

## **SALTSPRING ISLAND PARKS AND RECREATION COMMISSION**

Minutes of the Parks and Recreation Commission Meeting  
Held January 21, 2011 at 4:00 pm in the  
Harbour House Hotel Meeting Room

Attendance: Commissioner Gregg Dow - Chair  
Commissioner Dan Dickmeyer  
Commissioner Richard Hayden  
Garth Hendren, CRD Director  
Commissioner Jane Horsburgh  
Commissioner Stanley Shapiro  
Commissioner Jon Suk  
Staff: Kees Ruurs, Parks and Recreation Manager  
Carin Perrins, Administrative Secretary  
Sarah Shugar, Recording Secretary  
Excused: Commissioner Gayle Baker  
Commissioner Robert Bosman  
Observers: Sean McIntyre, Driftwood

1. The Manager called the meeting to order at 4:00pm.
  - 1.1 Election of Chair, Vice Chair and Treasurer  
The Manager called for nominations for Chair.  
Commissioner Suk nominated G. Dow and Director Hendren seconded the nomination. Commissioner Dow accepted the nomination.  
The Manager congratulated Commissioner Dow on the appointment of Chair of Commission for 2011.  
  
The Chair called for nominations for Vice Chair.  
Commissioner Shapiro nominated J. Suk and Commissioner Horsburgh seconded the nomination. Commissioner Suk accepted the nomination.  
The Chair congratulated Commissioner Suk on the appointment of Vice Chair of Commission for 2011.  
  
The Chair called for nominations for Treasurer.  
Commissioner Hayden nominated S. Shapiro and Director Hendren seconded the nomination. Commissioner Shapiro accepted the nomination.  
The Chair congratulated Commissioner Shapiro on the appointment of Treasurer of Commission for 2011.

2. Agenda Approval

MOVED by J. Horsburgh, SECONDED by G. Hendren,  
That the agenda be approved as presented

CARRIED

3. Approval of Minutes

MOVED by D. Dickmeyer, SECONDED by J. Horsburgh,  
That the minutes of December 6, 2010 Regular Minutes be  
approved as presented.

CARRIED

4. Delegations / Presentations

There were no delegations at this time.

5. Rise and Report

There were no items to rise and report.

6. Reports

6.1 Manager's Report

6.1.1 Project Status Report

The Manager reviewed the December Project Status  
Report.

6.2 PARC Planning Committee

6.2.1 The next meeting of the PARC Planning Committee is  
scheduled on February 14, 2011.

6.3 Finance Committee

6.3.1 Monthly Financial Report – Operating Budget ending  
December 31, 2010

C. Perrins reviewed the Operating Budget report.  
Received for information.

MOVED by G. Hendren, SECONDED by R. Hayden,  
That Commission approve the following  
recommendations:

1. In Function 453 – Pool: to requisition \$770,560 in

2011, and to transfer the surplus in 2010 to pool reserve.

2. In Function 455 – Parks: to requisition \$323,510 in 2011, and reduce the budget in Contingency, if need be, to cover the 2010 deficit.

3. In Function 458 – Recreation: to requisition \$52,500 in 2011, to carry forward the surplus, and to allocate \$8,300 of that surplus to Grants and the balance to contingency, and

4. In Function 459 - Parks, Land and Recreation: to requisition \$543,740 in 2011, and to transfer the surplus to a Reserve for Playing Field Development and Upgrade.

CARRIED

MOVED by J. Suk, SECONDED by R. Hayden, Commission approve the transfer of funds from Capital Reserve 101898, to cover the actual costs of the Japanese Garden Project, the Centennial Park Boardwalk project and the Dog Park project.

CARRIED

6.3.2 Capital Reserve Funds at December 31, 2010  
C. Perrins reviewed the Capital Reserve Funds report. Received for information.

6.3.3 2011 Budget  
C. Perrins reviewed the 2011 Budget report. Received for information.

6.3.4 Vehicle  
C. Perrins verbally reported that the maintenance department is in need of a truck and that cost estimates have been received.

MOVED by J. Horsburgh, SECONDED by R. Hayden, That Commission approve the purchase of a new 2WD maintenance truck.

CARRIED

6.3.5 Mower

The Manager verbally reported that the maintenance department is in need of a new lawn mower and that cost estimates have been received.

MOVED by J. Horsburgh, SECONDED by S. Shapiro,  
That Commission approve the purchase of a new  
lawn mower.

CARRIED

6.4 Pool Facility Building

6.4.1 Pool Development

In a staff report the Manager informed of the cost associated with obtaining cost estimates for the construction and operation of a leisure pool addition to the Rainbow Road Pool.

MOVED by G. Hendren, SECONDED by J. Horsburgh,  
That Commission informs Ssplash that it will not be able to consider the development of a leisure component addition to the swimming pool without the construction cost quantity survey and the additional operational cost estimate and that it requests that Ssplash obtains these estimates prior to the Commission making a decision on the project.

CARRIED

6.5 Market Advisory Group

6.5.1 Minutes from MAG Meeting

The Chair verbally reviewed the MAG Meeting minutes from December 7, 2010.

MOVED by G. Hendren, SECONDED by S. Shapiro,  
That Commission receive the December 7, 2010 MAG meeting minutes.

CARRIED

MOVED by S. Shapiro, SECONDED by G. Hendren,  
That Commission approve the proposed Vendor Fee Structure outlined in the minutes.

CARRIED

MOVED by G. Hendren, SECONDED by D. Dickmeyer,

That Commission approve the proposal to increase the Market Coordinator salary by five percent.

CARRIED

MOVED by J. Suk, SECONDED by R. Hayden,  
That Commission approve that extra funds be set aside for a washroom upgrade project.

CARRIED

7. Old Business

There were no old business items for discussion at this time.

8. New Business

8.1 Ice Arena

In a staff report the Manager brought forward the cost associated with the construction and operation of an ice arena, either with artificial ice or with synthetic ice for consideration.

MOVED by Hayden, SECONDED by J. Horsburgh,  
That Commission does not consider planning the development of an ice arena (with either artificial or synthetic ice) but in the coming years concentrate on improving and/or upgrading of the existing facilities such as trails, parks, water access points, tennis courts, playing fields and maintenance yard/shop before entertaining the idea of adding another rather expensive facility to the PARC recreational facility inventory.

CARRIED

8.2 Boardwalk Policy

In a staff report the Manager brought forward an update on the Ganges Boardwalk.

MOVED by G. Hendren, SECONDED by R. Hayden,  
That Commission direct staff to discuss with the CRD Real Estate and Facility Management the cost involved in implementing the recommendations outlined in the report prior to making any decision on either accepting Mouat's offer or the outlined recommendations.

CARRIED

8.3 Grant-in-Aid Policy

In a staff report the Manager brought forward the proposed change to the Grant-in-Aid policy that were discussed at the grant awards in October 2010.

MOVED by J. Suk, SECONDED by G. Hendren,  
That Commission approve the wording change from: "The Committee will review all applications received by the deadline and will interview all applicants" to "The Committee will review all applications and may interview the applicants."  
CARRIED

8.4 New Horizon Project

In a staff report the Manager advised of the cost estimate for implementation of the New Horizons project and to establish a policy with regards to the PARC website upgrading and/or expansion.

MOVED by D. Dickmeyer, SECONDED by J. Suk,  
That Commission adopts the following policy:  
1. To work with the CRD IT department to upgrade the current website to a much more user friendly website with a modern look and up to date capabilities and information.  
2. To identify funds within the 2011 budget to obtain additional staff time to update and complete the current PARC website. These funds can be found in the Program Development account that currently contains \$16,000. Only a portion of those funds would be required to bring the current data in our existing website up to date.  
3. To await the completion of the CRD IT website upgrading project before deciding on continuing with the New Horizons project.

CARRIED

8.5 SSI Film Festival

Commissioner Dickmeyer reviewed the letter from the SS Film Festival Society.

MOVED by Shapiro, SECONDED by G.Hendren,  
That Commission will explore cost sharing and will spend up to up to a maximum of \$300 in sponsorship for the event.

CARRIED

8.6 Selection of Parks Master Plan Consultant

In a staff report the Manager brought forward the recommendations of the Parks System Master Plan consultant selection committee.

MOVED by S. Shapiro, SECONDED by J. Horsburgh,  
That Commission approves the recommendation of the  
Parks System Master Plan selection committee and award  
the contract to Landworks Consultants Inc. as per the  
proposal submitted by the company dated November 2010.  
CARRIED

8.7 Time Capsule Installation

In a staff report the Manager advised that Ssplash is seeking permission to install a time capsule at Rainbow Road Park.

MOVED by G. Hendren, SECONDED by J. Horsburgh,  
That Commission approves the request in principal and that  
the project be incorporated in the Master Planning process  
for Rainbow Road Park.

CARRIED

9. Tabled Items

There were no tabled items for discussion at this time.

10. Correspondence and Information Items

10.1 SSI Coop Preschool - Letter

10.2 SSI Water Preservation Society - Letter

The Manager advised that the MOT application has not yet been submitted and it was generally agreed to review this item at the next meeting of the PARC Planning Committee.

10.3 Island Trust UBCM Topics - Letter

10.4 Little Red School House - Letter

All Correspondence items were received for information.

11. Next Meeting

The next meeting of PARC Planning Committee is scheduled for February 14, 2011.

The next meeting of Commission is scheduled for February 28, 2011.

12. Adjourn

MOVED by J. Suk, SECONDED by J. Horsburgh,  
That the meeting be adjourned at 4:35pm.

CARRIED