

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on December 3, 2020 via Zoom

Present: Stephen Rybak (Chair), Lorne Byzyna, Charlene Dishaw, 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.

Chair Rybak moved and Commissioner Dishaw seconded that the Galiano Island Parks and Recreation Commission's meetings for 07 January, 04 February and 04 March 2021 be held in an electronic format as:

The attendance of the publication the place of meeting cannot be accommodated in accordance with the application of requirements or recommendations under the Public Health Act, despite the best efforts of the Commission, because the available meeting facilities cannot accommodate more than 4 people in person, including members of the commission and staff, and

That there are no other facilities presently available that will allow the physical attendance of the Commission and the public in sufficient numbers, and

That the Commission is ensuring openness, transparency , accessibility and accountability in respect of the open meeting by the following means:

- by allowing the public to hear and participate via electronic meeting software;
- by providing notice of the meeting on local notice boards, including the methods for providing written or electronic submissions,
- by providing additional social media notice of the meeting,
- by making the meeting agenda available on the CRD website and directing interested persons to the website by means of notices provided in respect of the meeting, and
- by making the minutes of the meeting available on the CRD website following the meeting.

CARRIED

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

Moved by Commissioner Dishaw, seconded by Commissioner Byzyna, that the agenda be approved.

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Dishaw, seconded by Commissioner Byzyna that the minutes of November 5, 2020 be adopted.

CARRIED

4. Chair's Remarks

Six vests ordered and should be delivered for the new year. Also purchased a surveyor's

measuring wheel, now stored in the Trust office. Susan DeBeck has been hired as the new Recording Secretary and Justine is preparing the contract.

Chair Rybak moved and Commissioner Byzyna seconded that following a public call for applications for a Recording Secretary, the recommendation that Susan DeBeck be hired. CARRIED

Chair Rybak clarified that the Commission no longer have to go into an in camera session to recommend applicants for Commission vacancies.

Chair Rybak moved and Commissioner Henshall seconded the recommendation to the CRD that Andrew Simon, Charlene Dishaw and Gerald Longson be appointed for two-year terms. CARRIED

There is one vacant Commissioner position still to be filled and applications are welcomed.

5. Correspondence

None.

6. Presentations/Delegations

Lorelei Allen and Andrew Loveridge appeared before the Commission to reiterate interest in developing the shore access Zayer #12. They submitted a petition in May 2018 and noted that the 7 families with children at the time have now increased by 3 more families in the neighbourhood. In answer to their question about the status of the archeologist's assessment of our plan for the site, the Commission responded that it is still part of the 5 year Capital Plan. It was originally identified as a project for next year pending an archeological report. If it is received, it can be brought back for further investigation and possible funding in 2021. Commissioner Longson will provide the name of the contact person at the Archeologist Branch. Discussion of possible parking solutions. Also noted that the Regional Trail was to go up Burrill, but it could now be diverted across the Lions' property to Penfold, by passing Zayer. Gerry reminded the delegation that there would be significant work ahead to proceed with this shore access.

7. Administration Reports

7.1 Maintenance Contractor's Report

The November inspection report was distributed. The Bell Trail bridge decommissioning is the only urgent safety issue. Contractor Carrothers will provide an estimate of time and cost. January, February and March are slower time so would have time to deal with this then. Gerry obtained the costs previously for removal and construction of aluminum bridge and will review that. Danger trees have all been dealt by Brian Hennegan from Mayne who was very good to work with. It was noted that at Spotlight Cove, a blocked culvert caused flooding and Contractor Carrothers cleared it. Shea Morgan will be called to deal with anything further and to visit the nearby landowners whose landscaping may have resulted in the flooding to remind them to be careful about not blocking the culvert. Jim will visit the site.

Commissioner Byzyna moved and Commissioner Longson seconded getting cost estimates on removing the bridge. CARRIED

7.2 Shore Access Report

Zuker #17 - Recommendation from Contractor Carrothers that he will proceed with removing plant material with budget allocated for this year and reassess volunteer needs in the new year. Covid prevented a youth program from being implemented. Commissioner Dishaw offered to assist with any volunteer supervision. Commissioner Simon and Commissioner Dishaw met with the Pollinator group and thinks it will be exciting to have them involved as a community engagement program. \$1000 in the budget for that. The plan is for a series of webinars based around restoring habitat for pollinators. He will bring a plan forward for January. \$3000 has been set aside in the park Improvement budget for this year. Will have to have the project put in capital reserve fund for next year if not spent this year. Commissioner Simon and Commissioner Dishaw will submit a plan.

Shaw's Landing #34 – Commissioner Longson sent Spectrum Ability a letter outlining design concerns re: size and location of viewing platform, use of treated wood, parking and design not in keeping with surroundings. Gerry will be submitting more information. Municipal grants could be used for Shaw's Landing development. Commissioner Dishaw will investigate. Question about invoice for the study and Commissioner Longson will follow up.

7.3 Trails Report

None.

7.4 Parks Report

DL 79- Photos sent of work to date. Machine work on parking lot, concrete vault is arriving today for the toilet, road crush will be added to the parking lot. Good work on Contractor Carrothers part. Trail 5 is the biggest trail. Working on picnic area and picnic table will arrive shortly. Investigating a set of rock stairs. Bike rack will be installed. Question about closing the gate. Seems it is rusted solid. Suggestion for a name - Siliu which means honour and respect. Waiting to hear back from the chief of the Penelakut band. Need a sign program for the entire park. Gerry will check with the CRD. Gerry will check with toilet manufacturers and compile a list of options and prices.

Skatepark - Sign is being worked on. Access to the Lions Field is being changed so sign location will be determined in the new year.

7.5 Community Forest Management Plan

The Heritage Forest Management Plan has been circulated for our consideration as a partner in the cooperative environmental management of our contiguous properties.

Chair Rybak moved and Commissioner Longson seconded whereas the GIPRC is the steward for three park properties contiguous to the Community/Heritage Forest and was a partner in the development of the 2007 Heritage Forest Management Plan, that the GIPRC approve the 2020 Heritage Forest Management Plan's management objectives and strategies as they apply to the lands under the stewardship of the Commission.

CARRIED

Chair Rybak commented that such a resolution will fulfill our management partnership obligations while giving the Commission leeway to comment on any land use proposals the Galiano Club may bring forward for lands under its management in the Heritage Forest. The Plan does recognize all trails as multi-use. Question about flooding on a property beside the Sticks

Community Park as there is nothing in the Plan regarding water flow. Concern about the installation of a culvert across Mistletoe that did redirect water through our park. Chair Rybak will discuss with Keith Erickson.

7.6 SGI Tourism Partnership

Agreed to leave the relationship as it is.

7.7 Bylaws

Charlene talked to Justine. The Commission could hire a bylaw person to work part-time or have CRD come to the island. Commissioner Dishaw will follow up on the discussions.

7.8 Volunteer Report

Commissioner Dishaw reported that cards and gift certificates are in the mail to park Stewards. She is going to suggest Stewards take photos of their accesses for the FaceBook page and people can guess where they are.

7.10 Recreation Report

None.

8. Treasurer’s Report – December 2020

Treasurer Byzyna presented the treasurer’s report. He reported that we will end the year with a \$5-6000 surplus that will go into the Capital Reserve.

8.1 Status of Accounts

ACTIVITY	SPENT NOV.	SPENT YTD	BALANCE
Parks Improvement		\$3045.19	\$3844.91
Parks Maintenance	\$4411.55	\$53728.73	\$6981.27
Meeting Expense Allowance	2880.00	1040.44	\$1839.56
Recreation		\$29765	\$4105
Recreation Meeting Expense			\$330
Imprest Account	99.00	\$399.32	580.74
Capital Reserve			\$50342.00
General Capital Fund	\$2997.93	\$10036.90	\$27078.16
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, Commissioner Henshall seconded approval of the monthly payment \$2583 to Contractor Carrothers for monthly maintenance, payment of \$3118.50 to Contractor Carrothers for work on DL79 and \$1334.01 to Brian Henneberg for tree falling. CARRIED.

8.3 Payment of Invoices

S. Rybak	Survey Wheel	\$99
Galiano Trading	Miscellaneous Materials	\$29.24
Columbia Promotions	Vests	\$573.79

8.4 Projected Operating Expenses for 2020

	SPENT NOV	SPENT YTD	BALANCE
Garbage Removal - Nadia		\$43	\$257
Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$2205	\$40347	\$1503
Mileage Allowance – MC	\$225	\$3978	\$22
Park Meeting Expenses		\$1040.44	\$959.56
Cleaning Supplies		\$783.71	\$16.29
Maint. Materials Allowance		\$2218.57	\$781.43
Tools & Equipment	\$99	\$747.48	\$252.52
Parks Improvement Materials		\$1228.55	\$771.45
Parks Improvement Labour		\$1397.50	\$3402.50
Outside Maint. Services Allowance		\$1450.00	\$550

Pump Toilets			\$1500
Apple Pie		\$812.48	\$37.52
Stewards' Lunch			\$600
Post Box		\$173	\$7
CRD Labour/Legal			
Total Projected Spending	\$4411.55	\$57814.36	\$8694.64
Contingency Available			\$3971
Total Operating Budget			\$12665.64

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

9. New Business

None.

10. Other Business

Andrew Loveridge asked about checking on the Turtle Island Ecological Reserve.

11. Adjournment

Moved by Commissioner Dishaw and seconded by Commissioner Byzyna that the meeting be adjourned at 10:45am.

CARRIED

9.0 TREASURER'S REPORT FOR Dec 2020 - (Jan 7, 2021 Meeting)

9.1 Status of Accounts				
Excluding GST Activity	2020 Operations			
	2020 Budget	Dec Spent	YTD Spent	Current Balance
Parks Improvement	6,890.00	1,620.00	4,665.19	2,224.81
Parks Maintenance	60,710.00	2,862.22	56,590.95	4,119.05
Parks Meeting Expense	2,880.00	470.00	1,510.44	1,369.56
Total Operating Expenses	70,480.00	4,952.22	62,766.58	7,713.42
Recreation Programs	33,870.00	-	29,765.00	4,105.00
Recreation Meeting Expense	330.00	-	330.00	-
Total Recreation Expenses	34,200.00		30,095.00	4,105.00
Imprest Account				679.74
Cheques Issued -		-	300.32	
Capital Funding Status				
Capital Reserve Fund (Jan 1, 2020 Balance 80,842)				50,342.00
General Capital Fund (June 23 Balance - 5,593.06)	37,115.06	2,997.93	10,036.90	27,078.16
Transfer CRF to GCF June 24 - 30,500.00				
Year End Planned Transfer to Cap Res Fund	12,000.00			
Donations		Dec	YTD	
		0.00	300.00	300.00
9.2 Invoices to Be Approved (GST Incl)				
M Carrothers- Dec 31 -Park Mtce		1,475.25		
M Carrothers Dec 31 - DL 79 Trail Building		1,545.00		
M Carrothers - Dec 31- Zuker Invasives Removal		1,701.00		
DL 79 Picnic Tables		1,995.00		
9.3 Payment of Other Invoices (GST Incl)				
MC Materials- Spot Purchase		418.47		
C Dishaw - Appreciation Gifts for Stewards		521.67		
Nadia-Garbage Removal		275.00		
9.4 Projected Operating Expenses for 2020				
Excluding GST	Forecast Spending	Dec Spent	YTD Spent	Balance to Spend
Garbage Removal	320.00	275.00	318.00	2.00
Garbage Removal 2019 - Late Invoice	229.00	-	229.00	-
Design, Print Brochures	0.00	0.00	0.00	0.00
Parks Maintenance Contract - MC (Labour)	41,850.00	1,395.00	41,742.00	108.00
Mileage Allowance - MC Mtce Contract	4,000.00	10.00	3,988.00	12.00
Parks Meeting Expenses	2,000.00	470.00	1,510.44	489.56
Cleaning Supplies	1,200.00	283.53	1,067.24	132.76
Maintenance Materials Allowance	2,500.00	-	2,218.57	281.43
Tools and Equipment	1,000.00	99.00	747.48	252.52
Safety Supplies	1,000.00	378.79	950.23	49.77
Parks Improvement Materials	2,000.00	-	1,228.55	771.45
Parks Improvement Labour	4,800.00	1,620.00	3,017.50	1,782.50
Outside Technical/Maintenance Services	1,500.00		1,450.00	50.00
Tree Felling Services	1,300.00	1,281.11	1,281.11	18.89
Pump Toilets	1,600.00		1,513.08	86.92
Apple Pie	850.00	-	812.48	37.52
Stewards' Luncheon	600.00	519.90	519.90	80.10
Post Box	180.00	-	173.00	7.00
CRD Labour/Legal				-
Total Forecast Spending/Balance Remaining	66,929.00	6,332.33	62,766.58	4,162.42
Contingency Available	3,551.00			3,551.00
Total Operating Budget/Funds Unspent to Dec 31	70,480.00			7,713.42

9.5 GIPRC 2020 CAPITAL PROJECT SPENDING REPORT FOR Dec 2020 - (Meeting Jan 7, 2021)									
(Based on proposed 2021-2025 5 Year Capital Program)									
Project Name	Work Description	Total Project Estimate		2020 Spending					Current Status
		Original	Current	5 yr Plan	Budget	Dec	YTD	Balance	
DL 79 NEW PARK	Construct New Park-Total	18,500.00	35,500.00	18,500.00	35,500.00	3,445.00	13,481.90	22,018.10	This project currently forecast to be completed in 2020 except for Toilet Enclosure. \$6,645 carried over to 2021 to complete this project. Parking Lot and Toilet installation not yet invoiced as of Jan 5.
WBS CX.039.2015.65	Clearing, parking, stairs Landscaping	3,000.00	10,000.00	3,000.00	10,000.00	-	-	10,000.00	
	Trail construction Signage Benches, tables	1,000.00 500.00 2,000.00	13,500.00	3,500.00	13,500.00	3,445.00	13,481.90	18.10	
	Install Toilet	12,000.00	12,000.00	12,000.00	12,000.00			12,000.00	
Sturdies Bay Trail	Trail Upgrade/ Extension	3,500.00	3,500.00	2,000.00					Up Grade completed in 2019. Study for trail extension now deferred to 2022. Project now closed. Will open new project for study in 2022
Existing Trail Work Extension to BC Ferries WBS CX.039.2016.65	Upgrade Existing Trail Engineering Study	1,500.00 2,000.00	1,500.00 2,000.00	2,000.00					
Matthews/Whipple (15)	Build Stairs to Beach	16,000.00	16,000.00	1,000.00					Improvements completed in 2019. Study for stairs now deferred to 2023. Project now closed. Will open new project in 2023.
Shore Access Trail	Improve Trail	1,000.00	1,000.00						
WBS CX.039.2017.65	Engineering Study(Stairs) Construct Stairs	1,000.00 14,000.00	1,000.00 14,000.00	1,000.00					
Shore Access Accessibility Improvement for Disabled	Accessibility Study-Total	1,500.00	1,500.00	1,500.00	1,500.00	1,380.95	1,380.95	119.05	Study completed and invoiced in 2020. Study Project closed. Will open new project in 2021 to construct
WBS CX.039.2018.31	Conduct Study				1,500.00	1,380.95	1,380.95	119.05	
Zayer (12) Shore Access	Construct Shore Access	7,000.00	7,000.00	7,000.00					Project now deferred to 2023-2024.
	Eng & Archeological Studies Construct Trail & Stairs		1,000.00 6,000.00	1,000.00 6,000.00					
Asset Management	Asset Management	17,500.00	17,500.00	9,500.00					Study now deferred to 2021
	Conduct Asset Inventory Asset Replacement	7,500.00 10,000.00	7,500.00 10,000.00	7,500.00 2,000.00					
TOTALS - All Active 2020 Projects					37,000.00	4,825.95	14,862.85	22,137.15	
AVAILABLE FUNDING									
Capital Reserve Fund (Jan 1, 2020 Balance 80,842)								50,342.00	
General Capital Fund(Available to spend now)					37,115.06	-	14,862.85	22,252.21	
Transfers from CRF to GCF (June 24)					-	30,500.00	30,500.00		