



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

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

Date/Time: April 11, 2024

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

**Absent:** Veronica Euper  
David Moss  
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:02 pm.

### 1. Territorial Acknowledgement

We are honoured to be gathered on the traditional lands of the Coast Salish First Nations. Miners Bay was and is an area of great significance to them, and it is notable that the library, where we are meeting today, is currently displaying the Elliott Family Exhibit which includes carvings, paintings, prints and textile weaving.

### 2. Approval of Agenda

**ADD:** 7.11 Email from Lions member regarding playground and fitness equipment matters.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows,  
That the agenda be approved as amended.

**CARRIED**

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

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,  
That the minutes of March 14, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

Commissioners and volunteers were thanked for their help with the Easter festivities at Dinner Bay Park. Leftover candy bags were donated to Mayne Island Assisted Living Society.

Commissioner Banelis arrived at 3:09 pm.

## 5. Presentations/Delegations

Bill Jamieson, President, Mayne Island Firefighters Association, will attend the May meeting to discuss alternatives for Halloween fireworks.

## 6. Reports

### 6.1. Treasurer's Reports

- 6.1.1. Treasurer's Report for the period March 1 - 31, 2024  
A report was received with the agenda.

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

- 6.1.2. Finance Report  
A report was received with the agenda.

### 6.2. Administration

- 6.2.1. Follow up Action Report (not covered elsewhere)
- a) Fallow Deer: Adam Olsen, MLA, will provide a talk on the island on April 17<sup>th</sup>.
  - b) July 1<sup>st</sup> Celebration: Commissioner Kilpatrick will discuss event responsibilities with Lauren Underhill, MI Chamber of Commerce, and ask that she connect with the island's Legion representative.
  - c) Charter Road Assessment: Commissioner Banelis will email Rob Underhill, MI Conservancy, on this issue.
  - d) Community Works Fund Grant application: Commissioner Kilpatrick will follow up on the amendment to add the putting green to the grant application.
  - e) Fitness equipment: It was reported that the fitness equipment proposal and contract was signed and that the invoice with the 25% reduction had been approved by Justine Starke and sent to CRD Accounts Payables department. A purchase order accompanied the invoice and a cheque requisition had been completed.

- f) Fitness track: Commissioner Kilpatrick will order a truckload of additional material for the track charged to Recreational Funding as part of the planned original track work.
- g) Miners Bay rock placement along Village Bay Road: Commissioner Burrows will follow up for the delivery of the selected rocks.
- h) Christmas tree lighting: Commissioner Kilpatrick will follow up on getting the electrical box updated.
- i) Application for funding regarding the Japanese Canadian Legacy Fund (JCLF): MIPRC will know in June whether the grant application was successful. There was additional detail requested and provided. JCLF and CRD came to an agreement on insurance requirements.
- j) Sandy Hook pocket park invasive species reduction: There was no response to a call for volunteers to assist with the removal of invasive species. A date will be set for the work soon.

6.2.2. Health and Safety Concerns

Playground assessments were discussed and it was agreed that the equipment is being monitored and repaired as needed for safety. Playground Assessment Reports will continue to be submitted.

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve and acquire a new teeter totter in an amount not to exceed \$3,000.

**CARRIED**

Repairs to the climbing net were investigated and it was reported that a new net needs to be ordered.

6.2.3. Events

A report received with the agenda.

- a) Adachi Pavilion: The stoves will be checked prior to the next event and one oven required the door gasket be repaired. It was discussed and agreed that in addition to a spring cleanup a fall cleanup should be done.
- b) Volunteer Appreciation Dinner: This item was discussed and dates considered will be August 7<sup>th</sup> or 20<sup>th</sup> depending on the caterer.
- c) Mind and Body Light Fitness policy:

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that MIPRC approve the Mind and Body Light Fitness Policy as proposed in the April 7th policy submission.

**CARRIED**

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- 6.2.4. Monitoring local information affecting MIPRC  
There was nothing to report this month.

6.3. Committees

- 6.3.1. Fitness Track  
A report was received with the agenda.

- 6.3.2. Technology and Motion  
A report was received with the agenda.  
**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission proceed with creating a document storage area that can be shared with all commissioners.  
**CARRIED**

- 6.3.3. Sanitation  
A report was received with the agenda  
The septic tank pump outs at Miners Bay were reported on and Dinner Bay tanks are fine. Miners Bay septic will be inspected next year.

6.4. Parks

- 6.4.1. Miners Bay  
The blackberry bushes were pruned.

- 6.4.2. Dinner Bay
- a) Monthly Playground assessments: Reports will be emailed.
  - b) Men's bathroom: The light ballast has failed and it was discussed and agreed that dated fixtures will be replaced with LED fixtures in all park bathrooms.
  - c) Alder trees near Leighton Lane: It was reported that the large alders pose a risk to a neighbouring fence. Commissioner Banelis will seek arborist quotes.

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve an expenditure of up to \$2500 for the removal of the alders that threaten the property on the corner of Dinner Bay Park and Leighton Lane.

**CARRIED**

- The chipped material will be moved and utilized for the regreening project.

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- It was reported that the tree canopy between the horseshoe pit and Japanese Garden is solid and no need to reduce any limbs.

d) Culverts

One large ditch was fixed and material is required for any other culvert repairs. A catch-basin well was discussed and it was agreed that pricing for a commercially built one will be investigated.

- e) Baseball field: Fencing along the first base line to be installed and ballplayer workforce will be requested. Commissioner Bell will coordinate insurance for baseball.

6.4.3. Cotton Park

A report was received with the agenda

The commissioners agreed the no dog policy shall remain as is and will be reviewed in three to five years.

6.4.4. Japanese Memorial Garden and Motions

A report was received with the agenda

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the operation of an art show, that is not an art sale, featuring local artists from Mayne Island to be held on August 4, 2024 from 10 am to 4 pm at the Japanese Memorial Garden.

**CARRIED**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the use of the Japanese Memorial Garden for a Haiku poetry event from July 5 to July 7, 2024 and that the Mayne Island Parks and Recreation Commission be a sponsor of the event.

**CARRIED**

6.4.5. Kippen Road/Village Bay Park

Staircase installation at Kippen Road will occur on Friday, April 12<sup>th</sup> at 1:00 pm.

6.4.6. Trail Network Development

- a) Chu An Trail: It was discussed and agreed that the suggestion of extending the trail was a good project for MIPATA. Commissioner Kilpatrick will follow up.
- b) Wilks Road: Development of this MOTI owned beach access was discussed and it is on hold to be revisited.
- c) Walk Bike signs: The signs were installed.

- d) Safety/Danger Tree Team reporting system: The input form was revised down to seven questions which can include not only danger trees but any other issues. It was discussed and agreed that the system will be used initially by commissioners. Trail guardians can be added at a later date.

6.4.7. Henderson Park

Outdoor Recreation Grants – information kiosk:

- It was discussed and agreed that MIPRC will apply for the outdoor recreation grant for Henderson Park.
- Commissioner Kilpatrick will review current board information and work towards developing a new graphics panel with Alea.

**7. Correspondence/Meetings**

- 7.1. Conference call with Jeff Milne, CRD Risk & Insurance regarding playground assessments.
- 7.2. Emails to/from CRD liaison regarding creation of online fillable forms for recreation grants.
- 7.3. Email from resident at Leighton Lane and Dinner Bay Road and issues with alder trees. Incident report filed with CRD, Risk & Insurance.
- 7.4. Further correspondence with Mayne Reading Centre Society and CRD and letter agreement regarding installation of library book drop box.
- 7.5. Email communications with various parties regarding Easter festivities at Dinner Bay Park, March 31, 2024.
- 7.6. Insurance documents received from CRD, Insurance for John Deere tractor at Dinner Bay Park.
- 7.7. Email from CRD, Information Management requesting participation in interview with consultant on Workplace Modernization Project. To be scheduled in April.
- 7.8. Email and information provided to CRD, Risk & Insurance on volunteer list and statistics.
- 7.9. Telephone call from Islands Trust regarding a request received for a dog park on the island.
- 7.10. Email from Church fair organizer regarding upcoming planning meetings.

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7.11. Email from Lions member regarding playground and fitness pad matters.

- Discussed projects that MIPRC can pursue with Lions for their support.
- The roof on the Lion’s garage will eventually need to be fixed within a year or two.
- Commissioner Banelis will develop a list of possible projects for Dinner Bay Park.

**8. New Business**

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

**10. Rise and Report**

**11. Meeting Adjournment**

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

The meeting adjourned at 5:40 pm

Original signed by

May 11, 2024

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**Debra Bell, Chair**

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

Original signed by

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**Lauren Edwards, Recorder**