



Making a difference...together

**Minutes of the Regular Meeting of the  
Salt Spring Island Parks and Recreation Commission  
Held July 22, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC**

---

**Present:** **Alternate Director:** Peter Lake  
**Commission Members:** Gregg Dow (Chair), Jane Horsburgh (Vice Chair), Gayle Baker, Hafiz Bhimji, Sonja Collombin, Matt Kellow, Stanley Shapiro  
**Staff:** Lorraine Brewster, Parks and Recreation Manager; Karla Campbell, Senior Manager; Sarah Shugar, Recording Secretary  
**Delegation:** John Wakefield, Chair SSI Transportation Commission

**Absent:** **Director:** Wayne McIntyre  
**Commissioner:** Daniel Clements

Chair Dow called the meeting to order at 5:05 pm.

**Motion to Close the Meeting**

**MOVED** by G. Baker, **SECONDED** by J. Horsburgh,  
That the Salt Spring Island Parks and Recreation Commission close the meeting 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 view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

**CARRIED**

The Salt Spring Parks and Recreation Commission closed the meeting at 5:05 pm and resumed an open session at 6:05 pm.

**1. Approval of Agenda**

**MOVED** by S. Shapiro, **SECONDED** by J. Horsburgh,  
That the agenda be approved with the addition of:  
Item 5.1.2 Agenda Distribution  
Item 6.2 Cycling Master Plan

**CARRIED**

**2. Adoption of Minutes of June 17, 2013**

**MOVED** by J. Horsburgh, **SECONDED** by M. Kellow,  
That the minutes of the meeting of June 17, 2013 be adopted.

**CARRIED**

**3. Chair's Remarks**

There was no report at this time.

**4. Presentations / Delegations**

4.1 John Wakefield, Chair SSI Transportation Commission

J. Wakefield provided an update on the SSI Draft Master Cycling Plan prepared by Alta Planning and Design. The extended deadline for feedback on the draft plan is August 7, 2013. The expected date of completion of the final plan is December 2013. The final plan will be provided to PARC.

There was discussion regarding the length of the report. It would be helpful to include an executive summary that is attached to the map portion of the report.

J. Wakefield left the meeting at 6:20 pm.

**5. New Business**

5.1 Manager's Report

5.1.1 Project Status Report

The project status report to July 22, 2013 was provided for information. The Manager highlighted the following items:

- Duck Creek Park fields will be mowed by next week. Bridge replacement will begin early August.
- Dean/Drake Road Trail is complete.
- Mouat Park is next on the priority list. Regional Park staff will be scoping the western part of the park for trail development.
- Channel Ridge – the removal of invasive species and overall maintenance is ongoing.
- Dunbabin Park – maintenance staff continue to monitor the pond levels.
- Program Development – five Camp Colossal staff were hired for the 2013 season. Camp Colossal has record high attendance so far. The preschool camp was cancelled due to low registration. A preschool camp is scheduled to run in August.
- Main Road is scheduled to make improvements to the entrance area of the Rainbow Road Pool driveway in August.
- Rainbow Road Pool – the tile grout condition in the main pool tank has not been assessed. It is expected to be assessed soon.

It was noted to include the following additions to the Project Status Report:

- interpretive signage project in Item 1.9
- tennis / pickle ball negotiations in Item 2.4

- pool tile and water tanks to Indoor Pool Project Items
- review of Saturday Market mandate to Item 4.3.

5.1.2 Delivery of agenda packages

The web site data issues are in the process of being resolved. There was discussion regarding distribution of agenda packages. It was noted that it would be preferred to receive the package earlier than Friday and some Commissioners prefer hard copies prior to the meeting.

5.2 PARC Planning Committee

5.2.1 Meeting notes from Trails Advisory Group June 11, 2013

The Manager noted that the format has been amended to include closed meetings when appropriate. K. Ruurs has advised that he will continue to be a member of the TAC.

5.2.2 Meeting notes from Trails Advisory Group July 2, 2013

5.3 Finance

5.3.1 Monthly Financial Report – 2013 Operating Budget and Capital Reserve Funds

The Manager provided an overview of the Operating Budget Report and Capital Reserve Funds ending June 30, 2013.

5.4 Market Advisory Group

5.4.1 July 17, 2013 MAG Meeting

Chair Dow provided a report on a review of the Saturday Market. The Chair of SSI Transportation Commission, Chair of SSI Parks and Recreation and Chair of SSI Community Economic Development Commission are scheduled to meet. At present, the Saturday Market is at capacity and expansion is not possible under the current regulations. At the end of the review it is expected to have a long term planning document.

**6. Old Business**

6.1 Recreation Program Funding

The Manager reviewed the amended Recreation Program Funding to Community Organizations Policies and Procedures document.

It was noted that staff will be meeting with the CRD Finance Department regarding the timing of budget approval.

**MOVED** by G. Baker, **SECONDED** by M. Kellow,

That the Salt Spring Parks and Recreation Commission defer the recreation program funding changes until the next scheduled meeting.

**CARRIED**

- 6.2 Draft Cycling Master Plan  
It was generally agreed that the Draft Cycling Master Plan was addressed in Item 4.1.

**7. New Business**

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

**8. Correspondence / Information**

- 8.1 Newsletter – Inside CRD July 2013 – Interpretive Signage  
It was requested that the CRD Administrative Structure be circulated for information.

**9. Next Meeting**

The next regular meeting is scheduled on August 26, 2013 5:00 to 7:00 pm.  
The budget retreat will be scheduled in August, date to be announced.

**10. Adjournment**

**MOVED** by M. Kellow, **SECONDED** by G. Baker,  
That the meeting be adjourned at 6:55 pm.

**CARRIED**