



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

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

Date/Time: May 8, 2025 3:00 pm

Call to order

1. Territorial Acknowledgement - Michael

2. Approval of Agenda

3. Adoption of Minutes of April 10, 2025

4. Chair's Remarks

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period April 1 – April 30, 2025 (report attached)

5.1.2. Finance/Local Matters Update (nil report attached)

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

b) Community Roundtable April 15, 2025 - Michael

5.2.4. Master Plan update

5.2.5. Supplement to the Commissioner's Handbook

5.3. Committees

5.3.1. Fitness Circuit and Putting Green

5.3.2. Sanitation

a) Village Bay - Adrian

5.4. Parks

5.4.1. Miners Bay

5.4.2. Dinner Bay

a) Disc walker

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- 5.4.3. Cotton Park
- 5.4.4. Henderson Park
 - a) Kiosk sign
- 5.4.5. Japanese Memorial Garden (report attached)
- 5.4.6. Trail Committee

6. Correspondence/Meetings

- 6.1. Emails with Mayne Island Lions Club regarding Easter festivities.
- 6.2. Email and information update from Mayne Island Skateboard Society.
- 6.3. Telephone call from representative of Miners Bay Farmers Market Society.
- 6.4. Emails to/from contractor regarding Dinner Bay putting green.
- 6.5. Emails to/from Mayne Island Collective regarding Emma and Felix Jack Park.
- 6.6. Emails to/from Mayne Island Conservancy Society regarding new sign at Henderson Park.
- 6.7. Emails to/from environmental waste disposal companies regarding Village Bay.
- 6.8. Email from individual regarding playground equipment at Dinner Bay Park.
- 6.9. Letter of support for Mayne Island Skateboard Society from Mayne Island Agricultural Society.
- 6.10. Letter of support for Mayne Island Skateboard Society from island resident.

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: April 10, 2025 3:00 pm

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

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Mayne Island Parks and Recreation Commission acknowledge and respect the traditional lands of the First Nations peoples upon which we live, work and recreate.

2. Approval of Agenda

ADDED: 6.9 Email from Katie Dentry, CRD

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

CARRIED

3. Adoption of Minutes of March 13, 2025

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

CARRIED

4. Chair's Remarks

Chair Bell expressed sympathy for the passing of Jerry Betker who had been a Mayne Island parks commissioner for many years.

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period March 1 - 31, 2025

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper that the Treasurer's report for the period March 1, 2025 to March 31, 2025 be approved as presented.

CARRIED

5.1.2. Finance/Local Matters Update

A report was received with the agenda

A good response was received by residents to participate in a fallow deer count scheduled for Sunday, April 13th from 7 to 8 pm.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- a) Calendar Events: Easter Sunday family event scheduled at Dinner Bay Park. The asset list is due for review and update.
- b) MIPRC page on CRD's website: The new webpage will be reviewed.
- c) The Supplement to the Commissioner Handbook: It was agreed that the tree hazard and trail section should be organized to one location with tracking and follow-up recorded in the calendar. Trail guardians will be asked to add to the list any items that may be of concern. The electronic reports will be added to the drop box.
- d) Fixed in place binoculars: Costs were investigated and purchase will be for future consideration.
- e) Grading attachment for the tractor: Purchase options were investigated and discussed.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission purchase a John Deere rear blade grader for the tractor for a price not to exceed \$2,000.

CARRIED

- f) Rock barrier at Miners Bay Park: Discussion occurred regarding the status of this project. More options will be investigated.

- g) Electrical work for holiday tree lights: Commissioner Bell reported that discussion occurred with Amanda Gunn, who will follow up regarding the upgrade to the electrical structure on the tree. The tree volunteers will be taking down the lights for storage this year.
- h) Fire extinguishers: The library extinguisher expiry has been resolved.
- i) Purchase of heavy wire for boardwalks: The heavy mesh wire was received and will be installed where needed. The Japanese Memorial Garden will also be replacing wire mesh.
- j) Hiking/walking trail map: More discussion to occur and item will be brought forward.
- k) Kippen Road staircase: Installed.

5.2.2. Health and Safety Concerns
None.

5.2.3. Events

A report was received with the agenda

ParticipAction: Discussion occurred on this item in response to a MayneLiner article by the school's vice principal. Commissioner Kilpatrick will discuss suggestions with Tim Begley and Commissioner Bell will write to the vice principal for more information.

5.2.4. Master Plan update

- Commissioner Legge agreed to review the plan and provide edits.
- Commissioner Bell reported that First Nations consultation is a separate engagement plan.

5.2.5. Trail and Park Signage

A signage framework had been circulated to commissioners for input. Trail guardians will be included in reviewing current signage and placements.

5.2.6. Supplement to the Commissioner's Handbook
Discussed in 5.2.1

5.3. Committees

5.3.1. Fitness Circuit and Putting Green

A report was received with the agenda

- a) Fitness Circuit: It was reported that Tim Begley will continue the outdoor fitness program at Dinner Bay Park; he is putting together a final quote for this summer and may create three videos for the website.
- b) Putting Green: The cost benefit of this project was discussed in depth.

It was MOVED and SECONDED that Mayne Island Parks and Recreation Commission engage a contractor to construct an artificial turf putting green at Dinner Bay Park at approximately 1800 square feet in an amount not to exceed \$50,000.

CARRIED

5.3.2. Technology

No issues were reported.

5.3.3. Sanitation

- a) Septic and wells: The septic systems were pumped out. The vault toilet pump outs had problems at some sites (plastic bags, garbage) which prevented the pump out. Waste management at CRD will be contacted for advice. Commissioner Wright will attend a water well workshop and report.
- b) Dinner Bay issues/combo locks
Discussion occurred and it was agreed that electronic locks will be purchased.

5.4. Parks

5.4.1. Miners Bay

- Exterior lighting: Two motion activated lights were installed.
- Gutter issue: These are cleaned four times per year.
- Outdoor outlet breaker was turned back on.

5.4.2. Dinner Bay

- Playground inspections were completed and submitted.
- A replacement wheel for the disc walker could not be found.

5.4.3. Cotton Park

A report was received with the agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission install a sign at Cotton Park in recognition of the First Nations in an amount not to exceed \$4,000.

CARRIED

5.4.4. Henderson Park

A report was received with the agenda

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5.4.5. Japanese Memorial Garden

A report was received with the agenda

5.4.6. Trail Committee

A report was received with the agenda

New reporting forms were established for trail guardians and half a dozen reports were submitted with a couple of issues identified.

5.4.7. Emma and Felix Jack Park

- “Mayne Island Collective” outreach was discussed regarding the access projects without consultation with MIPRC.
- MIPRC will prepare an article for an upcoming MayneLiner that describes the zoning of the park.

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”.

6.9. Email from Katie Dentry, CRD, regarding work experience opportunities for grade 12 students in SD64 (and 61, 62, 63) for volunteer or paid work experience in climate change projects. Commissioners discussed and agreed that MIPRC does not have the capacity to supervise a student nor a suitable project.

Mayne Island Parks and Recreation Commission
Minutes for: April 10, 2025

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

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper 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 APRIL 30, 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
Cost recovery - Washroom honorariums (2024)		400								400
	15,600	6,400	5,000	2,000	3,000	7,000	26,000	10,000	26,350	101,350
April Expenses										
Janitorial, Apr plus mileage							1,408			
Janitorial, WCB							24			
Janitorial supplies, lights							200			
Water monitoring, Mar and Apr							830			
Septic systems cleaning							1,798			
Recording secretary, Mar									150	
Recording secretary, WCB									3	
Supplies, gravel	30	231	16						24	
CRD Overhead allocation								325		
CRD Interest charges								10		
CRD Labour - Boat ramps management plan				60		60				
	30	231	16	60	0	60	4,260	335	177	5,169
Jan to Mar expenses	2,328	666	330	80	0	24	3,795	1,342	528	9,093
Total expenses to date	2,358	897	346	140	0	84	8,055	1,677	705	14,262
Net	13,242	5,503	4,654	1,860	3,000	6,916	17,945	8,323	25,645	87,088

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT APRIL 30, 2025

(B) Donated Funds

Japanese Memorial Garden

Opening balance April 1, 2025	20,801
Add: CRD Interest income	249
Donations	75
Less: CRD Overhead allocation	-124
Supplies, soil	-326
Closing balance April 30, 2025	20,675

Adachi Rental

Opening balance April 1, 2025	1,852
Add: CRD Interest income	-
Closing balance April 30, 2025	1,852

Total Donated Funds April 30, 2025	22,527
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(C) Recreation Funds

Opening balance April 1, 2025	6,843
Add: CRD Interest income	57
Less: CRD Overhead allocation	-201
Easter - games, prizes	-406
Closing balance April 30, 2025	6,293

Recreation Funds - New Horizon Grant

Opening balance April 1, 2025	9,300
Closing balance April 30, 2025	9,300

(D) Capital Funds (Unallocated)

Opening balance April 1, 2025	136,680
Add: CRD Interest income	1,688
Closing balance April 30, 2025	138,368

(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	44,934
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 April 30, 2025	58,448



FINANCE/INFORMATION REPORT

May 8, 2025

No report.



Events Report

05 May, 2025

1. May Day at Miners Bay is coming up on May 17th. The event starts at 1pm and will continue with a concert by Portabella and the Funguys at roughly 3pm. The concert will take place at the Gazebo.
2. The Lions Club will be staging their island side car and bike scavenger hunt from Dinner Bay park on May 24th. The Adachi pavilion has been booked for their use, but they have yet to confirm.



Japanese Memorial Garden

05 May, 2025

- 1.) Work continues on the refurbishment of the Torii gates. The outer gate has been painted and the inner gate is being stained. Both gates will be reinstalled in mid-June.
