

SATURNA ISLAND PARKS & RECREATION COMMISSION (SIPRC)

Regular Meeting Minutes Saturna Island Parks & Recreation Office 9 December 2011 @ 9:30 am

Present

Michel Bourassa – Chair; Sheila Wallace -- Treasurer; Allen Olsen; Graeme Bregani; Ingrid Gaines; John Gahn; Hubertus Surm (left @ 1015)

Absent

David Cheslow Vice-Chair; Jim Bavis

Meeting called to order at 0933

Approval of Agenda – Approved

Adoption of Previous Minutes – 4 November, 2011 Approved as submitted.

Action – Distribute to SIPRC; CRD Director; CRD website; Free Mail file box.

Funding Requests -- None

Correspondence for Commission's Attention

a. Parks Canada sent letter suggesting shared funding responsibilities of Licenses of Occupation.. Michel contacted PC regarding ball field LoO; was told 'poor choice of words'. No further action required other than submitting annual report of annual events planned for ball field.

Action – Michel will submit report to Parks Canada.

Business Arising from Minutes

a. White House Electrical Closet – Ingrid reported that the work has been completed.

b.. Tissue Dispensers & Toilets – Graeme reported having ordered dispensers & tissue. Installation discussion followed. It was agreed to give work to Jim Fairhurst who had already been contracted to clean toilets. As cleaning had not commenced, Allen has recently requested of Jim to begin work immediately.

c. CRD Summer Student Program – Michel has sent in an application. Discussion of how a student might be used (trail maintenance, sr. programs, Rec Ctr. partnering, *Saturnita* maintenance). It was noted by Allen & Sheila that this federal program will have lots of paper work associated with it. Further details as available.

d. Review of Meeting Time -- It was agreed to meet on the 2nd Thursday of each month at 4:30 pm beginning in January.

Action – Secretary to change meeting time on SIPRC's Store wall file.

Action – Michel will mention change in Feb. *Scribbler* article.

Chair's Report

a. Better Business Practice – Michel suggested paying invoices only once a month when they have been brought to meeting. Discussion followed; centered on this method causing delays, esp. with payments requiring impressed fund account completion. As well, all costs pre-authorized at meetings then noted on treasurer's report. It was agreed not to change system.

b. Vice-Chair – Michel will be absent in Jan. & Feb. Sheila offered to be interim Vice-Chair. Election of officers will be held at January's meeting.

c. David Cheslow – Michel suggested sending David a thank you for his contributions during his term. Unanimous agreement.

Motion # 52 – Be it resolved that David Cheslow be thanked for his contribution to the SIPRC over the past term.

Moved by Ingrid

Seconded by Graeme

Carried

Treasurer's Report – December 2011 – Adopted as presented by Sheila.

Parks	Total Revenue	\$ 28,570
	Total Expenses	20,458
	Remaining Parks Operating Funds	8,112
	Parks Reserve Funds	15,804
Recreation	Total Revenue	9,155
	Total Expenses	6,338
	Remaining Rec Funds	2,817

Allen proposed transferring Parks surplus to Reserve Fund. Discussion led to motion:

Motion # 53 – Be it resolved that 2011 year-end Parks surplus funds are transferred to Parks Reserve Fund.

Moved by Allen Olsen

Seconded by Ingrid

Carried

Thomson Park

Sheila reported that there were no blow downs from the November storms.

Mowing was brought up again as the current owner of mower is considering selling machine; tentative owner is hoping for a contract with SIPRC. This person should submit a letter of interest to SIPRC.

Action – Ingrid will remind owner to submit letter of interest.

Public Accesses

a. Winter Cove – Allen, Michel & Jim met after Nov. meeting to haul gravel to trail. They assessed bottom step of stairs which will require rebar and concrete to replace gravel.

Action – Michel to purchase concrete & rebar.

Action – Allen to arrange work party.

b. Russell Reef – Contractor anticipates pouring slabs when extra concrete available. Work party needed to define loop trail and move gravel. Signage might include reference to Prince von Hohenzollern, former owner of land.

Action – Michel to contact W. Schwengler again re. plaque and suggested verbiage.

Action – Allen to arrange work party with Michel, Sheila & John.

c. Quarry Trail – Survey completed 2 Dec.; map of results received. Allen now able to proceed to consult letter stage. Work on trail will commence in spring.

Action – Sheila will provide Allen with addresses for three property entities.

Action – Allen send consultation letters by registered mail as required.

Lyll Creek Cottage

Graeme received notice from tenant of four month's planned absence; post-dated cheques received through May. Tenant has made arrangements to have family member check on cottage.

New Business

a. Treasurer Replacement/Alternative – None of the Commissioners have indicated willingness to take over for Sheila. Ingrid has agreed to position and to work cooperatively with contracted bookkeeper/accountant; she would sign cheques and oversee contracted services. Discussion followed and two possible names put forward. Sheila agreed to continue for a couple of months until new arrangement has been realized.

Action – Michel will contact Chantal and Theresa.

b. Annual Events

Action – Michel will include annual event dates in Feb. *Scribbler* article.

c. Group Addresses/Letterhead – Everyone should update to reflect new Commission.

d. SIPRC T-Shirts – Discussion of whether SIPRC logo shirts should be designed and purchased. No agreement reached. Hubertus, who had left meeting, might wish to pursue project.

Open Discussion -- None

Adjournment – 1035

Next Regular Meeting Thursday 12 January @ 4:30 pm -- Parks & Rec Office

Recording secretary ilka Allers-Olsen