



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

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

**Date/Time: January 11, 2024 at 3:00 pm**

---

**Present:** Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)  
Jacquie Burrows, (Treasurer) Veronica Euper (by telephone)  
Adrian Wright Kestutis Banelis  
David Moss 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 acknowledged that the meeting was held on the traditional territory of the Coast Salish peoples and thanked them for their stewardship of these beautiful islands.

### 2. Approval of Agenda

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

**CARRIED**

### 3. Election of Officers

- Debra Bell accepted the nomination for Chair and was elected by acclamation.
- Michael Kilpatrick accepted the nomination for Vice Chair and was elected by acclamation.
- Jacquie Burrows accepted the nomination for Treasurer and was elected by acclamation.

Commissioner Banelis arrived at 3:03 pm

### 4. Adoption of Minutes of December 14, 2023

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows, that the minutes of December 14, 2023 be approved as presented.

**CARRIED**

David Moss arrived at 3:05 pm

### 5. Chair's Remarks

Chair Bell welcomed commissioners to the start of a new year and also welcomed David Moss as a new commissioner. Chair Bell thanked Commissioner Kilpatrick and his volunteer team for the

**ADOPTED**

**Mayne Island Parks and Recreation Commission**  
**Minutes for: January 11, 2024**

successful holiday light display at the Japanese Memorial Garden. She also thanked Commissioner Wright for the work done in hanging the lights at the library and it was commented that the new Christmas tree lights received many compliments.

**6. Reports**

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period December 1 – 31, 2023

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Banelis, that the Treasurer's report for the period December 1 – 31, 2023 be approved as presented.

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Wright, that the capital project account for the Japanese Memorial Garden Lighting Upgrade be closed out and transferred to the Capital Account - Unallocated.

**CARRIED**

6.1.2. Finance Report

- A quote for the children's playground sign was received and commissioners agreed to the signage recommended. An order will be placed.
- Commissioners Bell and Kilpatrick agreed to review grant opportunities that become available.
- It was reported that an application will be made through CRD for a BC Hydro grant which will allow for new plants to be installed at Dinner Bay Park.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- It was discussed and agreed to continue review of the Follow-up Action Report at meetings.
- It was reported that the Fallow Deer Committee are waiting for a meeting to be scheduled with the minister responsible.
- No further advertising for commissioners will be done at this time.
- It was reported that the review of the calendar shows the domain name is scheduled for renewal on February 24<sup>th</sup> and that the next item due is the Commonality meeting in February or March.
- Discussion occurred regarding the Commonality meeting and it was agreed that MIPRC's preference is not to host a Commonality meeting at this time.
- It was reported that fire extinguishers will be taken for inspection next week.
- The Miners Bay septic tank will be pumped out in the spring of 2024.
- The assessment of pocket parks by Rob Underhill, Mayne Island Conservancy, was discussed. The parks discussed were on Sandy Hook Road, Wilks Road and Charter Road. It was reported that Sandy Hook as well as Wilks Road are being monitored for tree health and signage will be added to the list for completion. It

## Mayne Island Parks and Recreation Commission

Minutes for: January 11, 2024

was agreed that Sandy Hook Park and a Charter Road park will be assessed by the Conservancy for ecological value and that Commissioner Euper will follow up with former Commissioner Askin on this issue as necessary.

- It was reported the danger tree assessment data in the system is current and requires calendaring for further follow-up. The team can then identify priorities for the Finance Committee to advise them of the available budget.
- The foodbank's boxes of sanitary products have now been stored in the library basement and at Dinner Bay Park.
- It was reported that the issue of playground inspections had been discussed with John Mooney, Regional Parks. He provided links to BC and Canadian inspection organization websites. Commissioner Euper will follow up on other recommendations received regarding inspectors.
- The Japanese Memorial Garden team is scheduled to discuss the Japanese-Canadian Legacy Fund grant application. It was reported that the Mayne Island Lions representative involved with proposed information panels on the island is aware of the plans for the Adachi Pavilion and they were approved. Commissioner Kilpatrick will make a presentation to the Commission regarding the Adachi Pavilion proposal.
- Boundary line GPS work on Naylor Road and Plumper Pass was discussed and it was agreed that the item will be removed from the Follow Up list at this time.
- Discussion occurred regarding the lack of reference to the donation and history of Mary Jeffrey Park and its co-management by MIPRC on the signage Regional Parks has proposed for Mount Parke. The Commission will review the current draft and respond with their position on this matter.
- It was reported that trees cut at Kippen Road Park were photographed and correspondence was sent to CRD to advise the Ministry of Transportation and Infrastructure.

6.2.2. Health and Safety Concerns  
No issues were raised.

6.2.3. Events  
A report was received with the agenda.

6.2.4. Update Supplement to the Commissioner Handbook for 2024  
Commissioner responsibilities were discussed and it was agreed that:

- Commissioner Moss will have responsibility for Village Bay and the Kippen Road Beach Access.
- Commissioner Wright will chair the Trail Network Development Committee and Commissioner Moss will be a member.
- Commissioner Moss will support the trail guardians.
- Commissioner Bell will distribute a draft for review and response.

### 6.3. Committees

6.3.1. Fitness Track

## Mayne Island Parks and Recreation Commission

Minutes for: January 11, 2024

A report was received with the agenda.

It was reported that a quote was received for three pieces of exercise equipment for pad #1 and shipping is being investigated.

### 6.3.2. Technology

A report was received with the agenda.

It was reported that the e-transfer pilot project requires six months operation before changes and it is recommended that it be updated to receive email addresses in order to send donation receipts.

## 6.4. Parks

### 6.4.1. Miners Bay

- It was discussed and agreed that the bathrooms will be touched up with paint and that minor repairs will be completed. This work will be done in the spring.
- Some ground damage occurred during the preparation of the holiday bonfire and repairs will be made. The issue will be raised with those in charge to ensure no damage in future.
- The well box was rebuilt and will require painting in the spring.

### 6.4.2. Dinner Bay

It was reported that:

- Lumber for the horseshoe pits will be purchased.
- Blading of some ground areas to be done next week around the fitness pad.
- Some alder trees which threaten a fence are on a list of items to complete.
- Repair of the climbing net is being pursued.
- Trees will be assessed in the spring and the tree near Ed Williams trail is being monitored.
- There are only three trees remaining of those that were planted five years ago on the Disc Golf Course.

### 6.4.3. Cotton Park

A report was received with the agenda.

### 6.4.4. Japanese Memorial Garden

A report was received with the agenda.

### 6.4.5. Trail Network Development

- The Doreen McCloud Trail and a trail from Dalton Drive to Mariners Way were discussed as exceptions to the policy of no bikes on trails. It was agreed that signs will be posted on those park property trailheads to advise riders to walk their bicycles. Commissioner Kilpatrick will create a sign and share for input.
- Danger Tree Team assessment of priorities was previously discussed during this meeting.

**7. Correspondence/Meetings**

- 7.1. Email from organizer of Honouring Lantern event postponing until November 2024.
- 7.2. Email from CRD advising update to Commissioner Handbook and Orientation session coming soon.
- 7.3. Email to CRD Risk & Insurance regarding volunteer list and summary for ADD&D insurance.
- 7.4. Email from CRD Legislative Services confirming reappointments of Commissioners Euper, Wright and Bell.
- 7.5. Emails to/from Caurinus Environmental regarding boat ramps and provincial requirements for tenure renewal.

**8. New Business**

No new business.

**9. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90**

**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**

David Moss was recommended and approved as a new commissioner.

**11. Meeting Adjournment**

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

**CARRIED**

The meeting adjourned at 5:03 p.m.

Original signed by

February 8, 2024

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

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

Original signed by

\_\_\_\_\_  
**Lauren Edwards, Recorder**