



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

Date/Time: June 11, 2026 3:00 pm

Call to order

1. Territorial Acknowledgement – Commissioner Bell

2. Approval of Agenda

3. Adoption of Minutes of May 14, 2026

4. Chair's Remarks

5. Presentations

5.1. Chris Paul Sculpture Presentation – Tina Farmilo et al.

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report - for the period ending May 31, 2026 (report attached)

6.1.2. Finance/Information (report attached)

6.2. Administration

6.2.1. Health and Safety Concerns

6.2.2. Events (report attached)

6.2.3. Summer Sports Camp (report attached)

6.2.4. Follow Up Items (not covered elsewhere)

6.2.5. Brochure – update

6.2.6. Dave Bentham Award – status

6.2.7. MIPRC - Volunteer Dinner

6.2.8. Retirement of D.R. Daylight as MIPRC arborist.

6.2.9. ParticipAction activities

6.2.10. Washroom supplies

6.3. Committees

6.3.1. All-Wheels Skatepark

a) With CRD contracts

6.3.2. Fitness Circuit and Putting Green

- a) Putting green fence update
- 6.3.3. Master Plan Update
- 6.3.4. Sanitation (no report submitted)
- 6.3.5. Trails (report attached)

6.4. Parks

- 6.4.1. Cotton Park (report attached)
- 6.4.2. Dinner Bay (report attached)
 - a) Update on water testing
- 6.4.3. Henderson Park (no report submitted)
 - a) Reassign remaining signage funding.
- 6.4.4. Japanese Memorial Garden (report attached)
- 6.4.5. Miners Bay (report attached)
 - a) Update on water testing
 - b) Canada Day events
- 6.4.6. Sandy Hook Community Park (report attached)
- 6.4.7. Village Bay Park (report attached)

7. Correspondence/Meetings

8. New Business

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

10. Rise and Report

11. Meeting Adjournment



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.

**Mayne Island Parks and Recreation Commission
Meeting Minutes May 14, 2026 at 3:00 pm**

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.

**Mayne Island Parks and Recreation Commission
Meeting Minutes May 14, 2026 at 3:00 pm**

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 am and 7 pm. 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.

**Mayne Island Parks and Recreation Commission
Meeting Minutes May 14, 2026 at 3:00 pm**

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.

**Mayne Island Parks and Recreation Commission
Meeting Minutes May 14, 2026 at 3:00 pm**

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.

**Mayne Island Parks and Recreation Commission
Meeting Minutes May 14, 2026 at 3:00 pm**

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

Michael Kilpatrick, Chair

DATE

Lauren Edwards, Recorder

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

(A) Operating Funds

	Dinner Bay	Miners Bay	Cotton Village	Henderson	Trails, Other Parks	Washrooms, Plumbing	CRD Overhead	Contingency Other		
Opening budget	11,000	6,000	5,000	2,000	3,000	7,000	30,000	10,000	27,885	101,885
Grant-in-lieu									69	69
Interest income										-
	11,000	6,000	5,000	2,000	3,000	7,000	30,000	10,000	27,954	101,954
May Expenses										
Janitorial, May plus mileage							1,467			
Janitorial, WCB							26			
Janitorial, supplies							486			
Water monitoring, May							458			
Recording secretary, Apr									175	
Recording secretary, WCB									4	
Supplies, fencing, roller, gas, pump	1,223		128						50	
Maintenance - Adachi Pavilion roof	600									
Printing -Hiking and Recreation Guide									2,786	
CRD Overhead allocation								339		
	1,823	0	128	0	0	0	2,437	339	3,015	7,742
January to April expenses	1,511	68	125	405	3,093	406	7,397	1,763	1,701	16,469
Total expenses to date	3,334	68	253	405	3,093	406	9,834	2,102	4,716	24,211
Net	7,666	5,932	4,747	1,595	-93	6,594	20,166	7,898	23,238	77,743

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

(B) Donated Funds

Japanese Memorial Garden

Opening balance May 1, 2026	31,751
Add: CRD Interest income	-
Donations	380
Less: CRD Overhead allocation	-146
Supplies, trees, plants, lumber	-1,010
Advertising	-315
Closing balance May 31, 2026	<u>30,660</u>

Adachi Rental

Opening balance May 1, 2026	2,452
Add: CRD Interest income	-
Rental income	200
Closing balance May 31, 2026	<u>2,652</u>

Total Donated Funds May 31, 2026

33,312

(C) Recreation Funds

Opening balance May 1, 2026	4,207
Add: CRD Interest income	-
Recreation grant received	38,600
Less: CRD Overhead allocation	-191
Dave Bentham award	-409
Advertising and posters	-131
Closing balance May 31, 2026	<u>42,076</u>

Recreation Funds - Canadian Tire Grant

Opening balance May 1, 2026	1,434
Closing balance May 31, 2026	<u>1,434</u>

(D) Capital Funds (Unallocated)

Opening balance May 1, 2026	187,671
Add: CRD Interest income	-
Closing balance May 31, 2026	<u>187,671</u>

(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	4,041
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
Total Allocated Projects May 31, 2026	<u>71,025</u>



FINANCE/INFORMATION REPORT

June 5, 2026

1. The recreation grant fund in the amount of \$38,600 was allocated by CRD.
2. Local Matters affecting MIPRC- None noted.



Events Report

05 June, 2026

1. Upcoming booked events
 - a. June 6th – ParticipAction kick off event at Dinner Bay Park
 - b. June 8th – Dell Maxwell soft Tai Chi – Dinner Bay
 - i. Ongoing – every Monday morning at 9am until September 7th
 - c. June 8th – Lions BBQ – Adachi Pavilion with kitchen
 - d. June 9th – Tim Begley Fitness – Dinner Bay
 - i. Ongoing – Tuesday and Thursday at 9am until September 1st
 - e. June 10th – Softball at Dinner Bay
 - f. June 14th – Open Mic – Miners Bay Gazebo
 - g. June 18th – Set up for Truth and Reconciliation – Miners Bay
 - h. June 19th - Truth and Reconciliation – Miners Bay
 - i. June 20th – Lions Island Wide scavenger hunt – Miners Bay
 - j. June 24th – Softball at Dinner Bay
 - k. June 24th – Recycling Society AGM at Adachi – no kitchen
 - l. June 27th – Unger Wedding – Cotton Park
 - m. June 28th – Bisset Wedding – Adachi with kitchen
 - n. June 28th – Art Show at JMG
 - o. June 28th – ParticipAction closing event – Miners Bay
 - p. June 30th – Canada Day setup – Miners Bay
 - q. July 1st – Canada Day – Miners Bay
 - r. July 4th – Tim Begley Fitness – Miners Bay
 - i. Ongoing – every Saturday until Oct 3rd



Summer Sports Camp Report

05 June, 2026

1. Some of the equipment has been purchased as set out in the Canadian Tire Jumpstart grant application.
2. The camp leader advises the registration package is nearly ready including a web site for Mayne Island Sparks and Trek Summer Sports Camp.



Mayne Island Parks and Recreation Commission

Trail Report

- 1.) Nothing to report this month.



Fred and Bette Cotton Park Report

06 June, 2026

- Attractive new binocular box installed next to information sign about marine life. Thank you to the Mayne Island Chamber of Commerce for this enhancement. To be monitored regarding installation method.
- ParticipAction sandwich board sign upgraded and installed outside garden shed. Thank you to Commissioner Burrows and Carsten P.
- Lawns and trimming done mid-May. Needs to be done again. Thank you to Gareth G.
- Losing the battle of the bluebells – many removed from the gardens and more to do. Grasses removed from rosemary bed and other maintenance work. Great effort by Fay R.



Dinner Bay Park Report

05 June, 2026

1. Two picnic tables damaged over the long weekend. One was a result of vandalism.
2. Trees planted last fall will need watering through summer.



Japanese Memorial Garden

05 June, 2026

- 1.) The torii gate installation is underway. Columns and cross beams have been erected. Roof beams will be installed On Tuesday June 9th. Roofing to follow.
- 2.) Pond water level has started to recede.
- 3.) New plantings for memorials have been completed.
- 4.) The design work for the rebuilding of the primula bed is underway. Work is to take place in the fall.



Miners Bay Park

05 June, 2026

1. No issues with Miners Bay.



Sandy Hook Community Park Report

05 June, 2026

1. Commissioner Wright recommends leaving the two large alders for the time being as they are very healthy and to advise the east side neighbours the third alder tree is on their property and to remove it if they wish.
2. The newest pile of wood chips has been distributed in Location #2 and all new plants mulched. A big thank you to Robert A., Keith W. and Commissioner Bell.
3. The arbutus tree donated by the Conservancy and delivered to the site by Commissioner Kilpatrick is being watered weekly as requested by the Conservancy. It will be planted when the east side neighbours return in mid-June.
4. The vehicle parked on park property is compacting the future planting site and the owner will be requested to remove the vehicle and therefore there will be no need for a split rail fence to mark the park boundary.



VILLAGE BAY PARK REPORT

June 5, 2026

1. Emcom advised that CRD could not have put up the signage at Village Bay Park given the type of attachment used. A retired contractor is going to attend the site to determine if they have the equipment to remove and replace the signs.
