



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held August 25th, 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, Steve Ford

Staff: Carly Duquette, Katie Dentry

Regrets: Paul Brent

The meeting was called to order at 16.30 PM.

1.Call to Order and Territorial Acknowledgement

Territorial Acknowledgement given by Commissioner Ford.

2.Approval of Agenda

MOVED by Commissioner Henry, SECONDED by Commissioner Preston
That the agenda be approved as circulated.
CARRIED

3.Adoption of Minutes

MOVED as amended by Commissioner Michaud, SECONDED by Commissioner Ritchie,
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.

5.Maintenance Report

Maintenance report given by Commissioner Preston.

The maintenance contractor has begun to use the amended maintenance list. Only 6 hours were reported for the month of July.

Trail maintenance that was marked as completed was found not to be done and was addressed with the contractor and the maintenance list will be amended again to add and specify trails and the maintenance needs.

The trail at Bonnybank Road is in need of serious maintenance. The commission may consider decommissioning it.

The Lyall Creek Trail and bridge also need maintenance for which funds have been set aside. It is an area that is listed as having archaeological potential. If the commission submits a proposal as to what kind of work they would like to do on the trail, Katie Dentry will reach out to Shawna in the archaeological department at the CRD.

Islands Trust will also need to be consulted regarding work in the area as it is also considered a Riparian area.

The trail can be cleared as it sits without further consultation needed.

A sign on the trail explaining the Salmon Enhancement Project and a bench on the trail down at the creek is proposed in lieu of rebuilding the trail.

Commissioner Ritchie questions why there has been no reported maintenance after the 14th of July.

It is mentioned that the Tomson Park outhouse appears to be lacking regular maintenance this month, this is despite a discussion with the contractor requesting more regular maintenance on the site.

Discussion on who is responsible for maintenance of the bathrooms at Hunter Field: Community Club, Parks Canada, or Parks and Rec.

It is currently in the maintenance contractor's contract to maintain the outhouses at Hunter Field.

Discussion on when the outhouses at Hunter Field and Tomson Park will be pumped out.

It is suggested that a larger sign warning people against disposing of garbage at the outhouse is needed.

Commissioner Preston to follow up with the maintenance contractor in regards to more regular maintenance at Thomson Park.

Discussion on whether the maintenance contract will be renewed and when to put the contract up for tender.

Katie will reach out to Justine Stark and start that process.

By the next meeting, the reworking of the Maintenance task list will be finalized.

Discussion on whether the contract should be opened for bids and proposals or will be put up with an annual salary.

The budget for maintenance will likely have to be increased in the upcoming year.

The current budget for parks maintenance exceeds the current yearly total of the Parks Maintenance contract. The contract will be updated to have its expectations outlined in more detail and the amount paid for the contract will increase.

Commissioner Caspar expresses that an hourly wage as opposed to a flat rate may be a better model.

Discussion on the potential wording of the new contract.

Discussion on the potential hourly rate and hours per month needed for park maintenance.

Discussion on whether the scope of work as outlined in the current contract needs to be streamlined.

Due diligence will be done and the data available from the current maintenance contractor will be reviewed to make a decision on what will be included in next year's maintenance contract.

It is suggested that a broader based performance guideline be instilled so that future contractors can use appropriate means and methods to meet the expectations of the commission

Scope of work, pay structure and methodology should be put to tender for the new contract.

It is so MOVED by Commissioner Ritchie that the commission issue an RFP for a new maintenance contract, based on \$40.00 per hour, up to a \$12,000.00 annual ceiling, paid on demonstrated hours on a simplified scope of work. SECONDED by Commissioner Henry

CARRIED

6. Business arising from the minutes

Items for Discussion/Action:

6.1 Budget Discussion

Commissioner Ritchie has been in contact with the CRD regarding creating a proposed budget.

In September the budget proposal must be submitted to Paul Brent and Justine Stark and be approved before it is then submitted to the CRD board. Finalization of the budget happens in February, both for the operational budget and the recreational budget.

Questions regarding the Recreation Program budget for next year as the CRD has proposed it be scaled back. The commission would like to ask for an increase based on what was spent last year and request that the CRD revise that figure.

Discussion on whether the 2% increase for the administrative support is appropriate.

The commission agrees to carry the full amount of the budget allotted to the Lyall Creek outhouse project into next year.

Discussion on amount that is expected to be spent on the Salmon enhancement project over the next year

Discussion on how much will be spent on the Money Watershed Park improvements which will be used next year vs over the next 5 years. The commission agrees to put the full amount into the budget for next year.

The entirety of the funds allotted to tables and benches will be spent next year.

New category for Outreach will be included in the budget

6.2 Updating the Map/Brochure

No Update from Nancy Angermeyer.

Commissioners Ford and Preston will map West Ridge Trail for the new map/brochure.

6.3 Updating on Multi-use Trails

Commissioner Michaud has reached out to the Water Services Committee on whether or not they have made a decision but has not yet heard back. The commission will move forward with the split rail fence, picnic tables and signs.

6.4 Guidance regarding 'hazard trees'

Guidelines will be worked on by Commissioner Ford throughout the fall.

6.5 Follow-up on Chautauqua

The New old time chautauqua were excellent stewards of the land and treated Hunter Field with respect and left the area in better condition than when they arrived. They did daphne removal and worked in the school garden.

The event was well attended and appreciated by the locals and positive feedback has been received. They would be welcome to come back in the future.

7.New Business

7.1 Advertising for and onboarding new Commissioners

Commissioners Preston, Henry, Michaud and Field will be moving on from the SIPRC at the end of their terms this year.

It is asked that commissioners who are offboarding, send in a detailed list of their projects and responsibilities with the commission.

A mentor model is suggested where incoming commissioners can reach out to predecessors for guidance on their projects and roles.

8. Brief Report/Update from Project Leads

8.1.1 Communication

No update

8.1.2 Commissioner Recruitment

Outgoing commissioners encouraged to help with recruitment of new commissioners.

8.1.3 CRD Website

No update

8.1.4 Access Trail Maintenance

No update

8.1.5 Asset Maintenance

No update

8.1.6 Park signage

Road allowances must be determined before signs are installed.

8.1.7 Lyall Valley Public Outhouse

Outreach ongoing.

8.1.8 RFA Applications

No update

8.1.9 Salmon Restoration

Commissioner Michaud spoke with Rick Jones. He will speak at the Salmon BBQ regarding highlights in the Salmon Enhancement Project this year.

8.1.10 Invasive Species

More Daphne was removed by the NOTC. Broom and Daphne removal will resume in the spring.

8.1.11 Community Immunity Garden

All beds are in use, the sense of community is strong and the garden is doing great.

8.1.12 Taylor Point Row, Hike and Paddle

Hubertus and Commissioner Henry will meet in October.

8.1.13 Salmon BBQ

The Salmon BBQ will take place on September 7th at 12pm.
Most arrangements regarding food, water, equipment, and supplies are in place.
Commissioner Caspar and Rick Jones will be saying a few words each.

9. Adjournment

Next meeting to be held September 22nd, 2025.

Meeting Adjourned at 18.39 PM.

Sienna Caspar

Chair

Carly Duquette

Committee Clerk