that:

- Some upkeep was done such as non-skid materials for boardwalks and railings.
- The lower part of the stairs on Kippen Road beach access will need to be repaired after this year. Commissioner Kilpatrick will make some enquiries with an aluminum provider.
- There was no change in the sinkhole beside the live tree at the beach access. The sinkhole has been reported to CRD including photographs. Someone is dumping yard waste into that area.
- The three vault toilets are stable and Cotton Park's deep tank has doubled in quantity although it is not yet a concern. A 2,000 gallon truck will be sufficient to pump them all out.
- It was stated that some trail guardians have done some exceptional work. Trail guardians will be communicated to directly during the volunteer dinner.

The Fall Fair information table was discussed and attendance was confirmed.

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.

- Further communication will be circulated.

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.

The request received for a commemorative plaque on the bleachers was discussed including that this would be an exception to the memorial plaque wall policy and grandfathered in given the history received. It was agreed the plaque should be the standard 4" x 6".

8.2. Discussion occurred in response to Lee-Ann McKintuck's email request to make a presentation at the August MIPRC meeting regarding the creation of an off-leash dog park. The proposed dog park would be on BC Ferries property and advice was received from Justine Starke, CRD.

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

10. Rise and Report

11. Meeting Adjournment

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

The meeting adjourned at 5:34 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report July, 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 |
| Donation | | | | 100 | | | | | | | 100 |
| Jan to Jun expenses | -10,400 | | -3,712 | -573 | 0 | 0 | -333 | -8,172 | -3,788 | -1,919 | -28,897 |
| | 600 | 10,500 | 2,733 | 4,527 | 2,000 | 3,000 | 6,667 | 17,828 | 6,212 | 24,430 | 78,497 |
| July Expenses | | | | | | | | | | | |
| Janitorial, July plus mileage | | | | | | | | 1,724 | | | |
| Janitorial, WCB | | | | | | | | 49 | | | |
| Janitorial supplies | | | | | | | | 574 | | | |
| Water monitoring, July | 175 | | 175 | | | | | | | | |
| Water courier, July | 5 | | 6 | | | | | | | | |
| Recording secretary, Jun | | | | | | | | | | 109 | |
| Recording secretary, WCB | | | | | | | | | | 6 | |
| Supplies, plants | | | 27 | 161 | | | | | | | |
| Horticulturist | | | | 100 | | | | | | | |
| Hydro, June | 99 | | | 10 | | | | | | | |
| Washroom honorariums | | | 400 | | | | | | | | |
| Washroom honorariums, WCB | | | 8 | | | | | | | | |
| CRD O/H | | | | | | | | | 326 | | |
| CRD Interest | | | | | | | | | 165 | | |
| CRD Insurance | | | | | | | | | 2,660 | | |
| CRD Labour (Tractor) | | | | | | | | | 493 | | |
| Total | 279 | 0 | 616 | 271 | 0 | 0 | 0 | 2,347 | 3,644 | 115 | 7,272 |
| Remaining budget | 321 | 10,500 | 2,117 | 4,256 | 2,000 | 3,000 | 6,667 | 15,481 | 2,568 | 24,315 | 71,225 |

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

(B) Donated Funds

Japanese Memorial Garden

| | |
|--|----------------------|
| Opening Balance July 1, 2024 | 18,905 |
| Add: donations | 620 |
| CRD Interest income | 132 |
| Less: CRD Overhead allocation | -112 |
| Supplies, paint, stain, screws, clothes line | -195 |
| Water testing | -130 |
| Hydro, June | -126 |
| Water pump | -814 |
| Closing balance July 31, 2024 | <u>18,280</u> |

Adachi Rental

| | |
|--------------------------------------|---------------------|
| Opening Balance July 1, 2024 | 1,242 |
| Rental income | 200 |
| Closing balance July 31, 2024 | <u>1,442</u> |

Putting green

| | |
|--------------------------------------|-------------------|
| Opening Balance July 1, 2024 | 200 |
| Closing balance July 31, 2024 | <u>200</u> |

Total Donated Funds July 31, 2024

19,922

(C) Recreation Funds

| | |
|---|----------------------|
| Opening Balance July 1, 2024 | 44,077 |
| Add: CRD Interest income | 50 |
| Less: CRD Overhead allocation | -221 |
| CRD Insurance | -70 |
| Volunteer appreciation dinner- supplies, rentals, permits | -188 |
| Closing balance July 31, 2024 | <u>43,648</u> |

(D) Capital Funds (Unallocated)

| | |
|--------------------------------------|-----------------------|
| Opening Balance July 1, 2024 | 129,158 |
| Add: CRD interest income | 813 |
| Closing balance July 31, 2024 | <u>129,971</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 | 19,734 |
| CX.109.2023.67 Miners Bay Retaining Wall | 2,000 |
| Total Allocated Projects July 31, 2024 | <u>30,822</u> |



Events Report

05 August, 2024

1. Confirmed events:

- a. Yoga, meditation and fitness classes continue in the parks
- b. 07 Aug – MIPRC volunteer dinner - Dinner Bay - Adachi
- c. 09 Aug – Conservancy – Starry Nights – Dinner Bay – Adachi
- d. 10 Aug – Dunn Wedding – Dinner Bay – Adachi
- e. 22 Aug – Everbridge Corporate Event– Dinner Bay – Adachi
- f. 01 Sept – Lions BBQ dinner – Dinner Bay – Adachi
- g. 07 Sept – Nick Sywulich – Corporate event – Dinner Bay – Adachi



Dinner Bay Seniors Fitness Circuit

05 August, 2024

1. A final report for the BC Hydro Regreening project is in the process of being prepared and submitted to BC Hydro for reimbursement of tree and plant expenses prior to September 1, 2024.
2. Temporary posters acknowledging BC Hydro support will be displayed starting this week until a permanent sign is installed to recognize this significant contribution to the beautification of Dinner Bay Park.
3. A variety of users have been observed using the fitness equipment from young adults to seniors.
4. A video has been created on the proper use of the fitness equipment by Tim Begley and will be posted on the CRD website along with a QR code at the equipment. Commissioner Kilpatrick is working on seniors' fitness classes with the support of the Mayne Island Assisted Living Society to promote the classes.
5. The actual fitness circuit needs additional material in some areas to level it out and is also showing signs of grass encroachment in certain sections. For those areas with grass encroachment, it is proposed to remove the current layer of gravel, instal a weed/grass barrier and overlay with the removed plus new material. A draft Motion is as follows:

MOVED by _____, SECONDED by _____, that
Mayne Island Parks and Recreation Commission approve an expenditure of up to \$4,000 to add additional track material where needed and to repair certain sections of the fitness track to minimize future costs of maintenance, with such costs to be covered by the recreation account.



Technology Committee

05 August, 2024

1. Looking into alternates to a private single user with shared password data storage system that isn't going to cost a lot to run.
2. Mapping out the pages for a basic website with potential storage portal.



Japanese Memorial Garden

05 August, 2024

1. East fence replacement work is now complete.
2. Torii gates,
 - a. Prep work is beginning for the removal of the Torii gates.
 - b. Gate removal is scheduled for Tuesday 06 Aug 24.
 - c. Gates are to be stored on site and refinished. Hopefully, they will be reinstalled in October/November.
3. North and west fence roof replacement is scheduled to begin work the week of September 3rd.
 - a. Sections of the Garden will be closed during this work.
4. Art show 2024 – held Sunday Aug 4
 - a. Great success.
 - b. 42 artists showed 124 pieces of original artwork.
 - c. Estimated attendance was 350 people.

Mayne Island Parks and Recreation Commission
Draft Motion for August 8, 2024

Recreational Funding Applications for 2024/2025

Moved by Commissioner _____ and **Seconded** by Commissioner _____,
that Mayne Island Parks and Recreation Commission adopt the recommendations
of the Recreational Funding Committee for 2024/2025 funding allocations to the
following recreational services:

Name of Applicant

Carol Meldrum

Gulf Islands Centre for Ecological Learning Society

Mayne Island Assisted Living Society

Mayne Island Community Centre

Mayne Island Conservancy Society

Mayne Island Cribbage Club

Mayne Island Disc Golf Club

Mayne Island Early Childhood Society

Mayne Island Lions Club

Mayne Island Social Tennis Club

Mayne Island Pickleball Club

Mayne Island Quilters Guild

Mayne Island Softball Club

Mayne Island Table Tennis Club

Mayne Island Volunteer Firefighters Association

Mayne School PAC

Pender Island Otters Swim Club

Arts on Mayne

Terry Fox Mayne Island Volunteers

Vivero Yoga

Tim Begley