



**Agenda for a meeting of the Mayne Island Parks and Recreation
Commission Location: Mayne Island Library, 411 Naylor Road, Mayne
Island, BC
Date/Time: August 13, 2026 3:00 pm**

Call to order

- 1. Territorial Acknowledgement** – Commissioner Euper
- 2. Approval of Agenda**
- 3. Adoption of Minutes of July 9, 2026**
- 4. Chair's Remarks**
- 5. Presentations**
- 6. Reports**
 - 6.1. Treasurer's Reports
 - 6.1.1. Treasurer's Report - for the period ending July 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. Follow Up Items (not covered elsewhere)
 - 6.2.4. MIPRC - Volunteer Dinner – canceled
 - 6.2.5. Chris Paul Sculpture – the suggested location as confirmed by majority is the Naylor Road Licence of Occupation area.
 - 6.2.6. Update to bylaws – with CRD.
 - 6.3. Committees
 - 6.3.1. All-Wheels Skatepark
 - a) With CRD contracts
 - 6.3.2. Fitness Circuit and Putting Green (no report submitted)
 - 6.3.3. Master Plan Update - continuing
 - 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 (no report submitted)
- 6.4.3. Henderson Park (report attached)
- 6.4.4. Japanese Memorial Garden (report attached)
- 6.4.5. Miners Bay (report attached)
- 6.4.6. Sandy Hook Community Park (report attached)
- 6.4.7. Village Bay Park (report attached)

7. Correspondence/Meetings

- 7.1. Email – regarding invasive water plants in pond at the JMG – followed up with MI Conservancy.
 - 7.1.1. Update: Ministry of Forests will be doing an application of aquatic herbicide in the spring of 2027.

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



Minutes for a meeting of the Mayne Island Parks and Recreation Commission

Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC

Date/Time: July 9, 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

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

1. Territorial Acknowledgement

We respectfully acknowledge the First Nations people on whose lands we live, work and recreate.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the agenda of July 9, 2026 be approved as amended.

CARRIED

Delete: 6.2.6 a) Chris Paul Sculpture – Motion to proceed

3. Adoption of Minutes of June 11, 2026

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the Minutes of June 11, 2026 be approved as presented.

CARRIED

4. Chair's Remarks

5. Presentations

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report - for the period ending June 30, 2026

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that the Treasurer's Report dated June 30, 2026 be approved as presented.

CARRIED

6.1.2. Finance/Information

A report was received with the agenda.

6.2. Administration

6.2.1. Health and Safety Concerns

Bulletin board backings will be replaced.

6.2.2. Events

A report was received with the agenda.

6.2.3. Follow Up Items (not covered elsewhere)

Calendar items: Asset list update for insurance, Capital Plan budget, details for MIPRC volunteer dinner.

6.2.4. Dave Bentham Award – acknowledgements

The award was presented to Logan Underhill.

6.2.5. MIPRC - Volunteer Dinner

Other catering options were discussed. The event date remains as previously discussed.

6.2.6. Chris Paul Sculpture – Motion to proceed

Commissioners will meet for site visits.

6.3. Committees

6.3.1. All-Wheels Skatepark

It was reported that CRD sent the contracts to the Skatepark Club. A copy will be emailed to Commissioners for their information.

6.3.2. Fitness Circuit and Putting Green

A report was received with the agenda.

- The New Horizons for Seniors Grant will again be applied for this year.
- Posts have been installed on the putting green and fencing can be started on Monday, July 13th at 9 am.

6.3.3. Master Plan Update

The survey results Appendix is pending.

6.3.4. Sanitation – nothing to report.

6.3.5. Trails

A report was received with the agenda.

Minor issues with the binocular stands were reported to Lauren Underhill.

6.4. Parks

6.4.1. Cotton Park

A report was received with the agenda.

Grass in the circular driveway will be removed.

6.4.2. Dinner Bay

A report was received with the agenda.

- Waiting on StreamLine Plumbing regarding the replacement of the pressure tank.
- Painting will be done on some eaves at the well house.

6.4.3. Henderson Park

A report was received with the agenda.

Vulture Ridge sign will be touched up with paint.

6.4.4. Japanese Memorial Garden

A report was received with the agenda.

6.4.5. Miners Bay

A report was received with the agenda.

- The bench repair on the beach trail was reported to be very well done.
- Canada Day event volunteers were thanked.

6.4.6. Sandy Hook Community Park

A report was received with the agenda.

It was reported that on July 10th a meeting will occur with a neighbouring property owner and park boundary staking will be done.

6.4.7. Village Bay Park

A report was received with the agenda.

A car has been parked on park property since June 23rd. Commissioners agreed that the RCMP will be contacted and a note will be placed on the windscreen.

7. Correspondence/Meetings

7.1. Email – regarding invasive water plants in pond at the JMG – followed up with MI Conservancy.

It was reported that a park visitor, a water ecologist, took pictures of three invasive pond plants identified as Yellow floating heart, Parrot's feather and Spearwort. A report was filed with the BC Ministry of Forests Early Detection and Rapid Response team.

- 7.2. Email – regarding pruning of trees at 539 Dalton Dr. – followed up with a site visit with the owner.

It was reported that this issue is resolved.

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

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

CARRIED

The meeting adjourned at 4:15 pm

Michael Kilpatrick, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT JULY 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
July Expenses										
Janitorial, July plus mileage							1,884			
Janitorial, WCB							35			
Janitorial, supplies							168			
Water monitoring, July							458			
Recording secretary, June									175	
Recording secretary, WCB									5	
Supplies	102					59				
CRD Overhead allocation								340		
CRD Interest expense								169		
CRD Insurance								3,750		
CRD Labour - Mayne Island Skateboard Club									164	
CRD Tractor maintenance	2,235									
	2,337	0	0	0	0	59	2,545	4,259	344	9,544
January to June expenses	5,258	68	341	405	3,093	406	12,678	2,442	4,909	29,600
Total expenses to date	7,595	68	341	405	3,093	465	15,223	6,701	5,253	39,144
Net	3,405	5,932	4,659	1,595	-93	6,535	14,777	3,299	22,701	62,810

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

(B) Donated Funds

Japanese Memorial Garden

Opening balance July 1, 2026	30,601
Add: CRD Interest income	283
Donations	2,015
Cost recovery	180
Less: CRD Overhead allocation	-146
Supplies, soil	-162
Signage	-100
Closing balance July 31, 2026	<u>32,671</u>

Adachi Rental

Opening balance July 1, 2026	2,652
Add: CRD Interest income	-
Rental income	600
Closing balance July 31, 2026	<u>3,252</u>

Total Donated Funds July 31, 2026	<u>35,923</u>
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(C) Recreation Funds

Opening balance July 1, 2026	42,250
Add: CRD Interest income	32
Less: CRD Overhead allocation	-192
CRD Interest expense	-9
CRD Liability insurance	-50
Closing balance July 31, 2026	<u>42,031</u>

Recreation Funds - Canadian Tire Grant

Opening balance July 1, 2026	1,222
Closing balance July 31, 2026	<u>1,222</u>

(D) Capital Funds (Unallocated)

Opening balance July 1, 2026	187,671
Add: CRD Interest income	1,514
Closing balance July 31, 2026	<u>189,185</u>

(E) Capital Funds (Allocated) - Projects

CX.109.2016.66 Fitness Circuit and Putting Green	40,984	
Less: Putting green fencing	<u>-1,578</u>	39,406
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	
Less: Fencing	<u>-640</u>	3,401
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		<u>5,000</u>
Total Allocated Projects July 31, 2026		<u>68,807</u>



FINANCE/INFORMATION REPORT

Aug 7, 2026

1. Recreation grants
23 grant applications have been received which will be reviewed by the committee on Aug 10, 2026 and presented for approval at the meeting on Aug 13, 2026.
2. CRD labour charges relating to the MI Skateboard Club were incurred. These will be tracked and recovered from the Club.
3. The balance of the tractor repairs and maintenance was \$2,235 for a total of \$3,883. \$1,700 of this amount was for the pick up and delivery of the tractor to Mayne Island.
4. CRD insurance charges were primarily for fire coverage (\$3,080 out of \$3,750)
5. Local Matters affecting MIPRC- LTC July 20 meeting – A staff report on several proposed changes to the bylaw compliance and enforcement policy was presented to the LTC under new business.



Events Report

09 August, 2026

1. Upcoming booked events

- a. August 9th – Tim Begley Fitness – Miners Bay
 - i. Ongoing – every Saturday until Oct 3rd
- b. August 9th – Dell Maxwell soft Tai Chi – Dinner Bay
 - i. Ongoing – every Monday morning at 9am until September 7th
- c. August 9th – Tim Begley Fitness – Dinner Bay
 - i. Ongoing –Tuesday and Thursday at 9am until September 1st
- d. August 12th – Donna Williams Yoga @ Cotton Park
- e. August 10th-14th – Sparks and Trek Sports Camp at Dinner Bay Park
- f. August 12th – Softball – Dinner Bay Park
- g. August 16th – JCLS Lunch at JMG & Adachi kitchen and pavilion
- h. August 16th – Conservancy Starry Nights – Dinner Bay Park
- i. August 16th – Open Mic @ Miners Bay Park
- j. August 26th – Softball – Dinner Bay Park
- k. August 27th – Jim Peng – Adachi Pavilion and kitchen
- l. September 5th – Lions BBQ setup at Dinner Bay – Adachi Pavilion and kitchen
- m. September 6th – Lions BBQ at Dinner Bay – Adachi Pavilion and kitchen
- n. September 6th - Open Mic @ Miners Bay Park



Mayne Island Parks and Recreation Commission

TrailCommittee Report – August 2026

- 1.) No major trail issues reported.
- 2.) Potential new trail guardian has been contacted



Fred and Bette Cotton Park Report

08 August, 2026

- Orca and Seal Point trails in good shape.
- One section of log parking barrier collapsed due to rot. Commissioner Wright came to the rescue and reconstructed it promptly.
- Ongoing garden maintenance with assistance from Fay R. Hand watered several days due to extremely dry conditions. "Globe" bulbs planted last fall did not produce, a mystery.
- Gate to driveway garden and Seal Point Trail bench will be rebuilt.
- Set date for tractor to grade and remove grasses from driveway.



MIPRC Dinner Bay Report

August 8, 2026

The urinals were last treated September 2024. There has been a complaint of smell. Urinal treatment has been purchased and urinals will be treated after labour day.



Mayne Island Parks and Recreation Commission

Henderson Park Report August 2026

- Trails are generally in good condition thank you to trail guardians.
- An attractive trim around the new sign at the Kiosk has been added, completing the installation
- Numbered posts cleared of bracken etc on Peter Askin trail
- Minor repairs made to boardwalk on Doreen Mcleod trail



Japanese Memorial Garden

08 August, 2026

- 1.) The installation of the torii gates is complete. Final structural inspection was passed.
- 2.) Planning for the redesigned primula bed is underway. Signage has been put up indicating that the area is under construction.
- 3.) Work continues on the restoration of the north fence.
- 4.) Zone 7 in the irrigation system is not automatically coming on overnight as per the schedule. Work is underway to determine the cause of the failure. We believe that a cut in an exposed controller wire is the cause, but we are waiting for this to be tested and hopefully corrected.
- 5.) The JMG is holding a ceremony acknowledging the recently restored torii gates and fence roof areas on Sunday August 16th. 120 people have confirmed their attendance to the event and to the lunch that will follow the ceremony. The JMG event is being run in conjunction with the opening of the new outdoor exhibit about Japanese Canadian life on Mayne at the Mayne Island Museum. The museum opening is Sunday August 16th at 1:30pm.



Miners Bay Park

09 August, 2026

1. No issues with Miners Bay.



Sandy Hook Community Park Report

08 August, 2026

1. The arbutus tree has been planted in location #2.
2. Fencing material for location #3 is being installed but not yet complete.
3. Request update on vehicle parked on park property.



VILLAGE BAY PARK REPORT

August 7, 2026

1. The vehicle parked on park property has been moved by the owner.
2. The park commissioner is in touch with the printers to obtain decals to cover over the faded signage but there will be a delay.
