



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

**Date/Time: May 14, 2026 3:00 pm**

---

Call to order

**1. Territorial Acknowledgement – Commissioner Wright**

**2. Approval of Agenda**

**3. Adoption of Minutes of April 9, 2026**

**4. Chair's Remarks**

**5. Reports**

5.1. Treasurer's Reports

5.1.1. Treasurer's Report - for the period ending April 30, 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 (report attached)

5.2.4. Follow Up Items (not covered elsewhere)

5.2.5. Brochure – update on print time and costs

5.2.6. Bylaw – update

5.2.7. Dave Bentham Award – status

5.3. Committees

5.3.1. All-Wheels Skatepark

a) Ongoing discussions

5.3.2. Fitness Circuit and Putting Green

5.3.3. Master Plan Update

5.3.4. Sanitation

a) Access by cleaning contractor to Henderson Park parking area.

5.3.5. Trails (report attached)

5.4. Parks

5.4.1. Cotton Park (report attached)

- a) Chris Paul sculpture at Cotton Park. Motion to move forward.
- 5.4.2. Dinner Bay (no report submitted)
  - a) Staining of exterior of Adachi Pavilion – by volunteers
- 5.4.3. Henderson Park (report attached)
- 5.4.4. Japanese Memorial Garden (report attached)
- 5.4.5. Miners Bay (report attached)
  - a) Update on water testing
- 5.4.6. Sandy Hook Community Park (report attached)
- 5.4.7. Village Bay Park (report attached)

**6. Correspondence/Meetings**

- 6.1. Trail-a-thon proposal from MIPATA.

**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: April 9, 2026 at 3:00 pm**

---

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

**Absent:** Paul Brent, Director, CRD, Southern Gulf Islands  
              Adrian Wright

The meeting was called to order at 3:00 pm.

**1. Territorial Acknowledgement**

Mayne Island Parks and Recreation Commission is grateful to the Coast Salish people for their historical custodianship of these territories on which we meet today.

**2. Approval of Agenda**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the agenda of April 9, 2026 be approved as presented.  
**CARRIED**

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

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

**4. Chair's Remarks**

Commissioner Burrows was thanked for her efforts to resolve the contractor insurance issue. Participants were thanked for their help at the Easter event which was attended by over 200 people.

**5. Reports**

5.1. Treasurer's Reports

5.1.1. Treasurer's Report - for the period ending March 31, 2026  
A report was received with the agenda.

**Mayne Island Parks and Recreation Commission  
Meeting Minutes April 9, 2026 at 3:00 pm**

---

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the Treasurer's Report from March 1 to March 31, 2026 as presented.

**CARRIED**

5.1.2. Finance/Information

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission reimburse Kathie Warning the total amount of \$1,009.59 for Easter candy.

**CARRIED**

5.2. Administration

5.2.1. Health and Safety Concerns

None reported.

5.2.2. Events

A report was received with the agenda.

5.2.3. Summer Sports Camp

Discussion occurred including that:

- Proceed using a special event permit.
- The proponent for the summer sports camp will apply for the special events permit and obtain insurance as required.

5.2.4. Follow Up Items (not covered elsewhere)

- a) Upcoming calendar items include consideration of cleaning the Adachi Pavilion roof; review/update the asset list; and upcoming advertising for recreational purchases.
- b) A review of Pender and Galiano Island Parks pages was completed.
- c) The status of the binoculars project will be checked.
- d) The Update to the Supplement for CRD's Best Practice Guide was completed.
- e) The New Horizons for Seniors grant was not awarded to MIPRC and associated projects will be removed from follow-up items.
- f) The purchase of new picnic tables was discussed including how many tables are needed, suppliers, materials and construction options.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission approve the purchase of picnic tables in an amount not to exceed \$5,000.

**CARRIED**

- g) Sandy Hook Park fencing is complete but mulching of areas is still in progress.

# Mayne Island Parks and Recreation Commission

## Meeting Minutes April 9, 2026 at 3:00 pm

---

- h) Village Bay Park restoration work was completed.
- i) Boat ramps paperwork was completed and circulated. Licenses and tenures are to be completed, and the Management Plan is to be reviewed.

### 5.3. Committees

5.3.1. All-Wheels Skatepark – ongoing discussions

5.3.2. Fitness Circuit and Putting Green

A report was received with the agenda.

The putting green was discussed including that:

- It will be power washed as recommended by the supplier.
- A temporary fence will be installed around the area until landscaping is completed.

5.3.3. Master Plan Update

Awaiting update from CRD.

5.3.4. Sanitation

A report was received with the agenda.

The issue of potable versus non-potable water was discussed for Miners Bay and Dinner Bay Parks. It was agreed that the current status remains unchanged and the issue be deferred for more information. CRD will be contacted.

5.3.5. Trails

A report was received with the agenda.

**MOVED** by Commissioner Legge and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve a sum not to exceed \$1,000 for tree removal in Plumper Pass.

**CARRIED**

### 5.4. Parks

5.4.1. Cotton Park

A report was received with the agenda.

5.4.2. Dinner Bay

No report submitted.

Discussion occurred regarding cleaning the Adachi Pavilion roof.

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve an expenditure of \$630 for the cleaning of the Adachi Pavilion by Southern Gulf Islands Painting.

**CARRIED**

# Mayne Island Parks and Recreation Commission

## Meeting Minutes April 9, 2026 at 3:00 pm

---

- Discussion occurred regarding purchase options to replace the rusting pressure tank and concern for increased levels of moisture in the janitor's room. This will be further investigated.
- A volunteer crew will be working on Saturday April 11th to do a spring clean-up of the disc golf course.

### 5.4.3. Henderson Park

A report was received with the agenda.

- The new sign is temporarily installed at the kiosk.
- A test area behind the kiosk was identified with the MI Conservancy for tree thinning. A formal proposal from the Conservancy will be received for the project to be completed using hand saws, making nursing logs and chipped branches left on site.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission approve \$1200 for the Henderson Hill sign for the printing and transportation costs of the sign.

**CARRIED**

### 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.

One of the two 9/11 memorial apple trees were marked with flagging tape for pruning. The surrounding bramble will be cut back approximately five feet.

### 5.4.6. Sandy Hook Community Park

A report was received with the agenda.

The trees will be flagged for inspection and will be investigated for any concerns.

### 5.4.7. Village Bay Park

A report was received with the agenda.

It was reported that a neighbour enquired about marking parking areas since parking in the boat turnaround area is restricted. Discussion occurred and no action was identified.

## 6. Correspondence/Meetings

None received.

## 7. New Business

### 7.1. Power outage issues

**Mayne Island Parks and Recreation Commission  
Meeting Minutes April 9, 2026 at 3:00 pm**

---

It was reported that after the last power outage park toilets required clearing and cleaning. Therefore, battery packs and solar panels will be investigated for Miners Bay and Dinner Bay Parks.

**7.2. Easter Event**

Discussion occurred regarding the increased expense for candy bags. It was agreed that future efforts will be made to limit the egg hunt candy expense to \$750 next year. The Lions organization will be contacted to supply the game prizes.

**7.3. Discussion occurred regarding appliances in the Adachi pavilion becoming unusable due to rodents. This issue will be revisited.**

**7.4. A discussion occurred regarding the MI Lions request to install a commercial dishwasher in the Adachi Pavilion. This issue will be deferred for further discussion.**

**7.5. Discussion was held in response to a request to place an art sculpture in a community park. Follow-up action will be required.**

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

**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 5:24 pm

---

**Michael Kilpatrick, Chair**

---

**DATE**

---

**Lauren Edwards, Recorder**

**MAYNE ISLAND PARKS AND RECREATION COMMISSION  
TREASURER'S REPORT APRIL 30, 2026**

**(A) Operating Funds**

	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails, Other Parks	Washrooms, Plumbing	CRD Overhead	Contingency Other		
<b>Opening budget</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>30,000</b>	<b>10,000</b>	<b>27,885</b>	<b>101,885</b>	
Grant-in-lieu									69	69	
Interest income										0	
	11,000	6,000	5,000	2,000	3,000	7,000	30,000	10,000	27,954	101,954	
<b>April Expenses</b>											
Janitorial, Apr plus mileage							1,314				
Janitorial, WCB							26				
Janitorial, insurance							650				
Water monitoring, Apr							458				
Recording secretary, Mar									150		
Recording secretary, WCB									3		
Supplies	77		125		97				51		
Arborist	1,175										
Hydro, Feb	61										
CRD Overhead allocation								339			
CRD Interest expense								54			
CRD Tractor insurance	160										
	1,473	0	125	0	97	0	2,448	393	204	4,740	
<b>January to March expenses</b>	<b>38</b>	<b>68</b>	<b>0</b>	<b>405</b>	<b>2,996</b>	<b>406</b>	<b>4,949</b>	<b>1,370</b>	<b>1,497</b>	<b>11,729</b>	
<b>Total expenses to date</b>	<b>1,511</b>	<b>68</b>	<b>125</b>	<b>405</b>	<b>3,093</b>	<b>406</b>	<b>7,397</b>	<b>1,763</b>	<b>1,701</b>	<b>16,469</b>	
<b>Net</b>	<b>9,489</b>	<b>5,932</b>	<b>4,875</b>	<b>1,595</b>	<b>-93</b>	<b>6,594</b>	<b>22,603</b>	<b>8,237</b>	<b>26,253</b>	<b>85,485</b>	

**MAYNE ISLAND PARKS AND RECREATION COMMISSION  
TREASURER'S REPORT APRIL 30, 2026**

**(B) Donated Funds**

**Japanese Memorial Garden**

Opening balance April 1, 2026	34,227
Add: CRD Interest income	239
Donations	60
Less: CRD Overhead allocation	-146
Foreign exchange adjustment on donation	-89
Hydro, Feb	-159
Supplies, trees, plants, freight, travel	-2,381
<b>Closing balance April 30, 2026</b>	<b><u>31,751</u></b>

**Adachi Rental**

Opening balance April 1, 2026	2,452
Add: CRD Interest income	-
<b>Closing balance April 30, 2026</b>	<b><u>2,452</u></b>

**Total Donated Funds April 30, 2026**

**34,203**

**(C) Recreation Funds**

Opening balance April 1, 2026	5,141
Add: CRD Interest income	47
Less: CRD Overhead allocation	-191
Easter - advertising	-210
Easter - supplies, prizes	-500
Supplies	-80
<b>Closing balance April 30, 2026</b>	<b><u>4,207</u></b>

**Recreation Funds - New Horizon Grant**

Opening balance April 1, 2026	151
Less: Fitness equipment purchase	-151
<b>Closing balance April 30, 2026</b>	<b><u>0</u></b>

**Recreation Funds - Canadian Tire Grant**

Add: Grant funds received	1,434
<b>Closing balance April 30, 2026</b>	<b><u>1,434</u></b>

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

Opening balance April 1, 2026	186,084
Add: CRD Interest income	1,587
<b>Closing balance April 30, 2026</b>	<b><u>187,671</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
Less: Wood chips	-150
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 Pavilion Replace Appliances	4,000
CX.1092031.63 Replace Two Picnic Tables	5,000
<b>Total Allocated Projects April 30, 2026</b>	<b><u>71,025</u></b>



## FINANCE/INFORMATION REPORT

May 8, 2026

1. The opening budget has been adjusted to the final amounts provided by CRD. The budget for washrooms and plumbing has been increased by approximately 10% from \$26,000 to \$30,000 to provide for the increase in fees payable to the contractors and other costs.
2. A new recreational fund has been created for the Canadian Tire grant received in the amount of \$1,434.
3. Local Matters affecting MIPRC- None noted.

\*\*\*\*



## Events Report

08 May, 2026

1. Upcoming booked events
  - a. May 13<sup>th</sup> - Lions steak night dinner at Adachi Pavilion
  - b. May 15<sup>th</sup> – Tremblay wedding at Dinner Bay Park and Adachi Pavilion
  - c. May 16<sup>th</sup> - Mayday at Miners Bay Park
    - i. Will need to coordinate the cutting of the labyrinth with Conservancy staffers
  - d. May 24<sup>th</sup> – Open mic event at Miners Bay Park – 2pm-8pm
  - e. May 27<sup>th</sup> – Softball at Dinner Bay
  - f. June 6<sup>th</sup> – ParticipAction kick off event at Dinner Bay Park
  - g. May 10<sup>th</sup> – Softball at Dinner Bay

\*\*\*\*\*



## Summer Sports Camp Report

08 May, 2026

1. Grant received from Canadian Tire Jumpstart program to support a summer sports camp.
2. Camp leader has submitted a special event application for two summer camps, each one week in duration.
3. Motion: MIPRC approve the distribution of the grant to the camp leader and for the purchase of equipment as set out in the budget section of the grant application.
4. Motion: MIPRC approve a maximum of \$2500 in recreational funding to support two weeks of summer camp programming. This funding is only required if registration is low. See pro-forma previously distributed for details.

\*\*\*\*\*



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

### **Trail Reports May 2026**

- Some reporting received...no major issues
- Kadonaga Bay boardwalk has been repaired
- Leaning tree on Lowland Nature Trail removed
- Approval at April meeting for DR Daylight to remove 1 or 2 danger trees in Plumper Pass. Waiting for response from contractor.



## Fred and Bette Cotton Park Report

08 May, 2026

- Large pine tree at Seal Point Trail was splitting due to rot and had to be taken down for safety reasons. Thank you to Commissioner Wright for tending to the clean up. Log rounds turned into viewing seats.
- Gate to water tanks repaired by volunteer.
- Lawn maintenance behind schedule but should be looked after the week of May 11, 2026.
- Lilacs in full bloom and fragrant.

\*\*\*\*



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

### **Henderson Park Report May 2026**

- Trails are generally in good condition thank you to trail guardians.
- QR code plaques have been installed on numbered posts
- MI Conservancy have rescheduled the tree thinning work until the fall of 2026. In its place a free community information event will be held toward the end of May
- New directional sign to be installed on Whale trail to help with navigation when approaching from Punch's Alley
- Concern raised by the contractor concerning vehicle access. To be discussed by MIPRC



## Japanese Memorial Garden

08 May, 2026

- 1.) Garden clean-up is well underway
- 2.) New Japanese maple trees and a variety of low growing shrubs have been planted. These new plantings are to complete donation bequests.
  - a. Motion for expenditure over \$500 is required.
- 3.) The 2026 Art Show at the JMG is scheduled for June 26<sup>th</sup>.
- 4.) The reinstallation of the Torii gates is scheduled to begin the week of May 18<sup>th</sup>.
- 5.) JMG volunteers are looking for a company to service the irrigation system controls.
- 6.) Repair work continues on the north fence. Only 9 panels and one gate to restore.

\*\*\*\*\*



## Miners Bay Park

08 May, 2026

1. No significant issues with Miners Bay.
2. Washrooms survived that last power outage.

\*\*\*\*\*



## Sandy Hook Community Park Report

08 May, 2026

1. Last month it was recommended the Danger Tree Team visit the site (east side of park) to review the three flagged alders and advise whether preventative action is advisable possibly reducing the height of the alders and leaving wildlife 'trees' as per our tree policy. A variety of cost sharing measures by the east side neighbours have been offered. This park is undergoing active restoration with many new trees and shrubs being planted.
2. Commissioner Wright was working nearby and thus took the opportunity to visit the site. Request that he share his observations at the May 14, 2026 commission meeting.
3. Wood chips from work done at Dinner Bay were delivered and placed next to the pile on the east side of the park. A work party to be organized to distribute the chips.
4. Possibility of free arbutus tree from the Conservancy.
5. Report of vehicle parked on park property at new planting site.

\*\*\*\*\*



## VILLAGE BAY PARK REPORT

May 8, 2026

1. We are monitoring the invasive species at the park and happy to report that they are under control.
2. We reviewed the parking situation and although there are “no parking” restrictions and signs, they are not obvious as they are old and faded. However there is lots of space and parking doesn’t really seem to be a problem. If the issue comes up again, there is a place where we could put a concrete barrier which would help.

\*\*\*\*