

**Approved Minutes**  
**Galiano Library Meeting Room**  
**Galiano Parks and Recreation Commission**  
**Thursday, November 4, 2021, 8:30 AM**

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

1. **Territorial Acknowledgement**
2. **Approval of Agenda-** MOVED Commissioner Henshall, SECONDED Commissioner Dewinetz that the agenda be adopted as amended. CARRIED
3. **Adoption of Minutes October 7, 2021**  
MOVED Commissioner Henshall, SECONDED Commissioner Dewinetz that the minutes be adopted as amended. CARRIED
4. **Chair's Remarks None**
5. **Correspondences-** GIPRC received a request from South Galiano Fire Department for updated map files. Chair Rybak provided the SGFD with the most recent map files used for the published brochure.
6. **Presentations/Delegations-** Emma Davis gave an update on the Southern Gulf Islands Transportation Integration Plan. A survey on various aspects of the project was circulated to all SGI residents and is available online:  
<https://getinvolved.crd.bc.ca/> The deadline for responding is November 14. To date there have been 420 responses, 108 from Galiano. Of interest is the map link on the site where you can indicate where you think specific changes are needed.
7. **Administration Reports**
  - 7.1 Maintenance Contractor's Report Highlights
    - 7.1.1 Graffiti on Skateboard park bathroom-there was concern that leaving the graffiti may lead to more, but everyone agreed that the graffiti was not offensive so repainting will wait until the dry weather.
    - 7.1.2 Contactor Carrothers reviewed the removal of danger trees by the faller/arborist. The trees bordering the Skate Park were left as they were judged not be of danger to the Skate Park area. Neighbour will be informed of the assessment by Commissioner New.
  - 7.2 Shore Access Report-None
  - 7.3 Trails Report -None
  - 7.4 Parks Report -None
  - 7.5 Recreation Report-
    - 7.5.1 Update to Recreation Grant submissions: PAC applied for funding their soccer program including cleaning supplies. Some commissioners questioned whether cleaning supplies would qualify under the grant

requirements, but it was suggested Covid protocols may require extra cleaning supplies.

MOTION That the GIPRC accept the PAC application for \$1474 funding for cleaning supplies and football program. MOVED Commissioner New, SECONDED Commissioner Byzyna. CARRIED 5 for, 2 opposed

7.6 Volunteer Report-

7.6.1 In a "Time to Check Your Trail" email many of the 32 trail and shore access stewards responded. The updated and corrected volunteer position description including the benefits of the position was presented.

MOTION that we formally adopt the updated and corrected volunteer position description. MOVED Commissioner Dishaw SECONDED Commissioner Longson CARRIED

7.6.2 Volunteer Recognition- December meeting will begin at 8:15AM to give time to recognize that GIPRC commissioners volunteer their time. Goodies and special coffees will be provided. Because covid prevents a gathering of other volunteers, a \$20 gift card will be provided to Trail and Shore stewards

**8. Treasurer's Report**

8.1 Status of Accounts

<b>Account Category</b>	<b>Current Budget</b>	<b>Past Month</b>	<b>YTD Total</b>	<b>Balance Remaining</b>
Operations Spending	71,680.00	6298.31	56,046.04	15,633.96
Recreation Program Spending	39,244.00	1250.00	35,993.50	3,250.50
Forecast YE Operating Surplus/Deficit			2,087.26	
Capital Spending (GCF)	39,534.00	7,921.03	20,065.57	19,468.43
Capital Reserve Fund (CRF)	73,660.00			57,642.12

8.2 Payment of Invoices Total amount of invoices paid for the month \$14,916.12

8.3 Forecast Operating Expenses Operations spending on track. Forecast surplus for the year increased to 2,087.26

8.4 Capital Program Spending Spending of 7,921.03 incurred for the month on Zuker-Georgeson Bay Restoration project. The 2021 portion of the project has now been completed on time and within the 8,000 project budget.

MOTION that the Treasurers report be accepted with updated data. MOVED Commissioner Byzyna, SECONDED Commissioner Dewinetz CARRIED

## 9. Update Status of Capital Projects

- 9.1 Project Management- the need to provide good financial planning was reviewed. Commissioners responsible for the project are initially to submit a budget estimating the cost of the project including a start-up fund if needed, right at the start of the project.
- 9.2 Silú Park Completion-Because of supply issues, delivery of the vault toilet is now forecast for January. Galiano Excavating can pick up and deliver the toilet to the site when it is ready. Parking will be opened as cars can help compress the newly laid gravel.
- 9.3 Zuker-Georgeson Bay Shore Access Restoration- Native species planting was completed October 28<sup>th</sup> as planned. The fencing was completed for the top section of the project. Flags were placed to mark plantings. They could be removed next spring or summer. Rock drilling may be required to stabilize the lower fence. The Commission commended Commissioner Simon for all the work he has done on the project recognizing that his final project report can be used as a case study for similar restoration projects.
- 9.4 Shaws Landing Access for Mobility Impaired- Commissioner Longson submitted a revised budget and design, the result of numerous site visits. Discussion ensued over the proposed improvements. Concerns were expressed regarding water flow from Jack Creek. Commissioner Rybak noted that Jack Creek has never been a salmon bearing creek. The adjusted plan will keep some of the vegetation along the roadway drainage. The viewing platform has been removed. The relocated path would be longer to keep the slope to a minimum. Some cut & fill will be required. When the project is approved, budget for it will be included as a capital cost in the five-year plan.

MOTION We proceed with the creation a formal proposal for Shaws Landing, including consultation with neighbours. The LTC and MOTI will be kept informed. MOVED Chair Rybak, SECONDED Commissioner Longson CARRIED

- 9.5 Asset Renewal Project- The insurable asset inventory identifies assets that may need to be replaced. An annual capital expenditure will be budgeted and accessed accordingly.
- 9.6 Activity Centre Vault Toilet- Chair Rybak reported the school district has been asked to confirm their preferred licencing instrument and their preference for tree trimming. The need for the vault toilet was reaffirmed as it would serve the school, library, day care and Activity Centre in emergencies, as well as users of the Fitness Centre, tennis court, soccer pitch, playground, ball diamond, school/community garden and Sturdies Bay trail users. Chair Rybak will draft an implementation plan and capital budget for presentation.
- 9.7 Matthews Beach Access Trail Improvements-Commissioner Henshall presented Contractor Carrother's assessment of initial improvements to the beach trail due

to heavy summer use and recent extreme weathering. Initial priority repairs on the top section of the trail and the bottom reach were identified. The need for longer term permanent improvements, potential engineering and technical assistance and the involvement of CRD Regional Parks was discussed. Commissioner Henshall will inquiry if the CRD has any technical engineering resources available. He will also check to determine if we have access to any slope survey information. More detailed information is needed to firm up a fully funded capital project in 2022. In the interim, the Commission approved in principle, interim priority repairs pending approval of a more detailed work plan and budget up to \$3000.

MOTION Carry out improvements to the top and bottom parts of the Mathews slope over the winter months not to exceed \$3000. MOVED Commissioner New, SECONDED Commissioner Henshall CARRIED

9.8 Zayer Shore Access- The Heritage Review Form has gone to the BC Archeological Branch to determine whether further archeological assessment is needed before the Zayer Shore development proceeds. This project is in the budget for potential development in 2023.

9.9 Other Projects- None

#### **10. Other Business-**

10.1 Invasive Species removal- Contractor Carrothers sought direction for the priority and timing of work. Commissioner Henshall will confirm invasive removal assistance is no longer available. Commissioner Henshall, Dewinetz, and Dishaw will determine priorities for removal.

10.2 Maintenance Contract Renewal Request -Contractor Carrothers, through Commissioner Henshall, sought the commissioner's support for revisions to the maintenance contract for 2022.

10.2.1 Helper's Budget: Contractor Carrothers sought the inclusion of a \$3000 inclusion helper's budget in his maintenance contract to expedite hiring of help when required. In the discussion, Treasurer Byzyna noted an existing "extraordinary labour allowance" budget provision could and should be used for help when needed. It has not been accessed this year. Treasurer Byzyna will liaise with CRD finance to determine the preferred protocol to be followed in using this budgetary provision.

10.2.2 Maintenance Materials- The current contract requires permission from the authorized commissioner to spend over \$100 on maintenance materials. Second, Contractor Carrothers felt this prevented him from using his time efficiently and sought support for a working budget of \$5000. Treasurer Byzyna noted a current 2021 budget allowance for purchase of maintenance materials has not been fully used. No impediments to use this budget were identified. Discussion regarding amending Clause 6 in the Shore Access Trail and Community Park Maintenance Section of the Contract to increase the material spending limit ensued.

MOTION that the Commission support Contractor Carrother's request that Clause 6 be amended to increase the preapproved maintenance materials limit to \$500. MOVED Chair Rybak, SECONDED Commissioner Dishaw

10.2.3 Hourly Rate - Contractor Carrothers noted the anticipated 2% inflation increase would increase his hourly rate to just under \$47. He sought commission support to rounding up to \$47. In the ensuing discussion it was noted that surpassing this allowable inflation increase may not be possible.

MOTION that the Commission support the request to increase the hourly approve maintenance contract for 2022 by \$1 to \$47 an hour. MOVED Commissioner Dishaw SECONDED Commissioner Dewinetz

11. **Unaddressed Thoughts & Concerns** (input from members of the public) NONE

12. **Motion to Adjourn 11:45** MOVED by Commissioner Dewinetz CARRIED