

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

Held on February 4, 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), Emma Davis (Galiano Liaison for the CRD), Michael Carrothers (Maintenance Contractor), Susan DeBeck (Recording Secretary)

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 Byzyna , SECONDED by Commissioner Dishaw that the agenda be adopted as amended.

CARRIED

3. Adoption of the Minutes January 7 2021

MOVED by Commissioner Byzyna, SECONDED by Commissioner Henshall that the minutes of January 7, 2021 meeting be adopted with the amendment to Section 9.4 where the Treasurer's Notes explain three errors in the Operating Expenses.

CARRIED

4. Chair's Remarks

Task assignments will be deferred to the next meeting to incorporate tasks for the new commissioner.

5. Correspondence

None.

6. Presentations/ Delegations

Andrew Loveridge was present to voice his continuing advocacy of the Zayer shore access project.

7. Administration Reports

7.1 Maintenance Contractor's Report

Michael Carrothers January Maintenance Report was distributed.

Bell Trail- Contractor Carrothers is still obtaining cost information on the removal of the Bell Trail bridge. Main beams could be salvaged for other use.

15 Matthews Contractor Carrothers advised the commission of erosion above the Active Pass public beach from the CRD Matthews Point Regional Park. Signage and the potential liability concerns were raised. Commissioner Brendt advised the CRD. Note - post meeting the CRD advised no action was necessary.

Zuker Material regarding the Grant programs will be reviewed as the Zuker project will need funding. Invoicing information for the pollinators webinars needs to be addressed.

7.2 Shore Access Report

34 Shaw's Landing Shaw's Landing: the cost for the revised design will be reviewed along with its compatibility for capital reimbursement programs (Hansen Foundation); if costs exceed current capital ceiling of \$5500, a increase in budget approval will be sought by mid-summer.

7.3 Trails Report

MOVED by Commissioner Rybak, SECONDED Commissioner Dishaw
MOTION: "The GIPRC approved the Licence of Occupation for Greig Creek (Licence 113845, DL66), known in our nomenclature as the Bell Trail."
CARRIED

Matthews Point Trail Contractor Carrothers will investigate the costs of mechanical gravel placement along the length of the shore access. More permanent drainage improvements will be required for the initial sections of the trail once the ground dries out.

7.4 Parks Report

DL 79 - Completion of the contract for the internal park trail system was confirmed. The budget for completion was reviewed and revised. Major work needed to complete the park project includes vault toilet and installation (\$10600), bike rack, park and trail signage (\$3000), stone stairs (\$1200), and split rail fencing (\$1600) in addition to the completion of the parking area. A request to supplement the existing budget capital budget of \$6000 by an additional \$14,000 for 2021 was discussed.

MOVED Commissioner Longson, SECONDED Commissioner Simon
MOTION: Prepare a revised supplemental budget to present to the CRD for up to a maximum additional amount of \$14 000 to be allocated for the DL 79 Park Budget.
CARRIED

Skate Park Confirmed that Contractor Carrothers will re-install the refurbished Skate Park sign with the relocation of the gate to the Lion's Field in mind.

8.0 Treasurer's Report

9.0 Treasurers Expense Report for Jan 2020 - (Feb 04, 2021 Meeting)					
9.1 Status of Accounts		2021 Operations			
Excluding GST		2021 Budget	Jan Spent	YTD Spent	Current Balance
Activity					
Parks Improvement		7,010.00	322.40	322.40	6,687.60
Parks Maintenance		61,740.00	2,556.08	2,556.08	59,183.92
Parks Meeting Expense		2,930.00			2,930.00
Total Operating Expenses		71,680.00	2,878.48	2,878.48	68,801.52
Recreation Programs		38,904.00			38,904.00
Recreation Meeting Expense		340.00			340.00
Total Recreation Expenses		39,244.00			39,244.00
Imprest Account					679.74
Cheques Issued -			0.00	0.00	
Capital Funding Status					
Capital Reserve Fund					73,660.00
General Capital Fund					8,652.00
Year End Planned Transfer to Cap Res Fund		To Come			
Donations			Jan	YTD	
			0.00	0.00	
9.2 Invoices to Be Approved (GST Incl)					
MC Contract Mtce Charge for January			2,619.75		
9.3 Payment of Other Invoices (GST Incl)					
GTC - 3 Invoices			63.94		
MC-Pick up Burlap Sacks-Zuker			283.50		
MC - Ferry Fare			31.00		
Burlap Sacks Fee			22.40		
9.3.1 Invoices Pending CRD Approval					
Saanich Native Plants - Zuker Webinar	525.00				
Pollinator Partnership Canada - Zuker Webinar	525.00				

MOVED by Commissioner Dishaw SECONDED by Commissioner Byzyna to approve the payment of M. Carrothers invoices. CARRIED.

There was discussion whether the Treasurer needed to continue to get the GIPRC approval for cheques over \$1000. It was agreed that the internal approval process would remain the same.

33	9.4 Forecast Expenses for 2021	Original	Revised	Jan	YTD	Balance	2020
34	Excluding GST	Forecast	Forecast	Spent	Spent	to Spend	ACTUAL
35	Garbage Removal	320.00				320.00	547.00
36	Design, Print Brochures	2,000.00				2,000.00	0.00
37	Parks Maintenance Contract - MC (Labour)	42,780.00		2,340.00	2,340.00	40,440.00	41,742.00
38	Mileage Allowance - MC Mtce Contract	4,000.00		155.00	155.00	3,845.00	3,988.00
39	Recording Secretary Charges	2,500.00				2,500.00	1,510.44
40	Other Meeting Expenses	430.00				430.00	0.00
41	Cleaning Supplies	1,000.00				1,000.00	1,067.24
42	Extraordinary Mtce Labour Allowance	2,000.00				2,000.00	0.00
43	Maintenance Materials Allowance	2,500.00		61.08	61.08	2,438.92	2,218.57
44	Tools and Equipment	500.00				500.00	747.48
45	Safety Supplies	500.00				500.00	950.23
46	Parks Improvement Materials	1,000.00		52.40	52.40	947.60	1,228.55
47	Parks Improvement Labour	6,010.00		270.00	270.00	5,740.00	3,017.50
48	Outside Technical/Maintenance Services	1,000.00				1,000.00	1,450.00
49	Tree Felling Services	1,500.00				1,500.00	1,281.11
50	Pump Toilets	1,600.00				1,600.00	1,513.08
51	Apple Pie	850.00				850.00	812.48
52	Stewards' Luncheon	600.00				600.00	519.90
53	Post Box	180.00				180.00	173.00
54	CRD Labour/Legal	0.00				0.00	0.00
55	CRD Year End Reconciliation Correction						-63.22
56	Total Forecast Spending/Balance Remaining	71,270.00		2,878.48	2,878.48	68,391.52	62,703.36
57	Contingency Available	410.00					7,776.64
58	Total Operating Budget/Funds Unspent to Jan 31	71,680.00					70,480.00
59							

8.5 GIPRC 2021 Planned and Actual Capital Project Spending Summary Report for Jan 2021 - (Meeting Feb 4, 2021)												
(Based on 2021-2024 Five Year Capital Program)										Excluding GST		
Project Name	Work Description	Total Project Estimate		2021 Spending				Current Status				
		Original	Current	Budget	Jan	YTD	Balance					
DL 79 New Park Completion	Construct New Park-Total	35,500.00	to Come	To come			8,652.00	Current revised balance Of 8,652.00 available to complete the project, including 2,389.15 to be invoiced by GEL upon completion of parking area top coat of gravel and remaining contingency of 6,262.85 to cover the completion costs for Vault Toilet Enclosure, Park Signage, Stairs to the beach beach from the picnic area and safety fence. Carry over of 8,652.00 will be insufficient to cover all the completion items and a supplemental budget will be requested. Note: Proposed Budget for completion in 2021 not yet approved by GIPRC or CRD First opportunity to submit request to CRD for supplemental Budget is Feb 5.				
WBS CX.039.2015.65	Clearing, construct parking lot	15,205.00	15,205.00	2,389.15			2,389.15					
	Purchase Vault Toilet											
	Install Vault Toilet											
	Install Toilet Enclosure	0.00										
	Build Stairs to beach	0.00	Completion									
	Install Bike Rack	0.00	Budget	Budget								
	Split Rail Fence	0.00	to come	To Come								
	Trail signs	0.00										
	Park Map	0.00										
	Park Entry Name Sign	0.00										
	Trail/Picnic Area Constr	10,800.00	10,800.00	76.91	76.91	76.91						
	Misc Materials	650.00	650.00	Complete								
	Picnic Tables	2,000.00	2,000.00									
	Signage	200.00	200.00									
	Sub Total	28,855.00	To come	To come	76.91		2,389.15					
	Contingency remaining	6,645.00		To come			6,262.85					
Zuker Shore Access Restoration	Conduct Restoration	15,500.00	15,500.00	To Come				Planned 2 year Project				
Access to Shaw Landing for Mobility Impaired	Construct Access, Total	5,500.00	5,500.00	To Come				Potential for reimbursement from Rick Hansen Foundation				
Install Vault Toilet at Activity Centre	Construct/Install Toilet	12,000.00	12,000.00	To Come				Type of toilet and exact location still to be determined.				
Asset Management	Prepare Inventory and plan for replacement	15,000.00	15,000.00	To Come				Prepare Asset Inventory and Replacement plan/strategy for 2021. Asset replacement to commence in 2022.				
TOTALS - All PLANNED 2021 Projects		83,500.00										
AVAILABLE FUNDING												
	Capital Reserve Fund (Jan 1, 2021 Balance)						73,660.00					
	General Capital Fund(Available remaining to spend now)				-	-	8,652.00					
	Transfers from CRF to GCF											

2020 Capital Spending Summary +

Treasurer Notes: The review of the Year End Reconciliation with the CRD financial numbers was presented and included with the Minutes as Appendix A .

MOVED by Commissioner Simon, SECONDED by Commissioner Dishaw to approve the Treasurer’s Report.

CARRIED

10. New Business

10.1 Recreation Grants Commissioner New and Commissioner Dishaw will look at the year's recreational spending and develop time-lines for applications.

10.2 Vault Toilets The pros and cons of various vault toilets were considered. Wishbone vault toilets, used by the BC Parks and CRD, was the favoured choice including that it comes in a range of colours. Commissioner Dishaw will investigate the fate of the Dewinetz porta-pottie decommissioned with the vault toilet installation at DL 79

MOVED Commissioner Longson, SECONDED Commissioner

MOTION That Wishbone vault toilet also used by the BC Parks and CRD becomes the standardized toilet used by the GIPRC.

CARRIED

MOVED Commissioner Byzyna, SECONDED Commissioner Dishaw

MOTION A Wishbone vaulted toilet be purchased for DL79.

CARRIED

11. Other Business None

12. Adjournment

MOVED Commissioner Dishaw that the meeting be adjourned for the In-camera session.

CARRIED

Stephen Rybak, Chair GIPRC

APPENDIX A

Finance Related Items for Discussion/Information at Feb 4 Meeting

Year End Reconciliation with CRD for Key Financial Numbers:

Operating Expense Carryover to the Capital Reserve Fund (CRF) – At the end of October 2020 we forecast an operating surplus of 6,236.00 for the year. By our (my) accounting we ended the year showing an actual surplus of 7,713.42. CRD accounting, which of course takes precedence, shows a surplus of **7,776.64**. This then is our official carry over of unspent budget from our 2020 operations to the Capital Reserve Fund. The numbers are amazingly close. Our(my) accounting final numbers would never agree with CRD because they have other items to account for such as interest earned on unspent balances (+) and WCB payments on contractor labour(-) which we do not deal with.

This amount of 7,776.64 along with 14,594.00 set aside at the beginning of our 2020 budget, when added to the reserve balance of about 50,000 at the end of the year brings our current Capital Reserve Fund total at the start of 2021 to **73,660.00**. This is the amount of money we currently have available as of Jan 1 to carry out our capital project program.

It is from this pool of money that we formally request funds from CRD along with project cost codes to carry out the current years capital projects from the list of approved capital projects from our 5 year program. The funds are transferred to our General Capital Fund (GCF) and assigned to specific projects. We can then draw on these funds to carry out our projects. The current balance remaining in our **GCF**, to complete DL 79 project is **8,652.00**.

Remaining GCF Balance to Complete DL 79 Project: Our(my) year end accounting showed a remaining balance of 9,203.75 to complete DL 79 project as compared to just received CRD year end figure of **8,652.00**. I have now revised our Capital Report accounts to use the CRD figure. Again this difference was mainly due to WCB payments made by CRD to cover our contractor. As we know our remaining budget is insufficient to complete DL 79 project, and Gerald is preparing a detailed scope of items with cost estimates to finish things up. When reviewed and approved by the commission, we can then request a supplemental budget to complete DL 79 project. If we can have this request ready by Friday, we can get it to CRD in time for approval at their mid March meeting. Otherwise we must wait until mid June for the next CRD board meeting.

Recreation Program Funding: Our original budget from CRD for 2021 was set to be **34,450**. We had unspent funds from 2020 of **4,105.00** according to my accounting. The CRD number for unspent funds carried over from 2020 is higher at **4,454.00**, probably due to earned interest. This amount has been added to our original budget bringing our revised program budget for 2021 to **38,904**.

Zuker Restoration Project Funding: Based on our current 5 year plan, submitted to CRD last October, we have 8,000 budgeted for 2021 and 7,500 budgeted for 2022 for this project. This is reflected in the current CRD version of our 5 year program as well as our own. Our 5 year plan has not yet been approved by the CRD board. This will be done at a board meeting in mid March. We cannot apply for any funding to start the project until that approval is granted.

We have committed/spent some money on Zuker from both last year's and this year's operating budgets under Parks Improvement category. We agreed I believe to spend up to 3,000 from our operating budget under Parks Improvement category to do this. It would allow us to get a good head start on the project before capital funding became available. This was for some invasive removal and procuring/installing burlap sacks, and commissioning a joint preparation of educational webinars for the project by Pollinator Partnership Canada and Saanich Native

Plants. I don't believe we should spend any further operational funds on the project unless it is absolutely essential.

CRD has so far refused to pay the invoices of 525 from each of the partners for lack of information, such as scope of services provided, contractual agreement, consideration of other providers. I need Andrew's help to get some information put together for Justine to get this back on track. I did not think this was a significant enough commitment to warrant this, but Justine has said in the past that some form of contract should be in place for all work to be done. I guess she means it. My fault for not requesting this beforehand.

2021 Operating Budget Categories and Spending Forecasts: I have put together a list of sub categories for our 2021 Operating Budget plan, similar to last year, along with initial forecasts of what we may need to spend in each category over the course of this year. This was always included in our monthly Operating Expense Report last year. This year's forecasts are based a lot on last year's performance plus anticipation. Last year I periodically revised the forecast spending over the course of the year based on new knowledge or needs so as to have a good up to date estimate of our contingency or unallocated spending. This allows us to better stay on budget and also take on extra spending commitments if it looks like our budget can handle it.

I have modified this a bit for this year (Section 9.4 of the Report) to include the starting or original forecasts, plus a new column for any revised forecasts we may make as the year progresses.

I would encourage all of you to review this 2021 Operating Expense Forecast now or at any time during the course of the year and suggest any additional cost categories that could be beneficial to track and allow budget for, as well as any changes to be made to any of the forecast cost estimates. I have attached a separate page of just this section 9.4 as one of the tabs in the Operating Expense Spreadsheet to track changes made during the year.