



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Notice of Meeting on **Monday, June 17, 2013 at 6:00 pm**
Portlock Park Portable Meeting Room, 145 Vesuvius Bay Rd, Salt Spring Island, BC

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of May 27, 2013
3. Chair's Remarks
4. Presentations/Delegations
5. Reports
 - 5.1 Manager's report
 - 5.1.1 Project Status Report
 - 5.1.2
 - 5.2 PARC Planning Committee
 - 5.2.1 Meeting notes from Trails Advisory Group June 12, 2013 –to be distributed
 - 5.3 Finance Committee
 - 5.3.1 Monthly Financial Report- Operating Budget 2013
 - 5.3.2 Capital Reserve Funds 2013
 - 5.3.3
 - 5.4 Rainbow Road Pool
 - 5.4.1 Equipment Replacement Information
 - 5.4.2
6. Old Business
 - 6.1 Rainbow Road Pedestrian and Cycle Path Funding
 - 6.2
7. New Business
 - 7.1 Guidelines for Communications-Commissions
 - 7.2 Salt Spring Island Draft Cycling Master Plan
 - 7.3
8. Correspondence/Information
 - 8.1 Letter-Salt Spring Island Rowing Club
 - 8.2 Letter-Market Expansion
 - 8.2 Email-Market Expansion
 - 8.3
9. Next Meeting is July 22, 2013
10. Adjourn

To ensure quorum, advise Tracey Shaver 537 4448 if you cannot attend.



Making a difference...together

**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**

DRAFT

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 Raddysch, 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 (adjacent 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

| Project | Comments | Budget (B) Revenue (R) Actual (A) |
|--|--|--|
| <i>ITALICS - new information</i> | | |
| 1. TRAILS and BEACH ACCESSES | | |
| 1.1 Partners with PARC Gifting, Donations | 1 Bench at Harbour Side 1 tree in Peace Park | |
| 1.2 Lyonesse Trail Connection | Right of Way to be obtained from adjacent property owner for completion of trail to Goodall. Contact sought with property owner. | |
| 1.3 Duck Creek Park | *Bridge to be replaced. -July/Aug New bridge Installed off Sunset Road | \$10,000 (B) |
| 1.4 Juniper trail | Trail location to be surveyed and constructed | |
| 1.5 Dean-Drake Road trail | All invasive species removed-working on the 3 ravines. 1 st ravine done, laying down the Tread/Base for pathway. Opening of the trail July 1st | |
| 1.6 Teal-Cormorant trail | Trail to be completed between Teal and Cormorant Crescent. | |
| 1.7 Water Access Points | *Request received to develop Eagle Way access point. Application to be submitted. Letters to property owners mailed. Letter of concern received. *Request received to develop an access point at Old Scott Road. Site visited. Application to be submitted. Letters to property owners mailed. Letter of concern received. * New Water access point to be developed on North Beach Road at base of Maliview. Letters to property owners mailed. Letter of concern received. Churchill Beach Access Repaired | Development \$10,855 (B) Repairs \$ 5,200 (B) \$ 5,213 (A) |
| 1.8 New Trail Construction | Mouat Park – Pallot Way connector trail location reviewed by biologists, report recommends relocation of planned trail. Trail recognizance carried out. Trincomali – second phase to be completed upon securing an easement. Spence Hill trail to be surveyed prior to construction | \$ 55,000 (B) \$ 1,055 (A) |
| 1.9 Mouat Park | Some trailhead signs to be updated. Two circulation signs to be installed. Scoping the western part of Mouat for trail development- General Maintenance in the park. Removal of Outhouses at Mouat – Work plan Install Porta Potty | |
| 1.10 Channel Ridge | Trail Crew- Broom Cleared at Broadwell entrance. General Maintenance & invasive species removal | |
| 1.11 Goat Trail | Trail connection sought from Andreas Vogt Nature Reserve via 'Old Goat' trail down to Beaver Point Road. Working with the Conservancy to develop a trail across Andreas Vogt Nature Reserve to connect Bryant Hill Park. GPS Trinity Western University section for possible trail connection. Application submitted for use of Crown land to connect Bryant Hill Park and Andreas Vogt Nature reserve. | |
| 1.12 X-Island Trail System | Prepare sign plan for cross island trail system/ Mill Farm trail system. Meeting held with planner to design logo for trail signs. Working with Regional Parks in developing sign plan for Mill Farm Trail system-cross island trail. | |
| 1.13 Liberty Hall Lane Trail | Trail flagged. Surveyor conducted survey. Trail RoW to be obtained from neighbour. Info submitted to CRD legal. Stat Right of Way agreement signed with owners. | |
| 1.14 Sharp Road – Rainbow Road Trail | Trail to be planned between Sharp Road and Rainbow Road | |

| Project | Comments | Budget (B) Revenue (R) Actual (A) |
|--------------------------|---|---|
| | <i>ITALICS - new information</i> | |
| 1.15 Dunbabin Trail/park | Several large Cedar trees have been attacked by an eager beaver. Biologist contacted for assistance in dealing with the beaver; effected trees wrapped with chicken wire. Staff will continue to monitor the health of these trees and do anticipate need for eventual removal. Working with Kathy Reimer. Stucco Wire used to wrap the trees. Kathy will be draining the pond. <i>Creek high from the Beavers-operations staff have started draining the pond to ease the level of the water.</i> | |

| 2. RECREATION AND PARK PROJECTS | | |
|--------------------------------------|--|------------------------------|
| 2.1 Heiwa Peace Park Japanese Garden | Japanese Garden Society planning Phase 2 for development in 2012. Constr. to start next month. | |
| 2.2 Program Development | Young Chef Program- 15 registered. Babysitting Safety Course March 30 th 12 registered May 11th Class- 6 registered <i>Camp Colossal Staff hired Preschool Camp offered</i> | \$ 1,699 (R) \$ 1,442 (A) |
| 2.3 Mouat Park / Ganges Creek Work | Creek Stabilization 80% completed. | \$ 4,000 (B) |
| 2.4 Tennis Courts | Reserved Wednesday 9-1 for Pickleball Players. Signage for Pickle Ball Courts. 2 sets of nets and posts replaced. | \$ 1,200 (B) \$ 1,431 (A) |
| 2.5 Dog Park | SD constructing 2 bridges. <i>Lions club constructed a shelter for dog owners</i> | |
| 2.6 Leisure Brochure | Spring brochure was released April 24. | \$ 8,470 (B) |
| 2.7 Free ride park / parkour | Interest in the free ride park and parkour at Rainbow Road; not able to develop until the herons have left the site permanently. | |
| 2.8 Maintenance Shop / Yard | <i>*Branch drop off to begin in Sept.</i> | |
| 2.9 Portlock Park | Working with Lion's Club regarding location of a new Portlock Park sign. Old Portlock sign removed. Lion's club has formed a committee and will be working with PARC. Two new spring toys installed. Pressure washing tennis courts, wind screens up, 2 new nets to be installed. | |
| 2.10 Geocaching | Developing guidelines for recreational geocaching activity. 3 new cache installed (Fernwood, Blackburn and newly completed pathway) | |
| 2.11 Centennial Park | Kirk met with arborist. Report has been completed. Work has been started on the pathways. Staff are working to the deadline of the first day of the Market, March 30 th . Asphalt removed. New edging & gravel installed. Landscaping around new path being done, to be seeded. Pruning is ongoing. 3 planter boxes replaced. – Doggy Daycare fence completed. <i>Pruning large trees July; Working on paving stones –interlocking bricks</i> | |

| 3. INDOOR POOL PROJECT ITEMS | | |
|------------------------------|--|--|
| 3.5 Driveway Repair | Driveway at pool has been repaired with gravel. <i>Working with Main Road to repair pot holes at entrance exploring paving as an option.</i> | |

Project

Comments

**Budget (B)
Revenue (R)
Actual (A)**

ITALICS - new information

| 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, SSI Foundation etc. | |
| 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. New trail brochure completed. | |
| 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 | 2012 will be third year that a trail crew is 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, Five in 2011 and several more planned for 2012. 10 Beach Access signs Installed | |
| 4.7 To create an overall parks plan focused on the development of additional capacity for sports and other active recreation pursuits | Final Plan approved by Commission at November 2011 meeting | |
| 4.8 To develop the Rainbow Road Pool and property to maximize recreation opportunities and minimize operating costs | Final Plan approved by Commission at November 2011 meeting. Allotment Garden Developed | |
| 4.9 To establish a budget that is at a sustainable level for both the short and long term | 2012 Budget approved by senior management. Planning process for 2013 starting | |



SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Operating Period ending May 31, 2013

AGENDA ITEM 5.3.1

Summary of All Functions (453 to 459)

| | 2013 Budget | 2013 Y-T-D |
|-----------------------------|------------------|-----------------|
| Sources of Income | | |
| Requisition | 1,725,560 | 0 |
| Market | 62,000 | 18,614 |
| Programs | 222,000 | 80,268 |
| Donations | 0 | 1,074 |
| Carry Forward - Prior Years | 99,640 | 99,643 |
| Other | 6,600 | 2,107 |
| | <u>2,115,800</u> | <u>201,706</u> |
| Expenses | | |
| Active Parks | 159,360 | 55,659 |
| Trails and Passive Parks | 227,210 | 84,393 |
| Market | 62,410 | 18,563 |
| Programs | 733,540 | 275,572 |
| Grants to Community Groups | 36,650 | 3,589 |
| General Administration | 351,880 | 118,407 |
| Projects | 81,620 | 36,331 |
| Transfer to Reserve Funds | 186,830 | 15,251 |
| Debt Servicing | 276,300 | 190,588 |
| | <u>2,115,800</u> | <u>798,353</u> |
| | <u>0</u> | <u>-596,647</u> |
| Surplus/(Deficit) | | |

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Operating Period ending May 31, 2013

1.453 Salt Spring Island Pool

| | 2013 Budget | 2013 Y-T-D |
|--------------------------------------|----------------|-----------------|
| Sources of Income | | |
| Requisition | 758,850 | |
| Programs | 191,500 | 78,569 |
| Carry Forward | 42,640 | 42,644 |
| Other | 1,250 | 647 |
| | <u>994,240</u> | <u>121,860</u> |
| Expenses | | |
| Programs | | |
| Contracted Services | 563,400 | 228,442 |
| Maintenance | 12,240 | 1,759 |
| Utilities | 112,690 | 41,663 |
| LEAP | 2,240 | 397 |
| Other | 5,630 | 1,541 |
| | <u>696,200</u> | <u>273,802</u> |
| General Administration | | |
| Insurance | 7,110 | |
| CRD Allocations | 8,820 | 3,675 |
| Interest | 2,780 | 938 |
| | <u>18,710</u> | <u>4,613</u> |
| Transfer to Reserve Funds | 3,030 | 1,263 |
| Debt Servicing | 276,300 | 190,588 |
| Total Expenses | <u>994,240</u> | <u>470,266</u> |
| Surplus/(Deficit) | <u>0</u> | <u>-348,406</u> |

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Operating Period ending May 31, 2013

1.455 SSI PARC - Community Parks

| | 2013 Budget | 2013 Y-T-D |
|---|----------------|-----------------|
| Sources of Income | | |
| Requisition | 336,580 | |
| Market | 62,000 | 18,614 |
| Donations | 0 | 1,074 |
| Carry Forward | 23,500 | 23,500 |
| Other | 4,190 | 490 |
| | <u>426,270</u> | <u>43,678</u> |
| Expenses | | |
| Trails and Passive Parks | | |
| - General Maintenance and Small Parks | | |
| Wages and Benefits | 84,910 | 33,915 |
| Contracted Services | 2,040 | 1,516 |
| Maintenance and Supplies | 19,660 | 7,040 |
| CRD Allocations | 0 | 222 |
| Utilities | 2,080 | 852 |
| Vehicles | 20,400 | 7,427 |
| | <u>129,090</u> | <u>50,972</u> |
| - Centennial Park | | |
| Wages and Benefits | 21,300 | 11,178 |
| Contracted Services | 1,560 | 466 |
| Maintenance and Supplies | 10,460 | 7,640 |
| CRD Allocations | 3,860 | 390 |
| Utilities | 4,800 | 1,230 |
| | <u>41,980</u> | <u>20,904</u> |
| - Mouat Park | | |
| Wages and Benefits | 8,800 | 1,608 |
| Maintenance and Supplies | 3,570 | 1,183 |
| CRD Allocations | 7,140 | 2,568 |
| Utilities | 340 | 187 |
| | <u>19,850</u> | <u>5,546</u> |
| - Rotary Park | | |
| Wages and Benefits | 12,370 | 2,889 |
| Maintenance and Supplies | 6,580 | 706 |
| Utilities | 1,090 | 234 |
| | <u>20,040</u> | <u>3,829</u> |
| - Trails, Boardwalk and Linear Park | | |
| Wages and Benefits | 6,180 | 658 |
| Maintenance and Supplies | 1,680 | 618 |
| | <u>7,860</u> | <u>1,276</u> |
| - Drummond Park | | |
| Wages and Benefits | 5,970 | 1,191 |
| Maintenance and Supplies | 1,950 | 510 |
| Utilities | 470 | 165 |
| | <u>8,390</u> | <u>1,866</u> |
| | <u>227,210</u> | <u>84,393</u> |
| Market | | |
| Wages and Benefits | 10,840 | 4,113 |
| Contracted Services | 24,760 | 6,866 |
| Advertising | 2,550 | 1,663 |
| Maintenance and Supplies | 4,550 | 717 |
| Admin Costs from Function 459 | 10,450 | 4,354 |
| CRD Allocations | 8,080 | 663 |
| Utilities | 1,180 | 187 |
| | <u>62,410</u> | <u>18,563</u> |
| General Administration | | |
| Insurance | 4,810 | |
| CRD Allocations | 8,980 | 3,742 |
| Admin Costs from Function 459 | 47,140 | 19,642 |
| Interest | 770 | 232 |
| | <u>61,700</u> | <u>23,616</u> |
| Projects | | |
| - Trails Maintenance Project | 41,750 | 15,790 |
| - Mouat Park Creek Work | 4,000 | |
| - Park Benches | 0 | 2,216 |
| Total Capital and Major Repairs | <u>45,750</u> | <u>18,006</u> |
| Transfer to Equipment Replacement | 10,200 | 4,250 |
| Transfer to Capital - Trail Development | 15,000 | |
| Transfer to Reserve - Centennial | 4,000 | |
| | <u>29,200</u> | <u>4,250</u> |
| | <u>426,270</u> | <u>148,828</u> |
| Total Expenses | | |
| | <u>426,270</u> | <u>148,828</u> |
| Surplus/(Deficit) | <u>0</u> | <u>-105,150</u> |

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Operating Period ending May 31, 2013

1.458 SSI PARC Community Recreation

| | 2013 Budget | 2013 Y-T-D |
|-----------------------------------|----------------|---------------|
| Sources of Income | | |
| Requisition | 48,550 | |
| Programs | 29,600 | 1,699 |
| Carry Forward | 22,330 | 22,329 |
| Other | 450 | 187 |
| | <u>100,930</u> | <u>24,215</u> |
| Expenses | | |
| Programs | | |
| Wages and Benefits | 22,990 | |
| Contracted Services | 550 | 1,346 |
| Facility Rental | 120 | 96 |
| Vehicle | 9,930 | |
| Supplies | 2,190 | |
| Other | 1,560 | 328 |
| | <u>37,340</u> | <u>1,770</u> |
| Grants to Community Groups | 36,650 | 3,589 |
| General Administration | | |
| Insurance | 480 | |
| CRD Allocations | 1,720 | 717 |
| Admin Costs from Function 459 | 14,920 | 6,217 |
| Interest | 50 | |
| Other | 100 | 354 |
| | <u>17,270</u> | <u>7,288</u> |
| Repairs and Maintenance | 1,200 | 1,431 |
| Leisure Guides | 8,470 | |
| | <u>100,930</u> | <u>14,078</u> |
| | <u>0</u> | <u>10,137</u> |
| Surplus/(Deficit) | | |

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Operating Period ending May 31, 2013

1.459 SSI Parkland and Recreation Programs

| | 2013 Budget | 2013 Y-T-D |
|--|----------------------------------|-----------------------|
| Sources of Income | | |
| Requisition | 581,580 | |
| Carry Forward | 11,170 | 11,170 |
| Programs | 900 | |
| Other | 710 | 783 |
| | <u>594,360</u> | <u>11,953</u> |
| Expenses | | |
| Active Parks | | |
| - General Maintenance - Wages and Benefits | 42,970 | 17,703 |
| - Shop | | |
| Wages and Benefits | 920 | |
| Maintenance and Supplies | 2,810 | 50 |
| Utilities | 100 | 22 |
| | <u>3,830</u> | <u>72</u> |
| - Portlock Park | | |
| Wages and Benefits | 25,870 | 10,624 |
| Contracted Services | 2,040 | 435 |
| Maintenance and Supplies | 18,630 | 6,530 |
| CRD Allocations | 6,120 | 702 |
| Utilities | 18,280 | 4,180 |
| | <u>70,940</u> | <u>22,471</u> |
| - Fulford Ballpark | | |
| Wages and Benefits | 2,240 | 1,094 |
| Contracted Services | 3,370 | 250 |
| Lease | 13,300 | 11,874 |
| Maintenance and Supplies | 2,900 | |
| | <u>21,810</u> | <u>13,218</u> |
| - Waterfront Accesses | | |
| Wages and Benefits | 4,250 | 1,255 |
| Contracted Services | 11,020 | |
| Maintenance and Supplies | 1,800 | 425 |
| | <u>17,070</u> | <u>1,680</u> |
| - Skate Park | | |
| Wages and Benefits | 1,920 | 515 |
| Maintenance and Supplies | 820 | |
| | <u>2,740</u> | <u>515</u> |
| | <u>Total Active Parks</u> | <u>55,659</u> |
| General Administration | | |
| Wages and Benefits | 234,930 | 85,812 |
| Legal | 5,000 | |
| Insurance | 780 | |
| Contracted Services | 4,650 | 552 |
| CRD Allocations | 39,780 | 16,436 |
| Interest | 940 | 511 |
| Other | 46,560 | 12,262 |
| Recovered from 455 and 458 | -78,440 | -32,683 |
| | <u>254,200</u> | <u>82,890</u> |
| Projects | | |
| - Program Development | 15,000 | 11,681 |
| - Brochures | 6,000 | |
| - Churchill Beach Major Repair | 5,200 | 5,213 |
| | <u>26,200</u> | <u>16,894</u> |
| Transfers to Reserve Funds | | |
| Transfer to Equipment Replacement Fund | 23,370 | 9,738 |
| Transfer to Trail Development | 45,000 | |
| Transfer to Reserves for Projects | 86,230 | |
| | <u>154,600</u> | <u>9,738</u> |
| | <u>Total Expenses</u> | <u>165,181</u> |
| Surplus/(Deficit) | <u>0</u> | <u>-153,228</u> |

Salt Spring Island Parks and Recreation Commission
 Capital Reserve Funds at May 31, 2013

AGENDA ITEM 5.3.2

| | | <u>Balance In Fund</u> |
|--|----------------------------|----------------------------|
| PARKLAND RESERVE (Cash-in-Lieu) | | |
| 101379 Parkland Acquisition Fund S&A | Carry forward Dec 31/12 | 505,023 |
| | Interest Earned | <u>2,495</u> |
| | | <u>507,518</u> |
| PARKS & RECREATION CAPITAL RESERVES | | |
| 101603 Parks and Recreation Capital Reserve | Carry forward Dec 31/12 | 321,864 |
| | Transfer In from Operating | |
| | Interest Earned | <u>1,484</u> |
| | | <u>323,348</u> |
| 101898 Parks and Rec 2nd Service Capital Reserve | Carry forward Dec 31/12 | 25,356 |
| | Interest Earned | <u>125</u> |
| | | <u>25,481</u> |
| EQUIPMENT RESERVES (Fund 1022) | | |
| 101412 Indoor Pool | Carry forward Dec 31/12 | 144,293 |
| | Expenses | -6,095 |
| | Transfer In from Operating | <u>8,333</u> |
| | | <u>146,531</u> |
| 101444 Community Parks | Carry forward Dec 31/12 | 50,292 |
| | Expenses | -1,439 |
| | Transfer In from Operating | <u>4,250</u> |
| | | <u>53,103</u> |
| 101455 Community Recreation | Carry forward Dec 31/12 | 22,412 |
| | Expenses | |
| | Transfer In from Operating | <u>2,667</u> |
| | | <u>25,079</u> |
| FACILITY RESERVES | | |
| 101786 Tennis Facility - Capital Reserve | Carry forward Dec 31/12 | 43,406 |
| | Transfer In from Operating | |
| | Interest Earned | <u>214</u> |
| | | <u>43,620</u> |
| 102030 Boardwalk - Capital Reserve | Carry forward Dec 31/12 | 31,980 |
| | Transfer In from Operating | |
| | Interest Earned | <u>158</u> |
| | | <u>32,138</u> |
| 101792 Centennial Park - Market Upgrades | Carry forward Dec 31/12 | 3,624 |
| | Transfer In from Operating | |
| | Interest Earned | <u>124</u> |
| | | <u>3,748</u> |
| 102045 Indoor Aquatic Centre - Capital Reserve | Carry forward Dec 31/12 | 47,528 |
| | Interest Earned | <u>235</u> |
| | | <u>47,763</u> |
| TOTAL CAPITAL RESERVES | | <u>1,208,329</u> |

Salt Spring Island Parks and Recreation Commission
Capital Projects at May 31, 2013

**Balance
In Fund**

191015 PARKS & RECREATION CAPITAL PROJECTS

| | | |
|---------------------|-------------------------|--------------|
| Playground Upgrades | Carry forward Dec 31/12 | 9,825 |
| | Expenses | <u>9,825</u> |

191060 CAPITAL PROJECTS - PARKS AND TRAILS

| | | |
|----------|-------------------------|--------------|
| Interest | Carry forward Dec 31/12 | 1,008 |
| | Interest Earned | <u>109</u> |
| | | <u>1,117</u> |

| | | |
|-----------------|-------------------------------------|---------------|
| Trails Projects | Carry forward Dec 31/12 | 0 |
| | Transfer In from Operating Expenses | <u>-1,055</u> |
| | | <u>-1,055</u> |

| | | |
|----------------------------|-------------------------|---------------|
| Waterfront Access Projects | Carry forward Dec 31/12 | 10,855 |
| | Expenses | <u>10,855</u> |

| | | |
|------------------------|-------------------------|---------------|
| Duck Creek Park Bridge | Carry forward Dec 31/12 | <u>10,000</u> |
|------------------------|-------------------------|---------------|

| | | |
|-------------------------------|--|-----------------------------|
| TOTAL CAPITAL PROJECTS | | <u><u>30,742</u></u> |
|-------------------------------|--|-----------------------------|

Lorraine Brewster

From: Sarah Shugar
Sent: Friday, May 31, 2013 3:36 PM
To: Jane Horsburgh; Hafiz Bhimji; Gayle Baker; Gregg Dow; Stanley Shapiro; Matt Kellow; Daniel Clements; directorssi
Cc: Lorraine Brewster; Kees Ruurs; Tracey Shaver
Subject: May 27, 2013 PARC Minutes and Informal Email Vote
Attachments: 05-27-13 PARC Minutes.docx

Hello Commissioners,

Please find the May 27, 2013 PARC Regular Minutes attached for your review.

Currently, the CRD Procedures Bylaw does not allow for electronic participation at meetings so the vote by phone at the last meeting cannot be counted. A vote via email would also not be valid. A Procedures Bylaw amendment is being drafted to address electronic participation but it is probably a couple of months away.

The minutes reflect that G. Baker declared conflict of interest resulting in a lack of quorum for this item. To move this forward, it has been recommended to do an informal email vote, followed up by a Special Meeting to formally ratify the Motion.

Informal email vote on Item 7.3 Rainbow Road Pedestrian and Cycle Path

Staff Recommendation:

That the Salt Spring Island Parks and Recreation Commission approve funding 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.

Please reply via email to express approval/disapproval for the recommendation.

Thank you,
Sarah Shugar

This email and any attachments are for the use of the intended recipient only and must not be distributed, disclosed, used or copied by or to anyone else. This email and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you receive this message in error, please delete all copies and contact the sender.

Thank you.



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION

STAFF REPORT TO COMMISSION

COMMISSION MEETING JUNE 17, 2013

AGENDA ITEM 6.1

SUBJECT RAINBOW ROAD PEDESTRIAN AND CYCLE PATH

ISSUE

To obtain Commission approval for funding one third of the total cost to develop a pedestrian and cycle path (adjacent to Rainbow Road).

BACKGROUND

In 2005, the Urban Trail Corridor Task Force (UTCTF) submitted a final report to the Parks Planning Committee identifying five priorities relating to initiatives to improve pedestrian and cycle routes in the three urban communities of Salt Spring Island. One of the priorities identified was road-shoulder improvements on Rainbow Road in front of the Rainbow Road Park (indoor pool).

In 2006, Salt Spring Parks and Recreation Commission approved the recommendation to develop a frontage pedestrian and cycle path (adjacent to Rainbow Road).

A site plan (Attachment 1) shows the proposed location for the Rainbow Road section. The total cost of the pathway will be determined once the construction proposals have been received for the project. In the 2013 budget, \$20,000 have been allocated in the PARC Capital Reserve budget. Approval by the Commission is required to transfer the funds from the PARC Capital Reserve to the Capital Regional District Pathway Project budget.

ALTERNATIVES

That the Salt Spring Parks and Recreation Commission:

1. Approve funding 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 Pathway project budget.
2. The Commission not approve funding for 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 Pathway project budget.

IMPLICATIONS

Economic Implications

The funds are allocated in the 2013 PARC Capital Reserve budget.

Environmental Implications

This pathway project would improve pedestrian and cycle routes in one of the three urban communities of Salt Spring Island.

Social Implications


The pathway project provides health and fitness benefits and a safe, enjoyable path for recreational outings, commuting, and access to the downtown core.

CONCLUSION

The Urban Trail Corridor Task Force identified initiatives to improve pedestrian and cycle routes on Salt Spring Island. The completion of the Rainbow Road pathway will provide a safe pedestrian and cycle route for the community. This pathway will contribute to the active transportation network within the community of Ganges.

RECOMMENDATION(S)

That the Parks and Recreation Commission approve funding 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 Pathway project budget.



Lorraine Brewster
Parks and Recreation Manager

Kees Ruurs
Senior Manager

Guidelines for protocol for SSI Commissions regarding lines of communication

This document outlines the protocol established by the CRD for the lines of communication between Commissions, staff and politicians. This protocol was established by the Chief Administrative Officer of the CRD when the new SSI Electoral Area management structure was implemented.

The SSI Commission are responsible to provide advice to the Director (and the CRD Board of Directors) on policy and budgetary matters. Administrative matters and operational matters are the responsibility of CRD Staff. In addition the Commissions provide advice to the CRD SSI staff and the Director about what it considers to be community priorities. The Commission members serve at the pleasure of the Director and Board.

This protocol identifies the following lines of communications: (who deals with whom)

1. Staff deals with staff
 2. Politicians deal with politicians
-
1. Staff deals with staff. This means that only the SSI CRD staffs deals with other staff within the CRD as well as with staff in other agencies such as the Islands Trust and/or a Ministry. The Commission does not communicate directly (verbally or in writing) with staff in other agencies. The Commission provides advice to the local SSI CRD staff on what communications it would suggest is undertaken with other CRD staff and staff in other agencies.
 2. Politicians deal with politicians: The Commission is advisory to the Director, as such the Commission deals directly with the Director when it comes to communication with other politicians. No Commission communication occurs directly with politicians at other levels of government without the concurrence of the Director.

Media

The Commission usually delegates contact with the press to the chair. In case of a formal CRD press release the release will need to be approved by the Director as well as the CRD Manager of Communications. The chair will discuss any and all press communication with the Director first.

Referrals from subdivision or rezoning applications will be submitted to the SSI CRD staff, who will consult with the Commission as required. It should be noted that the Islands Trust staff has indicated that it wishes to communicate directly with CRD staff. Upon receipt of the referral the CRD SSI staff will provide a report to the Commission on the matter and might invite the applicant to attend the meeting of the Commission. The Commission provides advice to the staff and Director on the response to the referral.

All meeting agendas for the Commissions will be developed in cooperation between the SSI staff and the chair of the Commission. Assistance with the preparation of agenda packages / reports by the chair is most welcome.

Transit matters: Since the SSI Transit function has not been transferred to the SSI Administration all such matters will be dealt with by the GM of Planning and Protective Services. However, as requested by the GM, the same lines of communication as outlined above apply for Transit matters between the SSITC and the GM of Planning and Protective Services. Operational matters will be dealt with by the GM unless a request is made that SSI staff deal with it.

The SSITC Handbook deals with some of these lines of communication. However due to the creation of the new SSI Administration structure changes will be required to the contents of the Handbook.

May 2013
Kees Ruurs
Senior Manager CRD SSI

From: Jean Gelwicks [mailto:jean.gelwicks@crd.bc.ca]
Sent: Friday, May 31, 2013 9:05 AM
Subject: Salt Spring Island Draft Cycling Master Plan

Salt Spring Parks and Recreation Commission
Agenda June 17, 2013
Item 7.2

Salt Spring Island Draft Cycling Master Plan

Dear Salt Spring Community Leaders;

The purpose of this letter is to present the Salt Spring Island Draft Cycling Master Plan (SSI- CMP) to your organization and to request your feedback on the draft. The SSI - CMP is available for review on the website of the SSI Transportation Commission at <http://www.crd.bc.ca/saltspring/transportation/programs.htm>

The Master Plan builds on the CRD Pedestrian and Cycling Masterplan (PCMP 2011) by applying the PCMP principles and design guidelines to the unique rural Gulf Island context. The goal of the Plan is to establish a short and long-term vision for upgrading cycling infrastructure to meet the safety and comfort needs of everyday cyclists.

For this purpose, the CRD and the SSI Transportation Commission contracted North America's leading cycling experts Alta Planning + Design. Alta worked closely with a group of SSI volunteers who formed a Technical Advisory Committee (TAC) to help guide the process and lead the engagement initiative with the local community. Members of the TAC represented key agencies who have played an integral role in bicycle planning and advocacy on the island.

The SSI-CMP process involved the harmonization of some 30 years of community visioning and cycling advocacy on Salt Spring with the broader regional approach to active transportation established in the PCMP.

While the primary focus of the SSI-CMP is on cycling infrastructure improvements (engineering) to make Salt Spring more cycling-friendly, it also draws attention to the critical importance of nurturing the "soft e's" of sustainable transportation - namely education, encouragement, evaluation and enforcement. A made-for-Salt Spring approach is articulated in a companion document to the CMP, a Community Compendium which is also posted on-line at <http://www.crd.bc.ca/saltspring/transportation/programs.htm>

This Master Plan aims to provide leaders, policy-makers, citizens and advocates, with the tools to work collaboratively towards a common goal of making cycling safe, fun and an everyday activity for residents and visitors alike on Salt Spring Island.

"The Driftwood" has greeted the CMP with the headline ***"Island looks toward cycling future with visionary document"***. The CRD, the TAC and Alta are looking for public feedback on the SSI-CMP by July 15, 2013.

We very much look forward to receiving your views by e-mail at ssitc@crd.bc.ca or by post at SSITC, 145 Vesuvius Bay Road, Salt Spring Island, BC V8K 1K3.

If you have any questions, please do get back to me.

Sincerely,

John Wakefield
Chair

Salt Spring Island Transportation Commission

145 Vesuvius Bay Road

Salt Spring Island, BC V8K 1K3

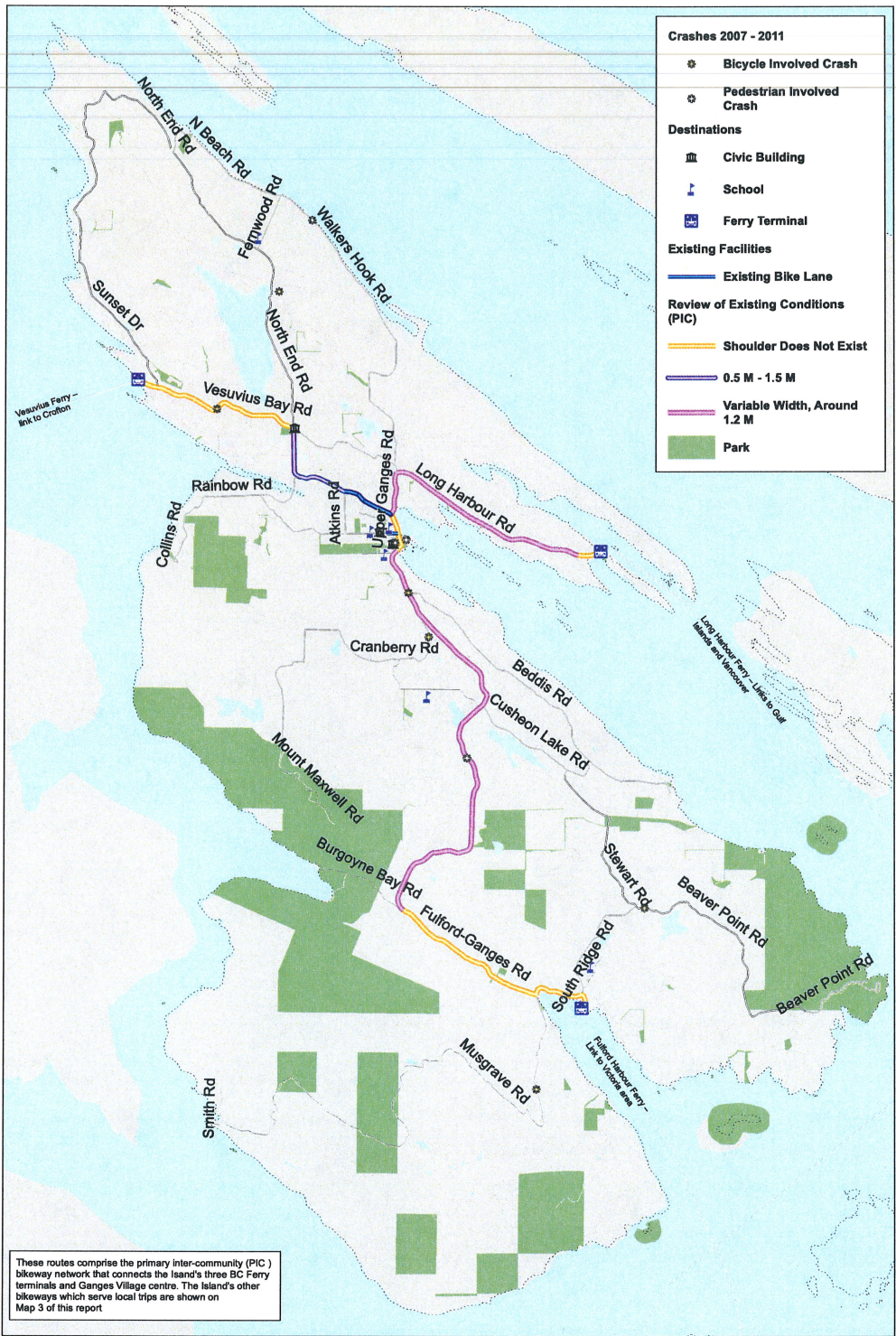
T 250-537-4448



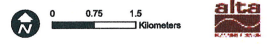
DRAFT

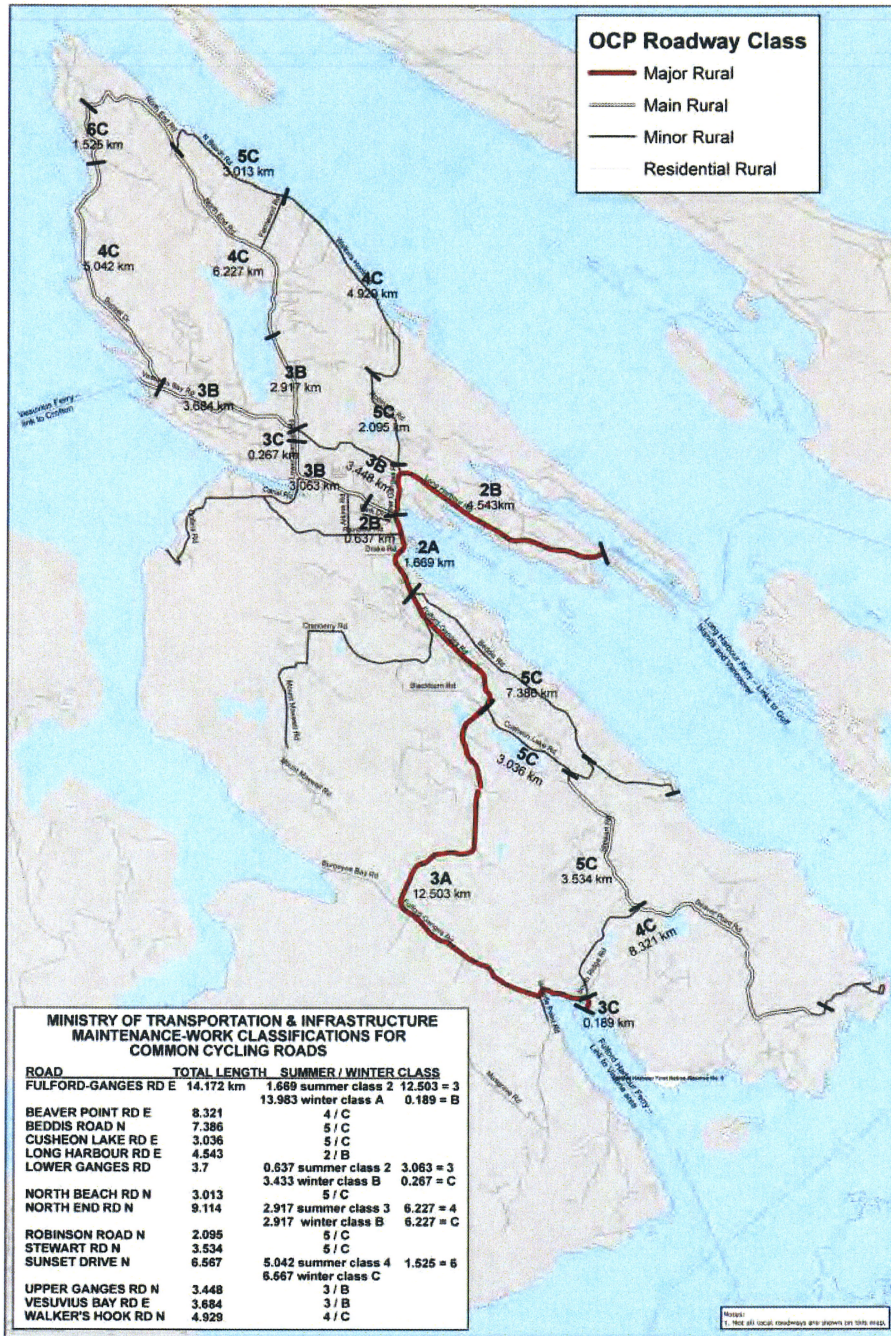
Salt Spring Island Cycling Master Plan

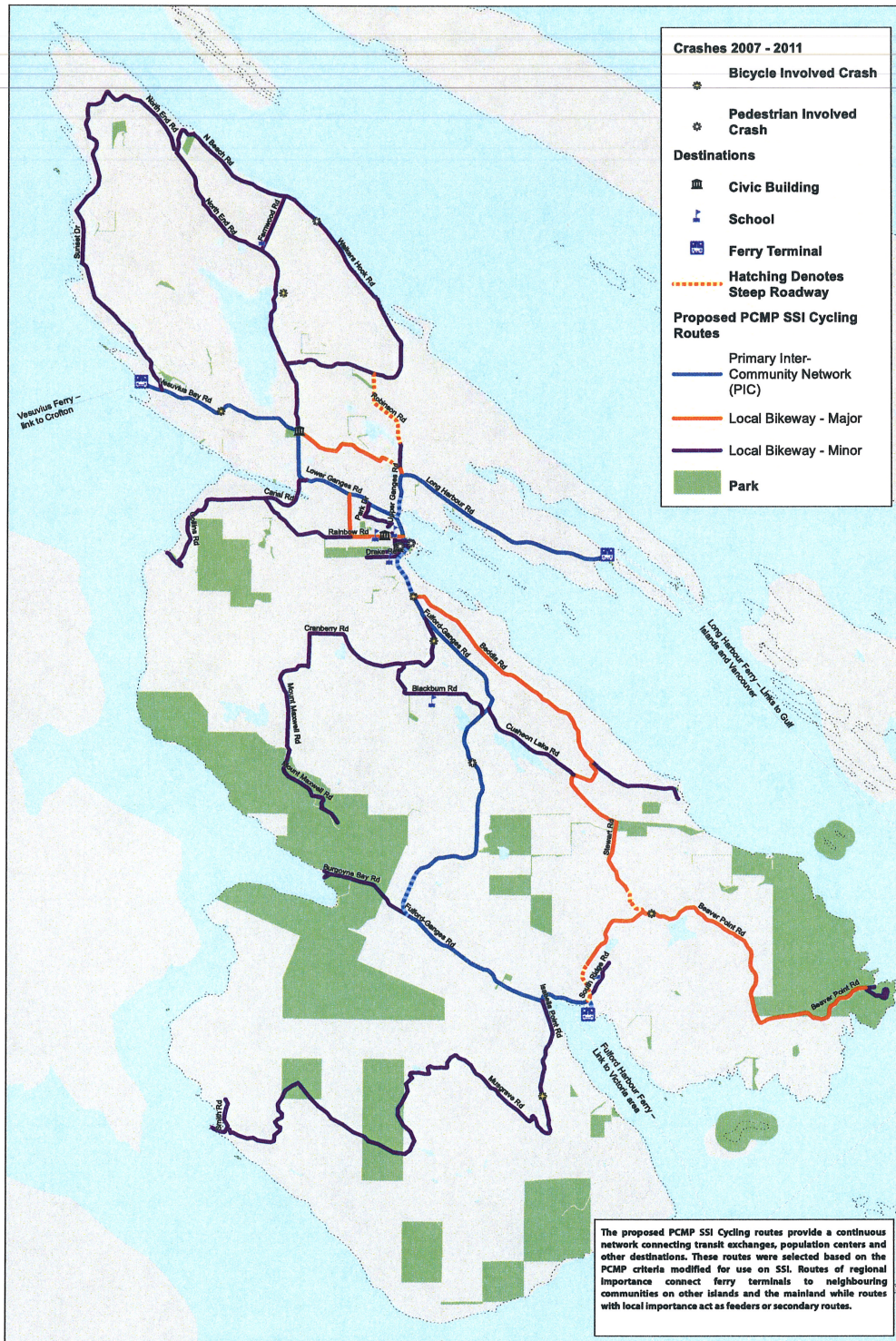
PREPARED BY:
Alta Planning + Design



Capital Regional District
Salt Spring Island Cycling Master Plan - Part of the CRD Pedestrian and Cycling Master Plan

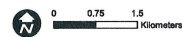


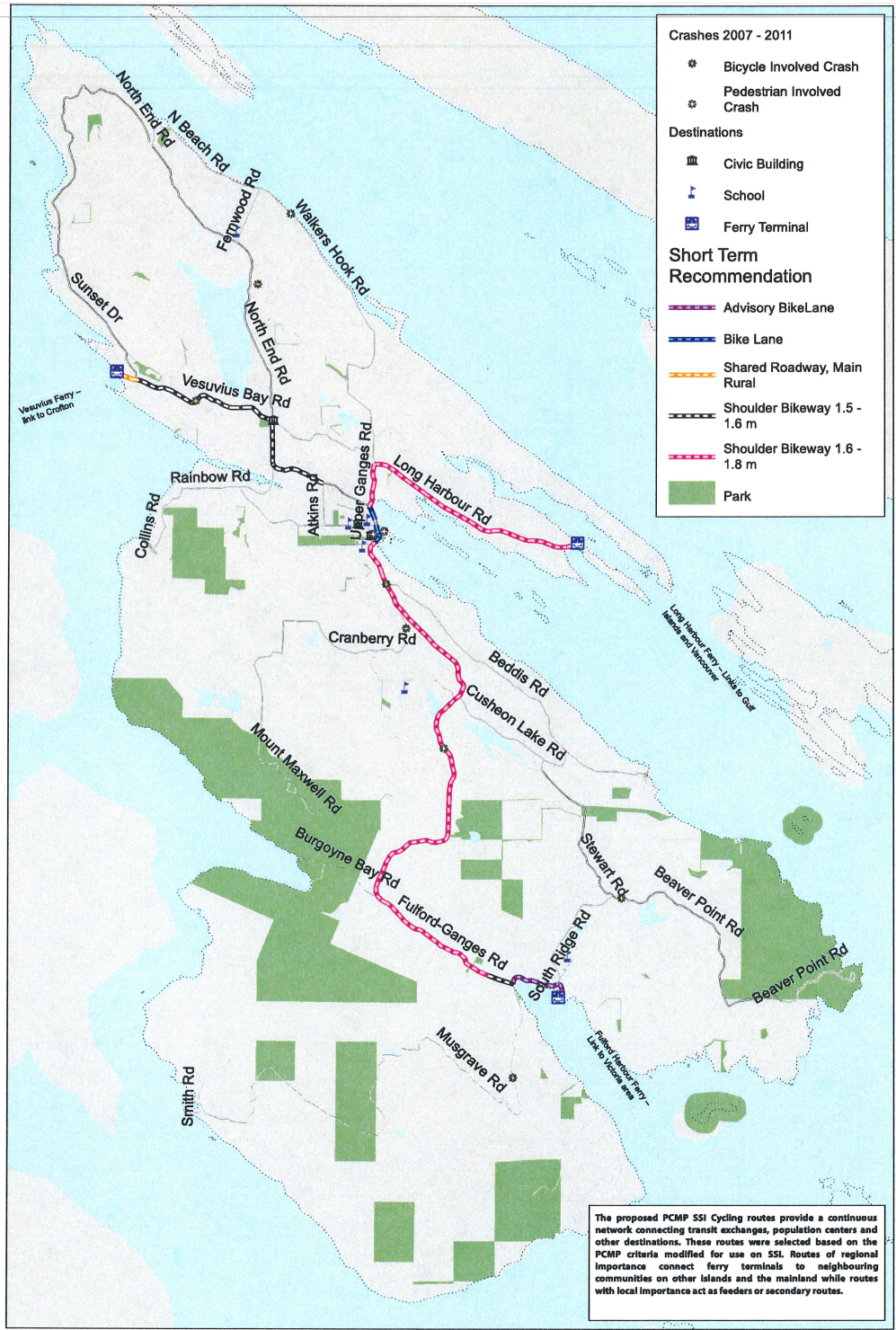




Map 3. Proposed PCMP SSI Cycling Routes

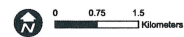
Capital Regional District
Salt Spring Island Cycling Master Plan - Part of the CRD Pedestrian and Cycling Master Plan

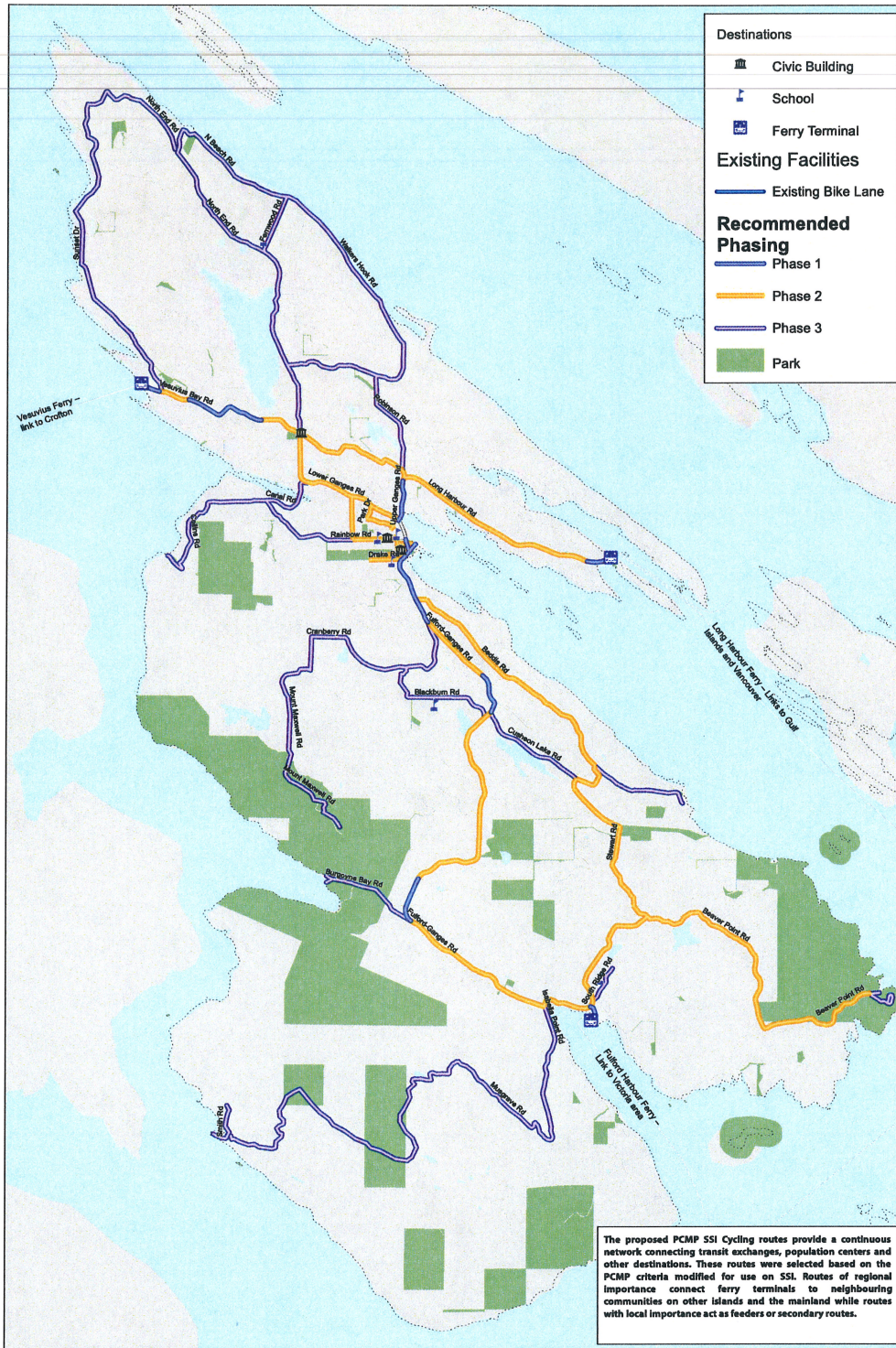




Map 4. Proposed PCMP SSI - Short Term Facility Recommendations

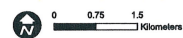
Capital Regional District
Salt Spring Island Cycling Master Plan - Part of the CRD Pedestrian and Cycling Master Plan





Map 6. Proposed PCMP SSI - Recommended Project Phasing

Capital Regional District
Salt Spring Island Cycling Master Plan - Part of the CRD Pedestrian and Cycling Master Plan



Salt Spring Island Rowing Club

May, 22nd, 2013

Salt Spring Parks and Recreation Commission (PARC)

145 Vesuvius Bay Rd.

Salt Spring Island, BC

V8K 1K3

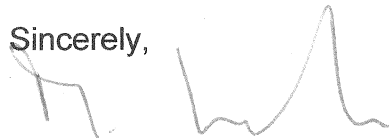
Attention: Lorraine Brewster

Dear Lorraine,

Thank you for PARCS continued support for the Salt Spring Island Rowing Club. This grant of \$5,000 which will fund half our new dock will go a long way in creating a permanent home for the club on St Mary Lake.

We invite PARCS to a ribbon cutting ceremony once the dock is in place.

Sincerely,



Michael Lakin

President-Salt Spring Island Rowing Club

Wendy Beatty

Salt Spring Island, B.C.

PH:
e-mail:

June 7, 2013

Salt Spring Island Parks Board

To Park Board Members,

This letter is in response to your request for vendors of the Saturday Market to comment on the possible expansion of the Market due to a rise in vendor participation.

The Market is a venue for artisans to show their wares. It is a place for new families to augment their income or begin a new business. This we should encourage.

Vendor size is limited to 8 feet. However, since Parks took over the market in 1992, there are a number of vendors who have 10 foot spaces.

New spaces could be created if these vendors are requested to use an 8 foot space.

I know that there is a concern that more vendors will mean less money to go around. But this is not so. People do not come to the Market with a set amount to spend. They buy when they find something they like. If one vendor is not there, there is no guarantee that that money will automatically be spent at another vendor's table.


Each of us has to present our product in the best light we can.

It is our responsibility to make the market as accessible to the public as possible. I believe our biggest obstacle is congestion, not too many vendors.

At this moment, children vend in the center of the Market. During the busy season this leads to huge congestion which hobbles customers from looking at vendor's tables. Perhaps the kids could go along the side walk leading into the park. Their footprint is small and "soft". Gasoline Alley could also be reconfigured. One aisle is narrow while the other is spacious.

Thank you for your consideration.

Yours truly,



Wendy Beatty

Carin Perrins

From: Joan Ayles
Sent: Wednesday, June 12, 2013 9:51 AM
To: Carin Perrins
Subject: market letter May 29/2013 from Joan Ayles

Please find below the letter I posted on the Market Vendors facebook page on May 29th. I did forward a copy to the CRD but it seems to have ended up in the wrong department. This is my 6th year as a vendor.

Last Saturday there were at least 10 spots open at the Saturday market. Why? Because of a little rain. Seasonal vendors have the privilege of only being required to vend 2 Saturdays a month (3 if there are 5 Saturdays in the month) so they often don't show up when the weather is not the best. The Farmers have no attendance requirements so they also tend not to be present when the weather is bad. Vendor attendance at the market is a very fluid thing. To say that the market needs to take up more physical space in order to accommodate everyone wishing to vend is not always (or often) true.

Rob does his absolute best to see that everyone gets a spot on the very busy days. Some days that is just not possible.

Every year new artisans arrive with new products. Sometimes experienced vendors introduce a totally different product than what they sold in previous seasons. Myself, I introduce a new line of designs every year which keeps my clients returning to see what is new. Some vendors don't change things up too much but obviously have a product that has stood the test of time. There is always a mix of old and new. To say the market is boring without all the new vendors in attendance is just blatantly untrue and a huge insult to all the returning vendors.

While it may sound great to take over a parking lot or a street or part of the park, in reality it may not be very feasible. If the street were blocked off in front of the seasonal vendors (ie from the stop sign to the next corner) where are the vendors going to park to unload their goods? How is anyone wishing to launch their boat going to access the boat ramp at the dock? Are the people who own the parking lot at the dock going to agree to have their parking lot blocked off? I highly doubt it

Centennial Park is for the enjoyment of everyone, including our visitors. Should we attempt to lessen the space for our visitors to picnic, play and listen to music? On sunny days the park has no more room for anything but the public.

What about the parking lot on the other side of Gasoline Alley? This is private property - one can't just say lets take that space. It doesn't belong to the market. But wouldn't it be nice if the owners of Gasoline Alley rented their spots on the market side to the market instead of importers?

In my opinion a lot of discord and bad feelings are being produced by a few individuals who are running around like Henny Penny declaring that the sky is falling. Yes there are times when it is difficult to get a spot at the market but if you persevere, show up every Saturday rain or shine, things will improve.

If the market really has grown out of its physical space perhaps a second market could be started at the church meadow where the Wednesday market takes place. Two venues a few blocks apart would encourage visitors to explore more of Ganges and to discover more that Salt Spring has to offer.

No streets would have to be blocked off, no green space taken away, no parking spots eliminated. Something to think about.

OKANO CREEK
install sediment control
section to
meet Min. Env. Permit
Requirements

CRD. POOL SITE

nb.--Section Lengths shown
are estimated only.

SECTION (A)--
35m Length.

SECTION (B)--
31m. Length

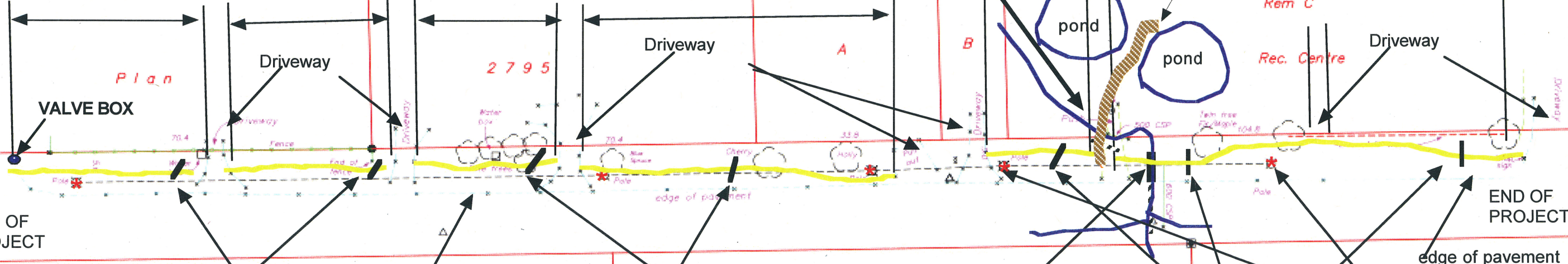
SECTION (C)--
26m. Length.

SECTION (D)--
Length = 56m. approx.

SECTION(E)-
Length.=21m
fill section

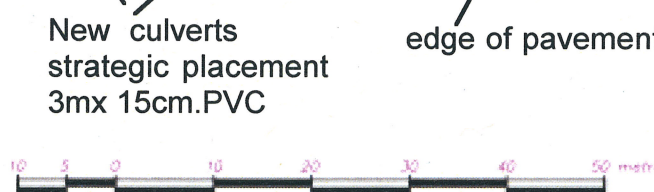
SECTION(F)-
74m Length.

ROAD
ATKINS



Gazetted as road
Aug. 27, 1957

Parcel "A"



The intended plot size of this plan is 864 mm in width by
560 mm in height (D size) when plotted at a scale of 1:500
Dimensions are in metres and decimals thereof.

LEGEND

- Bearings are grid. (Zone 10)
- All distances are in metres and decimals thereof.
- Some of the lot dimensions illustrated on this Plan might
be derived from registered survey plans and not verified by
measurements taken at the site.
- △ Denotes spike or nail driven through numbered plastic tag
- Spot Elevation
- Denotes tree
- * Pole

PROPOSED PATHWAY-
Centreline is FLAGGED---
to be 1.8m wide surface
finished with 3/8" minus
crush "Pathway Blend"

Plan is based on BCLS survey dated
Sept. 23/2010

**ISSUED(31/05/2013)
FOR BIDS**

CULVERT EXTENSION
add 3m length
culvert, 600csp. with
Rock Headwall to
support pathway.
(see permit sketch)

**RAINBOW ROAD PATH
CRD-POOL to ATKINS ROAD
PCP/ISLAND PATHWAYS
PROJECT for 2013**

dwg. by P J Grange PEng

31 MAY/2013