



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Notice of Meeting on **Tuesday, March 26, 2019 at 4:00 PM**
Portlock Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

Gary Holman
Gregg Dow

Brian Webster
Sonja Collombin (R)

Jacky Cooper
Darlene Steele

John Gauld

(R) = Regrets

AGENDA

1. Approval of Agenda

2. Adoption of Minutes from February 4, 2019

Adoption of Minutes from February 19, 2019

3. Delegation/Presentation

3.1 Lindsey Neville – Duck Creek Parking

4. Director and Chair Reports

5. Outstanding Business

5.1 Project Status Report

5.2 Parkland Dedication – SS Sub 2017.5 – 281 Beaver Point Road

That the Salt Spring Island Parks and Recreation Commission recommends that the Islands Trust approve SS-SUB-2017.5, 281 Beaver Point Road, subject to the following comments: Collection of 5% cash-in-lieu in payment for park land dedication based on an assessment of fair market value.

5.3 Centennial Park Washroom – Art in the Park

That the Salt Spring Island Parks and Recreation Commission recommends proceeding with the Request for Proposals from First Nation and local artists to accent the new washroom facility and identify a maximum budget for this work.

6. New Business

6.1 Fees and Charges Policy

That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached Salt Spring Island Parks and Recreation Fees and Charges Policy.

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

6.2 Market Advisory Group Pre Season Meeting

- a) That the Salt Spring Island Market Advisory Group recommends to the Salt Spring Island Parks and Recreation Commission that staff approve Reayane Keane of Ambledale Farms an extended leave request for one more year.
- b) That the Salt Spring Island Market Advisory Group recommends to the Salt Spring Island Parks and Recreation Commission that staff approve Garden Faire's farmer exemption request for one more year.

7. Next Meeting – Monday April 15, 2019 at 4:00 PM at the Portlock Portable Meeting Room

8. Adjournment



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**Minutes of the Salt Spring Island Parks and Recreation Commission
Held February 4, 2019 at 108 121 McPhillips Ave, Salt Spring Island, BC**

DRAFT- AMENDED

Present: **Director:** Gary Holman
 Commission Members: Gregg Dow, Sonja Collombin, John Gauld, Brian Webster, Jacky Cooper
 Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager
 Absent: Darlene Steele

1. Approval of Agenda

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission agenda of February 4, 2019 be approved.

CARRIED

2. Director and Chair Reports

No reports provided

3. Outstanding Business

3.1 PARC Strategic Planning

- Reviewed strategic plan
- Revisions to be provided to consultants
- Final draft to be brought back to the commission for approval

TOP #3 Priorities established by dot voting system

1-Provide a diverse mix of indoor recreation facilities: Develop a Rainbow Road indoor community recreation centre and site master plan based on current and future capacity to meet community needs and suitability for renovation and/or expansion

2-Provide a diverse mix of outdoor athletic facilities: Develop a Portlock Park site master plan and designs for to enhance community use and replace of aging infrastructure in current or new locations

3-Invest in our capacity to deliver excellent service: Review maintenance service levels and assess the need for equipment, facilities and resource capacity to deliver a sustainable level of excellent service.

4. New Business- none presented

5. Next Meeting: Tuesday February 19, 2019 at 4pm in the Portlock Portable

6. Adjournment

That the meeting adjourn at 2:40 pm.

CHAIR

SENIOR MANAGER



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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held February 19, 2019 at 145 Vesuvius Bay Road, Salt Spring Island, BC**

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Gregg Dow, Sonja Collombin, Brian Webster, Jacky Cooper, John Gauld
 Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager, Salt Spring Island Electoral Area arrived at 4:45 pm; 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 Commissioner Collombin,
That the Salt Spring Island Parks and Recreation Commission agenda of February 19,
2019 be amended and approved with the addition of item 6.4 Coop Grant Application.

CARRIED

2. Adoption of Minutes of January 21, 2019 and February 4, 2019

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Gauld,
That the Salt Spring Island Parks and Recreation Commission Minutes of January 21, 2019
be approved.

CARRIED

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Gauld,
That the Salt Spring Island Parks and Recreation Commission Minutes of February 4, 2019
be amended to include under item 3.1 a list of Strategic Plan Priorities as amended by the
Commission at the meeting. Minutes to be brought back for approval at next meeting.

CARRIED

3. Delegation/Presentation

3.1 None

4. Director and Chair Reports

4.1 Director Holman briefly reported:

- Had meeting with RCMP which identified a need to increase bylaw enforcement to provide additional support and education during summer months. Modest increase to budget for community safety and presence.

- CRD declared Climate Action Emergency and committed to working towards climate neutrality by 2030; Each Commission and CRD Facility to use climate lens on all projects.

4.2 Chair Dow briefly reported on the progress of construction of the Centennial Park Washrooms. Roof is on even with all the severe weather issues.

5. Outstanding Business

5.1 Project Status Report - Received for information

- Trail drainage work needed for Bishop's Walk pathway which links into town; gap in SRoW over Community Services property.
- Concern expressed regarding corrosive environment at pool; suggestion of doors to separate locker rooms from pool areas; many upgrades have been made to correct the mechanical room and HAVC systems
- Discussion on process of establishing artwork or murals to enhance the exterior of the completed Centennial Park Washroom.

5.2 Zoning Referral Updates – Received for information

6. New Business

6.1 Parkland Dedication-SS SUB 2017.5-281 Beaver Point Road

- Request for additional information on parent property location; size of potential parkland dedication.

6.2 SSI Parks and Recreation Year end Revenue and Expenses

Received for information

- Change in operations and management of pool proving positive for the community.

6.3 SSI Parks and Recreation Electric Bicycle Charging Units

- All that is needed is a regular outdoor electrical outlet
- Easy way to promote health with environmental benefits

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Collombin,
That the Salt Spring Parks and Recreation Commission recommend that staff install E-Bike charging stations at Portlock Park and Rainbow Road Aquatic Centre.

CARRIED

6.4 Coop Grant Application

Partners Creating Pathways is initiating an application for the installation of 10 E-Bike charger stations and would be looking to install a covered bike shelter & charging station in Centennial Park, which is already included in the Centennial Park Master Plan.

7. **Next Meeting: Tuesday March 26, 2019 at 4 PM at the Portlock Portable Meeting Room**

8. **Adjournment**

MOVED By Commissioner Cooper, **SECONDED** by Commissioner Webster,
That the meeting adjourn at 4:55 pm.

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 Tuesday, March 26, 2019 at 4 AM/PM
ON AGENDA ITEM Duck Creek - Parking - Safety Issues

NAME

Lindsey Neville

ADDRESS

151 Broadwell Rd, Salt Spring Island, BC

I REPRESENT

Public Safety Concerns owing to insufficient parking at Duck Creek Park
(Name of Organization if applicable)

AS A concerned adjacent property owner
(Capacity/Position)

TELEPHONE

604-202-4423

FAX

E-MAIL

Lindsey.neville18@gmail.com

lindsey.neville@martello-tra.com

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

Please see attached page

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

March 14, 2019

Date

L. Neville

Signature

Dear Members of the PARC Commission,

My name is Lindsey Neville, I'm the Owner of a rural property located at 151 Broadwell Road, Salt Spring Island, BC. I would like to bring a safety and liability issue to the attention of the PARC commission, concerning Duck Creek Park – my property is located adjacent to Duck Creek, on the Broadwell Road access point to the Park. I have owned my property for 17 years; and both myself and immediate neighbors, are very concerned about the safety issues posed by insufficient parking, and consequent dangerous street parking, of Park users. My property is a pie shaped - located on a largely hidden corner of a sharp radius turning angle street – with a steep incline - that gets a large volume of traffic as it provides the main, quickest thoroughfare from the Channel Ridge neighborhood to Ganges. One of the two entrances to the park is located on Broadwell Rd., at the tightest part of this turning radius. there is extremely limited parking at this largely unmaintained location (3-4 spots). As a result, long time Owners adjacent to the Park have noticed a large increase in parking on the roadway. Park users - often dog Owners - have been, by necessity, parking on both sides of this constricted turning radius - that has no asphalt roadway shoulder - the parked vehicles are abutting 50% of their width onto the roadway - when vehicles do this on both sides - this narrow corner is essentially constricted to one lane. Compounding this safety issue - is the fact that many vehicles are parking to walk their dogs (this is the largest off-leash park on island) – dogs often come out of their vehicle unleashed - and regardless of which side of the roadway they are parked. then bound to the park.

These factors all compound the inherent danger in this situation: 1) Tight turning radius/hidden corner, steep incline, 2). Vehicles parking on the roadway at the apex of this hidden corner, 3). The ditch immediately up-hill from my property - is steeply sloping - vehicles are towed from this area because they slide downhill; or get stuck below, down-hill from my entrance, 4). The nature of the occupants - if I was a dog I'd be excited as well - dogs bounding across this dangerous roadway add an additional dimension of danger to this situation.

I strongly advocate for a managed solution a). By adding enough parking to serve the increasing use of this park, and, B). Barring an effective managed solution, that the area downhill of my driveway entrance, and on the Park side of the Road, have boulders/bollards placed in the ditch to provide a practical parking barrier, C). Minimally Install no parking signage on both sides of the roadway at this entrance and enforce this restriction...Ideally, the best solution would, in my view, be to completely shut the present parking on the Broadwell Road side of the park (at 3-4 stalls maximum) it's just not practical anyways – Transition this space to an area for the PARC service vehicles, and a trail head for users to assemble, etc. and add a viable parking location on the sunset entrance where the objective danger is not comparable, possibly use some of the park space in that area for enough parking, say for 20 vehicles. You need adjacent, flat, cost-effective roadway accessed parking. I have had to comfort people who have had their pets killed here – no more. I would even consider "pork-chopping" / see recent City of Edmonton pilot projects) - a lot sized parcel for parking from my property if that would result in a moratorium in parking on this dangerous corner roadway, as the very last resort. I support this Park whole heartedly, as a Professional Property Manager for over 12 years - concerned citizen and primary stakeholder, I'm informing PARC this situation is manifestly unsafe. There can be no higher, best use, for any land on island, than a publicly accessible, and safe, Park.

Sincerely, Lindsey Neville, Property Owner, [REDACTED] Broadwell Road, Salt Spring Island (not a NIMBY but rather, a PIMBY – please in my back yard)


PROJECT STATUS REPORT

LAST UPDATED: Wednesday, March 20, 2019

1) PARK LAND AND REC PROGRAMS: Administration (planning, rentals, permits, licenses, contracts, land titles) Portlock Fields, Portlock Portable, Fulford Ballpark, Waterfront, Skate Park

1.1 Strategic Plan	Five proposals were received and scored by Jon Suk, Dan Ovington and Karla Campbell. McElhanny scored the highest and came in under budget with a fee proposal of \$49,984. See Agenda Item 6.3. Staff have been working with the consultants to provide background information in preparation for a Staff/PARC joint workshop that has been scheduled for Nov. 23/17. The second staff/PARC and stakeholder workshops took place on Feb. 15 th . A public online survey is scheduled for Mar. 19 and will be open for two weeks. The survey closes at the end of the day on April 16, 2018. The open house is scheduled for June 19 from 4-6pm in the aquatic centre lobby. Draft to be presented to Commission on Oct 15/18. Additional revisions in progress based on Commission feedback. A revised draft and additional review of strategies is scheduled for February 4, 2019. Revisions have been sent to the consultant with another full draft to be presented to the Commission for final comment.	\$65,000
1.2 Harbour Walk Steering Committee	See minutes from December 7, 2018 Meeting. See attached minutes from the last meeting held on January 24, 2019.	\$150,000 (CWF)
1.3 Tree Removal Policy	CRD Regional Parks is currently working on a tree removal policy. Staff will review the draft policy and bring to PARC for consideration once approved by the Board.	
1.4 Portlock Park Potential Reconfiguration	Staff and Commission workshops were held in October. Staff are looking into potential sites to relocate any existing infrastructure that may free up additional space in the park for the purpose of sports fields. An alternative site for tennis courts has been explored and will be presented to the commission for comment prior to drafting conceptual design options for Portlock Park.	\$10,000 (O)

2) POOL (Administration, Youth and Adult Aquatic Programs and Services)


2.1 Pool Mechanical	Our annual fire prevention system test and maintenance inspection of the fire alarm, extinguishers, sprinklers and emergency lighting identified a number of components for repair or replacement. Replace: corroded piping and split flange \$1,875, corroded backflow preventor \$4,758, strobe batteries and remote heads \$2,565	\$9,198
2.2 Pool Shutdown	The annual pool closure is scheduled from Apr. 1-22 to perform a number of preventative and scheduled maintenance work. The main pool pump along with other pumps will be removed and sent off island for servicing.	
2.3 E Bike Chargers	 <p>Signs have been printed and a new bike rack ordered. Electrical work to relocate an external plug at the Aquatic Centre has yet to be completed.</p>	\$1050 (O)

3) COMMUNITY RECREATION (Administration, Day Camps, Recreation Programs, Tennis & Multisport Courts)

3.1 SSI Parks and Recreation Guide	The Winter Parks and Recreation Guide was mailed out and available online Dec 5 th for programs beginning in January 2019.	\$4,500 (O)
3.2 Recreation Programs	We have hired a new part time recreation programmer to fill the vacancy created when the previous programmer moved on to explore other interests.	

PROJECT STATUS REPORT

LAST UPDATED: Wednesday, March 20, 2019

4) COMMUNITY PARKS (Community Parks, Trails/Linear Parks, Saturday Market, Memorial Benches)		
4.1 Centennial Park Upgrades-Phase 1	<p>Demolition of the washroom began on December 3, 2018. Construction of the new washroom and drainage is anticipated to be completed in early May. Sheet roof has been installed despite inclement weather. Exterior doors and skylights including a metal roll down to lock exterior sinks have been installed. Interior flooring is also now complete.</p> <p>For ongoing project updates visit www.crd.bc.ca/ssi-upgrades.</p> 	
4.2 Stark Rd. Connector	An environmental assessment has been completed as part of our due diligence. No environmental concerns were noted and staff have drafted a contract for purchase. The sale and purchase has been completed. Consultation and a schedule for development will be included in the 2018 Operation Work plan. Planning to hire a project coordinator in 2019 to assist with this work.	\$99,450 (Project fund)
4.3 Hedgers Turn SRW's	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. 13 th to secure LOC over road. Trail to be re-located and open for public use this fall. Eight dangerous trees removed in preparation for trail re-development. Staff are waiting for colder weather to avoid a fire hazard when continuing this work. Planning to hire a project coordinator in 2019 to assist with this work.	\$19,000 (CRF)
4.4 141 Lower Ganges Road. (Pecks Cove)	\$150,000 of community works funds were allocated to the Boardwalk studies and revitalization of this parkland. Once studies are completed a budget for revitalization will be developed based on remaining funds. Studies and assessments are underway.	TBD
4.5 Saturday Market	The last Saturday Market was held on Oct. 27 th . A Market Advisory Committee meeting will be scheduled in the next few weeks to review the past season any vendor exemption requests for 2019. Please see attached minutes from the March 14 MAG meeting.	
4.6 Park and Trail Maintenance and Repairs	Community parks and trails sustained heavy damage following the December 20, 2018 windstorm. A full assessment of damage and repair costs is being compiled with safety concerns being addressed first. Staff have been busy removing snow from road side pathways, bus shelters and CRD facility parking lots.	
4.7 Bishops Walk/Drake Rd. Trail Upgrades	In 2018 Community Services requested improvements to this trail ahead of their low income housing development. The project was added to the 2019 Work Plan and is funded under Trail Upgrades in the Capital Plan. An RFP for a drainage study has been drafted but through this process it was identified that the upper section of the trail is not registered under the CRD. An SRW for the top portion of the trail has been drafted, once registered work will continue. See Map and additional request on next page	\$30,000 (CRF)
5) SMALL CRAFT FERNWOOD DOCK (Administration, operation, maintenance and repairs of Fernwood Dock)		
5.1 Dock Repairs	The ramp at the Fernwood dock was reported to be off its track Dec 12/18. A metal guide rail has been installed to prevent the ramp from sliding off in the future	\$850 (O)

Michelle Goss Baxter

From: Michelle Goss Baxter
Sent: Monday, March 18, 2019 11:14 AM
To: Michelle Goss Baxter
Subject: RE: trail maintenance request

From: Kath Webster
Sent: Sunday, March 17, 2019 9:30 PM
To: Dan Ovington <dovington@crd.bc.ca>
Subject: trail maintenance request

Hello Dan,

I moved to lovely Salt Spring Island last summer and I live near the Bishop's Walk subdivision. I chose this area because of its' walking distance to Ganges. Plus, what a great bonus to have the **CRD Bishop's Walk Trail** that takes me to Ganges in 10- 15 min! Unfortunately, this trail is not really usable for much of the year as it extremely muddy and one section is actually a small creek. It is badly in need of improved drainage. I took some photos which are attached. Many people use the trail in the summer but it's really a shame we can't use it safely year round. The risk of falling is quite high as it is a rather steep trail.

So, I am requesting that this trail gets some maintenance to improve the drainage. This is a growing neighbourhood and plans for the Salt Spring Commons housing project will add about 14 units I'm told. So, there will be a lot more people living around here and more people would likely use the trail if it was in good enough shape. Please help make this happen so we can leave our cars at home more often and walk safely to Ganges.

Thank you for considering my request. I know there's a lot to do after all the winter storms so I will be patient but fingers crossed that it will happen!
Much appreciation,

Kathleen Webster

Bishop's Walk Trail





268 Fulford-Ganges Road, Salt Spring Island, BC V8K 2K6
 Ph: (250) 537-9971 | F: (250) 537-9974 | connect@ssics.ca
www.saltspringcommunityservices.ca

January 13, 2018

Dan Ovington
 108-121 McPhillips Ave
 Salt Spring Island, BC
 V8K 2T6

Re: Upgrading Bishops Walk Trail

Dear Dan,

I am writing on behalf of Salt Spring and the Gulf Islands Community Services Society (SSICS) to request upgrades to the Bishops Walk Trail on Mount Belcher. I am making this request in advance of the development of Salt Spring Commons – a 24-unit family-oriented, affordable housing project on the property SSICS owns along the southern portion of the trail – and in recognition of the increasing use of the trail by other residents in the area. I had several conversations about this with Kees Ruurs from the CRD several years ago when the current trail was being completed. Kees indicated that a request to upgrade the trail to match the increased use of a new neighborhood would be welcomed, and such a request should occur once our timeline was clear.

The Bishops Walk Trail is an important pedestrian connection to Ganges for residents of the Charlesworth/Mount Belcher neighborhood and a safer alternative to walking along Fulford-Ganges Road. While the steep grade (up to 25%) and considerable erosion make the trail challenging or inaccessible to many, we have been told by neighbours that an increasing number of people use the off-road trail instead of braving the shoulder along the main road. SSICS and many of the neighbours we met with during the planning process for Salt Spring Commons would like to see the trail upgraded. Reducing the grade where possible, and improving the surface to minimize hazards and erosion, will allow more people with a range of mobility levels, specifically children and the elderly, to use this trail and leave their cars at home.

Construction of Salt Spring Commons is scheduled to begin in summer 2018, with the first residents taking occupancy in mid 2019. The project is specifically designed to prioritize pedestrians including many children, and to minimize automobile use. The site plan calls for an internal trail network with a direct connection to the Bishops Walk Trail. The property's proximity to Ganges and adjacency to the CRD trail are key features. An upgraded trail will allow more Salt Spring Commons families to use the trail as both a safe route to town and schools, and an enjoyable link to recreation amenities such as Mouat Park and the Rainbow Road Pool.

In addition to Salt Spring Commons, several other planned and in-progress developments in the Drake Road area will increase the number of trail users. These include new detached homes and two other 20+ unit affordable housing projects. With more compact development coming to the area, the demand for greater connectivity will continue to increase.

SSICS would like to work with the CRD and our neighbours to plan for improved pedestrian connectivity and access for all neighbourhood residents. I welcome the opportunity to discuss the matter with you further and any recommendations you have for enjoying PARC and the Trails Committee.

Thank you for considering this request.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Rob Grant', with a long horizontal flourish extending to the right.

Rob Grant

Executive Director

Cypress View to Drake Rd



Legend

- ☐ Right of Way
- ☐ Covenant
- ☐ Lease or License
- ☐ Other
- ☐ Not Active
- ☐ Right of Way
- ☐ Covenant
- ☐ Lease or License
- ☐ Other
- ☐ Not Active
- ☐ Saanich Trails
- ☐ Bridge
- ☐ Overpass
- ☐ Stairway
- ☐ Trail
- ☐ Underpass
- ☐ Regional
- ☐ Park Trail 2501-15000

Notes

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, MARCH 26, 2019**

SUBJECT **PARKLAND DEDICATION - 281 BEAVER POINT ROAD**

ISSUE

To provide a recommendation for parkland dedication on a proposed bare land strata of Lot 3, Section 12, 13 and 14 Range 2, South Salt Spring Island, Cowichan District, Plan 48720 except that Part in Plans VIP79536 and EPP55955. The location of the subdivision is 281 Beaver Point Road and the parent lot is approximately 82 acres.

BACKGROUND

The Salt Spring Island Local Trust Committee is requesting comment and recommendation on a single-lot subdivision application at 281 Beaver Point Road (Attachment 1).

Park dedication would not normally apply for a single lot subdivision under Section 510 of the *Local Government Act* (LGA), who state:

The *Local Government Act* requires that an owner of land being subdivided, into 3 or more additional lots, must provide, without compensation:

- 1) park land of an amount equal to 5% of the total land being proposed for subdivision in a location acceptable to the local government, or
- 2) pay the local government an amount that equals the market value of the land that would be required for park land dedication.

The Parks and Recreation Commission typically accept 5% cash in lieu to fund land acquisition for the purpose of playing fields. Land dedication is accepted if the Official Community Plan, or where the SSI Parks and Recreation Strategic Plan, Trails and Master Plan or Gap plan identify a need for trail or park land. Staff are recommending PARC support a 5% cash in lieu as there are no identified parks or trails for connectivity in these reference documents. Also the Parkland Acquisition Best Practices Guide supports a request for collecting cash-in-lieu (Attachment 2).

This subdivision application was referred to the Salt Spring Island Trails Advisory Committee (TAC) for comment.

TAC sees an opportunity to connect the Fulford Village, the residents around Bryant Hill Park and two Conservancy Park Reserves by asking for a combination of parkland and cash-in-lieu for the purpose of establishing a potential trail connection (Alternative 2). It should be noted that all three surrounding property owners have denied multiple request for trail connections across their property therefore a trail dedication will not provide connectivity at this time.

ALTERNATIVES

That the Salt Spring Island Parks and Recreation Commission recommends that the Islands Trust approved SS-SUB-2017.5, 281 Beaver Point Road subject to the following comments:

Alternative 1

Collection of 5% cash-in-lieu in payment for park land dedication based on an assessment of fair market value.

Alternative 2

Accepting a combination of land dedication and cash-in-lieu equivalent to 5% of the value; and that the applicant be responsible for an appraisal report for the cash-in-lieu report; and professionally prepared plans, survey maps and drawings to identify the location and dimensions of any land dedication or trail construction to the satisfaction of the Capital Regional District Parks and Recreation Commission.

Alternative 3

Accepting park land in the amount of 5% of the total land being proposed for subdivision, in a location acceptable to the Commission; and that the applicant be responsible for, to the satisfaction of the Capital Regional District, professionally prepared plans, survey maps and drawings to identify the location and dimensions of any land dedication or trail construction to the satisfaction of the Capital Regional District Parks and Recreation Commission.

CONCLUSION

The 2009 Parks and Recreation Strategic Plan supports a request for collecting 5% cash-in-lieu to fund a larger park land acquisition for the purpose of playing fields. Without support from the adjacent property owners to allow a trail dedication along the property lines leading to Bryant Hill park there is limited opportunity for a future trail.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommends that the Islands Trust approve SS-SUB-2017.5, 281 Beaver Point Road, subject to the following comments: Collection of 5% cash-in-lieu in payment for park land dedication based on an assessment of fair market value.

Submitted by:	Dan Ovington, Manager, Parks and Recreation
Concurrence:	Karla Campbell, Senior Manager, SSI Electoral Area

DO:ts

Attachment 1 - Parkland Acquisition Best Practices Section 3.3, 3.4

Attachment 2 - Referral Documentation SS-SUB-2017.3

Attachment 3 – Map with Proposed Trail Dedication

RECOMMENDED BEST PRACTICE

In general, land owners should expect to provide or dedicate land in locations where a park has been identified in a neighbourhood plan, or referenced in other land use planning documents through specific policies or illustrations on a land use map. Where future park locations are not identified or referenced in planning documents, and development applications are consistent with land use plans, it is reasonable for owners to expect to contribute cash-in-lieu of land.

3.3 Basis for the 5% Calculation

To meet its parkland needs, a municipality has the authority to require the dedication of up to 5% of the total land area being proposed for subdivision. Calculating the amount of land eligible for dedication would seem to be a straightforward issue. In some situations, however, making this determination is not so simple. Most communities currently base their 5% land and cash-in-lieu requirements on the gross area of subdivision applications. While this calculation represents the simplest course of action, it may not be the best approach. In some cases, the gross area may include natural features, such as environmentally sensitive areas, that are protected under separate regulations, or are otherwise undevelopable. Although some of these areas can support uses such as walking trails, at least through a portion of the property, some sites are too environmentally sensitive to accommodate any public access. Because these sensitive sites are neither increasing the demand for parkland, nor fulfilling any of the municipality's active or passive park needs, the land should be removed from the equation that determines how much parkland is required within a subdivision. In other words, any environmentally sensitive areas not intended for public access should be excluded from the total subdivision area for purposes of calculating the required parkland contribution (5%).

Public access is the decisive factor in determining whether municipalities consider an environmentally sensitive area to represent a passive park amenity. If public use and appreciation are encouraged through the placement of trails, boardwalks and viewpoints, the area effectively represents a passive park. In such a case, it is fair to include all or part of the environmentally sensitive area in the total land base on which the 5% parkland requirement is calculated. Furthermore, when the municipality determines the required acreage of parkland from the subdivision, the passive parkland located in the environmentally sensitive area should count toward the developer's contribution.

As further clarification, consider the case in which a 100-acre subdivision encompasses a 30-acre wetland. Under separate regulations, the 30-acre wetland is required to be protected from development. Two potential scenarios are detailed below:

– **SCENARIO 1**

The 5% parkland requirement is calculated on the gross area of the subdivision (100 acres), resulting in a request for a 5-acre park, in addition to protection of the 30-acre wetland. No public access is intended for the wetland.

This scenario is contrary to the intention of this best practice. Because the wetland is not recognized as parkland by the municipality (due to the lack of public access), it should be excluded from the equation that determines the developer's parkland requirement. The required parkland dedication should instead be calculated on the 70-acre developable area, resulting in a 3.5-acre park, in addition to the protection, under separate regulations, of the wetland.

– **SCENARIO 2**

The 5% parkland requirement is calculated on the gross area of the subdivision, resulting in a request for a 5-acre park, in addition to protection of the 30-acre wetland. The municipality is planning on providing access trails on the perimeter of the wetland; however, it does not accept any portion of the 30-acre wetland as part of the subdivision's parkland requirement, and requires that the 5-acre park represent land appropriate for active park development.

This scenario is also contrary to the intention of this best practice. Because public access is being facilitated to the wetland, the wetland area becomes a passive park resource to residents, and should be recognized as contributing toward the subdivision's 5% parkland requirement. In this scenario, a total of 5 acres is still required for parkland dedication (based on the fact that no land is excluded from the total subdivision area). The wetland area, however, should be counted as part, if not all, of the required contribution.

The intent of this best practice is *not* to provide a single definition of what represents parkland, or to prescribe specifically what represents developable land, but rather to promote consistency in the calculation of the amount of land that can reasonably be required for parkland dedication, and the area accepted as the resulting 5% dedication. The best practice also reflects the view that environmentally sensitive or protected natural areas constitute valuable parkland resources when the public has the ability to access and enjoy them.

RECOMMENDED BEST PRACTICE

When municipalities calculate a subdivision's required parkland contribution (up to 5% of the proposed subdivision area), environmentally sensitive areas not intended for public access should be excluded from the equation. If trails or other public features are planned for environmentally sensitive lands, these areas effectively represent passive parks; at least a portion should therefore be included in the total subdivision area for purposes of calculating the required 5% park dedication. Publicly accessed environmental areas should also be accepted by municipalities toward the required 5% dedication.

The recognition of publicly accessed environmentally sensitive land as a valid parkland contribution should also apply to situations where developers are providing cash-in-lieu of parkland dedication. Even though a municipality may not be requesting the dedication of any land for park purposes (i.e., is accepting cash-in-lieu), where a subdivision contains environmentally sensitive land that is protected under separate regulations, and at least a portion of the land is planned for public access, the passive parkland contribution of the site should be considered prior to the calculation of the developer's cash-in-lieu payment.

3.4 Selecting Parkland Within a Subdivision

The *Local Government Act* permits a municipality to require a developer to dedicate up to 5% of the total land area of a subdivision for parkland purposes. In setting out this provision, the *Act* does not explicitly constrain or guide the municipality in determining which lands to select. For instance, the *Act* does not limit the municipality from requesting choice parcels such as waterfront properties or view lots. Clearly, however, the location of the parkland requested may have implications for the marketability, profitability and even viability of the proposed development.

The legislation does provide direction to municipalities in calculating the amount of cash-in-lieu of parkland to require, in the event that the cash-in-lieu option is chosen. Under the *Act*, municipalities that choose the cash-in-lieu option must calculate the payment required based on the value of land in the entire subdivision. Given that the cash-in-lieu amount is intended to reflect the cash equivalent of the 5% land dedication, it is reasonable to infer that the 5% *area* dedication should similarly represent 5% of the overall *value* of the subdivision. This line of reasoning suggests that in cases where the municipality wishes to acquire portions of the subdivision (i.e., waterfront parcels) that, taken together,

exceed 5% of the subdivision's overall land value, the municipality may wish to obtain less than the full 5% of the subdivision area, or pay for a portion of the land it wishes to acquire.

It should be clarified that, under the *Local Government Act*, municipalities do have the authority to require up to 5% of a subdivision's total area, regardless of the value of the dedicated parcels. The intent of this best practice is not to limit a municipality's authority, but rather to encourage municipalities to consider the potential impacts of their parcel selections on developments.

Finally, the consideration of land value in the acquisition of parkland may appear to suggest that an appraisal would be required to determine land values in every instance. In practice, appraisals would likely only be used in the event of a perceived unfairness, or in cases where obvious discrepancies in value are expected to be an issue. For example, an appraisal may be warranted in a case where the municipality has requested waterfront property in a subdivision that has very little waterfront, or the municipality wants to acquire a spectacular viewpoint in a subdivision where most views are obstructed.

RECOMMENDED BEST PRACTICE

When 5% parkland dedication is required, the value of the lands being acquired by the municipality should represent, in approximate terms, 5% of the value of the entire subdivision.

3.5 Determining the Cash-in-Lieu Value

The *Local Government Act* permits cash-in-lieu amounts to be determined based on the average market value of all the land in the proposed subdivision. The *Act* specifies that the calculation of the market value should assume that the land is zoned to permit the proposed use, but that any works and services necessary to develop the subdivision have not been installed. Market values are typically established through appraisals.

A survey of current practices in municipalities indicates that some communities forego the use of appraisals and choose to negotiate the value of the land directly with developers. Assessed values are often used in these cases as a basis for negotiation. Given that assessed values do not typically take into account the impact of the proposed rezoning, it may be more appropriate for the municipality to commission an



Memorandum

1-500 Lower Ganges Rd. Salt Spring Island BC V8K-2N8

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Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

ssiinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date January 21, 2019 File Number SS-SUB-2017.5

To Salt Spring Island Parks and Recreation Commission c/o Dan Ovington, CRD Parks and Recreation Manager, Salt Spring Island

From Geordie Gordon
Planner 1
Salt Spring Island

Re Parkland dedication: Proposed subdivision of Lot 3, Sections 12, 13 And 14, Range 2, South Salt Spring Island, Cowichan District, Plan 48720 Except That Part In Plans VIP79536 And EPP55955 (PID: 014-212-129, 281 Beaver Point Road)

Greetings,

Please review and provide comments and recommendations on the attached proposed subdivision plan, as per the 1994 Protocol Agreement Regarding the Provision of Parkland between the Salt Spring Island Local Trust Committee and the Salt Spring Island Parks and Recreation Commission. The Ministry of Transportation and Infrastructure has referred the proposed subdivision plan to Islands Trust for comment, and Islands Trust's assessment suggests that park dedication is required under S. 510 of the *Local Government Act*.

Please contact me at 250-538-5601 if you have any questions or require additional information.

Thank you,

Geordie Gordon

Planner 1
Salt Spring Island

cc Patrick Akerman - Applicant



JEA JE ANDERSON & ASSOCIATES
SURVEYORS AND ENGINEERS
253 - 477 WES ST., PO BOX 847
FERNVILLE, GA. 30504
250-248-0750 jea@jeaanderson.com

PROPOSED SUBDIVISION OF PART
OF LOT 3, SECTIONS 12, 13 & 14,
RANGE 2, SOUTH SALTSPRING ISLAND,
COMMAN DISTRICT, PLAN 48720
PSD 014-212-129

PREPARED FOR
PAT & BRENDA AKERMAN

OUR FILE: 0000-4 REVISION:

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in whole or in part without the consent of the signatory.

This Plan has been Prepared in accordance with the Professional Surveyor
Manual and is Certified correct this 25th day of November, 2017.

Digitally signed by
Kenneth Kyler D1252H
Date: 2017.11.25
1209:58-0807

This document is not valid unless digitally signed

DISCLAIMER

Orthometric Elevations are by Geoidetic Datum and are derived
from our Primary CORS data in the State of Georgia
Geoid Model GCS 83/03.

Contours are derived from Island Trust MAPS

LEGAL NOTICES

AMENDED CERTIFICATE - ISSUED OVER PART LOT 1, PLAN 48720
CONVEYANCE - CONVEYANCE OF 80
S.E.1/4 - CONVEYANCE - AC 10000
S.E.1/4 - CONVEYANCE - TRAIL COMMUNICATIONS
CONVEYANCE - CONVEYANCE - EM LOCAL TRUST COMPANY

All Distances are in Feet and are derived
from our Primary CORS data in the State of Georgia
Geoid Model GCS 83/03.

The Island Trust of this Plan is 1:1000
when plotted on a 140 mm x 140 mm (5.5" x 5.5") sheet

THIS PLAN HAS BEEN PREPARED FOR AN APPLICATION FOR
SUBDIVISION ONLY. IT IS NOT TO BE INTERPRETED THAT FINAL
APPROVALS HAVE OR WILL BE GRANTED BY APPLICANT AGENCIES.



NAD_1983_UTM_Zone_10N
© Capital Regional District

0.4
0
0.19
0.4 Kilometres

1: 7,500



Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.



Legend

- Right of Way
- Covenant
- Lease or License
- Other
- Not Active
- Right of Way
- Covenant
- Lease or License
- Other
- Not Active
- Saanich Trails
- Bridge
- Overpass
- Stairway
- Trail
- Underpass
- Regional
- Park Trail 2501-15000
- Road Labels 5K-10k

Notes

**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, MARCH 26, 2019**

SUBJECT ART IN CENTENNIAL PARK

ISSUE

To look at art installations in the park as additions to infrastructure upgrades such as the new washroom facility.

BACKGROUND

Centennial Park was built in 1967 on fill over a formally productive clam bed and is located to known and suspected culturally important First Nations sites. In 2017 the Salt Spring Island Parks and Recreation Commission approved a master plan to inform decisions for infrastructure replacement as well as design and management decisions related to short and long term activities within the park.

The Salt Spring Island Parks and Recreation Commission has discussed at a high level the installation of a mural or other art on or near the new Centennial Park washroom facility. During a site visit on March 11, 2019 there was discussion of a mural, hanging art or sculpted art being added to the scope of the current washroom replacement project.

The Master Plan references Coast Salish design features in the new main park plaza and entrance points to the park possibly including welcome poles. The new public stage structure is to feature First Nations elements prominently in the centre of the park. There is also reference to native plant gardens bordering lawn areas. While high level concepts based on First Nations input have been included in the Plan, all elements that specifically mention First Nations will require further consultation with interested First Nations to understand the best approach to implement their ideas in a respectful manner.

One of the purposes of the eight month community consultation and approved master plan was to prevent random placement of features inside the park during infrastructure replacement as has been a past practice. When looking at art installation on the new washroom facility consideration should be given to the overall site plan and providing connectivity with future art installments in the park.

ALTERNATIVES

That the Salt Spring Island Parks and Recreation Commission recommends:

Alternative 1

That staff proceed with a Request for Proposals from First Nation and local artists to accent the new washroom facility and identify a maximum budget for this work.

Alternative 2

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

ECONOMIC IMPLICATIONS

The current project fund for phase one of the Centennial Park upgrades is fully allocated to infrastructure improvements, replacements and landscaping as detailed in the project scope. To date it is anticipated that there will be remaining funds in the project contingency of 10% of the construction costs, potentially providing funding for work outside of the current project scope such as the installation of art in the park. Waiting for the completion of current works will help identify any remaining funds that can be allocated to additional project work and allow the Commission to identify a maximum project budget when requesting proposals.

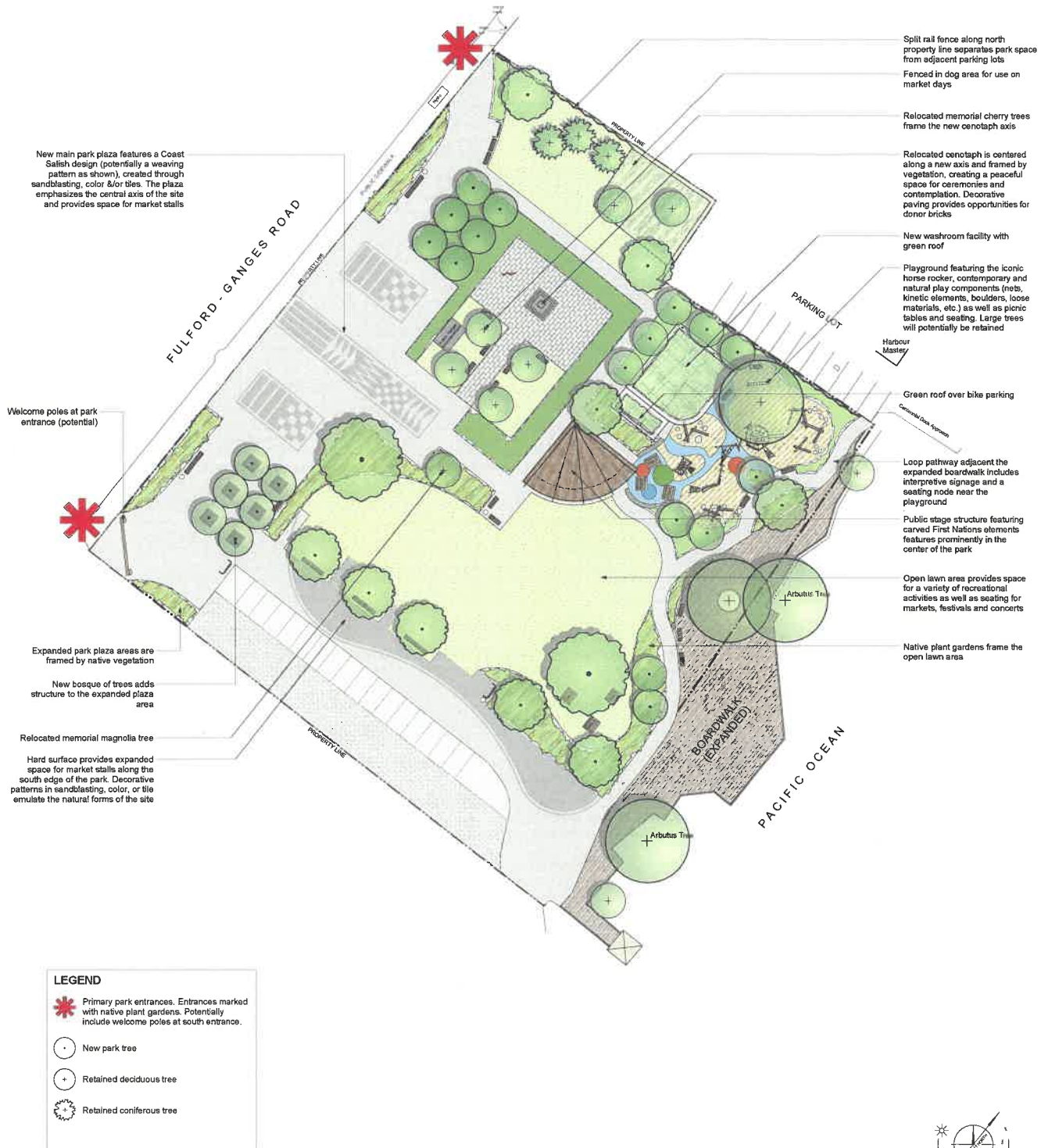
CONCLUSION

The approved Master Plan references a number of Coast Salish design features throughout the park. When looking at art installation on the new washroom facility consideration should be given to the overall site plan and providing connectivity with future art installments in the park.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommends proceeding with a Request for Proposals from First Nation artists to accent the new washroom facility and identify a maximum budget for this work.

Submitted by:	Dan Ovington, Manager, Parks and Recreation
Concurrence:	Karla Campbell, Senior Manager, SSI Electoral Area



CENTENNIAL PARK LANDSCAPE MASTERPLAN



LADR LANDSCAPE ARCHITECTS

Project No: 1550 Dec-30-15

28-405 Dupplin Rd. Victoria B.C. V8Z 1B8
Phone: (250) 599-0105 Fax: (250) 412-6006

October 5-16

**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, MARCH 26, 2019**

SUBJECT FEES AND CHARGES POLICY

ISSUE

To provide staff and the Commission with direction and guidance when setting fees and charges for parks and recreation services.

BACKGROUND

The Salt Spring Island Parks and Recreation Commission directed staff to develop a recreation user fee and pricing policy. The goal of the policy is to allocate public funds for recreational services and facilities; and provide for a consistent approach to establishing user fees that are an equitable proportion of the costs of delivering recreational programs and services. Therefore, cost recovery through user fees are balanced with those services that may be subsidized all or in part through general taxes.

Staff completed a review of other parks and recreation fees and charges policies and have developed a draft policy where fees are set based on a comparison of market average and subsidies are then applied based on user and or age.

In 2018 the aquatic centre's total operating costs were \$1,094,728 and we generated \$262,288 (23.95%) in revenue requiring us to requisition \$819,540 from tax payers. For reference SEAPARC Leisure Complex's user funding accounted for 30% of total operating costs and Panorama Recreation Centre recovered 50% of total operating costs.

e.g. 1

Pool Adult Admission Market Average = \$5.84

Current Fee	Draft Policy Fee
Adult \$5.84	\$5.84 (100%)
Youth \$4.38	\$4.38 (75%)
Child \$3.40	\$3.50 (60%)

e.g. 2

Commercial Lane Rental Market Average = \$23.00

Current Fee	Draft Policy Fee	%5 Fee Change
Commercial \$23.00	\$23.00 (100%)	
Adult Non-profit \$26.34	* \$17.25 (75%)	\$25.02
Youth Non-profit \$13.70	\$13.79 (60%)	

* The Draft Policy States: Following an annual review, current fees and charges will not be raised or lowered by more than 5% to meet the criteria laid out in this policy.

Historically there has been no charge for field use for youth and adult non-profit groups. The draft policy is consistent with that, in that 5% of \$0 remains \$0. Consideration should be given to charging a nominal fee for tournament bookings with a future goal of offsetting a portion of booking and administrative costs.

A draft of potential changes to fees and charges is included in Attachment 2. Should the policy be approved staff will prepare a report that includes market average comparisons for admissions and rental fees. Program fees fluctuate based on direct and indirect costs and are not included in the fees and charges Bylaw. Indirect costs such as administrative, maintenance and marketing are calculated at 25% of the direct cost.

It is recommended that the category for Recreation Commercial be removed as this category is not consistent with other fees and charges policies and can be included as a commercial use. We have not had any non-recreational bookings on tennis courts, ball diamonds or the jogging track.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached Salt Spring Island Parks and Recreation Fees and Charges Policy.

Alternative 2

Salt Spring Island Parks and Recreation Fees and Charges Policy be referred back to staff for further review.

SOCIAL IMPLICATIONS

Maintaining low admission and monthly pass rates will continue to make aquatic recreation affordable and accessible to the majority of our community members.

Additionally, the Leisure Economic Assistance Program (LEAP), assists low income community members of all ages with access to the pool for free as well as recreation programs or pool passes at a discounted rate. In 2017, there were 79 and in 2018 there were 93 Salt Spring Island residents who registered in the LEAP program. We are anticipating this number to grow again in 2019.

ECONOMIC IMPLICATIONS

The user fees collected by PARC are used to offset the amount of tax requisition collected for the delivery of recreation and park services. Recreation fees and charges, park use permits and facility booking costs continue to be reasonable and affordable for the majority of residents and visitors to this area.

CONCLUSION

The guiding principle for this policy is to conduct a market analysis on an annual basis. The resulting Facility Rental Market Averages (of like facilities) and a reduced formula for local non-profit organizations will be used when establishing fees and charges including Admission and Program Fees.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached Salt Spring Island Parks and Recreation Fees and Charges Policy.

Submitted by:	Dan Ovington, Manager, Parks and Recreation
Concurrence:	Karla Campbell, Senior Manager, SSI Electoral Area

DO:ts

Attachment 1 - Draft Salt Spring Island Parks and Recreation Fees and Charges Policy

Attachment 2 – Draft 1 – Potential Changes to Fees and Charges Policy



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CAPITAL REGIONAL DISTRICT

CORPORATE POLICY

Section	<i>Salt Spring Island Electoral Area - Parks and Recreation</i>	
Subsection	Policies	<i>Policy # 2019.1</i>
Title	PARKS AND RECREATION FEES AND CHARGES	

POLICY:

Salt Spring Island Parks and Recreation Commission (PARC) has set out the framework for the establishment of fees and charges for Salt Spring Island (SSI) parks and recreation services; to guide recommendations for the Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw Schedule C – Salt Spring Island Parks and Recreation.

PURPOSE:

1. To provide staff with direction and guidance on fee setting in parks and recreation facilities and programs.
2. To ensure fair, reasonable fees are established for public recreation services and that such fees reflect an appropriate cost recovery.
3. To identify cost for all service areas and establish a rationale for subsidizing services
4. To ensure consistency in the rental and admission fee charges at all facilities that provide the same or similar services.
5. To ensure access for all.

The guiding principle for this policy is to conduct a market analysis on an annual basis. The resulting Facility Rental Market Averages (of like facilities) and a reduced formula for local non-profit organizations will be used when establishing fees and charges including Admission and Program Fees.

RESPONSIBILITY:

CRD staff have the responsibility of administering and implementing this policy following CRD Board approval.

PROCEDURE:Rental Fees

Where applicable the following formulas in establishing rental fees:

- Commercial: pay 100% of the facility rental market average
- Adult Non Profit: pay 75% of the facility rental market average
- Youth Non Profit Subsidization: pay 60% of the facility rental market average

Admission Fees

Where applicable the following formulas in pool admission fees:

- Adult rate set based on market average
- Youth (13-18yrs) Subsidization: pay 75% of adult rate
- Child (6-12yrs) Subsidization: pay 60% of adult rate
- Tot (0-4yrs) Subsidization: pay 0% of the admission cost
- Family (max 5) Subsidization: pay 200% of adult rate

Program Fees

Where applicable the following formulas in establishing program fees:

- Adult program fees set to cover all direct and indirect costs
- Youth, Child and Tot programs set to cover all direct costs

Following an annual review, current fees and charges will not be raised or lowered by more than 5% to meet the criteria laid out in this policy.

DEFINITIONS:

Facility Rental Market Average: The average rate for similar government operated facility.

Non-profit: Community and sports associations with a majority membership comprised of Salt Spring Island residents.

Admission fees: Average rate charges in similar facilities operated by public agencies.

Direct Costs: Any expenditure which is directly related to the operation of the program. This would include instructor fees, materials, facility rental, etc.

Indirect Costs: All expenditures which have not been applied to the direct costs. This includes administrative costs, facility maintenance, marketing etc. (typically calculated at 25% of the direct costs.

Subsidy Level: The portion of a service direct cost which is paid for by the tax requisition.

PROCEDURE:

1. Conduct annual market analysis
2. Set recommended updates to Fees and Charges
3. Prepare draft Fees and charges Bylaw
4. Send recommendation to CRD Board

Approval Date:		Approved By:	
1. Amendment Date:		Approved By:	

Salt Spring Island Leisure Services Recommended Fees and Charges

Effective September 1, 2018

INDOOR POOL - General Admission Fees (Subject to applicable tax) ("Everyone Welcome", Lap Swim)					
Class of Person	Single	10 x Pass (get 10 for 9)	20 x Pass (get 20 for 17)	1 Month Pass	Annual Pass
Adult (19 yrs and older)	\$ 5.84	\$ 52.60	\$ 99.36	\$ 58.45	\$398.29
Youth (13-18 yrs or valid student card)	\$ 4.38	\$ 39.34	\$ 74.32	\$ 43.72 <u>(43.83)</u>	\$ 286.57 <u>(298.71)</u>
Child (6 5-12 yrs)	\$ 3.40 <u>(3.50)</u>	\$ 30.60 <u>(31.50)</u>	\$ 57.80 <u>(59.50)</u>	\$ 34.00 <u>(35.07)</u>	\$ 286.57 <u>(272.24)</u>
Tot (5 4 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	\$ 12.63 <u>(12.00)</u>	\$ 113.66 <u>(108)</u>	\$ 214.69 <u>(204)</u>	\$ 126.29 <u>(119.70)</u>	\$ 796.57
Toonie Swim	\$ 1.90	N/A	N/A	N/A	N/A
Aquatic Fitness	\$ 7.28	65.58	N/A	\$ 65.84	\$ 558.57
School Class Drop-In	\$ 1.90	N/A	N/A	N/A	N/A
Single Admission rates will apply for use of whirlpool or showers only. Single Admission rates apply to each entry per day.					

INDOOR POOL — Lesson Fees (Subject to applicable tax) REMOVE, program fees are not included in fees and charges bylaw as costs fluctuate		
	Individual	Session (Set of 10)
1½ hour Lesson (non-taxable)	\$ 6.12	\$ 61.20
¾ hour Lesson (non-taxable)	\$ 7.14	\$ 71.40
1½ hour Private Lesson	\$ 21.37 (22.44)	
1½ hour Semi-Private Lesson (2 people)	\$ 32.05 (33.65)	
School Group Lessons (non-taxable) (per hour/per-day) Remove – updating joint use agreement to address	1st child — \$ 3.65 2nd child — \$ 2.85 3rd child or more — \$ 2.10	

INDOOR POOL – Rental Rates – (includes 2 staff) (Subject to applicable tax)		
Class of Organization	Per Lane	Entire Facility
Commercial Organizations	\$23.00	\$ 316.00 (300.20)
Non-Profit Organizations		\$210.69
Youth Aquatic Sport Organizations Non-Profit	\$ 13.70 (13.79)	\$ 79.00 (82.74)
Adult Aquatic Sport Organizations Non-Profit	\$ 26.34 (25.02)	\$ 158.00 (165.90)
School Organizations covered under youth non profit	\$ 13.17	\$ 79.00
Birthday Party (youth) (includes 1 staff)*		\$158.00
Lifeguard/Instructor (additional staff)**	\$ 30.24	
** Lifeguard/Instructor is additional charge <u>outside of regular operating hours</u> or where additional staff is needed.		

FACILITIES (Subject to applicable tax)				
	Permit Fee (per hour) plus Tax unless otherwise noted			
Facility	Non- Profit		Recreational Commercial	Non-Recreational Commercial
	Youth	Adult		
Tennis Courts (per court)	No Charge	No Charge	\$ 6.50	\$ 13 (13.65)
Tennis Courts (Per Tournament)	\$5.00	\$5.00		\$13.00 (\$14.33)
Ball Diamonds	No Charge	No Charge	\$ 6.50	See Park Use Fees
Ball Diamonds (Per Tournament)	\$5.00	\$5.00		
Main Field – Portlock	No Charge	No Charge	\$ 6.50	
Side Field – Portlock	No Charge	No Charge	\$ 6.50	
Jogging Track	No Charge	No Charge	\$ 6.50	
Portlock Meeting Room	\$ 10.40 (10.92)	\$ 15.60 (16.38)	\$ 21.84	\$26.00
Portlock Meeting Room AV Rental	\$ 16.27	\$ 16.27	\$ 16.27	\$ 16.27

PARK USE (Subject to applicable tax)		
	Permit Fee (per day) unless otherwise noted	Damage Deposit TBD by Manager
Commercial Filming – minimal set up, less than 5 days	\$ 312.12	\$ 1000.00
Commercial Filming – Elaborate set up, less than 10 days	\$ 520.20	\$ 1000.00
Commercial Service or Activity	\$ 208.08 per day \$ 520.20 per week	\$ 1000.00
Commercial Temporary One-Time Use	\$ 104.04	\$ 500.00
Temporary Service Access – for such purposes as accessing private property, utility or public works	No Charge	\$ 500.00
Research Activity – such as specimen collection, surveys, inventories, monitoring plots	\$ 31.21	\$ 500.00
Tournaments – League only	\$ 0.00	\$ 500.00
Weddings – Ceremony only (with or without guests)	\$ 26.52	\$ 500.00
– Ceremony and Reception	\$ 53.04	\$ 500.00
Special Event or Activity	\$ 106.08 (\$15.00 per hour)	\$ 500.00
Gazebo in Centennial Park	\$ 11.14 per hour to max \$ 55.69 per day	\$ 100.00
Drummond Park Picnic Shelter	\$ 10.61 per hour to max \$ 53.04 per day	\$ 100.00
Portlock Park Picnic Shelter	\$ 10.61 per hour to max \$ 53.04 per day	\$ 100.00
Tent Rental (includes staff set up and takedown)	\$42.00 (44.10)	\$100.00
Road Sign at Portlock (commercial)	\$ 26.00 Weekly	
Clean Up Fee	\$ 33.60 per hour	
Table Rental (per table)	\$ 10.70 per day	
Chair Rental (per chair)	\$ 2.05 per day	
Administration Fee- For Refunds (No charge to leave credit on account)	\$ 5.00 (non-taxable)	
NSF Cheque Fee	\$ 15.00 (non-taxable)	

SATURDAY MARKET IN THE PARK		
PERMITS (subject to applicable tax)	2019 Jan 1 – Dec 31	2019 2020 Jan 1 – Dec 31
Seasonal <u>Vendor</u>	\$ 208.09 per season	\$ 208.09 per season
Farm	\$ 208.09 per season	\$ 208.09 per season
Day	\$ 6.63 per day	\$ 6.63 (6.96) per day
Not-for-Profit	\$ 1.00 per season	\$ 1.00 (1.05) per season
Youth Vendor	\$ 1.00 per season	\$ 1.00 (1.05) per season
Busker	\$ 1.00 per season	\$ 1.00 (1.05) per season
Off-Season	\$ 28.50 per off-season	\$ 28.50 (29.93) per off-season
LINEAR CHARGES FOR TABLE DISPLAY SPACE (subject to applicable tax) (Maximum 8 feet frontage, unless grandfathered)	2019 Jan 1 – Dec 31	2019 2020 Jan 1 – Dec 31
Seasonal	\$ 2.50 frontage foot / day	\$ 2.50 (2.63) frontage foot / day
Farm	\$ 2.50 frontage foot / day	\$ 2.50 frontage foot / day
Day	\$ 2.50 frontage foot / day	\$ 2.50 (2.63) frontage foot / day
OTHER (Subject to applicable tax)		
Power	\$ 28.50 per off-season where available	\$ 28.50 (29.93) per off-season where available
Wash Station/Water	\$ 40.00 per season	\$ 40.00 (42) per season



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Minutes of the Salt Spring Island Market Advisory Group
Held March 14, 2019 - Portlock Park Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

Present: **Chair:** Malcolm Legg (Member of the Public)
Committee Members: Bree Eagle (Vendor), Peri Lavender (Island Natural Growers), Donna Cochran (Basketry), Rosemary Trump (Public), Donna Johnstone (Fabric), Tye O'Connor (Vendor), Jessica Harkema (Chamber of Commerce)
Staff: Dan Ovington, Parks and Recreation Manager; Rob Pingle, Market Coordinator; Michelle Goss Baxter, Recording Secretary
Absent: Alvaro Sanchez, Grant Wickland, Wendy Squirrel, Sean Goddard, Gregg Dow

Chair Legg called the meeting to order at 4:07 PM.

1. Nomination of Chair and Vice Chair

Bree Eagle nominated Malcolm Legg for the position of Chair. No other nominations were put forth; Malcolm Legg accepted the position of chair and was voted in by acclamation.

Rosemary Trump nominated Tye O'Connor for the position of Vice Chair. Tye O'Connor was not present. Item was deferred to 7.5.

2. Approval of Agenda

MOVED by Donna Cochran , **SECONDED** by Donna Johnstone, That the Salt Spring Island Market Advisory Group agenda of November 26, 2019 be amended and approved by adding items 4.2 Toby Fouks – Seasonal Vendor Attendance, 7.4 Vendor Exemption Request, and 7.5 Let's Connect Information Table Request.

CARRIED

3. Adoption of Minutes of November 26, 2018

MOVED by Bree Eagle, **SECONDED** by Donna Johnston, That the Salt Spring Island Market Advisory Group minutes from the November 26, 2018 meeting be approved.

CARRIED

4. Delegation/Presentation

4.1 Rainbow May – Clean Air Bylaw No. 3962

- Rainbow May was unable to attend the meeting. Manager Ovington spoke to her concerns:
 - Market vendors are smoking just outside of the park and the smoke is going into the vendor booths and the park.

- No enforcement outside of park, however, increased Bylaw Enforcement will educate smokers that smoke is travelling into vendor booths and the park.

4.2 Toby Fouks – Seasonal Vendor Attendance

- Rob Pingle presented an email request from Toby Fouks requesting that the two day notice to report an absence be modified due to the unpredictability of the weather during April, September, and October.
- It was decided that no change is necessary at this time.

5. Chair Report - No report at this time.

6. Outstanding Business

6.1 Update on Centennial Park Washrooms

- Community concerns around the look and the cost of the washroom upgrade.
- Funding for the project included park infrastructure for future upgrades in addition to the washroom.
- Features include low flush toilets, waterless urinals, skylights, graffiti proof coating, proper drainage, unisex bathroom, lit entrance, exterior wash basins, fully accessible.
- Master Plan includes Coast Salish design features.
- Project was awarded \$170,000 in Community Works Funding.
- On schedule to open in a few weeks.

7. New Business

7.1 Centennial Park Playground

- Slide has been removed for safety reasons.
- CRD has partnered with the Lions who have contributed \$100K to project.
- Press release scheduled for Monday, March 18.
- Focus groups to include childcare providers, experts in the field, neighbors of the park, park “Pop-Ups,” and consulting kids at the schools.

7.2 2019 Market Vendor Guidelines

- The 2019 guidelines are the same as last year with the addition of #24 Liability
 - Vendors are strongly encouraged to obtain commercial general liability insurance.
 - It is the responsibility of the vendor to provide appropriate insurance coverage for the market.

- There will be an addition to the Seasonal Permit Application where a vendor will initial that they confirm that they are aware of the requirement.
- Proof is not required to obtain a permit.

Tye O'Connor enters meeting at 4:31 PM

7.3 Vendor Extended Leave Request

- Reayane Kanne of Ambledale Farms has requested an Extended Leave for 2019.
- Guidelines were reviewed.
- Rob Pingle will fill the spot for one year.

MOVED by Peri Lavendar, **SECONDED** by Bree Eagle that the Salt Spring Island Market Advisory Group recommends to the Salt Spring Island Parks and Recreation Commission that staff approve Reayane Keane of Ambledale Farms an extended leave request for one more year.

CARRIED

7.4 Farmer Exemption Request

- Garden Faire has requested Farmer Exemption for one more year.
- It was noted that this request came in after the deadline for submissions.
- Discussion around this request included farm status, value added products, seniority, consistency, setting standards, and guideline compliance.
- Future exemption requests must be handed in on time.

MOVED by Tye O'Connor **SECONDED** by Donna Cochran that the Salt Spring Island Market Advisory Group recommends to the Salt Spring Island Parks and Recreation Commission that staff approve Garden Faire's farmer exemption request for one more year.

CARRIED, Opposed, P. Lavendar

7.5 Let's Connect Information Table Request

- Information handed out.
- Status of Non-Profit discussed. Manager Ovington read #15 in the Market Vendor Guidelines - Not for Profit Organizations.
- Let's Connect does not quite fit the Not for Profit guidelines. Rob Pingle will speak to this group.
- They can only hand out information. They cannot sell anything.

Rosemary Trump nominated Tye O'Connor for the position of Vice Chair. No other nominations were put forth; Tye O'Connor accepted the position of Vice Chair and was voted in by acclamation.

8. Next Meeting Fall 2019

9. Chair Legg called for the Adjournment at 5:03 PM

CHAIR

SENIOR MANAGER

Michelle Goss Baxter

From: Michelle Goss Baxter
Sent: Thursday, March 07, 2019 9:09 AM
To: Michelle Goss Baxter
Subject: RE: Seasonal Vendor Applications

Sent: Monday, March 4, 2019 7:14:39 PM
To: MarketinthePark
Subject: Re: Seasonal Vendor Applications

Hello Rob,

I have walked around all day questioning if I have the energy to do the market this year. I do not. I must have hit a place within myself where I do not have the reserves to bounce back 😞

I know it is a chance, I will respect the choice the 'Market Advisory Meeting' will make on my behalf. However, I would like to ask for another year off to rest. I only finished all correspondence with the insurance claim Dec.26 of last year, and I am still moving back into my home. It has been a very stressful two years. I see that I have some healing and restoring to do.

The wind storm demolished 2 of my greenhouses and the snow did the other one some serious damage. I have a whole lot of debris and many fallen trees to clean up. It is all very over-whelming to me.

Farming is a an unpredictable experience with nature, the elements and the aftermath of such storms. Yet, onward we go. 😊

Sincerely,

Reayane Kanne
(owner/operator of Ambledale Farms)

Dan Ovington

From: >
Sent: Thursday, March 14, 2019 6:39 AM
To: Dan Ovington
Subject: Re: Saturday Market

Garden Faire, 305 Rainbow Road, Salt Spring Island. I'm not sure if you are requiring that farmers sales are a minimum of \$10,000 a year. If that is the case we are asking for an exception this year as our sales are almost at that figure (after spending the past 10 years building our campground we are now focused on the plant sales again. Thanks again, Shirley & Walter

From: [Dan Ovington](#)
Sent: Wednesday, March 13, 2019 12:16 PM
To:
Cc: [MarketinthePark](#)
Subject: RE: Saturday Market

Hi Shirley, we sent out a notice in the fall requesting exemption requests. We also sent out a notice for tomorrows Market Meeting with a deadline of Tuesday March 12 at 4pm for submissions. If you provide me with the following information I can see if we can add your request at the table but I can't guarantee it.

- Your name, business and contact information.
- Your request
- Your reasons that this request should be supported /why you are unable to qualify

Thanks.

Dan

From:
Sent: Wednesday, March 13, 2019 6:11 AM
To: Dan Ovington <dovington@crd.bc.ca>
Subject: Saturday Market

Morning Don. As yet we do not have our plant sales up to \$10,000 (if this is still the required amount) after spending most of our time the last few years finishing our campground. I'm wondering if we could get an exemption again this year so that we may continue in the Saturday Market. Thank you, Shirley & Walter. This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any