

Galiano Island Parks and Recreation Commission

January 5, 2017 at 8:30 am
Galiano Island Trust/CRD Office (23 Madrona)

MINUTES

Present: Ed Andrusiak, Allan Forget, Mike Hoebel, Werner Heinrich, Don McKinnon, Gloria Schmidt, Paul LeBlond, Dave Howe, CRD Director with Andrea Mills, the Alternate Director attended part of the meeting, Jennifer Margison, Recording Secretary

Regrets: Kate Paterson

1. Call to Order

Ed Andrusiak, acting as the Chair called the meeting to order at 8:30 a.m. Although appointment letters have not yet been received from the CRD, a welcome was extended to the new Commissioners, Paul LeBlond and Kate Paterson.

2. Approval of Agenda

**Werner moved and Don seconded that the agenda be approved as amended.
CARRIED**

3. Approval of Minutes of Previous Meeting

**Allan moved and Werner seconded that the minutes from the December 1, 2016 meeting be approved with amendments.
CARRIED**

4. Delegations

None.

5. Correspondence

None.

6. Primary Business

6.1 Election of Officers

Nominations were accepted as followed:

Treasurer: Don McKinnon – Werner nominated and Paul seconded: elected

Vice-chair: Mike Hoebel – Allan nominated and Werner seconded: elected

Chair: Ed Andrusiak – Paul nominated and Werner seconded: elected

The contact list will be updated by Jennifer and distributed.

6.2 Work Assignments for Commissioners (list attached)

Each Commissioner is asked to develop a mandate or job description identifying processes for their areas of responsibility.

Treasurer – Don

Recreational Funding – Gloria

Community Parks and Shore Accesses

1. Shore Access Planning, Design and Development – Allan with assistance
2. Trail Planning, Development and Maintenance - Paul and Allan
3. Planning and Development of DL 79 Park – Mike, Kate (to be confirmed), informal role for Bowie Keefer through the Trail Society (to be confirmed)
4. Toilet Maintenance – Ed and Don

Volunteer Coordination – Gloria

1. Park Stewards
2. Work Parties with assistance from Allan

Commission Processes and Administration

1. Review for Best Practices – Ed, Werner and Mike
2. Ongoing Liaison and Communication – Werner
3. Documentation and Archives – Allan

Public Communication/Profile

1. Brochure, Maps and Displays – Kate and Mike
2. Jamboree and Fiesta – Paul
3. Internet Practices – Mike and Allan
4. Active page Report - Gloria

6.3 Review of Commission Operating Procedures

Ed, Werner and Mike will meet on this.

6.4 CRD Recordkeeping Requirements

A response to our request for clarification was received from Angila Bains, Manager of Information Services, CRD that requires further discussion and clarity of the role, authority and responsibilities of the Commission. This will be discussed with the CRD Director later in the meeting.

6.5 Recreation Funding Bylaw

We have been informed that this issue will be on the March 22 CRD Board Agenda.

6.6 Park Benches and Plaques Draft Policy

Discussion of the draft and revisions suggested to the policy.

Werner moved and Paul seconded the draft policy with amendment. Attach to minutes.

CARRIED

Dave Howe, CRD Director and the Alternate Director, Andrea Mills arrived. Moved ahead on the agenda.

7.2 CRD Director's Report

Dave Howe mentioned that he now lives in Sidney and updated the Commission on his responsibilities: Vice-chair of the CRD Board and Chair of Finance and Chair of an affordable housing committee. Introduced Andrea as the Alternate Director from Pender Island. She summarized her background in recreation management and

youth care and is involved with various health, wellness, community bus program and social activities on Pender. She hopes to attend some of the GIPRC meetings.

Discussion with Dave and Andrea about CRD authority and responsibilities i.e. ability to conduct business locally with regard to contracting, and administrative requirements regarding recordkeeping and Freedom of Information. Dave suggested contacting the provincial office of the Information and Privacy Commissioner to clarify the issue and will advise Brent Reems of our intent. In regard to the contracting issue, Dave explained that the issue is liability for the CRD. Discussed having the contractors pre-qualified (WorkSafe BC and liability insurance). This would present a problem for small labour jobs. Ed will send a follow up request on this issue to Dave. Ed, Werner, Mike and Don will meet on this.

6.7 Galiano Green

Remove from the agenda until there is anything further.

6.8 Bike Safety

Nothing further. Werner will follow-up..

6.9 Montague Toilet Pump-out

Will try to combine this with a pump-out of the other toilets.

6.10 Shore Cleanup Day

Gloria will follow up with GIRR re: an April cleanup, perhaps prior to Festival Active Pass.

6.11 Governance and Authority of the Commission

Already discussed.

7. Reports

7.1 Chair's Report

None

7.2 CRD Director's Report

Above.

7.3 Treasurer's Report

7.3.1 Status of Accounts

As of December 31, 2016

Parks Improvement	\$28114 spent;	\$-644 balance
Parks Maintenance	\$21092 spent;	\$-5332 balance
Meeting Expense Allowance	\$1183 spent;	\$667balance
Recreation	\$25800 spent;	\$-350 balance
Recreation Meeting Expense	\$326 spent;	\$4 balance
Imprest Account		\$880
Capital Reserve		\$\$44420

Cost Recovery (Whale Trail)	\$395
Sale of signs	\$70

7.3.2 Report on Payment of Invoices

Gina Wilson	Facility maint.	\$950.00
John Silvey	Matthews bench, Zuker	\$292.50
Gord Riemer	Consiglio & Dewinetz broom	\$780.00
Galiano Trading	TP & Whiteware concrete	\$469.04
Galinao Trading	Bench repair materials	\$30.99
Mike Hoebel	Prep & mailing of DL79 surv.	\$254.17
Derick Silvey	Facility & skatepark maint.	\$450.00

7.3.3 Projected Future Expenditures

Mapping of DL79	\$2000
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Discussion about approximately \$6000 budget deficit for 2016. Primarily due to over-estimate costs of Whiteware shore access development.

Approval for payment of invoices for work should rest with those Commissioners responsible for the specific areas of work.

Request to Chamber to offset toilet maintenance costs was turned down.

**Don Moved and Paul seconded Treasurer's report.
CARRIED**

7.4 Shore Access Report

7.4.1 Whiteware #5

There is ongoing discussion between the adjacent landowner, Mr. Swanson, MOTI and the Commission regarding the damage to the shore access road. Ed will follow up with the landowner.

7.4.2 Albion #55

Bench installation still in process.

7.4.3 Other Shore Access Issues

None.

7.5 Trails Report

7.5.1 Bodega Beach Drive Trail

A 6 lot subdivision is going in along Bodega Beach Drive. The Commission is being asked if they would agree to discharge a CRD statutory right of way from the road beside Lot 1. In addition, there is a right-of-way paralleling Bodega Beach Drive in front of the lots.

Mike moved and Paul moved that the Commission inform the CRD that we will not support the discharge of any portion of the statutory right of way at this time.

CARRIED.

7.6 Parks Report

7.6.1 DL 79

The 3' X 4' sign will be installed shortly. Mike led a tour of of the park and confirmed some GPS coordinates and looked at possible shore access points as well as kayak launch sites. Also still receiving the survey results - deadline of Jan. 15. Mike alerted the Commission to some of the issues with the development of this park. Mapping will not be completed as soon as hoped.

7.6.2 Bellhouse Park

The Whale Trail sign has not been installed yet.

7.6.3 Lord Park

The name of the owner of the property where the dangerous tree is located has been obtained and will be contacted.

7.6.4 Sticks Allison West

The bench has been built and it and the plaque will be installed shortly.

7.6.5 Other Community Park Issues

None.

7.7 Recreation Funding

A meeting will be held with potential grant applicants on January 18 at 10:00 at the library. Gloria, Ed, Gloria and Werner will be at the meeting.

7.8 Volunteers Report

Gloria will be compiling Park Steward stats for 2016.

8. Projects

None.

9. Other Business

9.1 Approval of December In-camera Minutes

As no members of the public were present, there was no need to go in-camera.

Mike moved and Paul seconded approval of the minutes of the December 1 in-camera meeting

CARRIED

Date for Next Meeting

Thursday, February 2, 2017

Jennifer will be away and John Coultard will send out a request for agenda items and attend the meeting.

Adjournment

12:15 pm.

