



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held October 27th, 2025 at 16:30 pm, Saturna Rec Centre, Saturna, BC

Present:

Commissioners: (Chair) Sienna Caspar, (Vice-Chair) Lisa Mitchell, Heather Michaud, Paul Brent, Steve Ford (virtually)

Staff: Carly Duquette, Katie Dentry

Regrets: (Treasurer) Jamie Ritchie

The meeting was called to order at 16.29 PM.

1.Call to Order and Territorial Acknowledgement

Territorial Acknowledgement given by Commissioner Caspar

2.Approval of Agenda

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

3.Adoption of Minutes

MOVED as amended by Commissioner Mitchell, SECONDED by Commissioner Henry,
That the minutes of the October 27th meeting be adopted.
CARRIED

4.Treasurer's Report

Treasurer's Report given by Commissioner Brent.

Any surplus in funds from the recreation budget gets carried over.

5.Maintenance Report

Maintenance report given by Commissioner Preston.

The maintenance form, which was completed by the contractor, has been circulated to the commissioners.

23 Hours were reported this month. The reason for the increase in hours was due to an increase in monthly site visits. All sites were visited at least once and some were visited twice.

Commissioners Ford and Preston reviewed the new maintenance contract and have concluded the work outlined is appropriate.

6. Business arising from the minutes

Items for Discussion/Action:

6.1 Update on posting of Maintenance Contract

The new maintenance contract has been posted in the scribbler, on the bulletin board and on the online forum.

Commissioner Caspar was in contact with someone who had previously expressed interest but they are unavailable at this time.

6.2 Updating the Map/Brochure

West Ridge trail is to be added to the new map. Nancy Angermeyer will make the changes and update the map. She has not yet quoted what the cost of the new brochure/map will be.

Talks are ongoing.

Nature Trust will be contacted and their land may be added to the map.

6.3 Updating on Multi-use Trails and recreation area in Money Watershed Park

The project will take place in three phases.

1. Picnic area - Will include the placement of 2 picnic tables and a split rail fence. The CRD has said that these projects may proceed within the parameters discussed.

John Money from WSC has asked that the fence be able to be easily disassembled so as to ensure emergency vehicles can access the space. Approval from the WSC is still pending.

2. Multi-use trail Pilot - The community members who spearheaded the project have submitted a proposal outlining their vision and mapping of the proposed trails. They have also proposed that the trails be put in in two phases. The first would be on the Money Lake side and the second would be on the West Ridge Trail side.

Signage will include signs for what is and is not allowed in the area, trailmarkers and perhaps a short history of the area.

The WSC will be consulted regarding the trails that border the lake.

The making of trails would not involve any digging or cutting of trees but simply clearing existing deadfall along the proposed trails.

The community will be notified of the Pilot Project via the Scribbler and online forum.

3. Potential expansion of a parking area - The need for additional parking will be assessed based on the use of the multi-use trail system.

Once the WSC approves phase 1, it will be announced in the scribbler and on the online forum.

6.4 Advertising for and onboarding new Commissioners

6.4.1 Review of applications received to date

One application has been received to date.

Discussions on procedure with onboarding the potential new commissioner Justine Stark recommends providing potential commissioner with updates until things are finalized in January.

6.4.2 Detailed duty list from each project lead

This is more important than ever, considering the majority turnover of the commission at the end of the year. This will help ensure a smooth transition.

6.4.3 Wrapping up projects, 'passing the baton', and mentorship for new Commissioners

Only 2 current commissioners will be returning next year.

Many departing commissioners are willing to mentor the next generation of commissioners through their onboarding and are willing to continue to offer assistance as community members who support SIPRC.

6.5 Request for use of Thompson Park on July 25, 2026 for a wedding Mady and Ronan

Commissioner Mitchell is creating a form for application of a Special Use Permit of the Park.

The shelter area can be reserved but the rest of the Park must be open for public access.

It will be included in the form that exclusive use of the park cannot be guaranteed as it is a public space.

It will be called a Special Use Permit.

Discussions on the thresholds for liability insurance.

7. New business

7.1 Thomson Park Clean up day

~15 People came to help clean up Thomson Park and the event went well.

It is recommended that another be held in the spring.

One of the footbridges needs to be replaced, the others need minor repairs.

Discussion on hiring someone to rebuild and repair the footbridges.

Commissioner Ford will take the measurements, write a contractor call out and send it to Katie to put forth to the public.

The burning of the debris for Thomson Park will take place in the spring.

8. Brief Report/Update from Project Leads

8.1.1 Communication

8.1.1.1 Promotion of Thomson Park Community clean up via Facebook and Oct Scribbler

8.1.1.2 Commissioner recruitment submitted to Facebook and Oct Scribbler

8.1.1.3 Advertisement of the Maintenance Contract in Nov Scribbler

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

Suggestions on repairs needed at 3 of the access trails were reported by the maintenance contractor.

8.1.5 Asset Maintenance

The assets inventory list should be updated yearly

8.1.6 Park signage

Commissioner Michaud is working on a document of proposed signs for all trails and parks which includes suggested wordings, cost, etc... She will also be speaking with the CRD signage person to see if they can be sourced in house. Commissioner Michaud will have a proposal prepared for the next meeting regarding proposed signage.

8.1.7 Lyall Valley Public Outhouse

Outreach ongoing, no update. Commissioner Brent suggests the project be killed and the funds moved to the Money Watershed Park. Katie Dentry suggests the CRD reaches out to Telus. It is suggested that a group of community members put forth a request to meet with the school board regarding the outhouse.

8.1.8 RFA Applications

The suggested changes regarding the RFA application form have yet to be made. The 2026 RFA applications will open November 2025 and the application deadline will be January 31st.

8.1.9 Salmon Restoration

No update

8.1.10 Invasive Species

Another Daphne Destruction day is scheduled for November 2nd.

8.1.11 Community Immunity Garden

No update

8.1.12 Taylor Point Row, Hike and Paddle

No update

8.1.13 Salmon BBQ

No update

9.

Next meeting to be held November 24th, 2025.

Meeting Adjourned at 17.47 PM.

Sienna Caspar

Chair

Carly Duquette

Committee Clerk