



**Agenda for a meeting of the Mayne Island Parks and Recreation
Commission Location: Mayne Island Library, 411 Naylor Road, Mayne
Island, BC
Date/Time: September 10, 2026 3:00 pm**

Call to order

- 1. Territorial Acknowledgement** – Commissioner Kilpatrick
- 2. Approval of Agenda**
- 3. Adoption of Minutes of August 13, 2026**
- 4. Chair's Remarks**
- 5. Presentations**
- 6. Reports**
 - 6.1. Treasurer's Reports
 - 6.1.1. Treasurer's Report - for the period ending August 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. 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 (report attached)
 - 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 (report attached)

- 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

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 for Mayne Island Parks and Recreation Commission

Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC
Date/Time: August 13, 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 are honoured to be meeting on the traditional lands of the Coast Salish First Nations, and we value the longstanding relationship they have with the land and the sea.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell
that the agenda of August 13, 2026 be approved as amended.
CARRIED

Add: 8.1 Recreational Funding for 2026-2027

3. Adoption of Minutes of July 9, 2026

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper
that the Minutes of July 9, 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 July 31, 2026
A report was received with the agenda.

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MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission accept the Treasurer's Report dated July 31, 2026 as presented.

CARRIED

Discussion occurred regarding tractor maintenance expenses. Future planned maintenance will be discussed with CRD.

- 6.1.2. Finance/Information
A report was received with the agenda.

6.2. Administration

- 6.2.1. Health and Safety Concerns – none reported.
- 6.2.2. Events
A report was received with the agenda.
There has been active and lively public use of Dinner Bay Park.
- 6.2.3. Follow Up Items (not covered elsewhere)
- Calendar items include the following to be completed by October: Capital Plan budget preparation, gutter cleaning on the tractor shed and cleaning/scaling men's bathroom fixtures.
 - Commissioners Banelis, Burrows and Kilpatrick confirmed their willingness to continue as commissioners after 2026 when their appointments are due to expire. CRD will be informed.
- 6.2.4. MIPRC - Volunteer Dinner
The volunteer dinner is cancelled for August and it was agreed to be scheduled in November. Commissioner Kilpatrick will follow up and a brief notice will be sent to the volunteers regarding the schedule change.
- 6.2.5. Chris Paul Sculpture
The suggested location as confirmed by majority is the Naylor Road, Licence of Occupation area. Commissioner Kilpatrick will contact Tina Farmilo and Jennifer Iredale.
- 6.2.6. Update to bylaws – with CRD.
There was no updated information reported.

6.3. Committees

- 6.3.1. All-Wheels Skatepark
CRD is currently involved with contract development for this project. Commissioner Kilpatrick will discuss cost recovery for MIPRC with CRD.

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- 6.3.2. Fitness Circuit and Putting Green
Landscaping will be started in September.
- 6.3.3. Master Plan Update
The appendix with the graphs requires review. Commissioner Kilpatrick will forward photos for the committee to choose from for the cover.
- 6.3.4. Sanitation
 - The bin will be modified to help keep the lid open when required.
- 6.3.5. Trails
A report was received with the agenda.
 - A new trail guardian will be assigned a trail.
 - The Conservancy may be contacted to coordinate a work party with MIPRC volunteers to remove excessive broom growth at the south end of the Vulture Ridge Viewpoint Trail.

6.4. Parks

- 6.4.1. Cotton Park
A report was received with the agenda.
 - It was agreed that the low hanging communication cables should be reported.
 - Wedding donations have not been received. A damage deposit fee will be implemented going forward.
- 6.4.2. Dinner Bay
Material for the bulletin board surface is being explored.
- 6.4.3. Henderson Park (report attached)
A report was received with the agenda.
- 6.4.4. Japanese Memorial Garden
A report was received with the agenda.
A film crew will be on island to document the August 16th opening ceremony of The Story of Japanese Canadian Life on Mayne Island.
- 6.4.5. Miners Bay
A report was received with the agenda.
- 6.4.6. Sandy Hook Community Park
A report was received with the agenda.
The fence installation was completed.
- 6.4.7. Village Bay Park
A report was received with the agenda.
The car that was parked since late June has been removed by the owner.

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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 apply aquatic herbicide in the spring of 2027. Any other ponds that may have this small heart-shaped leaf should be reported.

8. New Business

8.1. Recreational Funding for 2026-2027

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission adopt the recommendations of the Recreational Funding Committee for 2026/2027 funding allocations to the following recreational services:

Name of Applicant

Carol Meldrum (Yoga Bear)	\$ 800
Gulf Islands Centre for Ecological Learning Society	2,000
Mayne Island Assisted Living Society	2,000
Mayne Island Community Centre	2,500
Mayne Island Conservancy Society	2,000
Mayne Island Cribbage Club	800
Mayne Island Disc Golf Club	1,200
Mayne Island Early Childhood Society	1,875
Mayne Island Lions Club	1,200
Mayne Island Social Tennis Club	1,200
Mayne Island Pickleball Club	1,200
Mayne Island Quilters' and Textile Artists' Guild	1,600
Mayne Island Softball Club	800
Mayne Island Volunteer Firefighters Association	1,500
Mayne Island Skateboard Club	1,200
Mayne School PAC	2,800
Pender Island Otters Swim Club	2,000
Arts on Mayne	1,500
Terry Fox Mayne Island Volunteers	600
Tim Begley	800
Jakob Derksen	340
Old Hats Art Society	<u>300</u>
	<u>\$30,215</u>

CARRIED

**Mayne Island Parks and Recreation Commission
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MOVED by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission adopt the recommendations of the Recreational Funding Committee for 2026/2027 funding allocations to the following recreational service:

David Gwilliam \$1,500

CARRIED

8.1. Email from Justine Starke, CRD, concerning position staffing

It was reported that CRD wants to appoint a staff person to assist with the workload for Southern Gulf Islands parks commissions. General discussion occurred including that:

- The new position will be expensed to the commissions.
- A detailed job description will be requested.
- A meeting in September with CRD can be scheduled via Zoom to discuss the issues.
- Individual commissions may have different views regarding workload requirements.
- Commissioner Kilpatrick will circulate a proposed response for commissioners' input.

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

CARRIED

The meeting adjourned at approximately 4:30 pm.

Michael Kilpatrick, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT AUGUST 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
August Expenses										
Janitorial, Aug plus mileage							1,869			
Janitorial, WCB							36			
Janitorial, supplies							607			
Water monitoring, August							458			
Recording secretary, July									119	
Recording secretary, WCB									3	
Supplies, printing	8								50	
CRD Overhead allocation								340		
Hydro	66		16							
Park improvement - putting green fence (reallocation)	1,578									
	1,652	0	16	0	0	0	2,970	340	172	5,150
January to July expenses	7,595	68	341	405	3,093	465	15,223	6,701	5,253	39,144
Total expenses to date	9,247	68	357	405	3,093	465	18,193	7,041	5,425	44,294
Net	1,753	5,932	4,643	1,595	-93	6,535	11,807	2,959	22,529	57,660

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

(B) Donated Funds

Japanese Memorial Garden

Opening balance August 1, 2026	32,671
Add: CRD Interest income	-
Donations	880
Less: CRD Overhead allocation	-146
Supplies, soil	-353
Hydro	-151
Closing balance August 31, 2026	32,901

Adachi Rental

Opening balance August 1, 2026	3,252
Add: CRD Interest income	-
Rental income	300
Closing balance August 31, 2026	3,552

Total Donated Funds August 31, 2026	36,453
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(C) Recreation Funds

Opening balance August 1, 2026	42,031
Add: CRD Interest income	-
Less: CRD Overhead allocation	-192
Recreation grants paid out	-30,215
Closing balance August 31, 2026	11,624

Recreation Funds - Canadian Tire Grant

Opening balance August 1, 2026	1,222
Closing balance August 31, 2026	1,222

(D) Capital Funds (Unallocated)

Opening balance August 1, 2026	189,185
Add: CRD Interest income	-
Closing balance August 31, 2026	189,185

(E) Capital Funds (Allocated) - Projects

CX.109.2016.66 Fitness Circuit and Putting Green	39,406	
Add: Reallocation of Putting green fence	1,578	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		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.109.2031.63 Replace Two Picnic Tables		5,000
Total Allocated Projects August 31, 2026		70,385



FINANCE/INFORMATION REPORT

September 4, 2026

1. Recreation grants
CRD sent out cheques to applicants last week. We have received 4 notes of appreciation.
2. Capital plan and operating budgets for 2027-2031 have been updated and issued to Finance Committee for planning discussion.
3. Local Matters affecting MIPRC- nothing noted



Events Report

04 September, 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. September 5th – Lions BBQ setup at Dinner Bay – Adachi Pavilion and kitchen
- e. September 6th – Lions BBQ at Dinner Bay – Adachi Pavilion and kitchen
- f. September 6th - Open Mic @ Miners Bay Park
- g. September 12th – Nick Sywulich @ Adachi Pavilion with kitchen and DB Park
- h. September 20th – Terry Fox Marathon @ Miners Bay Park
- i. September 27th – Conservancy at Adachi Pavilion with kitchen

***** END *****



Fitness and Putting Green Report

04 September, 2026

Fitness

1. One quotation for Fitness Pad #2 received and circulated.

Putting Green

1. Fencing completed around putting green – thank you to all commissioners and in particular Commissioners Kilpatrick and Wright.
2. Gate drawings prepared by Commissioner Kilpatrick and putter holder provided by Gareth G.
3. BC Hydro ReGreening has requested our final report be filed as soon as possible.
4. Given a number of plants from previous plantings appear stressed, consideration should be given to installing an automated watering system. Due to the number of existing and new plants to be planted, it is challenging for volunteers to keep up with the required watering. Investigation is underway to assess existing infrastructure and system requirements, details and recommendations to follow.



Trails Committee

04 September, 2026

1. Trails in generally good condition and appear to have been well loved this summer.
2. Two abandoned lawn chairs removed from Plumper Pass Park on lower part of Loop trail.
3. No reports of any damage following recent wind event.

***** END *****



Fred and Bette Cotton Park Report

04 September 4, 2026

- Orca and Seal Point trails in good shape.
- Bench at end of Seal Point Trail rebuilt – thank you to Gareth G. and Jon S.
- Telus and Rogers/Shaw have taken care of low lines entering park from Cotton Road and traffic cones returned to Mayne Island Fire Department.
- Removed caterpillar nest in crabapple tree but couldn't reach the nest high up in walnut tree next to the garden shed with my ladder and pole saw. If someone has a landscaping or long ladder and can assist in removal much appreciated.
- Discuss pruning requirements for fruit/nut trees.
- Gardens looking pretty good for end of season.
- Set date for tractor to grade and remove grasses from driveway.



MIPRC Dinner Bay Report

September 4, 2026

A soap dispenser in the women's bathroom disappeared, but has been replaced by one we had on hand.



Henderson Park

04 September, 2026

1. Trails in good shape generally.
2. Boardwalks on Doreen McLeod trail from Punch's Alley starting to deteriorate and likely need replacing in next 12 to 24 months. Similarly, steps cut into Peter Askin and Don Herbert trails showing their age.
3. Commissioner Legge to follow up with MI Conservancy about renewal/extension of stewardship plan for Park.

***** END *****



Japanese Memorial Garden

04 September, 2026

- 1.) Planning for the redesigned primula bed is underway. Signage has been put up indicating that the area is under construction and sample materials have been installed to review the hardscape mock-up.
- 2.) Work continues on the restoration of the north fence. 4 more panels to go before the gate.
- 3.) Zone 7 in the irrigation system is not automatically coming on overnight as per the schedule. Testing of the wiring will be done on Sept 8th. The zone 7 solenoid will be replaced.
- 4.) The ceremony acknowledging the recently restored torii gates and fence roof areas held on Sunday August 16th was a great success. About 120 people attended the event and lunch in the Garden.
 - a. Huge thanks to all of the Garden volunteers who assisted with the opening.

***** END *****



Miners Bay Park

04 September, 2026

1. No issues with Miners Bay Park.
2. Question of how to lock the public washrooms has come up and will need to be addressed in the near future.



Sandy Hook Community Park Report

04 September, 2026

1. The fencing has been completed in location #3 – thank you to Richard and Petra Schulz and Robert Anthony. The left over fencing and T-posts will be used in the fall for location #1.
2. Request update on stakes to be installed along property line on west side of park as vehicle regularly parked on park property.



VILLAGE BAY PARK REPORT

September 4, 2026

Nothing to report
