



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held April 14th, 2025 at 16:30 pm, Library, Saturna, BC

Present:

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

Staff: Carly Duquette, Katie Dentry

Regrets: Steve Ford, Paul Brent, Rosemary Henry

The meeting was called to order at 16.33 PM.

1. Call to Order and Territorial Acknowledgement

Territorial Acknowledgement given by Commissioner Michaud

2. Approval of Agenda

MOVED by Commissioner Ritchie, SECONDED by Commissioner Mitchell,
That the agenda be approved.
CARRIED

3. Adoption of Minutes

MOVED by Commissioner Michaud, SECONDED by Commissioner Field,
That the minutes of the Monday March 10th meeting be adopted as circulated.
CARRIED

4. Treasurer's Report

Treasurer's Report given by Commissioner Ritchie.

Commissioner Ritchie and Admin support have been establishing tracking systems for budgets and RFAs

Budget discussions will take place at the next meeting.

5. Maintenance Report

Commissioners Ford and Preston have discussed adding fire buckets and fire extinguishers to Thomson Park. Plans for maintenance to carry fire suppression equipment (fire buckets and extinguishers) in their vehicle.

They will also establish clear directives and checklists for maintenance going forward.

6. Business arising from the minutes

Items for Discussion/Action:

6.1 Revisions to RFA application and evaluation form

Application and evaluation forms have been reworked with suggestions from the commission.

Discussion on Disbursement of funds to applicants which are not affiliated with an established organization.

Equipment purchased by organizations belongs to SIPRC and equipment will be catalogued going forward.

Katie Dentry will contact the appropriate person at the CRD to help with formatting of the application form.

Emphasis on the fact that applicants will be more successful if they have attained or sought funding from additional sources will be added to the form.

6.2 Funding requests—need for funds disbursed prior to receipts received

Clarifications on which applicants will receive their funding upfront vs after receipts and reporting.

7. New Business

7.1 Work experience opportunities for four school districts

Katie Dentry presents opportunities for work placement for Grade 12 students

Placements in posts that are adjacent to work in Environmental fields.
Grade 12's are looking for the chance to shadow and enter into mentorship with the Parks and Rec commission.

They may be able to help with trail maintenance and invasive species management.
More information is needed before decisions can be made, SIPRC will connect with the program coordinator.

7.2 Sienna away next meeting, request for someone else to chair the meeting

Heather Michaud will Chair the Meeting providing quorum is achieved.

Discussion on changing the regular date of the meeting. A doodle poll will be set up to determine the best days for everyone.

7.3 Saturna Island Parks Canada Liaison Committee

As a representative for the Park Liaison Committee, Commissioner Preston provides a brief overview of the decision to close the Park on Cabbage Island.

SIPRC Brochure will be updated to reflect changes to parks and trails.

7.4 New Old Times Chautauqua - Use of Hunter Field

Island Trust has been liaising with the other islands to organize the hosting of the group "New Old Times Chautauqua", who will put on festivals and special events during their tour of the gulf islands. In exchange for permission to stay on Hunter field during their stay, they are willing to provide community service.
They plan to visit in August, so this topic will be discussed in future meetings.

8. Brief Report/Update from Project Leads

8.1.1 Communication- Caspar

Scribbler Articles when called for (i.e. events, funding etc...)

8.1.2 Commissioner Recruitment – Caspar

Discussions to be had regarding recruitment and retaining commissioners

8.1.3 CRD Website- Mitchell

Edits so far have been assembled, information on trails still to be updated.
Questions for CRD regarding length of texts and Special events.

Katie conveys to the commission that the CRD has been working on drafting parks bylaw for all four commissions which will touch on what the website texts should include as well as event guidelines.

Saturna will have its own link as opposed to being linked to Mayne as has been the case in the past.

8.1.4 Access Trail Maintenance – Ford & Preston

No Updates

8.1.5 Asset Maintenance – Henry

No updates

8.1.6 Park signage – Michaud

Discussion on procedure with signage sub-committee

8.1.7 Lyall Valley Public Outhouse- Caspar

CRD Liaison has surveyed the proposed site and begun discussions with MOTI. MOTI has a list of approved models for composting toilets. No decisions have been made yet.

8.1.8 Salmon Restoration – Michaud

No updates

8.1.9 Invasive Species – Michaud and Ford

Community Broom Dusting Day on the 25th of April.
Daphne destroying day to be planned for June or July

8.1.10 Community Immunity Garden – Michaud

Composter to be built soon

8.1.11 Taylor Point Row, Hike and Paddle – Field

Commissioner Field has spoken with Hubertus who organizes and coordinates the event. After the event, Commissioner Field and Hubertus Surm will get together and write a document on how the event is run. Mr. Surm has asked for clarity on the insurance policies surrounding the event.

8.1.12 Salmon BBQ – Henry

No Updates

9. Adjournment

Next meeting to be held May 19th, 2025

Meeting Adjourned at 18.03 PM.

Sienna Caspar

Chair

Carly Duquette

Committee Clerk