

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Agenda of the Regular Public Meeting August 19, 2011 4:00 PM Harbour House Hotel Meeting Room

1. Call to Order - Chair
2. Additions or changes to the agenda
3. Approval of the minutes: July 27, 2011 PARC Commission Meeting
4. Delegations/Presentations: None
5. Rise and Report
 - 5.1.
6. Reports
 - 6.1. Manager's Report
 - 6.1.1. Project Status Report K. Ruurs
 - 6.1.2.
 - 6.2. Parks Planning Committee
 - 6.2.1.
 - 6.3. Finance Committee
 - 6.3.1.
7. Old Business
8. New Business
 - 8.1. Rotary Park Propane Tank License Renewal C. Perrins
9. Tabled Items
 - 9.1.
10. Correspondence/Information
 - 10.1. Islands Trust Advisory Committee Recruitment
 - 10.2. CRD Regional Review – Summer 2011 Issue
11. Date of Next Regular Meeting - September 26, 2011

12. Motion to Move in Camera in Accordance with the Community Charter Part 4,
Division 3, Section 90 (1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

SALTSPRING ISLAND PARKS AND RECREATION COMMISSION

Minutes of the PARC Commission Meeting
Held July 25, 2011 at 7:00 pm in the
Portlock Park Meeting Room

Attendance: Commissioner Gregg Dow – Chair
Commissioner Gayle Baker
Commissioner Dan Dickmeyer
Commissioner Richard Hayden
Commissioner Jane Horsburgh
Commissioner Stanley Shapiro
Commissioner Jon Suk
Garth Hendren, CRD Director

Staff: Carin Perrins, Administrative Secretary
Sarah Shugar, Recording Secretary

Excused: Commissioner Robert Bosman

Observers: Sean McIntyre, Driftwood
Kirk Harris, PARC Senior Parks Maintenance Worker
Becca Dekker, SSI Resident (7:07pm)

1. The Chair called the meeting to order at 7:03pm.

2. Agenda Approval

MOVED by G. Baker, SECONDED by J. Horsburgh,
That the agenda be approved with the addition of:

Item 8.3	Artspring Renovations	C. Perrins
Item 8.4	Compassionate Appeal Process	G. Baker
Item 8.5	Good Welfare Policy	Chair

CARRIED

3. Approval of Minutes

MOVED by G. Hendren, SECONDED by G. Baker,
That the minutes of June 27, 2011 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 for rise and report.

6. Reports
 - 6.1 Manager's Report
 - 6.1.1 Project Status Report
C. Perrins and K. Harris reviewed the project status report for July 2011.

 - 6.2 Parks Planning Committee
 - 6.2.1 Trails Advisory Committee Notes of July 5, 2011 were received for information.

 - 6.3 Finance Committee
 - 6.3.1 Monthly Financial Reserve Funds ending June 30, 2011
The report was received for information.

 - 6.3.2 Capital Reserve Funds ending June 30, 2011
The report was received for information.

 - 6.4 Pool Facility Building
 - 6.4.1 April – June 2011
The report was received for information.

7. Old Business
 - 7.1 SSI Water Preservation Society – Letter
In a staff report the Manager advised that a letter was received from the SSI Water Preservation Society requesting that PARC not develop any new public accesses to the lakes.

MOVED by G. Baker, SECONDED by D. Dickmeyer,
That Commission will, as it always has, consider the balance of recreational needs versus preservation of the quality of water, with the goal of minimizing negative impacts and enhancing the environment when considering development of any present or future Water Access Points.

CARRIED

- 7.2 Resolution regarding dogs at Portlock Park
In a staff report the Manager brought forward the process with regards to the June 27, 2011 split vote resolution regarding dogs at Portlock Park.
The Chair reviewed the options and advised that the matter is dropped. He directed the Manager to write a letter to Ms. Dekker stating that no changes will be made to the existing rules.

8. New Business

- 8.1 Grant-in-Aid Process
The Chair proposed that a school challenge be incorporated into the Fall Grant-in-Aid program, since there are unused funds from the Spring Grant-in-Aid program.
It was generally agreed to direct the Manager to prepare a report for the January budget retreat.

- 8.2 RFP Review Committee (Playing Fields)
The Chair advised that a Committee would review the proposals that have been received. Gayle Baker, Gregg Dow and Richard Hayden volunteered to sit on this committee.

- 8.3 Artspring Theatre Renovations
The Administrative Secretary reported that Artspring Theatre has requested approval for some minor renovations.

MOVED by G. Hendren, SECONDED by J. Horsburgh,
That Commission support the minor renovations to the Artspring Theatre.

CARRIED

- 8.4 Compassionate Appeal Process
Commissioner Baker proposed that staff begin the development of a compassionate appeal process.
It was generally agreed to direct staff to look into the development of a Compassionate Appeal Process.

B. Dekker
left
meeting
8:18pm

8.5 The Chair advised that in the BC Ferries Corporation has a Good Welfare Policy that has a protocol to acknowledge certain events within the organization, such as retirements, new baby, etc. It was generally agreed to direct staff to look into the development of a Good Welfare Policy.

9. Tabled Items

There were no tabled items at this time.

10. Correspondence / Information

There were no items for consideration at this time.

11. Date of Next Meeting

The next meeting of PARC Planning Committee is scheduled for August 8, 2011.

The next meeting of Commission is scheduled on August 19, 2011 following the Budget Retreat at the Harbour House Hotel.

The Chair called a break at 8:20pm.

The Chair called the meeting back to order at 8:25pm.

12. Move In Camera

MOVED by S. Shapiro, SECONDED by J. Horsburgh,
That Commission Move In Camera in Accordance with the Community Charter Part 4, Division 3, Section 90 (1):

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

CARRIED

The meeting moved In Camera at 8:26pm.

13. Adjourn

MOVED by G. Baker, SECONDED by J. Horsburgh,
That the meeting adjourn at 8:52pm.

CARRIED

Project	Comments	Budget (B) Donated (D) Actual (A)
<i>ITALICS - new information</i>		
1. TRAILS and BEACH ACCESSES		To June 30
1.1 Memorial Bench Program	Six new benches have arrived. One installed for Transportation Commission. Concrete bench for Musgrave installed. Transportation Commission bench installed at Country Grocer bus stop.	
1.2 Baker – Harrison trail	Trail upgrading completed by trail crew. Gate installed in fence to church.	
1.3 Duck Creek Park	Trail crew completed upgrades to Duck Creek trail. New access trail from Mountain View Drive under development.	\$10,000 (B)
1.4 Welbury Trail	Trail to be upgraded and safety improvements to be made. Safety issues addressed and trail upgraded.	
1.5 Trincomali Heights Trail System	1 st phase new trail development 100% complete. 2 nd phase part of 2011 work plan.	
1.6 Peter Arnell trail system	Trail head sign installed, trail intersection signs installed	
1.7 Water Access Points	*DFO application submitted for Fernwood staircase. *Beachside Drive access point boardwalk completed. *30 Beach access signs received, to be installed in the fall. *Baker beach access requires major repairs, engineering plan completed. DFO application submitted. *Churchill beach access repaired. *Request received to develop King Road access point. *Request received to develop Tripp Road access point	\$20,000 (B) \$ 81 (A)
1.8 New trail construction	Mouat Park – Pallot Way connector trail to be constructed, planned for August. Blackburn – Frazier Road new trail to be constructed Trincomali – second phase to be developed Spence Hill trail to be surveyed prior to construction	\$80,000 (B) \$33,683 (A)
1.9 Bryant Hill Park trail	Connecting trail (2.2 km) to Peter Arnell upgraded, trailhead signs and 7 new directional signs installed.	
1.10 Mouat Park	Vegetation control carried out. Park trail map updated, internal circulation sign plan developed. New trail through western part flagged. Enclosure fence to be constructed this fall.	
1.11 Quarry Road – Harrison Road	New Quarry Drive extension trail completed and Baker Road trail connection improved. Trailhead sign installed.	
1.12 Fern Creek	Trail to be upgraded. Complete.	
1.13 Spence Hill Drive (North End Road)	Trail to be upgraded.	
1.14 Reginald Hill trail	Trail to be upgraded. Bench supports installed and vandalized. Bench to be fastened to rocks. Bench moved by residents, no longer on PARC property, so removed to shop. Placement to be reviewed prior to reinstallation.	
1.15 Blackburn Trail	New trail to be developed after survey is completed. MoT Permit being applied for road end connecting Frasier Road to park property.	
1.16 Grace Point trail	Survey to be conducted of north boundary of trail due to private individuals having installed barbed wire along trail.	

Project	Comments	Budget (B) Donated (D) Actual (A)
	<i>ITALICS - new information</i>	
1.17 Liberty Hall Lane trail	Trail flagged, neighbour's driveway is on park property, letter written, survey to be conducted, easement to be arranged	
2. RECREATION AND PARK PROJECTS		To June 30
2.1 Heiwa Peace Park Japanese Garden	Japanese Garden Society planning phase 2 for development in 2012. Benches refurbished. Stonework under arch completed. Irrigation in Japanese garden completed.	
2.2 Program Development	Await future developments of Community Education Society	\$ 6,540 (B) \$ 1,000 (A)
2.3 Mouat Park / Ganges Creek Work	Diversion to be completed this fall. Creek Stabilization to be completed over the next few weeks.	\$ 8,840 (B)
2.4 Tennis Courts	Fulford tennis court repairs completed. SSTA is constructing tennis wall. Access upgraded. Quote obtained for reconstruction of courts 2, 3 and 4.	\$ 11,000 (B)
2.5 Dog Park	Construction 95% complete, sign kiosk completed. SD constructing 2 bridges. Opening ceremony held April 16	\$ 500 (D) \$ 601 (A)
2.6 Playing field expansion	RFP for Fernwood work closed July 22. Other options being explored. Review Committee meeting held Aug 2.	
2.7 Leisure Brochure	Spring 2011 brochure out April 27 th . Size down to 40 pages due to lack of advertising. Separate trail brochure being considered. Fall brochure to come out Sept 7	\$ 8,000 (B) \$ 4,182(A)
2.8 Portlock Park Picnic Shelter	Old bleachers and picnic shelter removed with help of the Lions Club. Final drawings of new shelter completed. Building permit received. Materials list priced out by supplier. Meeting set with Lions to discuss start of project. Project to start August 22.	\$12,000 (B) \$ 1,871 (A)
2.9 Maintenance shop / yard / equip upgrade	New mower delivered.	\$15,000 (B)
2.10 Stormceptor	Initial discussions with engineer held.	\$16,000 (B)
2.11 Website upgrading	Work with CRD IT to see what new website can do for us	
2.12 Parks System Master Plan	Commission and Trail Committee meeting held July 5 th with consultant. Final draft completed by Consultant.	\$ 25,000 (B) \$ 15,128 (A)
2.13 Rotary Club picnic table project	Concrete picnic table pads completed in Rotary Park, Centennial Park and at the pool by the Rotary Club. Tables to be installed after concrete has cured. All 3 tables installed. Accessible pathways put in at Rotary and Centennial.	
2.14 Playground inspections	Playground inspections carried out and several safety issues need to be addressed. Old equipment to be removed and new equipment to be installed this fall.	
2.15 Public accessibility agreement CRD/ SSTA for covered tennis facility	Draft agreement developed between CRD and SSTA for public accessibility to the covered tennis facility. Agreement approved and signed by CRD. Golf Club approved project.	
2.16 Pickleball court	Pickleball court lines painted on court #4 of Portlock tennis court	

Project	Comments	Budget (B) Donated (D) Actual (A)
<i>ITALICS - new information</i>		
3. INDOOR POOL PROJECT ITEMS		
3.1 Pool Advisory Committee	Meetings held February 24 th .and March 10 th .	
3.2 Leisure component	Quotes received for preparation of construction and operation and maintenance estimates.	
3.3 Facility Inspection	FM Global inspected and ran tests at pool facility, to assess areas of risk and make recommendations. Bracing on fire water lines required.	
4. STRATEGIC PLANNING PROJECTS		
4.1 To restate the mandate and re-establish the role and image of the Commission in the community	A new mandate for the Trails Advisory Committee has been prepared and approved. Image in the community improving through provision of positive information regarding PARC's progress. Monthly columns, new Leisure Guide, press releases about progress on projects.	
4.2 To build a framework for effective partnering with other community organizations	Meetings held with Trustees, Community Services, Partners for Pathways, broom committee, SSI Conservancy; High Nooners. Lions Club, Rotary Club.	
4.3 To build relationships with partners based on a clear understanding of the Commission's roles and objectives	.	
4.4 To create better information-dissemination vehicles for both promoting and advertising recreation opportunities, and promoting the key role of the Commission as the centre of the web of recreation delivery agencies on Salt Spring Island	CRD is updating its website. Minor contract issued to Arts Council to update digital inventory of arts groups and artists offering courses. Developed bi-annual leisure guide. Produce monthly articles for the Driftwood.	
4.5 To continue moving forward with trail planning with the development of the backcountry trail network, a biking and walking trail system, and by the completion of the Ganges Linear Park/Boardwalk	Second year that a trail crew has been hired and is working on upgrading and expanding the back country trail network on the island. New sign program implemented.	
4.6 To focus on ocean and lake access as the key element within the Commission's expansion of the "passive" park system on Salt Spring Island	Access assessment report approved by Commission. Three new water access points for 2010 completed. Licenses of Occupation for 6 new access points received. Two water access points upgraded	
4.7 To create an overall parks plan focused on the development of additional capacity for sports and other active recreation pursuits	Consultant progressing with PARC Parks and Trails Master Plan for the island. Final draft received. Posted on website.	
4.8 To develop the Rainbow Road Pool and property to maximize recreation opportunities and minimize operating costs	Consultant progressing with Rainbow Road Master Plan. Draft received. Posted on website.	
4.9 To establish a budget that is at a sustainable level for both the short and long term	2011 budget forwarded to CRD. Approved by CRD Board of Directors. 2012 Budget preparation started, to be reviewed at August 19 th retreat.	

Project	Comments	Budget (B) Donated (D) Actual (A)
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ITALICS - new information

Abbreviations:

CRD	Capital Regional District	HWM	High Water Mark
DFO	Department of Fisheries and Oceans (Federal)	MoT	Ministry of Transportation (Provincial)
GPS	Global Positioning Systems	RoW	Right-of-Way
GIS	Geographic Information Systems	SROW	Statutory Right-of-Way
		TAG	Trails Advisory Group

SALT SPRING ISLAND PARKS, ARTS AND RECREATION

STAFF REPORT TO COMMISSION

MEETING OF AUGUST 19, 2011

Agenda Item 8.1

Subject: Rotary Park Propane Tank License

Background:

The current license between Mouat's Trading Company Limited and the Capital Regional District, allowing Mouat's to place their propane tank and its enclosure in Rotary Park is due to expire on November 30, 2011. Commission direction is required in order for CRD staff to proceed with the renewal.

Comments:

The Licence Area is the dedicated walkway shown on Plan 35330 for placement of a propane tank and its enclosure.

The original term for this License to Occupy is December 1, 2006 for five years, ending November 30, 2011. A clause in the Licence states that the Term may be extended, if mutually agreeable, for a further 2 years on the same terms and conditions, save the clause to extend the Term.

Mouat's has requested that the License be extended for a further 5 years. CRD Property Services has confirmed that this is possible.

Recommendation:

That Commission approve of the renewal of the Licence to Occupy, between Mouat's Trading Company Limited and the Capital Regional District, for placement of Mouat's propane tank and its enclosure within the specified area of Rotary Park, for 5 years starting December 1, 2011 and ending November 30, 2016.

Carin Perrins
Administrative Secretary

Attachment 1: Plan 35330