

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

Minutes of the PARC Planning Committee Meeting  
Held November 14, 2011 at 7:00 pm in the  
Portlock Park Meeting Room

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

Staff: Kees Ruurs, Parks and Recreation Manager  
Carin Perrins, Administrative Secretary (7:13pm)  
Sarah Shugar, Recording Secretary

Excused: Commissioner Robert Bosman  
Commissioner Dan Dickmeyer

1. The Chair called the meeting to order at 7:01pm.

2. Agenda Approval

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

**CARRIED**

3. Approval of Minutes

MOVED by G. Baker, SECONDED by J. Horsburgh,  
That the minutes of October 11, 2011 Regular Minutes be approved  
as presented.

**CARRIED**

4. Delegations / Presentations

There were no delegations to be heard at this time.

5. Subcommittee Reports

There were no subcommittee reports at this time.

6. Items Arising From Previous Meetings

6.1 Final Draft Parks and Trails Master Plan

In a staff report the Manager brought forward the final changes to the draft Parks and Trails Master Plan for recommendations.

It was generally agreed to accept the recommendations identified in the report.

6.2 CRD Community Parks Regulation Bylaw

In a staff report the Manager brought forward the newly developed Community Parks Regulation Bylaw for review.

It was generally agreed to recommend that Commission approve the new Electoral Areas Community Parks Regulation Bylaw.

C. Perrins  
arrived at  
meeting  
7:13pm.

7. New Business Items

7.1 Quote Tennis Court Replacement

In a staff report the Manager brought forward information regarding the replacement of three tennis courts at Portlock Park.

It was generally agreed to recommend that Commission award the contract for the development of construction specifications for the replacement for tennis courts #2, 3 and 4 at Portlock Park and that the award takes place in early 2012 when funds can be made available in the operating budget.

7.2 Water Access Points

In a staff report the Manager reported on the status of the newly licensed water access points and information regarding the development of two more access points.

It was generally agreed that this item be taken to the Trail Advisory Committee for their review and be on the agenda of the next Commission meeting.

- 7.3 Letter of Understanding Fernwood Playing Fields  
In a staff report the Manager brought forward the agreement reached with School District #64 regarding the Fernwood playing fields development and operation.  
It was generally agreed to recommend that Commission accept the letter of understanding between PARC and the School District for the development and operation of the Fernwood playing fields.  
It was also generally agreed that a Committee would meet this week to begin the process of applying for the Small Communities Recreation Grant.

- 7.4 Policies – Good Welfare Policy/Compassionate Appeal Process  
The Manager verbally reported that the protocol is to follow CRD policies.

8. Tabled Items

There were no tabled items at this time.

9. Correspondence & Information Items

9.1 Communities In Bloom

The Correspondence item was received for information.

10. Next Meetings

The next meeting of Commission is scheduled on November 28, 2011.

The next PARC Planning meeting is scheduled on February 13, 2012.

11. In Camera

MOVED by G. Baker, SECONDED by J. Horsburgh,  
That the meeting Move In Camera at 7:56pm.

CARRIED

The meeting reconvened at 8:06pm.

The Manager circulated the Holiday Cards for signatures.

12. Adjourn

MOVED by G. Baker, SECONDED by J. Horsburgh,  
That the meeting adjourn at 8:15pm.

CARRIED