



Making a difference...together

**SALT SPRING ISLAND PARKS AND RECREATION COMMISSION**  
Notice of Inaugural Meeting on **Monday, February 15, 2016 at 5:00 PM**  
Portlock Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

Wayne McIntyre  
Matt Kellow

Daniel Clements  
Jon Suk

Kees Ruurs  
Sonja Collombin

Garth Hendren (r)  
Brian Webster

(R) = Regrets

---

**AGENDA**

**1. Approval of Agenda**

**2. Adoption of Minutes of January 18, 2015**

**3. Presentations/ Delegations**

**4. Reports-Chair and Director**

**5. Outstanding Business**

**5.1 Centennial Park Master Plan – Roundtable Meeting February 28<sup>th</sup> 2-4pm**

**6. New Business**

**6.1 2015 Parks and Recreation Operating and Capital Budgets**

That the Salt Spring Island Parks and Recreation Commission recommend to the Capital Regional District Board:

1. To transfer the \$89,958 surplus attributed to pool revenue to the pool equipment replacement fund;
2. To transfer the \$50,000 surplus attributed to pool debt reduction to the pool capital reserve fund;
3. To transfer the \$82,098 surplus attributed to lower than budgeted planning costs for the Centennial Park Master Plan, lower than budgeted wages and labour consumption to the Centennial Park capital reserve fund;
4. To transfer the \$9,336 surplus attributed to the community parks revenue to the Centennial Park capital reserve fund; and
5. To carry forward the \$14,176 as revenue for recreation program development in 2016.

**6.2 Drummond Park - License Renewal 2016**

That the Salt Spring Island Parks and Recreation Commission recommends that staff negotiate a renewal of the Drummond Park License of Occupation for a further five (5) year term, subject to the same terms and conditions as the current license of occupation; and further that staff be authorized to execute the agreement.

**6.3 Trails Advisory Committee – Mandate**

Consideration of this motioned be deferred until staff have reviewed the findings of the Trail Forum.

**6.4 Pool Mechanical 2016 Scheduled Equipment Replacement**

- 7. Motion to Close 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.
- 8. Next meeting March 21, 2016 from 5-7pm at the Portlock Portable.**
- 9. Adjournment**

*For information-*

*Attachment 1: Trails Advisory Committee Minutes from November 10, 2015 and February 2, 2016*

*Attachment 2: Revised Report Rainbow Road Indoor Pool-January 18, 2016*



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Parks and Recreation Commission Held January 18, 2016 in the Portlock Park Meeting Room, 145 Vesuvius Bay Road, Salt Spring Island, BC**

---

**DRAFT**

**Present:**           **Director:** Wayne McIntyre  
                          **Commission Members:** Jon Suk (Chair), Garth Hendren (Vice-chair), Matt Kellow, Daniel Clements, Brian Webster, Kees Ruurs, Sonja Collombin  
                          **Staff:** Dan Ovington, Parks and Recreation Manager, Karla Campbell, Senior Manager, Salt Spring Electoral Area, Tracey Shaver, Recording Secretary

Former Chair Jon Suk called the meeting to order at 5:01 pm with the first order of business being election of a chair for 2016

**1. Election of Chair**

Jon Suk called for nominations for the Chair. Commissioner Ruurs nominated Jon Suk and Commissioner Collombin seconded the nomination. Hearing no other nominations, Commissioner Suk accepted the position of Chair for the Parks and Recreation Commission with unanimous vote.

**2. Approval of Agenda**

**MOVED** by Commissioner Collombin, **SECONDED** by Commissioner Kellow,  
That the Salt Spring Island Parks and Recreation Commission's agenda of January 18, 2016 be approved.

**CARRIED**

**3. Adoption of Minutes of November 16, 2015**

**MOVED** by Commissioner Ruurs, **SECONDED** by Commissioner Webster,  
That the minutes of the Salt Spring Island Parks and Recreation Commission meeting of November 16, 2015 be approved.

**CARRIED**

**4. Presentations/ Delegations**

**4.1 2163 Fulford Ganges Rd. Parkland Dedication – Ryan Evanoff, BC Ministry of Transportation and Infrastructure**

Mr. Evanoff provided background information on the process that the Ministry of Transportation and Infrastructure (MoTI) follows for the approval of subdivisions. In the specific case of 2163 Fulford Ganges Road, MoTI approved the subdivision based on Islands Trust recommendation for a specific monetary amount of parkland dedication which was less than the 5% recommended by the receiving entity of the Capital Regional District through Salt Spring Island Parks and Recreation Commission.

Had the monetary discrepancy been a higher amount the approving officer would have considered further investigation. Per Mr. Evanoff, the Salt Spring Island government structure is like nowhere else and it would take legal action to determine whether or not Islands Trust acted improperly in this specific case. Mr. Evanoff provided assurance that this was not a precedent setting decision as far as MoTI was concerned.

Director McIntyre agreed to consult further in writing with Islands Trust in an effort to clarify expectations for future subdivision which warrant parkland dedication.

#### 4.2 Brinkworthy Residents-Susan Brain and Wendy Kaye

Several Brinkworthy residents attended the meeting to offer support for the delegations who presented a request to be considered major stakeholders in any further planning of the recreation facilities proposed for 181 Brinkworthy Road. Specifically, the residents would like to establish a terms of reference for their input in an effort to mitigate any negative impact on their properties should the project proceed and ultimately obtain the approval of the Agricultural Land Commission.

#### 4.3 Rainbow Road Indoor Pool Report (Oct to Dec 2015)-Jim Raddysch

Mr. Raddysch presented a quarterly report to the Commission.

- Tuesday/Thursdays from 1- 2 pm are the only Adult times
- Friday Night Madness numbers are down
- School District participation is now invoiced directly their numbers appear under added programs.
- New inter tube water polo program to start soon after hours from 6:30 to 8:00 pm
- A revised report to include September numbers will be provided at the next meeting for information.

### 5. Reports-Chair and Director

#### 5.1 Chair Suk proposed a motion to add election of vice chair to item 7.0.

**MOVED** by Commissioner Ruurs, **SECONDED** by Commissioner Clements,  
That election of a vice chair be conducted under item 7.0 of the agenda.

**CARRIED**

#### 5.2 Director McIntyre provided an overview of current events.

- Recent Chamber sponsored breakfast meeting with Elizabeth May.
- Rain water harvesting rebate program up and running
- Incorporation Committee has delayed the final report for further review of roads.

### 6. Outstanding Business

#### 6.1 Land Acquisition-181 Brinkworthy Road

Dan Ovington provided information on the status of the project.

- No response to RFP for playing field development project which would include land studies, and community consultation process.
- Staff revising scope of project with a priority to focus on community consultation to mitigate concerns. Brinkworthy residents are a major stakeholder and their proposed terms of reference to be considered.
- PARC is not a land developer and should not be required to add parklands into the ALR as a community amenity.

#### 6.2 Trails Forum RFP

\$5,000 has been reallocated from the Sunday Market coordination to the Trails Forum project and a RFP will be issued this Spring to facilitate community consultation.

Director McIntyre reported that the CRD received a \$650,000 grant to implement participation in the Trans Canada Trail. The Electoral Area Services Commission will be working towards inclusion of the S. Gulf Islands as part of this historical trails network.

### **6.3 Program Development – Winter Brochure**

- New Winter Leisure guide is now available.
- Portlock Portable has been renovated and is being used for programs and CRD meetings.
- New program assistant, Kara MaKay, has been hired.
- Music Classes are doing well
- Careful consideration is being taken for new programs which will not create false competition for local instructors.
- Continue to develop partnerships with instructors where PARC can carry the administrative load and provide support.
- Commissioner Webster urges the PARC commission to continue the support of new programming efforts.
- \$1000 Family day grant was received for free public swims February 5-8, 2016.

### **6.4 Response to Referral of Islands Trust Industrial Land Use Bylaw**

Copy of correspondence included for information.

### **6.5 Canada 150 Infrastructure Program Application**

The grant application was not successful; however the project brought three local CRD Commission together in an effort to support the sea walk project.

Director McIntyre reported that the project was still under consideration and that public consultation will begin later in January with the original designs.

## **7. New Business**

### **7.0 Election of Vice Chair**

Jon Suk called for nominations for Vice Chair. Commissioner Webster nominated Garth Hendren and Commissioner Ruurs seconded the nomination. Hearing no other nominations, Commissioner Suk appointed Commissioner Hendren as the Vice Chair who accepted the position and received unanimous vote.

### **7.1 Centennial Park Master Plan – Notice of Award**

Nine applicants responded to the RFP for the Centennial Park Master Plan. The LADR corporation was awarded the contract under the implementation of the CRD procurement scoring policy. The LARD group will begin community consultation to update the 1966 master plan.

### **7.2 Islands Trust – File No. SS-RZ-2015.2 Application to amend Land Use Bylaw PR3(a) zone to allow a Squash Court Facility**

The Commission expressed support for the new recreational facility however discussed the wording of the draft bylaw and requested that section 2.1 3b be more specific regarding the amount of courts to be constructed.

**MOVED** by Commissioner Kellow, **SECONDED** by Commission Clements,  
That the Salt Spring Island Parks and Recreation Commission support the proposal to  
amend Land Use Bylaw PR3(a) zone to allow a Squash Court facility at 805 Lower  
Ganges Road with a maximum of two courts.

**CARRIED**

**7.3 Park Vandalism-Tree Cutting at Sun Eagle Park**

Manager Ovington reported that further investigation with the CRD legal department  
was ongoing.

**8. Next meeting February 15, 2016 from 5-7pm at the Portlock Portable.**

Commissioner Kellow requested some additional time for commissioners to address some  
long term planning of PARC services.

**9. Adjournment**

**MOVED** by Director McIntyre, **SECONDED** by Commissioner Ruurs,  
That the meeting be adjourned at 6:30 pm.

---

**CHAIR**

---

**SENIOR MANAGER**



Making a difference...together

Salt Spring Island Electoral Area

145 Vesuvius Bay Road

Salt Spring Island, BC, V8K 1K3

T: 250.537.4448

[www.crd.bc.ca](http://www.crd.bc.ca)

February 10, 2016

Salt Spring Parks and Recreation Commission  
Agenda February 15, 2016  
**Item 5.1**

The Capital Regional District's Parks and Recreation Commission (PARC) would like to invite you to a Roundtable Meeting to discuss long-term planning for Centennial Park. The Roundtable Meeting is part of the first phase of an 8-month community consultation process to inform a comprehensive update to the Centennial Park Master Plan. The updated Master Plan will set a long term vision for Centennial Park and guide future operations, management and capital investment decisions.

Gathering input from you and other community stakeholders is essential for the CRD and its consultants to understand current park uses and issues, and begin to explore opportunities to enhance and revitalize this important public space.

The Centennial Park Roundtable Meeting will be a facilitated discussion with 20+ other community members representing groups with an interest in Centennial Park. The meeting will be held at the Lion's Hall (103 Bonnet Ave.) on Sunday, February 28<sup>th</sup>, from 12:30PM – 3:15PM. Refreshments will be provided.

To help us plan for the meeting and ensure we gather your input, please RSVP by Monday, February 22 to:

PARC Office [ssiparc@crd.bc.ca](mailto:ssiparc@crd.bc.ca) 250.537.4448

You can find more information about the planning process online: <https://www.crd.bc.ca/parks-recreation-culture/parks-trails/ssi-parks/centennial-park-master-plan>

We look forward to hearing from you and working together to plan the future of Centennial Park!

Sincerely,

**Dan Ovington**

**Manager, Salt Spring Island Parks & Recreation**

T: 250.537.4448 | F: 250.537.4456 | E: [dovington@crd.bc.ca](mailto:dovington@crd.bc.ca)





Making a difference...together

**REPORT TO PARKS AND RECREATION COMMISSION  
MEETING OF MONDAY, FEBRUARY 15, 2016**

**ITEM 6.1**

**SUBJECT     2015 PARKS AND RECREATION OPERATING AND CAPITAL BUDGETS**

**ISSUE**

This report provides the details of the 2015 operating surpluses for the Pool and Parkland Combined, Community Parks and Community Recreation operating accounts and includes a recommendation for the use of the surplus in the 2016 budgets.

**BACKGROUND**

The 2015 operating surplus for the Pool and Parkland Combined, Community Parks and Community Recreation operating accounts was \$245,568. This surplus is the result of:

<b>Surplus</b>	<b>Amount</b>	<b>Recommended Transfer:</b>
1) Pool	\$139,958	Pool ERF \$89,958 Pool CRF \$50,000
2) Park Land	\$82,098	Centennial Park CRF \$75,958 C/F from 2015 to 2016 \$6,140
3) Community Parks	\$9,336	Centennial Park CRF \$9,336
4) Community Recreation	\$14,176	C/F from 2015 to 2016 \$14,176

- 1) Pool and Parkland Combined Surplus of \$222,056 mainly attributed to:
  - a) Lower than budgeted utilities for the pool \$25,483
  - b) Higher than budgeted program and admission revenue \$38,238
  - c) Lower than budgeted debt servicing \$55,172
  - d) Lower than budgeted wages and \$25,376
  - e) Lower than budgeted costs for labour consumption \$7,658
  - f) Lower than budgeted costs for programs and services \$17,739
  - g) Higher than budgeted revenue for internal recoveries \$24,050
  - h) Lower than budgeted costs for printing additional trail guides \$6,140
  - i) Lower than budgeted planning costs for the Centennial Park Master Plan \$15,000
  - j) Miscellaneous \$7,200

The installation of new LED lighting in the pool during the 2014 annual shutdown has proven to show a large return on the investment. The main tank was not drained during the 2015 shutdown providing additional savings for water.

The implementation of a reduced annual passes with monthly payment options was a success during the March pilot with 47 passes sold in 2015 compared to six in 2014.

\$2,500,000 of the \$2,900,000 in debt has reached its 10 year anniversary and the pool debt payment was expected to drop to 1.55% in 2016 for a savings of \$75,000. There was an additional debt reduction of \$55,172 in debt servicing that happened in the fall of 2015. As the pool reaches its 10<sup>th</sup> anniversary the allocation to the pool capital reserve fund needs to be increased to allow for facility repairs that cannot be charged to the equipment replacement fund.



Park Land wages and labour consumption were down in 2015 partially resulting from wages being charged to additional capital projects that were grant funded. New staff who have entered at a lower pay step also contributed to the surplus. Reduced labour consumption for bylaw enforcement, legal services, real-estate and other internal CRD labour charges were also factors. Revenue from programs and services that are being offered through other budgets contribute to internal recoveries, offsetting additional administrative support.

5000 additional trail guides were budgeted to be printed in 2015. Updates to the trail guides were required before more copies could be printed. To print additional trail guides these funds will need to be carried forward to 2016.

The Centennial Park Master plan is currently underway and needs to be funded over 2015 and 2016. To fund this project over two years a transfer from the surplus to capital reserves of \$15,000 is required to meet the \$30,000 consultant fees that will be paid out in 2016. The Master Plan will provide recommendations for park improvements including washroom replacements that are scheduled for 2017/18 and are currently only partially funded.

Based on the Mechanical Lifecycle Report that was updated last May there will be \$213,965 in planned equipment replacement expenses over the next four years. Aware of these anticipated costs, the commission passed the following motion at the October 19, 2015 meeting.

*That the Salt Spring Island Parks and Recreation Commission recommend to the Capital Regional District Board:*

- 1) To approve the 2016-2020 operating and capital budgets for Salt Spring Island Pool and Parkland Combined, Community Parks and Community Recreation as presented.*
  - 2) To transfer any surplus attributed to the pool at year-end to the pool equipment replacement fund.*
- 
- 1) Community Parks Surplus of \$9,336 mainly attributed to:
    - a) Higher than budgeted revenue for rental fees \$34,790
    - b) Higher than budgeted contract for services -\$8,896
    - c) Higher than budgeted expenses for staff wages -\$15,077
    - d) Miscellaneous supplies for operating and maintenance -\$1,481

The higher than budgeted rental fees are mainly attributed to the increase to market fees and the addition of the Sunday Long Weekend Markets.

Additional costs for the Sunday long weekend market coordinator, a fee increase for the Saturday long weekend market coordinator and charges for the final report on the 2014 long weekend markets contributed to the contract for services being higher than budgeted.

An additional park attendant was hired during the market season to provide additional support during the Saturday market, the Sunday long weekend markets and other special events.

The purpose of the Saturday market fee increase was to move away from a break even model and allow for annual contributions into the Centennial Park Capital Reserve fund.

- 2) Community Recreation Surplus of \$14,176 mainly attributed to:
- a) Lower than budgeted program and planning costs \$15,542
  - b) Higher than budgeted facility rental fees -\$3,905
  - c) Higher than budgeted wages for summer camps -\$8,375
  - d) Higher than budgeted program revenue \$26,469
  - e) Higher than budgeted internal allocations -\$15,000
  - f) Miscellaneous -\$555

Additional programs were offered late in 2015 and resulted in a recreation assistant not being hired until quarter four reducing program and planning costs.

The Portlock portable was not available for programs during the past year so additional rental fees were incurred.

New camps during the summer months and spring break in addition to a variety of pilot programs last fall contributed to an increase in program revenue.

With additional programs being offered any surplus associated with recreation programs should be carried forward as additional revenue to offset future startup cost and offset additional administrative support.

### **ALTERNATIVES**

That the Salt Spring Island Parks and Recreation Commission recommend to the Capital Regional District Board:

#### **Alternative 1**

1. To transfer the \$89,958 surplus attributed to pool revenue to the pool equipment replacement fund;
2. To transfer the \$50,000 surplus attributed to pool debt reduction to the pool capital reserve fund;
3. To transfer the \$82,098 surplus attributed to lower than budgeted planning costs for the Centennial Park Master Plan, lower than budgeted wages and labour consumption to the Centennial Park capital reserve fund;
4. To transfer the \$9,336 surplus attributed to the community parks revenue to the Centennial Park capital reserve fund; and
5. To carry forward the \$14,176 as revenue for recreation program development in 2016.

#### **Alternative 2**

That the report be referred back to staff for further review.

### **CONCLUSION**

The combined requisition increase for Pool and Parkland, Community Parks and Community Recreation operating accounts is 1.5% in 2016. With \$213,965 in planned equipment replacement expenses over the next four years it is recommended that the scheduled transfer of \$20,000 to the equipment replacement fund be increased. As the pool nears its 10 year anniversary any surplus from debt servicing should be transferred to the pool capital reserves to address any future building repairs that may be required.

There are several projects that have been identified in the five year parks and recreation capital plan. Several of these projects only have partial funding requiring additional transfers to capital reserves including the Centennial Park Master plan and playing field development.

Program revenue continues to increase allowing for us to offset operating costs and increase our programs and services while supporting local contractors.

**RECOMMENDATION**

That the Salt Spring Island Parks and Recreation Commission recommend to the Capital Regional District Board:

1. To transfer the \$89,958 surplus attributed to pool revenue to the pool equipment replacement fund;
2. To transfer the \$50,000 surplus attributed to pool debt reduction to the pool capital reserve fund;
3. To transfer the \$82,098 surplus attributed to lower than budgeted planning costs for the Centennial Park Master Plan, lower than budgeted wages and labour consumption to the Centennial Park capital reserve fund;
4. To transfer the \$9,336 surplus attributed to the community parks revenue to the Centennial Park capital reserve fund; and
5. To carry forward the \$14,176 as revenue for recreation program development in 2016.

---

Dan Ovington  
Parks and Recreation Manager

---

Karla Campbell  
Senior Manager  
Salt Spring Island Electoral Area

DO:ts

Attachment: 2015 Operating Budget Surplus  
2016- 2020 5 Year Capital Expenditure Fund

Salt Spring Parks and Recreation Commission  
 Agenda February 15, 2016  
 Item 6.1 Attachment: 2015 Operating Budget Surplus

SALT SPRING ISLAND RECREATION - SWIMMING POOL	BOARD BUDGET	2015 ESTIMATED ACTUAL	2016 BUDGET
<b>OPERATING COSTS:</b>			
Contract for Services	572,770	572,770	584,110
Utilities	127,180	110,725	109,240
Programs and Other Operating	20,320	20,195	44,890
Maintenance & Insurance	21,230	21,250	21,450
Internal Allocations	9,200	9,200	-
<b>TOTAL OPERATING COSTS</b>	<b>750,700</b>	<b>734,140</b>	<b>759,690</b>
*Percentage Increase			
<b>CAPITAL / RESERVE</b>			
Transfer to Capital Reserve Fund	-	-	22,760
Transfer to Equipment Replacement Fund	20,000	40,000	17,400
<b>DEBT CHARGES</b>			
	276,300	276,300	201,300
<b>TOTAL CAPITAL / RESERVES</b>	<b>296,300</b>	<b>316,300</b>	<b>241,460</b>
<b>TOTAL COSTS</b>	<b>1,047,000</b>	<b>1,050,440</b>	<b>1,001,150</b>
<b>Internal Recoveries</b>	(107,250)	(107,250)	-
<b>OPERATING LESS RECOVERIES</b>	<b>939,750</b>	<b>943,190</b>	<b>1,001,150</b>
<b>FUNDING SOURCES (REVENUE)</b>			
Estimated balance C/F from 2015 to 2016	-	2,240	(0)
Balance C/F from 2014 to 2015	(10,980)	(10,980)	-
Revenue - Fees	(193,000)	(197,000)	(194,550)
Payments in Lieu	(670)	(670)	(680)
Revenue - Other	(2,100)	(3,780)	(3,140)
<b>TOTAL REVENUE</b>	<b>(206,750)</b>	<b>(210,190)</b>	<b>(198,370)</b>
<b>REQUISITION</b>	<b>(733,000)</b>	<b>(733,000)</b>	<b>(802,780)</b>
<b>SURPLUS</b>	-	-	-
		(0)	

SALT SPRING ISLAND - PARKS, LAND & RECREATION PROGRAMS	2015		2016 CORE BUDGET
	BOARD BUDGET	ESTIMATED ACTUAL	
<b>OPERATING COSTS:</b>			
Salaries & Wages	232,700	201,110	118,887
Allocation to SSI Admin	107,810	107,810	107,810
Maintenance, Disposal & Security	138,130	146,670	156,000
Utilities & IT	43,830	44,340	37,576
Contract for Services, Rent & Legal	34,630	29,660	26,972
Recreation Programs	20,160	5,160	2,421
Advertising, Promotion & Planning	18,750	24,330	3,190
Internal Allocations	21,940	66,170	110,377
Travel & Training	7,150	7,410	4,635
Licences, Fees & Insurance	7,590	2,170	4,025
Supplies & Other	16,820	20,310	19,745
<b>TOTAL OPERATING COSTS</b>	<b>649,510</b>	<b>655,140</b>	<b>591,636</b>
*Percentage Increase			
<b>CAPITAL / RESERVE</b>			
Capital Equipment Purchases	-	-	-
Transfer to Equipment Replacement Fund	-	-	25,000
Transfer to Reserve Fund - Pool	-	116,420	45,000
Transfer to Reserve Fund - Parkland	128,300	5,000	56,860
<b>TOTAL CAPITAL / RESERVES</b>	<b>128,300</b>	<b>121,420</b>	<b>126,860</b>
<b>TOTAL COSTS</b>	<b>777,810</b>	<b>776,560</b>	<b>677,140</b>
Internal Recoveries	(67,040)	(66,220)	(67,430)
<b>OPERATING LESS RECOVERIES</b>	<b>710,770</b>	<b>710,340</b>	<b>609,710</b>
<b>FUNDING SOURCES (REVENUE)</b>			
Estimated balance C/F from 2015 to 2016	-	-	6,140
Balance C/F from 2014 to 2015	(50,130)	(50,130)	-
Rental Income	(520)	-	-
Payments in Lieu	(580)	(580)	(580)
Revenue - Other	(900)	(990)	(800)
<b>TOTAL REVENUE</b>	<b>(52,130)</b>	<b>(51,700)</b>	<b>4,760</b>
<b>REQUISITION</b>	<b>(658,640)</b>	<b>(658,640)</b>	<b>(614,470)</b>
<b>SURPLUS</b>	<b>-</b>	<b>-</b>	<b>-</b>

SALT SPRING ISLAND RECREATION - COMMUNITY PARKS	2015		BUDGET REQUEST	
	BOARD BUDGET	ESTIMATED ACTUAL	2016 BUDGET	SUPPLEMENTARY TOTAL
<b>OPERATING COSTS:</b>				
Salaries	193,330	205,830	209,330	6,500
Maintenance, Security & Insurance	51,070	45,250	47,000	-
Internal Allocations	69,640	69,640	71,110	-
Utilities & Operating - supplies	26,330	31,770	34,820	-
Contract for Services	21,500	35,900	25,000	5,000
Travel - Vehicles	21,220	15,740	16,000	-
Operating - Other	8,890	16,120	10,590	-
<b>TOTAL OPERATING COSTS</b>	<b>391,980</b>	<b>420,250</b>	<b>413,850</b>	<b>11,500</b>
				<b>425,350</b>
*Percentage Increase				8.5%
<b>CAPITAL / RESERVE</b>				
Transfer to Equipment Replacement Fund	10,200	10,200	-	-
Transfer to Reserve Fund	6,390	9,700	9,970	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>16,590</b>	<b>19,900</b>	<b>9,970</b>	<b>-</b>
<b>Internal Time Charges</b>	<b>19,700</b>	<b>7,200</b>	<b>20,000</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>428,270</b>	<b>447,350</b>	<b>443,820</b>	<b>11,500</b>
				<b>455,320</b>
<b>FUNDING SOURCES (REVENUE)</b>				
Estimated balance C/F from 2015 to 2016	-	4,940	(4,940)	-
Balance C/F from 2014 to 2015	(7,400)	(7,400)	-	-
Rental Income	(64,100)	(88,430)	(78,600)	(11,500)
Payments in Lieu	(310)	(310)	(310)	-
Revenue-Other	(7,390)	(7,080)	(3,920)	-
<b>TOTAL REVENUE</b>	<b>(79,200)</b>	<b>(98,280)</b>	<b>(87,770)</b>	<b>(11,500)</b>
				<b>(99,270)</b>
<b>REQUISITION</b>	<b>(349,070)</b>	<b>(349,070)</b>	<b>(356,050)</b>	<b>-</b>
				<b>(356,050)</b>
<b>SURPLUS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
				<b>(4,940)</b>



<b>SALT SPRING ISLAND - COMMUNITY RECREATION PROGRAMS</b>		<b>2015</b>		<b>2016 BUDGET</b>
		<b>BOARD BUDGET</b>	<b>ESTIMATED ACTUAL</b>	
<b>OPERATING COSTS:</b>				
Salaries and Wages		23,920	23,920	24,400
Recreation Programs		39,190	41,190	56,696
Internal Allocations		7,350	7,350	7,340
Travel and Insurance		10,840	10,840	11,070
Other Operating		4,840	8,120	4,910
<b>TOTAL OPERATING COSTS</b>		<b>86,140</b>	<b>91,420</b>	<b>104,416</b>
*Percentage Increase				
<b>TOTAL COSTS</b>		<b>86,140</b>	<b>91,420</b>	<b>104,416</b>
<b>FUNDING SOURCES (REVENUE)</b>				
Estimated balance C/F from 2015 to 2016		-	9,800	(14,176)
Balance C/F from 2014 to 2015		(12,530)	(12,530)	-
Revenue - Fees		(31,300)	(46,380)	(47,300)
Payments in Lieu		(40)	(40)	(40)
Revenue - Other		(410)	(410)	(410)
<b>TOTAL REVENUE</b>		<b>(44,280)</b>	<b>(49,560)</b>	<b>(61,926)</b>
<b>REQUISITION</b>		<b>(41,860)</b>	<b>(41,860)</b>	<b>(42,490)</b>
<b>SURPLUS</b>		<b>-</b>	<b>-</b>	<b>-</b>

Item 6.1 Attachment: 2016-2020 5 Year Capital Expenditure Fund

# 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 Comm Parks CRF - Centennial Park 1064 101792 Bylaw 3085						
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	47,580	57,730	105,930	58,440	61,890	88,460
Transfers from Operating Budgets	9,700	9,970	8,390	10,410	10,640	10,850
Transfers from Park Land Ops Budget	-	38,230	44,120	43,040	15,930	46,860
Grant Funding Required			200,000	50,000	-	-
Park Washrooms	-	-	(300,000)	(100,000)	-	-
Interest	450	-	-	-	-	-
Ending Balance	57,730	105,930	58,440	61,890	88,460	146,170

# 5 Year Capital Expenditure Plan

SSI Comm Parks CRF - Boardwalk/Waterfront Access						
1060 102030						
Bylaw 2859						
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	22,193	4,403	9,403	4,503	9,703	5,003
Transfers from Operating Budgets	5,000	5,000	5,100	5,200	5,300	5,410
Beach Access Improvements	-	-	(10,000)	-	(10,000)	-
Boardwalk Repair	(23,000)	-	-	-	-	-
Interest	210	-	-	-	-	-
Ending Balance	4,403	9,403	4,503	9,703	5,003	10,413

# 5 Year Capital Expenditure Plan

SSI Parks/Rec CRF - Tennis 1060 101786 Bylaw 2859						
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	85,576	111,386	113,886	91,436	94,036	96,686
Transfers from Operating Budgets	-	2,500	2,550	2,600	2,650	2,700
Donations	25,000	-	-	-	-	-
Upgrade Multi-Purpose Court	-	-	(25,000)	-	-	-
Interest	810	-	-	-	-	-
Ending Balance	111,386	113,886	91,436	94,036	96,686	99,386

# 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

# 5 Year Capital Expenditure Plan

<b>SSI Park Land Acquisition</b>						
1035 101379						
RS-2110						
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	524,220	6,720	6,720	6,720	6,720	6,720
Cash in Lieu Contribution	17,500	-	-	-	-	-
181 Brinkworthy - SSI Land Acquisition	(120,000)	-	-	-	-	-
181 Brinkworthy - Purchase	(420,000)	-	-	-	-	-
Interest	5,000	-	-	-	-	-
Ending Balance	6,720	6,720	6,720	6,720	6,720	6,720
<b>SSI Park 2nd Service CRF</b>						
1071 101898						
Bylaw 3286						
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	26,319	26,569	-	-	-	-
Transfer to 1071 101898	-	(26,569)	-	-	-	-
Interest	250	-	-	-	-	-
Ending Balance	26,569	-	-	-	-	-

# 5 Year Capital Expenditure Plan

## EQUIPMENT REPLACEMENT FUNDS

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Beginning Balance	216,756	196,427	169,252	110,307	92,792
<b>NEW FUNDING</b>					
Transfers from Operating Budgets	50,200	42,400	20,360	20,830	21,300
Interest Income	-	-	-	-	-
<b>Total New Funding</b>	50,200	42,400	20,360	20,830	21,300
<b>EXPENDITURES</b>					
Pool	(70,529)	(19,575)	(29,305)	(20,345)	(18,240)
Parks	-	-	(45,000)	(18,000)	-
Recreation	-	(50,000)	(5,000)	-	-
<b>Total Expenditures</b>	(70,529)	(69,575)	(79,305)	(38,345)	(18,240)
Ending Balance	196,427	169,252	110,307	92,792	95,852

# 5 Year Capital Expenditure Plan

## EQUIPMENT REPLACEMENT FUNDS

SSI Parks & Rec Equipment Replacement Funds

SSIPPOOL.ERF

101412

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Beginning Balance	116,908	86,379	84,204	72,709	70,594
Transfer from Operating Budget	40,000	17,400	17,810	18,230	18,650
Expenditures					
Air Handlers / Exhaust Transfer Fans	-				
Pumps (Circulating, Submersible, Heat)		(6,500)	(5,405)	(6,120)	(8,160)
Pool Filters /Heat Exchanger	(9,868)	-	-	-	(10,080)
Pool Vacuum (RecX every other time)		-	(3,000)	-	
Chilled water cooling coil	(13,262)	-	-	-	
Storage Tanks (Hot water)	(11,940)	(12,075)	(12,650)	(13,225)	
Lockers	(10,670)	-	-	-	
Boilers	-	-	(8,250)		
Probes (Every two years)		(1,000)		(1,000)	
UV Lights (Every year)	(3,000)	-	-	-	-
Other	(21,789)				
Interest	-	-	-	-	
Ending Balance	86,379	84,204	72,709	70,594	71,004

# 5 Year Capital Expenditure Plan

## EQUIPMENT REPLACEMENT FUNDS

SSIPRK.ERF

101444

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Beginning Balance	71,679	81,879	81,879	36,879	18,879
Transfer from Operating Budget	10,200	-	-	-	-
Cost Sharing Recovery	-	-	-	-	-
Expenditures					
Parks Mtce Truck - replaces unit 894	-	-	(45,000)	(18,000)	
Mower					
Interest	-	-	-	-	
Ending Balance	81,879	81,879	36,879	18,879	18,879



# 5 Year Capital Expenditure Plan

## EQUIPMENT REPLACEMENT FUNDS

SSIREC.ERF

101445

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Beginning Balance	28,169	28,169	3,169	719	3,319
Transfer from Operating Budget	-	25,000	2,550	2,600	2,650
Computer Upgrades	-	(10,000)	-	-	-
Photocopy	-	(15,000)	-	-	-
Monk Office Equip	-	-	(5,000)	-	-
Recreation Software Updgrade	-	(25,000)	-	-	-
Interest	-	-	-	-	-
Ending Balance	28,169	3,169	719	3,319	5,969

**REPORT TO SALT SPRING ISLAND PARKS AND RECREATION COMMISSION  
MEETING OF MONDAY, FEBRUARY 15, 2016**

**Item 6.2**

---

**SUBJECT     DRUMMOND PARK RENEWAL LICENSE OF OCCUPATION**

**ISSUE**

The current license of occupation for land on which Drummond Park is constructed expires at the end of March 2016.

**BACKGROUND**

Drummond Park occupies two one acre (approx.) lots owned by the Fulford Community Hall Association, on Isabella Point Road. The original licence between the Association and the CRD commenced on May 1, 1996 and has been extended for three-year terms until March 31, 2016.

The park provides attractive community open space on the shoreline of Fulford Harbour and is used extensively by local residents as a children's play area and gathering place for special events. In addition to a children's play area park amenities include picnic facilities and public pit toilets.

A license fee of \$10.00 will be payable to the Fulford Community Hall Association on June 1, 2016, should the license be approved. In addition, PARC is responsible for all costs of operation and maintenance of the park. In 2016 a total of \$9,970 was budgeted for wages, electricity, garbage, supplies and repairs due to vandalism. The actual cost of operation and maintenance in 2015 was \$7,611.92. There are no changes being proposed to the current agreement.

**ALTERNATIVES**

That the Salt Spring Island Parks and Recreation Commission recommends that

- 1) staff negotiate a renewal of the Drummond Park License of Occupation for a further five (5) year term, subject to the same terms and conditions as the current license of occupation; and further that staff be authorized to execute the agreement.
- 2) the report be referred back to staff for further review

**CONCLUSION**

The current license of use for land on which Drummond Park is constructed expires at the end of March 2016. Commission direction is required in order for CRD staff to proceed with negotiations for renewal.

**RECOMMENDATION**

That the Salt Spring Island Parks and Recreation Commission recommends that staff negotiate a renewal of the Drummond Park License of Occupation for a further five (5) year term, subject to the same terms and conditions as the current license of occupation; and further that staff be authorized to execute the agreement.



Making a difference...together

**Salt Spring Island Parks and Recreation Commission – February 15, 2016**  
**Drummond Park Renew License of Occupation**

---

Submitted by:	Dan Ovington, BBA, Parks and Recreation Manager
Concurrence:	Karla Campbell, DBA, Senior Manager
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Appendix A – Previous License of Occupation

## LICENCE OF OCCUPATION

THIS AGREEMENT dated for reference the 1st day of May, 2006

BETWEEN: **FULFORD COMMUNITY HALL ASSOCIATION**  
2591 Fulford-Ganges Road  
Salt Spring Island  
British Columbia  
V8K 1Z4

(hereinafter called the "FCHA")

ON THE FIRST PART

AND:

**CAPITAL REGIONAL DISTRICT**  
625 Fisgard Street  
P O Box 1000  
Victoria  
British Columbia  
V8W 2S6

(hereinafter called the "CRD")

OF THE SECOND PART

### WHEREAS:

**A.** The FCHA is the registered owner or has possession and control of lands known as Drummond Park (hereinafter called the "Park") more particularly described as:

Lot 1, Section 13, Range 1, South Salt Spring Island, Cowichan District,  
Plan 22001

And

Lot 1, Section 13, Range 1, South Salt Spring Island, Cowichan District,  
Plan 23550

**B.** The CRD has, by bylaw, established a joint parks and recreation commission for the Electoral Area of Salt Spring Island to which it has delegated the administrative responsibility of the Regional Board relating to Parks and Recreation services.

C. The Salt Spring Island Parks and Recreation Commission wishes to occupy and manage the Park for the benefit of the public.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the fees to be paid by the CRD to the FCHA and in consideration of the agreements to be performed by the CRD, the parties hereto agree as follows:

**1. RIGHT TO USE**

The CRD shall have the right to use the Park for a term of Five (5) years from the 1<sup>st</sup> day of May, 2006 to the 30<sup>th</sup> day of April, 2011, at which date the right to use shall cease unless the agreement is renewed pursuant to paragraph 2.

**2. RENEWAL**

This Agreement shall automatically be renewed for a further term of Five (5) years on the same terms and conditions unless terminated pursuant to paragraph 10(b).

**3. LICENCE FEE**

The CRD shall pay to the FCHA a fee of TEN DOLLARS (\$10.00) on the 1<sup>st</sup> day of May, 2006 and on the first day of each additional term for which this agreement is renewed.

**4. USE**

The CRD shall have the right to use the Park for the purpose of development, maintenance and operation of a community park in accordance with CRD Bylaw No 1453 "Community Parks Regulations (Salt Spring Island) Bylaw-No 1, 1986", a copy of which is attached hereto as Schedule "A".

**5. OPERATIONS AND MAINTENANCE**

(a) The CRD shall provide public access to the Park between the hours of 6:00am and 11:00pm on each and every day of the year subject to paragraph 6.

(b) The CRD agrees to provide grass mowing and garbage services, and to maintain the outhouses as required to keep the Park in a clean, neat and safe condition.

(c) The CRD and the FCHA covenant and agree that prior to any required capital expenditure for an improvement or capital project in the Park, that where the FCHA may expect the CRD to contribute funds, the CRD and the FCHA will agree in writing prior to said improvement or capital project being undertaken. The agreement in writing shall explicitly state the nature of the improvement or capital project, the extent of the financial obligation, the timing and the party responsible for each component of the work.

**6. RESERVATION OF RIGHTS**

The FCHA reserves the right to book the park for community functions or community activities.

**7. INSURANCE**

The CRD will take out and maintain in force on behalf of itself and the FCHA during the term of this Agreement or renewal thereof.

(a) Comprehensive General Liability Insurance for the benefit of the FCHA and the CRD of not less than \$2,000,000.00 in respect of Bodily Injury, Death or Property Damage arising out of the CRD's use and occupancy of the Park, for any one occurrence or series of occurrences arising out of one cause and occurring within the Park.

(b) All Risk coverage, including fire, theft, and flood, of personal property, machinery and equipment, furniture and improvements owned or installed by the CRD whether the same are affixed thereto or not and whether or not the same are removable by the CRD upon expiration of this Agreement.

(c) The CRD will cause the policy to include the FCHA to be added as an additional named insured for the duration of this Agreement.

**8. INDEMNIFICATION**

The CRD will indemnify and keep indemnified the FCHA from and against all lawsuits, damages, losses, costs, claims or expenses including legal fees which the FCHA may incur or which may be made against the FCHA arising from or connected with the use of the Park by the CRD or the breach of this Agreement by or the negligent acts of, the CRD, its servants, contractors, employees, members, guests, invitees or representatives.

**9. ASSIGN OR SUBLET**

The CRD will not assign its interest in the Agreement without the prior written consent of the FCHA.

**10. TERMINATION**

(a) The FCHA may terminate this Agreement should the CRD fail to perform any of the covenants contained herein required to be performed by the CRD, provided however, that the FCHA shall first give to the CRD sixty (60) days written notice of its intention to terminate, and should the CRD fail to perform as required by this Agreement within such (60) days, the Agreement may be terminated by the FCHA.

(b) The FCHA or the CRD may terminate this Agreement by giving Six (6) months' written notice provided that upon such termination the CRD shall leave the Park in a neat and tidy condition.

**11. TIME**

Time shall be of the essence of this Agreement.

**12. NOTICES**

That any notice required to be given under this Agreement shall be deemed to be sufficiently given:

(a) if delivered, at the time of delivery, and

(b) if mailed from any government post office in the Province of British Columbia be prepaid, registered mail and addressed as follows:

(i) If to the FCHA:

Fulford Community Hall Association  
2591 Fulford-Ganges Road  
Salt Spring Island  
British Columbia V8K 1Z4  
(Ph. 250-537-4938)

(ii) If to the CRD:

Administrator  
Salt Spring Island Parks & Recreation Commission  
145 Vesuvius Bay Road  
Salt Spring Island  
British Columbia V82 2P2  
(Ph. 537-4448 / Fax. 537-4456)

Or at the address the party may from time to time designate, and the notice shall be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of mailing, the notice, the delivery of mail in the Province of British Columbia has interrupted in whole or in part by reason of a strike, slow-down, lock out or other labour dispute, then the notice may only be given by actual delivery of it.

**13. INTERRUPTION**

(a) That when the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require.

(b) The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

(c) That this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.


(d) This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

(e) All provisions of this Agreement are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph.

**IN WITNESS WHEREOF** the parties hereto have hereunto affixed there hands and seals.

**FULFORD COMMUNITY HALL ASSOCIATION**

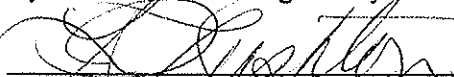
Signed this 11 day of SEPTEMBER 2006  
by its authorized signatories:

  
Name: Bill Home PRESIDENT?

\_\_\_\_\_  
Name:

**CAPITAL REGIONAL DISTRICT**

Signed this 03 day of NOV. 2006  
by its authorized signatory:

  
Name: Lloyd Rushton, General Mgr. Parks

**END OF DOCUMENT**



# Memorandum



TO: Salt Spring Island Parks and Recreation Commission

FROM: Dan Ovington, Manager

DATE: February 5, 2016

FILE: 0360

SUBJECT: Trails Advisory Committee Mandate

---

At the Trails Advisory Committee meeting of November 10, 2015, the committee passed the following motion:

*That the Trails Advisory Committee recommend to the Salt Spring Island Parks and Recreation Commission that the following statement be added to the mandate of the Trails Advisory Committee under the terms of reference:*

*Trails Advisory Committee will make recommendation to the Salt Spring Island Parks and Recreation Commission on all potential trail acquisition through subdivision or rezoning parkland dedication requirements.*

**CARRIED**

In this regard, staff recommend the Commission consider the following motion to provide staff with time to review the request and bring forward a recommendation.

*Consideration of this motion be deferred until staff have reviews the findings of the Trail Forum.*

cc: Karla Campbell, Senior Manager



Making a difference...together

**Minutes of the Regular Meeting of the  
Salt Spring Island Trails Advisory Committee  
Held November 10, 2015, School Board Meeting Room, 112 Rainbow Road,  
Salt Spring Island, BC**

---

**Present: Members:** (Chair) Rob Wiltzen, Gary Quiring, Phillip Grange, Jean Gelwicks, Herb Otto, Kees Ruurs, Matt Kellow, Nieke Visser, Judy Fry,  
**Staff:** Dan Ovington, PARC Manager; Kirk Harris, Senior Maintenance Worker, Tracey Shaver, Recording Secretary,  
**Absent:** Stefan Cermak, William Schulze, John Borst.

Chair Wiltzen called the meeting to order at 5:10 pm.

**1. Approval of Agenda**

**MOVED** by G. Quiring, **SECONDED** by K. Ruurs,  
That the Salt Spring Island Trails Advisory Committee agenda of September 8, 2015 be approved with the addition of 4.1 Mandate of the Trails Advisory Committee under the Chairs Report.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by P. Grange, **SECONDED** by H. Otto,  
That the Salt Spring Island Trails Advisory Committee minutes of September 8, 2015 be approved as submitted.

**CARRIED**

**3. Presentations/Delegations**

**3.1 Charles Kahn- Mill Farm-CRD Regional Parks**

Mr. Kahn came to the meeting to request formal assistance in the protection and maintenance of Mill Farm Park Reserve which is part of the CRD Regional Parks system. This section of land provides public access to Mt. Bruce and crown lands through a gate at the entrance. The gate is currently in disrepair which has allowed motorized vehicles access to various areas in the region. Mr. Kahn has made several reports to Regional Parks regarding damage and maintenance of the area.

**MOVED** by G. Quiring, **SECONDED** by K. Ruurs,  
That the Salt Spring Island Trails Advisory Committee recommends to the Salt Spring Island Parks and Recreation Commission that staff pursue an agreement with CRD Regional Parks to utilize the local Parks staff to provide the protection and maintenance of Mill Farm Park Reserve.

**CARRIED**

**4. Chair Report**

**4.1 Mandate of the Trails Advisory Committee**

Chair Wiltzen facilitated a discussion on the mandate and role of the Trails Advisory Commission specifically in regards to land referrals from the Islands Trust.

**MOVED** by R. Wiltzen, **SECONDED** by J. Gelwicks,

That the Trails Advisory Committee recommend to the Salt Spring Island Parks and Recreation Commission that the following statement be added to the mandate of the Trails Advisory Committee under the terms of reference:

Trails Advisory Committee will make recommendation to the Salt Spring Island Parks and Recreation Commission on all potential trail acquisition through subdivision or rezoning parkland dedication requirements.

**CARRIED**

**5. Reports**

**5.1 Trail Project Status Report – Kirk Harris**

- Reported on upgrade work which continues in Duck Creek.
- Charcoal Kiln project in Mouat Park is finishing up with the installation of interpretive signs and an opening celebration on: November 29, 2015 from 1 to 3 pm.
- Fall and winter maintenance continues and varies based on need.

**5.2 Trail Counters- Dan Ovington**

Channel Ridge trails have been the focus of the trail counter devices for the past 4 months in order to establish a base of community trail use. This baseline will assist PARC in any discussions of changes to the trail system should they be proposed by a new owner of the Channel Ridge development.

BC Parks will be monitoring the Mt Erskine trails.

**6. Outstanding Business**

**6.1 Trail Development Projects – Update**

**6.1.1 Liberty Hall Lane**

Trails crew visited the seasonally wet section of trail where a bridge is being proposed. Trails crew suggest that a pathway over 36" culvert be used instead of a bridge to cross this section of the trail.

**6.1.2 Hedgers Turn**

During the application process for SRoW's it was discovered that there are actually five property owners listed on title. Permission will need to be obtained from all of the owners before the legal work on the SRoW's can begin.

**6.1.3 Old Goat Farm Trail**

SRoW to be signed and work to begin in 2016.

**6.2 Salt Spring Walking Map- Jean Gelwicks**

Partners Creating Pathways (PCP) has applied for a CRD grant in aid. Director McIntyre has requested confirmation from the TAC that they are not aware of any other local groups who are working on an island wide walking map.

A letter for the TAC chair will be drafted by Jean and forwarded on to Director McIntyre in support of the PCP grant request.

**6.3 Harbour's End Pathway and Kiosk- Jean Gelwicks**

Information on the opening celebration of this trail was provided.

**6.4 Salt Spring Trail – Gary Quiring**

- Salt Spring Conservancy has confirmed that they will not participate in the cross island trail project in regards to the Manzanita Ridge section. The public access issue for this subdivision is currently under consideration with the Islands Trust. BC Parks will give authorization over their sections of trail in this area. A gap in the trail is being addressed and a SRoW will be requested once owners have been contacted.

**7. New Business**

**7.1 2016 Community Parks Work Plan-Kirk Harris**

The project status report was reviewed and provides the basis for the 2016 work plan which has budgeted funds in place.

**7.2 Trail Projects for Future Consideration**

This is a list of projects that are up for consideration for future planning and funding. This listing of projects will be considered should funding remain as items from the 2016 work plan are completed.

The TAC recommends that the following projects be added: Sharp Road, Mill Farm, Grandmother Tree connector, Lee Road.

Funding for new beach access are capital improvement is planned for every other year and will be prioritized for 2017.

**7.3 Trail Advisory Committee Members for 2016**

Staff requested confirmation of continued membership for 2016 with those in attendance tonight. Confirmation was received from all present. Staff will follow up with the following members to for their decision: William Schulze, Stefan Cermak, and John Borst.

**8. Next Meeting**

Dates for 2016 were discussed and a request was approved to move the meetings to the first Tuesday of every other month (excluding July, August and December). Staff will prepared a new list of dates and distribute to TAC members.

**NEXT MEETING: Tuesday, January 5, 2016 –Location TBA**

**10. Adjournment**

The meeting was adjourned at 6:50 pm.

---

**CHAIR**

---

**SENIOR MANAGER**



Making a difference...together

**Minutes of the Regular Meeting of the  
Salt Spring Island Trails Advisory Committee  
Held February 2, 2016, School Board Meeting Room, 112 Rainbow Road,  
Salt Spring Island, BC**

---

**DRAFT**

**Present: Members:** Kees Ruurs, Phillip Grange, Jean Gelwicks, Herb Otto, Judy Fry,  
**Staff:** Dan Ovington, PARC Manager; Tracey Shaver, Recording Secretary  
**Absent:** Stefan Cermak, William Schulze, John Borst, Rob Wiltzen, Matt Kellow, Gary Quiring, Nieke Visser.

Chair Wiltzen was unable to attend this meeting and requested that Kees Ruurs Chair the meeting in his absence. Kees Ruurs Acting Chair called the meeting to order at 5:07 pm.

**1. Election of Chair**

Item deferred to next meeting.

**2. Approval of Agenda**

**MOVED** by P. Grange, **SECONDED** by J. Gelwicks,  
That the Salt Spring Island Trails Advisory Committee agenda of February 2, 2016 be approved with the following amendments by adding CRD Director Wayne McIntyre as a delegate under item 4.1 and bringing item 8.1 Trails Forum- Project Charter and Management Plan forward to item 4.2 to be discussed after the delegation. Additional items added under as 8.2 Duck Creek Park and 8.3 Channel Ridge Trail off of Sunset Drive.

**CARRIED**

**3. Adoption of Minutes**

**MOVED** by H. Otto **SECONDED** by P Grange,  
That the Salt Spring Island Trails Advisory Committee minutes of November 10, 2015 be approved as submitted.

**CARRIED**

**4. Presentations/Delegations**

**4.1 CRD Director Wayne McIntyre- Trails Forum**

Director McIntyre requested the Trails Advisory Group consider what a common vision of trails for the entire island would look like. There are many trails initiatives being considered by different groups in locations all over the island, but nothing that ties them all together when considering the island as a whole or destination. Director McIntyre feels the community would benefit from a coordinated effort which identifies trail priorities and then effectively uses our limited funding resources.

**4.2 Trails Forum- Project Charter and Management Plan**

General conversation took place regarding the trails forum management plan and the reasoning behind consulting with a broader group to to facilitate a vision for the whole island concerning trails.

It was requested that the trails advisory committee members review the plan in detail and provide feed back as soon as possible.

**5. Chair Report**

There was no report

**6. Reports**

**6.1 Trails Crew return to Work March 2016**

Duck Creek has sustained a lot of damage;.Lots of trees down and drainage issues after continued heavy rains.

**7. Outstanding Business**

**7.1 Trail Development Projects – Update**

**7.1.1 Liberty Hall Lane**

No progress on obtaining 30 metre SRoW.

**7.1.2 Hedgers Turn**

All of the SRoW's have been signed. The trails crew will start by relocating trail to align with the surveyed SRoW's.

**7.1.3 Old Goat Farm Trail**

One of the property owners has decided against allowing a SRoW for the trail across their property.

**7.1.4 Croftonbrook Trail**

Item was added at table. K. Ruurs reported that negotiations relating to this trail have recently been positive.

**7.2 Mill Farm- CRD Regional Parks**

Regional Parks will be presenting their Parkland Acquisition Strategy at the next Parks and Recreation Commission meeting on February 15, 2016.

J. Gelwicks reported that permission is expected to be granted to locate the Mill Farm trails on the Partners Creating Pathways Walking map, but that it will be designated "use at own risk" and not a maintained or mapped trail.

**7.3 Mandate of the Trails Advisory Committee**

In November a motion was passed to require all Islands Trust land referrals to the trails group for comment. A report will be brought forward to the PARC Commission.

**8. New Business**

**8.1 Trails Forum-Project Charter and Management Plan**

Was addressed under item 4.2 above.

**8.2 Duck Creek**

Several complaints regarding the slippery and wet conditions have been received and investigated by staff. Repairs will take place once the saturated ground can be worked with.

**8.3 Channel Ridge Trails-Sunset Drive Entrance**

Herb Otto reported that his Son, Karl Otto, lives and runs in the area and has offered to cover the costs of repair in the area at the bottom of the trail at Sunset Drive. Staff to meet with Karl.

Kees Ruurs reported that it appears that this entrance has some been widened enough to allow 4x4 quades onto the trail and should be fixed.

**9. Next Meeting**

Will be held on April 5, 2016, starting at 5:00 pm at the School Board Office.

**10. Adjournment**

**MOVED** by P. Grange, **SECONDED** by, H. Otto,  
That the meeting be adjourned at 6:12 pm.

**CARRIED**

---

**CHAIR**

---

**SENIOR MANAGER**



## REVISED REPORT FOR INFORMATION

### REPORT TO PARKS AND RECREATION COMMISSION OF SALT SPRING ISLAND JANUARY 18, 2016

#### **SUBJECT: RAINBOW ROAD INDOOR**

#### **ISSUE**

To provide the commission with a quarterly report (Oct - Dec) 2015

#### **BACKGROUND**

The Rainbow Road Indoor Pool offers a variety of programs including:

1. Public sessions - Attendance Chart - see attached
  1. Early Bird Swim 6:30 am - 8:00 am Monday, Wednesday and Friday
  2. Lap & Leisure 9/10:00 am- 1:00 pm Monday to Friday
  3. Lap & Lesson 2:00 pm - 3:00 pm Monday, Wednesday and Friday
  4. Adult/Youth 1:00 pm - 2:00 pm Tuesday and Thursday
  5. Everyone Welcome 3:00 pm - 6:30 pm Monday, Tuesday, Wednesday, Thursday
  6. Evening Lap 6:30 pm - 8:00 pm Monday and Wednesday
  7. Friday Night Madness 6:30 pm - 8:00 pm Friday
  8. Toonie Swim 1:30 pm - 5:30 pm Sunday
2. Aquafit classes - Attendance Chart - see attached
  1. Energizer 8:00 - 9:00 Monday, Wednesday and Friday
  2. Aqualite 9:30 - 10:30 Monday, Wednesday and Friday
  3. Nooners 1:00 - 2:00 Monday, Wednesday and Friday
3. School programs
  1. Phoenix Elementary
  2. SIMS
  3. School Board Lessons
4. Swim team - Stingrays winter maintenance
5. Special events - Swim with Santa
6. Other programs

The program breakdown is as follows:

Year	Public Programs	Water Fit	Added Programs	Total
2012	7031	2013	1976	11020
2013	6894	2742	2088	11724
2014	6050	2620	1528	10198
2015	5582	2697	1576	9855

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.

**We are still serious about fun!**