

**Minutes of a Meeting of the Galiano Island Parks & Recreation Commission**  
**Held on September 3, 2020 at the South Hall**

**Present:** Stephen Rybak (Chair), Charlene Dishaw, Jim Henshall, Gerry Longson, Andrew Simon, Barry New, Lorne Byzyna, Michael Carrothers (Maintenance Contractor), Jennifer Margison (Recording Secretary)

**Absent:** David Goar, Dave Howe (Regional Director)

The meeting was called to order at 8:30 am.

**1. Territorial Acknowledgement**

Chair Rybak provided a territorial acknowledgement.

**2. Approval of Agenda**

**MOVED by Commissioner Henshall, SECONDED by Commissioner Byzyna, that the agenda be approved.**

**CARRIED**

**3. Adoption of the Minutes**

**Moved by Commissioner Simon and seconded by Commissioner Henshall that the minutes Aug. 6, 2020 be adopted.**

**CARRIED**

**4. Chair's Remarks**

None.

**5. Correspondence**

An email was received from Sheila Hawkins adjacent to Seetime and Zayer regarding and requesting a dedication plaque on the bench at Seetime and mentioned growth of blackberries. Stephen will inform her of bench policy - must pay full cost of bench even if putting a plaque on an existing bench.

An email from a neighbour Lisa Lake in the same area who picked up a sharps box on the Active Pass beach. VIHA information bulletin was sent to Ms. Lake and re-circulated to stewards.

Mike Hoebel, Economic Development Commission contacted the Chair by telephone regarding potential funding to upgrade the Sturdies Bay pedestrian trail. Funding (federal gas tax moneys) would come through the Union of BC Municipalities and the CRD. Mike noted clarification of a eligibility is a critical first step. Discussion on improvements to the trail and potential extension to Burrill Road ensured. Chair Rybak will contact Mr. Hobel to follow-up on eligibility and other application criteria. Emma Davis offered to assist as she is aware of the infrastructure-focused program, which has no hard deadline.

**6. Presentations/Delegations**

None.

**7. Administration Reports**

**7.1 Maintenance Contractor's Report**

Michael commented on his monthly report. Blackberries at Seetime trimmed. Commission-purchased pressure washer will work well to raise the cleanliness and appearance level of the

toilets. Michael will check with the CRD on the possibility of opening of 2 toilets at #69 and #50. Talked to a few young people about some sign and other vandalism. Wondering if the Bell Trail bridge needs different signage warning of danger if we are leaving it. Raised the question of removing the bridge as a capital project for next year.

Question about the fading of our shore access signs. Has replaced some and others need replacing. Michael will contact the Sign Guy. Jennifer mentioned that he is about to have knee surgery so may not be available for awhile.

## **7.2 Shore Access Report**

Zucker #17 - Andrew reports some uncertainty about grant money. Should look at what we can do with our own funds and then look at recouping funds. Shea Morgan is in favour of the laurel removal but is concerned about the toxicity of it in terms of work parties. Preference to do the work on his property himself due to dangers of this plant for other people. Safety protocols for volunteer work parties and the disposal of the spurge laurel need to be investigated and built into project plan. Potential \$3000 was identified for Zucker work this year. Discussion of moving project funding into the capital program for next year that would give us time to sort this out and allocate funds for removal of laurel next year; likely fall/winter is the best time to remove it.

Mobility Access – Gerry sent the revised estimates to the Commissioners. Recommendation to go with Spectrum which has been passed onto Justine Starke.

**Gerry moved and Lorne seconded awarding the contract for the design of mobility improvements at Shaw's Landing #34 to Spectrum Accessibility based on their revised contract of \$1500. An preliminary budget for the actual work before Oct. 1 will be requested from Spectrum.**

**CARRIED**

## **7.3 Trails Report**

None.

## **7.4 Parks Report**

DL79 - Contract has been signed with Galiano Excavating but they cannot begin the work until the fire risk goes down. Gerry will ask when they can schedule this. Lorne needs to know how much to carry over before Oct. 1.

Michael will begin trail building next week and plans to complete it by the end of the year. Commissioners will walk through the site on Saturday. Charlene noted the gate is rusted open so Michael will attend to closing it. Highways roadside broom clearing improved visibility of DL 79 signage.

## **7.5 Rental of CRD Park lands for Private Special Events**

Discussion of charges for use to cover insurance for any parties. Charlene will look at the period of time the rental charge will apply. Question of use for research. A university might have their party liability insurance and would just need to provide proof of that. Defer adoption to next meeting until insurance is clarified.

## **7.6 CRD Assets Management**

CRD asset management report - "Sustainable Services Delivery Plan" - was received. Little change from draft report regarding Commission assets. Some clarification of system to be used

to identify assets, implementation seems to be up to Commissions. Suggestion that compiling an inventory could be a job for a summer student that could include identifying boundaries (re-spraying survey stakes, photographing sites, listing assets). Question of whether GIPRC should issue an independent contract ourselves to complete this task.

#### **7.7 Student/Youth Employment Initiative**

Emma spoke with Andrea Mills about the overall application for funding that still seems to be in process, after which they would reach out for other island partnerships. Emma will find out more about the timeline.

#### **7.8 Dangerous Trees**

No response yet from Bear.

#### **7.9 Volunteer Report**

None.

#### **7.10 Recreation Report**

Require a society bank account on our funding application form. One group did not have a bank account for funding deposits. Will be added to the application form.

**Lorne moved and Barry seconded that we acknowledge that Sturdies Babes is now under Coro Galiano, a registered society, and as such is qualified to receive recreation funding and can receive their funding through Coro Galiano who have agreed to take Sturdies Babes under their umbrella.**

**CARRIED**

### **8. Treasurer's Report – September 2020**

Treasurer Byzyna presented the treasurer's report.  
Spending is on track for August.

#### **8.1 Status of Accounts**

| ACTIVITY                   | SPENT<br>AUG | SPENT<br>YTD | BALANCE    |
|----------------------------|--------------|--------------|------------|
| Parks Improvement          | \$364.65     | \$3045.19    | \$3844.91  |
| Parks Maintenance          | \$5683.77    | \$47745.50   | \$17964.50 |
| Meeting Expense Allowance  |              |              | \$2880     |
| Recreation                 | \$1700       | \$26265      | \$7605     |
| Recreation Meeting Expense |              |              | \$330      |
|                            |              |              |            |
| Imprest Account            | \$227.50     | \$300.32     |            |
|                            |              |              |            |

|                         |            |             |            |
|-------------------------|------------|-------------|------------|
| Capital Reserve         |            |             | \$50342.00 |
| General Capital Fund    |            | \$1020.00   | \$36095.06 |
| Transfer CRF to GCF     | \$30500.00 | \$30,500.00 |            |
| Transfer to Cap Reserve |            |             | \$12000    |
| Donations               |            | \$300       | \$300      |

## 8.2 Invoices to be Approved

**Commissioner Byzyna moved and Commissioner Dishaw seconded approval of the monthly payment \$4326 to Contractor Carrothers for monthly maintenance.  
CARRIED**

## 8.3 Payment of Invoices

|                             |          |
|-----------------------------|----------|
| Galiano Trading             | \$326.69 |
| Acme Supplies               | \$315.86 |
| Apple Pie – pressure washer | \$853.10 |
| Post Office                 | \$181.65 |
| McCleaving Supplies         | \$104.89 |

## 8.4 Projected Operating Expenses for 2020

|                             | SPENT<br>AUG | SPENT<br>YTD | BALANCE   |
|-----------------------------|--------------|--------------|-----------|
| Garbage Removal - Nadia     |              | \$43         | \$257     |
| Garbage Removal /19-late    |              | \$229        |           |
| Park Maintenance Contract   | \$3510       | \$33750      | \$8100    |
| Mileage Allowance – MC      | \$610        | \$3155       | \$845     |
| Park Meeting Expenses       |              |              | \$2880    |
| Cleaning Supplies           | \$403.35     | \$733.58     | \$66.42   |
| Maint. Materials Allowance  | \$174.94     | \$2170.10    | \$829.90  |
| Tools & Equipment           |              | \$648.48     | \$351.52  |
| Parks Improvement Materials | \$137.15     | \$1228.55    | \$771.45  |
| Parks Improvement Labour    | \$227.50     | \$1397.50    | \$3402.50 |

|                                   |           |            |            |
|-----------------------------------|-----------|------------|------------|
| Outside Maint. Services Allowance |           | \$1450.00  | \$550      |
| Pump Toilets                      |           |            | \$1600     |
| Apple Pie                         | \$812.48  | \$812.48   | \$37.52    |
| Stewards' Lunch                   |           |            | \$600      |
| Post Box                          | \$173     | \$173      | \$7        |
| CRD Labour/Legal                  |           |            |            |
| Total Projected Spending          | \$6048.42 | \$45790.69 | \$23798.31 |
| Contingency Available             |           |            | \$1120.00  |
| Total Operating Budget            |           |            | \$70480    |

Review of Planned Operating Spending. Will be a surplus of several thousand \$. Will not be reprinting brochures so moved to contingency.

Two more recreation grants were distributed. There are some remaining grants that that Charlene will follow up on.

Review of Capital Program Budget. Lorne will revise the budget and send to Commissioners. Stephen will ask Commissioners to take on managing specific project at the next meeting.

**Commissioner Byzyna moved and Commissioner Henshall seconded approval of the Treasurer's Report.**  
**CARRIED**

## **9. New Business**

**9.1** Jim reported on the Skatepark sign. It is up but need to be upgraded. Question about the sign's usefulness.

**9.2** Jim reported on his notification about campers. Realized that he had nothing that would identify himself. Suggestion to have a vest with our logo. Stephen will find out if there are any CRD vests we could use with our buttons and will clarify authority regarding beach campers.

## **10. Other Business**

None.

**10:55 Moved by Commissioner Simon and seconded by Commissioner Longson going in camera in accordance with Section 90 of the Community Charter as provided for by Section 90 a) of the Community Charter to consider "personal information about an identifiable individual who holds, or is being considered for, a position as an officer, employee or agent of the Board or another position appointed by the Board".**

**CARRIED**

**11. Adjournment**

**Moved by Commissioner Henshall and seconded by Commissioner Simon that the meeting be adjourned at 11.30.**

**CARRIED**

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Stephen Rybak, Chair, Galiano Parks and Recreation Commission