



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held August 15, 2019 at SSI Library 129 McPhillips Ave, Salt Spring Island, BC**

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, Brian Webster, Darlene Steele, John Gauld
 Staff: Dan Ovington, Parks and Recreation Manager; Kirk Harris, Senior Parks Maintenance; Zack Lundry, Recreation Coordinator; Tracey Shaver, Recording Secretary
 Absent: Gregg Dow, Jacky Cooper, Jason Sperling

Vice-Chair Collombin called the meeting to order at 1:33 pm.

1. Approval of Agenda

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Steele,
That the Salt Spring Island Parks and Recreation Commission agenda of August 15, 2019
be approved and amended with the addition of item 6.4 Regional Parks.

CARRIED

2. Adoption of Minutes of June 17, 2019

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Parks and Recreation Commission minutes of the June 17, 2019
meeting be approved.

CARRIED

3. Delegation/Presentation- none

4. Director and Chair Reports- no reports given

5. Outstanding Business

5.1 Salt Spring Island Parks and Recreation Strategic Plan June 2016- Executive Summary

Report received for information and bases for items in the Draft Capital Plan.

6. New Business

6.1 Capital Budget Planning and Ongoing Supplementary Budget Items 2020 – 2024

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

Park topics discussed:

- Water restrictions; stage 3 in June, no watering of parks or playing fields. Preparing to use drought tolerant micro-clover to green up grass area for next year.
- New washrooms in Centennial; increased volume of visitors difficult to keep up with.
- New truck and reconfiguration of utility trailer will optimize work flow with new bobcat machine.
- Need for maintenance facilities for storage and dry work space.
- Pool mechanical surprises; HVAC system working well and making improvements in air quality and humidity, regular part time maintenance staff with pool operators certificate now in place and closely monitoring chemicals and mechanical systems.
- Bike Park is an added facility with some spring and fall maintenance tasks.
- Windstorm cleanup continues, consider liability of undeveloped lands and neighboring properties.
- Utilizing parks for public events has been successful; popular evening events and extended weekend uses increases the need for additional staff time to provide garbage and facility cleaning.
- Rotary float dock needs replacement and expansion; continued monitoring of derelict dinghy's and bicycles, determine level of service and intended purpose of dock.
- Parking plan for increasingly popular trails and parks.
- Decline in public awareness and respect for local facilities in comparison to larger communities. Need for enforcement and education to control dogs, drugs, alcohol usage and litter in parks. Bylaw enforcement patrols increased this year and additional hours planned for next.

Request staff draft public relations press release describing all that PARC handles as the largest tax requisition service and request public assistance in keeping parks clean and safe.

Recreation and Aquatic topics discussed:

- Increase in recreational program offerings; additional specialized camps such as horseback riding, squash, and junior lifeguarding.
- Need to increase recreation programmer hours as complexity of position exceeds a three day work week.
- Continuing to seek partnerships with local contractors to provide courses while PARC does the administrative and promotional work. These partnerships work on a fee splitting model.
- Space for programs continues to be a challenge; use of school gyms and class rooms welcome where available this summer however poses complex administration for supplies and registrations.
- Lobby continues to be used for advanced aquatic training, staff training and birthday parties; not ideal.
- Large increase in program revenue seen this year (before costs).
- Operating pool seven days a week has a positive effect on the building envelope by quicker response time to changes in chemical balance of pool water and adjustments to humidity.

Request for Pool Attendance Report to reflect who (age/gender) is using the pool, when and for what (activity).

6.2 Supplementary Condition Assessment: Fernwood Dock - January 11, 2019

Received for information.

6.3 PARC 5 Year Draft Capital and Equipment Replacement Plan 2020- 2024

Staff reviewed financial projections and placeholders for capital works projects which were identified as the highest priorities in the updated strategic plan.

- Indoor pool debt will be retired in 2021.
- Master plan for expansion of pool and recreational space.
- Keep ideas for land acquisition fund flexible; SD64 plan for all season turf field may change PARC needs.
- Note the drawing down of capital plan reserves as project move forward.

6.4 Regional Parks – Item deferred

7. Next Meeting- **September 24, 2019 at 3 pm in the Library Meeting Room

Agenda topics for next meeting: Regional Parks, Insurance Requirements

8. Adjournment

MOVED by Commissioner Steele, **SECONDED** by Commissioner Webster,
That the meeting be adjourned at 3:43 pm.

CARRIED

CHAIR

SENIOR MANAGER