



Making a difference...together

## **Minutes of the Saturna Island Parks and Recreation Commission meeting, held November 24th, 2025 at 16:30 pm, Saturna Rec Centre, Saturna, BC**

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Present:

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

Staff: Carly Duquette

Regrets: Rosemary Henry

The meeting was called to order at 16.36 PM.

### **1.Call to Order and Territorial Acknowledgement**

Territorial Acknowledgement given by Commissioner Caspar

### **2.Approval of Agenda**

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

### **3.Adoption of Minutes**

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

### **4.Treasurer's Report**

Treasurer's Report given by Commissioner Ritchie  
The October statement has been reviewed. Nothing unusual to report.

#### **4.1 Hydro Bill update**

The account holder needs to be identified by the CRD. The hydro bill should be sent electronically to the Chairs email or to the CRD to be paid directly.

### **5.Maintenance Report**

Maintenance report given by Commissioner Preston.

The checklist for last month was completed by the maintenance contractor and recommendations were made regarding minor issues to be addressed.

## **6. Business arising from the minutes**

### Items for Discussion/Action:

#### **6.1 Update on posting of Maintenance Contract**

The deadline for the maintenance contract is November 30th.  
There have been 2 applicants to date.  
[IN CAMERA discussion]16.54  
Out of Camera 17.11  
Decision will be announced December 1st barring any further applicants.

#### **6.2 Updating the Map/Brochure**

Steve will work on the mapping of West Ridge Trail.  
A decision must be made regarding whether the map will be exclusively Parks and Rec areas or if it will include GINPR areas.

Discussion on what parks and trails should be included in the brochure.  
Parks Canada and GINPR will need to be consulted before publishing the brochure and map.  
Discussion on whether BC Parks Foundation and Nature Trust land should be included on the map.

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

The WSC have given the green light to proceed with the picnic area and split rail fence.

The proposed trail systems on both sides of the road have been flagged.  
There has been a lot of enthusiasm from the community members who have proposed the trails.  
Shawna from the CRD's archeology department will need to be contacted to consult on the planning of trails and with first nations.

An article will be put in the scribbler regarding the proposed trails and the specifics of their uses with the potential Map.

#### **6.4 Advertising for and onboarding new Commissioners**

##### **6.4.1 Review of applications received to date**

Still only one applicant.

##### **6.4.1.1 Quorum if we only have three Commissioners?**

Quorum is simply the majority. I.e. 2 of 4 people must be present for the meeting.

##### **6.4.2 Detailed duty list from each project lead**

All of the tasks lists have been sent in by the commissioners. This includes a month by month list of responsibilities.  
Discussion on redistribution of tasks in the new year.  
If there are only 4 commissioners for 2026, projects may need to be scaled back.

#### **6.5 New form for request for use of Parks**

Commissioner Mitchell has worked with the CRD and their templates to create a new "Request for Use" form.  
Discussion on order of submission and timing for request and insurance forms.  
The couple who have requested use of Thomson park for their wedding next year will be kept updated on the process and sent the form directly.  
The need for insurance will be brought up with the CRD by Paul Brent as there are many questions and issues attached to this.

#### **6.6 Thomson Park Clean Up—Bridge repairs**

Commissioner Ford has the measurements for the bridges. The repairs will be revisited in January,

### **7. New business**

#### **7.1 Next Meeting is Dec 22nd**

##### **7.1.1 Still 'good to go' this close to the holidays?**

Yes.

##### **7.1.2 Our new Commissioner will join us**

##### **7.1.3 A time to celebrate!**

#### **7.2 Update on RFAs**

Commissioner Mitchell has created a new poster advertising the opening of RFA submissions.  
Applications will be submitted physically and electronically.

### **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 are 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

Benches have been added to the asset maintenance list.

**8.1.6** Park signage

Commissioner Michaud has sent out proposed signage and has asked that the commissioners review the wording before she consults with regional parks and finalizes the signs for printing.

**8.1.7** Lyall Valley Public Outhouse

Three community members will move forward with making a citizens petition regarding the outhouse. Commissioner Caspar is waiting to hear back on who the petitions should be made to.

**8.1.8** RFA Applications

No update

**8.1.9** Salmon Restoration

The proposed sign for the project has been sent to Rick Jones

**8.1.10** Invasive Species

There will be an article in the scribbler.

**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 December 22nd, 2025.

Meeting Adjourned at 18.10 PM.

Sienna Caspar

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Chair

Carly Duquette

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Committee Clerk