

Galiano Island Parks and Recreation Commission

March 2, 2017 at 8:30 am
Galiano Island Trust/CRD Office (23 Madrona)

MINUTES

Present: Paul LeBlond, Allan Forget, Mike Hoebel, Werner Heinrich, Don McKinnon, Gloria Schmidt, Kate Paterson

Regrets: Ed Andrusiak (Chair), Gloria Schmidt, Dave Howe (Regional Director)

Call to Order: Acting Chair, Mike Hoebel called the meeting to order at 8:25 a.m.

1. Approval of Agenda

Kate moved and Paul 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 February 2, 2017 meeting be approved.
CARRIED

3. Delegations

None.

4. Correspondence

None.

5. Primary Business

5.1 Review of Commission Operating Procedures.

Tabled to next meeting.

5.2 CRD Recordkeeping Requirements.

Mike and Werner attended a meeting of representatives of Southern Gulf Islands Parks and Recreation Commissions and Fire Departments with the senior staff of the CRD and the Regional Director and his alternate to discuss a range of issues, including contracting ability and record-keeping requirements for Commissions. With regard to record-keeping, based on rulings by the Privacy Commissioner, the CRD has a policy to keep all records, including emails, for 7 years and would like the GIPRC to do the same. As this presents significant practical concerns for a volunteer Commission, the GIPRC will propose a strategy to the CRD.

5.3 Recreation Funding Bylaw

Confirmation has been received that the CRD board has adopted the Galiano Recreation bylaw allowing an increase in the maximum allowable requisition for recreation funds, if an increase is requested by GIPRC and the CRD Director approves. The bylaw still has to be approved by the province and any potential increase would not apply until 2018.

5.4 Bike Safety

Nothing further.

5.5 Governance and Authority of the Commission.

At the meeting of Commissions and senior CRD staff there was further discussion regarding the ability of the GIPRC and other Commissions to contract with service providers. The CRD confirmed that it is not willing to delegate the ability to contract to GIPRC or to the GIPRC chair. However it appears that "pre-qualifying" potential contractors would expedite CRD approval of individual contracts. In addition, GIPRC may want to develop on-going contracts for regular maintenance work. All contractors doing work for the CRD, and therefore for GIPRC, are required to have Worksafe BC coverage, plus general liability insurance. Regarding the latter, the CRD may be willing to provide some form of liability insurance for small contractors.

5.6 Brochure

Less than one box of brochures is left, i.e. less than 1000 of 6000 brochures printed last year, which were intended to last for 2 years. If the brochure is reprinted this year there are several minor errors that should be corrected.

Werner moved and Paul seconded that the brochure be reprinted with corrections - 5000 copies.

CARRIED

Mike and Kate will work with the graphics designer to make the necessary corrections, and will obtain quotes for the reprint.

5.7 Active Page Article

Allan will complete and submit the April article in Gloria's absence.

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 February 28, 2017.

Parks Improvement	\$460 spent; \$17418 balance
Toilet Maintenance	\$991 spent; \$15009 balance
Parks Maintenance	\$0 spent; \$10000 balance
Meeting Expense Allowance	\$260 spent; \$1618 balance
Recreation	\$0 spent; 25832 balance
Recreation Meeting Expense	\$0 spent; \$335 balance
Imprest Account	\$880
Capital Reserve	\$42174

Donation	\$5000
Sign Sales	\$140

6.3.2 Report on Payment of Invoices

Gina Wilson	Facility maintenance	\$350
Derrick Silvey	Skatepark maintenance	\$275
Jennifer Margison	Secretarial (Nov.Dec.)	\$260

6.3.3 Projected Future Expenditures

Mapping of DL79	\$2000
Zachery Road	\$875
DL79 Development	\$?
Brochure Reprint	\$2400
Morning Beach Maintenance	\$300
Total	\$5575

Notification has been received from the CRD that \$12,575 to date for DL79 has been debited from our Capital Reserve funds.

The CRD updated the 2016 budget deficit to \$2478. Deficit will be covered by a \$1 per household tax as approved by Dave Howe.

Waiting for clarification on the request of \$4000 for toilet maintenance. The Commission is not eligible for a grant-in-aid to the Commission. Noted that a third of our maintenance budget is now going to toilets.

**Don moved and Paul approved the Treasurer’s Report.
CARRIED**

6.4 Shore Access Report

6.4.1 Whiteware #5

Rope and signage still to be installed. Allan had a contractor look at the access surface. Quote received of \$1500 for removal of bark surface and addition of a load of gravel but surface must be very dry. Discussion will occur with the adjacent landowner about sharing costs for this work after GIPRC chair Ed Andrusiak returns and before proceeding.. Request for a second quote has not been received. Noted that log hauling is going on here now. Question about whether Highways can prevent this from occurring and continuing to degrade the surface.

6.4.2 Albion #55 Bench

Nothing further. Remove from the agenda.

6.4.3 Oceanview #23 Falling Tree.

Tree has been removed.

6.4.4 Cain #3

Someone has carved steps into the bank. Question of stone steps being installed. Commissioners will visit the site before a decision is made.

6.4.5 Lodge #

Vehicle is gone.

6.4.6 Harper #60

Plaque will be installed on the bench shortly. Remove from agenda.

6.4.7 Morning Beach #

Some work needed here. A tree branch reported to have split adjacent owners water tank. Claim to Highways will be submitted by the neighbour. Fallen tree is on the trail. Could be cut into sections and rolled off the trail. Bike rack needs re-bolting to cement pad. Logs designating parking need to be re-positioned or removed. Signpost needs replacing. Wet spot needs filling in. Estimate received of \$300 to complete all tasks. Follow-up to obtain detailed written quote and WorkSafe/insurance qualification before proceeding

6.4.8 Other Shore Access Issues

- New Shore Access Development

Several Commissioners reviewed a list of 5 shore accesses in the Master Plan and visited 3. Recommended development of the following two in order of priority:

1. Zachery #57 (near Salamanca) has been surveyed and just requires a trail through the forest to an easy flat sandstone shoreline and possible remediation of wet spot. Estimate received of \$850 for the trail work.
2. Wesley #9 (near Jack Rd) has a good view of Sturdies Bay and a sandstone beach access. Can walk to ferry terminal at low tide.

New #67 was not thought to be worth developing.

A decision on this will be made at a future meeting.

- Shoreline Cleanup Day

Summary and discussion of plans for this event on March 29. Question of whether a tax receipt could be issued by the CRD for donations to pay the costs of hauling garbage collected on the cleanup day.

6.5 Trails Report

None.

6.6 Parks Report

6.6.1 DL 79

Bowie Keefer and Mike Dilts have agreed to join Commission members (Mike, Werner, Paul, Allan, and Kate) on the DL79 community park management plan development committee. A meeting of this committee will be scheduled in the next few weeks.. A sign has been erected at the site of the future park.

6.6.2 Lord Park

No progress on the leaning tree.

6.6.3 Sticks Allison West Bench and Plaque

Bench and plaque is in place. In future, GIPRC needs to get an itemized quote from the contractor as the cost was over the estimate.

6.6.4 Other Community Park Issues

CRD would like to know if we wish to renew the lease agreement with the Lions - 3 years for \$1

**Paul moved and seconded by Werner that the GIPRC recommends renewing the lease for the skatepark.
CARRIED**

Don will inform the CRD.

6.7 Recreation – Funding for 2017

Due date is April 30 for recreation funding applications.

6.8 Volunteers Report

Gloria is away but an updated list of the park stewards was circulated with the addition of new people and some stewards taking on more than one access.

7. Projects

None.

8. Other Business

Discussion about storage of GIPRC documents in a physical location and digitally.

Date for Next Meeting

Thursday, April 6, 2017

Adjournment

11:20 am.

Mike Hoebel, Vice-chair, Galiano Parks and Recreation Commission