



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held September 22nd, 2025 at 16:30 pm, Saturna Rec Centre, Saturna, BC

Present:

Commissioners: (Chair) Sienna Caspar, (Vice-Chair) Lisa Mitchell, (Treasurer) Jamie Ritchie, Heather Michaud, Steve Ford

Staff: Carly Duquette

Regrets: Paul Brent, Rosemary Henry, Keith Preston

The meeting was called to order at 16.31 PM.

1.Call to Order and Territorial Acknowledgement

Territorial Acknowledgement given by Commissioner Caspar

2.Approval of Agenda

MOVED by Commissioner Mitchell, SECONDED by Commissioner Ford.
That the agenda be approved as circulated.
CARRIED

3.Adoption of Minutes

MOVED as amended by Commissioner Ritchie, 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.

Overview of different budget lines.

Next years budget should equal last years budget +1.8%

The budget needs to be submitted at the end of the month and CRD reviews and approves the final budget in January.

Discussion on Capital Projects Budget.

Discussion on mislabelled Capital Project. Commissioner Ritchie will contact CRD to correct the name of the budget item.

Commissioner Ritchie has begun completing the Work Planning Summary for SIPRC Projects, notably those that may impact CRD resources.

Discussion on particularities..

Discussion on the amount needed for Parks Maintenance budget, taking into consideration the new contract.

MOTION to approve the budget as discussed at the meeting and send it to Paul Brent and the CRD
MOVED as by Commissioner Michaud, SECONDED by Commissioner Mitchell
CARRIED

5. Maintenance Report

Maintenance report given by Commissioner Ford.

Issues have once again come up with the checklist for the month of August. Commissioner Preston has been in touch with the maintenance contractor regarding completion of the checklist.

A community member has approached the commission regarding a community clean up of Thomson Park.

A fallen tree is reported by a community member to be blocking a portion of the Disc golf course.

A large tree has also fallen in Thomson Park.

The maintenance contractor should be responsible for advising the commission when areas need extra attention.

6. Business arising from the minutes

Items for Discussion/Action:

6.1 Update on posting of Maintenance Contract

Katie Dentry has provided the scope of contract from another commission which could be used as a template for the new maintenance contract.

Discussion on differences in provided template and current contract.

Commissioner Ford will write an article for next month's Scribbler regarding the upcoming maintenance contract.

Commissioner Ford will be in contact with the CRD regarding posting the RFP for the contract.

A tentative deadline for applicants will be November 15th.

6.2 Updating the Map/Brochure

Commissioner Preston has been in touch with Nancy Angermeyer. She will provide a ballpark figure for the cost of producing a new map. She has asked that changes to the map be submitted when possible.

6.3 Updating on Multi-use Trails

The commission now has a copy of the map of the Money Watershed Park area provided by John Money.

Commissioners Ford and Michaud will proceed with satellite mapping and flagging of the potential new trails.

An RFP was put out for the building of 4 picnic tables. One bid has come in quoting 7000\$ for the 4 tables.

Commissioner Michaud will do more research into readymade picnic tables.

Katie will also be asked to look into options in the CRD pool of contractors for the building and/or acquisition of picnic tables.
Commissioner Michaud has looked into the prices of cedar rail fencing. (20\$ per rail)
Commissioner Michaud will go to the Money Watershed Park and measure the proposed fence line and present a quote for the Cedar Rail fence next month.

6.4 Thomson Park Dangerous Tree Update

Commissioner Ford has taken down the no fires/no overnight camping sign as it needs replacing.

Commissioner Ford and Sean Pearce have trimmed the dangerous tree at Thomson Park, removing dead limbs and heavier branches in hopes to increase the longevity of the tree. Any potential risk to the public has been significantly reduced.

The commission has decided to hold a Thomson Park Community work bee/clean up on Sunday October 26th at 1 PM.

A request to use Thomson Park for a wedding on July 25th 2026 has been put forth to the commission.

6.5 Advertising for and onboarding new Commissioners

6.5.1 Options for enabling commissioners to attend remotely

Commissioners can participate remotely as long as they aren't the ones chairing the meeting. We can borrow the Owl; however, there is a borrowing fee, as it's owned by the SGI Community Resource Centre (Katie will ask Melody how much). It's kept in Katie's office, so we need to let her know when/if we need it.

6.5.2 Detailed duty list from each project lead

A detailed duty list will help enable mentorship between current and incoming commissioners.

7. Brief Report/Update from Project Leads

7.1.1 Communication

No update

7.1.2 Commissioner Recruitment

Outgoing commissioners encouraged to help with recruitment of new commissioners.

7.1.3 CRD Website

No update

7.1.4 Access Trail Maintenance

No update

7.1.5 Asset Maintenance

No update

7.1.6 Park signage

No Update

7.1.7 Lyall Valley Public Outhouse

Outreach ongoing.

7.1.8 RFA Applications

No update

7.1.9 Salmon Restoration

No update

7.1.10 Invasive Species

No Update

7.1.11 Community Immunity Garden

No update

7.1.12 Taylor Point Row, Hike and Paddle

No update

7.1.13 Salmon BBQ

No update

8. Adjournment

Next meeting to be held October 27th, 2025.

Meeting Adjourned at 18.39 PM.

Sienna Caspar

Chair

Carly Duquette

Committee Clerk