



**Agenda for a meeting of the Mayne Island Parks and Recreation
Commission Location: Mayne Island Library, 411 Naylor Road, Mayne
Island, BC**

Date/Time: February 12, 2026 3:00 pm

Call to order

1. Territorial Acknowledgement – Commissioner Euper

2. Approval of Agenda

3. Adoption of Minutes of January 8, 2026

4. Chair's Remarks

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report -Final- for the period December 1 - 31, 2025 (report attached)

5.1.2. Treasurer's Report for the period January 1 - 31, 2026

5.1.3. Finance/Information (report attached) – includes motion

5.2. Administration

5.2.1. Health and Safety Concerns

5.2.2. Events (report attached)

5.2.3. Update on the Supplement to the Commissioner Handbook

5.2.4. Summer Camp

a) Motion to proceed

5.2.5. Follow Up Action Report (not covered elsewhere)

5.3. Committees

5.3.1. All-Wheels Skatepark

5.3.2. Fitness Circuit and Putting Green

a) NHSP and BC Hydro filing deadlines

5.3.3. Master Plan Update

5.3.4. Sanitation

a) Motion to extend washroom maintenance contract

5.3.5. Trails (report attached)

5.4. Parks

5.4.1. Cotton Park (report attached)

- 5.4.2. Dinner Bay (report attached)
 - a) Motion for arborist work
- 5.4.3. Henderson Park (report attached)
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Miners Bay (report attached)
- 5.4.6. Sandy Hook Community Park (report attached)
- 5.4.7. Village Bay Park (report attached)

6. Correspondence/Meetings

- 6.1. Email from ParticipAction organizers re: grant funding opportunities for 2026

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: January 8, 2026 3:00 pm

Present: Michael Kilpatrick, Chair
Jacquie Burrows (Treasurer)
Veronica Euper (by telephone)
Lauren Edwards (Recorder)

Glyn Legge (Vice Chair)
Debra Bell
Adrian Wright

Absent: Kestutis Banelis
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that the agenda of January 8, 2026 be approved as presented.

CARRIED

3. Election of Officers

Michael Kilpatrick accepted the nomination for chair and was elected by acclamation.
Glyn Legge accepted the nomination for vice chair and was elected by acclamation.
Jacquie Burrows accepted the nomination for treasurer and was elected by acclamation.

4. Adoption of Minutes of December 11, 2025

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Legge that the Minutes of December 11, 2025 be approved as presented.

CARRIED

5. Chair's Remarks

Commissioner Bell was thanked for all her work over the six years that she chaired the Commission. Newly elected officers were congratulated.

6. Reports

6.1. Treasurer's Reports

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

A report was received with the agenda.

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

CARRIED

6.1.2. Finance/Information

- A report was received with the agenda.
- Discussion occurred regarding new reporting requirements to Island Health for water districts and possibly private well operators.

6.2. Administration

6.2.1. Health and Safety Concerns

- Commissioner Wright reported that a fallen alder tree, which damaged a neighbouring fence, was removed and the fence repaired. Two other trees were removed to avoid further property damage. Commissioner Euper reported that she provided a written report about the damage to CRD Insurance. CRD Insurance responded in writing about responsibility for damage from a fallen tree, and Commissioner Euper will share that correspondence with all commissioners. It was discussed that MIPRC may want to review its approach in light of the correspondence from CRD.
- Discussion occurred to add street names for 911 use to park address signs where the street sign is not visible from the park entrance.

6.2.2. Events

A report was received with the agenda.

a) Wassailing – Motion

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Wassailing Afternoon at Miners Bay Park at 1pm on Saturday January 17th.

CARRIED

Mayne Island Parks and Recreation Commission

Minutes for: January 8, 2026

- b) Notes from the Park Bench
 - It was discussed and agreed that the monthly Park Bench article in the MayneLiner will be prepared on a rotating basis among the commissioners. Commissioner Legge will prepare the article for the February 20th submission deadline.
 - Alea has been informed about the discontinuation of the tide table print page and discussion occurred regarding additional print work in the MayneLiner. It was discussed and agreed that information may be submitted for print in June and November if print space is available.
- c) Tree burning update
This item to be removed from the Follow-up List.

6.2.3. Hiking and Walking Trail brochure update

The artwork is pending with Alea. A count will be made of the current brochures to determine if a reprint is required.

6.2.4. Follow Up Action Report (not covered elsewhere)

- Draft Bylaws: Justine Starke, CRD, will not present the draft bylaw document to MIPRC until after the legal review.
- Calendar: Items pending are updating the Supplement to the Commissioners Handbook, renewal of the domain name for February, and the Hiking and Walking Trail brochure.
- Monitor and repair picnic tables: Some of the picnic tables at Dinner Bay Park have been repaired and more will be assessed in warmer weather. A picnic table at Henderson Hill was damaged by a tree branch and was replaced. The Don Herbert Park picnic table has deteriorated, and will not be replaced
- Update Supplement to the Commissioners Handbook: The document will be updated by Commissioner Euper and reviewed by Commissioner Bell.

6.2.5. Contracts – Motion re: water systems operator

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the extension of the contract with CMG Services for water testing services.

CARRIED

6.3. Committees

6.3.1. All-Wheels Skatepark

- A letter was sent to the Skatepark organizers regarding the proposed pilot project site at Dinner Bay Park. A reply had not been received by meeting date.
- Discussion occurred regarding the potential of another site being investigated by the organizers.

Mayne Island Parks and Recreation Commission

Minutes for: January 8, 2026

6.3.2. Fitness Circuit and Putting Green

NHSP and BC Hydro filing deadlines

- The final report for the New Horizon Seniors Program is due in March. More information is required for completion.
- BC Hydro ReGreening Grant application is due by the end of January.
- An update on a meeting with Tim Begley was reported, including that:
 - Suggestions were made that the fitness pad be extended, parallel bars be installed for mobility classes, and backless benches be placed around the pad for rest and balance exercises.
 - There was discussion about possibly installing posts with rings for resistance band exercises at the fitness pad.

6.3.3. Master Plan Update

Commissioner Bell reported that:

- The latest draft was reviewed.
- Map 3 Proposed Trail Network was sent to Mayne Island Parks and Trails Association (MIPATA) for their comments by January 31st.
- Appendix 5 with survey results and action plan is to be completed in January.

6.3.4. Trails

- The recent rock fall does not affect the trail from Vulture Ridge to Beechwood, but it should be monitored. This is an issue for the Ministry of Transportation and Transit and the local road works staff will be contacted.
- The flooding of the Lowland Nature Trail has dried up with no apparent erosion.

6.4. Short Break

6.5. Parks

6.5.1. Cotton Park

A report was received with the agenda.

6.5.2. Dinner Bay

Verbal reports were received that the fitness pad is being well used.

6.5.3. Henderson Park

Former Commissioner Peter Askin was touched and honoured with his brief biography that is being included on the new kiosk sign at Henderson Park.

6.5.4. Japanese Memorial Garden

- A report was received with the agenda.
- There was a good turnout for the holiday light display.

Mayne Island Parks and Recreation Commission

Minutes for: January 8, 2026

6.5.5. Miners Bay

- The water system has had no problems for three weeks now.
- The bonfire site cleanup was adequate.
- Pressure tank training for restarting the system was done except for two commissioners.

6.5.6. Village Bay Park

- A report was received with the agenda.
- Commissioner Bell will follow-up with the Mayne Island Conservancy regarding the proposed reclamation work.

7. Correspondence/Meetings

7.1. Emails to/from Mayne Island Skateboard Club.

7.2. Email from resident regarding park tree and damage to fence in Sandy Hook Park.

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

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Wright that the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED.

The meeting adjourned at 4:32 pm

Michael Kilpatrick, Chair

DATE

Lauren Edwards, Recorder

**MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT FINAL DECEMBER 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									933	933	
Cost recovery - BC Hydro Regreening (2024 and 2025)	7,400									7,400	
Cost recovery - Washroom honorariums		400					400			800	
Cost recovery - Information kiosk					4,000					4,000	
Park donation			200							200	
	<u>18,400</u>	<u>6,400</u>	<u>5,200</u>	<u>2,000</u>	<u>7,000</u>	<u>7,000</u>	<u>26,400</u>	<u>10,000</u>	<u>31,255</u>	<u>113,655</u>	
December Expenses											
Janitorial, Dec plus mileage							796				
Janitorial, WCB							15				
Water monitoring, Dec							415				
Plumbing supplies							85				
Recording secretary, Nov									150		
Recording secretary, WCB									4		
Supplies, advertising, plants	8		261							230	
Arborist						380					
Hydro, Dec	67		15								
CRD Overhead allocation								325			
CRD Adjustment										-584	
CRD Real Estate Labour								57			
CRD Licenses - Village Bay and David's Cove				200		200					
	<u>75</u>	<u>0</u>	<u>276</u>	<u>200</u>	<u>0</u>	<u>580</u>	<u>1,311</u>	<u>382</u>	<u>-200</u>	<u>2,624</u>	
January to November expenses	9,641	1,166	1,295	707	0	1,058	25,450	8,070	2,188	49,575	
Total expenses to date	<u>9,716</u>	<u>1,166</u>	<u>1,571</u>	<u>907</u>	<u>0</u>	<u>1,638</u>	<u>26,761</u>	<u>8,452</u>	<u>1,988</u>	<u>52,199</u>	
Net	<u>8,684</u>	<u>5,234</u>	<u>3,629</u>	<u>1,093</u>	<u>7,000</u>	<u>5,362</u>	<u>-361</u>	<u>1,548</u>	<u>29,267</u>	<u>61,456</u>	
											Transfer to Capital Funds (Unallocated)
											<u><u>61,456</u></u>

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

(B) Donated Funds

Japanese Memorial Garden

Opening balance December 1, 2025	22,692
Add: CRD Interest income	397
Donations	4,713
Less: CRD Overhead allocation	-124
Supplies	-198
Hydro, December	-121
Arborist	-500
Closing balance December 31, 2025	<u>26,859</u>

Adachi Rental

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

Total Donated Funds December 31, 2025

29,311

(C) Recreation Funds

Opening balance December 1, 2025	7,080
Add: CRD Interest income	100
Less: CRD Overhead allocation	-200
Commissioners meeting	-309
Closing balance December 31, 2025	<u>6,671</u>

Recreation Funds - New Horizon Grant

Opening balance December 1, 2025	3,175
Less: Fitness classes in Nov and Dec	-3,024
Closing balance December 31, 2025	<u>151</u>

(D) Capital Funds (Unallocated)

Opening balance December 1, 2025	138,546
Add: CRD Interest income	2,082
Transfer from Operating account	61,456
Closing balance December 31, 2025	<u>202,084</u>

(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
Total Allocated Projects December 31, 2025	<u>55,355</u>

**MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT JANUARY 31, 2026**

(A) Operating Funds

	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Washrooms Plumbing	CRD Overhead	Contingency Other		
Opening budget - estimated based on prior year	18,400	6,400	5,200	2,000	7,000	7,000	26,400	10,000	31,255	113,655	
Grant-in-lieu											0
Interest income											0
	18,400	6,400	5,200	2,000	7,000	7,000	26,400	10,000	31,255	113,655	
January Expenses											
Janitorial, Jan plus mileage							807				
Janitorial, WCB							16				
Water monitoring, Jan							458				
Washroom honorariums - Dec 2025							400				
Recording secretary, Dec									125		
Recording secretary, WCB									3		
Supplies, tide tables	17								326		
Garbage									584		
Interpretive trail digital map					1,800						
CRD Overhead allocation								325			
Total expenses to date	17	0	0	0	1,800	0	1,681	325	1,038	4,861	
Net	18,383	6,400	5,200	2,000	5,200	7,000	24,719	9,675	30,217	108,794	

**MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT JANUARY 31, 2026**

(B) Donated Funds

Japanese Memorial Garden

Opening balance January 1, 2026	26,859
Add: CRD Interest income	-
Donations	550
Less: CRD Overhead allocation	-124
Supplies	-43
Closing balance January 31, 2026	<u>27,242</u>

Adachi Rental

Opening balance January 1, 2026	2,452
Add: CRD Interest income	-
Closing balance January 31, 2026	<u>2,452</u>

Total Donated Funds January 31, 2026 **29,694**

(C) Recreation Funds

Opening balance January 1, 2026	6,671
Add: CRD Interest income	-
Less: CRD Overhead allocation	-200
Closing balance January 31, 2026	<u>6,471</u>

Recreation Funds - New Horizon Grant

Opening balance January 1, 2026	151
Closing balance January 31, 2026	<u>151</u>

(D) Capital Funds (Unallocated)

Opening balance January 1, 2026	202,084
Add: CRD Interest income	-
Closing balance January 31, 2026	<u>202,084</u>

(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	4,371
Less: soil, fencing	-123
Total Allocated Projects January 31, 2026	<u>55,232</u>



FINANCE/INFORMATION REPORT

Feb 6, 2026

1. Treasurer's report **Finals Dec 25** – Final adjustments included CRD interest income, CRD labour charges, Hydro charges and minor other adjustments. The operating surplus of \$61,456 from a total budget of \$100,253 plus donations/cost recoveries of \$13,402 has been transferred to the capital account. The capital account total is now \$202,084 however there are several projects yet to be initiated in 2026.
2. Motion to approve transfer of net overhead charges to the operating account from the Japanese Memorial Garden donated funds account.

“ I move that the overhead charged by CRD to the Japanese Memorial Garden in the amount of \$350.80 (net of the interest income earned) be charged to the MIPRC operating account.”
3. Local Matters affecting MIPRC- nothing to report.



Events Report

08 February, 2026

1. The First Annual Wassailing event was a great success. Big happy crowds on a rain free day.
2. There are no event s scheduled for the month.



Mayne Island Parks and Recreation Commission

Trail Guardian Reports February 2026

- Limited reporting received. No apparent issues
- Potential danger tree in Plumper Pass to be investigated.



Fred and Bette Cotton Park Report

06 February, 2026

- Orca and Seal Point trails cleared of pine cones and moss, otherwise in good shape.
- Certain areas of the woods seem very lush with lots of evergreen huckleberries doing well and a few small fir, cedar seedlings growing. Many well marked deer trails appearing due to the wet weather creating mud.
- Trail Guardian report filed.
- Broken split rail from previous wind damage to be replaced.
- A few snow drops, crocuses and hellebores in bloom, tulips starting to show, pyracantha has masses of red berries.
- Gutters on garden shed need cleaning – any ladder wise volunteers?



Dinner Bay Park Report

06 February, 2026

1. Incidence of tire marks from bikes/scooters in men's washroom and Adachi Pavilion and on putting green have increased. Michael posted on the MIPRC Facebook page which along with signage at putting green will see a stop to bike/scooter use at washroom, Adachi Pavilion, and putting green.

2. Tree work has been arranged for the week of February 9 to attend to maples by parking area and path to Japanese Memorial Garden. Branches will be chipped and deposited at Sandy Hook at a cost of \$250. Motion for work below:

MOVED by Commissioner Banelis and **SECONDED** by Commissioner, that Mayne Island Parks and Recreation Commission engage D.R. Daylight Contracting for arborist services at Dinner Bay Park for an amount not to exceed \$1,500.



Mayne Island Parks and Recreation Commission

Henderson Park Report February 2026

- Trails are generally in good condition thank you to trail guardians.
- The picnic table damaged by tree fall has been replaced.
- Kiosk content with printer, first proof expected shortly.
- MI Conservancy invoice received for Kiosk content

**Mayne Island Parks and Recreation Commission
411A Naylor Road
Mayne Island, B.C. V0N 2J2
Email: mayneparks@gmail.com**



Japanese Memorial Garden

08 February, 2026

- 1.) The JMG has decided that it is already spring and is bursting forth in bloom.
- 2.) Pruning has been happening over the last week of January and first week of February.
- 3.) Volunteers are placing new wood chips on the entry pathway on February 10th.



Miners Bay Park

08 February, 2026

1. The UV light on the water system in the library basement has expired. Should be replaced in the week of February 9th.



Sandy Hook Community Park Report

06 February, 2026

1. Volunteer Robert Anthony and Commissioner Bell staked out location #2 in the stewardship plan prepared by Rob Underhill, Mayne Island Conservancy ("Conservancy"). (Jan. 27)
2. Commissioner's Wright and Bell fenced with 8' T posts and 6' metal fencing the approximately 240 sq. metres of location #2. A huge effort and thank you to Commissioner Wright for his tireless work. (Jan. 28)
3. Volunteer Gareth Gwilliam with assistance from Commissioner Bell transported 70 plants very generously donated by the Conservancy along with bags of sea soil to the restoration site. The plants included 10 Scouler's Willow; 10 Oceanspray; 10 Red-osier Dogwood and 40 Salmonberry all in 1-gallon pots. (Jan. 30)
4. Commissioner Kilpatrick lay out the planting arrangement at approximately 1.5 metre spacing and along with Commissioner's Wright and Bell planted all plants. Sea soil was added to each hole as recommended by Rob Underhill (Jan. 31)
5. Volunteer Gareth Gwilliam made two light wood framed gates, one for the east side and one for the north west side for easier access and distribution of wood chips. Lee Atkinson and Bonnie T. installed the gates. (Feb. 1/2)
6. Wooden box installed at location #2 to hold the Stewardship Plan and information on daphne, prepared by the Conservancy. (Feb. 3)
7. Update sent to all Sandy Hook Volunteers (Feb. 2)
8. Still trying to source wood chips to mulch all the plants. Dr. Daylight may have a supply if tree work carried out at Dinner Bay.
9. North east section of fence damaged by deer. Investigated by Commissioner Kilpatrick and repaired by Lee and Bonnie. Feb. 5/6)



VILLAGE BAY PARK REPORT

February 6, 2026

1. MI Conservancy are planning a work party on Wednesday February 18th from 10am until 12pm to construct the fence, dig holes, and move materials. They have students from the Mayne School lined up for the week after on Monday February 23rd to plant the trees and shrubs.
