Agenda for a meeting of the Mayne Island Parks and Recreation Commission Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC
Date/Time: November 12, 2026 3:00 pm

Call to order

1. **Territorial Acknowledgement –** Commissioner Wright

2. **Approval of Agenda**

3. **Adoption of Minutes of October 8, 2026**

4. **Chair's Remarks**

5. **Presentations**

6. **Reports**

6.1. Treasurer's Reports
- 6.1.1. Treasurer's Report and finance report for November will be presented in December

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. Annual calendar items for review
- 6.2.5. The MIPRC meeting recorder contract has been extended for one year.

6.3. Committees
- 6.3.1. All-Wheels Skatepark
  - a) Awaiting insurance and WorkSafe BC reports from proposed contractor.
- 6.3.2. Fitness and Putting Green (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 Park (no report submitted)

6.4.3. Henderson Park (report attached)
6.4.4. Japanese Memorial Garden (report attached)
6.4.5. Miners Bay Library and Park (report attached)
6.4.6. Sandy Hook Park (report attached)
6.4.7. Village Bay Park (no report submitted)

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

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**

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

_____ _____

Michael Kilpatrick, Chair **DATE**

_____

Lauren Edwards, Recorder

Events Report

06 November, 2026

1. Upcoming booked events
    a. There are no booked events for this period.

******** END *********

Mayne Island Parks and Recreation Commission

TrailCommittee Report – November 2026

1.) No major trail issues reported.
2.) 2 small fallen trees removed from Loop Trail in Plumper Pass Park
3.) Ongoing minor repairs to boardwalks on Doreen Mcleod trail in Henderson Park
4.) New Trail Guardian Martin Wright “onboarded’
5.) MI Conservancy requested and MIPRC agreed that Plumper Pass Park be included in Mt Parke restoration/management plan.
6.) Potential new trail joining Laura Point and Neil Road has been flagged and a number of GPS tracks laid down to ensure within boundaries prior to seeking a Licence of Occupation. Further refinement required but a trail appears feasible without major trail infrastructure required
7.) Kippen Road stairs raised for winter season

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Mayne Island Parks and Recreation Commission
411A Naylor Road
Mayne Island, B.C. V0N 2J2
Email: mayneparks@gmail.com

Fred and Bette Cotton Park Report

06 November, 2026

- New handicapped parking sign installed – thank you Commissioner Wright.
- A huge thank you to the donor of plants from the nursery in Pitt Meadows and Julie Schueck and Commissioner Kilpatrick for organizing. Several new plants added including a weigela, several irises, Bergenia, a rose bush and two choisya.
- Four yards of dark composted bark mulch delivered with some to be used at Sandy Hook Park in location #1.
- Campers discovered early in the morning of October 26, 2026 in the clearing above the No Camping sign. Commissioner Wright investigated but they had left and the area was clean.
- Fall bulbs delivered and need to be planted.

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Mayne Island Parks and Recreation Commission

Henderson Park Report November 2026

- Trails are generally in good condition thank you to trail guardians.
- Consideration being given to upgrade of unpaved road access from Beachwood drive
- MI Conservancy in process of providing an updated restoration plan which will primarily address ongoing invasive species management and tree thinning of young Douglas Fir. Plan to be reviewed once received
- Data from MI Conservancy show approximately 300-400 “hits” on the content from QR codes on the “interpretive” trail during the summer.

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Japanese Memorial Garden

06 November, 2026

1.) Planning for the redesigned primula bed continues. Mock-up of edging material has been approved and we are waiting for final quotes from suppliers.
    a. The JMG received a large donation of plants from the estate of Pierre Piroche of Piroche Plants and Odyssey Botanicals
2.) Work has been completed on the north fence rebuild by the volunteer master fence builder Rob McFarland.
3.) Work has started on the East fence at the gravel garden. The bamboo panels are to removed, rotted material will be removed and the fence restored.
4.) The zone 7 solenoid has yet to be replaced.
5.) Water levels in the pond remain extremely low for the time of year.
6.) Planning has begun for this year's Holiday Light-up.

***** END *****

Miners Bay Park

06 November, 2026

1. The library survived the recent (Nov 5th) power outage.
2. The park is in good shape heading into the rainy season.
3. Picnic tables will be corralled and placed under the gazebo for winter storage.

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Sandy Hook Community Park Report

06 November, 2026

1. Surveyors attended to survey the west property line of the park on November 5, 2026. Consideration should be given to whether the boundary line should be clearly marked to eliminate any future uncertainty as to its location.
2. Met with volunteers at location #1 to determine planting locations for Conservancy plants plus an arbutus and evergreen huckleberry to be donated by a volunteer. Delivered deer fencing, T-posts and compost.
3. At that meeting, the previous preference by neighbours to use individual cages for plants was revisited. One neighbour now expressed a preference for a solid fence line once they experienced the amount of work that was involved in planting and maintaining individual cages. A solid fence line was the recommendation in the Stewardship Plan prepared by the Conservancy. To be discussed at the MIPRC meeting November 12, 2026.
4. Volunteer Robert A. has dug all the holes and will help transport bark mulch from Cotton Park.
5. The snowberries planted in location #2 are doing extremely well and are a cheery sight.

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Fitness and Putting Green Report

06 November, 2026

Fitness

1. The contractor that was chosen to complete fitness pad #2 based on the quotations received has now withdrawn. This sets the project back considerably. Other contractors are in the process of being contacted.

Putting Green

1. Putting green gate completed and installed. Feedback is positive and thank you to Commissioner Kilpatrick for the design including whimsical golf ball and putter handle features.

2. Approximately 50 – 60 plants have been planted as part of the landscaping design which is generously supported by a BC Hydro Regreening grant. The remaining plants, shrubs and trees will be planted on Tuesday, November 10, 2026. Approximately 14 yards of dark composted bark mulch will be delivered and distributed to mulch the plants and cover the grassy areas. The project is coming together nicely and quite attractive.

3. The second part of this project is to continue restoration of the upper slope of the park with the planting of maples and oceanspray. This will also be completed on Tuesday, November 10, 2026.

4. The final report for BC Hydro is due by November 30, 2026.

5. Automated watering system still under investigation.

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