



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

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

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

Call to order

1. Territorial Acknowledgement -

2. Approval of Agenda

3. Adoption of Minutes of June 12, 2025

4. Chair's Remarks

5. Reports

5.1. Treasurer's Reports

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

5.1.2. Finance/Local Matters (report attached)

a) Motion on Dave Bentham award

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) Volunteer BBQ

5.2.4. Master Plan update

5.2.5. Hiking and Walking Trail brochure

5.3. Committees

5.3.1. Fitness Circuit and Putting Green

5.3.2. Sanitation

a) Miners Bay

b) Motion on monitor recognition

5.3.3. Recreational Funding

5.3.4. Trails (report attached)

5.3.5. All Wheels Skatepark – committee of the whole

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5.4. Parks

- 5.4.1. Miners Bay
- 5.4.2. Dinner Bay
 - a) Disc walker
 - b) BC Hydro ReGreening project
- 5.4.3. Cotton Park (report attached)
- 5.4.4. Village Bay
- 5.4.5. Henderson Park (report attached)
- 5.4.6. Japanese Memorial Garden (report attached)

6. Correspondence/Meetings

- 6.1. Email from Mayne Island Skateboard Society.
- 6.2. Emails to/from contractor regarding Dinner Bay putting green.
- 6.3. Email regarding participation in Opportunity Fair on June 14, 2025 organized by the Mayne Island Collective.
- 6.4. Several emails from individuals and organizations regarding ParticipACTION.
- 6.5. Email to Chamber of Commerce regarding binocular installations.
- 6.6. Emails to/from organizers of Canada Day celebration.
- 6.7. Email from CRD advising of numbered addresses for community parks. Kindly assisted by the Mayne Island Fire Department.
- 6.8. Email from Island Wildlife regarding release of four squirrels in Henderson Park.

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: June 12, 2025 3:00 pm

Present: Paul Brent, Director, CRD, Southern Gulf Islands
Debra Bell (Chair) Michael Kilpatrick, (Vice Chair)
Jacquie Burrows, (Treasurer) Veronica Euper
Kestutis Banelis Glyn Legge
Lauren Edwards (Recorder)

Absent: Adrian Wright

Guests: Skateboard group leaders

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement - Michael

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

2. Approval of Agenda

Add: Letter from Mayne Island Chamber of Commerce regarding binocular installations on benches to 7.11 and New Business.

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

CARRIED

3. Adoption of Minutes of May 8, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
that the minutes of May 8, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

Director Paul Brent was welcomed to the meeting. Condolences were made for the McNeill family on the passing of Anne McNeil who had been a long-time volunteer with Mayne Island Parks.

5. Presentation: Mayne Island Skateboard Club

Material was provided for information.

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The following was presented, including that:

- The Mayne Island Skateboard Club (the Society) officially registered as a non-profit society with five board members.
- The Society has received donations and 60 letters of support. It has a website, media accounts and scheduled events.
- A summary of the survey was provided which included that the response for skateboarding was popular and an all-wheels skate park received good comments.
- The Society's activities include an information booth at the August market, fundraising through merchandise sales, completion of the Canada Skateboard Instructor Program, and registering a float in the Fall Fair parade.
- Phase four of the project includes siting a location, collaboration and community outreach.

During the question and answer portion, the following issues were discussed:

- The cost is dependent on location. Established contractors have agreed to do groundwork for free. A professional skateboard park builder will be used. The community identified Miners Bay Park as a popular choice. A site visit by the builder is required, but the cost is estimated to be around \$400,000.
- Funding for maintenance was included in the information package. A park ambassador will do ongoing inspections and youth will be empowered for support. A professionally built skate park will not need repair within the first 10 years and the Society will apply for grants and fundraise.
- Miners Bay Park had been identified through the survey and as a result of letters of support being directed by the Society to MIPRC. The Society will also contact the school, the community centre and a private industrial property as other possible sites. A public space available every day throughout the year would be necessary for the older youth population.
- Discussed limiting environmental footprint through options such as a half-pipe build and mountain boarding.
- It was commented that an identified location is necessary for people to see the vision and to apply for grants. The project will be broken up in many parts.
- After research, the Society determined a small skate park of between five to eight thousand square feet was appropriate.

6. Reports

6.1. Treasurer's Reports

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

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

CARRIED

6.1.2. Finance/Local Matters

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6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- Calendar events: Canada Day, Asset List, Dave Bentham Award presentation, Capital Plan budget preparation and liquor permit for volunteer barbecue.
- Sanitation: Garbage bin is full and will be called for pick up.
- Village Bay rock barrier: Another call will be made to move this project forward.
- Emma and Felix Jack Park: Grass mowing has not occurred and there is no booking for June 21st.
- Trail guardian: Guardians did not provide comments or suggestions regarding any signage problems. Therefore, any issues will be addressed where appropriate.

6.2.2. Health and Safety Concerns

Poison hemlock was safely removed and destroyed from Dinner Bay Park.

6.2.3. Events

A report was received with the agenda.

- a) ParticipACTION: Tai Chi and QuiGong may be added. Robin Dodd was approved for morning fitness class. Commissioner Kilpatrick will attend a meeting at the school.
- b) Canada Day: Organization was completed. A Master Plan survey table will be in place.
- c) Mayne Island Collective: There were no items to report on from the April 15th community roundtable meeting.
- d) Volunteer barbecue: Catering was discussed.

6.2.4. Master Plan update

The survey has been advertised and the deadline is September 2nd.

6.2.5. Hiking and Walking Trail brochure - Motion

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the reprint of 1000 Hiking and Walking Trails Maps in the amount of \$540.00.

CARRIED

6.3. Committees

6.3.1. Fitness Circuit and Putting Green

A contractor will look at the area in July.

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6.3.2. Sanitation

- a) Village Bay: The pit toilet requires cleaning after being reopened.
- b) Miners Bay bathroom: Honorarium cheques were signed for the monitors.

6.3.3. Recreational Funding

Applications are available on the CRD website with the July 31, 2025 deadline.

6.4. Parks

6.4.1. Miners Bay

6.4.2. Dinner Bay

- The hot water tank element was changed.
- The disc walker repair is underway.
- The pressure tank is rusting in the janitor's room and will need to be replaced in the next year.

6.4.3. Cotton Park

A report was received with the agenda.

The First Nations sign will be ready this weekend.

6.4.4. Village Bay

Invasive plant species removal has been done and will be monitored regularly.

6.4.5. Henderson Park

A meeting was attended with the MI Conservancy regarding the sign at the trail head and interpretive trail. It was reported that a QR code will be added, the trail map will be updated and history will be added to the board. Commissioners Euper and Legge will work on the wording.

6.4.6. Japanese Memorial Garden

A report was received with the agenda.

It was reported that the E-transfer system is working well.

6.4.7. Trail Committee

Regular trail guardian reports are being received.

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 skate park.

7.3. Emails to/from contractor regarding Dinner Bay putting green.

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- 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.
- 7.11. Letter from Mayne Island Chamber of Commerce regarding binocular installations

8. New Business

Binoculars at Park Benches:

The Chamber of Commerce has approved the spending for hardware. They identified Henderson Hill and Cotton Park as their first and second place choices for installation.

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 4:50 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

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

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Washrooms Plumbing	CRD Overhead	Contingency Other	
Opening budget	11,000	6,000	5,000	2,000	3,000	7,000	26,000	10,000	30,253	100,253
Grant-in-lieu									69	69
Cost recovery - BC Hydro Regreening (2024)	4,600									4,600
Cost recovery - Washroom honorariums (2024/25)		400								400
Cost recovery - Information kiosk					4,000					4,000
	15,600	6,400	5,000	2,000	7,000	7,000	26,000	10,000	30,322	109,322
June Expenses										
Janitorial, June plus mileage							1,709			
Janitorial, WCB							28			
Water monitoring, May							415			
Washroom honorariums		200					200			
Recording secretary, May									138	
Recording secretary, WCB									3	
Supplies, gas, welding	358		75						15	
Window cleaning			210							
CRD Overhead allocation								325		
	358	200	285	0	0	0	2,352	325	156	3,676
Jan to May expenses	3,983	897	805	220	0	84	9,749	2,002	858	18,598
Total expenses to date	4,341	1,097	1,090	220	0	84	12,101	2,327	1,014	22,274
Net	11,259	5,303	3,910	1,780	7,000	6,916	13,899	7,673	29,308	87,048

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

(B) Donated Funds

Japanese Memorial Garden

Opening balance June 1, 2025	20,460
Add: CRD Interest income	-
Donations	100
Less: CRD Overhead allocation	-124
Supplies	-266
Closing balance June 30, 2025	<u>20,170</u>

Adachi Rental

Opening balance June 1, 2025	1,852
Add: CRD Interest income	-
Closing balance June 30, 2025	<u>1,852</u>

Total Donated Funds June 30, 2025	<u>22,022</u>
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(C) Recreation Funds

Opening balance June 1, 2025	6,092
Add: CRD Interest income	-
Less: CRD Overhead allocation	-201
Dave Bentham award	-300
ParticipACTION supplies	-71
Canada Day rentals	-50
Closing balance June 30, 2025	<u>5,891</u>

Recreation Funds - New Horizon Grant

Opening balance June 1, 2025	9,300
Closing balance June 30, 2025	<u>9,300</u>

(D) Capital Funds (Unallocated)

Opening balance June 1, 2025	138,368
Add: CRD Interest income	-
Closing balance June 30, 2025	<u>138,368</u>

(E) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4,061	
Less: Signage	<u>-650</u>	3,411
CX.109.2012.81 Dinner Bay Septic and Plumbing		2,453
CX.109.2016.66 Fitness Circuit and Putting Green	44,934	
Add: Community Works Fund contribution	<u>45,000</u>	89,934
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		<u>2,000</u>
Total Allocated Projects June 30, 2025		<u>102,798</u>



FINANCE/INFORMATION REPORT

July 10, 2025

1. A grant in the amount of \$4,000 was received from the TD Friends of the Environment fund for the information kiosk at Henderson Park. The costs will be tracked and a report will be provided to the commission at the end of the project.
2. The CWF grant of \$45,000 has been received for the Dinner Bay fitness circuit and putting green.
3. We have received 3 recreational grant applications to date. 23 applications were sent out.
4. The 2026-2030 budget planning templates have been received and are due October 2025.
5. MICC- incident regarding a tree falling on the tennis courts in Dec 2024. They summarized the timeline and the reaction from the community and what they learned. I suggest the commission review the report as it could easily apply to MIPRC. Please contact the MIPRC treasurer if you would like a copy of the report.



Events Report

06 July, 2025

1. Canada Day in Miners Bay Park was a huge success. We estimated that 400 visited over the course of the approximately 2 hour event. Next year plans to be even more entertaining.
2. Fitness classes with Tim Begley continue in Dinner Bay – Tuesday, Thursday, Friday, Saturday.
3. Softball on July 16th and 30th and August 13th in Dinner Bay
4. Yoga at Cotton Park on July 9th, 16th, 23rd, 30th, Aug 6th and 13th.
5. Adachi is rented July 18th and 19th. No Kitchen
6. Chatauqua Circus is in Miners Bay on August 6th



Mayne Island Parks and Recreation Commission

Trail Guardian Reports June 2025

- Limited number of reports received this month. Vacations etc??
- One potential dangerous tree identified on Doreen Mcleod trail (Henderson Park). Action under review.



Fred and Bette Cotton Park Report

07 July, 2025

- The sign acknowledging First Nations is complete and volunteers required to assist with installation. Existing sign needs to be cleaned and new top coat applied.
- ParticipACTION journal had many entries and thank you to Commissioner Legge for updating the online ParticipACTION log.
- The broken irrigation timer relay has been replaced and system will be reprogrammed. Thank you to Al R. and Pat. M. for hand watering in the meantime.



Mayne Island Parks and Recreation Commission

Henderson Park Report July 2025

- Trails are generally in good condition although quite a lot of bracken and salal has been removed from Peter Askin and Don Herbert trails.
- Drafting of new content for trailhead kiosk is continuing and following up with MI Conservancy for their part of the project
- Interpretive Trail posts have been reviewed and all in good shape and secure.
- Fir trees growing around and obscuring the kiosk need to be trimmed removed
- Limited entries in Participaction journal. Not sure if reflective of trail usage or lack of engagement with the kiosk?



Japanese Memorial Garden

06 July, 2025

- 1.) No date has been set yet for the installation of the refurbished Torii gates. We are waiting to “git-er-done”.
- 2.) The rebuilt and extended arbour is now complete.
- 3.) Work continues on the repairs to the north fence panels.
- 4.) We continue to monitor the water levels in the pond. The water is at its lowest for this time of year since we have been recording it. A date has not been set yet for when to turn the pond pumps off.
