

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday January 9, 2018 at GAC hall

**Present:** David Boehm, Rob Brockley, Tom Cameron, Peter Danenhower, Jenni Gehlbach, Norm Harburn, Chris Hills, Nola Johnston, Heather Kay, Kerry Marcus, Maureen O'Rourke, Lou Skinner.

**Observer:** Laura Boulton      **Regrets:** Rebecca Furnell, Anne Landry

1. Meeting called to order at 7.00 pm by Marcus, acknowledging that we were meeting on the traditional territory of the Coast Salish First Nations. She introduced and welcomed observer Laura Boulton who is standing for election as a GaLTT Director at the upcoming AGM.
2. **AGENDA:** Adopted by consensus with the addition of approving Director consent forms to item 8.1, and a new Item 8.4—707 Community Park map edits.
3. **2017 ANNUAL FINANCIAL REPORTS:** O'Rourke and Kay presented the annual financial reports for 2017 for board discussion and approval for delivery to the membership at the AGM in February.

**MOTION: proposed by Jenni Gehlbach, seconded by Norm Harburn to accept the 2017 Statement of Financial Position, Statement of Operations and Changes in Equity, and Notes to the Financial Statement as presented by Maureen O'Rourke. Carried.**

**ACTION: O'Rourke and Kay to prepare the final 2017 statements in the appropriate format for signing and photocopying for the AGM, and send copies to the board.**

**BUDGET DISCUSSION and DECISIONS:** Following lengthy discussion throughout the previous weeks, based on figures from recent years, Marcus, Kay, and O'Rourke proposed a committee budget for 2018. Independently funded projects and contracts will be budgeted separately. A 10% contingency fund to be included. See also Item 8.3.

**ACTION: Johnston to prepare summary visuals of the Financial Statements and budget for presentation at the AGM.**

Following the discussion, the board thanked O'Rourke before she left the meeting.

4. **MINUTES** from December 2017:

**MOTION: Proposed by Jenni Gehlbach, seconded by Tom Cameron to accept the minutes for December 12, 2017 board meeting as presented. Carried.**

5. **CORRESPONDENCE:** There was no correspondence to report.

### 6. **REPORTS:**

**6.1 President's report:** Marcus reported that she:

- she has continued work on our policy document and that our by-laws do not require change at this time
- she has worked with committee heads to produce a budget for 2018
- the Nominations Committee has nominated Laura Boulton, Patrick Canning, and Frank Shoemaker to stand for election as Board Directors at the upcoming AGM
- she will be taking over the insurance file from Cameron in 2018
- she produced a to-do list for the AGM (see Item 8.1)

**6.2 Treasurer's report**—O'Rourke had previously circulated the December Comparative Balance Sheet and Financial Statement. Kay had circulated the monthly treasurer's report and membership application list.

**GaLTT's bank balances** on December 31, 2017:

- Chequing “Community Partner Package” (0.01%): \$14,000.53
- Savings “Business High Interest Savings” (1.05%): \$122,450.10, which includes \$59,179.22 restricted funds and

prepaid expenses (1242) and CCCU membership (\$5). Total available assets: \$78,353.41. Cheques written in December were: to Arbutus Lumber (\$217.26 for trail-building supplies); GAC (\$20 for Streamkeepers rent); and LTABC (\$250 for membership).

**MOTION proposed by Heather Kay, seconded by Norm Harburn to accept as members the 2 new applicants and 1 renewal applicant received during December 2017. Carried.**

**6.3a TRAILS AND PARKS MANAGEMENT.** Brockley reported that he and his trail work crews:

- Assisted RDN Parks staff attach non-skid metal lathe to boardwalks on Petroglyph Trail.
- Removed and/or reported several fallen trees following heavy snowfall in mid-December.
- Laid out new trail route in Cox Community Park.
- Requested trail maintenance reports from Trail Stewards.
- Tabulated trail volunteer hours for 2017.
- Work party on January 7<sup>th</sup> completed new trail from McCollum Road to 707 Community Park.
- He has laid out a new loop trail in Cox Park (Descanso Bay side of the road) and urges board members to investigate the route. He will then take Howard Houle on it and then propose it to POSAC.
- He is calculating who were the three top volunteers in 2017

**ACTION Brockley to buy suitable reward gifts for the three top volunteers in 2017. Total budget in the \$100 to \$150 range.**

DRUMBEG PARK: A difficult situation has arisen in Drumbeg Park after some dangerous trees overhanging the trail from Stalker Road were reported. The Parks Dept. decided not to remove the trees, but instead put up “No Exit” and “This trail is not maintained” signage. People are still using the route, and are creating a detour around the hazardous area. This is not acceptable. GaLTT wishes the hazardous trees to be dealt with, to allow continued safe use of the trail.

**ACTIONS: (1) Brockley to draft a letter from GaLTT board to BC Parks, urging them to deal with the hazardous trees in Drumbeg Park and keep the trail open. (2) A copy to be sent to The Sounder. (3) Gehlbach to send copies of the letter to our members and put it on our Facebook page, urging them to support our position in writing.**

**6.3b INVASIVE PLANT CONTROL.** No report. Boehm will work with Skinner’s broombasing sub-committee in the spring (Item 7.3)

**6.4 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** Harburn had no report on on-going negotiations previously circulate to the board. Discussions continue with landowners about trail proposals.

**6.5 Community Engagement:** No activity this month other than planning for the broombash.

**6.6 Big Tree Registry:** Bilquist has still not sent his tree data to Gehlbach. No new information. Boehm reported that some large trees on cliff edges on private property remain to be investigated if permission is granted.

**6.7 Streamkeepers:** Hills reported that they did not meet in December but will continue to meet at GAC hall on the third Wednesday each month in 2018. Nick Doe has produced “Gabriola Streamkeeper Memoirs” that contain some important and interesting information (possibly needing verification) regarding fairy shrimps, stickleback species pairs, and pumpkinseed fish.

**6.8 Communications:** Gehlbach reported she:

- Wrote, amended and distributed minutes for December mtg.
- Coordinated with Heather to keep membership email lists up to date.
- Participated in budgeting and board policy discussions
- Made regular updates to website pages

- Made Facebook (GaLTT) announcements re work parties
  - Made Facebook (GaLTT & Community pages) announcements re planned ITF work on Elder Cedar boardwalk.
  - Participated in FB and email discussions with members about Elder Cedar and the Szantos' trail off Lochinvar
  - Emails to volunteers about Rob's work parties
  - Emails to members to explain the work being done in Elder Cedar.
  - Wrote article (with ITF communications dept) for The Sounder about the work to be done this month in Elder Cedar to be accompanied by ITF ad.
  - Worked with Johnston to write articles, gather photos, and design the 2017 newsletter.
- The newsletter draft was previously circulated to the board and their suggestions incorporated.

**ACTION: Johnston and Gehlbach to have the newsletter printed in time for distribution at the AGM, and also to distribute it by email to members and as a downloadable pdf on the website.**

**6.9 POSAC**—Brockley reported that POSAC has appointed as members Carly McMahon; Tim Gambrill, and Kyle Clifford. Next meeting March 5.

## 7. OLD BUSINESS:

7.1 Barrier Free access. No report

7.2 Truth to Reconciliation Speaker Series. January 26 event is filling up fast.

**ACTION: Gehlbach to send a notice out to GaLTT members urging them to register at the Library.**

**7.3 Broom Bashing Event in May.** Skinner has applied for a Village Foods Community Card, but won't know until later in the month whether we will receive one. She is hoping to raise \$3500. She will also apply to Lions Club for a grant. She wishes to organize a weekend chipping event for disposal and will need to buy good loppers. She will be away in early spring, returning late April. **DISCUSSION:**

- suitable dates, to take account of blooming, going to seed, and availability, suggesting May 12/13 as the best timing for the event.

- suitable central location for chipping: maybe the parking lot at Wildrose Nursery (as used previously by The Gardening Club.

- possible use of members' open-backed trucks to pick up cut broom all around the island and transport it to the chipping location.

## 8. NEW BUSINESS

**8.1 AGM Wednesday February 7,** at Phoenix Auditorium. Doors open at 6.30 for membership registration.

**ACTION 1: Executive Committee** to ensure the Financial Statements are approved and signed for presentation at the AGM.

**ACTION 2: Landry (with Marcus) and Kay (with O'Rourke)** to prepare their President and Treasurer presentations for the meeting.

**ACTION 3: Landry and Marcus** to provide a list of candidates to Gehlbach and remind new candidates to send Gehlbach their biographical information and to attend the AGM.

**ACTION 4: Johnston** to produce the visual/slide presentations for the AGM.

**ACTION 5: Kay** to prepare the receipt book, and lists needed at the door for membership registration.

**ACTION 6: Kay** to bring a float and a donation container for use at the door

**ACTION 7: All board members** to (1) let Cameron know by January 20 whether they will be dining at The Haven at 5pm before the meeting, and (2) give Marcus an item for the door prize gift basket.

**ACTION 8: Cameron** to contact Nancy Turner to 1: Learn her exact topic, 2: invite her to diner, 3: offer billeting and transportation arrangements.

**ACTION 9: Cameron** to finalize the arrangements for Hall and equipment set-up at Phoenix Auditorium.

**ACTION 10: Cameron** to make dinner bookings.

**ACTION 11: Marcus** to buy a gift for the speaker, and compile the raffle gift basket.

**ACTION 12: Gehlbach** to place advertisements in the Sounder about the AGM and speaker.

**ACTION 13: Gehlbach** to email our members, volunteers, GABevents, and related organizations about the AGM and speaker.

**ACTION 14: Gehlbach** to have printed 50 copies each of the AGM agenda, approved financial statements, slate and biographies of candidates, and minutes from last year's AGM.

**ACTION 15: Gehlbach** to prepare a package for each of the proposed board candidates including a trailmap, the 3 walk brochures, and printed copies of the Constitution and Bylaws, Strategic Plan, Newsletter, and board Policy document.

**ACTION 16: Gehlbach/Johnston** to print 200 copies of the current Newsletter to have on hand.

**ACTION 17: Brockley** send Johnston the electronic file of the map update re new 707 trails (see Item 8.4).

## 8.2 OPERATIONAL POLICIES:

Marcus had previously distributed her revised Board Policies and Procedures document. Many Board policies have been edited in minor housekeeping ways for consistency, and renumbered. In addition two new Board policies require board approval today. These will be presented to the membership at the AGM together with directions for members to access the entire policy document on line or to request a paper copy.

Marcus distributed her drafts of Board Policy #12.00 (Privacy) and #13.00 (Record Keeping) to the board for discussion and approval. Note the exact additional wording of Policy #12 highlighted in green and underlined below was amended and agreed to by email following the meeting.

### Operating Policy 12 – Privacy Policy

- 12.1. Gabriola Land and Trails Trust Board of Directors and employees will endeavor to protect and keep private the contact information, addresses, phone numbers and any other personal information of their members and donors.
- 12.2. Gabriola Land and Trails Trust Board of Directors and/or committee members will protect and keep private discussions with private land owners, or about GaLTT's interest in specific private land, unless expressly permitted by the land owner.

### Practice

- 12.3. The Secretary will record minutes of Board meetings, not including individuals' contact information. When members of the Society or public are discussed in the context of GaLTT business, they will remain anonymous in the minutes.
- 12.4. Any discussions of private land interests will take place in-camera, where minutes are not recorded, unless specific permission is provided by the land owner.
- 12.5. Membership application forms that necessarily record contact information shall not be shared beyond the Treasurer, the Membership Coordinator, and the bookkeeper. Where authorized by the member, email addresses will be provided only to the email list manager.
- 12.6. Directors' consent forms shall be filed with the Society's official documents maintained by the Secretary and their privacy protected.
- 12.7. Group emails sent out to members and volunteers by authorized board members shall be sent as blind copies so that other recipients' email addresses are not visible to individual members.
- 12.8. Individual's names and contact information may not be published on GaLTT's website or other electronic media without specific permission.
- 12.9. Individual's identifiable photographs may not be included in GaLTT's print and electronic publications without their permission unless photographs were taken at public events.

**MOTION 1 proposed by David Boehm, seconded by Peter Danenhower that Policy #12.00 regarding privacy be adopted as agreed. Carried.**

**MOTION 2 proposed by Jenni Gehlbach, seconded by David Boehm that Policy #13.00 regarding record keeping be adopted as agreed. Carried.**

## 8.3 Annual budget (see also Item 3)

### Committee budget estimates for 2018:

\$4,850.00      Community Engagement (including Broom Bash)

\$3,200.00	Communications (note maps and brochures printed every 2 or 3 years)
\$6,800.00	GaLTT operations including insurance, rentals, etc.
\$4,200.00	Trail work including materials and tools
\$1,000.00	Acquisitions (covenants and trail licences), including survey and monitoring costs.
<u>\$20,050.00</u>	<u>Total</u>

Note a 10% contingency fund of \$2,050.00 is also reserved.

**MOTION proposed by Peter Danenhower and seconded by David Boehm to accept the proposed 2018 operating budget for presentation to GaLTT members at the AGM on February 7. Carried.**

#### **8.4 707 trail map edits.**

Brockley is working with Cameron Murray to create a small additional map segment showing the two new trails into 707Community Park from Fawn Place and McCollum Road.

**ACTION Brockley to pursue this and obtain a file (in time for the AGM) that can be used in the AGM presentation, printed, and/or distributed electronically to update the current map until a new edition can be made.**

9. No *in camera* discussion was needed.

10. MOTION proposed by David Boehm to adjourn at 9.10pm. Carried.

**Minutes recorded by Jenni Gehlbach**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday February 13, 2018 at GAC hall

**Present:** Laura Boulton, Rob Brockley, Tom Cameron, Jenni Gehlbach, Chris Hills, Nola Johnston, Anne Landry, Kerry Marcus, Frank Shoemaker, Lou Skinner.

**Regrets:** David Boehm, Peter Danenhower, Rebecca Furnell, Norm Harburn.

6. Meeting called to order at 7.00 pm by Landry, acknowledging that we were meeting on the unceded territory of the Coast Salish people. She welcomed new board members Laura Boulton and Frank Shoemaker, and other board members introduced themselves.
7. **AGENDA:** Gehlbach noted mis-numbering of the distributed Agenda. Old Business, should be Item 7 and New Business, should be Item 8. Adopted by consensus with the addition of Item 8.7 Donation from Victoria Foundation and two additional training sessions to discuss under Item 8.3. There will be 2 in camera items also.
8. **MINUTES** from January 2018:  
**MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston to accept the minutes for January 9, 2018 board meeting as presented. Carried.**
9. **CORRESPONDENCE:** 1. Kerry Marcus reported receiving a letter from Victoria Foundation announcing that we have been awarded a \$5000 grant from their anonymous donation fund, to be earmarked for land acquisition.  
**ACTION: Marcus will respond thanking the anonymous donor.**  
2. Landry reported receiving a copy of a letter from member Dyan Dunsmoor-Farley to Doug Routley, also copied to The Sounder, regarding the inadequate management of our provincial parks. Landry has responded noting that GaLTT does not have the resources to manage provincial parks.
10. **ELECTION of OFFICERS:** Landry, Marcus, and Gehlbach said they are willing to continue in their current roles for another year. Skinner is willing to act as Treasurer since Heather Kay has stepped down. No other board members wished to stand for office.

**MOTION proposed by Tom Cameron, seconded by Nola Johnston, that the officers of the 2018 GaLTT Board of Directors be: President, Anne Landry; Vice-president, Kerry Marcus; Treasurer, Lou Skinner; and Secretary, Jenni Gehlbach. Carried.**

### 11. REPORTS:

- 6.1 PRESIDENT:** Landry thanked Kerry for serving as President during her vacation in the busy month leading to the AGM. She thanked the board for a successful AGM, which produced several new members.  
**DISCUSSION:** keeping track of the many issues we deal with is difficult in busy times.  
**ACTION: Board members should ask to speak through the Chair at meetings, and start all our email correspondence subject lines with “GaLTT” taking care to copy only those directly involved in the discussion.**

**6.2a TREASURER**—O’Rourke had previously circulated the January Financial Statements. Skinner (with previous treasurer Kay) had circulated the monthly treasurer’s report as follows:

**GaLTT’s bank balances** on January 31, 2018:

–Chequing “Community Partner Package” (0.01%): \$10, 279.84

–Savings “Business High Interest Savings” (1.05%): \$122,502.10.

Cheques written were: to Heather Kay reimbursements \$100 for book-keeper’s gift and \$89.25 for stamps; AFCLT \$300 for membership; Arbutus Lumber \$2411.70 for trail-building supplies; GAC for \$470 for facility rent; Gallery Press \$249.76 for newsletter printing and \$76.32 for photocopying AGM material; Tom Cameron \$323.68 reimbursement for market wagon; Scott signs \$336.00 for trail signage; The Sounder \$150.99 for AGM advertisement; Rob Brockley \$115.33 reimbursement for volunteers’ gifts.

**MOTION proposed by Anne Landry, seconded by Kerry Marcus that the 2018 signing officers for Gabriola Land and Trails Trust (GaLTT) shall be Lou (Elaine) Skinner, Tom Cameron, Rob Brockley, and Jenni Gehlbach. Carried.**

**6.2b MEMBERSHIP**—Furnell and Kay had previously circulated the list of new and renewing membership applicants in January and February. Kay had also transferred to Furnell the current full membership list and templates for correspondence about membership applications and renewals.

MOTION proposed by Jenni Gehlbach, seconded by Nola Johnston to accept as members the 27 new and renewing applications received during January and February 2018. Carried.

**6.3a TRAILS AND PARKS MANAGEMENT.** Brockley reported that he and his trail work crews:

- Applied for grant from Gabriola Recreation Society to re-surface Tin Can Alley Trail
- Built wooden frames for Elder Cedar boardwalk
- Purchased gifts for top volunteers
- Ordered trail signs from Scott Signs
- Cleared fallen trees in Robinson Woods and repaired boardwalk
- Cleared fallen trees in Haven Woods
- Arranged with RDN for removal of large fallen trees in Cox Community Park
- Cleared fallen trees on Marcus trail licence
- Installed trail sign at Nelder's Pond
- Inspected washout on "waterfall" trail near Joyce Lockwood Community Park
- Work party January 21 made new trail in small RDN park on Decourcy Drive
- Work parties February 4 & 7 built a boardwalk in Elder Cedar
- Re-marked route for proposed 6.6 km trail loop in Cox Community Park and Descanso Regional Park
- Walked proposed trail route with several Board members on February 11

DISCUSSION: Concerns have been raised about the proximity of the proposed lower trail to the Winthuysen Creek, although Brockley and Johnston are confident it is high enough on the bank below the cliff to not be a problem. This trail section would require work clearing the route and be more suitable for hikers rather than walkers. The upper trail in the section of Cox Park north of McConvey is through much more open terrain and therefore it would be relatively easy to build a wide, accessible trail.

**ACTION 1:** Brockley to proceed with discussions about this trail system with Howard Houle and POSAC, but to make the upper section easy-access trail north of McConvey in Cox Park a higher priority.

**ACTION 2:** Hills and Streamkeepers to check the proposed route in Descanso Bay Park near Winthuysen.

MOTION proposed by Kerry Marcus, seconded by Lou Skinner that Rob Brockley contact RDN rep. Howard Houle about proceeding with the first stage of the proposed trail loop—the section through Cox Park north of McConvey— and to invite Houle to walk the entire proposed trail loop. Carried.

**6.3b INVASIVE PLANT CONTROL:** No report.

**6.4 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** No report. Issues to be dealt with *in camera*.

**6.5 COMMUNITY ENGAGEMENT:** Marcus and Cameron reported that the AGM was successful. Other recent AGMs have had budgets around \$300 or \$400 (printing, advertising, venue rental, speaker dinner expenses and travel). This year's costs were higher due to a more expensive venue and media rental, and having both speaker and First Nations Elder's travel costs, meals, and honoraria. As in previous years, our speaker waived her usual fees and was billeted by a board member (Skinner). Also, we gained 7 new members and the donation jar at the door produced \$296.10, helping to defray costs.

**ACTION 1:** Board members to consider Cameron's suggestion of formally designating the AGM as a task for Executive Committee rather than the Community Engagement Committee, with a budget in the vicinity of \$900.

**ACTION 2:** Board members to try to estimate how many GaLTT volunteer hours they work in a year (as Brockley does with his trail volunteers).

**6.6 BIG TREE REGISTRY:** No report.

**6.7 STREAMKEEPERS:** Hills reported that Streamkeepers have been gathering stories from long-time residents about the island's water courses.

**6.8 COMMUNICATIONS:** Gehlbach reported that the committee's work this month has been mostly related to the AGM and speaker, sending out notifications to members, GabEvents list, Facebook pages, and on the website, preparing the printed information packages for those attending the AGM, placing advertisements and event announcements in The Sounder, and completing the Newsletter reporting 2017 activities, ready for distribution at

the AGM. We also produced the slide presentation for the AGM reports. Photocopying and printing was done on island at Gallery Press.

A frustrating problem has developed in our mass-mailings to 342 volunteer addresses and 264 member addresses—some members, particularly some (not all) Shaw and Telus users have been either not receiving our emails at all or finding them in their trash files. The problem appears to be because some people have reported our mail as spam often enough that Telus flagged Gehlbach's computers' IP address as problematic. This is also causing problems with her family's personal email. It has been temporarily fixed, but is still under review by Telus technical staff. Transferring our mailing lists to a third party server suitable to non-profit organization mailouts will be time consuming but worthwhile. Once set up it should be more reliable, avoid interference with the administrator's personal mail, and will simplify the process of transferring the task of GaLTT email notifications to another board member.

**ACTION:** Gehlbach to explore the best way to migrate our large mailing lists to an independent third party server suitable for non-profit organizations.

**6.9 POSAC**—Brockley reported that the next POSAC meeting is March 5, and he hopes to be proposing the new Cox Park trail loop.

## **7. OLD BUSINESS:**

**7.1 Barrier Free access:** Cameron had circulated his report, but discussion was deferred to the March meeting.

**7.2 Broom bashing event:** The Village Foods Community Card was approved, with a goal of raising \$3000. Gehlbach has set up the email address [broom@galtt.ca](mailto:broom@galtt.ca) for those involved to use. The mail is forwarded automatically to Skinner, but will be changed to Danenhower's address in her absence.

Skinner had previously circulated her proposed chart of activities and dates for the Spring broom bashing event. She has spoken with the Lions, who were looking for a centennial environmental project, so are enthusiastic about being involved. This will help make our event bigger, with wider community involvement.

**Being discussed with the Lions is a Family Fun Day in Drumbeg Park on April 29** with a BBQ, activities, and possibly babysitting. The Lions wants GaLTT to distribute tools and sign up participants for insurance purposes (as is done with regular trail-work crews).

**DISCUSSION:** Chipping or burning? Fire chief Rick Jackson suggested burning the debris, but many in the community monitor for air quality relating to burning. Jackson warned that high piles of woody chips can be a fire hazard. If we chip, Eric Boulton has offered to stockpile the culled plants at his farm in return for a receiving a large pile of chips. Lions are willing to help (with people and trucks) with disposal if we acquire the chippers.

**ACTION:** Skinner to proceed with plans to chip rather than burn the culled plants and have a single pick-up day from several points.

**7.3 Boardwalks in Elder Cedar:** The contracted boardwalk around the large cedar has been completed by the Salt Spring Island contractor. Our task of replanting the disturbed area was replaced by plans to mulch and we had committed \$1200 to this task. The area needing mulch is smaller than expected.

**ACTION 1:** Harburn to coordinate with Nuala Murphy about the mulching. Possibly only 2 yards of mulch will be needed near the big cedar, so maybe more could be used elsewhere on the Elder Cedar trails to cover muddy areas or exposed tree roots.

**ACTION 2:** Harburn and Brockley to organise Boy Scouts to help spread the mulch.

## **8. NEW BUSINESS:**

**8.1 New board orientation:** Gehlbach has not issued paper documents to new board members yet. She noted that all relevant documents are on our website, but to request if they would prefer a 3-ring binder of printouts.

**ACTION 1:** Johnston and Gehlbach to provide a list of essential documents, providing links to their electronic sites or supplying paper copies if they are not on the web.

**ACTION 2:** Landry, with Marcus and Skinner to set up a board orientation session with Boulton and Shoemaker.

**8.2 Committee heads and membership.** For now, committee heads will remain as last year except Skinner will no longer be co-chair of Community Engagement. New board members to consider which committee(s) they may wish to join. Boulton offered to join the broom-bash subcommittee. Committee heads are reminded that we have members at large who wish to volunteer on committees.

**8.3 Upcoming workshops:**

1. KAIROS blanket exercise March 16, 1-3pm. Several board members have already experienced this and recommend it.

**ACTION: Cameron** to send a note to absent board members about this event.

2. Association of Fundraising Professionals (AFP) sponsorship fundraising workshop on February 14.

**MOTION** proposed by Anne Landry, seconded by Kerry Marcus to fund Frank Shoemaker's attendance at the AFP sponsorship fundraising workshop, to be held on February 14 at VIU. Carried.

3. Nanaimo water stewardship symposium April 11/12

**ACTION: Hills** to distribute this notification to other Streamkeepers, who may be interested in attending the symposium.

**8.4 2018 Budgets:** DISCUSSION: Do we need to agree on a specific figure (such as \$500) above which any committee expenditure needs to come to the full board for approval? Should the Executive Committee also have a budget? Discussion to continue at the next meeting.

**8.5 FIDO:** Discussion deferred to next meeting.

**8.6 Board meeting focus:** Gehlbach pointed out that the focus statement used for several years on our agendas mentions park management, but not conservation.

**ACTION: Gehlbach** to replace the focus statement on our agendas with GaLTT's stated purpose.

**8.7 Victoria Foundation's anonymous donation—already dealt with under Item 4 Correspondence.**

9. **MOTIONS** to move *in camera* and (following discussions) *ex camera* by Anne Landry. Carried

**ACTION: Landry** to correspond with the landowner of Haven Woods.

10. **MOTION** proposed by Kerry Marcus to adjourn at 9.25pm. Carried.

**Minutes recorded by Jenni Gehlbach**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday March 13, 2018 at GAC hall

**Present:** David Boehm, Laura Boulton, Tom Cameron, Peter Danenhower, Jenni Gehlbach, Norm Harburn, Nola Johnston, Anne Landry, Kerry Marcus, Frank Shoemaker, Lou Skinner.

**Regrets:** Rob Brockley, Rebecca Furnell, Chris Hills.

12. Meeting called to order at 7.00 pm by Landry, acknowledging that we were meeting on the unceded territory of the Coast Salish people.
13. **AGENDA:** Adopted by consensus with the addition of New Business Item 8.3 Report on Healthy Transportation event—Marcus & Cameron.
14. **MINUTES** from February 2018:  
**MOTION: Proposed by Jenni Gehlbach, seconded by Lou Skinner to accept the minutes for February 13, 2018 board meeting as presented. Carried.**

### 15. CORRESPONDENCE:

a. Marcus reported receiving a letter from the provincial parks department in response to Brockley's letter regarding the Drumbeg Park trail maintenance. It stated that since this is an "unsanctioned trail", they will not accept responsibility to fix the problem.

**ACTION: Landry to discuss this further with them at the first opportunity (maybe at the broombashing BBQ event on April 29).**

b. Skinner reported a notification from CHIMP that we have received an anonymous donation of \$23.80.

c. Landry wrote a letter of thanks to Victoria Foundation for their grant.

16. **Big Idea discussion:** Cameron, Harburn, Landry, Marcus, and Gehlbach reported their impressions of Doug White III's March 11 presentation at The Phoenix Auditorium on the history of local First Nations treaties and negotiations since 1854 and Snunéymux<sup>w</sup>'s current land claims in Nanaimo and on Gabriola. Also, Landry and Gehlbach described some of their informal conversations with White and with Geraldine Manson during the preceding lunch concerning our current work on the land that has been set aside by Federal and Provincial governments for their treaty settlement, and about working with their youth. The general impression was that White is anxious to convey and establish their feelings of neighbourly connection on Gabriola—that of it being part of their "home". Manson also expressed approval of the idea of GaLTT possibly finding ways to work with Snunéymux<sup>w</sup> youth doing land stewardship and stream restoration.  
**ACTION: Executive to pursue ideas and opportunities for furthering a close connection with Snunéymux<sup>w</sup>.**

### 17. REPORTS:

**6.2 PRESIDENT:** Landry had previously circulated her report. She has

- Thanked Marcus for acting as President while she was away
- Sent a thank-you letter to Victoria Foundation for the generous anonymous gift of \$5000 for our land acquisition fund.
- Emailed Howard Houle about an *in camera* land issue and he has referred the issue to RDN staff. She also updated the owner on actions on the issue.
- Corresponded with the owner of Haven Woods and she will keep us informed on the status of the property.
- Corresponded with Tom Sones about a possible community group meeting (suggested date March 29) with MLA Doug Routley about transportation and other issues of interest to community groups.
- Followed up on a GaLTT email with someone wanting more signage of secondary mountain bike trails in 707 Community Park.
- Prepared with Harburn for an orientation session with Boulton and Shoemaker on March 18.
- Noted that GACH hall is unavailable for our next meeting in April.
- Emailed Sandra Tassel (American Friends) regarding our placement of the \$5000 donation into our stewardship fund.

**ACTION: Gehlbach** to explore the availability of another venue such as Agi Hall or the room above Robert's Restaurant for the April 10 board meeting and make a booking.

**6.2a TREASURER**—O'Rourke had previously circulated the February Financial Statements and a statement showing how these expenses were allotted to committees.

**MOTION 1: Proposed by Anne Landry, seconded by Nola Johnston that the committee chairs be given authority of their respective budgets. They can authorize routine expenditures within the allocated budgets with committee approval, with unusual items brought to the board for approval. Routine items are those administrative and operational expenses historically incurred on a regular basis as part of the work of the committee. Carried**

**MOTION 2: Proposed by Anne Landry, seconded by Jenni Gehlbach that the GaLTT operations budget be under the authority of the Finance Committee (Treasurer plus Signatories), the only exception being the Conferences and Training budget, which will come to the board for approval. Carried.**

Skinner circulated the monthly treasurer's report as follows:

**GaLTT's bank balances** on February 28, 2018:

–Chequing “Community Partner Package” (0.01%): \$10, 790.25

–Savings “Business High Interest Savings” (1.05%): \$127,549.09.

Cheques written were: to Gallery Press \$110.90 (AGM handouts); Gabriola Agricultural Association \$88 (market table rental); Tom Cameron \$470 (reimbursement for AGM expenses —rental, speaker, elder); Doug Hopwood \$123 (professional consulting re Haven Woods); Nancy Turner \$20 (travel expenses); Frank Shoemaker \$69.95 (VIU workshop expenses); Kerry Marcus \$40 (filing fee for Society registration); Scott Signs \$168 (trail signage); Arbutus Home Building \$131.06 (trail building expenses). Documentation for these expenses was handed to Maureen O'Rourke for record keeping.

Skinner noted that she will be away for 6 weeks from this coming Saturday. She will hand the cheque book to Tom Cameron, who in turn will pass it to Gehlbach when he leaves on holiday the following week.

**6.2b MEMBERSHIP**—Furnell had previously circulated the list of new and renewing membership applicants in February and March to date.

**MOTION proposed by Jenni Gehlbach, seconded by Peter Danenhower to accept as members the 6 new and renewing applications received during February and March 2018. Carried.**

**6.3a TRAILS AND PARKS MANAGEMENT.** Brockley reported that he and his trail work crews:

- Prepared proposal for new trail routes in Cox Community Park and Descanso Bay Regional Park and submitted the proposal to POSAC Chair, Howard Houle.
- Ordered and replaced vandalized sign in Cox Community Park (paid for by RDN).
- Declined request by RDN to upgrade “bridge” on road allowance at Fawn Place.
- Responded to request by Islands Trust Fund re future maintenance needs at Elder Cedar Nature Reserve.
- Submitted over-expenditure of boardwalk contract to Islands Trust Fund for future reimbursement.
- Removed fallen trees across trails in Cox Community Park, Haven Woods, Canada Lands (off Pequod), and Elder Cedar Nature Reserve.
- Marked trail route for new trail licence on Murray Road.
- Purchased 10 new trail signs (for use on Garland-Lois Lane trail licence).
- Estimated bark mulch requirements for Elder Cedar Nature Reserve.
- Work party on March 4<sup>th</sup> to install posts and signs on Garland-Lois Lane trail licence

**6.3b INVASIVE PLANT CONTROL:** Boehm reported that Giant Hogweed is growing strongly in Drumbeig Park and on a road allowance near Robinson Woods. He would appreciate help dealing with it.

**ACTION: Skinner and Danenhower to contact Boehm this week about helping to work on the hogweed.**

**6.4 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** Harburn reported that conversations continue about a possible trail near Keith Road, and he has been further investigating the required coverage of mulch and possible plantings near the new boardwalk around the large cedar in Elder Cedar Nature Reserve. They are close to signing a trail licence agreement on acreage near Degnen Bay. He requested better newspaper coverage of our new trail licences.

**ACTION: Communications Committee** to ensure coverage of new trail licences in The Sounder, preferably with photos. At the next opportunity to also include a report and photo about Nelder's Pond signage.

**6.5 COMMUNITY ENGAGEMENT:** Marcus had previously circulated a suggested timetable for guided walks through the summer and her report:

- Filed the Society Annual Report before the end of February as required.
- Collected our insurance information from Tom and has been in contact with the broker.
- The committee met about broom project planning, about which Lou will report.
- With the Communications team developed a strategy to continue to use up our colour brochures by cutting off the old membership information. First 100 cut and delivered to the Welcome Wagon folks. Estimated 1000 brochures in stock.
- Working with Lou to assume map vendor management.
- Will further discuss with Peter how we might manage the Market Table schedule this year and will make an event calendar.
- Summer walk planning started, with Sunday June 3 being the choice for the End-to-End walk, likely starting at Silva Bay and ending at the Skol Pub. Route planning will require permission to traverse the work site of the new Church to Spruce connection. She assumes that the approximately \$180 for Gertie charter is still acceptable to the Board for this event.
- Related to summer walk planning, Marcus will apply for our park use permit from RDN once dates and areas are firmed up.
- Discussions continue with Truth to Reconciliation Committee about National Aboriginal Day (June 21) options for GaLTT.

**6.6 BIG TREE REGISTRY:** No report.

**6.7 STREAMKEEPERS:** Hills previously circulated his report that Streamkeepers February meeting and activities were cancelled due to snowfall. He worked with Nick Doe and Gehlbach to prepare their meeting minutes for publication on their web page.

**6.8 COMMUNICATIONS:** Gehlbach reported that:

- Our main activity in February was migrating our member and volunteer email lists to a third party server suitable for mail-outs to non-profit organizations. We now have addresses [galtt-members@npogroups.org](mailto:galtt-members@npogroups.org) and [galtt-volunteers@npogroups.org](mailto:galtt-volunteers@npogroups.org). Replies to our messages are sent to Gehlbach currently but can be changed. Both Furnell and Gehlbach have “monitor” access to the new server for editing the list and for sending out messages.
- This change will greatly simplify future transfers of responsibility for our group emails and the system gives clear indications of troublesome addresses each time we mail out. Each message now has a direct [unsubscribe](#) link, rather than a simple request for notification.
- At the same time Furnell and Gehlbach ensured that their member email lists were synchronized and they have edited incorrect or removed outdated addresses.
- Gehlbach removed from the volunteer list over 100 “volunteers” who have not volunteered in the last couple of years, who are not members of GaLTT, and who also did not respond to her mail-out requesting confirmation of their interest before transferring the lists.
- Made routine trail-work announcements (including the elder cedar tree boardwalk) on GaLTT's FB page
- Monitored community FB pages for GaLTT-related topics.
- Posted trail and boardwalk pictures on Instagram.

- Updated Home, Board, and Invasives webpages to accommodate new directors and officers and new information about culling broom.
- Uploaded to Streamkeepers' webpage downloadable PDFs of all the SK meeting minutes 2012-2017 (working with Chris Hills and Nick Doe to achieve suitable content and formats).
- Forwarded mail from NALT and CPAWS to board members.
- Forwarded documents or links for essential information to new board members.
- Emailed all members and volunteers to inform them of the change to the email list server.
- Emailed volunteers about Rob's work crews.
- Emailed members to report the AGM, provide a link to a summary of Turner's talk, and to send a copy of the latest newsletter.
- Emailed members about the broom-bash event being planned and invited them to use our Village Foods Card.
- Worked with Lou to plan advertising and newspaper article for the broom-bashing event.
- Signed GaLTT signatory forms at CCCU.

**Website security:** Gehlbach reported that recently she had received notification from our website server doteasy.com that worldwide search engines (predominantly Google Chrome) have already begun to give search-result precedence to secure websites (with addresses preceded by https rather than http, such as those used by banks and on-line businesses). These sites offer security when entering personal data and financial information onto those sites. The international search engines' next step will be to label unsecured http sites as "not secure" when they list them after a search. This means nothing really if personal data-entry is not used on the site, but will still be off-putting to the person searching—many will not visit a site if they think it is not secure. In future, if we wish to have GaLTT membership forms fillable on line or direct membership fee and donation payment capability on our site this level of security will be essential. Doteasy can provide various levels of secure service for an increased fee. Shoemaker noted that there are local website servers on the island that may be cheaper.

**ACTION:** [Gehlbach and Johnston to explore the necessity, implications, and expense of making our website secure in this way.](#)

**6.9 POSAC**—No report.

## **7. OLD BUSINESS:**

**7.1 Barrier Free access:** Cameron and Harburn consider that the political and practical necessities of getting barrier-free access right to the waterline may be more easily overcome at Descanso Bay (RDN) rather than Twin Beaches (BC, and with an archeological site in the area). Cameron is working on a submission to RDN and hopes to meet with Houle about the issue.

**ACTION:** [Harburn and Cameron to investigate further the barrier-free access possibilities at Descanso and Twin Beaches with the RDN and the Provincial Parks personnel.](#)

**7.2 Broom bashing event:** Many arrangements have been made and attractive, highly visible signs produced to indicate broom drop-off points. They are purchasing 15 Fischer brand loppers.

### **ACTIONS:**

- [Johnston and Gehlbach to produce ads using Skinner's copy and place ads when instructed](#)
- [Marcus and Danenhower to organize the newspaper ad timetable](#)
- [Rosanne Konrad to present to 4 different classes at Gabriola Elementary School, including demonstrations of proper cutting technique.](#)
- [Eric Boulton to provide the broom-chipping depot.](#)
- [Jim Strachan \(phone 250-247-8983\) to organize the tool lending and storage at his home on Taylor Bay Road.](#)

**7.3 FIDO:** Landry has emailed the person currently in charge of FIDO for advice on how to proceed with their funds and GaLTT support.

**7.4 Committee membership**—deferred until April meeting.

**8. NEW BUSINESS:**

**8.1 Insurance:** Marcus provided a chart of our insurance provided by Megson Fitzpatrick Insurance Services, noting that our coverage for events on RDN parks has expired but will be renewed as soon as our events calendar is complete. Our Commercial Package (locations policy), liability for work in Elder Cedar (as required by Islands Trust Council), volunteer accident policy, and non-profit Director and Officer liability, are all current.

**8.2 Sponsorship workshop report**—deferred until April meeting.

**8.3 Healthy transportation report**—deferred until April meeting

**9. MOTIONS to move *in camera*** and (following discussions) to move *ex camera* by Anne Landry. Carried.

**10. MOTION** proposed by David Boehm to adjourn at 9.10pm. Carried.

**Minutes recorded by Jenni Gehlbach**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday April 10, 2018 at AGI Hall

**Present:** David Boehm, Rob Brockley, Jenni Gehlbach, Norm Harburn, Nola Johnston, Anne Landry, Kerry Marcus.

**Regrets:** Laura Boulton, Tom Cameron, Peter Danenhower, Rebecca Furnell, Chris Hills, Frank Shoemaker, Lou Skinner.

18. Meeting called to order at 7.00 pm by Landry, acknowledging that we were meeting on the unceded territory of the Coast Salish people.

19. **AGENDA:** Adopted by consensus.

20. **MINUTES** from March 2018:

**MOTION: Proposed by Jenni Gehlbach, seconded by Norm Harburn to accept the minutes for March, 2018 board meeting as presented. Carried.**

21. **CORRESPONDENCE:** Landry reported receiving an email from Scott Colbourne regarding making a presentation at our May Board meeting about Healthy Transportation and the Village Trail.

**ACTION: Gehlbach to include Colbourne's presentation at the beginning of the May Agenda.**

22. **REPORTS:**

5.1 **PRESIDENT:** Landry had previously circulated her report. She has

- Delivered Orientation Session with Harburn to Boulton and Shoemaker.
- Executive decided to defer further discussion about Snuneymux<sup>w</sup> FN until Cameron returns.
- With Gehlbach attended Gabriola Community Groups meeting with MLA Doug Routley. It was useful, voicing our priorities and hearing from other groups. I listed our request that the provincial government support: continued reconciliation efforts with SFN; increased funding for BC Provincial Parks and the conservation work of the Islands Trust Fund; encouraged availability of funds for land conservation. I also listed projects of interest to GaLTT where the provincial government may have a role: developing barrier-free beach access; developing the Village Trail to encourage walking and cycling in a safer environment; collaborating with cycling interests in establishing a commuter bike route without impacting the safety of other users; and work combating invasive plants on Gabriola. Mr. Routley seemed quite interested in the barrier-free access project and the cycling project and encouraged us to stay in contact with his office. He was not sure what he could do about invasives.
- Signed new Trail Licence on behalf of GaLTT.
- Worked with Harburn, Brockley, and Nuala Murphy (ITF) on details for mulching around new Elder Cedar boardwalk.
- FIDO update: spoke to Mary Gillis who is now the project lead. RDN is still interested in the project. Mary appreciates GaLTT's patience and hopes to get more people involved this summer to move the project forward.  
**ACTION: Landry to pass FIDO's new contact information to Gehlbach and Marcus.**
- Accompanied Boehm for a Hogweed session by Sally Robinson's property. Kudos to David for his work in this area. It is hard work that takes perseverance.
- Explored a potential ROW with Johnston. More work to follow.
- Emailed back and forth with Kate Emmings (ITF) about a possible conservation planning session in the next few months. More to come.
- Had informal discussion with Shoemaker about financial matters and they will conference more when Skinner returns.

5.2a **TREASURER**—O'Rourke had previously circulated the March Financial Statements and a statement showing how these expenses were allotted to committees.

**GaLTT's bank balances** on March 31, 2018:

–Chequing “Community Partner Package” (0.01%): \$11,230.66

–Savings “Business High Interest Savings” (1.05%): \$127,602.91.

Cheques written since the last meeting were to: Lou Skinner \$136.80 (reimbursement for signs \$87.29; postage \$26.78; office supplies \$22.73); Island Home and Garden, \$774.33 for broom-bashing tools; Maureen O'Rourke, \$1200.00 as per contract; Ani Law Corp., \$11.03 for title search; Gallery Press, \$48.72 for printing; and Rebecca Furnell, \$10.75 reimbursement for stationery purchase. Documentation for these expenses was handed to Maureen O'Rourke for record keeping.

**5.2b MEMBERSHIP**—Furnell had previously circulated the list of new and renewing membership applicants in March and April to date.

**MOTION proposed by Jenni Gehlbach, seconded by Nola Johnston to accept as members the 4 renewing membership applications received during March and April 2018. Carried.**

**5.3a TRAILS AND PARKS MANAGEMENT.** Brockley reported that he had a fairly quiet month:

- Led work party March 18 but April work party was cancelled for Easter break.
- Prepared plans to build trail and stream crossing for new trail licence on Murray Road.

It was noted that Cameron Murray has said that although the new Boardwalk in Elder Cedar Reserve (built with an adapted version of Murray's design) served its purpose, it did not appear to be built to park standards and there may be liability issues.

**ACTION: Brockley should discuss this issue with Cameron and perhaps the ITF.**

**5.3b INVASIVE PLANT CONTROL:** Boehm reported that he and Landry and others removed and treated some Giant Hogweed in Robinson Woods and area. Digging may need to be done.

**5.4 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** Harburn reported that conversations continue about a possible trail near Keith Road. He ordered a title search on a property adjacent to the ROW on Rowan Rd. He continues to plan coverage of mulch around the large cedar in Elder Cedar Nature Reserve. They signed a trail licence agreement on acreage near Deggen Bay connecting the Evans Trail to Murray Road, and Johnston has mapped the new trail. He would like newspaper coverage of the new trail licence and recent signage initiatives.

**ACTION 1: Harburn to contact Derek at The Sounder about publicity of the new Merlin Trail and signage at Nelder's Pond.**

**ACTION 2: Gehlbach to send out a notice requesting volunteers for mulching if they are needed at Elder Cedar May 19.**

**ACTION 3: Harburn to check with Nuala Murphy whether a TD rep wishes to attend.**

**5.5 COMMUNITY ENGAGEMENT:** Marcus reported that she is:

- working with the broom-bash group
- still organizing the planned route for the end-to-end walk on June 3 because people do not want to walk along Taylor Bay Road.
- seeking the needed permissions from private landowners for the walk.
- applying for the official permissions needed from RDN and BC Parks for broom removal and guided walks.

**5.6 BIG TREE REGISTRY:** No report.

**5.7 STREAMKEEPERS:** Hills previously circulated his report that:

- Agreed at Streamkeepers' meeting that we will go ahead and apply for RDN watershed stewardship seed money to help cover improvements to the original spawning gravel area on lower Mallett Creek; we might be able to start work on the bed this summer

- We will be working to try to get more educational/informative submitted articles to the Sounder as part of ongoing awareness campaign.
- Streamkeeper Lisa Webster-Gibson is hoping to host twice monthly sessions on her property (Dick Brook runs through her property) on a drop-in basis
- There is a hope that Streamkeepers might be included in trail maintenance plans where there might be alterations to watercourses.
- A Streamkeeper has noted a mistake in the spelling of Mallett Creek Trail (there is one "t" on the current sign).

**ACTION: Brockley to note this mis-spelling due to an RDN error when a vandalized sign was replaced. He will discuss it in the course of discussing RDN's new signage protocol.**

Brockley noted that he is unaware of any trail maintenance work that has made alterations to watercourses. Trail work at Cox Park simply diverted seasonal water flow on a downward sloping portion of the trail into a side ditch using standard practices and with RDN approval.

#### **5.8 COMMUNICATIONS:** Gehlbach reported:

- routine maintenance/updates of webpages, FB page, & Instagram page.
- email announcements to volunteers about trail work parties and cancellations.
- design of a coloured 8.5x11 information sheet about GaLTT for Page's Resort and Marina's guest handouts (by invitation).
- design and planning for publicity about the broom bash including ads and newspaper article authored by Skinner

**ACTION: Gehlbach and Johnston to continue to explore the necessity, implications, and expense of making our website secure.**

#### **5.9 POSAC**—Brockley reported that Parks and Open Spaces Advisory Committee Meeting was held April 9, 2018, and decided as follows:

##### **1. Cox Community Park Trail Proposal**

- a) MOTION: That GaLTT work with RDN Parks staff to build a new trail in the western portion of Cox Community Park. APPROVED

##### **2. Parks Update**

- a) Beach stairs rebuild at Joyce Lockwood Community Park on hold until DFO approves foreshore work. Timeline to gain approval is unknown.
- b) Donor lands in Potlatch development will be transferred to RDN at time of re-zoning – possibly later this year. Trail development in receiver parcel (addition to Cox Community Park), and assignment of responsibility for trail work, will not happen until after subdivision – timeline unknown. Not clear who will build the trails.

##### **3. Huxley Community Park**

- a) MOTION: That the Gabriola Skatepark Preferred Conceptual Plan be approved. APPROVED
- b) MOTION: Up to \$75K of Electoral Area "B" Community Works Funds be allocated for Phase 2 Construction drawings erosion. APPROVED
- c) MOTION: That up to \$10K of Electoral Area "B" Community Works Funds be allocated for preparation and placement of pickleball court lines at the sports court. APPROVED
- d) Grand re-opening of Huxley Community Park set for April 21<sup>st</sup>.

##### **4. Parks Signage Proposal**

- a) RDN is rolling out a new signage protocol for community and regional parks.
- b) MOTION: That the pilot project be undertaken at the Whalebone parks using the new signage protocol. APPROVED

#### **6. OLD BUSINESS:**

**6.1 Barrier Free access:** Howard Houle has suggested we take this issue to POSAC and to check with Elaine McCullough. Further discussion is needed about jurisdictional issues and whether to pursue both locations or to concentrate on one. Also the importance of involving disabled people in the discussion and planning.

**ACTION 1: Harburn** to contact Pat Smith (retired Arbutus Lumber founder) for advice re mobility issues.

**ACTION 2: Gehlbach** to put out a call (when our project planning is ready for their input) on Community Facebook pages seeking disabled volunteers to advise us on their trail and beach access needs.

**6.2 Broom bashing event:** Danenhower sent his report that

- Jim Strachan has the tools that were purchased and donated.
- Danenhower has all the signs including one of the sandwich boards
- No broom is in flower yet so demos have not occurred.
- Submitting the first ad is time sensitive. The copy must be submitted by Thursday April 12 as it is to appear in next week's Sounder.

**ACTION: Broom-bashing Committee** to decide for sure ASAP when the first ad is to appear.

Marcus has acquired two large RDN maps that will be useful to mark broom serious infestations and possible collection points for the lopped broom.

**ACTION: Boehm** to work with Landry to mark on the map the infestations he reported verbally.

**6.3 COMMITTEE MEMBERSHIP:** Boulton has opted to serve on the Community Engagement Committee, in particular with reference to reaching schoolchildren and teachers. Shoemaker will serve on the Finance Committee. Member Jim Ramsay is serving on ACTL and had good knowledge of the South end of the island. Member Jamie Doig serves on the Trails Management committee. The Eamer sisters have been helpful with Communications; and Jinny Hayes and Jim Robertson help with Community Engagement Committee's market activities.

## **7. NEW BUSINESS:**

**7.1 Insurance:** Marcus reported that our new insurance agent seemed unfamiliar with the process of adding new trail licences to our existing insurance. She will clarify things when Cameron is back from holidays.

**7.2 Sponsorship workshop** report—deferred until May meeting.

**7.3 Engaging with BC Parks:** Landry is compiling a prioritized list of things to discuss with BC Parks (possibly at the broom-bash kick-off event). These include volunteer agreements; accessibility; trail closure and maintenance; maritime bank erosion, particularly in Pilot Bay; the dilapidated stairs at Sandwell Park; the issue of "sanctioned" and non sanctioned trails.

**7.4 Idea for next map edition:** Landry proposed trying to indicate (on our next map edition) with coloured shading the Provincial and Federal lands set aside for Treaty negotiations (continuing to show the well-used trail system, as at present).

**8. MOTIONS to move *in camera*** and (following discussions) to move *ex camera* by Jenni Gehlbach. Carried.

**9. MOTION** proposed by Anne Landry to adjourn at 9.05pm. Carried.

**Minutes recorded by Jenni Gehlbach**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday May 8, 2018 at AGI Hall

**Present:** David Boehm, Laura Boulton, Rob Brockley, Tom Cameron, Peter Danenhower, Jenni Gehlbach, Chris Hills, Norm Harburn, Nola Johnston, Anne Landry, Kerry Marcus, Frank Shoemaker, Lou Skinner. **Regrets:** Rebecca Furnell.

Guest speaker Scott Colbourne

23. Meeting called to order at 7.00 pm by Landry, acknowledging that we were meeting on the unceded territory of the Coast Salish people.

24. **Scott Colbourne** passed around copies of the Healthy Transportation Committee's proposed re-routing for pedestrians and cyclists near the ferry terminal to mitigate the hazardous conditions there. The initiative works with existing structures, changing only the signage and painted lines and crosswalks. He is seeking GaLTT's support for this initiative, as well as safe pathways to and through the village area.

The committee will meet with the provincial Minister of transportation later this month and they hope to show the hazardous situations when children are leaving the school and when the ferries are arriving, with incompatible needs of bus-parking, pedestrians, cyclists, while cars disembark and board, and also deliver and pick up passengers in the parking lot. They will discuss the complex issues of overlapping jurisdiction including MOTI's role in the proposal for a village trail.

DISCUSSION: Although the situation of ferry lineup location and traffic is not within our mandate, pedestrian and bike trails and neighbourhood connectivity are. This overlaps with the issue of shared trail use among walkers, cyclists, horse-riders, and motorized transportation (even such as ebikes and wheelchairs). We will support the trail-related issues of this initiative.

25. **AGENDA:** Adopted by consensus with the addition of two items of new business: Item 8.2 Ashtrays—Boehm; and Item 8.3 GaLTT support for the skate-park fundraising—Cameron.

26. **MINUTES** from April 2018:

**MOTION: Proposed by Jenni Gehlbach, seconded by David Boehm to accept the minutes for April, 2018 board meeting as presented. Carried.**

27. **CORRESPONDENCE:**

- Rob Brockley received a letter from the Recreation Society approving our grant-in-aid for \$900 toward Tin Can Alley trail upgrades (reimbursing costs of mulch and gravel).
- Cameron has received the Valdes Island Conservancy Newsletter.

**ACTION: Cameron will circulate a link to the pdf of the newsletter on their website to the Board.**

28. **COMMITTEE REPORTS:**

6.1 **PRESIDENT/EXECUTIVE:** Landry reported she:

- Wrote to Nuala Murphy at ITF about getting conservation covenant signs for the Bachman property.
- Followed up with Canada Revenue Agency about GaLTT's Permission to Accumulate Funds, which ran out in 2017. The rules related to annual expenditures by charities changed in 2010. We no longer require this special permission.
- April 30th, conducted annual covenant monitoring at Elder Cedar with Shoemaker and Danenhower, and at the Bachmann property with Johnston. Doug Hopwood was there for the ITF and Ava Breakwell is the new covenant manager for NALT and was at Elder Cedar. Some illegal tree cutting occurred on the Bachmann property over the winter (no fault of the owners). This will not likely reoccur.
- Reviewed, revised and signed a 3-year volunteer agreement with BC Parks for GaLTT. The agreement covers all three provincial parks on Gabriola but our current focus involves broom removal at Drumbeg.
- Helped with logistics for the Drumbeg broom bash and on the day, spoke with the four BC Parks staff present. I told them how much we appreciated their coming out and lending a hand. Heather Steere is the new Senior Park Ranger and our lead contact. Also there were Monica Valdes Garcia (Drew Chapman's replacement), Erica McLaren, Conservation Specialist for Vancouver Island, and Craig Meding, the new Community Liaison Officer. Discussions concentrated on: the decommissioned trails in Drumbeg; need for stair repairs at Sandwell; barrier-free access at Twin Beaches; and bank erosion at Pilot Bay. They seemed open to meeting and discussing all of these items in more detail.

- Spoke to realtor Jennifer Lynch who is happy to liaise with other realtors in future if there is information such as properties we are interested in that we'd like passed on to Gabriola realtors.
- With input from the Executive Committee, ordered GaLTT business cards for board members.

**6.2a TREASURER**—O'Rourke had previously circulated the April Financial Statements. DISCUSSION of relative usefulness of monthly comparisons as opposed to year-to-date figures.

**GaLTT's bank balances** on April 30, 2018:

- Chequing “Community Partner Package” (0.01%): \$12,762.67
- Savings “Business High Interest Savings” (1.05%): \$127,655.35.

Cheques written since the last meeting were to: Lou Skinner \$136.80 reimbursement for broom signage & office supplies; Island Home and Garden \$754.33 broom-cutting tools; Maureen O'Rourke \$1200.00 book keeping contract; Ani Law Corp \$11.03 title search re Acquisitions Cttee; Gallery Press \$48.72 membership forms and broom flyer; Rebecca Furnell: \$10.75 stationary; Gallery Press \$68.61 newsletters and bulletins; Gabriola Agricultural Society \$24.00 meeting space rental; Arbutus Home Building \$91.99 trail-work supplies; Ani Law Corp \$11.03 title search re end-to-end walk.

**6.2b MEMBERSHIP**—Furnell had previously circulated the list of new and renewing membership applicants in April and May to date. She noted that one renewing 5-year member had given a \$1000 donation. It was noted that several people paid their memberships (not yet processed) at the Commons Spring Fair last Sunday.

**MOTION proposed by Jenni Gehlbach, seconded by David Boehm to accept as members the 3 renewing membership applications received during April and May 2018. Carried.**

**6.3a TRAILS AND PARKS MANAGEMENT.** Brockley reported that he had:

- Removed fallen trees from Wilkinson Way.
- Arranged for Jeff Reitkerk to remove large fallen tree in Elder Cedar Nature Reserve.
- Attached additional deck screws on boardwalk at Elder Cedar and removed leftover supplies from site.
- Established route of secondary trail in western section of Cox Community Park requested by POSAC.
- Walked the proposed new trail routes in Cox Community Park and Descanso Bay Regional Park with RDN Parks staff.
- Met on-site with RDN Parks staff to discuss possible solutions to wet sections of Mallett Creek trail.
- Assessed Scotch broom situation in Coats Marsh Regional Park and discussed removal with RDN Parks staff.
- Installed posts and signage for Merlin's Trail (Hellenius trail licence).
- Installed additional signage on Garland-Lois Lane trail licence.
- Received grant approval letter from Gabriola Recreation Society for improvements to Tin Can Alley trail.
- Purchased materials and constructed boardwalk for Merlin's trail.
- Emailed Nuala Murphy (Islands Trust Fund) regarding Elder Cedar Boardwalk concerns.
- Work party on April 15<sup>th</sup> to develop new licensed trail on Hellenius property (Merlin's Trail).
- Work party on April 29<sup>th</sup> to participate in community broom bash at Drumbeg Provincial Park.

Danenhower asked for clarification about responsibility for trail maintenance in Federal Government lands.

**ACTION : Gehlbach to include trail maintenance on government lands as our “Big Idea” discussion in the June meeting agenda.**

**6.3b INVASIVE PLANT CONTROL:** Skinner reported on the successful broom-bashing kick-off bbq event in Drumbeg with 76 signed-up volunteers and several others who arrived before the sign-up sheets. A team came from BC Parks and gathered the clipped broom to load into their truck for delivery to the Nanaimo composting facility. Skinner has also worked with a group of Beavers, who are good broom-cutters, and she and Rosanne Konrad have done two broom cuts with school children. Boehm reported that he is working on broom in 707 Community Park. The committee has completed the schedule for GaLTT-led broom-cuts throughout May in various locations around Gabriola. She will circulate the schedule to the board.

**ACTION: Gehlbach to publish the schedule on the website and circulate it to our volunteers. Skinner to**

[put it on our Facebook page.](#)

**6.4 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** Harburn reported that when Landry spoke to BC Parks staff about repairs needed to the Sandwell Park stairs, they indicated that it would need capital funding that was not guaranteed and the stairs could be closed.

**ACTION:** Harburn (with Landry) to draft a letter to BC Parks asking them to replace the deteriorating stairs to the beach in Sandwell Park, which are well-used and easier for some users to negotiate than the steep gravel slope.

The committee noted that the view trail from Canso Drive is hazardous since there is no barrier at the cliff edge.

**ACTION:** Brockley to install a “falling hazard” sign along the view trail from Canso Drive.

**6.5 COMMUNITY ENGAGEMENT:** Marcus reported that:

- The large turn-out to the broom bash kick-off event and good response to our Village Foods Community Card have shown strong community engagement in what we do.
- RDN permits have been issued for broom removal in Coats Marsh, 707, Rollo-McLay, and Cox Parks from April 19 onward. A specific waiver is required for volunteers working in parks.
- RDN permits have been issued for guided walks as follows:
  - June 3, all day, End to End through 707 Community Pk.
  - June 23, 10am, 707 Community Pk., Fisher Loop
  - July 11, 7pm, 707Community Pk., Stumps Gate loop
  - July 22, 10am, Descanso Bay & Cox Parks loop
  - Aug 7, 1.30pm, 707Community Pk., Fawn loop
  - Aug 14, 10am , 707 Community Pk., Wilkinson Trail loop
- Publicity, and lead and drag guides will be needed for the end-to-end walk. (Board members gave their names to Marcus at the meeting for each guiding section.)
- Whistles are needed by guides.
- Brockley has our first-aid kit to be taken on the end-to-end walk and trail work sessions.
- The pub has been alerted to the walk and landowner permissions have been granted where the route crosses private land. Gertie arrangements are still being organized.
- Danenhower is again managing the market table this summer and he has circulated the schedule requesting that board members volunteer for as many Saturdays as possible. A member has volunteered to do most of the early shifts through the season.
- The new storage facility at GAC Hall is now functioning and most of our supplies are now there. We have 4 keys. Managing the new smaller cash box requires care. The “garden cart” is loaded with 2 newly repacked roller carts, the red table, and the chalkboard. Two operators can easily haul it across the road to the market, preferably wearing hi-visibility vests.
- She is investigating the possibilities for custom logo wear for board members who may wish to have it.

**6.6 BIG TREE REGISTRY:** No report.

**6.7 STREAMKEEPERS:** Hills previously circulated his report that:

- Last month they had a quick meeting before the Forage Fish/Sand Lance presentation by Cliff Robinson.
- They will proceed with an application to the RDN for grant money to be put toward restoration work on lower Mallett Creek.
- One of their members will host a monthly streamkeeper session on their property where Dick Brook runs. This is open to all on the general SK email list. Tentative dates and times have been posted on the website and Facebook pages.
- Commons Spring Fair went well, with six new volunteers signing up.

**6.8 COMMUNICATIONS:** Gehlbach reported:

- Routine maintenance/updates of webpages, FB page, & Instagram page.
- Email announcements to volunteers about the community-wide broom-bash and the kick-off BBQ event with the Lions.

- Design and scheduling of a series of newspaper ads and Facebook announcements about the broom cut with instructions for cutting and disposal, including contact information for help. Also ads re instructions on when to stop cutting and transporting the broom.
- Editing and placement of newspaper article authored by Skinner about the broom bash.
- Placing the schedule for this summer's streamkeeping events at Dick Brook on GaLTT's homepage, and on the Streamkeepers' webpage and Facebook page.

**6.9 POSAC**—No report.

## **7. OLD BUSINESS:**

**7.1 Barrier Free access:** Cameron wishes to hand over responsibility for this initiative to ACTL committee. When dealing with the RDN, there is some confusion about which initiatives need to go through POSAC for approval. Cameron feels strongly that the easiest route to getting barrier-free access on Gabriola is to work with the RDN re access in Descanso Bay Regional Park. However, the washrooms are not very accessible there. Others on the Board would prefer to see access at Taylor Bay in Gabriola Sands Provincial Park, which has a good sunny, flat, firm sand beach and already has accessible washrooms. However, this is problematic because of the high costs that would be involved for such things as bank erosion control and archeological studies. BC Gaming Grants may be a good tool to achieve barrier-free access.

**MOTION proposed by Jenni Gehlbach, seconded by Tom Cameron that Anne Landry make a GaLTT application for a BC Gaming Grant before the deadline of July 31 to get funding toward achieving barrier-free beach access at Gabriola Sands Provincial Park. Carried.**

**7.2 Sponsorship workshop report:**

**ACTION: Shoemaker to write a report and circulate it to other board members by email.**

## **8. NEW BUSINESS:**

**8.1 BC Parks update:** See Sandwell Park Item 6.4 and barrier-free access Item 7.1.

**8.2 Ashtrays:** Boehm has personally purchased a large cigarette-butt disposal system, which he wishes to place at the Berry Point bench where he regularly observes many butts thrown on the ground. He asked for GaLTT's help in the purchase and wishes us to put our logo on the side. **DISCUSSION:** whether GaLTT should associate itself with implied approval of smoking; and whether keeping roadsides clean (similar perhaps to providing doggy poop bags) and reducing a possible fire hazard are within our mandate. Who would be responsible in the long-term for emptying and cleaning it?

**ACTION: Boehm to put the ashtray in place at Berry Point and take personal responsibility for regularly monitoring it and observing the public's reaction to it, reporting back to the board for further discussion.**

**8.3 Skateboard park fundraising:** Deferred to June meeting.

**9. MOTIONS to move *in camera*** and (following discussions) to move *ex camera* by Anne Landry. Carried.

**10. MOTION** proposed by Anne Landry to adjourn at 9.10pm. Carried.

**Minutes recorded by Jenni Gehlbach**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday June 12, 2018 at GACH hall

**Present:** David Boehm, Tom Cameron, Peter Danenhower, Jenni Gehlbach, Chris Hills, Norm Harburn, Nola Johnston, Anne Landry, Kerry Marcus, Frank Shoemaker, Lou Skinner. **Regrets:** Laura Boulton, Rob Brockley, Rebecca Furnell.

29. Meeting called to order at 7.00pm by Landry, acknowledging that we were meeting on the unceded territory of the Coast Salish people.
30. **BIG IDEA DISCUSSION: Trail maintenance on Government lands.** Given limitations on the allocation of human and financial resources, Danenhower led a discussion of the desirability of trail maintenance and development on government lands in light of them being held for future treaty settlement. Points raised included: this is not GaLTT's land, nor private land subject to a trail licence; we wish to get explicit permissions or contracts, but it is not clear who are the appropriate contacts for permissions; we don't want take actions that may deter other users; we don't want to build new trails; there is a lot of potentially resource-heavy work dealing with seasonal flooding in areas such as Windecker and the Elgie connector. Brockley and Danenhower are seeking direction for trail crew work.

DECISIONS: (1) We need to try and make the appropriate government contacts. (2) We need to do maintenance that ensures viable year-round, end-to-end trail linkage. (3) Keeping the Elgie Rd Connector trail trimmed and flood-free is important but other seasonally-flooded areas can be left for now.

31. **AGENDA:** Adopted by consensus with the addition of two items of new business:  
-Item 6.9 Cameron's POSAC initiative; and Item 8.4 Needs assessment survey—Cameron.
32. **MINUTES** from May 2018:  
**MOTION: Proposed by Jenni Gehlbach, seconded by David Boehm to accept the minutes for May, 2018 board meeting as presented. Carried.**

33. **CORRESPONDENCE:**

- Landry has signed a 3-year volunteers agreement between GaLTT and BC Parks.
- Email discussion continue about the closing off of the Damaged Sandwell Park stairs.
- Landry received a letter from CRA regarding Accumulation of Property.
- Claire Eamer has contacted us about finding suitable speakers for family talks at the museum on topics such as ecology.

**ACTION: Landry will contact Eamer to suggest Cameron for forest ecology, Boehm for invasive plants; Nick Doe for geology; and a streamkeeper such as Boehm or Nick Doe for wetlands.**

34. **COMMITTEE REPORTS:**

- 6.2 PRESIDENT/EXECUTIVE:** Landry expressed a BIG Thank You to Skinner, broom basher extraordinaire, and the other board members who worked so hard making this year's assault on Scotch broom so successful. She also reported:
- With Kerry and Norm, she worked on a Trail Licence with new owner of the 40-acre parcel of Haven Woods. It's now in final review stage.
  - With significant input from Tom and concept review by the whole board, submitted a BC Parks, Parks Enhancement Fund (PEF) application by May 25 deadline for \$5,000 to conduct assessment and feasibility study of Twin Beaches for barrier-free access.
  - Along with Skinner and Marcus, had some email back and forth with Dixon Kenny from the Lions about their potential PEF application related to the road at Drumbeg.
  - Drafted monitoring reports for Elder Cedar and Bachmann Property, which have been reviewed by other board members who participated.
  - Met with the current resident at Sally Robinson's property about some cleanup he has done and wants to do around the farmhouse, mostly related to invasive plants and tree stumps. I told him plant invasive work is OK and I emailed Sandy Tassel at American Friends to get their opinion on what is permissible within the covenant.

- Visited 2040 Thompson Road (backs onto Robinson Woods) with a realtor (for a friend) and found the Giant Hogweed patch is larger than seen previously with Boehm earlier in the spring. We should consider follow-up with the new owners of the property.
- Attended the Surf walkabout with ACTL Committee members to review the potential impact on the Marcus Trail Licence of the recent construction behind the Surf and look at possible trail connections in the area.

**6.2a TREASURER**—O’Rourke had previously circulated the May Financial Statements. DISCUSSION of the format of the project budgetting reports.

**ACTION Shoemaker and Skinner** to further discuss accounting software and reporting with O’Rourke.

**GaLTT’s bank balances** on May 31, 2018:

- Chequing “Community Partner Package” (0.01%): \$13,402.79
- Savings “Business High Interest Savings” (1.05%): \$127,709.56.

Skinner has filled in the necessary forms regarding Charitable Status.

Cheques written since the last meeting were to: Lou Skinner \$44.55 reimbursement for broom signage & traffic cones; Kerry Marcus \$44.74 reimbursement for storage locker keys and lock box; Gallery Press \$21.28 business cards; Gabriola Community Bus Fdn. \$37.50 deposit; Rob Brockley \$354.86 reimbursement for Elder Cedar bark mulch and tools; Gabriola Community Bus Fdn. \$112.50 balance end-to-end walk shuttle; Arbutus Bldg Supplies \$116.08 sawhorses and lumber; Scott Signs \$174.72 re volunteer work and walks; Gabriola Sounder \$468.72 broom ads.

**6.2b MEMBERSHIP**—Furnell and Gehlbach synchronized their mailing list before Furnell left on holiday.

**ACTION Gehlbach or Furnell** to print out a current membership list for the market table ASAP.

**6.3a TRAILS AND PARKS MANAGEMENT.** Brockley/Danenhower reported that they:

- Installed signpost at Wilkinson Way trailhead.
- Purchased two small handsaws for cutting large broom.
- Purchased five yards of bark mulch for use at Elder Cedar.
- Requested and received gate key from RDN for entry to Coats Marsh.
- Received request from RDN to assist in the construction of new stairs at Joyce Lockwood Community Park.
- Contacted RDN to enquire about recent roadwork in the 707 Community Park to improve fire access.
- Transported (with help from Nick Doe) eight truckloads of cut broom from Coats Marsh to Boulton Farm.
- Work party on May 13 to cut Scotch broom at Coats Marsh Regional Park.
- Work party on May 19 (with Gabriola Scouts and other volunteers) to transport and spread bark mulch at Elder Cedar Nature Reserve.
- Work party on May 27 to cut Scotch broom at Drumbeg Provincial Park (thanks, Peter D!).
- Work party on June 10 to trim Evans Trail and Merlin’s trail (thanks Peter D!).

Also, Camp Miriam wants their campers to do more work with GaLTT (as last year): maybe two sessions in July and two in August, trail trimming and pulling Daphne.

**ACTION 1: Landry to pass the paperwork to Skinner who will discuss it with Brockley and Danenhower.**

**ACTION 2: Skinner to contact Camp Miriam regarding the possible dates.**

**6.3b INVASIVE PLANT CONTROL:** Skinner reported on the very successful community-wide broom-bashing initiative and was relieved it’s over! They have lots of ideas for improvement next year, such as having community groups target specific areas. She thanked Johnston for her effective ads. The Village Foods card is working well and we are close to reaching our \$3000 fundraising goal. The [broom@galtt.ca](mailto:broom@galtt.ca) email address also worked well for the community to borrow tools and report cuts for chipping. The chipping took place at Somerset Farm on June 9 but will be repeated June 16 because it could not be finished (broom is tough to chip). More volunteers may be needed.

**ACTION 1:** Skinner to pass Gehlbach’s email address to Kenny in case he needs more volunteers from our members.

**ACTION 2:** Johnston to work up a small ad to thank the major community participants and contributors.

#### **6.4 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** Harburn reported that

- Development of the Murray Rd right-of-way trail will await Brockley's review and discussion with the neighbour. If all goes well, Brockley will arrange a work crew.
- Harburn has talked to the son of the owner of Surf Lodge. They are building a coin laundry and campground and they very much want the trail down to the Surf to remain.
- It was agreed we should be planning the extended trail network for the density-transfer lands connecting to 707 Community Park.
- Cameron has been using a Bikes Trail Forks app to appraise bike-friendly status of trails. Kerry is using another app for horse trails. Perhaps a Digital Maps subgroup should be formed.
- Harburn has sent a letter to the co-owner of the Strasdine property suggesting a trail licence. No response yet.
- Landry received an email to GaLTT over the weekend from someone on Canso Rd interested in exploring the Keith ROW connecting to Canso. He is willing to help clear the ROW, which is full of blackberry bushes. The trail there now veers off the ROW. Perhaps when Brockley is back, we can try and GPS the ROW and possible trail route.

**ACTION: Landry to write the resident to say we will follow-up with him once we know more.**

- Sandwell Park: A letter has been sent to BC Parks asking that they repair the stairs in Sandwell Park.
- Elder Cedar: The Boy Scouts and their fathers moved all the mulch around the tree, in a very successful effort. Cameron suggests waiting for the mulch to settle before planting native species such as sword ferns and Oregon grape. Harburn will order the plants in due course.
- Haven Woods: committee members have been working on a trail licence with the new owner. A number of the wording changes proposed by their lawyer may be incorporated into the standard trail licence document.
- Robinson Covenant: The annual covenant review is set for Friday, June 22 at 10am. Three committee members are confirmed. Rob is a maybe and Anne has not heard yet from Lou or David. Giant Hogweed is an issue to follow up.
- Improved beach and trail accessibility: Cameron believes Twin Beaches and Descanso Park are both potential accessible beach accesses. Arguments are needed to explain why tax increases for park purposes make good sense. It was suggested Elder Cedar should be made accessible, as is provided in the longterm plan for that area. Tom will make a personal presentation to the upcoming POSAC meeting that we are not seeking "full" access, but rather seek improved accessibility, reduction of safety issues, and encouraging more maintenance.

#### **6.5 COMMUNITY ENGAGEMENT:** Marcus reported that although they did not meet this month, the committee was very busy.

- The summer guided walk schedule is set:
  - June 23, 10am, 707 Community Pk., Fisher Loop guided by Marcus
  - July 11, 7pm, 707Community Pk., Stumps Gate loop, guided by Bob Weenk.
  - July 21, 10am, Descanso Bay & Cox Parks loop, guided by Brockley
  - Aug 7, 1.30pm, 707Community Pk., Fawn loop, guided by Lynne and Randy Young
  - Aug 14, 10am , 707 Community Pk., Wilkinson Trail loopYoung and Weenk should be mentioned in advertising as "celebrity walk hosts".
- End-to-end walk was a typical success with about 40 walkers starting at Silva Bay. Weather was comfortably overcast and dry. The section through to Paisley was stunning: we should be thinking about the trail route on the ROW and existing community park.
- GAC storage unit is fully functional and the new cart works well for the market supplies but the steeper sections work better with two people. There is a key for the unit door in the cash box. In addition, other key holders are Danenhower, Marcus, Hills, and Skinner.
- Danehnnhower has circulated the market schedule asking board members to fill the vacant slots.
- Marcus has investigated custom logo wear supplier in Nanaimo for board members who wish to have GaLTT logo clothing.
- MAP REPRINTING: We have 258 maps on hand and more will be need over the summer.

**ACTION: Marcus to investigate map-reprinting costs.**

See also Item 8.3.

## **6.6 Big Tree Registry—no report.**

## **6.7 STREAMKEEPERS:** Hills previously circulated his report that:

- SK group attended the Oceans Day event at Descanso Bay Park on June 3.
- There was no May meeting, but they will be back on track in June.
- The weekend fieldwork on Dick Brook began May 27 at Lisa Webster-Gibson’s property. The stream has dried up for the summer where it runs through her property, but the adjacent landowner gave permission for the group to walk a short way upstream from the intertidal end of the brook. Jean-Michel Hanssens (an expert SK from Nanaimo) was there and found fish in the stream. They were later trapped by Jethro Baker and identified as chum salmon. Many stickleback were also caught.
- Due to dry conditions at Dick Brook, focus is swinging back to Mallett Creek, where they plan to do a full assessment on June 24 and July 8.

## **6.8 COMMUNICATIONS:** Gehlbach reported the committee has

- Coordinated membership lists with Furnell
- Updated the website regularly with past event reports, work party announcements, broom-bash event locations and cutting instructions, and the schedules for summer guided walks and streamkeeper events.
- Posted announcements as required on GaLTT and Community Facebook pages and monitored community pages for GaLTT related discussions.
- Emailed volunteers about trail work and broom-bash events.
- Emailed members about guided walks and stream-keeper activities.
- Completed Sounder advertising series about broom-bashing and disposal schedules
- Inserted Sounder Events column listings for end-to-end walk and broom-bashing events.
- Arranged for future Events column listings for the guided walk series and SK events.
- Designed a small “general purpose” ad to run weekly in the Sounder through the summer directing people to our website, email address, and market table.
- Submitted to the Sounder a photo of the boy scouts working in Elder Cedar.
- Attended a meeting with SFU professor Mark Fettes regarding the revised place-based education research project proposal for Gabriola Elementary School. Their proposal last year failed to get the requested funding. The project had been invited by parents and staff at GES based on their interest in the outdoor school in Maple Ridge involving the same researchers. The SFU researchers are now seeking some base funding for a feasibility study for a similar place-based education project but focusing on reconciliation issues. GaLTT may be interested in working with Snunéymux<sup>w</sup> and local youth on issues of land stewardship, ethnobotany, forest ecology, etc. The researchers are contacting relevant Snunéymux<sup>w</sup> people, who are interested for example in traditional First Nations place-names on the island and other aspects of oral history. Gabriolans at the meeting included GaLTT, museum, Commons, PHC, PAC, Streamkeepers, Village Vision, and The Sounder. The museum is already engaging with the Snunéymux<sup>w</sup> in reviewing the role of the museum in including First Nations history vs. concentrating on settler history; and on their use of petroglyph images.

- 6.9 POSAC**—Cameron distributed to the Board copies of the submission he is making personally as a person with disability (not as a GaLTT representative) at the next POSAC meeting, regarding accessibility and public safety in our RDN parks. His submission includes some suggestions for making some relatively simple and cost-effective changes that would greatly enhance disabled peoples’ experience of the parks.

## **7.0 OLD BUSINESS: None.**

## **8.0 NEW BUSINESS:**

**8.1 Support for the proposed skateboard park:** Cameron presented his views regarding GaLTT contributing to the proposed Gabriola skateboard park. **Discussion:** whether helping to pay for park infrastructure was within GaLTT's mandate; whether building such concrete infrastructure in parks is desirable; whether skateboarding carries too much risk of injury to young people; whether supporting such a park would be inherently sexist because it would only likely be used by boys (*cf* trails for horse-riding, which is mostly done by girls), and whether this matters.

**MOTION proposed by Tom Cameron, seconded by Norm Harburn, that GaLTT shall generate a letter in support of the concept of the skate park and its fundraising campaign. Carried.**

**ACTION: Gehlbach to draft an email to our members urging them to consider supporting the skateboard park fund-raising initiative individually.**

**8.2: Gertie and GaLTT walk brochures:** Cameron presented the draft edition of a brochure to advertise self-guided walks that can be done using Gertie transportation to get to trail heads. Concerns were expressed about including Haven Woods, which has changed ownership and currently has no trail licence in place. Concerns were also expressed about guiding people to view First Nations petroglyphs.

**Motion proposed by Tom Cameron, seconded by Norm Harburn to approve the draft of the brochure for Gertie and GaLTT walks as presented. NOT CARRIED.**

**ACTION: Cameron to remove GaLTT's logo from the brochure.**

**8.3 Outdoor Recreation Council of BC (ORCBC):** Marcus attended an ORCBC Share the Trails workshop in Nanaimo and found it very useful. They are considering many of the issues we have begun to discuss regarding shared trail use. She distributed their pamphlet "The Trail User's Code of Ethics".

**MOTION proposed by Kerry Marcus, seconded by Nola Johnston that GaLTT becomes a member of the Outdoor Recreational Council of British Columbia (ORCBC). Carried**

DECISION: that Marcus be GaLTT's contact person with ORCBC.

**8.4 Needs Assessment Survey:** Cameron has been discussing with Dyan Dunsmoor Farley the use of Survey Monkey to produce a Needs Assessment Survey to discover the community's and our members' opinions and needs regarding accessibility on trails and beaches.

**ACTION: Cameron to continue designing a needs assessment survey regarding improved access to trails and beaches.**

9. There were no *in camera* items

10. Motion to adjourn proposed by Anne Landry at 9.15. Carried.

Minutes recorded by Jenni Gehlbach

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday July 10, 2018 at 57 Malaspina Drive

**Present:** David Boehm, Peter Danenhower, Jenni Gehlbach, Norm Harburn, Nola Johnston, Anne Landry, Kerry Marcus, Lou Skinner. **Regrets:** Laura Boulton, Rob Brockley, Tom Cameron, Rebecca Furnell, Chris Hills, Frank Shoemaker.

35. Meeting called to order at 6.00pm by Landry, acknowledging that we were meeting on the unceded territory of the Coast Salish people.
36. **AGENDA:** Adopted by consensus.
37. **MINUTES** from June 2018:

**MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston to accept the minutes for June, 2018 board meeting as presented. Carried.**

### 38. CORRESPONDENCE:

The Trail Licence with the new owner of the 40-acre parcel of Haven Woods has been signed. The owner has committed to keep the trails open for 2 years minimum.

**ACTION 1:** Landry to provide the necessary details to Brockley so that he can organize the additional signage that will be required.

**ACTION 2:** Gehlbach to insert a “Smile” in the Sounder to thank the new owners for continuing the trail licence for a while.

The BC Enhancement Grant application for \$5000 was approved, and we have until March 31 2019 to spend the money.

**ACTION 1:** Landry and Cameron to set up an accessibility subcommittee meeting as soon as possible with Danenhower, Johnston, Boehm, and Gehlbach to discuss how this grant will be used.

### 39. COMMITTEE REPORTS:

#### 5.1 PRESIDENT/EXECUTIVE: Landry reported:

- Landry with Johnston, Boehm, Skinner, and Jim Ramsay conducted annual monitoring at Robinson Woods on June 22 and has written and circulated her draft report for comment.
- She has reviewed the draft NALT monitoring report for Elder Cedar.
- With input from Executive Committee, she responded to a request from Land Trust Alliance of BC (LTABC), and submitted a list of potential conservation projects (covenants and land purchases) between 2019 and 2023, which would benefit from Federal funding.
- She responded to a Canso Road resident interested in having the Keith/Canso ROW opened up (NOT the trail at the end of Keith). The current trail veers off the ROW onto private property. She, Brockley, and Johnston mapped the route and spoke to two immediate neighbours.

**ACTION:** Brockley to schedule a work party later in the summer to realign the trail.

**5.2a TREASURER—O’Rourke had previously circulated the June Financial Statements. Skinner reported that at midyear we had spent \$7000 of our budgeted annual expenses of \$20,000, giving us a comfortable margin for the remainder of 2018. We are continuing to monitor our new budgeting process.**

**GaLTT’s bank balances** on June 30, 2018:

- Chequing “Community Partner Package” (0.01%): \$13,392.83
- Savings “Business High Interest Savings” (1.05%): \$127,762.04.

Cheques written since the last meeting were to: Gabriola Community Bus Foundation \$112.50; Arbutus Building Centre \$116.08; Scott Signs \$174.72; Gabriola Sounder \$468.72; Dixon Kenny \$29.54; Gabriola Chamber of Commerce \$204.75

**Village Foods Community Card:** There was good community response to our Village Foods Community Card and we have reached our \$3000 fund-raising goal for the broom-bashing initiative. This year's event expenses were lower than anticipated (around \$2000) because of donations and the use of Lions Club vehicles.

**DECISION:** The remaining \$1000 (approx.) will be kept in reserve for 2019 broom-bashing expenses, which should be somewhat lower since we already have the needed tools and signage.

5.2b MEMBERSHIP—Furnell had previously circulated the list of new and renewing member applicants since the previous report.

MOTION proposed by Jenni Gehlbach, seconded by Norm Harburn to accept the new and renewing membership applicants listed. Carried.

ACTION: Furnell to check the details of recent membership renewals since there is some confusion about whether some listed members have paid for one-year or five-year memberships.

5.3a TRAILS AND PARKS MANAGEMENT.

1. Brockley and Danenhower reported that their work in June consisted of finishing up the broom disposal, and clipping, widening, and leveling the Tin Can Alley trail to 707 Community Park to make it more cyclist-friendly. The first Tin Can Alley work party was very small but the second was bigger. The surfacing material will be paid for with a grant received by the Gabriola Recreation Society. Danenhower said he was concerned about the very heavy work needed to carry gravel into the trail area by wheelbarrow. DISCUSSION whether Camp Miriam or Hope Centre youth might be able to help.

Brockley also reported that he'd had discussions and email exchanges with RDN Parks regarding their recent request to GaLTT for help with improvements to the beach access trail at Joyce Lockwood Community Park. He told the RDN that GaLTT is happy to help but unwilling to proceed until the RDN has consulted with both Federal staff and First Nations.

2. Harburn suggested that the Committee should explore what GaLTT would like to see in the new lands adjacent to 707, particularly to establish the major connectors, being proactive with respect to RDN planning and mapping. Marcus had met with Brian Henning about the donor lands and the trails in his remainder parcel and noted that the spur trail leading to the marshy headwaters of Coats Marsh will need to be blocked off since it passes through private land.

3. Tansy Ragwort removal in Elder Cedar Thursday July 12, 7pm -8pm

ACTION 1: Gehlbach to email GaLTT volunteers and put it on the GaLTT Facebook page

ACTION 2: Skinner to put it on the Gabriola Community FB bulletin boards.

4. A market-table attender asked whether work could be done on the steep, narrow trail running from Honeysuckle pit down to the Barrett Road area.

ACTION: Brockley to inspect the trail from Honeysuckle pit down to the Barrett Road area

5. Marcus reported a human feces mess (again) in Elder Cedar. It has been cleaned up.

5.3b INVASIVES: (see also Items 5.2 and 5.3a re broom bash and tansy ragwort).

We celebrated the successful broom event with a bbq at Skinner's house for Lions and GaLTT organizers. In July Skinner is leading three sessions on Paisley with Camp Miriam kids and the boom will be left in place to avoid spreading the seedpods. It was noted that there's a lot of English ivy at Orlebar Point. Marcus noted that having a sample of Daphne at the market table is very helpful. People are unaware it is invasive. Boehm stated that he feels that there is comparatively little community interest in big trees and he would prefer to use his own energy toward eliminating invasives, especially hogweed and Japanese knotweed.

ACTION 1: Boehm to contact Daniel Fine about the Camp Miriam kids helping to remove invasive English ivy at Orlebar Point on July 18.

ACTION 2: Boehm to contact the Invasive Species Council to set up a Gabriola visit about these invasives and

notify Landry.

**5.4 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** Harburn reported that in addition to investigating the Keith Canso connection (see Item 5.1), Brockley and Johnston revisited the road allowance at the end of Murray Road. Johnston displayed a rough map of the possible loop trail connections to the Cooper Road entrance to Robinson Woods as well as the Evans Road trail and the Merlin Trail.

**5.5 COMMUNITY ENGAGEMENT:** Marcus reported:

a. **GUIDED WALKS:** Walks proceeding through the list with some confusion over advertised dates. Skinner's on-site sandwich board ads are successful; Marcus to drop off summer schedule for info centre this week.

b. **MARKET TABLE:** Summer routine up and running. One member orientation has happened and another will be on July 12. The new cart is working well and accommodates the big tent awning. The key transfers are awkward and maybe key holders should open up the storage each market day.

**ACTION:** Danenhower and Harburn to manage the Theatre Festival table on Sunday August 19.

c. **MAPS:** Vendors are briskly selling maps and we will run out of maps before the end of summer. A new-map committee strategy is required. Johnston reminded us that she has map-making skills. GaLTT should develop a strategy for printed and digital trail maps.

**ACTION:** Map committee (Johnston, Cameron, Gehlbach, Marcus, and Landry) to try to meet before the end of July to discuss basic concepts for our printed map.

**5.6 BIG TREE REGISTRY**—no report. A member has complained that the big tree on their property was measured but has not yet appeared on the registry. Gehlbach reported that she is still waiting for Ron Bilquist's 2017 data to enter into the registry.

**5.7 STREAMKEEPERS:** Hills previously circulated his report that:

- SK met at Mallett Creek June 24 to start a full assessment of the portion above Taylor Bay Rd. This will be carried over to July 26th with the help of Zo-Ann Morton, Director of Pacific Streamkeepers. She will be there for the full day to help us streamline the process.
- They will be participating in the RDN water-quality monitoring program again. Monitoring weeks are: Aug 7-Sept 4 weekly during summer low flow; Oct 9-Nov 6 weekly during fall flush.
- Picture of the June monitoring trip to Dick Brook were posted on the SK FB page

**5.8 COMMUNICATIONS:** Gehlbach reported the committee has

- **NEWSPAPER PUBLICITY**
  - Submitted our small **display classified ad** to run weekly throughout the summer in The Sounder with our website and email address.
  - Ensured our summer events appear regularly in the Sounder **Events column**.
  - Sent **Press Release** to Sounder about GaLTT working toward improving accessibility to trails and beaches, including our new access email address.
- **ACCESS INITIATIVE CONTACT:**
  - Created **new email address:** [access@galitt.ca](mailto:access@galitt.ca) to be automatically forwarded to [gabriolaaccessible@gmail.com](mailto:gabriolaaccessible@gmail.com) (Cameron) and publicized it on our FB page and website.
  - Monitored FB community bulletin boards for access-related discussions, and forwarded to Cameron **Gail Weis's contact information** as a disabled Gabriolan who posts on FB frequently about lack of beach accessibility.
- **ELDER CEDAR BOARDWALK REPORT:** Wrote an **impact statement** re the TD funding for Elder Cedar boardwalk for Crystal Coberg (IT Conservancy), and sent Coberg the figures supplied by Brockley for the amount of bark mulch used and the volunteers (including scouts and parents) involved in spreading the

- mulch. Also sent her **photos** of the scouts and other volunteers working.
- WEBPAGE MAINTENANCE: Updated webpages with upcoming events and event reports
- EMAIL:
  - Emailed volunteers about trail-work crews.
  - Emailed members forwarding CPAWS proposal re picnics in BC Parks on July 21.
  - Forwarded the appeal for donations to the proposed Skateboard Park to our members, encouraging them to support it individually and explaining that it was beyond our mandate to donate with GaLTT funds.
  - Emailed members about the accessibility initiative and access email address.
- FACEBOOK
  - Posted on GaLTT page trail work announcements.
  - Posted on GaLTT page info re accessibility initiative.
  - **Streamkeepers posted on their page about summer activities.**

#### **5.9 ACCESS INITIATIVE Cameron had proceeded with discussions about funding from Village Liquor Store**

MOTION: proposed by Norm Harburn, seconded by Lou Skinner to gratefully accept the offer of funding from Village Liquor Store based on 1% of their sales during September. Tom Cameron to be GaLTT's contact with the store. Carried.

6.0 OLD BUSINESS: None.

7.0 NEW BUSINESS: None

8.0 There were no *in camera* items

9.0 Motion to adjourn to the potluck party proposed by Anne Landry at 7pm. Carried.

NOTE: There will be no board meeting in August. Next meeting Tuesday September 11, 7pm at GACH hall.

**Minutes recorded by Jenni Gehlbach**

**NOTE: There was no GaLTT board meeting in August.**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday September 11, 2018 at GACH hall

**Present:** David Boehm, Laura Boulton, Rob Brockley, Tom Cameron, Jenni Gehlbach, Chris Hills, Nola Johnston, Anne Landry, Kerry Marcus, Frank Shoemaker, Lou Skinner. **Regrets:** Peter Danenhower, Rebecca Furnell, Norm Harburn.

40. Meeting called to order at 7.00pm by Landry, acknowledging that we were meeting on the unceded territory of the Coast Salish people.
41. **AGENDA:** Adopted by consensus.
42. **MINUTES** from July 2018 (there was no August board meeting):

**MOTION: Proposed by Jenni Gehlbach, seconded by David Boehm to accept the minutes for July 2018 board meeting as presented. Carried.**

### 43. CORRESPONDENCE:

- Marcus received invitation for GaLTT to meet with RDN candidate Vanessa Craig.  
**ACTION: Marcus** to convey to Tobi Elliott that we will be preparing questions for candidates in the upcoming IT and RDN elections and GaLTT would be happy to meet with Craig to discuss how GaLTT works with RDN.
- Landry received a letter from K. Louise Vincent on behalf of the Commons, inviting GaLTT to reconsider holding the redrafted Commons covenant. See Item 7.1.
- Landry received an email from a member about three Flat Top Islands being for sale.
- Gehlbach received an email from Mark Fettes (SFU researcher) who has successfully applied for a \$20,000 grant from Vancouver Foundation to start building relationships with community groups and the Snunéymuxw for their proposed research into indigenizing land-based education on Gabriola at GES. This will include reviewing place-based indigenous resources specific to Gabriola and its larger bio-region, leading to workshops involving school staff, community members, and Snunéymuxw knowledge holders. They will also define the governance and communications structure of their research project and develop an action plan, including further fund-raising.

### 44. COMMITTEE REPORTS:

#### 5.1 PRESIDENT/EXECUTIVE: Landry reported:

- The three monitoring reports (Elder Cedar, Robinson Woods, Bachmann) have all been submitted (to Islands Trust Conservancy (EC and Bachmann) and American Friends (RW)). Had follow-up with ITC about covenant signage at Bachmann property. Boehm contacted the Coastal Invasive Species Committee as follow-up on Robinson Woods.  
**ACTION: Boehm** to follow up with the Coastal Invasive Species Committee re his previous contact.
- Worked with Harburn and Marcus on revisions to the Trail Licence template and distributed new template with rationale for changes to the board.
- Working with Brockley on contract with ITC for winter work in Elder Cedar.
- Worked with Cameron and others on the Access Assessment project at Twin Beaches and liaised with BC Parks Ranger Heather Steere.
- Convened an informal meeting about GaLTT finances (not day-to-day, but bigger picture items like advertising and the make-up of the Finance Committee) with follow-up discussion with the board to come later in the fall, including revisions to the advertising policy 10.

**5.2a TREASURER**—O'Rourke had forwarded GaLTT's summer financial reports, which Skinner circulated with our project spending to date, and the budgeted figures. In addition, Skinner listed all cheques written and income received this summer (omitting larger payments that are prorated over several years such as our web-hosting).

#### **Cheques written June, July and August:**

June 8. Gabriola community Bus Foundation, \$112.50 GERTIE for end to end

June 8. Arbutus Home Building Centre, \$116.08 signage

June 8. Scott signs, \$174.72, broom signage  
June 8. Gabriola Sounder, \$468.72 broom ads  
June 21. Dixon Kenny, \$29.54 gas for the chipper  
June 21. Gabriola Chamber of Commerce, \$204.75 annual membership  
July 2. Arbutus Home Building Centre, \$151.20 half day chipper rental  
July 4. Outdoor recreation council, \$96 annual membership  
July 15. Jenni Gehlbach, \$56 Doteasy website admin  
July 27. Gallery Press, \$40.43 covenant monitoring report and brochure  
July 26. Rob Brockley, \$172.11 tools  
August 8. Arbutus Home Building Centre, \$39.19 garbage bags  
August 8. The Sounder, \$328.23 broom thank you ad  
August 8. Canada Post, \$174.30 annual post box rental  
**Total cheques written June, July, August: \$2163.77**

#### **Deposits June, July, August:**

10 members donate monthly through Canada helps: \$191/ month x 3  
(Less Canada Help fees of 3.5%) = \$552.95  
CAFT donations \$238 monthly x 3 months = \$714  
Memberships: \$780  
Trail map sales: \$1600  
Misc. market sales: \$30  
Donations: \$124

**Approx. total deposits for June, July, August: \$3800.95**

#### **GaLTT's bank balances on August 31, 2018:**

–Chequing “Community Partner Package” (0.01%): \$15,074.54  
–Savings “Business High Interest Savings” (1.05%): \$127,870.58

**ACTION: Skinner will investigate the possibility of making e-transfers from our GaLTT account for some payments.**

**5.3 MEMBERSHIP**—Furnell had not yet received O'Rourke's full list of new and renewing member applicants from the market tables this summer. She sent us two names renewing via email and Canada Helps.

**MOTION proposed by Jenni Gehlbach, seconded by Kerry Marcus to accept as members the two recent renewing applicants. Carried.**

**ACTION: Furnell to clarify for the board some of her reports' “alphabet soup” Y, F, RF, etc.**

Furnell discussed with Landry that we should enable on-line membership applications and electronic payment, to reduce applicants' need for paper and stamps.

#### **5.4a TRAILS AND PARKS MANAGEMENT.** Brockley reported:

- Over the summer the crews have cut the new McConvey Trail running parallel to McConvey Drive to complete a walking loop through Cox and Descanso parks.
- It may be desirable to move the trail entry into Cox Park slightly to align with the new McConvey Trail more safely at Taylor Bay Road.
- He has delayed completion of the upgrading of Tin Can Alley Trail until September 30 because the materials could not be delivered in time for the upcoming work party.
- IT Conservancy wishes to renew our management contract for Elder Cedar, offering \$2500 for several jobs including: rock covering for muddy trail sections; dealing with the large mud-hole in the NE section off Windecker Drive, removing the old corduroy and putting down gravel.
- Cameron would like to see an accessibility inventory done throughout Elder Cedar (boardwalks, trails, stepping stones vs bridge, etc.).

**5.4b INVASIVE PLANT CONTROL:** Boehm reported that he is still monitoring the **Japanese knotweed**. The patch at Cooper Rd has spread despite being attacked with Round-up™ by MOTI.

Skinner had previously circulated a detailed final report of the **broombash**. Timing, advertising, and promotion

were successful. In addition to GaLTT and Lions, BC Parks staff and several neighbourhood and community groups such as Beavers, Boy Scouts, GES students, and Camp Miriam were involved.

The broom committee has a list of organizational and equipment suggestions for next year's events. For example, concerns arose whether cutting at ground level was too difficult for older participants, and/or whether a roving demonstrator would be needed in future to ensure proper technique.

**The most difficult aspect of the broom-bash initiative was disposal.** Skinner suggests to the board that we consider turning over responsibility for disposal to the Lions Club. Both Rick Jackson and the Broombashers organization had recommended burning the cut broom. The committee had several questions regarding researching best removal methods, seed viability, and toxicity.

**ACTION: Skinner to follow up on the validity of local concerns about toxic fumes from burning cut broom.**

**5.4c BIG TREE REGISTRY:** Bilquist has responded that all relevant trees measured by him and deemed big enough for inclusion have been entered into the registry. **DISCUSSION:** whether to include all measured trees on private land in the on-line Big Tree registry.

**ACTION: Marcus to follow up about the tree on private land measured by Bilquist but not so far included on the registry.**

**5.5 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** No report (one *in camera* item)

**Motion proposed by Landry to move *in camera* to discuss one item. Carried.**  
**Motion to move *ex camera*. Carried.**

**5.6 COMMUNITY ENGAGEMENT:** Marcus reported that although they did not meet this month, the committee was very busy.

- Most of the summer guided walks were attended by few but received well. Bob Weenks' walks are popular. The advertising had been sporadic and may have been insufficient.
- Danenhower looked after market volunteer-scheduling well. It remains our chief point of contact with members and visitors, and a conduit for receiving their opinions and questions. While heavy for some volunteers, the new wagon (and storage area location) works well.
- Market map sales continue to be significant. We have 218 current maps in stock; plus 129 corrected, and 148 uncorrected copies of the earlier map edition. This should last us until spring.  
**ACTION: Marcus to ensure that all non-viable trails and beach accesses are removed from our current stock of maps.**
- Map committee met in July to begin discussing 2019 edition.
  - Cameron Murray is willing to continue working on the map and Nola can help support his work with her skills.
  - The current map size and fold design are what people prefer to have for the next edition also.
  - A running list is being kept of needed updates.
  - There is interest in including fewer walk descriptions and inserting some enlarged area maps.
  - Timing will depend on RDN management plan work in the donor land areas of the recent density transfer.
- In July commercial activity (guided mountain bike tours) in 707 and Cox Parks and on some private trails was advertised. This type of activity requires permits from RDN and is generally not supported in current management plans. It is not permitted on our trail-licences. The advertising was removed from notice boards. (See also Item 5.8, last bullet point.)

**5.7 STREAMKEEPERS:** Hills previously circulated his report that they did not meet in July or August, but:

- Water quality monitoring continues on Mallett Creek.
- The last stage of a full survey of Mallett Creek was completed last week. They await the report.

**5.8 COMMUNICATIONS:** Gehlbach reported that during the summer, the committee has

- Updated the website regularly with past event reports, work party announcements, and the schedules for

summer guided walks and stream-keeper events.

- Refined website header graphics for future inclusion.
- Posted work crew and other announcements as required on GaLTT and Community Facebook pages and monitored community pages for GaLTT related discussions.
- Emailed volunteers about trail work.
- Ran weekly a small “general purpose” classified ad in the Sounder directing people to our website, email address, and market table.
- Uploaded logo graphics and letterhead to our Google-docs file for ease of access.
- Renewed our website hosting contract for three years and upgraded it to provide more bandwidth, unlimited storage, and a security certificate so that search engines recognize galtt.ca as a safe site (*https* replaces *http* in our full web address). The contract also includes automatic site backup, and spam control for our website email addresses such as info@galtt.ca. (Our domain name registration is a separate, annual contract.)
- Began investigating the best way to move toward allowing on-line membership applications and electronic payments from our now-secure website.
- Met with John Peirce (Chamber of Commerce board) to discuss their support for attracting mountain bike tourists to Gabriola’s trail system. Topics were consultation with other stakeholders, complexities of sharing trails among users, keeping maps congruent and up to date, danger to sensitive ecological systems, and increased trail degradation causing more work for limited volunteers.

**ACTION:** ACTL Committee to have follow-up meeting with the Chamber and mountain biking proponent.

## 6.0 OLD BUSINESS:

**6.1 Accessibility and BC Parks Park Enhancement Fund.** Cameron reported that he has consulted sample contracts and contractors. The Rick Hansen Foundation does LEED accessibility ratings, mostly of built facilities, but their people can certify locations, and parks are generally rated poorly.

The person who set up the certification process for Hansen is willing to assess our park locations for accessibility for a fee of \$2000 to \$3000. We have \$5000 for assessing Gabriola Sands Provincial Park and have until the end of March to use the grant. Lisa Webster Gordon may be doing more literature research into this process.

It is important to get good people on the committee. Tom has a volunteer with two daughters in wheelchairs.

**6.2 Haven Woods signage:** The new trail licence has been signed and the renewed trail signage is already in place.

**6.3 1% Club Fundraiser at Village Liquor Store:** There is a large ad in The Sounder. Cameron delivered brochures, newsletters and buttons to the store. Gehlbach advertised it on our Facebook page and put a thank-you to the store on the website.

**ACTION 1:** Gehlbach to send email to members reminding them of the 1% fundraiser.

**ACTION 2:** Marcus to include consideration of retail sale fundraisers in our advertising policy review.

## 7.0 NEW BUSINESS:

**7.1 Commons covenant:** *Background:* In 2012 GaLTT rejected the invitation to hold the Commons Covenant as it was written at that time, in part because it included cultural issues which we considered outside our mandate to try and assess and monitor. Also, the environmental parts of the covenant lacked a stewardship plan. They have approached us again to re-consider holding their covenant, which has been extensively rewritten with advice from several lawyers, and now includes a baseline report and a stewardship plan.

**ACTION:** Landry to contact Kay Louise Vincent and invite The Commons to give a half-hour *in camera* presentation about their redrafted covenant at the beginning of our October Board meeting, and to supply us

before the meeting with copies of their latest draft.

**7.2: AGM and guest speaker:** Landry suggests we start to plan now for inviting a speaker to our AGM. Kate Emmings, conservation biologist at ITC is one possibility.

**ACTION Gehlbach** to bring the two suggestions made by member Nick Doe for speakers.

**7.3 Priorities:** DISCUSSION. Are we spread too thin for a volunteer organization? Are we under-using our financial resources? What are our organizational priorities? How are we doing with our current Strategic Plan? What needs to be done next? Do we need new directions? Do we need staff?

**ACTION:** Board to plan for a new Strategic Planning session in Fall 2019.

**8. Motion to adjourn proposed by David Boehm at 8.55. Carried.**

**Minutes recorded by Jenni Gehlbach**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday October 9, 2018 at GAHC hall

**Present:** David Boehm, Rob Brockley, Tom Cameron, Peter Danenhower, Jenni Gehlbach, Nola Johnston, Anne Landry, Kerry Marcus, Frank Shoemaker, Lou Skinner. **Regrets:** Laura Boulton, Rebecca Furnell, Chris Hills, Norm Harburn.

1. Meeting called to order at 7.00pm by Landry, acknowledging that we were meeting on the unceded territory of the Coast Salish people.
2. **AGENDA:** Adopted by consensus with the addition of Items 6.10 POSAC (Brockley), 8.1 Insurance (Marcus), and 8.2 Vanini video (Landry).
3. **BIG IDEA DISCUSSION: GaLTT's priorities for the coming year and our Strategic Plan.** Landry had suggested we re-read our 2015-2020 Strategic Plan noting what we're doing well and what needs more work. Members present briefly listed their ideas for discussion.  
**ACTION: Landry to collate the board's responses and circulate them for further discussion and planning.**
4. **MINUTES** from September 2018:
  - i. **MOTION: Proposed by Nola Johnston, seconded by Jenni Gehlbach to accept the minutes for September 2018 board meeting as presented. Carried.**

### 5. CORRESPONDENCE:

Gehlbach received emails from Mark Fettes (SFU researcher) see Item 6.6.

### 6. COMMITTEE REPORTS:

**6.1 PRESIDENT/EXECUTIVE:** Landry thanked Danenhower for his market table organization this summer, and reported she:

- Attended Accessibility Committee meetings and continued to liaise with the BC Parks ranger about the project.
- Mailed the second new Haven Woods Trail Licence for signature.
- Communicated with the Commons Covenant Committee, members of which will present at the November board meeting.
- Participated in a pilot First Nations bus tour, a collaboration between Snunéymux<sup>w</sup> Elder Geraldine Manson and the Gabriola Museum—a great new initiative. The tour focused on the petroglyphs. In future, GaLTT may be asked to assist with the trail to the petroglyphs behind the church.
- Attended a meeting called by Sibyl Frei and others involved in the Gabriola Co-op Network, to discuss the potential of starting a land trust on Gabriola that could hold land (through donation, fund-raising, etc.) for community use, e.g., housing, agriculture, etc.
- Talked briefly with Phillip Vannini about possible uses of the GaLTT footage he shot for the “A Time For Making” video.
- Took part in a photo op with Lou and Steve, the manager of the Village Food Market. Steve presented GaLTT with a cheque for \$3000 for Broombashing, through the Community Card Program. She expressed GaLTT's gratitude for the Community's generosity.
- Landry and Marcus spoke to RDN candidate Vanessa Craig at GaLTT's table at the Saturday Market. She approached us to learn more about what GaLTT does and how we interact with the RDN.

**6.2 TREASURER**—O'Rourke had previously circulated GaLTT's financial reports. Shoemaker remarked that he is re-formatting our monthly statements to increase clarity. Brockley noted that our trail work is currently well under budget because we have been working on externally funded projects.

Cheques written this month were: \$1014.40 to Jenni Gehlbach for Doteasy 3-year contract web hosting (charge to Operations, website); \$72.00 to outdoor recreation council annual membership (prorated charge to memberships to other organizations); \$10.00 to Rebecca Furnell (for membership copying); \$60.45 to Frank Shoemaker for market umbrella dolly (charge to community engagement, market supplies.)

**ACTION: Cameron to take over the Treasurer role for three weeks while Skinner is on holiday.**

**GaLTT's bank balances** on September 30, 2018:

- Chequing “Community Partner Package” (0.01%): \$19,082.43  
(higher than usual because it includes \$3000 from the Village Foods Community Card.)
- Savings “Business High Interest Savings” (1.05%): \$127,926.98

**6.3 MEMBERSHIP**—Skinner had forwarded Furnell’s list of new and renewing member applicants from the market tables this summer.

**MOTION proposed by Jenni Gehlbach, seconded by Nola Johnston to accept as members the listed new and renewing applicants. Carried.**

**6.4 a TRAILS AND PARKS MANAGEMENT.** Brockley reported

- Much of his work in the last month was upgrading the Tin Can Alley Trail into 707 Community Park, making it a little wider and more accessible for bicycles. A special appeal to members as well as trail work volunteers achieved a group of 23 with almost as many wheelbarrows to move the surface materials.
- Removed fallen trees in Cox Park, Honeysuckle Trail, and Haven Woods
- Ordered *Cliff Hazard* and *Caution Traffic* signs from Signfast.
- Installed posts and signs on the new McConvey Trail and replaced damaged sign in Cox Park.
- Wrote an article about building the new McConvey Trail for Gehlbach to submit to The Sounder with a photo of the new sign (to be published this week).
- Prepared draft completion report for Gabriola Recreation Society grant.
- He and Landry are working on a contract with ITC for Elder Cedar, which will include boardwalk work and filling in a wet area near the northeast section of the reserve. He will monitor the effects on water flow in the northeast section.
- Obtained quote from Arbutus Building Supplies and prepared estimate for ITC contract.

**6.4 b INVASIVE PLANT CONTROL:** Boehm reported that he has not heard back from the Invasives Council and was now unsure which Council/person he had contacted. Eurasian Milfoil is showing up in a man-made pond. Gehlbach mentioned a new invasive plant on the west coast, Japanese Hedge Parsley, which is already spreading alarmingly rapidly on Gabriola’s roadsides and in Drumbeg Park.

**ACTION: Boehm to re-contact the appropriate Invasives Council about visiting Gabriola.**

**6.4c BIG TREE REGISTRY:** Boehm has sighted a large pine tree in poor condition on private property near South Road.

**6.5 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** No report except sending off the new trail licence for the second Haven Woods parcel. Harburn has been away. Landry has met with Johnston about the Trail Licence and Covenant database. The Committee will meet October 12.

**6.6 COMMUNITY ENGAGEMENT:** Marcus reported:

**a. Market:**

- Peter’s scheduling provided steady contact with visitors and community throughout the summer.
- The new storage location and wagon worked well.
- The wheeled bag for the tent wore out and has been replaced with a dolly and straps.

**b. Share the Trails:** Marcus (GaLTT and Gabriola Horse Group) and Gehlbach (GaLTT) attended a meeting convened by John Peirce with Julie Sperber and Tammie Hennigar (Visitors Centre) and Derrill Shuttleworth (GORCA: Gabriola Off-road Cycling Association) to discuss the Chamber’s summer promotion of off-road cycling tours and its implications for parks, trails, and other users. We talked about how to share trails, how to educate users, where to do mountain biking, and management planning for the larger new central park.

We agreed to:

- Explore the triangle right of way signage and posting of such signs at the key trail entry points as a start to user education. Marcus agreed to contact RDN about permission to post signs in the 707 and Cox.
- Marcus has received the graphic for the signs from RDN, but we must print them ourselves. Shuttleworth’s group will help with posting signs. GaLTT and the Chamber are asked to share in sign printing costs.

- The Outdoor Recreation Council's brochure about sharing trails should be on the Visitor Centre's handout racks.
- The group will meet again November 1 and it was agreed other groups such as Wednesday walkers and off-leash dog walkers also need to be at the table.
- A town hall meeting on the subject may be planned in the new year.

**c. SFU/GES research project:** Gehlbach reported that a meeting will be held at GAHC hall on Thursday afternoon to discuss the plans for this place-based education research project with its new First Nations focus. The researchers have hired Cassandra Blondin-Burt (Dene nation Gabriolan, VIU student and mother of two GES pupils) and Kate Reynolds (retired GES teacher) as curriculum resource researchers for the project. Michael Sitka-Sage, a PhD student at SFU who lives on Vancouver Island will contribute knowledge from the Maple Ridge Environmental School and other work with the SFU eco-learning group. They have also met with Ted Cadwallader, the new District Principal for Aboriginal Education, and Joan Brown and Nancy Seward at Snunéymux<sup>w</sup> First Nation, to talk about how the project might contribute value to both partners.

**ACTION: Gehlbach to ask Boulton if she would like to take responsibility for liaison with this project.**

**6.7 COMMUNICATIONS:** Gehlbach reported that during the summer, the committee has:

- Posted work crew and other announcements as required on GaLTT and Community Facebook pages and monitored community pages for GaLTT related discussions.
- Emailed volunteers and members about trail work.
- Submitted Brockley's article and photo about the new McConvey Trail to the Sounder.
- Attended meeting with Chamber of Commerce about shared trails.
- Attended committee meetings about beach accessibility, taking notes. Helped to design a survey about beach and trail accessibility.
- Updated the website regularly with past event reports and work party announcements, and replaced the website header graphic on the member and volunteer page.
- Set up a [membership@galitt.ca](mailto:membership@galitt.ca) address for communication regarding membership payments and choices. Currently to be forwarded automatically to Furnell.
- Contacted Paypal about possibly using their services for membership fee payment. It would be simple to set up a membership registration and payment system, using a "drop-down" menu to allow for different membership categories and donations. Their recommended service would cost us 2.9% plus 30 cents per transaction but we would be responsible for transferring the payments from our Paypal account to our bank, and issuing tax receipts. **DISCUSSION:** Shoemaker suggested it may be better and almost the same cost to use our existing Canada Helps account (currently used only for donations), which would have the advantage of easier set-up and they would issue the tax receipts directly.

**ACTION: Gehlbach to work with Cameron to investigate using our Canada Helps account for electronic payment of membership fees.**

**6.8 MAP COMMITTEE:** Marcus reported that we have 150 current maps in stock plus 129 2<sup>nd</sup> edition with corrections and 148 2<sup>nd</sup> editions without corrections. Enough until next Spring. The committee will meet again on October 17 at her house.

**ACTION: People noting map inaccuracies or additions should include a map section with their correction accurately drawn in so that Cameron Murray can see what is needed.**

**6.9 STREAMKEEPERS:** No report.

**6.10 POSAC:** Brockley reported on the September 17 meeting:

- Elaine McCullough (Parks Planner RDN) says there is no need to wait for the new management plan for the enlarged 707 park. We can go ahead with signage enhancements in 707.
- An accessible picnic table has now been installed at Descanso Bay Regional Park.
- An accessible toilet is planned for the day-use area.

- The Joyce Lockwood stairs will not be replaced in their unstable old location. The RDN will seek approval from the Federal Government and the Snunéymux<sup>w</sup> to extend the park boundary to include the area currently being used informally to get to the beach so that box stairs can be installed.

## **7.0 OLD BUSINESS:**

**7.1 Beach and trail accessibility** and BC Parks Park Enhancement Fund. Cameron reported that a suitable consultant assessor and contractor has been found to examine the accessibility issues at Twin Beaches. A survey is being planned to assess the scope of the need on Gabriola. We have made contact with Vancouver Parks Board about Mobi mats installed at English Bay and Kits Beaches.

**7.2 Village Liquor Store 1% Club** has given us a cheque for \$800. After discussion it was decided to use it for trail work.

**ACTION Brockley** to attend the meeting to receive the cheque on Wednesday October 10.

**7.3 Covenants meeting with the Commons.** Landry will be away and Marcus will Chair the meeting. John Peirce will attend the meeting as an advisor to GaLTT.

**7.4 AGM Speaker:** Member Nick Doe has suggested Richard Hebda as a suitable possible speaker at our AGM. Landry suggested Kate Emmings.

**ACTION: Gehlbach** to contact Richard Hebda about possibly speaking at our AGM in early February.

## **8.0 NEW BUSINESS:**

**8.1 Insurance:** Marcus presented our current insurance arrangements, which are due for renewal. Cost is Volunteer accident \$200; Commercial package \$575; directors \$500. **DISCUSSION:** Our insurance includes \$4million liability— does this extend to injured volunteers suing us? Is the stated \$75,000 limit on our volunteer insurance sufficient?

**MOTION proposed by Karry Marcus, seconded by Nola Johnston to pay the described cost of our insurance package as presented. Carried.**

**ACTION Kerry** to explore options for volunteer insurance.

**8.2: Vanini video:** Discussion postponed until November meeting.

**ACTION: Landry** to circulate the report on the Vanini video.

**9. Motion to adjourn proposed by Anne Landry at 9.05. Carried.**

**Minutes recorded by Jenni Gehlbach**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday November 13, 2018 at GAHC hall

**Present:** David Boehm, Laura Boulton, Rob Brockley, Tom Cameron, Jenni Gehlbach, Norm Harburn, Chris Hills, Nola Johnston, Kerry Marcus, Frank Shoemaker, Lou Skinner. **Regrets:** Peter Danenhower, Rebecca Furnell, Anne Landry.

**Guest presenters/advisors:** The Commons Covenant Team—Deb Ferens, Jinny Hayes, Heather Menzies, Judith Roux, George Szanto, Kay Louise Vincent. Also, GaLTT Past-president John Peirce who has also worked with the Commons.

1. Meeting called to order at 7.00pm by Marcus, acknowledging that we were meeting on the unceded territory of the Coast Salish people.
2. **AGENDA:** Adopted by consensus with recognition that time would be short, so discussions of regular agenda Items will be brief.
3. **COMMONS COVENANT DISCUSSION:** The Commons Covenant Team had previously sent GaLTT board the relevant document drafts: i) bio-mapping of the Commons; ii) the baseline report on the current state of the land; iii) the proposed stewardship agreement; and iv) the proposed covenant. Vincent introduced their Team and thanked GaLTT for the opportunities to discuss their proposed covenant and to invite GaLTT to become the covenant holder. They believe their covenant is significant and innovative, and part of a world-wide resurgence of the idea of public Commons. The Commons Team are attempting to bring together and protect three elements: agriculture, ecology, and community. Their documents have now been reviewed by three lawyers. If it proceeds it will set precedents in BC. They believe GaLTT would be the most appropriate body to hold the covenant because it is another respected local organization with shared goals about protecting the land. Where there are difficulties, we can learn together. Discussion topics included:
  - Why have the covenant at all? [Zoning can change; constitutions can change; need long-term surety.]
  - Will there be one or two covenant holders as is allowed in BC? [Not decided yet; one lawyer advised only one holder]
  - Have they discussed the covenant draft with the ALC? [They will look at it only after a covenant holder is named. They have walked the Commons land & are sympathetic to the situation but their Commissioners change. Emphasis on existing protected species might not be approved by ALC; They have a call in to the ALC with some questions but have had no response yet.]
  - Does ALC have the right to approve/disapprove covenant holders? [Don't know]
  - The stewardship plan is a dynamic document and must be referenced but outside the covenant as it will change from time to time as updating is required. How would it be monitored and put into action?
  - Definition of “community commons” is essential, so that it cannot be easily challenged. What does it mean? See the definition in the Stewardship Agreement Draft (Section 1.5)
  - The covenant holder will need to be sure which land is designated as suitable for agriculture; this is likely to change over time with e.g., climate change and water supply; soil enhancement; agricultural methods; food needs.

GaLTT's questions also included:

- a. As protected land and agricultural areas encroach on each other, how are decisions to be made and difference resolved about, e.g., taking down trees? invasive species? water usage?
- b. Will buffer areas be needed, necessitating three sets of rules for the three categories?
- c. What about an endowment fund for future costs including possible legal costs in resolving disputes (which frequently occur a few generations after a covenant is written)?
- d. What about existing and future buildings on the land? Sheds? House(s)? Tool library? What provision is made for expansion/renovation/removal/addition of buildings? Changes in use?
- e. GaLTT thanked the Commons team for the discussion and will contact them shortly with our next steps.
- f. **ACTION 1: Full GaLTT board to meet on Tuesday January 22, 2019 to discuss the Commons covenant as a prime example of opportunity for local community engagement.**
- g. **ACTION 2: If we decide to proceed, board members particularly interested will form a sub-committee to continue work with the Commons covenant team to resolve identified issues.**

4. **MINUTES** from October 2018:

**MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston to accept the minutes for October 2018 board meeting as presented. Carried.**

5. **CORRESPONDENCE:**

6. Following a request from Mark Fettes, Gehlbach submitted to SSHRC GaLTT's Letter of Engagement under her and Marcus' signature, regarding the proposed place-based education project proposed by Fettes and Sean Blenkinsop (SFU researchers).
7. Brockley presented correspondence with Virginia Ebbels regarding completion of the Tin Can Alley trail work funded by a Recreation Society Grant.
8. Letter of thanks to Howard Houle from GaLTT

9. **COMMITTEE REPORTS:**

**6.5 PRESIDENT/EXECUTIVE:** Landry had previously reported that she:

- Signed contract with ITC for work at Elder Cedar that goes to March 31, 2019.
- Sent letter of thanks to Howard Houle for his seven years of work as RDN rep, highlighting work on the creation of the Mudge Island park and his support of new trails in RDN parks on POSAC.
- Continued liaison with BC Parks on Accessibility project.
- Attended ACTL Committee and Finance Committee meetings.
- Sent comments on the Commons Covenant to the Executive for discussion at November meeting.
- Received final signed Trail Licence from the new owner of the 11-acre parcel at Haven Woods. Sent a card to Harriet Thomas, thanking her for her years as a Trail Licence holder at Haven Woods.
- The BC Land Trust Alliance usually offers a training workshop in November which several GaLTT members have attended the past few years. This year's workshop will likely be in March or April 2019.
- Corresponded with Phillip Vannini about the GaLTT video footage he shot.
- Provided input to Kerry for map revisions and wording.

**6.6 TREASURER**—O'Rourke had previously circulated GaLTT's financial reports. Shoemaker remarked that the balance sheet is now shorter, but tracks the funds better, showing restrictions on their use. As the financial reports are reorganized, this will integrate better with the multi-column income statement.

As decided at the meeting of the finance committee (Shoemaker, Cameron, Skinner, and O'Rourke advising), tomorrow Skinner will place \$125K in a 90-day term GIC earning 1.05%—this requires two signatures.

*NOTE:* Previous monthly recording of the savings a/c interest in our minutes has been inaccurate. The rate has varied over the last couple of years but has been consistently under 1%. Skinner is investigating other higher-interest possibilities.

Cheques written this month were: \$966 to K&R Excavating for trail surfacing gravel mix; \$1275.00 to Megan Fitzpatrick Insurance Services, annual premium; \$100,08 to Shoring Signfast Signs for trail signage. This month there were two new monthly donors through Canada Helps.

**GaLTT's bank balances** on September 30, 2018:

–Chequing “Community Partner Package” (0.01%): \$18,801.22

(higher than usual because it includes \$3000 from the Village Foods Community Card.)

–Savings “Business High Interest Savings” (0.6%): \$127,92692.17 (including restricted access funds in \$48,118.48 Land Acquisition Fund and \$15,952.74 Covenant Stewardship Fund).

**6.3 MEMBERSHIP**—Furnell had forwarded her list of new and renewing membership applicants this month. And Skinner had received one 5-year renewal.

**MOTION proposed by Nola Johnston, seconded by Jenni Gehlbach to accept as members the listed new and renewing applicants. Carried.**

**ACTION: Furnell, Skinner, Cameron and Gehlbach to meet November 21 to improve the processes of dealing with membership applications, which currently involve too many people and steps.**

**6.4a TRAILS AND PARKS MANAGEMENT.** Brockley reported

- Removed fallen trees in Haven Woods, Cox Park, and Elder Cedar Nature Reserve
- Ordered and installed “Safe Crossing” caution signs.
- Ordered and installed “Vehicle Traffic” caution signs.
- Completed and submitted final report for Gabriola Recreation Society grant.
- Spread gravel/bark mulch material left-over from Tin Can Alley project onto the Brockley trail licence.
- Met with Derek Kilbourn about potential for trail licences in the Dirkson-Berg Road neighbourhood.
- Met with Phillip Vannini about editing of film footage for GaLTT website.
- Discussed Decourcy Park trail signage and bench installation with RDN Parks staff.
- Removed log obstructions from Keith Road trail
- Work party on October 14 to complete Tin Can Alley project.
- Two large, successful work parties including many local neighbours on October 28 and November 11, to build Keith Road trail.

**6.4 b INVASIVE PLANT CONTROL:** No report.

**6.4 c BIG TREE REGISTRY:** Brockley and Gehlbach received a nomination for the registry of a big Pacific willow tree found in the newly acquired park land near Coats Marsh. It has been added to the registry website. There are now 80 trees in our registry.

**6.5 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:**

**MOTIONS proposed by Jenni Gehlbach to move in & ex camera to discuss proposed trails across private land. Carried.**

Johnston reported that she has been investigating GaLTT’s use of a shared access Google Drive data collection site, in particular for maps, but also other ACTL documents needing to be shared.

Johnston reported on proposed new signage designs for trail licences. She is awaiting firm quotes from sign suppliers. The new signs will be attached to 4”x4” posts that will be installed on licensed trails to replace the current ground-based signs that require frequent maintenance and are easily stolen.

**6.6 COMMUNITY ENGAGEMENT:**

**Share the Trails:** Marcus met with John Peirce (Chamber of Commerce) and Julie Sperber at the Visitors’ Information Centre, to review quotes for smaller triangular signs about sharing trails and yielding. There are about 23 entry points to Crown Land that require signs, as well as Right of Way trails and potentially trail licences. Eventually the Parks’ trails will also be involved but RDN is slow to respond. Cost is \$15 each for the 9”x8” signs = \$345 plus taxes. Mountain Bike Group and Horse group will each contribute \$100. The committee will meet again on January 10.

**MOTION proposed by Kerry Marcus, seconded by Jenni Gehlbach, that GaLTT shall pay the balance of the cost of the shared trail signage (roughly \$150). Carried.**

**SFU/GES research project:** Gehlbach reported she has uploaded to the grant-application site of the SSHRC a letter of agreement for GaLTT’s participation in the place-based education research project at GES. Gehlbach is the GaLTT contact person for the project, but Boulton will share participation in meetings as convenient.

## 6.7 COMMUNICATIONS: Gehlbach reported that this month the committee has:

- sent copies of the accessibility survey to two people (one disabled; one caregiver) to assess its appropriateness and received one back.
- added Furnell as an “owner” to our email lists so that she can add and remove subscribers and send messages to the groups
- added [members@galitt.ca](mailto:members@galitt.ca) to our home page so prospective members can email us; these emails are currently forwarded to Furnell
- arranged meeting with Cameron, Skinner, and Furnell to improve the way memberships are handled
- renewed/updated Gehlbach's MS Office Suite following replacement of her computer hard-drive and screen
- wrote and uploaded letter of engagement and partner data to SSHRC in support of the SFU-GES place-based education project
- contacted our hoped-for speaker for the AGM and investigated the availability of Haven, Surf, and Golf Club. See Item 7.2
- investigated with Cameron the possibility of using Canada Helps for receiving on-line membership applications and payments
- emailed volunteers about trail work parties
- emailed members about the December 5 photography club presentation by conservation biologist Tom Carnahan
- updated website home, board, and big tree registry pages as needed
- monitored Facebook for GaLTT related discussions and posted trail work parties on our FB page.

Johnston reported that she is investigating Google’s “G Suite for Nonprofits” for the ACTL committee, in particular its capabilities re shared documents. The Committee will review and report back to the board.

**ACTION:** Board members interested in finding out more can come early before the January 8 Board meeting and Johnston will give a demonstration of its use.

Gehlbach reported that she had to replace the hard-drive on her computer last week, which necessitated upgrading her Microsoft software. She requested that GaLTT pay a portion of the annual rental of the software, which is essential to her job as secretary and communications officer.

**MOTION proposed by Norm Harburn, seconded by Lou Skinner for GaLTT to repay Gehlbach \$109 plus tax per annum (which will be charged to Gehlbach’s Visa card starting December 9, 2018) for her use of MS Office 365 Suite, during her remaining tenure on the board. Carried.**

## 6.8 MAP COMMITTEE:

Marcus reported that the subcommittee has met with Cameron Murray and **he would like to receive the full pack of edits by February 1, 2019.** The committee will meet again in late November.

- Trail categories (steep, narrow, etc.): needs decisions about line styles and who will do the categorizing.
- Trail colour may be used to indicate whether the trail is across private land.
- All government (Provincial and Federal) land reserved for Treaty settlement will be shown in a different colour than parks.
- There’s a growing list of errors/additions to ground-truth, needing map correction.
- The enlarged (707+) central park area will be shown in greater detail on half the map’s reverse.
- The number of described walks will therefore be reduced. Which to keep?
- Seeking to schedule a meeting with Elaine McCullough, RDN regarding trails in the Potlatch donor lands.
- Had two meetings with FTTR community members re First Nations issues and consultation.

## **6.9 STREAMKEEPERS:** Chris Hills reported that they:

- Discussed with Boehm, Brockley and Danenhower possible trail work to be done on Mallett Creek trail. There was a bit of confusion, but we will walk the trail at some point this month with Rob and Peter.
- On our behalf, Gehlbach posted on Facebook encouraging people out and about near Sandwell, Descanso Bay or Dick Brook, to report on any fishy behaviour. We had heard reports late October of salmon jumping at a number of spots around the island: Pilot, Descanso, and Degnen Bays.
- Have been talking about the impact of culverts on streams on the island; we hope to talk to a property owner on Dick Brook that has a culvert under a private driveway. This particular culvert was identified as one to more immediately focus on.
- They hope that Streamkeepers might be able to make a presentation at the AGM in February 2019—preferably right after the speaker but before the AGM gets underway, to capture the larger audience.

**6.10 POSAC:** Brockley reported that he has re-applied for another two-year term on POSAC. Next meeting is tentatively scheduled for February 4.

## **7.0 OLD BUSINESS:**

**7.1 Beach and trail accessibility** BC Parks has cleared our contract and approved our contractor who has designed accessibility projects. We have \$5000 to do an inventory description and project description for Twin Beaches. The money must be spent by the end of March 2019. The survey is written and being tested.

**ACTION: Cameron to ask our contractor to critique our survey.**

**7.2 AGM and Speaker:** Gehlbach reported that **Dr. Richard Hebda has accepted our invitation to speak before our AGM on Sunday evening, February 10, 2019.** His topic will be “*Climate Change and the Gulf Islands Environment*”. Hebda was Curator of Botany and Earth History at Royal BC Museum in Victoria from 1986 until he retired in 2017. He remains active in museum research projects. The Haven and Surf Lodge were both unavailable in February, so GaLTT has provisionally booked the Golf Club’s main room, which holds 85 people. Cost of the room will be approx. \$250. To be confirmed.

## **8.0 NEW BUSINESS:**

**8.1 Gaming Grant Workshop was attended by Marcus and Harburn.** Discussion deferred to next board meeting. Marcus had previously circulated her report.

Six sectors of GaLTT’s work might apply: Environment (invasive species, ecosystem care, etc) and Public Safety (Trail clearing, bridges, accessibility, signage, etc.). It could also include equipment purchases for direct delivery to a program (e.g., possible a computer?). Application rules and financial qualifications are complicated. The projects and services funded must have been delivered in the previous 12 months. Application intake dates for Environment and for Public Safety categories are: July-August 31, notification by November 30.

**8.2: 2019 committee budgets:**

**ACTION: Committee heads to review their 2018 budgets and bring their proposed 2019 committee budgets to the December board meeting.**

**9. Motion to adjourn proposed by Marcus at 9pm. Carried.**

**Minutes recorded by Jenni Gehlbach**

# GABRIOLA LAND AND TRAILS TRUST

## Board of Directors meeting, Tuesday December 11, 2018 at 1787 El Verano Dr.

**Present:** Rob Brockley, Tom Cameron, Jenni Gehlbach, Norm Harburn, Anne Landry, Nola Johnston, Kerry Marcus, Frank Shoemaker, Lou Skinner. **Regrets:** David Boehm, Laura Boulton, Peter Danenhower, Rebecca Furnell, Chris Hills.

1. Meeting called to order at 6.04pm by Landry.
2. **AGENDA:** Adopted by consensus with recognition that time would be short.
3. **MINUTES** from November 2018:
  - i. **MOTION: Proposed by Jenni Gehlbach, seconded by Norm Harburn to accept the minutes for November 2018 board meeting as presented. Carried.**

#### 4. CORRESPONDENCE:

- We have received correspondence from ITC about our management contract.
- We have received an email from Tina and Guy at Coast Realty offering a targeted donation.

#### 5. COMMITTEE REPORTS:

##### 5.1 PRESIDENT/EXECUTIVE: Landry/Marcus reported that:

- Following the Commons' presentation about their proposed covenant, the board decided to pursue the possibility of holding the covenant. The Board will meet with John Peirce to discuss it at more depth on January 22 at GAHC at 7pm.

**5.2 TREASURER**—O'Rourke had previously circulated GaLTT's financial reports and Shoemaker circulated his notes on the new formats used for reporting.

**GaLTT's bank balances** on November 30, 2018:

–Chequing “Community Partner Package” (0.01%): \$18,429

–Savings “Business High Interest Savings” (0.6%): \$3049

–Term Deposit \$125,000

**ACTION: Gehlbach to forward to Skinner the December annual payment amount charged to her Visa December 9 for MS Office suite lease.**

Skinner reported that:

–Cheques written this month were: \$40.32 to Shoring Signfast Signs for road-crossing signs on the new Cox Park trail; \$1200 to Maureen O'Rourke for accounting fees July-December.

–She changed the Canada Helps information page to improve wording and add photos. She added two new funds: for annual and five-year memberships (each for both individual and family) and removed the option for stewardship funding since money is set automatically aside by GaLTT for each covenant.

–She is checking GIC interest rates for when our 90-day GIC at our local bank expires in mid-February. She welcomes suggestions for other financial institutions.

–Shoemaker has recommended that we restructure our financials to internally restrict some funds for land acquisition so that our chances of fundraising improve.

–She thanked the committee chairs for submitting proposed budgets for 2019.

##### 5.2 MEMBERSHIP

- a. Furnell had forwarded her list of new and renewing membership applicants this month.

**MOTION proposed by Jenni Gehlbach, seconded by Nola Johnston to accept as members the listed renewing applicants. Carried.**

- b. Gehlbach reported that the membership subcommittee (Gehlbach, Furnell, Skinner, Cameron) had worked this month to streamline our membership application and record-keeping processes. They have installed and activated on-line membership application via Google forms, which can be linked to from our

website or from an invitation email. The website home page and membership pages have been updated accordingly. Google forms sends the electronic data spreadsheet to the membership coordinator via gmail. Fee-payments are made through Canada Helps, who will issue the tax receipts for any fee-payments and donations they process. The system is now active and being tested by inviting lapsed members to re-apply. Membership application via Canada Post with a cheque is still a viable option. At this time electronic applications will not be taken at the market.

Board processes concerning membership and our mailing lists have also been streamlined:

- Treasurer (currently Skinner) will be the board member who interacts with Canada Helps.
- All membership records and mailing lists (members and volunteers) will be overseen by the designated membership coordinator, currently Furnell.
- O'Rourke will issue tax receipts for donations and fees received by post and will leave mail-application paperwork in GaLTT's PO box for the membership coordinator.
- Communications officer (currently Gehlbach) will use the mailing lists on our third-party server, and not administer them except as back-up. She will remove the old lists from her personal computer.

#### **5.4a TRAILS AND PARKS MANAGEMENT.** Brockley reported

- Replaced broken board on Commons boardwalk; and board and wire mesh on Peterson-McDonald boardwalk.
- Installed "Caution Cliff" sign on Canso public access trail.
- Installed posts and signs on Keith Drive trail and at Pilot Bay Community Park trailhead.
- Removed fallen trees along waterfall trail at Joyce Lockwood Park and from Jeanette Trail in 707.
- Managed trail-work parties on November 25 (Haven Woods trail trimming) and December 9 (maintaining Cox Park ditch).
- Investigated several models of electric wheelbarrows and made a motion to purchase one but returned it to dealer for refund after testing—as inadequate for work on our trails.
- Elaine McCullough and Chris van Ossenbrugen (RDN) want to meet to discuss signage in 707 now that the Potlatch donor lands have been transferred. She recognizes that current signage is inadequate. Some minor trails may be allowed to grow over, and new trails will be added. The cabin near Coats Marsh will be demolished this week and a trail through that area will be maintained and put on the trail map. They are hoping to establish a trail from the Golf Course parking lot through to 707. Some useful new trail connections are proposed to be signed and mapped.
- He and Nola have been developing directional signage including our logo for trail licences. Signs and posts will need to be purchased. The cost will be about \$1100 and will use up the rest of this year's budget.

MOTION proposed by Rob Brockley, seconded by Frank Shoemaker to approve purchase of the needed materials for trail licence signage. Carried.

- Marcus added that right-of-way signage is on order (see Item 5.6a).

**5.4b INVASIVE PLANT CONTROL:** Skinner again discussed broom disposal with Dixon Kenny and he prefers that the Lions take responsibility for it, and said they are considering alternatives to chipping for disposal.

**5.4c BIG TREE REGISTRY:** No report.

**5.4d. POSAC** No report.

**5.5 ACQUISITIONS, COVENANTS, AND TRAIL LICENCES:** Harburn reported that the committee have just done eight title searches on properties with desirable routes for trails. At the next committee meeting they will prioritize the list and Harburn will give an *in camera* report at the January meeting.

**5.6 COMMUNITY ENGAGEMENT:** Marcus reported that:

**5.6a Shared trails**—Right-of-way signage is on order. The horse group and the biking group have each donated \$100 toward the cost. Installation processes and costs have not been developed yet.

**5.6b: GES-SFU project**—Gehlbach reported that the local group will meet again this Friday to discuss

the project. The Nanaimo school board is working on a reconciliation (Syeyutsus “walk together”) project with the local First Nations, which coordinates well with this project.

**5.7 COMMUNICATIONS:** Gehlbach reported that aside from routine maintenance of web and FB pages, and trail-work emails, the committee concentrated on streamlining membership processes (see Item 5.2b).

**5.8 MAP COMMITTEE:** Marcus reported that she has been advised to contact Geraldine Manson (who is away travelling at the moment) about including significant Snunéymuxw place-names in our new map edition. She introduced herself to Geraldine at the recent Truth and Reconciliation event about petroglyphs on Gabriola. The committee continues to work on listing the needed map changes with Nola, Rob, and the RDN ready for Cameron Murray to work on the changes all at once in the spring.

## **6.0 OLD BUSINESS:**

**6.1. ACCESSIBILITY:** Harburn reported that we now have a draft contract with Stan Leyenhorst regarding beach access at Twin Beaches. The fee will be \$4000 plus GST. Harburn is the main contact for the contract, with Cameron and Landry also involved. The contractor will also review and make recommendations on GaLTT’s draft Accessibility Survey.

**ACTION 1: Landry to sign the final contract and send it, with a copy of the survey to Heather at BC Provincial Parks.**

**ACTION 2: Johnston to send the latest version of the survey to Harburn, Cameron, and Landry.**

## **6.2 AGM and Election of Directors February 10, 2019 at the Golf Club:**

The AGM budget will come under Community Engagement. Harburn will be stepping down, so we will have room for one or two new board members.

**ACTION 1: Board members to consider who might be a good new board member**

**ACTION 2: Landry and Cameron to find out about asking a Snunéymuxw Elder to open the proceedings.**

**ACTION 3. Marcus and Gehlbach to check what equipment is available or lacking for the presentation at the Golf Club and ensure that what is needed will be there.**

**ACTION 4: Brockley to designate “star” volunteers and buy gifts for them.**

**ACTION 5: Johnston and Gehlbach to prepare a 2018 newsletter for distribution at the AGM and to all our members electronically early in the new year.**

**ACTION 6: Gehlbach to give Skinner a budget estimate for AGM expenses (speaker honorarium and travel expenses; room rental, etc.)**

## **7.0 NEW BUSINESS:**

**7.1 Available government funding.** Discussion postponed to January.

**ACTION: Gehlbach to put Available Government Funding on January’s board meeting agenda.**

**8. Motion to adjourn to the potluck party proposed by Johnston at 7.05pm. Carried.**

**Minutes recorded by Jenni Gehlbach**