

Galiano Island Parks and Recreation Commission

Minutes

Thursday, July 8, 2021 at 8:30 am

At Skateboard Park, Lions Field

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 Dewinetz that the agenda be adopted as amended. CARRIED

3. Adoption of Minutes June 3, 2021 MOVED Commissioner Byzyna, SECONDED Commissioner Dewinetz that the minutes be adopted as amended. CARRIED

4. Chair's Remarks

4.1 Several CRD facilities were visited by a contract insurance assessor to determine replacement value including the Skate Park and Kennedy property.

4.2 The asset list will be tied to archeological maps locating assets that may have archeological impacts if replaced. There is a possibility of getting a blanket approval to maintain current infrastructure. Maps will be made available when compiled.

5. Correspondence None

6. Presentations/Delegations None

7. Administration Reports

7.1 Maintenance Contractor's Report

7.1.1 Toilets- increased maintenance is occurring over the summer. With changes in covid protocols, all toilets will now be open again. Skateboard toilet has fly problems so will attempt to use flytraps in area.

7.1.2 Danger Trees- A number of danger trees were removed on Sturdies Bay Trail. A tall dead Grand Fir still needs felling which requires a dead cedar be taken down first. Commissioner Henshall will arrange for faller to return as soon as there is a moderation in the fire rating.

7.1.3 Zelter-reopening may require some access work. Contractor Carrothers will work with neighbouring property owners to repair the step in a cooperative way.

7.2 Shore Access Report

- 7.2.1 Shaw's Landing- Stewards and neighbours will be consulted on the proposed reconfiguration for mobility access. A budget of \$600 has been set for initial brush removal when permitted by fire restrictions. A more detailed archeological assessment on a finalized reconfiguration may be required.
- 7.2.2 Zuker- GIPRC sponsored pollinator series will conclude in September. Information on the webinar will be made available. TD application for a \$6500 grant to cover costs of replanting has been submitted. GIPRC has budget includes deer fencing and gate. Signage to acknowledge Indigenous heritage is being considered.
- 7.2.3 Zayer- potential development of the shore access will likely be affected by both the high tides and ferry wakes as well as archeological impacts. Establishing beach access is challenging given the impact water will have on stair access. A site visit for commissioners to better assess the potential means of maintaining a safe beach access is being arranged.
- 7.3 Trails Report None
- 7.4 Parks Report
 - 7.4.1 Silu Park (DL79) Wishbone will provide toilet@ \$10,880, which will accommodate handicapped users. The commission will assume responsibility for freight to the site. The formal opening of Silu will occur when the toilet is installed and parking lot top dressing of gravel is in place.
MOTION That Commissioner Longson submit the order to Wishbone for the toilet with shipping to be arranged later. MOVED Chair Rybak, SECONDED Commissioner Dishaw CARRIED
 - 7.4.2 Skate Park Trees -the designation of the bordering property as an Ecological Zone was a mapping error. Dangerous trees can be taken down with the neighbour concurrence and when the fire hazard moderates.
- 7.5 Recreation Report- North Community Hall applied for a recreation grant application of \$1520.
MOTION To approve the North Community Hall recreation grant of \$1520. MOVED Commissioner New, SECONDED Commissioner Dishaw CARRIED (See Appendix A)
- 7.6 Volunteer Report- The usual note went out to volunteers to report with only two not responding. Some stewards are unable to walk the trail to make their check each month so additional stewards will be added to these trails so they can help out as needed.

8. Treasurer's Report

8.0 Treasurer's Expense Report for June 2021 - (July 8, 2021 Meeting)

8.1 Status of Accounts		2021 Operations				
Excluding GST		2021 Budget	June Spent	YTD Spent	Current Balance	
Activity						
Parks Improvement		7,010.00	-	4,322.40	2,687.60	
Parks Maintenance		61,740.00	6,434.60	26,234.56	35,505.44	
Parks Meeting Expense		2,930.00	1,375.00	1,375.00	1,555.00	
Total Operating Expenses		71,680.00	7,809.60	31,931.96	39,748.04	
Recreation Programs		38,904.00	-	1,500.00	37,404.00	
Recreation Meeting Expense		340.00			340.00	
Total Recreation Expenses		39,244.00		1,500.00	37,744.00	
Imprest Account					1,000.00	
Cheques Issued -			0.00	0.00		
Capital Funding Status						
Capital Reserve Fund (Balance Jan 1: 73,660)					47,701.00	
General Capital Fund - Transfer in 20,459 from CRF - Mar 31					34,534.00	
GCF -						
Transfer in 5,500 from CRF - May 7						
Year End Planned Transfer to Cap Res Fund		14,481.00				
Donations			June	YTD		
			0.00	0.00		
8.2 Invoices to Be Approved (GST Incl)						
MC Contract Mtce Charge for June 2021			5,880.00			
Secretarial Charges to June			1,375.00			
8.3 Payment of Other Invoices (GST Incl)						
Tree Felling - Island Arborist			854.75			
GTC - Mtce Materials			20.15			
8.4 Forecast Expenses for 2021						
Excluding GST	Original Forecast	Revised Forecast	June 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		5,060.00	21,574.00	21,206.00	41,742.00

Mileage Allowance - MC Mtce Contract	4,000.00		540.00	1,765.00	2,235.00	3,988.00
Recording Secretary Charges	2,500.00		1,375.00	1,375.00	1,125.00	1,510.44
Other Meeting Expenses	430.00				430.00	0.00
Cleaning Supplies	1,000.00			562.30	437.70	1,067.24
Extraordinary Mtce Labour Allowance	2,000.00				2,000.00	0.00
Maintenance Materials Allowance	2,500.00			1,192.05	1,307.95	2,218.57
Tools and Equipment	500.00			269.11	230.89	747.48
Safety Supplies	500.00		19.25	19.25	480.75	950.23
Parks Improvement Materials	1,000.00			52.40	947.60	1,228.55
Parks Improvement Labour	6,010.00			4,270.00	1,740.00	3,017.50
Outside Technical/Maintenance Services	1,000.00			37.50	962.50	1,450.00
Tree Felling Services	1,500.00		815.35	815.35	684.65	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		7,809.60	31,931.96	39,338.04	62,703.36
Contingency Available	410.00				410.00	7,776.64
Total Operating Budget/Funds Unspent to June 30	71,680.00				39,748.04	70,480.00

8,2 Invoices to be approved

MOTION To pay maintenance and secretarial invoices . MOVED
Commissioner Byzyna Byzyna SECONDED Commissioner Dewinetz
CARRIED

8.4 Projected Operating Expenses- Additional dangerous tree
removal work will be required this year.

8.5 GIPRC 2021 Planned and Actual Capital Project Spending Report for June 2021 - (Meeting July 8, 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	May	YTD	Balance	
DL 79 New Park Completion WBS CX.039.2015.65	Construct New Park-Total	35,500.00	47,959.00	21,034.00			21,034.00	Current Balance of 21,034.00 now in GCF to complete the project, including 2,389.00 to be invoiced by GEL upon completion of parking area top coat of gravel.
	Clearing, construct parking lot			2,389.00			2,389.00	
	Purchase Vault Toilet	15,205.00	15,205.00					
	Install Vault Toilet							
	Install Toilet Enclosure	0.00						Remaining project completion costs estimated to be 18,645, excluding gravel topcoat. Supplemental budget of 12,459 was approved for completion on Mar 24, 2021
	Build Stairs to beach	0.00						Carryover from 2020 was 8,575.00
	Install Bike Rack	0.00	18,645.00	18,645.00				Wishbone Toilet enclosure being ordered.
	Split Rail Fence	0.00						Toilet Costs are above budgeted amount
	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 now approved by CRD. Approval granted 24 March 2021.
	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	21,034.00	
	Contingency remaining	6,645.00	459.00				-	
Zuker Shore Access Restoration WBS CX.039.2019.84	Conduct Restoration	15,500.00	15,500.00	8,000.00	0	0	8,000.00	Planned 2 year Project The 8,000 budgeted funding for 2021 is now approved and transferred to GCF. Project has been assigned a cost code.
Access to Shaw Landing for Mobility Impaired WBS CX.039.2020.65	Construct Access, Total	5,500.00	25,000.00	5,500.00			5,500.00	Decision made to use the currently approved budget of 5,500 to redefine the trail route in 2021 and to prepare a final design and cost estimate for 2022 capital program. Will apply for reimbursement funding/grants as available and appropriate. 5,500 Transferred to GFC May 7
Install Vault Toilet at Activity Centre	Construct/Install Toilet	12,000.00	12,000.00	To Come				Project on hold while School District considers construction of other facilities on proposed location for toilet.
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. No progress.
TOTALS - All PLANNED 2021 Projects		83,500.00	115,459.00	34,534.00		76.91	34,534.00	
AVAILABLE FUNDING								
	Capital Reserve Fund (Jan 1, 2021 Balance - 73,660.00)						47,701.00	
	General Capital Fund(Available to spend now)					-	34,534.00	
	Transfers from CRF to GCF			-	5,500.00	25,959.00		

8.5 Capital Program There were no changes to the Capital Spending picture from the previous month.

8.6 Financial Report Approval
 MOVED Commissioner Dewinetz SECONDED Commissioner Henshall that the financial report be approved. CARRIED

9 **New Business**

9.1 Invasive species- a proposal for controlling invasive plant species on GIPRC properties was presented, establishing that this task should not be undertaken solely on a volunteer basis. Funds of between \$3000 to \$5000 would be required with spending flexible depending on budget- A sub-committee to develop a management structure for removing invasive species and possible replanting as required will be formed at the August meeting. The suggestion was made to provide a workshop for trail stewards so they could monitor invasive species.

CRD has included three GIPRC sites in their invasive species removal program on the Gulf Islands. There is no action timeline.

9. **Other Business**

9.1 Reprinting GIPRC brochure- although the **Silu** community park has not been officially opened, there was agreement to go ahead with printing brochures with the park added. The Trail Society will be consulted to have their new trails added. Display maps will also be reprinted. Forward other suggested changes or additions to the Chair.

9.2 Cigarette butts- concern has been voiced about the litter of cigarette butts and the extreme fire hazard of smoking at shore accesses. The Active Page article will draw attention to these concerns.

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

11. **Adjournment** MOVED by Commissioner Dishaw. Meeting adjourned at 10:45.

APPENDIX A

GIPRC Recreation Funding Distribution Status - 2021						
As of June 30, 2021						
Invoice Number	Requesting Organization	Approved Funds	Date Funds Requested	Date Request Sent to CRD	Funds Disbursed	Funds Remaining
GRF-9	Galiano PAC - Late Request from 2020	1,500.00	15-Feb-21	15-Feb-21	1,500.00	0.00
GRF-21-01	Galiano Golf Club	2,790.00	3-Jun-21	9-Jun-21	2,790.00	0.00
GRF-21-02	Galiano Conservancy Association	2,500.00	3-Jun-21	9-Jun-21	2,500.00	0.00
GRF-21-03	Galiano Public Library	1,000.00	3-Jun-21	9-Jun-21	1,000.00	0.00
GRF-21-04	Galiano Club (Gleaning)	580.00	3-Jun-21	9-Jun-21	580.00	0.00
GRF-21-05	Galiano Club (Galiano Players)	1,365.00	3-Jun-21	9-Jun-21	1,365.00	0.00
GRF-21-06	Yellowhouse Art Centre Society (Pending Insurance)	1,100.00			-	1,100.00
GRF-21-07	Galiano Activity Centre (Daycare)	821.00	3-Jun-21	9-Jun-21	821.00	0.00
GRF-21-08	Galiano Activity Centre (Daycare)	20,000.00	3-Jun-21	9-Jun-21	20,000.00	0.00
GRF-21-09	Nth Gal Comm Assoc (Needle Guild)	980.00	3-Jun-21	9-Jun-21	980.00	0.00
GRF-21-10	Galiano Parent Advisory Committee	1,500.00	3-Jun-21	9-Jun-21	1,500.00	0.00
GRF-21-11	Nth Gal Comm Assoc (Craft Workshops)					
	Asking for 1,520.00 on July 3, 2021 (Pending approval)					
	Total Funds Approved to Date	34,136.00			33,036.00	1,100.00
	Total Budgeted Funds for 2021	38,904.00			33,036.00	5,868.00