Minutes 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

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

Absent: Kestutis Banelis
Adrian Wright
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. **Territorial Acknowledgement –** Commissioner Burrows

   We would like to acknowledge that the land on which this meeting is being held is the traditional territories of the Coast Salish people whose historical relationship with the land continues today.

2. **Approval of Agenda**

   MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Legge
   that the agenda of October 8, 2026 be approved as presented.
   CARRIED

3. **Adoption of Minutes of September 10, 2026**

   MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper
   that the Minutes of September 10, 2026 be approved as presented.
   CARRIED

4. **Chair's Remarks**

   Rob Fawcett was acknowledged as the new director acclaimed for the Southern Gulf Islands. He has expressed interest in attending regular meetings.

5. **Presentations**

A D O P T E D

6. Reports

6.1. Treasurer's Reports

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

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission accept the Treasurer's Report for the period ending September 30, 2026 as presented.
CARRIED

6.1.2. Finance/Information

A report was received with the agenda.

It was **MOVED** and **SECONDED** that Mayne Island Parks and Recreation Commission combine projects CX.109.2026.83 Henderson Hill Signage $5,000 and CX.109.2025.88 Vulture Ridge Summit improvement $2,000 for a total of $7,000. This project will be renamed Henderson Hill trail improvements.
CARRIED

It was **MOVED** and **SECONDED** that Mayne Island Parks and Recreation Commission combine capital projects CX.109.2024.88 Dinner Bay Water Facilities $3,000 and CX.109.2028.65 Dinner Bay Pumphouse upgrades $5,000 for a total of $8,000. This project will be renamed "Dinner Bay water system and washroom upgrades.
CARRIED

Five-year Budgets for 2027 – 2031 and Motions:

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that the 2026 Operating surplus, if any, be transferred into the Capital Reserve Fund for parks service.
CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that the 2026 community recreation surplus, if any, be carried forward and transferred into the surplus account of the Community Recreation Service.
CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Operating Funds Budget for 2027 to 2031.
CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Recreation Funds Budget for 2027 to 2031.
CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Donation Funds Budget for 2027 to 2031.
CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Five-Year Capital Expenditure Plan for 2027 to 2031.
CARRIED

6.2. Administration

6.2.1. Health and Safety Concerns – None reported

6.2.2. Events
A report was received with the agenda.

6.2.3. Follow Up Items (not covered elsewhere)
Calendar items are raising the stairway at Kippen Rd beach access and arrangements for the Christmas dinner.

6.2.4. Update to bylaws – with CRD.
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 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.
- A verbal report was provided on discussions held with the CRD and it was agreed that a simple purchase agreement would be used to purchase the ramp.

6.3.2. Fitness Circuit and Putting Green
No report submitted.
Discussion occurred regarding the putting green, including that:

- It was verbally reported that a meeting was held with a representative of Mayne Stream Solutions Inc to review the site conditions and timing for the

installation of phase 2 of the fitness pad at Dinner Bay Park. Further updates will be provided.

- Home Hardware will confirm available plants for the landscaping of the putting green.
- The materials for the putting green gate have been ordered.

6.3.3. Master Plan Update – with the CRD
No activity to report.

6.3.4. Sanitation
No report submitted
Discussed washroom issues such as vandalism and the use of security cameras. It was agreed that the CRD will be consulted for guidance.

6.3.5. Trails
A report was received with the agenda.
Communication will be sent periodically to trail guardians reminding them to report anything of concern or requiring attention.

6.4. Parks

6.4.1. Cotton Park
A report was received with the agenda.

- An arbutus tree fell near Seal Point Trail but no action is required.
- When the arborist contract is in place, some leaning trees will be checked when the pruning is being done in the Spring.
- It was agreed that 10 yards of light bark mulch will be purchased and split between the Japanese Memorial Garden and Cotton Park.

6.4.2. Dinner Bay – no report was received

6.4.3. Henderson Park
A report was received with the agenda.
Commissioners will meet to assess the gravel work needed on the driveway.

6.4.4. Japanese Memorial Garden
A report was received with the agenda.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the Commission approve the purchase of stone edging materials from Peninsula Landscaping for the Japanese Memorial Garden in an amount not to exceed $2000.00.
CARRIED

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the Commission approve the purchase of plant materials for the Japanese Memorial Garden in an amount not to exceed $2,000.00.
CARRIED

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.
MIPRC is on the surveyors list for work on Mayne Island and a survey is expected to be completed by the end of November.

6.4.7. Village Bay Park
A report was received with the agenda.

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

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

The meeting adjourned at 3:57 pm

Original signed by

_____

Michael Kilpatrick, Chair

November 12, 2026

_____

DATE

Original signed by

_____

Lauren Edwards, Recorder

A D O P T E D