

# Galiano Island Parks and Recreation Commission

January 6, 2011

Galiano Island Trust/CRD Office (23 Madrona)

## MINUTES

**Present:** Cheryl Bastedo, Travis Beaulieu (Acting Chair), Allan Doty, Ken Hancock (CRD Director), Betty Kennedy, Don McKinnon, Mario Szijarto, Rose Marie Umana, Jennifer Margison (Recording Secretary) and one member of the public

**Regrets:** Keith Hutchinson (Chair)

### 1. Call to Order

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The Chair called the meeting to order at 8:34 am.

### 2. Approval of Agenda

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**Betty moved and Rose Marie seconded that the agenda be approved with amendments  
CARRIED.**

### 3. Approval of Minutes of Previous Meeting

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**Allen moved and Rose Marie seconded that the minutes of December 2, 2010 be approved.  
CARRIED.**

### 4. Delegations

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None

### 5. Correspondence

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A letter was received from the CRD billing department requesting a list of the commissioners with phone number and addresses. A list for updating was circulated to all commissioners.

Some correspondence was received about the skatepark, to be discussed later in the agenda.

### 6. Primary Business

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#### 6.1 Bike racks

The temporary toilet has been re-located from Morning Beach #59 to Dewinetz # 50. The toilet will be open once it is installed. Gulf Islands Septic will be contacted. Annie Okuda will be asked to take on the maintenance of this toilet.

#### 6.2 Skate park issues/beach maintenance contracts

A letter has been received from the provincial government department responsible for the registration of non-profit societies, with notification that the Skatepark Society's annual reports have not been submitted since 2007 and they will be struck off as a society if this is not rectified. Question to Ken about whether a registered society is required in terms of CRD contract obligations. Ken will follow-up and Don will respond to the letter. Don spoke to Janice Prevedoros about this matter. She is willing to take care of the weekly reports needed to address liability concerns. Don will send Ken Janice and Brad Prevedoros's

contact information.

A bill has been received from the hardware store for the skatepark but it is unclear what this is for.

The fiberglass roof of the skatepark toilet needs replacing. Allen will get quotes and noted that the graffiti on the toilet should be removed.

Mario contacted Michelle Fox re: beach access maintenance but noted that the contract has expired. Rose Marie suggested starting all contracts at the beginning of the calendar year. It was agreed that this would simplify the administration of contracts. Travis will provide Allen with an updated contract. Allen will then draw up two separate contracts: one for south end toilet maintenance (Gina Wilson and Peter Rabatich)) and one for skatepark grounds (Sandy Pottle). Travis will also update contracts for beach maintenance (Michelle Fox) and north end toilets (Annie Okuda). The Commissioners will review all signed contracts at the next meeting.

### **6.3 Website update**

Travis noted that there is a tab on the website [crd.bc.ca/galianoparks](http://crd.bc.ca/galianoparks) for the GIPRC Master Plan which should be reviewed every 5 years. It was last reviewed in the 2006/2007 term so should be reviewed and approved for the 2012 year. Commissioners should consider this and bring forward recommendations that could then be presented to the public. Commission Meetings is the next tab down. The agendas should be posted here. Jennifer will follow-up. Community Parks is the next tab and specifies that the commission creates management plans for the parks. Travis suggested that whoever takes responsibility for parks this year also be responsible for drafting management plans. Shore Accesses is the next tab. This section needs to be updated to include those accesses completed and those that are underway. A new priority list will be posted. Maps are on the website but Travis still needs the pdf for the updated map from the new brochure. The old key and access inventory needs updating. Travis will do that. Trails is the next tab. Question about trail plan which was created in 2007. Travis suggested that whoever takes on trails should review this plan. The contacts page also needs updating.

## **7. Reports**

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### **7.1 Chair's Report**

None.

### **7.2 CRD Director's Report**

Suggestion from CRD Finance that the Commission have a project list that would identify capital projects. If the Commission has a project list, it will be a more predictable process and a planned contribution to capital can be considered at budget time. What are the priority projects for this year and what will we spend? Some Commissions even do 5 year plans. This could be part of the master plan review. Capital Projects will be added to the agenda for the next meeting under Primary Business.

### **7.3 Treasurer's Report**

#### **7.3.1 Status of Accounts**

As of December 31:

Imprest account: \$562.30 balance

Parks Improvement Account: \$33805 balance

Maintenance account: \$7211 balance  
Recreation account: \$22927 balance

### **7.3.2 Invoices to be Approved**

#### **7.3.3 Report on Payment of Invoices**

|                     |                                    |         |
|---------------------|------------------------------------|---------|
| Stevens Excavating  | Morning Beach toilet installations | 5350.60 |
| Michelle Fox        | Liability insurance                | 670.00  |
| Jennifer Margison   | Secretarial services Oct-Dec 2010  | 340.00  |
| Rene Zich           | Liability insurance                | 680.00  |
| Gulf Islands Septic | Morning Beach temp. toilet pumpout | 128.80  |

Discussion of liability insurance for contractors and size of contract. Anytime there is risk, liability insurance should be a requirement when tendering a bid.

**Betty moved and Ken seconded that the payment of invoices and the Treasurer's Report be approved.**  
**CARRIED**

### **7.4 CRD Parks Report**

None.

### **7.5 Shore Access Report**

#### **7.5.1 Zelter/Zenner #64/65**

The Zenner survey has been completed. Zelter is proceeding.

#### **7.5.2 Retreat Cove #31**

Suggestion to write a letter to the landowner re: encroachments or incursions. Ken mentioned that incursions can be identified to the MoT but anyone who has an incursion also needs a licence to occupy it and the licence is issued to that person, not attached to their property title. If an incursion is noted on the checklist, the MoT will contact the landowner to notify them of the need for a licence of occupation. Some incursions can be accommodated if they are not blocking public access. Suggestion to contact Debbie O'Brian for some back-up from the MoT. Travis will look at the history on this and will draft an email to Debbie O'Brian for the next meeting after checking with Keith and Mario to see what has been done already.

#### **7.5.3 Matthews #15**

Rose Marie noted that out of 54 people contacted, 4 volunteered for the broom removal work party here on December 10.

#### **7.5.4 Morning Beach**

Mario will arrange for toilet and no overnight parking signage.

#### **7.5.5 Montague at Oceanview (end of Southwind)**

Question about parking here and about shore access checklist completion that is required for licence of occupation application.

#### **7.5.5 Salamanca #59**

No survey as yet.

#### **7.5.7 Valerie's Place #48 (at Deacon Lane)**

The vehicle has now been removed. No further action needed here.

#### **7.5.8 Other Shore Access Issues**

### **7.6 Trails Report**

#### **7.6.1 Sturdies Bay Trail**

Rene has looked at the erosion issue and we are waiting to hear back from him.

#### **7.6.2 Georgia View/Sticks Allison Trail**

Question of need for a licence of occupation here. Tree cutting has occurred on the private property beside this trail and the entrance is now too muddy to access the trail.

**Mario moved and Don seconded that the GIPRC apply for a licence of occupation for the Georgia View to Sticks Allison connector.** Suggestion to consult the neighbours to see if any maintenance is being done on this MoT right-of way. Travis will check with Debbie O'Brian to see if the LoO is the best tool. Ken will check with Jerry.

**CARRIED.**

#### **7.6.3 Other Trail issues**

### **7.7 Parks Report**

#### **7.7.1 Return to Crown Strip**

Travis will contact Keith to see if he has drafted a letter stating that the Commission's interest is protection of a fragile ecosystem here, not a trail. If Keith has not done so, the Commissioner in charge of Parks will take this on.

#### **7.7.2 Sticks Parks #69**

Still waiting for the contractor to complete the access across the seasonal creek.

#### **7.7.3 Other Parks issues**

The trail in Tricia Park still needs another log to protect the trail from erosion.

### **7.8 Recreation Report**

#### **7.8.1 Funding Applications**

Travis reviewed the "criteria for funding" document. According to the document most of the funding is dispersed in January. Conditions of funding are: local not-for profit organization; services and activities are open to everyone and benefit a diverse group people; the organization is seeking other funding. The application for funding is on the website and the deadline is May 31st for the period Sept 1, 2011 to August 31, 2012. Betty will put a notice in The Active Page. Travis will contact the Activity Centre and invite them to apply again. Don will provide a list of funded groups for the 2010/2011 year to Betty and to Travis for inclusion on the website.

### **7.9 Volunteers Report**

## **8. Projects**

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### **8.1 Shore access guide/draft brochure**

**Mario moved and Travis seconded that 1000 brochures be printed.  
CARRIED.**

### **8.2 49<sup>th</sup> Parallel**

The plaque has been installed. Mario provided a draft of an article for The Active Page that Betty will edit and submit.

### **8.3 Rockfish Conservation Areas**

Travis has not had any response to his phone call regarding these areas.

## **9. Other Business**

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### **9.1 Un-addressed Thoughts and Concerns**

Agreed that Galiano will offer to host the next Commonality meeting, usually in March or April. Feedback on regulatory bylaws (parking, smoking, camping issues) for the southern Gulf Islands would be on the agenda. Ken is waiting to get clarification on whether we can have a bylaw for shore accesses. Ken will distribute the draft local parks regulatory bylaw. Jennifer will draw up a timeframe/task list for the next meeting.

## **10. Election of Officers**

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Ken opened the floor for nominations for the position of Chair. Ken explained that the Chair and Vice Chair can if they choose, share the workload and in effect, function as Co-Chairs. Travis was elected as Chair by acclamation and Betty as Vice Chair by acclamation. Don was elected as Treasurer by acclamation.

Reporting Chairs will be: Betty - The Active Page; Mario - Shore Accesses and Cheryl will assist with the required paperwork; Allen – Trails; Travis – Parks; Rose Marie – Volunteers; Don – Recreation.

## **11. Date for Next Meeting**

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February 3, 2011

## **12. Adjournment**

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The meeting adjourned at 11:30 am.

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Travis Beaulieu, Chair  
Galiano Parks and Recreation Commission

