



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

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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

ADOPTED

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

- 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.

Original signed by

November 12, 2025

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

ADOPTED