



**Minutes 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 at 3:00 pm**

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**Present:** Michael Kilpatrick, Chair  
Jacquie Burrows (Treasurer)  
Veronica Euper  
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 and we value and respect their longstanding relationship with the land and the water.

**2. Approval of Agenda**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the agenda of February 12, 2026 be approved as presented.

**CARRIED**

**3. Adoption of Minutes of January 8, 2026**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the Minutes of January 8, 2026 be approved as presented.

**CARRIED**

**4. Chair's Remarks**

The Chair thanked the Commissioners for reviewing and submitting their volunteer lists for use by the CRD Risk Management Department.

**5. Reports**

5.1. Treasurer's Reports

**Mayne Island Parks and Recreation Commission**

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- 5.1.1. Treasurer's Report -Final- 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 Final Treasurer's Report for December 31, 2025 be approved as presented.  
**CARRIED**

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

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission approve the Treasurer's Report dated January 1 - 31, 2026 as presented.  
**CARRIED**

The final report for the New Horizons Grant for Seniors has been filed.

- 5.1.3. Finance/Information

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper that the overhead charged by the Capital Regional District to the Japanese Memorial Garden in the amount of \$350.80 (net of the interest income earned) be charged to the Mayne Island Parks and Commission operating account.  
**CARRIED**

Final adjustments to be received from CRD. The net result of \$61,000 will be transferred from the operating account to the Capital account through which several projects will be initiated in 2026.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission initiate the following projects:

23-01 - Upgrade the pump house at Dinner Bay Park	\$5,000.
23-05 - Install an additional bike rack at Miners Bay Park	\$2,000.
26-01 - Replace appliances at the Adachi Pavilion	\$4,000.
26-04 - Replace two picnic tables at Dinner Bay Park	\$5,000.

**CARRIED**

The Finance Committee will consider the next round of projects.

5.2. Administration

5.2.1. Health and Safety Concerns

- a) None reported.

5.2.2. Events

A report was received with the agenda.

5.2.3. Update on the Supplement to the Commissioner Handbook

5.2.4. Summer Camp

An application has been made for a Canadian Tire grant of \$2,000. Discussion occurred regarding a proposed summer camp, including that:

- A small committee be formed to discuss the proposed camp.
- The curriculum is being discussed.

Commissioner Bell recused herself at 3:32 pm.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission establish a working group, membership to be determined, to review the possibilities of establishing a summer camp.

**CARRIED**

Commissioner Bell returned to the meeting at 3:39 pm.

5.2.5. General discussion on follow-up items (not covered elsewhere)

5.3. Committees

5.3.1. All-Wheels Skatepark

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that the Mayne Island Parks and Recreation Commission accept the recommendation of the All Wheels Skate Park Committee to proceed with the pilot project between the volley ball court and the baseball field and advise the Mayne Island Skateboard Club of this decision.

**CARRIED**

5.3.2. Fitness Circuit and Putting Green

New Horizons Seniors Program and BC Hydro filing deadlines: No discussion

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5.3.3. Master Plan Update

A verbal report was given on the current status of communications with CRD.

5.3.4. Sanitation

The Motion to extend washroom maintenance contract.

See Item 8.

5.3.5. Trails

A report was received with the agenda.

5.4. Parks

5.4.1. Cotton Park

A report was received with the agenda.

5.4.2. Dinner Bay

A report was received with the agenda.

Motion for arborist work

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, 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.

**CARRIED**

5.4.3. Henderson Park

A report was received with the agenda.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

A verbal report was provided that 12 volunteers resurfaced the entry pathway with wood chips.

5.4.5. Miners Bay

A report was received with the agenda.

A new UV light will be purchased.

5.4.6. Sandy Hook Community Park

A report was received with the agenda.

5.4.7. Village Bay Park

A report was received with the agenda.

Commissioners were invited to help haul posts, nets and soil on February 18<sup>th</sup> from 10 am to 12 pm.

**6. Correspondence/Meetings**

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

- The email requested that MIPRC assist with ParticipACTION grant funding. It was discussed and agreed that Commissioner Kilpatrick will follow-up with the ParticipACTION leadership and report back at the March meeting.

**7. New Business**

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

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that the regular meeting of the Mayne Island Parks and Recreation Commission be closed in accordance with Community Charter Part 4, Division 3, Section 90 1(a).

**CARRIED**

**9. Rise and Report**

MIPRC approved entering into a new janitorial contract with Jennifer Holt-Steinbach.

**10. Meeting Adjournment**

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

**CARRIED.**

The meeting adjourned at 4:34 pm

Original signed by

March 12, 2026

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**Michael Kilpatrick, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

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**Lauren Edwards, Recorder**