

**Minutes of a Meeting of the Galiano Island Parks & Recreation Commission**  
**Held on January 7, 2021 via Zoom**

**Present:** Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Jim Henshall, Gerald Longson, Barry New, Andrew Simon, Paul Brent (Alternate CRD Director), Michael Carrothers (Maintenance Contractor), Susan DeBeck (Recording Secretary)

The meeting was called to order at 8:00 am.

**1. Territorial Acknowledgement**

Chair Rybak provided a territorial acknowledgement.

**2. Approval of Agenda**

MOVED by Commissioner Byzyna , SECONDED by Commissioner Longson, that the agenda be approved.  
CARRIED

**3. Adoption of the Minutes**

MOVED by Commissioner Byzyna, SECONDED by Commissioner Henshall that the minutes of November 5, 2020 be adopted.  
CARRIED

**4. Election of Table Officers: Chair and Vice-Chair.**

Chair Rybak offered to run again for chair. A call was made by **CRD Alternate Director Brant** for other nominations. On hearing no further nominations, **Stephen Rybak** was acclaimed as chair. Chair Rybak nominated Charlene Dishaw for vice-chair. Hearing no further nominations for the position, **Commissioner Dishaw** remains vice-chair by acclamation. If needed, shift of portfolios will be made at the next meeting.

**5. Chair's Remarks**

Commissioner vacancy: A formal application for the position must be submitted by January 31, 2021. One application has been received to date. Vests will be given to Commissioners Dishaw, Henshall, and Longson. Vests are to be worn by Commissioners when dealing with members of the public or contractors. Three vests remain with Chair Rybak. For use as required.

**6. Correspondence**

Correspondence regarding Zayer has been passed on to Andrew Loverage. The "missing" February 2020 minutes have been posted.

**7. Presentations/ Delegations**

None

**8. Administration Reports**

**8.1 Maintenance Contractor's Report**

December Maintenance Report was distributed. Highlights include:

**15 Matthews** has water issues requiring ongoing drainage maintenance to establish long-term solutions for erosion and water flow. Chair Rybak offered to donate logs if needed

**17 Zucker** Challenges with new drainage are being worked out. Restoration work on site is underway and burlap will be placed over designated planting area within a month.

**Trees** downed as a result of storms present an ongoing maintenance and safety issue.

Commissioners **Dishaw** and **Henshall** will come up with storm check protocols for volunteers to

inspect trails and beach access so hazard trees can be flagged. Yellow paint dots will be used to identify trees for removal by an approved arborist.

## 8.2 Shore Access Report

**34 Shaw's Landing** A sketch design based on Spectrum Ability's mobility enhancement proposal will be brought forward at the next meeting. Financing includes the processing of design options. Grants will be sought to cover the capital costs of development.

**12 Zayer** Negotiations are underway with the Archaeological Branch for the development of the shore access. Dr. Colin Grier will be asked if he will continue as the Commission's archaeologist and apply for a HCA Section 12.4 Heritage Inspection Permit to allow assessment of any impacts on the midden site. Before the development can move forward design components (drawings and specifications) must be completed including: parking lot, trail improvement, notification of neighbours and surrounding community, improvement of fences on both sides of the trail, signage and stairs from the base of the trail to the beach. These must meet Branch approval. Approval will also be sought for a HCA Section 12.2 site alteration permit to allow installation of the stairs and any other permanent changes to site DfRt-16. When approvals are in place, the construction will be tendered to at least three qualified contractors. The cost of the project (consultants, permits, materials, and labour) will need to be prepared and in the Capital plan by March if it is to be completed in 2021.

### 17 Zuker

**Moved by Commissioner Dishaw, seconded by Commissioner Byzyna that the \$1000 in the budget for Zuker community engagement be approved for payment to the Pollinator Partnership for their participation in the community engagement webinars on the pollinators to be held from February to June 2021.**

## 8.3 Trails Report

None.

## 8.4 Parks Report

**DL 79** As per maintenance report, deficiencies in water drainage will be monitored and addressed. Water channels have been dug to reroute water. Pooling water at picnic area needs attention. Picnic tables will be attached and secured with rebar and metal strapping. Once the parking lot gets top course of gravel, it will be ready for parking. Commissioner Dishaw will seek a volunteer steward for the trail. Commissioner Longson will put together a supplemental budget for toilet, signage, stairs, and an official opening.

### Skate Park

Skate Park sign has been refurbished. Commission will work with Lions Club to determine where it will be mounted.

## 8.5 Community Forest Management Plan

**Commissioner Henshall** expressed concern that proposed road construction may divert seasonal water flows that may impact the Sticks Community Park and Shore Access 69. The Galiano Club has been verbally notified of the concerns.

## 8.6 SGI Tourism Partnership

### None

## 8.7 Bylaws

The CRD is looking to see if Salt Spring and Juan de Fuca bylaws may apply generally or whether there are conditions specific to Galiano that the GIPRC may want to add, if the Commission decides to adopt such bylaws.

## 8.8 Volunteer Report

Commissioner **Dishaw** sent cards of thanks to all volunteers for their service keeping an eye out on the trails.

## 8.10 Recreation Report None

### 9. Treasurer's Report – December 2020

| <b>9.0 TREASURER'S REPORT FOR Dec 2020 - ( Jan 7, 2021 Meeting ) Rev 01 Jan 21, 2021</b> |                  |                        |                  |                  |
|------------------------------------------------------------------------------------------|------------------|------------------------|------------------|------------------|
| <b>9.1 Status of Accounts</b>                                                            |                  | <b>2020 Operations</b> |                  |                  |
| <b>Excluding GST</b>                                                                     | <b>2020</b>      | <b>Dec</b>             | <b>YTD</b>       | <b>Current</b>   |
| <b>Activity</b>                                                                          | <b>Budget</b>    | <b>Spent</b>           | <b>Spent</b>     | <b>Balance</b>   |
| Parks Improvement                                                                        | 6,890.00         | 1,620.00               | 4,665.19         | 2,224.81         |
| Parks Maintenance                                                                        | 60,710.00        | 2,862.22               | 56,590.95        | 4,119.05         |
| Parks Meeting Expense                                                                    | 2,880.00         | 470.00                 | 1,510.44         | 1,369.56         |
| <b>Total Operating Expenses</b>                                                          | <b>70,480.00</b> | <b>4,952.22</b>        | <b>62,766.58</b> | <b>7,713.42</b>  |
| Recreation Programs                                                                      | 33,870.00        | -                      | 29,765.00        | 4,105.00         |
| Recreation Meeting Expense                                                               | 330.00           | -                      | 330.00           | -                |
| <b>Total Recreation Expenses</b>                                                         | <b>34,200.00</b> |                        | <b>30,095.00</b> | <b>4,105.00</b>  |
| <b>Imprest Account</b>                                                                   |                  |                        |                  | <b>679.74</b>    |
| Cheques Issued -                                                                         |                  | -                      | 300.32           |                  |
| <b>Capital Funding Status</b>                                                            |                  |                        |                  |                  |
| Capital Reserve Fund ( Jan 1, 2020 Balance 80,842 )                                      |                  |                        |                  | 50,342.00        |
| <b>General Capital Fund (June 23 Balance - 5,593.06 )</b>                                | <b>37,115.06</b> | <b>2,997.93</b>        | <b>10,036.90</b> | <b>27,078.16</b> |
| Transfer CRF to GCF June 24 - 30,500.00                                                  |                  |                        |                  |                  |
| Year End Planned Transfer to Cap Res Fund                                                | 12,000.00        |                        |                  |                  |
| <b>Donations</b>                                                                         |                  | <b>Dec</b>             | <b>YTD</b>       |                  |
|                                                                                          |                  | 0.00                   | 300.00           | 300.00           |
| <b>9.2 Invoices to Be Approved (GST Incl)</b>                                            |                  |                        |                  |                  |
| M Carrothers- Dec 31 -Park Mtce                                                          |                  | 1,475.25               |                  |                  |
| M Carrothers Dec 31 - DL 79 Trail Building                                               |                  | 1,545.00               |                  |                  |
| M Carrothers - Dec 31- Zuker Invasives Removal                                           |                  | 1,701.00               |                  |                  |
| DL 79 Picnic Tables                                                                      |                  | 1,995.00               |                  |                  |
| <b>9.3 Payment of Other Invoices (GST Incl)</b>                                          |                  |                        |                  |                  |
| MC Materials- Spot Purchase                                                              |                  | 418.47                 |                  |                  |
| C Dishaw - Appreciation Gifts for Stewards                                               |                  | 521.67                 |                  |                  |
| Nadia-Garbage Removal                                                                    |                  | 275.00                 |                  |                  |

MOVED by Commissioner Dishaw, SECONDED by Commissioner Byzyrna to approve the payment of four invoices. CARRIED.

| <b>9.4 Projected Operating Expenses for 2020</b> | <b>Forecast</b> | <b>Dec</b>   | <b>YTD</b>   | <b>Balance</b>  |
|--------------------------------------------------|-----------------|--------------|--------------|-----------------|
| <b>Excluding GST</b>                             | <b>Spending</b> | <b>Spent</b> | <b>Spent</b> | <b>to Spend</b> |

|                                                       |                  |                 |                  |                 |
|-------------------------------------------------------|------------------|-----------------|------------------|-----------------|
| Garbage Removal                                       | 320.00           | 275.00          | 318.00           | 2.00            |
| Garbage Removal 2019 - Late Invoice                   | 229.00           | -               | 229.00           | -               |
| Design, Print Brochures                               | 0.00             | 0.00            | 0.00             | 0.00            |
| Parks Maintenance Contract - MC (Labour)              | 41,850.00        | 1,395.00        | 41,742.00        | 108.00          |
| Mileage Allowance - MC Mtce Contract                  | 4,000.00         | 10.00           | 3,988.00         | 12.00           |
| Parks Meeting Expenses                                | 2,000.00         | 470.00          | 1,510.44         | 489.56          |
| Cleaning Supplies                                     | 1,200.00         | 283.53          | 1,067.24         | 132.76          |
| Maintenance Materials Allowance                       | 2,500.00         | -               | 2,218.57         | 281.43          |
| Tools and Equipment                                   | 1,000.00         | -               | 747.48           | 252.52          |
| Safety Supplies                                       | 1,000.00         | 378.79          | 950.23           | 49.77           |
| Parks Improvement Materials                           | 2,000.00         | -               | 1,228.55         | 771.45          |
| Parks Improvement Labour                              | 4,800.00         | 1,620.00        | 3,017.50         | 1,782.50        |
| Outside Technical/Maintenance Services                | 1,500.00         |                 | 1,450.00         | 50.00           |
| Tree Felling Services                                 | 1,300.00         | -               | 1,281.11         | 18.89           |
| Pump Toilets                                          | 1,600.00         |                 | 1,513.08         | 86.92           |
| Apple Pie                                             | 850.00           | -               | 812.48           | 37.52           |
| Stewards' Luncheon                                    | 600.00           | 519.90          | 519.90           | 80.10           |
| Post Box                                              | 180.00           | -               | 173.00           | 7.00            |
| CRD Labour/Legal                                      |                  |                 |                  | -               |
| <b>Total Forecast Spending/Balance Remaining</b>      | <b>66,929.00</b> | <b>4,952.22</b> | <b>62,766.58</b> | <b>4,162.42</b> |
| <b>Contingency Available</b>                          | <b>3,551.00</b>  |                 |                  | <b>3,551.00</b> |
| <b>Total Operating Budget/Funds Unspent to Dec 31</b> | <b>70,480.00</b> |                 |                  | <b>7,713.42</b> |

|    |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
|----|--------------------------------------------------------------------------------------------|----------------------------------------|------------------------|------------------|------------------|------------------|------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>9.5 GIPRC 2020 CAPITAL PROJECT SPENDING REPORT FOR Dec 2020 - (Meeting Jan 7, 2021)</b> |                                        |                        |                  |                  |                  |                  |                 | Rev 01 Jan 21, 2021                                                                                                                                                                                  |
| 2  | (Based on 2020-2024 Five Year Capital Program)                                             |                                        |                        |                  | Excluding GST    |                  |                  |                 |                                                                                                                                                                                                      |
| 3  | Project Name                                                                               | Work Description                       | Total Project Estimate |                  | 2020 Spending    |                  |                  | Current Status  |                                                                                                                                                                                                      |
| 4  |                                                                                            |                                        | Original               | Current          | Budget           | Dec              | YTD              |                 | Balance                                                                                                                                                                                              |
| 5  | <b>DL 79 NEW PARK</b>                                                                      | <b>Construct New Park-Total</b>        | <b>18,500.00</b>       | <b>35,500.00</b> | <b>35,500.00</b> | <b>16,260.85</b> | <b>26,296.25</b> | <b>9,203.75</b> | Current Carryover to 2021 of 9,203.75                                                                                                                                                                |
| 6  | WBS CX.039.2015.65                                                                         | Clearing, parking lot, Stairs to Beach | 3,000.00               | 15,205.00        | 15,205.00        | 12,815.85        | 12,815.85        | 2,389.15        | to complete the project, including 2,389.15 to be invoiced by GEL upon completion of parking area top coat of gravel and contingency of 6,645 to cover the rest of completion costs for Vault Toilet |
| 7  |                                                                                            | Purchase Vault Toilet                  |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 8  |                                                                                            | Install Vault Toilet                   | 12,000.00              |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 9  |                                                                                            | Trail/Picnic Area Constr               | 1,000.00               | 10,800.00        | 10,800.00        | 1,545.00         | 11,220.00        | -               | 420.00                                                                                                                                                                                               |
| 10 |                                                                                            | Misc Materials                         | 0                      | 650.00           | 650.00           | -                | 327.93           | 322.07          | Enclosure, Park Signage, and stairs to the beach from the picnic area.                                                                                                                               |
| 11 |                                                                                            | Signage                                | 500.00                 | 200.00           | 200.00           | -                | 32.47            | 167.53          | Carry over of 9,203.75 will be insufficient to cover all the completion items and a supplemental budget will be requested.                                                                           |
| 12 |                                                                                            | Picnic Tables                          | 2,000.00               | 2,000.00         | 2,000.00         | 1,900.00         | 1,900.00         | 100.00          |                                                                                                                                                                                                      |
| 13 |                                                                                            | Sub Total                              | 18,500.00              | 28,855.00        | 28,855.00        | 16,260.85        | 26,296.25        | 2,558.75        |                                                                                                                                                                                                      |
| 14 |                                                                                            | Contingency                            | 0                      | 6,645.00         |                  |                  |                  | 6,645.00        |                                                                                                                                                                                                      |
| 15 |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 16 | <b>Sturdies Bay Trail</b>                                                                  | <b>Trail Upgrade/ Extension</b>        | <b>3,500.00</b>        | <b>3,500.00</b>  |                  |                  |                  |                 | Up Grade completed in 2019.                                                                                                                                                                          |
| 17 | Existing Trail Work                                                                        | Upgrade Existing Trail                 | 1,500.00               | 1,500.00         |                  |                  |                  |                 | Study for trail extension now deferred to 2022.                                                                                                                                                      |
| 18 | Extension to BC Ferries                                                                    | Engineering Study                      | 2,000.00               | 2,000.00         |                  |                  |                  |                 | Project now closed. Will open new project for study in 2022                                                                                                                                          |
| 19 | WBS CX.039.2016.65                                                                         |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 20 |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 21 | <b>Matthews/Whipple (15)</b>                                                               | <b>Build Stairs to Beach</b>           | <b>16,000.00</b>       | <b>16,000.00</b> |                  |                  |                  |                 | Improvements completed in 2019. Study for stairs now deferred to 2023. Project now closed. Will open new project in 2023.                                                                            |
| 22 | <b>Shore Access Trail</b>                                                                  | <b>Improve Trail</b>                   | <b>1,000.00</b>        | <b>1,000.00</b>  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 23 | WBS CX.039.2017.65                                                                         | Engineering Study(Stairs)              | 1,000.00               | 1,000.00         |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 24 |                                                                                            | Construct Stairs                       | 14,000.00              | 14,000.00        |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 25 | <b>Shore Access Accessibility Improvement for Disabled</b>                                 | <b>Accessibility Study-Total</b>       | <b>1,500.00</b>        | <b>1,500.00</b>  | <b>1,500.00</b>  | <b>1,380.95</b>  | <b>1,380.95</b>  | <b>119.05</b>   | Study completed and invoiced in 2020. Study Project closed. Will open new project in 2021 to construct                                                                                               |
| 26 | WBS CX.039.2018.31                                                                         | Conduct Study                          |                        |                  | 1,500.00         | 1,380.95         | 1,380.95         | 119.05          |                                                                                                                                                                                                      |
| 27 |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 28 |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 29 | <b>Zayer (12) Shore Access</b>                                                             | <b>Construct Shore Access</b>          | <b>7,000.00</b>        | <b>7,000.00</b>  |                  |                  |                  |                 | Project now deferred to 2023-2024.                                                                                                                                                                   |
| 30 |                                                                                            | Eng & Archeological Studies            |                        | 1,000.00         |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 31 |                                                                                            | Construct Trail & Stairs               |                        | 6,000.00         |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 32 | <b>Asset Management</b>                                                                    | <b>Asset Management</b>                | <b>17,500.00</b>       | <b>17,500.00</b> |                  |                  |                  |                 | Study now deferred to 2021                                                                                                                                                                           |
| 33 |                                                                                            | Conduct Asset Inventory                | 7,500.00               | 7,500.00         |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 34 |                                                                                            | Asset Replacement                      | 10,000.00              | 10,000.00        |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 35 |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 36 | <b>TOTALS - All Active 2020 Projects</b>                                                   |                                        |                        |                  | <b>37,000.00</b> | <b>17,641.80</b> | <b>27,677.20</b> | <b>9,322.80</b> |                                                                                                                                                                                                      |
| 37 | <b>AVAILABLE FUNDING</b>                                                                   |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 38 | Capital Reserve Fund (Jan 1, 2020 Balance 80,842)                                          |                                        |                        |                  |                  |                  |                  | 50,342.00       |                                                                                                                                                                                                      |
| 39 | General Capital Fund(Available remaining to spend now)                                     |                                        |                        |                  | 37,115.06        | -                | 27,677.20        | 9,437.86        |                                                                                                                                                                                                      |
| 40 | Transfers from CRF to GCF ( June 24 )                                                      |                                        |                        |                  | -                | 30,500.00        | 30,500.00        |                 |                                                                                                                                                                                                      |
| 41 |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 42 |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |
| 43 |                                                                                            |                                        |                        |                  |                  |                  |                  |                 |                                                                                                                                                                                                      |

Treasurer's Notes: There were three errors in section 9.4 of the treasurers operating expense report. In the Dec Spent column the entries for Tree Felling Services should have been zero instead of 1,281.11 and in Tools and Equipment column should have been zero and not 99.00. The original entries were November expenses which I failed to delete when I prepared December report. The third error then occurred in December Total Spent which is now corrected to 4,952.22. There is no change to any of the other month/year end figures or carry overs. On the Capital report, I have included the details of a late GEL invoice of 12,815.85 ex GST for DL 79 project.

**Moved by Commissioner Byzyna, seconded by Commissioner Henshall to approve the Treasurer's Report.**

## 10. New Business

Chair **Rybak** noted that it may be opportune to examine the impact of operating budgets and contracts posed by the addition of additional toilet facilities identified in the Master Plan. questioning the future role of the Commission regarding the provision and maintenance of toilets; eliminating port-a-potties are issues to be addressed. He also noted the next Master Plan will likely have to balance further expansion versus strengthening existing facilities.

## 11. Other Business None

**12. Adjournment**

**Moved Commissioner Dishaw, seconded Commissioner Byzyna that the meeting be adjourned at 10:30am.**

**CARRIED**

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Stephen Rybak, Chair GIPRC