

DRAFT
Minutes of Saturna Island Parks and Recreation Commission
Thursday, October 12, 2023, 4:30
Saturna Recreation Centre, Saturna Island, BC

Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair) Larry Field, Rosemary Henry, Keith Preston, Paul Brent

Regrets: Sienna Casper (Treasurer) Denise Kuzyk, Administrator
Kyra Haworth

Guest: Heather Michaud

The meeting was called to order at 4.35pm

1. Territorial Acknowledgement, Quorum and Welcome - Commissioner Osborne provided the Territorial Acknowledgement, noted Quorum as achieved and welcomed the Commissioners and guest.
2. Approval of Agenda – circulated by email and adopted by consent.
3. The minutes of August 10, 2023 were approved by consent as circulated. Thanks to our Administrator. The minutes of October 5, 2023 were approved by consent as circulated. Thanks again to our Administrator.

4. The Commissioner Casper, Treasurer and D. Kuzyk, Administrator being absent, Commissioner Osborne circulated a brief financial summary to September 30 as follows:

Imprest account balance as of September 30, 2023, = \$1,995.34 (adjusted).

Funded RFA'S in August/Sept \$5066.

Outstanding RFA's = \$1,939.

Recreation programs account remainder is estimated at \$2938. after outstanding balances RFA's are cleared. Some requests come in under funding approval.

Recreation 100705 Expense account

All sub accounts including recreation funding for Recreation total \$9,058 as at budget September estimated.

Parks 100701 Expense Account \$5739.70 as at September estimated.

Land reserve 1018-101361 Revenue account \$3,438.12 - as at August 2023

Capital fund 1036-101380 Revenue Account \$87,943.89 as at August 2023.

ACTION: The Commissioner Casper, Treasurer and D. Kuzyk, Administrator to complete budget spreadsheets and submit to the CRD as approved.

5. The chair's report for October was accepted as circulated and referred to as necessary through the meeting. Commissioner Quaintance, vice-chair agreed to chair the November meeting in the absence of the chair, supported by the administrator.

6. Funding requests: No funding requests.

6.1 The Commission agreed to extend the unused funding for pottery workshops to Patricia DeJoseph from 2023 to 2024. **ACTION:** Commissioner Osborne to write to advise P. DeJoseph.

- 7 Business Arising from Minutes:

7.1 The Commissioners decided there will be no more work parties until Spring, 2024.

7.2 Commissioner Henry reported on bench and table maintenance which she has been researching. She recommended, and the commissioners agreed that in future maintenance will be conducted by volunteer work parties using available tools and purchasing supplies and tools where needed, as in the past.

MOTION: Commissioner Osborne moved the final memorial policy (attached), seconded by Paul. After discussion, carried. The fee schedule to be attached when it is produced.

7.3 After discussion of 3 applications for the 3 vacancies on the commission starting January 2024 for two year terms, the Commissioner's decided to recommend James (Jamie) Ritchie, Lisa Mitchell, and Heather Michaud to the elected representative, Paul Brent, to be approved by the CRD board in November. Thank you to the 3 candidates for putting their names forward. **ACTION:** Commissioner Osborne to inform them of the process by email.

8. New Business:

8.1 MOTION by Commissioner Osborne, seconded by Commissioner Henry, that the commission change its meeting day to the second Monday of each month at 4:30 starting January 2024. After discussion, carried, contingent upon consent from Sienna and Denise, who are absent.

8.2 Commissioner Osborne reported about correspondence from the CRD that a local park bylaw is in progress.

8.3 Commissioner Osborne reported that the Saturna Lodge has suggested problem trees approved to be maintained will be done this fall.

9. Meeting adjourned at 5:45.

Next Meeting regular Thursday 4:30 November 9, 2023, at the Lounge at Saturna Recreation Centre.

David Osborne

Chair

Denise Kuzyk

Committee Clerk