



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission**  
**Thursday, August 10, 2023, 4:30 Pm**  
**Saturna Recreation Centre, Saturna Island, B.C.**

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Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair) Larry Page, Rosemary Henry, Sienna Casper (Treasurer)

Staff: Denise Kuzyk, Administrator

Regrets: Kyra Haworth, Keith Preston, Paul Brent, Al DeJoseph

The meeting was called to order at 4.30 pm

1. Territorial Acknowledgement, Quorum and Welcome - Commissioner Osborne provided the Territorial Acknowledgement, noted Quorum as achieved and welcomed the Commissioners.
2. Approval of Agenda - Adopted by consent.
3. Adoption of Minutes - Minutes of July 13, 2023, recommended and approved by consent.
4. Treasurer's Report – presented but Commissioner Casper:  
Imprest bank account balance at July 31 = 1,853.80 less outstanding cheques to clear of 392.96.  
Imprest top up to be deposited August should be 539.50 for an adjusted balance of 2,000.34.  
Recreation 100705 (Expense account) Recreation programs account remainder is at 10,513.78 - only the Heritage Centre submitted a recent receipt \$80 report. O/S RFA's unfunded are 9000 according to the May approved minutes. All sub accounts including recreational funding for Recreation total 15,313.74 budget (adjusted) remaining. Parks 100701 (Expense Account) Recent July Septic pump out at Winter Cove totalled = 2,078.37. Parks fund budget all sub accounts (adjusted to date) 8,310.44 remaining. Land reserve 1018-101361 (Revenue account) 3,421.56 Capital fund 1036-101380 (Revenue Account) = 82,555.23  
Financial report accepted by consent.

4.1 Budget Planning. Discussion on possible Capital Projects. Possible ideas for capital projects were discussed. Commissioner Quintance gave a cost estimate on a large gazebo. It was noted after an informal poll of residents that a large gazebo at the proposed Tumbo Channel access has no neighbourhood support. Other ideas and proposals were discussed. Feasibility and various locations for an outhouse near pickle ball courts/community gardens. ACTION: Commissioner Casper to follow up. Lyall Creek path and footbridge repair. ACTION: Commissioner Osborne to follow up. Playground area near white house ACTION: Commissioner Casper to follow up. A dog park. ACTION: Commissioner Field to investigate Cunningham Road area proposed. Playground at the white house ACTION: Commissioner Casper to follow up.

4.2 Discussion for the need of a funding policy for approved Recreation Funding (RFA), the following was proposed: MOTION: "To adopt SATURNA RECREATION APPLICATION FUNDING POLICY

- 1) Individuals are required to submit receipts or invoices from contracted services or for expenditures. Funds will be reimbursed based on receipts up to the amount approved.
  - 2) Associations (with registered bank accounts) will be required to provide copies of receipts and a spending report. SIPR Commission will decide during the approval process on funding timing based on the RFA proposal.
  - 3) Societies (registered and non-registered charities) Funding will be provided after approval of RFA. Societies will be required to provide a follow up spending report after funding and prior to next application." moved by Commissioner Casper, seconded by Commissioner Osborne. Approved.
5. Chairs Remarks - The Chair's written report was circulated in advance by email and referred to in the meeting.
  - 5.1 Administrator Report – No Report
  6. Funding requests – none

7. Business Arising from Minutes.

7.1 Report and discussion re memorials. A draft policy was out sent out to all Commissioner's. ACTION: Commissioners are asked to review and respond to Commissioner Casper's draft. Carried forward to next meeting.

7.2 Park work parties. Commissioner Henry reports the cost of refinishing a picnic table is 85 dollars plus 5 hours work. ACTION: Commissioner Henry to investigate and report back on toxicity of finishing product and cost of purchasing of tools for future SIPRC use.

7.3 Update on website and social media – carried forward.

8 New Business

8.1 Delegations: none

8.2 Planning for Salmon BBQ ACTION: Commissioner Henry to coordinate volunteer jobs and provide timelines for the Salmon BBQ on September 10.

8.3 No camping, no fires, signage and Local Parks By-law. 12x18" signage will be ordered. ACTION: Commissioner Osborne still coordinating with CRD. Carried forward.

8.4 Problem trees in Boot Cove. Three trees on park access were identified by Commissioner Quintance and examined by Good as Wood. Discussion on problem trees occurred. MOTION: "That permission for Tex McLeod to have a certified service top the three identified trees on park allowance, at his expense." Moved by Commissioner Quintance seconded by Commissioner Osborne. Approved.

9 Adjournment recommended and adjourned at 6:10 pm.

Next Meeting regular Thursday 4:30 September 13, 2023, at the Lounge at Saturna Recreation Centre.

David Osborne

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Chair

Denise Kuzyk

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Committee Clerk