



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission**  
**Monday, December 11, 2023, 4:30 PM. Saturna Library, Saturna Island, BC**

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Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair), Rosemary Henry, Sienna Casper (Treasurer) Keith Preston, Paul Brent

Staff: Denise Kuzyk, Administrator

Regrets: Kyra Haworth, Larry Field

Guests: Heather Michaud, Lisa Mitchell, new commissioners for 2024

The meeting was called to order at 4.45pm.

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 as circulated.
3. The minutes of October 12, 2023 were approved by consent as circulated.
4. Treasurer's Report: Commissioner Casper presented with a brief summary of the budget progress, current financial position, increases, and restrictions. Discussion of the budget occurred. Commissioners Brent, Casper, and the administrator to continue to work with the CRD accounting to complete the process.
5. Chair's Report: Chair's written report was circulated in advance by email and referred to in the meeting.
  - 5.1 Administrator reported that we will have an estimated recreation budget surplus to roll over into the 2024 recreation budget. We have approx. \$2000.00 left in the 2023 parks budget and expenses still to come in December.
6. No funding requests.
  - 7.1 Moved by Commissioner Casper, seconded by Commissioner Henry that the meeting date and time for 2024 be moved to the 2<sup>nd</sup> Monday of each month at 4:30 PM and those meetings to take place usually at the Saturna Library. After discussion, carried.
  - 7.2 The administrator indicated that she is willing to continue in the position until a replacement is found.
- 8.1 Discussion and timing of recreation funding deadlines for 2024. There was discussion by the Commissioners regarding changing the application deadline from April 30 to January 31 and the review and approval deadline from May 31 to February 28. The change of dates was approved by consent. ACTION: Commissioner Osborne will advise by email all prior applicants, post the deadlines online and have the guidelines and application forms available.
- 8.2 Commissioners Henry, Quaintance and Preston shared their impressions of a day on Pender Island hosted by the Wsanec Leadership Council to build relations with them and discuss issues about parks.
- 8.3 Approval was given by consent to a wedding to take place at Thomson Parks August 17, 2024. The Chair to notify the applicant of relevant conditions.
- 8.4 Approval given by consent to move signage on Boot Cove Road at the request of the property owner. Commissioner Henry and Brent to make arrangements for it to be done.

9. Meeting adjourned at 6:45 pm. Next Meeting Monday, January 8, 2024, at the Saturna Library.

David Osborne

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Chair

Denise Kuzyk

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Committee Clerk