



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

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

**Date/Time: June 12, 2025 3:00 pm**

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Call to order

- 1. Territorial Acknowledgement - Michael**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of May 8, 2025**
- 4. Chair's Remarks**
- 5. Presentation: Mayne Island Skateboard Society**
- 6. Reports**

6.1. Treasurer's Reports

- 6.1.1. Treasurer's Report for the period May 1 - 31, 2025 (report attached)
- 6.1.2. Finance/Local Matters

6.2. Administration

- 6.2.1. Follow up Action Report (not covered elsewhere)
- 6.2.2. Health and Safety Concerns
- 6.2.3. Events (report attached)
  - a) ParticipACTION
  - b) Canada Day
  - c) Community Roundtable April 15, 2025 - Michael
- 6.2.4. Master Plan update
- 6.2.5. Hiking and Walking Trail brochure - Motion

6.3. Committees

- 6.3.1. Fitness Circuit and Putting Green
- 6.3.2. Sanitation
  - a) Village Bay
  - b) Monitor's recognition
- 6.3.3. Recreational Funding

**Mayne Island Parks and Recreation Commission**  
**Agenda for: June 12, 2025**

**6.4. Parks**

- 6.4.1. Miners Bay
- 6.4.2. Dinner Bay
  - a) Disc walker
  - b) Tractor news
  - c) BC Hydro ReGreening project
- 6.4.3. Cotton Park (report attached)
- 6.4.4. Village Bay - Jacquie
- 6.4.5. Henderson Park
  - a) Kiosk sign
- 6.4.6. Japanese Memorial Garden (report attached)
- 6.4.7. Trail Committee

**7. Correspondence/Meetings**

- 7.1. Email and information update from Mayne Island Skateboard Society.
- 7.2. Emails from residents and community organizations supporting an all-wheels skatepark.
- 7.3. Emails to/from contractor regarding Dinner Bay putting green.
- 7.4. Meeting with Mayne Island Conservancy Society regarding new sign at Henderson Park.
- 7.5. Survey for MIPRC Master Plan on CRD GetInvolved page.
- 7.6. Invitation to Mayne Island Non-Profits Roundtable on Tuesday, May 20, 2025.
- 7.7. Request from resident for new mesh at the end of Doreen McLeod Trail. Installed by commissioner Wright.
- 7.8. Inquiry regarding a dog park on community septic fields.
- 7.9. Email regarding participation in Opportunity Fair on June 14, 2025 organized by the Mayne Island Collective.
- 7.10. Several emails from individuals and organizations regarding ParticipACTION.

**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**



## **Minutes 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**

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

**Absent:** Michael Kilpatrick, (Vice Chair)  
              Glyn Legge  
              Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

### **1. Territorial Acknowledgement**

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations. We respect and value the longstanding relationship they have with the land and seawaters that continues to this day.

### **2. Approval of Agenda**

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

### **3. Adoption of Minutes of April 10, 2025**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
that the minutes of April 10, 2025 be approved as presented.  
**CARRIED**

### **4. Chair's Remarks**

Commissioners Kilpatrick and Bell and volunteer Lauren Edwards were acknowledged for their help with the Easter festivities at Dinner Bay Park. Commissioner Banelis was thanked for the hard work done on the Adachi pavilion and Commissioner Wright was thanked for his work maintaining the septic systems.

## 5. Reports

### 5.1. Treasurer's Reports

#### 5.1.1. Treasurer's Report for the period April 1 – April 30, 2025

The report was received with the agenda.

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

**CARRIED**

#### 5.1.2. Finance/Local Matters Update – no report

### 5.2. Administration

#### 5.2.1. Follow up Action Report (not covered elsewhere)

##### a) Calendar items:

- May: Review and update the asset list.
- June: Advertise for recreational grant applications and present the Dave Bentham Award.
- July and August: Canada Day celebration, capital budget preparation and volunteer appreciation barbecue.

##### b) CRD website review: To be discussed at the next meeting.

##### c) Track surface: The work on the track surface will begin in September.

##### d) Rear blade grader for tractor: The use, storage and timing for obtaining the grader was discussed. Further information and discussion will occur.

##### e) New exterior lighting on the library: Installation completed.

##### f) Develop a list of improvement projects at Dinner Bay: It was discussed and agreed to remove this item from the follow-up list.

##### g) Comment regarding Park Zoning for Felix Jack Park: It was reported that the Mayne Island Cooperative has completed a survey of the park and published an article in the MayneLiner of their proposed changes.

#### 5.2.2. Health and Safety Concerns

It was reported that work was completed on the baseball field to repair damage caused by a vehicle.

#### 5.2.3. Events

A report was received with the agenda.

##### a) May Day Event: Discussed the preparation of Miners Bay Park for the event.

##### b) ParticipACTION: Discussion occurred regarding Parks involvement in this event. More information is required.

##### c) Community Roundtable April 15, 2025: No report

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- d) Volunteer BBQ: Commissioners agreed to hold the event on Wednesday, August 6<sup>th</sup> subject to availability of the Adachi Pavilion.

### 5.2.4. Master Plan update

- It was reported that the committee discussed First Nations engagement and that commissioners will have an opportunity to review CRD outreach in advance..
- Discussed having a table at the Farmer's Market at the Ag Hall grounds.
- Commissioner Kilpatrick resigned from the committee.

### 5.2.5. Supplement to the Commissioner's Handbook

It was **MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the updated Supplement to the Commissioner's Handbook (2025) as distributed.

**CARRIED**

### 5.2.6. Recreational Funding

- July 31<sup>st</sup> is the deadline for receiving applications.
- An ad will be put in the June MayneLiner.
- Commissioner Burrows will review the form for any changes and the online form will be updated as necessary.

## 5.3. Committees

### 5.3.1. Fitness Circuit and Putting Green

It was reported that:

- The contractor would like to do a site visit.
- A second estimate was received for the base of the putting green as well as drainage for the baseball field area.
- The artificial turf has a 20 - 25 year life span.

### 5.3.2. Sanitation

- It was reported that CRD had been consulted and GFL Environmental provided an estimate for the removal of garbage bags in the pit toilet at Village Bay Park. It was discussed and agreed that the work can be deferred and the issue will be monitored periodically.
- Commissioner Wright reported that he attended the MIWSS water workshop.

## 5.4. Parks

### 5.4.1. Miners Bay

- The grass will be mowed before the May Day celebration.
- The split rail fence had to be reassembled again.

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

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- The boulder placement project will be discussed next month.

### **5.4.2. Dinner Bay**

- The Adachi Pavilion roof cleaning: This task took several hours and should be scheduled for cleaning every year. The skylights will be scheduled for cleaning.
- Disc walker: Replacement wheels were found that may be suitable if they can be welded.
- Disc Golf: The tournament had a good turnout.
- Hydro expense: The bill was expensive due to the heat inadvertently being turned on. The temperature control will be taped over to avoid this in future.
- The Adachi Pavilion kitchen: Cleaning will be done in the spring and fall.

### **5.4.3. Cotton Park**

- An estimate for a new sign below the park name sign is expected.
- A tree is hung up on three arbutus trees near the Orca trail. It will be further investigated.

### **5.4.4. Henderson Park**

The kiosk sign is in progress.

### **5.4.5. Japanese Memorial Garden**

A report was received with the agenda.

Discussed ways to make the donation box more secure from theft.

### **5.4.6. Trail Committee – no report.**

## **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.

- It was reported there have been letters of support for this program.

6.3. Telephone call from representative of Miners Bay Farmers Market Society.

- The Miners Bay Farmers Market Society has been formed and would like to use Miners Bay Park as the site for their activities.

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.

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- 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**

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

The meeting adjourned at 4:50 pm

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**Debra Bell, Chair**

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**DATE**

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**Lauren Edwards, Recorder**

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

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Miners Bay</b>	<b>Cotton</b>	<b>Village</b>	<b>Henderson</b>	<b>Trails Other Parks</b>	<b>Washrooms Plumbing</b>	<b>CRD Overhead</b>	<b>Contingency Other</b>	
<b>Opening budget - estimated</b>	<b>11,000</b>	<b>6,000</b>	<b>5,000</b>	<b>2,000</b>	<b>3,000</b>	<b>7,000</b>	<b>26,000</b>	<b>10,000</b>	<b>26,281</b>	<b>96,281</b>
Grant-in-lieu									69	69
Cost recovery - BC Hydro Regreening (2024)	4,600									4,600
Cost recovery - Washroom honorariums (2024/25)		400								400
	15,600	6,400	5,000	2,000	3,000	7,000	26,000	10,000	26,350	101,350
<b>May Expenses</b>										
Janitorial, May plus mileage							1,332			
Janitorial, WCB							28			
Janitorial supplies							334			
Recording secretary, Apr									150	
Recording secretary, WCB									3	
Supplies, gas	90									
Arborist			450							
Hydro, Apr	436		9							
CRD Overhead allocation								325		
CRD Auto insurance	157									
CRD Labour - Village Bay dock				80						
CRD Labour - Tractor	942									
	1,625	0	459	80	0	0	1,694	325	153	4,336
Jan to Apr expenses	2,358	897	346	140	0	84	8,055	1,677	705	14,262
<b>Total expenses to date</b>	<b>3,983</b>	<b>897</b>	<b>805</b>	<b>220</b>	<b>0</b>	<b>84</b>	<b>9,749</b>	<b>2,002</b>	<b>858</b>	<b>18,598</b>
<b>Net</b>	<b>11,617</b>	<b>5,503</b>	<b>4,195</b>	<b>1,780</b>	<b>3,000</b>	<b>6,916</b>	<b>16,251</b>	<b>7,998</b>	<b>25,492</b>	<b>82,752</b>



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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening balance May 1, 2025	20,675
Add: CRD Interest income	-
Donations	450
Less: CRD Overhead allocation	-124
Supplies	-410
Hydro, Apr	-131
<b>Closing balance May 31, 2025</b>	<b>20,460</b>

**Adachi Rental**

Opening balance May 1, 2025	1,852
Add: CRD Interest income	-
<b>Closing balance May 31, 2025</b>	<b>1,852</b>

<b>Total Donated Funds May 31, 2025</b>	<b>22,312</b>
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**(C) Recreation Funds**

Opening balance May 1, 2025	6,293
Add: CRD Interest income	-
Less: CRD Overhead allocation	-201
<b>Closing balance May 31, 2025</b>	<b>6,092</b>

**Recreation Funds - New Horizon Grant**

Opening balance May 1, 2025	9,300
<b>Closing balance May 31, 2025</b>	<b>9,300</b>

**(D) Capital Funds (Unallocated)**

Opening balance May 1, 2025	138,368
Add: CRD Interest income	-
<b>Closing balance May 31, 2025</b>	<b>138,368</b>

**(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
<b>Total Allocated Projects May 31, 2025</b>	<b>58,448</b>



## Events Report

07 June, 2025

1. Tim Begley will be running his fitness classes in Dinner Bay Park every Tuesday, Thursday, Friday and Saturday mornings at 9am until the Labour Day weekend. He will be utilizing both the fitness pad and the Adachi Pavilion. He will also be storing his work-out equipment in a large locked tub in the Adachi kitchen area. He has been given his own door code. He will also move the tub if a kitchen rental asks for it to be removed.
2. The softball team has started its summer schedule. They are playing at Dinner Bay Park every other Wednesday starting on June 4<sup>th</sup>. The Lions will be running the BBQ.
3. Donna Williams will be running a yoga class in Cotton Park every Wednesday at 5:30pm until August 13<sup>th</sup>.
4. The Adachi is rented for June 17<sup>th</sup>
5. The Adachi is rented on June 21<sup>st</sup>
6. The MIALS walk-a-thon is happening at Dinner Bay Park on Monday June 23<sup>rd</sup>. This is a ParticipAction event.
7. The Adachi is rented on July 4<sup>th</sup>.

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## Fred and Bette Cotton Park Report

09 June, 2025

- Arborist dropped and bucked, taking care to avoid evergreen huckleberry bushes, two trees, one leaning heavily on three arbutus trees and the other leaning on a fir tree.
- Local artisan has started design work on the sign acknowledging First Nations.
- ParticipACTION journal had one full page of entries after one week.
- Ongoing mowing, edging, garden and trail maintenance. Thank you to Fay R., Mitch B., Gareth G., Jon S. and Pat M.

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## Japanese Memorial Garden

07 June, 2025

- 1.) The refurbishment of the torii gates has been completed. We are now coordinating their installation on the new bases. We are hopeful that this work will be completed by the end of June, but it is dependant upon volunteer schedules.
- 2.) The new arbour extension has been completed and the rotted material has been replaced on the existing arbour. The new and old arbours are being stained. This work should be completed by the end of June.
- 3.) Water levels in the pond are already down about 8" from seasonal full.
- 4.) The irrigation system has been repaired – 2 broken sprinkler heads were replaced – and the system has been turned on for the season. A control box is being monitored to see if it is functioning properly or if there was just a start-up hick-up happening. The control didn't function on initial start-up.
- 5.) 3 panels on the north fence have been removed and rebuilt. 4 more have been identified as requiring repair work. This work will continue over the summer as the chief fence repair person has available time.
- 6.) We have not seen any tent caterpillars this year.
- 7.) Generally, the spring blossom show has been spectacular. The mild winter and rain up until the blossom show started has helped a lot.

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