



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Notice of Meeting on **Monday, April 14, 2014 at 6:00 PM**

145 Vesuvius Bay Road, Salt Spring Island, BC

Jane Horsburg
Stanley Shapiro
Wayne McIntyre

Gregg Dow
Matt Kellow

Daniel Clements
Sonja Collombin

Hafiz Bhimji
Jon Suk

AGENDA

1. Approval of Agenda
2. Motion to 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
3. Adoption of Minutes of March 3, 2014
4. Presentations/Delegations
 - 3.1 Elizabeth White- Referral SS SUB 2014-3
5. Reports-Verbal
 - 4.1 Chair Report
 - 4.2 CRD Director Report
6. Reports
 - 6.1 Park Dedication for Strata Subdivision Application-SS SUB 2014.3

That the Parks and Recreation Commission:

Recommends collecting 5% cash-in-lieu in payment for park land dedication equivalent to market value of the land required for park land dedication purposes, and that the applicant be responsible for an appraisal report for the cash-in-lieu report to the satisfaction of the Capital Regional District Parks and Recreation Commission.
 - 6.2 Joint Use Agreement-School District 64

That the Parks and Recreation Commission:

Recommends the Joint-Use Agreement between the Capital Regional District and the Board of Trustees of School District No.64 on behalf of the Salt Spring Island Parks and Recreation Commission.
 - 6.3 Recreation Program Development

That the Parks and Recreation Commission:

Recommends the development of recreation programs using the 2014 budget funds of \$28,000 allocated for the recreation program funding.

6.4 Quarterly Report-Rainbow Road Indoor Pool

7. Outstanding Business

7.1 Courier Service

That the Parks and Recreation Commission:

Agrees to support proponent E to deliver Commission agenda packages based on the proposal requirements.

8. New Business

8.1 Proposed Crofton Brook Trail

9. Correspondence/Information

9.1 Project Status Report

10. Next Meeting May 26, 2014 5 to 7 pm

11. Adjournment



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**Minutes of the Regular Meeting of
the Salt Spring Island Parks and Recreation Commission
Held March 3, 2014, 145 Vesuvius Bay Road, Salt Spring Island, BC**

Present: **Director:** Wayne McIntyre
 Commission Members: Gregg Dow (Chair), (5:15 pm), Jane Horsburg (Vice
Chair), Jon Suk, Hafiz Bhimji, Daniel Clements, Sonja Collombin
 Staff: Lorraine Brewster, Parks and Recreation Manager; Peggy Dayton, Senior
Financial Analyst; Kirk Harris, Parks Maintenance Supervisor; Karla Campbell,
Senior Manager, Michele Akerman, Recording Secretary

Vice-Chair Horsburg called the meeting to order at 5:07 pm.

Election of Chair

Nominations were called for the Chair. Commissioner Horsburg nominated Commissioner Dow, subject to him accepting the nomination upon his arrival. Commissioner Collombin seconded the nomination.

Nominations were called for Vice-Chair. Director McIntyre nominated Commissioner Horsburg. Commissioner Horsburg declined. Commissioner Clements nominated Commissioner Suk. Director McIntyre seconded the nomination. Commissioner Suk accepted the nomination for Vice-Chair.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Collombin,
That the agenda be approved as presented with the addition a new item under new
business. That the order of the agenda be changed under Reports as follows:
4.1 – Financial Reports – Peggy Dayton, Senior Financial Analyst
4.2 – 2014 Budget Approval
4.3 – Chair Report
4.4 – Project Status Report
4.5 – Rainbow Road Pool – Equipment Replacement

CARRIED

2. Adoption of Minutes of December 16, 2013

MOVED by Commissioner Clements, **SECONDED** by Director McIntyre,
That the minutes of December 16, 2013 be approved as presented.

CARRIED

3. Presentations/Delegations

Susan Wetmore/Nycki Samuels-Historical Plaques for Salt Spring Island
S. Wetmore gave an overview of the proposed plaques being placed at Centennial Park
and the Fernwood Dock. S. Wetmore spoke specifically about the plaque that is being

affixed to the Fernwood Dock, it will be a long metal plaque with four pictures on it that have been chosen from the Historical Society, that celebrate Bagsville. She also gave an update on the Salt Spring App that provides both a walking and a driving tour. In the process of making it an audio as well, which will have voiceover that will partner with locations that accompany the driving tour with a GPS location. Pictures have been chosen from historical society, so that when they are at the Dock they will be able to see history of Bagsville through the app.

Director McIntyre suggested that S. Wetmore go to the Fernwood Commission to ensure the stability of the dock prior to installing the plaque.

N. Samuels presented the three proposed metal nautical structures for Centennial Park Dock. General discussion regarding safety and stability of plaques. Also discussed the space allowances with the Saturday market. Area has been walked and reviewed by staff and with the Commission chose the spot closer to the marina.

Commission endorsed design and placement for both the Fernwood and Centennial Park plaques.

4. Reports

4.1 Financial Report – Peggy Dayton, Senior Financial Analyst

Manager Brewster explained a change that has occurred to the requisition reducing it from 2.6% to 1.5%.

P. Dayton reviewed the budget with the following highlights:

- There is a \$68,170 surplus carried forward from 2013, which includes some of the surplus from last year. The budget shows a proposed increase of 1.5%, and the budget increases by \$62,000 to \$2,263,180.
- 5 year operating for the pool shows the requisition drops from \$759,000 to \$733,000, because the bylaw only a levy to a maximum amount. Director McIntyre commented that this is related to the assessments. Money has had to be brought in from the main Parks budget to hold it as planned.
- In Community Parks, Land and Recreation there is an increase to cover the drop in the requisition in the the pool. We hadn't reached the maximum requisition in here so we were able to transfer money over to mitigate the drop in the pool.

4.2 2014 Budget Approval

MOVED by Director McIntyre, **SECONDED** by Commissioner Horsburg,
That the Salt Spring Parks and Recreation Commission approve the 2014 Budget with the amendment to number 4 in the amount of \$638,090 being changed from \$656,490:

That the Salt Spring Parks and Recreation Commission approve the 2014 Budget:

1. Carrying forward the 2013 surplus in function 453 (SSI Pool) and requisitioning the maximum allowable in 2014, that being \$733,000.
2. Carrying forward the 2013 surplus in function 455 (Community Parks) and requisitioning \$342,230 for 2014

3. Carrying forward the 2013 surplus in function 458 (Community Recreation) and requisitioning \$38,210 for 2014
4. Carrying forward the 2013 surplus in function 459 (Community Parks, Land and Recreation) and requisitioning \$638,090 for 2014

CARRIED

4.3 Report – Chair Verbal

Welcoming comments from Commissioner Dow to Commissioner Suk who has re-joined the Commission. Farewell to Commissioner Baker and S.Shugar. Commissioner Horsburg asked if the Commission felt it appropriate to send a letter of thanks and a small gift and the Commission agreed to that and Commissioner Horsburg to draft a letter from the Commission to send.

Commissioner Dow accepted the nomination for Chair.

4.4 Project Status Report

Manager Brewster thanked K. Harris for stepping in for her while she was away and that he did a great job.

- Staff are working with a family currently wanting a memorial set up for a family member and it has been decided that it would be good to put money towards an area where it is most needed and build a memorial bridge instead of a bench. Staff advised that the Duck Creek bridge needs replacing.
- Working to put in some signage at Dean Drake (Bishop's Walk Trail) using some of the language used with our interpretive signage at Mouat Park in terms of education information and the best practices. Dogs need to be leashed because of farming area.
- Residents on Old Scott Road have put forward a letter regarding possible water access points off of Old Scott Road. Staff are reviewing the access and scoping costs for a report back to Commission.
- Beddis beach has a retaining wall that has come away and needs to be repaired at approximately \$6,000-\$7000 not including engineering, labour, or archeologist. For the interim the staff will have put up a split rail fence to protect the site.
- Significant damage to our trails and also the meadow area that is a very sensitive ecosystem at Channel Ridge. This is due to motorized vehicles accessing from Sunset and Broadwell. Staff contacted the Driftwood and they have done a piece to educate the public. There will be split rails put up at the Sunset access point.
- General discussion regarding where the motorcyclists could go. The concern is that if we take away the ability to ride on our trails then they will go somewhere else. Also discussed the possibility of creating a conversation with these people to see where else they could ride.
- Goat Trail Farm still working on it and investigating the application for Crown land and MOT.

- Approached by residents of Hedger Road and development of the trail. The crew has looked at it and I have looked at it with TAC, met with Judy Fry with the Equestrian group and we are looking at walking/equestrian trail development. Still in the talking phase and not on books for this year.
- Young Chef is running on Spring Break.
- Placing an advertisement for Camp Colossal, but it is our understanding that staff from last year might be interested in returning.
- Tennis courts are being pressure washed as soon as snow is gone.
- Reviewing costs to replace screens at the tennis courts.
- Leisure guides will be released in mid-April.
- Branch drop off is now at the golf course, last Saturday of the month.
- Doing some maintenance at Portlock Park, window screens for the office, working on small storage shed for emergency group.
- Staff are looking at new garbage and recycling bins at Centennial and the washrooms will be painted.
- The see-saw in Centennial Park needs to be cleaned and have new metal work done and staff have been approached by a volunteer who would like to do it.

4.5 Rainbow Road Pool – Equipment Replacement

MOVED by Commissioner Suk, **SECONDED** by Commissioner Clements,
That the Parks and Recreation Commission:

Approves \$15,364 to replace two failed heat pumps HP1A and HP1B and \$3,073 for contingency from the 2014 Capital Pool Equipment Replacement budget.

Approves to increasing the capital budget to \$60,000 from the Capital Reserve fund for Pool Equipment Replacement in case of any further repairs required in 2014.

CARRIED

5. Outstanding Business - Expression of Interest – Update

Received submissions for Expression of Interest that we are reviewing, bringing report for the April Commission meeting.

6. New Business

Islands Trust Referral – SS-RZ-2013.1

The referral does not affect the PARC interests.

Courier Services

There have been issues in the past with some Commission members receiving packages prior to meeting. So we have put out a request, for Courier services to drop off to those people and would like to review and do a staff report to bring back to the Commission.

7. Correspondence / Information

Fern Creek Trail

Article in the paper and received correspondence regarding Fern Creek Trail's damage. We are putting together a work plan, there are some challenges, staff has scoped it, and we can get some of the damage done without much expense. But the bigger challenge is it is sand based and it is one reason why we are losing trees. Crew will spend one week in there, take out trees and if they have to they will just go around the trees. We will go up as far as we can and then bring in a tree specialist to go the rest of the way. It should happen by end of the month. But there is nothing we can do to really improve the trail. It is not a 12 month trail.

8. The next meeting was rescheduled from March 17th to April 14, 2014

9. Motion to Close the Meeting

MOVED by Commissioner Horsburg, **SECONDED** by Director McIntyre,

That the Parks and Recreation Commission meeting be closed to the public 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

10. Adjournment

MOVED by Commissioner Clements, **SECONDED** by Commissioner Bhimji,
That the meeting be adjourned at 6:45 pm.

CARRIED

**REGISTRATION FORM FOR DELEGATIONS TO ADDRESS
THE CAPITAL REGIONAL DISTRICT BOARD OR A CRD COMMITTEE**

- The Board (Committee) may, by majority vote, allow a delegation to address the meeting on the **subject of an agenda item**.
 - Each delegation is required to complete this form and submit it to CRD Legislative Services by 4:30 pm not less than two calendar days prior to the meeting. For a Wednesday meeting, this means that the form must be received on Monday of the week of the meeting.
 - If you miss this deadline, you may still submit this form; however, such requests will require unanimous approval.
 - Each address shall be limited to five minutes unless a longer period is agreed to by unanimous vote.
 - Any PowerPoint or video presentation which accompanies a delegation's speech must be provided to Legislative Services in its electronic form at least 24 hours in advance of the meeting.
 - Rules governing delegations are outlined in Section 13 of the Capital Regional District Board Procedures Bylaw 3828.
-

I wish to address the: ☒ **Salt Spring Island Parks and Recreation Commission**

AT THE MEETING OF April 14, 2014 at 5:00 AM/PM
ON AGENDA ITEM 6.1

NAME ELIZABETH WHITE

ADDRESS (optional) or AREA/MUNICIPALITY YOU RESIDE IN:

Salt Spring Island

I REPRESENT property owner
(Name of Organization if applicable)

AS _____
(Capacity/Office)

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

The reason I am asking is because if the referral from Islands Trust on file SS-SUB-2014.3, regarding potential park dedication for our proposed subdivision at 2063 Fulford Ganges Road, is going to be discussed, we (the property owners) would like to be a delegation.

It is a really exciting agro-eco project that a small group of islanders have been working on for a few years and we are looking forward to the opportunity to present when it comes before the commission. If it is not on the April 14 agenda, do you know when it is likely to be reviewed?

Thanks so much for your help

Elizabeth



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**SALT SPRING ISLAND PARKS AND RECREATION
STAFF REPORT TO COMMISSION
COMMISSION MEETING APRIL 14, 2014**

AGENDA ITEM 6.1

SUBJECT: PARK DEDICATION FOR STRATA SUBDIVISION APPLICATION

ISSUE:

To provide a recommendation for parkland dedication on a proposed bare land strata of Lot A, Section 7, Range 2, South Salt Spring Island, Cowichan District. The location of the subdivision is 2163 Fulford-Ganges Road.

BACKGROUND

The Salt Spring Island Local Trust Committee is requesting comment and recommendation on a referral of SS-SUB-2014.3 for the six-lot strata subdivision application (Attachment 1). The Ministry of Transportation and Infrastructure has referred the proposed subdivision plan to Islands Trust for comment, and Islands Trust assessment suggests that park dedication is required under S. 941 of the Local Government Act (LGA).

The Local Government Act requires that an owner of land being subdivided, into 3 or more additional lots, must provide, without compensation:

- 1) park land of an amount equal to 5% of the total land being proposed for subdivision in a location acceptable to the local government, or
- 2) pay the local government an amount that equals the market value of the land that would be required for park land dedication.

ALTERNATIVES

That the Salt Spring Island Parks and Recreation Commission:

Alternative 1

Recommends collecting 5% cash-in-lieu in payment for park land dedication equivalent to market value of the land required for park land dedication purposes, and that the applicant be responsible for an appraisal report for the cash-in-lieu report to the satisfaction of the Capital Regional District Parks and Recreation Commission.

Alternative 2

Recommends accepting park land in the amount of 5% of the total land being proposed for subdivision, in a location acceptable to the Commission; and that the applicant be responsible for, to the satisfaction of the Capital Regional District, professionally prepared plans, survey maps and drawings to identify the location and dimensions of any land dedication or trail

construction to the satisfaction of the Capital Regional District Parks and Recreation Commission.

Alternative 3

Recommends accepting a combination of land dedication and cash-in-lieu equivalent to 5% of the value; and that the applicant be responsible for an appraisal report for the cash-in-lieu report; and professionally prepared plans, survey maps and drawings to identify the location and dimensions of any land dedication or trail construction to the satisfaction of the Capital Regional District Parks and Recreation Commission.

IMPLICATIONS

ECONOMIC IMPLICATIONS

Alternative 1 is the preferred choice as there are no identified parks or trails for connectivity in the Parks and Recreation Master Plan.

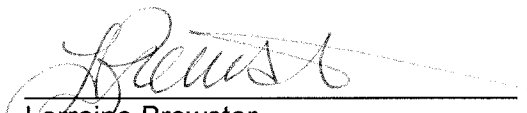
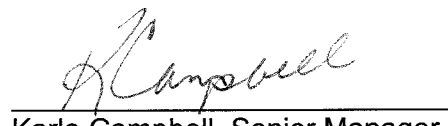
Alternative 2 is not supported as there are no identified parks or trails for connectivity in our Master Plan.

Alternative 3 is not supported as there are no identified parks or trails for connectivity in our Master Plan.

RECOMMENDATION(S)

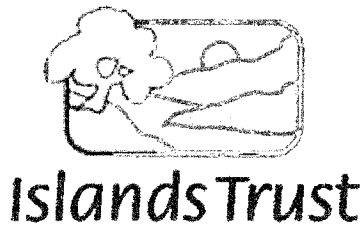
That the Parks and Recreation Commission:

Recommends collecting 5% cash-in-lieu in payment for park land dedication equivalent to market value of the land required for park land dedication purposes, and that the applicant be responsible for an appraisal report for the cash-in-lieu report to the satisfaction of the Capital Regional District Parks and Recreation Commission.


Lorraine Brewster
Parks and Recreation Manager
Karla Campbell, Senior Manager
Salt Spring Island Electoral Area

LB/ts

attachment



Memorandum

1-500 Lower Ganges Rd. Salt Spring Island BC V8K-2N8

Telephone (250) 537-9144 FAX: (250) 537-9116

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

ssinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date February 17, 2014 File Number SS-SUB-2014.3

To Salt Spring Island Parks and Recreation Commission c/o Lorraine Brewster, CRD Parks and Recreation Manager, Salt Spring Island

From Jason Youmans
Planner 1
Salt Spring Island

Re Parkland dedication: Proposed subdivision of the south 70 acres of Section 7, Range 2, South Salt Spring Island, Cowichan District, Except the southerly 262 feet of the westerly 104 feet and except part in Plan VIP 57719

Greetings,

Please review and provide comments and recommendations on the attached proposed subdivision plan, as per the 1994 Protocol Agreement Regarding the Provision of Parkland between the Salt Spring Island Local Trust Committee and the Salt Spring Island Parks and Recreation Commission. The Ministry of Transportation and Infrastructure has referred the proposed subdivision plan to Islands Trust for comment, and Islands Trust's assessment suggests that park dedication is required under S. 941 of the *Local Government Act*.

Please contact me at 250-538-5611 if you have any questions or require additional information.

Best,

pc Janis Gauthier - Applicant



Applicant File #:
eDAS File #: 2013-05690
Date: Dec/31/2013

Islands Trust, SSI
1-500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8

Re: Proposed Bare Land Strata Subdivision Application for THE SOUTH 70
ACRES OF SECTION 7, RANGE 2, SOUTH SALT SPRING ISLAND,
COWICHAN DISTRICT, EXCEPT THE SOUTHERLY 262 FEET OF THE
WESTERLY 104 FEET AND EXCEPT PART IN PLAN VIP57719

Enclosed is a copy of a proposed Bare Land Strata Subdivision Application regarding
the above noted location(s) on Fulford-Ganges Road on Salt Spring Island. This bare
land strata subdivision will follow a 3 lot Fee Simple subdivision.

It would be appreciated if you would examine this application from the viewpoint of your
regulations and policies and give us your comments. Please send your reply to this
office, with a copy to the applicant:

Fulford Creek Holdings;
c/o JG Consulting Services Ltd.
Janis J Gauthier – janisgauthier@shaw.ca

The applicant has been advised of this referral and might contact you to discuss their
proposal. In order to expedite the processing of the application, your agency's
response would be appreciated **February 17, 2014** after which we will prepare
recommendations for the Approving Officer's decision.

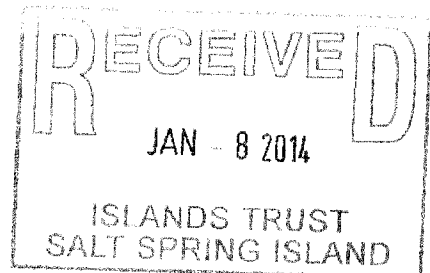
Contact the applicant for any additional information you may require. If you have any
questions please feel free to call Jordan Wagner at (250) 751-7090.

Please quote file number **2013-05690** when contacting this office.

Yours truly,

Jordan Wagner
District Development Technician

Attachment



**BC MINISTRY OF TRANSPORTATION
DEVELOPMENT APPROVALS SYSTEM
SUMMARY SHEET**

Application No.: 2013-05690
Submitted Date: 2013/12/18

Application Type: Subdivision Application
Application Sub Type: Bare Land Strata

Applicant File No.:**Bylaw No.:**

Project Description: 6 Lot Bare Land Strata and 1 lot fee simple remainder parcel in the ALR. Please cross reference File no. 2013-05684. This application is to create a 6 lot bare land strata subdivision with common property. Access

Other Information: This is a companion application to file number 2013-05684, a 3 lot conventional subdivision (2 fee simple lots and a boundary adjustment) which will also divide the ALR remainder from the upland Rural lots,

Parties

Type	Name / Company	Phone #	Role
Applicant	Gauthier, Janis - JG Consulting Services Ltd.	(250) 653-0041	
Development Technician	Jordan Wagner		
Owner / Company	Fulford Creek Holdings		

Locations

Location
THE SOUTH 70 ACRES OF SECTION 7, RANGE 2, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT THE SOUTHERLY 262 FEET OF THE WESTERLY 104 FEET AND EXCEPT PART IN PLAN VIP57719 Map: 1184789.41,421727.461

Roads

Road - Comments
FULFORD-GANGES ROAD Fulford-Ganges Rd

Related Files

File No.	File Type	Sub Type/Description	Status	Applicant	Date Received
2013-05684	Subdivision	Conventional	Check Application	Gauthier, Janis - JG Consulting Services Ltd.	Dec 18, 2013
<p>3 Lot Subdivision, includes Boundary Adjustment. Please cross-reference file no. 2013-05690. This application is to create 3 fee simple lots from 2 fee simple lots in the Agricultural Land Reserve. The proposal is for a fee simple subdivision of PID 009-727-841 along the ALR and zone boundary to create two lots, and to enable a bareland strata subdivision of the upland Rural lot (outside of the ALR)- which is the subject of the companion application file no. 2013-05690.</p> <p>This application also proposes a boundary adjustment between 2161 Fulford Ganges Road (SSI); PID 018-519-415 (LOT A, SECTION 7, RANGE 2, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP57719) and 2163 Fulford Ganges Road (SSI); PID 009-727-841 (THE SOUTH 70 ACRES OF SECTION 7, RANGE 2, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT THE SOUTHERLY 262 FEET OF THE WESTERLY 104 FEET AND EXCEPT PART IN PLAN VIP57719).</p>					

Supersedes:Recent Tasks

Task	Assigned To	Outcome	Scheduled Completed
Correspond With Applicant	Jordan Wagner	Request Sent	Dec 31, 2013 Dec 31, 2013
Print Referral Letter	Jordan Wagner	Notification Sent	Dec 31, 2013 Dec 31, 2013
Print Referral Letter	Jordan Wagner	Notification Sent	Dec 31, 2013 Dec 31, 2013
Print Referral Letter	Jordan Wagner	Notification Sent	Dec 31, 2013 Dec 31, 2013
Print Referral Letter	Jordan Wagner	Notification Sent	Dec 31, 2013 Dec 31, 2013

Agencies

BCGS MAP SHEET 92B.073

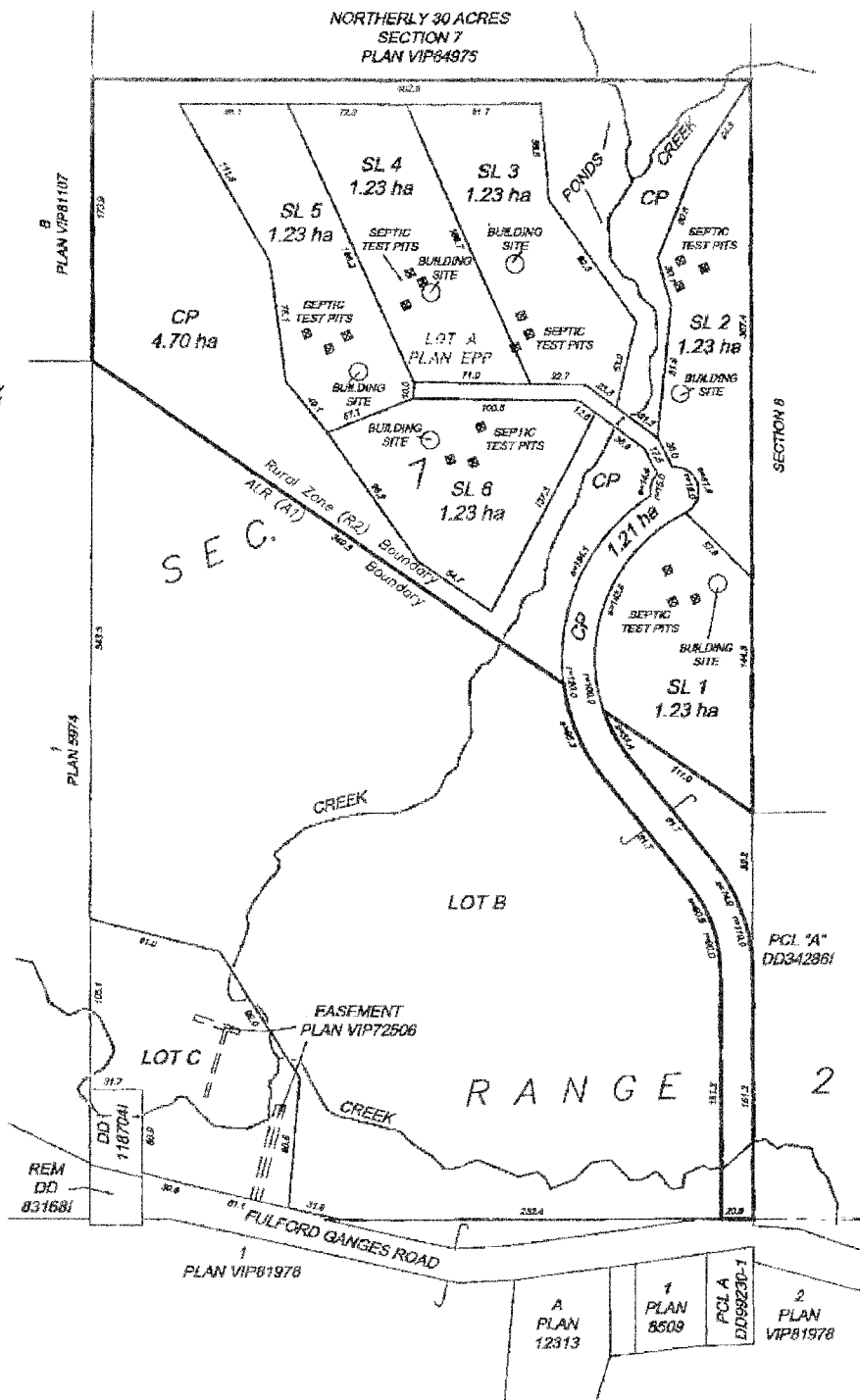


The intended plot size of this plan is 439mm in width by 560mm in height (C Size) when plotted at a scale of 1:2000.

ha	<i>Chenopodium hesperium</i>
at	<i>Chenopodium atrorubrum</i>
r	<i>Chenopodium rubrum</i>
ss	<i>Chenopodium serotinum</i>

This plan shows horizontal ground level distortions.

Dimeterizations are derived from Land Title and Survey Authority records and are subject to change upon completion of a final survey.



Shipping & delivery estimates:
Box 324, #770-774 Wilson St.
Victoria, BC, V8A 7M7

Toll Free: (877) 333 7338
Canadian Telephone: (514) 743 0775
Toll Free Fax: (888) 443 7338
info@npi.ca

Land Surveying Inc.

Date: 2013-12-17
File: D407-F4.S001
Drawing: D407-F4.A2.dwg
Layout: 1



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**SALT SPRING ISLAND PARKS AND RECREATION
STAFF REPORT TO COMMISSION
COMMISSION MEETING APRIL 14, 2014**

AGENDA ITEM 6.2

SUBJECT JOINT-USE AGREEMENT BETWEEN CAPITAL REGIONAL DISTRICT AND THE BOARD OF TRUSTEES OF SCHOOL DISTRICT No.64

ISSUE

To consider a Joint-Use Agreement between Capital Regional District and the School District No. 64 on behalf of the Salt Spring Island Parks and Recreation Commission.

BACKGROUND

In 1991 the Capital Regional District (on behalf of Parks and Recreation Commission) and the Board of Trustees of School District NO.64 finalized a joint-use agreement that facilitated mutual use of public recreation in school facilities and Commission facilities.

The agreement is a five year term and will expire in April 2014 (Attachment 1). The joint-use agreement has been an effective working model to increase access to public facilities and assist the community to work together in sharing recreational facilities.

ALTERNATIVES

That the Parks and Recreation Commission:

Alternative 1

Recommends the Joint-Use Agreement between the Capital Regional District and the Board of Trustees of School District No.64 on behalf of the Salt Spring Island Parks and Recreation Commission.

Alternative 2

Recommends the Capital Regional District not enter into a Joint-Use Agreement between the Capital Regional District and the Board of Trustees of School District No.64 on behalf of the Salt Spring Island Parks and Recreation which would not provide public facilities for recreational programs in the community.

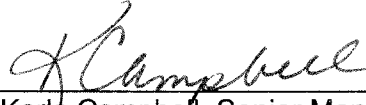
RECOMMENDATION(S)

That the Parks and Recreation Commission:

Recommends the Joint-Use Agreement between the Capital Regional District and the Board of Trustees of School District No.64 on behalf of the Salt Spring Island Parks and Recreation Commission.



Lorraine Brewster
Parks and Recreation Manager



Karla Campbell, Senior Manager
Salt Spring Island Electoral Area

LB:ts

Attachment

NOW THEREFORE in consideration of the agreement herein set forth, the District and the Board covenant and agree with each other as follows:

1. RECIPROCAL PROVISIONS FOR JOINT USE

- (a) The Board may use the Commission Facilities listed on Schedule "A" hereto and operated by the Commission for non-profit School Board and student activities during all of each year, provided that the facilities are not otherwise committed for use by the Commission.
- (b) The Commission may use the School Facilities listed on Schedule "B" hereto for Commission and/or community non-profit activities provided that the facilities are not otherwise committed for use by the Board.

2. JOINT USE COMMITTEE

- (a) A Joint Use Committee (hereinafter referred to as the "Committee") will continue as follows:
 - (1) two (2) members of the Commission.
 - (2) two (2) members of the Board.
- (b) The Committee shall appoint from their members a chairperson and secretary.
- (c) The Committee shall meet at the call of the chairperson and shall meet as needed to review this agreement and the proposed schedule of use for the subsequent school year.
- (d) The secretary of the Committee shall record the minutes of the proceedings of each meeting and copies thereof shall be submitted to the Commission and the Board.
- (e) The Committee shall be responsible to the Commission and the Board in carrying out the following duties:
 - (1) Implement the terms of this agreement and coordinate all matters relating thereto.
 - (2) Recommend for approval by the Commission and the Board, policies and regulations for use of the facilities.
 - (3) Resolve any dispute arising out of this agreement.

3. PRIORITIES OF USE

Unless otherwise agreed by both parties, the priorities of use of the facilities shall be as follows:

- (a) School Facilities
 - (1) School Activities
 - (2) Commission-coordinated activities
 - (3) Local community use
 - (i) Youth

(ii) Adult

- (b) Commission Facilities
 - (1) Commission-coordinated activities
 - (2) Board activities
 - (3) Local community use:
 - (i) Youth
 - (ii) Adult
 - (4) Commercial and private use.

4. USE OF FACILITIES

- (a) The use of facilities will be subject to Commission and Board policies and fees governing the use of such facilities. The Commission and Board agree to exchange copies of all such policies as may from time to time be implemented.
- (b) Equipment is not included in the use of facilities. The use of equipment must be arranged in advance with the parties concerned.

5. LIABILITY

- (a) It is understood and agreed by the parties hereto that the District shall indemnify and hold harmless the School Board and its employees, servants, agents, and contractors from any and all claims excepting negligence of the School Board, resulting from the District's use and occupation of the School Board's Property. The School Board shall forthwith, upon receiving notice of any suit brought against it, deliver to the District full particulars thereof and the District shall render all reasonable assistance requested by the School Board in the defence thereof.
- (b) It is understood and agreed by the parties hereto that the School Board shall indemnify and hold harmless the District and its employees, servants, agents and contractors from and any and all claims, excepting negligence of the District resulting from the School Board's use and occupation of the District's property. The District will, upon receiving notice of any suit brought against it, deliver to the School Board, full particulars thereof and the School Board shall render all reasonable assistance requested by the District in the defence thereof.
- (c) Each of the parties hereto agree to maintain commercial general liability protection while this agreement is in force to cover the use of the property of the other. The parties hereto further agree to furnish certificates confirming that such protection is in force if requested by the other party.
- (d) In the event that any of the facilities listed in the Schedules are damaged by any willful action, neglect or misuse, during their use under this agreement, the party to this

agreement who had the use of the facility at the time of the damage occurred shall pay to the owner of the facility the amount of the cost of repairs.

6. SUPERVISION

The user of the facility or approved designate is responsible for the admission, actions and behaviour of all participants and/or spectators on the property of the Board and the District.

7. GENERAL

- (a) This agreement may be amended in writing from time to time by consent of both parties.
- (b) This agreement does not supersede existing agreement relating to the joint use of the Activity Centre.

8. TERMINATION

- (a) This agreement shall come into effect upon the approval of the District and the Board and shall continue in force and effect for a term of five (5) years.
- (b) This agreement may be terminated by either party on six months prior written notice of the other party.

9. ARBITRATION

- (a) In the event of a dispute arising out of the interpretation, operation or use of this agreement that is not resolved by the Committee, the matter shall be referred to the Commission and the Board.
- (b) If the Commission and the Board are not able to reach agreement within 60 days of the matter being referred to them, the parties hereby agree to submit the matter for settlement under the provisions of the B.C. Arbitration Act.

10. ENUREMENT AND BINDING EFFECT

This agreement and everything herein contained shall enure to the benefit of, and be binding upon the parties hereto, their successors and assign respectively.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first above written.

Signed on behalf of the Capital Regional District

General Manager of Salt Spring Island Parks & Recreation

Salt Spring Island Parks and Recreation Commission Chairperson

Signed on behalf of the Board of School Trustees
of School District No. 64 (Gulf Islands)

Secretary – Treasurer

Chairperson

SCHEDULE "A"

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION FACILITIES:

- 1) All Community Parks including Athletic Fields
- 2) All improved Community Trails under PARC jurisdiction
- 3) Tennis Courts at Portlock Park and Fulford Firehall
- 4) Track at Portlock Park including Track & Field Equipment
- 5) Multi-purpose Court at Portlock Park
- 6) Rainbow Road Swimming Pool

SCHEDULE "B"

SCHOOL DISTRICT NO. 64 (GULF ISLANDS) FACILITIES:

- 1) Gulf Islands Secondary School
- 2) Salt Spring Elementary School
- 3) Salt Spring Middle School
- 4) Phoenix Elementary School
- 5) Fernwood Elementary School
- 6) Fulford Elementary School
- 7) School Board Office (Meeting Room)
- 8) Duck Creek School District Reserve Lands
- 9) Drake Road School District Reserve Lands



Making a difference...together

**SALT SPRING ISLAND PARKS AND RECREATION
STAFF REPORT TO COMMISSION
COMMISSION MEETING APRIL 14, 2014**

AGENDA ITEM 6.3

SUBJECT RECREATION PROGRAM DEVELOPMENT

ISSUE

To seek Commission support for recreation program development.

BACKGROUND

In the Salt Spring Island Parks and Recreation Strategic Plan a number of service objectives were identified to build community capacity for recreational opportunities. The mandate of the Parks and Recreation Commission is to ensure that recreation opportunities are accessible to all residents. For a number of years, the model for delivering recreation programs or services has been through providing Grants-in-Aid to community organizations. This program awards grants to community organizations seeking financial assistance for parks and recreation facilities, equipment, services or programs for the benefit of the community. At present, only limited recreation programs are developed and implemented by Parks and Recreation staff.

Since the implementation of the Grants-in-Aid program, Parks and Recreation Commission bylaws do not give the Commission the ability to give grants. Supplementary Letters Patent (1977) and one amendment (1985) gave the Capital Regional District the authority to make grants-in-aid to any organization deemed by the Board to be contributing to the general interests and advantage of the area; and these must be approved by the Electoral Area Director in writing.

In addition, over the past two years, staff have had a number of requests for recreation programs that are not currently offered and have responded by hiring instructors on a contract basis and building partnerships with organizations (such as partnering with Thrifty Foods to deliver the Young Chef on the Run program). Programs that have been developed and delivered include:

- Babysitting Training
- Young Chef on the Run
- Home Alone
- Preschool summer camp

Building upon the success of these programs, staff would like to respond to the numerous requests for additional recreation programs for seniors, youth, and adult, by developing and implementing recreation programs. This would replace the Grants-in-Aid program by offering direct program services in the community.

To identify community recreation needs, a needs analysis will be conducted with the public through focus groups, surveys and meetings. This public participation process will target various demographic groups in the community such as preschool, youth, adults and seniors. Staff will work on developing a process for a needs analysis and report back to the Commission.

ALTERNATIVES

That the Parks and Recreation Commission:

Alternative 1

Recommends the development of recreation programs using the 2014 budget funds of \$28,000 allocated for the recreation program funding.

That the Parks and Recreation Commission

Alternative 2

Recommends not developing recreational programming using the budget funds of \$28,000 which was allocated for the Recreation Program Funding.

IMPLICATIONS

ECONOMIC/FINANCIAL

Alternative 1

Funds for the development of recreation programs is allocated in 2014 budget.

Alternative 2

Funds could be used for other operating costs.

SOCIAL

Alternative 1

The development of recreation programs will provide a balanced recreation program base and focus on the changing needs of the community.

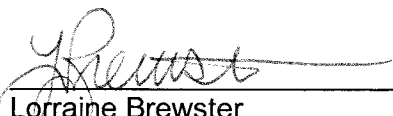
Alternative 2

A wide variety of recreational opportunities would not be available in the community.

RECOMMENDATION(S)

That the Parks and recreation Commission:

Recommends the development of recreation programs using the 2014 budget funds of \$28,000 allocated for the recreation program funding.



Lorraine Brewster
Parks and Recreation Manager



Karla Campbell, Senior Manager
Salt Spring Island Electoral Area

LB/ts



REPORT TO PARC COMMISSION OF SALT SPRING ISLAND, APRIL 7, 2014

SUBJECT: RAINBOW ROAD INDOOR

ISSUE

To provide the commission with a quarterly report (January - March) on Winter 2014 programs.

BACKGROUND

The Rainbow Road Indoor Pool offers a variety of programs including public sessions, swim lessons, aquafit classes, school programs, swim team, rentals and special events. During this winter quarter there were 8592 participants – with 10880 participants in 2012 for the same quarter. The decline in attendance is due to the unscheduled shut down in January.

The numbers for the two operational week period in January 2014 is 1911 which is low as a result of the closure for two weeks. If we multiply this number by two it would come very close to the past years monthly averages for January.

The program break down is as follows:

Year	Public Programs	Water Fit	Added Programs	Total
2012	7501	1649	1730	10880
2013	7758	2111	2367	12236
2014	5024	1867	1701	8592

Promotion and marketing continue to be included during the sessions. A banner advertisement is featured once a month in the local paper as well as a monthly article in the PARC postings for the Driftwood. Posting on The Salt Spring Exchange has also increased the awareness of programs at the pool.

We are still serious about fun!



Making a difference...together

**SALT SPRING ISLAND PARKS AND RECREATION
STAFF REPORT TO COMMISSION
COMMISSION MEETING APRIL 14, 2014**

AGENDA ITEM 7.1

SUBJECT COURIER SERVICE

ISSUE

To consider the proposals for courier service for the distribution of the agenda packages and award a contract.

BACKGROUND

The Parks and Recreation Commission requested courier/delivery services for the pick-up and delivery of agenda packages. Staff placed an advertisement requesting contract proposals for delivery services once a month. The following proposals were received:

Proposals	Request for Proposal Information	Total Cost
Proponent A	Includes commercial liability, WCB and Third Party Liability	\$2,700
Proponent B	Commercial liability, Third Party Liability-will obtain WCB	\$1,170
Proponent C	Will obtain Commercial Liability, WCB, Third Party Liability	\$1,506
Proponent D	Will obtain Commercial liability, WCB, and Third Party Liability (Motor scooter, no delivery ice and snow)	\$1,140
Proponent E	Includes Commercial Liability, WCB and Third Party Liability	\$1,176

ALTERNATIVES

That the Parks and Recreation Commission:

Alternative 1

Authorize staff to enter into a contract with proponent E to deliver Commission agenda packages based on the proposal requirements.

Alternative 2

Not enter into a contract for proponent E for courier/delivery services for commission agenda packages based on the proposal requirements.

Alternative 3

Not contract courier/delivery services for commission agenda packages.

IMPLICATIONS


ECONOMIC/FINANCIAL

There is funding for the courier service. In the 2014 budget in the amount of \$720.00 and the cost for services will be \$1,176. Remaining funds to cover the deficit could come from office supplies.

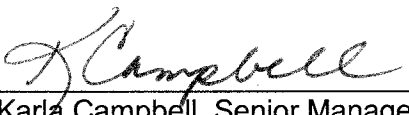
RECOMMENDATION(S)

That the Parks and Recreation Commission:

Agrees to support proponent E to deliver Commission agenda packages based on the proposal requirements.



Lorraine Brewster
Parks and Recreation Manager



Karla Campbell, Senior Manager
Salt Spring Island Electoral Area

LB/ts

Project

Comments

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

ITALICS - new information

1. TRAILS and BEACH ACCESSES		March 2014
1.1 Partners with PARC Gifting, Donations	Bench has been installed at Duck Creek. A memorial bridge will be constructed in Duck Creek to replace a bridge already scheduled for replacement in 2014.	\$1800 (R)
1.2 Duck Creek Park	Fields mowed- \$997.50 New trail to bridge completed. Split rail fence installed. Cedar tree fell down and the trail was repositioned to go around the tree.	
1.3 Dean-Drake Trail	Completed & open. High grade tread on pathway. 2 bridges and 1 culvert installed. Signage- interpretive. Split rail fence installed. <i>Directional signage will be installed.</i>	
1.4 Water Access Points	Old Scott Road-reviewing water access point. Crew will scope the work and needed resources. Beddis Beach- engineer will be hired to design the landscape retaining wall.	Development \$10,855 (B) \$578 (A)
1.5 Mouat Park	Removal of building in Mouat Parks- Safety Concern. Porta-Potti installed. Upgrade work on two trails will be scheduled in April. Working towards multi-use trails. Two large maple trees fell across the loop trail-all cleaned up. <i>Trail from Drake to Seaview under construction.</i>	
1.6 Channel Ridge	Motorized vehicle damage on trails. Split Rail fence will be installed to prohibit motorized access. Trail crew will be working middle of March. <i>23 fallen trees removed.</i> <i>Trails raked for 8 km run. 72 trail runners for the Channel Ridge Trail Run event</i>	
1.7 Goat Trail Farm Trail	Trail connection sought from Andreas Vogt Nature Reserve via 'Old Goat' trail down to Beaver Point Road. Application submitted for use of Crown land. Application for crown land MOT permit approved	
1.8 Trincomali	2014 to complete a circular trail around Trincomali.	
1.9 Hedger Road to LePage	Meeting with equestrian users to be arranged and a survey will be conducted for the trail development. <i>Scoped, measured and surveyed for planning purposes.</i>	
1.10 Dunbabin Trail/park	Monitoring the dam and beavers. A permanent pipe will be installed through the dam. Staff will be continuing to work with Kathy Reimer.	
1.11 Peter Arnell (lower portion)	<i>12 fallen trees removed.</i>	
1.12 Crofton Brook\Harbour House Trail	<i>Surveyed to determine boundaries for Crofton Brook residences and west end of the hospital.</i>	

Project	Comments	Budget (B) Revenue (R) Actual (A)
ITALICS - new information		
2. RECREATION AND PARK PROJECTS		
2.1 Heiwa Peace Park Japanese Garden	Vandalism occurred in the park with irrigation system and fence around a tree. A complaint was filed with the RCMP. Dangerous tree removed & pruning finished. Irrigation system repaired. <i>Maintenance preparation for the Blossom Festival April 12 2014.</i> <i>Benches restrained</i>	
2.2 Program Development	<i>Young Chef Program- 12 full</i> <i>Babysitting Course-13 full</i>	
2.3 Tennis Courts	<i>Pressure washing courts 1 & 2. Investigating costs of replacing screens.</i>	
2.4 Leisure Brochure	<i>April 23, 2014 Spring brochure to be released</i>	\$ 8,640 (B)
2.5 Portlock Park	Painting Washrooms. Spray washing portable building. New window screens for office. Repurposing small shed at Portlock Park (was part of the tennis bubble) to provide storage for CRD Emergency Preparedness.	
2.6 Geocaching	Developing guidelines for recreational geocaching activity. 3 new cache installed (Fernwood, Blackburn and newly completed pathway)	
2.7 Centennial Park	Pruning is completed for the season. Researching new garbage cans-recycling options. Painting the bathrooms. <i>Gardens mulched</i> <i>Pressure washing done</i> <i>New recycling garbage centres installed</i> <i>Park mowed and prepared for first Market</i> <i>Alcohol and drug activity at the park-working with the RCMP and Bylaw</i>	
2.8 Rotary Park	<i>Recycling\garbage centre installed</i>	

3. INDOOR POOL PROJECT ITEMS		
3.1 Driveway Repair	Repairs done- chip seal used over entire driveway.	
3.2 Rainbow Road Pool	Landscaping competed along the entranceway to the pool. <i>Cold water pump/hot water pump/pool heater and 2 compressors</i> <i>Sign developed for heron nesting site by Salt Spring Elementary school grade 2/3 class.</i> <i>Sign to be placed behind community gardens</i>	

Project	Comments	Budget (B) Revenue (R) Actual (A)
<i>ITALICS - new information</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	