



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held July 28th, 2025 at 16:30 pm, Saturna Rec Centre, Saturna, BC

Present:

Commissioners: (Chair) Sienna Caspar, (Vice-Chair) Lisa Mitchell, (Treasurer) Jamie Ritchie, Heather Michaud, Keith Preston, Rosemary Henry

Staff: Carly Duquette, Katie Dentry

Regrets: Paul Brent, Steve Ford, Larry Field

The meeting was called to order at 16.33 PM.

1.Call to Order and Territorial Acknowledgement

Territorial Acknowledgement given by Commissioner Caspar.

2.Approval of Agenda

MOVED by Commissioner Ritchie, SECONDED by Commissioner Michaud
That the agenda be approved as circulated.
CARRIED

3.Adoption of Minutes

MOVED by Commissioner Michaud, SECONDED by Commissioner Mitchell,
That the minutes of the July 28th meeting be adopted.
CARRIED

4.Treasurer's Report

Treasurer's Report given by Commissioner Ritchie.

Nothing new to Report.
Katie Dentry will be present for the August meeting during budget finalization discussions.
Katie Dentry will arrange a meeting between Treasurer Ritchie and Justine Stark from the CRD before the next meeting.

5.Maintenance Report

Commissioner Preston has received June's report from the maintenance contractor.
The maintenance contractor has been asked to trim the disc golf trail of blackberries and clean the Thomson park outhouse more frequently.
The contractor has been given a new maintenance form with changes made to reflect priorities.

Commissioners Preston and Ford will continue updating the form to help the maintenance contractor meet the expectations and requirements of their contract including the clearing of trails, needs of individual sites and periodically checking up on each site's assets such as picnic tables, benches, chairs, signs etc...

The commission asks that the monthly reports coincide with the dates of their meetings.

The checklist will be amended to include each trail and what the expectations and tasks are for each.

Discussion on what the best method of interacting with the maintenance contractor is, so as to ensure that the work is completed to the satisfaction of the commission.

Katie Dentry will look into the other Gulf Islands Parks Commission and look at their templates for the maintenance contracts, task checklists and forms.

The form is a tool that will allow the maintenance contractor to best fulfill their role.

Adding a bucket of cedar shavings that should regularly be refilled to the outhouse will be added to the maintenance list,

6. Business arising from the minutes

Items for Discussion/Action:

6.1 Budget Discussion

Deferred until August

6.2 Update on directives and checklists for maintenance report

6.3 Updating the Map/Brochure

Commissioner Preston was tasked with getting an estimate to see if Alaya design on Mayne would do the brochure.

The consensus at the last meeting was that the original brochure will be updated and refreshed.

Both Alaya design on Mayne and Nancy Angermyer are willing to work on the new brochure.

Leonard Digance, the map's original creator, does not wish to work on the new brochure.

On the new map, trails need to be decommissioned as well as added.

Discussion on what should be included in the map - which trails and parks should be added or removed.

Discussion on mapping the trails and hiring someone to redesign the map.

Commissioner Michaud spoke to Melody Pender about the brochure map for the Tourism Association. It is not as detailed as the Parks and Rec map.

Nancy Angermyer will be asked for an estimate on what it would cost to create a new map based on the original.

The new map file should be compatible with the website.

6.4 Update on Mountain Biking/Multi-Use trail

Since the last meeting, three meetings have taken place at the Money Watershed Park.

The first was with Katie Dentry on July 7th to discuss a parking area and a picnic area as well as the potential multi-use trails.

After the first meeting, the commissioners completed a walkthrough on July 15th with the individuals who proposed the multi-use trail system to discuss proposed trail, parking, and picnic area locations and specific uses.

1st multi-use trail is proposed south east of the lake where there are existing logging roads and second growth forest.

The trailhead would not be down by the lake but further down the park where the hydro lines cut through the property.

There is also space to create additional parking space at that proposed trailhead. The Individuals propose a work bee involving commissioners and local volunteers to clear and create trails.

A consultation was then held on July 22nd with the Lyall Harbour-Boot Cove water services committee (WSC).

That particular piece of land was and is intended to be cared for jointly by SIPRC and the WSC.

John Money provided a satellite image map indicating property boundaries that will be duplicated.

The proposed trail will be a small loop with down runs and a skills course for mountain biking.

Discussion on whether it should be multi use or exclusively for mountain biking.

Waiting on WSC to decide their stance on whether or not they support the development of multi-use/mountain biking trails.

Meeting to be held with Katie Dentry in regards to potential archaeological sites. Trails should be GPS mapped and sent to the Shawna at the CRD regarding potential areas of archaeological significance. They will most likely be sent to WSANEC and TSAWOUT nations for review.

It is suggested that the parking areas be tackled first. No new parking area will be built down near the lake; in fact project presents an opportunity to protect the lakeshore with fences and signage.

Expense items would include:

Roadworks associated with new parking area

Split rail fence

Picnic tables

Signage

No decisions can be made until the WSC makes a decision regarding development of Money Watershed park

Commissioner Ritchie will request \$10000.00 in funds be moved to the Money Watershed Park project.

Commissioner Preston suggests that the community should be consulted to get a sense of what kind of recreational use is supported for the proposed trail.

Discussion on best ways to communicate proposed trails to the community.

Commissioner Michaud will put out a call for the construction of four picnic tables.

6.5 Policy regarding 'hazard trees'

Deferred until August

6.6 Update on Chautauqua

Parks Canada has approved the special event permit for the New Old Time Chautauqua (NOTC) to camp on Hunter field and use it for their workshops and events.

The expectation of SIPRC in regards to the NOTC is simply to be present and ensure they are following the rules and guidelines put forth to them.

Review of the itinerary put forth by the NOTC.

As a community service for the NOTC, proposals include either painting the recycling centre or community hall, helping with invasive plant removal, or working in the garden at the school.

7.New Business

7.1 Thompson Park Camper and Bylaw Enforcement

Five complaints were received regarding a camper that had set up at Thomson Park for over a week. The camper was not cooperative when asked to leave by a commission member. Bylaw enforcement was called and complaints made but unfortunately nothing has yet been done.

Currently, there is no overarching bylaw in effect for the Gulf Islands that can be enforced.

Discussion on why people are not allowed to camp overnight at Thompson park.

Katie Dentry will pass on to the CRD the lack of preparedness, response and action from bylaw enforcement.

RCMP was unwilling to respond as there are no associated bylaws.

8.Brief Report/Update from Project Leads

8.1.1 Communication

Article regarding the process for applying for the use of Hunter field will be put into the September issue of the Scribbler.

Letter from the chair will include notice of the Salmon BBQ.

8.1.2 Commissioner Recruitment

Larry Field has resigned from the Saturna Park and Recreation Commission.

Commissioner Field will be sent an acknowledgment for his time and service.

In a future meeting there will be a discussion about the system used for onboarding new commissioners.

It is noted that a more thorough onboarding process would be beneficial to the commission and future commissioners.

Commissioner Ricthie proposes a first year mentorship program where an established commissioner volunteers to mentor the new commissioner during their first year.

8.1.3 CRD Website

No update

8.1.4 Access Trail Maintenance

No update

8.1.5 Asset Maintenance

No update

Commissioner Henry has been asked to do asset inventory and assessments.

8.1.6 Park signage

Signage needed at Thompson, Veruna Beach, Watershed Money Park and Lyall Creek Green.

Katie Dentry will forward information to Commissioner Michaud regarding the printing and costs of ALU signs.

8.1.7 Lyall Valley Public Outhouse

Due to neighborhood issues BC Hydro has declined the request for an outhouse facility.

Commissioner Caspar will request that the CRD continue to pursue this matter with Hydro.

SIPRC will talk to Telus regarding use of their lot at 103 Money Road in regards to the placement of an outhouse.

8.1.8 RFA Applications

No update

8.1.9 Salmon Restoration

Discussion on specific use of funds for this project.

Commissioner Michaud will talk to Rick Jones about progress in the Salmon Restoration project.

Discussion on boundaries of Lyall Creek Green.

8.1.10 Invasive Species

No update

8.1.11 Community Immunity Garden

Commissioner Michaud has installed a new and better latch on the Community Immunity Garden.

8.1.12 Taylor Point Row, Hike and Paddle

Discussion to be had with Hubertus regarding the liability waiver on the sign up sheet for next year.

8.1.13 Salmon BBQ – Henry

Salmon BBQ will be held on the 7th of September, Commissioner Henry will speak with Hubertus and find out what needs to be done by the Commission.

9. Adjournment

Next meeting to be held August 25th, 2025.

Meeting Adjourned at 18.13 PM.

Sienna Caspar

Chair

Carly Duquette

Committee Clerk