



Making a difference...together

**Minutes of the Special Meeting of the
Salt Spring Island Parks and Recreation Commission
Held October 15, 2013 at 145 Vesuvius Bay Road, Salt Spring Island, BC**

PRESENT: **Director:** Wayne McIntyre
 Commission Members: Gregg Dow (Chair), Jane Horsburgh (Vice Chair),
 Gayle Baker, Daniel Clements, Sonja Collombin
 Staff: Karla Campbell, Senior Manager; Sarah Shugar, Recording Secretary
ABSENT: Lorraine Brewster, Parks and Recreation Manager; Commissioners Hafiz Bhimji,
 Matt Kellow, and Stanley Shapiro

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

1. APPROVAL OF AGENDA

MOVED by G. Baker, **SECONDED** by J. Horsburgh,
That the agenda be approved with the addition of Item 1.1 Chair Remarks and
Item 3.3 Salt Spring Therapeutic Riding Association.

CARRIED

1.1 Chair Remarks

Chair Dow advised there is a protocol for communication between Commissioners and staff. The protocol was not followed at a meeting last week between four Commissioners and Manager Brewster. The local office has transitioned from a Parks and Recreation staff to a CRD local office that is responsible for the operation of thirteen SSI Commissions. Staff is working to address the concerns that were brought forward by Commissioners. He commended staff for all of their work to support the Parks and Recreation Commission.

2. MOTION TO CLOSE THE MEETING

MOVED by S. Collombin, **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;

CARRIED

The Salt Spring Island Parks and Recreation Commission closed the meeting at 5:12 pm and resumed an open session at 6:05 pm. Director McIntyre left during the closed meeting at 5:55 pm.

3. NEW BUSINESS

3.1 Expression of Interest (EOI) for Available Land for Sports Field

The EOI was provided for review. There was discussion regarding:

- The document should be more user friendly
- The process should take into consideration people who do not use computers
- There was question and discussion regarding the list of items to be included in the submission.
- To include the offer of support or to answer any questions.
- General agreement to not consider a lease option.
- The owners of potential properties of interest will receive a friendly letter prior to advertisement of the Expression of Interest.

Staff will send out a revised draft to Commissioner Horsburgh, Commissioner Baker and Commissioner Shapiro for review.

Director McIntyre returned to the meeting at 6:20 pm.

3.2 PARC Suggestions

Director McIntyre provided a response to PARC suggestions. He commended the passion and talent of the PARC Commissioners. CRD is in the process of moving services and staff support to SSI. Additional services have been added to the workload with limited staff resources. Some of the recent successes of local staff: Fernwood Water System, NGTP Phase One, Economic Development Strategy is expected to be released soon, SSI Transit and Beddis Water System.

Senior Manager Campbell provided a response to PARC suggestions.

The following items were noted in the discussion:

- It may be more successful to meet with the Driftwood prior to submitting a PARC article to allow sufficient time for placement, and ascertain the Driftwood's space and lead time requirements.
- The Commission is consulted and provides advice and recommendations on policy, programs, and budgetary matters and are considered a valuable voice representing SSI community recreational activity needs.
- PARC planning committee meetings will be called on an as needed basis.
- It may be helpful to have a policy that items presented by delegations are not considered for a decision until the next meeting.
- Addressed issues concerning the market expansion and interpretative signage matters.
- PARC correspondence will be reviewed by staff to determine what research, investigation, or action is required; staff will acknowledge the constituent correspondence; a copy of both the constituent correspondence and acknowledgement will be circulated to the Commission; staff will complete the necessary research or action required; depending on the nature of the issue, the matter may be

placed on the agenda for approval and/or the Commission will receive a copy of our final response to the constituent. Operational matters will not be sent to the Commission.

- Agenda's will be distributed Thursday's prior to the Monday meetings. Staff are reviewing costs to courier agendas to Commissioners and a will report to an upcoming Commission meeting.
- Commissioners are encouraged to work through the Chair.

3.3 Salt Spring Therapeutic Riding Association

Chair Dow reported the SS Therapeutic Riding Association has contacted the Commission regarding the need for a facility. The private property where they currently operate will be unavailable in the future. The riding ring behind the Farmer's Institute is part of Mouat Park and is currently leased to Farmer's Institute. There was general support for staff to explore the possibility of SS Therapeutic Riding Association operating at the Farmer's Institute.

4. ADJOURNMENT

MOVED by W. McIntyre, **SECONDED** by J. Horsburgh,
That the meeting be adjourned at 7:25 pm.

CARRIED