



Making a difference...together

**Minutes of the Regular Meeting of
the Salt Spring Island Parks and Recreation Commission
Held August 15, 2016 145 Vesuvius Bay Road, Salt Spring Island, BC**

Present: **Director:** Wayne McIntyre
 Commission Members: Jon Suk (Chair), Sonja Collombin, Matt Kellow, Brian Webster, Garth Hendren
 Staff: Dan Ovington, Parks and Recreation Manager; Keith Wahlstrom, Acting Senior Manager, Manager Engineering, Salt Spring Island Electoral Area; Peggy Dayton, Senior Financial Analyst; Kirk Harris, Senior Maintenance Worker; Kara McKay, Assistant Recreation Programmer; Tracey Shaver, Recording Secretary
 Absent: Daniel Clements

Chair Suk called the meeting to order at 5:06 pm

1. Approval of Agenda

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission agenda of August 15,
2016, be amended and approved as follows: bring agenda Items 6.2 and 6.3 forward to
4.4.

CARRIED

2. Adoption of Minutes of July 21, 2016

MOVED by Commissioner Hendren, **SECONDED** by Commissioner Webster,
That the minutes of the Salt Spring Island Parks and Commission meeting of July 21,
2016 be amended and approved by striking the second sentence under Item 3.2.

CARRIED

3. Presentations/Delegation

None registered.

4. Reports- Chair and Director

4.1 Chair's Report- Chair Suk attended a SSI Economic Development Commission sponsored workshop on Experience the Gulf Islands. The purpose of the meeting was to brainstorm ways for all the islands to work together to bring economic benefits to the Gulf Islands. A major focus on the Gulf Islands area could come out of the Trans Canada Trail (TCT) should Salt Spring Island be included in the overall trail network.

4.2 Director's Report- Director McIntyre briefly reported on the following:

- It appears the proposed routing of the Trans Canada Trail will bypass the Gulf Islands. Attempts are being made to include the Gulf Islands in the TC Trail Planning.
- Vancouver Island geography is earthquake zone; planning in all CRD projects to include earthquake preparedness
- CRD focus on integrated waste management. Pilot Projects to possibly include an Australian example to be implemented
- CRD #4 Strategic plan priority is focused on agricultural sustainability
- Roads condition study has been released by the SSI Incorporation Study Committee
- UBMC in last week of September; Two SSI topics - rural accelerator and innovative communities

4.3 Rainbow Road Indoor Pool Quarterly Report- Jim Raddysh

Jim Raddysh reviewed submitted reports and discussion highlighted the following:

- Internal changes to public program reporting (more accurate breakdown)
- Swim Team registration numbers are up
- School board lessons are down- travel costs seen as barrier to providing lessons for Fulford and Fernwood students-grants for free lessons were obtained and offered to grades 2 &3. Potential to discuss declining enrolment pattern with the Parent Advisory Committees for solutions.
- Potential to add additional Aqua fit class
- Revenue predicted to be well over \$200,000 in addition to revenue increase from not closing in September
- 23 Members of the Stingray Swim Club qualified for and are heading to Provincials

4.4 Operating and Capital Budgets 2016-2020

Staff reviewed reports

- Debit servicing on indoor pool has decreased and expected to go down again in 2017
- Parks/trails operating budget on track for predicted year end
- Community Recreation-revenue showing significant increase
- Increases in revenue offset the operating costs which allows for surplus to be transferred to Capital Reserves for future use on life cycle repair or replacement of infrastructure
- Services provided under the Capital Regional District must stand alone. Surplus in one service cannot be used to cover losses in another

Peggy Dayton leaves the meeting 5:30 pm

Short break in meeting called at 5:35 pm

Keith Wahlstrom leaves the meeting at 5:40 pm

Meeting resumes at 5:45 pm

5. Outstanding Business

5.1 Portlock Tennis Courts

Staff reported that several work parties were held:

- Tennis and Pickleball players filled cracks
- Staff prepared surface

- RADA Resurfacing Ltd. painted courts and lines with exceptional detail
- This is a major improvement to the courts, however it is a temporary solution

6. New Business

6.1 Review of Saturday Market Issues

Manager Ovington informed the Commission that the Market Advisory Group would be meeting on August 31, 2016 and staff will be bringing forward recommendations to address vendor issues.

6.2 Operating Budget 2016-2020

See item 4.4

6.3 Capital Budget 2016-2020

See item 4.4

6.4 Operating and Capital Budget Planning 2017 2021

Manager Ovington briefly reviewed intended planning process and introduced staff to provide information on various PARC divisions.

Kara McKay, Assistant Recreation Programmer reported on various successes and challenges related to Community Recreation programs.

Successes:

- Overall the new program offerings have been well received by community
- Leisure Guide, Flyers, and use of SSI Exchange is increasing PARC presence in the community
- Positive comments on the quality of instructors and extra efforts to make programs work (22 partnerships with private contractors)
- Interesting ideas for programs coming from community
 - Different offerings in Music, Language , Arts, Cooking and Personal Development
- Youth programs are increasing in registration numbers as information gets out
 - Preschool camp (ages 3-5)
 - H2O camps (includes swim lesson)
 - Young Chef
 - Friday Camps for non-school days
 - Considering after school camp and teen programs

Challenges:

- Last minute registrations
 - Difficult to meet minimum numbers for contractor revenue split before class cutoff date (2 to 3 days prior to class).
 - Registration available only during office hours (New registration program will provide needed flexibility)
 - Instructor and participant disappointment over canceled classes-creates lack of enthusiasm to try again

- Lack of adequate indoor space limits program growth

- Use of outside community facilities (increase costs of class)
- Limited availability (certified kitchens, gyms, scheduling)
- Portlock Park Portable
 - no sinks = tough for camp and arts programs
 - small space for 30 + active camp kids (ages 6 to 12)
 - flooring suitable for class room style programs (not for fitness or dance)
 - Acoustics work well for some music styles, but not all
- Hiring and retaining qualified camp leaders for one day a week camp programs or a week once every several months

Kirk Harris, Senior Maintenance Worker reported on various successes and challenges related to Community Parks, Trails and Maintenance issues.

Successes:

- Beddis Beach Seawall
 - 3 year project, collaborative work with First Nations and Kathy Reimer, RP Biologist.
- Duck Creek
 - Second year out of five for rebuilding and repairing trails: increasing life span of trail system anticipated to be 30-40 years.
- Recycling containers
 - Several installed each year to replace larger receptacles: reduces household garbage collection in parks, improves aesthetics
- Beach Cleanup
 - Collaborative effort with Harbour Authority and Grace Point residents: improved relations and expectations
- Swim meet
 - 400 + youth swimmers and accompanying families: increased economic benefit and exposure of Salt Spring Island

Challenges:

- Lack of maintenance facilities:
 - No dry storage
 - No dry area for mechanical repairs and wood working
 - No washrooms
 - No office space
- Contract Work:
 - PARC crews are increasingly billed out to other services such as Transportation to maintain roadside pathways, install signage and address immediate safety concerns. The use of park crews for contract work provides a longer working season for employees at no cost to PARC budget, however limited number of actual staff to complete PARC seasonal priorities often conflicts with the emergency work from other services.
- Garbage
 - 20 hours per week devoted to collecting trash in island parks
 - Requests from community to address garbage/waste issues on Salt Spring Island which are not included in the parks system
- Water

- Not watering sports fields or community parks causes additional staff time, money and effort to revive.
- High potential for loss of park infrastructures
- Centennial Park
 - Economic driver and focal point in town with no water to keep attractive
 - Low water pressure during peak visitor use effects function of washrooms

Keith Wahlstrom and Kirk Harris leave the meeting at 6:35 pm

Keith returned to the meeting at 6:36 pm

Manager Ovington continued to lead the planning meeting, covering topics on the Pool and Saturday Market prior to breaking out into planning exercises.

- Pool
 - New software program will automatically prompt pass renewals for staff and can send reminders in advance to the user
 - Turn styles will be installed; increased revenue collection
 - Pool staff will be directly entering client information in association with fees
 - CRD administrative accounting process will be streamlined; currently double entry system.
- Saturday Market
 - New placement and payment collection process in place to shorten the waiting time for vendors
 - Reduced personal risk to Market Coordinator carrying large amounts of cash
 - Enforcement of park bylaws continues to be an issue: smoking in parks, no dogs, vending outside of the Market Guidelines. Timing the presence of the Bylaw officer and the infractions continues to be a challenge.
 - The amount of people wanting to vend in the Market continues to exceed the space available
 - Centennial Park Master Plan- 3 designs introduced for feedback.

Short break in meeting called at for at 6:55 pm

Kara McKay leaves the meeting at 6:55 pm

Meeting resumed at 7:00 pm

Manager Ovington posted three questions for the Commission to consider while prioritizing future capital projects.

Director McIntyre leaves the meeting at 7:10 pm

A staff report will be brought forward in September for review and discussion. The PARC Commission agreed that updating the Strategic Plan in 2017 is a priority and a necessary tool to guide future budgets and Capital expenditures. Consultation with other CRD Commissions and governing bodies will be part of the process to strengthen the community vision of the PARC Strategic Plan.

7. Next Meeting

The next meeting is scheduled for September 19, 2016 from 5:00 to 7:00 pm in the Portlock Portable meeting room.

9. Adjournment

MOVED by Commissioner Kellow, **SECONDED** by Commissioner Collombin,
That the meeting be adjourned at 8:00 pm.

CARRIED

CHAIR

SENIOR MANAGER