



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

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

**Date/Time:** September 12, 2024

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

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

**Guest:** Steve Patko, Trail Guardian, departed 3:20 pm

The meeting was called to order at 3:03 pm

### 1. Territorial Acknowledgement

Mayne Island Parks and Recreation Commission is grateful to the Coast Salish peoples for their historic custodianship of these traditional territories on which we meet today.

### 2. Approval of Agenda

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

**CARRIED**

### 3. Adoption of Minutes of August 8, 2024

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
that the minutes of August 8, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

There were no remarks.

### 5. Reports

#### 5.1. Treasurer's Reports

##### 5.1.1. Treasurer's Report for the period August 1 - 31, 2024

The report was received with the agenda.

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

**CARRIED**

**Mayne Island Parks and Recreation Commission**

**Minutes for: September 12, 2024**

5.1.2. Five-year Budgets for 2025 – 2029 and Motions

A report was received for information.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that the 2024 Operating surplus, if any, be transferred into the Capital Reserve Fund for parks service.

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that the 2024 community recreation surplus, if any, be carried forward and transferred into the surplus account of the Community Recreation Service.

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Operating Funds Budget for 2025 to 2029.

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Recreation Funds Budget for 2025 to 2029.

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Donation Funds Budget for 2025 to 2029.

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Five-Year Capital Expenditure Plan for 2025 to 2029.

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission initiate Capital Projects 23-02 Dinner Bay Washrooms in the amount of \$3,000 and 23-06 Vulture Ridge Summit in the amount of \$2,000.

**CARRIED**

5.1.3. Finance Report

A report was received with the agenda.

- A thank you email for the recreation grant to the Disc Golf Club was received after the Finance Report was prepared.
- The need to have tractor operation training and budget planning were discussed. Clarification will be sought from CRD regarding amounts expensed for parts and service.
- MIPRC follows CRD board meeting procedures for monthly meetings. Next summer a field trip meeting can be considered.

**Mayne Island Parks and Recreation Commission**  
**Minutes for: September 12, 2024**

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Commissioner Kilpatrick will no longer represent MIPRC on the Fallow Deer Committee and advise the committee accordingly. This standing item will be removed from the agenda. The meetings are open to the public and information relevant to MIPRC will be communicated as necessary.
- Calendar of events:
  - The Terry Fox Run organizers will be asked to include ice-cream in future Recreational Grant requests.
  - The Kippen Beach Access stairway will be raised in October.
  - Arrangements for the holiday dinner will be made in October.
- T-shirts were received and the lettering will be done this week
- A winning ribbon was presented for MIPRC's float in the Mayne Island Fall Fair parade.
- Rob Underhill will be contacted regarding the Charter Road park assessment.
- Cheques were sent to all Recreational Grant applicants.
- New bathroom faucets were installed at Dinner Bay Park.
- Bob Downie registered for the playground assessment course in September and he has signed a letter of agreement with CRD.
- Catch basin culverts for Dinner Bay Park will be picked up.
- Inquiries to CRD regarding insurance damage coverage will not be pursued.

5.2.2. Health and Safety Concerns  
No issues reported.

5.2.3. Events

A report was received with the agenda.

- A reminder will be sent regarding garbage removal for a recent event held at Dinner Bay Park.
- The water heater, fridge and freezer in the Adachi Pavilion will remain on until after the last scheduled event.

5.2.4. Naming and renaming policy for community parks and trails  
A draft policy was received for information.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright that the Naming and Renaming Community Parks and Trails Policy be adopted as presented.

**CARRIED**

5.2.5. Commissioner term renewals

Commissioners, whose terms expire at the end of the year, were reminded that CRD requires information by the end of October regarding renewals.

**Mayne Island Parks and Recreation Commission**  
**Minutes for: September 12, 2024**

5.3. Committees

5.3.1. Fitness Circuit

A report was received with the agenda

It was reported that 27 people attended the fitness and equipment use session led by Tim Begley. More classes are being encouraged and specific and group focussed classes were discussed. Advertising will be done through Facebook postings.

5.3.2. Technology

A report was received with the agenda

It was reported that the QR codes have been sent to CRD and that the Hiking and Walking Trail brochure and Tim Begley's exercise equipment use video was posted under the Mayne Island Parks and Recreation Commission page.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission have a trial online presence for 12 months at a cost not to exceed \$500.

**CARRIED**

5.3.3. Sanitation

- The de-scaler product will be applied in the bathrooms.
- The bathrooms will need to be locked when the power goes out. A planned outage is scheduled for Dinner Bay on September 24<sup>th</sup>.
- A garbage bin with a lock has been requested from MI Garbage Services.

5.4. Parks

5.4.1. Miners Bay

The new book return slot was installed on the library building and no construction concerns were observed.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission engage SGI Electrical Services to install GFI breaker(s) in the library basement for up to a value of \$1,400.

**CARRIED**

5.4.2. Dinner Bay

a) Softball field 1<sup>st</sup> baseline

- It was reported that Matt Taylor provided some history regarding drainage pipe installation under the field. Commissioners discussed the seasonally wet area and discussed options to assess this issue.
- Various work projects to be coordinated for October.

b) Playground funding and acquisition

## **Mayne Island Parks and Recreation Commission**

**Minutes for: September 12, 2024**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the purchase of a 8'x9' black 5/8" poly/dacron rope climbing net from Pacific Fibre and Rope in an amount not to exceed \$1,500.00.

**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 purchase of 20 ball caps embroidered with the JMG logo for the volunteers of the Japanese Memorial Garden in an amount not to exceed \$650.00 from Team Sales of Victoria.

**CARRIED**

5.4.5. Trail Network Development and Pocket Parks

- Maintenance activities were reported on.
- A sign was changed at Conconi Reef and mesh was installed in the wet areas. It will be investigated as to whether the trail was previously closed from October to March.
- A bulk purchase of heavier wire mesh will be made for use on all park boardwalks.

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Kilpatrick that the name Trail Network Development Committee be changed to Trail Committee.

**CARRIED**

Sandy Hook Park

A report was received with the agenda.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows that the park located on Sandy Hook Road be officially named the Sandy Hook Community Park.

**CARRIED**

## **6. Correspondence/Meetings**

- 6.1. Emails to/from Mayne Island Agricultural Society regarding booth at the Fall Fair, August 17, 2024.
- 6.2. Emails regarding shipping of Toadstool Teeter from Blue Imp on September 9, 2024.
- 6.3. Emails to/from CRD Liaison regarding posting on CRD website, QR codes and event application.

**Mayne Island Parks and Recreation Commission**

**Minutes for: September 12, 2024**

- 6.4. Email and letter agreement regarding volunteer attending playground inspection course.
- 6.5. Emails to/from Mayne Island Reading Centre Society regarding library drop box.
- 6.6. Thank you emails from certain recreational funding recipients and cheques mailed to all recipients.
- 6.7. Various emails to/from volunteers and neighbours of the Sandy Hook pocket park.
- 6.8. Various emails to/from and order of T-shirts from MVP Awards.
- 6.9. Investigative emails and telephone conversations with supplier and installers of putting greens.
- 6.10. Emails and telephone conversations with Mayne Metal regarding 1<sup>st</sup> baseline fence.
- 6.11. Email from CRD regarding commissioner terms expiring December 31, 2024 and renewals.

**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**

It was **MOVED** and **SECONDED** that the Mayne Island Parks and Recreation Commission meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:05 pm

Original signed by

October 10, 2024

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**Debra Bell, Chair**

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**DATE**

Original signed by

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**Lauren Edwards, Recorder**

**ADOPTED**