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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held June 17, 2019 at 145 Vesuvius Bay Road, Salt Spring Island, BC**

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

Chair Dow called the meeting to order at 4:15 pm.

1. Approval of Agenda

MOVED by Commissioner Steele, **SECONDED** by Commissioner Cooper,
That the Salt Spring Island Parks and Recreation Commission agenda of June 17, 2019 be approved and amended with the addition of item 6.1 Park Planner and 5.8 SSPLASH Request.

CARRIED

2. Adoption of Minutes

May 21, 2019

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission minutes of the May 21, 2019 meeting be approved with the following amendments: Item 5.9 correct spelling "Trail" to "Trial"; Item 6.1 correct spelling "Claxtion" to "Claxton"; Correct time of Brian Webster arrival to 4:08.

CARRIED

June 4, 2019

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

CARRIED

3. Delegation/Presentation- none registered

4. Director and Chair Reports

4.1 Director Holman briefly reported:

- Harbour Walk Project-recent meeting with representatives from Islands Trust, Ganges Marina and Ministry of Forest, Lands, and Natural Resource Operations (FLNRO). FLNRO staff interested in detail designs to determine impact on foreshore area and seeking confirmation that the CRD would be willing to hold the Right of Way when appropriate.
- Climate Action –Director Holman to support an update of the SSI Climate Action plan with \$15,000 Community Works Funding.

- Director Holman facilitated a meeting with SSI Conservancy and CRD Regional Parks to provide a history of land acquisitions on SSI and to clarify the role and opportunities Regional Parks have on SSI.

4.2 No Chair Report

5. Outstanding Business

5.1 Project Status Report

- Item 4.7 Bishops Walk/Drake Rd Trail Upgrades: Cost estimates for drainage repairs exceeding available budget.
- Item 4.4 Change wording to reflect that review of studies are complete with no obstacles.
- Item 4.1 Add Centennial Park Masterplan and the addendum which captures potential design changes through public consultation.

5.2 Centennial Park Phase 1 Budget Allocation

Remaining project funds to be allocated to: art project, playground area drainage, fencing, native plantings and drinking fountain.

- Discussion surrounding the process of determining “Art” for the overall park.
- Previous request to enhance the public washroom with art is no longer a priority.
- Overall art plan for Centennial Park is a bigger project and should be taken on with public consultation during a later phase of the Master Plan.
- \$10,000 will remain available for the process of procuring art

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, That the Salt Spring Island Parks and Recreation Commission recommends that the Centennial Park Phase 1 Project Budget be amended to include additional improvement works as presented.

CARRIED

5.3 EV Chargers- Verbal Report

Confirmation that Director Holman has approved \$5,000 of Community Works funding for the installation and operation of 2 EV charging stations. One for Portlock Park and one for Rainbow Road Pool site.

5.4 Five Year Capital Plan Amendment

Identifying changes to funding sources which effect the five year capital plan and are approved by the CRD Board on a quarterly basis.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, Subject to confirmation of available funding, that the Salt Spring Island Parks and Recreation Commission recommends that staff amend the Five Year Financial Plan for approval by the CRD Board to include additional funding for park utility vehicles

and that \$45,000 be allocated from the Capital Reserve Fund in 2019 and \$40,000 be allocated from the Equipment Replacement Fund to fund the purchases;

and further that the Five Year Financial Plan be amended to reflect a grant contribution of \$214,000 and additional funding of \$45,000, and funding of \$5,000.

CARRIED

Karla Campbell leaves the meeting at 5:15 pm

5.5 Centennial Park Playground Design

- Cost estimates for the final design as presented are coming in higher than anticipated; \$76,000 for the Global Motion feature alone.
- After review of the design and considering the features which cover various age groups the Global Motion feature will be removed. The space will be reserved for future addition as funding becomes available
- PARC staff will be doing a lot of the demolition and site preparations
- Playground surface material is an engineered wood fiber and is wheelchair accessible.
- PARC will partner with SD64 to purchase replacement fiber materials as needed.
- Discussion surrounding installation of security lights and keeping site lines open to deter vandalism.
- Additional lighting for the playground area is out of scope for this project however can be considered at a future time if warranted.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, That the Salt Spring Island Parks and Recreation Commission approves the Centennial Park Playground Design and recommends that staff proceed to the tendering phase of this project.

CARRIED

5.6 PARC Licensed Preschool-Project Charter

- Location/placement of modular building has been changed to accommodate potential expansion of pool facility
- The Childcare Space Creation Grant allows two years to obtain proper licensing and start-up of preschool; building can be used during the licensing phase for other programs
- Discussion on contracting out for preschool providers to use the space versus CRD staff running the programs.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Cooper, That the Salt Spring Island Parks and Recreation Commission approves the Project Charter for the PARC Licensed Preschool.

CARRIED

Opposed Commissioners Gauld and Steele

Due to time constraints item 6.1 was moved up in the agenda for discussion

6.1 Park Planner

- First attempt to recruit a qualified Park Planner was successful, however the candidate was unable to locate appropriate housing on island and so has withdrawn from the one year auxiliary job competition
- Consideration being given to seek a longer term full time position to entice candidates to commit to living and working on Salt Spring Island.
- Discussion around contracting hours with larger consulting firms for online park planning services
- Final approval to add additional FTE will be made by the CRD Board

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Webster, That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Committee that the Capital Regional District Board approve the addition of one Full Time Employee to the 2019 Salt Spring Island Parks, Land and Recreation Programs Service 1.459 for the purpose of recruiting an Assistant Park Planner.

CARRIED

Opposed Commissioners Gauld and Steele

Commissioner Steele leaves the meeting at 6:10 pm with a conflict of interest over items 5.7 and 5.8.

5.7 Sea Cans

- Steps to obtain five year short term License Agreements for the use and storage of Sea Cans on PARC properties has been completed with the local soccer, baseball and swim team.
- These agreements are necessary to manage CRD liability risks and require the user groups to carry their own insurance coverage up to the amount of \$2,000,000.
- The non-profit SSPLASH organization has not provided insurance nor signed the license.

5.8 SSPLASH Request

- SSPLASH currently fundraises for the expansion of the indoor pool through a vending machine in the pool lobby.
- Supplies including refrigerated items are stored on CRD pool property in a Sea Can and maintained by volunteers.
- SSPLASH is requesting to be exempt from or have by the CRD cover the cost of insurance as they are fundraising directly for the pool.
- The current partnership for use of the vending space is based on past relationships with no formal agreements in place.

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Webster, That the Salt Spring Island Parks and Recreation Commission recommends that the Capital Regional District reimburse SSPLASH for insurance costs to cover one year and that staff review vending models and bring back options for next year.

CARRIED

6. New Business

6.1 Park Planner (see above)

7. Next Meeting: September 24, 2019 Portlock Park Portable at 4:15 PM

A Capital Planning Session will be arranged once the final copy of the updated Strategic Plan is available.

8. Adjournment

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster,
That the meeting be adjourned at 6:30 pm.

CHAIR

SENIOR MANAGER