



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission Library, 411 Naylor Road, Mayne Island on November 9, 2023 at 3:00 pm.

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**Present:** Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)  
Jacquie Burrows, (Treasurer) Peter Askin  
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

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

### 2. Approval of Agenda

**Move:** Commissioner Appointments from 6.2.3 to Closed Meeting item 9.

**Add:** 6.2.8 Request from Mayne Island Foodbank to store menstrual products at Dinner Bay janitor's room or library basement.

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

### 3. Adoption of Minutes of October 12, 2023

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin that the minutes of October 12, 2023 be approved as presented.  
**CARRIED**

### 4. Chair's Remarks

Chair Bell reported on her attendance at the opening of the ethnobotany garden. Flags in the parks will be lowered to half-mast on Remembrance Day.

### 5. Presentations

There was no presentation made.

### 6. Reports

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6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period October 1 - 31, 2023

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Askin that the Treasurer's Report for the period October 1 to 31, 2023 be approved as presented.

**CARRIED**

It was reported that the janitorial expense was for October.

6.1.2. Finance Report (Motion re: invoice; estimates and invoices)

- There was nothing to report from the minutes of the Community Centre and Islands Trust except that a community information meeting regarding the Oceanwood property development is scheduled for November 24<sup>th</sup>.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper that the invoice from Good as Wood for trimming of the Christmas tree in the amount of \$1375 be approved.

**CARRIED**

Arborists will be advised that MIPRC requires firm quotes and any costs greater than the quote must be discussed and approved by MIPRC prior to invoicing.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the purchase of Christmas lights and receptacles in the amount of \$10,306 for the Japanese Memorial Garden.

**CARRIED**

6.1.3. E- transfer update

E-transfer is working.

6.1.4. Grant opportunities

To be investigated.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- a) Williams Road sign: A "Slow down – kids playing" sign will be purchased and placed for visibility.
- b) Commissioner vacancy: An advertisement will not be placed in the *MayneLiner* for December, however, a post will be made on Facebook.
- c) Communicating to MIPRC: Information will be added to the *MayneLiner* article to help guide the public about communicating their ideas and suggestions to the Commission.

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- d) Brick dock / road allowance: A site meeting and discussion was reported with indication being that the licence of occupation property lines do not include the end portion of the land adjacent to the water and it is surmised that it is likely owned by the Ministry of Forests.
- e) Sanitation: The janitor reported some minor issues at Anson Road and other restroom sites.
- f) Split rail fence, Village Bay Rd: Arrangements are being made for a site visit to choose rocks to replace the fence.
- g) GPS work with Conservancy: Commissioner Askin will follow up.

6.2.2. Health and Safety concerns

- a) Playground inspection is being sought.

6.2.3. Commissioner reappointments – Motions

See item 9

6.2.4. Events

A report was received with the agenda.

The holiday bonfire poll closes December 1<sup>st</sup>, but it was reported that the overall trend is for a Christmas Eve bonfire.

6.2.5. Set date for December dinner

It agreed that the dinner be scheduled for December 14<sup>th</sup> after the meeting.

6.2.6. First Nations meeting November 24, 2023 on Pender Island

Commissioners Bell, Euper and possibly Burrows will attend.

6.2.7. Monitoring local information affecting MIPRC

See item 6.1.2

6.2.8. The Food Bank request for storage space

Box dimensions will be confirmed and the Commission agreed to allow some limited storage space.

6.3. Committees

6.3.1. Fitness Track

A report was received with the agenda.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the estimate by MayneStream Solutions Inc. dated October 31, 2023 to purchase the concrete and provide the labour required for Fitness Pad #1 in the amount of \$9,726.01 plus GST. Details to be set out in a separate purchase order.

**CARRIED**

Commissioner Bell will follow up for timeline.

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6.3.2. Technology

A report was received with the agenda.

The Danger tree assessment data has been entered into the software program and data from work completed last spring will be entered by the next meeting.

6.3.3. Land Acquisition

See 6.2.1

6.4. Parks

6.4.1. Miners Bay

- a) Holiday lights: progress is being made
- b) Monterey Cypress trees: Discussion occurred regarding tree pruning and previous attention that this item had received in December 2020.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright that the Monterey Gold Crest Cypress trees outside the library be regularly maintained as recommended by a professional arborist for the health of the trees and accessibility as determined by Mayne Island Parks and Recreation Commission.

**CARRIED**

**OPPOSED:** Commissioner Kilpatrick

6.4.2. Dinner Bay

It was reported that:

- A “Donation by e-transfer” sign was put up on the Japanese Garden fence.
- The broken bench has been fixed.
- The large pile of branches have been burned.
- The Adachi Pavilion kitchen work is complete; the eaves troughs are done; and new wiring will be done by spring.
- The climbing net for repair on the playground equipment is being sourced.
- Tree replanting and feeding will not be done.
- The horseshoe pit will be finished by December.
- The mower was tested and works fine.
- Advice for the maple tree near the Lions shed was to reduce the crown. It was agreed that annual tree thinning and cleaning will be done and the canopy will need to be controlled for the area from the horseshoe pit to the Japanese gate and along the Ed Williams Trail to the tee boxes.
- A dead deer was removed.

6.4.3. Cotton Park

A report was received with the agenda.

- The log rounds closing part of the Seal Point Trail were removed by unknown persons.

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- Commissioners Askin and Wright will assess the pathway.

6.4.4. Japanese Memorial Garden  
A report was received with the agenda.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the new signage for the Japanese Memorial Garden to be installed on the tractor shed at Dinner Bay Park be accepted as designed and presented and that the \$773.92 for the cost of the signage be approved.

**CARRIED**

6.4.5. Trail Network Development/Henderson  
A report was received for information and is attached.  
a) Kippen trees: Discussion occurred regarding tree removal and it was agreed that CRD will be contacted for communication as necessary.  
b) Trails acceptable to walk bicycles: This item will be brought forward to the December meeting.

6.4.6. Village Bay  
A report was received with the agenda.

**7. Correspondence/Meetings**

- 7.1. Emails to/from CRD regarding fraud education and e-transfer system for Japanese Memorial Garden.
- 7.2. Thank you emails from recipient of MIPRC recreational funding grant.
- 7.3. Request for letter of support from Mayne Island Housing Society.

The request was discussed and Chair Bell will reply to the letter writer that MIPRC will not respond as an organization, however, commissioners may respond as individuals to the request.

- 7.4. Receipt of executed lease agreement between CRD and Mayne Island Reading Centre Society.
- 7.5. Meeting with Emcon representative, Commissioners Kilpatrick and Bell at the Brick dock (Arbutus and Seaview) to review boundaries.
- 7.6. Offer of an undated sketch of the Cotton Residence from a local resident.
- 7.7. Invitation to First Nations Leadership Council meeting on Pender Island November 24, 2023.
- 7.8. Request for clarification from CRD regarding Bylaw 1510, s. 5 re: fires in parks.
- 7.9. Request to use Miners Bay Park for Honouring Lantern event in 2024.

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- 7.10. Follow up letter from resident concerning Monterey Gold Crested Cypress trees at Miners Bay Park.
- 7.11. Report of deer carcass at Dinner Bay Park.
- 7.12. Letter of application to become a commissioner of MIPRC.

**8. New Business**

Request to use Miners Bay Park for Honouring Lantern event in 2024.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the honouring lantern event in 2024 be approved subject to meeting the terms and conditions to be determined by the Mayne Island Parks and Recreation Commission and the Capital Regional District.

**CARRIED**

**9. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting**

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

**10. Rise and Report**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Veronica Euper be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Adrian Wright be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

**CARRIED**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Debra Bell be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

**CARRIED**

**11. Meeting Adjournment**

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Banelis that the Mayne Island Parks and Recreation Commission meeting be adjourned.  
**CARRIED**

The meeting adjourned at 5:26 p.m.

Original signed by

December 14, 2023

\_\_\_\_\_  
**Debra Bell, Chair**

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

Original signed by

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**Lauren Edwards, Recorder**



## Trail Network Development Report

Received a report from Brock John on the Kadonaga BA Trail and all is in good order.

Received a report from Fay Roth on the Neil Road Seaview and all is in good order.

The Ed Williams Trail Part II was raked & groomed on 11/06

Trail Guardian Eleanor Cocker has agreed to add Part II to her portfolio along with Part I.

The Sykes Road Beach was raked and groomed on 11/09.

The new "Danger" sign for the old (decommissioned) Ed Williams Trail was installed.

Pending: Spreading wood chips on the Ed Williams Trail Part II.  
Further placement of rocks on the Ed Williams Trail Part I.