



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held June 23rd, 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, Steve Ford, Larry Field, Rosemary Henry

Staff: Carly Duquette

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 Caspar

2.Approval of Agenda

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

3.Adoption of Minutes

MOVED by Commissioner Ritchie, SECONDED by Commissioner Preston,
That the minutes of the Monday May 19th meeting be adopted.
CARRIED

4.Treasurer's Report

Treasurer's Report given by Commissioner Ritchie.

Nothing to Report

5.Maintenance Report

The maintenance contractor's hours have increased in an expected fashion throughout the spring and beginning of summer.

Discussion on Maintenance's documented hours over the last few months.

Discussion on requesting work to be done that is outside the scope of the maintenance contract i.e. clearing debris on trail left by Fibre Optics installers down at Access 106 in Boot Cove.

The contract has a clause which outlines work outside the scope of contracted work.

Discussion on when the maintenance contract should be revisited and re-written for next year.
The Commission determines that wording of the contract needs to be reworked.

Clause to be added to contract about trimming of Disc Golf Trails and reporting on specific disc golf course maintenance.

Commissioners Preston and Ford will speak with the maintenance contractor and ask them to have a look at Access 106.

The maintenance contractor has been reporting more hours and has made notes about issues to be addressed in various Parks.

Discussion on invoicing from Sean Pearce (arborist) and Commissioner Ford.

6. Business arising from the minutes

Items for Discussion/Action:

6.1 Budget Discussion

Discussion on whether unspent funds intended for capital projects will be used this year or if they should be carried over to next year.

- Money watershed - stays
- Lyall Valley outhouse stays
- Salmon enhancement - carried over
- Picnic tables and benches - stays
- Thomson Park Signage - carried over

Projected 3% overall increase in Operational Expenses for 2026.

Discussion on prospective increase in Parks Maintenance contract.

Recreational Funding Applications - No significant change in demand expected next year.

6.2 Update on directives and checklists for maintenance report

Commissioners Preston and Ford are working on a suggested route to follow in regards to site maintenance. It will be ready and given to Maintenance in July.

It is suggested that each site have a directive checklist with items and maintenance that need to be addressed throughout each season.

It is suggested that the Commission look into the CRD's current maintenance contract template.

6.3 Updating the Map/Brochure

Commissioners Preston and Michaud have circulated example brochures and maps that are being considered for the new Map/Brochure. These maps require editing and updates to respect private land and no public access zones as well as to reflect changes to access points, land ownership etc...

Discussion on what should be included on the SIPRC map in comparison to the ones put out by Saturna Tourism, GINPR, CRC and Parks Canada.

It is suggested that SIPRC collaborate with Saturna Tourism to work on Map/Brochure. Commissioner Michaud will be in touch with Melody Pender to discuss collaboration.

Leonard Digance and Nancy Angermyer developed the original map and brochure and do not mind that it continues to be used. Nancy Angermyer has access to the original file and may be able to help with updates.

Some Commissioners express a preference for the original SIPRC brochure and Map.

Alea Design and Print on Mayne Island will be contacted to see if the original brochure can be updated and improved on.

6.4 Update on Mountain Biking/Multi-Use trails

The Commission has the flexibility to proceed with designation and creation of multi use trails and begin work with individuals who have proposed mountain bike trails and work with them to build the park, piloting a multiuse trails system on CRD parks land in collaboration with the Water Services Committee who oversee the CRD's Lyall Harbour-Boot Cove Water System.

A project proposal form is in the works for creation of a parking lot at the Money Watershed park. Steps will be taken to ensure that archeologically sensitive areas are addressed.

Tuesday July 15th, the commission will go to the proposed area to survey and explore potential trails and sites for the multi-use trails.

7.New Business

7.1 Hike Paddle Row

7.1.1 Risk Assessment Form

Discussion on whether the risk assessment form may have been overly cautious contributing to the event now needing a liability waiver.

7.1.2 Consent Form/liability waiver

It is proposed that in the future, the sign up list includes an assumption of risk and waives liability in tandem with a list of names of participants (gathered by leaders of hike/paddle/row) who have been briefed on potential risks, be sent to the CRD as opposed to individual consent forms and waivers.

7.2 Thomson Park Update

The outhouse will eventually need pumping. Commissioner Henry went and cleared the area directly under the pit toilet, creating more space and allowing time for Envirorush to come and pump the outhouse.

Discussion on alternative solutions to mitigating the smell and dealing with outhouse maintenance.

Suggesting that ventilation be installed (a squirrel cage) to deal with the odor produced by the outhouse.

The Commission concludes that the outhouse will be equipped with ventilation, a sawdust bucket will be added to the outhouse and the pumping of the outhouse will be delayed until a later date.

Commissioner Ford and Sean Pearce (arborist) have been identifying and dealing with (potentially) hazardous trees on SIPRC trails.

Commissioner Ford and Sean Pearce have identified several older and potentially hazardous trees in Thomson Park. The big leaf maple in the Park may pose a future risk to the outhouse.

Two large Arbutus' on the beach were also assessed. The idea of installing fencing and signs around potentially risky trees in the future is put forth.

A hole left by roots of a fallen tree on Straight road is addressed. Discussion on whether it is necessary or worth filling in the hole.

It is suggested that perhaps severing the trunk from the root ball would allow the root ball to fill in the hole.

Signage could also be put up "let nature do its work"

Action to be determined at a later date.

Policy around reported hazard trees should be established by the commission.

Commissioner Ford will draft a light policy in regards to the handling of trees prioritising keeping trees for wildlife.

The Commission will look into CRDs tree risk management policy.

7.3 New Old Times Chatauqua

NOTC has made it known that they will handle all the logistics they are only asking for permission to use Hunter Field for Camping.

NOTC Plans to arrive on the 7th of August, hold workshops for the community on the 8th and assist with a community project on the 9th (daphne destruction, trail maintenance etc...) before putting on a vaudeville style performance in the evening,

Commissioner Michaud MOVES to approve the camping request by the New Old Times Chatauqua (contingent on Parks Canada approval) SECONDED by Commissioner Field CARRIED

7.4 All events (including camping requests) at Hunter Field and Parks Canada agreement

Parks Canada has received multiple requests for use of Hunter Field for camping and have approved them despite SIRPC having the License of Occupation.

These requests should be made to SIPRC first.

In the future, the community will be advised via scribbler and other community platforms that all requests for use of Hunter Field should be submitted to SIPRC

before March 31st.

7.5 Meeting Minutes Publication

Discussion on when meeting minutes should be distributed to commissioners

8. Brief Report/Update from Project Leads

8.1.1 Communication

No update

8.1.2 Commissioner Recruitment

No Update

8.1.3 CRD Website

Disc golf map will be taken down

8.1.4 Access Trail Maintenance

Any changes made to the Watershed Park must be made in conjunction with CRD Water

8.1.5 Asset Maintenance

No update

8.1.6 Park signage

Commissioner Michaud has a contact in CRD regional parks who can assist with guidance and creation of signage

8.1.7 Lyall Valley Public Outhouse

Hydro has asked for a \$100.00 application fee in order for them to review the request.

8.1.8 RFA Applications

No update

8.1.9 Salmon Restoration

No update

8.1.10 Invasive Species

No update

8.1.11 Community Immunity Garden

No update

8.1.12 Taylor Point Row, Hike and Paddle

Hubertus and Commissioner Field will be meeting soon to debrief on a successful event. The event hosted 36 Hikers, 11 Paddlers and 7 Rowers.

8.1.13 Salmon BBQ – Henry

Salmon may be purchased ahead of time. Commissioner Henry is working with Hubertus regarding execution.

9.Adjournment

Next meeting to be held July 28th, 2025

Meeting Adjourned at 18.47 PM.

Sienna Caspar

Chair

Carly Duquette

Committee Clerk