



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

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

Date/Time: August 14, 2025 3:00 pm

Call to order

1. Territorial Acknowledgement - Jacquie

2. Approval of Agenda

3. Adoption of Minutes of July 10, 2025

4. Chair's Remarks

5. Reports

5.1. Treasurer's Reports

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

5.1.2. Finance/Information (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) Motion re: catering for Volunteer Appreciation Dinner

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 – Motion re: putting green

5.3.2. Sanitation

a) Miners Bay

5.3.3. Trails (report attached)

5.3.4. All Wheels Skatepark - update

5.4. Parks

5.4.1. Miners Bay

5.4.2. Dinner Bay

Mayne Island Parks and Recreation Commission
Agenda for: August 14, 2025

- 5.4.3. Cotton Park (report attached)
- 5.4.4. Henderson Park (report attached)
- 5.4.5. Japanese Memorial Garden (report attached)

6. Correspondence/Meetings

- 6.1. Emails from Mayne Island Skateboard Society.
- 6.2. Meeting with and emails to/from contractor regarding Dinner Bay putting green.
- 6.3. Emails and request regarding Miners Bay washroom hours.
- 6.4. Email from island resident concerning the zoning of Miners Bay Park.
- 6.5. Email from resident regarding condition of grass at Dinner Bay Park and a drag harrow.
- 6.6. Email from resident regarding privately owned boat on park property.
- 6.7. Email from New Horizons for Seniors program inviting applications for 2026 funding.
- 6.8. Email from Mayne Island Agricultural Society regarding Fall Fair booth August 16, 2025.

7. New Business

- 7.1. Recreational Funding Applications for 2025/2026 - Motion

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: July 10, 2025 3:00 pm

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

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

The meeting was called to order at 3:00 pm.

1. Territorial Acknowledgement

We are honoured to meet on the traditional lands of the Coast Salish First Nations and we value their longstanding relationship with these lands and waters.

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 June 12, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,
that the minutes of June 12, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

The Canada Day event was a fun success and included a fly over by a Search and Rescue helicopter. Commissioners who participated were thanked for their hard work.

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period June 1 - 30, 2025

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Wright that the Treasurer's report for the period June 1, 2025 to June 30, 2025 be approved as presented.
CARRIED

5.1.2. Finance/Local Matters

A report was received with the agenda.

- a) Budget Planning Committee: Commissioner Legge agreed to participate in committee work. Commissioners were asked to submit capital project suggestions. Budget planning should be in order for September.
- b) The Community Work Fund Grant was received.

- a) Motion on Dave Bentham award

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Legge that the Mayne Island Parks and Recreation Commission approve the granting of the 2025 Dave Bentham honorarium in the amount of \$300 to this year's recipient of Mayne Island School.
CARRIED

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- a) Calendar items: Volunteer appreciation barbecue, capital plan budget and recreational funding.
- b) Civic addresses for parks: Blue address signs will be ordered and installed at main park entrances.
- c) New Horizons for Seniors Program (NHSP): The seniors fitness program is going well and new posters will reference NHSP support and logos.
- d) Holiday tree lights: To meet the requirements for SGI Electrical Services to install GFI breakers in the library basement, Commissioners Kilpatrick and Banelis will design and build a waterproof box to replace the box currently on the tree and chain will be used to secure the box in place.
- e) Lions request for use of Miners Bay Park: This item to be removed from the Follow-up Report.
- f) Felix Jack Park: Discussed grass mowing for accessibility to some areas and for fire prevention purposes as well as keeping grass longer in some areas for aesthetics and moisture retention at the base. Recommend the park be fully mowed in the fall to manage invasive weed seeds.
- g) Trail development between Laura Pt and Neill Rd: Commissioner Kilpatrick will discuss this project with Irene Barrett, Mayne Island Pathways and Trails Association.

5.2.2. Health and Safety Concerns

- A playground rocker is coming out of the gravel and will be checked over for safety.
- Discussion occurred regarding the use of playground equipment by adults which risks injury and causes maintenance issues.
- Signage was discussed.

5.2.3. Events

A report was received with the agenda.

- a) Aqua Chautauqua is scheduled for August 5th and 6th and some events will be held at Miners Bay Park.
- b) ParticipACTION: Park use entries during the last two weeks of June showed Kim Road Park received the most entries and Cotton Park was second. There were a few entries at Henderson Hill and Dinner Bay Park and there were over 500 entries recorded.
- c) Volunteer BBQ: Commissioners were asked to send their volunteer invitation list to Commissioner Bell. General information will be published in the MayneLiner. Refreshments and flowers were confirmed. The Bistro is calculating their price for 80 people and tables and chairs will be arranged with the Lions Club.

5.2.4. Master Plan update

- Commissioner Legge will work on the language and Commissioner Banelis will provide long-term tree management information.
- It was discussed and decided that a public meeting will not be scheduled at this time.

5.2.5. Hiking and Walking Trail brochure

- Graphics and text work is in progress.

5.3. Committees

5.3.1. Fitness Circuit and Putting Green

- There was a meeting with the putting green contractor and a quote is pending.
- The fitness circuit looks great after having the grass removed.

5.3.2. Sanitation

- a) Miners Bay: A faucet leak in the ladies washroom was repaired.
- b) Motion on monitor recognition

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that the Mayne Island Parks and Recreation Commission award the two Miners Bay washroom monitors \$200 each in recognition of their volunteer services every six months in 2025 with the first payment in June 2025 and the second payment in December 2025.
CARRIED

It was discussed and agreed that the washroom closure times won't be changed for the summer.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the Capital Regional District be requested to replace the underused bylaw SUV with a CRD pickup truck made accessible to Mayne Island Parks and Recreation Commission for occasional use of moving materials.
CARRIED

5.3.3. Recreational Funding

Three applications have been received to date. The committee will schedule a meeting to review the applications.

5.3.4. Trails

A report was received with the agenda.

An arbutus tree on the Doreen McCloud Trail is leaning low over the trail and impedes hikers. The tree will be assessed for removal.

5.3.5. All Wheels Skatepark – committee of the whole

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission form an All-Wheels Skatepark Committee of the Whole.
CARRIED

The first meeting to follow the general meeting on July 10, 2025.

5.4. Parks

5.4.1. Miners Bay

5.4.2. Dinner Bay

- a) Disc walker: The replaced wheels were installed.
- b) BC Hydro ReGreening project: The plantings are being sourced.

Mayne Island Parks and Recreation Commission

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5.4.3. Cotton Park

A report was received with the agenda.

5.4.4. Village Bay

Commissioner Burrows was recognized for the excellent work she and some family members did to clean the pit toilet building, including the roof and walls, and replacing dispensers, etc.

5.4.5. Henderson Park

A report was received with the agenda.

5.4.6. Japanese Memorial Garden

A report was received with the agenda.

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

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

The meeting adjourned at 4:51 p.m.

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT JULY 31, 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
July Expenses										
Janitorial, July plus mileage							1,724			
Janitorial, WCB							49			
Janitorial supplies							768			
Water monitoring, June and July							830			
Recording secretary, June									138	
Recording secretary, WCB									3	
Supplies, printing	21	13	36	12					225	
Hydro, June	99		14							
CRD Overhead allocation								325		
CRD Insurance								3,950		
CRD Vehicles - Tractor	910									
CRD Interest								114		
	1,030	13	50	12	0	0	3,371	4,389	366	9,231
Jan to June expenses	4,341	1,097	1,090	220	0	84	12,101	2,327	1,014	22,274
Total expenses to date	5,371	1,110	1,140	232	0	84	15,472	6,716	1,380	31,505
Net	10,229	5,290	3,860	1,768	7,000	6,916	10,528	3,284	28,942	77,817

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

(B) Donated Funds

Japanese Memorial Garden

Opening balance July 1, 2025	20,170
Add: CRD Interest income	217
Donations	6,751
Less: CRD Overhead allocation	-124
Supplies	-324
Hydro, June	-143
Closing balance July 31, 2025	26,547

Adachi Rental

Opening balance July 1, 2025	1,852
Add: CRD Interest income	-
Rental income	400
Closing balance July 31, 2025	2,252

Total Donated Funds July 31, 2025 **28,799**

(C) Recreation Funds

Opening balance July 1, 2025	5,470
Add: CRD Interest income	56
Recreation grants received	37,920
Less: CRD Overhead allocation	-200
CRD Insurance	-60
Printing - trail map	-578
ParticipACTION supplies	-44
Advertising	-202
Closing balance July 31, 2025	42,362

Recreation Funds - New Horizon Grant

Opening balance July 1, 2025	9,300
Less: Fitness workshops	-3,143
Closing balance July 31, 2025	6,157

(D) Capital Funds (Unallocated)

Opening balance July 1, 2025	138,368
Add: CRD Interest income	1,340
Closing balance July 31, 2025	139,708

(E) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	3,411
CX.109.2012.81 Dinner Bay Septic and Plumbing	2,453
CX.109.2016.66 Fitness Circuit and Putting Green	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	2,000
Total Allocated Projects July 31, 2025	102,798



FINANCE/INFORMATION REPORT

August 14, 2025

1. JMG donations - \$5,000 donation received from an individual donor, \$1,655 received in cash donations and \$95 by etransfer.
2. Washroom expenses are more than 60% of our operating costs (excluding CRD charges).
3. Recreation funds were increased by the CRD budget for recreation grants in the amount of \$37,920.
4. No community information to report.



Events Report

10 August, 2025

1. The MIPRC Volunteer dinner at the Adachi Pavilion was a great success. Good time had by all.
2. Ongoing programs:
 - a. Fitness classes with Tim Begley continue in Dinner Bay – Tuesday, Thursday, Friday, Saturday.
 - b. Softball on August 13th and the last game on August 27th
 - c. Yoga at Cotton Park on Aug 13th
3. One-time events:
 - a. Aug 5th - Adachi - evening - Conservancy - with kitchen,
 - b. August 20th – Adachi - Jim Peng - all day with kitchen,
 - c. August 31st – Dinner Bay Park and Adachi - Lions BBQ – all day with kitchen.
 - d. Sept 5th – Adachi - Addison Wedding – all day with kitchen
 - e. Sept 6th – Dinner Bay Park and Adachi – Nick Sywulich - all day with kitchen
 - f. Sept 6th – Cotton Park – Addison Wedding – noon to 3pm
 - g. Sept 7th – Adachi afternoon – VPID no kitchen



Mayne Island Parks and Recreation Commission

Trail Guardian Reports June 2025

- Some reporting received...no major issues
- Review last few months of reporting and determine if working as envisaged.



Fred and Bette Cotton Park Report

11 August, 2025

- The sign acknowledging First Nations is installed and prominently displayed with the Fred and Bette Cotton Park sign. That sign has been cleaned and several coats of finish applied.
- The driveway starting from the bollards to the gardens has been graded with the tractor and grass raked out. A huge thank you to Commissioners Wright and Kilpatrick for this major improvement.
- Choisya hedge pruned – thanks to Mitch B. and Steve M.
- Driveway garden very dry and watering limited due to supply issues.
- Contacted CRD regarding site visit by archaeologist and perhaps cultural monitor this summer.



Mayne Island Parks and Recreation Commission

Henderson Park Report August 2025

- Trails are generally in good condition thank you to trail guardians.
- Fir trees obscuring the Kiosk at trailhead have been trimmed/ removed
- Some obsolete signage at the Trailhead has been removed and consolidated
- Drafting of new content for trailhead kiosk is continuing. Draft content for the Interpretive trail has been provided by the Conservancy and expects the new map to be ready by the end of August. Accompanying photos for “thumbnails” are also under review. Other content has been drafted.
- “Problem Arbutus Tree” at junction of Doreen Mcleod trail has been removed.



Japanese Memorial Garden

10 August, 2025

- 1.) No date has been set yet for the installation of the refurbished Torii gates. We are waiting to “git-er-done”.
- 2.) Work continues on the repairs to the north fence panels.
- 3.) The water levels in the pond have dropped to the point where the main waterfall was turned off on Friday August 8th.
- 4.) Due to the extremely low water levels in the pond the JMG volunteers are investigating ways of:
 - a. Deepening the pond in the area of the two pumps and,
 - b. Looking at ways of stabilizing and beautifying the shoulders of the island that become exposed when the water levels drop.
 - c. Removing the built-up layer of decomposing organics which is approximately 8” of material. This layer also harbours the root mass of the invasive waterlily.
 - i. We are looking at possibly using a lowboy hydrovac truck to do this work.
