



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

**Date/Time: March 12, 2026 3:00 pm**

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Call to order

- 1. Territorial Acknowledgement** – Commissioner Burrows
- 2. Approval of Agenda**
- 3. Adoption of Minutes of February 12, 2026**
- 4. Chair’s Remarks**
- 5. Reports**
  - 5.1. Treasurer’s Reports
    - 5.1.1. Treasurer’s Report - for the period ending February 28, 2026 (report attached)
    - 5.1.2. Finance/Information (report attached)
  - 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 Sports Camp – general discussion
    - 5.2.5. Follow Up Items (not covered elsewhere)
  - 5.3. Committees
    - 5.3.1. All-Wheels Skatepark
      - a) Update from Commissioners Kilpatrick and Banelis on meeting with Skatepark proponents at Dinner Bay Park – March 3<sup>rd</sup>.
      - b) Accepted request for extension of the Skatepark Pilot Project Proposal deadline to July 31<sup>st</sup>, 2026
    - 5.3.2. Fitness Circuit and Putting Green – (report attached)
    - 5.3.3. Master Plan Update – Commissioner Legge
    - 5.3.4. Sanitation – no report submitted
    - 5.3.5. Trails (report attached)

5.4. Parks

- 5.4.1. Cotton Park (report attached)
- 5.4.2. Dinner Bay (report attached)
- 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. None received

**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: 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**

**Minutes for: February 12, 2026**

- 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

**Mayne Island Parks and Recreation Commission**

**Minutes for: February 12, 2026**

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

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**Michael Kilpatrick, Chair**

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**DATE**

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**Lauren Edwards, Recorder**

**MAYNE ISLAND PARKS AND RECREATION COMMISSION  
TREASURER'S REPORT FEBRUARY 28, 2026**

**(A) Operating Funds**

	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails, Other Parks	Washrooms, Plumbing	CRD Overhead	Contingency Other	
<b>Opening budget - estimated based on prior year (revised)</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										0
Interest income										0
	11,000	6,000	5,000	2,000	3,000	7,000	26,000	10,000	30,253	100,253
<b>February Expenses</b>										
Janitorial, Feb plus mileage							788			
Janitorial, WCB							16			
Janitorial supplies							8			
Water monitoring, Feb							458			
Recording secretary, Jan									125	
Recording secretary, WCB									3	
Ad, signage									149	
CRD Overhead allocation								354		
CRD Labour charges - boat ramp tenures				405		406				
CRD Overhead allocation transferred from JMG								351		
	0	0	0	405	0	406	1,270	705	277	3,063
<b>January expenses</b>	17	0	0	0	1,800	0	1,681	325	1,038	4,861
<b>Total expenses to date</b>	17	0	0	405	1,800	406	2,951	1,030	1,315	7,924
<b>Net</b>	<b>11,000</b>	<b>6,000</b>	<b>5,000</b>	<b>1,595</b>	<b>3,000</b>	<b>6,594</b>	<b>24,730</b>	<b>9,295</b>	<b>29,976</b>	<b>92,329</b>

**MAYNE ISLAND PARKS AND RECREATION COMMISSION  
TREASURER'S REPORT FEBRUARY 28, 2026**

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening balance February 1, 2026	27,242
Add: CRD Interest income	-
Donations	5
CRD overhead allocation transferred to operating account	351
Less: CRD Overhead allocation	-167
Supplies	-272
<b>Closing balance February 28, 2026</b>	<b><u>27,159</u></b>

**Adachi Rental**

Opening balance February 1, 2026	2,452
Add: CRD Interest income	-
<b>Closing balance February 28, 2026</b>	<b><u>2,452</u></b>

**Total Donated Funds February 28, 2026**

**29,611**

**(C) Recreation Funds**

Opening balance February 1, 2026	6,471
Add: CRD Interest income	-
Less: CRD Overhead allocation	-184
<b>Closing balance February 28, 2026</b>	<b><u>6,287</u></b>

**Recreation Funds - New Horizon Grant**

Opening balance February 1, 2026	151
<b>Closing balance February 28, 2026</b>	<b><u>151</u></b>

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

Opening balance February 1, 2026	202,084
Add: CRD Interest income	-
<b>Closing balance February 28, 2026</b>	<b><u>202,084</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	4,248
Less: soil, supplies	-57
<b>Total Allocated Projects February 28, 2026</b>	<b><u>55,175</u></b>



## FINANCE/INFORMATION REPORT

Mar 6, 2026

1. The estimated opening budget was revised to delete prior year sources of revenue.
2. Initiation of projects moved at last meeting will be completed by CRD in Mar 2026 after year end budgeting is completed.
3. Local Matters affecting MIPRC- Discuss comment in MICCS minutes.

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## Events Report

06 March, 2026

1. The planning for the Easter Fun events at Dinner Bay Park on April 5<sup>th</sup> is underway.
  - a. We will be advertising for volunteers to assist with the hiding of the eggs for the big Easter Egg Hunt.
  - b. Planning for crowd control in the Adachi Pavilion is underway – especially important if it is a rainy day.

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## **Dinner Bay Seniors Fitness Circuit**

06 March, 2026

1. As recommended by Tim Begley, Kinesiologist, 2 wooden rings and 8 resistance bands have been ordered from Flaman Fitness which means all funding from the NHSP program will have been used and the balance for the purchase will come from Recreational Funding. We received a commercial discount.
2. Planning for the next phase of the fitness equipment expansion project needs to proceed in order to keep within the timeframe allowed for the CWF grant.

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

### **Trail Guardian Reports March 2026**

- Some reporting received...no major issues
- Trails appear to be generally in good condition after a benign winter.

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



## Fred and Bette Cotton Park Report

06 March, 2026

- Orca and Seal Point trails cleared of pine cones and more moss than I've ever seen before, otherwise in good shape.
- More well marked deer trails appearing due to the wet weather creating mud.
- Trail Guardian report filed.
- A big thank you to Commissioner Wright for cleaning the gutters on the garden shed on the front and especially the back which are difficult to reach due to the proximity of the water tanks.
- The new camellia sinensis is blooming with bright red flowers.

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## Dinner Bay Park report

March 7, 2026

1. Tree work scheduled for February has been delayed until Dr. Daylight's return from Australia.
2. Waiting on reply about pressure washing Adachi Pavilion roof.

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

### **Henderson Park Report March 2026**

- Trails are generally in good condition thank you to trail guardians.
- Thank you to Commissioner Wright for ongoing broom bashing on Vulture Ridge Trail.
- Noted that some of steps, footholds on all trails are beginning to deteriorate. Commissioner Legge to identify priorities for repair during 2026.
- Proof for new Kiosk sign has been reviewed and minor changes made. Expect new sign within a few weeks.



## Japanese Memorial Garden

12 March, 2026

- 1.) The spring show has started.
  - a. Daffodils, hellebores, plums etc.
- 2.) General clean-up has taken place.
- 3.) Grass cutting, while needed, has not started because of the persistent rain.
- 4.) The torii gate crew met on March 3<sup>rd</sup> to review the installation of the gates. A plan has been created and will be set in place when the weather clears up.

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## Miners Bay Park

06 March, 2026

1. There are ongoing issues with the UV system output on the library water system. Troubleshooting is in progress.

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## Sandy Hook Community Park Report

06 March, 2026

1. Twelve plants purchased from the Mayne Island Conservancy for location #1. Volunteers Cheryl Hartman and Tiana Atkinson planted them adding compost and covering with mulch. Looking for volunteers to cage in nine plants before they bud. Thank you to Commissioner Banelis for delivering some wire fencing material for this purpose.
2. Volunteer Tiana Atkinson wove pink fluorescent tape through the fencing at location #2 as this is where the deer damaged the fence. Once they become familiar with the fence the tape can be removed.
3. The Atkinsons have allowed the use of their shed roof bordering the fencing of location #2 to be used for rainwater collection and provided two large barrels. Robert A. sourced several lengths of gutter material and along with Commissioner Bell have started the installation of the gutters. Gareth Gwilliam made a 16" high box for one of the barrels which will allow overflow into the second barrel.
4. Awaiting Dr. Daylight to do the work at Dinner Bay Park and deliver the resulting mulch to Sandy Hook for the plants in location #2.
5. Neighbours on the east side are coming to Mayne mid-March and the borders of location #3 will be determined.

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## VILLAGE BAY PARK REPORT

March 6, 2026

1. Adrian, Kestutis and myself assisted MICS with transporting supplies, putting up fencing and digging holes on Feb 18. The project was completed by the school children the following week. Please refer to article in the Oystercatcher for more details.
2. The boats abandoned and stored at the shoreline of the park next to the boat launch had been removed and reorganized. No one has come forward to claim responsibility for this. AMIB advised they did not have anything to do with it.

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