

Gabriola Land and Trails Trust

January 2020

Board of Directors Meeting Tuesday January 14th, 2019 at GAHC.

Present: Rob Brockley, Tom Cameron, Peter Danenhowe, Anne Landry, Nola Johnston, Frank Shoemaker, Derrill Shuttleworth, Lou Skinner. **Regrets:** David Boehm, Laura Boulton, Rebecca Furnell, Jenni Gehlbach, Kerry Marcus.

1. Call to order

Meeting called to order at 7pm by Brockley who acknowledged that we were meeting on unceded Coast Salish territory.

2. Review and approve agenda

MOTION: Proposed by Skinner, seconded by Shuttleworth to accept the agenda as presented. **CARRIED.**

3. Review and approve minutes from December 2019 meeting

MOTION: Proposed by Landry, seconded by Danenhowe to accept the minutes for November 2019 board meeting as circulated. **CARRIED.**

4. CORRESPONDENCE:

1. Letter from Ken Gurr — he is available to come to February 11th meeting to present his proposal about landowner education to the board and will send a 3-4 pp document in advance.
ACTION: Rob will get back to him and arrange for him to come.
2. On January 22nd at 1 pm Elaine McCulloch and Yann Gagnon will meet to talk about accessibility projects; also, will meet a few members of GaLTT with others to talk about regional parks and trails plan. Brockley, Cameron, Danenhowe and Johnston will attend.
ACTION: Rob will pursue organizing a room

5. REPORTS:

1. **President/Executive—Brockley**

Correspondence and Administration

- Several thank you notes and cards to GaLTT donors
- Individual coffee conversations with four potential Board nominees

Planning/Meetings

- 1) Worked on draft Strategic Plan in collaboration with Wave Consulting
- 2) Sent draft Strategic Plan to GaLTT Board members for review
- 3) Revised draft Strategic Plan based on comments and edits received from Board
- 4) Worked on assessment criteria for Shore Access ad hoc committee

- 5) Prepared background document for Accessibility “next steps” meeting
- 6) Conversations with the RDN about possible partnerships regarding accessibility improvements

NOTES/UPDATES:

- The RDN will provide GaLTT with a GPS unit, loaded with local data, and provide training on its use.
- The RDN appears willing to pay for quite a bit of trail work.
- Funding organizations (including the federal government) are increasingly expecting land trusts who apply for funding to be in compliance with the 12 Canadian Land Trust Standards and Practices. We will discuss these standards and whether or not our own need adjusting over the next year (at a rate of 1 or 2 a month), beginning with Standard 1 at the February meeting.
- After the AGM we need to talk about our committee structures and how to make them more efficient and effective. (Some discussions have already begun, see Communications report.) All committees may want to look at overlaps and workflow in preparation for this discussion.

ACTION: Board members to review Standard 1 of the Canadian Land Trust Standards before the next meeting.

2. Treasurer—Shoemaker

- a. Financial statements
- b. 2020 budget approval

MOTION: Proposed by Shoemaker, seconded by Danenhower to accept the 2020 budget as presented. CARRIED.

3. Membership—Furnell (report by email)

Furnell had previously circulated a list of new and renewing membership applicants:

MOTION: Proposed by Shuttleworth, seconded by Skinner to accept the new members listed. CARRIED.

POLICY DISCUSSION re year-end thank-yous to our donors.

- i) Those donating through Canada Helps (CH) receive tax receipts directly from CH. One-time donors receive a thankyou card from President Brockley shortly after their contribution. Monthly donors receive a thankyou annually early in the new year.
- ii) Contributors making Automatic Funds Transfers through the Credit Union get a combined thank you and tax receipt annually.
- iii) Those mailing memberships or donations to the PO Box or paying at the Farmers Market Table are acknowledged and receipted annually. If there is a significant donation in excess of the membership it is acknowledged shortly after it is received.

ACTION 1: Johnston will make digital “thank you cards” available to the President and Treasurer.

ACTION 2: Shoemaker will prepare a listing of all members and donors who should receive correspondence, review it with Furnell, and arrange with Brockley what communications need sending.

4. Trails & parks management

a. Trails—Danenhower

- **Work Parties:**
 - Dec 15: the Seymour Road connector has been cleared and trail signs are on order. The route is very bicycle-friendly.
 - Jan. 5: the trail ctte. joined with our new invasives ctte. for a kick-off invasives removal event at Drumbeg PP. Twenty people volunteered.
- **Signs:** Most trail licence signs are now installed (Haven Woods still to do).
- **Upcoming projects:**
 - Wet areas on the Keith Rd. and Robinson Woods trails have been flagged for later boardwalk construction.
 - Drainage problems on the Nelder Trail license (at the end of Dorby Way) will be hopefully solved beginning with the next work party.
 - RDN will supply the materials if GaLTT will fix the trail at the end of Fleet Rd. RDN thinks this trail is actually in undeveloped parkland.
 - RDN will supply materials if we do the work in fixing wet spots on the Mallet Creek Trail in Cox park.
 - Members of the trails and ACTL cttes. are meeting with Ava (Nalt) and Nuala (ITC) on Feb. 4 to discuss a number of issues in the EC: How to best improve the step-ups to existing boardwalks, cutting seats out of fallen trees, the long standing flooding issue in the North East corner, and accessibility issues are on the agenda.
 - The trail ctte. is looking for a solution to the flooding on the new phase 2 trail in Cox park.
 - Trail trimming experiments are planned for this month in the 707 to see how much work (and how fast) just two people can do, using GaLTT's two new electric hedge trimmers.
 - Members of the trail ctte. will be hopefully meeting soon with Chris van O. of the RDN to discuss a number of trail issues: flooding of several trails in the 707 and Cox park, removing the berm from the Jeanette Rd. entrance (to improve accessibility), and Stalker Rd. beach access.
- **Budget:** The trail ctte. would like to use its budget slowly over the whole year, to retain some flexibility, so serious board-walking of the Keith Rd. trail and Robinson Woods trail will likely not happen until later in the year.
- The trail ctte. is very effective, with additional people who are not officially on the ctte helping a great deal.
- **Committee structures:** trail ops committee activities overlap with other committees (ACTL, Shore Access, Accessibility, Community Engagement, Cycling). This creates problems for the chair, who is the logical person to sit on all the committees. GaLTT needs to look at structures and how representation of interests can work without overloading individuals. [NOTE: see referral of matter described in President's report.]

- b. POSAC—Brockley
no report this month

5. **Acquisitions, covenants & trails—Johnston**

a. Trails, Licences, Covenants

- The SFN have indicated that they would prefer we do not develop the Rowan Way access to Degnen Bay and we will abide by their wishes.
- Requests that we develop trails: investigating
 - from the Rollo Centre to Tin Can Alley trail/707
 - from Petroglyph Way into crown lands
 - trails in undeveloped community parks in Whalebone area
- Keith Rd ROW boardwalk improvements; Landry will update neighbours and mention that GaLTT welcomes dedicated donations for the work
- Johnston is developing the conservation strategy workshop map.

b. Data management

The planning map and database are largely complete.

ACTION: Johnston to set up a meeting with Landry and Brockley to add them as G-Suite admins and can provide instruction to anyone who wants to access the files.

c. Acquisition and Stewardship funds

Discussion about defining criteria for expenses for both acquisitions and covenants more clearly; Landry is researching how other land trusts structure their funds.

MOTION: proposed by Landry that the “Trail and Shore Improvements Fund be renamed the “Accessibility Improvement Fund” in order to clarify the fund’s purpose to potential donors. Seconded by Johnston. CARRIED.

d. Other

- GPS unit: we’ve been offered a unit and training by the RDN
- Guerrilla gardening in 707: someone has planted a (fruit? nut?) tree at post 50.

6. **Invasives committee—Gunn**

a. Drumbeg work party

- On Jan 5th there was a very successful joint **Trails Committee-Invasive Committee work party at Drumbeg**. Twenty volunteers, including four board members, worked on removal of multiple species: small broom plants were pulled; English holly with large woody stems were cut, while small shoots were pulled or cut; and Daphne was either pulled or removed with extractigators. All the work took place in the forest and small meadows on the right side of the road as you enter Drumbeg.
- Linda Hellenius, who has been part of Lou’s broom team and has some broom research plots, took a few broom plants from the meadow, with soil intact around the roots, to assess seed numbers in the soil.
- One more January work party will take place in Drumbeg on that side of the road.

- b. Publicity: a photo from work party was sent to Sounder. Approached the Sounder about monthly submission on invasives and they are interested in regular 300-word articles.
- c. Have organized a neighborhood work party to remove Daphne in Robinson Woods, and along Islands View, on Saturday Jan 25th. Libby will attend from GaLTT and provide extractigators but anticipates finding lots of small pullable Daphne. Will also investigate below ground root cuts recommended by some orgs. Thanks to Rose Alderson who suggested the idea.
- d. Skinner, other members of the broom team, and Libby have been sharing the results of online and hands-on research and ideas re Daphne and holly removal/disposal, and also of habitat restoration/invasive prevention.
- e. Gunn registered for an Invasive Species of BC Webinar Jan 15 on Engaging Key Audiences Around Invasive Species: Volunteers Taking Action!
- f. Gunn emailed Erica McClaren, BC Parks Conservation Specialist, and Park Ranger, John King, to introduce herself and ask for advice on disposal of cut Daphne. Also, to see if it is possible to come to Gabriola to provide an information session on dealing with invasives in our parks.

Note: BC Parks asks that we DO NOT use extractigators in parks lands (they cause too much soil disturbance). Instead cut below soil level where colour changes. Debris should be removed as it is toxic. We have said that we can't deal with removal but will pile debris into one location.

ACTION 1: Libby will try to get back the big storage/tote bags that we used last spring.
ACTION 2: Gunn to send out an invitation to the 25-person list of interested people to form a committee and have a formal first meeting.

7. Cycling committee—Shuttleworth

a. Updates

- Chip seal update: conditions are better except for soft shoulders
- Transportation committee: this is intended to act as an umbrella group for cyclists as a whole as part of an Active Transportation (human-powered) plan. Scott Colbourne has not yet called a meeting.
- Z-card map: He obtained an estimate from Gallery Press and it is prohibitively expensive for a giveaway (\$3/unit)

b. Committee mandate

The main focus of the meeting was the mandate of the cycling committee. Because many committee members were absent, it was agreed that this could not be finalized until there had been a full opportunity for review. Meanwhile the following principles are provided as a starting point for discussion.

Mandate:

- to support the mandate of GaLTT as a whole;
- to advocate for cyclists who use Gabriola's trails and connectors for recreational and active transportation purposes;
- to initiate and/or participate in projects relating to cycling

Goals and Objectives

- Serve a range of users and improve connectivity

(STRATEGIC DIRECTION 4.1: To ensure the trail system serves a variety of different users, increases connectivity, and enables trail users to experience a range of representative environments, landscapes, and ecosystems)

Strategic direction 4.1.a: Identify users' needs and analyze the existing trail inventory to determine how best to meet those needs and develop additional trails to address unmet needs.

The cycling committee will:

- Identify different categories of cyclists and their needs and expectations
- Inventory and assess existing trails from the point of view of recreational and commuting cyclists (liason with GORCA)
- Make recommendations for places where trail licences would provide important connections and work with the ACTL committee to negotiate with landowners where appropriate
- Define trail conditions suitable for different usage categories by cyclists (e.g. suitable for commuters vs recreational users; suitable for hybrids vs mountain bikes)

Strategic direction 4.1.b: Identify existing trails for active transportation use and propose upgrading where necessary.

The cycling committee will:

- Identify trails suitable as cycling connectors and assess the conditions and/or need for upgrading for cycling; make recommendations for improvement to the GaLTT board.
- Identify roads or locations on roads that are important active transportation connectors and provide recommendations to the Board for improvements where they interface with trails. (Example: places where important trails cross major roads such as the McConvey-Yogi trail connector might benefit from signage or zebra crossing markings to warn drivers to expect cyclists/pedestrians.)

Strategic direction 4.2.a: Work across jurisdictions to develop and coordinate policies to address emerging uses such as e-bikes and active transportation routes/corridors.

NOTE: The population of e-bikes is very rapidly growing on the island and the integration of this form of motorized travel on trails will be a challenge as in law and regulations (BC Government, RDN, and Provincial Parks) there are several categories of e-bikes based on power and electrical controls.

The cycling committee will:

- Research the use of e-bikes on trails
 - Work with the board (and consult with other organizations) to develop recommendations for e-bike policies
 - Identify trails suitable for e-bike use
- Share the Trails

(STRATEGIC DIRECTION 4.2: to assess the needs and perspectives of trail use interest groups, reduce the potential for conflict, and proactively establish safe trail conditions)

Strategic direction 4.2.a b: Identify high-traffic, multi-use trails and propose and take actions to improve safety and reduce conflict.

The cycling committee will:

- Identify high-traffic cycling trails (recreational and commuter)
- Identify issues specific to cyclists, develop cycling-specific policies for trail etiquette and safety, and recommend actions to the Board
- Participate in Sharing the Trails initiatives with other committees
- Initiate community outreach and educational projects relating to cycling (see section below)

Strategic direction 4.2.a c: Ensure trail users understand different trail uses: mixed-use (e.g., walkers, cyclists, and horse riders); restricted use (e.g., no horses or cyclists, dogs on leash); special use (e.g., users with mobility restrictions).

The cycling committee will promote community engagement and education through activities such as:

Education

- Skills workshops
- Safety workshops
- Write articles on skills and safety
- General and specific promotion of “share the trails” philosophy and etiquette as appropriate in context

Other:

- Night rides (informal education as part of it)
- Cycle-bombing invasives (cyclists bike to a location or from one location to another in order to target small specific problems)
- Liaison with other groups (e.g. GERTIE, Gabriola Transportation Committee, etc.)
- Mapping/cycling app?
- Other?

c. Outcomes

Relevant outcomes from strategic plan:

- Trails will continue to meet a variety of user needs.
- There will be an increased number of neighbourhood connections and “loops” across the trail network.
- There will be increased use of trails as regular transportation corridors.
- GaLTT will make decisions informed by understanding of both existing and emergent user groups needs
- User accessibility to trails and shoreline, including those users with mobility restrictions, will be enhanced.

- Reports of trail use conflicts will be rare.
- The community will have access to comprehensive digital information about Gabriola trails.
- Users will be able to make informed decisions about the routes that best fit their needs and interests.

d. Next steps

- Confirm mandate
- Establish clear procedures for initiating and implementing activities and projects (in relation to the Board and other committees)
- Establish clear procedures for public communication
- Identify projects, develop schedules, assign duties

NOTE: one possible applied project for the cycling committee would be improving the Yogi trail route to River Place; this would involve trail improvements and possibly working with relevant agencies to install road markers (signs/crossing stripes) for safety.

NOTES/UPDATES

Shuttleworth will step down from the GaLTT board and as the chair of the cycling committee; this meeting is his last. Brockley extended sincere thanks on behalf of the Board for all his work and noted that although the committee is so new, its influence has clearly been demonstrated in the development of the new draft Strategic Plan.

DISCUSSION: we will need to find a new chair for the committee. Does the chair need to be on the board? Note that until we have a new board and know what is going on with Scott Colbourne's proposed Transportation Committee, which should provide an overarching structure for coordinating cycling and other active transportation advocacy and projects, the committee scope and organizational details will be hard to define.

ACTIONS:

- **Until after the AGM and Scott Colbourne initiates the Transportation Committee GaLTT cycling committee activities will more or less go on hold.**
- **Refer the question of whether a standing committee chair needs to be on the board to the post-AGM committee structuring discussions.**
- **Cameron or Brockley will talk to Tom Wojcek and Helen Cook about their interests, whether they would consider chairing, and where they see potential conflicts between GaLTT's mandate and other interests.**

8. Community engagement:

- a. SFU-GES project—Skinner reported that the intergenerational land-based learning for reconciliation project at the school is holding a second community meeting later in January. Boulton has forwarded notes from the first meeting discussing First Nations values and traditions of stories and song. Skinner will meet with Kate Reynolds to find out what is happening at the school and how GaLTT can be more involved.

ACTION: Landry has more information on the GES project and will discuss with Skinner since Boulton is stepping down.

- b. Skinner reported:

- Map distribution: maps continue to be in demand. We have roughly 700 left in our stock out of 2000.
- Guided walks: A, B, C walk on Three Gates trail with Rebecca drew 33 people on January 4. Johnston's walk in February 2 will follow two new smaller ("inner") trails in 707, starting from the Stumps entrance.

ACTION 1: Skinner will confirm the Saturday February 1st walk and send in the Sounder Events notice.

ACTION 2: Johnston will write up something to promote the walk.

NOTE: several people were unable to do the whole walk due to health or age limitations. The CE committee will discuss the idea of organizing shorter, slower walks as well.

- She attended cycling committee meeting since they plan to organize events such as night cycles, which overlaps with CE's mandate. Discussions have begun among CE, communications, and invasives concerning possible committee restructuring. A priority is to ensure communication with the Sounder is effective, as well as with the insurance company. Peter also mentions the challenge of attending multiple committee meetings.
- She contacted the Land Trust Alliance of BC to ask whether increased insurance coverage for volunteers is being considered but hasn't heard back.

9. Communications committee—Gehlbach

a. Activity report

This month, Communications Committee has:

- Emailed volunteers re trail work, and members about guided ABC trail walks and (with Rob's approval) the Camp Miriam gathering.
- Updated the website homepage with upcoming events and past event reports.
- Continued work building the digital atlas—Nick Doe, Danna Lewis, Geraldine Manson, and Kerry Marcus have all agreed to be resources for information for the atlas
- Posted on our Facebook page re trailwork and walks
- Sent in newspaper events column listings.
- Signage design for trail ops.
- Johnston met with SFN elder Geraldine Manson on December 13 to discuss a number of issues relevant to ACTL activities. She gave her a copy of our map and Manson was very pleased to see the place names and the way lands were designated in the legend. We agreed that we will keep in contact by email and work on projects together, and Johnston sent a thank-you email. Issues discussed included:
 - **Protocols:** Manson does quarterly workshops on Coast Salish protocols and VIU and one will be coming up in the spring. Johnston will give the dates to the board and will attend if possible.
 - **Signage for Burial Island:** Johnston said that GaLTT wishes to support the SFN in placing signage relating to Burial Island, is willing to contribute toward

fabrication costs, and that she was willing to work as a designer/illustrator to whatever degree is appropriate. It sounds like the SFN is attempting have a heritage designation placed on the island and a rock in the area, which would limit and regulate legal access, and if this is done it would mean that any signage would have to go through appropriate channels and meet specific processes and standards. This has impacted the thinking on the Rowan Way access. She thought it would be a very good idea to have a sign at the Government Wharf as well as at a beach location. She is interested in working together and is going to send Johnston material to help her mock-up a sign to place in places like the government wharf and beach, which she will then present to her SFN contact to demonstrate what they'd like to have.

- **Trails atlas:** Johnston explained the concept, and that we want to include FN history and interests in the material we put online, and could include links to FN materials. Manson was very interested and said that she would likely be the best source of information as she has been researching and working on this kind of material. We agreed that I would rough content out and then send it to her for review; she can then comment and/or send me material relating to the locations.

- b. Possible reorganization of committees (nb re advertising) to re-combine internal and external (community) communications.

With the recent formation of several new committees (invasives, accessibility, cycling) all of whom may require advertising and/or newspaper articles and communication with their various lists and with the public, the responsibilities of committees and board members dealing with Community Engagement, Membership, and Communications need to be redefined and/or clarified. Current committee structure occurred when the workload was very differently organized.

Libby, Lou, Nola and Jenni plan to meet shortly to discuss the current committee structure, and how to clarify their roles with regard to communications within the board and membership, and with the public. In particular, how the content of messages and advertisements, and articles will be decided, and whose responsibility it will be to connect with (e.g.,) the Sounder.

ACTION: the discussions described above will proceed. An overall discussion of organizational/committee restructuring will be held after AGM as discussed in President's report. All committees may want to look at overlaps and workflow.

6. OLD BUSINESS:

1. Draft Strategic Plan

NOTES/UPDATES:

Draft 13 was just distributed but Rob is now working on draft 14.

ACTION: our goal is to approve the new strategic plan at the February meeting. Rob will send out latest iterations and we will continue to give input.

2. Accessibility project

- a. Final "next steps" report from ad hoc committee—Johnston/Landry

The workshop was very productive and developed a list of possible projects. All projects require partnerships with government agencies so our main role will be to advocate for implementing them. We also differentiated “quick wins” from long term projects. The meeting identified GaLTT’s first steps as:

- Establish new ongoing committee
- Advocacy as described in the workshop minutes (assign tasks)
- Determine GaLTT policy on the idea of a wheelchair accessible trail in Elder Cedar: should we be promoting access in a nature reserve where we are prohibited from even including the trails in our map? The issue has been referred to ACTL committee for initial discussions.
- Investigate funding sources (e.g. PEF grants, BC Parks Foundation, job creation programs, community funders such as the Lions or Nesters) and options (e.g. project-based donations, fundraising strategies, etc.). This should be part of a more general board discussion on the kinds of fundraising we can do and which approaches we should prioritize.

NOTES/UPDATES

Frank needs to be in the loop when we talk about fundraising, and deal with the question of sequestered funds. In the longterm Rob and Tom have both expressed interest in doing grant writing/fundraising activities.

Nola sent a note with a link to the summary report to ORC as an item of interest. We received a reply from ED Louise Pedersen complimenting us on the accomplishment; it has been added to their resource library and info will be shared in the next e-newsletter.

b. Formation of standing Accessibility Committee—Brockley

Discussion: the existing committee mandate was to deliver the survey, therefore we need to establish a renewed committee/mandate. A new committee will mostly be involved in planning, policy and advocacy (actual work might be done by GaLTT but in many cases it’s likely to be done by other agencies), so it will initially be very busy but that will change as projects are implemented.

Does the committee report directly to board or through another committee? Ad hoc committees could report to vice president. We will need to find a chair for this committee as current board members on it are already overstretched.

MOTION: Johnston proposed the formation of a renewed ad hoc accessibility committee to report to the board. Seconded by Cameron. **CARRIED.**

ACTION:

Member Sarah Kopjar and Sally Bullas, who has a son in a wheelchair, have expressed interest in getting involved in the committee. Brockley will ask if Sally is available to come to a meeting with RDN.

7. NEW BUSINESS:

1. Conservation planning—Anne

Planning is underway, a range of dates and possible invitees have been identified, and the details are in the process of being firmed up.

2. Shore Access as hoc Committee

The committee met on January 6th. New members include Kyle Clifford, Laura-Jean Kelly, and Sarah Kopjar. The committee is working on refining a form to can be used effectively by anyone as an assessment tool for evaluating shore accesses. The committee will meet as a whole to field test the revised form on at least one “developed” and one “undeveloped” site before finalizing it. The first field test is Monday January 20th at 10 am (Shaw Road ROW).

Next meeting: Monday February 24, 10 am, @ MadRona’s

ACTION: Nola will distribute the draft form to board members so that they can informally test it and provide feedback if they wish to.

3. AGM

March 3rd at the Golf Course.

a. Board nominations

Rob has not yet found anyone to stand for the board, though some are willing to join committees. If anyone has suggestions let Rob know.

ACTION: Rob and Jenni will work to put a message to the membership together, Jenni will send an email.

b. Slideshow

Committee chairs will present their sections, Nola will put together the ppt. Nola will send last year’s presentation to board as guide for what to put in their sections.

8. Adjourn

No in camera meeting, meeting adjourned at approximately 9:30.

Minutes recorded by Nola Johnston.

February 2020

Board of Directors Meeting Tuesday February 11, 2020 at GAHC.

Present: Rob Brockley, Peter Danenhower, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Frank Shoemaker, Lou Skinner. **Guest:** Ken Gurr

Regrets: David Boehm, Laura Boulton, Tom Cameron, Rebecca Furnell, Kerry Marcus.

1. Meeting called to order at 7pm by Brockley who acknowledged that we were meeting on unceded Coast Salish territory.
2. PRESENTATION/DISCUSSION: re “Gabriola Nature Stewards”
Gurr presented his idea for developing and launching a private land and water stewardship program on Gabriola with GaLTT’s support. This would be an ecosystems-based landowner education and habitat enhancement program, based on Habitat Acquisition Trust’s social marketing program “Habitat Stewards—Good Neighbours”. It would use easy-to-implement habitat enhancement techniques and best practices for riparian areas; encourage actions like manure management, leaving snags and adding bird boxes; insect gardening, native plantings, green fencing, etc. To launch and maintain this program, Gurr would dovetail with GaLTT’s existing ecological mapping work and Strategic Plan, pulling together needed resources. Activities would include seeking funds, recruiting and training volunteers, and developing a suitable handbook to sustain the program over the years. Gurr presented a preliminary rough budget for the first three years, and answered questions from the board, clarifying the mutual roles of Gabriola Nature Stewards and GaLTT; how the project would be funded other than GaLTT’s contribution, how it would deal with unforeseen costs, and how Gurr might receive payment for some of his work.
Brockley thanked Gurr for his presentation and said GaLTT board would be in touch shortly about the proposed project. Gurr thanked us for our time and left the meeting.

MOTION 1: Proposed by Libby Gunn, seconded by Peter Danenhower, that Ken Gurr be approved to develop a grant and other donor/sponsor proposals in consultation with the GaLTT Board to launch a Gabriola Nature Stewards Program based on the information described in the document presented to the board on February 11, 2020. CARRIED.

MOTION 2: Proposed by Jenni Gehlbach, seconded by Lou Skinner, that, if successful, and on subsequent conditions that grants and proposals are accepted and approved by the GaLTT Board, Ken Gurr be contracted to co-ordinate and administer (on a reimbursement basis) the launch and implementation of the Gabriola Nature Stewards Program, with the plan to develop volunteers or minor seasonal contract and/or fee-for-service support in future years beyond this proposal's scope (and not inclusive to Ken Gurr). CARRIED.

ACTION: Brockley to contact Gurr, telling him to go ahead as per these motions.

3. AGENDA:

MOTION: Proposed by Anne Landry, seconded by Peter Danenhower, to accept the agenda for the rest of the meeting as circulated. CARRIED.

4. MINUTES from January 2020.

MOTION: Proposed by Jenni Gehlbach, seconded by Anne Landry to accept the minutes for January 2020 board meeting as presented. CARRIED.

5. CORRESPONDENCE: Brockley reported that we had received an email from LTABC re a survey about possible enhanced standards and practices program for land trusts. The Board as a whole decided there was insufficient time to properly consider the issues, but immediately following this meeting, Landry and Brockley conferred and agreed to fill out the survey.

6. DISCUSSION of Canadian Land Trust Standards & Practices: Standard #1 Deferred to March meeting.

7. COMMITTEE REPORTS:

7.1. PRESIDENT/EXECUTIVE:

Brockley reported that this month he has:

- Had coffee and telephone conversations with potential board members.
- Wrote thank-you notes to attach to donors' tax receipts.
- Email exchanges re proposed bench installation for Dr. Mackenzie in 707 Community Park.
- Emailed invitation to Ken Gurr to make presentation at February board meeting.
- Emails to Board members regarding GaLTT participation at Health & Wellness Collaborative annual gathering.
- Managed final edits to the Strategic Plan 2020-2025
- Wrote article for the LTABC newsletter, summarizing GaLTT's history and describing our conservation, invasives control, and trail work.
- Prepared summary document of potential accessibility projects in partnership with RDN to help focus our discussions with the RDN about collaborative projects.
- Set up and attended meeting with RDN staff to discuss accessibility projects. We seem to have found a partner willing to take action on at least two projects.
- Emailed invitations to about a dozen people to participate in a conservation planning workshop on February 22nd.
- Emailed members of the ad hoc accessibility committee re recent progress and next steps.
- Prepared GaLTT activities report for the February 10th POSAC meeting.
- Discussed with RDN staff their signage plan for 707 Community Park. The next stage of the wayfinding upgrade is to design and install new directional signage throughout the park:
 - a) Signage on unnamed trails will direct users to the nearest main trails.
 - b) Signage on main trails will direct users to other main trails and to exits.
- Arranged with Chris Drake (contractor with ITC) to train GaLTT board members on canary grass removal at Elder Cedar on February 20. Lou and Libby have confirmed their attendance.
- Emailed committee chairs re reporting responsibilities at AGM.

- Met with Nuala Murphy (ITC), Ava Breakwell, and GaLTT board members to assess issues at Elder Cedar Nature Reserve, including flooding in NE corner of reserve, possible new creek crossing, and boardwalk improvements.

7.2. TREASURER: Shoemaker presented a Statement of Receipts and Disbursements for the month of January 2020 and a Statement of Financial Position as at January 31, 2020, as well as the previously approved budget for 2020 with some minor terminology changes (e.g., “accessibility improvement”, rather than “shore access”).

7.3. MEMBERSHIP: Furnell had previously circulated to the board the list of new and renewing members in the last month.

MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston to accept the listed membership applicants as members of GaLTT. CARRIED.

7.4. TRAILS AND PARK MANAGEMENT:

7.4.1. **Trailwork:** Danenhower reported:

7.4.1.1.1. Elder Cedar: He has discussed the need for a boardwalk at the northeast corner. To approach high boardwalks, ITF would prefer to use a 50:50 gravel and bark mulch mix in boxed steps rather than large gravel ramps. Also, they consider it impractical to try and close existing trails in order to allow for a new, more accessible one.

ACTION: Brockley to follow up about this NE boardwalk project with ITF

7.4.1.1.2. Work party of 5 ditched the Boulton trail licence to divert flooding above Nelder’s Pond. Another work party began ditching the Keith Rd ROW trail to lessen the amount of boardwalk needed.

7.4.1.1.3. Danenhower and Moerkerken were able to power trim the trails between posts 23 and 24 and half an hour. Much more efficient. Four-person crews will be used in future to avoid down-time for rest.

7.4.1.1.4. Many fallen trees have been removed from trails this month—15 in Haven Woods by Brockley using GaLTT’s new chainsaw.

7.4.1.1.5. A set of safety equipment has been purchased for David Skinner.

7.4.1.1.6. Danenhower and Moerkerken met with Ossenbrugen, RDN Parks, about trail maintenance. He is satisfied with GaLTT’s boardwalk design but requests that we be careful to secure them to the foundation, use railings on grades, and place gripping sheets close to the edge rather than in the middles of boards.

7.4.1.1.7. To improve accessibility RDN has removed the berm at the Jeanette entrance to 707.

7.4.1.1.8. RDN will not fix flooded sections of 707 trails but will allow GaLTT to do so.

7.4.1.1.9. Ossenbrugen showed them the GPS unit the RDN will supply, but data and software are still to be loaded on to it.

7.4.1.1.10. Flooding of the new Phase 2 trail in Cox Park will not be rectified. The trail will be closed during the rainy season with signage to explain.

7.4.2. **POSAC**—Brockley reported POSAC meeting was held February 10, 2020:

1. New POSAC

- a) Vanessa Craig (RDN Director and Chair) welcomed new member Daniel Ley and returning members Rob Brockley, Kyle Clifford, Tim Gambrill, Tom Wojick, and Derek Kilbourn (representing Gabriola Recreation Society), along with Yann Gagnon (Manager of Parks Services) and Elaine McCulloch (Parks Planner).
- b) Orientation included a review of the RDN Parks organizational chart, POSAC terms of reference (procedures and responsibilities).
 - i. The purpose of the local POSAC is to advise and provide information to the RDN Board regarding Electoral Area 'B' Community Parks (**not** Regional Parks), including park planning, land acquisition, parks and trails development, and ongoing operation and maintenance.
 - ii. The Regional Parks and Trails Select Committee (from RDN Board of Directors) advises the Regional Board on matters pertaining to Regional Parks and Trails.
 - iii. Focus is on planning initiatives, not on operational items.

2. Invited Presentations

- a) Derek Kilbourn (Gabriola Recreation Society) summarized his written report:
 - i. Over the past two years, participant numbers for adult programs have declined by 20%. This was due to a transfer of well-attended fitness and exercise classes to the Gabriola Fitness Centre. Also, the summer kayak program was transferred to a private operator. However, there was a 30% increase in children's program revenue.
 - ii. The GRS would like to initiate discussions with the RDN regarding a long-term plan for a recreation office and facilities. They would like to plan for a multipurpose building to house the GRS office, public washrooms, and an open use space with storage. It would be an excellent companion facility to the sports fields if it were located adjacent to Gabriola Elementary School. Paisley Park has been suggested as one potential site for a new facility.
- b) Rob Brockley verbally summarized his written report (which he also circulated to this GaLTT board).

3. Parks Q4 Workplan Update – October to December 2019

- a) Huxley Park –RDN is still awaiting word whether the grant application (\$567K) to the Federal Economic Infrastructure and Innovation Program has been approved. If approved, the project will include a new skatepark and improved parking area for Huxley Community Park. Meanwhile, the RDN is revising the site plan for approval by Islands Trust so that the project can proceed quickly following grant approval. There is currently no alternate plan in place should the grant not be approved.
- b) Village Way Path
The revised design drawings have been received and reviewed by MoTI. A Licence of Occupation (LoO) between MoTI and RDN is in progress. A

maintenance management plan, which will form part of the LoO, is currently being developed for the 1.5 km roadside path linking the 707 Community Park with Gabriola's commercial area. Plans are on track for construction to begin in fall 2020.

4. Electoral Area 'B' 5-year Project Plan Update

- a) A new aluminum ramp has been fabricated for Spring Beach and will be installed in the spring. The ramp will be removed each winter to protect it from winter storms and re-installed each spring.
- b) The RDN is still awaiting a response from the Federal government regarding its request for a land use agreement that would enable new box stair construction to the beach beyond the boundaries of Joyce Lockwood Community Park.
- c) The next phase of the 707 Community Park wayfinding upgrade will proceed this spring with the installation of new directional signage at trail intersections. The RDN is collaborating with GaLTT in the design of the signage system.
- d) Still no word on when the new parkland donation adjacent to Cox Community Park (including trail connections) as part of the Potlatch subdivision development will be received by the RDN. The subdivision proposal is in the hands of MoTI.
- e) Park planning priorities for 2021 will be discussed at the June meeting of the POSAC. GaLTT input into park priorities are welcomed prior to the June meeting.

7.5. ACQUISITIONS, COVENANTS, AND TRAILS: Johnston reported:

- Posts and signs installed on the McConvey trail intersection.
- Possible trail connection from Rollo Centre to Tin Can Alley Trail investigated.
- Adjusted connector trail database to preserve privacy at the Boulton's upper pond.
- Trail connectors between Whalebone community parks inadvisable.
- Boardwalk sponsorship by neighbours passed on as a fundraising idea.
- Rescheduled meeting with ITF re Elder Cedar accessible trails and boardwalks.
- Fleet street trail may be on ROW rather than the park. Bridge needs repair and a culvert.
- Conservation planning workshop February 22, 1 to 4pm at The Commons.
- Draft shoreline assessment tool was tested at Shaw Road, immediately identifying it as an excellent site for a viewing bench. A summary info sheet is being developed.
- Sign requirements are being reviewed so that bulk-ordering can be used to cut costs.
- Since in memoriam benches are not possible in our parks, other options to honour Dr MacKenzie's service to the community are being considered.
- The committee participated in an American Trails webinar "From Trail Maps to Trail Apps". We must determine whether RDN and BC Parks are open in principle to the use of such apps.

7.6. BICYCLES: No report—Committee dormant for now but Brockley reported that Tom Wozzyk of GORCA has expressed interest in working with GaLTT board but will wait until the Transportation Committee gets going to discuss transportation corridors within the trail

system.

7.7. INVASIVES COMMITTEE—Gunn reported:

1. Much work has been done on Daphne already, and disposal is a pressing issue to be solved in the next months, in part to avoid complaints about GaLTT work parties.
2. They would like to have proactive, tactful conversations with landowners and business about invasives prevention, control, and removal as per the draft strategy approved by the board in December. This includes florists, including Nesters, to learn if they are using Daphne laureola in bouquets.
3. She is excited about Gurr's proposal and its fit with her committee's work.
4. Gunn asked if board members would be willing to be part of a response team that would visit properties, at the request of landowners, to help confirm identification of invasive species. Most board members said they would be available. Gunn will coordinate.

7.8. COMMUNITY ENGAGEMENT: Skinner reported that two new volunteers have joined the committee. Next meeting, they will look at the new Strategic Plan to see what actions arise from it for the committee.

- 7.8.1. Guided walks: Skinner reported that they would like to continue the regular Saturday morning guided walk series year-round, which may require more guides. She would like to include some shorter, flatter walks for those with mobility challenges.
- 7.8.2. The End to End Trek this year will be from Silva Bay to the Surf Pub on Sunday June 7. We hope to encourage horse riders, cyclists, and dog-walkers to rendezvous with us at the Tait Road picnic site.
- 7.8.3. Map distribution: Skinner has found a volunteer who will take on the task of regularly distributing maps to our vendors.
- 7.8.4. Intergenerational Land-based Learning for Reconciliation Project: Our June 6 booking with Nancy Turner has been turned over to this project. Another committee member had forwarded to the board their description of the project. Skinner is meeting with Kate Reynolds to discuss a Garry Oak restoration/preservation project at Drumbeg Park. Next meeting is April 28 at 3.30 at the school library.

7.9. COMMUNICATIONS: Gehlbach reported:

- Updated all record-keeping (shared on-line documents, agenda and minutes)
- Newspaper
 - submitted event listings about winter walk
 - prepared AGM adverts and listings
- Emails and email lists
 - Established by email survey that almost all trail volunteers who responded wish to be notified about both trailwork and invasives work, and not be on separate lists. (Gunn keeps a separate smaller committee list of those wishing more targeted, frequent, or detailed messages only about invasives.)
 - Updated main email lists in the process.
 - Emailed members about GaLTT winter walks and about RDN parks dept invitations.

- Emailed volunteers about trail and invasives work-parties
- Facebook and Instagram
 - monitored community bulletin board postings about trails
 - posted work parties and other events on GaLTT's FB page
 - posted trail pics on Instagram
- Website—digital atlas work continues; home page and board page kept up to date.
- AGM WORK:
 - Advertisement and Poster design re AGM and speaker March 3, at Golf Course
 - PowerPoint presentation: The presentation is in process. Johnston requires input from committee heads about their activities in 2019.

ACTION: Committee heads to send to Nola their 2019 report for the AGM presentation.

- Annual newsletter: text and draft layout are now complete for the 2020 newsletter reporting 2019 activities. Johnston is awaiting some photos before sending the file to Gallery Press for printing.

ACTION 1: Nola to gather the needed graphics and complete the newsletter layout ready for printing sufficient copies (as per last year) in time for the AGM.

ACTION 2: Gehlbach to send electronic copies of the newsletter to GaLTT members and volunteers and put a downloadable PDF of the newsletter on the website.

8. OLD BUSINESS

8.1 Strategic Plan approval: Brockley presented the final edited version for approval. GaLTT must let our members and the community have the results of the survey as soon as possible.

MOTION: proposed by Anne Landry, seconded by Libby Gunn to approve the Strategic Plan for 2020 to 2025 as presented. CARRIED.

ACTION: Gehlbach to put the Strategic Plan PDF on the website and send it by email to members.

8.2 Conservation planning: The meeting will be at The Commons on February 22 from 1 to 4pm.

8.3 AGM PLANNING:

- a. **Board elections:** Chris Hills stepped down a few months ago and Derrill Shuttleworth, David Boehm, Tom Cameron, Kerry Marcus, and Laura Boulton have more recently stepped down. Brockley reported that he had discussed with several people their willingness to join the board, of whom one, Allan Posthuma is willing to stand at the AGM. Of the others, one is currently working with another organization, but may step down soon, at which time she may wish to join our board. Sally Bullas and Barry Moerkerken are contented to work closely with our accessibility and trail work committees for the time being. Our Board may have 7 to 15 active members.

ACTION: Brockley to formally invite Allan Posthuma to stand as a Director and ask him to send us a headshot and brief bio.

- b. **Directors' Report** PowerPoint presentation.

ACTION: Committee reports are still need for the PowerPoint presentation; Committee leaders must be prepared to speak briefly about their work.

c & d EVENT RESPONSIBILITIES:

ACTION 1: Gehlbach to verify the engagement of the speaker Dr Richard Hebda and the Golf Course for March 3 and ask if he will join us for dinner.

ACTION 2: Gehlbach to notify members by email this week about the AGM and speaker.

ACTION 3: Johnston to produce suitable event advertisement and posters.

ACTION 4: Gehlbach to place (tomorrow) in next week's Sounder an advertisement and events listing for the AGM and speaker.

ACTION 5: Gehlbach to advertise the AGM and Speaker event on our webpage and on Facebook.

ACTION 6: Gehlbach to put together the print package for AGM participants, to include Agenda; last year's AGM minutes; Board candidate profiles; Board election slate.

ACTION 7: Danenhower to identify volunteer-award recipients and buy their gifts.

ACTION 8: Skinner to book the technical equipment for the Speaker's presentation from the Arts Council.

ACTION 9: Skinner to obtain a member list from Furnell.

ACTION 10: Brockley to buy a gift for Dr Hebda.

ACTION 11: Dinner with (or without) guest speaker: Gunn to book dinner for a possible 10 people at Woodfire at about 5pm.

9. NEW BUSINESS

9.1 Nesters Community Card. Deadline for application is this coming Friday.

ACTION Skinner and Gunn will discuss what particular invasives initiative we are applying for and submit an application to Nesters to be included in their donation card program.

10. Brockley adjourned the board meeting at 9.40pm.

Minutes recorded by Jenni Gehlbach.

March 2020

Board of Directors Meeting Tuesday March 10, 2020 at GAHC.

Present: Rob Brockley, Peter Danenhowe, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Kerry Marcus, Barry Moerkerken, Allan Posthuma, Lou Skinner.

Regrets: Rebecca Furnell, Frank Shoemaker.

- 1) The meeting was called to order at 7pm by Brockley who acknowledged that we were meeting on unceded territory of the Snunéymuxw people. He welcomed our two new board members: Allan Posthuma and Barry Moerkerken.
- 2) PRESENTATION/DISCUSSION: re conforming with Canadian Land Trust Alliance Standards & Practices (2019)
 - a) Brockley led us through a discussion of CLTA Standards & Practices: Standards #1 & 2. Our current policies and practices already delineate appropriate behaviours for most of Standard #1 (Ethics, Mission, and Community Engagement). However, although informally GaLTT meets the ethical standards laid out, we have not specifically identified ethical standards in our Policies and Procedures document. A written code of ethics, a harassment policy, and revisions to our privacy policy are required.
 - (1) **ACTION: Executive Committee to develop and revise policies related to GaLTT's ethical behaviour.**
- 3) AGENDA:
 - (1) **MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston, to accept the agenda for the rest of the meeting as circulated. CARRIED.**
- 4) MINUTES:
 - (1) **MOTION 1: Proposed by Jenni Gehlbach, seconded by Nola Johnston, to accept the amended minutes for the February 11 board meeting as circulated. CARRIED.**
 - (2) **MOTION 2: Proposed by Jenni Gehlbach, seconded by Anne Landry to accept the draft minutes for the March 3, 2020 AGM circulated to the Board, as being suitable to take to the next AGM for approval by the members. CARRIED.**
- 5) CORRESPONDENCE: Brockley reported that we had received an email from GROWLS about GaLTT joining an initiative to locate and protect bald eagles' nests.
 - a) **ACTION: Gunn and Brockley to attend the GROWLS meeting on March 11 at 3.30pm.**
- 6) ELECTION of OFFICERS:
 - a) By acclamation, the following officers were appointed for the coming year:
 - i) President: Rob Brockley
 - Vice President: Nola Johnston
 - Past President: Anne Landry
 - Treasurer: Frank Shoemaker
 - Secretary: Jenni Gehlbach

- b) It was noted by Brockley that accepting the VP title did not necessarily imply Johnston's succession to presidency when Brockley retires. Landry handed Directors' consent forms to Posthuma and Moerkerken.

(1) ACTION: Brockley to send Directors' orientation material and a copy of Ken Gurr's proposal to Posthuma and Moerkerken.

7) COMMITTEE REPORTS:

- a) PRESIDENT/EXECUTIVE: Brockley reported that this month he has:

- Correspondence and Administration
 - Emails with Derek Kilbourn regarding possible article in Sounder about accessibility issues
 - Emails with Nick Doe regarding GaLTT's conservation work
 - Emails with Jennefer Laidley regarding GaLTT statistics for the Health Report Card by Health & Wellness Collaborative
 - Editorial suggestions for GaLTT newsletter
 - Thank you emails for donation from Gabriola Groundwater Management Society
 - Signed charitable tax receipts
 - Met with, phoned, or emailed potential board members
 - Email discussions with Executive about possible changes to committee structure
 - Wrote thank you card to Cameron Murray
 - Preparations for AGM – introductions, presentation, thanks, etc.
 - Emails to ad hoc Accessibility committee regarding meeting dates
 - Emails with GROWLS regarding possible collaboration regarding eagle nest protection and registry.
- Planning/Meetings
 - Liaised with Ken Gurr regarding proposal writing for Gabriola Nature Stewards program, including review of proposal prior to submission to Real Estate Foundation of BC.
 - Prepared a summary document of current protected land on Gabriola Island by ecological attributes for conservation planning workshop.
 - Participated in conservation planning workshop on February 22nd.
 - Participated in the Land Trust Conservation Fund webcast sponsored by LTABC.
 - Participated in meeting of shore access ad hoc committee.
 - Designed, field tested, and revised the new wayfinding system for 707 Community Park in collaboration with the RDN.
 - Prepared draft document on proposed committee re-structuring and circulated to board.
 - Discussed homeless camping issue with RDN staff

- b) TREASURER: Shoemaker had, previously circulated his monthly financial report. Current total assets are \$153,665. To date, in 2020, we have received \$3,445 and spent \$1,946. The board had no questions or comments. The new board requires newly appointed signatories for financial documents.

MOTION: proposed by Jenni Gehlbach, seconded by Nola Johnston that the designated signatories for GaLTT's cheques and other financial documents be Frank Shoemaker, Anne Landry, Elaine (Lou) Skinner, and Robert Brockley. CARRIED.

In addition:

- The Gabriola Groundwater Management Society folded and donated \$1200 of their assets to GaLTT (via retired board member David Boehm).
 - Shoemaker applied for four years-worth of GST rebates and received a cheque this week for approximately \$1600. Board members expressed appreciation of Shoemaker's efforts.
- c) MEMBERSHIP: Furnell had previously circulated to the board the list of new and renewing members in the last month.

MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston to accept the listed membership applicants as members of GaLTT. CARRIED.

d) TRAILS AND PARK MANAGEMENT:

- i) **Trailwork:** Danenhower wishes to confirm that the committee is authorized by the board to maintain three trails in the government lands: the cliffside trail loop beyond Joyce Lockwood, the Seymour–Lackehaven connector, and the Central Island trail. He noted that we sometimes cut and remove fallen trees from main trails in the federal lands if it is convenient.

Also, he reported:

- February 15 a 10-person crew finished successful ditching the Keith Road ROW trail, saving the expense of boardwalks. Regular users of this trail need to report on its condition. It should be fine until next winter, when the committee will look again to see if boardwalks are still needed.
- We need to install a culvert near the end of the newly ditched Keith Rd. trail. We now have a supply of free culvert (discarded water pipe) from the fire department.
- March 1 another 10-person crew installed approximately 65' of boardwalk in Robinson Woods towards the Island View end of the main trail at the wettest spot, replacing a short pressure-treated wood boardwalk. AFCC requested that we use cedar to comply with the covenant on the property, so this is all we can afford to do this year—we will install another section next year. At some point the old boardwalk will either be moved to a useful spot or removed altogether.
- Other crews replaced the culvert on the Fleet Rd ROW/Community Park trail and replaced a broken deck board on one of the boardwalks in Joyce Lockwood park.
- They also spread Britain mix at the entrance to 707 at the end of Jeanette Road and installed a few logs for benches along the level trail.
- POWER TOOL ISSUES:
 1. The use of power tools has greatly reduced the time needed for simple trail trimming
 2. We are waiting for permission from RDN to use power trimmers in 707.
 3. Large numbers of fallen trees have been removed from trails using chainsaws, including 15 from Haven Woods, and three from the trail above Joyce Lockwood Park—one requiring professional work by a tree service. The volunteer who worked followed our new policy, signed a waiver, and even brought his own First aid kit.
 4. Rob is investigating a possible power tool training course.

ACTION 1: Danenhower asked the board to suggest some large work-party projects and report trails needing trimming (such as the Clamshell Drive trail).

ACTION 2: Trail committee suggests a [joint accessibility/trail committee meeting to discuss what to do in the short term about the beach access at the end of Stalker Road](#). The RDN is not interested, for now, in this access. The trail committee budgeted for board-walking the current access, but this may be hard because the trail washed

out recently.

ACTION 3: Danenhower and Gunn to discuss further how invasives work and trail work might be combined to best effect.

ACTION 4: Brockley to discuss chainsaw safety training with Gabriola's fire chief.

- ii) **POSAC**—No POSAC meeting to report (see Item 8.2). POSAC will be discussing the 2020 Parks Work Plan in June, so GaLTT should suggest specific projects we would like included.
- iii) **Shore Access committee:** Committee developed a data sheet used to assess the viability/desirability of the over 100 possible accesses. They are modifying this tool as they try it out. Their goal is to assess maintenance issues and potential upgrades for developed accesses, and to possibly identify a few currently undeveloped accesses for future development. Committee members paired up to test the tool on undeveloped beach accesses and the results of that will be reviewed at our next meeting on March 16. They will report at a future meeting.
- iv) **Accessibility committee:** Sally Bullas has joined the committee. We had a “quick win” with the flattening of the berm and ditch at the Jeanette entrance to the 707 and improvements (better surface and "benches" along the trail) added by GaLTT. We got positive responses on this immediately from member-users and Facebook comments. Gunn and Skinner briefly discussed this issue when they were meeting with BC Parks conservation specialist Erica McLaren. She was interested and asked for our survey report. The ad hoc committee plans to meet on March 27 to discuss progress to date and ways to engage with BC Parks.

(a) ACTION: Brockley to send McLaren a copy of our Accessibility Survey Report as well as the contract report on facility assessment and recommendations for Gabriola Sands Provincial Park prepared by Universal Access Design in 2019.

- e) **ACQUISITIONS, COVENANTS, AND TRAILS:** See also Item 8.1) Johnston reported: that the ACTL Committee has not met since the last board meeting.
 - Digital data management is still ongoing.
 - Discussions about segregated conservation funds restructuring are ongoing—Landry has been working on this and will make recommendations to the board
 - It is anticipated that revisions to GaLTT committee structure will result in some substantive changes to this committee's function, these will be discussed at their next meeting on April 6
- f) **INVASIVES COMMITTEE**—Gunn reported that she and Skinner are the GaLTT board members. Liz Steele decided not to join us at this point, but Susan Yates will join. Their first meeting was on Friday February 14 and next meeting is on March 16. They reviewed the draft strategy and are refining the list of priorities. Their application for a Nesters Community Card was not selected, but they will apply again. There are now 35 individuals or couples on the Invasives email list. This includes work party volunteers, people interested in helping in other ways, or people interested in information or learning opportunities.
 - i) Invasives committee communications: There have been regular emails to this group about work parties and other information, for example updates from BC Parks and updates on best practices. As well, Gunn has emailed various people individually who have asked about invasive issues
 - ii) Sounder articles: On January 8, Derek Kilbourn approved the concept of a series of 300-word articles on invasives. Gunn's first article was on Daphne and was published in the last week of February with a photo. Work is starting on next article about our broom research plots.

iii) Provincial Parks:

- (a) Meeting with Erica Maclaren, Conservation Specialist for West Coast Region. Maclaren's area of responsibility includes Vancouver Island, the Gulf Islands, Haida Gwaii and other parts of the south coast. Maclaren came to Gabriola on 18 January and met with Gunn and Skinner at Drumbeg Park and Twin Beaches. Items discussed included:
- (i) She was impressed by the progress in the meadows, and with Daphne/holly in the forest. She is very appreciative of our efforts.
 - (ii) We suggested it would be helpful if Parks would meet with GaLTT on a regular (perhaps every fall) basis to update us, so that we can pass information on to the public. Lou cited the disappearance of the benches (for maintenance), the appearance of the weights and ropes, and the appearance of the sign that identifies an access trail as closed due to re-vegetation as examples of actions that would have been better communicated in advance.
 - (iii) She would like GaLTT to apply for funding for interpretive signage. The call for submissions hasn't happened yet.
 - (iv) She asked what is happening with the accessibility project at twin beaches. We were not able to address this question adequately.
 - (v) She is interested in the Garry oak restoration project and although she doesn't want to be the guide for kids (it's not a specialty ecosystem for her) she said to let her know what help we need. She is checking our management agreement to see if it includes education and outreach and will amend it if needed.
 - (vi) She is going to extend the rope and weights along the path to the second bench. These help to protect the camas in the meadow
 - (vii) She uses maps.me for park boundaries since it's quite accurate. She uses Avenza on iPad.
 - (viii) She noted piles of broom left in the meadow (by guerilla cutters, not from GaLTT work parties). It can limit growth of native meadow species and she prefers broom hauled into the forest, where it will have less impact.
 - (ix) Thistle is starting to get established, and we want to get that out. A straight hori-hori knife is best for digging it out.
 - (x) We noted ivy starting near Stalker, and Erica emphasized that where there are small and contained infestations, we want to get on top of it. It's important to cut out pieces of it, and not to pull it off the tree.
 - (xi) Holly can be taken out to Stalker, and BC Parks will take what they can when they pick up the Daphne, or we can hang small branches in bushes or trees to stop it from sprouting. Large trees should be left with butt end off the ground. We will also have to cut re-sprouts of holly to stay on top of it
 - (xii) Periwinkle is unfortunately growing well in the meadow and BC Parks is once again going to get a native grass seed mix to spread in the fall (they seeded in 2015). They have found this helps to keep the periwinkle in check. Pulling it out is also helpful (though only in the meadow, as some periwinkle is growing on middens, which we are not going to pull).
 - (xiii) She pointed out that Drumbeg has **Macoun's meadowfoam**. The species is endemic to southern Vancouver Island and several adjacent islands. It is the only native species of the genus *Limnanthes* in Canada: "*Plants occur in seasonally wet depressions or along intermittent seeps in low elevations and usually close to the ocean. The majority of the sites are in open areas of Garry oak ecosystems...*". (from: <https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry/cosewic-assessments-status-reports/macoun-meadowfoam/chapter-2.html>) In 1988, Macoun's meadowfoam was designated as vulnerable by the Committee on the Status of Endangered Wildlife in Canada (changed to Special Concern in 1999).

In BC, the Conservation Data Centre includes this as a blue-listed species on its tracking list.

- (b) Additional communications with Parks staff.
- (i) Emails about invasive species work parties, and commercial cutting of Daphne.
 - (ii) Maclaren approved \$250 + for a reciprocating saw, which has been purchased.
 - (iii) Maclaren is following up on a number of actions that they talked about at their meeting. She has forwarded some of the requests to John, and her manager, Monica. Items include:
 - 1. Our request for geo-referenced PDF maps for all three parks
 - 2. Our request that they reinstall the Stalker Road boundary sign – they will do this on next patrol.
 - 3. Our request that they pick up the invasives piled at Drumbeg and Twin Beaches. John will come sometime after our March 8 work party. They will likely be able to transport it to the same location as we take the broom.
 - 4. Relationship building with Drumbeg meadow neighbors is on the BC Parks operations “to do” list—discussion re fence. A fence between the meadow and the first cabin would allow us to remove broom without affecting their privacy.
 - 5. Broom Bash: BC Parks will bring the dump-truck to help transport broom to the disposal site. We confirmed that it is ok for us to transport, and other invasives we have been removing, to the local site for careful fall burning.
 - 6. Re Daphne cutting: John has contacted the harvesting community and let them know that BC Parks is aware of the cutting and asks us to provide any further information.
 - 7. Erica followed up with a map of archaeological sites at Drumbeg, which will help guide our plant removal activities

iv) Work Parties

- (a) Twin Beaches, February 5: 12 people, one hour, Daphne removal.
 - (b) Drumbeg, Sunday February 8: 10 people, 2 hours, Daphne mostly but also holly and ivy near Stalker. Parks will remove Daphne which is piled just off the road at the Stalker turnabout.
- v) Speaker: Tuesday May 19—Don Hare, Executive Director of Coastal Invasive Species Committee (recommended by Erica Maclaren); on-site talk followed by presentation.

g) CYCLING COMMITTEE—No report; committee dormant for now.

h) COMMUNITY ENGAGEMENT: Skinner reported that

- We missed the Nesters community cards this time, but Ken Gurr intends to apply in their next round.
- We reviewed the parts of the strategic plan that involve our committee.
- Paula Gray will contact Welcome Wagon about having GaLTT materials and possibly a short presentation
- The end to end hike will be Sunday June 7 from Silva bay to the Surf. A multiuser picnic will be organized along the route in the meadow near Tait. Horse riders, dog walkers, cyclists and trail runners will be invited to help celebrate international trails day (June 6).
- Nancy Turner and a First Nations Elder will come to Gabriola on June 6.
- We will soon be recruiting members to help man our market table and are planning an orientation for May 13. Paula and Peter will be handling the schedule and we plan to hold a social for volunteers late in the market season.
- Skinner is meeting with Karen MacDonald from the elementary school and Kate Reynolds from the Reconciliation Project on Sunday at Drumbeg to discuss the Garry oak restoration project.

- Skinner and Landry attended the Health and Wellness Collaborative forum on behalf of GaLTT. Connections with several agencies working with home bound people as well as the community paramedic may be helpful when we hope to offer 'strolls' for people needing a slower, shorter, easier walk, later in the summer
- The Mont Blanc hiking presentation being organized by North Road Sports, with proceeds to GaLTT, has been rescheduled due a family emergency
- Sally Bullas will attend the Intergenerational Land Based learning for reconciliation project meeting April 23, 3:30 at the school library as well as other committee members who are available.
- There is a Firesmart initiative underway: if four houses in a neighbourhood sign up, they will get a disposal bin that the fire department will deal with.

i) **COMMUNICATIONS:** Gehlbach reported they:

- Updated all record-keeping (shared on-line documents, agenda, and minutes)
- Newspaper
 - submitted AGM and speaker adverts and events listing
- Emails sent
 - To members and to *Gabevents* about the AGM and speaker
 - To members about GaLTT winter walks.
 - To volunteers about trail and invasives work-parties
- Facebook and Instagram
 - monitored community bulletin board postings about trails
 - posted work parties, AGM and Speaker, and other events on GaLTT's FB page
 - posted trail pics on Instagram
- Website—digital atlas work continues; home page and other pages kept up to date with events listings, minutes, reports and changes to the board.
- Strategic Plan 2020-2025 uploaded to website.
- Annual newsletter printed ready for the AGM and uploaded to the website.
- Other AGM WORK:
 - PowerPoint presentation of the President and committees' report.
 - Printed handout prepared containing: agenda; last year's AGM minutes; annual financial statements; proposed Directors' biographies; slate of candidates and voting slips.
 - This year's AGM draft minutes

8) **OLD BUSINESS**

- a) **Conservation planning workshop:** Landry reported that the meeting was at The Commons on February 22. The workshop was very successful. We have documented participants' comments and suggestions. The ACTL/Conservation committee will review them carefully, add information to our database/watchlists as appropriate, and determine a plan for future actions. Plans are underway to get input from those people who were invited to the February 22 session but were unable to come.

9) **NEW BUSINESS**

- a) **COMMITTEE REORGANIZATION.** Rob had previously circulated a suggested rationalization of our committee structure. It was agreed by the board that the following changes in naming, structure, and responsibilities were appropriate:

(1) Executive Committee

- Liaison with other agencies/governments
- First Nation relations
- Advocacy

- Strategic Planning
 - Policy development
 - Grant-writing
(in collaboration with applicable committee chairs)
 - Board recruitment, orientation and succession planning
 - Meeting agendas
 - Accessibility ad hoc committee
(in collaboration with Trail Management)
 - BC Society Annual Report
 - Contracts
- (2) Conservation Committee**
- Land acquisition
 - Conservation covenants – creation, monitoring, defence
 - Elder Cedar Nature Reserve management contracts with ITC
 - Landowner education, i.e., Gabriola Nature Stewards
(in collaboration with Invasives, Communications, and Community Engagement)
- (3) Trail Management Committee**
- Trail planning, building & maintenance
 - Trail licences
 - Trail Stewards
 - Shore Access ad hoc committee
(in collaboration with Executive & Communications)
- (4) Community Engagement Committee**
- Public events
 - School and youth events/programs
 - Farmers' market
 - Big Tree Registry
 - Community fundraising (e.g., Community Card program, community projects)
- (5) Invasives Committee**
- Invasives species strategies, management & education
- (6) Communications Committee**
- Internal communication
 - a) Communication with membership – emails, newsletter
 - b) Data management & record-keeping
 - c) Document design
 - External Communications
 - a) Website, Facebook, Instagram
 - b) Promotional materials: articles, posters, advertising
(in consultation with other committee chairs)
 - c) Trail map
 - d) Digital trail information (atlas)
 - e) Pamphlets, brochures
 - f) Educational materials
- (7) Cycling Committee**
- Trail use conflict avoidance

- Identification of key trail cycling routes and recommendations for upgrades and connector trails
- Liaison and collaboration with other cycling groups

(8) Membership Committee

- New memberships and renewals
- Membership list and record-keeping
- Charitable receipts for memberships

(9) Finance Committee

- Financial affairs (donations, invoice payments, financial statements)
- Charitable receipts for donations
- Bookkeeping
- Insurance
- Memberships with other organizations
- Investments
- Rental arrangements

ii) ACTION: Current committees to continue to meet as scheduled until the April board meeting in order to get input on proposed changes from current committee members.

b) Homeless camping in community parks. After discussion, it was decided that GaLTT take no action at this time. Since he is a personal member of POSAC, Brockley will enquire why POSAC was not consulted or informed about this controversial initiative.

c) Outdoor Recreational Council membership:

(1) ACTION: Marcus to renew GaLTT's membership in ORC.

10) Johnston moved adjournment and Brockley adjourned the meeting at 9.45pm.

Minutes recorded by Jenni Gehlbach.

April 2020

Board of Directors Meeting Tuesday April 14, 2020 by Zoom videoconference.

Participating: Rob Brockley, Peter Danenhower, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Kerry Marcus, Barry Moerkerken, Allan Posthuma, Frank Shoemaker, Lou Skinner. **Regrets:** Rebecca Furnell.

1) The meeting was called to order at 7pm by Brockley.

2) AGENDA:

MOTION: Proposed by Nola Johnston, seconded by Frank Shoemaker, to accept the agenda for the meeting as circulated. CARRIED.

3) PRESENTATION/DISCUSSION: re conforming with Canadian Land Trust Alliance Standards & Practices (2019)

To ensure GaLTT's compliance with Standard 1 (Ethics, Mission and Community Engagement), Brockley reported Executive Committee has been working on a draft Ethics Statement (previously circulated) and draft Harassment and Whistleblower policies as requested by the Board at their March meeting. They will be brought to a future Board meeting for discussion and adoption (see Item 7.1).

Standard #3—Board Accountability. Areas needing improvement/correction were identified as: *Lack of an independently prepared annual audit.* Shoemaker explained that a full annual audit is unlikely to be needed. There are three levels of audit—a “compilation” is the lowest level of audit and probably sufficient for our needs. The auditor will issue a certificate after inspecting the accounts.

Training or mentoring of new board members to transfer knowledge institutionally over time. Currently the President issues a package of materials to new Board members to orient them, but the Board agreed that initially the amounts of information and activity are overwhelming for new members. Cameron had mentored Skinner when she first joined the Board and she found it very helpful. We have no formal method for recruiting new Board members—relying on personal contacts, open invitation to our members, and increasing involvement of volunteers.

Mechanism for removing Board members who do not perform appropriately—Our Bylaws (Parts 5-7) specify a process for removing officers and directors by special resolution of the membership. However, aside from the President meeting with them to discuss the problematic issues, we have never needed to use a formal mechanism for removal.

Meeting GaLTT's goals: Currently our formal mechanism for clarifying and meeting our goals is the adoption of 5-year strategic plans.

ACTION 1: Shoemaker will arrange to have a compilation completed prior to the next AGM.

ACTION 2: Skinner will mentor Posthuma in the next months.

ACTION 3: Board to check in periodically (annually, probably in the Fall) to ensure that we are meeting the goals of our 5-year Strategic Plan.

ACTION 4: Executive will continue to discuss, and Marcus will add language to our policies about:

-recruiting new members and conveying expectations regarding their participation

-assigning a mentor to each new Board member

-ensuring an annual compilation of GaLTT's finances

4) MINUTES:

MOTION: Proposed by Anne Landry, seconded by Jenni Gehlbach to accept the amended minutes for the March 10 Board meeting as circulated. CARRIED.

5) CORRESPONDENCE: None to report.

6) COMMITTEE REPORTS:

a) PRESIDENT/EXECUTIVE: Brockley reported that he:

Correspondence and Administration

- Sent copies of the final Accessibility Survey Report and Gabriola Sands accessibility assessment to Erica McClaren (BC Parks).
- Sent a package of orientation materials to new board members.
- Completed and submitted BC Society Annual Report.
- Wrote draft Whistleblower policy and circulated to Executive for review.
- Wrote draft Harassment policy and circulated to Executive for review.
- Wrote draft Ethics statement and circulated to Executive for review.
- Wrote and submitted two articles to the Gabriola Sounder – “wide trails” and forest bathing”.
- Reviewed Ken Gurr’s Nature Stewards grant proposal to RDN Community Awards

Planning/Meetings

- Met with a group from GROWLS to discuss eagle nest monitoring and registry.
- Worked with Executive to explore video-conferencing options for board and committee meetings, held practice sessions with other board members, and attended video meetings with Executive, Accessibility, Trails, Shore Access, and ACTL committees.
- Teleconference meeting with Sandra Tassel (American Friends of Canadian Conservation) to discuss the content of Phase II of AF’s *Conservation without Borders* funding proposal. The proposal requests funding for the development of programs and materials to assist Canadian land trusts engage with American property owners for the purpose of land conservation.

b) TREASURER: Shoemaker had previously circulated his monthly financial report. Current total assets are \$152,418. To date, in 2020, we have received \$5,117 and spent \$4,433. He noted that our GIC was renewed for another 90 days with the new rate being one half of one percent. He has looked at other interest rates currently on offer that are government insured. The Oaken Financial Group (Home Bank and Home Trust Company) is offering 2.45% for 90-day cashable GICs. This would increase our interest revenue by about \$2,500 per year. He recommended that we subscribe for two \$65,000 GIC’s one with Home Bank and the other with Home Trust Company (both are insured with CDIC).

MOTION 1: proposed by Frank Shoemaker, seconded by Jenni Gehlbach that GaLTT establish accounts with Home Bank and Home Trust Company doing business as Oaken Financial Group to facilitate the purchase of GICs. The signing officers to be any two of Rob Brockley, Anne Landry, Elaine (Lou) Skinner, and Frank Shoemaker. CARRIED.

MOTION 2: proposed by Frank Shoemaker, seconded by Jenni Gehlbach that the Treasurer be instructed to purchase two \$65,000 GICs, one with the Home Bank and

one with the Home Trust Company, for terms of 90 days, and the Treasurer be further instructed to renew these GICs upon maturity. CARRIED

- c) MEMBERSHIP: Furnell had previously circulated to the board the list of new and renewing members in the last month.

MOTION: Proposed by Nola Johnston, seconded by Jenni Gehlbach to accept the listed membership applicants as members of GaLTT. CARRIED.

- d) TRAILS AND PARK MANAGEMENT:

Trailwork: Danenhower reported that due to Covid 19 social distancing requirements much of our trail crew activity is shut down.

TRAIL LICENCES: The trail committee agreed to accept work relating to trail licences as part of their duties under the proposed committee re-organization. They are already considering the possibility of obtaining three new trail licences to enable routes all or partly on private land:

- On both private land and BC Hydro land near Orlebar Point.
- In the Chelwood and/or Daniel Way area.
- A short trail connection near Drumbeg Park, which maybe requires moving a fence.

Power trimmer loans: The trimmers should generally not be loaned out except to GaLTT board members and frequent, experienced volunteers. This reduces the committee's work and reduces wear and servicing costs on the tools.

Possible Posac projects:

- Upgrading River Place Trail in Cox Park to be easily bikeable. The connection saves cyclists time when traveling from Berry Pt to the village or the ferry. This big project will require machinery to get gravel to the site. A muddy, wet spot on the trail across from McConvey needs filling. This big job is too much for a GaLTT work party.
- Fisher Road accessible trail loop: The Fisher Road entrance to 707 is the best possibility for a flat trail loop through the forest to the Coats Road Trail. The return loop will need building. The trail would need surfacing, benches and possibly a handrail.

Work party formats and projects:

- Don Machell leads the trail trimming division. They use 4-person crews with power trimmers but are currently not working (Covid-19 social distancing), though Don is still working alone.
- Danenhower will continue to organize work parties every two weeks once group work is possible again. We need to think of trail building and improvement projects for the crews.
- Danenhower is concerned about spending too much of his budget early in a financial year because board-walking materials are expensive. More boardwalks are needed at Keith Road. Robinson Woods project was completed early.
- Even though the Cycle Committee is being suspended, useful work can still be done to improve some trails for cyclists.
- With the shutdown, shore access work and trail trimming are the most active currently, with a little bit of fallen tree clearing still happening. There are quite a lot of people involved in all this activity, most of whom are not on the trail committee.

POSAC—No POSAC meeting to report. Next meeting scheduled for June.

Shore Access committee: The committee met on March 16.

- Activities:
- Revision of assessment tool is complete. In addition to being able to print forms, we have an interactive Word form that can be filled out digitally.
- Committee members have begun to assess accesses. Due to social distancing assessments are being done solo and non-participating committee members are being asked to comment on assessments.
- Evaluations are being uploaded to the Shoreline Access folders on Google Drive.
- Future work will include development of an overview spreadsheet and summary sheets for board reference

e) **ACCESSIBILITY COMMITTEE:** The committee met by videoconference on March 27

- RDN follow up on discussed projects:
 - (1) Removal of the platform where the beach-access stairs were removed by the RDN would improve trail accessibility at Joyce Lockwood Park. However, work on the trail to the beach on Crown land (including installation of a railing) must await approval by the RDN and SFN. A temporary railing would potentially be a liability risk for GaLTT.
 - (2) RDN has committed to improving accessibility at the Malaspina Galleries Trail with trail improvements and resting benches. Installation of a portable public toilet was not included in the RDN's project proposal.
 - (3) No further news from RDN on Descanso Bay improvements or Fisher Road trail loop.
- BC Parks, knows its obligations regarding accessibility but likely doesn't have the funding to make improvements. GaLTT has asked whether we can apply for more than one Park Enhancement Fund grant per year to enable working in more than one park and is awaiting a reply.
 - (1) Committee is developing a plan based on our survey and the contracted Accessibility Report.
 - (2) GABRIOLA SANDS—Improvements being considered are to: improve parking (probably on the ROW), upgrade the trail to the picnic area, upgrade the picnic tables, upgrade the outhouses, and clear a path through logs on the Pilot Bay side (the logs are not stamped, so it would likely be legal to cut through them).
 - (3) DRUMBEG: Drumbeg is popular and well-used year-round. Committee has identified several needed accessibility improvements:
 - (a) Relocate washrooms closer to parking and away from the hill and stream crossing
 - (b) Designate some disabled parking spots
 - (c) Place a resting bench at the bottom of the hill on the viewpoint trail.
 - (d) Improve the beach access at the bottom of Stalker Road. The problem here is parking and turnaround—a third of the road space is actually in the park.
 - (e) Obtain a map of the park with clearly marked boundaries to see how improvements might be made.
 - (4) FUNDING: At some point the Committee will need to know what GaLTT is willing to contribute to this work. They discussed various outside funding possibilities: RDN Community Grants may not be possible because the Nature Stewards initiative is already applying. We might be eligible for a Capital Grant from RDN, and the Nanaimo Foundation is also a possibility. We can also partner with other community groups like the Lions.

ACTION 1: The Committee to come to the Board with a specific funding request.

ACTION 2: The Committee to investigate what work BC Parks is planning and what personnel are available and how their priorities are organized during the pandemic.

- f) ACQUISITIONS, COVENANTS, AND TRAILS: The committee met by videoconferencing on April 6. The main topic of our extensive discussion was the proposed committee restructuring. The committee agreed unanimously to all the proposed changes, including its own disbandment
- *Conservation Committee structure and function*: The newly restructured Conservation Committee will begin by defining the committee's function: setting policies and priorities of interest and activities relative to the change in focus to conservation, developing a structure for working with other committees, considering how to work effectively with government agencies and how to effectively use GaLTT's voice to advocate for conservation issues. The new Committee will then identify specific tasks/projects and initiate action. They will actively recruit new non-board members.
 - *Committee membership*: Because committee memberships will be changing, we will define "core" and "satellite" members. Core members are responsible for ongoing work, planning, and committee direction. Satellite members may participate as resources or work on specific projects but will not be active as regular committee members.
 - Continuing core members: Rob Brockley, Tom Cameron, Peter Danenhower, and Anne Landry (new chair)
 - Norm Harburn, Nola Johnston, and Jim Ramsey are retiring from the committee but have agreed to participate as satellite members.
- g) INVASIVES COMMITTEE—Gunn reported they had only one meeting before Covid-19 struck. We must sharpen our priorities now that work is limited
- DAPHNE REMOVAL: February through April we did a big push including ads and articles in the Sounder encouraging homeowners to cut *Daphne laureola* before it goes to seed.
 - DISPOSAL: We are still working out what to advise individuals. We have permission to take Daphne, holly and Scotch broom from BC Parks to a property on Chernoff for a controlled burn in the Fall approved by the Fire Department. BC Parks had been uneasy about disposal on this property without clear written permission. The landowner wrote by email: "*This is to confirm that Gabriola Land and Trails Trust will be allowed to drop off all invasive plants collected during eradication efforts by your association for the year 2020.*"
 - REED CANARY GRASS (*Phalaris arundinacea*): Chris Drake, a contractor for Islands Trust Conservancy came in mid-March to dig up the biggest patch of Reed Canary Grass in Elder Cedar and replace it with native species. Gunn participated, along with a few GaLTT volunteers. Since Drake was concerned there might be some negative feedback about the fencing around the new plants, Gunn posted photos and information on the GaLTT Facebook page and a shorter version on the Community Bulletin Board and sent out a letter to the Invasives email group to help pre-empt that.
 - PARK CLOSURES AND VOLUNTEER WORK: On March 23 BC Parks asked all volunteers to cease work in parks and protected areas unless they worked solo or in family groups. They invited discussion of special requests or considerations. In response to Gunn's enquiry, Ranger John King confirmed GaLTT could continue doing invasives work alone or in very small numbers "practicing responsible hygienic and social distance practices... to conduct invasive plant removal until otherwise notified by BC Parks". Confirmed March 25 by Erica MacLaren. On April 8 the parks were completely shut down and MacLaren advised GaLTT to discontinue these activities.
 - BROOM: We are still making plans and designing ads for the May broom-bash and for neighbourhood broom-bashes, but they are now unlikely to occur. The broom test plots are

giving us useful information—for example it has shown that cutting after the formation of young seed pods is still useful.

- **SPEAKERS:** Planned speakers in May have been cancelled.
- **INVASIVES MAPPING:** Gunn enquired whether a map of Gabriola’s invasive plant infestations might be possible. Johnston said such a map is possible, and could be in our data storage, accessible to the committee and whomever else they designate. Board expressed concern about mapping invasives on private property even though this would be very useful.

h) **CYCLING COMMITTEE**—This committee is now dormant

i) **COMMUNITY ENGAGEMENT:** Skinner reported that

- **Intergenerational Land Based Learning for Reconciliation project:** on March 15 She met with Karen MacDonald (teacher) and Kate Reynolds (project coordinator) at Drumbeg and made plans for three site visits including broom removal, for a grade 4/5 class. Tom Cameron has agreed to be involved as a Garry oak ecosystem resource person. Skinner communicated with Erica, parks conservation person about the kids planting woolly sunflower (a Hebda recommendation) and camas lilies but she feels it’s too early in the project for planting. She wondered about having the kids involved in assessing what is already in the eco system using the iNaturalist app. The project is not a restoration project but rather an educational project about Garry oak ecosystems. All group work is on hold.
- **Native plant nursery:** following Richard Hebda’s presentation about preparing for climate change and discussion at the invasives committee, I approached a couple of members about the idea of starting a native plant nursery on Gabriola. No progress.
- **Map sales:** the farmers market will start May long weekend with only food booths. They will organize an online market for artisans. We discussed participating in this to sell maps, but we have confirmed that Pages resort and the Co-op are still selling maps so won’t participate.
- **Summer programming:** no action on summer programming although discussions have started. Sally Bullas suggested “wisdom walks”. End to end trek and ABC walks will need rescheduling. We discussed the idea of a contest “how many ABC walks can you do before June 30” but decided not to proceed because of uncertainty. A potential for next year.
- **Advertising/PR:** “GaLTT volunteers at work” signs are ready and awaiting pickup at ARC in Nanaimo, but they are closed. Skinner submitted a Drumbeg broom photo and the Outdoor Recreational Council graphic about being safe outside for the Sounder Daily Bulletin.

ACTION: All committees should avoid encouraging group activities while the social distancing directives are in place during the pandemic. Instead, suggest people work near their own homes following all health directives.

j) **COMMUNICATIONS:** Gehlbach reported they have been interfacing with invasives, trailwork, and community engagement committees about communications strategies and responsibilities, and webpage content. We have also

- Updated all print and digital record-keeping
- Circulated to board members information about possible committee use of the digital database and offering to help train board members.
- Newspaper—Designed and submitted Daphne removal advertisement
- Emails sent to members and volunteers about Covid-related cancellations and in response to a member’s alert about a fallen post in 707

- Facebook
 - a) Responded to community bulletin board posting about fallen 707 post #35
 - b) Monitored discussion about painted rocks placed for children to find in Elder Cedar.
- Digital Atlas and Website—digital atlas work continues; home page and other pages are kept up to date with event cancellations and information about obtaining trail maps during the lockdown; changes to the board committee structure, and memberships.

7) OLD BUSINESS

7.1 Draft ethics statement, harassment policy, whistleblower policy: Deferred to the May meeting.

7.2: Gabriola Nature Stewards: Ken Gurr is putting together a proposal for an RDN Community Grant., which Brockley, Landry, and Skinner have reviewed. The Regional Director had previously expressed enthusiasm about the idea.

7.3. Committee restructuring proposal: Brockley had previously circulated the suggested new Committee structure for the Board. Two existing committees will be discontinued: ACTL (which will be replaced by Conservation) and Cycling (which will be replaced by Share the Trails). The new committee structure will be:

Executive Committee (Chair Brockley)

- Liaison with other agencies/governments (including First Nations)
- Advocacy
- Strategic Planning
- Policy development
- Grant-writing (in collaboration with applicable committee chairs)
- Board recruitment, orientation, and succession planning
- Meeting agendas
- BC Society Annual Report
- Contracts
- **Accessibility ad hoc committee** (in collaboration with Trail Management)

Conservation Committee Chair (Landry)

- Land acquisition
- Conservation covenants – creation, monitoring, defence
- Elder Cedar Nature Reserve management contracts with ITC
- Gabriola Nature Stewards (in collaboration with Invasives, Communications, and Community Engagement)

Trail Management Committee (Chair Danenhower)

- Trail planning, building & maintenance
- Trail licences
- Trail Stewards
- Shore Access ad hoc committee (in collaboration with Executive & Communications)

Community Engagement Committee (Chair Skinner)

- Educational planning and delivery
- Public events
- School and youth events/programs
- Farmers' market
- Big Tree Registry

- Community fundraising (e.g., Community Card program, community projects)
- Insurance
- RDN Parks Use Permitting

Invasives Committee (Chair Gunn)

- Invasives species strategies, management & education

Communications Committee (Co-chairs Johnston & Gehlbach)

- Internal communications
- Communication with membership – emails, newsletter
- Data management & record-keeping
- Document design
- External communications
- Website, Facebook, Instagram
- Trail map
- Digital trail information (trail atlas)
- Promotional materials: articles, posters, advertising
(in consultation with other committee chairs)
- Pamphlets, brochures (in consultation with other committee chairs)
- Educational materials (in consultation with other committee chairs)

Share the Trails Committee (Chair Marcus)

- Liaison and collaboration with trail user groups
- Liaison with Gabriola Active Transportation group
- Liaison with Outdoor Recreational Council
- Trail user education
- Trail user conflict avoidance
- Signage other than wayfaring signage

Membership Committee (Chair Furnell)

- New memberships and renewals
- Membership list and record-keeping
- Charitable receipts for memberships

Finance Committee (Chair Shoemaker)

- Financial affairs (donations, invoicing, bill payments, financial statements)
- Charitable receipts for donations
- Bookkeeping
- Memberships with other organizations
- Investments
- Arranging annual financial reviews
- Meeting Canada Revenue Agency requirements.

MOTION proposed by Jenni Gehlbach, seconded by Nola Johnston to disband the existing ACTL Committee and suspend the Cycling Committee, and to adopt the new committee structure as described above. CARRIED

8) NEW BUSINESS

8.1 ZOOM licence: Brockley suggested that rather than using his personal Zoom licence, GaLTT should acquire its own licence so that Committee chairs can host meetings also without using multiple personal licences.

MOTION proposed by Jenni Gehlbach, seconded by Kerry Marcus to purchase a Zoom licence for GaLTT. CARRIED.

8.2 COMMITTEE ASSIGNMENTS: It was noted that Moerkerken has already joined Trails Committee. Posthuma expressed his wish to be on the new Share the Trails Committee.

ACTION: Board members to let committee chairs and Gehlbach know which committee they wish to work with.

9) Brockley adjourned the meeting at 9.45pm

Minutes recorded by Jenni Gehlbach.

May 2020

Board of Directors Meeting Tuesday May 12, 2020 by Zoom videoconference.

Participating: Rob Brockley, Peter Danenhower, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Kerry Marcus, Barry Moerkerken, Allan Posthuma, Frank Shoemaker, Lou Skinner. **Regrets:** Rebecca Furnell.

1) The meeting was called to order at 7pm by Brockley.

2) AGENDA:

(1) MOTION: Proposed by Nola Johnston, seconded by Jenni Gehlbach, to accept the agenda for the meeting as circulated. CARRIED.

3) MINUTES: Gehlbach explained that some further minor changes to the April 14 minutes previously amended and circulated had been requested by Landry. They related to

- a) Item 6.5 clarifying that Conservation Committee will work effectively *with* government agencies (not *for*);
- b) Item 6.6 clarifying that Chris Drake is a contractor for ITC.
- c) Item 6.6 removing the name of the landowner offering his property for invasive plant disposal.

(1) MOTION: Proposed by Jenni Gehlbach, seconded by Libby Gunn to accept the amended minutes for the April 14 Board meeting as circulated and amended above. CARRIED.

4) CORRESPONDENCE:

- a) Exemption letter to GaLTT from BC Parks (allowing us to continue broom removal work)
- b) Email from ITC re including GaLTT as a contact in their CDF fact sheet.

5) COMMITTEE REPORTS:

5.1 PRESIDENT/EXECUTIVE: Brockley suggested that since several board members had their own Zoom accounts it was likely not necessary for GaLTT to purchase a monthly subscription at this time. He will cancel the order. Also, because RDN Parks staff are working from home, plans to complete installation of 707 Community Park signage are currently on hold. He also reported that he has:

- Correspondence and Administration
 - a) Sent thank you cards to two donors.
 - b) Signed up for GaLTT zoom account and emailed instructions to committee chairs.
 - c) Discussed Lois Lane ROW issues with MoTI.
 - d) Revised draft Harassment and Whistleblower policies and distributed to Executive and Board for review.
 - e) Discussed proposed CDF fact sheet with Islands Trust Conservancy.
- Planning/Meetings
 - Discussed potential contract work at Elder Cedar Nature Reserve with Islands Trust Conservancy.

- Discussed quotes and contract requirements with Danenhower and Merkoerken for work at the muddy site in the NE corner of Elder Cedar.
- Discussed the current funding situation and implications for the Nature Stewards program with Landry, Skinner, and Ken Gurr.
- Attended video meetings for Accessibility and Conservation committees.
- Discussed RDN signage and fire access issues with RDN.
- Discussed concerns about new Legends development and blocked trail access with three different people.
- Met with a property owner to discuss trail access issues on his property, which is adjacent to Agi Hall and to the covenanted McRae property.
- Discussed concerns about unauthorized dirt bike use with resident living near the trail on Honeysuckle Lane.
- Discussed design flaws of new ramp at Spring Beach access and flaws in decision process with Jim Ramsay, the spokesperson for Spring Beach neighbourhood
- Recorded video about native plant gardening with the assistance of Ken Gurr.
- Met with Keith Kloostebar (K&R Excavating) to discuss possible parking lot improvements at Twin Beaches.

5.2 TREASURER: Shoemaker had previously circulated his monthly financial reports. Current total assets are \$153,611. To date, in 2020, we have received \$6,886 (including a \$1000 donation) and spent \$5,024. He noted that our funds are tied up at CCCU until the end of June, at which time he will purchase the new GICs as authorized at the April board meeting.

5.3 MEMBERSHIP: Furnell had previously circulated to the board the list of new and renewing members in the last month.

MOTION: Proposed by Jenni Gehlbach, seconded by Frank Shoemaker to accept the listed membership applicants as members of GaLTT. CARRIED.

5.4 TRAILS AND PARK MANAGEMENT:

- **Trailwork:** Danenhower reported that due to Covid 19 social distancing requirements much of our trail crew activity is still shut down.
 - TRAIL TRIMMING and POWER TRIMMERS: We are grateful to volunteer Don Machell, who has trimmed roughly ¾ of the trails on the island, using the new power trimmers. A few issues have arisen with the power trimming process, which we expect to be fully resolved once social distancing is lifted and we can work again with 4-5 person crews.
 - FALLEN TREE REMOVAL: Volunteers Andy and Lisa Carter have removed three fallen trees from trails in the MOTI lands. Corey's tree service removed a large, dangerous,

fallen tree from the cliff trail loop, just above Joyce Lockwood. Also, a small tree has been removed from the Coast Road shore access trail.

- PRIVATE TRAIL USE: Brockley and Moerkerken met with a property owner about public misuse of a trail on his land. Discussion continues about a possible trail licence, or other ways to solve the problem.
- TRAIL WORK IN ELDER CEDAR: Costing and possible contracts are being discussed to solve the problem of muddy conditions near the northeast corner of the Nature Reserve.
- TRAIL SIGNAGE: installation of new signage will await crews being able to work again.
- SPRING BEACH RAMP: Jamie Doig has measured the ramp dimensions and slope at Spring Beach. Other board members have inspected it and discussed the issues with neighbourhood locals.
- TRAIL AND LOT LINES near Berry Point: Lars Hulstein reported confusion about the exact lot lines of several properties (including his own) and an easement in the area of the well-used trail from the end of Rosislos to Berry Point Road.

ACTION 1: Shoemaker to discuss the lot lines in the area and existing documentation with previous property owners in the Rosislos/Berry Point area.
ACTION 2: If it cannot be resolved, a title search should be ordered to clarify lot lines and possible easements in the area.

- **POSAC**—No POSAC meeting to report. Next meeting scheduled for June. There was some concern that POSAC may not be an effective way for RDN Parks Department to get input from Gabriolans.

ACTION: Brockley to discuss with Vanessa Craig (Chair) POSAC's role in conveying Gabriolans' opinions regarding parks to the RDN. See also Item 7.4.

- **Shore Access committee:** The committee has completed most of its assessment of beach accesses, although the locations of accesses #93 to #97 remain unclear. All assessed accesses are in the database. They asked GaLTT Board to discuss whether to include in the database the accesses within parks and unofficial accesses widely used such as those on the ocean side of Berry Point Road. We may need title searches to discover whether some of these are actually on land owned by properties on the other side of the road. There also may be safety issues relating to rock scrambling and road traffic. Johnston pointed out that the fact that we include certain trails and beach accesses on GaLTT's detailed planning map does not necessarily imply that we intend to put it on our public trail map or otherwise encourage public use.

ACTION: Brockley to contact Hugh Skinner to give go-ahead to include BC Parks shore accesses and unofficial accesses on Berry Point Road (after it is confirmed that foreshore is not privately owned) in GaLTT Board's shore access database, with the proviso that the information not be made public.

- **Accessibility committee:** The committee met by videoconference on April 24 to discuss old business and establish specific project proposals, as requested by the Board.
 - OLD BUSINESS:

- Park Enhancement Funds: Craig Meding clarified to Landry that the maximum grant of \$5000 could be applied to each park, but that multiple grant applications were unlikely to be successful. Such grants could be used to upgrade washrooms and picnic tables. The usual deadline in May has been extended and we will be informed.
- Other project funding: Committee is investigating whether larger Provincial or Federal grants are available for projects that are ready for contracting and construction to begin.
- Twin Beaches parking lot land ownership: Mainroad told Brockley that most of the parking space at Twin Beaches is within the Gabriola Sands provincial park limits rather than on the road allowance.
- POSSIBLE PROJECTS:
 - Drumbeg washrooms: Danenhower has located a suitable spot for an accessible washroom in Drumbeg near the parking lot. To be discussed with BC Parks.
 - Drumbeg map: We need a good scale map of the park showing its features on the ground and its boundaries. A rough map accompanies the old management plan, but Landry is checking whether BC Parks has a better map.
 - Priorities with BC Parks: We should build on what we have already achieved and put Drumbeg on hold until we have made progress at Gabriola Sands.

ACTION 1: Brockley to discuss a possible crosswalk near the parking area with MOTI.

ACTION 2: Brockley to discuss costs and ideas for improving the parking lot with Keith Kloosterbar (supervisor at Mainroad, who also has his own excavating and trucking company).

ACTION 3: Tom Cameron to put together a proposal (with other committee members) with costing based on Stan's report.

- Priorities with RDN: We should put building new accessible trails at Joyce Lockwood, Blue Heron, and 707 parks on the back burner and concentrate first on the suggested RDN initiatives at Malaspina Galleries and Descanso Bay.

5.5 CONSERVATION COMMITTEE: Landry reported that the new committee met, and, after discussions with Community Engagement and Invasives Committees, agreed on the following committee description:

This Committee deals with all matters related to conservation, including: conservation covenants; land acquisition, working on conservation issues as they pertain to various governments and agencies such the Islands Trust, Islands Trust Conservancy (ITC), BC Parks and the RDN (Regional District of Nanaimo); and liaising with other land trusts. GaLTT's Strategic Plan 2020-2025 re-emphasizes the conservation part of GaLTT's mandate.

The Committee manages the creation, monitoring, and defence of conservation covenants, a valuable tool that landowners can use to protect their land in perpetuity. It also oversees Elder Cedar Nature Reserve management contracts with ITC. In addition, it works on landowner education in collaboration with the Community Engagement, Invasives, and Communications Committees.

Its Chairperson is Anne Landry and committee members are Rob Brockley, Peter Danenhower, Frank Shoemaker, and retired board member Tom Cameron.

Landry also reported that she will attend the LTABC AGM to learn more about conservation planning.

ACTION: Brockley to include this description of the Conservation Committee's work in the Committee list he is preparing and will circulate to the board.

5.6 INVASIVES COMMITTEE—Gunn reported they met on May 11 and received broom information from Skinner. A quarter-page ad appeared in the Sounder May 6, focussing on removing broom but also mentioning ivy. The ad invited participants to email us with information on where they were cutting so they can enter a draw for a local gift certificate. An accompanying Sounder article explained about the broom cutting research plots and initial results.

- **PARK CLOSURES AND VOLUNTEER WORK:** BC Parks provided an exemption to GaLTT so that we can continue managing invasives in Drumbeg despite the closure. Five volunteers are working four afternoons a week for the month of May in Drumbeg and will continue to do so even after the park reopens on May 14. We will be able to accommodate more people at that point. Social distancing is being practised and will continue.

MOTION: Proposed by Jenni Gehlbach, seconded by Libby Gunn, that when organizing any GaLTT group activity, we follow all Provincial guidelines during the pandemic. CARRIED.

- **BROOM CUTTING:** Skinner is loaning out loppers and clippers. Groups engaged in helping to cut broom include: Gabriola Housing Society, Gabriola Players, Broombusters, The Hope centre, Phoenix Publishers, BC Parks, and the Lions. Broom cutting is well under way with 'random cuts' occurring at least weekly by a team of the subcommittee members and whoever else we can enlist. Places tackled include Petroglyph trail, Stalker Road and Laura Boulton's driveway (as a thank you for allowing experiments on her property).

ACTION 1: Let Skinner know if you'd like to be on the list for random cuts.

ACTION 2: Let Skinner know if you would like one of the "GaLTT at Work" signs that she has picked up.

The school district has given the Broombusters Organization permission to cut on school grounds and they will remove the broom. A cut is scheduled at the school for May 14 at 7pm. The Hope Centre will notify youth in case they would like to come and help.

- **BROOM DISPOSAL:** Skinner is compiling a list of people requesting help disposing of large piles. The invasives drop-off at the end of Chernoff is up and running on Saturdays until June 13. The site and a planned controlled Fall burning are approved

by the Fire Department. We are not advertising this but ask individuals to contact us for instructions and options.

- **REED CANARY GRASS PROJECT:** Gunn clarified last month's report as follows— Chris Drake, a private contractor, had been contracted by the Islands Trust Conservancy to spend two days controlling invasive plants, primarily Reed Canary Grass (RCG), at the Elder Cedar Nature Reserve. Jemma Green, Covenant Management and Outreach Specialist, ITC, was the Island Trust person overseeing the coordination and funding of this project. Rob had other commitments the day Gunn joined Drake, along with a few other volunteers, for the weeding and planting. We did remove RCG on the other side of the bridge as well as on the side that has new plants, but Drake stopped people removing too much there as he had no replacement plants. Gunn and Brockley confirmed that GaLTT will keep an eye on the site, weeding as needed.
- **DAPHNE & CHOCOLATE LILIES:** Skinner met with a concerned member of the public about the spurge laurel (daphne) encroaching on the chocolate lily patch on the trail from South Road to Clamshell. We agreed that GaLTT would work on the Daphne in the Fall so we don't disturb the lilies, which are blooming now.

5.7 **SHARE THE TRAILS COMMITTEE**—Marcus reported that the Committee has not met yet. She stated that although she wishes to participate in this committee, she would prefer not to be the Chair. Danenhower remarked that the trail committee would like guidance about trail adaptation for particular usage.

ACTION: For the time being issues about trail sharing can be dealt with by the full Board.

5.8 **COMMUNITY ENGAGEMENT:** Skinner reported that there will be no group activities in May and June unless health directives change. They remain closely involved in the broom removal work.

- **BOARD MEMBER ORIENTATION:** An island tour orientation was created and carried out with new board members Posthuma and Merkoerken. It can be a template for future orientations (feedback from our new members would be helpful in this regard).
- **NATURE STEWARDS:** Landry, Gunn and Skinner met to talk about the Nature Stewards program and are all feeling positive about the program. We decided the program will fall under the umbrella of the Community Engagement Committee and that Conservation and Invasives Committees will be involved with landowner agreements and site visits and info. Subsequently, we met with Ken Gurr and Brockley and decided sadly that the program will be on hold until the funding picture improves. Gurr will be applying for grants in the fall.
- **YOUTUBE NATURE TIPS VIDEOS:** Gurr came up with the idea of creating YouTube 'Nature Tips' videos about making your property more ecologically friendly. Landry, Brockley, Gunn, Skinner, and Furnell are all working on videos.
- **RECOVERY TEAM:** The committee plans to form a recovery team who will go (if invited) to building lots before clearing starts, to rescue native plants to become part of a new plant nursery. Skinner is hoping to recruit members for this team by the Fall.
- **ISLAND TREASURE HUNT:** Sally Bullas is creating a proposal to hold a treasure hunt on the trails on International Trails Day June 6.
- **GUIDED WALKS:** Because of Provincial Guidelines for social distancing, our ABC and End to End guided trail walks will be postponed.

- **INTERGENERATIONAL LAND-BASED LEARNING FOR RECONCILIATION:** The workshop with Nancy Turner and Elders has been postponed for a year to Friday May 7, 2021 at the school.

5.9 **COMMUNICATIONS:** Gehlbach reported they continue to interface with invasives, trailwork, and community engagement committees about communications and volunteering strategies during the pandemic. They have also:

- Updated all print and digital record-keeping
- Circulated to board members information about possible committee use of the digital database and offering to help train board members.
- Newspaper
 - Designed and set up Sounder ad re invasives work, especially broom.
- Emails sent
 - To members and volunteers about Covid-related restrictions.
 - Responding to members' queries about broom bashing plans
- Facebook
 - Announcements on our FB page about broom and daphne removal during the pandemic.
 - Monitoring Community Pages discussions about invasives removal and trail work.
- Digital Atlas and Website
 - Digital atlas work continues, including discussions about possible paid consultation regarding the template.
 - Website updates to Home page (including pandemic-related announcements) and Board pages.

MOTION proposed by Jenni Gehlbach, seconded by Lou Skinner to approve reimbursement for the purchase by Nola Johnston of the "Affinity" software package needed for her graphic-design work for GaLTT, up to a maximum amount of \$150. CARRIED.

ACTION: Johnston to forward to Shoemaker the receipts for the software purchases, requesting reimbursement.

6 **OLD BUSINESS**

6.1 **Committee restructuring proposals:**

ACTION: Brockley to incorporate the changes to Conservation Committee discussed above and send the list to Gehlbach for inclusion on the website.

7 **NEW BUSINESS:**

7.1, 7.2, and 7.3: Some minor editing is still required in the draft Ethics Statement, and Harassment and Whistleblower policies. Final discussion and approval deferred to the next Board meeting in June.

7.4: Spring Beach Access Ramp: There is much dissatisfaction with the newly installed aluminum beach access ramp at Spring Beach, which is designed to be removed in winter to

avoid storm damage. Many neighbours have complained about the steepness and lack of consultation and consider it to be unsightly and dangerous. A neighbourhood group (which includes Gabriola's landscape designers Topographics) submitted an alternate design which was rejected partly because of archeological concerns. POSAC was not involved because RDN Parks Operations already had sufficient budget and just went ahead with design and installation. Jamie Doig and others have measured the ramp angle and dimensions and have confirmed that the slope of the steepest section is approximately 30°, which appears to exceed design guidelines for ramp installation.

ACTION: Brockley to write to Vanessa Craig (chair of POSAC) about the Spring Beach steps and ramp.

7.5: CDF fact sheet: Jemma Green (Covenant Management and Outreach Specialist at ITC) wrote to GaLTT requesting permission to include GaLTT in a list of contacts on a Coastal Douglas-Fir (CDF) fact sheet for private landowners, which ITC is developing with the CDF Conservation Partnership and Raincoast Conservation Foundation. Board decided that this planned CDF fact sheet fits well with GaLTT's aims and Gurr's recent Nature Stewards proposal. Our involvement would be handled by Conservation Committee and the Nature Stewards.

ACTION: Brockley to contact Jemma Green and accept ITC's suggestion of GaLTT's inclusion in the project, and also to ask what plans there are for distribution of the fact sheet.

8 In camera:

MOTION: proposed by Jenni Gehlbach to move *In Camera* to discuss a possible trail licence. CARRIED

9 Adjournment:

MOTIONS: proposed by Rob Brockley to move *Ex Camera* and adjourn at 9.02pm. CARRIED

Minutes recorded by Jenni Gehlbach

May 2020—Special Board Meeting

Participating: Rob Brockley, Peter Danenhowe, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Barry Moerkerken, Allan Posthuma, Frank Shoemaker, Lou Skinner. **Regrets:** Rebecca Furnell. Kerry Marcus.

- 1) The meeting was called to order at 10.30am by Brockley.
- 2) AGENDA: Special Board meeting called to discuss the fact that the remainder parcel excluded from the 2018 density swap deal made by the RDN with Rooks and Hennings for new parkland in 707 Community Park recently came on the real estate market, and that RDN Director Vanessa Craig has asked whether GaLTT would be prepared to help the RDN purchase the land under their “first refusal” arrangement.

MOTION proposed by Nola Johnston that the meeting move *in camera*. CARRIED.

- 3) The meeting discussed the advantages and disadvantages of GaLTT contributing financially to the RDN’s possible purchase of the remainder parcel, taking into account also the written opinions of the absent board members (emails to Brockley). The Board also discussed the amount of money that GaLTT might be capable and prepared to contribute.

MOTION 1: proposed by Brockley that the meeting move *ex camera*. CARRIED.

MOTION 2: Proposed by Jenni Gehlbach, seconded by Barry Merkoerken, that GaLTT offer to contribute 15% of the RDN’s cash offer for the remainder parcel to an upper limit of \$60K.

CARRIED UNANIMOUSLY.

ACTION: Brockley to write immediately by email to Vanessa Craig to inform the RDN of this decision.

- 4) Adjournment:

MOTION: proposed by Rob Brockley to adjourn at noon. CARRIED

Minutes recorded by Jenni Gehlbach.

June 2020

Board of Directors Meeting Tuesday June 9, 2020 by Zoom videoconference.

Participating: Rob Brockley, Peter Danenhower, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Kerry Marcus, Barry Moerkerken, Frank Shoemaker, Lou Skinner. **Regrets:** Rebecca Furnell. Allan Posthuma.

1. The meeting was called to order at 7.03pm by Brockley.

2. AGENDA:

2.1.1.1. MOTION: Proposed by Kerry Marcus, seconded by Lou Skinner, to accept the agenda for the meeting as circulated. CARRIED.

3. MINUTES:

3.1.1.1. MOTION: Proposed by Jenni Gehlbach, seconded by Kerry Marcus to accept the amended minutes for the May 12 and May 23 Board meetings as circulated. CARRIED.

4. CORRESPONDENCE:

4.1. Letter from Nick Doe re Rooks/Henning remainder parcel.

4.2. Letter to Vanessa Craig re Rooks/Henning remainder parcel (no response yet).

4.3. Letter to Stan and Maxine McRae re trail access issues.

5. COMMITTEE REPORTS:

5.1. PRESIDENT/EXECUTIVE: Brockley reported in addition to below, he has had several discussions and email exchanges regarding the activity at Lois Lane—the issues are what route the proposed roadway between Lois Lane and Garland will take and whether the existing trail on the undeveloped ROW will be lost. About twenty 5-acre lots will be developed in the area bounded by Molly’s Way, Lois Lane, Carrier, and Garland.) A development permit application has not yet been submitted.

- Administration
 - a) Cancelled the GaLTT Zoom account.
 - b) Confirmed GaLTT’s approval of CDF fact sheet with ITC
 - c) We have received a \$150 donation for the Streamkeepers. Rob has notified them.
 - d) POLICY DOCS:
 - i) Made further revisions to Whistleblower and Harassment policies and distributed to board
 - ii) Assisted Johnston on revisions to Policy 12 (Privacy).
 - iii) Assisted Landry on revisions to Policy 9 (Land acquisition, conservation agreements and stewardship))
- Letters and emails:
 - a) To the McRaes re trail access issues on their covenanted land.
 - b) To Streamkeepers re donation to them received by GaLTT.
 - c) To Vanessa Craig (RDN Dir.) re Spring Beach ramp and need for corrective action.

- d) Response to Dyan Dunsmoor Farley (Wellness Cooperative to provide her with statistics on Gabriola's parkland
- e) Discussion with Claudia Brann re potential GaLTT involvement with trail construction at Rollo Centre.
- f) Thank you emails to donors.
- g) Forwarded to ITC Moerkerken's quote re Elder Cedar maintenance contract.
- h) To MoTI requesting feasibility assessment for installing a crosswalk at Twin Beaches (GSPP)
- i) Letter to Vanessa Craig (cc'd to Trustees) with GaLTT's offer of financial support for land purchase.
- j) Email to RDN requesting update on planned accessibility projects at Malaspina Galleries and Descanso Bay RP.
- k) Email to Yann Gagnon thanking the RDN for refabricating and reinstalling the Spring Beach stairs so quickly.
- l) Emails with Susan Yates and Nick Doe re Rooks/Henning remainder parcel.
- m) Responses to several emails sent to info@galitt.ca
- Phone discussions
 - With Vanessa Craig about potential property purchase by RDN
 - With Jamie Hopkins (MoTI) about Lois Lane ROW and the potential for GaLTT to apply to MoTI for permits.
 - With Stefan Yancey (MoTI) re, potential crosswalk installation at Twin Beaches (PP)
 - With Nick Doe re Rooks/Henning remainder parcel
 - With Trustee Scott Colbourne re IT stewardship/education program, remainder parcel, and trail access issues.
- Planning/Meetings
 - Met with Howard Houle and Moerkerken re potential GaLTT involvement in trail project at Rollo Centre. Subsequently with Moerkerken, marked property boundaries and potential trail routes at Rollo Centre.
 - Met with Chris van Ossenbruggen (RDN) re potential accessibility projects at Whalebone Community Parks.
 - Compiled list of GaLTT trails built on undeveloped road ROWs and emailed it to MoTI
 - Researched the placement of conservation covenants on RDN parkland
 - Discussed Park Enhancement Fund (PEF) grant opportunities with Accessibility and Invasives committees
 - Discussed shore access "next steps" with Hugh Skinner
 - Chaired special meeting of the GaLTT board regarding potential partnership with RDN with land purchase
 - Attended Conservation and Accessibility committee meetings

- 5.2. TREASURER: Shoemaker had previously circulated his monthly financial reports. Current total assets are \$153,227. To date, in 2020, we have received \$7,793 (including a \$1000 donation) and spent \$6,449.
- 5.3. MEMBERSHIP: Furnell had previously circulated to the board the list of new and renewing members in the last month. They were: three 1-year individual membership renewals; three 1-year family renewal, and one 5-year individual renewal.

MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston to accept the listed seven applicants for renewed membership of GaLTT. CARRIED.

5.4. TRAILS AND PARK MANAGEMENT:

- **TRAILWORK:** Danenhower reported that due to Covid 19 social distancing requirements much of our trail crew activity has been shut down in recent weeks.
 - JOYCE LOCKWOOD CP: RDN has removed the wooden platform at the site of the former beach stairs. *Trail accessibility is much improved. The rough path down to the beach will not be obstructed. RDN has asked us to move the existing split-rail fence further along the trail to the old viewing platform's position. Five volunteers will help Barry with this using distancing protocols. Some additional split rails will be needed but have not arrived yet. Four sections will be built, soon, and the fifth will be built as soon as the rails arrive.*

ACTION: Danenhower to follow up with Chris von Ossenbruggen about the missing rails.

- TRAIL LICENCES: Two possible licences are under discussion. Others await action.
- ROLLO CENTRE TRAILS: Moerkerken and Brockley have been marking possible routes for the Rollo Centre's requested trails. Crews will build the trail as social distancing allows.
- TRAIL SIGNAGE: New signs have been picked up and await installation. Board agreed that small, distanced work crews can begin to install them.
- TRAIL AND LOT LINES near Berry Point: Shoemaker spoke to the long-time previous owners of the upper Rosilos property, who said that when the area was developed a legal easement was granted to give access to Berry Point Road for the mailbox and the school bus. The property on the lower part of the trail also has this easement. Public use of this trail is legal.

ACTION: Johnston to include this easement in the list of additions for the next map edition.

- SMALL BULLDOZER help volunteered: Skinner mentioned that Shawn Hawkes wants to be involved in trail-building. He has a 4' bulldozer.

ACTION: Skinner to email Danenhower to put him in contact with Hawkes.

- **POSAC**—No POSAC meeting to report. Next meeting scheduled for June 22 by Zoom.
- **SHORE ACCESS CTTEE:** Hugh Skinner reported via Danenhower that many volunteers have assessed and reported on the 94 accesses— Danenhower noted that the great majority were done by Hugh. H. Skinner and Johnston have collected all the information

into usable format in Public Shore Access online database in Google Drive. Three accesses in provincial parks remain to be assessed. We await clarification by the RDN on the status of six accesses.

ACTION: Next steps for the Shore Access subcommittee are:

- **Complete the evaluations**
 - **Make an Excel summary spreadsheet**
 - **Meet in late June 2020 to review the data and make recommendations to the Trails Committee and GaLTT Board.**
- **ACCESSIBILITY CTTEE:** The committee met twice this month. They have decided to concentrate their attention on writing a PEF Grant proposal for Twin Beaches, leaving Drumbeg for a later time. There is a June 26 deadline for the PEF grant applications. Yesterday they met at the park to decide the most feasible plan, deciding to concentrate on: **Phase 1 on the Pilot Bay** side, aiming to (without disturbing the soil)
 - install a firm, level gravel wheelchair-accessible trail looping between the two parking lot entrances and connecting to the public toilet and picnic tables.
 - Install a firm wide gravel viewing area near the shoreline
 - create one accessible parking stall at each of the parking areas;
 - install an accessible picnic table near the trail;
 - remove the large obstructing sign near the large parking lot;
 - install needed signage where it does not block access or the view;
 - Install a wheelchair accessible public toilet at the same location as the current one. Committee estimated that this will cost a total of about \$8000, \$3000 of which will be contributed by GaLTT. Phase 2 of the Twin Beaches Accessibility project will concentrate on the more complex and expensive Taylor Bay side of the park, including achieving direct wheelchair access to the beach.

PEF grant applications:

Gunn noted that she is also hoping to apply for a PEF grant to be used for conservation work in Drumbeg Park (hiring a strategist to advise on conservation). Erica MacLaren (Conservation Specialist) has advised us that it might be possible to get two grants. if it is NOT possible for two PEF grants to be awarded to GaLTT, McLaren has noted that GaLTT's Accessibility application is to be given priority over the Conservation one.

MOTION: proposed by Anne Landry, seconded by Jenni Gehlbach that GaLTT applies for a \$5000 PEF Grant to upgrade accessibility on the Pilot Bay side of Gabriola Sands Provincial Park (Twin Beaches) and that GaLTT also offers to contribute up to an additional \$3000 to support this work. CARRIED.

ACTION 1: Landry (with Gehlbach) to write the cover letter and application for a \$5000 PEF Grant to improve accessibility to the view and facilities at Pilot Bay.

ACTION 2: Gunn to propose a board motion by email as soon as possible authorising her to commit to GaLTT funding to be included in a PEF Grant application for conservation work at Drumbeg Park.

5.5. CONSERVATION COMMITTEE: Landry reported that:

- May 13, she attended the Land Trust Alliance of BC (LTABC) AGM via Zoom for GaLTT. After the AGM, the LTABC launched a new brief guide to Developing a Conservation Plan for land trusts (attached). Salt Spring Island Conservancy is working on a climate resilient conservation plan, funded through a foundation. They hope it will be a model for other land trusts. Kate Emmings from the Islands Trust Conservancy commented on the importance of reaching out to First Nation communities early during conservation planning.
- The LTABC Seminar Series, typically held in the fall in Victoria is being planned for early in 2021.
- May 13, she spoke to a woman whose family has property on Mudge. She is concerned with the rate at which land being sold and developed on Mudge and is interested in working to protect more land on Mudge. She is reaching out to several organizations in the area and will contact GaLTT again.
- The Conservation Committee met on May 20 to discuss a possible financial contribution towards the purchase of a property on Gabriola for conservation. Background information and a recommendation were sent to the board for discussion at the special board meeting May 22.
- The Conservation Committee held a regular meeting June 1. Susan Yates presented some conservation concerns she is working on through the Gulf Islands Alliance and we will keep in touch. The committee is working on revisions to the Land Acquisition and Stewardship fund criteria and Policy 9 that deals with land acquisition, covenants and stewardship.
- The committee is following up on a few potential conservation covenants.
- 2021-2030 will be the UN Decade on Ecosystem Restoration and the latest Nature Conservancy of Canada Spring 2020 newsletter is all about restoring ecosystems. Here's a link to an excerpt from the newsletter: <https://www.natureconservancy.ca/en/who-we-are/publications/magazine/spring-2020/helping-hands.html> Could this be Drumbeq in a couple of years?

5.6. INVASIVES COMMITTEE—Gunn reported they met outside at a safe distance on May 28. They focussed on operational issues and will focus more on strategy at their next meeting. See also the discussion of PEF Grants in Item 5.4 above.

- BROOM CUTTING and DISPOSAL: Broom cutting is winding down.
 - Three neighbourhood cuts were held: South Firehall (12 volunteers); Paisley Place with GHS (14); and Peterson (5)
 - Fire Department volunteers organized three cut—the last one is tomorrow (Wednesday) at 7pm.
 - Permission was given to cut at the Mainroad yard (Emcon land) and their yard and the trail along the fence were cleared of broom. Maybe this could be a trail licence?
 - Extensive areas in Drumbeq were cleared. 19 volunteers worked a total of 150 hours during May and first week of June.
 - Six Garry oak seedlings were caged to prevent browsing by deer or trampling. She noted that BC Parks advises that cages might encourage voles sheltering from birds—voles sometimes attack seedlings too!

- Cut broom pickup day is June 13. Eleven trucks have been volunteered. There was also some pickup last Saturday.
- The last day for broom dropping is June 13.
- A de-briefing meeting will be held June 15.
- A volunteer who had cleared the Arts Council's land asked permission to take a small load of brush to the broom-drop location, but we suggested she contact the landowner directly since our arrangement is only for invasive plants.

The board expressed thanks to Lou and Libby for a well-organized and successful broom campaign this year.

ACTION: Brockley to write a thank you letter to the broom-drop landowner thanking him for this service and giving him a \$50 restaurant gift card.

- BC PARKS AGREEMENT: They have reviewed this agreement as follows:
 - The agreement ends April 2021—just before broom-cutting season.
 - Need new agreement before next season
 - Records must be kept for 7 years after termination
 - The current agreement covers only broom, not other invasives, and excludes winter and early spring work parties.
 - She discussed with Erica (at BC Parks) the following action items:
 - BC parks needs to collect broom piles mid-June once removal is complete. Broom can be taken to local property.
 - Possible PEF Grant to develop an invasive plant strategy and restoration plan for Drumbeg Park.
 - Erica to organize for the Archeology branch to attend an on-site meeting.
 - BC Parks Staff to install more Park Boundary signs at the side of the park near the neighbouring property. We will scope out landownership and BC Parks will draft a letter to the neighbours about invasive plant management.
 - Erica will find a georeferenced PDF map to share with GaLTT members who use the Avenza app.

5.7. COMMUNITY ENGAGEMENT: Skinner reported:

- Broom activity is winding down now and they hope to get removal completed before it becomes a fire hazard. Research done by Hellenius and Kasasian was helpful—for instance broom can still be successfully culled when the flat green seedpods have formed. They do not further develop after cutting. She acknowledged in particular the huge amount of work by volunteer Jody Cameron, who filled several truckloads.
- Broomcuts involved other community groups: Islands Trust, Gabriola Housing Society, Broombusters, The Lions Club, , Gabriola Players, Mainroad, the Fire Department, and the Hope Centre.
- GaLTT has asked volunteers to report where they have been cutting so we can map our work and have a record of volunteers.
- To encourage volunteers to report, a draw will be held June 15 for two gift cards from our map distributors (\$50 North Rd Sports; \$50 Pages Resort)

- Ken Gurr has posted several “conservation tip” videos on Facebook and Youtube to encourage community consciousness.
- They have successfully launched the “Where on Gabriola?” contest, which started June 6 (International Trails Day) and ends on July 31. Worked with Communications Committee to publicize it in the Sounder (half-page ad), on the website, and via Facebook pages, Instagram, and emails to members. Prizes will be wildflower seed packets put together by Linda Hellenius and a child’s colouring sheet created by Johnston.
- Wednesday walking group has restarted, and we can probably restart our ABC walk series soon with appropriate distancing precautions.
- Non-food Saturday Market tables will restart June 20. If they have space, GaLTT will apply for one.

5.8. COMMUNICATIONS: Gehlbach reported they continued to interface with invasives, trailwork, and community engagement committees about communications and volunteering strategies during the pandemic. They have also:

- Updated print and digital record-keeping, including minutes.
- Created advertising and brochure for “Where on Gabriola” and placed it in the Sounder
- Emails sent
 - To members and volunteers about broom-bashing and the broom drop arrangements and asking for volunteers with trucks to transport cut broom.
 - To members about “Where on Gabriola?” contest
 - Responding to members’ queries about Lois Lane trail and petroglyph access.
 - Responding to members’ queries about the status of their membership.
- Facebook
 - Announcements on FB pages about broom and daphne removal.
 - Monitoring Community Pages discussions about GaLTT related issues.
 - Posted and shared Ken Gurr’s video tips for conservation
- Digital Atlas and Website
 - Digital atlas work continues.
 - Website updates about events and event reports to Home page. Updates also to the Gabriola’s Parks webpage; in particular the section about Coats Marsh Regional Park.
 - Placed downloadable “Where on Gabriola?” brochures for print or cellphone use on the Homepage.

6. OLD BUSINESS

6.1 Whistleblower and Harassment Policies: DISCUSSION: Should the deciding body be the Executive Committee or the full Board? Do we need a mediation process to ensure impartiality? Can we as a board access all the information that we need to make informed and fair decisions? Would we use the right processes? Would hiring an independent professional mediator be the best way to ensure fairness?

ACTION: Johnston, Brockley, and Landry to adjust the exact phrasing of the harassment policy according to this discussion and the concerns expressed.

MOTION 1: Proposed by Peter Danenhowe, seconded by Kerry Marcus to adopt the Harassment Policy as presented and with clauses amended according to this meeting's discussion. CARRIED.

MOTION 2: Proposed by Jenni Gehlbach, seconded by Libby Gunn to adopt the Whistleblower Policy as presented. CARRIED.

7. NEW BUSINESS:

Summer meetings: The July board meeting will be short one and no potluck party will be held this year because of social distancing requirements. As usual, there will be no August board meeting.

8. In camera:

MOTION: proposed by Rob Brockley to move *In Camera* to discuss possible trail licences and related trail signage. CARRIED

9. Adjournment:

MOTIONS: proposed by Jenni Gehlbach to move *Ex Camera* and adjourn at 9.15pm. CARRIED

Minutes recorded by Jenni Gehlbach.

JULY 2020

Board of Directors Meeting; Tuesday July 14, 2020, Covid-19 distanced on the lawn at 801 Canso.

Participating: Rob Brockley, Peter Danenhower, Jenni Gehlbach, Nola Johnston, Anne Landry, Barry Moerkerken, Allan Posthuma, Frank Shoemaker, Lou Skinner. **Regrets:** Rebecca Furnell, Libby Gunn, Kerry Marcus.

1. The meeting was called to order at 4.05pm by Brockley.

2. AGENDA:

- **MOTION: Proposed by Nola Johnston, seconded by Jenni Gehlbach, to accept the agenda for the meeting as circulated. CARRIED.**

3. MINUTES:

- **MOTION: Proposed by Anne Landry, seconded by Peter Danenhower, to accept the amended minutes for the June Board meeting as circulated and amended. CARRIED.**

ACTION: Gehlbach to circulate the amended June minutes to the board.

4. CORRESPONDENCE:

- Letter to BC Parks accompanying PEF Grant application.
- Letter to property owner regarding potential trail licence agreement.
- Letter to Sounder distancing GaLTT from privately built mountain bike jumps and ramps on lands managed by the provincial and federal governments.

5. **COMMITTEE REPORTS:**

5.1. **PRESIDENT/EXECUTIVE:** Brockley reported re:

- Unauthorized trail building in Crown lands: Brockley reported that before writing to the Sounder about mountain bike trail building, he visited the recent unauthorized trail work on Crown lands with Ron Bilquist and Johnston and discussed the issue with Derrill Shuttleworth (GORCA), Executive, and others. He had good follow-up discussions with Paul McEwan, who had responded at length to our letter to The Sounder about mountain bike trail building. Exec has prepared a follow-up letter to the Sounder should it be necessary after this week's edition. Issues about mountain bike trails in 707 and other RDN parks should be dealt with through POSAC.
- Administration, reports
 - GaLTT report to POSAC
 - Final revisions to harassment policy.
 - Bachman covenant report.
- Letters and emails:
 - Emails and conversations with Bob Rooks re controlling hogweed infestations on his property.
 - Thank-you cards to Dave Lorette and Jody Cameron.

- Email exchanges with Whalebone residents for and against development of local community parks
- Email responses re shore access development and missing markers.
- Email response to property owner concerned with unauthorized access by GaLTT members onto her property to control Giant hogweed. Follow-up email to GaLTT member to remind him not to access private property without prior consent of the landowner
- Email response to Raincoast Conservation Foundation regarding Pender Island's interest in establishing a Big Tree Registry and GaLTT's experiences.
- Communications with RDN re Joyce Lockwood Community Park
 - Email to RDN to apologize for unauthorized GaLTT trail work
 - Email request to RDN to take another look at stairway potential at the location of the former stairs to the beach rather than waiting for response from Federal government and/or First Nations regarding permission to build new stairs on Crown land.
 - Discussion with RDN staff regarding upgrading beach access
- Trail licence agreements:
 - Letter to property owner regarding potential new trail licence agreement
 - Email to POA for property owner regarding potential new trail licence agreement
 - Prepared two trail licence agreements and sent to landowners for review
- Planning/Meetings
 - Discussion with ITC regarding fees and services to include in a contract to GaLTT
 - Reviewed draft Park Enhancement Fund grant applications
 - Met with Hugh Skinner (chair, shore access ad hoc committee) to discuss process and next steps following field assessments
 - Discussion with Libby Gunn regarding potential use of Youth Community Partnership Program to tackle invasives work (See Item 7.1 also.)
 - Committee meetings re: Accessibility, Conservation, POSAC, Bachman Covenant monitoring.
- Other activities:
 - Removed trail blockage on McConvey trail
 - Installed new signage at Coats Millstone Nature Reserve at the request of the ITC.

5.2. **TREASURER:** Shoemaker apologised for not circulating his monthly financial reports since he has had computer problems. He has, as planned in May, bought two term deposits to improve our interest while ensuring accessibility of necessary funds. Total assets are \$153,000. This month we have received \$1600 and spent \$1800. Year to date we have received \$9400 and spent \$8300.

5.3. **MEMBERSHIP and DONATIONS:** Furnell had previously circulated to the board the list of new and renewing members in the last month. They were:

- Five-year memberships: 1 individual renewal; 2 family renewals; 2 families new.
- One-year memberships: 1 individual new; 2 family renewals; 2 families new. (One of these new family members gave a total of \$500; membership included).

- Current total members =206 (9 expired)
- Monthly donors: 16 through CAFT; 15 through Canada Helps; 2 through CCCU direct.

MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston to accept the listed ten applicants for new and renewed membership of GaLTT. CARRIED.

5.4. TRAIL COMMITTEE

5.4.1 TRAILS AND PARK MANAGEMENT: Danenhower reported:

- TRAIL LICENCES: Brockley, Danenhower, and members Norm Harburn and Jim Ramsay will serve on the trail licence subcommittee. Brockley has current discussions about two licences. The committee also wishes to investigate what trail connections are possible at the old Brown farm property and across the old Tyhurst property at the south end.
- ELDER CEDAR: Three trail projects have been approved by ITC and NALT, and there should be contracts to sign by the end of July. We plan to order the needed materials, but Arbutus has low stocks of cedar currently. We will:
 - Build a 94-ft boardwalk over the wet section of the on the trail from Windecker Drive to EC and a separate 24-ft boardwalk over another part of that trail closer to the Nature Reserve.
 - Improve step-ups to existing boardwalks.
- JOYCE LOCKWOOD: A small work party (7) spread Britain mix on Joyce Lockwood Community Park trail to improve the slippery section left when the viewing platform was removed. Left-over mix was spread over exposed roots.
- POSTS and SIGNAGE: 3 committee members installed 10 posts and numerous signs in the Berry Point area, on MOTI land trails, at the Seymour-Lackehaven connector, and the Clamshell-South Road connector.
- ROLLO CENTRE: Rob and Barry have informed Claudia Brann that they have flagged the property line and a route for the proposed trail through the Rollo Centre property. No response yet.
- CAPTAIN AHAB & TOWN HO undeveloped community parks: POSAC has asked GaLTT to evaluate the feasibility and desirability of constructing trails in these two parks. Brockley, Moerkerken, and Danenhower will do this in conjunction with Chris van Ossenbruggen (RDN) and report back to POSAC.
- LARGER WORK PARTIES: The committee is preparing for a return to larger work parties, controlling the size of the groups, using appropriate distancing and disinfection protocols, and not sharing tools. Work requiring individuals to be close together will be done by people who are already in the same social “bubble”. Three committee members tested various safe-working protocols recently.

MOTION 1: proposed by Peter Danenhower, seconded by Lou Skinner that trail committee may organize larger work parties again following this meeting. Appropriate Covid-19 safety protocols will be followed, and these will be described in the notices inviting volunteers to participate. CARRIED.

MOTION 2: proposed by Peter Danenhower, seconded by Lou Skinner that, allowing for not working on public holiday weekends, GaLTT’s Sunday work parties be organized every two weeks, starting July 19. Some of them will be for trail work

and some for invasive plant removal, depending on contracts and what needs to be done. Notices will be sent to our main volunteer email list with subject line clarifying what type of work will be done. CARRIED.

- TRAIL and GRASS TRIMMING: Committee decided not to buy a weed-whacker because they are too expensive and the amount of grass needing to be cut is too small to justify the cost. It is controversial whether grass needs to be cut in most areas—just a few small trails become very overgrown and hard to detect in early summer. In discussion of whether there should be a minimum trail width, it was agreed that major trails certainly need to be kept wide and clear, but issues of wet brush and increased width on all narrow trails was controversial. A variety of trail types was preferred by the board.

MOTION 3: proposed by Peter Danenhower, seconded by Lou Skinner that trails be trimmed to their natural width at the bottom and that as much trimming debris as possible be cleared from the trails after cutting. CARRIED

- OUR ROLES WHEN WORKING WITH RDN AND BC PARKS: Sometimes GaLTT's roles and responsibilities are not clear when working with other agencies, although in some cases we have management agreements.

ACTION: Executive Committee to clarify and document our role when working with RDN, BC Parks, and ITC. Brockley to inquire to RDN about the possibility of establishing a formal volunteer agreement.

5.4.2 POSAC: Brockley reported the following discussions at the June 22 meeting:

1. Captain Ahab's and Town Ho Community Parks

A request recently came to POSAC to improve access to these two Community parks (both about 1 ha in size) in the Whalebone neighbourhood. Unlike other small parks in the area which have been cleared and joined with an interconnected trail system, Captain Ahab's and Town Ho CP's have remained in their natural state. The letter-writer requested that public access corridors to these parks be marked and developed to allow public access and interconnection between all the community parks in the Whalebone neighbourhood.

During the discussion, I shared a map showing the possible trail connections between these parks as well as the opportunity to link to the existing trailhead at Moby Dick's Way leading into the MoTI lands to the west. I also said that GaLTT had previously considered making a request to POSAC to develop trails in these two parks but had not proceeded due to possible conflicts with neighbouring property owners and inadequate knowledge regarding ground and forest conditions.

POSAC members discussed differing philosophies regarding community parkland: 1) community parks are owned by Gabriolans so they should all be developed for public access; and 2) it may be beneficial to leave some parkland undeveloped as greenspace and undisturbed wildlife habitat.

POSAC members ended the discussion by approving a motion that RDN staff would work with GaLTT in assessing the ground and stand conditions in the two parks and to bring a recommendation on future development potential back to POSAC.

2. Coats Marsh

There is currently no signage indicated when trail users in 707 Community Park are entering Coats Marsh Regional Park. This is an important issue since the current management plans of the two parks have different use restrictions. In Coats Marsh, *“Because of the sensitivity of developing plant communities and wildlife species within the park, all park trails and designated recreational areas are for pedestrian use only, with no access for dogs and horses.”* The 707 Community Park allows bicycles, dogs, and horses. The Coats Marsh management plan also recommends interpretive signage about the *“sensitivity of the park environment”* and *“discouraging access to sensitive areas easily disturbed by human presence.”*

POSAC members stated they would be in favour of installing some signage at the entrances to Coats Marsh, on the boundary between the two parks, and on trails leading the marsh edge. The signage would advise users about the sensitivity of the Coats Marsh ecosystem and restricted uses. The RDN staff seemed unaware of the different use restrictions between the two parks and committed to researching the issue and coming back to POSAC with information.

3. Spring Beach Stairs

The RDN recently installed an aluminum ramp to replace the old stairs that were removed last year. After installation, many complaints were received (including from GaLTT) that the slope of the ramp was dangerously steep. At GaLTT’s suggestion, the lower portion of the ramp was replaced with stairs, and feedback on the altered ramp has been positive. The plan is for the ramp/stairs to be removed during the winter months to avoid storm damage. Brockley stressed the need for government agencies (e.g., RDN, BC Parks) to consult and inform the Gabriola community prior to planned work being completed. Many of the complaints received by GaLTT could be avoided if proper consultation was undertaken. The RDN staff agreed that this would be a good idea in future.

4. 707 Community Park Signage

GaLTT proposed a new wayfinding system for the 707 Community Park several months ago and field checked and refined it with RDN staff this past winter. GaLTT has volunteered to install the new signage but is still awaiting approval of the proposed wayfinding system by RDN staff. I asked RDN staff for an update on this project and was told that Elaine has not had time to review the signage plan.

5. Rollo McClay Regional Park

RDN will be doing a structural assessment of the portable building at Rollo McClay this summer to determine whether it can be repaired or if replacement is needed. Work on the infield and outfield of the ball fields will be done this fall. Drainage and signage improvements and dugout repairs will be done.

6. Huxley Community Park Redevelopment

RDN staff reported that an announcement will be coming soon regarding the federal/provincial grants the RDN had applied for to construct the proposed skatepark and the rest of the project which will include a covered structure, wooden benches, portable bleachers, garbage cans, new trails to connect to the bus stop and surrounding neighbourhoods, a gravel parking lot, a retaining wall, and chain link fencing (it was subsequently announced that grant funding totaling \$567,354 has been approved).

5.4.3 SHORE ACCESS COMMITTEE: Danenhower reported that the committee will meet July 28 to discuss how to proceed now that the assessment is finished (apart from in the provincial parks). Hugh Skinner has identified 12 shore accesses needing yellow markers and has approved their installation by a small work crew. (20 are stored at a member's home). One location frequently has markers removed, so a heavier marker may be needed there.

5.4.4 ACCESSIBILITY COMMITTEE:

PILOT BAY ACCESS: Committee members worked on a Park Enhancement Fund grant application to support accessibility work on the Pilot Bay side of Gabriola Sands Provincial Park, which was submitted to BC Parks by the June 26 deadline. (*NOTE: the day following this meeting Landry received notification that GaLTT had been awarded a PEF grant of \$4500 for this work, though several BC Parks procedures will be needed before our work can begin.*)

TAYLOR BAY ACCESS: The committee has traced out a possible new accessible route to the beach on the Taylor Bay side of Gabriola Sands PP that promises to be less expensive and complicated to build than the one mapped out by Stan Leyenhorst:

- A crosswalk will directly cross Ricardo Road from the left-most accessible parking stall in the parking lot closest to Taylor Bay Road.
- This would lead directly to a long, gently sloped wheelchair-accessible boardwalk ramp which would cross the roadside ditch and also the part of the meadow that swamps in winter.
- Once on drier grass, a firm gravel path will head directly toward and behind the ball net without disturbing the ballfield. Resting benches could be installed along the route.
- Another shorter boardwalk will be needed up the shady slope (currently a rough rooty trail through invasive daphne laurel)
- A flat gravel path will continue directly toward the existing less-used beach access slope.
- The path would divide, with a branch heading right towards the toilet and on to the picnic area.
- A wider gravel area and bench will be installed at the viewpoint.
- An elaborate zigzag sloped ramp will be needed down to the beach, which may require helical pilings so as not to disturb the ground and may have to be funded separately.

- Mobi mat could be extended across the sandy beach from the ramp to the waterline.

A complete cost assessment cannot be done until we examine the route in wet winter conditions to see how long the board walk from the road must be. The existing concrete picnic-table pads are already accessible, though we may need to install longer table-tops to accommodate a wheelchair. The toilet will probably need replacing with an accessible unit as on the Pilot Bay side.

ACTION: Board members to try and get photos over this summer of people struggling down beach slopes carrying infants or with strollers, ankle casts, canes or walkers, beach toys, and picnic paraphernalia. We need to document that accessible pathways would benefit everyone, not just the disabled.

5.5. CONSERVATION COMMITTEE: Landry reported that:

- Landry, Danenhower, and Gunn carried out the annual monitoring of the Robinson Woods covenant on June 30.
- Brockley and Jemma Green (ITC) monitored the Bachmann covenant on July 7.
- The committee are contacting landowners about two potential new covenants. A third owner was contacted but is not interested at this time.
- Landry, Brockley and Johnston met recently to discuss next steps to further the work of the February mapping workshop. They have identified a few more properties suitable for potential conservation covenants and will discuss these in the full Conservation Committee. A planned follow-up session for those who could not attend the February workshop has not been held because of Covid-19.

5.6. INVASIVES COMMITTEE—Gunn reported that the Invasives committee has been discussing with the Trailwork committee what is the best way to safely restart and schedule regular bi-weekly volunteer work crews.

- DRUMBEG PP Garry oak ecosystem recovery:
 - PEF Grant application was submitted with the understanding that the Gabriola Sands Accessibility application has priority if only one grant is allowed. The application was for funds to support an invasive plant strategy and 5-year restoration plan for the Garry oak ecosystem in the park. This would include protection of archaeological sites and take into account GaLTT's volunteer and financial resources, water availability, local weather, access to the site, and impact on neighbours. It will lay out goals, objectives, graduated options, specific tasks with timelines and estimated costs, and consider lessons learned.
 - Committee reviewed the current agreement with BC Parks and the very old park plan for Drumbeg, the Fort Rodd Hill National Historic Site Garry Oak ecosystem information, and the Garry Oak Ecosystem Recovery Team information. They contacted Nancy Turner and Richard Hebda and have

recommendations for people who could do the work if we get the funding next year.

- Nancy Turner has invited Gunn and Skinner to visit Protection Island to learn about Garry oak restoration initiatives there and to visit Fort Rodd Hill National Historic demonstration site.
- iNaturalist program: Erica McClaren and Monica Valdes flagged Drumbeg Park as a park of interest for biodiversity review by iNaturalist program field technicians. Webinar events for citizen scientists were also discussed. Johnston and Skinner and two committee members met them on July 4 and the technicians took many pictures (found no Macon's meadowfoam though!)
- Broom pickup: We are concerned about the fire hazard of piles of dry broom. BC Parks is short-staffed. Skinner has contacted Lorette about possible pickup on July 27. BC Parks will supply a dump truck and a pickup.
- Other invasives: Erica McClaren will come over to discuss next steps and concerns about Vinca. Provincial Parks staff and other individuals are trying to establish whether the newer invasive in the park is Japanese hedge parsley or a chervil.
- ELDER CEDAR
 - Reed canary grass (RCG) project. On June 14, three committee members revisited the rehabilitated RCG site and cut all RCG they found within the fenced area as per the contractor's instructions. They collected all the flower heads they saw inside and outside the fence and removed them from the forest. Native plants are doing well in the area. Gunn reported back to the contractor.
 - Other invasives: discussed with Brockley potential invasives work in Elder Cedar and provided suggestions and estimates for more RCG work.
- HOGWEED:
 - Gunn communicated about hogweed with a volunteer who found it on her property, and with David Boehm about infestations around Gabriola.
 - They reviewed safety information and contacted Bob Rooks about infestations on two small islands above Mallett Creek dam.
 - Don Hare, Exec Director of Coastal Invasive Species Committee joined our committee members to deal with the Mallett infestation using kayaks for access on June 18. They dug out 5 or 6 plants on each island. They found no other plants in the area or downstream.
 - The committee found no re-infestation in Robinson Woods but removed two plants from the neighbour's property, with permission.
 - Committee noted an RCG infestation near where hogweed was removed in Robinson Woods.
- JAPANESE KNOTWEED.
 - Don Hare advised to talk with MOTI about knotweed infestations on the roadsides—they wish to deal with it.
 - It cannot be sprayed within 1 metre of a watercourse and Boehm advises that the "ditch" at Cooper and South Rd is a creek. Hare suggests persistent cutting to weaken the root system.

- On private property chemicals can be used. The property owner at South and Cooper gave permission for this to be done and said what MOTI did made things worse.
- TANSY RAGWORT: the website info has been updated by a volunteer and there will be tansy-pulling work crews in the next few weeks.

5.7. **COMMUNITY ENGAGEMENT:** Skinner reported:

- 'Where on Earth' contest is up and running and being promoted on social media and at the visitor centre and market. It ends July 31. She and Linda Hellenius are making the wildflower seed packets and Nola is designing the colouring sheet for prizes. We hope to give out the prizes at the market.
- Market table: We had our first market table on July 4 and it was worthwhile with membership and map sales. We were also there on July 11 and now are assessing when to go again. Registration is flexible. We have 7 volunteers but since we need 4 at each market, we need some more, particularly experienced volunteers. Committee member, Paula Gray is organizing the schedule.
- Map supplies are down to about 550 so we may need to consider a reprint.
- An ABC walk will be scheduled on August 1 if anyone is available to lead it. We could do a walk around the DeCourcy peninsula since the tide will be low and it's easy to social distance there.

ACTION: If walk leaders can be found, Skinner to try organizing distanced ABC walks with precautions such as asking participants to register ahead by email and limiting numbers.

- Seek app for kids: On July 4 the provincial park contractors doing the iNaturalist inventory at Drumbeg mentioned a kids' version of the app called Seek. It may be suitable for GaLTT to use with elementary school students next spring.

5.8. **COMMUNICATIONS:** Gehlbach reported they have continued to interface with invasives, trailwork, and community engagement committees about communications and volunteering strategies during the pandemic. They have also:

- Newspaper advertising:
 - Placed events listing for the 'Where on Earth? Contest
 - Designed and submitted advertisements for the 'Where on Earth? Contest
 - Designed and placed thank-you ad for broombash volunteers
- Facebook:
 - Discussed Tansy ragwort and other invasives removal /disposal
 - Corrected and explained naming of Nelder's (not Nesters!) Pond.
- Emails to volunteers about the market table.
- Website:
 - Updated and reported events on the Homepage
 - Updated the Managing Invasives page re Tansy ragwort
 - Continued development of the Digital Trails Atlas
 - Ongoing review of best practices for website design
- Work with other committees:
 - Generating a map for the Accessibility Committee to use for planning

- ‘Where on Earth?’ contest brochure and ad design for Community Engagement
- Draft letter to editor re biking trails for Exec
- Continued Policies review for Exec
- Data management:
 - databases for shoreline accesses and for trails
 - photo bin, working with Sally Bullas
 - uploaded research resources re Trails Strategy for BC and Share the Trails conflict
 - Nola’s also doing lots of work with the GPS—gathering data used by several committees

6. OLD BUSINESS—none to report or discuss.

7. NEW BUSINESS—

7.1. Youth Community Partnership program: Julie Sperber at the Chamber of Commerce suggested that this program might be suitable for GaLTT. The program is open until October 31. Money is available to hire people for supervised work. A 20-year old recently talked to Skinner about wishing to help GaLTT and has several appropriate skills. Skinner suggested this person might be able to map Gabriola’s invasive plant infestations for us.

ACTION: Skinner to follow up with the person she previously spoke with, to discuss the possibility of applying for this funding in order to hire her to map Gabriola’s invasive plants.

7.2. Public trail re-routing near Paisley Place: Gehlbach (who is also on the board of Gabriola Housing Society) explained that GHS does not wish to stop the public from walking in the area but would prefer that the public trails shall not intrude on the area where people’s homes and/or their communal building will be. GHS also wishes to discourage trespass on adjacent properties. There is no plan at this point for the trails to have special surfaces or boardwalks. Johnston has already walked the area with another GHS board member and mapped the current trail routes. Since building trails has cost implications for GHS if they must contract the work, a formal decision is needed from GaLTT. The main issues are:

- The well-used trail in the NW corner of the area (passing through Lot 1) will most likely remain accessible but will need signage and a trail licence with GHS.
- The west-east- trail will need to be moved further south, out of the building area, either onto GHS land immediately adjacent to Paisley Park or through the park (depending on RDN’s approval for trails in the park). Signage will be needed at both ends of the trail.
- The “north-south” path that connects Paisley Park to the east-west trail to the clinic through Rooks’ land currently meanders, straying well off the RDN linear park on to Don Powell’s forested property as well as on to GHS’s property. This trail needs re-routing onto the linear park or the edge of the east boundary of GHS’s property. This will need discussions with RDN and possibly a GHS trail licence. Signage will be needed at major connections.

MOTION: Proposed by Jenni Gehlbach, seconded by Anne Landry that when the timing is appropriate, GaLTT’s trail work committee will undertake the work and costs related to re-routing the public trails in and around Gabriola Housing Society’s property on

Paisley Place so that the public can continue to cross North-South and East-West without walking through the area where housing will be built. Where the new routes pass through the GHS property, trail licences will be issued; and where they pass through RDN property, appropriate consultations will occur. CARRIED.

8. In camera meeting not needed.

9. Adjournment:

**MOTION: proposed by Anne Landry to adjourn at 5.10pm for our picnic gathering.
CARRIED.**

Minutes recorded by Jenni Gehlbach.

NOTE: No August Board meeting is planned.

September 2020 (no August meeting was held)

Board of Directors Meeting; Tuesday September 8, 2020, by Zoom.

Participating: Rob Brockley, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Kerry Marcus, Barry Moerkerken, Lou Skinner. **Regrets:** Peter Danenhower, Rebecca Furnell, Allan Posthuma, Frank Shoemaker.

1. The meeting was called to order at 7pm by Brockley with sufficient members for a quorum.

2. AGENDA:

MOTION: Proposed by Nola Johnston, seconded by Anne Landry, to accept the agenda for the meeting as circulated with corrected timing estimates. CARRIED.

3. MINUTES (note there was no board meeting in August):

MOTION: Proposed by Anne Landry, seconded by Barry Moerkerken, to accept the amended minutes for the July Board meeting as circulated and amended. CARRIED.

4. IN CAMERA: Gehlbach moved that the meeting go *in camera* to discuss GaLTT's possible involvement in a land purchase, and related financial ramifications.

○ **MOTION: Moved by Jenni Gehlbach, seconded by Nola Johnston that GaLTT apply to the ITC for an Opportunity Fund grant of \$5000. CARRIED.**

5. CORRESPONDENCE:

- Draft Grant Application letter to the Islands Trust Conservancy
- Letter from Gabriola Museum Society, inviting a GaLTT representative to the pre-opening ceremony of the 25th Anniversary Celebration.

ACTION 1: Brockley to send his drafted letter to the Islands Trust Conservancy as per the motion in Item 4.

ACTION 2: Marcus to attend the Museum's 25th Anniversary Celebration on behalf of GaLTT.

6. COMMITTEE REPORTS:

6.1 PRESIDENT/EXECUTIVE: Brockley reported re:

- Administration, reports
 - a) Provided Gabriola protected area information to Dyan Dunsmore-Farley for Gabriola Health Project report
 - b) Reviewed draft Privacy policy
 - c) Signed Elder Cedar management contract
 - d) Reviewed Shore Access summary report and spreadsheet
 - e) Prepared ecological summary of Elder Cedar Nature Reserve for use at Museum Celebration on September 13th.
- Phone discussions:

- a) Multiple conversations with RDN Director (Vanessa Craig) regarding potential property purchase by RDN
- b) Conversations with residents regarding possible development of Captain Ahab's and Townho's community parks.
- Letters and emails:
 - a) Letter to the Sounder regarding multi-use trails and mountain biking
 - b) Several email exchanges with people regarding possible development of Whalebone parks (both for and against)
 - c) Emails to property owners regarding potential new trail licence agreement
 - d) Email to MoTI requesting clarification regarding permitting of trail work on undeveloped road ROW's
 - e) Emails to RDN Director and IT Trustees regarding
 - i) licensing of MoTI ROWs
 - ii) MoTI's response regarding permitting of work on undeveloped road allowances and beach accesses
 - f) Emails to RDN regarding assessments of Captain Ahab's and Town Ho community parks
 - g) Email reply to Gabriola resident complaining about signage in 707 Community Park
 - h) Thank you cards to donors
 - i) Draft letter to Islands Trust Conservancy's Board chair requesting grant for land acquisition.
- Planning/Meetings
 - Met with Jim Ramsay (Gabriola Housing Society) at building site to confirm leave-tree locations
 - Attended Shore Access and Accessibility committee meetings
 - Met with property owner regarding potential new trail licence agreement.

ACTION: Since many have been used by the public for decades and some have been built by GaLTT in more recent years with written or verbal permission from MoTI, Brockley to follow up with MoTI and with RDN regarding the existing trails, signage, and boardwalks on road allowance ROWs.

6.2 **TREASURER:** Shoemaker had previously circulated his monthly financial reports. Total assets are \$154,125. Year to date we have received \$14,318 and spent \$10,773. [Refer also to item 4.]

**MOTION: proposed by Jenni Gehlbach, seconded by Barry Moerkerken that Treasurer shall move \$5000 from our savings account into the Acquisition Fund.
CARRIED**

6.3 **MEMBERSHIPS:** Furnell had previously circulated to the board the list of new and renewing members in the last month. They were:

6.3.1 Five-year memberships: 1 individual renewal; 1 family renewal; 2 new families.

6.3.2 One-year memberships: 4 individual renewals; 3 new individuals; 1 family renewal.

6.3.3 **Current total members =205** (15 expired)

6.3.4 Monthly donors: 16 through CAFT; 15 through Canada Helps; 2 through CCCU direct.

MOTION: Proposed by Jenni Gehlbach, seconded by Libby Gunn to accept the listed 12 applicants for new and renewed membership of GaLTT. CARRIED.

6.4 TRAIL COMMITTEE:

WORK PARTIES: Danenhower reported: We had several smaller work parties (to comply with Covid restrictions). And decided on September 6 to continue with smaller work parties to reduce close working conditions and the usual socialising. Work parties in the near future will be restricted to the committee members and the trimming crew list.

- Trail trimming: Techniques for not over-trimming have improved. Trails trimmed were in 707, from post 18 to 23 and back to 20; in Haven Woods. One trimmer had a lost screw replaced, and three grass rakes were acquired.
- Boardwalks: The crew repaired a badly broken boardwalk in Robinson Woods (treefall damage probably). Three work parties repaired and upgraded the Commons Boardwalk, particularly the last 160 feet. They tightened loose boards, replaced rotten boards, stiffened the deck surface, applied metal gripping, and installed a ramp and handrail at the south entrance. We are awaiting wood from Arbutus (who give us a discount) for Elder Cedar boardwalks (the contracts for the work are signed by both parties).
- Tree falls: Numerous treefalls have been reported and cleared by several chainsaw volunteers. Islands Tree Service cleared two more-dangerous trees in Haven Woods.
- TRAIL LICENCES: One licence near the village has been agreed but a companion licence is stalled because property owners recently died. Another near Berry Point is being investigated. These licences may need a separate committee.
- FUTURE PROJECTS: There is \$2500 left in the budget, so one more major project may be possible this year. Candidates are more boardwalks in Robinson Woods, or on Keith Road (pending agreement on what may be done on ROWs). We also have committed to building a public trail through the Paisley Park north-south panhandle.

ACTION: Brockley to put the Paisley Park panhandle trail on the POSAC agenda.

- SHORE ACCESSES: Improving Stalker Road shore access seems to be stalled, pending the full committee report in October. The committee's work is successfully complete and their report with recommendations is being revised. The Board thanked Hugh Skinner and Nola Johnston for their thorough date collection and storage.
- POSAC: Brockley reported there will be a POSAC meeting on October 5.
- ACCESSIBILITY COMMITTEE:
Phase 1, Pilot Bay; Impact Studies: Brodie, the Ranger for Twin Beaches, emailed us a list of impact assessments (IA) that would be required for the Project. This list was apparently based on a letter from BC Parks in 2016 in response to our initial

enquiries about improving accessibility at both Twin Beach beaches. Taylor Bay side (our phase 2) isn't relevant to the current PEF grant proposal for Phase 1 in Pilot Bay.

ACTION 1: Landry to send an email to Brodie (BC Parks) asking them to clarify which impact assessments are required for our approved Pilot Bay project as opposed to the original broad-brush request for shore access at Taylor Bay.

- Species Impact must be done by a registered biologist.
- Impact on other park users: We need to show that improvements will not impede visitor use and enjoyment of the park. We can easily do this ourselves.
- Archeological Impact assessment: We must ascertain whether (e.g.) driving stakes into the ground to support edging, as opposed to digging, is considered disturbance requiring an archeologist to be on hand. We can try to do without path edging but will need an archeologist to be on-hand during digging to expand the concrete slab under the enlarged toilet.

ACTION 2: Landry to ask Brodie to supply a checklist of species and a list of suitably qualified biologists and/or archeologists to assess our work as needed.

Maintenance: We need clarification about whose responsibility it will be to maintain the improvements once they are in place.

Map: Johnston produced a good map of the whole area, showing proposed improvements on both sides of the park. However, we need a more limited map for publicity about Phase 1, Pilot Bay.

ACTION 3: Johnston to produce a limited map to publicise the approved Phase 1 improvements.

ACTION 4: Following clarification by BC Parks, Communications Committee will make upbeat announcements about this grant for work to improve accessibility at Pilot Bay.

Other groups' involvement: The Lions have agreed in principle to help but probably can't contribute money this year.

ACTION 5: Danehower to keep Dixon of the Lions informed of the project's progress.

Phase 2, Taylor Bay: The work in Taylor Bay will be more complex and much more expensive. It may be possible to use a removable ramp that does not require pilings. Whether or not BC Parks decide to remove the ball cage does not matter to the proposed path route. We need not involve ourselves in that decision.

ACTION 6: Committee to monitor the Taylor Bay field over the Fall-to Spring, to see how extensive the flooding is along the proposed path and how effective the drainage ditches are.

6.5 CONSERVATION COMMITTEE: Landry reported that:

- Johnston and Shoemaker conducted the Elder Cedar covenant monitoring on August 20, with representatives from NALT and ITC. The Reserve is generally in good

shape and the contract with ITC for additional boardwalk construction over the winter will help conserve the trails.

- Annual covenant monitoring is now complete, and the reports have been sent to the relevant organizations. Follow-up about invasive plants will happen in the Fall.
- Landry corresponded about Natural Areas Protection Tax Exempt Program (NAPTEP) with Kathryn Martell, ITC's current Ecosystems Protection Specialist.
- Johnston and Landry met recently with a landowner about a potential conservation covenant and will follow up as needed.

6.6 INVASIVES COMMITTEE—Gunn reported that she was away in July and August and much of her work was done by Skinner:

- Skinner held three Tansy ragwort removal parties in 707 (11 volunteers); near the Golf Club (4 volunteers), and on berry Point Road (7 volunteers). She has recruited another volunteer to assist with work party planning and leading.
- Skinner and Gunn responded to queries on Facebook and email/text.
- Skinner drafted a spreadsheet to keep track of loaned equipment.
- Drumbeg Park: BC Parks and eleven volunteers helped to remove the cut broom—three dump truck and three pick-up loads were taken to the drop-off on Chernoff. Skinner recruited volunteers to (1) manage caged seedlings as per Erica MacLaren's directions; (2) cut new blackberries in the meadow; (3) take on periwinkle control once the grass dies back.
- Park Enhancement Funding: In early August Erica MacLaren contacted GaLTT to say that because some regions were unable to use their allocated funds, they were able to secure \$5000 to support GaLTT's second PEF application for invasive plant management and restoration work in Drumbeg.

ACTION: For next steps, Erica suggested:

- **Focus on seeding/planting exposed areas where broom was piled to prevent new invasives taking hold.**
- **Continue to remove remaining broom piles and limb the lower branches of some Douglas-firs, allowing some native species to grow.**
- **Hire Kristen Miskelly from Saanich Native Plants (SNP) to help with this work some time in early-mid October.**
- **Erica will give SNP a heads-up to save us some native plant seed.**
- BC Parks staffing update: Arrowsmith Parks area:
 - Area Supervisor: Monica Valdes Garcia
 - Senior Park Ranger: Brodie Rundel
 - Seasonal Park Ranger: Kristina Haime
 - Conservation-related work: Erica McClaren and Heather Steere.

6.7 COMMUNITY ENGAGEMENT: Skinner reported that her committee will meet again on September 21 after she returns from holiday:

- Farmers' Market: Skinner organized and manned the Saturday market table for two weeks with several old and new volunteers.
- Map sales: have continued strongly and a reorder for 1500 more has been placed.

- Promoted ‘Where on Earth’ contest which ended July 31. She created wildflower seed packets for participants who submitted entries (12). Posted photos and descriptions of the results on Facebook and the website.
- Gabriola Museum: arranged with them to sell wild seed packets for \$15 in their giftshop. Communicated with the board about participation in their Anniversary event.
- Rose Jones acknowledgement: Sent a wildseed packet to her daughter for in memoriam scattering in Rose’s favorite walking spots.
- Sounder: Communicated with Derek about a possible series of “walk of the week” articles. Cannot guarantee a weekly column but will put them in the events calendar.

6.8 **COMMUNICATIONS**: Gehlbach reported:

- Facebook—monitoring/responding community pages discussions for GaLTT-related topics.
- Emails sent to volunteers about the market table; received and forwarded to committees and board members as appropriate.
- Website:
 - Updated and reported events and contest results on the Homepage
 - Updated the Parks page re Coats Marsh and 707
 - Update the Invasives pages as requested by Committee.
 - Continued development of the Digital Trails Atlas
 - Uploaded new files (previously referenced on a now-defunct website) re Gabriola’s historical industries—these are refenced in some park information and walking routes.
- Work for other committees
 - Research, writing, and reporting our Privacy Policies for Exec Committee
 - Gabriola Sands Provincial Park GPS and map work for Accessibility Committee
 - Treasure Hunt colouring page for Community Engagement Committee.
- Data management:
 - Databases for shoreline accesses and for trails
 - Photo bin
 - Resources database
 - Board meeting agendas and minutes

7 **OLD BUSINESS—none to report or discuss.**

8 **NEW BUSINESS:**

7.1 **Policies and Procedures:**

- **Draft Privacy Policy**: Johnston had previously circulated her draft of GaLTT’s Privacy Policy and supporting documents, based on her extensive research into our legal obligations under various government directives. She responded to questions and Board thanked her for this work. The law is clear that certain information that GaLTT holds about members or landowners may not be stored in US-based databanks but must be handled by Canadian servers.
- **Whistleblower and Harassment Policy forms and documents**: Johnston has produced draft forms and procedure documents associated with the previously

approved Whistleblower and Harassment policies. These will be distributed to the Board in advance of the October meeting.

ACTION: Johnston to distribute the draft Privacy Policy and associated documents to committee Chairs and seek their feedback on how they might impact committee operations.

7.2 CLTA Standards and Practices:

ACTION: Brockley to set up a Zoom meeting before our next Board meeting, specifically to discuss the GaLTT's conformation to CLTA Standards and Practices.

9 In camera discussion: MOTION: Johnston proposed moving in camera to discuss a possible new trail licence that would connect with an existing licence (different landowner) in the same area.

10 Adjournment:

MOTION: proposed by Anne Landry to adjourn at 8.36pm. CARRIED

Minutes recorded by Jenni Gehlbach

October 2020

Board of Directors Meeting; Tuesday October 13, 2020, by Zoom.

Participating: Rob Brockley, Peter Danenhower, Libby Gunn, Nola Johnston, Anne Landry, Kerry Marcus, Barry Moerkerken, Frank Shoemaker, Lou Skinner. **Regrets:** Rebecca Furnell, Jenni Gehlbach, Allan Posthuma.

1. The meeting was called to order at 7pm by Brockley with sufficient members for a quorum.

2. AGENDA:

- **MOTION: Proposed by Peter Danenhower, seconded by Frank Shoemaker to accept the agenda for the meeting as amended. CARRIED.**

3. MINUTES:

- **MOTION: Proposed by Anne Landry, seconded by Barry Moerkerken, to accept the minutes for the September Board meeting as circulated and amended. CARRIED.**

4. PRESENTATION:

Laura-Jean Kelly of the Gabriola Island Land Stewards Society made a short presentation and answered questions. This was followed by a discussion. (See attached notes.) GILLS is looking for a commitment by GaLTT to provide a member to stand for the Board by the end of December.

ACTION: Rob will contact Laura-Jean:

- We are interested in ongoing conversations about how their conservation mandate overlaps with ours, and how we can contribute/collaborate, but currently we may lack the resources to put someone on their board.
- We would like to present to their Board so that they have a better idea of exactly what we do and where our mandates overlap.

5. CORRESPONDENCE:

- Letter from RDN regarding funding availability for Community Grants in 2021
- Email from Gulf Islands Trails Society regarding potential GaLTT membership.
- Email to MoTI and response regarding permitting requirements on ROWs.

6. COMMITTEE REPORTS:

6.1 President/Executive—Brockley

Administration

- Prepared new trail licence agreement with property owner on Barrett Road
- Prepared GaLTT report to POSAC
- Prepared POSAC report for the GaLTT Board

Letters and Emails

- Submitted letter to Islands Trust Conservancy's Board chair requesting an Opportunity Grant for land acquisition
- Prepared draft letter to GaLTT members regarding recent land purchase
- Email response to Laura Love (Welcome Home Gabriola)
- Field inspection and email to RDN regarding recent tree cutting on private property close to boundary of 707
- Thank you cards to donors
- Email to Gulf Islands Trails Society re potential collaboration
- Email to Board regarding Gabriola Recreation Society Grant-In-Aid program
- Emails to Scott Colbourne (IT Trustee) and Vanessa Craig (RDN Director) regarding MoTI ROW issues
 - Email to Scott Colbourne (IT Trustee) regarding Trees for Tomorrow project and potential IT funding support for Nature Stewards program
 - Emails to Chris van Ossenbruggen (RDN) about 707 signage project
 - Email to Stefan Yancey (MoTI) requesting clarification on policies regarding trail development on ROW's
 - Email to Board regarding MoTI's response to ROW issue
 - Responses to emails sent to info@galitt.ca

Phone Discussions

- Phoned members of GaLTT Board who were absent from September Board meeting to inform them about contents of in camera discussion
- Conversation with Chris van Ossenbruggen (RDN) about wayfinding system in 707
- Phone discussion with Elaine McCulloch (RDN) regarding POSAC, 707 signage, and property purchase
- Phone discussion with Glenna Borsuk regarding Legends property development and ROW issues
- Phone conversation with Nick Doe regarding ecological protection zoning and Coats Marsh protection

Planning/Meetings

- Discussed conservation covenant and accessibility issues with Anne Landry
- Attended POSAC meeting on October 5th
- Discussed Nature Stewards program with Ken Gurr, including proposed grant submissions and preparation of information factsheet
- Attended Conservation Committee meeting

6.2 **Treasurer**—Shoemaker

Reports previously circulated. Total assets are \$103,069. Year to date we have received \$17,044 and spent \$11,098. Highlights:

- We paid \$57,000 to the RDN to assist in purchase of the remainder parcel.
- Donations of \$2,000 for our Land Acquisition Fund, and \$1,000 for general use, along with the support of our AFT (Automatic Fund Transfers) contributors of \$228 every

month for years and donations and memberships from CanadaHelps of \$1,015 with another \$15 for the Land Fund from a regular donor to that fund.

- Second printing of our maps. 1,700 new ones so we now have about 1,825 maps with an average cost of about \$1.80.
- We have a contract with the Islands Trust for work in Elder Cedar. The trail team has been busy doing the work and has incurred costs of \$3,981 to September 30.

6.3 **Membership**—Furnell (report by email)

Report by email previously circulated.

- Five-year memberships: 3 family renewals.
- One-year memberships: 4 individual renewals; 3 family renewals.
- Monthly donors: +1 (16 through CAFT; 16 through Canada Helps; 2 through CCCU direct)
- Current total members = 204 (15 expired)

MOTION: Proposed by Nola Johnston, seconded by Peter Danenhower to accept the listed 11 applicants for new and renewed membership of GaLTT. Note that member name spelling is Johnston, not Johnstone. CARRIED.

6.4 **Trails**

a. Trail maintenance—Danenhower/Moerkerken

See full committee report for details. Highlights/comments:

- Installation of new boardwalk over wet area in Elder Cedar near Windecker
- Pilot Bay Accessibility Project planning
- Dangerous trees on Evans trail
- Tool inventory, with Invasives
- Trail licences: working on several
- MOTI ROW permits
- Peter is stepping down as committee chair and Barry Moerkerken will take over gradually.

The Board thanked Peter for his amazing work on this committee.

PENDING ACTIONS (Rob?)

After the permit issue is resolved we will approach MOTI about dealing with danger trees on ROWs. If there are permits this should be easier.

b. POSAC—Brockley

See full report for details. Highlights/comments:

- Made report to POSAC on GaLTT's activities (although we have no formal seat on the Board Vanessa has asked for these).
- A motion was approved for RDN staff and GaLTT to work cooperatively to assess both Captain Ahab's and Town Ho Community parks for future trail development.

- Gabriola Recreation Society is concerned by the pending removal of the portable at Rollo Community Park, and hopes to work with the RDN to plan for a replacement
- The RDN will consider Rob's suggestion to delay the seasonal removal of Spring Beach stairs until after Thanksgiving
- A cost-neutral program for amenity donations such as benches has been instituted by the RDN.
- Weir assessment for Coats Marsh was completed and identified issues relating to sustainable safe operation. An Environmental Management Plan will be prepared to support the installation of a second pond leveler.
- Parks and Trails Strategic Plan: public consultation will resume when possible and safe
- Paisley Community Park: RDN staff are supportive in principle of a proposal to establish a new connecting trail within the narrow park panhandle with acknowledgement that the parkland to the north (to which the proposed trail would connect) has not yet been received. The proposal will be formally discussed at the appropriate time.

DISCUSSION: Rob's current term expires at the end of December and having served two terms, would prefer to not re-apply for a third, 2-year term. GaLTT does not have an official seat on the POSAC, but a board member has traditionally applied as an individual to maintain a useful informal connection between the RDN and GaLTT. At this point, no one else has expressed interest in submitting an application.

ACTION: Rob will contact Hugh Skinner and ask if he would be willing to serve on the GaLTT board and also to apply to the POSAC as an informal representative of GaLTT.

c. Shore access—Danenhower for Hugh Skinner

The inventory work of the ad hoc committee has been completed (see full report and documentation on G Suite "Shoreline Access ctee" shared drive). Recommendations to the board:

- *Receive the GaLTT Public Shore Access Subcommittee Report and associated documents.*
- *Confirm that public shore accesses are part of its Strategic Plan mandate, scope, and outcomes.*
- *Determine a course of action to follow-up on the GaLTT Public Shore Access Subcommittee individual site evaluations, as well as the associated summary spreadsheet general notes and recommendations.*
- *Develop internal operational procedures to enable the existing evaluations database to be "dynamic", and updated as changes occur, as opposed to being a "static", one time only, database of information.*
- *Enhance the community awareness and value of public shore accesses in future editions of the GaLTT map and / or by creating a more specific GaLTT*

public shore access brochure / map, potentially in collaboration with other organizations (RDN, BC Parks, Gabriola Chamber of Commerce, Gabriola Recreation Society, etc.).

- *Discuss with other organizations (e.g. BC Parks, RDN, Islands Trust, MOTI, Islands Trust Conservancy, etc.) mechanisms for creating, improving, developing and / or preserving public shore accesses.*
- *Dissolve the GaLTT Public Shore Access Subcommittee.*

It was noted that the range of recommendations potentially involves work by the Executive and several committees.

MOTION: Proposed by Nola Johnston, seconded by Libby Gunn to receive the report and refer to committees. Carried.

MOTION: Proposed by Peter Danenhowe, seconded by Barry Moerkerken to dissolve the ad hoc Shoreline Access committee. Carried.

ACTIONS:

- Nola to distribute the report to committee chairs.
- Committees to review report and determine what is related to their mandates and if they can address or make recommendations about. Bring to future board to update and discuss.

a. Accessibility—Danenhowe for Laurie Webster

Pilot Bay project: Peter and Barry flagged the areas at Pilot Bay where vegetation will need to be removed to widen the trail and locations for the concrete picnic table pads and enlarged outhouse. As per an accessible trail in Nanaimo the project will use gravel, specific details to be determined by Peter and Barry, and the budget will be revised accordingly.

It has been determined that a consultant must be hired only for the archeological survey. Anne has been in contact with the archaeologist who has done Archaeological Impact Assessments for BC Parks. She has provided an estimate for the AIA work; the fee includes a field assistant from the Snuneymuxw FN. The quote is being reviewed by the committee. The survey is costly, so once our budget is revised Anne will contact BC Parks about further assistance if necessary, and we may put off the parking lot upgrade.

The required vegetation and invertebrate inventory survey will be done by Anne, Lou and Libby on October 16th.

ACTION: if necessary, Anne to talk to BC Parks about the costs and find out if they have the capacity to increase funding.

Conservation—Landry

- The property owners Nola and Anne visited in September appreciated the visit and information about conservation covenants but do not want to pursue a covenant at present; maybe in future.
- The Conservation Committee is collecting background information for a potential conservation covenant and investigating two other possible covenants.

- Some of the people who could not attend the February conservation mapping workshop are meeting with Anne one-on-one to provide input on priority properties for conservation.
- The Islands Trust Conservancy will initiate a management plan review for Elder Cedar in the coming months. The Conservation Committee will lead GaLTT's input into the plan review.
- Nature Stewards Info Sheets – The committee supports this initiative in principle but needs more details, e.g., budget, to recommend it to the board.
- Fundraising – This was discussed briefly at the last committee meeting and needs a board discussion.
- Rob is following up on “Trees for Tomorrow” coming to Gabriola, mentioned by IT Trustee Scott Colbourne.

Kudos to the Conservation committee, whose work tends to be behind the scenes, for shepherding through this acquisition!

The Trees for Tomorrow program is coming to Gabriola but so far we have not received more information requested from Scott Colbourne. Essentially this provides seedlings to landowners, organizations and others to plant trees.

ACTION: Rob to continue to try to find out more details and who the sponsor is.

6.6 **Invasives**—Gunn

See full committee report for details. Highlights/comments:

- Meadow management for Drumbeg: PEF funding was used to hire a consultant from Saanich Native Plants, who is in collaboration with BC Parks providing guidance for rehabilitating the meadow and seeds for doing so. Further work might include trimming long lower branches of doug firs to allow for more growth underneath, and removing a grand fir that is impeding growth of Garry oak; this might be controversial.
- GaLTT needs to decide whether we are open to the use of herbicides as a final resort.
- The committee will meet soon and develop a winter work plan for Drumbeg and elsewhere. It will also discuss a strategy for how to approach and work with landowners with major invasives problems.

6.7 **Community engagement**—Skinner

See full committee report for details. Highlights/comments:

- Insurance is being increased to reflect increase in tools and equipment.
- The Board likes the plan for the Great Winter Walkabout, whereby people will be encouraged to explore the island independently and report back using social media.
- After some discussion it was felt that the ABC walks should not be resumed at this time. Perhaps people could be encouraged to walk together in the GWW, following guidelines, with people in their bubble.

ACTION:

- Committee to pursue a Recreation Society grant
- Nola to send Lou replacement cost for GPS unit
- Lou to contact Nola about an ad for the Great Winter Walkabout
- Lou to contact Laura Love (Welcome Home) with a request for GaLTT participation. Newcomers would receive a free GaLTT map and brochure
-

6.8 **Communications**—Johnston for Gehlbach

Nothing to report beyond standard continuing tasks, other than Nola’s Executive work on policies.

7. **OLD BUSINESS**

7.1 **Privacy Policy**

A guidelines document has been drafted. The goal is to review and finalize it before the next meeting, so that it can be adopted then.

Notes on policy content:

- In our policy the Membership Chair will be designated as the holder of the official membership list.
- There is a section in the applied practices for describing how personal employee information is handled, but as GaLTT has no employees this does not currently apply. The section will be retained as a flag for further work as necessary. The text will read:

[PENDING: a fully developed section on who will manage employee records, who can access them, and other practical details will be created when overall administrative infrastructure for employee management is set up]

ACTION:

- Committee chairs should review the draft Guidelines document and pass on any comments to Nola by the end of October if possible.
- Please supply Nola with any revised documents that you use in committee work (e.g. forms to which a privacy clause has been added) for a master collection of GaLTT documents.

8. **NEW BUSINESS:**

8.1 “Welcome Home” program—Skinner

Discussed under Community Engagement committee report

8.2 **Relationship with Gulf Islands Trails Society**—Brockley

Valdez is a practical barrier to the connection with Gabriola as the Lyackson FN has made it clear that it does not want anyone on the island. Joining is therefore a relatively low priority but if it is not expensive the connections may be worth it.

ACTION: Rob will find out what the membership fee and implications of insurance are

8.3 Participation with Gabriola Island Land Stewards Society—Brockley

Discussed immediately after the presentation, see above

8.4 Recruiting for GaLTT Board—Brockley

Use your contacts to identify people who have the skills and interest that would be beneficial to our organization. Fundraising experience would be good.

8.5 GAC hall rental [Jenni Gehlbach](#),

Reasonably accommodates 12 people with masks. But this may make people uncomfortable or exclude those who want/need to be cautious. Consensus is to meet on zoom and re-evaluate in the new year.

9. Adjournment:

MOTION: proposed by Libby Gunn to adjourn at 9:15 pm. CARRIED

Minutes recorded by Nola Johnston.

NOVEMBER 2020

Board of Directors Meeting; Tuesday November 10, 2020, by Zoom.

Participating: Rob Brockley, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Barry Moerkerken, Allan Posthuma, Frank Shoemaker, Lou Skinner. **Regrets:** Peter Danenhower, Rebecca Furnell, Kerry Marcus

1. The meeting was called to order at 7pm by Brockley with sufficient members for a quorum.

2. AGENDA:

MOTION: Proposed by Jenni Gehlbach, seconded by Allan Posthuma, to accept the agenda for the meeting as amended, with the addition of two Items of new business—AGM format and date, and plans for our December meeting CARRIED.

3. MINUTES:

MOTION: Proposed by Jenni Gehlbach, seconded by Lou Skinner, to accept the amended minutes for the October Board meeting as circulated and amended. CARRIED.

4. CORRESPONDENCE:

- Letter from ITC declining GaLTT's application for an Opportunity Fund grant
- Confirmation from Gabriola Recreation Society of their \$800 grant to GaLTT for community engagement work (Winter Walkabout).
- Letter from British Pacific Properties (West Vancouver) notifying us of a \$500 in memoriam donation for Donald Coleman Andrew.

ACTION: Brockley to write a thank you letter from GaLTT.

5. COMMITTEE REPORTS:

5.1. **PRESIDENT/EXECUTIVE:** Brockley reported re:

Administration, reports

- Prepared and signed contract for Ken Gurr to develop Nature Tips information factsheet
- Submitted application form for re-appointment to the POSAC
- Attended CanadaHelps webinar about charitable gifts of securities and followup up emails to Board
- Signed contract with Ursus Heritage Consulting for archaeological assessment at Twin Beaches as part of PEF grant with BC Parks
- Reviewed Ken Gurr's grant application to Habitat Conservation Trust Foundation
- Signed new trail licence agreement with landowner on Barrett Road
- Interview with Gabriola Sounder regarding GaLTT's participation in the purchase of the "remainder" property adjacent to the 707 Community Park
- Discussed Elder Cedar contract invoicing procedures with Treasurer and Trails Committee

- Prepared and submitted MoTI Licence of Occupation Permit for Peterson-McDonald boardwalk (see item 6.5)
- Discussions with three prospective GaLTT Board members.

Phone discussions:

- Several phone-calls with and emails to MoTI staff regarding permitting issues on MoTI undeveloped ROW's
- Phone discussion with Elaine McCulloch (RDN) regarding MoTI permits and insurance requirements and RDN's potential willingness to hold MoTI permits on behalf of GaLTT

Letters and emails:

- Thankyou cards to donors and to Hugh Skinner re Shore Access work.
- Email to Bowie Keefer (Gulf Islands Trails Society) requesting information on the society's bylaws and purpose
- Emails to Laura-Jean Kelly regarding GaLTT potential participation in Gabriola Island Land Stewards Society
- Email motion to Board regarding proposed contract to Ken Gurr to develop a Nature Stewards factsheet.
- Emails with GaLTT's insurer (Megson Fitzpatrick) to obtain insurance certificate for inclusion in MoTI permit application and have the Province of BC added as a named insured to our policy
- Email to RDN Director (Vanessa Craig) regarding MoTI permitting of ROW's
- Email to RDN Director notify about new property listing and to gauge RDN potential interest in purchase.

Planning/Meetings

- Discussion with Conservation Committee members about potential property purchase (for in camera Board discussion)
- Discussions with Anne Landry regarding logistics and possible fundraising strategies associated with potential land purchase
- Meeting with Chris van Ossenbruggen (RDN) and Barry Moerkerken regarding Peterson-McDonald boardwalk, Shaw Road shore access, and potential fence-building projects by GaLTT volunteers.

5.2 TREASURER: Shoemaker had previously circulated his monthly financial reports. Total assets are \$103,288. Year to date we have received \$19,080 and spent \$13,205. He commented that we currently have about \$7.2K of unspent budget, so Committees who are considering curtailing activity because of running over their committee budget this year (such as Trails) should bring funding requests forward for consideration.

ACTION: Committee heads to submit drafts of their projected budgets for 2021 to Shoemaker ASAP.

MOTION proposed by Nola Johnston, seconded by Frank Shoemaker to authorize Invasives Committee to spend up to \$1500 to purchase equipment such as long-

handled ratcheted loppers needed for invasive plant control. CARRIED

5.3 MEMBERSHIPS: Furnell had previously circulated to the board the list of new and renewing members in the last month. They were:

- Five-year memberships: 1 individual new
- One-year memberships: 2 individual renewals; 1 new individual; 2 family renewals; 1 new family.
- **Current total members =207** (8 expired)
- Monthly donors: 16 through CAFT; 15 through Canada Helps; 2 through CCCU direct.

MOTION: Proposed by Frank Shoemaker, seconded by Jenni Gehlbach to accept the listed 7 applicants for new and renewed membership of GaLTT. CARRIED.

5.4 COMMUNICATIONS COMMITTEE: Gehlbach reported that Ken Gurr is putting together a discussion guide for the Nature Steward fact sheet to help develop content ideas with GaLTT committee chairs. Johnston attended an Ecosystem-based Adaptation webinar and distributed her notes to the Board. Routine board work included:

- Record keeping:
 - Writing and distributing agenda, meeting notes, and minute.
 - Shared document storage is in Google docs “G-Suite” which has been rebranded as “Google Workspace”.
- Facebook—minor interaction on Community bulletin boards; occasionally supplementing Skinner and Gunn’s posting on our GaLTT page. No recent action on Instagram.
- Emails
 - Routine email contact with members and volunteers
 - Created new automatic forwarding address for Skinner: walkabout@galtt.ca .
 - Changed automatic forwarding of trailwork@galtt.ca to Moerkerken from Danenhower.
 - Discussed creation of new invasives group email address such as galtt-invasives@npogroups.org — in progress
- Website:
 - Updated Homepage, including announcement of the Winter Walkabout event
 - Updated the Donations page with more detailed information about the advantage of donating securities through CanadaHelps (CH). This eliminates the donor’s capital gain tax.
 - Inserted an on-site donations pop-up window in the Donations webpage to enable CH cash donations. It is a little slow to download but reduces our CH fees and keeps the donor on our website.
 - The CH donation button on the Homepage continues to take donors to the CH website where they can get full information about CH and their donation possibilities.
 - Continued development of the Digital Trails Atlas
- Work for other committees and publicity
 - Continued work on Policies & Procedures for Exec Committee

- Working with Community Engagement Committee re advertising the Great Winter Walkabout to the public and our members (miniposters, trailhead signs, weekly ad templates, trail journals, and info sheet templates)
- Publicity re new trail licence on Fantasy Pathway.

5.5 COMMUNITY ENGAGEMENT COMMITTEE.

- **Great Winter Walkabout:** Skinner thanked Communications Committee for their cooperative work particularly on the Winter Walkabout. They will monitor participation carefully to see whether such initiatives justify the amount of expense and/or effort involved. She asked that Board members promote the effort. This will launch on November 18 and continue for 12 weeks until February 3. The goal is to help islanders improve mental and physical health by walking on lesser know trails. We are designing newspaper ads, mini posters, and trail journals which will be completed by participants and dropped off at North Road Sports for a chance to win the store's donated prizes of a backpack and headlamp. Each Wednesday a new walk description will appear in the Sounder and on our Facebook page, and our members will receive a pdf by email. It will also be a downloadable pdf on the website. Ms McDonald's grade 4/5 class are painting rocks for the trailheads and green flagging tape will mark tricky intersections. This will all be removed in February. The Rec. Soc. Granted us \$800 to cover the expenses.

ACTION 1: Board members to pass any feedback about the initiative to Skinner.

ACTION 2: Gehlbach to investigate sending the Winter Walkabout advertising messages to NALT.

- **Welcome Home** (replacing Welcome Wagon) Skinner dropped off 50 maps to Laura Love. She no longer charges non-profits and is working by Zoom at the moment. She is open to having a GaLTT representative attend meetings when they resume.
- **Their wild seed-packets** have sold well—the museum is nearly out of stock.
- **The intergenerational land-based learning for reconciliation project** is seeking feedback on the usefulness and interest of their meetings. Skinner attended one on October 13 at which Elder Bill White shared stories and resources about traditions including memorials and winter dances and some current activities such as canoe rendezvous held on Lummi Island in Washington State in 2019. Kate Reynolds wrote to say they have been talking about putting together a collection of readings related to Coast Salish culture and asks what else do participants such as GaLTT want? Grade 4/5 teacher Karen McDonald's Garry oak restoration project was put on hold because of Covid-19 restrictions. There is interest in planting an indigenous garden at the school. Arts Council has a series of four speakers including canoe carving and petroglyphs. There is a good possible connection for us with SFN because of mutual interest in land conservation.
- **Museum Strategic Plan:** Skinner and Landry attended sessions at the museum on November 5 and will continue looking at ideas for collaboration.
- **Trees for tomorrow:** This start-up grass roots initiative from Hornby Island aims to plant 10,000 trees in the Gulf Islands. Landry organized a meeting with Simone Levesque, a local volunteer who will let us know about details when available. It may be a good match for our Nature Stewards program. She may be looking for suitable properties to receive trees.

5.6 **INVASIVES MANAGEMENT:** Gunn reported that the committee met outdoors in October and worked out a plan for seeding at Drumbeg, and the first part of the winter work schedule. They will meet again next week. After Christmas they will focus on other areas.

- **Winter work parties:** Work is scheduled for every second Sunday starting November 1. Until December 20 work will alternate between Drumbeg and Gabriola Sands. The small group of 6 on November 1 made good headway in Drumbeg, revisiting areas where holly and Daphne were removed last winter and started in a new area. It looks like very little daphne is coming back but the holly is more pernicious. Overall, the area looks pretty good.
- **Drumbeg:** Erica McLaren confirmed in August that \$5000 of PEF funding was available to support GaLTT's invasives management work. She recommended: (i) focussing on seeding/planting exposed areas where we had removed dense stands of broom to prevent other invasives taking hold. (ii) hiring Krisen Miskelly from Saanich Native Plants to help this work. (iii) consider removing lower branches from Douglas-fir growing in the meadow to enhance meadow species' growth. On October 5, McLaren and Heather Steere (BC Parks) and Miskelly walked the meadow with Gunn and Skinner to decide which two seed mixes would be needed for the bare patches, and to plan for the BC Parks work crews. Miskelly affirmed McLaren's recommendation and advised removing a Grand fir that is impeding the growth of a large Garry oak. Gunn has investigated how best to use the rest of the grant to hire people to cut the very long, low branches of the Douglas-fir and haul them to the forest edge for chipping, ideally late in November. No response yet from two local cutters. Gunn is trying to get BC Parks work crews to help with hauling and chipping. We will also put out a call for volunteers. BC Parks will send staff on the cutting day and may even have a crew leader. The group also discussed invasive periwinkle, which will probably have to be pulled by hand. They will also experiment with tarps, pulling only edge plants.
- **BC Parks staffing in Arrowsmith Parks area:**
Area Supervisor: Monica Valdes Garcia has left and hasn't been replaced.
Sr. Park Ranger: Brodie Rundel
Seasonal Park Ranger Kristina Haime
Conservation-related work: Erica McClaren and Heather Steere
- **Broom removal:** We now have no place to store cut broom ready for disposal on Gabriola. In mid-October ranger Kristina Haime, arrived with another ranger, Eric, who is the crew leader for three mature University students who have jobs with BC Parks. Gunn did a short orientation to the work GaLTT members and others have been doing in the meadow area. They took a trailer-full of broom off-island and returned on two subsequent days to take more. Skinner met them on the final day to see how they were doing. They moved some of the broom that had been piled under the Douglas Fir and on the blackberry thickets and piled it in the forest where it can be picked up by a vehicle eventually.
- **Elder Cedar —reed canary grass (RCG):** Gunn met up with Chris Drake on Oct 22 and looked at the planting by the boardwalk. It looks pretty good, and we discussed next steps for that location as he has additional funding. He will return in mid-November and doesn't need help, but we agreed that Gunn could take pictures to promote the work.

- i. Plant one or two things in existing fence, and complete that little section by removing the grass adjacent to the fence/boardwalk, and plant with native species.
 - ii. Remove the canary grass on the other side of the boardwalk, which is less of a patch and more a sinuous line as it follows the moisture. He doesn't think he needs to dig it out as he did in the first part; just pull and plant.
 - iii. His basic strategy with invasives is to *replace* as much as to remove. Shading things out, for example. And continuous cutting back of plants like RCG. He is planning a similar mix of cedar, spirea, thimbleberry and he will also use alder this time, and may try transplanting some of the nearby native sedge into the wet area on the other side. Also, salmonberry, sword fern, and he may try salal, though it's hard to plant.
 - iv. He thinks he will have a little extra money and was looking at what else could be done in Elder Cedar. He suggested a few similar exclosures along the boardwalk by the Elder Cedar to let the area regenerate. There has been some email discussion about it between Islands Trust, the Conservation team and Gunn. They have since emailed about doing a Zoom presentation to the public. They also discussed yellow flag iris, holly and disposal issues.
- **Berm-building:** Discussion:
 - Maybe berms of materials such as cut broom called be used as a natural fence at Drumbeg's border with the neighbour.
 - Maybe the Garden Club would be interested in a joint initiative.
 - **Miscellaneous communications:** Gunn has been monitoring responses to various posts on the GaLTT Facebook page vs the Community Café page on October 22, 29, 30, and November 4.

5.7 CONSERVATION: Landry reported that:

- Johnston and Norm Harburn have joined the Conservation Committee and Danenhower has left it.
- Landry met separately with Steve Earle and with Danna Lewis for them to provide input on priority properties for conservation.
- Related to the upcoming management plan review for Elder Cedar Nature Reserve, the Island Trust Conservancy (ITC) solicited input for a redesign of the existing entrance sign, which needs replacing. After discussion with Exec, Landry provided ITC with contact information for and encouraged the involvement of an SFN member in sign design.
- Landry and Skinner met with Simone Levesque, local volunteer coordinator for the Trees for Tomorrow program, which originated on Hornby island, aiming to plant 10,000 trees pa on the Gulf Islands. We offered our assistance with promotion when the program is running.
- Conservation Committee viewed three shore accesses that have conservation issues associated. Education may be an effective approach and Johnston is pursuing the idea with Skinner and the RDN.
- Johnston attended a webinar on Ecosystem-based Adaptation (part of the IT's Climate Change Speaker Series). She distributed a report to the Board.
- Gabriola Historical and Museum Society has submitted a bid on the McRae covenant property.

- Another property-related item will be discussed *in camera*.

5.8 TRAIL COMMITTEE: Moerkerken reported —

WORK PARTIES:

- Trail trimming, mostly done by Don alone and occasionally a second person, using our hedge trimmers: The main trail in the new 707 lands; the trail connecting McDonald to Cresta Roca; Jack's Dropper Trail; Evans RoW trail; Merlin's Trail; Central Island trail between Tait and 707's SP55.
- Boardwalks: Two larger (max 6 people) work parties installed and completed new 95' and 24' boardwalks in Elder Cedar. Four 2-person teams installed steps to the boardwalks. This completes the ITC contract project in Elder Cedar.
- Tree falls: There have been many fallen trees this month, with all four of our chainsaw crew members contributing to the clean-up. There are too many to list here. Brockley probably did the majority of the fallen trees, using GaLTT's new chainsaw. So, the saw is being put to good use.

TRAIL LICENCES: A new trail licence signed with a property owner on Barret Rd. This property is directly opposite Honeysuckle; hikers using Honeysuckle and connecting trails can now cross Barrett and continue on to the Rollo Park area, without walking along Barrett. Signs are still required; these will be installed when they are purchased.

SPECIAL PROJECTS: Upcoming work;

- Work at Pilot Bay for BC Parks is being assessed for material requirements and the scheduling of the work has commenced. This project is led by the Accessibility Cttee.
- Installing split rail fences for the RDN at four community parks.

TRAIL CTTEE organization: The changeover from Peter to Barry as trail committee chair is almost complete. In fact, Peter considers Barry to be the chair now, with Peter as one of his lieutenants (Peter plans to stay on the committee).

2021 BUDGET and PROJECTS: It has been a tough year for the trail committee because of the pandemic. Nonetheless, they managed to complete most of the work that was planned for this year. Now that the relationship with MoTI is being clarified, the main project that is left, with a high priority, is boardwalks on the Keith Rd. RoW. We have \$1000 budgeted for this. We have overspent in the area of signs and the Commons boardwalk improvements, so actually may not be able to do much this year. For the rest of the year and early next year, the two time-sensitive special projects already mentioned above will be our focus (split rail fencing and Pilot Bay). For next year, we have some of the following ideas in mind:

- Finish board-walking on the Keith Rd. RoW (or start if we don't get to it this year),
- Do another section in the Robinson woods,
- Boardwalk over wet areas on the Chichester-Haig connector
- Work on a selection of high priority shore accesses.
- Distribute the remaining 20 beach access markers.
- Since we will be the permit holder on the McDonald - Peterson connector RoW, we will need to at least consider installing a boardwalk to connect the two existing boardwalks (to make the trail as safe as possible).

- We haven't gotten to improvements to numerous plank bridges on trails all over Gabriola but could try again next year.

If anyone has other ideas for trail work or new trails they would like to see, please submit them soon, as the trail cttee. will need to begin planning for next year and submit its proposed budget soon.

ACCESSIBILITY COMMITTEE: Danenhower reported for Laurie Webster: The committee is completely focussed now on the Pilot Bay contract, under which we have until March 31, 2021 to spend the \$4500 PEF grant.

- **Archeological Impact Assessment**: GaLTT has contracted with archeologist Ginelle Taylor for around \$3600 to supervise the digging, employ a FN consultant on site, and write a final report for BC parks. There are four locations where digging is needed (widening the entrance trail from the South parking lot, next to the outhouse, next to the picnic table, and at the end of the view trail that will go towards Pilot Bay, from the North Parking lot.) The last bit of digging is needed to bring the gravel path down to the grade level to avoid an abrupt drop-off at the end of the trail. We can have volunteers do the actual digging, with Ginelle supervising, but the exact arrangement needs to be clarified.
- **Paths and gravel**: Moerkerken and Danenhower measured that we need approximately 22 cubic yards of "cart path" style gravel plus geo fabric for the paths. We can get this from local supplier, Keith Kloostebar, who has agreed to supply four truck loads from Nanaimo; we just have to let him know a bit in advance so he can stockpile it. This will cost approximately \$2100. We will also need to rent a compactor. This includes significant graveling around the picnic table to accommodate moving the table towards Pilot Bay. We need to move the table on the existing pad to meet the regulations for an accessible table (there is a tree in the way). This will make the Pilot Bay end of the table a bit precarious; hence the plan to fill the hole with gravel to bring the ground around the table up to grade.
- **Picnic Table**: The table will be moved to the edge of the cement pad, towards Pilot Bay, and the cement pad will be extended. Also, the top of the table will be replaced with longer boards that cantilever out towards Ricardo. This will allow wheelchair access to the table.
- **Outhouse**: Barry has determined that we don't need to rebuild the outhouse. It just has to be moved. Without any digging, we can just relocate it on the existing cement pad and meet the accessibility regulations. We are hoping that we can do all of the following: Disconnect the 8 brackets at the bottom of the walls, have 8-10 volunteers lift the entire outhouse off the brackets and set it aside, disconnect the brackets from the anchor bolts in the concrete, cut-off the existing anchor bolts, install new anchor bolts, reattach the brackets to the new anchor bolts, and reattach the entire outhouse to the brackets. We will need to rent a couple tools to do this: a portable generator, and an impact drill and bit (to drill holes in concrete). Maybe we can get one of the three fire department crews to do the lifting. We plan to extend the concrete pad toward Pilot Bay to make the entrance to the outhouse door as even as possible. Hence, digging out the existing steel grid to make room for the extension is part of the AIA contract. The shelter around the door area just meets

accessibility requirements (it is about an inch short - we can fix that by moving all the fence boards to the outside if necessary).

- **Estimated Costs:** We estimate that it will cost approximately \$600 for tool rental, cement, table-top planks, forms, and hardware. Thus, the total cost is \$3600 + \$2100 + \$600 = \$6300 so we have a bit to spare on our original \$7,500 budget (\$4,500 PEF grant and \$3,000 from GaLTT).
- **Scheduling:** There is a sixty-day period for FN consultation, and the Archeologist also wants 45 days for consultation. These can be concurrent, which brings us to about Dec. 15 as the earliest start date for construction. Barry advises against pouring concrete when night temperatures are at or below freezing. Hence, Barry has devised a work schedule that allows us to do the concrete work in late Feb. 2021, as weather permits. Anne, Rob, Barry and Peter are planning to meet at Pilot Bay soon to go over the scheduling and ensure that Ginelle's work is as efficiently as possible, hopefully getting all the digging done in one day.

Volunteers: We will need a big crew to spread all the gravel and do all the digging with small tools, like archeologist do. Plus we need eight to ten people to lift the outhouse safely. The Lions are very willing to help supply volunteers, but don't have any money for this project at this time. There is just the issue of social distancing. It would be great if we could get at least five groups of people who are in the same social bubbles, for the digging. We can probably maintain social distancing while moving the gravel. Maybe we should start looking for the five groups now. (Maybe two groups for the trail widening, and one each for each dig site). Maybe a young family would enjoy doing a dig site as kind of educational fun

6. OLD BUSINESS

6.1 Privacy policy—Johnston received a few comments from the Board and the items were raised and discussed.

ACTION: Johnston to revise the draft policy and guidelines and circulate them in preparation for approval in December.

6.2 Gabriola Island Land Stewards Society: GILSS has amended the earlier draft of its purpose to remove “conservation” as an objective and avoid confusion over our mutual roles. They will have their inaugural meeting in January. Our Board members are busy and most thought they could not commit to membership of another board and wondered whether a GaLTT member might take on the duty.

ACTION: Executive Committee will continue to discuss how best to resolve this issue.

6.3 Gulf Island Trails Society (GITS) membership:

MOTION: proposed by Nola Johnston, seconded by Allan Posthuma that GaLTT becomes a member of the Gulf Islands Trails Society. **CARRIED.**

6.4 Nature Stewards: A contract has been drawn up with Ken Gurr.

MOTION: proposed by Anne Landry, seconded by Lou Skinner, that Ken Gurr be contracted to develop the content of a Nature Stewards Fact Sheet, with total fees not to exceed \$770. CARRIED

6.5 MoTI permits for undeveloped RoWs. Brockley reported that this has been his main work this month. MoTI has decided that permits are only needed for trails with infrastructure (e.g., boardwalks) and their main concern is the lengthy McDonald-Peterson connector boardwalk. GaLTT can be the permit holder with a “Licence to occupy”. Province of BC has been added as a named insurer in our insurance policy, and Brockley has applied for a permit. Trails with smaller installations may not need such a licence, but if several boardwalks are needed, we may need a permit.

The next step will be to negotiate two issues:

- How are hazardous trees in the RoWs to be dealt with? Can we remove them, or do we need to ask MoTI?
- May we install resting benches at shore access viewpoints identified by the Shore Access ad hoc committee?

7 NEW BUSINESS:

7.1 AGM format and date: Because of Covid-19 it is unlikely that we can have a live gathering with a speaker for our AGM. **DECISION:** We will hold the AGM by Zoom on February 2, 2021. Followed by our regular board meeting on February 9, at which we can elect Officers. As the AGM is planned for early February, the PowerPoint presentation and our annual newsletter will be required sooner than usual. Photos of GaLTT activities are always welcome—Johnston keeps a “bin” of images for promotional purposes. If you have other good pictures, please send them with the photographer’s name and permission for their publication from any recognizable individuals.

ACTION 1: Johnston to circulate last year’s AGM presentation as a guide to content.

ACTION 2: Board members and committee chairs are responsible for the contents of their 2020 reports and are asked to submit annual reports to Johnston and/or Gehlbach as soon as possible.

7.2 December Board meeting with party: Our usual party in a home will not be possible due to Covid-19, so we will have a brief board meeting by Zoom followed by a virtual party, each with our beverage and Christmas cookies.

8 IN CAMERA: Brockley requested an extension of our usual meeting time and Gehlbach moved that the meeting go *in camera* to discuss two significant pieces of land for sale.

9 Adjournment:

MOTION: proposed by Frank Shoemaker to adjourn at 9.30pm. CARRIED

Minutes recorded by Jenni Gehlbach

December 2020

Board of Directors Meeting; Tuesday December 8, 2020, by Zoom.

Participating: Rob Brockley, Jenni Gehlbach, Libby Gunn, Nola Johnston, Anne Landry, Kerry Marcus, Barry Moerkerken, Allan Posthuma, Frank Shoemaker, Lou Skinner. **Regrets:** Peter Danenhower, Rebecca Furnell

1. The meeting was called to order at 7pm by Brockley.

2. AGENDA:

MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston, to accept the agenda as circulated. CARRIED.

3. MINUTES:

MOTION: Proposed by Jenni Gehlbach, seconded by Nola Johnston, to accept the minutes for the November Board meeting as circulated and amended. CARRIED.

4. CORRESPONDENCE:

- We have received permit from MoTI for Peterson-McDonald boardwalk construction.
- Letter from The Victoria Foundation and cheque for a donation through their Anonymous Fund.

ACTION: Brockley will write a thank you letter acknowledging the gift.

5. COMMITTEE REPORTS:

5.1 PRESIDENT/EXECUTIVE: Brockley reported re:

Administration, reports

- Chaired special Zoom Board meeting to discuss Canadian Land Trust Standards and Practices.
- Prepared draft slides for Executive portion of the AGM presentation.
- Discussed trail licence agreements with two different landowners and prepared draft agreements for their consideration.
- Signed a new trail licence agreement with one of those landowners.

Phone discussions, letters and emails:

- With Chris van Ossenbruggen (RDN) requesting approval of GaLTT-built (thanks to Jamie Doig) bench installations along trails in community parks. Approval received re McConvey Trail.
- Thankyou cards and emails to British Pacific Properties and other donors for their donations.
- To Board members re volunteers complying with public health orders.
- To Randy young re history of concrete beach-access markers that may have been installed by MoTI at the time of subdivision approvals.
- To MoTI re policies and procedures to remove dangerous trees on undeveloped RoWs, such as the snags on Evans Road.

- To Nuala Murphy (ITC) re off-trail activities at Elder Cedar and the need for new signage. SFN designer and artist Eliot White-Hall (great grandson of Dr White who named the reserve S'ul-hween X'pey) has agreed to design the new sign that will reflect Snuneymuxw territory and culture at the nature reserve.
- To a potential new GaLTT Board member.

Planning/Meetings

- Conversations with Chris van Ossenbruggen (RDN) about the new 707 CP wayfinding system (phase 2), followed by revisions and field checking all 89 posts. The new signs (~ 200 in total) are ready to be made pending RDN budget availability (cost ~ \$5000). The RDN will likely request the assistance of GaLTT volunteers to install the new directional signs.
- Conversations with Anne Landry about the McRae property (conservation covenant and public trail access) and the Museum Society's interest in acquiring it.

5.2 **TREASURER:** Shoemaker had previously circulated his draft annual budget for 2021 and his monthly financial reports about our financial position. Total current assets are \$104,455. Year to date we have received \$26,307 and spent \$19,281—net income \$7,026. He noted that we had received a \$3,000 donation from a local couple for land acquisition. Shoemaker stated that although he is willing to continue as Treasurer on the Board, he would prefer that we hire a bookkeeper.

MOTION 1: Proposed by Frank Shoemaker, seconded by Nola Johnston to engage Victoria Banford as GaLTT's bookkeeper for 2021. CARRIED.

MOTION 2: Proposed by Frank Shoemaker, seconded by Lou Skinner to engage Victoria Banford to review our 2020 financial accounting ready for presentation at the AGM. CARRIED.

ACTION 1: Committee heads to submit comments on the draft budget for 2021 to Shoemaker within the next 10 days so that he can submit a 2021 budget for approval at the next Board meeting.

ACTION 2: Skinner to send a copy of our contract with the previous bookkeeper to help Shoemaker to write a new contract.

5.3 **MEMBERSHIPS:** Furnell had previously circulated to the board the list of new and renewing members in the last month. They were:

- Five-year memberships: 3 individuals, new; 1 individual, renewing; 1 family new, 1 family renewing.
- One-year memberships: 4 individuals, new; 1 family, renewing; 3 families new.
- Monthly donors: 1 new individual.
- **Current total members =217** (10 expired)
- Monthly donors: 16 through CAFT; 17 through Canada Helps; 2 through CCCU direct.

MOTION: Proposed by Jenni Gehlbach, seconded Libby Gunn to accept the listed 15 applicants for new and renewed membership of GaLTT. CARRIED.

5.4 COMMUNICATIONS COMMITTEE: Gehlbach and Johnston reported:

- Record keeping:
 - Writing and distributing agenda, meeting notes, and minutes.
 - Shared document electronic and paper filing
- Facebook—plenty of action on our Facebook and Instagram pages with Winter Walkabout photos. We received lots of good comments about the walk series. Facebook postings are mostly managed now by Community Engagement Committee.
- Emails
 - Weekly emails to members about the Winter Walkabout. Several good responses (more than usual).
 - Created a new invasives-group email address galtt-invasives@npogroups.org.
- Design and writing
 - Walkabout newspaper ad design and placement
 - Walkabout walk descriptions for website and emails; information sheets for handouts at North Rd. Sports
 - Preliminary discussion with accessibility committee re signage during work at Twin Beaches
 - Preliminary thinking and discussion about GaLTT's annual Newsletter and the Board's Presentation for the AGM, including sourcing appropriate images.
- Website:
 - Updated Homepage, including Event reports and weekly Winter Walkabout route posts.
 - Continued development of the Digital Trails Atlas.
- Work for Executive Committee
 - Continued work on Policies & Procedures for Exec Committee.
 - Finalizing the board's proposed new Privacy Policy.

5.5 COMMUNITY ENGAGEMENT COMMITTEE.

- **Great Winter Walkabout:** Skinner reported that their main activities this month have been the launch and continued work on the Great Winter Walkabout, putting in markers and posting weekly notices in the Sounder, Facebook and Instagram, and responding to queries. The Board thanked the Committee for its successful launch, which has received good response from the community. North Road Sports is running out of journals and Committee would prefer not to reprint—we already printed 150 + 75. Furnell had commented that the unusually large number of new memberships since the launch is probably connected to this initiative.

ACTION 1: Johnston to send Gehlbach a pdf of the journal to be put on the website for download.

ACTION 2: Skinner to prepare and submit a report of the activity to Gabriola Recreation Society.

ACTION 3: Skinner to send Shoemaker the GWW invoices already paid by GaLTT so that he can invoice the Recreation Society in time to receive their \$800 grant before December 31.

- **Intergenerational Land-based Learning.** Skinner followed up with Kate Reynolds regarding GaLTT's questions last month. This month's zoom meeting had Elder Bill

White's Powerpoint presentation about FN life on Gabriola. Four GaLTT board members attended. White told stories illustrating Coast Salish values and history. He (and Skinner) recommended Dave Elliot Sr.'s book "Saltwater People" which is available at the Museum. White also recommended 'My Heart Soars' by Chief Dan George and 'Plants, People and Places' by Nancy Turner.

5.6 INVASIVES MANAGEMENT: Gunn reported:

- **Broom disposal:** This is still a problem partly because the various parks departments have contradictory policies.
- **Drumbeq and Gabriola Sands (Twin Beaches):**
 - **BC Parks services and billing:** there is money for Covid-friendly services, e.g., \$1000 for periwinkle removal in Drumbeq Park. When paid services are used, the committee submits invoices to BC Parks, who pays them directly.
 - **Winter work parties:** Scheduled every second Sunday starting Nov 1, the plan was to alternate between Drumbeq and Gabriola Sands until Christmas. We had a good turnout of 12 for Twin Beaches on 15 November. Posted photos and write-up on FB GaLTT and Community Café pages. Postponed for now because of Covid restrictions.
 - **PEF funding at Drumbeq.** Sent photos and corresponded with BC Parks and contractor about seeding done by the committee. Had a Zoom debrief with contractor, BC Parks, Lou and Libby. (Contractor is a biologist with specialty in the botany and ecology of southeastern Vancouver Island and is a co-founder of Saanich Native Plants.) Lou and Libby followed up by planting additional test plots and staked and roped seeded areas to protect them. (Spoke to lots of walkers about GaLTT's work in the meadows.) Lots of seed left for a second planting next fall. Posted photos and text on Facebook. Confirmed with Erica that in January BC Parks work crews may help with hand cutting the Douglas Fir branches that we want to remove. Will use PEF funding to rent a chipper and Parks will take the chipped material with them.
 - **Boundary signs and broom-pile locations:** Emailed again with BC Parks about boundary signs, which we have requested for Drumbeq and Twin Beaches – they will help when doing invasives removal and clarify if our broom pile is in private lands. (Also sent photos to BC Parks about sign down at Twin Beaches.) Talked to Ranger Kristina Haime on 30 November – she tried putting in Drumbeq boundary signs, but bedrock prevented her. Arriving this week to do Twin Beaches. She confirmed that our Drumbeq broom pile *is* in the park.
 - **Correspondence re mapping Daphne:** Mapping was done mid-November and the report received. This was an interesting experiment as we have talked about trying to map invasives island-wide.
- **Invasives Committee meetings and decisions; committee met in November:**
 - Reported that they have provided 464 volunteer hours this year.
 - Worked on strategy and rationales for post-Christmas work parties. Need to work through locals in the neighbourhoods.
 - Agreed to do post-Christmas work parties at:
 - Clamshell area x 2
 - Whalebone area x 2
 - Cooper area x 1

- Berry Point/Upper Berry Point area x 1
 - 707 x 1
 - Had planned a “Holly and Ivy” Christmas BBQ at a community park but this will not go ahead.
 - Reworked the content of the Invasive Species brochure—still working on getting it updated.
 - Agreed to aim for March to have
 - GaLTT-certified people landowners can hire to cut broom, Daphne, holly, and ivy,. Gunn and Skinner to do a one-hour training session in early to mid-January.
 - Board-approved letter on GaLTT letterhead that can be sent to specific landowners to helpfully and tactfully provide a list of supports we can provide about invasives removal, including some certified people they could hire.
- ACTION 1: Committee to draft a letter offering help to landowners with invasive plant infestations. The letter would be accompanied by a list of workers they could hire to help remove invasives and a copy of our invasives brochure.**
- ACTION 2: Committee to develop a list of GaLTT-trained people who can remove invasives correctly.**
- Discussed feasibility of an outdoor seed-collection session for small groups of GaLTT members, to show what and how to harvest, store and use the seeds. Focus on huckleberry, Oregon grape, salal—things that grow together, so we can do the workshop in one area.
 - Agreed to contact the Souder about the PEF funding.
- **Elder Cedar —ITC contract with Chris Drake:** Gunn and Brockley met with Chris with Drake on November 12, when Drake:
 - Removed more Reed Canary grass and planted native species (see last month’s report).
 - Created a few exclosures planted with native species along the boardwalk by the Elder Cedar to let the area regenerate.
 - Posted photos and write-up on facebook.
 - Agreed for Drake to do a Zoom presentation in January, open to the public, in lieu of the in-person one planned for spring.

5.7 CONSERVATION COMMITTEE: Landry reported that:

- Gabriola Museum members voted to approve a mortgage so the Museum purchase of the McCrae property will go ahead. Good news for the community. Johnston and Landry worked with the Museum to help them understand the meaning of the existing conservation covenant and how to portray that to the public in their fund-raising material.

ACTION 1: Brockley to include in January’s meeting agenda a possible financial contribution by GaLTT towards the Museum’s mortgage for the McCrae property, due to the Museum’s intention to keep the trails open to the public.

ACTION 2: Board to point out to members at the AGM that our acquisition fund is depleted.

- Design of a new entrance sign for Elder Cedar will be done by Eliot White-Hall, a Snuneymuxw artist.
- The contract for the Elder Cedar Management Plan Review should be awarded soon by ITC. The Conservation Committee has begun reviewing the existing plan to provide input.

ACTION: Board members are encouraged to provide Landry with any comments/issues with the current Elder Cedar management plan.

- ITC alerted us to an incident of an off-leash dog, coming from Elder Cedar, attacking a dog on an adjacent property. Brockley is following up with ITC.
- We received 50 copies of a new Coastal Douglas Fir Forest information sheet from ITC for use in our conservation efforts. ITC mailed copies to 19 Gabriola land holders with properties over 5 h in size with mature forest. The info sheet was forwarded to Ken Gurr for his work on a Nature Stewards information sheet.
- Landry led a board review of the new Canadian Land Trust Standards 8-12, dealing with conservation covenants and land acquisition.
- Landry and Gunn visited Robinson Woods to review significant Daphne removal work being done by the owner. Good progress with more to go.

5.8 TRAIL COMMITTEE: Moerkerken reported that the geotextile fabric for underlaying the upgraded gravel paths at Pilot Bay arrived today. Also, he will discuss soon with van Ossenbrugen developing and marking the trails in the Captain Ahab Community Park area (which has no clear entrance or signage) and will report back to POSAC.

WORK PARTIES: A work party was cancelled due to Covid health orders. None scheduled at this time.

5.4.4.1 **Trail trimming** by volunteer Don alone: light trimming at Berry Pt-Clarendon-Chichester loop; Robinson Woods, Evans & Merlin; Tait to Elgin and into 707; access trails into 707 from Tansy, Wilkinson Way, Mary, Ricki, and Jeanette; Horseshoe Trail loop from the fire access; Elder Cedar access from the former Weldwood lands.

5.4.4.2 **Tree-falls:** trees were removed from trails at Joyce Lockwood CP, Haven Woods, and 707 CP.

TRAIL LICENCES: He has checked out a trail on the remainder parcel added to 707 Park that continues onto adjacent private property. The property owner had indicated a preference to relocate the trail from their property. After checking on a possible new trail route it was felt that the public would continue to use the existing trail therefore a trail licence was pursued and has been agreed to by the property owners.

SPECIAL PROJECTS— BC Parks Pilot Bay project:

- There was a meeting to review the work schedule (see Accessibility Committee report below). A potential start date of January 18 has been decided upon.
- Enough geotextile fabric has been purchased for Phases 1 and 2 of the project.

ACCESSIBILITY COMMITTEE: Danenhower reported for Laurie Webster that the Committee met by Zoom on December 1 and remains focussed on the Pilot Bay project. He attached a spreadsheet developed by Moerkerken showing possible timelines for the project. We will use small work parties because of Covid restrictions. Proposed is to use

two-hour shifts each with 4 people, working all day over several days. This is especially important while spreading gravel. The work will be carefully choreographed to avoid people passing closely with wheelbarrows on narrow trails.

The waiting period for FN response to the proposal has ended without comment, and the archeologist Ginelle has agreed to begin work on January 18, when the committee hopes it will be able to work within Covid restrictions. If so, Ginelle expects that the necessary digging can be done in one day and has agreed that she can supervise two close digging areas at once. She suggests laying plastic or paper coverings in the dug holes to be filled in later for concrete pouring.

Concrete pouring for the picnic table and outhouse areas won't occur until March, when it is warmer. The committee wonders whether we might need to wait several months more to move the outhouse since close physical working will be needed. Using a crane would be expensive unless it can be donated.

ACTION 1: Jenni to write an article for the Sounder early in January explaining what we are doing in Pilot Bay over the next few months.

ACTION 2: Landry to continue clarifying issues about continuing work on the outhouse after the contract period ends providing all relevant billings have been submitted by the deadline.

2021 BUDGET and PROJECTS: The 2021 list for proposed projects for the Trails committee has been reviewed and budgets have been estimated for them. Hopefully we can have regular work parties sooner than later and be able to proceed with most of them this year. For the installation of split rail fences for the RDN, Chris van Ossenbruggen (RDN) has arranged to store additional split rail materials at Mainroad's yard.

6 OLD BUSINESS—

6.1 **Privacy policy**—Johnston Presented her final draft of the Privacy Policy.

MOTION: proposed by Nola Johnston, seconded by Lou Skinner to accept this draft of the GaLTT Privacy Policy, pending clarification of the query raised by Gunn. CARRIED.

7 NEW BUSINESS:

7.3 Elder Cedar boundaries: Nuala Murphy has received complaints about off-leash dogs in Elder Cedar Nature Reserve wandering into adjacent private property, some behaving aggressively.

ACTION: Brockley to discuss with ITC improving the boundary marking all around the Reserve as well as improving the signage about dog-leashing.

8 IN CAMERA: Brockley requested to go *in-camera* to discuss Trail Licence issues and new information about a piece of land for sale.

9 Adjournment:

MOTION: proposed by Gehlbach to go *ex-camera* and to adjourn at 8pm to enjoy a convivial Christmas Zoom gathering for an hour, including a story-exchange about bears. CARRIED.

Minutes recorded by Jenni Gehlbach