

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

Thursday, March 4, 2021 at 8:30 am By 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), Emma Davis (Galiano Liaison for the CRD), Susan DeBeck (Recording Secretary)

1. Territorial Acknowledgement

2. Approval of Agenda

MOVED Commissioner Dishaw, SECONDED Commissioner Longson that the agenda be adopted as amended. CARRIED

3. Adoption of Minutes February 4, 2021

MOVED Commissioner Dishaw, SECONDED Commissioner Longson that the Minutes be adopted as amended. CARRIED

MOVED Commissioner Simon, SECONDED Commissioner Longson that the In-Camera Minutes be adopted. CARRIED

4. Chair's Remarks

4.1. Welcome Commissioner Evelyn Dewinetz

4.2. Future Commission Zoom meetings beyond March 2021

MOVED Commissioner Longson SECONDED Commissioner Dishaw

MOTION Extend Zoom format meetings until September or until we get advice from Health Officials to safely resume personal public meetings. CARRIED

5. Correspondences

5.1. Post meeting update regarding Matthews Point Regional Park: the CRD advised that no action was necessary regarding signage for erosion.

5.2. CRD requested project information for their protocol of engagement with WSANEC Council, whose traditional territory is south of Galiano .

5.3. CRD has adopted a new archeological protocol to ensure any project that could potentially disturb soil gets the archeological branch's approval before the project begins. The protocol is linked to CRD reconciliation initiatives.

5.4. CRD Learning Sessions Arrangements will be made for all commissioners to attend Zoom sessions on common subjects.

6. Presentations/Delegations

6.1. Andrew Loveridge inquired on progress with the archeological impact assessment for the Zayer Trail. Chair Rybak noted that the new CRD protocols would need to be followed. Commissioner Brend advised that a recent professional archeological assessment for a Saturna project cost \$9000.

7. Administration Reports

7.1. Maintenance Contractor's Report

Concern was expressed over the vandalism of the skateboard park. Commissioner Henshall will contact RCMP for their advice on the matter. The incident will be publicized.

Contractor Carrothers will submit a budget for removal of Bell Trail bridge.

Contractor Carrothers will have gravel delivered for trail surfacing of Matthews trail.

7.2. Shore Access Report

Shaw's Landing Accessibility Development The contingency budget is approximately \$26000 (Parking Lot \$8,500, Pathway with Railing \$10,500; Viewing Platform \$2,400; Ramp to Viewing Platform \$3,600; Steps to the Beach \$250) . Once estimates have been firmed up and presented to the Commission, a request to the CRD to increase the Capital budget will be considered.

This project is now part of the new CRD archeological assessment protocol. Emma Davis reported it will be initially screened through the RAAD system.

7.3. Trails Report

Renewal of Grieg Creek LoL/Bell Trail- GIPRC is in the queue for renewing the license of occupation for Grieg Creek and current license is extended on a month-by- month basis.

7.4. Parks Report

Fire smart projects - Commissioner Henshall reported only crown lands qualify for funding though need to reduce potential for fire is needed. GIPRC will contact CRD to see if there is provincial funding for areas that do not qualify under fire smart program.

Commissioner Longson will confirm the pricing of the Wishbone toilet building for DL79.

7.5. Volunteer Report

Volunteers will be asked to report back on their trail and checks made if additional volunteers are needed.

Commissioner Dishaw reported that the CRD list of Volunteers, who are covered by insurance, has been confirmed.

8. Treasurer's Report

8.0 Treasurer's Expense Report for Feb 2021 - (Mar 04, 2021 Meeting)					
8.1 Status of Accounts		2021 Operations			
Excluding GST		2021 Budget	Feb Spent	YTD Spent	Current Balance
4	Activity				
5	Parks Improvement	7,010.00		322.40	6,687.60
6	Parks Maintenance	61,740.00	2,345.25	4,901.33	56,838.67
7	Parks Meeting Expense	2,930.00			2,930.00
8	Total Operating Expenses	71,680.00	2,345.25	5,223.73	66,456.27
9	Recreation Programs	38,904.00	1,500.00	1,500.00	37,404.00
10	Recreation Meeting Expense	340.00			340.00
11	Total Recreation Expenses	39,244.00	1,500.00	1,500.00	37,744.00
12	Imprest Account				679.74
13	Cheques Issued -		0.00	0.00	
14	Capital Funding Status				
15	Capital Reserve Fund				73,660.00
16	General Capital Fund				8,652.00
17	Year End Planned Transfer to Cap Res Fund	To Come			
18	Donations		Feb	YTD	
19			0.00	0.00	
20	8.2 Invoices to Be Approved (GST Incl)				
21	MC Contract Mtce Charge for Feb 2021		2,362.50		
22					
23	8.3 Payment of Other Invoices (GST Incl)				
24	GTC - 2 Invoices		60.42		
25	GCC Membership		37.50		
26	8.3.1 Invoices Pending CRD Approval				
27	Saanich Native Plants - Zuker Webinar	525.00			
28	Pollinator Partnership Canada - Zuker Webinar	525.00			
29					

MOVED Commissioner Byzyna, SECONDED Commissioner Dishaw to approve the maintenance payment to M. Carrothers. CARRIED.

8.4 Forecast Expenses for 2021 Excluding GST	Original Forecast	Revised Forecast	Feb Spent	YTD Spent	Balance to Spend	2020 ACTUAL
Garbage Removal	320.00				320.00	547.00
Design, Print Brochures	2,000.00				2,000.00	0.00
Parks Maintenance Contract - MC (Labour)	42,780.00		2,070.00	4,410.00	38,370.00	41,742.00
Mileage Allowance - MC Mtce Contract	4,000.00		180.00	335.00	3,665.00	3,988.00
Recording Secretary Charges	2,500.00				2,500.00	1,510.44
Other Meeting Expenses	430.00				430.00	0.00
Cleaning Supplies	1,000.00				1,000.00	1,067.24
Extraordinary Mtce Labour Allowance	2,000.00				2,000.00	0.00
Maintenance Materials Allowance	2,500.00		57.75	118.83	2,381.17	2,218.57
Tools and Equipment	500.00				500.00	747.48
Safety Supplies	500.00				500.00	950.23
Parks Improvement Materials	1,000.00			52.40	947.60	1,228.55
Parks Improvement Labour	6,010.00			270.00	5,740.00	3,017.50
Outside Technical/Maintenance Services	1,000.00		37.50	37.50	962.50	1,450.00
Tree Felling Services	1,500.00				1,500.00	1,281.11
Pump Toilets	1,600.00				1,600.00	1,513.08
Apple Pie	850.00				850.00	812.48
Stewards' Luncheon	600.00				600.00	519.90
Post Box	180.00				180.00	173.00
CRD Labour/Legal	0.00				0.00	0.00
CRD Year End Reconciliation Correction						-63.22
Total Forecast Spending/Balance Remaining	71,270.00		2,345.25	5,223.73	66,046.27	62,703.36
Contingency Available	410.00					7,776.64
Total Operating Budget/Funds Unspent to Feb28	71,680.00				66,456.27	70,480.00

8.5 GIPRC 2021 Planned and Actual Capital Project Spending Report for Feb 2021 - (Meeting Mar 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	Feb	YTD	Balance	
DL 79 New Park Completion	Construct New Park-Total	35,500.00	47,959.00	To come			- 12,459.00	Current Balance of 8,575.15 remains in GCF to complete the project, including 2,389.15 to be invoiced by GEL upon completion of parking area top coat of gravel.
WBS CX.039.2015.65	Clearing, construct parking lot	15,205.00	15,205.00	2,389.15			2,389.15	
	Purchase Vault Toilet							Remaining project completion costs estimated to be 18,645, excluding gravel topcoat. Supplemental budget of 12.459 requested for completion.
	Install Vault Toilet							
	Install Toilet Enclosure	0.00						
	Build Stairs to beach	0.00						
	Install Bike Rack	0.00	18,645.00	18,645.00			18,645.00	
	Split Rail Fence	0.00						
	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	-	
	Misc Materials	650.00	650.00					Note: Proposed Budget for completion in 2021 not yet approved by CRD. Approval of 12,459 Supplemental Budget expected in mid March
	Picnic Tables	2,000.00	2,000.00					
	Signage	200.00	200.00					
	Sub Total	28,855.00	47,500.00		-	76.91	21,034.15	
	Contingency remaining	6,645.00	459.00				8,575.15	
Zuker Shore Access Restoration	Conduct Restoration	15,500.00	15,500.00	8,000.00	0	0	8,000.00	Planned 2 year Project Expect 8,000 funding for 2021 to be in place by end of March
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	95,959.00			76.91		
AVAILABLE FUNDING								
Capital Reserve Fund (Jan 1, 2021 Balance)							73,660.00	

MOVED by Commissioner Henshal, SECONDED by Commissioner Dishaw to approve the Treasurer's Report. CARRIED

9. New Business

9.1. Review of 2020 task assignments. Postponed until next meeting.

9.2. Disposal of 2 GIPRC port-a-potties will involve following the CRD protocol for disposal of public assets. A porta-pottie could possibly redeployed to the Twiss Shore Access, a very popular family summer destination.

9.3. Commissioner Dishaw offered to update historical USB GIPRC contents to provide accessible information for commissioners. Former recorder Jennifer Margison has provided a searchable electronic data base of 11 years of Commission minutes to complement the hard copy records.

10. Other Business

10.1. LTC Bylaw 276 and 277 referral regarding the Gulf Island Galisle Affordable Rental Housing Society zoning change from Forestry to Community Housing for potential effects on nearby Commission Parks and Shore Access interests

MOVED Chair Rybak SECONDED Commissioner Simon
MOTION That the GIPRC approve the recommended bylaw changes subject to these conditions:

1. That the proponent ensure a safe route for pedestrians and cyclists from the parking lot at the head of Sticks Community Park to the new terminus of the extended Georgia View roadway to access Sticks West Community Park.
2. That the proponent consider providing some public parking at the terminus of the extension of Georgia View roadway.
3. That the proponent ensure that surface runoff into the seasonal stream that runs through Stick Community Park and Gulfside shore access does not increase as a result of the proposed housing development or the extension of the Georgia View roadway.

CARRIED

Note: Commissioners Longson and Henshall recused themselves from the vote.
Commissioner Dewinetz was absent from the discussion and vote.

10.2 Recreation grants- Notice of the grants will be in the April Active Page and on Facebook and previous participants will be notified. Requests must be in by April 15. A summary of reports will be presented at the May meeting for vote on the approval of grants.

11. Unaddressed Thoughts & Concerns (and any input from members of the public)
None.

12. Adjournment 10:30AM

MOVED Commissioner Dishaw, SECONDED Commissioner Longson
CARRIED