



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

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

Date/Time: September 12, 2024

Call to order

1. Territorial Acknowledgement - Kestutis

2. Approval of Agenda

3. Adoption of Minutes of August 8, 2024

4. Chair's Remarks

5. Reports

5.1. Treasurer's Reports

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

5.1.2. 5 – year Budgets for 2025 – 2029 and Motions

5.1.3. 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)

5.2.4. Naming and renaming policy for community parks and trails

5.2.5. Commissioner term renewals

5.3. Committees

5.3.1. Fitness Circuit (report attached)

5.3.2. Technology (report attached)

a) Online platform

5.3.3. Sanitation

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5.4. Parks

- 5.4.1. Miners Bay – Adrian
 - a) Electrical update
- 5.4.2. Dinner Bay – Kestutis
 - a) Softball field 1st baseline
 - b) Playground funding and acquisition (Motion attached)
- 5.4.3. Cotton Park (report attached)
- 5.4.4. Japanese Memorial Garden (report and Motion attached)
- 5.4.5. Trail Network Development and Pocket Parks– Adrian
 - a) Sandy Hook (report attached)

6. Correspondence/Meetings

- 6.1. Emails to/from Mayne Island Agricultural Society regarding booth at the Fall Fair, August 17, 2024.
- 6.2. Emails regarding shipping of Toadstool Teeter from Blue Imp on September 9, 2024.
- 6.3. Emails to/from CRD Liaison regarding posting on CRD website, QR codes and event application.
- 6.4. Email and letter agreement regarding volunteer attending playground inspection course.
- 6.5. Emails to/from Mayne Island Reading Centre Society regarding library drop box.
- 6.6. Thank you emails from certain recreational funding recipients and cheques mailed to all recipients.
- 6.7. Various emails to/from volunteers and neighbours of the Sandy Hook pocket park.
- 6.8. Various emails to/from and order of T-shirts from MVP Awards.
- 6.9. Investigative emails and telephone conversations with supplier and installers of putting greens.
- 6.10. Emails and telephone conversations with Mayne Metal regarding 1st baseline fence.
- 6.11. Email from CRD regarding commissioner terms expiring December 31, 2024 and renewals.

7. New Business

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: August 8, 2024

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

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

The meeting was called to order at 3:02 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 Kilpatrick, that the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of July 11, 2024

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

CARRIED

4. Chair's Remarks

Chair Bell thanked the commissioners for their efforts with the volunteer dinner.

5. Presentations

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

Presenters provided the following information:

- A submission on this issue was received in advance.

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- Permission was sought from BC Ferries to use their empty two acre lot beside the Village Bay terminal for an off leash dog park until such time as BC Ferries develops it.
- Responses on Mayne Island Facebook pages were positive to this project.
- Information was provided and discussed with Brian Anderson, BC Ferries.
- Preliminary discussions with Islands Trust were positive.

Discussion with MIPRC included that:

- MIPRC manages community parks. As this is a third party property consideration be given to another body such as an off-leash dog society to manage the property.
- Considerations include dog waste collection, garbage disposal, management, liability insurance, consultation with neighbours and the number of licensed dogs.
- Presenters were asked to write MIPRC regarding any further specific questions.

6. Reports

6.1. Treasurer's Reports

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

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

6.1.2. Capital Budget 2025 – 2029 process

- It was requested that recommendations for new capital projects be submitted to Commissioner Burrows before the next meeting.
- A draft for capital projects will be presented at that time with the deadline for a final budget October 29th.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

The following were reported as ongoing:

- Fallow Deer Committee: The Committee continues their efforts to eradicate this invasive species.
- Terry Fox Run: No requests have been received for MIPRC ice-cream donation.
- Volunteer T shirts: Details of the order are in progress.
- Charter Road: An assessment by Rob Underhill, MI Conservancy, is pending
- Flag pole policies: Communication with CRD is underway.
- Putting green improvement: The grant application process continues.
- Fitness Classes at Dinner Bay: A meeting is scheduled with Tim Begley.
- Additional fitness track material: This will be discussed with Matt Taylor.
- Power outage notifications: MIPRC email will be added to the BC Hydro account.
- Bathroom lighting: Available lighting hardware to be installed at Dinner Bay.

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- Japanese Garden pond pump replacement: Insurance information will be investigated.
- MI Collective request for mobility access at Felix Jack Park: Communication with the Collective will be circulated.
- Henderson Park Information Kiosk: Researched information is being summarized.
- Wasp nests at Dinner Bay: The concerns were addressed.
- Kippen Road Staircase: Aluminum staircase pricing will be investigated.

6.2.2. Health and Safety Concerns
There were no concerns identified.

6.2.3. Events
A report was received with the agenda.
The Volunteer Appreciation Dinner held on August 7, 2024 was discussed as an overall success.

6.2.4. Monitoring local information affecting MIPRC
There were no concerns identified.

6.3. Committees

6.3.1. Fitness Track
A report was received with the agenda.
Water run off management strategies were discussed and it was agreed that installing a catch basin will be put on hold to assess changes in the coming season.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, 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.

CARRIED

This work will be started in September.

6.3.2. Technology
A report was received with the agenda.
It was reported that a request was made to CRD to post QR codes and the fitness track video on the website.

6.3.3. Sanitation and Motion re: additional Dinner Bay faucet
It was discussed and agreed that all bathroom faucets will be replaced.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Mayne Island Parks and Recreation Commission amend the motion of June 13, 2024 regarding the expenditure to CMG services from \$2,000 to \$4,000.

CARRIED

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It was reported that urinals will require updating in the future and that calcification issues are being dealt with.

6.4. Parks

6.4.1. Miners Bay

The electrical estimate of the holiday lights is pending and options will be suggested to install one switch in the library basement and to reduce the amperage.

6.4.2. Dinner Bay

- a) Softball field 1st baseline: It was agreed that hardware joining would be used for the baseline fence.
- b) Playground equipment discussion; funding and Motion: It was reported that a presentation will be made at the September MI Lions general meeting regarding playground equipment replacement.
- c) Catch basin/culverts: This item was discussed in 6.3.1

6.4.3. Cotton Park

There was nothing new to report.

6.4.4. Japanese Memorial Garden

A report was received with the agenda.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell,
That the Mayne Island Parks and Recreation Commission approve the expenditure of \$852 to Van Isle Water for the purchase of a one horse power recirculation pump for the waterfall.

CARRIED

It was reported that:

- The recent art show was very successful.
- The Tori gate was removed and will be refurbished and reinstalled.

6.4.5. Trail Network Development

It was reported that:

- Wasp nests were disposed of.
- Repairs were done on the Kadonaga Trail stairs and the area requires continual care of the anti-skid metal.
- The David Cove “prop thrust” sign was again vandalized and fixed.

7. Correspondence/Meetings

- 7.1. Email to/from Mayne Island Agricultural Society regarding booth at the Fall Fair, August 17, 2024.

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- 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. Commissioner Kilpatrick attended on behalf of MIPRC.
- 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

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper, 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	\$1,250
Gulf Islands Centre for Ecological Learning Society	2,000
Mayne Island Assisted Living Society	2,000
Mayne Island Community Centre	2,250
Mayne Island Conservancy Society	2,000
Mayne Island Cribbage Club	1,000
Mayne Island Disc Golf Club	1,250
Mayne Island Early Childhood Society	1,750
Mayne Island Lions Club	1,200
Mayne Island Social Tennis Club	1,000
Mayne Island Pickleball Club	1,000
Mayne Island Quilters Guild	1,500
Mayne Island Softball Club	1,000
Mayne Island Table Tennis Club	1,290
Mayne Island Volunteer Firefighters Association	2,000
Mayne School PAC	2,800
Pender Island Otters Swim Club	1,000
Arts on Mayne	1,500
Terry Fox Mayne Island Volunteers	400
Vivero Yoga	1,500
Tim Begley	<u>800</u>
	<u>\$30,490</u>

CARRIED

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

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10. Rise and Report

11. 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 adjourned at 5:18 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report August, 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
Reclassified to Recreation Funds		-10,500									-10,500
Cost recovery			445								445
Donation				100							100
Jan to Jul expenses	-10,679		-4,328	-844	0	0	-333	-10,519	-7,432	-2,034	-36,169
	321	0	2,117	4,256	2,000	3,000	6,667	15,481	2,568	24,315	60,725
August Expenses											
Janitorial, Aug plus mileage								1,724			
Janitorial, WCB								32			
Janitorial supplies											
Water monitoring, Aug	175		175								
Water courier, Aug	5		6								
Recording secretary, Jul										161	
Recording secretary, WCB										4	
Supplies, signage, fencing	194		74				289				
CRD O/H									326		
CRD Labour and parts (Tractor)									3,818		
Total	374	0	255	0	0	0	289	1,756	4,144	165	6,983
Remaining budget	-53	0	1,862	4,256	2,000	3,000	6,378	13,725	-1,576	24,150	53,742

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

(B) Donated Funds

Japanese Memorial Garden

Opening Balance August 1, 2024	18,280
Add: donations	2,295
CRD Interest income	-
Less: CRD Overhead allocation	-112
Supplies, paint, stain, screws, clothes line	-340
Signage, posters, ad	-372
Pond liner	-160
Closing balance August 31, 2024	<u>19,591</u>

Adachi Rental

Opening Balance August 1, 2024	1,442
Rental income	400
Closing balance August 31, 2024	<u>1,842</u>

Putting green

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

Total Donated Funds August 31, 2024

21,633

(C) Recreation Funds

Opening Balance August 1, 2024	43,648
Add: CRD Interest income	-
Less: CRD Overhead allocation	-221
Volunteer appreciation dinner- catering	-2,646
Closing balance August 31, 2024	<u>40,781</u>

Recreation funds - New Horizon Grant

Reclassified from Operating Funds	10,500
Less: Fitness equipment workshops	-450
Closing balance August 31, 2024	<u>10,050</u>

(D) Capital Funds (Unallocated)

Opening Balance August 1, 2024	129,971
Add: CRD interest income	-
Closing balance August 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 August 31, 2024	<u>30,822</u>



FINANCE REPORT

Sept 12, 2024

1. Rec grants – thank you emails received from MICC, Carol Meldrum, Amy Zimmerman (Vivero Yoga) and Terry Fox Run.
2. Nothing of note in local information
3. Review tractor costs
4. Are we required to have 12 meetings per year? I have noted that several commissions, several local societies and the Islands trusts do not have a meeting every month.
5. Present 2025-2029 budgets for approval



Events Report

08 September, 2024

1. Confirmed events:
 - a. Yoga, meditation and fitness classes continue in the parks
 - b. 15 Sept – Terry Fox run
 - c. 19 Sept – Chamber of Commerce dinner at Adachi Pavilion
 - d. 21-22 Sep – Brodie Wedding at Adachi Pavilion



Dinner Bay Seniors Fitness Circuit

09 September, 2024

1. Several fitness classes and instruction on the equipment have been carried out by Tim Begley. There has been an enthusiastic response to this offering from seniors in the community. Plans are underway to continue the programming with a focus on different aspects of fitness such as strength and conditioning. Numbers of classes and participants are being tracked.
2. Awaiting reimbursement from BC Hydro for tree and plant expenses.
3. A permanent sign is in the process of being ordered to acknowledge the funding support from BC Hydro, Mayne Island Lions and Government of Canada, New Horizons for Seniors Program.
4. The age safety sign has been installed.
5. Working with CRD Liaison for posting of the video instruction on the equipment as a QR code.
6. The additional material for the fitness track to level it out and repair the areas with grass encroachment will be delivered after the busy Thanksgiving weekend.



Technology Committee

08 September, 2024

1. Reviewing costing for a website, domain name, email portal and storage area. Report to follow.



Dinner Bay Park

08 September, 2024

I move that MIRPC approve the purchase of a 8'x9' black 5/8" poly/dacron rope climbing net from Pacific Fiber and Rope in an amount not to exceed \$1,500.00.



Fred and Bette Cotton Park Report

09 September, 2024

- Orca and Seal Point trails groomed and maintained.
- Ongoing garden maintenance – see log book in garden shed. Special thanks to Mitch and Marjie B. for large rose bush pruning and Fay R. for invasive plant removal.
- Grass just starting to grow. One more mowing required for the season.
- Artisan Steve M. had a booth at the Farmer's Market selling his wood carvings and generously donated proceeds to Cotton Park.
- Photo of 'dead deer' on lawn posted on social media. Commissioner Wright immediately investigated but deer was gone.



Japanese Memorial Garden

08 September, 2024

1. Torii gates,
 - a. Gates have been removed and are now stored on site.
 - b. The outer torii gate – at the parking lot – is being sanded down and will be painted orange/red to match the island bridge.
 - c. The inner torii gate will be lightly sanded and will be given a new coat of clear preservative.
 - d. The structural engineer has provided the design for the steel support armature. This is being reviewed with the installation team to confirm buildability.
 - e. Two additional contractors are being interviewed for the foundation / steel work.
2. Prep work for the north and west fence roof replacement is underway.
 - a. Old shingles will be removed and stored on site until demolition is completed. They will then be removed by the contractor.
 - b. Materials have been delivered and are stored on site.
3. The new waterfall pump was installed mid August, but was shut down due to lack of water in the pond.
4. The volunteers of the JMG would like to purchase hats with the JMG logo.
 - a. Ball caps have been priced out from Team Sales in Victoria.
 - b. 20 caps with embroidered logo is \$552.00 plus tax.



Japanese Memorial Garden

08 September, 2024

I move that MIRPC approve the purchase of 20 ball caps embroidered with the JMG logo for the volunteers of the Japanese Memorial Garden in the amount not to exceed \$650.00 from Team Sales of Victoria.



Sandy Hook Pocket Park Report

09 September, 2024

1. Based on the Mayne Island Conservancy Society's report by Rob Underhill on the 'Ecological Assessment of Sandy Hook Park' a request was made for neighbours in the vicinity to volunteer to assist with restoration of the park as a nature park. Petra and Rick Schulz have volunteered to lead this endeavour. Robert A. is also actively involved.
2. A work party on August 21, 2024 including Petra, Rick, Robert A., Mitch B., Liz and four commissioners, Michael Kilpatrick, Adrian Wright, Jacquie Burrows and Debra Bell was successful in removing most daphne and broom from the area.
3. Garbage has been collected and metals and plastics sorted to take to the recycling depot.
4. Several small trees have been caged with mesh and t-posts provided by MIPRC.
5. A water test hole has been dug and a 'yardstick' added to assess water levels over the winter and next spring to determine if there is value in creating a wetland area to support certain frog species.
6. Other neighbours have expressed interest in the restoration effort.
7. Given the interest and support of the neighbourhood for this park, the park should be officially named.
