

**Galiano Parks and Recreation Commission
Minutes for Meeting By Zoom
Thursday, June 3 2021 at 8:30 am**

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

1. Territorial Acknowledgement

2. Approval of Agenda

MOVED Commissioner Simon, SECONDED Commissioner Dewinetz that the agenda be Adopted as amended. CARRIED

3. Adoption of Minutes May 6 , 2021

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

MOVED Commissioner Dewinetz SECONDED Commissioner Henshall that the In-Camera minutes be adopted. CARRIED

4. Chair's Remarks

4.1 Protection and Conservation of Heritage Site Policy Chair Rybak and Commissioners Byzyna and Longson assessed the potential impacts of the new CRD *Protection and Conservation of Heritage Sites Policy on GIPRC facilities, and assets and capital plan*. See Appendix A for report sent to CRD. If GIPRC projects are in areas of high potential impact, then details of work must be submitted and approved by CRD.

4.2 Pickle Ball Initiative-local interest has been expressed in building a pickle ball court pending a location and funding. GIPRC could consider supporting operating costs if developed.

4.3 Portal-pottie re-opening With increased need for facilities, health officials were consulted but because of requirement for frequent cleaning, the porta potties will remain closed. Commissioner Henshall will consult with CRD parks for current operating standards.

5. Correspondences-none

6. Presentations/Delegations- Andrew Loveridge encouraged continued progress with the archeological assessment for the Zayer Shore Access.

7. Administration Reports

7.1 Maintenance Contractor's Report The report identified 4 items from the May 2021 inspection as maintenance items that require attention: Danger Tree Removal, Skate Park Trees, Skate Park Benches and Picnic Tables, Invasive plants. (See attached report Appendix B.) A contractor will be hired to remove dangerous trees. Commissioner New will contact owners near skate park will be notified of danger tree over hanging Skate Park. Maintenance Contractor Carrothers will price replacement vs repair costs of Skate Park benches/tables. Commissioners Dishaw and Henshall will develop an approach for dealing with invasive plant species on GIPRC sites.

7.2 Shore Access Report

7.2.1 Albion- Regarding concerns that vehicles were using shore access road, vehicles have had legitimate long standing use of the road

7.2.2 Shaw's Landing update-Costs of initial work will be presented at future date

7.2.3 Donation of Benches- Commissioner Henshall is tracking two initial queries. The new archeological policy may impact the installation of benches once a location has been determined.

7.3 Trails Report

7.3.1 Bell Bridge-Contractor Carrothers reported reported the bridge was safely and successfully removed with salvaged wood and beams in storage for future use.

7.4 Parks Report

7.4.1 Silu Park (DL79)- no update

7.5 Recreation Report

7.5.1 Recreational Funding

MOVED Commissioner Byzyna SECONDED Commissioner Henshall MOTION The proposed allocation of Recreation Funds totaling \$ 32,636, listed below, along with the list of Payees authorized to receive the funds, be approved. It is understood by the Commission that CRD had agreed to allow individuals and related organizations with bank accounts, approved by the Commission, to receive the approved funds on behalf of programs/organizations that do not have banking facilities. CARRIED

Galiano Island Parks and Recreation Commission - Distribution of 2021 Recreation Program Funding GIPRC Meeting 2021-06-03			
Recipient of Funding	Program Description	Approved Funding	Name of Approved Payee for Receipt of Funds
Galiano Golf Club	Golf Camp for Adults and Youth	2,790	Galiano Golf Club
Galiano Conservancy	Adventure Camps	2,500	Galiano Conservancy Association
Galiano Public Library	Youth Publishing	1,000	Galiano Public Library
Galiano Club - Gleaning	Gleaning-Food Program	580	Galiano Club
Galiano Club - Galiano Players	Pantomime	1,365	Galiano Club
Yellowhouse Art Centre	Youth Art Programs	1,100	Yellowhouse Art Centre Society
Galiano Daycare	Children's Activities	821	Galiano Activity Centre
Galiano Activity Centre	Public Recreation Programs	20,000	Galiano Activity Centre
Galiano Needle Guild	Fiber Art Workshop	980	North Galiano Community Association
Galiano PAC	Children's Recreational Activities	1,500	Galiano Parent Advisory Committee
Total Approved Funding		32,636	

7.6 Volunteer report- Still awaiting feedback from trail stewards

8.0 Treasurer's Expense Report for May 2021 - (
8.1 Status of Accounts	2021 Operations			
Excluding GST	2021	May	YTD	Current
Activity	Budget	Spent	Spent	Balance
Parks Improvement		3,000.00	4,322.40	2,687.60
Parks Maintenance		5,582.95	19,799.96	41,940.04
Parks Meeting Expense				2,930.00
Total Operating Expenses		8,582.95	24,122.36	47,557.64
Recreation Programs		-	1,500.00	37,404.00
Recreation Meeting Expense				340.00
Total Recreation Expenses			1,500.00	37,744.00
Imprest Account				1,000.00
Cheques Issued -		0.00	0.00	
Capital Funding Status				
Capital Reserve Fund				47,701.00
General Capital Fund - Transfer in 20,459				34,534.00
GCF -				
CRF - May 7				
Year End Planned Transfer to				
Donations		May	YTD	
		0.00	0.00	
8.2 Invoices to Be				
MC Contract Mtce Charge for		5,527.20		
MC - Bell Bridge Removal		3,150.00		
8.3 Payment of Other				
BUNZL - Cleaning Supplies		318.04		
GTC - Mtce Materials		15.82		

8.4 Forecast Expenses for	Original	Revised	May	YTD	Balance	2020
Excluding GST	Forecast		Spent	Spent	to Spend	ACTUAL
Garbage Removal	320.00				320.00	547.00
Design, Print Brochures	2,000.00				2,000.00	0.00
Parks Maintenance Contract -	42,780.00		4,784.00	16,514.00	26,266.00	41,742.00
Mileage Allowance - MC Mtce	4,000.00		480.00	1,225.00	2,775.00	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		303.84	562.30	437.70	1,067.24
Extraordinary Mtce Labour	2,000.00				2,000.00	0.00
Maintenance Materials	2,500.00		15.11	1,192.05	1,307.95	2,218.57
Tools and Equipment	500.00			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		3,000.00	3,270.00	2,740.00	3,017.50
Outside						
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						-63.22
Total Forecast						
Remaining	71,270.00		8,582.95	24,122.36	47,147.64	62,703.36
Contingency Available	410.00				410.00	7,776.64
Total Operating						
Cost to May 31	71,680.00				47,557.64	70,480.00

MOVED Commissioner Byzyna SECONDED Commissioner Henshall
MOTION Invoices for Contract Maintenance and Bridge Removal be paid.
CARRIED

8.5 Capital Program

GIPRC CAPITAL PROGRAM 2021 - 2025				Final Rev, Oct 31, 2020				
With Cash Flow Analysis								
Project Title	Scope of Work	Total Proj Budget	C/F from 2020	Planned Spending Timeline				
				2021	2022	2023	2024	2025
DL 79 New Park	Complete Toilet Enclosure	6,645	6,645	6,645				
Accessibility Access to Beaches for Mobility Impaired	Construct Shore Access at Shaw's Landing.	5,500		5,500				
Install Vault Toilet at Activity Centre	Install Vault Toilet at Activity Centre	12,000		12,000				
Asset Management	Conduct Asset Inventory Study	15,000						
	Asset Inventory study		7,500	5,000				
	Asset Replacement		2,000		2,000	2,000	2,000	4,000
New Project	Remove Invasive plants from Zuker Shore Access	15,500		8,000	7,500			
Restoration	Existing Shore Access and Replace with Local Species							
Sturdies Bay Trail Extension to BC Ferries	Engineering Study to determine feasibility and cost	2,000	2,000		2,000			
New Project	Improve 2 more Beach accesses	25,000						
Construct two more Handicap Beach Accesses	Conduct Engineering Study				5,000			
	Construct Accesses					10,000	10,000	
Graham (29) Viewpoint	Asses construction needs	1,000						
	Assess Construction Needs					1,000		
Matthews (15) Stairs to Beach	Construct Stairs to Beach	17,500						
	Engineering Study					3,500		
	Construct Stairs						10,000	4,000
Wesley Road (9) New Shore Access	Construct New Shore Access	3,900						
	Trail						1,000	
	Shore Access Stairs,bench, signs							2,900
Zayer (12) New Shore Access	Construct Shore Access	10,000	7,000					
	Engineering & Archeological Studies					2,000		
	Construct Trail & Stairs						8,000	
Millard Learning Centre New Trail	Assess Construction Requirements (Study)	1,000					1,000	
Install Vault Toilet at Gulfside(69)	Install Vault Toilet at Gulfside (69)	15,000						15,000
Totals		130,045	25,145	37,145	16,500	18,500	32,000	25,900
Cash Flow Analysis/Forecast								
	CRF carryover from Previous Year			50,342	36,842	37,342	35,842	20,842
	New Capital Transfer at Start of Year			12,000	12,000	12,000	12,000	12,000
	Unspent GCF from Previous year			6,645	0	0	0	0
	Operating Expense Surplus from Previous Year			5,000	5,000	5,000	5,000	5,000
	Capital Available at Start of year			73,987	53,842	54,342	52,842	37,842
	Planned Spending			37,145	16,500	18,500	32,000	25,900
	CRF at Year End			36,842	37,342	35,842	20,842	11,942

8.5 Capital Program MOVED Commissioner Dewinetz SECONDED Commissioner Henshall that the financial report be approved. CARRIED

9. New Business

10. Other Business

GIGHARS (Gulf Islands Galisle Affordable Rental Housing Society) Bylaw Referral MOVED Chair Rybak, SECONDED Commissioner Byzyna MOTION That the GIPRC amend its 04 March 2021 response to the Local Trust Committee By-law 276 and 277 referral to read: *That the proponent consider providing some public parking at any new terminus of the extension of Georgia View roadway.* CARRIED SEE APPENDIX C for By-law Referral Form Response Summary.

11. Adjournment MOVED Commissioner Dewinetz 10:25

APPENDIX A

Protection and Conservation of Heritage Sites Policy Impacts on GIPRC Facilities and Assets - Capital Investments

The GIPRC has reviewed and verified the facility, assets and capital plan information provided by the CRD for implementation in accordance with the new Protection and Conservation of Heritage Sites Policy.

The review was undertaken based on RAAD mapping provided from the BC Archeological Branch. It anticipates activities which could involve major soil disturbances and invoke the application of the policy's review mechanisms. This review was separate from the assessment of the Policy on the GIPRC's operational and maintenance activities, which are expected to be only minor subsurface disturbances and generally non-intrusive.

The review was undertaken to ensure consistency with the Commission's Master Plan and its evolving Capital Plan and verification of documentation supplied by the CRD.

Park

The policy does not affect either Sticks Community Park or Lord Park.

The policy would affect Sticks West and Tricia Community Parks - however no capital projects are planned for these two parks and no short-term impacts are foreseen. Similarly, the Skate Park could be affected if any major projects are planned.

The DL 79 - Silu Park - park management plan and major capital activities/projects were implemented following a Penelakut First Nation representative's determination there were no heritage sites in the Park and prior to the adoption of the CRD policy. Any further works would not exceed the guidelines for minor subsurface disturbances associated with routine maintenance. The only potential impact might be with be the construction of stairs on the sandstone shoreline - if the Commission decides to proceed with the small-scale project.

The Commission is in preliminary discussion with School District 64 regarding the potential placement of a vault toilet on its grounds near the Activity Centre and other recreation facilities. While this project is near the old Centennial Park, it would not be part of the park and would require a separate licence from the School District (similar to that for the section of the Sturdies Bay Trail that traverses the SD property). More detailed RAAD mapping would be required to determine the site-specific Policy impact on this capital project, if the project proceeds. It should not be linked with Centennial Park.

Other

The facility inventory identifies an endowed property (Lot A) as being the responsibility of the Commission when its current responsibility lies with the CRD itself, until the tenancy changes. A storage shed on Madrona Road is an above ground, portable metal structure: no soil disturbance was created for its placement.

Toilets

Existing vault toilets at the North End Community Hall, Retreat Cove Fire Hall, Recycling Centre, and Montague Harbour and portable toilets at the Dewinetz and Gulfside shore accesses are not affected. Vault toilets at the Skate Park and Morning Beach shore access may be affected if any projects were to be undertaken - none are planned.

Trails

The review mechanisms of the policy would have to be implemented if the proposed improvements to the Sturdies Bay Trail (Burrill Road to the trail head) go beyond an initial engineering feasibility study. If implemented, the project would require funding for a detailed assessment of potential archeological impacts.

RAAD mapping for the Burrill-to-Gardner section of the trail indicates that neighbouring Crown Lands, which contain an upland branch of the Trail, are free of any archeological notations.

As there are no plans to significantly enhance or expand the Sturdies Bay Trail from Gardner Road to the commercial cross roads centre only ongoing operational maintenance is anticipated. It is not expected that RAAD mapping will indicate any impacts on the Grieg Creek/Bell Trail. No projects are planned.

Shoreline Accesses

The majority of the 46 shorelines accesses are not affected by the policy. Comments on the accesses noted in the CRD inventory for potential policy application follow:

- Cain Drive - active, no project planned
- Gulf Drive - active, no project planned (incorrectly identified as in the Capital Plan)
- Whiteware - active, no project planned
- Barbara Close - no plans to develop
- Anna Road - no plans to develop
- Wesley Road - potential development, surveyed; further assessment required
- Scorpion - active, no project planned
- Arbutus Point - active, no project planned
- Zayer - proposed access, requires detailed archeological investigation
- Seatime - active, no project planned
- Matthews/Whipple - active, possible engineering feasibility study
- Zuker - active, ongoing invasives removal and native plant replacement; further stages may require some assessment.
- Graham - potential development of view point, initial assessment of scope of work to be determined
- Shaw's Landing - active, proposed mobility improvements, initial scope of work to be determined
- Gulfside - active, no project planned

- Millard Learning Centre - being developed by Galiano Conservancy prior to turn over to GIPRC; scope of minor enhancements to be determined.

The remaining 30 shore accesses secured by licences of occupation are not expected to be affected by the administration of the Policy. Of those, no improvements have been scheduled for Georgeson Bay, Stewart, Montague, Zitka, Shannon, Harris, Zenner, Murchison, New and Southwind.

The facility list incorrectly places a gazebo at Graham when it should be associated with Zilwood. Future, slow erosion of the Zilwood shoreline/bluff may require the eventual dismantling of the gazebo, but no new infrastructure investment.

Insurable Assets

The GIPRC reviewed the 2202 insurable asset list and does not have any plans to enhance, replace or expand the assets. No impacts beyond routine maintenance are anticipated.

Capital Plan

Application of the policy, requiring expenditures to determine the extent of archeological resources and heritage sites, will affect the implementation of the five-year capital plan's following projects:

- Zayer - consultant investigation to determine feasibility of a shore access to a known midden/beach which is subject to ongoing erosion. Additional project funds will be required.
- Zuker - subsequent stages of invasives removal and native planting in a "buffer zone" may require additional expenditures once the scope of work is determined.
- Shaw's Landing - scope of work will determine requirements for further impact assessment in a "buffer zone" and a potential budget increase for mobility access infrastructure.

The Wesley shore access, Sturdies Bay Trail extension, Matthews stairs and Graham viewpoint projects, identified in the current Master Plan, involve preliminary cost and engineering assessments and do not involve any soil disturbance. The Millard Learning Centre trail is being installed by the Galiano Conservancy, the GIPRC may have to undertake minor soil disturbance works for appropriate signage.

Installation of vault toilets in the vicinity of the Activity Centre and at Gulfside shore access will require an initial assessment of the applicability of the Policy to site specific proposals.

All significant soil disturbance work for the implementation of the DL 79 (Silu) Park management plan was completed prior to the implementation of the Policy. Some minor maintenance soil disturbance work is planned in upland areas. A shoreline stair proposal will require Commission assessment and approval.

Asset management expenditures do not involve new physical works but may involve above ground replacement of like-for-like fixtures and assets.

APPENDIX B

Priorities from GIPRC May 2021 Maintenance Inspection

I have identified 4 items from the May 2021 inspection as maintenance items that require attention from the Commission to be dealt with further:

1. Danger Tree Removal
2. Skate Park Trees
3. Skate Park Benches and Picnic Tables
4. Invasives

1. Danger Tree Removal

I would like to ask for approval to have the ISA certified faller over for a day's work, first to deal with the danger trees listed below, followed by removing as many recommended trees as time permits. I have listed the trees below, separated into 3 categories:

Danger Trees - as classified by Provincial regulations, as part of my Wildlife and Danger Tree Assessor's Certification, these trees all need to be fallen

Further Information Required – These are trees that would be classified as Danger Trees based on their proximity to park trails or infrastructure, though it was not clear during my inspection if they are on park property or private property and require further clarification before falling. I will look into these trees and ask Jim for assistance if necessary for clarification

Recommended Trees – These are trees that do not meet the criteria for Danger tree removal, though I would recommend we remove them when we have the ISA certified faller over rather than waiting for them to fall

Danger Trees:

Sturdies Bay Trail

- Large dead tree at juncture of Sturdies trail and Bluffs Park trail (One additional tree at this site – see below)
- Dead arbutus near school entrance road
- School section of trail - dead tree near the large one taken down last time the faller was over, leaning towards road out of school

57 Zachary

- 2 trees just after the stone steps mid trail, both leaning towards neighbours driveways

59 Morning Beach

- 2 cedar trees by toilet building (others in this area, see below)

Further Information Required:

Sturdies Bay Trail – a second large dead tree near the junction of the Sturdies Trail and Bluffs Park trail, most likely on the neighbouring property

5 Whiterware – dead arbutus at entrance, possibly on neighbours property, tree is entangled in a cluster of other trees, so low probability of risk, though because of its location it would still be classified as a danger tree

69 Gulfside – 2 trees by bench, possibly on neighbours property

Recommended to remove:

38 Spotlight – dead Arbutus mid trail

14 Maryanne – dead arbutus near parking area

50 Dewinetz – leaning tree at the top of the first slope/ditch area

53 Tricia Way – dead/rotting tree located mid trail

Sticks Allison Park – hung up fir mid area of trail

2. Skate Park Trees

Skate Park – There are two very large dead trees on a neighbouring property,

just across the drainage ditch at the back of the skate park. I have brought these trees up to the Commission in past years and was told they were not on the Skate Park property, so not the responsibility of GIPRC though I have not heard yet that the neighbours have been spoken with. I mention them here again as they are both very large trees with the potential to fall directly onto the concrete skate area, an area where people spend considerable periods of time, which makes these trees high-risk. There are several other tall trees in the area that are not doing well and may die over the next few years. As well, there is a living Fir tree leaning significantly towards the concrete skate structure, that appears to be dropping slightly each year. Due to their proximity to the skate park and the risk they could pose to the public using the skate park I recommend the commission discuss these trees with the neighbouring property owner.

MAY 2021

3. Skate Park Benches and Picnic Tables

The 2 benches and 2 picnic tables at the skate park have become very weathered over the years since their original installation. In particular the two benches will need new support bases in the near future, as they have been rotting to the point of having grass and mushrooms growing out of them. The picnic table supports are not in as urgent a state of repair structurally as the 2 benches.

At a minimum the support bases for the two benches need to be replaced, so I would like some discussion and recommendations from the commission on how to proceed.

Some options:

- Replace the bases of the two existing benches and leave all else as is
- Replace the bases of the benches and resurface the existing wood planks on the benches
- Picnic tables – resurface table and bench planks, paint support structure
- Replace both benches and tables entirely with new ones

4. Invasives

During the May inspection I found a significant increase in the amount of invasive species in many shore accesses. Removal of invasive (exotic) vegetation on shore accesses is not a part of the CRD Maintenance contract. Removal of invasives at the entrance to the trail is included in the contract, though the rest of the invasives were specifically left out of the maintenance contract due to the significant number of hours that would be required annually in order to complete that work. Over the years GIPRC has completed invasive species removal at a number of sites around the island, on an informal as needed basis. As we have recently started to work on removing the invasives at Zucker this seems like a good time to address invasive species at a meeting when time permits, and potentially come up with a plan or policy on how GIPRC will manage invasive species in their parks and trails going forward.

Some possible options include:

- Paid additional work removing invasives, as was done at Zucker, and has been done in years past at other accesses
- Volunteer work parties targeting one or two accesses per year to keep the invasive growth at bay
- Leave it as is, and continue to only trim/remove invasives when they encroach on the trail.

APPENDIX C

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

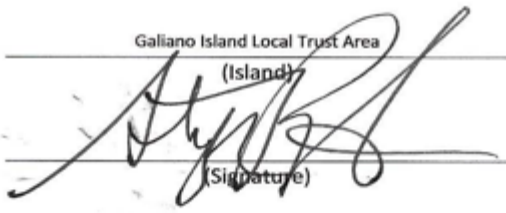
Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

The Galiano Island Parks and Recreation Commission has three Community Parks and two Shore Accesses which are served by the parking lot at the top of Sticks Community Park and have the potential for being affected by the proposed bylaws and subsequent development.

At its meeting March 04, 2021, the GIPRC approved the bylaw 276 and 277 referral subject to the conditions below:

1. That the proponent ensure a safe route for pedestrians and cyclists from the parking lot at the head of Sticks Community Park to the new terminus of the extended Georgia View roadway to access Sticks West Community Park.
2. That the proponent consider providing some public parking at the terminus of the extension of Georgia View roadway.
3. That the proponent ensure that surface runoff into the seasonal stream that runs through Sticks Community Park and Gulfside shore access does not increase as a result of the proposed housing development or the extension of the Georgia View roadway."

Galiano Island Local Trust Area
(Island)

(Signature)
04 March 2021
(Date)

276 and 277
(Bylaw Number)
Stephen Rybak, Chair
(Name and Title)
Galiano Island Parks and Recreation Commission
(Agency)