



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

**Date/Time: April 9, 2026 3:00 pm**

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Call to order

**1. Territorial Acknowledgement – Commissioner Banelis**

**2. Approval of Agenda**

**3. Adoption of Minutes of March 12, 2026**

**4. Chair's Remarks**

**5. Reports**

5.1. Treasurer's Reports

5.1.1. Treasurer's Report - for the period ending March 31, 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. Summer Sports Camp

5.2.4. Follow Up Items (not covered elsewhere)

5.3. Committees

5.3.1. All-Wheels Skatepark

a) Ongoing discussions

5.3.2. Fitness Circuit and Putting Green – (report attached).

5.3.3. Master Plan Update

5.3.4. Sanitation – (report attached)

a) Motion required

5.3.5. Trails (report attached)

5.4. Parks

5.4.1. Cotton Park (report attached)

5.4.2. Dinner Bay (no report submitted)

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**



**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**

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**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.

# Mayne Island Parks and Recreation Commission

## Meeting Minutes for March 12, 2026 / 3:00 pm

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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.

# Mayne Island Parks and Recreation Commission

## Meeting Minutes for March 12, 2026 / 3:00 pm

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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 3<sup>rd</sup>:
  - 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 31<sup>st</sup>, 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.

## Mayne Island Parks and Recreation Commission Meeting Minutes for March 12, 2026 / 3:00 pm

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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

**Mayne Island Parks and Recreation Commission  
Meeting Minutes for March 12, 2026 / 3:00 pm**

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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

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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 MARCH 31, 2026**

**(A) Operating Funds**

|  | Dinner Bay    | Miners Bay   | Cotton       | Village      | Henderson    | Trails,<br>Other<br>Parks | Washrooms,<br>Plumbing | CRD<br>Overhead | Contingency<br>Other |                |  |
|--|---------------|--------------|--------------|--------------|--------------|---------------------------|------------------------|-----------------|----------------------|----------------|--|
| <b>Opening budget - estimate based on prior year</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                                      |               |              |              |              |              |                           |                        |                 |                      | 0              |  |
|  | 11,000        | 6,000        | 5,000        | 2,000        | 3,000        | 7,000                     | 26,000                 | 10,000          | 30,322               | 100,322        |  |
| <b>March Expenses</b>                                |               |              |              |              |              |                           |                        |                 |                      |                |  |
| Janitorial, Mar plus mileage                         |               |              |              |              |              |                           | 1,322                  |                 |                      |                |  |
| Janitorial, WCB                                      |               |              |              |              |              |                           | 26                     |                 |                      |                |  |
| Water supplies - UV lamp                             |               |              |              |              |              |                           | 192                    |                 |                      |                |  |
| Water monitoring, Mar                                |               |              |              |              |              |                           | 458                    |                 |                      |                |  |
| Recording secretary, Feb                             |               |              |              |              |              |                           |                        |                 | 125                  |                |  |
| Recording secretary, WCB                             |               |              |              |              |              |                           |                        |                 | 3                    |                |  |
| Supplies, fire extinguishers                         | 21            | 68           |              |              |              |                           |                        |                 | 54                   |                |  |
| Signage  |               |              |              |              | 1,196        |                           |                        |                 |                      |                |  |
| CRD Overhead allocation                              |               |              |              |              |              |                           |                        | 340             |                      |                |  |
|  | 21            | 68           | 0            | 0            | 1,196        | 0                         | 1,998                  | 340             | 182                  | 3,805          |  |
| <b>January and February expenses</b>                 | 17            | 0            | 0            | 405          | 1,800        | 406                       | 2,951                  | 1,030           | 1,315                | 7,924          |  |
| <b>Total expenses to date</b>                        | 38            | 68           | 0            | 405          | 2,996        | 406                       | 4,949                  | 1,370           | 1,497                | 11,729         |  |
| <b>Net</b>   | <b>10,962</b> | <b>5,932</b> | <b>5,000</b> | <b>1,595</b> | <b>4</b>     | <b>6,594</b>              | <b>21,051</b>          | <b>8,630</b>    | <b>28,825</b>        | <b>88,593</b>  |  |

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

**(B) Donated Funds**

**Japanese Memorial Garden**

|                                       |                      |
|---------------------------------------|----------------------|
| Opening balance March 1, 2026         | 27,159               |
| Add: CRD Interest income              | -                    |
| Donations                             | 7,233                |
| Less: CRD Overhead allocation         | -145                 |
| Supplies                              | -20                  |
| <b>Closing balance March 31, 2026</b> | <b><u>34,227</u></b> |

**Adachi Rental**

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

**Total Donated Funds March 31, 2026**

**36,679**

**(C) Recreation Funds**

|                                       |                     |
|---------------------------------------|---------------------|
| Opening balance March 1, 2026         | 6,287               |
| Add: CRD Interest income              | -                   |
| Grant-in-lieu                         | 26                  |
| Less: CRD Overhead allocation         | -192                |
| Easter - candies                      | -980                |
| <b>Closing balance March 31, 2026</b> | <b><u>5,141</u></b> |

**Recreation Funds - New Horizon Grant**

|                                       |                   |
|---------------------------------------|-------------------|
| Opening balance March 1, 2026         | 151               |
| <b>Closing balance March 31, 2026</b> | <b><u>151</u></b> |

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

|                                       |                       |
|---------------------------------------|-----------------------|
| Opening balance March 1, 2026         | 202,084               |
| Add: CRD Interest income              | -                     |
| Less: Capital Projects Initiated      | -16,000               |
| <b>Closing balance March 31, 2026</b> | <b><u>186,084</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         | 4,191                |
| CX.109.2028.65 Dinner Bay Pumphouse Upgrade        | 5,000                |
| CX.109.2029.67 Miners Bay Bike Rack                | 2,000                |
| CX.109.2030.83 Adachi Pavillion Replace Appliances | 4,000                |
| CX.1092031.63 Replace Two Picnic Tables            | 5,000                |
| <b>Total Allocated Projects March 31, 2026</b>     | <b><u>71,175</u></b> |



## FINANCE/INFORMATION REPORT

April 3, 2026

1. CRD has completed the initiation of projects moved at the February meeting.
2. Local Matters affecting MIPRC- Discussion in MICCS March minutes re MI Skateboard Club but no conclusion was stated.

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## Events Report

04 April, 2026

1. Upcoming booked events
  - a. May 2<sup>nd</sup> - Disc golf tournament with Adachi
  - b. May 13<sup>th</sup> - Lions steak night dinner at Adachi
  - c. May 16<sup>th</sup> - Mayday has been confirmed for Miners Bay
    - i. Will need to coordinate the cutting of the labyrinth with Conservancy staffers

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## Putting Green Report

03 April, 2026

1. Putting green needs to be powerwashed to remove debris and pine needles.
2. Community ReGreening Grant has been awarded to fence and landscape around the putting green.
3. First order of business is to install the fencing to protect the green from deer and wheeled sports equipment such as bikes and scooters. This should be done soon. Can then determine if this activity caused some of the fasteners on the fringe to come loose.
4. Landscaping and planting to take place in September/October.
5. Deadline for completion and final report is November 30, 2026.

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## Sanitation Committee

04 April, 2026

- 1.) A decision needs to be made regarding the continued supply of potable water at both the Miners Bay building and the Dinner Bay buildings.
- 2.) Motion:
  - a. I move that the Mayne Island Parks and Recreation Commission discontinue the supply of potable water to the Library Building at Miners Bay Park and to the washroom building and Adachi pavilion at Dinner Bay Park.

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

### **Trail Guardian Reports April 2026**

- Some reporting received...no major issues
- Two potentially dangerous trees identified on Loop Trail in Plumper Pass Park. First tree has been removed and second under investigation
- Fallen tree on Kadonaga Bay tree has damaged the boardwalk. Remains usable and will be repaired once the trail dries out.



## Fred and Bette Cotton Park Report

03 April, 2026

- Orca and Seal Point trails cleared of small branches by volunteers several times after recent high winds. Patrolled and cleared of pine cones and moss April 3, 2026 otherwise in good shape.
- Very well marked deer trails crossing the main trails due to the wet weather creating mud.
- Trail Guardian report filed.
- Pretty yellow primulas in full bloom, tulips still a week or two away.
- Gate to water tanks split at hinges – volunteer will repair next week.

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

### **Henderson Park Report April 2026**

- Trails are generally in good condition thank you to trail guardians.
- A new Sign for Kiosk has been temporarily installed at Trail Head. Once appropriate construction glue has been received then permanent installation will be completed.
- QR code plaques also received and will be installed on existing posts during April
- MI Conservancy proposes a renewal of the Restoration Plan which expires this year. Including a tree thinning community day in May. Commissioner Legge to discuss with Rob Underhill
- Trail User suggested better directional signage at the junction of Whale Trail / Dorreen Mcleod. Legge/Wright to discuss.



## Japanese Memorial Garden

04 April, 2026

- 1.) The spring show is well under way: Camellias, cherries, magnolia, viburnum and a host of other spring bloomers.
- 2.) General clean-up has taken place.
- 3.) The first grass cutting of the season happened Tuesday March 31.
- 4.) The torii gate installation is awaiting a stretch of warm dry weather.

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## Miners Bay Park

03 April, 2026

1. No significant issues with Miners Bay. When the park dries out a bit more Commissioner Wright will prune and release the memorial apple tree from the surrounding brambles.

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## Sandy Hook Community Park Report

03 April, 2026

1. During their recent visit to Mayne, very active volunteers Rick and Petra S. have done the following:
  - a. Fenced the nine plants that needed cages in location #1.
  - b. Repaired one blue water barrel, both barrels are now full.
  - c. Planted, mulched and fenced the maple tree in the 5 gallon pot in location #3.
  - d. Organized a delivery of bark mulch generously donated by Ben of Good as Wood.
  - e. Started mulching the plants in location #2. Many more to be mulched.
2. They also met with Commissioner Bell and flagged the boundaries for the future fence for location #3. They subsequently marked with pink ribbon three alders that they are concerned about possibly damaging the new fencing and/or their property as the alders tend to fall or snap and splinter. One is leaning towards the park, a large one is leaning towards their property and the other they believe is on their property.
3. The alders in this park have caused issues over the years, the most recent this past winter when one snapped off and damaged the fence of the neighbouring property to the north. Commissioner Wright dealt with that situation including removing other nearby alders to prevent future issues.
4. Recommendation: The Danger Tree Team visit the site (east side of park). review the alders and advise whether preventative action is advisable possibly reducing the height of the alders and leaving wildlife 'trees' are per our tree policy. A variety of cost sharing measures have been offered. This park is undergoing active restoration with many new trees and shrubs being planted.
5. Need a volunteer to assist with installing the remaining lengths of gutter on the shed of the neighbour to the north.

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## VILLAGE BAY PARK REPORT

April 3, 2026

1. The kayaks which were parked illegally at Village Bay were recently moved to the beach side. MIPRC had posted a sign on them to be removed last fall and the owners complied.

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