

Draft Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on June 4, 2020 in the Skatepark, Lions' Field, Burrill Road

Present: Stephen Rybak (Chair), Charlene Dishaw, Jim Henshall, Gerry Longson, Andrew Simon, David Goar, Barry New, Lorne Byzyna, Michael Carrothers (Maintenance Contractor), Jennifer Margison (Recording Secretary)

Absent: Dave Howe (Regional Director)

The meeting was called to order at 8:30 am.

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Dishaw, **SECONDED** by Commissioner Goar, that the agenda be approved as amended.

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Longson and **seconded** by Chair Byzyna that the minutes of May 7, 2020 be adopted.

CARRIED

4. Chair's Remarks

None.

5. Correspondence

None.

6. Presentations/Delegations

None.

7. Administration Reports

7.1 Maintenance Contractor's Report

Discussion of the licences of occupation on the 2007 shore accesses agreement with MoTI regarding dangerous trees and GIPRC responsibility. Chair Rybak asked Contractor Carrothers for a list of trees that he can deal with and for others located outside the licences of occupation that could be MOTI's responsibility. Licence of occupation specifications will need to be determined to determine responsibility. Suggestion to use Commissioner Simon's GPS to map trees and to photograph them.

Discussion of Zelter #65 shore access. Neighbours who are building there believe the shore access is closed. Commissioner Henshall will look at it with Contractor Carrothers to determine if any remediation is required and the responsibility for restoration.

Discussion of parking in Skatepark and Lions' field. Commissioner New confirmed that the Lions have parking improvements planned.

Commissioner Carrothers showed 2 Covid regional parks signs of which we have 6 each. Contractor Carrothers will install them where he feels they will be useful.

Kudos to Contractor Carrothers for immediately cleaning up the toilet area at Recycling after a car fire.

Discussion of the relocation of a private property sign that presented a hazard on the Sturdies Bay trail. Chair Rybak got a call from a property owner wondering who moved the sign. Commissioner Henshall reported that he had repeatedly attempted to contact the property owners. In the future, a letter will be sent if other attempts at contact fail.

Confirmed there is no need for Contractor Carrothers to contact adjacent property owners for regular maintenance on trails and shore accesses.

Discussion of 6 month inspection report (May and November). Contractor Carrothers has done an excellent job of identifying any issues. Contractor Carrothers to work with Commissioner Henshall to develop a list of priorities from this report (and in future reports) and work plan to address them.

7.2 Shore Access Report

Zucker #17 - Commissioner Simon introduced his proposed restoration and management of spurge laurel on the Zuker shore access, which will require a coordinated effort with the neighbours. An adjacent landowner is also interested in removing the laurel. Fencing would be required for restoration which will likely be a multi-year project and could be funded either through the park improvement budget or as a capital project. Commissioner Simon will develop a management plan that would include removal, restoration, possible partnership with the Conservancy, public education and volunteer component for July meeting. Chair Rybak asked Commissioners to visit this shore access prior to the July meeting. Commissioner Simon is happy to meet with any Commissioners on the site and will contact former Commissioner Forget to see how spurge laurel removal was done before and the cost. Commissioner Simon requested that Commissioners let him know if there is anything else they wish included in the plan.

Mobility Access – Commissioner Longson reviewed the RFP to consultants who have expressed interest in assisting the GIPRC to improve mobility access. CRD Board's meeting in late June will consider our request to advance the \$1500 capital project to this fiscal year.

**Moved by Commissioner Dishaw moved and seconded by Commissioner Simon to proceed with issuing the RFP for mobility access assessment following the June CRD Board meeting.
CARRIED.**

7.3 Trails Report

None.

7.4 Parks Report

DL 79 Update – Contractor Carrothers has put together a plan to implement the trails contract starting with the trail parallel to Bodega Beach Dr. so the public will see that work has started on. The community park. Commissioner Longson requested Contractor Carrothers put together a cash flow projection. Suggested a notice in the Active Page when it is determined how we are proceeding and once the road line trail is done. Discussion about use of ATV's and dirt bikes that have damaged work on Trail 5. Commissioner Longson will contact the neighbours to remind them of the park status and pedestrian only trail use. Commissioner Carrothers will email a date and time to Commissioners for a work party to erect the kiosk. A contract with Galiano Excavating

for the parking lot and toilet is being developed. Our requested increased capital funding up to \$35,000 will be addressed at the June CRD board meeting to cover the estimates for trails, parking lot and toilet.

7.5 Rental of CRD Park Lands for Private Special Events

Deferred.

7.6 Master Plan

50 printed copies now available. Library will have 2 reference copies. Commissioner Goar will check to see if latest version is on line and the rest will be stored in the filing cabinet in the Trust Office. Include in Active Pass column.

7.7. Invasive Species Control

See item 7.2, Zuker (#17) shore access.

7.8 Volunteer Report

Commissioner Dishaw expressed her appreciated for the volunteers who have been reporting and working on their trails and shore accesses.

7.9 Recreation Report

The CRD will distribute funds as programs start. Any funds not used due to Covid 19 will be added to next year’s Recreation budget. Groups will let Commissioner Dishaw know and Commissioner Byzyna will contact the CRD know who will issue a cheque. Already distributed \$21,000 of the funds. Commissioner Dishaw will send Jennifer a copy of the approval letter to be attached to the minutes.

8. Treasurer’s Report – May 7, 2020

Treasurer Byzyna presented the treasurer’s report. He noted that we are underspent at this point.

8.1 Status of Accounts

ACTIVITY	SPENT MAY	SPENT YTD	BALANCE
Parks Improvement		\$1589.14	\$5300.86
Parks Maintenance	\$7692.53	\$22482.05	\$38227.95
Meeting Expense Allowance			\$2880
Recreation			\$33870
Recreation Meeting Expense			\$330
Imprest Account			\$640.89
Capital Reserve			\$80482

General Capital Fund	\$300.00	\$1020.00	\$5567.00
Transfer to Cap Reserve			\$12000
Donations		\$300	\$300

8.2 Invoices to be Approved

MOVED by Commissioner Byzyna and SECONDED by Commissioner Simon that a payment to Contractor Carrothers of \$7355.25 for monthly park maintenance be approved. CARRIED

8.3 Payment of Invoices

Galiano Excavating	Gravel DL79	\$315
Galiano Excavating	Gravel	\$403.55
Galiano Trading	Materials – Parks Maint..	\$16.18
Galiano Trading	Materials – Parks Maint..	\$25.37
Galiano Trading	Materials – Parks Maint.	\$15.66
CRD	Booklet printing	\$250

8.4 Projected Operating Expenses for 2020

	SPENT MAY	SPENT YTD	BALANCE
Garbage Removal - Nadia			\$250
Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$7005.00	\$20415.00	\$25435.00
Park Meeting Expenses			\$2880
Maint. Materials Allowance	\$437.53	\$1977.19	\$6022.81
Outside Maint. Services Allowance	\$250.00	\$1450.00	\$450
Pump Toilets			\$1600
Apple Pie			\$850
Stewards' Lunch			\$600
Post Box			\$180
CRD Labour/Legal			
Total Projected Spending	\$7692.53	\$24071.19	\$39367.81

Contingency Available			\$7270
Total Operating Budget			\$70480

**MOVED by Commissioner Longson and seconded by Commissioner Henshall that the May Treasurer’s Report be approved.
CARRIED**

9. New Business

9.1 Vault Toilet Recycling Centre

Commissioner Rybak had a inquiry from School Trustee Shelley Lawson to confirm timing of the proposed project, which is currently identified in our capital plan for 2023.

9.2 Hazard Trees and MoTI

Attempting to get direction from the CRD. See discussion of item 7.1.

9.3 Bike Rack at Sticks Park

Request from the Galiano Club for the installation of a bike rack in Sticks Park to serve park and the Community Heritage Forest users.

Moved by Commissioner Simon and seconded by Commissioner Goar that a bike rack be installed near the kiosk in Sticks Park parking lot.

CARRIED.

9.4 Insurable Assets

The list of assets over \$300 was added to the CRD list of insurable assets. Replacement costs were estimated for a number of stairs at the shoreline interface, custom signage, picnic tables and benches.

10. Other Business

None.

11. Adjournment

Moved by Chair Rybak and seconded by Commissioner Simon that the meeting be adjourned at 11:00 am.

CARRIED

Stephen Rybak, Chair, Galiano Parks and Recreation Commission