

Galiano Island Parks and Recreation Commission

February 2, 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, Kate Paterson, John Coulthard Recording Secretary

Regrets: Paul LeBlond.

Call to Order: Ed Andrusiak called the meeting to order at 8:30 a.m.

1. Approval of Agenda

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

2. Approval of Minutes of Previous Meeting

Werner moved and Allan seconded that the minutes from the January 5, 2016 meeting be approved with the correction of some minor spelling errors that will be given to the secretary by Allan. CARRIED

3. Delegations

None.

4. Correspondence

None.

5. Primary Business

5.1 Review of Commission Operating Procedures.

This is a work in progress. Ed is currently receiving task lists and will compile them when he has received them all.

5.2 CRD Recordkeeping Requirements.

There will be a meeting with David Howe and the Chairs of other Commissions in the near future.

5.3 Recreation Funding Bylaw

There is nothing new to report.

5.4 Bike Safety

The concerns were forwarded to the BC Ferry terminal operators.

5.5 Governance and Authority of the Commission.

No report.

5.6 Policy and Procedures Manual

Ed moved and Gloria seconded that this commission undertake to prepare an operations manual consolidating CRD policy and commission practices. CARRIED.

The following comments were noted during the discussion that led up to the passing of the above motion.

The intention is to accumulate documentation about processes that we already have in place (in some cases only in somebody's head). Perhaps it could be better described as an "Operational Procedures Manual".

The commission has a lot of work to do and such a document may not be a priority for us, but such documentation could be produced on an "as needed" basis. We already have a shore access development process. There is a distinction between "policies" and "procedures". Perhaps we should call them "best practices". They need to be updated regularly.

Currently some policy documents can be found on the CRD website and the GIPRC filing cabinet in the locked office used by the Islands Trust.

Ed will take on this project himself. In the 2017 Commissioner task list, it will show as "Commission Policies and Procedures Manual".

5.7 Donation

A donation of \$5000 was received from a person who did not want their name to be made public. It was stipulated that the money should be used for benches, picnic tables and other works on Galiano Island shore accesses and community parks. Ed will write a thank you letter.

6. Reports

6.1 Chair's Report

None

6.2 CRD Director's Report

None

6.3 Treasurer's Report

6.3.1 Status of Accounts

As of January 31, 2017.

Parks Improvement	\$460 spent; \$17418 balance
Toilet Maintenance	\$416 spent; \$15584 balance
Parks Maintenance	\$0 spent; \$10000 balance
Meeting Expense Allowance	\$0 spent; \$1878
Recreation	\$0 spent; 25832 balance
Recreation Meeting Expense	\$0 spent; \$335 balance
Imprest Account	\$880

Capital Reserve \$44420

6.3.2 Report on Payment of Invoices

Gina Wilson	Facility maintenance	\$300.00
Kate Sherry	Frame for Mario's gift	\$199.92
Columbus Signs	Signs	\$100.80
Donna Moreau	Sign design	\$105.00
Nadia Krebs	Garbage disposal 2016	\$116.00

6.3.3 Projected Future Expenditures

Mapping of DL79 \$2000

The CRD has reported that our Parks Maintenance was over budget by \$1,150.00 in 2016.

Don moved and Mike seconded that we ask that the deficit in the Parks Maintenance budget for 2016 be covered by funds from an increase in the tax requisition as Peggy Dayton recommends. CARRIED.

Don moved and Gloria seconded that the Treasurer's report be approved. CARRIED

Don will send in a request for \$4000 for a grant in aid to offset the cost of the Montague Toilet. This was a request that was submitted last year but too late to be considered.

6.4 Shore Access Report

6.4.1 Whiteware #5

Allan shoveled and raked the access. Mainroad will go in and grade it. However it was felt that the grading would not be enough. Nor would dumping gravel on the current surface. The solution may require removal of the top surface and then replacement with gravel. Commissioners want to get a quote to get it fixed properly. The installation of signs should be postponed until this is done.

The temporary rope to the beach should be replaced soon.

6.4.2 Albion #55 Bench

Bench installation still in process.

6.4.3 Mary Ann #14 Falling Tree

The fallen tree is lodged and secure. Allan cleaned up the access and the trail is now clear.

6.4.4 Oceanview #23 Falling Tree.

This tree poses a safety issue and must be removed. Allan will proceed to arrange this.

6.4.5 Serenity #46 Gate

The gate has been removed and the post is gone. This item can be removed from the agenda.

6.4.6 Shore Cleanup Day

Co-sponsored with GIRR this should happen during low tide and has been scheduled for March 29th. This is in the middle of the school break. GIRR will only take recyclables. We will arrange with Nadia for garbage pickup at arranged collection points. An article should be written for the March Active Page. Kate volunteered to coordinate this event.

6.4.7 Other and New Shore Access Issues.

The master plan has a list of all access points. There are currently 31 open. Zachary has already been surveyed. Allan and Werner will look at the list and return with a recommendation on any additional shore accesses that should be improved.

#3 Cain: Four steps have been cut into the ground at this access. Rene thought it was an improvement and wants to place stone steps there. He will be asked for a quote.

#33 Lodge: A camper van has been parked there for over 72 hours. It will be mentioned to Mainroad with the request that the van not remain parked on the shore access.

#60 Harper: The bench plaque has arrived. The neighbour will contact Gord Palmberg to have it installed.

6.5 Trails Report

6.5.1 Bodega Beach Drive Trail

The CRD will not be discharging the right of way from the roadside beside Lot 1. This item may be removed from the agenda.

6.6 Parks Report

6.6.1 DL 79

The 3' X 4' sign has been installed. Mike summarized and circulated the results of the recent survey. There were 101 responses with the most popular requests being trails and shore access. Keith Erickson of the Conservancy will be producing a detailed map but this won't be available until the end of March. A public meeting at the North End Hall will be scheduled after we have the map available. Allan and Kate will join the Park Planning Committee. Bowie Keefer and Mike Dilts will also be invited to join the committee.

6.6.2 Bellhouse Park

The Whale Trail sign has not been installed yet. This item can be removed from the agenda.

6.6.3 Lord Park

No progress on the leaning tree.

6.6.4 Sticks Allison West Bench and Plaque

The location has been shown to Gord Palmberg. It has not been installed yet.

6.6.5 Sticks Allison West Broom removal.

This should be done in May when the broom is in bloom.

6.6.6 Other Community Park Issues

There has been more vandalism at Sticks Allison West lately. This has been reported to the police and the Galiano Club.

6.7 Recreation – Funding for 2017

A meeting was held with potential applicants attending which focused on budget and funding criteria. The deadline for submissions is April 30. One application has already been received. Gloria will send out a reminder to other groups that applied in previous years.

6.8 Volunteers Report

There are 23 stewards. On average the trail accesses are checked 41 times per year.

7. Projects

None.

8. Other Business

8.1 Absences

Mike will chair the meetings in March and June when Ed is away.

Gloria will miss the March meeting. She needs someone to write an Active Page Article about that meeting.

8.2 Comment from a member of the public.

At Whiteware #5 it might be cheaper to place paving slabs down the middle of the access.

Date for Next Meeting

Thursday, March 2, 2017

Adjournment

12:05pm.

Ed Andrusiak, Chair, Galiano Parks and Recreation Commission