



Agenda for a meeting of the Mayne Island Parks and Recreation Commission

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

Date/Time: April 10, 2025 3:00 pm

Call to order

1. Territorial Acknowledgement - Glyn

2. Approval of Agenda

3. Adoption of Minutes of March 13, 2025

4. Chair's Remarks

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period March 1 - 31, 2025 (report attached)

5.1.2. Finance/Local Matters Update (report attached)

a) Deer count

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

5.2.2. Health and Safety Concerns

5.2.3. Events (report attached)

a) ParticipAction

5.2.4. Master Plan update – Veronica

5.2.5. Trail and Park Signage – Glyn

5.2.6. Supplement to the Commissioner's Handbook

5.3. Committees

5.3.1. Fitness Circuit and Putting Green (report attached)

5.3.2. Technology (report attached)

5.3.3. Sanitation

a) Septic and wells - Adrian

b) Dinner Bay issues/combo locks

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5.4. Parks

- 5.4.1. Miners Bay
 - a) Exterior lighting
 - b) Gutter issue
- 5.4.2. Dinner Bay
 - a) Playground inspections/disc walker
- 5.4.3. Cotton Park (report attached)
- 5.4.4. Henderson Park (report attached)
- 5.4.5. Japanese Memorial Garden (report attached)
- 5.4.6. Trail Committee (report attached)
- 5.4.7. Emma and Felix Jack Park
 - a) “Mayne Island Collective” outreach

6. Correspondence/Meetings

- 6.1. Email exchanges with Mayne Island Lions Club to co-ordinate Easter festivities.
- 6.2. Emails with Mayne Island Lions Club regarding Statistics Canada survey of Lions shed.
- 6.3. Invitation to Mayne Island Integrated Water Systems Society to workshop on April 12, 2025.
- 6.4. Correspondence from NHSP extending program and reporting period to March 31, 2026.
- 6.5. Email correspondence with Mayne Island Fire Department regarding mowing grass in parks, fire hazards and safety.
- 6.6. Email from BC Hydro’s Community ReGreening Program confirming application approved and grant awarded.
- 6.7. Email correspondence between CRD SGI Service Delivery Manager and CRD Building Inspections confirming civic addresses may be assigned to parks. CRD to arrange.
- 6.8. Emails to/from CRD regarding “Buy Canadian Policy”.

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



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

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

Date/Time: March 13, 2025 3:00 pm

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

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

Guests: Trisha Glatthaar
Jack and Harriet Ryder – Skatepark proposal

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

The Mayne Island Parks and Recreation Commission is grateful to the Coast Salish people for their historical custodianship of the territory on which we meet today.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of February 13, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that the minutes of February 13, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell welcomed the presenters.

5. Presentations

5.1. Trisha Glatthaar presentation regarding Cotton Park

- A package of emails and native plant information was distributed to commissioners for their information.

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- Trisha Glatthaar stated that she maintains native plant species and removes invasive plants in Cotton Park and she reported on the progress made since 2017.
- She continues to work with First Nations communities.
- She requested that the Orca trail not be raked by park volunteers as it causes damage.
- She recommended the continued use of bark mulch for trail cover.

Discussion occurred which included that:

- A visit is anticipated this year by both the CRD archaeologist and the First Nations cultural monitor who have previously discussed trail maintenance with MIPRC to help keep the site undisturbed.
- It was reported that further mapping of the site is being considered.
- It was stated that there are varying opinions on which trail coverage material should be used.

5.2. Jack and Harriet Ryder – Skatepark proposal

- An information package was provided to commissioners.
- Jack Ryder provided some history on his background working with park departments and as a semi-professional skateboarder and youth teacher in the sport.
- He commented on a range of life skills and benefits the sport provides to youth.
- Harriet Ryder provided some history of project management and carpentry.
- The Ryders provided information of their current program which takes place on Sundays at the school's shared basketball court.
- They reported that the school's vice-principal supports their efforts.
- They commented on the children's age statistics for Mayne Island, the challenge for childhood recreational activities and the benefits of their program for children and the community of families.

Discussion occurred including that:

- Portable ramps could be used as a starting point.
- The Ryders stated they will connect with a well-established Langley company who has a fundraising department and have built skateparks worldwide.
- End of life disposal, maintenance costs and volume of use will be considerations.
- It was commented that participation in the current program is high and has overwhelming support.
- Presenters would like MIPRC to support the ideas presented through partnership and funding.
- An application for recreational grant funding will be submitted.

All presentations were completed by 3:41

6. Reports

6.1. Treasurer's Reports

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- 6.1.1. Treasurer's Report for the period February 1 - 28, 2025
A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Legge that the Treasurer's report for the period February 1, 2025 to February 28, 2025 be approved as presented.
CARRIED

- 6.1.2. Finance/Local Matters Update
Nothing to report.

- 6.1.3. Motion re: Capital Budget amendment

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the capital budget amendment as presented by the Capital Regional District to include the Capital Works Fund grant.
CARRIED

6.2. Administration

- 6.2.1. Follow up Action Report (not covered elsewhere)
- a) Calendar: Lower staircase on Kippen Rd. in April; and, review and update hiking and walking trail brochure in March.
 - b) Commissioner Orientation: Commissioner Legge attended and made a short report.
 - c) Crush fill: Matt Taylor will be contacted.
 - d) Investigating cost of digger and grading attachments: Commissioners Kilpatrick and Wright will discuss this further and report back.
 - e) New Horizons for Seniors Funding: The report was submitted for an extension and awaiting reply.
 - f) Garbage bin with lock: Waiting for a response.
 - g) UV and fan in Miners Bay: In working order.
 - h) Design for Henderson park kiosk: The design is required before the wording finalized.
 - i) Mesh for boardwalks: Received
 - j) Signage at Vulture Ridge Peak: A draft signage framework will be prepared for the next meeting.
 - k) Trees at Charter Rd. pocket park: An arborist assessment will be scheduled in the fall after this season's growth.
 - l) ICBC Claim: An email was sent to ICBC to withdraw the claim.
- 6.2.2. Health and Safety Concerns

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- Neighbours made reports of nighttime hunting at St. John Point. This item is being managed by CRD and the RCMP.

6.2.3. Events

A report was received with the agenda.

- 6.2.4. Master Plan update: The committee met this morning. It was reported that a written summary of discussion with CRD regarding community and First Nations engagement will be distributed.

6.3. Committees

6.3.1. Fitness Circuit/ Beautification Phase II

No discussion occurred.

6.3.2. Technology

A report was received with the agenda.

6.4. Parks

6.4.1. Miners Bay

- The installation of exterior lighting on the library building was discussed and will be brought forward with more information for discussion.
- Fire extinguishers in all the parks were renewed and Commissioner Kilpatrick will discuss the building fire extinguisher with library staff.
- Gravel has been put down in the parking lot and the water pooling has improved.

6.4.2. Dinner Bay

- The disc golf club has planned a branch cleanup on Saturday and another cleanup will be scheduled closer to the tournament date. Materials will be put on burn piles situated in the park.
- The concrete in the Adachi Pavilion will be sealed in dry weather to repair winter damage and power washing will be scheduled for the pavilion.

6.4.3. Cotton Park

No discussion occurred.

6.4.4. Henderson Park

No discussion occurred.

6.4.5. Japanese Memorial Garden

A report was received with the agenda

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6.4.6. Trail Committee

Site visit with Mayne Island Pathways and Trails Association (MIPATA)

It was reported that:

- The connector between Neil Road and Laura Point may be a viable proposition.
- MIPRC has to obtain the appropriate approvals.
- A survey should be done and the road allowance identified.
- A plan will be created for an easy path without the need to build bridges.

6.4.7. Pocket Parks

No discussion occurred.

6.4.8. Emma and Felix Jack Park

Maintenance

- Johnny Aitken emailed that he is no longer going to mow the grass, but will continue to volunteer to look after the trees.
- Discussion occurred regarding methods of maintenance to ensure accessibility and safety.
- Commissioner Bell will respond to the email.

7. Correspondence/Meetings

7.1. Email exchanges with Mayne Island Lions Club to co-ordinate Easter festivities.

7.2. Email and proposal regarding permanent skatepark facility.

7.3. Emails from Mayne Island Chamber of Commerce regarding installation of binoculars at select park benches.

7.4. Email regarding maintenance of Emma and Felix Jack Park.

7.5. Confirmation email Glyn Legge appointed commissioner of Mayne Island Parks and Recreation Commission by CRD Board.

7.6. Telephone call and emails regarding a hunter on MIPRC trail.

7.7. Email request and formal report filed for extension of NHSP program to fall 2025.

7.8. Email correspondence from Rob Underhill, Mayne Island Conservancy and volunteers regarding restoration plan for Sandy Hook Community Park.

8. New Business

8.1. Mayne Island Chamber of Commerce – binoculars at park benches

- It was agreed that the installation of binoculars in the parks should be investigated.

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- Commissioner Bell will communicate further with the Chamber on this matter.
- Commissioner Legge will investigate costs and report.

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

CARRIED.

The meeting adjourned at 4:55 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT March 31, 2025

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Washrooms Plumbing	CRD Overhead	Contingency Other	
Opening budget - estimated	11,000	6,000	5,000	2,000	3,000	7,000	26,000	10,000	26,281	96,281
Grant-in-lieu									69	69
Cost recovery - BC Hydro Regreening (2024)	4,600									4,600
	15,600	6,000	5,000	2,000	3,000	7,000	26,000	10,000	26,350	100,950
March Expenses										
Janitorial, Mar plus mileage							1,221			
Janitorial, WCB							17			
Janitorial supplies							28			
Water monitoring, Feb							415			
Water monitoring reclassification	-208	-207					415			
Recording secretary, Feb									132	
Recording secretary, WCB									4	
Supplies, printing	135	273							225	
Hydro, Feb	287		10							
CRD Overhead allocation								325		
CRD Labour - Lions indemnity reclassification	40							-40		
CRD Labour - Village Bay Tenure				80						
	254	66	10	80	0	0	2,096	285	361	3,152
Jan to Feb expenses	2,074	600	320	0	0	24	1,699	1,057	167	5,941
Total expenses to date	2,328	666	330	80	0	24	3,795	1,342	528	9,093
Net	13,272	5,334	4,670	1,920	3,000	6,976	22,205	8,658	25,822	91,857

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT March 31, 2025

(B) Donated Funds

Japanese Memorial Garden

Opening balance March 1, 2025	22,354
Add: CRD Interest income	-
Donations	10
Less: CRD Overhead allocation	-124
Arborist	-150
Supplies, cedar posts, hardware	-1,122
Hydro, Feb	-167
Closing balance March 31, 2025	20,801

Adachi Rental

Opening balance March 1, 2025	1,852
Add: CRD Interest income	-
Closing balance March 31, 2025	1,852

Putting green

Opening balance March 1, 2025	200
Less: Transfer to capital funds	-200
Closing balance March 31, 2025	0

Total Donated Funds March 31, 2025	22,653
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(C) Recreation Funds

Opening balance March 1, 2025	7,700
Add: CRD Interest income	-
Grant-in-lieu	26
Less: CRD Overhead allocation	-201
Easter - candy, ad	-682
Closing balance March 31, 2025	6,843

Recreation funds - New Horizon Grant

Opening balance March 1, 2025	9,300
Closing balance March 31, 2025	9,300

(D) Capital Funds (Unallocated)

Opening balance March 1, 2025	161,680
Add: CRD Interest income	-
Less: Fitness Circuit and Putting Green project initiated	-25,000
Closing balance March 31, 2025	136,680

(E) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4,061
CX.109.2012.81 Dinner Bay Septic and Plumbing	2,453
CX.109.2016.66 Fitness Circuit and Putting Green	19,734
Add: Transfer from Capital Funds (Unallocated)	25,000
Transfer from Donated Funds	200
CX.109.2023.67 Miners Bay Retaining Wall	2,000
CX.109.2024.88 Dinner Bay Water Facilities Upgrade	3,000
CX.109.2025.88 Vulture Ridge Summit Improvement	2,000
Total Allocated Projects March 31, 2025	58,448



FINANCE/INFORMATION REPORT

April 10, 2025

1. Opening budget estimate based on prior year.
2. Janitorial, plumbing expense renamed washrooms, plumbing to track all washroom expenses in one category. Prior month's water monitoring was reclassified.
3. CRD charges renamed CRD overhead. CRD costs incurred for a particular park will now be expensed to that park.
4. No community information noted.



Events Report

07 April, 2025

1. Easter planning is well under way. Together with the Lions Club we will put on a great show, for young and old alike.
 - a. Still looking for egg hiders for the hunt, but I'm sure so me kind hearted volunteers will emerge at the last minute.
2. The disc golf tournament is scheduled to take place on May 3rd. Hope all involved have a lot of fun.



Dinner Bay Sports Expansion Report (Fitness Circuit/Putting Green)

07 April, 2025

1. Given the challenge of conducting outdoor fitness classes in inclement weather, a request was made to the Government of Canada's New Horizons for Seniors Program to extend the project completion date from March 31, 2025 to September 30, 2025. Extensions were not being granted in November 2024 and we reapplied in February 2025. The extension was granted until March 31, 2026.
2. Discussions are underway with last year's fitness instructor to develop fitness programs which may include:
 - a. Attend an introductory session to learn how to use the various pieces of equipment;
 - b. Strength and balance class with a focus on bone health and fall prevention in older adults. Twice/week for 6 weeks. Maximum 18 people. Printed programs and a follow up class one month later.
 - c.
3. Other possibilities:
 - a. Contact MIALS again to investigate their interest in fitness classes;
 - b. Special classes for Mayne Island Softball Team;
 - c. Special class for Japanese Memorial Garden volunteers;
 - d. Work with Mayne Island Community Centre Society who are expanding their fitness offerings;
 - e. Bring in feature fitness instructors from off island to add variety to the instructor pool.
4. Investigations regarding purchasing a blade for our tractor are underway and decision to be made whether some of the work to level out the fitness track and repair the areas with grass encroachment can be done in-house. Need to confirm additional material for the fitness track has been ordered.
5. Written support from CRD has been received for a Community Works Fund grant for expansion of the fitness circuit stations and putting green for summer/fall 2025. The application must still be approved by the Union of BC Municipalities. Contractor quotes for the putting green with and without preparatory work will be circulated. The contractor has advised they are flexible with respect to financing and the work can be done with the final payment taking place once the CWF funds are received which means the putting green can be completed before the busy summer season. The quote will be circulated for review and possible approval. A local contractor has reviewed the preparatory work required and we are waiting for a quote.



Technology Committee

07 April, 2025

1. Nothing to report.



Fred and Bette Cotton Park Report

06 April, 2025

- Large bed of Mexican feather grasses combed, shaped and bed tidied – thank you to Fay R.
- Leaf compost bin finished.
- Upper lawn maintenance completed, general garden tidy up.
- CRD archaeologist advises site visit to Cotton Park will be combined with their work at St. John Point, likely this summer. Quote: “The priority for a site visit is pretty low and I also know you are all doing a great job caring for the park and the arch site.”
- Vault toilet to be pumped. Large bag of soggy clothing removed by Commissioner Wright, who once again performs beyond the call of duty. There is signage on the back wall ‘No Garbage’ at both Village Bay and Cotton Park which has not had the desired result.
- Reminder: First Nations recognition signage to be discussed with Commissioner Legge.



Mayne Island Parks and Recreation Commission

25-04-11 Henderson Park Report

- Trails in generally good shape although some wet /muddy sections
- Road access to park showing signs of damage from winter run off
- Signage removed from top of Vulture Ridge viewpoint. This has returned viewpoint to a more natural state.
- Comments received from community member on some of information boards in park.



Japanese Memorial Garden

07 April, 2025

- 1.) Work continues on the refurbishment of the Torii gates. The last cross beam is being repaired. Staining and the application will take place in 2 weeks if the weather cooperates.
- 2.) Spring clean-up has begun and will continue for the next several weeks.
- 3.) Some plant materials were donated from Government House in Victoria and are now in the new scent garden.
- 4.) Repair is being planned for areas of the east bamboo fence that are rotting.
- 5.) The arbour at the secret garden has been repaired after winter storm damage. The decision was made to extend the arbour to give it more impact in the secret garden area.
- 6.) Plum trees are have finished blooming and we are now into camelia, rhodo, magnolia and cherry blossoms.



Mayne Island Parks and Recreation Commission

25-04-11 Trails Committee Report

- Trail Guardian reporting form shared with Trail Guardians
- Some Trail Reporting received to new email address MayneTrails @gmail.com
- Advised that trail guardian Steve Mathieson (Plumper Pass park) may have to step down due to ill health.
- Edits to Walking and Trail guide have been drafted