



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission
Friday, November 6, 2024, 4:30 PM. Saturna Library, Saturna Island, BC**

Present: Present: Commissioners: Keith Preston (Vice Chair), Heather Michaud, Sienna Caspar, Jamie Ritchie, Larry Field, Lisa Mitchell, Rosemary Henry

Regrets: Paul Brent, David Osborne (Chair), Denise Kuzyk

1. Commissioner Preston called the meeting to order at 4.30 pm and gave the First Nations acknowledgment. Quorum achieved.
2. Agenda review, additions, and reorganization:
 - #11 update on selecting new administrator once Denise leaves her role.
 - #10 SI Parks Canada liaison
 - #5 admin report
 - #6 budget
 - #7 funding applications
 - #8 in cameraAgenda changes approved.
3. Change in the minutes from September. Saturna Beach strata funding request for a new sign should have read "funding request to CRD" not Ministry of Highways.
4. Treasurers Report - received by commissioners on-line. Treasurer absent.
5. Admin report - received by commissioners. Administrator absent. Commissioner Caspar concerned about the difficulty all the commissioners have about understanding the amount of \$\$ we have to work with in SIPRC. The admin report does not jive with the CRD budget report. Our administrator understands the process the best but she is leaving at the end of the year. Discussion ensued about demystifying the CRD budget report we receive on a monthly basis. No commissioner is willing to be treasurer as there is no concrete understanding of the budget. We accept the administrator's report as it stands as we will be allocating funds as stated for late funding applications.
6. Budget - Commissioner Brent circulated the budget in advance of meeting. Discussion ensued with many many unanswered questions. Budget is approved as it stands as we are at deadline. Commissioner Caspar moves we accept the budget. Second Commissioner Mitchell. The commissioners agreed that we need to be better educated on the SIPRC funding process. Commissioner Michaud put forward that we would like to have a meeting dedicated to educating all commissioners about the budget and accounting practises. Acceptance of budget with one abstention Commissioner Ritchie.
7. Funding allocation. Commissioner Caspar asked for discussion about criteria. Criteria is detailed out on the new funding request form however further discussion ensued. Commissioner Mitchell discussed the applications for our most recent call out for funding requests:
 - Art and Fungi - \$395. Commissioner Caspar moved. Commissioner Ritchie seconded. Passed
 - Book talk - \$430. Commissioner Caspar moved. Commissioner Field second. Passed
 - Dance collective - not enough detail to move forward

Library book talk - \$430. Commissioner Caspar moved. Commissioner Preston second. Passed.

Library had also requested permission to spend previously allocated CRD money for an event that did come to fruition. The money will now be spent purchasing gardening books on behalf of The Seed Library.

Giambori Concert - \$300. Commissioner Ritchie moved. Commissioner Preston second. Passed

8 In camera

9.1 Update on Thomson Park - tabled to next meeting.

9.2 Food and honouraria requests - tabled to next meeting

9.3 Shore access - tabled to next meeting

9.4 Valley outhouse update- Commissioner Caspar is the SIPRC representative working with school board and CRD on an agreement and tender for quotes.

9.5 Signage first nations Thomson Park - tabled. Commissioner Brent absent.

10.1 Next SIPRC meeting Monday November 11th

10.2 Advertising for new commissions for 2025. Need one more.

11. Done

12. Parks Canada rep from SIPRC Commissioner Henry. Commissioner Ritchie moved Commissioner Caspar second. Passed.

13. Update on Administrator Job Description -

Proposal to reach out to Crd contractor who already does Pender PRC and Mayne PRC to take on SIPRC as well. Yes, she is interested and is willing to attend our next meeting. Will attend our meetings prepare documents for Commission approval, assist chair with agenda, post agenda, record minutes, etc. She cannot do the support for the treasurer.

Suggestion that our administrator job description be divided into two roles. Commissioner Michaud will devise a draft of a revised contract.

14. Adjourned.

Next meeting November 11, 2024