

Galiano Island Parks and Recreation Commission

April 6, 2017 at 8:30 am

Galiano Island Trust/CRD Office (23 Madrona)

MINUTES

Present: Ed Andrusiak (Chair), Paul LeBlond, Allan Forget, Mike Hoebel, Werner Heinrich, Don McKinnon, Gloria Schmidt, Jennifer Margison (Recording Secretary)

Regrets: Dave Howe (Regional Director)

Call to Order: 8:27 a.m.

1. Approval of Agenda

Ed moved and Paul seconded that the agenda be approved as amended.
CARRIED

2. Approval of Minutes of Previous Meeting

Werner moved and Gloria seconded that the minutes from the March 2, 2017 meeting be approved as amended.
CARRIED

3. Delegations

None.

4. Correspondence

None.

5. Primary Business

5.1 Review of Commission Operating Procedures.

Ed is waiting for some info from the CRD on contracts, procedures, etc.

5.2 CRD Recordkeeping Requirements.

The GIPRC will follow CRD policy requirements. Discussion of how to keep emails. Mike suggests always including GIPRC in the subject line. Could also ask the CRD to set up an archive email address to which we could always copy our emails. Werner and Mike will discuss a procedure that can be used consistently.

5.3 Recreation Funding Bylaw

Pending.

5.4 Governance and Authority of the Commission.

The CRD will draft a set of procedures.

5.5 Brochure

Mike has contacted DoMo and will be making some edits before printing. Will ask Donna to change the typeface of the headings. 5000 will be ordered. Mike will discuss with Gloria and Allan to ensure all necessary changes are included.

5.6 Recruitment of New Commissioner

A commissioner has had to resign due to a work commitment. The vacancy will be posted for 30 days and mention will be made in the Active Page article and in the monthly ad. Would like to have someone from the North end if possible. Paul will put the word out to North end organizations. Deadline will be May 31 for applications.

5.7 Sub-lease of Islands Trust Office

The lease of the space where the GIPRC meetings are held is up for renewal. Cost is \$900 per year as a monthly charge under a budget line called Building Rentals. Question from the CRD about CRD property in the office. Mike provided the information. Don compiles a list every year of the assets on sites for the annual insurance renewal but doesn't include what is in the office.

5.8 Festival Active Pass

Galiano has been invited to have a pavilion with displays April 21-23 on Mayne. GIPRC will participate. Tables and power and a 20'x20' tent will be provided. Mike will set up a schedule for volunteer shifts. Ken Bryant will transport people back and forth from Sturdies to Miners Bay.

5.9 Retirement Gift

We will keep the framed certificate recognizing Mario's long service until he is settled in his new home.

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 March 31, 2017.

Parks Improvement	\$218 spent; \$17660 balance	
Toilet Maintenance	\$1497 spent; \$14503 balance	
Parks Maintenance	\$1727 spent; \$8273 balance	
Meeting Expense Allowance	\$260 spent; \$1618 balance	
Recreation	\$0 spent; 25860 balance	
Recreation Meeting Expense	\$0 spent; \$335 balance	
Imprest Account		\$880
Capital Reserve		\$42174
Donation		\$5000
Sign Sales		\$230

6.3.2 Report on Payment of Invoices

Michelle Fox	Winter trail maintenance	\$725
Derrick Silvey	Skatepark maintenance	\$100
Gina Wilson	Facilities maintenance	\$400
Don McKinnon	Rope for Whiteware	\$172.37
Galiano Trading	Broom handle	\$6.37
Galiano Trading	Batteries for M. toilet	\$11.61

6.3.3 Projected Future Expenditures

Mapping of DL79	\$2000
Zachery Road	\$875
DL79 Development	\$?
Brochure Reprint	\$2400
Morning Beach Maintenance	\$300
Cain Road Maintenance	\$1500
Total	\$6200

Don flagged that there is an issue with donations to GIPRC. The donation is earmarked for Galiano Parks but is being deposited into CRD General Revenue, instead of being transferred to the GIPRC account to cover associated expenditures. Sign sales revenue is also in question.

Question of reimbursement of liability insurance for contractors. Example of Pender contract that Mike circulated is likely to be the procedure but waiting for clarification from the CRD. WorkSafe and liability insurance costs should be built into the contractor' billing to GIPRC. CRD is transitioning to a new accounting system.

Don moved and Paul seconded the Treasurer's Report.

CARRIED

6.3.4 CRD Labour Consumption

Ed noted that in the notification from the CRD, "Community Parks Expense" saw a \$260 chargeback from the CRD identified as "Real Estate staff - skatepark". Noted that these chargebacks for CRD work are a concern as these are not budgeted for by GIPRC and a way to anticipate them is desirable for budget management.

6.4 Shore Access Report

6.4.1 Whiteware #5

Rope has been installed and contractor has finished work. Quote of \$2500 received for removal of mulch and addition of gravel on the road surface. Another option may be an offer from MoTI to scrape bark mulch off the road and deposit of fill. Will wait to hear back from MoTI as surface is too wet for any work. Before anything is done, the location of the Shaw cable will need to be identified from plans. Mike reported that there is a plan available but MoTI or any contractor should be in touch with Shaw. Question of log hauling is not within our purview with a limited licence of occupation unless our work is being damaged. Any other concern would be MoTI's responsibility. Further discussion of contractor WorkSafe BC coverage. Ed and Don will meet re: WorkSafe BC, liability insurance and donations.

6.4.2 Cain #3

\$1500 estimate to put in 4 steps and shore up the bank. Decision made to defer expense and monitor the situation. Noted that the contractor will be out of commission for a year after June due to surgery.

6.4.3 Wesley #9

Werner will contact surveyor to see if there is a survey.

6.4.4 Southwind #22

Werner will contact surveyor to see if there is a survey. The neighbour is concerned about turnarounds and parking.

6.4.5 Georgeson Bay #16

Notified that a neighbour may have cut trees on our shore access , MoTI is looking into it.

6.4.6 Azure #27

A downed tree on the trail to the shore access has been removed by someone. Remove from agenda.

6.4.7 Zachary #57

An estimate has been received from a contractor who has WorkSafe BC but needs a helper who does not have it. Will be tabled until clarity obtained.

6.4.8 Morning Beach #59

Fallen tree has been removed. Other work needs to be done here but also requires contractor's helper so is tabled.

6.4.9 Harper #60

Bench plaque has been installed.

6.4.10 Other Shore Access Issues

- Contractor would like to reduce her responsibility to inspect Tricia Way, Sticks Allison and Sticks Allison West due to other commitments. Question about whether the quarterly inspection that is logged is required to be done by a contractor or could it be done by a Commissioner or Park Steward? Last inspection due in February and the next inspection due in June. Ed will discuss with Don and the CRD to clarify purpose and requirements.

- Noted that Matthews Point needs some fill in wet areas due to the excessive amount of precipitation; we will just let the trails dry out and reconsider later.

- Shoreline Cleanup Day

Will postpone. For discussion next year. Would like to make it more of a community effort. Discussion of Pebble Beach debris - Crown Land (Provincial Government). Jennifer will Email Gary Holman with photos of debris on Pebble Beach.

6.5 Trails Report

6.5.1 Reaction to CRD's Regional Trail Public input Session

Two route proposals were presented for public feedback. 1. Sturdies Bay through Bluff Park to Montague Provincial Park. 2. Sturdies Bay along Sturdies Bay Road through main commercial area to Montague Provincial Park.

6.5.2 Shorepine Trail

Managed by Conservancy and Galiano Club. Has been reported as a concern already but Jennifer will contact Garth Walmsely to emphasize the need for more rocks to block vehicle access to this trail.

6.6 Parks Report

6.6.1 DL 79

Discussion of progress with management plan development. Bowie Keefer and Mike Diltz have agreed to be on the committee. Task ahead is to develop the management plan and file with the CRD. A map of some of the existing trails does exist but need more detail i.e. ecosystem map, etc. Mike will follow up with Keith.

6.6.2 Lord Park

Tree removal is on private land and the owner has been notified of liability issues. Werner will follow up.

6.6.3 Sticks Allison West Bench and Plaque

Discussion of access and signage on private road. Strata will be erecting some signs prohibiting non-resident vehicle access and parking.

6.7 Recreation – Funding for 2017

April 30 deadline. One application has been received. Reports on previous year's funding have been requested. Gloria will send a summary of applications prior to the May 4 meeting. Don will check the mailbox for applications.

6.8 Volunteers Report

Park steward found a huge mess of garbage at Dewintetz. Thanks expressed to the park stewards who cleaned it up. Requests for camping noted on the GIPRC Facebook page as Montague on the May long weekend is fully booked

7. Projects

None.

8. Other Business

Date for Next Meeting

Thursday, May 4, 2017

Adjournment

11:20 am.

Ed Andrusiak, Chair, Galiano Parks and Recreation Commission