



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held May 15, 2017 at 145 Vesuvius Bay Road, Salt Spring Island, BC**

Present: **Director:** Wayne McIntyre
Commission Members: Garth Hendren, Sonja Collombin, Brian Webster, Daniel Clements, Jacky Cooper
Staff: Dan Ovington, Parks and Recreation Manager; Keith Wahlstrom, Manager Engineering, Salt Spring Island Electoral Area; Tracey Shaver, Recording Secretary
Absent: Jon Suk

Vice Chair Hendren called the meeting to order at 5:05 pm.

1. Approval of Agenda

MOVED by Commissioner Clements, **SECONDED** by Commissioner Collombin, That the Salt Spring Island Parks and Recreation Commission agenda of May 15, 2017 be approved.

CARRIED

2. Adoption of Minutes of April 18, 2017 & May 1, 2017

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, That the Salt Spring Island Parks and Recreation Commission Minutes of April 18, 2017 be approved.

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Commissioner Collombin, That the Salt Spring Island Parks and Recreation Commission Minutes of May 1, 2017 be approved.

CARRIED

3. Delegation/Presentation-none

4. Director and Chair Reports

4.1 Director McIntyre briefly reported on the following:

- The housing shortage is effecting the RCMP members; recent member unable to locate suitable housing for his family to move to the island. Established RCMP officers are not interested in posting to Salt Spring.
- Update to Composting/Waste Management meeting from Nov 2016
- Mary Richardson & Jane Squire enthusiastically continue grass roots efforts towards an island composting facility.
- Stephan Salter a consultant with the Farallon group spoke over the weekend regarding worldwide efforts to convert waste into various forms of energy and useful end products. Sweden's project for zero waste was used as one example.

- Ferry Advisory Committee-Met new CAO and discussed- improvements to SSI terminal at Vesuvius in terms of washroom improvements, signage and control of line up during busy season. Tour de Iles event and art displays at terminals.
- SSI Administration and Chairs Meeting-Met with the chairs of PARC, Transportation and CEDC to discuss overlapping structure and current projects.
- CRD Board provided an educational event on ways to collaborate with various First Nations tribes on capital projects.
- Emergency Services- Changes to the 911 services. Re-establish roundtable meetings with stakeholders responsible for responding to disasters. Earthquake simulator to be at Fall Fair; the simulator chamber mimics the feel of a 7.0 earthquake.

5. Outstanding Business

5.1 Project Status Report- Manager Ovington addressed questions on the following:

- Harrison Baker Road Trail- A portion of the existing trail is on MoTI access and required a permit to construct works which has now been obtained.
- Pool Mechanical-replacement of 2 hot water tanks and the CRD procurement policy reviewed.

5.2 2017/2018 Proposed Fees and Charges

Brief discussion:

- Minimum increase needed to fund services.
- Recommendation to set user fee policy.
- Youth lane rentals requiring extra lifeguard were paid for by PARC.
- Remove the YM/YWCA rates as not applicable for comparison.
- Very small revenue difference between 2% or 5% increase.
- Island salaries not increasing as fast as charges.

MOVED by Commissioner Cooper, **SECONDED** by Director McIntyre,
That the Salt Spring Island Parks and Recreation Commission recommends the Capital Regional District Finance Committee approve the 2017/2018 Salt Spring Island Leisure Services Fees and Charges as submitted in Appendix D and further that staff develop a recreation user fee and pricing policy in allocating public funds for recreational services and facilities; and provides for a consistent approach to establishing user fees to ensure a reasonable and equitable proportion of the costs to deliver recreation programs and services are recovered through user fees and balanced with those services that may be subsidized all or in part through general taxes.

DEFEATED

Opposed: Commissioners Webster, Clements, Hendren and Director McIntyre

MOVED by Commissioner Webster, **SECONDED** by Commissioner Clements, That the Salt Spring Island Parks and Recreation Commission recommends the Capital Regional District Finance Committee approve the 2017/2018 Salt Spring Island Leisure Services Fees and Charges as submitted in Appendix D with an amendments to reflect a maximum 2% increase in all services listed that were listed with a proposed 5% increase; and further that staff develop a recreation user fee and pricing policy in allocating public funds for recreational services and facilities; and provides for a consistent approach to establishing user fees to ensure a reasonable and equitable proportion of the costs to deliver recreation programs and services are recovered through user fees and balanced with those services that may be subsidized all or in part through general taxes.

CARRIED

Opposed: Commissioner Cooper and Collombin

6. New Business

6.1 Centennial Park Washroom Building Replacement

- Staff started with the information and research obtained in 2007/2008.
- Additional recommendations to key features provided.
- Consider a facility which can adequately meet the high and low season volume.
- 1 gender neutral / accessible washroom to potentially be open year round; the remainder of the facility opened seasonally and for large events.
- Design to reduce as much vandalism as possible.
- Current Zoning allows for 5 % lot coverage with structures; a variance would need to be obtained for a larger footprint.
- Site drainage to be established with the first phase to allow proper planning of future phases.
- Phase 1 construction area is limited to directly around the washroom facility.
- Identifying key elements will establish a solid base for design build and cost estimates.
- Cost estimates will dictate the level of revisions and ability to supply additional features.

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Webster, That the Salt Spring Island Parks and Recreation Commission confirm design elements and key factors and that staff obtain cost estimates for all required components for the washroom facility identified in Appendix C with the following additional key features: Location of washroom compatible with master plan, waterless urinals, use of solar technology for hot water and LED lighting, space heating will meet minimum freeze protection levels; and further approve the Centennial Park Master Plan Phase 1 Project Charter in Appendix D as amended.

CARRIED

6.2 Salt Spring Island Parks and Recreation Strategic Plan Update

- The update will focus on establishing clear priority projects which are deliverable financially and obtainable with staff resources.
- Annual review will link strategic plan to the legislated 5 year Capital Plan process.
- Provide consultant with recent information from Brinkworthy Project; avoid duplication of efforts.
- Provide overview of what has been accomplished from the 2009 Strategic Plan.
- Cost estimate is based on the level of detail requested in update which includes costing and establishing new priorities.
- Amend Item 3 Critical Success Factors of the Project Charter to include: Annual Review/Update by Commission.
- Amend Item 18 Signoff and Project Changes to reflect project team.

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Cooper, That the Salt Spring Island Parks and Recreation Commission approve as amended the draft Parks and Recreation Strategic Plan Project Charter outlined in Appendix A and direct staff to seek submissions for qualified firms.

CARRIED

Opposed: Director McIntyre

6.3 License of Occupation-Tree House Café

Staff report and draft lease documentation provided at meeting.

- 350 sq. ft. to be leased at fair market value for 5 months of the year to the Tree House Café.
- A one year lease will allow the business and the CRD to have a trial run before entering into any longer term agreements.
- PARC is the only CRD service on island which can hold property and enter into a License of Occupation with the Province.
- The through fare area is considered a pedestrian pathway and emergency access will be maintained and granted as needed.

MOVED by Commissioner Clements, **SECONDED** by Commissioner Webster, That the Salt Spring Island Parks and Recreation Commission recommends the Capital Regional District enter into a property agreement with Tree House Restaurant for the purpose of their business to operate on CRD tenured lands at Manson Road in Ganges Village from May 1 – September 30, 2017; and further, that CRD staff and Chief Administrative Officer negotiate and execute an agreement suitable for the tenure.

CARRIED

7. Next Meetings –Schedule for June Meetings Approved

June 12, 2017 Special Capital Planning Meeting 5 pm at Portlock Park
June 19, 2017 Regular Meeting 5 pm at Portlock Park

8. Adjournment

MOVED By Commissioner Cooper, **SECONDED** by Commissioner Webster,

That the meeting adjourn at 7:15 pm.

CHAIR

SENIOR MANAGER