



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

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

Date/Time: December 11, 2025 3:00 pm

Call to order

1. Territorial Acknowledgement - Debra

2. Approval of Agenda

3. Adoption of Minutes of November 13, 2025

4. Chair's Remarks

5. Reports

5.1. Administration

5.1.1. Health and Safety Concerns

5.1.2. Events (report attached)

a) Tree burning

b) Mayne Island Truth and Reconciliation Collective - insurance

5.1.3. Hiking and Walking Trail brochure update

5.1.4. Follow Up Action Report (not covered elsewhere)

5.1.5. Contracts – plumbing/water

5.1.6. Tide Table

5.2. Treasurer's Reports

5.2.1. Treasurer's Report for the period November 1 - 30, 2025 (report attached)

5.2.2. Finance/Information (report attached)

5.3. Committees

5.3.1. All-Wheels Skatepark

5.3.2. Fitness Circuit and Putting Green

5.3.3. Master Plan Update

5.3.4. Trails (report attached)

5.4. Parks

5.4.1. Cotton Park

5.4.2. Dinner Bay

Mayne Island Parks and Recreation Commission

Agenda for: December 11, 2025

- 5.4.3. Henderson Park (report attached)
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Miners Bay
 - a) Basement plumbing
- 5.4.6. Sandy Hook Park (report attached)
- 5.4.7. Village Bay Park (report attached)

6. Correspondence/Meetings

- 6.1. Emails to/from from Mayne Island Skateboard Club.
- 6.2. Email and expression of interest in commissioner vacancy from resident.
- 6.3. Emails to/from Mayne Island Chamber of Commerce regarding binocular holders.
- 6.4. Emails to/from Mayne Island Chamber of Commerce regarding support for washroom honourariums.
- 6.5. Emails to/from Mayne Island Truth and Reconciliation Collective regarding grant application.
- 6.6. Email from BC Hydro ReGreening approving final report and grant for Dinner Bay Beautification Phase II.

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: 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

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:

Mayne Island Parks and Recreation Commission

Minutes for: November 13, 2025

- 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.

Mayne Island Parks and Recreation Commission
Minutes for: November 13, 2025

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.

Debra Bell, Chair

DATE

Lauren Edwards, Recorder



Events Report

07 December, 2025

1. The annual Honour-a-Life event will be held at the Japanese Memorial Garden in conjunction with the Mayne Island Assisted Living Society on Friday December 19th @ 5pm.
2. The Japanese Memorial Garden will be holding its annual Holiday Light-up starting on Saturday December 20th and running nightly from 5-7pm until Sunday January 4th.
3. The annual Christmas eve bonfire will be held in Miners Bay starting at 5:30pm. This event is held in conjunction with the Mayne Island Volunteer Fire Fighters Association and the Mayne Island Chamber of Commerce.

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT NOVEMBER 30, 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
November Expenses										
Janitorial, Nov plus mileage							1,318			
Janitorial, WCB							26			
Water monitoring, Nov							415			
Recording secretary, Oct									138	
Recording secretary, WCB									3	
Signage, advertising	139						105		108	
Supplies, garbage	584	56								
Arborist				475						
Hydro, Oct	90		17							
CRD Overhead allocation								325		
	813	56	17	475	0	0	1,864	325	249	3,799
January to October expenses	8,828	1,110	1,278	232	0	1,058	23,586	7,745	1,939	45,776
Total expenses to date	9,641	1,166	1,295	707	0	1,058	25,450	8,070	2,188	49,575
Net	5,959	5,234	3,905	1,293	7,000	5,942	550	1,930	28,451	60,264

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT NOVEMBER 30, 2025

(B) Donated Funds

Japanese Memorial Garden

Opening balance November 1, 2025	25,046
Add: CRD Interest income	-
Donations	1,050
Less: CRD Overhead allocation	-124
Supplies	-781
Holiday lights	-679
Ad for Holiday light up	-366
Arborist	-1,400
Hydro, October	-54
Closing balance November 30, 2025	22,692

Adachi Rental

Opening balance November 1, 2025	2,452
Add: CRD Interest income	-
Closing balance November 30, 2025	2,452

Total Donated Funds November 30, 2025

25,144

(C) Recreation Funds

Opening balance November 1, 2025	7,338
Add: CRD Interest income	-
Less: CRD Overhead allocation	-204
Postage and labels	-54
Closing balance November 30, 2025	7,080

Recreation Funds - New Horizon Grant

Opening balance November 1, 2025	3,175
Closing balance November 30, 2025	3,175

(D) Capital Funds (Unallocated)

Opening balance November 1, 2025	143,546
Add: CRD Interest income	-
Less: Transfer to Capital Funds (Allocated)	-5,000
Opening balance November 1, 2025	138,546

(E) Capital Funds (Allocated) - Projects

CX.109.2016.66 Fitness Circuit and Putting Green	40,984
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	5,000
CX.109.2027.67 Sandy Hook Park Restoration	
Add: Transfer from Capital Funds (Unallocated)	5,000
Total Allocated Projects November 30, 2025	55,984



FINANCE/INFORMATION REPORT

December 7, 2025

1. Sandy Hook Park restoration project was initiated.
2. No community information was noted. October trust meeting was cancelled.



Mayne Island Parks and Recreation Commission

Trail Guardian Reports December 2025

- Some reporting received...no major issues
- Trail Guardian for Village Bay, unable to continue with patrols until Spring
- Commissioner Legge and Trail Guardian walked Neill Rd trail. Some of steps need additional wire as very slippery. The cable (Rogers ??) that comes from Galiano is exposed on the trailbed. Commissioner Legge to advise Rogers.
- The address assigned to Conconi Reef park was found to be incorrect. New number obtained from Fire Chief and new sign ordered from Alea.
- Location for Binoculars in a Box on Vulture Ridge trail identified.



Mayne Island Parks and Recreation Commission

Henderson Park Report December 2025

- Trails are generally in good condition thank you to trail guardians, especially Doreen Mcleod Trail.
- Final content for Kiosk being laid out to meet dimensions of trailhead kiosk and prepare for printing



Japanese Memorial Garden

07 December, 2025

- 1.) The installation of the torii gates has been delayed until the spring.
- 2.) Work continues on the repairs to the north fence panels.
- 3.) The Garden irrigation system was shut down on November 21st. It was discovered at that time that 2 control valves in the Garden are not working properly. We have been in contact with several irrigation companies in Victoria to find one that may be able to assist with valve repair or replacement.
- 4.) Lights and other holiday light-up decorations are being installed in the Garden on Tuesday December 9th. Connection work and other work related to the opening of the Holiday Light-up will continue until Wednesday December 17th.



Sandy Hook Community Park Report

08 December, 2025

1. The project has been initiated as a capital project.
2. The delivery of the mulch by the Mayne Island Recycling Society has been delayed until one of the main volunteers recovers from an injury.
3. The Mayne Island Conservancy is holding the donated plants until needed.
4. Recruiting commissioner volunteers to help with fencing installation in location #2 between now and February 2026.



VILLAGE BAY REPORT

December 7, 2025

1. The trimming of the Garry oak trees has been completed.

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