



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission**  
**Thursday, July 13, 2023, 4:30 Pm**  
**Saturna Recreation Centre, Saturna Island, B.C.**

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Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair) Keith Preston, Larry Page, Sienna Casper (Treasurer), Al DeJoseph

Guest Delegation: Tex McLeod

Staff: Denise Kuzyk, Administrator

Regrets: Rosemary Henry, Paul Brent, Kyra Haworth,

1. The meeting was called to order at 4:30 pm, Territorial Acknowledgement, Quorum and Welcome - Commissioner Osborne provided the Territorial Acknowledgement, noted Quorum as achieved and welcomed the Commissioners and guest delegation.
2. Approval of Agenda - The Agenda was amended to move discussion of 8.6 problem trees in Boot Cove to 3.1 and the addition of 8.6 septic pump out of Outhouses at Winter Cove. Amended agenda was approved and adopted by consent.
3. Adoption of Minutes - Minutes of June 9, 2023, were recommended and approved by consent.  
3.1 Problem trees in Boot Cove on Parks access. A presentation of the large trees blocking views on the parks access was given by Tex McLeod. Discussion occurred on ownership and solution of proposed topping occurred. It was agreed by consent that Tex McLeod would obtain expert opinions on how to deal with the large tree and report back to the Commission. Due to time limits a motion and voting on removal or remediation would be done via email. ACTION: C. Osborne and C. Quaintance will inspect the access and the trees.
4. Treasurer's Report: IMPREST Bank balance as at June 30, 2023, = \$1,892.95  
RFA's Funded in May and June Line Dancers: (191.17) Bio blitz (645.38) Girl Guides (125.00) PickBall Association (300.00) for a total of 1,261.55. Special events: Hike, paddle, row (504.00) May 2023 financial reports (June reports not yet received) Estimated adjusted balance in recreation programs account 10,145 RFA's still to be funded (not including dog training RfA which has been withdrawn) = 9,230. Estimated adjusted balance in recreation special events after funding = 1,802  
The financial report was accepted by consent.  
  
Budget 2024: Forecasting for the new budget is due at the end of October 2023. ACTION: C. Sienna will be contacting Paul Brent for assistance with the October budget plan for 2024. **All** Commissioners are asked to provide input to capital projects for the budget 1) Gazebo shelter – location and cost – with possible community survey 2) Lyall Creek – clean up and rebuilding of foot bath bridge 3) New path and possible new bench ACTION: 1) C. Field to research gazebo kit costs 40 C. Casper To contact C. Hayworth and CRD regarding archeological study requirements for gazebo and Lyall Creek bridge 3) C. Osborne to contact Rick Jones regarding future upgrades/plans for Lyall Creek salmon enhancement.
5. Chairs Report - The Chair's written report was circulated in advance by email and referred to in the meeting.  
5.1 Administrators Report – Denise requested permission to purchase ink and envelopes. Approval by consent.
6. Funding requests  
6.1 From FAB for \$80.00 for cake at "Orca Day" at East Point on July 15<sup>th</sup>, 2023. Motion: "To approve Recreation funding request of 80.00 for the FOG alarm Building "Orca Day" event." Moved by C. Casper and seconded by C. Preston. Carried.

7. Business Arising from Minutes:

7.1 Report and discussion and regarding memorials. C. Casper circulated a draft policy. A general discussion ensued. MOTION: "To draft a policy on memorializing Parks facilities." Moved by C. OSBORNE seconded by R. Quintance. ACTION: All Commissioner's to review draft policy with the shared online document and make comments and suggestions for next meeting.

7.2 Park Work Parties – Carried forward.

7.3 Update on website and social media. Carried forward.

8. New Business

8.1 See 3.1

8.2 Commonality Meeting June 20 debrief. All commissioners attending agreed of the value of the event and the proposed increased operational support from the CRD.

8.3 Planning for Salmon BBQ on September 10<sup>th</sup>. It was discussed noted the organizers had things well in hand. No action required.

8.4 Policy respecting payment on payments of grants and funding. Carried forward for next meeting. ACTION: D. Kuzyk to prepare a draft guideline for the approved funding disbursements and obtain clarification from the CRD on accounting requirements for local Imprest bank account.

8.5 No camping, no fires signage, and bylaw on local parks. Currently there is no bylaw on local parks for Saturna. ACTION C. Osborne has initiated a request for a regulatory bylaw and signage and is working with CRD to get this in place. Request for cultural use of Winter Cove September 21 to 25<sup>th</sup> Carried forward.

8.6 Septic pump out of outhouses at Winter Cove. Discussion occurred on requirement to pump out. Concert ACTION C. Osborne to arrange ASAP.

9. Adjournment recommended and adjourned at 6:32 pm.

Next Meeting regular Thursday August 10, 2023, at the Lounge at Saturna Recreation Centre.

David Osborne

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Chair

Denise Kuzyk

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Committee Clerk