



Meeting Minutes: Mayne Island Parks and Recreation Commission
Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC
Date/Time: May 14, 2026 at 3:00 pm

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

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

Guest: Justine Starke, Manager, CRD, Southern Gulf Islands Service Delivery

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Mayne Island Parks acknowledge the historic occupation of Canada by the indigenous people and trust that future Canadian economic aspirations can be reconciled with native territorial claims.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the agenda of May 14, 2026 be approved as presented.

CARRIED

3. Adoption of Minutes of April 9, 2026

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Legge that the Minutes of April 9, 2026 be approved as presented.

CARRIED

4. Chair's Remarks

Justine Starke was welcomed to the meeting. Commissioner Burrows was recognized for her efforts to ensure contracts were prepared as required.

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5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report - for the period ending April 30, 2026

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the Treasurer's Report April 1-30, 2026 as presented.

CARRIED

5.1.2. Finance/Information

A report was received with the agenda.

5.2. Administration

5.2.1. Health and Safety Concerns – none presented.

5.2.2. Events

A report was received with the agenda.

The Lions reported that they gave the Adachi Pavilion a good cleaning for the season opening.

5.2.3. Summer Sports Camp

A report was received with the agenda.

The Special Event Application has been submitted. Discussion followed and Justine Starke requested that all applications be sent to her.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the distribution of the Canadian Tire Jumpstart Grant to the camp leader and for the purchase of equipment as set out in the budget section of the grant application.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission 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.

CARRIED

Details were circulated and registration funding was discussed.

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5.2.4. Follow Up Items (not covered elsewhere) – none presented.

5.2.5. Brochure – update on print time and costs

- Justine Starke complimented the work she saw and requested that future brochures reflect CRD branding standards.
- The section commenting on the value of parks volunteers was discussed.

MOVED by Commissioner Legge and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve payment for design and printing of the revised Hiking and Recreation Guide. Payment shall not exceed the sum of \$3200 and will be charged to Contingency Other.

CARRIED

5.2.6. Bylaw – update

Justine Starke provided information and responded to questions regarding the pending bylaw update which included:

- The draft could not be made available at this time.
- The intent is for a standard bylaw consistent with the previous bylaw with some modernized regulatory approaches.
- Community parks continue to have unique aspects and flexibility for different approaches.
- Key items were for dogs under control and bikes being allowed, unless signs state otherwise.
- To implement the Supreme Court decision regarding unhoused people, sheltering is permitted between 7 pm and 7 am. The bylaw has flexibility for off limit areas such as environmentally or culturally sensitive areas. Signage can state camping is prohibited unless allowed by the Commission in special purposes.
- A bylaw enforcement officer will be available to answer commissioner questions.
- There will be an allowance for variance for special event fees that differ from the bylaw.

Justine Starke will take the feedback received from the meeting and return with more information.

5.2.7. Dave Bentham Award – status

Lauren Underhill will be contacted.

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5.3. Committees

5.3.1. All-Wheels Skatepark

Following discussion, Justine Starke will investigate mechanisms for land use as well as safety standards concerning the commercially built half-pipe ramp.

5.3.2. Fitness Circuit and Putting Green

It was reported that CRD's archeological consultant provided approval for the fencing work at the putting green to proceed and a date will be scheduled.

5.3.3. Master Plan Update

Justine Starke will follow-up on the review of the Master Plan update.

5.3.4. Sanitation

Access by cleaning contractor to Henderson Park parking area:

In response to the janitor's request for turnaround road space, commissioners will investigate a way to limit some space to service vehicle use. Additionally, in response to Mayne Island Fire and Rescue's request for roadside tree trimming, it was agreed this could be accomplished alongside the Conservancy's tree thinning project in September.

It was **MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission reimburse Jennifer Holt-Steinbach the total amount of \$650 for insurance required by the Capital Regional District.

CARRIED

5.3.5. Trails

A report was received with the agenda.
Repairs were made to the boardwalk.

5.4. Parks

5.4.1. Cotton Park

A report was received with the agenda.
Discussion was held around the proposed Chris Paul sculpture at Cotton Park.
More information was needed before a motion could be put forward to move ahead with the proposal.
Discussion was deferred to the next meeting.

5.4.2. Dinner Bay

Staining of exterior of Adachi Pavilion – by volunteers
The Lions Club will provide volunteers to assist and MIPRC will provide the materials.

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5.4.3. Henderson Park

A report was received with the agenda.

For reporting purposes, park users will be asked for feedback on the new sign on May 27th and 28th.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission reimburse Michael Kilpatrick for the total amount of \$501.76 and \$1,112.30 for plants and trees purchased for the Japanese Memorial Garden.

CARRIED

5.4.5. Miners Bay

A report was received with the agenda.

Update on water testing:

Discussion occurred around maintaining potable water or declaring all MIRPC sites to be non-potable water.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission recommend that Island Health designate all water systems to be non-potable.

CARRIED

Opposed: Commissioner Bell
Commissioner Euper

Justine Starke to follow up with Island Health

5.4.6. Sandy Hook Community Park

A report was received with the agenda.

It was discussed and agreed that split rail fence material may be used to define the western park boundary.

5.4.7. Village Bay Park

A report was received with the agenda.

It was agreed that the Ministry of Transportation will be asked to replace the faded no parking signs. If the prohibited parking continues, concrete barriers can be placed on park property.

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6. Correspondence/Meetings

6.1. Trail-a-thon proposal from MIPATA.

- a) MIPATA is organizing a community fundraising event by walking as many trails as possible. A special event permit will be issued for a gathering after the event scheduled for August 8th and 9th.
- b) ParticipAction involvement was discussed. A sandwich board will be placed at Cotton Park, a sign-up board will be placed by the putting green at Dinner Bay Park and posters will go up.
- c) Calendar item – Recreational Grant: A colour ad will be done for June and applications are due by July 31st. The Recreational Grant Committee will include Commissioners Burrows, Bell, Euper and Kilpatrick.

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

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

CARRIED

The meeting adjourned at 5:54 pm

Original signed by

June 11, 2026

Michael Kilpatrick, Chair

DATE

Original signed by

Lauren Edwards, Recorder