

**Minutes of a Meeting of the Galiano Island Parks & Recreation Commission**  
**Held on July 2, 2020 in the Skatepark, Lions' Field, Burrill Road**

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

**Absent:** Dave Howe (Regional Director)

The meeting was called to order at 8:32 am.

**1. Territorial Acknowledgement**

Chair Rybak provided a territorial acknowledgement.

**2. Approval of Agenda**

**MOVED by Commissioner Dishaw, SECONDED by Commissioner Longson, that the agenda be approved as amended.**

**CARRIED**

**3. Adoption of the Minutes**

**MOVED by Commissioner Byzyna, SECONDED by Chair Simon that the minutes of June 4 7, 2020 be adopted as amended.**

**CARRIED**

**4. Chair's Remarks**

None.

**5. Correspondence**

Correspondence received in regards to the parking situation in the tunraround at Twiss #62. Will discuss signage with Contractor Carrothers.

**6. Presentations/Delegations**

None.

**7. Administration Reports**

**7.1 Maintenance Contractor's Report**

June has been mostly trail cleanup. Much more work required this year to maintain trails due to more vigorous growth in the cooler, wetter weather.

Priorities from Inspection Report - removal of old Bell Trail bridge, dangerous trees, road side parking at Morning Beach #59.

Dangerous trees - Michael has marked out trees within our jurisdiction that need falling. Identified a few outside licence of occupation - for example trees in danger of falling on parking area. 3 trees definitely need removal and 2 are near parking areas. Chair Rybak will contact the Encom road contractor about the trees outside our licence of occupation and grading of parking shoulder near Morning Beach access and will provide faller's info to Commissioner Henshall to contact. Tree identified on Sturdies Bay Trail. Question of responsibility if on school property. Chair Rybak will investigate. Commissioner Byzyna questioned if we should add a line item in our projected expenses. There are two dead trees on private property near the Skatepark. Commissioner Henshall will talk to former Chair Andrusiak.

Removal of Bell Trail bridge - Email received from the CRD re: liability stating the bridge can be left as long as it is properly signed and blocked.

## **7.2 Shore Access Report**

Zelter #65 - Commissioner Henshall visited the site twice and it is not damaged or blocked. Commissioner Dishaw will provide owner contact info and Chair Rybak write a letter stating that it is our expectation that the shore access is open and will be maintained.

Mobility Access - RFP has gone out and we have had some response. Commissioner Longson is contacting proponents. Have not yet selected the 3-5 sites that would lend themselves to increased mobility access. Shaw #34, Albion, Whiteware would be possibilities. Commissioner Dishaw will come up with some possible accesses for mobility improvements. Other shore access nominations for consultants to visit are welcome.

Zucker #17 - Commissioner Simon has provided a management plan. Pursued some initial soliciting community support. Partnerships possible with the Galiano Conservancy, UVic Restoration of Natural Habitats program (students), Trees Canada. Feels there are lots of possible grant programs. Some volunteer support from Commissioners needed. Commissioner Simon would act as the project manager. Discussion of what to do with removed laurel. Commissioner Simon will approach the adjacent neighbour to see what his involvement might be ongoing. Commissioner Byzyna suggested using some Parks Improvement funds.

**MOVED by Commissioner Rybak, SECONDED by Commissioner New to authorize Commissioner Simon to take draft management plan to adjacent landowner, Shay Morgan for his concurrence and support, to provide an new updated budget for a capital plan, to include other potential funders and to come up with a work plan for dealing with invasive removal over next 3-4 months with an upper budget of \$2000.**  
**CARRIED**

## **7.3 Trails Report**

None.

## **7.4 Parks Report**

DL79 - Report from Commissioner Longson. 1. Progress of the work. Trail 5 work done earlier in the summer and 2. On-going use of motorized dirt bikes on the site presenting a safety hazard and damage to trails. Identified user and will proceed with approaching them and writing a letter. 3. Installation of kiosk - requires volunteer labour to remove broom and install. Commissioners' will volunteer July 10, 10am. Commissioner Longson will send out an email and bring materials needed for kiosk installation. Kiosk was installed. Still waiting for an approved DL 79 contract from CRD.

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

Tabled to next meeting.

## **7.6 Vault Toilet at Activity Centre**

Commissioner Rybak circulated a letter from Shelley Lawson requesting assistance with vault toilet installation and sanitizers. He suggested using grant money for sanitizers for facility and program use to address short-term sanitation concerns. Dave Howe is aware of the project. Note: sentence deleted. Capital funds for the project will have to be brought forward to the 2021 budget year.

**MOVED by Commissioner Longson, SECONDED by Commissioner Dishaw that Chair Rybak initiate discussion with the School District re: the installation of a vault toilet on the school grounds.**

**CARRIED**

#### **7.8 Bikes Racks**

Commissioner Henshall stated that the best price he found was Dobra \$500. Installation requires a concrete pad. Would need to get a quote for installation. Possibly \$8-900 total.

**MOVED by Commissioner Longson, SECONDED by Commissioner Byzyna seconded directing Commissioner Henshall to purchase of two bike racks, one for Sticks Park and one for another location eventually.**

**CARRIED**

Commissioner Rybak will pick up in Vancouver.

#### **7.9 Volunteer Report**

None.

#### **7.10 Recreation Report**

None.

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

Treasurer Byzyna presented the treasurer's report.

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

ACTIVITY	SPENT JUNE	SPENT YTD	BALANCE
Parks Improvement		\$1589.14	\$5300.86
Parks Maintenance	\$7692.53	\$29441.94	\$31268.06
Meeting Expense Allowance			\$2880
Recreation		\$21125.00	\$12745.00
Recreation Meeting Expense			\$330
Imprest Account			\$640.89
Capital Reserve			\$50342.00
General Capital Fund		\$1020.00	\$36095.06
Transfer to Cap Reserve			\$12000

Donations		\$300	\$300
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## 8.2 Invoices to be Approved

**MOVED by Commissioner Longson, SECONDED by Commisioner Henshall approval of the payment of monthly invoice of \$7302.75 to Contractor Carrothers .  
CARRIED**

## 8.3 Payment of Invoices

Galiano Trading

\$5.12

## 8.4 Projected Operating Expenses for 2020

	SPENT JUNE	SPENT YTD	BALANCE
Garbage Removal - Nadia			\$250
Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$6955.00	\$27370.00	\$18480.00
Park Meeting Expenses			\$2880
Maint. Materials Allowance	\$4.89	\$1977.19	\$6017.92
Outside Maint. Services Allowance		\$1450.00	\$450
Pump Toilets			\$1600
Apple Pie			\$850
Stewards' Lunch			\$600
Post Box			\$180
CRD Labour/Legal			
Total Projected Spending	\$6959.89	\$31031.08	\$32407.92
Contingency Available			\$7270
Total Operating Budget			\$70480

Capital Plan Update - Shore Access study and DL79.

Chair Rybak asked for a list of projects by years in the Five Year Capital Plan for when we have forecast these projects. Commissioner Byzyna will send this out in advance of the next meeting for discussion of any projects that should be advanced, deleted or any new projects.

Commissioner Byzyna noted his rough draft prepared for DL79 project. Asked for identification of any other expenses - i.e. toilet building. Commissioner Longson will obtain an estimate for this to add to the plan.

**MOVED by Commissioner Byzyna, SECONDED by Commissioner Goar approval of the Treasurer's Report.  
CARRIED**

## **9. New Business**

### **9.1 Park Benches**

Commissioner Henshall reported on a request from a family for a park bench somewhere on Sticks Allison. All shore accesses there have benches. Replacement of rustic benches at Salamanca, Zelter could be offered. \$12-1300 per bench. Will bring forward a suggested location.

### **9.2 Student Hiring**

Commissioner Goar will contact Justine Starke regarding our interest in hiring a student to work on asset management.

## **10. Other Business**

None.

## **11. Adjournment**

**MOVED by Commissioner Henshall, SECONDED by Commissioner Longson that the meeting be adjourned at 10:50.**

**CARRIED**

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Stephen Rybak, Chair, Galiano Parks and Recreation Commission