



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

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

**Date: December 12, 2024**

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

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

The meeting was called to order at 3pm

### 1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional lands of the Coast Salish people.

### 2. Approval of Agenda

**Amend:** 6.3 From email application to email applications (plural) and commissioner to commissioners (plural).

**Add:** 6.11 Email from Mayne Island Collective and Mayne Island Community Centre Society regarding a Phase II planning meeting for the community centre on December 21, 2024.

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

**CARRIED**

### 3. Adoption of Minutes of November 14, 2024

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the minutes of November 14, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

Chair Bell thanked commissioners for the work they have done all year. Commissioners Kilpatrick, Wright and Banelis were thanked for their work installing the new teeter-totter.

## **5. Reports**

### 5.1. Treasurer's Reports

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

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

**CARRIED**

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)

- Community Work Funds Application: Drawings required for fitness circuit pads 2 and 3.
- Fitness Track: Additional surface material for the track will be ordered.
- BC Hydro ReGreening Grant: A reimbursement cheque is expected.
- BC Hydro ReGreening Grant #2: Drawings to be completed.
- Adachi Pavilion: Fall cleanup completed.
- Septic pump-outs: The signed contract is with All Out Septic – Gulf Islands and Commissioner Wright will schedule pump-out of Miners Bay for early spring.
- Dinner Bay Playground: Commissioner Banelis will investigate obtaining solid rubber tires for the disc walker.
- Trail Reports: A fillable PDF form will be distributed to trail guardians.
- Hiking/Walking Trails: The brochure will be updated.

5.2.2. Health and Safety Concerns

Dinner Bay softball field discussion.

5.2.3. Events

A report was received with the agenda.

5.2.4. MIPRC Record Management

A report was received with the agenda.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission request the Capital Regional District return to Mayne Island Parks and Recreation Commission documents and records, which were taken to the Capital Regional District's headquarters in the summer of 2023, by March 31, 2025 at no cost to Mayne Island Parks and Recreation Commission.

**CARRIED**

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5.3. Committees

- 5.3.1. Fitness Circuit/ Beautification Phase II  
An order will be placed for ¾” clear gravel for the trail to help with water control.
- 5.3.2. Technology  
A report was received with the agenda.
- 5.3.3. Sanitation  
A report was received with the agenda.

5.4. Parks

- 5.4.1. Miners Bay  
Electrical update: Commissioner Bell will discuss this with Amanda Gunn.
- 5.4.2. Dinner Bay
- Bouncing totter/rope bridge installation is completed.
  - A tree cutting quote for Dinner Bay is expected.
- 5.4.3. Cotton Park
- 5.4.4. Japanese Memorial Garden  
A report was received with the agenda.
- 5.4.5. Trail Committee and Pocket Parks  
A report was received with the agenda.

**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 applications from potential commissioners. 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.

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- 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.
- 6.11. Email from Mayne Island Collective and Community Centre Society regarding Phase II planning meeting for the Community Centre on December 21, 2024.

**7. New Business**

- 7.1. Discussion re: ‘Pump park’ for bicycles. This item is corrected to Discussion re: Pump Track for bicycles. Request to be made for evidence of community support for the project.

**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 Wright that the Mayne Island Parks and Recreation Commission meeting be adjourned.  
**CARRIED.**

The meeting adjourned at 5:00 pm.

Original signed by

January 9, 2024

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**Debra Bell, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

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**Michael Kilpatrick, Acting Recorder**