

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

Thursday, April 1, 2021 at 8:30 am By Zoom

**Present:** Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Jim Henshall, Gerald Longson, Barry New, Evelyn Dewinetz, Michael Carrothers (Maintenance Contractor), Emma Davis (Galiano Liaison for the CRD), Susan DeBeck (Recording Secretary)

## **1. Territorial Acknowledgement**

## **2. Approval of Agenda**

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

## **3. Adoption of Minutes March 4, 2021**

MOVED Commissioner Dewinetz, SECONDED Commissioner Longson that the Minutes be adopted. CARRIED

## **4. Chair's Remarks**

**4.1.** Vault toilet placement as an emergency backup for the school, and to serve recreation facilities, library, and activity centre users is on hold as the school district considers the construction of an outdoor education classroom on the proposed location of the toilet.

**4.2.** Invasive species- Matthews, Mary Ann, Zuker, Gulfside and Arbutus Point Road are the trails nominated for potential CRD work crew help to remove invasive species.

## **5. Correspondence - None**

## **6. Presentations/Delegations**

**6.1.** Andrew Loveridge recommended continued progress with the archeological impact assessment for the Zayer Trail.

## **7. Administration Reports**

**7.1. Maintenance Contractor's Report** To keep natural habitat in place, Contractor Carrothers proceeded with improvements to Matthews trail without machinery, placing gravel and culverts to improve drainage on wet areas at the head of the trail. Gravel dressing for the parking area, wet with mud, is needed. The purchase of an additional battery pack for the power washer was authorized.

### **7.2. Shore Access Report**

**7.2.1. Twiss** - Chair Rybak recommended consultation with neighbours is needed before redeployment of a porta-potty at Twiss /Deerfield.

**7.2.2. Zelter** The shore access has been closed pending to enable construction on the bordering property. The owners of this property will be advised the

Commission wishes to reopen the shore access for public use by May 21<sup>st</sup>, 2021.

- 7.2.3. **Shaw's Landing Accessibility Development** As only \$5500 has been allocated for 2021 capital expenditure and with the estimated cost of the project completion at \$26000 and given the project now has to follow the new CRD archeological assessment protocols, it was decided that the \$5500 budgeted would be used to create a new pathway for the trail as per the design. Once this is done, the overall project budget will be reassessed and approval for additional capital funds will be sought for completion.

### 7.3.Trails Report

- 7.3.1. **Bell Bridge** Contractor Carrothers submitted a budget for the removal of the Bell Trail bridge.

MOVED Commissioner Dishaw, SECONDED Commissioner Henshall, that Contractor Carrothers proceed on the removal of the Bell Trail bridge at a cost of \$3000. CARRIED

### 7.4.Parks Report

- 7.4.1. **DL79** Commissioner Longson will proceed with purchasing the Wishbone toilet for the site at a cost of \$10,625. Completion of the parking lot surfacing with compact gravel may not be complete until after the toilet installation.
- 7.4.2. **Recreation Report** There will be a Zoom meeting April 6 for all interested applicants, with the grant submission deadline, April 21. All applications will be forwarded to GIPRC commissioners a week in advance of the meeting May 6<sup>th</sup>.
- 7.4.3. **Volunteer Report** All volunteers have received notice asking that they submit an April report on the condition of their trail. This can help determine maintenance needs and assess whether some trails actually need a new "active" volunteer.

## 8. Treasurer's Report

<b>8.0 Treasurer's Expense Report for Feb 2021 - ( Mar 04, 2021 Meeting )</b>						
<b>8.1 Status of Accounts</b>		<b>2021 Operations</b>				
<b>Excluding GST</b>		<b>2021</b>	<b>Feb</b>	<b>YTD</b>	<b>Current</b>	
<b>Activity</b>		<b>Budget</b>	<b>Spent</b>	<b>Spent</b>	<b>Balance</b>	
Parks Improvement		7,010.00		322.40	6,687.60	
Parks Maintenance		61,740.00	2,345.25	4,901.33	56,838.67	
Parks Meeting Expense		2,930.00			2,930.00	
<b>Total Operating Expenses</b>		<b>71,680.00</b>	<b>2,345.25</b>	<b>5,223.73</b>	<b>66,456.27</b>	
Recreation Programs		38,904.00	1,500.00	1,500.00	37,404.00	
Recreation Meeting Expense		340.00			340.00	
<b>Total Recreation Expenses</b>		<b>39,244.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>37,744.00</b>	
<b>Imprest Account</b>					<b>679.74</b>	
Cheques Issued -			0.00	0.00		
<b>Capital Funding Status</b>						
Capital Reserve Fund						73,660.00
General Capital Fund						8,652.00
Year End Planned Transfer to Cap Res Fund	To Come					
<b>Donations</b>			<b>Feb</b>	<b>YTD</b>		
			0.00	0.00		
<b>8.2 Invoices to Be Approved (GST Incl)</b>						
MC Contract Mtce Charge for Feb 2021			2,362.50			
<b>8.3 Payment of Other Invoices (GST Incl)</b>						
GTC - 2 Invoices			60.42			
GCC Membership			37.50			
<b>8.3.1 Invoices Pending CRD Approval</b>						
Saanich Native Plants - Zuker Webinar	525.00					
Pollinator Partnership Canada - Zuker Webinar	525.00					
<b>8.4 Forecast Expenses for 2021</b>	<b>Original</b>	<b>Revised</b>	<b>Feb</b>	<b>YTD</b>	<b>Balance</b>	<b>2020</b>
<b>Excluding GST</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Spent</b>	<b>Spent</b>	<b>to Spend</b>	<b>ACTUAL</b>
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
<b>Total Forecast Spending/ Balance Remaining</b>	<b>71,270.00</b>		<b>2,345.25</b>	<b>5,223.73</b>	<b>66,046.27</b>	<b>62,703.36</b>
<b>Contingency Available</b>	<b>410.00</b>					<b>7,776.64</b>
<b>Total Operating Budget/ Funds Unspent to Feb28</b>	<b>71,680.00</b>				<b>66,456.27</b>	<b>70,480.00</b>

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

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	
<b>DL 79 New Park Completion</b>	<b>Construct New Park-Total</b>	<b>35,500.00</b>	<b>47,959.00</b>	<b>To come</b>			<b>- 12,459.00</b>	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			<b>2,389.15</b>	
	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			<b>18,645.00</b>	
	Split Rail Fence	0.00						
	Trail signs	0.00						
	Park Map	0.00						
	Park Entry Name Sign	0.00						<b>Note: Proposed Budget for completion in 2021 not yet approved by CRD. Approval of 12,459 Supplemental Budget expected in mid March</b>
	Trail/Picnic Area Constr	10,800.00	10,800.00	76.91	-	76.91	-	
	Misc Materials	650.00	650.00					
	Picnic Tables	2,000.00	2,000.00					
	Signage	200.00	200.00					
	Sub Total	28,855.00	47,500.00			76.91	<b>21,034.15</b>	
	Contingency remaining	6,645.00	459.00				<b>8,575.15</b>	
<b>Zuker Shore Access Restoration</b>	<b>Conduct Restoration</b>	<b>15,500.00</b>	<b>15,500.00</b>	<b>8,000.00</b>	<b>0</b>	<b>0</b>	<b>8,000.00</b>	Planned 2 year Project Expect 8,000 funding for 2021 to be in place by end of March
<b>Access to Shaw Landing for Mobility Impaired</b>	<b>Construct Access, Total</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>To Come</b>				Potential for reimbursement from Rick Hansen Foundation
<b>Install Vault Toilet at Activity Centre</b>	<b>Construct/Install Toilet</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>To Come</b>				Type of toilet and exact location still to be determined.
<b>Asset Management</b>	<b>Prepare Inventory and plan for replacement</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>To Come</b>				Prepare Asset Inventory and Replacement plan/strategy for 2021. Asset replacement to commence in 2022.
<b>TOTALS - All PLANNED 2021 Projects</b>		<b>83,500.00</b>	<b>95,959.00</b>			<b>76.91</b>		
<b>AVAILABLE FUNDING</b>								
	Capital Reserve Fund (Jan 1, 2021 Balance)						<b>73,660.00</b>	
	General Capital Fund(Available remaining to spend now)						<b>8,575.15</b>	
	Transfers from CRF to GCF							

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

## 9. New Business

**9.1. Review of 2020 task assignments.** A list of tasks will be emailed to all commissioners and will be reviewed at the May 6<sup>th</sup> meeting.

**9.2. Archeological Assessment policy.** The CRD uses RAAD: Remote Access to Archeological Data, to determine sensitive areas on Galiano. This first step determines whether an area has had previous investigations. Galiano Liaison for the CRD, Emma Davis, will have this information available for the GIPRC soon to determine what future actions will be needed for Zayer and Shaw's Landing.

**9.3. CRD Transportation Advisory** The CRD has established a transportation advisory group to coordinate transportation issues. Input from the GIPRC would pertain to enhanced walking, cycling and biking opportunities that are available on Galiano. Commissioner Dishaw volunteered to sit on the group.

**9.4. Shore Cleanup** Commissioner Dishaw will coordinate a shore cleanup with the Conservancy for May. Budget can be allotted for garbage disposal. Details will be advertised once the event is organized.

**10. Other Business**

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

**12. Adjournment 10:15 AM**

MOVED Commissioner Longson that the meeting be adjourned.  
CARRIED