



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

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

Date/Time: December 12, 2024

Call to order

1. Territorial Acknowledgement - Jacquie

2. Approval of Agenda

3. Adoption of Minutes of November 14, 2024

4. Chair's Remarks

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period November 1 - 30, 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

a) Dinner Bay softball field

5.2.3. Events (report attached)

5.2.4. MIPRC record management (report and Motion attached)

5.3. Committees

5.3.1. Fitness Circuit/ Beautification Phase II

5.3.2. Technology (report attached)

5.3.3. Sanitation (report attached)

5.4. Parks

5.4.1. Miners Bay – Adrian

a) Electrical update

5.4.2. Dinner Bay – Kestutis

a) Bouncing totter/rope bridge

Mayne Island Parks and Recreation Commission
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- 5.4.3. Cotton Park
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Trail Committee and Pocket Parks– Adrian
 - a) Sandy Hook (report attached)

6. Correspondence/Meetings

- 6.1. Report received from Rob Underhill, Mayne Island Conservancy on Ecological Values of Charter Road pocket park.
- 6.2. Donation confirmation from Mayne Island Lions for teeter totter at Dinner Bay Park playground.
- 6.3. Email application from potential commissioner. In person attendance tentatively set for January 2025 meeting.
- 6.4. Teams meeting with Jeff Milne, CRD Manager Risk and Insurance, Commissioners Euper, Kilpatrick and Bell regarding damage to Dinner Bay softball field; related correspondence and report to authorities.
- 6.5. Email correspondence to/from proponent of development of ‘pump park’ for young riders.
- 6.6. Email correspondence with Todd Shannon, CRD, Regional Parks regarding Plumper Pass Trail and plans for future meeting to discuss trails in the Mt. Parke area.
- 6.7. Email correspondence regarding light up parade party and donations from participants and Brenda Dean Re/Max.
- 6.8. Email correspondence from CRD regarding reasons e-transfer is not available for payment of invoices.
- 6.9. Meeting with Rob Underhill, Mayne Island Conservancy, Commissioner Bell and volunteer at Sandy Hook pocket park to refine plan for restoration of park.
- 6.10. Dinner Bay Playground Inspection Report dated December 7, 2024 received.

7. New Business

- 7.1. Discussion re: ‘Pump park’ for bicycles.

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: November 14, 2024

Present: Debra Bell (by telephone) Michael Kilpatrick (Acting Chair)
Jacquie Burrows, (Treasurer) Veronica Euper
Adrian Wright Kestutis Banelis
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 be meeting on the traditional lands of the Coast Salish people.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of October 10, 2024

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright, that the minutes of October 10, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

None

5. Reports

5.1. Treasurer's Reports

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

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

CARRIED

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- 5.1.2. Finance Report/Local Matters
A report was received with the agenda.

5.2. Administration

- 5.2.1. Follow up Action Report (not covered elsewhere)
- Commissioners agreed on the location of the holiday dinner.
 - The Lions grant for playground equipment has been approved and a cheque is anticipated.
 - A locking garbage bin will be obtained for Dinner Bay.
 - The rock barrier installation at Miners Bay will continue to be pursued.
 - The rope replacement on the Peter Askin trail was completed.
 - Kat Ferneyhough, CRD, has responded on the trail assessment reporting form and progress continues.
 - The Conservancy's assessment report of Charter Road Park has been received and will be circulated.
 - Pruning work at Japanese Garden was rescheduled to next Wednesday.

- 5.2.2. Health and Safety Concerns
No issues raised.

- 5.2.3. Events
A report was received with the agenda.
- The holiday light-up dates are scheduled and the Lions Club and MIPRC are invited to assist with set up at the Japanese Memorial Garden on December 10th.
 - The Miners Bay Park power will be turned on for the evening of December 7th.
 - Discussion occurred regarding the new tree lights and that leaving the UV resistant lights in place may cause less damage than removing them annually.

5.3. Committees

- 5.3.1. Fitness Circuit/ Beautification Phase II
A report was received with the agenda.
- It was reported that the new BC Hydro ReGreening Grant application deadline is January 31st with 15% of total grant allowing for necessary supplies.
 - Bob Downie offered to water the new trees.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission extend the cherry tree planting from the tractor shed up to Dinner Bay Road to enhance and provide continuity to the ReGreening Beautification project
and
that Mayne Island Parks and Recreation Commission apply for the BC Hydro ReGreening Grant for 2025, details to be determined.

CARRIED

5.3.2. Technology

A report was received with the agenda.

Commissioner Kilpatrick reported on database progress and that access will be granted after testing.

5.3.3. Sanitation

A report was received with the agenda.

Washroom closure dates for painting will be communicated.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the painting of the Miners Bay men's and women's washrooms by Mike McArter at a cost not to exceed \$1,000.

CARRIED

5.4. Parks

5.4.1. Miners Bay

The electrical update for the holiday tree was discussed. The requirements of the contractor requires further discussion with the Mayne Island Firefighters Association.

5.4.2. Dinner Bay

- The garage eaves trough to be cleaned out and eaves trough cleaning is to be added to the yearly calendar.
- Playground inspections and tools update was provided including that:
 - Bob Downie completed the first inspection and will make some minor fixes.
 - The gravel requires raking which may be done when the teeter-totter is installed.
 - Playground inspection reports will be uploaded to the drobox.
- Contact will be made with the Lions Club executive regarding their funding support.

5.4.3. Cotton Park

A report was received with the agenda.

It was reported that an arborist was called for another tree that fell down in Cotton Park.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

It was reported that in the coming week Matt Bola is scheduled to do some work and the electrical circuit will be fixed.

5.4.5. Trail Committee and Pocket Parks

It was reported that:

- The Kadonaga Trail trajectory was modified and is obvious for hikers.
- The boardwalk on Conconi Reef trail was extended and may need to be extended further.

a) Sandy Hook

A report was received with the agenda.

Discussed identifying property boundary in relation to planting trees on the west side of the park.

b) Kippen Road (Motion re: flag and flagpole)

MOVED by Commissioner Wright and **SECONDED** by Commissioner Burrows that flag installation at Kippen Road Park be removed.

CARRIED

Discussed the particulars of removal and the timeline.

c) Realignment of Plumper Pass Loop Trail

- The CRD sign plan was discussed with regards to the repetitive messaging about entering and leaving park boundaries.
- Discussion occurred regarding the creation of a comprehensive map to include connecting and undocumented trails on Mayne Island.
- The sign plan will be distributed for commissioners to consider the realignment of Plumper Pass Park Loop Trail.
- Suggestions and concerns were raised, including that:
 - CRD note on their maps that hikes may travel through community parks.
 - Not having a comprehensive trail map will take away from the hiking and viewing experience and may cause hikers to become lost or confused.
 - Having trails identified will support 911 emergency response calls to locate injured hikers.
- This item will be brought forward for discussion at the next meeting.

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.

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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

No 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

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 4:30 pm.

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

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

(A) Operating Funds	Dinner Bay	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
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 Oct expenses	-19,029	-5,489	-1,042	0	0	-849	-15,961	-12,879	-2,780	-58,029
	<u>6,971</u>	<u>956</u>	<u>4,388</u>	<u>2,000</u>	<u>3,000</u>	<u>6,151</u>	<u>10,039</u>	<u>-2,879</u>	<u>8,720</u>	<u>39,346</u>
November Expenses										
Janitorial, Nov plus mileage							1,328			
Janitorial, WCB							27			
Water monitoring, Nov	175	175								
Water courier, Nov	5	6								
Recording secretary, Oct									172	
Recording secretary, WCB									4	
Supplies, tide tables, flag, garbage	395		134						225	
Arborist	150		400							
Park improvements										
• teeter totter cost and freight	3,199									
CRD O/H								326		
Total	<u>3,924</u>	<u>181</u>	<u>534</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,355</u>	<u>326</u>	<u>401</u>	<u>6,721</u>
Remaining budget	3,047	775	3,854	2,000	3,000	6,151	8,684	-3,205	8,319	32,625

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

(B) Donated Funds

Japanese Memorial Garden

Opening Balance November 1, 2024	18,693
Add: donations	2,517
CRD Interest income	-
Less: CRD Overhead allocation	-112
Sandpaper, tarp, oil	-179
Ad for Christmas light up, printing	-303
Arborist	-2,025
Closing balance November 30, 2024	<u>18,591</u>

Adachi Rental

Opening Balance November 1, 2024	1,846
Add: CRD Interest income	-
Closing balance November 30, 2024	<u>1,846</u>

Putting green

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

Total Donated Funds November 30, 2024

20,637

(C) Recreation Funds

Opening Balance November 1, 2024	8,945
Add: CRD Interest income	-
Less: CRD Overhead allocation	-221
Closing balance November 30, 2024	<u>8,724</u>

Recreation funds - New Horizon Grant

Opening Balance November 1, 2024	9,300
Closing balance November 30, 2024	<u>9,300</u>

(D) Capital Funds (Unallocated)

Opening Balance November 1, 2024	126,300
Add: CRD interest income	-
Closing balance November 30, 2024	<u>126,300</u>

(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
Total Allocated Projects November 30, 2024	<u>33,248</u>



FINANCE REPORT

Dec 12, 2024

1. JMG received two significant donations in the amount of \$1,000 and \$400 from an island resident and an ex-island resident, respectively.
2. Community Information: Noted in the minutes, the MI Community Centre has received interest from only one organization, MIALS for Phase 2 of the centre.



Events Report

08 December, 2024

1. Holiday light-up light hanging begins on Tuesday 10th December.
2. Holiday light-up begins 21st December and runs through to January 5th.



Records Management

09 December, 2024

1. In the summer of 2023 members of the CRD Information Management department came to Mayne Island to provide information on upgrading and including the Mayne Island Parks and Recreation Commission in a SharePoint project within the CRD. The vision was to have a centralized document storage system that commissioners would be able to access and information could be easily shared.
2. All of MIPRC's documents stored in the Miners Bay library basement and many other documents stored offsite were taken back to CRD head office for storage and review.
3. The tentative date set for the initial trial system was the fall of 2023.
4. Since that time, CRD has been addressing a number of issues that have delayed the development of the SharePoint system and there is no tentative date set for when the system might be in operation. MIPRC has had several occasions in which they needed records or documents which were no longer accessible.
5. Given the uncertainty as to when a new system might be developed and the effect on MIPRC's operations, it is desirable to have the documents returned to MIPRC.

MOVED by _____, and **SECONDED** by _____,
Mayne Island Parks and Recreation Commission request the CRD return MIPRC's documents and records which were taken to CRD headquarters in the summer of 2023 by March 31, 2025 at no cost to MIPRC.



Technology Committee

08 December, 2024

1. Work will begin on the new website in January.
2. Uploads to the database continues.



Sanitation Report

09 December, 2024

1. The Miners Bay men's and women's washroom painting is complete. The janitor is very pleased with the improvement and it has reduced frustration with not being able to clean the washrooms properly.
2. An additional gallon of paint needed to be purchased for the floors and was approved by Commissioner Bell.
3. Commissioner Wright has relocated the soap dispensers so they do not leak onto the floor and installed notice holders on the exterior doors to hold park notices.
4. A drip cup will be installed under the soap dispenser at Dinner Bay.
5. A contract with a second septic pump out service is almost complete.



Japanese Memorial Garden

08 December, 2024

1. Torii gates,
 - a. Work continues on the inner torii gate.
 - i. Rot was found in one of the posts and is being removed with the wood being replaced and epoxied in.
 - b. The concrete work has been completed and will be open by Dec 16th.
 - c. The gates will not be reinstalled until the new year.
2. Arborist Matt Bolla completed the work in the JMG on Thursday 14th November. Wood chips from the removed trees/branches have been placed on the entry pathways.
 - a. Matt has been contracted to deliver 2 more loads of chips as he has them available over the course of the winter.
3. The installation of the holiday lights begins on December 9th and will be completed by December 18th. The main installation day is Tuesday 10th.



Sandy Hook Community Park Report

09 December, 2024

1. On December 4, 2024 Rob Underhill, Mayne Island Conservancy and volunteer Robert A. and Commissioner Bell met at the park to review the restoration work completed to date and to develop a plan for future restoration and planting. Rob will prepare a report with recommendations on the species to be planted and where which will be circulated to the volunteers.
