

# Galiano Island Parks and Recreation Commission

## Minutes for Meeting

### Thursday, May 6, 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, Andrew Simon, Michael Carrothers (Maintenance Contractor), Paul Brent (Alternate CRD Director). Emma Davis (Galiano Liaison for the CRD), Susan DeBeck (Recording Secretary)

#### 1. Territorial Acknowledgement

#### 2. Approval of Agenda

MOVED Commissioner Dewinetz, SECONDED Commissioner Byzyna that the agenda be adopted as amended. CARRIED

#### 3. Adoption of Minutes April 1, 2021

MOVED Commissioner Byzyna, SECONDED Commissioner Henshall that the Minutes be adopted. CARRIED

#### 4. Chair's Remarks

**4.1. CRD Heritage Site Policy** -Chair Rybak, Commissioner Byzyna and Commissioner Longson will review the draft policy to ascertain potential operational concerns including additional resources to develop sites such as Zayer. May recommend changes to draft policy.

**4.2. Mapping Requests** GIPRC has received two requests for use of maps, one from the CRD who want to use maps in the transportation study and one from the trail society so their maps can accurately tie into GIPRC maps.

#### 5. Correspondence

**5.1. Porta-potties**-CRD has concerns of human excrement on trails.

MOVED Chair Rybak SECONDED Commissioner Dishaw

MOTION Maintenance contractor Carrothers will check BCDC and CRD covid cleaning protocols to see if the Dewenitz porta- pottie can be re-opened safely until the Silu Park (DL79) toilet is installed.

#### 6. Presentations/Delegations

**6.1.** Andrew Loveridge was present for the meeting but had no comments.

#### 7. Administration Reports

**7.1. Maintenance Contractor's Report** Matthews trail has been improved by two loads of gravel. New larger dispenser foam hand sanitizer will be installed to better accommodate high volume use of public toilets.

#### 7.2. Shore Access Report

**7.2.1. Zuker** – Current work on the trail is outside the buffer zone for archeological site consideration. There is a blanket exemption from the Heritage policy for activities that won't disturb the soil. Fencing and planting for area are being sourced. With

regards potential volunteer work, Emergency Management Unit has restrictions on outdoor volunteer work to groups of 10 or less with adherence to social distancing.

**7.2.2. Zelter** Commissioner Dishaw will contact owners of the property that borders Zelter shore access informing them that the Commission wishes to reopen the shore access for public use by May 21<sup>st</sup>, 2021.

**7.2.3. Shaw's Landing** Maintenance contractor Carrothers will clear a new pathway for the trail as per the design. Commissioner Longson will draft a letter to inform neighbours of this. Heritage site protocol check will be made of the site.

### **7.3.Trails Report**

### **7.4.Parks Report**

**7.4.1. Silu Park (DL79)** Commissioner Longson has ordered the Wishbone toilet for the site. Other materials to go inside the washroom will need to be procured. Galiano Excavating will install final coat of gravel on parking lot so it can be opened. Interim signing will be information board already constructed.

**7.5.Recreation Report** 11 funding applications were submitted with two new applicants. Because of covid, some organizations did not use their funding so this funding can be carried forward. Applications will be reviewed at In-Camera meeting.

**7.6.Volunteer Report** Some volunteers submitted an April report on the condition of their trail as requested. Commissioner Dishaw will follow up on those who did not submit a report to determine who are active volunteers and assess whether some trails need a new trail steward.

## **8. Treasurer's Report**

**8.0 Treasurer's Expense Report for April 2021 - ( May 6, 2021 Meeting )**

<b>8.1 Status of Accounts</b>						
Excluding GST <b>Activity</b>	<b>2021 Operations</b>				<b>Current Balance</b>	
	<b>2021 Budget</b>	<b>April Spent</b>	<b>YTD Spent</b>			
Parks Improvement	7,010.00	-	1,322.40		5,687.60	
Parks Maintenance	61,740.00	5,951.61	14,217.01		47,522.99	
Parks Meeting Expense	2,930.00				2,930.00	
<b>Total Operating Expenses</b>	<b>71,680.00</b>	<b>5,951.61</b>	<b>15,539.41</b>		<b>56,140.59</b>	
Recreation Programs	38,904.00	-	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>37,744.00</b>	
<b>Imprest Account</b>						1,000.00
Cheques Issued -		0.00	0.00			
<b>Capital Funding Status</b>						
Capital Reserve Fund (Balance Jan 1: 73,660 )						53,201.00
General Capital Fund (Transfer in 20,459 from CRF Mar 31)						29,034.00
Year End Planned Transfer to Cap Res Fund	14,481.00					
<b>Donations</b>		<b>April</b>	<b>YTD</b>			
		0.00	0.00			
<b>8.2 Invoices to Be Approved (GST Incl)</b>						
MC Contract Mtce Charge for April 2021		4,695.60				
<b>8.3 Payment of Other Invoices (GST Incl)</b>						
BUNZL - Cleaning Supplies		270.71				
GEL - Gravel		288.75				
GEL - Gravel		338.80				
GTC - MC - 7 Invoices - Materials for Skate Park Sign Install.		277.39				
MC - Ferry Charge-Materials Pick up		31.70				
MC - Purchase Pressure Washer Spare Battery		281.69				
MC - Materials for Matthews Trail mtce		59.05				
<b>8.4 Forecast Expenses for 2021</b>	<b>Original Forecast</b>	<b>Revised Forecast</b>	<b>April Spent</b>	<b>YTD Spent</b>	<b>Balance to Spend</b>	<b>2020 ACTUAL</b>
<b>Excluding GST</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		4,232.00	11,730.00	31,050.00	41,742.00
Mileage Allowance - MC Mtce Contract	4,000.00		240.00	745.00	3,255.00	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		258.46	258.46	741.54	1,067.24
Extraordinary Mtce Labour Allowance	2,000.00				2,000.00	0.00
Maintenance Materials Allowance	2,500.00		952.04	1,176.94	1,323.06	2,218.57
Tools and Equipment	500.00		269.11	269.11	230.89	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			1,037.50	-37.50	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>5,951.61</b>	<b>15,539.41</b>	<b>55,730.59</b>	<b>62,703.36</b>
<b>Contingency Available</b>	<b>410.00</b>				<b>410.00</b>	<b>7,776.64</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 April 2021 - (Meeting May 6, 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	Mar	YTD	
<b>DL 79 New Park Completion</b>	<b>Construct New Park-Total</b>	<b>35,500.00</b>	<b>47,959.00</b>	<b>21,034.00</b>			<b>21,034.00</b>
WBS CX.039.2015.65	Clearing, construct parking lot	15,205.00	15,205.00	2,389.00			2,389.00
	Purchase Vault Toilet						
	Install Vault Toilet						
	Install Toilet Enclosure	0.00					
	Build Stairs to beach	0.00	18,645.00	18,645.00			18,645.00
	Install Bike Rack	0.00					
	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				
	Picnic Tables	2,000.00	2,000.00				
	Signage	200.00	200.00				
	Sub Total	28,855.00	47,500.00	76.91	-	76.91	<b>21,034.00</b>
	Contingency remaining	6,645.00	459.00				-
<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>
WBS CX.039.2019.84							
<b>Access to Shaw Landing for Mobility Impaired</b>	<b>Construct Access, Total</b>	<b>5,500.00</b>	<b>25,000.00</b>	<b>5,500.00</b>			
<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>			
<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>			
<b>TOTALS - All PLANNED 2021 Projects</b>		<b>83,500.00</b>	<b>115,459.00</b>	<b>29,034.00</b>		<b>76.91</b>	
<b>AVAILABLE FUNDING</b>							
	Capital Reserve Fund (Jan 1, 2021 Balance - 73,660.00)						<b>53,201.00</b>
	General Capital Fund(Available to spend now)						<b>29,034.00</b>
	Transfers from CRF to GCF			-	20,459.00	20,459.00	

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

## **9. New Business**

**9.1. CRD Transportation Advisory Committee** The CRD is developing a transportation integration plan that includes walking, hiking, cycling, biking, busing and inter-island connections. A consultant will draft recommendations and deliver report at the end of the year to CRD. Galiano has community input into the committee.

## **10. Other Business**

### **11. Unaddressed Thoughts & Concerns** (and any input from members of the public)

**11.1.** Maintenance contractor needs to be aware of burning regulations including that all material must be four months old before burning. Also check BC Venting Index Interactive Map for air quality to see if burning is allowed..

**11.2.** Recreation grant funding needs to be acknowledged by applicants with proof they have done so.

### **12. Adjournment to In-Camera Session** MOVED Commissioner Henshall SECONDED Commissioner New MOTION: Move meeting to In-Camera Session CARRIED

### **13. Adjournment of meeting 10:30AM**

MOVED Commissioner Dishaw to adjourn the meeting.  
CARRIED