

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on November 5, 2020 at the South Hall, Sturdies Bay Road

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

Absent: 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 Longson, seconded by Commissioner Simon, that the agenda with amendments be approved.

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Simon, seconded by Commissioner Dishaw that the minutes of October 1, 2020 be adopted with amendments.

CARRIED

4. Chair's Remarks

Now obligated by the CRD to do contact tracing on anyone who comes into our meetings, information to be kept for 14 days.

Revisions will be made to the Heritage Forest Management Plan before the Plan will come to GIPRC for endorsement due to two small contiguous parks and shore accesses. GIPRC has been invited to join the South Galiano Tourism Partnership. Chair Rybak will forward the information and put this on agenda for the next meeting. The CRD is applying to the UBCM for funding to develop an online mapping platform as part of an Active Transportation Planning initiative: the Commission is listed as a partner, based on our interest in extending the Sturdies Bay Trail.

There is now a vacancy on the Commission due to Commissioner Goar's resignation. He was looking after electronic outreach and youth employment so will need Commissioners to pick up those tasks.

5. Correspondence

None.

6. Presentations/Delegations

None.

7. Administration Reports

7.1 Maintenance Contractor's Report

Contractor Carrothers highlighted estimated hours for November and December. He has been focusing on things that are more of an emergency nature. He has been in discussion with the CRD about the contract and it was clarified that maintenance issues should go through a single

Commissioner (Henshall).

Commissioner Byzyna emphasized that if there are things that need to be done, funds are available to direct to that. Commissioner Henshall will contact Commissioner Byzyna for critical work that cannot be deferred.

Contractor Carrothers has been trying to contact Bear re: trees. The main issue is finding people who are professionally licensed (licensed tree faller and an arborist's certification); there are none on Galiano who have the credentials required by the CRD. **Commissioner Henshall** will check with Justine about licensed fallers on other Islands.

7.1.1 Safety Communication

The SPOT device is \$12-15 per month for subscription and the device is about \$200.

Commissioner Henshall moved, Commissioner Byzyna seconded the purchase of a Spot device and a monthly subscription. Commissioner Henshall will order.
CARRIED

7.2 Shore Access Report

Zuker #17 - Commissioner Simon reported on some changes to the budget - \$3368 for 2020. Meeting coming up re: community engagement with Pollinator Partnership Canada and has asked Commissioner Dishaw to attend that meeting.

Commissioner Simon moved, Commissioner Dishaw seconded initiating work on Restoration Zone 1. There is a budget for Maintenance Contractor to do the work with volunteer assistance possible. Commissioner Simon will review best practices.
CARRIED.

Shaw's Landing #34 – Commissioner Longson reported on the design work here. Recommendation that parking lot would be paved. Estimate is \$4700 plus design drawings and contractor's fee to monitor the construction. Commissioner Longson will revisit the design and budget. Concerned aspects of the design are not compatible with the rural nature of the site.

7.3 Trails Report

Millard Learning Centre - Chair Rybak walked the area with Chessie Milner, ED of the Conservancy. The Learning Centre has secured funding to build the 1.7 km trail in its entirety. Believe they can complete the boardwalk and stone stair work with the funding and then would turn it over to GIPRC for maintenance. If there is a shortfall in trail construction and signage, a request for funding assistance could come to GIPRC. Trail construction must meet appropriate standards if we are charged with maintaining it. Question of why GIPRC is involved - condition of rezoning of the property once the right-away was transferred.

7.4 Parks Report

Skatepark – Waiting to hear about the sign rehabilitation.

DL79 – Commissioner Longson reported on progress here following a walk through. Pleased in particular with the shore trail. Trail 6 and 9 were challenging to create, however they could now be looped. Trail #5 will be a bigger project as it needs a switchback. Commissioner Longson will approach the neighbour again about dirt bike trespass. Question about getting gate across the skidder road closed and additional signage prohibiting biking on trails, which are not designed for dirt bike use. Additional signage may be needed. Need to look at a name for the park and for the

trails in preparation for park opening. **Commissioner Dishaw** will follow up with a formal request to First Nations. Commissioner Henshall noted significant areas of coral root, a beautiful native plant on one trail and suggested consideration could be given to that as a name for one trail. Design and construction of stairs down to the shoreline in one spot are not included in the existing budget.

Matthews Point Regional Park - CRD did vault toilet preparation work in house.

7.5 Rental of CRD Park Lands for Private Special Events

Commissioner Dishaw distributed the policy. A Commission contact will be needed. The policy will not be promoted, but can now be used where and when warranted.

**Commissioner Dishaw moved, Commission Longson seconded approval of the rental policy.
CARRIED.**

7.6 Bylaws

Commissioner Dishaw spoke to Mayne but they have not done any work on their bylaws since 1987. Discussion about a Gulf islands-wide set of bylaws with addendums for specific island needs. Should be discussed at a Commonality meeting. Pender can enforce bylaws as they have an RCMP detachment posted there. **Commissioner Dishaw** will call Justine to follow up on her by-law email query to say as it is difficult to have bylaws we cannot enforce, guidelines may be another option.

7.7 CRD Vests/Designation

Commissioner Rybak reported that purchasing 6 high visibility vests (with a logo patch) to be worn over outerwear would cost about \$600.

**Commissioner Henshall moved and Commissioner Longson seconded purchasing the vests as described.
CARRIED.**

7.8 Volunteer Report

Cards have been signed for Park Stewards and suggestion made to purchase gift certificates from the Bakery .

7.10 Recreation Report

None.

8. Treasurer's Report – November 2020

Treasurer Byzyna presented the treasurer's report.

8.1 Status of Accounts

ACTIVITY	SPENT Oct	SPENT YTD	BALANCE
Parks Improvement		\$3045.19	\$3844.91
Parks Maintenance	\$2299.19	\$49317.18	\$11392.82

Meeting Expense Allowance			\$2880
Recreation	\$3500	\$29765	\$4105
Recreation Meeting Expense			\$330
Imprest Account		\$300.32	379.84
Capital Reserve			\$50342.00
General Capital Fund	\$3600	\$7005	\$30110.06
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, Commissioner Simon seconded approval of the monthly payment \$2520 to Contractor Carrothers for monthly maintenance, payment of \$3780 to Contractor Carrothers for work on DL79 and \$1307.30 for Jan-Oct secretarial fees. CARRIED.

8.3 Payment of Invoices

Galiano Trading	\$20.09
Apple Pie Advertising	\$45.41

8.4 Projected Operating Expenses for 2020

	SPENT OCT	SPENT YTD	BALANCE
Garbage Removal - Nadia		\$43	\$257
Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$2052	\$38142	\$3708
Mileage Allowance – MC	\$228	\$3723	\$277

Park Meeting Expenses	\$1040.44	\$1040.44	\$1839.56
Cleaning Supplies	\$50.13	\$783.71	\$16.29
Maint. Materials Allowance	\$19.19	\$2218.57	\$781.43
Tools & Equipment		\$648.48	\$351.52
Parks Improvement Materials		\$1228.55	\$771.45
Parks Improvement Labour		\$1397.50	\$3402.50
Outside Maint. Services Allowance		\$1450.00	\$550
Pump Toilets			\$1500
Apple Pie		\$812.48	\$37.52
Stewards' Lunch			\$600
Post Box		\$173	\$7
CRD Labour/Legal			
Total Projected Spending	\$3339.63	\$53402.81	\$16186.19
Contingency Available			\$891
Total Operating Budget			\$17077.19

Some recreation funding may not be expended. Unclaimed recreation funding cannot be added to the new annual allocation; Commissioner Byzyna reported that these funds would likely be returned to the CRD to reduce taxpayer draw.

Forecasting an operating budget surplus of \$6326 but could be more depending on work we get done by the end of the year. Surplus has traditionally been rolled over into the Capital Fund and recommending that again.

Commissioner Byzyna moved Commissioner Simon seconded: 1. approval of the 2021 budget 2. approval of the surplus forecast for next year 3. approval to carryover our operation surplus to the capital fund 4. if allowed within CRD regulations, approval to carryover any recreation surplus from this year to add to next year's recreation fund. CARRIED.

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

8.5 Review of Capital Program Budget

**Commissioner Byzyna moved, Commissioner Dishaw seconded approved the Capital Year program.
CARRIED.**

9. New Business

None.

10. Other Business

Commissioner Byzyna will take over the maintenance of the Face Book post and encouraged commissioners to send information and photos. Commissioner New will assist with the Youth Employment initiatives.

**Commissioner Rybak moved, Commissioner Simon seconded that restoration that restoration work at Zuker proceed with a budget limit of \$3000 in 2020 with the work to be coordinated by Commissioner Henshall.
CARRIED.**

10:30

**Moved by Commissioner Rybak, Commissioner Longson seconded 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 10:45am.
CARRIED**

Stephen Rybak, Chair, Galiano Parks and Recreation Commission