



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

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

**Date/Time: November 14, 2024**

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Call to order

**1. Territorial Acknowledgement - Veronica**

**2. Approval of Agenda**

**3. Adoption of Minutes of October 10, 2024**

**4. Chair's Remarks**

**5. Reports**

5.1. Treasurer's Reports

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

5.1.2. Finance Report/Local Matters (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)

5.3. Committees

5.3.1. Fitness Circuit/ Beautification Phase II (report and Motion attached)

5.3.2. Technology (report attached)

5.3.3. Sanitation (report and Motion attached)

5.4. Parks

5.4.1. Miners Bay – Adrian

a) Electrical update

5.4.2. Dinner Bay – Kestutis

a) Playground inspections and tools update – Debra

b) Funding for equipment update - Michael

**Mayne Island Parks and Recreation Commission**  
**Agenda for: November 14, 2024**

- 5.4.3. Cotton Park (report attached)
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Trail Committee and Pocket Parks– Adrian
  - a) Sandy Hook (report attached)
  - b) Kippen Road (Motion re: flag and flagpole) – Adrian
  - c) Discuss realignment of Plumper Pass Loop Trail

**6. Correspondence/Meetings**

- 6.1. Email from CRD advising Community Works Fund application supported by Electoral Area Director for 2025.
- 6.2. BC Hydro Regreening final report filed and grant approved in full.
- 6.3. Request from provincial candidate in BC election to set up a booth at Miners Bay Park. Advised CRD does not allow political campaigning on CRD property.
- 6.4. Reports filed for reappointment of commissioners for 2025/2026 terms.
- 6.5. Commissioner vacancy ad placed in November MayneLiner.
- 6.6. Emails to/from CRD regarding survey for pocket park.
- 6.7. Emails to/from Todd Shannon, CRD Regional Parks regarding sign plan for Mt. Parke and Plumper Pass Park.

**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: October 10, 2024**

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

**Absent:** Veronica Euper  
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 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

**Move:** 5.2.4 Commissioner Term Renewals to section 8 Closed Meeting

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

**CARRIED**

### 3. Adoption of Minutes of September 12, 2024

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the minutes of September 12, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

Chair Bell thanked Commissioner Banelis and his team for the great work on completing the first base line fence of the baseball diamond. She congratulated Bob Downie for completing the training to become a certified playground inspector for Mayne Island Parks. All commissioners were thanked and appreciated for their work with MIPRC.

**Mayne Island Parks and Recreation Commission**  
**Minutes for: October 10, 2024**

**5. Reports**

5.1. Treasurer's Reports

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

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

**CARRIED**

5.1.2. Finance Report

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission rename Dinner Bay Septic Capital Project to Dinner Bay Septic and Plumbing.

**CARRIED**

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Commissioner Kilpatrick informed the Fallow Deer Committee that he no longer represents MIPRC at those committee meetings.
- Volunteer T-shirts have arrived.
- The holiday dinner was scheduled for December 12<sup>th</sup> after the regular meeting.
- The Dropbox document database is available and a link will be distributed. The MIPRC website will soon be online. .
- The Community Works Fund application was updated and submitted for Director Brent's support.
- The annual fall clean out of the Adachi pavilion fridge and freezer will be completed.
- The bathroom descaler will be done after Thanksgiving weekend.
- Efforts continue to obtain a locked garbage can.
- Equipment operators will be contacted regarding the placement of the rock barrier on Village Bay Road.
- The toadstool teeter-totter and the climbing net have arrived.
- A water catch basin will be purchased and picked up.
- The wet area in Dinner Bay Park on the ball field and water diversion was discussed. It was decided that commissioners will do a site visit to investigate and consider the options.

**Mayne Island Parks and Recreation Commission**  
**Minutes for: October 10, 2024**

- Remove from the Follow-up report the historical information for St. John Point Regional Park signage.
- Kippen Road staircase will be raised after Thanksgiving weekend.
- Contact will be made with the Mayne Island Conservancy regarding an assessment of the Charter Road Park.
- The hardware store is sourcing heavier gauge metal for boardwalks and steps.
- Hydro power outage notices will be forwarded to MIPRC by the CRD.

5.2.2. Health and Safety Concerns

Fire extinguishers have all been checked and certified. It is required to have a fire extinguisher beside the barbecue when in use. .

5.2.3. Events

A report was received with the agenda.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve the use of Dinner Bay Park, the Adachi Pavilion and the Japanese Memorial Garden by the Mayne Island Quilters Guild on July 17th and 18<sup>th</sup>, 2026 for a quilt show.

**CARRIED**

The National Day for Truth and Reconciliation event was briefly reported on.

5.2.4. Commissioner term renewals

Moved to Section 8.

5.3. Committees

5.3.1. Fitness Circuit

A report was received with the agenda.

It was reported that:

- The Dinner Bay Park fitness circuit classes are ending due to weather.
- Additional track material will be delivered after the Thanksgiving weekend..

5.3.2. Technology

A report was received with the agenda.

5.3.3. Sanitation

Graphite will be applied to the Miners Bay women's bathroom lock which is sticking.

**Mayne Island Parks and Recreation Commission**  
**Minutes for: October 10, 2024**

5.4. Parks

5.4.1. Miners Bay

- The replaced sinks will be stored in the library basement until they can be removed to the Hartland land fill.
- It was agreed that the electrical panel in the library basement will be upgraded to a 40 amp breaker. .

5.4.2. Dinner Bay

- A maple tree along the path towards the Japanese Garden gate will be assessed for pruning.
- It was reported that Commissioner Kilpatrick will attend a Lions meeting to discuss donations towards fitness and playground equipment at Dinner Bay Park.
- Discussed the request for playground inspection tools.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the acquisition of inspection tools for the purposes of playground safety inspections as required in an amount not to exceed \$700.  
**CARRIED**

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.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the engagement of arborist D.R. Daylight for tree pruning services at the Japanese Memorial Garden and near the entrance in an amount not to exceed \$2,450.

**CARRIED**

5.4.5. Trail Network Development and Pocket Parks

- It was discussed and agreed that communication could be initiated with homeowners regarding private property trees that border public trails.
- Discussion occurred regarding changing the trajectory of the Kadonaga Trail. The potential for archaeological significance will be reviewed first..
- The toilet seat at Henderson Hill was replaced.
- Plumper Pass and Chu-an stairs are deteriorating and can be assessed for budgeting purposes in the coming year.

**Mayne Island Parks and Recreation Commission**  
**Minutes for: October 10, 2024**

- Discussed the seasonal use of the upper part of Conconi Reef trail.

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Kilpatrick that the upper part of Conconi Reef Viewpoint Trail be designated a year-round trail.

**CARRIED**

- Discussed trail guardian use of the trail reporting system. One guardian will be provided access initially.

Sandy Hook Community Park  
A report was received with the agenda.

**6. Correspondence/Meetings**

- 6.1. Submission of Community Works Fund application for Dinner Bay Park facilities improvement.
- 6.2. Emails regarding National Day for Truth and Reconciliation event at Emma and Felix Jack Park and MIPRC support.
- 6.3. Emails with Swing Time and Blue Imp regarding Toadstool Teeter specifications.
- 6.4. Emails and confirmation of Certified Playground Inspector status for volunteer.
- 6.5. Emails and explanation from CRD concerning labour charges for tractor repair.
- 6.6. Thank you email from Terry Fox Run organizers and confirmation 2025 recreation grant application will include food supply reimbursement.

**7. New Business**

No new business.

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

**MOVED** by Commissioner Bell and **SECONDED** by Banelis, that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

**CARRIED**

**Mayne Island Parks and Recreation Commission**  
**Minutes for: October 10, 2024**

**9. Rise and Report**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Michael Kilpatrick be reappointed a commissioner for the term commencing January 1, 2025 and ending December 31, 2026.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Kestutis Banelis be reappointed a commissioner for the term commencing January 1, 2025 and ending December 31, 2026.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Jacquie Burrows be reappointed a commissioner for the term commencing January 1, 2025 and ending December 31, 2026.

**CARRIED**

**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 adjourned at 5:25 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 October, 2024**

<b>(A) Operating Funds</b>	<b>Dinner Bay</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>
Transfer from contingency	15,000								-15,000	-
Grant in lieu									68	68
Interest income									151	151
Cost recovery		445								445
Donations			430							430
Jan to Sep expenses	-17,899	-4,948	-858	0	0	-849	-14,592	-12,515	-2,626	-54,287
	<u>8,101</u>	<u>1,497</u>	<u>4,572</u>	<u>2,000</u>	<u>3,000</u>	<u>6,151</u>	<u>11,408</u>	<u>-2,515</u>	<u>8,874</u>	<u>43,088</u>
<b>October Expenses</b>										
Janitorial, Oct plus mileage							1,337			
Janitorial, WCB							32			
Water monitoring, Oct	175	175								
Water courier, Oct	5	6								
Water services, supply UV		261								
Recording secretary, Sep									150	
Recording secretary, WCB									4	
Supplies, signage	67	99	168							
Park improvements										
• rope bridge parts	236									
• baseline fence (balance)	560									
Hydro, Oct	87		16							
CRD O/H								326		
CRD Labour- Lions agreement								38		
<b>Total</b>	<u>1,130</u>	<u>541</u>	<u>184</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,369</u>	<u>364</u>	<u>154</u>	<u>3,742</u>
<b>Remaining budget</b>	<b>6,971</b>	<b>956</b>	<b>4,388</b>	<b>2,000</b>	<b>3,000</b>	<b>6,151</b>	<b>10,039</b>	<b>-2,879</b>	<b>8,720</b>	<b>39,346</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening Balance October 1, 2024	19,782
Add: donations	-
CRD Interest income	213
Less: CRD Overhead allocation	-112
Batteries, paint, sea soil, dogwood tree	-1,074
Meeting supplies	-79
Hydro, Oct	-37
<b>Closing balance October 31, 2024</b>	<b><u>18,693</u></b>

**Adachi Rental**

Opening Balance October 1, 2024	1,842
Add: CRD Interest income	4
<b>Closing balance October 31, 2024</b>	<b><u>1,846</u></b>

**Putting green**

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

**Total Donated Funds October 31, 2024**

**20,739**

**(C) Recreation Funds**

Opening Balance October 1, 2024	9,085
Add: CRD Interest income	81
Less: CRD Overhead allocation	-221
<b>Closing balance October 31, 2024</b>	<b><u>8,945</u></b>

**Recreation funds - New Horizon Grant**

Opening Balance October 1, 2024	9,670
Less: Fitness equipment workshops	-370
<b>Closing balance October 31, 2024</b>	<b><u>9,300</u></b>

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

Opening Balance October 1, 2024	124,971
Add: CRD interest income	1,329
<b>Closing balance October 31, 2024</b>	<b><u>126,300</u></b>

**(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
<b>Total Allocated Projects October 31, 2024</b>	<b><u>33,248</u></b>



## FINANCE REPORT

Nov 14, 2024

1. Nothing to report on October 2024 treasurer report
2. Local Matters affecting MIPRC- I found the attached Dark Sky Principle in the Oct MI LTC report which I found interesting.

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## REQUEST FOR DECISION

**To:** Trust Council

**For the Meeting of:** June 18, 2024

**From:** Trustee Morrison

**Date Prepared:** May 24, 2024

**SUBJECT:** Dark Sky Principles Adoption Advocacy

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### RECOMMENDATION FOR IMMEDIATE ACTION:

1. That Trust Council communicate to all Local Trust Committees to notify Trustee Morrison of interest to collectively engage in conversations around Dark Sky Principles Adoption with relevant Regional Districts.
2. That Trust Council encourages Trustees to work with their communities to develop and build awareness of the principles of Dark Sky International and encourage voluntary adoption of the principles of Dark Sky International.

### RECOMMENDATIONS FOR FUTURE CONSIDERATION:

3. The Trust Council clarify its jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.
4. The Trust Council adopt and promote the principles of Dark Sky International.

### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

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#### PURPOSE:

To protect and promote public and ecological health, safety, and welfare, quality of life, and the ability to view the night sky.

#### BACKGROUND:

“Over lighting” from dusk on into the darkness is a growing problem as it interferes with/pollutes the night sky, poses an annoying and invasive nuisance to neighbours, is harmful to wildlife who depend on darkness, and is a waste of electricity. May come from freighters in the region or from residential, industrial, or other land use related lighting not directed at ground or properly shielded.

Critical considerations with resources:

- Night skies are an important natural resource requiring protection. Action is being taken across a variety of contexts and scales globally, many of which are simple to enact.
  - [Dark Sky International Principles](#)
  - [How can you help preserve the night sky?](#)
  - [Model Lighting Ordinance](#)
  - [Vancouver Bylaw 10.2.2.10 Lighting in Residential Buildings](#)
- Night skies promote healthy humans and wildlife.
  - [Let's Talk Science – Light Pollution](#)
- Within the Trust Area, action has also been taken.
  - Example of regulation: [Bowen Island Municipality Bylaw No. 272, 2010 re protection of night sky](#)

**The outstanding question is: How can non-municipal jurisdictions of the Trust Area provide protection for Night Skies?**

Some regulation may be considered around:

- External lighting of buildings, gardens and driveways that is left on all night.
- External lighting of any building or grounds when it is not downward cast.
- Indoor lighting in accessory buildings not shaded that is left on during some or all of night.
- Indoor lighting of residences facing neighbouring residences that is not shaded.

Such regulation might involve regulation on:

- the type of lighting that is appropriate (e.g. energy efficient),
- the strength of light (low lighting versus high wattage lighting)
- the direction of lighting so as not to throw light off to neighbours or animals (e.g. downward cast)
- the length of time for certain types of lighting to be used (to depend on purpose with a view to
- limiting unnecessary or excessive accessory uses in particular), and
- means of enforcement of any regulations

In our role as a coordinator of jurisdictional overlapping authorities within the Trust Area, we need to get into conversation with multiple levels of government on this issue to provide clarity and enforcement on this issue as desired within communities and to support the mandate of preserving and protecting the unique amenities and environment of the Trust Area.

**IMPLICATIONS OF RECOMMENDATION:**

**ORGANIZATIONAL:**

**FINANCIAL:**

**POLICY:**

**IMPLEMENTATION/COMMUNICATIONS:**

**FIRST NATIONS:**

**OTHER:**

Circulated to MLA Adam Olsen and MP Elizabeth May.

**RELEVANT POLICY(S):**

**ATTACHMENT(S):**

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**RESPONSE OPTIONS**

**Recommendation:**

**Alternative:**

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**Prepared By:** Trustee Morrison in consultation with and at the request of community members.

**Reviewed By/Date:**



## Events Report

10 November, 2024

1. The Holiday Light-up will take place in the Japanese Memorial Garden starting Saturday 21<sup>st</sup> December. The light show will run until Sunday January 5<sup>th</sup>.
2. The lights on the "big tree" in Miners Bay Park will be turned on immediately after the end of the Parade of Lights on Saturday December 7<sup>th</sup> and will run through until Sunday January 5<sup>th</sup>.

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## Dinner Bay Seniors Fitness Circuit/Beautification Project

10 November, 2024

1. Given the challenge of conducting outdoor fitness classes in inclement weather, a request was made to the Government of Canada's New Horizons for Seniors Program to extend the project completion date from March 31, 2025 to September 30, 2025. Extensions are not being granted at this time and we must reapply in February 2025.
2. Final report and full grant amount of \$4,600 approved by BC Hydro for tree and plant expenses and funds should be received shortly.
3. BC Hydro sent a new application form for the 2025 year with an application deadline of January 31, 2025. Extending the cherry tree planting from the tractor shed up to Dinner Bay Road would enhance and provide continuity to the ReGreening Beautification project.

MOVED by \_\_\_\_\_ and SECONDED by \_\_\_\_\_  
MIPRC apply for the BC Hydro ReGreening grant for 2025, details to be determined.

4. A permanent sign acknowledging the funding support from BC Hydro, Mayne Island Lions and Government of Canada, New Horizons for Seniors Program is still awaiting their approval.
5. The additional material for the fitness track to level it out and repair the areas with grass encroachment including a sturdy landscape barrier is in progress.
6. Written support from CRD has been received for a Community Works Fund grant for expansion of the fitness circuit stations and putting green for summer/fall 2025. The application must still be approved by the Union of BC Municipalities.

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## Technology Committee

10 November, 2024

1. The Committee is recommending that WIX Personal be used as a website host.
2. Transfer of data to Dropbox is ongoing.

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## Sanitation Report

10 November, 2024

1. The Miners Bay men's and women's washrooms needed to be painted, the floors in particular. Volunteer Mike McArter, a professional painter, offered to paint the floors, doors and walls with a combination of volunteer and paid services.

MOVED by \_\_\_\_\_ and SECONDED by \_\_\_\_\_  
MIPRC approve the painting of the Miners Bay men's and women's washrooms by Mike McArter at a cost not to exceed \$1,000.

Note that assuming a cost of up to \$500 per washroom the amount is within MIPRC policy for individual commissioner expenditures without formal approval.

2. The MIPRC janitor has volunteered to do a year-end cleaning of the Adachi Pavilion.
3. As part of the effort to minimize unauthorized entry to the Adachi Pavilion the commissioner access code will be changed from time to time.

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## Fred and Bette Cotton Park Report

10 November, 2024

- Large fir tree fell in recent high winds and was compromising another tree near the inland section of the Orca Trail. DR Daylight bucked up the tree into large sections to be left on the ground.
- All new shrubs planted and peonies transplanted.
- General tidy up – thank you to Fay R. for planting and maintenance work.

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## Japanese Memorial Garden

10 November, 2024

1. Torii gates,
  - a. The outer torii gate – at the parking lot – painting is complete.
  - b. The inner torii gate is 80% refurbished.
  - c. Work began on the concrete bases for the torii gates on Monday November 4<sup>th</sup>. Concrete was poured for the footings on Friday November 8<sup>th</sup>. The surrounding walking pads will be poured on Wednesday November 13<sup>th</sup>. Forms will be stripped by Friday November 15<sup>th</sup>.
  - d. Site remediation ( from damage done by the machinery that was working on the concrete bases) will happen during the week of November 11<sup>th</sup> though to Friday November 22<sup>nd</sup>.
  - e. An unmarked power line was severed during the excavation for the inner torii gate base. An electrician will be brought in to restore the service to the west end of the Garden.
2. Fence repair work
  - a. Work on the north and west fence has been completed.
  - b. Some of the removed roof shingles are still in Dinner Bay Park. These will be removed over the next 2-3 weeks.
3. 300 White Thalia daffodils have been planted in the astilbe bed and in the lawn to the north-west of the island bridge.
4. The irrigation system has been turned off and the lines drained.
5. Arborist Matt Bolla is scheduled to be doing work in the JMG on Thursday 14<sup>th</sup> November.

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## Sandy Hook Community Park Report

10 November, 2024

1. The neighbourhood is enthusiastic about the restoration of the park. A meeting will be held with Rob Underhill of the Mayne Island Conservancy at the end of November to develop a co-ordinated plan for future planting and restoration of the park. Until then, new planting is on hold.
2. A survey of the park and/or neighbouring properties would be useful for planning purposes. The CRD does not have a survey except for a handdrawn survey of a neighbouring property. Recommend either a healthy buffer zone between neighbouring properties and new planting or neighbourhood undertakes to obtain a survey of the park.

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