

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission

Held on January 7, 2021 via Zoom

Present: Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Jim Henshall, Gerald Longson, Barry New, Andrew Simon, Paul Brent (Alternate CRD Director), Michael Carrothers (Maintenance Contractor), Susan DeBeck (Recording Secretary)

The meeting was called to order at 8:00 am.

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Byzyna , SECONDED by Commissioner Longson, that the agenda be approved.
CARRIED

3. Adoption of the Minutes

MOVED by Commissioner Byzyna, SECONDED by Commissioner Henshall that the minutes of November 5, 2020 be adopted.
CARRIED

4. Election of Table Officers: Chair and Vice-Chair.

Chair Rybak offered to run again for chair. A call was made by **CRD Alternate Director Brant** for other nominations. On hearing no further nominations, **Stephen Rybak** was acclaimed as chair. Chair Rybak nominated Charlene Dishaw for vice-chair. Hearing no further nominations for the position, **Commissioner Dishaw** remains vice-chair by acclamation. If needed, shift of portfolios will be made at the next meeting.

5. Chair's Remarks

Commissioner vacancy: A formal application for the position must be submitted by January 31, 2021. One application has been received to date. Vests will be given to Commissioners Dishaw, Henshall, and Longson. Vests are to be worn by Commissioners when dealing with members of the public or contractors. Three vests remain with Chair Rybak. For use as required.

6. Correspondence

Correspondence regarding Zayer has been passed on to Andrew Loverage. The "missing" February 2020 minutes have been posted.

7. Presentations/ Delegations

None

8. Administration Reports

8.1 Maintenance Contractor's Report

December Maintenance Report was distributed. Highlights include:

15 Matthews has water issues requiring ongoing drainage maintenance to establish long-term solutions for erosion and water flow. Chair Rybak offered to donate logs if needed

17 Zucker Challenges with new drainage are being worked out. Restoration work on site is underway and burlap will be placed over designated planting area within a month.

Trees downed as a result of storms present an ongoing maintenance and safety issue.

Commissioners **Dishaw** and **Henshall** will come up with storm check protocols for volunteers to

inspect trails and beach access so hazard trees can be flagged. Yellow paint dots will be used to identify trees for removal by an approved arborist.

8.2 Shore Access Report

34 Shaw's Landing A sketch design based on Spectrum Ability's mobility enhancement proposal will be brought forward at the next meeting. Financing includes the processing of design options. Grants will be sought to cover the capital costs of development.

12 Zayer Negotiations are underway with the Archaeological Branch for the development of the shore access. Dr. Colin Grier will be asked if he will continue as the Commission's archaeologist and apply for a HCA Section 12.4 Heritage Inspection Permit to allow assessment of any impacts on the midden site. Before the development can move forward design components (drawings and specifications) must be completed including: parking lot, trail improvement, notification of neighbours and surrounding community, improvement of fences on both sides of the trail, signage and stairs from the base of the trail to the beach. These must meet Branch approval. Approval will also be sought for a HCA Section 12.2 site alteration permit to allow installation of the stairs and any other permanent changes to site DfRt-16. When approvals are in place, the construction will be tendered to at least three qualified contractors. The cost of the project (consultants, permits, materials, and labour) will need to be prepared and in the Capital plan by March if it is to be completed in 2021.

17 Zuker

Moved by Commissioner Dishaw, seconded by Commissioner Byzyna that the \$1000 in the budget for Zuker community engagement be approved for payment to the Pollinator Partnership for their participation in the community engagement webinars on the pollinators to be held from February to June 2021.

8.3 Trails Report

None.

8.4 Parks Report

DL 79 As per maintenance report, deficiencies in water drainage will be monitored and addressed. Water channels have been dug to reroute water. Pooling water at picnic area needs attention. Picnic tables will be attached and secured with rebar and metal strapping. Once the parking lot gets top course of gravel, it will be ready for parking. Commissioner Dishaw will seek a volunteer steward for the trail. Commissioner Longson will put together a supplemental budget for toilet, signage, stairs, and an official opening.

Skate Park

Skate Park sign has been refurbished. Commission will work with Lions Club to determine where it will be mounted.

8.5 Community Forest Management Plan

Commissioner Henshall expressed concern that proposed road construction may divert seasonal water flows that may impact the Sticks Community Park and Shore Access 69. The Galiano Club has been verbally notified of the concerns.

8.6 SGI Tourism Partnership

None

8.7 Bylaws

The CRD is looking to see if Salt Spring and Juan de Fuca bylaws may apply generally or whether there are conditions specific to Galiano that the GIPRC may want to add, if the Commission decides to adopt such bylaws.

8.8 Volunteer Report

Commissioner **Dishaw** sent cards of thanks to all volunteers for their service keeping an eye out on the trails.

8.10 Recreation Report None

9. Treasurer's Report – December 2020

9.0 TREASURER'S REPORT FOR Dec 2020 - (Jan 7, 2021 Meeting) Rev 01 Jan 21, 2021				
9.1 Status of Accounts		2020 Operations		
Excluding GST	2020 Budget	Dec Spent	YTD Spent	Current Balance
Activity				
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		

MOVED by Commissioner Dishaw, SECONDED by Commissioner Byzyna to approve the payment of four invoices. CARRIED.

9.4 Projected Operating Expenses for 2020	Forecast	Dec	YTD	Balance
Excluding GST	Spending	Spent	Spent	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	-	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	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	4,952.22	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)								Rev 01 Jan 21, 2021	
(Based on 2020-2024 Five Year Capital Program)				Excluding GST					
Project Name	Work Description	Total Project Estimate		2020 Spending			Current Status		
		Original	Current	Budget	Dec	YTD		Balance	
DL 79 NEW PARK	Construct New Park-Total	18,500.00	35,500.00	35,500.00	16,260.85	26,296.25	9,203.75	Current Carryover to 2021 of 9,203.75 to complete the project, including 2,389.15 to be invoiced by GEL upon completion of parking area top coat of gravel and contingency of 6,645 to cover the rest of completion costs for Vault Toilet Enclosure, Park Signage, and stairs to the beach from the picnic area. Carry over of 9,203.75 will be insufficient to cover all the completion items and a supplemental budget will be requested.	
WBS CX.039.2015.65	Clearing, parking lot, Stairs to Beach	3,000.00	15,205.00	15,205.00	12,815.85	12,815.85	2,389.15		
	Purchase Vault Toilet	12,000.00							
	Install Vault Toilet								
	Trail/Picnic Area Constr	1,000.00	10,800.00	10,800.00	1,545.00	11,220.00	- 420.00		
	Misc Materials	0	650.00	650.00	-	327.93	322.07		
	Signage	500.00	200.00	200.00	-	32.47	167.53		
	Picnic Tables	2,000.00	2,000.00	2,000.00	1,900.00	1,900.00	100.00		
	Sub Total	18,500.00	28,855.00	28,855.00	16,260.85	26,296.25	2,558.75		
	Contingency	0	6,645.00				6,645.00		
Sturdies Bay Trail	Trail Upgrade/ Extension	3,500.00	3,500.00						Up Grade completed in 2019.
	Existing Trail Work	1,500.00	1,500.00						Study for trail extension now deferred to 2022.
	Extension to BC Ferries	2,000.00	2,000.00						Project now closed. Will open new project for study in 2022
WBS CX.039.2016.65									
Matthews/Whipple (15)	Build Stairs to Beach	16,000.00	16,000.00						Improvements completed in 2019. Study for stairs now deferred to 2023. Project now closed. Will open new project in 2023.
	Improve Trail	1,000.00	1,000.00						
WBS CX.039.2017.65	Engineering Study(Stairs)	1,000.00	1,000.00						
	Construct Stairs	14,000.00	14,000.00						
Shore Access Accessibility Improvement for Disabled	Accessibility Study-Total	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	
	Conduct Study			1,500.00	1,380.95	1,380.95	119.05		
WBS CX.039.2018.31									
Zayer (12) Shore Access	Construct Shore Access	7,000.00	7,000.00					Project now deferred to 2023-2024.	
	Eng & Archeological Studies		1,000.00						
	Construct Trail & Stairs		6,000.00						
Asset Management	Asset Management	17,500.00	17,500.00					Study now deferred to 2021	
	Conduct Asset Inventory	7,500.00	7,500.00						
	Asset Replacement	10,000.00	10,000.00						
TOTALS - All Active 2020 Projects				37,000.00	17,641.80	27,677.20	9,322.80		
AVAILABLE FUNDING									
	Capital Reserve Fund (Jan 1, 2020 Balance 80,842)						50,342.00		
	General Capital Fund(Available remaining to spend now)			37,115.06	-	27,677.20	9,437.86		
	Transfers from CRF to GCF (June 24)			-	30,500.00	30,500.00			

Treasurer's Notes: There were three errors in section 9.4 of the treasurers operating expense report. In the Dec Spent column the entries for Tree Felling Services should have been zero instead of 1,281.11 and in Tools and Equipment column should have been zero and not 99.00. The original entries were November expenses which I failed to delete when I prepared December report. The third error then occurred in December Total Spent which is now corrected to 4,952.22. There is no change to any of the other month/year end figures or carry overs. On the Capital report, I have included the details of a late GEL invoice of 12,815.85 ex GST for DL 79 project.

Moved by Commissioner Byzyna, seconded by Commissioner Henshall to approve the Treasurer's Report.

10. New Business

Chair **Rybak** noted that it may be opportune to examine the impact of operating budgets and contracts posed by the addition of additional toilet facilities identified in the Master Plan. questioning the future role of the Commission regarding the provision and maintenance of toilets; eliminating port-a-potties are issues to be addressed. He also noted the next Master Plan will likely have to balance further expansion versus strengthening existing facilities.

11. Other Business None

12. Adjournment

Moved Commissioner Dishaw, seconded Commissioner Byzyna that the meeting be adjourned at 10:30am.

CARRIED

Stephen Rybak, Chair GIPRC