

**SATURNA ISLAND PARKS & RECREATION COMMISSION (SIPRC)**

**Regular Meeting Minutes**

Saturna Cafe

12 January 2012 @ 4:30 pm

**Present**

Sheila Wallace – interim Vice-Chair; Allen Olsen; Graeme Bregani; Ingrid Gaines; Hubertus Surm

**Absent**

Michel Bourassa, Chair; Jim Bavis, John Gahn

**Meeting called to order at 1630**

**Approval of Agenda** – Meeting relocated to Saturna Café; agenda approved as amended

**Adoption of Previous Minutes** – 9 December 2011 Approved as submitted.

**Action** – Secretary to distribute to SIPRC; CRD Director; CRD website; FreeMail file

**Funding Requests** -- None

**Correspondence for Commission’s Attention** -- None

**Business Arising from Minutes**

a. *Annual Events Report Submission to Parks Canada* – Michel (table to March meeting)

b. *Outhouse Maintenance* – Graeme reported having received four dispensers (one on backorder). Installation discussion followed. Allen reported misunderstanding has resulted in replacement rather than adding as second dispenser; contractor has been informed of his error.

**Action** – Graeme to follow up with getting one additional dispenser

**Action** – Allen to monitor that work will be performed according to instructions.

Allen reported that he clarified with contractor that toilets should be cleaned monthly rather than bi-monthly.

**Chair’s Report** – None due to Michel’s planned absence.

**Treasurer’s End of Year Report** – Dec. 2011 revised – Adopted as presented by Sheila.

<b>Parks</b>	Total Revenue	\$ 28,570
	Total Expenses	23,633
	Remaining Parks Operating Funds	4,937
	Parks Reserve Funds	10,804
<b>Recreation</b>	Total Revenue	9,155
	Total Expenses	6,745
	Remaining Rec. Funds	2,410

A brief discussion followed. Most expenditures have been posted. Allen asked whether 2011 surplus move to Reserve Fund was completed. Sheila said that the CRD indicated that they would do it. Queries regarding bookkeeper (see below) and total cost of picnic shelter, site work and picnic tables (approx. \$84,000).

### **Thomson Park**

a. Mowing Proposal – Proposal received from Darryl Davies, who wants at least one contract for mowing before he decides on purchasing commercial grass mower; already owns commercial weed eater. Discussion followed: Retain Darryl’s services twice per year.

**Motion #53** – Be it resolved that we approve to hire Darryl Davies to cut Thomson Park grass twice per his proposal up to \$600.  
(Proposal attached)

Moved by Graeme                      Seconded by Allen                      Carried

**Action** – Ingrid will contact Darryl of proposal acceptance.

### **Public Accesses**

a. Winter Cove – Bottom step of stairs still requires rebar and concrete to replace gravel. Allen plans to organize work party in early Feb. when both Jim & John are available.

**Action** – Allen to purchase cement & rebar; arrange work party.

b. Quarry Trail – Allen sent three consultation letters by registered mail; all have been picked-up. Sheila plans to forward to all strata owners. Jean Elwell has been provided with Allen’s contact information should questions arise while Sheila is away.

c. Russell Beach – Concrete slabs still have not been poured. Work party for trail layout planned for when people are available,

**Action** – Allen to arrange work party to work on trail.

### **Lyall Creek Cottage**

a. No change on clothes washer drainage.

b. Graeme reported cottage appears to be looked after while tenant is away.

### **New Business**

a. Bookkeeper Proposal – Chantal Grolway has accepted the pending position of bookkeeper to assist Ingrid in her new role as treasurer. Discussion of possible time limits followed. It was agreed to revisit issue after 4-5 months once some history has been established. Allen mentioned the numerous hours involved when SIPOA requested 10 years of expenditure and budgeting information; difficulty in knowing in advance what work might be involved. Sheila had spoken with CRD re. budgeting of service by moving \$2,000 from contingency to contracted services. A meeting has been scheduled with Sheila, Allen, Ingrid and Chantal for 14 Jan. to go over details of budget and accounting.

**Motion #54** – Be it resolved that we engage bookkeeping support services at the rate of \$25/hr. starting January 2012.

Moved by Graeme                      Seconded by Ingrid                      Carried

b. Election of Officers – Chair, Vice-Chair and Treasurer were elected after three calls from the floor. Michel as Chair, Sheila as Vice-Chair and Ingrid as Treasurer were acclaimed.

a. Signing Authority – Cheque signing authority will remain unchanged from Michel, Allen, Sheila and Ingrid.

**Open Discussion -- None**

**Adjournment – 1730**

**Next Regular Meeting Thursday 9 February @ 4:30 pm -- Parks & Rec Office**

Recording secretary ilka Allers-Olsen