



Minutes 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 at 3:00 pm

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

Absent: Adrian Wright, Mayne Island Parks and Recreation Commission
Paul Brent, Director, CRD, Southern Gulf Islands
Justine Starke, Manager, CRD, Southern Gulf Islands

Guests: Irene Barrett re the Terry Fox Run

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Mayne Island Parks and Recreation Commission acknowledge and respect the traditional lands of the First Nations peoples upon which we live, work and recreate.

2. Approval of Agenda

Remove: 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

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

CARRIED

3. Adoption of Minutes of October 9, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
that the Minutes of October 9, 2025 be approved as presented.

CARRIED

ADOPTED

4. Chair's Remarks

Irene Barrett, regarding the Terry Fox Run, was welcomed to the meeting.

5. Presentations:

5.1. Terry Fox Run – Irene Barrett

Irene thanked MIPRC for their ongoing support and presented a framed certificate of appreciation. She reported that over \$17,700 was raised.

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report for the period October 1 - 31, 2025

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the Treasurer's Report for October 1-31, 2025 as presented.

CARRIED

6.1.2. Finance/Information

A report was received with the agenda.

Three accounts were completed and transferred back into capital funds.

6.2. Committees

6.2.1. Fitness Circuit and Putting Green

All commissioners were invited to join a scheduled meeting at Dinner Bay Park to discuss the putting green and fitness circuit.

Decisions will be made with regards to fitness machines.

It was discussed and agreed that an application will be submitted before the January deadline for the BC Hydro ReGreening grant for landscape plantings.

6.2.2. Master Plan Update

A recent meeting was held and goals were identified for the 10-year plan. Edits will be made and the Plan will be submitted to the CRD.

6.2.3. Trails

A report was received with the agenda.

Laura Point / Neill Road Trail Development:

- Discussion occurred regarding the metal mesh on the stairs being slippery and the apparent removal of a scraggy and small dying tree.
- The checklist for new shore access also pertains to trails.
- Mayne Island Pathways and Trails Association will respond regarding the decision for trail development.
- The trail boundaries were mapped on a route which is not intrusive to neighbours and requires the least construction.

Village Bay Park:

It was reported that due to the slippery route, the trail guardian will not be walking the trail often during the winter.

6.3. Parks

6.3.1. Miners Bay

6.3.2. Dinner Bay

The BC Hydro ReGreening Project report will be submitted.

6.3.3. Cotton Park

A report was received with the agenda.

Binocular Holders:

Communication from the MI Chamber of Commerce regarding the prototype of a binocular holder for Cotton Park was discussed. Commission members agreed the prototype version is too large a feature for the park and agreed to propose Miners Bay Park where it could fit well with the existing building. Placement of a more discreet version at Vulture Ridge was discussed and commissioner input for a safe installation site would be necessary.

Special Event Fees:

It was reported that three weddings are booked for next year and that this past summer donations were recommended. Large special event requests are increasing and the impact and maintenance of the park was discussed.

MOVED by Commissioner Kilpatrick and **SECONDED** by

Commissioner Burrows that Mayne Island Parks and Recreation Commission levy a \$300 administration fee for the use of Cotton Park and Dinner Bay Park and Miners Bay Park for large special events.

CARRIED

6.3.4. Sandy Hook Park

A report was received with the agenda.

MOVED by Commissioner Bell, and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the expenditure of up to \$5,000 (as per the capital budget) on materials and labour for the Sandy Hook Stewardship Plan.

CARRIED

6.3.5. Henderson Park

A report was received with the agenda

The MI Conservancy has finished input to the new kiosk and information is on their website. More work will be accomplished next week and commissioners will see a draft. Some texts will require further discussion.

6.3.6. Japanese Memorial Garden

A report was received with the agenda

a) Motion re: arborist work

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission engage D.R. Daylight Contracting for arborist services at the Japanese Memorial Garden for an amount not to exceed \$1,470.00.

CARRIED

6.3.7. Village Bay Park

October and November reports were received with the agenda.

- Daphne was removed by neighbours.

a) Restoration project by Mayne Island Conservancy Society - Motion

- A meeting occurred with Rob Underhill regarding habitat restoration.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission accept the proposal presented by Mayne Island Conservancy Society to restore the habitat in Village Bay Park.

CARRIED

6.4. Administration

6.4.1. Health and Safety Concerns

6.4.2. Events

A report was received with the agenda

a) Mayne Island Truth and Reconciliation Collective – Motion

MOVED by Commissioner Kilpatrick, and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission continue to support the Mayne Island Truth and Reconciliation Collective by providing event space at Miners Bay Park and that Mayne Island Parks and Recreation Commission assist with insurance coverage for the Mayne Island Truth and Reconciliation Collective events.

CARRIED

6.4.3. Hiking and Walking Trail brochure

6.4.4. Parks and Fire Seminar
A report was received with the agenda.

6.4.5. Follow Up Action Report (not covered elsewhere)

- Calendar: Completed items are the stairway removal at Kippen Road and the application for the holiday bonfire burn permit. The continuation of the tide table ad in the MayneLiner was discussed and it was agreed the MI Boaters Association would be contacted on this matter. The annual expiration of fire extinguishers and septic maintenance were completed.
- The pathway crush material purchase has been completed.
- The holiday tree outlet box cannot be addressed before January.
- Arborist work at Charter Road was discussed and it was reported that a quote had been received. Status is deferred.
- MIPRC decals for sign logos will be ordered.

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.
CARRIED

10. Rise and Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Legge, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Adrian Wright be reappointed a commissioner for the term commencing January 1, 2026 and ending December 31, 2027.
CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Veronica Euper be reappointed a commissioner for the term commencing January 1, 2026 and ending December 31, 2027.
CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Glyn Legge be reappointed a commissioner for the term commencing January 1, 2026 and ending December 31, 2027.
CARRIED

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Debra Bell be reappointed a commissioner for the term commencing January 1, 2026 and ending December 31, 2027.
CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that Mayne Island Parks and Recreation Commission approve extending the contract between the CRD and Lauren Edwards for recording services until November 2026 upon the terms and conditions agreed upon.
CARRIED

11. 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 5:05 p.m.

Original signed by

December 11, 2025

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder