

**Minutes**  
**Galiano Parks and Recreation Commission**  
**Thursday, August 5, 2021, 8:30 AM**  
**Skateboard Park, Lions Field**

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

1. **Territorial Acknowledgement**
2. **Approval of Agenda** MOVED Commissioner Longson, SECONDED Commissioner Dishaw that the agenda be adopted as amended. CARRIED
3. **Adoption of Minutes July 8, 2021** MOVED Commissioner Henshall, SECONDED Commissioner Simon that the minutes be adopted. CARRIED
4. **Chair's Remarks**
  - 4.1 Mary Ann Point Road subdivision application to MOTI- There was limited information in the application referred to the commission by the CRD, Discussion focused on the viability of a proposed park dedication. The current dedication would require a trail to be put through from Mary Ann Point Road to join the Matthews/Whipple shore access at its midpoint. A preferred park dedication at the seaward base of the shore access would better serve the public interest.  
MOVED Chair Rybak, SECONDED Commissioner Longson  
MOTION To support the approval subject to conditions: "That the proponent's proposed park dedication of 0.307 ha be shifted from the Northern boundary of the property to the Southern end of the Whipple Shore Access License of Occupation that abuts the high-water mark on Active Pass. A relocated park dedication would be in the public interest and would help ensure continuing safe, but challenging public access to Matthews Beach on Active Pass. The Galiano Island Parks and Recreation Commission has no interest in the proposed park dedication." CARRIED
  - 4.2 Brochure revisions and reprint  
Additional suggestions were made regarding changes and additions to the current GIPRC brochure. Commissioners and CRD will submit final input for a revised draft of the brochure. 6000 copies of the brochure will be printed.
5. **Correspondences** None
6. **Presentations/Delegations**
  - 6.1 Justine Starke Introduction
    - 6.1.1 She explained her CRD role as manager service delivery Southern Gulf Islands as an oversight function, balancing policy implementation and operational needs of commissions. She reviewed the impacts of the Heritage Act and CRD policies on maintenance. Soil disturbance maintenance within 100 meters of a known heritage site will require permit approval. An exemption for routine maintenance is being sought. Capital spending planning should include archeological consultant costs for projects within the 100 metre buffer. Including a cultural accommodation budget item (\$2000) would be prudent.

### 6.1.2 By-law enforcement

With recent camping at Silú Park, concern was expressed regarding the Commission's role in enforcing day use only without by-laws. GIPRC could request the CRD Board to pass a regulatory by-law, similar to other island's commissions which would require off- island CRD's by-law enforcement. Timely response and other issues were discussed, including Galiano Fire Departments' responses regarding fire restrictions. A more fulsome future discussion is needed.

## 7. Administration Reports

### 7.1 Maintenance Contractor's Report

Usual summer activities of mowing, trimming, attending to toilets, clearing garbage occurred. Need to replace signage in particular at the skatepark. List will be drafted of all signs needing replacement with money identified for both new signs and replacement of old.

### 7.2 Shore Access Report

7.2.1 Zayer- Sanctioning Volunteer Maintenance- A request by neighbourhood volunteers to do minor maintenance on the Zayer shore access was discussed. Zayer is still an undeveloped shore access with historic unsanctioned local use. Commissioner Byzyna will draft a response outlining the status of Zayer.

### 7.2.2 Zuker- Shore Access Restoration

7.2.2.1 The timing of planting was discussed. A grant application which if received will pay for planting at the restoration project.

7.2.2.2 Honouring the Indigenous history of Georgeson Bay- As the Georgeson family has had an historical presence in the neighbourhood, the family is being consulted regarding a formal acknowledgement.

### 7.3 Trails Report

7.3.1 Sturdies Bay Trail – Remaining danger trees are within GIPRC LOO. There is no need to seek a LOO for the branching trail to the Bluffs Trail network.

### 7.4 Parks Report

7.4.1 Silú (pronounced sila) The Thera Village Community is closing public access across their lands to Dionisio Park so more pressure can be expected on use. A park signage plan will be submitted to the CRD for approval in accordance with the heritage policy. Wording for signage will be developed at future meeting. Wishbone Toilet delivery to Silú has been delayed until November. Method of delivery still under investigation.

7.5 Recreation Report-\$3200 recreation grant money is still available for 2021.

Yellow House grant is still on hold until insurance is obtained.

### 7.6 Volunteer Report

7.6.1 Volunteer position description is being developed with input from stewards. Stewards are requested to check their trail a minimum of once a month, working in a team of two if needed. Reporting any maintenance problems apparent on a check allows the maintenance contractor to attend to trails in a timely manner.

## 8. Treasurer's Report

	A	B	C	D	E	F	G
1	<b>8.0 Treasurer's Expense Report for July 2021 - ( Aug 5, 2021 Meeting )</b>						
2	<b>8.1 Status of Accounts</b>		<b>2021 Operations</b>				
3	Excluding GST		<b>2021</b>	<b>July</b>	<b>YTD</b>	<b>Current</b>	
4	<b>Activity</b>		<b>Budget</b>	<b>Spent</b>	<b>Spent</b>	<b>Balance</b>	
5	Parks Improvement		7,010.00	0.00	4,322.40	2,687.60	
6	Parks Maintenance		61,740.00	5,238.46	31,473.02	30,266.98	
7	Parks Meeting Expense		2,930.00	200.00	1,575.00	1,355.00	
8	<b>Total Operating Expenses</b>		<b>71,680.00</b>	<b>5,438.46</b>	<b>37,370.42</b>	<b>34,309.58</b>	
9	Recreation Programs		38,904.00	1,520.00	34,556.00	4,348.00	Less 1,100
10	Recreation Meeting Expense		340.00			340.00	Pending
11	<b>Total Recreation Expenses</b>		<b>39,244.00</b>	<b>1,520.00</b>	<b>34,556.00</b>	<b>4,688.00</b>	Insurance
12	<b>Imprest Account</b>					<b>1,000.00</b>	
13	Cheques Issued -			0.00	0.00		
14	<b>Capital Funding Status</b>						
15	Capital Reserve Fund (Balance Jan 1: 73,660 )					<b>47,701.00</b>	
16	General Capital Fund - Transfer in 20,459 from CRF - Mar 31			11,641.60	11,641.60	<b>22,892.40</b>	
17	GCF - Transfer in 5,500 from CRF - May 7						
18	Year End Planned Transfer to Cap Res Fund		14,481.00				
19	<b>Donations</b>			<b>July</b>	<b>YTD</b>		
20				0.00	0.00		
21	<b>8.2 Invoices to Be Approved (GST Incl)</b>						
22	MC - Mtce Contract - Monthly Charges			5,191.20			
23	<b>8.3 Payment of Other Invoices (GST Incl)</b>						
24	Wishbone - Toilet - DL 79 Capital Project			12,185.60			
25	GTC - 3 Invoices Mtce Materials			16.78			
26	BUNZL - Cleaning Supplies			231.54			
27	S DeBeck - Secr Charges - July			200.00			
28	MC - Mtce Mterials			58.55			
29	<b>8.4 Forecast Expenses for 2021</b>	<b>Original</b>	<b>Revised</b>	<b>July</b>	<b>YTD</b>	<b>Balance</b>	<b>2020</b>
30	<b>Excluding GST</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Spent</b>	<b>Spent</b>	<b>to Spend</b>	<b>ACTUAL</b>
31	Garbage Removal	320.00				320.00	547.00
32	Design, Print Brochures	2,000.00				2,000.00	0.00
33	Parks Maintenance Contract - MC (Labour)	42,780.00		4,324.00	25,898.00	16,882.00	41,742.00
34	Mileage Allowance - MC Mtce Contract	4,000.00		620.00	2,385.00	1,615.00	3,988.00
35	Recording Secretary Charges	2,500.00		200.00	1,575.00	925.00	1,510.44
36	Other Meeting Expenses	430.00			0.00	430.00	0.00
37	Cleaning Supplies	1,000.00		221.08	783.38	216.62	1,067.24
38	Extraordinary Mtce Labour Allowance	2,000.00			0.00	2,000.00	0.00
39	Maintenance Materials Allowance	2,500.00		73.38	1,265.43	1,234.57	2,218.57
40	Tools and Equipment	500.00			269.11	230.89	747.48
41	Safety Supplies	500.00			19.25	480.75	950.23
42	Parks Improvement Materials	1,000.00			52.40	947.60	1,228.55
43	Parks Improvement Labour	6,010.00			4,270.00	1,740.00	3,017.50
44	Outside Technical/Maintenance Services	1,000.00			37.50	962.50	1,450.00
45	Tree Felling Services	1,500.00			815.35	684.65	1,281.11
46	Pump Toilets	1,600.00				1,600.00	1,513.08
47	Apple Pie	850.00				850.00	812.48
48	Stewards' Luncheon	600.00				600.00	519.90
49	Post Box	180.00				180.00	173.00
50	CRD Labour/Legal	0.00				0.00	0.00
51	CRD Year End Reconciliation Correction						-63.22
52	<b>Total Forecast Spending/Balance Remaining</b>	<b>71,270.00</b>		<b>5,438.46</b>	<b>37,370.42</b>	<b>33,899.58</b>	<b>62,703.36</b>
53	<b>Contingency Available</b>	<b>410.00</b>				<b>410.00</b>	<b>7,776.64</b>
54	<b>Total Operating Budget/Funds Unspent to July 31</b>	<b>71,680.00</b>				<b>34,309.58</b>	<b>70,480.00</b>

### 8.4 Payment of Invoices

MOVED Commissioner Byzyna SECONDED Commissioner Denshaw

MOTION Invoices for Contract Maintenance be paid. CARRIED

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>8.5 GIPRC 2021 Planned and Actual Capital Project Spending Report for July 2021 - (Meeting Aug 5, 2021)</b>												
2	( Based on 2021-2024 Five Year Capital Program )										Excluding GST		
3	<b>Project Name</b>		<b>Work Description</b>		<b>Total Project Estimate</b>		<b>2021 Spending</b>			<b>Current</b>			
13			Split Rail Fence		0.00								completion cost for 2022 budget or reduce the project scope.
14			Trail signs		0.00								
15			Park Map		0.00								
16			Park Entry Name Sign		0.00								
17			Trail/Picnic Area Constr		10,800.00		10,800.00	76.91	-	76.91	-		
18			Misc Materials		650.00		650.00						
19			Picnic Tables		2,000.00		2,000.00						
20			Signage		200.00		200.00						
21			Sub Total		28,855.00		47,500.00	21,034.00	11,641.60	11,718.51	9,392.40		
22			Contingency remaining		6,645.00		459.00				-		
23	<b>Zuker Shore Access Restoration</b>		<b>Conduct Restoration</b>		<b>15,500.00</b>		<b>15,500.00</b>	<b>8,000.00</b>			<b>8,000.00</b>	Planned 2 year Project The 8,000 budgeted funding for 2021 is now approved and transferred to GCF. Project has been assigned a cost code. TD grant has been applied for.	
24													
25	WBS CX.039.2019.84												
26													
27													
28	<b>Access to Shaw Landing for Mobility Impaired</b>		<b>Construct Access, Total</b>		<b>5,500.00</b>		<b>25,000.00</b>	<b>5,500.00</b>			<b>5,500.00</b>	Decision made to use the currently approved budget of 5,500 to redefine the trail route in 2021 and to prepare a final design and cost estimate for 2022 capital program. Will apply for reimbursement funding/grants as available and appropriate. 5,500 Transferred to GFC May 7	
29													
30	WBS CX.039.2020.65												
31													
32													
33													
34													
35	<b>Install Vault Toilet at Activity Centre</b>		<b>Construct/Install Toilet</b>		<b>12,000.00</b>		<b>12,000.00</b>					Project on hold while School District considers construction of other facilities on proposed location for toilet.	
36													
37													
38													
39	<b>Asset Management</b>		<b>Prepare Inventory and plan for replacement</b>		<b>15,000.00</b>		<b>15,000.00</b>					Prepare Asset Inventory and Replacement plan/strategy for 2021. Asset replacement to commence in 2022. No progress.	
40													
41													
42													
43	<b>TOTALS - All PLANNED 2021 Projects</b>				<b>83,500.00</b>		<b>115,459.00</b>	<b>34,534.00</b>		<b>76.91</b>	<b>22,892.40</b>		
44													
45	<b>AVAILABLE FUNDING</b>												
46	Capital Reserve Fund (Jan 1, 2021 Balance - 73,660.00)											47,701.00	
47	General Capital Fund(Available to spend now)											22,892.40	
48	Transfers from CRF to GCF									25,959.00			
49													
50													

8.6 Treasurers Report

MOVED Commissioner Byzyna SECONDED Commissioner Simon MOTION That the Treasurer's Report be approved. CARRIED

8.7 Proposed Revisions to Operating Budget Forecast Spending Allocation for 2021 -Treasurer presented proposed changes to the forecast spending for 2021 to accommodate additional danger tree felling and some removal of invasive species for commission consideration and discussion. The changes will be reflected in the Financial Reports for August.

8.8 First Draft of 2022 Budget for Consideration- Treasurer presented first revisions of the working documents for preparation of the 2022 operating budget and 2022-2026 Capital Program. These will be the basis for the planning and developing by the commission of the 2022 Budget Submission to CRD over the next three months. Deadline for submission is end of October

## **9 New Business**

9.7 Asset Update- A 2021 insurable asset update was circulated. The Zelter shore bench needs to be struck from the list.

9.8 Signage-See Administrative Reports

9.9 Firefighting- A Fire Smart request was made asking if the GIPRC could help with the purchase of water bladders for fire protection. This would not fall under recreation funding and capital cost investments are restricted to GIPRC property.

9.10 SGI Active Transportation Initiative -The next Zoom meeting, August 11 from 2 to 4, will look at trail and park accesses. Commissioner Dishaw is unable to attend. Another GIPRC commissioner will substitute.

**10 Other Business** None

**11 Unaddressed Thoughts & Concerns** (and input from members of the public) None

**12 Adjournment**

MOVED by Commissioner Dishaw. Meeting adjourned at 11:35AM.