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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held October 21, 2013, 145 Vesuvius Bay Road, Salt Spring Island, BC**

DRAFT

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

ABSENT: Commissioners Hafiz Bhimji and Stanley Shapiro

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

1. Approval of Agenda

MOVED by M. Kellow, **SECONDED** by S. Collombin,
That the agenda be approved as presented.

CARRIED

2. Adoption of Minutes of September 23, 2013

MOVED by J. Horsburgh, **SECONDED** by D. Clements,
That the minutes of the meeting of September 23, 2013 be adopted.

CARRIED

Adoption of Minutes of October 15, 2013

It was noted Item 3.1 be amended to include: The owners of potential properties
of interest will receive a friendly letter prior to advertisement of the Expression of
Interest.

MOVED by D. Clements, **SECONDED** by J. Horsburgh,
That the minutes of the special meeting of October 15, 2013 be adopted as
amended.

CARRIED

3. Chair's Remarks

There was no report at this time.

4. Presentations / Delegations

There were no presentations or delegations at this time.

5. Reports

5.1 Manager's Report

5.1.1 Project Status Report

The project status report to October 21, 2013 was provided for information. Manager Brewster presented the following:

- A video presentation on the completed new bridge and trail section in Duck Creek Park. Chair Dow donated of cedar split rails.
- Camping equipment was removed from Mouat Park.
- Interpretive Signage Project – the signs are at the printers. Following installation of the signs, John Buxcey will be in Mouat Park conducting observations and intercept surveys. Two trail counters were removed from Mouat Park. The trail counters were owned by University of Victoria and were installed as part of the research for the Interpretive Signage project. The counters are approximately \$700 each. It is believed that the counters may have been mistaken for cameras. In the future, trail counters will be labelled to avoid theft. Staff is in process of replacement options for the University of Victoria trail counters. PARC has budgeted for five trail counter units.
- The fall young chef program is scheduled to begin on October 25, 2013.
- The next babysitting safety course is scheduled on October 26, 2013.
- Branch drop off program is scheduled to begin on October 26, 2013 at the Golf Course.
- The fall leaf exchange program will be at Rainbow Road Park.
- Centennial Park – pruning is complete for the year.
- Rainbow Road Park – landscaping project at entry is complete.

5.1.2 Rainbow Road Indoor Pool Annual Report

Jim Raddysh, Manager of Rainbow Road Indoor Pool reviewed the Rainbow Road Indoor Pool Annual Report, October 2012 – September 2013.

Jim Raddysh left the meeting at 5:55 pm.

MOVED by D. Clements, **SECONDED** by J. Horsburgh,
That the Salt Spring Island Parks and Recreation Commission approve the purchase of an underwater vacuum for the Rainbow Road Indoor Pool.

CARRIED

5.2 PARC Planning Committee

5.2.1 Meeting notes from Trails Advisory Committee October 8, 2013

The meeting notes were received for information.

Staff to circulate the Trails Advisory Committee Terms of Reference.

5.3 Finance Committee

5.3.1 Monthly Financial Report – 2013 Operating Budget

Manager Brewster reviewed the Monthly Financial Report ending September 30, 2013.

It was noted Director McIntyre will report back on allocations and core services that the Commission pays for.

There was discussion regarding ownership of the boardwalk. Staff to report back.

5.3.2 Capital Reserve Funds 2013

Manager Brewster reviewed the Capital Reserve Funds Report at September 30, 2013.

6. Unfinished Business

6.1 Recreational Program Funding

Recreational Program Funding deadline is October 31, 2013. Staff to report on fee for service program funding.

7. New Business

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

8. Correspondence / Information

8.1 Letter – dated September 24, 2013 from Therin Gower, Mamma Productions re: donation

8.2 Letter – dated September 23, 2013 from Doris St. Germain, Treasurer, SS Tennis re: court

The correspondence items were received for information.

9. Motion to Close the Meeting

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

The Salt Spring Island Parks and Recreation Commission Motion to 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 Commission closed the meeting at 6:25 pm.

The Commission rose from the closed session at 6:45 pm without report.

10. Next Meeting

The next regular meeting is scheduled on November 18, 2013 5:00 to 7:00 pm.

11. Adjournment

MOVED by D. Clements, **SECONDED** by J. Horsburgh,

That the meeting be adjourned at 6:45 pm.

CARRIED