



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Notice of Meeting on **Monday, July 22, 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 June 17, 2013
3. Chair's Remarks
4. Presentations/Delegations
 - 4.1 John Wakefield, Chair SSI Transportation Commission
RE: Salt Spring Island Draft Cycling Master Plan
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 11, 2013
 - 5.2.2 Meeting notes from Trails Advisory Group July 2, 2013
 - 5.2.3
 - 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 Market Advisory Committee
 - 5.4.1 Verbal Report-July 17, 2013 meeting
 - 5.4.2
6. Old Business
 - 6.1 Recreation Program Funding to Community Organizations
MOTION: That the Parks and Recreation Commission adapt the Recreation Program Funding application process
7. New Business
 - 7.1
 - 7.2
8. Correspondence/Information
 - 8.3 Newsletter- Inside CRD July 2013- Interpretive Signage
9. Next Meeting is August 26, 2013- Regular Meeting 5 to 7 PM
10. Adjourn

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



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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held June 17, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC**

DRAFT

Present: **CRD Director:** Wayne McIntyre
Commission Members: Greg Dow (Chair), Jane Horsburgh (Vice Chair), Gayle Baker, Hafiz Bhimji, Daniel Clements, Matt Kellow, Stanley Shapiro
Staff: Lorraine Brewster, Parks and Recreation Manager; Kees Ruurs, CRD EA Senior Manager; Carin Perrins, Administrative Secretary; Sarah Shugar, Recording Secretary
Delegation: Jim Raddysh, GM Rainbow Road Pool
Observer: Sean McIntyre, Driftwood

The Chair called the meeting to order at 6:00 pm.

1. Approval of Agenda

MOVED by D. Clements, **SECONDED** by J. Horsburgh,
That the agenda be adopted as presented.

CARRIED

2. Approval of Minutes

MOVED by J. Horsburgh, **SECONDED** by M. Kellow,
That the minutes of the May 27, 2013 Regular Meeting be approved as presented.

CARRIED

3. Chair's Remarks

The Chair reported that a special meeting of the Market Advisory Group (MAG) is scheduled to address the market issues.

4. Presentations / Delegations

There was no presentation at this time.

5. New Business

5.1 Manager's Report

5.1.2 Project Status Report

L. Brewster highlighted the following items:

- The official opening of the new Dean-Drake Road trail is July 1, 2013.

- The outhouses in Mouat Park are being removed and there is a work plan to install a porta potty.
- Goat Trail – working with Trinity Western University to GPS a section for possible trail connection.
- Dunbabin – Operations staff have started draining the pond to ease the level of the water and the beavers have incorporated the hose into their dam.
- The Camp Colossal staff has been hired. Offering a preschool camp for one week in July.
- The Lions Club has constructed a shelter in the dog park.
- Centennial Park – the large trees were pruned in July. The level of power was increased to meet vendor needs.
- The herons arrived on March 14, 2013 and usually leave by the end of October.

K. Ruurs advised that the Channel Ridge receivers indicated that there is no intention to change the existing trail agreement. It may be favourable to enter into a stronger agreement in the future. At present, the parkland dedication in Channel Ridge is two hectares.

H. Bhimji provided a verbal update on Pickle Ball:

- There are twelve regular players and twenty-three part time players. Fifty percent of the players are south end residents.
- The Pickle Ball Club plays in Fulford Hall as an indoor option.
- The Victoria Pickle Ball Club travels over to SSI to play with the local club in Fulford.
- At present, players are drawing in chalk lines. The Club has requested that permanent lines be painted on the Fulford Court.
- At present, the court is used by tennis players approximately two to three times per week.

It was noted that there could be a schedule for Pickle Ball use of Fulford Court such as at Portlock. It was also noted that it is within the mandate to promote recreation and to include Pickle Ball could potentially double the use of the court.

It was generally agreed to communicate with the donor of the funds and work towards an agreement.

5.2 PARC Planning Committee

5.2.1 Meeting notes from Trails Advisory Group June 12, 2013

The meeting notes were not available at this time.

L. Brewster noted that she attended a meeting with C. Kahn regarding Experience the Gulf Islands. It was also noted that the TAC is continuing to work towards increased partnership with BC Parks.

5.3 Finance Committee

5.3.1 Monthly Financial Report – Operating Budget 2013

C. Perrins provided a review of the operating budget ending May 31, 2013. She noted that the budget is in line with May 2012. June, July and August are the highest revenue months for the Rainbow Road Pool.

The report was received for information.

5.3.2 Capital Reserve Funds 2013

C. Perrins provided a review of the Capital Reserve Funds at May 31, 2013.

The report was received for information.

5.4 Rainbow Road Pool

5.4.1 Equipment Replacement Information

J. Raddysh verbally presented an email response from Stolz Mechanical Systems Inc. regarding the equipment replacement recommendations, including the following information:

- There are better quality water storage tanks available such as stainless steel and they would be considerably more expensive.
- The \$1,936.71 quote includes the replacement of P-3 and P-4 sump pumps.
- The cost estimate for the repair of the tempering mixing valves for the showers is \$6,270.11.

It was generally agreed to direct staff to schedule the assessment of the main pool tank tile grout as soon as possible.

It was requested to receive further information on water tank options.

G. Baker advised conflict of interest for Item 6.1 and left the meeting at 6:35 pm.

6. Old Business

6.1 Rainbow Road Pedestrian and Cycle Path Funding

In a staff report, information was provided regarding the development of a pedestrian and cycle path adjacent to Rainbow Road.

It was noted that there was a letter in the Driftwood from an adjacent property owner stating concerns regarding the development of this trail. It was also noted that the concerns have been resolved.

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

That the Salt Spring 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.

MOVED by W. McIntyre, **SECONDED** by D. Clements,
That the motion be amended to include: subject to confirmation in writing
is received from Island Pathways to confirm that the concern of the
adjacent property owner has been resolved.

The amendment was accepted.

MOVED by S. Shapiro, **SECONDED** by D. Clements,
That the Salt Spring 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. Subject
to: Confirmation in writing is received from Island Pathways to confirm
that the concern of the adjacent property owner has been resolved.

UNANIMOUSLY CARRIED

G. Baker returned to the meeting at 6:45 pm.

7. New Business

7.1 Guidelines for Communication – Commissions

The Guidelines for Protocol for SSI Commissioners regarding lines of
Communication document was received for information.

It was generally agreed to request that the document be amended to
include clear direction for Commissioners.

It was noted that the document will be circulated to all Commissions and
all Commission feedback will be taken into consideration.

7.2 Salt Spring Island Draft Cycling Master Plan

The SSI Draft Cycling Master Plan prepared by Alta Planning and Design
was provided for information. The Salt Spring Island Transportation
Commission has requested feedback by July 15, 2013.

It was generally agreed to ask for an extension of the feedback date. The
draft SSI – CMP is available online. Please email feedback to staff.

It was generally agreed that this be an agenda item at the next regular
meeting.

8. Correspondence / Information

8.1 Letter – Salt Spring Island Rowing Club

8.2 Letter – Market Expansion

8.3 Email – Market Expansion

The correspondence items were received for information.

9. Next Meeting

The next meeting is scheduled on July 22, 2013 5:00 to 7:00 pm.

Priority item for next meeting:

- Cycling Master Plan

10. Adjournment

MOVED by W. McIntyre, **SECONDED** by D. Clements,
That the meeting be adjourned at 7:00 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	<i>Bench to be installed at Duck Creek</i>	
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	<i>*Bridge to be replaced. -July/Aug Fields to be mowed</i>	\$10,000 (B)
1.4 Juniper trail	Trail location to be surveyed and constructed	
1.5 Dean-Drake Road trail	<i>Signs up, Bridges Complete, Pathway Finished</i>	
1.6 Teal-Cormorant trail	Trail to be completed between Teal and Cormorant Crescent.	
1.7 Water Access Points	<p>*Request received to develop Eagle Way access point. Application to be submitted. Letters to property owners mailed. Letter of concern received.</p> <p>*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.</p> <p>* New Water access point to be developed on North Beach Road at base of Maliview. Letters to property owners mailed. Letter of concern received.</p> <p>Churchill Beach Access Repaired</p>	<p>Development \$10,855 (B)</p> <p>Repairs \$ 5,200 (B) \$ 5,213 (A)</p>
1.8 New Trail Construction	<p>Mouat Park – Pallot Way connector trail location reviewed by biologists, report recommends relocation of planned trail. Trail recognizance carried out.</p> <p>Trincomali – second phase to be completed upon securing an easement.</p> <p>Spence Hill trail to be surveyed prior to construction</p>	<p>\$ 55,000 (B) \$ 1,055 (A)</p>
1.9 Mouat Park	<p>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 –</p> <p><i>Mid August</i></p>	
1.10 Channel Ridge	Trail Crew- Broom Cleared at Broadwell entrance. General Maintenance & invasive species removal <i>Ongoing</i>	
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. Creek high from the Beavers-operations staff have started draining the pond to ease the level of the water. Ongoing	
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 Camp Colossal Staff hired-(5) – camp schedule attached- highest attendance so far this year- “the bike rally” 42 riders and bikes! Preschool Camp was canceled due to lack of registration (3)	\$ 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. Lions club constructed a shelter for dog owners	
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	*Branch drop off to begin in Sept.	
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 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. Pruning large trees July; Working on paving stones –interlocking bricks	

Project	Comments	Budget (B) Revenue (R) Actual (A)
<i>ITALICS - new information</i>		
3. INDOOR POOL PROJECT ITEMS		
3.5 Driveway Repair	<i>Paving in co-operation with MainRoad to be done late August</i>	

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	

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

1 NO CAMP Canada Day	2 Super Power Party	3 Minute to Win It	4 Colour-ME- Crazy	5 Ahoy Matey
8 All Day Sports	9 The Wonderful World of Harry Potter	10 Around the World	11 Happy Hippies *Bring something white to tie dye!	12 Splash it Up!
15 Fear Factor	16 Crazy Einstein	17 Shaw Discovery Center & Mineral World \$15 extra	18 Bike Rally *Bring your bike and helmet	19 Summer Olympics
22 Enchanted Climb	23 Survivor	24 Jumping Jiminy's \$15 extra	25 Silly Sandcastles	26 Puppets, Puppets, Puppets

MONDAY

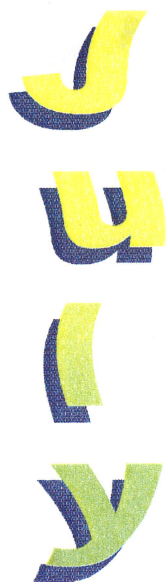
TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

29 Shh... It's a Surprise	30 Mystery Day	31 Cowichan Pool and Tire Park \$9 Extra	1 Earth Day in August	2 Farm Fun
5 NO CAMP BC Day	6 Food Day	7 Chemainus Theatre "Munsch to Say!" \$15 Extra	8 Easter in August	9 Cardboard City
12 Carnival	13 Special Agents	14 Galey's Farm Corn Maze "off island" \$14 Extra	15 Crazy Inventions	16 Build A Boat
19 Colours of the Rainbow *Bring something white to tie dye!	20 Reduce, Reuse, Recycle	21 Parksville Fun Park \$14 Extra	22 Bike Rally *Bring your bike and helmet	23 A Day at the Lake
26 Beach Buddies	27 Magical Creatures	28 Bees and Teas	29 Blackberry Extravaganza	30 End of the Year Pizza Party





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Meeting Notes of the SSI Trails Advisory Committee

Held June 11, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC

DRAFT

Present:

Committee Members: Rob Wiltzen – Chair; Matt Kellow; Phillip Grange, William Schulze, Herb Otto, Maxine Lietcher

Staff: Lorraine Brewster, Parks and Recreation Manager; Kees Ruurs, CRD EA Senior Manager; Tracey Shaver, Recording Secretary

Excused: Maureen Milburn, Kees Visser, John Borst, Gary Quiring, Jean Gelwicks, Charles Kahn, Stefan Cermack, Judy Fry

Lorraine Brewster called the meeting to order at 4:05 pm.

1. Approval of Agenda

Additions to the Agenda:

7.0 Channel Ridge

MOVED by M. Kellow, **SECONDED** by W. Schulze,
That the agenda be approved as submitted with the additional items.

CARRIED

2. Approval of Meeting Notes

MOVED by W. Schulze, **SECONDED** by P. Grange,
That the meeting notes of May 7, 2013 Meeting be approved as presented.

CARRIED

3. Update Trail Crew Projects

L. Brewster reported on the status of several on-going projects.

Dean/Drake Trail- 90% complete, bridge needs handrail.

Trail Crew to start on a trail layout for the western portion of Mouat Park in July. Crew will be using the biologist report to avoid the sensitive areas. W. Schulze has volunteered as an "advisor" for trail layout.

4. Sunshine Coast Trail

Deferred

5. Experience the Gulf Islands

L. Brewster reported that she and C. Kahn attended Experience the Gulf Islands Stakeholder Information Meeting in Sidney, BC on May 15, 2013. Several different agencies gave presentations on regional trails and also to build support for trails that would link the Southern Gulf Islands. Group sessions discussed the best suited locations for Trans Canada Trail to pass through each area.

H. Otto Arrived at 4:15 pm

6. **Update BC Parks Proposal**

H. Otto has submitted a grant to BC Parks Enhancement Fund on behalf of the Nature Club for the sign project in Burgoyne Bay and Mt Maxwell. H. Otto will gather the volunteer group to begin determining how the signs will look and where they will be placed.

The maps of the local Provincial parks will be added to the next printing (maybe next year) of the PARC trails brochure.

R. Wiltzen arrived at 4:30 pm

7. **Other Business**

Channel Ridge

K. Ruurs reported on a meeting with the SSI Island Trustees regarding the recent announcement of Channel Ridge Development going into receivership. The concern is that PARC has an agreement with the developer for public access to the network of trails. K. Ruurs confirmed with the trustees that nothing would happen to the trails as they go with the land. The Trustees share a desire to strengthen the current trails agreement and to possibly gain additional land when the property is sold or rezoning is requested.

Water Preservation Society

M. Leitcher informed the group that the representatives from the water preservation society would not be participating in future closed meetings. The WPS Board has decided that the preliminary discussions regarding private properties is not something that they need to be involved in and so the representatives will excuse themselves when a motion is made to move to a closed meeting.

The purpose of the WPS's involvement in the Trails Advisory Committee is to identify concerns from a watershed point of view. Trail placement and structure comes at a later point in planning and they can provide input at that time. The WPS would like to convey their support and concerns in a constructive manner at the appropriate point in the process of obtaining trails.

Jack Foster Trail

H. Otto announce that the work on the new stairs down to the beach have been completed and are ready for use.

M. Leitcher left at 4:40 pm

8. **Motion to Move In Camera at 4:43 pm**

MOVED by R. Wiltzen, **SECONDED** by P. Grange,

That the Salt Spring Island Trails Advisory Committee 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



Making a difference...together

Meeting Notes of the SSI Trails Advisory Committee

Held July 2, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC

DRAFT

Present:

Committee Members: Rob Wiltzen – Chair; Matt Kellow, Judy Fry, John Borst, Gary Quiring, Jean Gelwicks, Maureen Milburn, Charles Kahn, ,

Staff: Lorraine Brewster, Parks and Recreation Manager; Kees Ruurs, CRD EA Senior Manager; Karla Campbell, New Senior Manager, Tracey Shaver, Recording Secretary

Excused: Kees Visser, Stefan Cermack, Phillip Grange, William Schulze, Herb Otto.

Chair-Rob Wiltzen called the meeting to order at 5:10 pm.

1. Roundtable introduction of participants to welcome the new Senior Manager, Karla Campbell.

2. **Approval of Agenda**

Additions to the Agenda:

6.0 BC Parks Partnership

MOVED by M. Kellow, **SECONDED** by C. Kahn,

That the agenda be approved as submitted with the additional items.

CARRIED

Approval of Meeting Notes

MOVED by M. Kellow, **SECONDED** by R. Wiltzen,

That the meeting notes of June 11, 2013 Meeting be approved as presented.

CARRIED

3. **Update Trail Crew Projects**

L. Brewster reported on the status of several on-going projects.

Dean/DrakeTrail- finishing up, adding information signage regarding Jacob Sheep.

Trail Crew working on general maintenance of Whims/Fernwood trail. Summer weather conditions limit the type of work being done with machinery due to fire hazard.

On going maintenance of Mouat Park.

4. **Sunshine Coast Trail**

G. Quiring provided information on a trail network that was started back in 1970's and now links roughly 100 k of back country trails from Lund to Sultry Bay. Trails are maintained by volunteers and rustic huts are positioned alongside the trails for public use.

Suggested that the Trail and Nature Club invite Mr. Eagle Waltz as a speaker to gain historical knowledge of how this all came together with the different property owners. The Sunshine Coast Trails run through Provincial and Regional parks, watersheds and forest lands. <http://www.sunshinecoast-trail.com/>

5. Crofton Creek/Crofton Brook Pathway

L. Brewster and P. Grange are working with the residents of the Cottonwood strata group.

6. Other Business

BC Parks

C. Kahn reported that he has spoken with Jo Benning from BC Parks and that additional grants could be applied for by the local paddling club for a kayak launch at Burgoyne Bay.

A sub-committee meeting will be called shortly to determine a priority list of trails to be requested by the trail and nature club for volunteer maintenance and trail marker improvements.

A draft management plan for Burgoyne Bay park has been prepared, however until it becomes the finalized version, there will be no action or funding available from the Province.

Closed Meetings

J. Borst representing the WPS questioned the need for closed meetings. Discussion took place to determine if there was another solution to protect the privacy of property owners.

The ideas and dreams of the committee are discussed in closed meeting format to facilitate discussion without fear of disclosure. The property owner information discussed in Closed meetings has not yet been presented to or endorsed by PARC, whom is the governing authority under which any trail projects would proceed. Should the Trails Advisory Committee decide to bring a project idea forward to PARC it then becomes public. PARC Staff would then begin the process of contacting property owners, Provincial Ministries and local Authorities who may be impacted by a new project.

Closed meetings must follow a set rules under s. 90 of the Community Charter and are only to be used if "*the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*". (The complete document is available at the CRD Administration office.)

Mr. Borst left the meeting at 5:43pm

7. Motion to Move In Camera at 5:45 pm

MOVED by R. Wiltzen, **SECONDED** by J. Gelwicks,

That the Salt Spring Island Trails Advisory Committee close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1):

Trails Advisory Committee
June 11, 2013

3

(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 Salt Spring Island Trails Advisory Committee closed the meeting at 5:45 pm and resumed an open session at 6:15 pm.

8. Adjournment

MOVED by J Fry, **SECONDED** by M. Kellow,
That the meeting be adjourned at 6:17 pm.

CARRIED

DRAFT

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Operating Period ending June 30, 2013

AGENDA ITEM 5.3.1

Summary of All Functions (453 to 459)

	2013 Budget	2013 Y-T-D	2012 Y-T-D
Sources of Income			
Requisition	1,725,560	0	-
Market	62,000	27,273	25,410
Programs	222,000	91,787	100,173
Donations	0	1,074	4,238
Carry Forward - Prior Years	99,640	99,643	22,131
Other	6,600	2,011	3,495
	<u>2,115,800</u>	<u>221,788</u>	<u>155,447</u>
Expenses			
Active Parks	159,360	65,486	72,212
Trails and Passive Parks	227,210	98,910	89,650
Market	62,410	22,794	27,766
Programs	733,540	327,480	308,939
Grants to Community Groups	36,650	3,879	21,566
General Administration	347,880	147,015	163,443
Projects	85,620	49,581	58,838
Transfer to Reserve Funds	186,830	18,300	18,300
Debt Servicing	276,300	190,588	190,588
	<u>2,115,800</u>	<u>924,033</u>	<u>951,301</u>
Surplus/(Deficit)	<u>0</u>	<u>-702,245</u>	<u>-795,854</u>

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Operating Period ending June 30, 2013

1.453 Salt Spring Island Pool

	2013 Budget	2013 Y-T-D	2012 Y-T-D
Sources of Income			
Requisition	758,850		
Programs	191,500	90,032	99,088
Carry Forward	42,640	42,644	
Other	1,250	647	1,355
	<u>994,240</u>	<u>133,323</u>	<u>100,443</u>
Expenses			
Programs			
Contracted Services	563,400	271,470	261,832
Maintenance	12,240	1,759	1,426
Utilities	112,690	50,008	39,526
LEAP	2,240	397	1,350
Other	5,630	1,844	4,037
	<u>696,200</u>	<u>325,478</u>	<u>308,171</u>
General Administration			
Insurance	7,110		7,583
CRD Allocations	8,820	4,410	4,520
Interest	2,780	1,686	1,283
	<u>18,710</u>	<u>6,096</u>	<u>13,386</u>
Transfer to Reserve Funds	3,030	1,515	10,000
Debt Servicing	276,300	190,588	190,588
Total Expenses	<u>994,240</u>	<u>523,677</u>	<u>522,144</u>
Surplus/(Deficit)	<u>0</u>	<u>-390,354</u>	<u>-421,702</u>

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Operating Period ending June 30, 2013

1.455 SSI PARC - Community Parks

	2013 Budget	2013 Y-T-D	2012 Y-T-D
Sources of Income			
Requisition	336,580		
Market	62,000	27,273	25,410
Donations	0	1,074	4,238
Carry Forward	23,500	23,500	
Other	4,190	367	1,322
	<u>426,270</u>	<u>52,214</u>	<u>30,970</u>
Expenses			
Trails and Passive Parks			
- General Maintenance and Small Parks			
Wages and Benefits	84,910	38,679	34,740
Contracted Services	2,040	1,660	878
Maintenance and Supplies	19,660	8,332	8,940
CRD Allocations	0	222	
Utilities	2,080	1,096	1,001
Vehicles	20,400	8,119	7,647
	<u>129,090</u>	<u>58,108</u>	<u>53,205</u>
- Centennial Park			
Wages and Benefits	21,300	14,901	10,777
Contracted Services	1,560	581	1,842
Maintenance and Supplies	10,460	8,133	5,696
CRD Allocations	3,860	429	1,102
Utilities	4,800	1,514	1,201
	<u>41,980</u>	<u>25,558</u>	<u>20,619</u>
- Mouat Park			
Wages and Benefits	8,800	1,876	2,029
Maintenance and Supplies	3,570	1,230	829
CRD Allocations	7,140	3,114	2,508
Utilities	340	187	110
	<u>19,850</u>	<u>6,407</u>	<u>5,475</u>
- Rotary Park			
Wages and Benefits	12,370	3,814	3,565
Maintenance and Supplies	6,580	1,046	427
Utilities	1,090	234	110
	<u>20,040</u>	<u>5,094</u>	<u>4,103</u>
- Trails, Boardwalk and Linear Park			
Wages and Benefits	6,180	830	2,451
Maintenance and Supplies	1,680	718	568
	<u>7,860</u>	<u>1,548</u>	<u>3,019</u>
- Drummond Park			
Wages and Benefits	5,970	1,520	2,712
Maintenance and Supplies	1,950	510	357
Utilities	470	165	160
	<u>8,390</u>	<u>2,195</u>	<u>3,229</u>
Total Trails and Passive Parks	<u>227,210</u>	<u>98,910</u>	<u>89,650</u>
Market			
Wages and Benefits	10,840	5,889	5,036
Contracted Services	24,760	7,345	9,256
Advertising	2,550	1,663	1,745
Maintenance and Supplies	4,550	854	2,541
Admin Costs from Function 459	10,450	5,225	5,125
CRD Allocations	8,080	1,560	3,762
Utilities	1,180	258	300
	<u>62,410</u>	<u>22,794</u>	<u>27,766</u>
General Administration			
Insurance	4,810		4,977
CRD Allocations	8,980	4,490	4,250
Admin Costs from Function 459	47,140	23,570	23,110
Interest	770	440	502
	<u>61,700</u>	<u>28,500</u>	<u>32,839</u>
Projects			
- Trails Maintenance Project	41,750	25,329	31,470
- Mouat Park Creek Work	4,000		
- Park Benches	0	3,143	8,299
Total Capital and Major Repairs	<u>45,750</u>	<u>28,472</u>	<u>39,770</u>
Transfer to Equipment Replacement	10,200	5,100	5,100
Transfer to Capital - Trail Development	15,000		
Transfer to Reserve - Centennial	4,000		
	<u>29,200</u>	<u>5,100</u>	<u>5,100</u>
Total Expenses	<u>426,270</u>	<u>183,776</u>	<u>195,124</u>
Surplus/(Deficit)	<u>0</u>	<u>-131,562</u>	<u>-164,155</u>

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Operating Period ending June 30, 2013

1.458 SSI PARC Community Recreation

	2013 Budget	2013 Y-T-D	2012 Y-T-D
Sources of Income			
Requisition	48,550		
Programs	29,600	1,755	210
Carry Forward	22,330	22,329	22,131
Other	450	200	142
	<u>100,930</u>	<u>24,284</u>	<u>22,483</u>
Expenses			
Programs			
Wages and Benefits	22,990		
Contracted Services	550	1,346	
Facility Rental	120	96	
Vehicle	9,930		
Supplies	2,190	180	104
Other	1,560	380	664
	<u>37,340</u>	<u>2,002</u>	<u>768</u>
Grants to Community Groups	36,650	3,879	21,566
General Administration			
Insurance	480		521
CRD Allocations	1,720	860	825
Admin Costs from Function 459	14,920	7,460	7,945
Interest	50		
Other	100	354	21
	<u>17,270</u>	<u>8,674</u>	<u>9,312</u>
Repairs and Maintenance	1,200	1,431	163
Leisure Guides	8,470	2,750	2,798
Total Expenses	<u>100,930</u>	<u>18,736</u>	<u>34,607</u>
Surplus/(Deficit)	<u>0</u>	<u>5,548</u>	<u>-12,124</u>

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Operating Period ending June 30, 2013
1.459 SSI Parkland and Recreation Programs

	2013 Budget	2013 Y-T-D	2012 Y-T-D
Sources of Income			
Requisition	581,580		
Carry Forward	11,170	11,170	
Programs	900		875
Other	710	797	677
	<u>594,360</u>	<u>11,967</u>	<u>1,552</u>
Expenses			
Active Parks			
- General Maintenance - Wages and Benefits	42,970	20,083	21,604
- Shop			
Wages and Benefits	920		
Maintenance and Supplies	2,810	50	
Utilities	100	32	26
	<u>3,830</u>	<u>82</u>	<u>26</u>
- Portlock Park			
Wages and Benefits	25,870	14,045	13,886
Contracted Services	2,040	435	3,388
Maintenance and Supplies	18,630	6,615	7,844
CRD Allocations	6,120	780	1,824
Utilities	18,280	4,180	3,378
	<u>70,940</u>	<u>26,055</u>	<u>30,320</u>
- Fulford Ballpark			
Wages and Benefits	2,240	1,550	1,336
Contracted Services	3,370	1,050	865
Lease	13,300	11,874	12,665
Maintenance and Supplies	2,900		533
	<u>21,810</u>	<u>14,474</u>	<u>15,399</u>
- Waterfront Accesses			
Wages and Benefits	4,250	1,912	2,118
Contracted Services	11,020	1,850	1,185
Maintenance and Supplies	1,800	425	346
	<u>17,070</u>	<u>4,187</u>	<u>3,650</u>
- Skate Park			
Wages and Benefits	1,920	605	826
Maintenance and Supplies	820		388
	<u>2,740</u>	<u>605</u>	<u>1,214</u>
Total Active Parks	<u>159,360</u>	<u>65,486</u>	<u>72,212</u>
General Administration			
Wages and Benefits	234,930	103,624	98,643
Legal	5,000		7
Insurance	780		704
Contracted Services	4,650	697	888
CRD Allocations	35,780	21,489	28,943
Interest	940	804	623
Other	46,560	16,351	14,279
Recovered from 455 and 458	-78,440	-39,220	-36,180
	<u>250,200</u>	<u>103,745</u>	<u>107,907</u>
Projects			
- Program Development	19,000	11,715	
- Brochures	6,000		
- Churchill Beach Major Repair	5,200	5,213	
	<u>30,200</u>	<u>16,928</u>	<u>16,107</u>
Transfers to Reserve Funds			
Transfer to Equipment Replacement Fund	23,370	11,685	3,200
Transfer to Trail Development	45,000		
Transfer to Reserves for Projects	86,230		
	<u>154,600</u>	<u>11,685</u>	<u>3,200</u>
Total Expenses	<u>594,360</u>	<u>197,844</u>	<u>199,426</u>
Surplus/(Deficit)	<u>0</u>	<u>-185,877</u>	<u>-197,874</u>

Salt Spring Island Parks and Recreation Commission
Capital Reserve Funds at June 30, 2013

AGENDA ITEM 5.3.2

		Balance In Fund
PARKLAND RESERVE (Cash-in-Lieu)		
101379 Parkland Acquisition Fund S&A	Carry forward Dec 31/12	505,023
	Interest Earned	3,142
		<u>508,165</u>
PARKS & RECREATION CAPITAL RESERVES		
101603 Parks and Recreation Capital Reserve	Carry forward Dec 31/12	321,864
	Transfer In from Operating	
	Interest Earned	1,869
		<u>323,733</u>
101898 Parks and Rec 2nd Service Capital Reserve	Carry forward Dec 31/12	25,356
	Interest Earned	158
		<u>25,514</u>
EQUIPMENT RESERVES (Fund 1022)		
101412 Indoor Pool	Carry forward Dec 31/12	144,293
	Expenses	-6,095
	Transfer In from Operating	10,000
		<u>148,198</u>
101444 Community Parks	Carry forward Dec 31/12	50,292
	Expenses	-1,439
	Transfer In from Operating	5,100
		<u>53,953</u>
101455 Community Recreation	Carry forward Dec 31/12	22,412
	Expenses	
	Transfer In from Operating	3,200
		<u>25,612</u>
FACILITY RESERVES		
101786 Tennis Facility - Capital Reserve	Carry forward Dec 31/12	43,406
	Transfer In from Operating	
	Interest Earned	270
		<u>43,676</u>
102030 Boardwalk - Capital Reserve	Carry forward Dec 31/12	31,980
	Transfer In from Operating	
	Interest Earned	199
		<u>32,179</u>
101792 Centennial Park - Market Upgrades	Carry forward Dec 31/12	3,624
	Transfer In from Operating	
	Interest Earned	156
		<u>3,780</u>
102045 Indoor Aquatic Centre - Capital Reserve	Carry forward Dec 31/12	47,528
	Interest Earned	296
		<u>47,824</u>
TOTAL CAPITAL RESERVES		<u>1,212,634</u>

Salt Spring Island Parks and Recreation Commission
Capital Projects at June 30, 2013

191015 PARKS & RECREATION CAPITAL PROJECTS

Balance
In Fund

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>135</u>
		<u>1,143</u>

Trails Projects	Carry forward Dec 31/12	0
	Transfer In from Operating	
	Expenses	<u>-1,404</u>
		<u>-1,404</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>
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TOTAL CAPITAL PROJECTS		<u><u>30,419</u></u>
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SALT SPRING PARKS AND RECREATION COMMISSION
POLICIES AND PROCEDURES

Pol/Proc.# 2003-01-R6

Page 1 of 6



Originated: February 12, 2003

Originator: D. Gibbon

Date Approved: February 24, 2003

Approved by: Commission

Date Revised: March 31, 2003

Approved by: Commission

Date Revised: February 25, 2008

Approved by: Commission

Date Revised: January 11, 2010

Approved by: Commission

Date Revised: January 21, 2011

Approved by: Commission

Date Revised: July 22, 2013

Approved by: _____

SUBJECT: Recreation Program Funding to Community Organizations

PURPOSE: To establish guidelines for awarding funding to community organizations seeking financial assistance for parks and recreation-related projects or programs, which directly provide additional recreational facilities, equipment, services or programs for the benefit of the community as a whole.

POLICY: Salt Spring Island Parks and Recreation Commission (PARC) will receive applications for Recreation Program Funding from qualifying community organizations for projects or programs and, following review by an appointed committee, will provide financial awards for approved applications, subject to available funding.

PREFACE: Generally, Recreation Program Funding will be awarded on the basis of demonstrated need in the community, the recognized need of the organization and the service responsibility of the organization. Funding awards will be given for projects, activities or programs which are suitable for the receipt of public tax dollars. The philosophical foundation for the delivery of publicly sponsored funding is based on a single premise: taxpayers should not be asked to contribute to a publicly sponsored service unless some form of direct or indirect benefit to all residents (sometimes referred to as "the greater public good") is demonstrated.

The Recreation Program Funding is not meant to replace or supplement funding which another agency or government level is mandated to provide. Funding awards will be allocated to complement, not replace, voluntarily raised funds.

Typically, funding awards will be allocated on a one-time basis, but under certain circumstances may be applied to ongoing programs offered by a service-provider. As funding is limited, it is important that limited resources be widely distributed throughout the community in a fair and equitable manner.

Approval by the PARC Commission, in a public meeting, is a requirement before any payments for Recreation Program Funding are made.

CRITERIA:

1. Preference will be given to single-purpose awards, up to a maximum of \$5,000.
2. Awards will be made to not-for-profit volunteer organizations. Applicant organizations are expected to be financially self-sustaining for their own internal needs and for services which are confined to their own members. Applications will not be accepted for salaries for employees, honorariums or contractor's fees.
3. Applicant organizations must be located on Salt Spring Island and provide a service or activity for the residents of Salt Spring.
4. Recipient organizations must be non-partisan.
5. Established groups will be requested to provide an outline of their activities, illustrating benefits to the community and identifying how their resources are committed.
6. Accountability is a requirement of all recipients. Successful applicants will be expected to account fully for the expenditure of a grant and to make their financial records open and available to the public.
7. At the end of the funding period, or annually, whichever is first, the recipient will be required to provide a written report, including a financial statement, of the program/activity details and user statistics.
8. Where equipment or moveable assets are purchased with the funding money, they will be owned and managed by the established recipient organization and be made available upon reasonable advance request, for use by other similar groups. Inventories shall be maintained and made available to PARC upon request.
9. The applicant is required to recognize the PARC Recreation Program Funding in all published and disseminated

communications related to the Recreation Program Funding project.

RECREATION PROGRAM FUNDING APPLICATION REVIEW COMMITTEE

The Commission may, as deemed necessary, establish a Recreation Program Funding Application Review Committee, which shall include at least one member of Commission and the Parks and Recreation Manager, to undertake among other tasks, the following:

- receive Recreation Program Funding- applications
- review compliance with application requirements
- request additional supporting information when deemed necessary
- make recommendations to the Commission

Staff will maintain an inventory of physical assets resulting from grants.

APPLICATION PROCESS

- 1. Each fall, PARC will invite the community to apply for Recreation Program Funding to be dispersed the following year. Applications may be sent to PARC throughout the year and on each April 1st the grant committee will review all applications received in the previous twelve months. A second call for applications may occur if all funding has not been allocated for the current year.**
2. A Recreation Program Funding application should be prepared by the community organization, using the prescribed forms, and submitted together with all required supporting documentation, as a package, to the PARC administration office, 145 Vesuvius Bay Road, Salt Spring, accompanied by a covering letter on the organization's letterhead, and signed by an officer of the organization.
3. PARC staff will review the package for completeness and refer it to the next scheduled meeting of the Recreation Program Funding Review Committee. Incomplete applications may be returned, or may be held by the PARC administration office until complete information is received. Meetings will be scheduled as required, at the call of the Chair.
4. The Committee will review all applications and may interview the applicants. Their recommendations will be presented at the next regular public meeting, for Commission approval.
5. All applicants will be advised, in writing, of the decision of the Commission. Unsuccessful applicants may reapply in a subsequent funding period.
6. Arrangements will be made for payment of approved grants, through PARC Administration and the CRD Finance Department. Once approved, processing of payment of a grant may take up to four weeks.

RECREATION PROGRAM FUNDING APPLICATION QUESTIONNAIRE

1. Name of Organization: _____
2. Mailing Address: _____
3. Current President: _____ Telephone: _____
Email: _____
4. Designated Contact Person: _____ Telephone: _____
Email: _____
5. Registration date of Organization: _____
6. Recreation Program Funding amount requested: \$ _____
7. Purpose of Funding (Please provide a brief description of the project, equipment or amenity you plan to use the grant for).

8. Describe the work of your organization in the community: _____

9. What are your organization's specific priorities in the coming year? _____

10. How does your organization ensure that its services address continuing and emerging community needs? _____

Recreation Program Funding Policy # 2003-01-R6

11. Describe the role of volunteers in your organization: _____

12. List grants applied for/received from PARC and/or other government levels, agencies or service clubs in the past two years, and/or for this project:

13. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided: _____

14. Please describe your current or planned approach to self-generated income (including fundraising): _____

15. Please attach a summary of your organization's annual operating budget including and income statement.
16. What will the affect be if you *do not* receive the funding from PARC? _____

17. How much funding, value of in-kind work, value of materials, or volunteer labour will your organization contribute to this project? _____

18. Please attach a detailed budget for the project or supplier's quotation, including all applicable taxes, delivery and other related costs, for purchased equipment or amenities.
19. Please attach illustrations of the project, equipment or amenity, if possible (catalogue illustrations, photographs of similar projects, etc.)

**SALT SPRING ISLAND
PARKS AND RECREATION COMMISSION**

RECREATION PROGRAM FUNDING FOLLOW-UP REPORTING FORM

1. Mailing Address: _____

2. Current President: _____

Telephone: _____

Email: _____

3. Designated Contact Person: _____

Telephone: _____

Email: _____

4. Finance Report: (Please attach an annual financial statement or summary of the program or project)

5. How was the Recreation Program Funding used?: (Brief description of the program)

6. How many people participated/used/benefited from your program?:

7. Would you rate your program successful? Why?

8. Are you considering applying for additional funding? Why?

9. If so, what would you change in the program?
