

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on August 6, 2020 at the Lions' Hall, Burrill Road

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

Absent: David Goar, Dave Howe (Regional Director)

The meeting was called to order at 8:32 am.

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

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

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Henshall and **seconded** by Commissioner Byzyna that the minutes of July 2, 2020 be adopted as amended.

CARRIED

4. Chair's Remarks

None.

5. Correspondence

Discussion of resignation letter of Recording Secretary, Jennifer Margison after 11 years, effective the end of 2020. Job Description will be obtained from the CRD and the job will be posted.

6. Presentations/Delegations

None.

7. Administration Reports

7.1 Maintenance Contractor's Report

June has been mostly trail cleanup. Much more work required this year to maintain trails. Vandalism had increased at the Skatepark and in our toilets. Discussion of locking Montague toilet or installing a camera. Commissioner Henshall will contact the RCMP to report the damage.

Michael will inform Marina and the closest neighbour about the capacity alarm in the toilet and how to shut it off, as well as providing his phone number.

Stephen would like Michael to let him know when the pump out company comes so he can discuss future vault toilet at the Activity Centre.

7.2 Shore Access Report

Zuker #17 - Simon has been attempting to reach Shay Morgan. Other neighbours are supportive of the ecological restoration initiative. Two grants may be available - up to \$6000 through Tree Canada and Hydro. Pollinator Partnership also possible and UVic Restoration of Natural Systems may be able to provide a student supervised under this program. Total project budget - \$11,736, less \$3000 from the grant. Additional costs may be a required gate. Early October date for revision of the Capital Plan so will need estimated spending for each year for that. Up to \$3000 is may be available for this year. Removing the invasive plant material would be the first step and Simon will an initial plan prior to the next meeting.

Zelter #65 - Discussion of complaint from the adjacent property owners. Charlene recommends closing the access until construction is finished (obtain a specific date for completion) as posted in the Active Page although it is not clear where the decision to close the access temporarily originated. Michael will post a Trail Closed sign. Stephen will find the short access survey. Charlene has asked the Walkers to contact her if someone continues to smoke on the access. Michael will look at temporarily removing the rustic bench.

Mobility Access – Commissioner Longson reported two proposals have been received and one proponent travelled from Jasper to look at the sites. Cost estimates were surprisingly high. Recommendation to talk to both and to indicate that they are way over our budget and we are only seeking a preliminary assessment will ask what they can do for \$1500 and what the costs will be going forward. Suggestion to focus on Shaw's Landing.

7.3 Trails Report

None.

7.4 Parks Report

DL79 - Commissioner Longson reports that he has so far been unable to get a response from Galiano Excavating. Discussion about attempts to find out if there was any aboriginal use of the land. Commission Dishaw and Michelle Crocker, member of the Penelakut band will visit the site. Contractor Carrothers will begin trail work in September and picnic areas after that, ideally done by end of November. Closing of the gate is on the lower skidder road, which marks the property line, may help deter unauthorized biking.

7.5 Rental of CRD Park lands for Private Special Events

Commissioner Dishaw is waiting to hear if we can use the CRD's indemnity form and the draft form has been simplified. Assessment of the risk for any rental would be determined at the Commission meetings.

7.6 Vault Toilet at Activity Centre

A meeting was held with the Activity Centre to consider a site near the old backstop behind the library. Pat Van Holderbeke attended for the library. Installation will be accelerated to 2022. The School Board has to check on various property lines, etc. Would cover various recreation users when the Activity Centre is closed.

7.8 Bikes Racks

Rock McKay will install the bike rack in the Sticks Park parking lot..

7.9 Dangerous Trees

Commissioner Rybak sent an email to MOTI regarding potential hazard trees on right-of-ways. Commissioner Henshall contacted tree-faller Bear on Pender who did not have had time in this summer, but will try to carry out the work in the fall.

7.9 Volunteer Report

None.

7.10 Recreation Report

None.

7.11 Student Employment

Commissioner Goar will talk to the CRD about accessing youth employment funds, possibly for next year. Suggestion to partner with the Community Resource Centre.

7.12 Infrastructure Program

This is a funding program from the federal government with a short deadline so looks like we will not participate.

8. Treasurer’s Report – August 2020

Treasurer Byzyna presented the Treasurer’s Report..

8.1 Status of Accounts

ACTIVITY	SPENT JULY	SPENT YTD	BALANCE
Parks Improvement	1091.40	\$2680.54	\$4209.46
Parks Maintenance	\$7619.79	\$37061.73	\$23648.27
Meeting Expense Allowance			\$2880
Recreation	\$3440.00	\$24565.00	\$9305.00
Recreation Meeting Expense			\$330
Imprest Account	\$33.97	\$72.82	\$607.34
Capital Reserve			\$50342.00
General Capital Fund		\$1020.00	\$36095.06
Transfer CRF to GCF	\$30500.00	\$30,500.00	
Transfer to Cap Reserve			\$12000

Donations		\$300	\$300
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8.2 Invoices to be Approved

Commissioner Byzyna moved and Commissioner Dishaw seconded approval of the monthly payment \$6914.25 to Contractor Carrothers and invoice payment of \$1142 to Dobra Designs for bike racks. .

CARRIED

8.3 Payment of Invoices

Galiano Trading	\$13.70
Acme Supplies	\$258.55
M. Carrothers – pressure washer	\$648.48
M. Carrothers – hand sanitizer	\$83.22
M. Carrothers – BC Ferries for garbage	\$31.00
M. Carrothers – Hartland Landfill	\$12.00

8.4 Projected Operating Expenses for 2020

	SPENT JULY	SPENT YTD	BALANCE
Garbage Removal - Nadia	\$43	\$43	\$257
Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$6585	\$32785.00	\$13065
Park Meeting Expenses			\$2880
Cleaning Supplies	\$330.23	\$330.23	\$169.77
Maint. Materials Allowance	\$13.08	\$1995.16	\$1004.84
Tools & Equipment	\$648.48	\$648.48	\$351.52
Parks Improvement Materials	\$1091.40	\$1091.40	\$908.60
Parks Improvement Labour		\$1170.00	\$3630.00
Outside Maint. Services Allowance		\$1450.00	\$450
Pump Toilets			\$1600
Apple Pie			\$850

Stewards' Lunch			\$600
Post Box			\$180
CRD Labour/Legal			
Total Projected Spending	\$8711.19	\$39742,27	\$29546.73
Contingency Available			\$1420.00
Total Operating Budget			\$70480

Commission Byzyna estimates we will end up being slightly under budget for the year. Requested input on any items that will not be spent and suggested projects for reallocation. Otherwise, surplus will be rolled into the capital budget at the end of the year.

Cleaning Supplies - Contractor Carrothers is having trouble getting disposable gloves. Commissioner Rybak asked Commissioners to keep an eye out for gloves and will ask the CRD for supplies or try commercial sources.

8.5 Capital Plan

Same as last month except for wood expenditure for kiosk installation.

8.6 Budget Process for 2021 Operating Budget & 2021-2025 Capital Program

Commissioner Byzyna is looking for input for capital plan. A revised version will be sent to Commissioners for comment. Hope to have draft for the next meeting. Proposed changes to Capital Plan must go into CRD for Oct. 7. Question of whether a special meeting is needed.

**Commissioner Byzyna moved and Commissioner Henshall seconded approval of the Treasurer's Report.
CARRIED**

9. New Business

9.1 South End Hall booked for the September meeting. An in camera meeting at the end of the meeting is on the agenda.

10. Other Business

None.

11. Adjournment

Moved by Commissioner Dishaw and seconded by Commissioner Simon that the meeting be adjourned at 10:20.

CARRIED