

Galiano Island Parks and Recreation Commission

February 1, 2018 at 8:30 am
Galiano Island Trust/CRD Office (23 Madrona)

MINUTES

Present: Mike Hoebel (Vice Chair), Allan Forget, Werner Heinrich, Keith Hutchinson, Paul LeBlond, Gloria Schmidt, Ben Maberley (CRD Director alternate), Stephen Rybak, Michael Carrothers, Heather Martin (Recording Secretary).

Regrets: Ed Andrusiak

Call to Order: 8:25 a.m

1. Approval of Agenda

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

2. Approval of Minutes of Previous Meeting

It was agreed to correct three minor typos and amend a sentence in **6.4.4** to read "Would bring number of memorial benches to 6, total number of benches to 18."

**Werner moved and Allan seconded that the amended minutes from the Jan. 18, 2018 meeting be adopted.
CARRIED**

3. Delegations

None

4. Correspondence

None.

5. Primary Business

5.1 Maintenance Contractor's Report

Michael Carrothers presented his first report to committee members. He will henceforth send his report via email to Allan, with a copy to the chair, a day or two before the monthly Commission meeting. Gloria asked Michael to identify shore accesses by number as well as name in his reports. Discussion followed; Michael's responsibilities were clarified. Michael will discuss small problems with Allan, and will report back to the Commission on the bigger issues. Potential hazards should be at the top of the list. Michael was asked to check things like culverts and to make recommendations if more are needed. Whenever neighbours need to be approached or alerted, Michael will contact Allan.

Biggest issues:

- the base of the Skate park toilet building is rotting.
- Fuel from drums stored on a neighbour's property appears to be leaking onto the Arbutus point access.
- The Dewinetz access is not stable, and the stone steps have completely washed away. The shore access has been closed. Michael will put up a

barricade, and Allan will investigate the purchase of suitable barricades to have on hand whenever we need to close a shore access or trail. Repair of this shore access will be a major expense, requiring investigation and cost estimates.

5.2 Hazard tree removal - update

Mike reported that, after much discussion with the CRD, how to deal with fallen trees on shore accesses and other GIPRC trails has been clarified. If a tree falls on its own, we are allowed not only to open a pathway but to buck the tree up as required. If a hazardous tree is leaning but hasn't yet fallen, then a certified arborist is required. Ben clarified that we can clear fallen trees on the trails as long as our contractor is covered by WCB, and can also cut leaning trees if they are under 6 inches. For trees over 6", the CRD requires an arborist with falling certification. Ben stated that the criteria to be a certified faller are higher than to be a certified arborist. According to the CRD, such a faller would have to also qualify under the arborist criteria. This whole area is to be reviewed by the CRD and the arborists' association in February.

5.3 Commissioners' contact information on CRD website

Mike reported that there is still incorrect information about our commissioners on two CRD webpages; Stephen Rybak will follow up.

6. Reports

6.1 Chair's Report

None.

6.2 CRD Director's Report

Cf item 6.7

6.3 Treasurer's Report

6.3.1 Status of Accounts

As of February 1, 2018.

NB: Much of this is tentative because the CRD budget has not yet been approved; this is our best guess. The capital reserve could be even larger.

| ACTIVITY | SPENT | BALANCE |
|----------------------------------|-------|------------------------------------------|
| Parks Improvement | | \$12,800 |
| | | |
| Parks Maintenance | | \$43,000 |
| Meeting Expense Allowance | | \$1,880 |
| Recreation | | \$33, 860 |
| Recreation meeting Expense | | \$390 |
| Imprest Account | | \$100.20 |
| Remaining Ops Budget 2018 | | \$92.030.20 <i>unconfirmed</i> |
| | | |
| Capital Reserve | | \$57,000 <i>approx.</i> |
| Donations | | |

| | | |
|------------|--|--|
| Sign Sales | | |
|------------|--|--|

6.3.2 Invoices to be Approved

Galiano Excavating’s bill for resurfacing Whiteware was \$847.88, considerably lower than the estimate. Michael Carrothers’ invoice for Park Maintenance was \$1,512. Mike will email Peggy Dayton at CRD with the invoice, and will ask her to contact Michael Carrothers to set up direct deposit.

**Mike moved and Werner seconded approval of payment of \$1,512.00 to Michael Carrothers for his invoice.
CARRIED**

6.3.3 Report on Payment of Invoices

none

6.3.4 Projected Future Expenditures

| | |
|--------------------------------|-----------------|
| Wesley Road Survey | \$750 |
| DL79 Development – parking lot | \$1000 |
| Garbage Removal (Nadia) | \$200 |
| Toilet supplies and pumping | \$2,700 |
| Parks Maintenance Contract | \$36,855 |
| Total | \$41,505 |

- The skate park toilet repair should be added to this.
- The Dewinetz access rebuilding was discussed. Mike stated the money will likely come from the capital reserve. Tito Brown and Michael Carrothers will be asked for an estimate. The ground has to settle before a proper assessment can be made; depending on the damage the site may require some engineering.

**Werner moved and Gloria seconded approval of the Treasurer’s Report.
CARRIED.**

6.4 Shore Access Report

6.4.1 Whiteware #5 – Road surface

The issue of requesting cost sharing with the neighbours to repair damage caused by their contractors was discussed. It was decided to defer this until Ed’s return. Two sign posts still need to be installed; Tito has declined because the job is too small. Michael will install them at his hourly rate; it will likely take 2-4 hours.

6.4.2 Wesley #9 - Survey

Peter Thompson planned to survey the access at the end of January and report back to us, but the work has not yet been done. Allan will remind him again, and follow up before the next meeting.

Gloria reported on a trail going from Winstanley to Burrill Road, and leading to the Wesley shore access. Ben knows about a mapped right of way and agreed it could likely be developed as a trail, though a trail may have to go

through some private property. Allan will organize an expedition to search for the right of way.

6.4.3 Zachary #57

Allan talked with neighbours about the broom cutting. He still has to contact the shoreline neighbor about some visual screening, as the broom cutting will expose their property to the trail.

6.4.4 Other Shore Access Issues

6.4.4.1. Memorial Bench application form

Allan reported on the effort made by Ed and Werner to standardize procedures for installing memorial benches. The first two pages of the 3-page draft list our policy, which remains unchanged. Page 3 describes a process for applying and lays out the price: a bench and plaque will cost \$1500; a bench with no plaque will be \$1200. It was agreed to defer further discussion until Chair Ed Andrusiak returns.

Hugh Morrison had talked with Allan about making a donation for a memorial bench and plaque and had been told the cost would be \$1200. This was prior to revision of the amount to \$1500. Commission members felt that given the earlier discussion with Mr. Morrison, we should provide the bench and plaque for \$1200.

Keith moved and Paul seconded to accept the application and payment \$1200 from Hugh Morrison for a memorial bench and plaque.

CARRIED

6.4.4.2 Zelter #65 (at Cayzer)

Allan reported the steps are wobbly, which is a safety issue. Keith reported the chain is too low, making it unsafe for adults who are unsteady on their feet. Michael will check; if this is a safety hazard he will deal with it.

6.4.4.3 I.D. for our Park Employee

It was agreed Michael should have something to identify him as an employee of GIRPC when he's on the job. Allan proposed two options: a couple of baseball caps with GIRPC on the cap, and two magnetic decals for his truck with our logo. Donna Moreau has agreed to do the logo; the estimate for both caps and decals is under \$200. Allan will proceed.

6.5 Trails Report

6.5.1 Pebble Beach trails

Last meeting it was pointed out no one is taking responsibility for maintaining the Pebble Beach trail. Paul was to get a cost estimate from the conservancy, but has not yet had the time to do so. He asked if Michael could take a walk down the trail and give an estimate for inspecting it 4 times a year. After some discussion, it was agreed that Paul will ask the Trails Society to pay Michael for the initial walkthrough. Once Michael provides them with the information, the Trails Society can decide how to proceed.

6.6 Parks Report

6.6.1 DL 79 – Planning Update

Mike reported the planning committee of Commissioners and community members had met to review the baseline report and previous community input, and to discuss the contents of a management plan for the new community park. The committee agreed to complete the management plan and submit it to the CRD before doing any work on the proposed parking area. The committee meets again next month to continue developing the draft management plan. Prior to this, committee members will be touring the park as a group, to ensure all members have a common understanding of the existing trails and natural features of the 25 acre property.

6.6.2 Other Community Park Issues

6.6.2.1 Andrew Simon research request

Mike reported that Andrew Simon, a graduate student in Environmental Studies at UVic, is setting up some weather stations around the island to monitor microclimates as part of his graduate research, and has requested permission to set one up somewhere in Sticks West community park. The station is solar and battery powered and fairly small and compact. Discussion ensued; it was suggested it would need to be out of sight to protect from vandalism, as there has been some vandalism in the park involving our interpretative signs. We would make clear to Andrew that we are not responsible for equipment damage and theft.

Keith moved and Steven seconded acceptance of proposal from Andrew Simon to place a small weather station at Sticks West Community Park.

CARRIED.

Mike will relay our response to Andrew, and will ask him to contact Allan regarding location of the weather station in Sticks West Community Park.

6.7 Recreation

6.7.1 Umbrella insurance for island recreation groups

Ben reported on efforts by Melody Pender from Pender Island to identify and contact non-profits and other groups on the Gulf Islands that might be interested in some kind of blanket insurance policy, determine what their needs would be, and find an insurance policy that people can afford, with the goal to have one umbrella policy divided among the users. Mike reported this has all just been circulated in the last couple of days; we can do our part by helping to alert people. Gloria agreed to scan and distribute this information to the recreation groups on her email list.

6.8 Volunteers Report

Gloria reported that our 28 GIPRC Park Stewards averaged 37 visits to their designated sites, and spent an average of 13 hours on their visits. Some manage weekly and bi-weekly visits, while others visit less frequently. The 28 stewards cover 19 of the 32 GIPRC shore accesses, 2 of the 4 community parks and the length of the Sturdies Bay Trail. She will ask them to communicate with Allan if they have any concerns to pass on to Michael.

Gloria has not yet found stewards for Serenity and Spotlight accesses; Paul will ask neighbours about taking on Serenity.

7. Other Business

7.1 Un-addressed thoughts and concerns (and any input from members of the public)

A member of the public asked that the committee pass a motion supporting the petition to preserve DL 64, Cable Bay as public land through a Parks Canada acquisition. It was noted we are aware of the petition and, while we may choose to sign the petition individually, it is not something we can take position on as a group.

7.2 In camera meeting

Meeting was adjourned to go into in camera meeting at 10.48 a.m.

Date for Next Meeting

Thursday, March 1, 2018

Adjournment

10.51 am.

Mike Hoebel, Vice Chair, Galiano Parks and Recreation Commission