

**Minutes of a Meeting of the Galiano Island Parks & Recreation Commission**  
**Held on October 1, 2020 at the Lions' Hall, Burrill Road**

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

**Absent:** Dave Howe (Regional Director)

The meeting was called to order at 8:35 am.

**1. Territorial Acknowledgement**

Chair Rybak provided a territorial acknowledgement.

**2. Approval of Agenda**

**MOVED** by Commissioner Henshall, **SECONDED** by Commissioner Dishaw, that the agenda with amendments be approved.

**CARRIED**

**3. Adoption of the Minutes**

**Moved** by Commissioner Byzyna and **seconded** by Commissioner Longson that the minutes Sept. 3, 2020 be adopted.

**CARRIED**

**Adoption of the In Camera Minutes**

**Moved** by Commissioner Henshall and **seconded** by Commissioner Byzyna that the in camera minutes Sept. 3, 2020 be adopted.

**CARRIED**

**4. Chair's Remarks**

Proposed vault toilet on the school property could be accessed for pump out. Library board will be concerned about odor. A plumbed toilet may be a possibility.

New Regional Matthews Point Park - significant work is being undertaken there without any notice to GIPRC. Chair Rybak emailed Justine Starke asking for a notification protocol. Vault is now installed. Late October for toilet building. Bike rack and 4 stall parking lot will be built as soon as MOTI agreement obtained.

Reported on meeting with Mike Hoebel and Ed, Economic Development Commission about funds to upgrade Sturdies Bay trail.

Even though a full compliment of Commissioners is available to stand for next year, GIPRC is required to advertise the opportunity publicly..

Unsure if there will be a Commonality meeting.

Nov. 15 is the deadline for Recording Secretary applications. Decision by the Dec. meeting.

**5. Correspondence**

A request was received for a delegation to appear before the Commission regarding the rezoning of a portion of the Heritage Forest for an affordable housing development but prefer to wait until a

referral has been received from the Trust. Chair Rybak has asked the LTC for a referral on this matter. Cautioned that interests of GIPRC will be narrow in scope.

Stephen will inform neighbour of bench policy who inquired about a plaque on a bench; - that the full cost of bench must be paid even if putting a plaque on an existing bench.

## **6. Presentations/Delegations**

None.

## **7. Administration Reports**

### **7.1 Maintenance Contractor's Report**

Toilet at Gulfside was broken into. Discussion of whether or not to open the toilet. Concern with safety cleaning small plastic toilets - no ventilation and difficult to clean. Discussion of whether we should be in the port-a-pottie business at all and relocating #69 toilet.

Commissioner Dishaw asked to send a message to Park Stewards to remind them to notify her about any drainage problems on the trails.

South Galiano Fire Chief Sean Luttmer came back with the recommendation on emergency communications - a portable device through satellite that could be used. Jim will send recommendation to Michael. Will decide at the next meeting.

### **7.2 Shore Access Report**

Zuker #17 – Commissioner Simon confirmed that there is precedence for doing spurge laurel removal work with volunteer work parties and there is a webinar on best practices. In late October, there may be an opportunity to engage students on the restoration program. Will write to Shea and get his agreement in writing. Commissioner Simon and Contractor Carrothers will setup a meeting with Shea or at least a record of agreement through email.

Shaw's Landing #34 – Commissioner Longson reported on mobility access. Should have a design and verification that budget is adequate shortly.

### **7.3 Trails Report**

None.

### **7.4 Parks Report**

Skatepark – Chair Rybak talked to the Prevedoros who were instrumental in getting the skatepark built and who have offered to refurbish and install the sign for the cost of materials. Contractor Carrothers will remove the sign and drop it off to the Prevedoros. Sign should be installed in a better location and Contractor Carrothers is willing to help.

**Commissioner Henshall moved and Commissioner Simon seconded accepting the Prevedoros' offer to refurbish the sign.**

**CARRIED**

DL79 – Contractor Carrothers is working on the trails. Commissioner Dishaw had a First Nations walkabout there and they confirmed there is nothing of significance. The contract is in place with Galiano Excavating; however discussion about whether we should be looking for anyone else as this work has been so delayed. Should be prepared by Nov. meeting to find someone else.

**7.5 Rental of CRD Park lands for Private Special Events**

Commissioner Dishaw confirmed that research work on park lands would not involve a rental fee. Insurance policy can be up to 6 months/\$15 day. A researcher would put a rider on their own insurance agreement. Charlene will circulate the final policy.

**7.6 Hazard Trees**

Tree near the school property looks very dangerous. Chair Rybak will contact Justine and Commissioner Henshall will contact Bear. Contractor Carrothers will flag tree.

**7.7 CRD Vests or Other Designation**

CRD has a contract with a company that supplies promotional equipment. Commissioner Rybak will continue to investigate.

**7.8 Volunteer Report**

Discussion of volunteer recognition in lieu of luncheon.

**Commissioner Henshall moved and Commissioner Byzyna seconded spending up to \$600 on a card and \$20 gift certificates to be mailed to the Park Stewards, CARRIED**

**7.10 Recreation Report**

None.

**8. Treasurer’s Report – October 2020**

Treasurer Byzyna presented the treasurer’s report.

**8.1 Status of Accounts**

ACTIVITY	SPENT SEPT	SPENT YTD	BALANCE
Parks Improvement		\$3045.19	\$3844.91
Parks Maintenance	\$4272.49	\$47017.99	\$3692.01
Meeting Expense Allowance			\$2880
Recreation	\$1700	\$26265	\$7605
Recreation Meeting Expense			\$330
Imprest Account		\$300.32	
Capital Reserve			\$50342.00
General Capital Fund	\$2385	\$3405	\$3710.06

Transfer CRF to GCF	\$30500.00	\$30,500.00	
Transfer to Cap Reserve			\$12000
Donations		\$300	\$300

### 8.2 Invoices to be Approved

**Commissioner Byzyna moved and Commissioner Dishaw seconded approval of the monthly payment \$2814 to Contractor Carrothers for monthly maintenance, payment of \$2504.25 to Contractor Carrothers for work on DL79 and \$1585.79 for septic tank pumpout. CARRIED**

### 8.3 Payment of Invoices

Galiano Trading	\$30.65
McCleaving Cupplies	\$52.48

### 8.4 Projected Operating Expenses for 2020

	SPENT SEPT	SPENT YTD	BALANCE
Garbage Removal - Nadia		\$43	\$257
Garbage Removal /19-late		\$229	
Park Maintenance Contract	\$2340	\$36090	\$5760
Mileage Allowance – MC	\$340	\$3495	\$505
Park Meeting Expenses			\$2880
Cleaning Supplies	\$50.13	\$783.71	\$16.29
Maint. Materials Allowance	\$29.28	\$2199.38	\$800.62
Tools & Equipment		\$648.48	\$351.52
Parks Improvement Materials		\$1228.55	\$771.45
Parks Improvement Labour		\$1397.50	\$3402.50
Outside Maint. Services Allowance		\$1450.00	\$550
Pump Toilets	\$1513.08	\$1513.08	\$86.92
Apple Pie	\$812.48	\$812.48	\$37.52

Stewards' Lunch			\$600
Post Box	\$173	\$173	\$7
CRD Labour/Legal			
Total Projected Spending	\$4272.49	\$50063.18	\$19525.82
Contingency Available			\$891
Total Operating Budget			\$20416.82

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

### **8.5 Review of Capital Program Budget**

Lorne commented that he thinks we are a bit over-ambitious about being able to spend what is projected in 2021 due to time and availability of contractors. Discussion. Some adjustments made to which year work will likely be done. Would be ideal to spend \$20-25,000 a year.

### **9. New Business**

#### **9.1 Parks Bylaw**

Has been suggested by the CRD that we could come up with a parks bylaw similar to ones on Mayne and Pender. Chair Rybak asked Commissioners to look at the draft bylaw from Mayne. However, if we have a bylaw, how do we enforce it? Signs imply that there are bylaws now. Could be used as insurance. Commissioner Dishaw will contact Mayne and Pender to see how they enforce their bylaws

#### **9.2 Asset Management and Youth Employment Program**

Chair Rybak received an inventory list of insurable assets from the CRD. Commissioners New, Goar and Chair Rybak will confer on drafting a proposal for submission. Purchasing a survey measurement wheel would be helpful for this project.

### **10. Other Business**

Chair Rybak has reserved the South Hall for Nov-February monthly meetings.

### **11. Adjournment**

**Moved by Commissioner Simon and seconded by Commissioner Dishaw that the meeting be adjourned at 10:40**

**CARRIED**