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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held May 27, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC**

Present: **Commission Members:** Jane Horsburgh (Vice Chair), Gayle Baker, Daniel Clements, Matt Kellow, Stanley Shapiro
Staff: Lorraine Brewster, Parks and Recreation Manager; Kees Ruurs, CRD EA Senior Manager (5:15 pm); Carin Perrins, Administrative Secretary; Sarah Shugar, Recording Secretary

Delegations: John Buxcey, Interpretive Sign Project; Jim Raddysh, GM Rainbow Road Pool; Joan Warf Higgins, Interpretive Sign Project

Observer: Sean McIntyre, Driftwood

Excused: Hafiz Bhimji, Greg Dow, Wayne McIntyre

The Chair called the meeting to order at 5:00 pm.

1. Approval of Agenda

MOVED by G. Baker, **SECONDED** by D. Clements,
That the agenda be adopted with the following addition:
Item 7.2 Fees and Charges Bylaw L. Brewster

CARRIED

2. Approval of Minutes

MOVED by G. Baker, **SECONDED** by M. Kellow,
That the minutes of the April 22, 2013 Regular Meeting be approved as presented.

CARRIED

3. Chair's Remarks

There was no report at this time.

4. Presentations / Delegations

4.1 Interpretive Signage Project
Joan Wharf Higgins & John Buxcey
J. Wharf Higgins presented a PowerPoint presentation on the Mouat Park Interpretive Signage project.
It was noted that J. Buxcey, University of Victoria cooperative student will focus on evaluating the impact of the interpretive messaging.

K. Ruurs arrived at the meeting at 5:15pm.

There was discussion regarding the appearance of the signs and the inclusion of students.

J. Wharf Higgins and J. Buxcey left the meeting at 5:30 .

5. New Business

5.1 Manager's Report

5.1.2 Project Status Report

L. Brewster provided the Project Status Report as of May 27, 2013. She verbally addressed the following:

- The new bridge in Duck Creek Park is scheduled to be complete in July/August.
- The second new bridge on the Dean-Drake Road trail is scheduled to be complete this week.
- There is new trail development underway in the western part of Mouat Park.
- A survey was completed for a portion of the Goat Trail project. Met with Trinity Western University regarding a portion of the trail that is on the property. TWU expressed interest in having students do the GPS work for the trail development.
- The creek levels are high in Dunbabin Park. K. Reimer has given instructions to the trail crew regarding how to ease the water levels.
- The May 11, 2013 Babysitting Safety Course was successful. There were eight participants.
- The branch drop off program has finished for the season. The next program is scheduled for September 2013. The donation amount may need to be increased to assist with the chipping costs.
- The doggy daycare fence in Centennial Park is complete.

There was discussion regarding the Channel Ridge Trail system. L. Brewster will contact CRD legal regarding the trail agreement.

It was also noted that PARC is receptive to ideas for program development and it is important to not duplicate programming that is already available in the community.

5.2 PARC Planning Committee

5.2.1 Meeting notes from Trails Advisory Group, May 7, 2013

It was noted that there was a meeting with BC Parks representatives regarding partnerships on the development and maintenance of the SSI BC Parks trails. BC Parks representatives are interested in assistance with signage, maps, maintenance and future trails. The offer to include maps of their trails in the PARC trail guide was well received. The meeting notes were received for information.

- 5.3 Finance Committee
- 5.3.1 Monthly Financial Report – Operating Budget 2013
C. Perrins provided an overview of the operating budget ending April 30, 2013.
The report was received for information.
- 5.3.2 Capital Reserve Funds 2013
C. Perrins provided an overview of the Capital Reserve Funds at Report at April 30, 2013.
The report was received for information.
- 5.4 Rainbow Road Pool
- 5.4.1 Equipment Replacement Recommendations
The Stolz Mechanical Systems Serve Inc. HVAC equipment replacement recommendations report was provided for information.
J. Raddysh provided a review of the report and additional information for each component.
It was noted that the Tempering Mixing Valves item is a priority as it is responsible for the temperature of the showers. Public complaints regarding the shower temperature have been received.
It was noted that PARC currently allocates \$20,000 per year into the pool equipment replacement fund and there is a current balance of \$144,000.
It was generally agreed that the following additional information is requested to be provided by Recreation Excellence:
- Does the \$1,936.71 sump pump quote include the replacement of both P-3 and P-4?
 - Is there an alternative material for the replacement of Storage Tank ST-1 that would not be as susceptible to corrosion?
 - To provide the cost estimate for the Tempering Mixing Valves.
- It was noted that the condition of the main pool tank tile grout is assessed each year during the annual shut down. It was generally agreed to have the condition of the tile grout checked prior to the next meeting.
L. Brewster will provide a staff report for the next regular meeting.

MOVED by S. Shapiro, **SECONDED** by D. Clements,
That the Salt Spring Island Parks and Recreation Commission approve the replacement of the Tempering Mixing Valves to a maximum cost of \$7,000.

CARRIED

J. Raddysh left the meeting at 6:25 pm.

6. Old Business

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

7. New Business

7.1 Rainbow Road Pedestrian and Cycle Path

In a staff report K. Ruurs provided information regarding the Rainbow Road Pedestrian and Cycle Path.

It was noted, in 2006, the Salt Spring Island Parks and Recreation Commission approved the Urban Trail Corridor Task Force (UTCTF) recommendation to develop a frontage pedestrian and cycle path (adjaw to Rainbow Road).

G. Baker advised conflict of interest for this item.

G. Dow joined the meeting via cell phone at 6:40 pm.

There was discussion regarding the staff recommendation to fund one third of the total cost of the Rainbow Road pedestrian and cycle pathway up to a maximum of \$20,000 from the PARC Capital Reserve budget to the Capital Regional District Transportation Pathway project budget.

G. Dow left the meeting via cell phone at 6:45 pm.

The Chair noted due to G. Baker advising conflict of interest, there was no longer a quorum.

7.2 Fees and Charges Bylaw

In a staff report L. Brewster reviewed the proposed Schedule D of Bylaw 3838 – Salt Spring Parks and Recreation Fees and Charges – Effective September 1, 2013.

MOVED by D. Clements, **SECONDED** by M. Kellow,
That the Salt Spring Island Parks and Recreation Commission recommends to the Directors of the Capital Regional District that Schedule D of Bylaw 3838 remain the same as the previous year, with no increase in any fees and charges for the period September 1, 2013 to August 31, 2014.

CARRIED

S. Shapiro abstained from the vote

8. Correspondence / Information

8.1 Letter – Pickle Ball

It was generally agreed that staff would send a reply letter to advise that the Commission will look into whether the needs of the pickle ball community are currently met on SSI.

The letter was received for information.

8.2 Letter – Market Expansion

It was generally agreed that staff would send a reply letter to advise that the Commission is in the process of researching the matter.

The letter was received for information.

9. Next Meeting

The next meeting is scheduled on June 17, 2013 5:00 to 7:00 pm.

Priority items for next meeting:

- Rainbow Road Pool Equipment Replacement Recommendations
- Rainbow Road Pedestrian and Cycle Path

10. Adjournment

MOVED by S. Shapiro, **SECONDED** by M. Kellow,
That the meeting be adjourned at 7:10 pm.

CARRIED