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SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Notice of Meeting on Monday, **August 18, 2014 at 5:00 PM**

145 Vesuvius Bay Road, Salt Spring Island, BC

Jane Horsburgh
Stanley Shapiro
Wayne McIntyre

Gregg Dow
Matt Kellow

Daniel Clements
Sonja Collombin

Hafiz Bhimji
Jon Suk

AGENDA

1. **Approval of Agenda**
2. **Adoption of Minutes of July 28, 2014**
3. **Presentations/Delegations**
4. **Reports-Chair and Director**
5. **Outstanding Business**
6. **New Business**
 - 6.1 **Staff Report-Bylaw 3903-Salt Spring Island Parks and Recreation Fees and Charges –September 1, 2014**
7. **Next Meeting October 20, 2014**

(please note that the September 15, 2014 meeting is cancelled)
8. **Adjournment**

Communication and Information only items-see appendix A

To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.



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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held July 28, 2014 in the Portlock Park Meeting Room, Salt Spring Island, BC**

Present: **Director:** Wayne McIntyre
 Commission Members: Gregg Dow (Chair), Jane Horsburgh, Hafiz Bhimji, Sonja Collombin, Matt Kellow, Stanley Shapiro, Daniel Clements
 Staff: Lorraine Brewster, Parks and Recreation Manager; Karla Campbell, Senior Manager, Peggy Dayton, Senior Financial Analyst, Tracey Shaver, Recording Secretary.
Absent: Jon Suk

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

1. Approval of Agenda

Commissioner Bhimji requested that the subject of pickle ball be added to the agenda.

MOVED by Commissioner Clements, **SECONDED** by Commissioner Kellow,
That the agenda be approved with the addition of new business item 7.2-Pickle Ball

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Horsburgh, **SECONDED** by Commissioner Kellow,
That the minutes of the meeting of May 26, 2014 be adopted.

CARRIED

3. Presentations/Delegations

No presentation or report was given

4. Chair and Director Report

4.1 Chair Dow reported that a past commissioner, Robert Bosman, has passed away unexpectedly.

Chair Dow commented that he has seen the parks being fully utilized.

4.2 Director McIntyre reported on several different activities he is involved with. Notably, the CRD Board has approved the use of mail in voting for the electoral areas in time for the next local election.

5. Reports

5.1 2014/2015 Budget and Capital Review

Manger Brewster presented an overview of the capital reserve funds for 2018-2019.

Senior Financial Analyst Dayton reviewed the operating budget for 2015.

- Tennis Courts- Completed investigation to repair cracks on courts 2, 3 and 4. A complete rebuild is needed at \$94,000 per court. Staff investigating overlay sport court systems as alternative.
- Centennial Park- Manager Brewster will hire a landscape architect to provide a plan for the park and consult with the community.
- Boardwalk repairs and maintenance
- Indoor Pool- 6 years old. Starting to see breakdown of mechanical equipment and finishings. Requisition at maximum level. Property assessments are down and revenues are projected to be flat. Pool operating costs to increase by Recreation Excellence's contract and there is a large jump in utility rates. Look into potential grants for solar technology. Parkland and recreation program requisition assists in covering the pool operating costs. User funding excluding debt is 25.89% which is not bad for a lap pool. A leisure pool user funding is between 29 and 30%.
- Overall budget increase is 1.8%.

6. Outstanding Business

6.1 Memo dated July 24, 2014, from Manager Salt Spring island Parks and Recreation, re: Baker-Harrison Trail on Bethal Pentecostal Assembly Lands

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Horsburgh, That the Parks and Recreation Commission support the Trails Advisory Committee recommendation to send a letter to the National Bethel Pentecostal Assembly expressing concern about the conditions put on the renewal of the statutory right of way on 215 Baker Road and to request their assistance with negotiating and discussion with the local assembly to reconsider their decision and to allow usage in perpetuity at no charge.

CARRIED

6.2 Parkland Dedication of Proposed Subdivision of 2161 and 2163 Fulford Ganges Road (Islands Trust Referral – SS-SUB-2014.3)

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Kellow, That the Salt Spring Island Parks and Recreation Commission (SSIPARC) recommends Island's Trust pursue collecting five percent cash-in-lieu in payment for park land dedication equivalent to market value of the land required for park land dedication purposes in accordance with section 941 of the Local Government Act; and that the applicant be responsible for an appraisal report for the cash-in-lieu to the satisfaction of the Capital Regional District;

And further, that the SSIPARC recommend to the Ministry of Transportation and Infrastructure Approving Officer to reject any subdivision plan purposefully circumventing park land dedication requirements as it is not in the public interest and consider the local government land use policies with respect to acquiring public amenities such as open or suitable green space as identified in the 2011 Salt Spring Island's Park Systems' Master Plan.

CARRIED

Commissioner Shapiro opposed

6.3 Memo dated July 24, 2014, from Manager Salt Spring Island Parks and Recreation, re: Islands Trust Referral-SS-RZ-2013.3 Rezoning and OCP Amendment (119-150 Ashya Road)

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Clements, That the Salt Spring Island Parks and Recreation Commission advise the Islands Trust that their interests are unaffected by the proposed rezoning of 119-150 Ashya Road (SS-RZ-3013.3) as there is an existing access for a parks trail.

CARRIED

6.4 Memo dated July 24, 2014, from Manager Salt Spring Island Parks and Recreation, re: Islands Trust Referral-SS-RZ-2013.5 (315 Robinson Road)

MOVED by Commissioner Kellow, **SECONDED** by Commissioner Horsburgh, That the Salt Spring Island Parks and Recreation Commission recommends to the Island's Trust that the owner/applicant for the rezoning and OCP amendment of Bullock Lake Cottages (315 Robinson Road) construct at their cost, a connecting multi-use trail, from the northwest corner of the property starting from Robinson Road to the Capital Regional District's (CRD) Bullock Lake linear trail; that the multi-use trail be built to the CRD's specification; and should any areas of the multi-use trail that are contained within private property that a statutory right of way be registered in favour of the CRD and in a form acceptable to the CRD; and further, the CRD will assume the maintenance and liability upon acceptance of the completed works.

CARRIED

6.5 Memo date July 24, 2014, from Manager Salt Spring Island Parks and Recreation, re: Islands Trust Referral-SS-RZ-2013.9 (161 Drake Road)

MOVED by Commissioner Kellow, **SECONDED** by Commissioner Horsburgh, That the Salt Spring Island Parks and Recreation Commission recommend to the Islands Trust that the application for the rezoning of property to connect a trail network to the Dean-Drake trail be accepted; and further, that the existing pathway or the statutory right of way along the eastern boundary be upgraded.

CARRIED

6.6 Canada Day 2014 Sponsorship

MOVED by Commissioner Clements, **SECONDED** by Commissioner Kellow, That the Salt Spring Island Parks and Recreation Commission approve the budget expenditure for a sponsorship of \$500.00 to the Chamber of Commerce for Canada Day fireworks celebrations.

CARRIED

6.7 Harbour House – Crofton Brook Trail

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Clements, That the Salt Spring Island Parks and Recreation Commission supports the offer by Ganges Vineyard Hotel Ltd., Jack Woodward Law Corporation, Glenda Woodward and Jack Woodward to develop a trail network on the Harbour House property and gift the old heron rookery and/or wetland; with the understanding that the trail dedication and wetland gift is considered a public amenity over and above any public dedication or cash in lieu required by the Local Government Act.

CARRIED

6.8 Fulford Ballpark Lease

MOVED by Commissioner Kellow, **SECONDED** by Commissioner Horsburgh That the Salt Spring Parks and Recreation Commission approve the Lease for Fulford Ballpark, Fulford Ganges Road, between James Akerman and Capital Regional District for a 3 year term commencing January 1, 2015 at an annual rent not to exceed 5% increase of the previous year's rent with early termination upon acquisition of a development site for an alternative ball field site or with 6 months' notice from the landowner.

CARRIED

7. New Business

7.1 Liquor Sales and Consumption at Farmer's Market – Staff Report

The Commission generally agreed to support the addition of a licensed manufacturer (winery, brewery or distillery) selling their products at the Salt Spring Island farmers markets. The Ministry is the governing body over the implementation of the recent liquor policy review.

MOVED by Commissioner Kellow, **SECONDED** by Commissioner Clements, That the Parks and Recreation Commission support issuing a permit to allow liquor sales and sampling at the market in a defined area of Centennial park and further that the Vendor Guidelines for the Saturday Market in the park be amended to allow such activities; and further amend the License of Occupation to allow such activities for the Tuesday Market.

CARRIED

7.2 Pickle Ball

Commissioner Bhimji reported that the pickle ball players have formed an association and are encouraging public to join by placing signs around the courts during reserved playing times. The sharing of courts 3 and 4 at Portlock Park appears to be going well. The pickle ball players are requesting permanent lines be added to the Fulford court and have offered to pay for the project. Manager Brewster has requested that a letter be sent by the pickle ball association to PARC outlining their request. A meeting will then be set up with the Tennis Association, PARC and the Pickle Ball Association to discuss modifications to the Fulford Court.

8. Next meeting August 18, 2014

Commissoner Collombin sends her regrets.

9. Correspondence / Information

Items received for information

10. Motion to Close the Meeting

Chair Dow called the group together at 6:40 pm and requested approval to move into a closed meeting.

MOVED by Commissoner Clement, **SECONDED** by Commissioner Shapiro,
That the Salt Spring Island Parks and Recreation Commission close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

11. Adjournment

It was moved and seconded that the meeting be adjourned at 7:00 pm.

CHAIR

SENIOR MANAGER



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REPORT TO SALT SPRING ISLAND PARKS AND RECREATION COMMISSION MEETING OF MONDAY, AUGUST 18, 2014

SUBJECT 2014/15 PROPOSED FEES AND CHARGES

ISSUE

To seek Commission approval for proposed annual fee and charges effective September 11, 2014.

BACKGROUND

The fees and charges for Salt Spring Parks and Recreation are annually reviewed and approved by the Commission. Attached (Attachment 1) document lists all fees and charges for the Greater Victoria area for recreation centres which consists of facilities with leisure pools. The fees and charges were increased in 2012 and have not been adjusted since that time. When the Commission approves the fees and charges, the information is sent to Capital Regional District (CRD) finance committee for endorsement by the CRD Board.

Several considerations were reviewed for the 2014/15 annual fees and charges:

- The pool operational contract with Recreation Excellence increases annually (2013-2017)
- The pool is at the maximum levy of taxable assessment
- No surplus in revenues are anticipated with the pool if no change in drop-in rates
- Increasing operating costs
- To continue to encourage youth and families to participate with the growing issue of childhood obesity there is no proposed in the drop-in admission rates for youth, child, and family
- Rainbow Road pool is not a leisure pool therefore it can be a challenge to attract high attendance levels
- The pool facility is seven years old and is now experiencing maintenance repairs as outlined in the life cycle report presented to the Commission in 2009.
- The second phase of the survey is being conducted on the Saturday Market and once completed a staff report will be presented for permit fees

The proposed fees and charges, before applicable tax, have been identified in a chart (Attachment 2). The increases are summarized as follows:

- No change in Youth, Child and Family cash admission fees. Fees remain unchanged since September 2012.
- No change in Youth, Child and Family punch passes (10x, 25x, 1 month). Fees remain unchanged since 2012.
- Adult cash admission fees to increase 4%.
- Adult punch passes (10x, 25x, 1 month) to increase 4%
- Swim Lesson fees ½ hour to increase to \$57.00 (set of 10)
- Swim Lesson fees ¾ hour to increase to \$70.00 (set of 10)

- Swim Private Lesson ½ hour to increase to \$20.95
- Swim Semi-Private Lesson to increase to \$31.42
- Addition of a recreational commercial rate under facilities
- Gazebo in Centennial Park \$10.00 per hour to a maximum of \$50.00 per day to accommodate different community groups and their events.

ALTERNATIVES

Alternative 1:

That the Parks and Recreation Commission approves the recommended Salt Spring Parks and Recreation fees and charges be forwarded to the Capital Regional District Finance Committee for consideration.

Alternative 2:

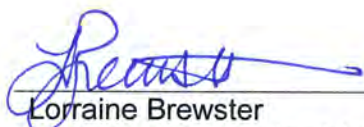
That the Parks and Recreation Commission approves the recommended Salt Spring Island Parks and Recreation fees and charges with some exceptions.

Alternative 3:

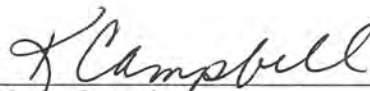
That the Parks and Recreation Commission does not approve the recommended Salt Spring Island Parks and Recreation charges.

RECOMMENDATION(S)

That the Parks and Recreation Commission approves the recommended Salt Spring Parks and Recreation fees and charges be forwarded to the Capital Regional District Finance Committee for consideration.



Lorraine Brewster
Parks and Recreation Manager



Karla Campbell
Senior Manager
Salt Spring Island Electoral Area

LB:ts

Attachments:

SALT SPRING ISLAND LEISURE SERVICES
PROPOSED FEES AND CHARGES
Effective September 1, 2014

Indoor Pool - General Admission Fees ("Everyone Welcome", Lap Swim) – Excl Taxes (With GST)

Class of Person	Single	10 x Pass (get 10 for 9)	20 x Pass (get 20 for 17)	1 Month Pass	Annual Pass
Adult (19 yrs and older)	5.04 5.24 (5.50)	44.64 47.15 (49.50)	84.37 89.04 (93.50)	54.64 56.80 (59.65)	535.31 (562.08)
Youth (13-18 yrs or valid student card)	4.02 (4.22)	35.71 (37.50)	67.54 (70.92)	43.71 (45.90)	428.30 (449.72)
Child (4-12 yrs)	2.99 (3.14)	26.79 (28.13)	50.67 (53.20)	32.81 (34.45)	321.21 (337.27)
Tot (3 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	12.10 (12.71)	107.23 (112.59)	202.59 (212.72)	131.03 (137.58)	766.52 (804.85)
"Toonie Swim" * (Incl applicable taxes)	1. 90 (2.00)	N/A	N/A	N/A	N/A

Single Admission rates will apply for use of whirlpool or showers only.
Single Admission rates apply to each entry per day.

* As Scheduled

Indoor Pool - Lesson Fees – Excl Taxes (With HST)

	Individual	Session (Set of 10)
½ hour Lesson		56.20 57.00
¾ hour Lesson		66.45 70.00
½ hour Private Lesson	19.87 20.95 (22.00)	
½ hour Semi-Private Lesson (2 people)	29.78 31.42 (33.00)	
School Group Lessons (per hour/per day)	1 st child – 3.60 2 nd child – 2.80 3 rd child or more – 2.05	

Indoor Pool - Aquatic Fitness – Excl Taxes (With HST)

	Drop-In	10 x Pass	1 Month Pass
Participant	7.10 (7.46)	62.59 (65.72)	64.55(67.78)

Indoor Pool - Rental Rates – Excl Taxes (With HST)

Class of Organization	Per Lane	Entire Facility
Commercial Organizations		291.96 (306.56)
Non-Profit Organizations		194.64 (204.37)
Youth Aquatic Sport Organizations	12.19 (12.80)	72.99 76.64
Adult Aquatic Sport Organizations	24.33 (25.55)	145.98 (153.28)
School Organizations	12.19 (12.80)	72.99 (76.64)
Birthday Party (youth)		145.98 (153.28)

CAMP COLOSSAL				
	Pre-Registered Day NEW	Drop-In	4-day Week NEW	Book of 5 5-day Week
Child (5 - 12 yrs)	32.00	32.00 37.00	120.00	144.00

FACILITIES				
	Per hour plus Tax			
Facility	Non- Profit		Recreational Commercial NEW	Non- Recreational Commercial
	Youth	Adult		
Tennis Courts (per court)	No Charge	No Charge	6.00	12.00
Ball Diamonds	No Charge	No Charge	6.00	See Park Use Fees
Main Field - Portlock	No Charge	No Charge	6.00	
Side Field - Portlock	No Charge	No Charge	6.00	
Jogging Track	No Charge	No Charge	6.00	
Portlock Meeting Room	No Charge	No Charge	6.00	12.00
Portlock Meeting Room AV Rental NEW	No Charge	15.00	15.00	15.00

PARK USE (plus applicable tax)		
	Permit Fee (per day)	Damage Deposit
Commercial Filming - minimal set up, less than 5 days	300.00	1000.00
Commercial Filming - Elaborate set up, less than 10 days	500.00	1000.00
Commercial Service or Activity	200.00 per day or 8% of gross up to 500.00 per week	1000.00
Commercial Temporary One-Time Use - such as helicopter landing for equipment pick up	100.00	500.00
Temporary Service Access - for such purposes as accessing private property, utility or public works	No Charge	500.00
Research Activity - such as specimen collection, surveys, inventories, monitoring plots	30.00	500.00
Tournaments, Competitions, Shows or Outdoor Ceremonies INCLUDED IN SPECIAL EVENT BELOW	100.00	500.00
Weddings - Ceremony only (with or without guests)	25.00	500.00
- Ceremony and Reception	50.00	500.00
Special Event or Activity - such as a festival which attracts participants and spectators (no alcohol)	100.00	500.00
Gazebo in Centennial Park – Commercial or Non-Profit	10.00/hour to maximum 50.00/day	100.00

Fee Exemptions:

- may be made when all participants are under 18 years of age
- may be made when activity provides a benefit or improvement to the community park
- may be made for any school district sponsored activity
- Damage Deposit may be waived at the discretion of PARC for long-standing events with history of good management.

SATURDAY MARKET IN THE PARK

Permit fees are payable upfront. Seasonal linear fees are payable at month end.

PERMITS

Seasonal	152.38 / season
Day	4.91 / day
Farm	0.89 / season
Not-for-Profit	0.89 No Charge
Child or Youth Vendor	0.89 No Charge
Busker	0.89 No Charge
Off-Season	8.93 / off-season



LINEAR CHARGES FOR TABLE DISPLAY SPACE

(Maximum 8 feet frontage, unless grandfathered or a farmer)


Seasonal	1.34 / frontage foot / day
Day	1.34 / frontage foot / day
Farm	1.34 / frontage foot / day 3.13 / additional frontage foot/day up to 2 feet maximum

OTHER

Power	19.20 / season / where available
Wash Station for Food Vendors	33.48 / season

Project	Comments	Budget (B) Revenue (R) Actual (A)
ITALICS - new information		
1. TRAILS and BEACH ACCESSES		
1.1 Partners with PARC Gifting, Donations	A memorial bridge was constructed in Duck Creek to replace a bridge already scheduled for replacement in 2014. Memorial bench being installed at channel ridge.	\$3300 (R)
1.2 Dean-Drake Trail	Directional signage has been installed	
1.3 Water Access Points	Beddis Beach- retaining wall installed in September.	Development \$10,855 (B) \$578 (A)
1.4 Mouat Park 	4 trail counters installed; Seaview, Drake by Phoenix School, McPhillips, Rainbow Road. Bench installed	\$5,000 (B) \$5,396 (A)
1.5 Channel Ridge	Maintenance being conducted at various parts of the trail system.	
1.6 Goat Trail Farm Trail	Trail construction complete at 281-285 Beaver Point Road. SROWs being negotiated with Trinity Western properties and private owners.	\$9,500 (B) \$2,612 (A)
1.7 Trincomali	2015 to complete a circular trail around Trincomali.	
1.8 Hedger Road to LePage	Meeting with equestrian users to be arranged and a survey will be conducted for the trail development. Scoped, measured and surveyed for planning purposes.	
1.9 Dunbabin Trail/park	Salmon Enhancement monitoring and working on beaver dam.	
1.10 Crofton Brook\Harbour House Trail	Survey has been completed.	
1.11 Duck Creek 	Trail Counted Installed –Trail Upgrade Broadwell Area	\$14,000 (B) \$1,726 (A)

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

2. RECREATION AND PARK PROJECTS		
2.1 Heiwa Peace Park Japanese Garden	Work complete on irrigation system- more plantings have been added.	
2.2 Program Development	TRX fitness programs – 2 nd round of classes 1 out of 4 offered are running, with a total of 14 participants. Thrifty Foods Young Chef program 15 Registered-waiting list of 10 more. Pre-School Mini Camp- 1 st time offered- 6 registered. Camp Colossal- 1 st time pre-registration; for month of July total # of campers 442; average day 20 participants	
2.3 Tennis Courts	<i>Rebuilt gear system on court 3</i>	
2.4 Leisure Brochure	Spring brochure released April 30, 2014 <i>Fall brochure scheduled for release middle of September</i>	\$ 8,640 (B) \$2,700 (A)
2.5 Portlock Park	Basic maintenance	
2.6 Centennial Park	Boardwalk repaired.-Replaced deck boards (4X12X16) beams. <i>Historical Art Installation</i>	
		
2.7 Rotary Park	Basic Maintenance	

3. INDOOR POOL PROJECT ITEMS		
3.1 Driveway Repair	Repairs done- chip seal used over entire driveway.	
3.2 Rainbow Road Pool	Fitness area upgraded with wood chips. Over 400 swimmers participated in swim meet. Outside grounds used for daily shelters during meet and swim team left the grounds in perfect condition. Parks crew assisted with set up and preparation of the grounds for the event.	

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	