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**Minutes of the Regular Meeting of the  
Salt Spring Island Parks and Recreation Commission  
Held August 27, 2018 at 145 Vesuvius Bay Road, Salt Spring Island, BC**

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**Present:**           **Director:** Wayne McIntyre  
                          **Commission Members:** Gregg Dow, Garth Hendren, Brian Webster, Jacky  
  Cooper, John Gauld, Sonja Collombin  
                          **Staff:** Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior  
  Manager, SSI Electoral Area; Kara Mackay, Recreation Programs Assistant;  
  Justin Byron, Park Maintenance Worker; Tracey Shaver, Recording Secretary  
                          **Absent:** Darlene Steele

Chair Dow called the meeting to order at 4:00 pm.

**1. Approval of Agenda**

**MOVED** by Commissioner Webster, **SECONDED** by Director McIntyre,  
That the Salt Spring Island Parks and Recreation Commission agenda of August 27, 2018 be  
approved.

**CARRIED**

**2. Adoption of Minutes of June 18, 2018**

**MOVED** by Commissioner Gauld, **SECONDED** by Commissioner Hendren,  
That the Salt Spring Island Parks and Recreation Commission Minutes of June 18, 2018 be  
approved.

**CARRIED**

**3. Delegation/Presentation- none**

**4. Director and Chair Reports**

**4.1** Director McIntyre briefly reported on:

- Meeting to streamline permitting process for rain water collection systems which are used as a non-potable water source; potential to encourage bulk purchase of tanks and materials.
- Bike Park opening; great event with lots of participation.
- SSI Water Protection Authority; Review of strategic plan, development of a true water authority for the island similar to Nanaimo Regional District

**4.2** Chair Dow briefly reported on:

- Bob Lapham, CRD CAO held a meeting with all the commission chairs; interesting to hear a broader perspective of projects, services and challenges facing the CRD.
- Great Bike Park event
- Updates will be coming forward from the Boardwalk Steering Committee as the assessment reports are being finalized.

**5. Outstanding Business**

**5.1**

**6. New Business**

**6.1 Operating & Capital Budget Planning 2019-2023**

Staff presented the goals, objectives and challenges which impact the parks and recreation department.

Topics highlighted include:

The 2019 budget will remain mostly the same as presented in the 2018-2022 5 year plan:

- This is an election year and the strategic planning process is anticipated to provide direction for the next several years.
- Suggested changes made in 2019 budget are due to safety or mechanical concerns
- Organizational Chart between 2015 and 2018; showed increased service levels and staffing mainly offset by user funding resulting in lower impact on the requisition.

Programs and camp offerings have been expanded:

- Increasing new partnerships with instructors and service clubs.
- Example: very popular squash camp with the equipment purchased through a grant
- After camp child minding added and popular with working parents
- Online registration increasing and residents are looking in advance for the release of the next leisure program guide

Lack of facility and programming space:

- Difficult to coordinate with School District for summer use; no staff around and floors being refinished, need to update joint use agreement
- Not enough year round dry storage space available for program supplies and equipment.
- Summer camps run out of the pool property under a 20 x 20 tent; good for extra swim time and coordination of bus trips; not good for extreme heat and smoke events.
- Fitness courses such as dance need a different style floor than the Portlock portable; School facilities are already in use during prime programming hours.
- Recreational offerings could be enhanced further with appropriate space.

Parks staff very busy:

- Recommend replacing and refurbishing current infrastructure before adding more inventory
- Recommend maintenance facility for staff; desperate need for dry working and storage space, current portable on Kanaka road is past its useful life, has no washroom.

- Playground equipment; Centennial park playground equipment is at the end of its life cycle and needs to be replaced. Recommend Centennial playground project phase be added to the 2019 Capital Plan.
- Drummond Park playground slide has been broken for several years and is not repairable. Unfortunately the equipment is older and there are no replacement pieces available.
- Parks staff contract out work to other CRD divisions such as the Transportation Commission to repair and maintain pathways, set up for public events such as the transit celebration and perform maintenance on bus shelters. Balancing seasonal park and public works to keep staff working for longer during the year. Determining seasonal priorities becomes challenging.
- Dry weather is restricting any machine work on trails.
- Seasonal campers and garbage increasing and more visible in town; working with Bylaw staff to enforce no drinking or smoking in CRD Parks.

**Aquatic Centre:**

- Focus on maintenance and mechanical repairs continues.
- Staff training and certifications.
- Need more space for parties, courses and safe equipment storage.
- New inflatable toy through Foundation grant; consider rotating toys with other CRD run facilities to keep interest fresh.
- Pool debit will be paid down in 2021.

**Overview of 5 year Capital Expenditure Plan:**

- Each budget has a specific and restricted use for the funds
- Park staff have charge out rates for contract work; consider establishing additional fees for use of infrastructure, equipment and future capital needs
- Consider addition of new portable at Rainbow Road site now, which can then be moved to should the community support a pool expansion.
- Review shared space initiative and feasibility study from 2016; attempt closer relations with SD64 and update joint use agreement.
- Consider bringing in auxiliary staff for project management and planning. Several master plans need to be conducted along with construction management of Capital projects such as Centennial Park. Position could be funded with the money that would have gone to consultants and provide the needed local focus.
- Steering committee for boardwalk project will be reporting to the PARC commission; funding for the project will be based on borrowing.

**MOVED** by Commissioner Gauld, **SECONDED** by Commissioner Collombin, That the Salt Spring Island Parks and Recreation Commission requests that staff prepare a five year capital and equipment replacement plan based on information discussed at the August 27, 2018 Capital Planning Meeting, recognizing that the 5 year Capital Plan is likely to be altered by the Strategic Planning Process underway.

**CARRIED**

Meeting was paused for approximately 15 minutes from (5:50 pm to 6:10 pm)

**6.2 Salt Spring Island Parks and Recreation Strategic Plan Update Draft Report**

The executive summary of the report was included in the agenda package and the full draft document available for the PARC Commissioners to pick up and review. General comments were solicited from the Commissioners and noted by staff.

- No PARC logo
- Too many pictures/consider production costs and reader
- The marine environment and all of the recreational pursuits available were not included; not reflective of island life or constraints.
- Logic behind walking distances between island parks; Salt Spring is rural not urban

Staff provided several large worksheets along with the decision support framework which was developed by the Consultants to assist the Commission in the first step of prioritizing the development of recreational requests made by the public.

The Commissioners were asked to determine if there were any items in the Strategies/Action plans which did not appear to be appropriate for this 10 year strategic plan. Several items were discussed and suggestions made to the wording which shifted the projects back into being achievable under a partnering or supporting situation.

Items removed:

- Acquire new community park in the north end of the island.
- Undertake a feasibility study to determine the feasibility and design concept for an indoor ice / hockey rink.

**MOVED** by Commissioner Cooper, **SECONDED** by Commissioner Gauld,  
That the Salt Spring Island Parks and Recreation Commission requests that staff work with the McElhaney Consultants to finalize the Salt Spring Island Parks and Recreation Strategic Plan Update Report based on information discussed at the August 27, 2018 meeting and allowing for additional input up until September 30, 2018. Staff are further requested to arrange for a formal presentation in October 2018 to receive the final report.

**CARRIED**

7. **Next Meeting** – The September 17, 2018 is to be rescheduled. Staff will poll the PARC Commissioners from an appropriate date during the week of Sept 10<sup>th</sup>.

**8. Adjournment**

**MOVED** By Commissioner Collombin, **SECONDED** by Commissioner Gauld,  
That the meeting adjourn at 7:25 pm

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**CHAIR**

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**SENIOR MANAGER**