



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Notice of Meeting on **Monday, September 19, 2016 at 5:00 PM**

Portlock Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

Wayne McIntyre

Daniel Clements

Brian Webster

Garth Hendren

Matt Kellow

Jon Suk

Sonja Collombin

(R) = Regrets

AGENDA

1. Approval of Agenda

2. Adoption of Minutes of August 15, 2016

3. Presentations/ Delegations

3.1 Daria Zovi - Cusheon Lake Access

4. Reports-Chair and Director

5. Outstanding Business

5.1 Project Status Report

5.2

6. New Business

6.1 2017-2021 SSI Parks and Recreation Operating Budget

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

1. Approve the 2017-2021 operating and capital budgets for Salt Spring Island Pool and Parkland Combined, Community Parks and Community Recreation as presented; and
2. Balance the 2016 actual revenue and expenditures as transfers to capital reserves.

6.2 Request for Life Rings at Public Lake Access

6.3 Rainbow Road Indoor Pool Parking Lot Extension

That the Salt Spring Island Parks and Recreation Commission approve funding \$8,600 to extend parking along the front of the community gardens at the Rainbow Road indoor Pool, and that it be funded from the Pool Capital Reserve Fund 1078 102045

6.4 Rotary Park-Request for Storage Area

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

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. Rise and Report

9. Next meeting October 20, 2016 from 5-7pm at the Portlock Portable
DATE CORRECTION - Monday October 17, 2016

10. Adjournment

For Information Only Purposes:

Appendix A: Correspondence/Information Summary



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**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**

DRAFT

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 bypassed 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



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**RULES GOVERNING THE HEARING OF INDIVIDUALS OR DELEGATIONS
BY THE CAPITAL REGIONAL DISTRICT COMMISSIONS**

- Under the CRD Procedural Bylaw, the Commission may, by *resolution*; allow an individual or a delegation to address the meeting **on the subject of an agenda item**, provided written application has been received by the Salt Spring Island Administration Office no later than 4:30pm two (2) calendar days prior to the meeting.
- If you miss this deadline, you may still submit this form; however such requests will require *unanimous* approval of the Commission members at the intended meeting.
- Each address should be limited to five (5) minutes unless a longer period is agreed to by unanimous vote.
- Each delegation should provide the number of copies of their written submission, as determined by the Salt Spring Administration Staff.

Submit form to Salt Spring Island Administration

E-mail: saltspring@crd.bc.ca

Fax: (250) 537-4456

Capital Regional District, 145 Vesuvius Bay Road, Salt Spring Island, BC V8K 1K3

I wish to address the:

Parks and Recreation Commission Transportation Commission

Community Economic Development Commission

AT THE MEETING OF Monday Sept. 19, 2016 at 5 AM/PM
ON AGENDA ITEM park proposal on Cushman Lake

NAME Daria Zovi

ADDRESS Jasper Rd

I REPRESENT _____
(Name of Organization if applicable)

AS _____
City/Position

TELEPHONE _____ FAX _____

E-MAIL _____




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

proposing additional lake access for recreational use on Cushman lake

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

Sept. 14, 2016
Date



[Signature]
Signature

Project	Comments	Capital Reserve Fund (CRF)	Equipment Replacement Fund (ERF)	General Operating (O)	Revenue (R)	Grant Funded (G)
1. COMMUNITY PARKS (Parks, Trails and Beach Access)						
1.1 Mouat's Park – Charcoal Kiln	 <p><i>A split rail fence and additional drainage was installed at the charcoal kiln over the summer.</i></p>	\$TBA	(O)			
1.2 Duck Creek Park	 <p><i>Staff have continued upgrades to Duck Creek park that started in 2015. A total of five phases are planned for Duck Creek over five years.</i></p>	\$5,000	(CRF)			
1.4 Mereside SRW	<p><i>Walked potential SRW over existing trail connecting into Bryant Hill Park. No major upgrades identified. A management plan is included in the June agenda package. A preliminary survey has been completed. The full survey is expected to be completed later this month.</i></p>	\$8,520	(CRF)			
1.5 Hedgers Turn SRW's	<p><i>Survey completed in 2015, SRW's have been signed with the property owner's and registered on title. Meeting with MOTI took place on Sept. 13th to secure LOC over road. Trail to be re-located and open for public use this fall.</i></p>	\$19,000	(CRF)			
1.6 Portlock Park Fields	 <p><i>Following this summer water restrictions slit over seeding is required to rehabilitate the field and prepare it for soccer and other user groups. The field will be closed for 4 weeks starting Sept. 14th, while the new seeds mature.</i></p>	\$6,100	(O)			
2. PARKLAND (Pool and Park Facilities/ Administration)						
2.1 Pool	<p><i>Preparations are underway to provide additional programming in September when the aquatic centre is typically closed. Being open for an additional three weeks in 2015 will provide an increase in revenue in the pool. Swim lessons have been scheduled to begin Sept. 19th. Regular programming typically has begun in Oct.</i></p>					
3. COMMUNITY RECREATION (Recreation Programs and Leisure Guide)						
3.1 Summer Camps	<p><i>Five program staff have been hired to deliver a variety of camps and off island trips this summer. Summer Camps were extremely successful this summer and have generated \$20,000 in revenue over budget.</i></p>	\$48,887	(R)			
3.2 Leisure Guide	<p><i>The Fall Leisure guide was distributed on August 24th through the Driftwood at a variety of pick up locations. Distribution was three weeks earlier this year to allow for additional program offerings.</i></p>	\$3,050	(O)			
3.3 Trail Guide	<p><i>The Trail Guide has been updated and 5000 copies were printed for distribution.</i></p>	\$5,850	(O)			

Project

Comments

Capital Reserve Fund (CRF)
 Equipment Replacement Fund (ERF)
 General Operating (O)
 Revenue (R)
 Grant Funded (G)

4. CAPITAL PROJECTS		
<p>4.1 Portlock Tennis Courts</p>	<p><i>Pickleball and Tennis volunteers attended two work parties to fill cracks in preparation for removing PB court from court #3 and putting down 4 PB courts on court #4. Due to extensive cracking of the courts the entire surface has to be repainted on court #2,3,4</i></p>  <p><i>Court 2,3,4 were repainted on July 25-28 and four pickleball courts have been put down on court 4. A divider screen and supporting posts were also required to separate court #3 & 4 for safety reasons.</i></p>	<p><i>\$7,500 (CRF)</i></p> <p><i>(original quote was for removal & relocation of PB lines, not full resurface and divider)</i></p> <p><i>\$14,680 (O)</i></p>
<p>4.2 Centennial Park Master Plan</p>	<p><i>A Design Charrette was held on April 10/16. This is the final step in Phase 1 - Background Research. There are a total of four steps in the 8 month community consultation process: 1) Background Research 2) Preliminary Design 3) Master Plan Development 4) Final Report and Submission.</i></p> <p><i>Final consultation with First Nations is scheduled for later in September. A draft will be brought back to PARC in October for final comment.</i></p>	<p><i>\$30,000 (CRF)</i></p>
<p>4.3 Beddis Beach</p>	 <p>Work was completed in July 2016. An additional invoice for \$2,953 was received for archeological monitoring and submitting the final report. Putting the project over budget by \$1,427</p>	<p><i>\$20,000 (CRF)</i></p> <p><i>\$21,427 (A)</i></p>



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**REPORT TO SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
MEETING OF MONDAY, SEPTEMBER 19, 2015**

Item 6.1

SUBJECT 2017-2021 SSI PARKS AND RECREATION OPERATING BUDGET

ISSUE

This report provides the estimated to actual for the 2016 budget and a synopsis of the preliminary 2017-2021 budgets, highlighting significant operational and capital expenditures, and revenues.

BACKGROUND

A. POOL AND PARKLAND COMBINED SERVICE

Pool and Parkland Combined 2016 Estimated Revenue and Operating Expenses

The estimated actual 2016 net revenue and expenses including transfers to capital and equipment replacement funds are projected to be \$98,350 under budget mainly as a result of the following:

1. Lower than budgeted pool expenditures for utilities and programs. (\$15,220)
2. Lower than budgeted park land expenditures (\$40,220)
 - a) Recreation Programs "development" to be transferred to Capital Equipment Purchases for new recreation software implementation (\$29,470)
 - b) Utilities due to water restrictions (\$9,100)
 - c) Miscellaneous (\$1,650)
3. Higher than budgeted internal recoveries for administering recreation programs (\$6,220)
4. Higher than budgeted pool fees for pass and program revenue (\$30,450)
5. Higher than budgeted revenue "other" for donations and sales (\$5,940)
6. Move for Health Day grant (\$300)

Pool and Parkland Capital Reserve Fund

Planned transfer of \$124,530 has been increased to \$177,500 to balance under budget amount. Anticipated Pool and Parkland CRF projects over the next five years is estimated at \$1,820,000 to fund trail development, ball field development, beach access improvements, pool development, tennis and multisport court upgrades and Centennial Park upgrades. Grant funding is still required to fully fund these projects. There is a planned combined transfer of \$186,060 in 2017.

Pool and Parkland Equipment Replacement Fund

Planned transfers of \$42,400 has been increased to \$87,780. Anticipated Pool and Parkland ERF projects over the next five years is estimated at \$137,740 to replace pool mechanical equipment, computer upgrades, photocopy machine and office supplies. There is a planned combined transfer of \$20,360 in 2017.

Pool and Parkland 2017-2021 Preliminary Operating Budget

Increased fee for the pool operating contract (\$11,540), increased planning costs for the strategic plan (\$15,000) and increased transfers to pool CRF (\$29,700) to fund the capital plan are contributing to a 0.9% increase in operating costs over the previous year. Increased revenue from pool fees and reduced pool debt servicing interest will offset some of the additional costs.

Pool revenue and expenses have been budgeted with a 0% increase to the requisition in 2017.

Parkland revenue and expenses have been budgeted with a 2% increase to the requisition in 2017.

The net requisition increase for Pool and Parkland is .09%

The preliminary 2017-2021 budget has been adjusted to reflect the above variances.

B. COMMUNITY PARKS

Community Parks 2016 Estimated Revenue and Operating Expenses

The estimated actual 2016 net revenue and expenses including transfers to capital and equipment replacement funds are projected to be (-\$800) over budget.

1. Higher than budgeted operating expenses for vehicles due to maintenance (-\$4,500)
2. Higher than budgeted operating expenses for memorial benches to have in stock (-\$6,300)
3. Higher than budgeted rental revenue due to Market fee increases (\$11,040)
4. Higher than budgeted revenue for dedicating memorial benches (\$2,100)
5. Miscellaneous (-\$5490)

Community Parks Capital Reserve Fund

Planned transfer of \$9,950 has been reduced to \$9,150 to balance over budget amount. Anticipated community Park CRF projects over the next five years is estimated at \$400,000 to replace the washrooms at Centennial Park. There is a planned transfer of \$9,370 in 2017.

Community Parks Equipment Replacement Fund

There is no planned transfer in 2016. Anticipated Community Parks ERF projects over the next five years is estimated at \$63,000 to replace a mower and maintenance truck. There is a planned transfer of \$2,500 in 2017.

Community Parks 2017-2021 Preliminary Operating Budget

Increased staff wages for park and vehicle and travel expenses are contributing to a 3.3% increase in operating costs over the previous year. Increased rental revenue from park use permits will offset some of the additional operating costs.

Community Parks revenue and expenses have been budgeted with a 2% increase to the requisition in 2017.

The preliminary 2017-2021 budget has been adjusted to reflect the above variances.

C. COMMUNITY RECREATION

Community Recreation 2016 Estimated Revenue and Operating Expenses

The estimated actual 2016 net revenue and expenses including internal allocations to Park Land administration are projected to be \$7,310 under budget.

1. Higher than budgeted auxiliary wages due to additional programs (-\$16,120)
2. Lower than budgeted expenditures for recreation programs due to contracted programs requiring less equipment and supplies (\$20,220)
3. Lower than budgeted transportation costs due to new rental contract for camp bus (\$5,190)
4. Higher than budgeted expenditures for operating due to court #2-4 resurfacing (-\$14,680)
5. Higher than budgeted program revenue due to additional program offerings (\$12,700)

Community Recreation Capital Reserves and Equipment Replacement Fund

This fund does not contribute to reserves.

Community Recreation 2017-2021 Preliminary Operating Budget

Increased auxiliary wages for programs staff and the Recreation Assistant (\$25,680) are contributing to a 10.9% increase in operating costs over the previous year. Increased program revenue will offset these additional operating costs.

Community Recreation revenue and expenses have been budgeted with a 0% increase to the requisition in 2017.

The preliminary 2017-2021 budget has been adjusted to reflect the above variances.

ALTERNATIVES

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

1.
 - a. Approve the 2017-2021 operating and capital budgets for Salt Spring Island Pool and Parkland Combined, Community Parks and Community Recreation as presented; and
 - b. Balance the 2016 actual revenue and expenditures as transfers to capital reserves.
2. That the report be referred back to staff for further review.

CONCLUSION

Pool revenue and expenses have been budgeted with a 0% increase in the requisition in 2017. Parkland revenue and expenses have been budgeted with a 2% increase to the requisition in 2017. The net requisition increase for Pool and Parkland is .09%

Community Parks revenue and expenses have been budgeted with a 2% increase to the requisition in 2017.


Community Recreation revenue and expenses have been budgeted with a 0% increase to the requisition in 2017.

The preliminary 2017-2021 budget has been adjusted to reflect the above variances.

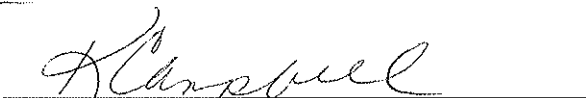
RECOMMENDATION

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

- a. Approve the 2017-2021 operating and capital budgets for Salt Spring Island Pool and Parkland Combined, Community Parks and Community Recreation as presented; and
- b. Balance the 2016 actual revenue and expenditures as transfers to capital reserves.



Dan Ovington
Parks and Recreation Manager



Karla Campbell
Senior Manager
Salt Spring Island Electoral Area

DO/ts

Attachment: Appendix A – Salt Spring Island 2017-2021 Operating Budgets

SALT SPRING ISLAND - PARKS, LAND & RECREATION PROGRAMS	2016 BOARD BUDGET		2016 ESTIMATED ACTUAL		BUDGET REQUEST			FUTURE PROJECTIONS			
	2016 BOARD BUDGET	2016 ESTIMATED ACTUAL	2017 CORE BUDGET	CONTINUOUS SUPPLEMENTARY	TOTAL 2017	2018	2019	2020	2021		
OPERATING COSTS:											
Salaries & Wages	219,390	218,210	175,250	-	175,250	177,080	179,430	181,810	184,240		
Allocation to SSI Admin	115,040	115,040	116,100	-	116,100	118,420	120,790	123,210	125,670		
Maintenance, Disposal & Security	29,260	30,220	28,630	-	28,630	29,200	29,780	30,370	30,970		
Utilities & IT	54,380	45,280	64,720	-	64,720	65,770	66,840	67,930	69,040		
Contract for Services, Rent & Legal	35,320	35,420	35,070	-	35,070	35,920	36,800	37,700	38,610		
Recreation Programs	29,470	-	25,000	-	25,000	25,500	26,010	26,530	27,060		
Advertising, Promotion & Planning	18,910	17,530	13,980	-	13,980	14,310	14,650	14,990	15,330		
Internal Allocations	22,930	22,930	23,900	-	23,900	23,910	23,940	23,960	23,990		
Travel & Training	7,290	7,290	7,680	-	7,680	7,870	8,070	8,270	8,370		
Licences, Fees & Insurance	8,270	4,910	5,320	-	5,320	5,420	5,520	5,620	5,720		
Supplies & Other	10,020	13,230	9,960	-	9,960	10,160	10,360	10,570	10,770		
TOTAL OPERATING COSTS	550,280	510,060	505,610	-	505,610	513,560	522,190	530,960	539,770		
*Percentage Increase						1.6%	3.0%	0.9%	2.9%		
CAPITAL / RESERVE											
Capital Equipment Purchases	-	25,000	-	-	-	-	-	-	-		
Transfer to Equipment Replacement Fund	25,000	25,000	2,550	-	2,550	2,600	2,650	2,700	2,650		
Transfer to Reserve Fund - Pool	45,590	2,920	-	-	-	-	-	-	-		
Transfer to Reserve Fund - Parkland	56,860	128,310	140,030	-	140,030	129,580	142,870	144,160	145,650		
TOTAL CAPITAL / RESERVES	127,450	181,230	142,580	-	142,580	132,180	145,520	146,860	148,300		
TOTAL COSTS	677,730	691,290	648,190	-	648,190	645,740	667,710	677,820	688,070		
Internal Recoveries	(67,430)	(73,650)	(24,920)	-	(24,920)	(13,160)	(25,680)	(26,200)	(26,720)		
OPERATING LESS RECOVERIES	610,300	617,640	623,270	-	623,270	632,580	642,030	651,620	661,350		
FUNDING SOURCES (REVENUE)											
Estimated balance C/F from 2016 to 2017	-	-	-	-	-	-	-	-	-		
Balance C/F from 2015 to 2016	-	-	-	-	-	-	-	-	-		
Rental Income	-	(400)	(800)	-	(800)	(800)	(800)	(800)	(800)		
Payments in Lieu	(1,170)	(1,170)	(1,170)	-	(1,170)	(800)	(1,170)	(1,170)	(1,170)		
Revenue - Other	(800)	(7,740)	(800)	-	(800)	(800)	(800)	(800)	(800)		
TOTAL REVENUE	(1,970)	(9,310)	(2,770)	-	(2,770)	(2,770)	(2,770)	(2,770)	(2,770)		
REQUISITION	(608,330)	(608,330)	(620,500)	-	(620,500)	(629,810)	(639,260)	(648,850)	(658,580)		
*Percentage increase over prior year requisition						1.5%	1.5%	1.5%	1.5%		
AUTHORIZED POSITIONS:											
Salaries	3.00	3.00	3.00	0.00	3.00	3.00	3.00	3.00	3.00		
Hourly	0.50	0.50	0.50	0.00	0.50	0.50	0.50	0.50	0.50		
User Funding %	0.07%			0.00%		0.00%	0.00%	0.00%	0.00%		

SALT SPRING ISLAND - POOL, PARKS, LAND RECREATION PROGRAMS	2016 BOARD ESTIMATED BUDGET	2016 ESTIMATED ACTUAL	BUDGET REQUEST			FUTURE PROJECTIONS				
			2017 CORE BUDGET	SUPPLEMENTARY	TOTAL 2017	2018	2019	2020	2021	
OPERATING COSTS:										
Pool	759,690	744,470	771,000	-	771,000	786,170	801,630	817,350	833,870	
Parks, Land and Recreation	550,280	510,060	550,900	-	550,900	566,290	575,440	584,740	594,100	
TOTAL OPERATING COSTS	1,309,970	1,254,530	1,321,900	-	1,321,900	1,352,460	1,377,070	1,402,090	1,427,970	
*Percentage Increase					0.9%	2.3%	1.8%	1.8%	1.8%	
CAPITAL / RESERVE										
Transfer to Pool CRF	67,670	49,190	51,780	-	51,780	49,300	47,710	26,100	162,010	
Transfer to Pool ERF	17,400	37,760	17,810	-	17,810	18,230	18,650	38,020	40,500	
Transfer to Park, Land & Recreation CRF	56,860	128,310	134,280	-	134,280	129,430	131,000	132,580	134,360	
Transfer to Park, Land & Recreation ERF	25,000	50,000	2,550	-	2,550	2,600	2,650	2,700	2,650	
TOTAL CAPITAL / RESERVES	166,930	265,260	206,420	-	206,420	199,560	200,010	199,400	339,520	
DEBT CHARGES - POOL										
	201,300	201,300	191,560	-	191,560	191,540	191,520	191,500	37,600	
TOTAL COSTS	1,678,200	1,721,110	1,719,880	-	1,719,880	1,743,560	1,768,600	1,792,990	1,805,090	
Internal Recoveries	(67,430)	(73,650)	(64,460)	-	(64,460)	(65,740)	(67,060)	(68,400)	(69,760)	
OPERATING LESS RECOVERIES	1,610,770	1,647,460	1,655,420	-	1,655,420	1,677,820	1,701,540	1,724,590	1,735,330	
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2016 to 2017	-	-	-	-	-	-	-	-	-	
Balance C/F from 2015 to 2016	-	-	-	-	-	-	-	-	-	
Pool Fees	(194,550)	(225,000)	(226,500)	-	(226,500)	(227,500)	(229,500)	(230,500)	(231,500)	
Payments in Lieu	(1,170)	(1,470)	(1,860)	-	(1,860)	(1,870)	(1,880)	(1,890)	(1,900)	
Revenue - Other	(3,940)	(9,880)	(3,780)	-	(3,780)	(3,820)	(3,860)	(3,900)	(3,900)	
TOTAL REVENUE	(199,660)	(236,350)	(232,140)	-	(232,140)	(233,190)	(235,240)	(236,290)	(237,300)	
REQUISITION	(1,411,110)	(1,411,110)	(1,423,280)	-	(1,423,280)	(1,444,630)	(1,466,300)	(1,488,300)	(1,498,030)	
*Percentage increase over prior year requisition					0.9%	1.5%	1.5%	1.5%	0.7%	
AUTHORIZED POSITIONS:										
Salaried	3.0	3.0	3.0	-	3.0	3.0	3.0	3.0	3.0	
Hourly	0.5	0.5	0.5	-	0.5	0.5	0.5	0.5	0.5	
User Funding %	11.6%					13.0%	13.0%	12.9%	12.8%	

	2016		2017		FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2017 CORE BUDGET	2017 SUPPLEMENTARY	2018	2019	2020	2021
SALT SPRING ISLAND RECREATION - Aquatic								
OPERATING COSTS:								
Contract for Services	584,110	584,110	595,650	-	607,560	619,710	632,100	644,740
Utilities	121,320	107,660	115,900	-	118,220	120,580	123,000	125,450
Programs and Other Operating	23,420	21,870	26,480	-	26,760	27,040	27,260	27,990
Maintenance & Insurance	21,450	21,440	22,100	-	22,540	22,990	23,450	23,920
Internal Allocations	9,390	9,390	10,870	-	11,090	11,310	11,540	11,770
TOTAL OPERATING COSTS	759,690	744,470	771,000	-	786,170	801,630	817,350	833,870
*Percentage Increase								
								1.5%
CAPITAL / RESERVE								
Transfer to Capital Reserve Fund	22,080	46,270	51,780	-	49,300	47,710	26,100	162,010
Transfer to Equipment Replacement Fund	17,400	37,780	17,810	-	18,230	18,650	38,020	40,500
DEBT CHARGES								
	201,300	201,300	191,560	-	191,540	191,520	191,500	37,600
	240,780	285,350	261,150	-	259,070	257,880	255,620	240,110
TOTAL CAPITAL / RESERVES								
	1,000,470	1,029,820	1,032,150	-	1,045,240	1,059,510	1,072,970	1,073,980
TOTAL COSTS								
	1,000,470	1,029,820	1,032,150	-	1,045,240	1,059,510	1,072,970	1,073,980
Internal Recoveries								
	-	-	-	-	-	-	-	-
OPERATING LESS RECOVERIES								
	1,000,470	1,029,820	1,032,150	-	1,045,240	1,059,510	1,072,970	1,073,980
FUNDING SOURCES (REVENUE)								
Estimated balance C/F from 2015 to 2016	-	-	-	-	-	-	-	-
Balance C/F from 2014 to 2015	-	-	-	-	-	-	-	-
Revenue - Fees	(194,550)	(225,000)	(226,500)	-	(227,500)	(229,500)	(230,500)	(231,500)
Payments in Lieu	-	(300)	(690)	-	(700)	(710)	(720)	(730)
Revenue - Other	(3,140)	(1,740)	(2,180)	-	(2,220)	(2,260)	(2,300)	(2,300)
TOTAL REVENUE	(197,690)	(227,040)	(229,370)	-	(230,420)	(232,470)	(233,520)	(234,530)
REQUISITION	(802,780)	(802,780)	(802,780)	-	(814,820)	(827,040)	(839,450)	(839,450)
*Percentage increase over prior year requisition					1.5%	1.5%	1.5%	0.0%
User Funding %	19.45%				21.77%	21.66%	21.48%	21.56%
User Funding excluding debt %	24.34%				26.65%	26.44%	26.15%	22.34%

	2016		2017		FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	2017 CORE BUDGET	2017 SUPPLEMENTARY	TOTAL 2017	2018	2019	2020	2021
SALT SPRING ISLAND RECREATION - COMMUNITY PARKS									
OPERATING COSTS:									
Salaries	215,830	225,900	227,020	-	227,020	239,930	242,860	245,840	248,860
Maintenance, Security & Insurance	47,000	49,620	45,800	-	45,800	46,730	47,660	48,620	49,540
Internal Allocations	71,110	71,110	68,720	-	68,720	70,090	71,490	72,910	74,360
Utilities & Operating - supplies	34,820	34,920	35,930	-	35,930	36,630	37,350	38,070	38,760
Contract for Services	30,000	32,800	33,460	-	33,460	34,130	34,810	35,500	36,210
Travel - Vehicles	16,000	20,500	20,550	-	20,550	21,100	21,650	22,200	22,750
Operating - Other	10,590	16,890	7,750	-	7,750	10,920	11,090	11,260	11,430
TOTAL OPERATING COSTS	425,350	451,740	439,230	-	439,230	459,530	466,910	474,400	481,910
*Percentage Increase					3.3%	4.6%	1.6%	1.6%	1.6%
CAPITAL / RESERVE									
Transfer to Equipment Replacement Fund	-	-	2,500	-	2,500	-	-	-	-
Transfer to Reserve Fund	9,950	9,150	9,370	-	9,370	10,040	11,790	13,570	15,480
TOTAL CAPITAL / RESERVES	9,950	9,150	11,870	-	11,870	10,040	11,790	13,570	15,480
Internal Time Charges	20,000	7,540	20,400	-	20,400	20,800	21,220	21,650	22,080
TOTAL COSTS	455,300	468,430	471,500	-	471,500	490,370	499,920	509,620	519,470
FUNDING SOURCES (REVENUE)									
Estimated balance C/F from 2016 to 2017	-	-	-	-	-	-	-	-	-
Balance C/F from 2015 to 2016	(4,940)	(4,940)	-	-	-	-	-	-	-
Rental Income	(90,100)	(101,140)	(103,090)	-	(103,090)	(105,180)	(107,270)	(109,360)	(111,450)
Payments in Lieu	(290)	(290)	(320)	-	(320)	(330)	(340)	(350)	(360)
Revenue-Other	(3,920)	(6,010)	(4,920)	-	(4,920)	(4,920)	(4,920)	(4,920)	(4,920)
TOTAL REVENUE	(99,250)	(112,380)	(108,330)	-	(108,330)	(110,430)	(112,530)	(114,630)	(116,730)
REQUISITION	(356,050)	(356,050)	(363,170)	-	(363,170)	(379,940)	(387,390)	(394,990)	(402,740)
*Percentage increase over prior year requisition					2.0%	4.6%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS:									
Salaries	1.5	1.5	1.5		1.5	1.5	1.5	1.5	1.5
Converted	0.5	0.5	0.5		0.5	0.5	0.5	0.5	0.5
User Funding	19.79%		21.86%		21.86%	21.45%	21.46%	21.46%	21.45%

	2016 BOARD BUDGET		2016 ESTIMATED ACTUAL	BUDGET REQUEST			FUTURE PROJECTIONS			
	2016 BOARD BUDGET	2016 ESTIMATED ACTUAL	2016 ESTIMATED ACTUAL	2017 CORE BUDGET	2017 SUPPLEMENTARY	TOTAL 2017	2018	2019	2020	2021
SALT SPRING ISLAND - COMMUNITY RECREATION PROGRAMS										
OPERATING COSTS:										
Salaries and Wages	36,880	53,000	53,000	62,560	-	62,560	63,180	63,820	64,460	65,100
Recreation Programs	44,220	24,000	24,000	33,210	-	33,210	27,840	28,770	29,680	30,580
Internal Allocations	7,340	7,340	7,340	8,000	-	8,000	8,160	8,330	8,500	8,670
Travel and Insurance	11,070	5,880	5,880	5,950	-	5,950	6,070	6,190	6,310	6,430
Other Operating	4,910	19,590	19,590	6,040	-	6,040	6,170	6,310	6,450	6,570
TOTAL OPERATING COSTS	104,420	109,810	109,810	115,760	-	115,760	111,420	113,420	115,400	117,350
*Percentage Increase						10.9%	-3.7%	1.8%	1.7%	1.7%
TOTAL COSTS	104,420	109,810	109,810	115,760	-	115,760	111,420	113,420	115,400	117,350
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2016 to 2017	-	7,310	7,310	(7,310)	-	(7,310)	-	-	-	-
Balance C/F from 2015 to 2016	(14,180)	(14,180)	(14,180)	-	-	-	-	-	-	-
Revenue - Fees	(47,300)	(60,000)	(60,000)	(65,500)	-	(65,500)	(68,000)	(69,500)	(71,000)	(72,500)
Payments in Lieu	(40)	(40)	(40)	(40)	-	(40)	(40)	(40)	(40)	(40)
Revenue - Other	(410)	(410)	(410)	(420)	-	(420)	(430)	(440)	(450)	(460)
TOTAL REVENUE	(61,930)	(67,320)	(67,320)	(73,270)	-	(73,270)	(68,470)	(69,980)	(71,490)	(73,000)
REQUISITION	(42,490)	(42,490)	(42,490)	(42,490)	-	(42,490)	(42,950)	(43,440)	(43,910)	(44,350)
*Percentage increase over prior year requisition							1.1%	1.1%	1.1%	1.0%
User Funding %	45.3%					56.6%	61.0%	61.3%	61.5%	61.8%

5 Year Capital Expenditure Plan

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
SSI Pool CRF					
1078 102045					
Bylaw 3686					
Beginning Balance	261,025	302,805	122,105	169,815	195,915
Transfers from Operating Budgets	51,780	49,300	47,710	26,100	162,010
Transfers from Park Land Ops Budget	-	-	-	-	-
Contribution from Splash	-	25,000	-	-	-
Multipurpose Room (Soft Costs)	-	-	-	-	-
Multipurpose Room Construction	-	(230,000)	-	-	-
Replace Pool Flooring	-	-	-	-	-
Re-grout Tile / Expansion Joints	(10,000)	-	-	-	(10,000)
Re-Tile Pool	-	-	-	-	-
Roof Coverings	-	-	-	-	-
Sundeck Fence	-	(5,000)	-	-	-
Reception Area	-	-	-	-	-
Washrooms (Plumbing, Fixtures)	-	-	-	-	-
Sundeck Doors	-	-	-	-	-
Parking Lot - Cap or pave	-	-	-	-	-
Driveway - Re Cap or pave	-	-	-	-	-
Pool Stainless Steel Stairs	-	-	-	-	-
Playground	-	-	-	-	-
Dog Park	-	-	-	-	-
Exterior Doors	-	(10,000)	-	-	-
Exterior Windows	-	-	-	-	-
Road Sign	-	(10,000)	-	-	-
Sundeck Foundations	-	-	-	-	-
Interest	-	-	-	-	-
Ending Balance	302,805	122,105	169,815	195,915	347,925

5 Year Capital Expenditure Plan

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
SSI Comm Parks CRF - Boardwalk/Waterfront Access 1060 102030 Bylaw 2859					
Beginning Balance	13,547	13,547	13,547	3,547	3,547
Transfers from Operating Budgets	-	-	-	-	-
Grant Funding Required	150,000				
Boardwalk Study / Pecks Cove Park	(150,000)				
Beach Access Improvements	-	-	(10,000)	-	-
Boardwalk Repair	-	-	-	-	-
Interest	-	-	-	-	-
Ending Balance	13,547	13,547	3,547	3,547	3,547

5 Year Capital Expenditure Plan

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
SSI Parks/Rec CRF - Tennis 1060 101786 Bylaw 2859					
Beginning Balance	141,265	118,815	123,915	148,295	252,995
Transfers from Operating Budgets	2,550	5,100	24,380	54,700	50,250
Grant / Donation Funding Required				50,000	25,000
Upgrade Multi-Purpose Court	(25,000)	-	-	-	-
Upgrade Tennis Courts					(300,000)
Transfer from 1071 101898	-	-	-	-	-
Interest	-	-	-	-	-
Ending Balance	118,815	123,915	148,295	252,995	28,245

5 Year Capital Expenditure Plan

SSI Comm Parks CRF - Centennial Park
 1064 101792
 Bylaw 3085

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Beginning Balance	246,891	61,861	25,221	41,871	60,551
Transfers from Operating Budgets	9,370	10,040	11,790	13,570	15,480
Transfers from Park Land Ops Budget	55,600	53,320	4,860	5,110	1,640
Grant Funding Required	50,000	-	-	-	-
Park Washrooms	(300,000)	(100,000)	-	-	-
Centennial Park Master Plan	-	-	-	-	-
Interest	-	-	-	-	-
Ending Balance	61,861	25,221	41,871	60,551	77,671

5 Year Capital Expenditure Plan

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
SSI Parks/Rec CRF 1060 101603 Bylaw 2859					
Beginning Balance	371,936	412,966	198,776	15,236	12,596
Transfers from Operating Budgets	71,030	65,810	96,460	67,360	77,070
Transfers from 1071 101898	-	-	-	-	-
Grant / Donation Funding Required Brinkworthy	-	250,000	250,000	-	-
Ball Field development	-	(500,000)	(500,000)	-	-
Utility Vehicles	-	-	-	(40,000)	-
Park & Trail development upgrades	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Portlock Renovations	-	-	-	-	(20,000)
Interest	-	-	-	-	-
Ending Balance	412,966	198,776	15,236	12,596	39,666

5 Year Capital Expenditure Plan

SSI Park Land Acquisition 1035 101379 RS-2110	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Beginning Balance	48,506	48,506	48,506	48,506	48,506
Brinkworthy Letter of credit Interest	-	-	-	-	-
Ending Balance	48,506	48,506	48,506	48,506	48,506
SSI Park 2nd Service CRF 1071 101898 Bylaw 3286	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Beginning Balance	-	-	-	-	-
Transfer to 1060 101786	-	-	-	-	-
Interest	-	-	-	-	-
Ending Balance	-	-	-	-	-

5 Year Capital Expenditure Plan

EQUIPMENT REPLACEMENT FUNDS

SSI Parks & Rec Equipment Replacement Funds

SSIPPOOL.ERF 101412	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	116,490	100,800	102,375	100,680
Transfer from Operating Budget	17,810	18,230	18,650	38,020
Expenditures				
Air Handlers / Exhaust Transfer Fans				
Pumps (Circulating, Submersible, Heat)	(6,500)	(5,405)	(6,120)	(8,160)
Pool Filters /Heat Exchanger	-	-	-	(10,080)
Pool Vacuum (RecX every other time)	-	(3,000)	-	
Chilled water cooling coil	-	-	-	
Storage Tanks (Hot water)	(26,000)	-	(13,225)	
Lockers	-	-	-	
Boilers	-	(8,250)	-	
Probes (Every two years)	(1,000)	-	(1,000)	
UV Lights (Every year)	-	-	-	
Washer/Dryer				
Plumbing drainpipes(Cast iron to plastic)				
Hot Tub Heater				
Handi Cap Lift				
Other				(20,000)
Interest	-	-	-	-
Ending Balance	100,800	102,375	100,680	100,460
	(33,500)	(16,655)	(20,345)	(38,240)

5 Year Capital Expenditure Plan

EQUIPMENT REPLACEMENT FUNDS

SSIPRK.ERF
101444

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	83,151	85,651	40,651	22,651
Transfer from Operating Budget	2,500	-	-	-
Cost Sharing Recovery	-	-	-	-
Expenditures				
Parks Mtce Truck Replacement Mower	-	(45,000)	(18,000)	
Interest	-	-	-	
Ending Balance	85,651	40,651	22,651	22,651

5 Year Capital Expenditure Plan

EQUIPMENT REPLACEMENT FUNDS

SSIREC.ERF

101445

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Beginning Balance	49,921	22,471	25,071	27,721
Transfer from Operating Budget	2,550	2,600	2,650	2,700
Computer Upgrades	(10,000)	-	-	-
Photocopy	(15,000)	-	-	-
Office Equip	(5,000)	-	-	-
Recreation Software Updgrade	-	-	-	-
Interest	-	-	-	-
Ending Balance	22,471	25,071	27,721	30,421

Memorandum

TO: Salt Spring Island Parks and Recreation Commission

FROM: Dan Ovington, Manager Parks and Recreation

DATE: September 13, 2016

SUBJECT: Parking at the Rainbow Road Indoor Pool

Item 6.3

Parking has become an issue during morning aquafit classes at the Rainbow Road Indoor Pool. (RRIP)

During a major first aid emergency at the RRIP on July 4, 2016, first responders were unable to access the main pool entrance and back of the parking lot due to vehicle obstructions.

A site visit was attended by CRD staff and Recreation Excellence contract staff on July 13, 2016 to determine a solution to the safety issue. During the meeting it was determined that adding approximately 111' x 15' of additional parking stalls in front of the community gardens would help to mitigate the parking shortfall.

Staff have corresponded with Island's Trust as there are two development Permit Areas located at 262 Rainbow Road:



- Development Permit Area 4 – Lakes, streams and Wetlands (in blue)
- Development Permit Area 7 – Riparian Areas (in green)

Because the proposed work is outside of the Development Permit Areas, a development permit is not required.

We have received a quote for \$6,600 to extend parking along the front of the community gardens. A contingency of \$2,000 for project management and supplies should be included in the project costs.

Staff recommend the following motion:

That the Salt Spring Island Parks and Recreation Commission approve funding \$8,600 to extend parking along the front of the community gardens at the Rainbow Road indoor Pool, and that it be funded from the Pool Capital Reserve Fund 1078 102045



ROTARY CLUB OF SALT SPRING ISLAND

Box 513, Ganges P.O., Salt Spring Island, B.C. V8K 2W2

RECEIVED APR 25 2016

Dear PARC,

A request was made to the Rotary Club for the use of a small portion of the Rotary Park for the temporary storage of garbage and recycling materials generated by the nearby tenants of the properties belonging to Mouats.

The request was made to enable the Tree House restaurant to expand into the space currently used for temporary storage of garbage and recycling materials. This proposed expansion was deemed necessary for the continued operation of the restaurant in lieu of the restrictions imposed on the use of the access road to the government dock.

The Rotary Club supports this request in principle with the provisos that the storage area not be larger than 56 sq ft and no higher than 4 ft; that it be sited close to the delivery ramp of Thrifty's and that there be access for the users of Rotary Park to leave their garbage and recyclable materials.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J. Helset".

Jim Helset,
President

Rotary Club of SSI



Making a difference....together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Meeting on Monday, September 19, 2016 at 5:00 PM

Appendix A

Correspondence/information Summary

Date	Communication	Subject	From	Item #
	Meeting notes	Trails Advisory Committee-June 14, 2016	PARC Staff	A.1
August 13, 2016	Email	Treasure Fair acknowledge donation	Kathleen de Jong	A.2
August 20, 2016	Letter	Centennial Park	Valerie Nielson	A.3
August 31, 2016	Meeting Notes	Market Advisory Committee-Aug 31, 2016	PARC Staff	A.4
August 31, 2016	Correspondence	Petition – Farmers/Market	Peri Lavender	A.5
September 1, 2016	Letter	Agricultural Land Commission	Director McIntyre	A.6
September 12, 2016	Letter	Farmers/Market	Anne Macey-Island Natural Growers	A.7

Trails Advisory Committee

Meeting Notes

A.1

Held June 14, 2016 145 Vesuvius Bay Rd, Salt Spring Island, BC

Present: Rob Wiltzen, Matt Kellow, Stefan Cermak, Phillip Grange, Kees Ruurs, William Schulze, Jean Gelwicks, Herb Otto, Gary Quiring, Linda Quiring, Jon Suk, Dan Ovington, Manager, Salt Spring Island Parks and Recreation

TAC Chair Rob Wiltzen called the meeting to order at 5:04pm.

Introductions

Jon Suk, Chair of the Salt Spring Island Parks and Recreation Commission (PARC) introduced himself and updated the committee on current PARC projects including: Centennial Park Master Plan and the land acquisition of 181 Brinkworthy Rd.

Trail Project Background and Tracker

Dan introduced the new Trail Project Background Tracker that will be used as a working document for recording background, budget and action information.

The group requested the following additions:

- Identify priorities with "active" or "inactive"
- Detailed budget information to better assess project ranking
- Links to maps be provided in the document
- The gap map be readily available when reviewing

Action – Dan to send out updated link

Liberty Hall

Action – Linda to approach land owner about 30m SRW in exchange for a tax receipt

Action – Dan to send background information on Liberty Hall park dedication to Linda

Trail Counters

Action – Staff to provide a recommendation for new trail counter locations to TAC for comment

Lee Road LOC

Committee members voted to move Lee Rd. down the priority list and that no immediate action is to be taken by staff to obtain a License of Occupation.

Channel Ridge Trail System

Committee members reviewing the SRW agreement and commented on Section 6 REMOVAL AND REPLACEMENT OF RECREATION TRAILS.

The property is currently for sale and Committee members commented that options to purchase this property and preserve the trail network should be explored.

Project Management Plan – Mereside Drive SRW

MOVED by K. Ruurs, **SECONDED** by P, Grange,

That the Salt Spring Island Trails Advisory Commission recommend that the Salt Spring Island Parks and Recreation Commission approve the Project Management Plan for the Mereside Drive Statutory Right of Way.

Meeting adjourned at 6:40 pm.

Carin Perrins

From: Kathleen de Jong
Sent: Saturday, August 13, 2016 8:48 PM
To: Carin Perrins
Subject: Kathleen de Jong

Good Evening Carin,

I want to thank you and the CRD for your contribution to Treasure Fair this year. It is lovely to have the local people and businesses of Salt Spring Island help out on this fundraiser and to be so generous. You have been such a great donor and supporter over the years and for that I like to say, thank you.

ArtSpring's 16th Annual Treasure Fair was a roaring success. After seven months of work and a three-day auction, we raised over \$50,000! A total of 92 dedicated volunteers worked hard to collect, register, renovate, refurbish, reupholster, display and work the live and silent auctions that consisted of 651 items donated by 223 loyal and generous individuals and businesses like you. Attendance was high at the three-day silent auction with people enjoying light refreshments and socializing with neighbours and friends in between bidding. And, I believe that the animated party atmosphere at the live auction indicates that a good time was had by all.

The money raised from Treasure Fair comprises ten percent of their operating budget. Year after year, it is reported that this money goes directly towards their operating budget. But what exactly does this mean? ArtSpring's purpose, of course, is to serve as the community's premiere arts centre, where talented local performers and artists can present and display their work, and to provide our audiences with exciting performances by professional musicians, dancers and actors. To do that, it is necessary to keep the lights on, the building heated (or cooled), and the staff paid. The lobby space is free-of-charge for community artists five days a week – and is consistently booked two years in advance. And although their galleries and 6,600 square-foot professional working theatre are not free, the rental rates are much lower than industry standards.

But they cannot do any of this without you, our loyal donors. Thank you, once again, for your support and for helping us to maintain ArtSpring as a true community arts centre with world class local and professional music, theatre and dance at rental and ticket prices that are among the lowest in British Columbia.

I hope you are enjoying the glorious summer weather that we are experiencing right now.

Until next year,

Sincerely,

Kathleen de Jong

A.3

Valerie Nielson
Bayview Road
Saltspring Island, B.C.
V8k112

RECEIVED AUG 19 2016

Parks and Recreation Board

August 20, 2016

Dear Board Members and Manager,

As a 38 year resident of Saltspring and home owner I am very dismayed by the absurd upgrade plans for our Centennial Park. Spending money we do not have for changes that are completely unnecessary?

My children and my grandchildren (who are 7th generation Saltspringers) have delighted in the park as is.

Yes, we need to upgrade the terrible bathroom. The planters need to have flowers in them as Centennial Park is the showcase of Ganges.

I would like to see the market area widened. I and many other locals avoid the crush on Saturdays as tourist flood the area, and as it is, vendors can not even be seen through the throng of people! If one person stops to admire a craft table the whole market backs up. A wider cobblestone area would allow a more pleasant experience for all who come to enjoy our famous Saturday market.

It appears to me that the architects of these dream renovations have never been to the market or experienced a day at Centennial Park.

I do not support any of the proposed plans.

Sincerely Yours,

Valerie Nielson



3.2 Amy Sandidge

Ms. Sandidge presented information on a petition with 7 issues to address:

1. Market openness and transparency-consultation with vendors for rule changes
2. Market Advisory Group (MAG)-meetings and membership
3. Absentee Points-reinstate purchase of absent points
4. Definition of vendor types-clarify seniority of seasonal vendors
5. Priority placement given to farmers-location of farmer placement and priority
6. Clarification of farmer categories-definition and value added products
7. Market partnerships and transfers-formal review of process and enforcement

3.3 Aaron Hailman

Ms. Hailman presented arguments towards reinstatement of Absentee Points.

4. Reports – Chair

No report

5. New Business

5.1 Review of Market Issues (Staff Report)

A roundtable style of input from Market Advisory group members highlighted the following:

- Changes to the guidelines were intended to maintain the philosophy of Make It, Bake It, Grow It
- Historically there were not many farmers vending and the priority placement was intended to attract more
- All vendors should be on a level playing field
- 27 Seasonal vendors listed as farmers
- Farmers applying for seasonal spaces must register in February, be qualified, attend 50% of market days and give notice by Thursday on their intention to vend on Saturday.
- Any new farmers applying thereafter are treated as Day Vendors
- Is it appropriate to place a CAP on only 1 category of vendors?
- Perhaps change to a juried system for placement?
- Market space is limited; all vendors have to adapt
- Green product farmers have a limited production window; Tuesday Market helps address this
- Limiting space provides a balance within the year round business community

Chair Legg requested the Market Advisory Group begin deliberations by addressing the staff recommendations in order.

5.1 Part a (Part a was split into 2 separate motions)

MOVED by Chair Legg, **SECONDED** by Alvaro Sanchez,

That the Market Advisory Group recommends that the Parks and Recreation Commission direct staff to update Bylaw 3795, Section 13(7) by deleting "Easement Area A and B" and replacing it with "Easement Area C and D".

CARRIED

Following a discussion the staff motion was moved and resulted in a friendly amendment as follows:

MOVED by Grant Wickland, **SECONDED** by Alvaro Sanchez,
That the Market Advisory Group recommends that the Parks and Recreation
Commission direct staff to update the Market guidelines to allow a maximum of 25
10'x10' Seasonal Farm vendor booths or equivalent square footage.

CARRIED

5.1 Part b

Staff motion for a farmer definition was considered and debated.

Karla Campbell leaves the meeting at 7:25 pm

MOVED by M. Legg, **SECONDED** by S. Simmons,
That the Market Advisory Group refer the definition and qualifications of a "Farmer"
back to staff for further review.

CARRIED

5.1 Part c

Manager Ovington pointed out the main change to the definition of a Partnership is
the required approval of MAG for new partnerships.

MOVED by M. Legg, **SECONDED** by A. Sanchez,
That the Market Advisory Group recommends that the Parks and Recreation
Commission direct staff to revise the definition of a Partnership in Section 11 of the
Market Guidelines to include the following statement: "Partnerships established at the
time of entry into the Market must provide proof of partnership in the form of an
agreement, bank account, Federal Business Registration and Provincial Sales Tax
Registration. New partnerships must be approved by the Market Advisory Group."

CARRIED

5.2 Absentee Points

MOVED by M. Legg, **SECONDED** by A. Sanchez,
That the Market Advisory Group recommends that Parks and Recreation Commission
direct staff to reinstate Section 15 Absent Points from the 2014 Vender Guidelines as
reflected in the following statement:

15. Days Off/Absent Points

Day Vendors, who have vended in the current season, can be absent and still be
eligible to acquire points from the Market for four Saturdays during the Market
Season if he/she wishes. This can be done by paying the day fee, for each of up to
four Saturdays missed, to the Market Coordinator. Absent points may only be
purchased for the current season.

CARRIED

6. Outstanding Business

No outstanding business to discuss.

7. Correspondence

Several items were received for information and consideration.

8. **Next meeting-** to be announced.
9. **Adjournment**
MOVED by S. Simmons, **SECONDED** by G. Wickland,
That the meeting adjourned at 7:45 pm.

CHAIR

SENIOR MANAGER

RECEIVED AUG 31 2016

August 9, 2016

Jon Suk, Chair, Salt Spring Island Parks and Recreation Commission (PARC)
Wayne McIntyre, Director, Salt Spring Island Electoral Director

c.c. Dan Ovington, PARC Manager
Rob Pingle, Coordinator, Saturday Market in the Park

Dear Mr. Suk and Mr. McIntyre,

We are aware that some Saturday Market in the Park vendors have requested changes in how the market is administered. We share with these vendors a desire for reasonable and consistent application of market guidelines. However, we believe some of the requested changes would have seriously negative results if implemented.

Specifically, several of the points in a draft letter that we have received call for changes that would cause major harm to the Saturday Market, the island economy and our agricultural sector.

Placement and Priority Given to Farmers

Promoting local food production and food security is one of the Capital Regional District's top priorities and PARC/CRD have recently made public pronouncements of support for agriculture in the course of seeking non-farm status for a piece of agricultural land on Brinkworthy Road. We ask that PARC 'walk the talk' by reaffirming the aspects of the Saturday Market in the Park guidelines that are designed to accommodate the unique circumstances of farmer vendors.

Because of the importance of agriculture to Salt Spring Island and the richness, vitality and diversity that a strong farmer presence brings to the Saturday Market, the market guidelines have long provided for priority placement of farmers in one section of the market (known as 'gasoline alley'). This has helped the market build and retain a reputation as a vibrant market with a strong local agriculture and food component. In the absence of this component, the market would be much diminished.

The realities of agriculture are quite different from those of other sectors. The costs associated with establishing a farm are high, making assured availability of a market for farm products essential. Additionally, some agricultural products are highly time-sensitive; when the lettuce is ready to go to market, it must do so immediately. Otherwise, it is lost. Other farm products have very long lead-times; when a tree is planted, there must be assurance of a market for the fruit when the tree begins producing several years later. Without assurance of a Saturday Market space to sell their products, farmers simply will not be able to put seeds or young plants in the ground.

These realities are why farmers have priority placement in gasoline alley and why it is essential that this status be retained. Should farmers lose priority for space in this one area of the market, the viability of many small farms on Salt Spring would be seriously threatened and the hard work of many in our community to encourage the development of small farms will be lost.

We recognize that priority placement of farmers in gasoline alley has become an issue because the market has experienced an increase in the number of farmer/grower vendors, leading to some non-farmer vendors losing their positions at the market. While it is understandable that this has caused upset for the affected non-farmer vendors, it is important for PARC and the community to recognize that this is an indicator that the efforts of local people to encourage local agriculture are achieving some success. Insofar as PARC and the CRD consider increased food security and a healthy agricultural sector to be desirable, it is essential that the priority placement of farmers in gasoline alley be preserved.

Definition of Farmer Vendors

The draft letter from some concerned vendors suggests that the definition of a farmer should be altered to prohibit farmers from selling value-added products in a market stall that they obtain through their farmer status. Such a change would be disastrous, as value-added processing is the key to economic viability for many Salt Spring Island farms.

Many farmers process the products they grow in order to be able to sell outside of the very limited time period during which fresh produce becomes ripe. Others do so as it is one of the only ways to distinguish their produce from the cheap imports that dominate local grocery store shelves.

Without the ability to sell value-added products in the market, many Salt Spring Island farmers would be put out of business and our island's food security would be significantly reduced.

In our view, any issues with farmer vendors selling value-added products are not the result of problems with the guidelines, but rather with their enforcement. Instead of changing the definition of a farmer vendor – which would put numerous legitimate farmer vendors out of business – we recommend that PARC explore ways of more effectively applying the current guidelines. This could have the additional benefit of reducing some of the pressures and conflicts the market coordinator currently faces.

Enforcement of Other Market Guidelines

The draft letter also raises additional concerns about the application of the market guidelines. We agree that the guidelines must be applied consistently and fairly. This extends well beyond those relating to farmers, as the fundamental 'make it, bake it, grow it' principle is foundational to the success of the market and may not be applied consistently to all vendors. We are aware that when the current market coordinator came into the position, some vendors may not have been in full compliance with the market guidelines. As a result, it has been difficult for the market coordinator to fully apply them to new vendors. This puts the Saturday Market's unique character at risk.

In addition to the 'make it, bake it, grow it' principle, the matter of market partnerships and transfers has also become problematic. The intent of the guidelines is for seniority at the market – whether of farmer vendors or other vendors – to be assigned and tracked on an individual basis, tied to the person who is the vendor and not the name of their business or, in the case of farmers, their land. We are aware that some vendors have skirted this principle by taking advantage of the guidelines' provisions covering partnerships. If this is to be addressed, it must be addressed in a fair and consistent manner.

As stated in the previous section, PARC could help address this problem by creating a more effective mechanism for assessing market vendors – current and potential new – and consistently enforcing the existing guidelines.

PARC Processes Relating to the Saturday Market

The market coordinator informed vendors this past May that PARC was undertaking a review of the market guidelines. We find this perplexing, as there is no mention of such a review in the minutes of any PARC meeting before or since we received that notification. If such a review is taking place or being contemplated, we believe it is essential for the commission to provide staff with clear direction on its scope and a requirement that it take into account all PARC/CRD policies and priorities.

Recommendations

We recommend that PARC take the following specific steps to address these issues:

1. Demonstrate PARC’s understanding of the unique circumstances of farmer vendors by reaffirming their current priority placement in the gasoline alley area of the Saturday Market.
2. Clearly state PARC’s commitment to longstanding Saturday Market principles by reaffirming the current ‘make it, bake it, grow it’ requirement, the definition of a farmer vendor and value-added requirements for farmer vendors.
3. Establish, in consultation with vendors, a new mechanism to help apply the current market guidelines to all vendors.
4. Ensure that any future PARC review of the market guidelines has a clearly defined scope and process approved by the commission.

Conclusion

Finally, we are concerned that the tenor of communications from some Saturday Market vendors has taken an increasingly ‘us versus them’ tone. We ask that PARC join us in standing up for civility and collaboration among market vendors. We will all achieve the greatest possible success by working together and trying to understand others’ views and circumstances.

Signed:

SIGNATURE	PRINT NAME



Salt Spring Island Electoral Area T: 250.537.4448
145 Vesuvius Bay Road
Salt Spring Island, BC, V8K 1K3 www.crd.bc.ca

September 1, 2016

Agricultural Land Commission
133-4940 Canada Way
Burnaby BC V5G 4K6

Dear Frank Leonard, Chair

RE: Agricultural Land Commission Application ID: 54470 - for non-farm use

The Capital Regional District has submitted the above noted application after well over 20 years of effort provided by volunteers and staff to find a developable site for playing fields on Salt Spring Island.

The CRD has been and will remain supportive both financially and strategically of the agricultural community on Salt Spring Island. In fact, support for agriculture is one of the key priorities in the CRD Strategic Plan.

Clearly, a thriving island community supports both agriculture and the recreational opportunities needed to attract and sustain working families. Having considered both sides of the land use equation and the overall needs of the community, the CRD desires to strike a balance.

I am writing to offer to meet in person as a representative of the Capital Regional District for Salt Spring Island or call you to provide any supporting information and my personal account of the historical attempts to locate appropriate lands for playing field development on Salt Spring Island.

This proposal will benefit the overall community and I believe after consideration of all of the interests and all of the investigation, it is the best opportunity to respond to both recreational and agricultural needs of Salt Spring Island.

I look forward to hearing from you at your earliest convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Wayne McIntyre', is written over a horizontal line.

Wayne McIntyre, CRD Director
Salt Spring Island Electoral Area
Email: directorssi@crd.bc.ca
Cell: (250) 888-7044

cc: Robert Lapham, CAO Capital Regional District
Karla Campbell, CRD Senior Manager Salt Spring Island
Jon Suk, Chair, Salt Spring Island Parks and Recreation Commission (PARC)
Dan Ovington, Manager, Salt Spring Island PARC





Island Natural Growers
Gulf Islands Chapter of Canadian Organic Growers
c/o Anne Macey, Old Scott Road
Salt Spring Island, BC V8K 2L 6
Phone: email:

A.7

12 September 2016

PARC Commissioners
c/o PARC Main Office
145 Vesuvius Bay Road
Salt Spring Island, B.C.
V8K 1K3

Dear PARC Commissioners

Island Natural Growers is deeply concerned about the proposed changes to the Saturday Market regulations that cap farmer representation. We want to find ways to address the space restrictions without increasing friction between the vendor groups in the market community. The proposed changes will do little more than create ill feeling between different communities on the island.

Salt Spring is known worldwide for its vibrant Saturday market – the diversity, the colour, the quality of the craftsmanship, the presence of farmers and their changing displays, and unique food products made with local ingredients, all contribute to the atmosphere and draw tourists and locals alike into the centre of Ganges from April until the end of October.

The market and the tourism it generates, play a key role in the local economy and its continued growth. It is also one of the reasons both new and established farmers are able to make farming pay its way. Without two market days a lot of fresh produce would end up on the compost heap - it cannot wait around. Much has been done during the last decade to increase the amount of local food available to our community, whether fresh or value added, and the markets are a key part of that equation. Limiting this outlet will have a significant negative impact on the viability of new entrants to farming on Salt Spring.

Rather than focus on whether one group of vendors should have priority over another or limiting one group and not another, please consider how the market area can be expanded and better used rather than curtailed. Here are some of our ideas.

Expand the market into the roadway running parallel to the Park

Closing roads on market days is an accepted practice all around the world. It adds spirit and atmosphere to market days. We propose PARC enter into negotiations with the relevant government jurisdictions to close the road from the crosswalk to the end of the park. Vehicles could still access the Harbour and businesses in or near Grace Point Square. Vendors could set up on both sides of the road significantly increasing the number of spots available.

Secure these spots for farmers and allow for sharing

These spots would be ideal for farmers, making it easier to load in and out, and to bring extra produce during the course of the market if need be. The Saturday market has an

exceptionally long market day when compared to other markets. Some vendors (particularly farmers) sell more during the early hours and others later in the day. Some, but not all, farmers would be happy to vacate their spots by noon or soon after and would do so if the rules allowed and if it was physically feasible to pack out. Present this as an option to registered farmers and locate them near the ends so they can make an easy exit, and make their spot available to another vendor.

Establish a community farm table

New farmers with very limited product and farmers who grow only one crop (e.g. blueberries, garlic, hazelnuts) find it hard to meet the rules for 50% attendance. These growers could make good use of a group table where farmers could vend for a limited or reduced amount of time.

Establish a solid working definition of a farmer/grower.

Island Natural Growers would be glad to assist in developing the market definition of a farmer/grower. We remember the definition laid out in the market handbook current in the 1990's but can't come up with a copy of that handbook. Perhaps it exists somewhere in PARC's files. If not, we would gladly help create a definition.

In closing, we want the Salt Spring Saturday Market to be a positive, vibrant place for vendors, for customers and for the community as a whole. The beauty of farm produce and the connectedness to place that it brings are the spirit and the core of any market. In fact, most other markets are actively encouraging farmer participation not capping it. Since its inception the Saturday market has had an open door for farmers, building on the original farmers market that existed in that space before Centennial Park was established. The current proposal limits the space allocated to the farmer group while no other vendor group faces such a restriction. Please count on our support to find creative and community-building ways to avoid this restriction and make the market work for everyone.



Anne Macey
On behalf of Island Natural Growers