



Meeting Minutes: Mayne Island Parks and Recreation Commission
Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC
Date/Time: March 12, 2026 / 3:00 pm

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

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We acknowledge that the land on which the meeting is being held is the traditional territories of the Coast Salish people whose historical relationship with the land continues today.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of February 12, 2026

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

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the Closed Minutes of February 12, 2026 be approved as presented.

CARRIED

4. Chair's Remarks

Commissioners were thanked for submitting reports on time and Commissioner Burrows was thanked for the work done in Village Bay Park which was a lot of effort on her part.

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5. Reports

5.1. Treasurer's Reports

- 5.1.1. Treasurer's Report - for the period ending February 28, 2026
A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Treasurer's Report dated February 1 to February 28, 2026 as presented.

CARRIED

- 5.1.2. Finance/Information
A report was received with the agenda.
- Reporting of projects initiated will commence next month.

5.2. Administration

- 5.2.1. Health and Safety Concerns
a) None noted.

- 5.2.2. Events
A report was received with the agenda.
- Commissioner Kilpatrick agreed to talk to Tim Begley and other members of the ParticipAction group about working with the Commission on ParticipAction events or running their events independently of the Commission.
 - Some discussion occurred regarding the upcoming Easter event at Dinner Bay Park.

- 5.2.3. Update on the Supplement to the Commissioner Handbook
The draft Supplement document had been circulated to commissioners for review.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission approve the Supplement to the Capital Regional District Best Practices Guide as presented.

CARRIED

- 5.2.4. Summer Sports Camp – general discussion
Discussion included:
- Efforts made to develop this proposed project.
 - It was suggested that the program be run independently of the Commission and that a contractor be sought to provide the program through a special event application and possibly financially assisted with recreational grant funding.

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5.2.5. Follow Up Items (not covered elsewhere)

- Calendar update: Lower Kippen Road staircase and Adachi Pavilion roof inspection for cleaning.
- Follow-up Action Items: An online Google document will replace the report. The new format allows commissioners to independently report on actions and status.
- CRD Contract Administration: It was reported that Alison Chambers is the new administrative officer to be contacted for contract related matters.

5.3. Committees

5.3.1. All-Wheels Skatepark

- a) Update from Commissioners Kilpatrick and Banelis regarding the meeting with Skatepark proponents at Dinner Bay Park – March 3rd:
 - A verbal report was provided on the meeting attended by commissioners which included the location and space restriction as compared to Gabriola Island and Sidney skateparks; the pros and cons of alternative locations; and, considerations of MIPRC’s support for the project.
 - Commissioners discussed signage and partnering issues raised during the skatepark meeting and agreed clarification is required.
- b) Accepted request for extension of the Skatepark Pilot Project Proposal deadline to July 31st, 2026

5.3.2. Fitness Circuit and Putting Green

A report was received with the agenda.

5.3.3. Master Plan Update

It was reported that the status remains unchanged at this time.

5.3.4. Sanitation – no report submitted

5.3.5. Trails

A report was received with the agenda.

It was stated that a new trail guardian was signed up for Plumper Pass.

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.

- It was commented that the putting green edges keep coming up. Pictures will be taken to document the problem should submission under warranty be necessary.

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- A contractor will be scheduled to treat, scrub and rinse the Adachi Pavilion roof. This will be confirmed at the next meeting.

5.4.3. Henderson Park

A report was received with the agenda.

- Commissioners agreed in principle to the written request from the MI Conservancy for MIPRC to partner with them on a tree thinning project.
- The sign is not yet printed and shipping to be organized with Mayne Freight.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

5.4.5. Miners Bay

A report was received with the agenda.

- A verbal report was made regarding the new UV bulb working minimally although water tests are satisfactory. More troubleshooting will be done.
- It was discussed and agreed to add clearing bramble along the road edge to the Follow Up report.

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.

Final tenures for Village Bay and David Cove boat ramps were received from CRD and will be forwarded to Commissioners.

6. Correspondence/Meetings

None received

7. New Business

- a. Discussion arose regarding contractor requirements pertaining to insurance. This issue will be pursued for resolution.
- b. Discussion arose regarding a document received from CRD which require each shoreline Licence of Occupation be identified for high, medium or low use to assist CRD's renewal project. The document will be reviewed for relevant information and circulated for comments. It was agreed that a budget from CRD is necessary.

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

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9. Rise and Report

10. Meeting Adjournment

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Burrows
that the meeting be adjourned.

CARRIED

The meeting adjourned at 4:55 pm

Original signed by

April 9, 2026

Michael Kilpatrick, Chair

DATE

Original signed by

Lauren Edwards, Recorder