



**Agenda for a meeting of the Mayne Island Parks and Recreation Commission**  
**Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC**  
**Date/Time: January 8, 2026 3:00 pm**

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Call to order

- 1. Territorial Acknowledgement** - Michael
- 2. Approval of Agenda**
- 3. Election of Officers**
- 4. Adoption of Minutes of December 11, 2025**
- 5. Chair's Remarks**
- 6. Reports**
  - 6.1. Treasurer's Reports**
    - 6.1.1. Treasurer's Report for the period December 1 - 31, 2025 (report attached)
    - 6.1.2. Finance/Information (report attached)
  - 6.2. Administration**
    - 6.2.1. Health and Safety Concerns
    - 6.2.2. Events (report attached)
      - a) Wassailing – Motion
      - b) Notes from the Park Bench
      - c) Tree burning update
    - 6.2.3. Hiking and Walking Trail brochure update
    - 6.2.4. Follow Up Action Report (not covered elsewhere)
      - a) Update Supplement to the Commissioner Handbook - assign
    - 6.2.5. Contracts – Motion re: water systems operator
  - 6.3. Committees**
    - 6.3.1. All-Wheels Skatepark
    - 6.3.2. Fitness Circuit and Putting Green
      - a) NHSP and BC Hydro filing deadlines
    - 6.3.3. Master Plan Update
    - 6.3.4. Trails
  - 6.4. Short break**

**Mayne Island Parks and Recreation Commission**

**Agenda for: January 8, 2026**

**6.5. Parks**

- 6.5.1. Cotton Park (report attached)
- 6.5.2. Dinner Bay
- 6.5.3. Henderson Park
  - a) Kiosk sign
- 6.5.4. Japanese Memorial Garden (report attached)
- 6.5.5. Miners Bay
  - a) Pressure tank training
- 6.5.6. Village Bay Park (report attached)

**7. Correspondence/Meetings**

- 7.1. Emails to/from from Mayne Island Skateboard Club.
- 7.2. Email from resident regarding park tree and damage to fence.
- 7.3. Report to BC Hydro regarding tree on power line.

**8. New Business**

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

**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: December 11, 2025 3:00 pm**

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

**Absent:** Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:05 pm

**1. Territorial Acknowledgement**

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations. We respect and value the longstanding relationship they have with the land and seawaters that continues to this day.

**2. Approval of Agenda**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright that the agenda of December 11, 2025 be approved as presented.

**CARRIED**

**3. Adoption of Minutes of November 13, 2025**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that the Minutes of November 13, 2025 be approved as presented.

**CARRIED**

**4. Chair's Remarks**

It's been a good year with a list of accomplishments.

**5. Reports**

**5.1. Administration**

5.1.1. Health and Safety Concerns

5.1.2. Events

## Mayne Island Parks and Recreation Commission

Minutes for: December 11, 2025

A report was received with the agenda.

- a) Holiday bonfire insurance

Insurance will be obtained by the fire department.

- b) Tree burning

Discussed a proposed fundraiser by the MI Firefighters Association to burn Christmas trees after the holidays. Parks is not opposed, but a majority of commissioners are in favour of wood chipping.

- c) Mayne Island Truth and Reconciliation Collective – Insurance

The Collective will get the insurance as needed.

### 5.1.3. Hiking and Walking Trail brochure update

The brochure work continues with Alea. Discussion occurred to prioritize the Henderson Park signage.

### 5.1.4. Follow Up Action Report (not covered elsewhere)

#### 5.1.5. Contracts – plumbing/water

- a) CRD is preparing service contracts for a plumber on Galiano Island and MIPRC also agreed to a contract on an ‘as and when needed’ basis.

Commissioners discussed investigating plumbers who may already travel to Mayne Island as part of other contracted projects.

- b) The CRD water testing contract will be extended for another year.

#### 5.1.6. Tide Table

It was reported that the Association of Mayne Island Boaters responded that the printed tide table in the MayneLiner is not being used. Commissioners discussed cancelling the monthly printed table and investigating alternative advertising.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission cancel the contract with Alea for printing the tide tables monthly effective April 1, 2026.

**CARRIED**

### 5.2. Treasurer’s Reports

#### 5.2.1. Treasurer’s Report for the period November 1 - 30, 2025

A report was received with the agenda.

**Mayne Island Parks and Recreation Commission**

Minutes for: December 11, 2025

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the Treasurer's Report for November 1 - 30, 2025 as presented.  
**CARRIED**

- The Sandy Hook project account has been activated and fencing rolls will be purchased.
- Mileage and other claims must be submitted for December.

5.2.2. Finance/Information

A report was received with the agenda.

5.3. Committees

5.3.1. All-Wheels Skatepark

It was **MOVED** and **SECONDED** that Mayne Island Parks and Recreation Commission approve the All Wheels Skatepark Committee recommendation for a pilot project at Dinner Bay Park with details including signage to be finalized.  
**CARRIED**

Opposed: Commissioner Burrows

5.3.2. Fitness Circuit and Putting Green

Discussion occurred regarding a couple of reports of people losing their balance due to the slope around the putting green. Remedies were discussed at length. The BC Hydro ReGreening grant application will proceed and the issue of the slope will be revisited in June and September.

5.3.3. Trails

A report was received with the agenda.

- It was discussed and agreed that a report will be made to Rogers or Telus that a cable is exposed on the Neill Road beach access trail.
- The binocular box has been moved to the library patio and receives a lot of use by children. Any necessary signage will be installed when all binoculars have been put in place.

5.4. Parks

5.4.1. Cotton Park

5.4.2. Dinner Bay

5.4.3. Henderson Park

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

**Minutes for: December 11, 2025**

A report was received with the agenda.

**5.4.4. Japanese Memorial Garden**

A report was received with the agenda.

**5.4.5. Miners Bay**

It was reported that flooding due to equipment failure occurred in the basement and repairs were made. More recently, water seepage in the basement occurred due to high water in the parking lot area. Discussed resolutions to avoid flooding and it was agreed that a request will be made to StreamLine Plumbing to inspect the basement and propose solutions.

**5.4.6. Sandy Hook Park**

A report was received with the agenda.

**5.4.7. Village Bay Park**

A report was received with the agenda.

## **6. Correspondence/Meetings**

6.1. Emails to/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.

- It was reported that the cheque was received.

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**

**Mayne Island Parks and Recreation Commission**

**Minutes for: December 11, 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 approximately 4:30 p.m.

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**Debra Bell, Chair**

**DATE**

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**Lauren Edwards, Recorder**

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

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Washrooms Plumbing	CRD Overhead	Contingency Other	
<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
Interest income									317	317
Cost recovery - BC Hydro Regreening (2024)	4,600									4,600
Cost recovery - Washroom honorariums		400					400			800
Cost recovery - Information kiosk						4,000				4,000
Park donation			200							200
	<b>15,600</b>	<b>6,400</b>	<b>5,200</b>	<b>2,000</b>	<b>7,000</b>	<b>7,000</b>	<b>26,400</b>	<b>10,000</b>	<b>30,639</b>	<b>110,239</b>
<b>December Expenses</b>										
Janitorial, Dec plus mileage							796			
Janitorial, WCB							16			
Water monitoring, Dec							415			
Plumbing supplies							85			
Washroom honorariums							400			
Recording secretary, Nov									150	
Recording secretary, WCB									4	
Supplies, advertising, plants	8		261						326	
Arborist						380				
CRD Overhead allocation								325		
	<b>8</b>	<b>0</b>	<b>261</b>	<b>0</b>	<b>0</b>	<b>380</b>	<b>1,712</b>	<b>325</b>	<b>480</b>	<b>3,166</b>
January to November expenses	<b>9,641</b>	<b>1,166</b>	<b>1,295</b>	<b>707</b>	<b>0</b>	<b>1,058</b>	<b>25,450</b>	<b>8,070</b>	<b>2,188</b>	<b>49,575</b>
<b>Total expenses to date</b>	<b>9,649</b>	<b>1,166</b>	<b>1,556</b>	<b>707</b>	<b>0</b>	<b>1,438</b>	<b>27,162</b>	<b>8,395</b>	<b>2,668</b>	<b>52,741</b>
<b>Net</b>	<b>5,951</b>	<b>5,234</b>	<b>3,644</b>	<b>1,293</b>	<b>7,000</b>	<b>5,562</b>	<b>-762</b>	<b>1,605</b>	<b>27,971</b>	<b>57,498</b>

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

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening balance December 1, 2025	22,692
Add: CRD Interest income	-
Donations	4,705
Less: CRD Overhead allocation	-124
Supplies	-194
Arborist	-500
<b>Closing balance December 31, 2025</b>	<b><u>26,579</u></b>

**Adachi Rental**

Opening balance December 1, 2025	2,452
Add: CRD Interest income	-
<b>Closing balance December 31, 2025</b>	<b><u>2,452</u></b>

**Total Donated Funds December 31, 2025**

**29,031**

**(C) Recreation Funds**

Opening balance December 1, 2025	7,080
Add: CRD Interest income	-
Less: CRD Overhead allocation	-201
Commissioners meeting	-309
<b>Closing balance December 31, 2025</b>	<b><u>6,570</u></b>

**Recreation Funds - New Horizon Grant**

Opening balance December 1, 2025	3,175
<b>Closing balance December 31, 2025</b>	<b><u>3,175</u></b>

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

Opening balance December 1, 2025	138,546
Add: CRD Interest income	-
<b>Opening balance December 1, 2025</b>	<b><u>138,546</u></b>

**(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	5,000
Less: Fencing	-629
<b>Total Allocated Projects December 31, 2025</b>	<b><u>55,355</u></b>



## **FINANCE/INFORMATION REPORT**

January 5, 2026

1. Donations to the holiday lights at JMG totalled \$4,705 of which \$793 was from etransfers. A summary and comparison to prior years will be provided next month.
2. No community information to report.

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## Events Report

04 January, 2026

1. The Christmas eve bonfire was a big success. 200-300 people were in attendance over the course of the evening. Kudos to the Chamber of Commerce and the MI Volunteer Fire Fighters Association.
2. The Holiday Light-up ended on Jan 4<sup>th</sup> with 1,234 visitors having passed through the gates. The visitor numbers were down 6% from the previous year, but overall turnout was above average.
3. Lights take-down day is scheduled for Tuesday, Jan 13<sup>th</sup> at 9am.
4. Upcoming events:
  - a. The First Annual Wassailing Afternoon will take place in Miners Bay Park at 1pm on Saturday December 17<sup>th</sup>. Bring your best singing voices and help encourage a plentiful harvest for 2026.

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## Fred and Bette Cotton Park Report

05 January, 2026

- Wind damage:
  - Tree fell near entrance to park. Someone bucked it into lengths and left them on the side of the road/driveway.
  - Small tree leaning on hydro wires. Hydro notified.
  - Small tree fell over next to, not on Orca Trail.
  - Large limb from fir tree broke top rail of split rail fence near eagle nesting sign.
- One new and one refurbished garden sign installed.
- Orca and Seal Point trails cleared of pine cones and moss, otherwise in good shape.

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## Japanese Memorial Garden

04 January, 2026

- 1.) The Holiday Light-up was a great success despite the first seven days of nasty wet weather.
  - a. 1,234 people experienced the light show this year, down slightly from 2024.
  - b. Huge thanks to all of the volunteers who work to make the 16days of lights a success.
- 2.) The lights take down day is scheduled for Tuesday, Jan 13<sup>th</sup> @ 9am.
- 3.) Volunteer Tuesdays will resume on Tuesday Feb 10<sup>th</sup>.

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## **VILLAGE BAY PARK REPORT**

January 5, 2026

1. MI Conservancy has advised they will commence the restoration project at the end of January 2026.

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