



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

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

Date/Time: November 13, 2025 3:00 pm

Call to order

1. Territorial Acknowledgement - Glyn

2. Approval of Agenda

3. Adoption of Minutes of October 9, 2025

4. Chair's Remarks

5. Presentations:

5.1. Terry Fox Run – Irene Barrett

5.2. Senior Manager Updates – J. Starke, CRD

5.3. Draft MIPRC Regulatory Bylaw – J. Starke, CRD

5.4. Building Relationships with First Nations – J. Starke, CRD

5.5. Q & A with J. Starke, CRD

6. Reports

6.1. Treasurer's Reports

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

6.1.2. Finance/Information (report attached)

6.2. Committees

6.2.1. Fitness Circuit and Putting Green

6.2.2. Master Plan Update

6.2.3. Trails (report attached)

6.3. Parks

6.3.1. Miners Bay

6.3.2. Dinner Bay

a) BC Hydro Regreening Project

6.3.3. Cotton Park (report attached)

6.3.4. Sandy Hook Park (report attached)

Mayne Island Parks and Recreation Commission
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- 6.3.5. Henderson Park (report attached)
- 6.3.6. Japanese Memorial Garden (report attached)
 - a) Motion re: arborist work
- 6.3.7. Village Bay Park (October and November reports attached)
 - a) Restoration project by Mayne Island Conservancy Society - Motion

6.4. Administration

- 6.4.1. Health and Safety Concerns
- 6.4.2. Events (report attached)
 - a) Mayne Island Truth and Reconciliation Collective - Motion
- 6.4.3. Hiking and Walking Trail brochure
- 6.4.4. Parks and Fire Seminar (report attached)
- 6.4.5. Follow Up Action Report (not covered elsewhere)

7. Correspondence/Meetings

- 7.1. Email from Mayne Island Skateboard Society.
- 7.2. Report from Mayne Island Conservancy Society regarding restoration of Village Bay Park.
- 7.3. Meeting with 'Friends of Sandy Hook Park' on October 25, 2025 regarding restoration project and emails to/from residents adjacent to the park.
- 7.4. Request from HousingNOW – SGI Community Resource Centre – for a letter of support for grant application.
- 7.5. Email from Mayne Island Truth and Reconciliation Collective regarding MIPRC support for event.
- 7.6. Telephone calls and email to/from Coast Diversified Services Ltd. regarding putting green.

8. New Business

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

- 9.1. Commissioner term renewals
- 9.2. Contract extension

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: October 9, 2025 3:00 pm

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

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

The meeting was called to order at 3:10 pm

1. Territorial Acknowledgement - Kestutis

Mayne Island Parks and Recreation Commission is grateful to the Coast Salish people for their historic custodianship on these traditional territories on which we meet today.

2. Approval of Agenda

Add: 5.4.6 Sandy Hook Park

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

CARRIED

3. Adoption of Minutes of September 11, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the Minutes of September 11, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

Commissioner of the month is awarded to Commissioner Wright for his work on the Miners Bay bathroom issue which he resolved after much investigation.

5. Reports

5.1. Treasurer's Reports

Mayne Island Parks and Recreation Commission
Minutes for: October 9, 2025

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

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that the financial report for September 1-30, 2025 be approved as presented.

CARRIED

5.1.2. Five-year Budgets for 2026 – 2030 and Motions

A report and accompanying motions was distributed to the Commissioners for their information.

The following was discussed, including that:

- The CRD budget calculation will be enquired into.
- Going forward, cultural monitoring requirements will be considered in future budgeting.
- Dollars budgeted and not used be a consideration in annual budgeting projection.
- Capital projects spending and new projects were reported on.

It was **MOVED** and **SECONDED**,

That the 2025 Operating surplus, if any, be transferred into the Capital Reserve Fund for parks service.

CARRIED

AND

That the 2025 Community Recreation surplus, if any, be carried forward and transferred into the surplus account of the Community Recreation Service.

CARRIED

AND

That Mayne Island Parks and Recreation Commission approve the Operating Funds Budget for 2026 to 2030.

CARRIED

AND

That Mayne Island Parks and Recreation Commission approve the Recreation Funds Budget for 2026 to 2030.

CARRIED

AND

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That Mayne Island Parks and Recreation Commission approve the Donation Funds Budget for 2026 to 2030.

CARRIED

AND

That Mayne Island Parks and Recreation Commission approve the Five-Year Capital Expenditure Plan for 2026 to 2030.

CARRIED

AND

That Mayne Island Parks and Recreation Commission initiate Capital Project 26-03 Henderson Hill signage in the amount of \$5,000.

CARRIED

AND

That Mayne Island Parks and Recreation Commission close the following completed projects and transfer the funds into Capital Funds (Unallocated):

CX.109.2012.81 Dinner Bay Septic and Plumbing	\$2,453
CX.109.2008.66 Cotton Park Monument	\$3,357
CX.109.2023.67 Miners Bay Retaining Wall	\$2,000

CARRIED

5.1.3. Finance/Information

A report was received with the agenda.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

a) Calendared items:

- The staircase at Kippen Road beach needs to be lifted.
- The December 11th holiday dinner needs to be arranged.
- The burn permit for the holiday eve bonfire will be submitted in November.
- The commissioner position advertisement was published in the MayneLiner.
- The publication of tide tables in the MayneLiner will be discussed at the next meeting.

b) Master Plan:

- A meeting will be scheduled around the November meeting.
- Letters to First Nation groups are being prepared by CRD.
- Commissioner Banelis will prepare the tree management section for the meeting.

c) The outlet box for the holiday tree will be designed.

d) Miners Bay bramble has been cut back in areas of concern.

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- e) The accessibility project of the Mayne Island Collective at the Emma and Felix Jack Park has been discontinued.
- f) A quote was received for pruning the oak tree at Village Bay Park. Pictures will be submitted.
- g) A search will be made for property line pins for the Laura Point/Neill Road trail development.

5.2.2. Health and Safety Concerns

5.2.3. Mileage allowance for commissioners

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission institute a program of mileage reimbursement for Commissioners who are doing parks related work.

CARRIED

Opposed: Commissioner Bell

5.2.4. Events

A report was received with the agenda.

5.2.5. Master Plan update

5.2.6. Hiking and Walking Trail brochure

Alea is preparing proofs.

5.3. Committees

5.3.1. Fitness Circuit and Putting Green

- Discussed alternative sites for pads currently planned along the path in the woods. Community suggestions were for close placement to other existing pads for couple workouts and keeping a visual connection between pads and the playground.
- Project must be completed by the end of March.

5.3.2. Sanitation

Pump outs will be scheduled for next year at pit toilets.

5.3.3. Trails

A report was received with the agenda.

CRD has installed new signs at the Mt. Parke complex.

5.3.4. All Wheels Skatepark

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- The Committee recommended offering a pilot project with the final location to be decided by MIPRC.
- The final draft will be circulated to commissioners for input.
- The pilot project location will be Dinner Bay Park.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission accept the recommendation of the All-Wheels Skate Park Committee to send the Mayne Island Skateboard Club a letter regarding a pilot project at Dinner Bay Park.

CARRIED

5.4. Parks

5.4.1. Miners Bay

The bathroom issues were resolved.

5.4.2. Dinner Bay

BC Hydro ReGreening project: Commissioner Kilpatrick will contact the Conservancy regarding some trees that are needed, preparatory work assistants and necessary supplies will be ordered.

5.4.3. Cotton Park

A healthy but skinny arbutus tree near the parking lot will be investigated.

5.4.4. Henderson Park

A report was received with the agenda.

5.4.5. Japanese Memorial Garden

- A report was received with the agenda.
- A memorial tree was bought on Tuesday.

5.4.6. Sandy Hook Park

Rob Underhill has completed his report. CRD owns the well property and communication is required with a neighbouring property owner.

6. Correspondence/Meetings

6.1. Emails to/from Mayne Island Skateboard Society.

6.2. Report from Mayne Island Conservancy Society regarding restoration of Sandy Hook Park.

6.3. Application to New Horizons for Seniors Program – Canada for program and equipment funding.

6.4. Emails to/from volunteer regarding Emma and Felix Jack Park and maintenance.

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- 6.5. Telephone call and report regarding picnic table at Dinner Bay Park.
- 6.6. Email from Mayne Island Collective regarding cancellation of accessibility project at Emma and Felix Jack Park.
- 6.7. Association of Mayne Island Boaters notification regarding an application for a Temporary Use Permit for seasonal float storage in Horton Bay.
- 6.8. Email from ParticipACTION to support their funding application to Heritage Canada.

7. New Business

- 7.1. Application to Islands Trust for a Temporary Use Permit in Horton Bay for seasonal float storage.

Justine Starke, CRD, was contacted for advice.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission respond to the referral request to CRD stating Mayne Island Parks and Recreation Commission approve it subject to the conditions of 1, 2 and 4 set out by the Southern Gulf Islands Harbour Commission.

CARRIED

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 4:57 p.m.

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT OCTOBER 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
Interest income									317	317
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
Park donation			200							200
	15,600	6,400	5,200	2,000	7,000	7,000	26,000	10,000	30,639	109,839
October Expenses										
Janitorial, Oct plus mileage							1,328			
Janitorial, WCB							28			
Janitorial supplies, lock							561			
Water monitoring, Sept and Oct							830			
Water services-UV and quartz parts and installation							813			
Recording secretary, Sept									138	
Recording secretary, WCB									3	
Supplies, display	128		47			81		54		
BC Hydro regreening- trees, plants and fencing	2,633									
Hydro, Sept	84		12							
CRD Overhead allocation								325		
CRD Labour - David's Cove Boat launch tenure						319				
	2,845	0	59	0	0	400	3,560	379	141	7,384
January to September expenses	5,983	1,110	1,219	232	0	658	20,026	7,366	1,798	38,392
Total expenses to date	8,828	1,110	1,278	232	0	1,058	23,586	7,745	1,939	45,776
Net	6,772	5,290	3,922	1,768	7,000	5,942	2,414	2,255	28,700	64,063

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

(B) Donated Funds

Japanese Memorial Garden

Opening balance October 1, 2025	27,564
Add: CRD Interest income	261
Donations	50
Less: CRD Overhead allocation	-124
Supplies, lock, plants, soil, freight	-981
Trees	-1,578
Hydro, September	-146
Closing balance October 31, 2025	25,046

Adachi Rental

Opening balance October 1, 2025	2,452
Add: CRD Interest income	-
Closing balance October 31, 2025	2,452

Total Donated Funds October 31, 2025 **27,498**

(C) Recreation Funds

Opening balance October 1, 2025	7,474
Add: CRD Interest income	64
Less: CRD Overhead allocation	-200
Closing balance October 31, 2025	7,338

Recreation Funds - New Horizon Grant

Opening balance October 1, 2025	4,299
Less: Fitness classes, September	-1,124
Closing balance October 31, 2025	3,175

(D) Capital Funds (Unallocated)

Opening balance October 1, 2025	139,708
Add: CRD Interest income	1,278
Balance of Funds transferred from Completed Projects	7,560
Less: Transfer to Capital Funds (Allocated)	-5,000
Opening balance October 1, 2025	143,546

(E) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	3,357	
Less: Transfer to Capital Funds (Unallocated)	-3,357	-
CX.109.2012.81 Dinner Bay Septic and Plumbing	2,453	
Less: Transfer to Capital Funds (Unallocated)	-2,453	-
CX.109.2016.66 Fitness Circuit and Putting Green		40,984
CX.109.2023.67 Miners Bay Retaining Wall	2,000	
Less: Volunteer honorarium	-250	
Transfer to Capital Funds (Unallocated)	-1,750	-
CX.109.2024.88 Dinner Bay Water Facilities Upgrade		3,000
CX.109.2025.88 Vulture Ridge Summit Improvement		2,000
CX.109.2026.83 Henderson Hill Signage		
Add: Transfer from Capital Funds (Unallocated)		5,000
Total Allocated Projects October 31, 2025		50,984



FINANCE/INFORMATION REPORT

November 13, 2025

1. The balance of funds (\$,7560) left over from three completed capital projects were transferred back into unallocated capital.
2. Henderson Hill Signage project was initiated.
3. No community information was noted



Mayne Island Parks and Recreation Commission

Trail Guardian Reports November 2025

- Some reporting received...no major issues
- Concern from one trail guardian about winter patrols in slippery conditions. Advised to just let MIPRC know if unable to continue due to weather



Fred and Bette Cotton Park Report

10 November, 2025

- Spring bulbs planted, new choisya ternata's, a sasanqua camellia (bright red flowers in the fall to add colour) and red creeping thyme to be planted this week. Thanks to Fay R. for assistance.
- Artistic creation by Lance Shook on behalf of the Chamber of Commerce for the 'binocular project' installed by the bench on the foreshore. Thank you to Lance, Marcus Farmer and the Chamber of Commerce for this terrific enhancement to the park visitor experience.
- Large amounts of moss scraped off the sides of the trails by an animal (yet to be identified) continue to cover the trails, otherwise trails in good shape.
- Commissioner Wright has identified a leaning, still living arbutus to be monitored.



Sandy Hook Community Park Report

10 November, 2025

1. Rob Underhill of the Mayne Island Conservancy released his Sandy Hook Stewardship Plan on September 29, 2025 which included recommendations on invasive plant management, areas to be fenced and planting guidelines. The report was circulated to the commissioners.
2. The 'Friends of Sandy Hook' and Commissioners Wright and Bell met on site on October 25, 2025 to review the plan and determine next steps. The west side property line was determined, agreed upon and private property removed from the park.
3. Volunteer Robert A. in sourcing out the mulch required for planting.
4. The preference of the neighbours closest to Location #1 was for individual cages rather than one larger fenced area.
5. The Conservancy is contributing a number of shrubs suitable for Location #2 (shady and wetter) to the project.
6. MOVED by _____, and SECONDED by _____, that Mayne Island Parks and Recreation Commission approve the expenditure of up to \$5,000 (as per the capital budget) on fencing, posts, mulch, plants and supplies for the Sandy Hook Stewardship Plan.



Mayne Island Parks and Recreation Commission

Henderson Park Report November 2025

- Trails are generally in good condition thank you to trail guardians.
- MI Conservancy have posted Interpretive Trail content to their website and we have received QR codes that link to this content.
- Final content for Kiosk being laid out to meet dimensions of trailhead kiosk and prepare for printing



Japanese Memorial Garden

09 November, 2025

- 1.) The "Git-er-done" crew has been out and have completed the preinstallation work that is required to prep the gates for final installation. The final install is scheduled for November 18th.
- 2.) Work continues on the repairs to the north fence panels.
- 3.) D.R. Daylight arborist was in the JMG on October 23rd to clean up damaged trees from the wind storm 2 weeks earlier. One katsura had its crown removed while a river birch and pin oak each had their crowns reduced. The arborist also ground down several stumps from previous tree removal events.
- 4.) 5 Japanese maples were planted in the garden the first week of November.



VILLAGE BAY REPORT

October 9, 2025

1. Two kayaks have been parked in the turnaround for the boat launch which is not permitted and could be dangerous. The kayaks are locked onto concrete blocks. Notification was put on the kayaks requesting they be moved.
2. We received a request from a retired commissioner to prune the Gary oaks by the picnic table. An arborist has reviewed the trees and will prune them within two weeks.



VILLAGE BAY REPORT

November 13, 2025

1. No response has been received regarding two kayaks parked illegally in the park. Notification has now been posted on Facebook and in the Mayneliner.
2. A neighbour has offered to clear invasive daphne in the park.
3. The trimming of the gary oak trees has been delayed due to the chipper being broken.



Events Report

09 November, 2025

1. There are no scheduled events to report.



PARKS AND FIRE SEMINAR

10 November 2025

- Commissioner Bell attended the online CRD Parks and Fire Seminar on November 6, 2025.
- Speakers included Jeff Reimer, CRD, Emergency Manager; Dimitri Vaisius, BC Wildfire Service, South Island Fire Zone; Ryan Moreside, BC FireSmart Program; and Jay Zakaluzny, Fire Management Officer, Parks Canada.
- A few highlights were:
 - o When a fire is reported has a big impact on the effectiveness of suppression efforts. The earlier in the day the better.
 - o The Mount Underwood fire near Port Alberni, Vancouver Island in 2025 was over 3,000 hectares in size.
 - o One of the reasons it grew to that size is that it was not reported until late in the day and this means that air and other support efforts are restricted. A 15 – 20 minute difference in the time a fire is reported can have a huge impact on the success of controlling the fire and its size.
 - o Most large fires took place in the 1920's – 1940's.
 - o Analyses for fire growth look at each site but there are trends for the different zones with different types of trees. Several charts were presented.
 - o Use non-combustible material on pathways such as gravel, not wood chips.
 - o Broom carries fire most easily in early spring – April/May, then August/September. It is a flashy fuel.
 - o Parks Canada undertook programs on Sidney Island and Pender Island near Magic Lake Estates to thin out wooded areas bordering on residential pockets. An issue is that thinning allows more wind which dries out the ground faster and then you've increased your fire hazard.
 - o The FireSmart program recommends eliminating ground fuel at least 10 metres out from your home which mitigates the chance of a home burning.
 - o Long grass can keep the ground moister but can also be ignited by car exhaust. The Emma and Felix Jack Park grass situation should be reviewed again next year.
