



**Agenda for a meeting of the Mayne Island Parks and Recreation
Commission Location: Mayne Island Library, 411 Naylor Road, Mayne
Island, BC
Date/Time: October 8, 2026 3:00 pm**

Call to order

1. Territorial Acknowledgement – Commissioner Burrows

2. Approval of Agenda

3. Adoption of Minutes of September 10, 2026

4. Chair's Remarks

5. Presentations

6. Reports

6.1. Treasurer's Reports

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

- a) The Commission was informed that the CRD will not be circulating the draft of the revised bylaws for community comment.

6.3. Committees

6.3.1. All-Wheels Skatepark

- a) A draft of the proposed agreement with the Skatepark Club was received and circulated to the Commission. The Commission will review and respond in a timely manner.

6.3.2. Fitness Circuit and Putting Green (no report submitted)

6.3.3. Master Plan Update – with CRD

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

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: September 10, 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 would like to acknowledge that we are privileged to be meeting on the traditional lands of the Coast Salish First Nations people.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that the agenda of September 10, 2026 be approved as presented.

CARRIED

3. Adoption of Minutes of August 13, 2026

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the Minutes of August 13, 2026 be approved as presented.

CARRIED

4. Chair's Remarks

Remarks were made to thank the volunteers who assisted at the Japanese Memorial Garden and the opening of the museum, which was a big success.

5. Presentations

6. Reports

Mayne Island Parks and Recreation Commission
September 10, 2026 Meeting Minutes

6.1. Treasurer's Reports

6.1.1. Treasurer's Report - for the period ending August 31, 2026

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission accept the Treasurer's Report for the period ending August 31, 2026 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 – None reported

6.2.2. Events

A report was received with the agenda.

Fitness classes at Dinner Bay Park are running until October 3rd under per class payment.

6.2.3. Follow Up Items (not covered elsewhere)

- a) Annual budget for tree work: Past expenditures will be reviewed for budget planning.
- b) A meeting is scheduled with CRD in two weeks regarding water systems. The water systems will be designated as non potable with signage in place.
- c) Picnic tables: A quote was received for cedar planks on an aluminum frame to be assembled onsite. Commissioners agreed to support the local supplier for the first table. A deposit of 50 percent will be forwarded to begin the purchase process.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission approve the quote by Mayne Island Metal dated September 9, 2026 for an aluminum picnic table for Dinner Bay Park.

CARRIED

- d) Calendar items: Upcoming items were reviewed. The Capital Plan Committee agreed to meet on September 16th and Commissioners were asked to submit their projects.

Mayne Island Parks and Recreation Commission
September 10, 2026 Meeting Minutes

6.2.4. Update to bylaws – with CRD. No update.

6.3. Committees

6.3.1. All-Wheels Skatepark

The project is working towards an opening date in the Spring of 2027.

6.3.2. Fitness Circuit and Putting Green

A report was received with the agenda.

- Discussion occurred regarding the installation of automated irrigation and rainwater capture systems. Existing systems will be assessed for reuse and new equipment will be purchased if required.
- The planting and raising of the edge of the putting green turf to be completed by the end of November. The materials list will be reviewed for plants with minimal water requirements.
- Further follow up is required regarding quotes for concrete work to expand the fitness circuit.

6.3.3. Master Plan Update

The document is with CRD.

6.3.4. Sanitation

- Miners Bay, men's bathroom plumbing required clearing.
- It was discussed and agreed that there will be no change at this time regarding bathroom door locks during power outages.

6.3.5. Trails

A report was received with the agenda.

6.4. Parks

6.4.1. Cotton Park

A report was received with the agenda.

- Discussion occurred regarding contracted service for fruit tree pruning.
- Two leaning trees will be assessed for removal.

6.4.2. Dinner Bay

A report was received with the agenda.

A new soap dispenser has been installed.

6.4.3. Henderson Park

A report was received with the agenda.

**Mayne Island Parks and Recreation Commission
September 10, 2026 Meeting Minutes**

6.4.4. Japanese Memorial Garden

A report was received with the agenda.

It was commented that the restoration work at the Japanese Memorial Garden and the exhibit installation work at the museum was well received.

6.4.5. Miners Bay

A report was received with the agenda.

- It was stated that there has been an ongoing problem of basement flooding due to the outside tap being used by the public. The tap will be shut off and made inaccessible.
- A request will be made to trim one of the memorial apple trees in the park.

6.4.6. Sandy Hook Community Park

A report was received with the agenda.

- A quote for a survey was received.
- Commissioners discussed a recent meeting with a neighbouring property owner and property line identification.
- Plants will be acquired from the conservancy this fall along with cages and t-posts.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve Wey Mayenburg to do a survey of the western boundary of Sandy Hook Park from the north edge to south edge to a maximum expenditure of \$3500.

CARRIED

6.4.7. Village Bay Park

A report was received with the agenda.

7. Correspondence/Meetings

8. New Business

A verbal report was made regarding the installation of two electric vehicle charging stations proposed by CRD for installation at Miners Bay parking area. An information package was sent to commissioners. Discussion occurred, including that likely users will be visitors using slow charge for up to four hours with few amenities nearby; and there is a charging station located at the Bennet Bay Resort. Commissioners agreed to decline this proposal.

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

**Mayne Island Parks and Recreation Commission
September 10, 2026 Meeting Minutes**

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 4:45

Michael Kilpatrick, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT SEPTEMBER 30, 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
September Expenses										
Janitorial, Sep plus mileage							1,878			
Janitorial, WCB							36			
Janitorial, supplies							65			
Water monitoring, September							458			
Recording secretary, August									125	
Recording secretary, WCB									3	
Supplies, printing, finance charges, mileage, gas	492		39						9	
CRD Overhead allocation								340		
CRD Labour - Mayne Island Skateboard Club									41	
	492	0	39	0	0	0	2,437	340	178	3,486
January to August expenses	9,247	68	357	405	3,093	465	18,193	7,041	5,425	44,294
Total expenses to date	9,739	68	396	405	3,093	465	20,630	7,381	5,603	47,780
Net	1,261	5,932	4,604	1,595	-93	6,535	9,370	2,619	22,351	54,174

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

(B) Donated Funds

Japanese Memorial Garden

Opening balance September 1, 2026	32,901
Add: CRD Interest income	-
Donations	1,824
Bequest from Estate	51,837
Less: CRD Overhead allocation	-143
Supplies, lumber	-232
Closing balance September 30, 2026	86,187

Adachi Rental

Opening balance September 1, 2026	3,552
Add: CRD Interest income	-
Closing balance September 30, 2026	3,552

Total Donated Funds September 30, 2026	89,739
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(C) Recreation Funds

Opening balance September 1, 2026	11,624
Add: CRD Interest income	-
Less: CRD Overhead allocation	-192
Sports Camp - Travel and equipment	-300
Closing balance September 30, 2026	11,132

Recreation Funds - Canadian Tire Grant

Opening balance September 1, 2026	1,222
Add: Balance of funding	614
Less: Sports Camp leader fees	-1,836
Closing balance September 30, 2026	0

(D) Capital Funds (Unallocated)

Opening balance September 1, 2026	189,185
Add: CRD Interest income	-
Closing balance September 30, 2026	189,185

(E) Capital Funds (Allocated) - Projects

CX.109.2016.66 Fitness Circuit and Putting Green	40,984
CX.109.2024.88 Dinner Bay Watersystem and Washroom Upgrades	8,000
CX.109.2025.88 Henderson Hill Trail Improvements	7,000
CX.109.2027.67 Sandy Hook Park Restoration	3,401
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 September 30, 2026	70,385



FINANCE/INFORMATION REPORT

October 2, 2026

1. Capital accounts

The Finance committee recommended that some capital projects be combined. Dinner Bay Water Facilities upgrade (\$3,000) and Dinner Bay Pumphouse (\$5,000) were combined under Dinner Bay Water system and Washroom upgrades.

Henderson Hill signage (\$5,000) and Vulture Ridge Summit Improvement (\$2,000) were combined under Henderson Hill Trail Improvements.

2. Capital plan and operating budgets for 2027-2031 have been prepared and approved by the Finance Committee. They have been circulated to all the commission members for approval.
3. A bequest in the amount of \$51,987 has been received from a long time Mayne Island resident for the Japanese Memorial Garden
4. Local Matters affecting MIPRC- MI Community Centre is proposing moving the endowment fund to Victoria Foundation.



Events Report

03 October, 2026

1. Upcoming booked events
 - a. There are no booked events for the month

***** END *****



Mayne Island Parks and Recreation Commission

TrailCommittee Report – Octobert 2026

- 1.) No major trail issues reported.
- 2.) Our trails are grateful for the reduced footfall that the season brings



Fred and Bette Cotton Park Report

02 October, 2026

- Caterpillar nest removed in walnut tree – thank you to Commissioner Wright.
- Circle driveway graded and grasses raked and removed – again, thank you to Commissioner Wright.
- Requested quote for top up of gravel as it's quite thin in some areas. Also requested quote for shredded bark mulch.



Henderson Park

October, 2026

1. Trails are generally in good condition thank you to trail guardians.
2. Consideration being given to upgrade of unpaved road access from Beechwood Drive.

***** END *****



Japanese Memorial Garden

03 October, 2026

- 1.) Planning for the redesigned primula bed continues. 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.) Plant purchase and materials purchase to take place on October 20th.
 - a. Motion required for purchase of stone edging material in the amount of \$2000.
- 3.) Work continues on the restoration of the north fence. 1 more panel to go before the gate.
- 4.) 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 yet to be replaced.

***** END *****



Miners Bay Park

03 October, 2026

1. Reports from the cleaner of high usage of toilet paper and minor blockages as a result but nothing to indicate contamination of any of the internal toilet passages.
2. Library eavestrough cleaned in anticipation of winter rains.
3. Wellhead cover rebuilt as a result of violent collision with rogue Lions vehicle. Top of well shaft shows slight tilt but no leaks are apparent. Situation under ongoing scrutiny.
4. Some trimming of blackberries planned in near future. Cuttings to be dumped on the JMG burn pile.
5. No progress yet on the outside faucet problem.



Sandy Hook Community Park Report

02 October, 2026

1. The following shrubs have been set aside by the Conservancy for pick-up and planting in location #1.
 - 2x red-flowering currant
 - 2x oceanspray
 - 2x snowberry
 - 2x Scouler's willow
2. A work party will be organized to dig, plant, fertilize, mulch and fence.



VILLAGE BAY PARK REPORT

October 2, 2026

Nothing to report
