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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held September 24, 2012 in the Portlock Park Meeting Room, Salt Spring Island, BC**

PRESENT: **Commission Members:**
Gregg Dow – Chair (5:15 pm); Jane Horsburgh – Vice Chair; Gayle Baker;
Daniel Clements; Stanley Shapiro; Jon Suk (5:15 pm)
Staff:
Lorraine Brewster, Parks and Recreation Manager; Carin Perrins,
Administrative Secretary; Sarah Shugar, Recording Secretary
Excused: Wayne McIntyre, CRD Director; Hafiz Bhimji
Observer: Sean McIntyre, Driftwood

The Chair called the meeting to order at 5:15pm.

1. Approval of Agenda

MOVED by G. Baker, **SECONDED** by J. Horsburgh,
That the agenda be adopted with the following addition:
Item 5.1.5 Booth Canal Pathway L. Brewster.

CARRIED

2. Approval of Minutes

MOVED by G. Baker, **SECONDED** by J. Horsburgh,
That the minutes of August 20, 2012 Regular Meeting be approved as presented.

CARRIED

3. Chair Remarks

There was no report at this time.

4. Presentations / Delegations

There were no delegations at this time.

5. Reports

5.1 Manager's Report
5.1.1 Project Status Report
 The Manager reviewed the September Project Status Report.

5.1.2 Pool Shutdown

L. Brewster provided a verbal report on the annual Rainbow Road Pool Shut Down. She reported that all scheduled maintenance items were completed and that the facility reopened on schedule.

5.1.3 Portlock Sign

L. Brewster verbally reported that staff would be working with the Lions Club on the design and completion of a new sign for Portlock Park and that it will likely be completed in 2013.

5.1.4 Camp Colossal Report

L. Brewster reviewed the Camp Colossal 2012 report. She reported that attendance increased this year. She reported that the 2012 revenue of \$28,700 was an increase from the 2011 revenue of \$26,100.

5.1.5 Booth Canal Pathway

L. Brewster verbally advised that Commission is invited to attend the official trail opening ceremony on October 2, 2012 from 11:00am to 12:00pm.

5.2 PARC Planning Committee

5.2.1 Meeting Minutes from PARC Planning Committee September 10, 2012

The minutes were received for information.

5.3 Finance Committee

5.3.1 Monthly Financial Report – Operating Budget 2012

C. Perrins provided an overview of the Operating Period ending August 31, 2012. She advised that the pool is expected to be on budget at year-end. She also advised that the LEAP program has had a thirty percent increase in users in 2012.

5.3.2 Capital Reserve Funds 2012

C. Perrins provided an overview of the Capital Reserve Funds at August 31, 2012.

6. Old Business

6.1 Licence of Occupation – Allotment Gardens Rainbow Road Park

In a staff report L. Brewster reported that the community allotment garden has been operating successfully since April 2012.

MOVED by S. Shapiro, **SECONDED** by J. Horsburgh,

That the Parks and Recreation Commission proceed with a Licence of Occupation between Capital Regional District and Earth Festival Society for the Allotment Gardens at Rainbow Road Park.

CARRIED

7. New Business

7.1 Centennial Park

L. Brewster reported that there are several areas within Centennial Park that are in need of repair and maintenance. She advised that this is a showcase park for the community. It was generally agreed that Commission is in support of developing a Master Plan for Centennial Park.

8. Correspondence and Information Items

8.1 Driftwood Article – PARC Trails Crew

8.2 Newsletter - Oystercatcher

All items of correspondence were received for information.

9. Next Meeting

The next PARC Planning Committee meeting is scheduled on October 9, 2012 at 5:00 pm. Please note that this is a Tuesday due to Thanksgiving.

The next Commission meeting is scheduled on October 22, 2012 at 5:00 pm.

10. Motion to Close the Meeting

MOVED by J. Suk, **SECONDED** by D. Clements,

That the Parks and Recreation Commission close the meeting in accordance with the Community Charter, Part 4, Division 3, 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 Parks and Recreation Commission closed the meeting at 6:05 pm and resumed an open session at 6:45 pm.

11. Adjournment

MOVED by D. Clements, **SECONDED** by S. Shapiro,

That the meeting be adjourned at 6:45 pm.

CARRIED