

# Galiano Island Parks and Recreation Commission

December 6, 2018 at 8:30 am  
Galiano Island Trust/CRD Office (23 Madrona)

## MINUTES

**Present:** Ed Andrusiak (Chair), Mike Hoebel (Vice-Chair), Allan Forget, Werner Heinrich, Keith Hutchinson, Paul LeBlond, Gloria Schmidt, Andrea Mills (Southern Gulf Islands Legislative Coordinator), Michael Carrothers (GIPRC Maintenance Contractor), Jennifer Margison (Recording Secretary)

**Regrets:** Stephen Rybak, Dave Howe (CRD Director)

**Call to Order:** 8:30 a.m.

### 1. Approval of Agenda

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

### 2. Approval of Minutes of Previous Meeting

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Paul moved and Werner seconded that the draft minutes from the November 1, 2018 meeting be adopted.  
**CARRIED**

### 3. Delegations

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None.

### 4. Correspondence

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Mail received mail again for the Skatepark Society. Will ask Janice to have Coast Capital close account.

Request received to have the survey available online. It will be on the CRD parks website.

### 5. Primary Business

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#### 5.1 Maintenance Contractor's Report

Very thorough inspection reports from Michael. Attached. Gloria has had favourable reports from the Park Stewards who are now receiving Michael's reports. Priorities for attention need to be discussed and established. Asked Michael to include cost estimates or indicate which repairs would be inexpensive or costly in report where possible.

#### 5.2 Shore Access Report

##### 5.2.1 Albion #55

Plaque inscription for Albion approved by the Commission. Gord Palmberg will install the bench and plaque. \$450 to purchase plaque, install bench and plaque as the bench is being donated by the family. Another memorial bench previously discussed will not be installed as the family has decided to locate it on the mainland.

### **5.2.2 Other Shore Access Issues**

Park Steward for Morning Beach commented that bench finish gets tacky in the heat and things stick to it. Allan visited the Graham #29 shore access. There have been some survey and private land issues there.

### **5.3 Trails Report**

No report.

### **5.4 Parks Report**

#### **5.4.1 DL 79**

Richard Dewinetz has donated a kiosk from Panorama Estates for use at DL 79. It has been transported to the park. A management plan report will be circulated shortly.

#### **5.4.2 Other Community Parks Issues**

Query related to the survey was received about planned improvements for Lord Park. Mike will respond about regular maintenance and ask if there are further improvements desired.

### **5.5 Operating and Capital Budgets 2019 - 2023**

**Maintenance Contract:** Questions for Michael on his proposal for the second year of his contract. Michael was asked to define “professional maintenance standards” appropriate for Galiano. DL 79 will be in addition to current site maintenance list.

**Werner moved and Paul seconded acceptance of an amendment of DL 79 to the 2019 Maintenance Contract.**  
**Carried.**

**Review of Operating Budget:** Ed noted that there is only discretion on a few items: Parks Improvement, Meeting Expenses and Parks Maintenance. Ed suggested decrease of \$6000 to Parks Improvement to increase Park Maintenance from \$43,000 to \$49,000. Parks Improvement is used to improve amenities. Transfer to Capital Reserve budget is an arbitrary number - \$1890 - at the end of 2019. Recreation Reserve Fund - spent \$6500. Recreation Expenses - \$678 is remaining in 2018 budget; add to 2019 budget.

**Review of Capital Budget:** Priorities were discussed and two major projects identified.  
DL79 - funds earmarked for 2019. Add parking as work to be done. Benches and tables would be on the shoreline. A push this spring to get the park opened with amenities. Management plan to be approved by the Commission and then by the CRD.  
Zayer - high degree of interest; estimate cost of stairs based on Whiteware. Will need to check with the Archeology Branch.

Other Projects: Question about need for work at Matthews in steep areas. Likely rebar and wood box steps would work best there. Budget \$1000 for

2019. Trails in Millard Learning Centre - 2020 would be a better year for a collaborative trail project but costs need to be considered so will include any costs for this project (boardwalk, steps in various places, directional signage for 1.75 Km of trail). Will let Learning Centre proceed first and revisit in a year.

Set up a project schedule in January.

**Ed moved and Keith seconded that the GIPRC Operating and Capital Budgets for 2019 be approved as presented in the documents “Proposed GIPRC Operating Budget for 2019” and “Capital Reserve Fund – GIPRC Project List 2019 – 2023” attached to and forming part of these minutes.**

**CARRIED**

Keith suggested investigating BCIT program student project requirements to assess trail and use available technology for Matthews.

**5.6 Master Plan Review**

Survey will be placed on the CRD parks website. There are now questionnaires available at the library. Stephen requested any further changes be sent immediately for the brochure.

**6. Reports**

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**6.1 Chair’s Report**

Large maps (road network and trails plan) from Sheila and Bowie’s presentations at the last two meetings have been obtained.

**6.2 CRD Director’s Report**

None.

**6.3 Treasurer’s Report**

**6.3.1 Status of Accounts November 1, 2018**

Review of 2018 expenses to year end. Apparently there is a \$900 contingency that is not shown on our CRD budget reports. Ed is asking that this be included. Ed discovered that GST is paid from another CRD fund, not out of our budget. The finances will be tight for 2018.

ACTIVITY	SPENT	BALANCE
Parks Improvement	\$9102	\$3788
Parks Maintenance	\$39263.50	\$3736
Meeting Expense Allowance	\$3812.09	\$-1932
Recreation	\$33192	\$678
Recreation meeting Expense	\$330	\$0
Imprest Account		\$500.62
Capital Reserve		\$56285.95
Donations		\$1500
Sign Sales		\$

### 6.3.2 Invoices to be approved

Michael Carrothers	Nov. 30	Park Maint. Contract	\$3543.75
Jennifer Margison	October	Recording Sec.	\$1460.00
Stephen Rybak	Nov. 6	Printing surveys	\$1141.28

**Mike moved and Werner seconded the payments of Invoices above.**

**CARRIED**

### 6.3.3 Payment of Invoices

Galiano Trading	Mainten. materials	\$49.85
Galiano Trading	“ “	\$47.35
Post Office	Mailout of Survey.	\$142.88

### 6.3.4 Projected Future Operating Expenditures for 2018

Garbage removal (Nadia)	\$200
Meeting Expense	\$300
Parks Maintenance Contract	\$3383
Transfer to Capital Reserve Fund	\$1890
CRD Labour/Legal	\$2611
<small>Transfer to Capital Reserve Fund</small>	
Total	\$8364

**Ed moved and Paul seconded approval of the Treasurer’s Report. CARRIED.**

## 6.4 Recreation

### 6.4.1 Definition of Recreation

Deadline for application April 15 would provide time to review applications before May GIPRC meeting. Meeting for prospective recreation funding applicants will be January 23rd at 10:00 am in the Library meeting room.

Gloria reviewed her draft definition of Recreation Programs and changes were incorporated. Gloria will send this out to last year’s applicants.

### 6.4.2 Accounting Report Form

Draft reporting form circulated and finalized. Now have description of recreation programs, application form and reporting form.

## 6.5 Volunteers Report

Nothing further.

## 7. Other Business

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

10:40 am

**7.2 Mike moved and Paul seconded the motion to go in camera in accordance with In accordance with Section 90 (a) of the Community Charter to consider “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Board or another position appointed by the Board.”**  
**CARRIED**

**Mike moved and Ed seconded the motion to adjourn the In camera meeting at 10:41 pm.**  
**CARRIED**

**8. Date for Next Meeting**

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Thursday, January 3 2018

**9. Adjournment**

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10:42 pm.

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Ed Andrusiak, Chair, Galiano Parks and Recreation Commission