

Galiano Island Parks and Recreation Commission

May 4, 2017 at 8:30 am
Galiano Island Trust/CRD Office (23 Madrona)

MINUTES

Present: Ed Andrusiak (Chair), Don McKinnon, Gloria Schmidt, Dave Howe (Regional Director), Mike Hoebel, Jennifer Margison (Recording Secretary)

Regrets: Paul LeBlond, Allan Forget, Werner Heinrich

Call to Order: 8:30 a.m.

1. Approval of Agenda

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

2. Approval of Minutes of Previous Meeting

Ed moved and Mike seconded that the minutes from the April 6, 2017 meeting be approved as amended.
CARRIED

3. Delegations

None.

4. Correspondence

None.

5. Primary Business

5.1 Review of Commission Operating Procedures.

Received Contracting Procedures and Risk Management requirements from the CRD, plus information from Pender on their new contracting process.

Discussion of possible contracting models. CRD confirmed that a single person does not need WorkSafe BC if they do not have any sub-contractors or employees but do need 2 million third party liability. Cost can be covered by the contract. Tree falling requirements would necessitate getting someone from off-island as we do not have a certified tree faller on Galiano. Ed will continue to follow up on the procedures, discuss the requirements with current contractors and will compile a shortlist of contractors with their qualifications to submit to June Klassen, CRD Manager of Service Delivery, Southern Gulf Islands.

5.2 CRD Recordkeeping Requirements.

Tabled to next meeting.

5.3 Recreation Funding Bylaw

Pending.

5.4 Governance and Authority of the Commission.

Now clarified by the CRD. Remove from agenda.

5.5 Brochure

Discussion of the inclusion of any upcoming shore access developments in the re-print of the brochure. Decision made to print 5000 of the brochure with current shore accesses and Don will get printing quotes.

Mike Moved and Don Seconded that 5000 copies of the brochure be printed at a cost up to \$2500.

CARRIED

5.6 Recruitment of New Commissioner

Posters are up until the end of the month asking for applicants for the vacant Commissioner position.

5.7 Festival Active Pass

Mike thanked those who assisted with the booth on Mayne. Next year's festival plan on Galiano has yet to be discussed.

5.8 Summer GIPRC Potluck

Betty has offered her home for the lunch following the June 1 GIPRC meeting. Agreed to go ahead. Jennifer will send out invitations and coordinate the lunch.

6. Reports

6.1 Chair's Report

None

6.2 CRD Director's Report

Dave Howe reported that he would support requesting that the Board approve funding the budget shortfall of \$8340 in 2017 recreation funding requests through applications for grants-in-aid.

6.3 Treasurer's Report

6.3.1 Status of Accounts

As of April 30, 2017.

Parks Improvement	\$230 spent; \$17648 balance
Toilet Maintenance	\$2147 spent; \$13853 balance
Parks Maintenance	\$1727 spent; \$8273 balance
Meeting Expense Allowance	\$816 spent; \$1062 balance
Recreation	\$0 spent; 25860 balance
Recreation Meeting Expense	\$335 spent; \$335 balance
Imprest Account	\$765
Capital Reserve	\$42174
Donation	\$5000
Sign Sales	\$230

6.3.2 Invoices to be Approved

None.

6.3.3 Report on Payment of Invoices

Gina Wilson	Facilities maintenance	\$650
Galiano Trading	Fasteners	\$12.39
Jennifer Margison	Secret. Services (Jan-Apr)	\$575.58

6.3.4 Projected Future Expenditures

Mapping of DL79	\$2000
Zachery Road	\$875
DL79 Development	\$?
Brochure Reprint	\$2500
Morning Beach Maintenance	\$300
Cain Road Maintenance	\$0
Total	\$5,675

Noted that the toilet must be well serviced at the North Hall prior to Jamboree. Don will provide another paper dispenser for the North Hall toilet.

**Don moved and Dave seconded approval of the Treasurer's Report.
CARRIED.**

6.3.5 CRD Labour Consumption

Ed provided some clarification on labour charges without notice based on work that CRD staff do in connection with our business. There is a line in our budget called contingency with \$960 that is drawn down for this. Once that amount is expended, the CRD will begin to draw down our discretionary expenses. Dave suggested getting a quote on any new projects that might require CRD staff time.

6.3.6 Donations

Donations go into the CRD Parks cost centre called Community Parks. Can be spent by the GIPRC if needed or if unspent will go into Capital Reserve at the end of the year. Question about donations towards a bench - will also go into the CRD Parks cost centre and will generate a tax receipt.

6.3.7 Sponsorship Agreements

Ed confirmed that the CRD is able to enter into a Sponsorship Agreement for an ad on the Montague toilet lattice screen and the sponsorship funds accrue to the Commission. Sponsorships are another way that the community can support the GIPRC.

Note: Work BC is possibly considering establishing an office on Galiano. Ed will follow up.

6.4 Shore Access Report

6.4.1 Whiteware #5

Pending.

6.4.2 Wesley #9

There is not a survey. Discussion will occur with the landowner who has encroached upon the public shore access about the possibility of development of this access.

6.4.3 Southwind #22

Survey has been completed but the Commission needs to carefully assess the cost of developing this access due to steep bank and archeological value. Ed would like Commission to inspect this access. Tabled til June.

6.4.4 Zachary #57

Allan has a quote for \$800 to build the trail here. CRD procurement policy will need to be applied. Ed will talk to possible contractors.

6.4.5 Morning Beach #59

CRD procurement policy will have to be discussed first before going ahead with work here.

6.4.6 Other Shore Access Issues

Ed will have the leaning tree at Mary-Anne inspected.

6.5 Trails Report

6.5.1 Trail Inspections

Ed received confirmation from the CRD that inspections need to be done but can be undertaken by volunteers. Contractor is currently receiving \$25 each shore access/park/trail inspection (plus Retreat trail) 4X a year. Contractor wishes to drop 3 access/trail inspections: Tricia Way, Sticks Allison Park and Sticks Allison West. A commissioner will inspect the three for the time being.

6.6 Parks Report

6.6.1 DL 79

Park Management Planning Committee work is ongoing.

6.6.2 Lord Park

Removal of the leaning tree is a landowner decision and they are looking for an appropriate contractor. A name of a certified faller will be passed on to the owner.

6.6.3 Sticks Allison West Park

Sticks West Broom Removal estimate \$300. On hold until contractors WorkSafe BC and insurance are sorted out.

6.7 Recreation – Funding for 2017

Gloria reviewed the submitted applications for the Commission and funding was allocated as follows:

Activity Centre - \$17,600

Community Food Program - \$2000 (plus \$4220 GIA recommended)

Galiano Conservancy Association - \$2000 (plus \$500 GIA recommended)

Galiano Players - 0 (\$500 GIA recommended)

Galiano Scottish Dancing Assoc. - \$300

Galiano Golf Club - \$1460 (plus \$640 GIA recommended)
Galiano Health Care Society - \$1500 (Mike Hoebel did not vote on this due to conflict of interest)
North Galiano Community Association - 0 (\$1780 GIA recommended)
Parent Advisory Committee - \$1000
Salish Sea Inter-island Transportation Society - Tour des Isles – (\$700 GIA recommended)

Total Requested \$34200 Total Approved \$25860
(plus GIA Funding Recommended \$8340)

**Ed moved and Mike seconded that we allocate the recreational funding as designated for a total of \$25860. Other non-funded applicants will be directed to apply for GIA funding, supported by the Commission.
CARRIED**

Gloria will communicate with applicants not funded by the GIPRC that the CRD Director is positively inclined toward the grants-in-aid (GIA) funding and is willing to recommend CRD board approval and will have the CRD (Melody Pender) send applications to those groups. The GIPRC will provide a template to funded groups for reporting on fund expenditure.

6.8 Volunteers Report
None.

7. Projects
None.

8. Other Business

Date for Next Meeting

Thursday, June 1, 2017

Meeting will be followed by a potluck lunch at Betty Kennedy's home. All Commissioners, spouses and partners welcome. Please contact Jennifer to RSVP and with potluck contributions.

Adjournment

10:20 am.

Ed Andrusiak, Chair, Galiano Parks and Recreation Commission