



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Notice of Inaugural Meeting on **Monday, November 16, 2015 at 5:00 PM**
Salt Spring Island Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre	Daniel Clements	Kees Ruurs	Garth Hendren
Matt Kellow	Jon Suk	Sonja Collombin (R)	Tom James
Brian Webster			(R) = Regrets

AGENDA

- 1. Approval of Agenda**
- 2. Adoption of Minutes of October 19, 2015**
- 3. Presentations/ Delegations**
 - 3.1 SPLAASH – Darlene Steele**
- 4. Reports-Chair and Director**
- 5. Outstanding Business**
 - 5.1 Program Status Report**
 - 5.2 Program Development Report**
 - 5.3 Land Use, Zoning at Mouat Park – Response from PARC**
 - 5.4 2016 Capital Budget Update**
 - 5.5 Maracaibo Lane Subdivision Update – 5% Cash in Lieu**
- 6. New Business**
 - 6.1 Christmas on Salt Spring 2015**
 - 6.2 Sunday Long Weekend Markets**

That the Salt Spring Island Parks and Recreation Commission not continue the Sunday Long Weekend Markets in 2016.
 - 6.3 Trails Forum**
 - 6.4 2016 Public Meeting Dates and Commission Reports Schedule.**

That the Salt Spring Island Parks and Recreation Commission approve the 2016 Public meeting dates and Commission Reports Schedule as per agenda item 6.4.
- 7. Next meeting January 18, 2016 from 5-7pm at the Portlock Portable. No December meeting unless called by the Chair**
- 8. Adjournment**

For Information Only:

Attachment #1 Market Advisory Committee Meeting Minutes November 4, 2015

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 October 19, 2015 at the School Board Meeting Room, 112 Rainbow Road, Salt Spring Island, BC

DRAFT

Present: **Director:** Wayne McIntyre
Commission Members: Jon Suk (Chair), Garth Hendren (Vice-chair), Sonja Collombin, Matt Kellow, Daniel Clements, Brian Webster
Staff: Karla Campbell, Senior Manager, Dan Ovington, Parks and Recreation Manager, Erin Jory, Recording Secretary
Absent: Kees Ruurs, Tom James

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

1. Approval of Agenda

MOVED by Commissioner Hendren, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission's agenda of October 19, 2015 Meeting be approved.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Hendren, **SECONDED** by Commissioner Kellow,
That the minutes of the Salt Spring Island Parks and Recreation Commission meeting of September 21, 2015 be approved.

CARRIED

3. Presentations/Delegations

3.1 Land Use Zoning at Mouat Park – Anke Bergner and Tom Watkins, CRD Environmental Resource Management

- Rainbow Road Recycling Depot, located in Mouat Park, is leased by Community Services from the CRD. Current lease renewed until April 2019.
- Looking for feedback from Commission re: proposed zoning alteration, i.e. swapping zoning with slight loss of park land.
- Gravel pits are not available for recycling – they must be reclaimed.
- Current location is already an industrial node, creating minimal impact to the park. CRD-controlled land is more affordable as market value prices for industrial zoned land are higher than assessed values, making this proposal affordable.
- Public consultation will take place in 2016; Islands Trust not ready until early 2016; had planned to do so in 2015 but senior planner not in place.
- Comments to EASC from PARC needs to be scheduled.

3.2 Rainbow Road Indoor Pool Shutdown Report – Jim Raddysh

- Pool water did not have to be drained.
- Re-grouted pool deck tiles.
- Changed sand in filters and inspected filters
- Lobby was painted.



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How to Be Involved in PARC Decisions

At least one a month, Commission members meet to discuss PARC business. At this time, any written information submitted by a member of the community is distributed and reviewed by all Commission members.

Up to three delegations (including delegations of a single person) are welcome to attend these meetings. This is where your opinion can be expressed effectively on any PARC-related issue. Simply give written notice to the PARC office one week prior to the meeting date. Each delegation is allotted five minutes early in the meeting to address the Commission.

Public input and contributions are welcome and appreciated. For more information, or to become involved, contact the CRD Salt Spring Administration office at Tel: 250.537.4448 Fax: 250.537.4456

Please fill in form and return to:

SSI CRD Administration Office at 145 Vesuvius Bay Road, V8K 1K3 or by email to saltspring@crd.bc.ca

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

At its meeting of: Nov 16, 2015 at 5 AM/PM

NAME: DARLENE STEELE

ADDRESS: 130 RICHARD FLACK RD V8K 1N4

EMAIL: 80051eap@telus.net PHONE: 250 537 8718

I represent SSPLASH
(if applicable, Name of Organization)

My reason for appearing is, and the substance of my presentation is as follows:

to chat about the proposed multipurpose
activity room.

(if more space is required, please attach an additional page to this form)

Nov 9, 2015
Date

Darlene Steele
Signature

Wayne McIntyre
CRD Director Salt Spring island

Dear Wayne,

RE RAINBOW ROAD AQUATIC CENTER MULTIPURPOSE ROOM

Please reconsider your position on the proposed Multipurpose Room at the Rainbow Road Pool. This proposal has been well thought out and budgeted and will be a revenue generator for the pool for years to come. I read in the paper that you say "I need to take a breath". From what? Very little money has been spent to upgrade the pool since it's opening, and it is Salt Springs Premier Recreation site and as such deserves our financial commitment. Surely the recreation needs of the community are as important as walkways and bus shelters.

This is a great example of a public and private enterprise with SSPLASH contributing to the project. We are prepared to put up \$25,000.00 for the building project. The project would be good for all of Salt Spring because:


- it revitalizes interest in the Rainbow Road Aquatic Site
- it increases the numbers of users at the site
- it truly makes the building a "multipurpose recreation" site because such activities as gym, martial arts, dance, meetings, courses etc could occur there
- it would generate rental revenue which can be put into the pool building fund for future projects
- it reflects the communities commitment to ongoing improvement of health and wellness facilities for Salt Spring.


It would be very much appreciated if you could get on board with the Community for this project, we need and want your support and active participation to get this done.

Thank you.

Yours sincerely,

Darlene Steele
President of SSPLASH

Project	Comments <i>ITALICS New Information</i>	Capital Reserve (C) General Operating (O) Actual (A) Revenue (R) Grant Funded (G)
1. TRAILS and BEACH ACCESSES		
1.1 Beddis Beach Park Water Access	Retaining wall repairs - An approved application was received February 10, 2015. Project date approval from the Department of Fisheries has been requested and anticipated for late September. Shoreline profiling completed Oct. 5th – nothing of interest to report. Work has begun on the retaining wall repairs.	\$10,855 (C) \$578 (A)
1.2 Heron Sign located at the end of Kanaka Rd.	Drawing by the Outdoor Student Art installation project *Sign donated by SSI Conservancy	\$110 (O) \$110 (A)
1.3 Grace Point Boardwalk	Work was completed and a site visit was done on March 17, 2015	\$45,000 (C) revised \$39,714 (A)
1.4 Channel Ridge	Trail counters have been installed at Broadwell, Canvasback, Merganser, Pringle Farm-UP, Sunset.	
1.5 Fern Creek Trail	Repair Stairs, Removal of trees.	\$2000 (O)
1.6 Duck Creek 	Stairs replaced at Duck Creek. <i>Sunset entrance complete/ Phase 1 of creekside pathway complete.</i> <i>Three major trail projects were unable to be started this year while waiting for SRW agreements to be signed. A portion of 2015 Trail funds were re-allocated to repairs at Duck Creek allowing us to keep the trails crew working.</i>	\$5000 (C) \$18,450 (A)
1.7 Quarry Beach	Upgrades to the entrance and Quarry Beach have been completed.	\$1000 (O) \$1050 (A)
1.8 Harrison Baker	Upgrades	\$500 (O)
1.9 Vesuvius Beach Access – off Tanramar	Upgrades	\$1000 (O)
2.0 Trincomali Heights – loop	SRW to be negotiated, construct trail (Labour x 3 weeks)	\$7500 (C)
2.1 Beach Side Drive	Beach access has been improved in preparation for the Rowing Regatta on June 27 th .	Staff wages \$1120 (O)
2.2 Old Goat Trail	SRW's in progress Survey completed	\$12,700 (C) \$2320 (A)
2.3 Liberty Hall Lane	SRW in place for trail Survey completed SRW required for 20m on private driveway to access top trail head. Trail has been walked by trails crew, work ready to begin as soon as top SRW is in place.	\$11,100 (C) \$3714 (A)
2.4 Hedgers Turn	SRW's in progress	\$7500 (C) \$6094 (A)

Project	Comments <i>ITALICS New Information</i>	Capital Reserve (C) General Operating (O) Actual (A) Revenue (R) Grant Funded (G)
2. RECREATION AND PARK PROJECTS		
2.1 Summer Camps	2015 Summer Student Grant application deadline is January 14, 2015. This application was approved and PARC has received funding support of \$5.13/hr. for two summer staff	\$3642 (G)
2.2 Pickle Ball	The Pickle Ball association has been contacted and informed that they have permission to paint two Pickleball court lines on the Fulford tennis court. Park staff have permission to use the Fulford Fire Hall pressure washer in early spring to prep the court. The Tennis Association has been contacted and raised no additional concerns. The painting of four pickleball courts at Portlock was approved by PARC in June. Making the top 4 in Kraft Project Play put this work on hold. Staff will be unable to complete this project in 2015 given current workloads and that the crack repairs have also yet to be completed.	Supplies purchased by the Pickleball Association
2.3 Mouat Park 	Wheelchair accessible, structure-educational use, parking area potholes. Charcoal Beds Restoration Project (\$12,000 – Grant to the Japanese Garden Society) Work has begun, the Japanese Garden Society is documenting this project. I will continue to forward links to PARC. <i>The Kiln restoration project is complete. The Kiln Opening is being planned for Sunday November 29th. Time TBA</i>	\$5000(C) \$12000 (G) \$2500 (C) TBA
2.4 Rotary Park	Upgrades - New garbage containers have been installed. The Rotary Park sign has been removed and is being refinished. Abandoned boats have been removed from the Rotary dock. Tenure Replacement - The tenure with the Ministry of Forests, Lands and Natural Resources, expired on July 31, 2014. The license has been renewed.	\$5000 (O) \$1425 (A) \$1300 (G) \$3,147 (O) \$3,147 (A)
2.5 Centennial Park	Rocking horse installed at Centennial Park March 17. We have hired an auxiliary parks worker who will work approximately four hours on Saturdays during the market season. This will allow us to reduce overtime and ensure that other parks are receiving attention. It will also give us the ability to backfill other staff. <i>Rotten boards have been replaced on the Centennial Park Boardwalk.</i>	\$4200 (O)
2.6 Spring Break Adventure Camp	A camp was piloted over the two weeks of spring break. There were a total of 26 registrations generating \$3166 in revenue. PARC also offered a Young Chef Camp sponsored by Thrifty Foods that had nine registrants generating \$720 in revenue.	\$3860 (A) \$1200 (G) \$3886 (R)

Project	Comments <i>ITALICS New Information</i>	Capital Reserve (C) General Operating (O) Actual (A) Revenue (R) Grant Funded (G)
2.7 Clean Air Bylaw	CRD's Clean Air Bylaw came into effect on April 1, 2015. This bylaw bans smoking in public parks and trails. New Garbage cans and signage have been installed at Centennial Park and Rotary Park.	2000 (G) CRD
2.8 Recreation Needs Assessment	Phase one - create an inventory of current recreation programs offered on SSI, categorize current program offerings by age group and category Phase two – Conduct Focus groups with community stakeholders	\$5000 (O) \$4250 (A)
2.9 Peace Park	Park staff were contracted by the Japanese Garden Society to complete repairs in the Japanese Garden in preparation for the 5 th Annual Blossom Picnic that was held on April 18. Watering at peace park / New entrance	\$5000 (G) TBA (A)
2.10 Emergency First Aid	Parks staff completed their first aid training on Friday May 29 th . A contractor was brought over from Victoria and the course was opened up to the public to offset the costs. In addition to staff we had five outside people registered for the course generating \$510 in revenue.	\$250 (A) \$510 (R)
2.11 Portlock Portable	Quotes have been received: Drainage - \$4200 Metal Skirting and rodent protection - \$4800 Engineered design for ramp - \$2000 Wheelchair accessible ramp - \$5000	\$16,000
2.12 Kraft Project Play	As a top four finalist we received \$25,000. These funds will be put into Tennis Capital Reserves. A letter of support has been received by the Tennis Association to use a portion of these funds to upgrade the multi-sport box and include four pickleball courts. Additional funding will be required from the Pickleball Association.	\$25,000 (G)
2.13 <i>Centennial Park Master Plan</i>	Development of a Master Plan for Centennial Park is required to provide PARC with an overall vision for future development and park upgrades. <i>A request for proposal has been advertised with a site visit on Nov. 10 and a submission due date of Nov. 20. Initial estimates for this project are low and the project may need to be funded over two years.</i>	\$15,000 (O) (planning)

3. INDOOR POOL PROJECT ITEMS		
3.1 Swim 2 Survive Grant	A grant to provide all grade three students in SD64 with three one hour swim lessons has been submitted to the Royal Life Saving Society. Staff was successful in our application for the Swim 2 Survive Grant for \$1295 to pay for bussing and instructor costs for all 74 grade three Salt Spring Island students to attend three one hour swim lessons.	\$1295 (G)
3.2 BCRPA Family Day Grant	Staff were successful in an application for a \$1000 Family Day Grant. The grant allowed PARC to provide free admissions during the Friday Night Madness, The Sunday Toonie and the Monday Everyone Welcome Swims over the Family Day Feb 6-9 th .	\$1000 (G)
3.3 Discounted Pool Pass (March)	On Monday December 15, 2014 the Commission approved the sale of a discounted annual pool pass at the price of \$393.50 for adults and \$256 for children for one month prior to the 2015 fees and	\$19,774 (R)

Project

Comments
ITALICS New Information

Capital Reserve (C)
General Operating (O)
Actual (A)
Revenue (R)
Grant Funded (G)

	charges review. During the month of March 47 Annual Passes were sold. In 2014 a total of six annual passes were sold.	
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4. MARKETING		
4.1 Leisure Guide	The Spring Summer Leisure Guide has been distributed at 42 island locations The Fall Leisure Guide was mailed out in the Sept. 23 rd Driftwood and has been distributed to 42 pickup locations. A reduction in the page count for 2015 has resulted in extra funds in this account that will be used for printing additional trail guides.	\$8640 (O) \$5500 (A)
4.2 Website Design	New program application fillable form- in available on the CRD website and in the Spring Summer Leisure Guide. A request for a sub-sites (outside the CRD website template like Panorama Recreation) will be reviewed by the Website Steering Committee.	
4.3 Facebook	436 Likes! Our fan base continues to grow. We saw a large number of people engaging in our post linking to the Recreation Needs Assessment Survey with 77 link clicks.	\$50 (O)
4.4 Road Sign	The chalk board on Vesuvius Bay Road has been mounted with stringers to hold signage that can be changed out each week. The main purpose of the signage is to advertise PARC programs and events. Community groups can also apply to have their information displayed.	\$600 (A)
4.5 Nature Conference	PARC display table during the May 7-9 Nature conference held at Art Spring	\$100 (A) staff wages

Salt Spring Island Parks and Recreation Commission-November 16, 2015
Program Development

2

Registration for winter programs is believed to be more successful due to the following factors:

- 1) The Winter Leisure Guide is scheduled to come out three weeks prior to course start dates.
- 2) A campaign to educate potential participants about the need to pre-register will be implemented.
- 3) A marketing plan to educate residents about new programs located in the Winter Leisure Guide will be implemented prior to program start dates.
- 4) The portable is available for programs that do not require a sink, inside washroom, sprung or hardwood flooring. (Arts and crafts, preschool, fitness or dance)
- 5) An auxiliary Recreation Program Assistant has been hired to work 1.5 days a week to plan, market, implement and evaluate programs.

CONCLUSION

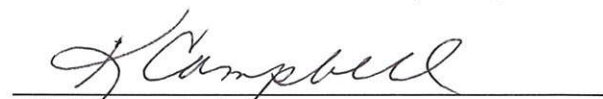
The majority of programs that were offered this fall were instructed by private contractors minimizing the risk to PARC. An evaluation of these programs and the causes of lower than anticipated registration numbers will allow for greater success during the 2016 winter program session.

Strategies Identified in the 2015 Recreation Program Needs Assessment Report

	Need	Strategies	Outcome	Timing	Resources	Evaluation
1	To meet the changing recreation needs of SSI residents.	To develop and pilot several new recreation programs in Fall 2015	Implemented programs for innovative recreation activities.	Sept – Dec 2015	PARC , relevant recreation/social groups, students.	Pilot program completed, evaluation and analysed.
2	For a centralized online location for recreation groups to access program information and registration.	To investigate potential community partnerships and systems to create and maintain an online system of support.	Centralized recreation program and registration site for all recreation programs on SSI.	July 2015 – Sept 2016	PARC, larger recreation groups, business community.	Online recreation program information and registration system will be in place.
3	For specialist programs of support for community recreation groups on SSI.	To assist other agencies in developing relevant programs of support.	Increased professional management skills for community recreation groups.	Jan - Dec 2016	PARC, VCR, other SSI agencies and groups.	A range of specialist programs conducted for community recreation groups.
4	For more recreation activities for young people on SSI.	To assist development of a Youth Coalition.	More recreation and social activities for young people on SSI.	July 2015 - March 2016	PARC, Community Services, Library, GISS, churches.	Youth Coalition established and operational.
5	Establish a formal mountain biking presence on SSI.	To provide access to PARC expertise.	Mountain biking voice and access to resources	July 2015 -ongoing.	PARC, mountain biking representatives	Mountain biking Association formed, trails negotiations in place, bike park plans in public.



Dan Ovington
Parks and Recreation Manager



Karla Campbell
Senior Manager SSI Electoral Area

5 Year Capital Expenditure Plan

SSI Pool CRF

1078 102045

Bylaw 3686

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	57,476	174,396	256,396	26,396	51,396	76,396
Transfers from Operating Budgets	-	25,000	25,000	25,000	25,000	25,000
Transfers from Park Land Ops Budget	116,420	45,000	-	-	-	-
Contribution from Splash	-	25,000	-	-	-	-
Leisure Pool	-	-	-	-	-	-
Multipurpose Room (Soft Costs)	-	-	(35,000)	-	-	-
Multipurpose Room Construction	-	-	(220,000)	-	-	-
Replace Pool Flooring	-	(13,000)	-	-	-	-
Interest	500	-	-	-	-	-
Ending Balance	174,396	256,396	26,396	51,396	76,396	101,396

5 Year Capital Expenditure Plan

SSI Parks/Rec CRF 1060 101603 Bylaw 2859						
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	409,891	197,010	179,709	217,499	5,089	30,719
Transfers from Operating Budgets	-	11,130	67,790	67,590	95,630	65,550
Transfers from 1071 101898	-	26,569	-	-	-	-
Grant / Donation Funding Required				750,000		
181 Brinkworthy - Purchase	(170,781)					
Ball Field development	-	-	-	(1,000,000)	-	-
Utility Vehicles	-	-	-	-	(40,000)	-
Park & Trail development upgrades	(46,100)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Portlock Renovations	-	(25,000)	-	-	-	-
Interest	4,000	-	-	-	-	-
Ending Balance	197,010	179,709	217,499	5,089	30,719	66,269



Christmas on Salt Spring 2015

We are writing on behalf of the Christmas on Salt Spring committee to offer to contribute to the light display in Centennial Park for the holiday season. We have raised \$2000 and can offer that in cash or lights to help increase the overall display. We are asking for assistance from Parc staff in partnership with our volunteers to complete the installation.

We would like to have the official 'light up' be in conjunction with the Annual Chilli Cook Off held in Centennial Park on December 5th as well as an acknowledgment of the contribution by our sponsors on display in the park for the month of December.

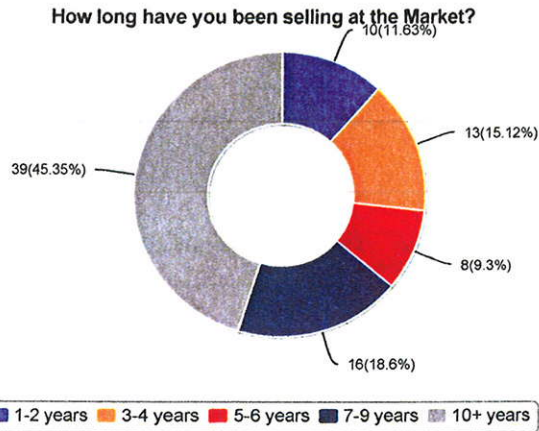
Thanks for your considerations,

COSS

Lis Walton

Genevieve Price

How long have you been selling at the Market?

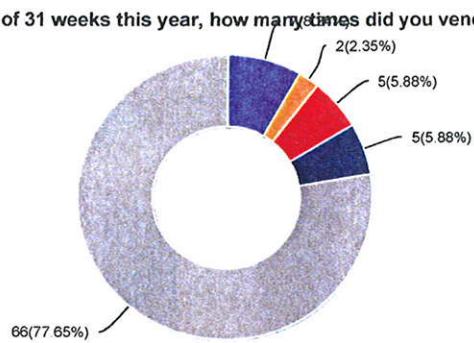


Total Response Count

86

Answer	Count	Percent
1-2 years	10	11.63%
3-4 years	13	15.12%
5-6 years	8	9.30%
7-9 years	16	18.60%
10+ years	39	45.35%

Out of a total of 31 weeks this year, how many times did you vend at...t?

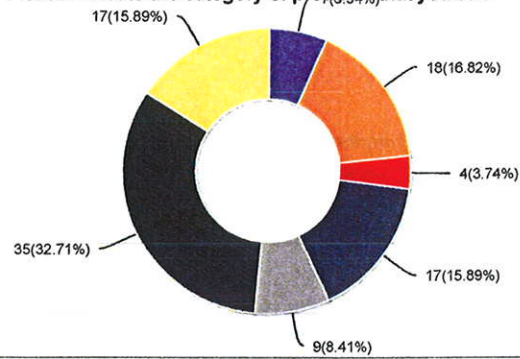


Total Response Count

85

Answer	Count	Percent
9 times or fewer	7	8.24%
10-14 times	2	2.35%
15-19 times	5	5.88%
20-24 times	5	5.88%
25-31 times	66	77.65%

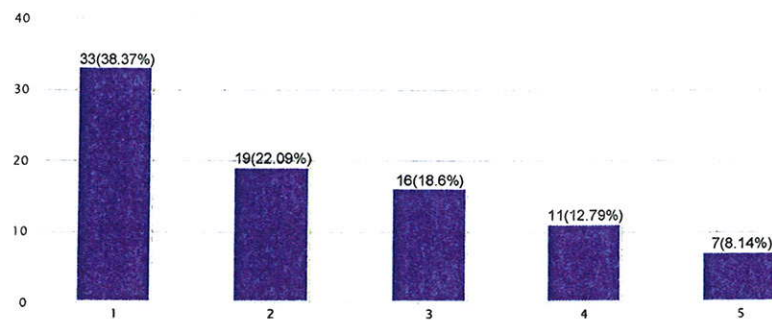
Please indicate the category of products that you sell:



■ Fresh vegetables and fruit	■ Food products (cheese, baking, coffee, fish, etc.)	■ Flowers and plants
■ Jewelry	■ Clothes	■ Other crafts
■ Other		

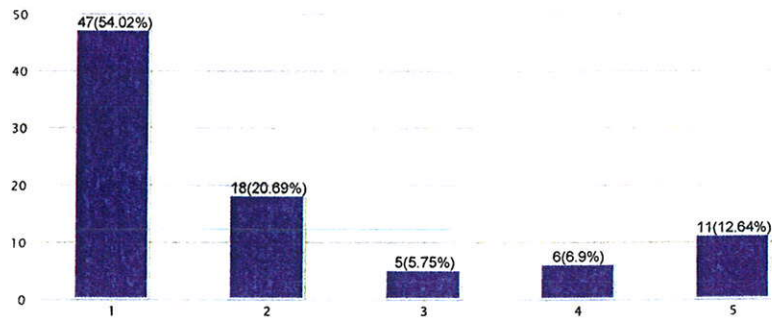
Total Response Count		87
Answer	Count	Percent
Fresh vegetables and fruit	7	6.54%
Food products (cheese, baking, coffee, fish, etc.)	18	16.82%
Flowers and plants	4	3.74%
Jewelry	17	15.89%
Clothes	9	8.41%
Other crafts	35	32.71%
Other	17	15.89%

How satisfied did you feel with the Market this past year?



Total Response Count		86
Answer	Count	Percent
1	33	38.37%
2	19	22.09%
3	16	18.60%
4	11	12.79%
5	7	8.14%

How satisfied are you with the cleanliness of the Market area?



Total Response Count

Answer

1
2
3
4
5

Count

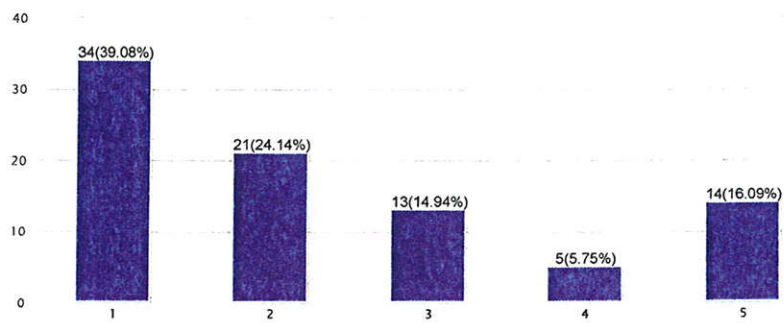
47
18
5
6
11

87

Percent

54.02%
20.69%
5.75%
6.90%
12.64%

How satisfied are you with the administration of the Make it, Bake...y?



Total Response Count

Answer

1
2
3
4
5

Count

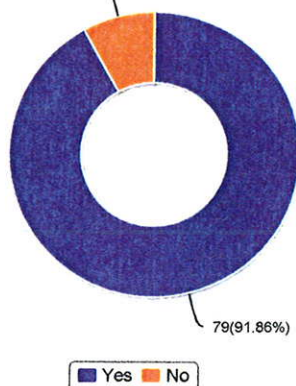
34
21
13
5
14

87

Percent

39.08%
24.14%
14.94%
5.75%
16.09%

Do you think that buskers should continue to be included in the...a?



Total Response Count

Answer

Yes

No

Count

79

7

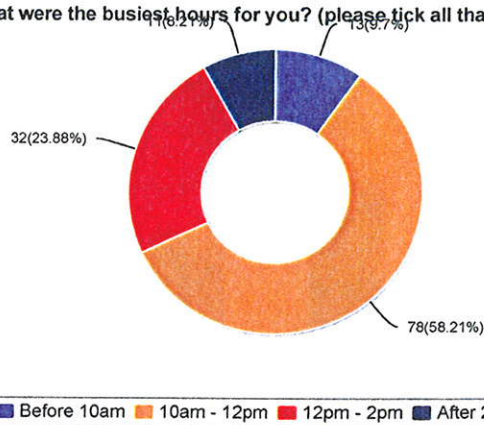
86

Percent

91.86%

8.14%

What were the busiest hours for you? (please tick all that apply)



Total Response Count

Answer

Before 10am

10am - 12pm

12pm - 2pm

After 2pm

Count

13

78

32

11

86

Percent

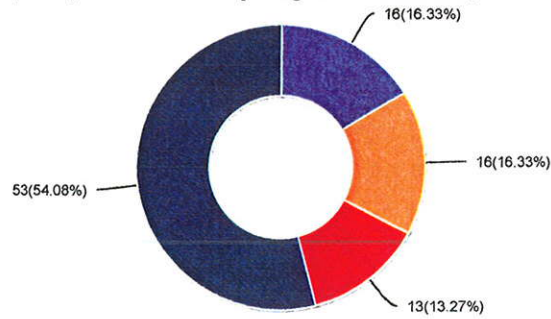
9.70%

58.21%

23.88%

8.21%

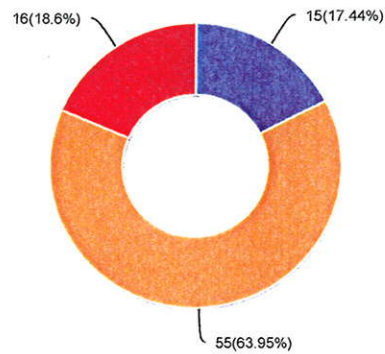
If you participated in the Sunday Long Weekend Markets, which...e?



July 5 August 2 September 6 I did not participate

Total Response Count		74	
Answer	Count	Percent	
July 5	16	16.33%	
August 2	16	16.33%	
September 6	13	13.27%	
I did not participate	53	54.08%	

Would you participate in the Sunday Long Weekend Markets if they...6?



Yes No No Preference

Total Response Count		86	
Answer	Count	Percent	
Yes	15	17.44%	
No	55	63.95%	
No Preference	16	18.60%	

Project Charter and Project Management Plan

Trails Forum

Project Name:	Trails Forum
Project Service Area:	Salt Spring Island
Department Name / Division Name:	Parks and Recreation
Budget / Account Code:	TBD
SharePoint File No.:	5220-20 Trails Forum 2016
Prepared By / Date:	Dan Ovington / September 30, 2015

1. PROJECT CHARTER

1.1 Project Background:

The 2009 Salt Spring Island Parks System Master Plan identified trail development as the highest priority with the public. Based on this recommendation an inventory and assessment was undertaken in 2010 to catalogue and evaluate all trails on the island. This provided an invaluable tool for determining which trails were suitable for development and which ones require rehabilitation. The current trail plan is in the Salt Spring Island Parks System Master Plan and adopted in 2011. The trail plan outlines developed, informal, and undeveloped trails.

The Parks and Recreation Commission (PARC) has been actively developing a comprehensive trail network on the island.

At the July 13, 2015 Parks and Recreation Commission meeting a motion was passed recommending that the Salt Spring Island Trails Advisory Group set up a trails round table to include any group that is involved with trail networks on Salt Spring Island and within the Salish Sea Trails network.

1.2 Project Objectives:

The primary objective is to create a forum for multiple trails advocates to come together and identify and prioritize future projects to assist with the allocation of funding requests.

Objectives:

- 1) Review of background material and identify major issues, opportunities, and any missing information.
- 2) Create a forum for trails advocates to come together and present their prospective project(s).
- 3) Recommend key locations and design for signage to promote an awareness of linkages to all trail systems.

- 4) Suggest other public information improvements including a new master leaflet and website / smart phone opportunities.
- 5) Update current and future needs of the pathway network to link walkways, pathways, parks and open spaces, recreational facilities and neighbourhoods
- 6) Prioritize future trail projects. Establish priorities and a schedule for development of the system or its linkages. Next create a prioritized ten (10) year capital and operating budget for the proposed plan.
- 7) Solicit input on innovative funding strategies and options for plan implementation other than through tax requisition.
- 8) System Design: A written and graphic representation of the study findings, recommendations, update the mapping of existing and proposed trails and linkages, and recommended policy changes.
- 9) Create and update a trail project inventory list. Produce a final Trail Master Plan compendium to the 2011 Salt Spring Island Parks System Master Plan that outlines an implementation and action plan identifying priorities and recommendations that will serve the community over the next ten (10) years.
- 10) Make recommendations for trail development and funding requests to PARC.

1.3 Project Constraints:

The project constraints are:

- 1) Budget
- 2) Organizational capacity
- 3) Integrating new trail and linkage priorities into existing master plan
- 4) Trails crew availability

1.4 Project Scope:

The scope of the project is includes:

Action		In / Out of Scope
1.	Create a forum for trails advocates to come together and present their prospective project(s)	In Scope
2.	Trail Project Inventory list and prioritization	In Scope
3.	Ten (10) year capital and operating budget for trail development project	In Scope
4.	Recommendations to PARC	In Scope
5.	Allocation of funding	Out
6.	Acquisition of lands for new trail development	Out

1.5 Project Assumptions:

Risk Event or Assumption		Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high)	Mitigation / Strategy Plan
1.	Request for funding will be bound by resources	Hi	M	<ul style="list-style-type: none"> Educate advocates about available funding for trail projects Encourage participants to provide innovative funding strategies and options for plan implementation
2.	Public Opposition	M	Hi	<ul style="list-style-type: none"> Local residents may oppose trial developments in their neighbourhood Communicate plan is concept only and any future acquisition of statutory rights of way will be through formal negotiations. Staff will only seek "Approval in Principle" letters from owners prior to starting any work.

1.6 Project Deliverables:

No.	Deliverables	Task
1.	Public Engagement	- Create a forum for trails advocates to come together and present their prospective project(s).
2.	Trail Project Inventory list	<ul style="list-style-type: none"> - Review of background material and identify major issues, opportunities, and any missing information. - Update current and future needs of the pathway network to link walkways, pathways, parks and open spaces, recreational facilities and neighbourhoods. - Prioritize future trail projects. Establish priorities and a schedule for development of the system or its linkages. Next create a prioritized ten (10) year capital and operating budget for the proposed plan. - Create and update a Trail Project Inventory list. Produce a final Trail Master Plan compendium to the Parks 2011 Master Plan that outlines an implementation and action plan identifying priorities and recommendations that will serve the community over the next ten (10) years.
3.	Budget	- Solicit input on innovative funding strategies and options for plan implementation.
4.	Make recommendations for trail development and funding requests to	<ul style="list-style-type: none"> - Recommend key locations and design for signage to promote an awareness of linkages to all trail systems. - Suggest other public information improvements including a new master leaflet and website / smart phone opportunities. - System Design - A written and graphic representation of the study

No.	Deliverables	Task
	PARC.	findings, recommendations, update the mapping of existing and proposed trails and linkages, and recommended policy changes.

2. PROJECT MANAGEMENT

2.1 Project Completion:

Formal acceptance of the project is required by PARC as additional funds will need to be allocated to the operating budget.

A review of each deliverable will be held with PARC staff as soon as possible after delivery.

A final recommendation for trail development and funding requests will be made to PARC at the end of the engagement.

2.2 Stakeholders:

<i>Stakeholder</i>	<i>How Stakeholder is Affected by/Interests in Project</i>	<i>Role or Involvement in Decision Making</i>
<i>Involved in project execution</i>		
EA Director	Needs to be kept informed of the projects. Approve allocation of funds for trial projects.	Inform, consult and approval required
PARC	Needs to be kept informed of the projects. Approve allocation of funds for trial projects.	Inform, consult and approval required
Trails Advisory Committee	Ensure stakeholder requirements are represented on the project. Groups level of concern can have HIGH level of impact on decisions.	Inform and consult
Trails Advocates	Kept informed of the projects.	Involve
Trails Crew (Staff)	Needs to be kept informed of the projects. Groups level of concern can have HIGH level of impact on decisions.	Inform and consult
<i>Affected by the project but not involved in project execution</i>		
General Public	Kept informed of the project	Involve

2.3 The Project Schedule:

Activity	Dependencies/Constraints	Milestone	Start	Finish
Public Engagement	<ul style="list-style-type: none"> Participation from trials advocates 	<ul style="list-style-type: none"> Trails Forum / Presentations to TAC 	March	
Trail Project Inventory list	<ul style="list-style-type: none"> Participation from trials advocates Trails forum in March 	<ul style="list-style-type: none"> Recommendation to PARC 	April	
Budget	<ul style="list-style-type: none"> Innovative funding strategies 	<ul style="list-style-type: none"> Presentations to TAC 	April	
Recommendations for trail development and funding requests to PARC.	<ul style="list-style-type: none"> Trails forum in March Updated Trail Project Inventory list Budget 	<ul style="list-style-type: none"> Recommendation to PARC 	May	

2.4 Project Costs/Budget:

Cost Explanation	Amount (\$)	Actual (\$)	Code	Funding Source
Minute taker meeting coordinator	\$100	\$		PARC Operating
Refreshments	\$60	\$		PARC Operating
Room Rental	\$90	\$		PARC Operating
Park Planner / Consultant	\$5,000	\$		PARC Operating
	\$5,250			

2.5 Roles and Responsibilities:

Role	Team Member	Responsibilities	
		<i>Project Implementation</i>	<i>Project Authorization</i>
Project Sponsor	Karla Campbell, Sr. Manager, SSI Electoral Area	Project Oversight	Liaise with PARC Board. Approve scope and budget changes.
Project Manager	Dan Ovington, Manager, Parks and Recreation	Project Manager	Overall project process and progress reporting.
Project Assistant	Rob Wiltzon, Trails Advisory Chair	Meeting Chair	Responsible for the overall direction of the meeting and meeting objectives.
Budget Manager	Peggy Dayton, Financial Analyst	Budget Oversight	Track budget expenditures and prepare reports and budget analysis as needed.
Administrative Support	Tracey Shaver, Clerk	Room booking, set up, refreshments	Record minutes and prepare drafts for Project Manager approval.

2.6 Project Communication Plan (internal and external):

Communication Type	Description	Frequency	Format	Deliverable	Owner
Project Updates	A review of each deliverable	Upon Completion	Verbal/ Written	Status update reports	Dan Ovington
Public engagement	Inform public of Trails Forum	As required	Public meeting Print Online Email	Public engagement plan	Dan Ovington
Project Overview	Present recommendation to PARC	Upon completion	Commission Meeting	Final written report	Dan Ovington

2.7 Change and Issue Management: Problems and issues are identified, reported, recorded, monitored, controlled, and actioned and resolved via the register below:

No.	Issue Identified	Date	Action	Resolved yes/no

2.8 SIGNOFF REQUIRED

Item	Sponsor	Project Manager	Project Assistant	Budget Manager	PARC		
Project Charter	✓	✓	✓	✓	✓		
Project Management Plan	✓	✓		✓	✓		
Budget Changes	✓	✓		✓	✓		
Schedule Changes		✓					
Scope Changes (<i>significant</i>)	✓	✓	✓	✓	✓		

2.9 SIGNOFF (*Signoff provides authorization for the project to proceed.*)

Position/Title	Print Name/Signature	Date
Project Sponsor	Karla Campbell:	
Project Manager	Dan Ovington:	
Project Assistant	Rob Wiltzon:	
Budget Manager	Peggy Dayton:	

Salt Spring Island Parks and Recreation Commission

2016 PUBLIC MEETING DATES

Meetings are generally held on the 3rd Monday of each month from 5 – 7pm,
at the Portlock Park Meeting Room located at 145 Vesuvius Bay Road

Month	Date	Day	Public Meeting
January	18	Monday	5-7 pm
February	15	Monday	5-7 pm
March	21	Monday	5-7 pm
April	18	Monday	5-7 pm
May	16	Monday	5-7 pm
June	20	Monday	5-7 pm
July	No Meeting – unless called by Chair		
August	No Meeting – unless called by Chair		
September	19	Monday	5-7 pm
October	17	Monday	5-7 pm
November	21	Monday	5-7 pm
December	No Meeting – unless called by Chair		



2016 Commission Reports and Major Task Updates

January 18 Commission Chair Election (every odd year) Pool Report Fall	February 15 Yearend Financials Budget Report	March 21 LEAP Stats
April 18 Fees and Charges Report Pool Report Winter	May 16 Budget Update	June 20 Capital Plan Retreat ERF Long Term Plan Report
July <i>Meeting only at the call of the chair</i>	August <i>Meeting only at the call of the chair</i>	September 19 1 st Draft of Budget ERF & Capital Budget Report Pool Report Spring/Summer
October 17 5 Year Operating and Capital Budget approval	November 21 Pool Shutdown Report Pool Annual Report	December <i>Meeting only at the call of the chair</i>

Regular Monthly Reports include:

1. Project Status Report



Making a difference...together

**Minutes of the Salt Spring Island Market Advisory Group
Held November 4, 2015 at the School Board Meeting Room, 112 Rainbow Road, Salt
Spring Island, BC**

DRAFT

Present: **Chair:** Malcolm Legg (member of the public)
Committee Members: Bree Eagle (member at large), Donna Cochrane (basketry), Donna Johnstone (fabric), Alvaro Sanchez (jewelry), Robert McKay (woodworkers) Garth Hendren (PARC).
Staff: Dan Ovington, Parks and Recreation Manager, Rob Pingle, Market Coordinator, Tracey Shaver, Recording Secretary
Absent: Sean Goddard, Mark Meredith, Tye O'Connor, Peter Vincent

Public Gallery: Julia Grace, Andrea Leborgne, Grant Wickland, Don Montieth, Dorothy Price, Anne Byrne, Janet Clouson, Li Read, Vera Robinson, Simon Harris.

Chair Legg called the meeting to order at 7:10 pm.

1. Approval of Agenda

MOVED by Garth Hendren, **SECONDED** by Donna Johnstone,
That Salt Spring Island Market Advisory Group agenda of November 4, 2015 be approved with the addition of Item 6.7 Absent Points and Item 6.8 Market Vendor Guidelines.

CARRIED

2. Adoption of Minutes

MOVED by Donna Johnstone, **SECONDED** by Donna Cochrane,
That the minutes of the Salt Spring Island Market Advisory Group meeting of January 21, 2015 be approved.

CARRIED

3. Presentations/Delegations

There were no formal presentations or delegations requested.

4. Reports – Chair

Chair Legg referenced the year end market survey results and the feedback he has received over the summer months as indicators of another successful year.

5. Outstanding Business

No outstanding business to discuss.

6. New Business

6.1 2016 Call for Members

Manager Ovington reported that letters were sent out to the various guilds to seek appointment of representatives to participate on the Market Advisory Group for 2016.

The following is confirmation of Membership for 2016:

Vendors at large	Bree Eagle
Basketry	Donna Cochrane
Fabric	Donna Johnstone
Jewelry	Alvaro Sanchez
Pottery	Anne Byrne
Island Natural Growers	Julia Grace
SS Chamber of Commerce	Janet Clouston
Members of Public	Malcom Legg

The remainder of positions will be confirmed with current members and staff will follow up on any openings.

6.2 Review of Changes

Rob Pingle reviewed the process he performs with the attendance of seasonal vendors and placement of day vendors for each Saturday. The goal of the system is to keep all the spaces filled and accounted for prior to the start of the market each Saturday. Seasonal permit holders are now only required to attend 50% of the market season, previously it was 50% of each month. This past summer the seasonal vendors whom did not coordinate their attendance by the Thursday prior to the market were not changed for their space. A charge for not releasing the vending space will be implemented next season to assist with the workload created by same day vacancies.

Day vendors no longer have the option of purchasing absent points. This change was debated with key points considered.

- The primary day vendor is only required to attend 50% of the vending days allowing them to hire staff to run the booth should they need to be away.
- The current fees and charges bylaw does not identify absent points.
- Points are assigned by attendance and only benefit the vendor collecting them.

No motion was brought forward to reinstate absent points, however a request was made for the market coordinator to provide a written notice of explanation.

The assignment of all the vending spaces to seasonal permits allows for additional farmers to be added each season as the farmers have priority over the space allowed. There are a few seasonal permit holders from this past season who will potentially lose their permits for 2016 as new farmers apply. These seasonal vendors would then become Day Vendors keeping their seniority points for placement into any vacant spaces each Saturday.

A suggestion was proposed to limit the size of all vending spaces to 8 ft maximum in the future which might enhance the walking space and allow a few more vendors into the market. It was confirmed that all of the allowable space in Centennial Park for vending has been mapped out and allocated in a synergetic manner. The Parks and Recreation Commission is in process of hiring a consultant to development a master plan for Centennial Park. This plan will include community consultation, market operations and best possible use of the limited community space.

6.3 Separation Between Day Vendor Points and Farmer Points

The Market coordinator sought direction for a potential conflict. What to do with a Farmer who has been allocated a Seasonal Permit but decides to no longer vend farming items,

however wants to continue vending products under their seasonal status? The Market Advisory Group requested to address such instances on an individual bases due to the complexity.

6.4 Vendor Survey

Manager Ovington reviewed the results of the paper/online market vendor survey. Highlights included positive responses for the cleanliness of market area and washrooms, continuation of buskers and to recommend that the Sunday long weekend trial markets be discontinued.

6.5 Busker Policy

Discussion of some of the challenges of managing and enforcement of the busker policy resulted in the following recommendation.

MOVED by Bree Eagle, **SECONDED** by Robert McKay,

That the Market Advisory Group requests that staff amend the busker guideline to reduce the number of performers from a maximum of three to two for the spaces allowed and to exclude the use of any percussion or amplification.

CARRIED

Additional request was made for assistance with the enforcement of the length of performances. Suggested that a traffic cone with the busking policy be placed at each busking location to assist the volunteer vendors whom monitor the performances.

6.6 Sunday Long Weekend Markets

MOVED by Alvaro Sanchez, **SECONDED** by Donna Johnstone,

That the Market Advisory Group recommend that the Salt Spring Island Parks and Recreation Commission not continue the Sunday Long Weekend Markets in 2016.

CARRIED

6.7 Absent Points

Discussed earlier in the meeting under item 6.2.

6.8 Market Guidelines

A request was brought forward by Donna Johnstone from a vendor who volunteered to overhaul the vendor guidelines. It was confirmed by the Market Advisory Group that this document evolves as the market does and that staff will be directed to make any future adjustments.

7. Next meeting TBA

8. Adjournment

The meeting adjourned at 8:45 pm.

CHAIR

SENIOR MANAGER