



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

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.

ADOPTED

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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- Commissioner Kilpatrick informed the Fallow Deer Committee that he no longer represents MIPRC at those committee meetings.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 12th 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.

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- 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 18th, 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.

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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.

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- 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

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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

Original signed by

November 14, 2024

Michael Kilpatrick, Vice Chair

DATE

Original signed by

Lauren Edwards, Recorder