



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

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

**Date/Time: September 11, 2025 3:00 pm**

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Call to order

### **1. Territorial Acknowledgement - Adrian**

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

### **3. Adoption of Minutes of August 14, 2025**

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

### **5. Reports**

#### **5.1. Treasurer's Reports**

5.1.1. Treasurer's Report for the period August 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: Adachi kitchen rental

5.2.4. Master Plan update – Lions BBQ, survey results

5.2.5. Hiking and Walking Trail brochure

#### **5.3. Committees**

5.3.1. Fitness Circuit and Putting Green

a) NHSP application

5.3.2. Sanitation

a) Miners Bay toilet

b) New hours signs installed

5.3.3. Trails (report attached)

**Mayne Island Parks and Recreation Commission**  
**Agenda for: September 11, 2025**

5.4. Parks

- 5.4.1. Miners Bay
- 5.4.2. Dinner Bay
- 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 to/from Mayne Island Skateboard Society.
- 6.2. Emails to/from contractor regarding Dinner Bay putting green.
- 6.3. Email from BC Hydro ReGreening regarding deadline for reporting.
- 6.4. Thank you card delivered to Miners Bay volunteer.
- 6.5. Recreation funding cheques mailed to recipients.

**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: August 14, 2025 3:00 pm**

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**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 - Jacquie**

We acknowledge that we are meeting on the traditional and ancestral territory of the Coast Salish First Nations.

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

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

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

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

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

Commissioners were thanked for their help with the volunteer dinner which was a great success and was appreciated by the volunteers.

### **5. Reports**

#### **5.1. Treasurer's Reports**

5.1.1. Treasurer's Report for the period July 1 - 31, 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 July 1, 2025 to July 31, 2025 be approved as presented.

**CARRIED**

5.1.2. Finance/Information

A report was received with the agenda.

Donations were substantial this month. Sixty percent of the budget to date has been spent on washroom repairs and maintenance.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- a) Bylaws: Justine Starke, CRD, to attend an upcoming meeting to address new bylaws.
- b) Calendar: Scheduled items are the Kippen Road staircase in October and land acquisition discussion at the end of the calendar year.
- c) Civic address signs: Six signs were ordered and will be picked up next week.
- d) Seniors fitness program: Posters were updated online and bulletin board signs will be replaced.
- e) Fitness track: Pathway gravel will wait until the putting green is done in September.
- f) BC Hydro ReGreening grant: Trees are not received yet. Planting to be done in the fall. Previously planted trees have received a good deal of water. The grant reporting deadline is September and December.
- g) Garbage bin: The bin will be picked up.
- h) Rock installation next to Village Bay Road: The work is completed.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission purchase a gift certificate in the amount of \$250 at the Trading Post as an honorarium to thank a volunteer.

**CARRIED**

- i) Adachi Pavilion: Sealing the concrete is deferred.
- j) Dinner Bay/Playground: The rocker was investigated and does not require repair. Faucets were adjusted and set to 15 seconds.
- k) Conconi Reef Boardwalk: Work on the boardwalk is not necessary. Some rocks were put in place for stepping stones.
- l) Park signage: Signage needs will be assessed for each park and work will be completed as necessary.
- m) Trail development: It was discussed and agreed that MIPATA will be contacted to further the Laura Point/Neill Road trail development project.

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

5.2.2. Health and Safety Concerns - none

5.2.3. Events

A report was received with the agenda.

- The event scheduled for August 15<sup>th</sup> should read August 5<sup>th</sup>.
- Commissioner Banelis will check the cleaning of the Adachi Pavilion after each event scheduled on September 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>.

a) Motion re: catering for Volunteer Appreciation Dinner

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission approve the invoice from the Bennett Bay Bistro for the volunteer appreciation dinner in the amount of \$1,890.

**CARRIED**

5.2.4. Master Plan update

- Updates will be deferred until after September 2<sup>nd</sup> when the survey period has ended.
- CRD requested 10-year planning with capacity funding for First Nations consultation during 2026 and CRD support for wording.

5.2.5. Hiking and Walking Trail brochure

The mock-up will be reviewed next week and will include only maps and information.

5.3. Committees

5.3.1. Fitness Circuit and Putting Green – Motion re: putting green

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission enter into a contract with Coast Diversified Services DBA Precision Greens for installation of the putting green at Dinner Bay Park.

**CARRIED**

5.3.2. Sanitation

- The hours of operation for Miners Bay washrooms were discussed which included the support of the volunteer monitors and the risk for vandalism.
- Extended Miners Bay washroom hours will be posted on the doors.

5.3.3. Trails

A report was received with the agenda.

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

**Minutes for: August 14, 2025**

- Trees that fell recently at Plumper Pass, Doreen McCloud Trail and Japanese Garden have all been cleared.

### **5.3.4. All Wheels Skatepark – update**

The Mayne Island Skate Club will provide an update in the near future.

## **5.4. Parks**

### **5.4.1. Miners Bay**

### **5.4.2. Dinner Bay**

### **5.4.3. Cotton Park**

A report was received with the agenda.

### **5.4.4. Henderson Park**

Progress is being made with the Conservancy regarding the trail kiosk and the new trail map should be ready by the end of the month.

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

A report was received with the agenda.

Due to low water levels, biomass will be removed from the pond to help keep the waterfalls running.

## **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.

- A response will be sent.

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.

- It was discussed and agreed that an application will be submitted for the September deadline.

6.8. Email from Mayne Island Agricultural Society regarding Fall Fair booth August 16, 2025.

- Commissioners confirmed scheduled times to man the booth.

## 7. New Business

### 7.1. Recreational Funding Applications for 2025/2026 – Motion

#### Recreational Funding Applications for 2025/2026

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission adopt the recommendations of the Recreational Funding Committee for 2025/2026 funding allocations to the following recreational services:

#### **Name of Applicant**

Carol Meldrum (Yoga Bear)	\$ 800
Gulf Islands Centre for Ecological Learning Society	2,000
Mayne Island Assisted Living Society	2,000
Mayne Island Community Centre	2,500
Mayne Island Conservancy Society	2,000
Mayne Island Cribbage Club	1,000
Mayne Island Disc Golf Club	1,250
Mayne Island Early Childhood Society	1,750
Mayne Island Lions Club	1,200
Mayne Island Social Tennis Club	1,100
Mayne Island Pickleball Club	1,100
Mayne Island Quilters Guild	1,600
Mayne Island Softball Club	1,000
Mayne Island Table Tennis Club	270
Mayne Island Volunteer Firefighters Association	2,000
Mayne Island Skate Park	1,000
Mayne School PAC	2,800
Pender Island Otters Swim Club	1,750
Arts on Mayne	1,500
Terry Fox Mayne Island Volunteers	600
Dell Maxwell	300
Tim Begley	800
Jakob Derksen	<u>300</u>

\$30,620

**CARRIED**

## 8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90

## 9. Rise and Report

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

**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 4:47 p.m.

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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 AUGUST 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</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>30,253</b>	<b>100,253</b>
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
<b>August Expenses</b>										
Janitorial, August plus mileage							1,724			
Janitorial, WCB							35			
Water monitoring, August							415			
Recording secretary, July									138	
Recording secretary, WCB									3	
Supplies, signage, plants	80		79			443			19	
CRD Overhead allocation								325		
	80	0	79	0	0	443	2,174	325	160	3,261
January to July expenses	5,371	1,110	1,140	232	0	84	15,472	6,716	1,380	31,505
<b>Total expenses to date</b>	<b>5,451</b>	<b>1,110</b>	<b>1,219</b>	<b>232</b>	<b>0</b>	<b>527</b>	<b>17,646</b>	<b>7,041</b>	<b>1,540</b>	<b>34,766</b>
<b>Net</b>	<b>10,149</b>	<b>5,290</b>	<b>3,781</b>	<b>1,768</b>	<b>7,000</b>	<b>6,473</b>	<b>8,354</b>	<b>2,959</b>	<b>28,782</b>	<b>74,556</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening balance August 1, 2025	26,547
Add: CRD Interest income	-
Donations	1,590
Less: CRD Overhead allocation	-124
Supplies	-499
Irrigation	-384
<b>Closing balance August 31, 2025</b>	<b>27,130</b>

**Adachi Rental**

Opening balance August 1, 2025	2,252
Add: CRD Interest income	-
Rental income	200
<b>Closing balance August 31, 2025</b>	<b>2,452</b>

<b>Total Donated Funds August 31, 2025</b>	<b>29,582</b>
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**(C) Recreation Funds**

Opening balance August 1, 2025	42,362
Add: CRD Interest income	-
Less: CRD Overhead allocation	-200
Recreation grants paid out	-30,620
Volunteers dinner - catering, bartending, flowers	-2,168
<b>Closing balance August 31, 2025</b>	<b>9,374</b>

**Recreation Funds - New Horizon Grant**

Opening balance August 1, 2025	6,157
Less: Advertising	-144
<b>Closing balance August 31, 2025</b>	<b>6,013</b>

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

Opening balance August 1, 2025	139,708
Add: CRD Interest income	-
<b>Closing balance August 31, 2025</b>	<b>139,708</b>

**(E) Capital Funds (Allocated) - Projects**

CX.109.2008.66 Cotton Park Monument	3,411	
Less: Sign painting	-54	3,357
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
<b>Total Allocated Projects August 31, 2025</b>		<b>102,744</b>



## **FINANCE/INFORMATION REPORT**

September 11, 2025

1. Recreation fund grant cheques were received and sent out in August. A total of 23 groups received funding – 10 responded with a thank you.
2. No community information to report.

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## Events Report

7 September, 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.
3. One-time events:
  - a. Sept 14<sup>th</sup> – Miners Bay - Terry Fox Run
  - b. Sept 15<sup>th</sup> - Adachi with kitchen – Chamber of Commerce
  - c. Sept 18<sup>th</sup> – Adachi no kitchen – MI Little Theatre
  - d. Sept 20<sup>th</sup> – Adachi no kitchen – Village Point Improvement District
  - e. Sept 30<sup>th</sup> – National Day for Truth and Reconciliation

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

### **Trail Guardian Reports August 2025**

- Limited reporting received...no major issues
- Some strong NW winds in mid August brought down trees on Doreen Mcleod and Plumper Pass trails. Reported by trail guardians and thanks to Commissioner Wright for prompt action



## Fred and Bette Cotton Park Report

08 September, 2025

- Gardens and grounds given final touch ups for wedding held on September 6, 2025. Thank you to Fay R. and Gareth G.
- Park left in pristine condition and no concerns regarding event which bodes well for moving from a pilot project for events to a final policy.
- Caterpillar nests removed from walnut tree which has many walnuts this year and deposited in Active Pass. No other nests observed.
- Gate to Circle Garden left open apparently due to failing latch. Fortunately, deer did not discover what would have been an amazing buffet. Latch has been repaired – thank you to Jon S.
- Meeting with Commissioner Legge scheduled for September 10, 2025 to review signage.
- One low hanging cedar branch on section of trail near parking lot should be removed. Discuss with Commissioner Wright.

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

### **Henderson Park Report August 2025**

- Trails are generally in good condition thank you to trail guardians.
- Commissioners Wright & Legge replaced some rotted wooden steps on Vulture ridge trail. Another approx 10 steps are in poor condition and will need replaced.
- Following with Conservancy for revised trail map and once received should have a final draft of content for trailhead kiosk.



## Japanese Memorial Garden

7 September, 2025

- 1.) No date has been set yet for the installation of the refurbished Torii gates. We are waiting to “git-er-done” and hopefully that is before the end of September.
- 2.) Work continues on the repairs to the north fence panels.
- 3.) Due to the extremely low water levels in the pond the JMG volunteers are investigating ways of:
  - a. Two pits have been dug in the pond to hold the pumps at a deeper level. We are hoping that this will allow us to run the pumps for longer even if the water levels drop to extreme low levels. Concrete pads were placed in both pits to support the pumps.
  - b. Discussions are underway with GFL Environmental to determine the best way to pump the muck out of the pond.

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