



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Notice of Meeting on **Tuesday, October 29, 2019 at 3:00 PM**
CRD Creekside Meeting Room, Suite 108 121 McPhillips Ave, Salt Spring Island, BC

Gary Holman
Gregg Dow

Brian Webster
Sonja Collombin

Jacky Cooper (r)
Darlene Steele

John Gauld
Jason Sperling

(r) = Regrets

AGENDA

- 1. Approval of Agenda**
- 2. Adoption of Minutes of September 24, 2019**
- 3. Delegation/Presentation**
 - 3.1 Delegation: Robert Contardi- SS Pickel Ball Association**
- 4. Director and Chair Reports**
- 5. Outstanding Business**
 - 5.1 Project Status Report**
 - 5.2 Request to plant Walnut/Chestnut trees**
 - 5.3 Request to place CREST tower in Mouat Park**
 - 5.4 Request to be financial partner with SSI United Soccer**
 - 5.5 Regional Parks**
 - 5.6 CRD insurance requirements**

- 6. New Business**

- 6.1 Ganges Harbour Walk**

That the Salt Spring Island Parks and Recreation Commission recommends the Salt Spring Island Parks and Recreation Commission support the Ganges harbour walk Development Plan and Site Plan as submitted.

- 6.2 Rainbow Road Aquatic Centre 2020 Holiday Schedule**

That the Salt Spring Island Parks and Recreation Commission recommend that aquatic centre operating hours be reduced to 7am to 3pm on statutory holidays effective February 17, 2020.

- 6.3 2020-2024 SSI Parks And Recreation Operating Budget**

That the Salt Spring Island Parks and Recreation Commission recommend to the Capital Regional District Board approve the 2020-2024 operating and capital budgets for Salt Spring Island Pool, Park Land, Community Parks and Community Recreation as presented; and balance any 2019 actual revenue and expenditures as transfers to capital reserves.

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

6.4 Commissioner Leave of Absense

7. Next Meeting- Monday, November 18 , 2019 at 3:00 pm in the SSI Public Library

8. Adjournment

Correspondence:

Draft Minutes, September 30, 2019, Ganges Harbour Walk Committee



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held September 24, 2019 at SSI Library 129 McPhillips Ave, Salt Spring Island, BC**

DRAFT

Present: **Commission Members:** Gregg Dow (electronic participation), Sonja Collombin, Brian Webster, John Gauld, Jacky Cooper, Jason Sperling, and Alternate Director Richard Kerr
Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager (3:50 pm); Tracey Shaver, Recording Secretary
Absent: Darlene Steele, Gary Holman

Vice-Chair Collombin called the meeting to order at 3:00 pm.

1. Approval of Agenda

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster, That the Salt Spring Island Parks and Recreation Commission agenda of September 24, 2019 be approved.

CARRIED

2. Adoption of Minutes of August 15, 2019

MOVED by Commissioner Webster, **SECONDED** by Commissioner Gauld, That the Salt Spring Island Parks and Recreation Commission minutes of the August 15, 2019 meeting be approved as amended by changing item 6.1 bullet 8 to “utilizing” vs “reclaiming” and item 6.3 bullet 1 to “retired” from “reduced”.

CARRIED

3. Delegation/Presentation

3.1 Delegation: Dion Hackett

Mr. Hackett referenced climate change and food security as reasons to plant nut bearing trees such as walnut or chestnut in community parks.

- Free seedlings; locations determined by PARC
- Reference to cultural identity

Additional reference was made to move towards electric mowers during equipment replacement.

Item deferred to next agenda

3.2 Presentation: CREST Communications

Gord Horth provided a background on locations previously considered and how the location in Mouat Park was identified.

- Location is industrial zoned
- Provides needed coverage
- Site is similar to other communities use of parkland
- Area meets safety standards
- Site alterations to be determined upon physical examination

- Potential revenue generation or community amenity

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Gauld,
That the Salt Spring Island Recreation Commission request staff to prepare a report for
the next agenda on the CREST Communication proposal.

CARRIED

3.3 Presentation: Salt Spring United Soccer

Representatives of the soccer association provided details on their work to date towards
the installation of a synthetic field on School District property.

- Feasibility study completed and endorsed by the School District
- Rational for need and description of potential field use
- Turf infill being considered is cork/coconut; consulting with other clubs currently
using this product
- No interference anticipated with geothermal field during new turf construction
- Requesting that PARC partner as the financial keeper of donated funding
- SSI United Soccer to do all fundraising and applications for grants

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Collombin,
That the Salt Spring Island Recreation Commission request staff to prepare a report for
the next agenda on the Salt Spring United Soccer Turf Field proposal.

CARRIED

4. Director and Chair Reports – No reports

5. Outstanding Business

5.1 Project Status Report

Item 3.1 - grant application to the SSI Foundation to pilot a community events
coordinator.

Item 4.0 - Centennial Park Playground project to be completed by end of year.

5.2 Items Deferred from August 15, 2019 meeting

- **Regional Parks**
 - Suggestion that Regional Parks should have a bigger role on Salt Spring
 - PARC can investigate and provide suggestions to Regional Parks
 - Potential to acquire the chain of islands in the harbour known as the
Sisters.

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Sperling,
That the Salt Spring Island Recreation Commission refer back to staff to investigate.

CARRIED

- **Insurance Requirements**
 - Suggested that CRD insurance requirements are onerous for small groups
renting facilities
 - Can CRD insurance provide coverage for all users under all facilities

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Collombin,
That the Salt Spring Island Recreation Commission refer back to staff to investigate.

CARRIED

6. New Business

6.1 SSI Parks and Recreation Outdoor AED Unit at Portlock Park

- Pickleball club requested and provided a donation for public access to an AED at Portlock park
- Current operating budget can cover remainder of expense

MOVED by Commissioner Dow, **SECONDED** by Commissioner Cooper,
That the Salt Spring Island Parks and Recreation Commission recommend the purchase of an outdoor public accessible AED to be installed at Portlock Park.

CARRIED

6.2 Salt Spring Island United Church Meadow

- Desire to maintain as open public green space for community
- CRD could enforce bylaws
- PARC would maintain area
- Define parameter of use and priority
- Negotiate limited LoO to the west side of the creek and exclude areas adjacent to church building.

MOVED by Commissioner Cooper, **SECONDED** by Commissioner Collombin,
That the Salt Spring Parks and Recreation Commission recommend that the Capital Regional District enter into a License of Occupation with the Salt Spring United Church to operate and maintain the area outside on the west side of the creek as a community park.

CARRIED

7. Next Meeting- Tue, October 29, 2019 at 3:00 pm in the CRD Creekside RM

Commissioner Cooper sends regrets.

8. Adjournment

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Dow,
That the Salt Spring Parks and Recreation Commission meeting adjourn at 4:35 pm.

CARRIED

CHAIR

SENIOR MANAGER

**REGISTRATION FORM FOR DELEGATIONS TO ADDRESS
THE CAPITAL REGIONAL DISTRICT BOARD OR A CRD COMMITTEE**

- The Board (Committee) may, by majority vote, allow a delegation to address the meeting on the **subject of an agenda item**.
- Each delegation is required to complete this form and submit it to CRD Legislative & Information Services by 4:30 pm not less than two calendar days prior to the meeting. For a Wednesday meeting, this means that the form must be received on Monday of the week of the meeting.
- If you miss this deadline, you may still submit this form; however, such requests will require unanimous approval.
- Each address shall be limited to four minutes unless a longer period is agreed to by unanimous vote.
- Any PowerPoint or video presentation which accompanies a delegation's speech must be provided to Legislative Services in its electronic form at least 24 hours in advance of the meeting.
- Rules governing delegations are outlined in Section 13 of the Capital Regional District Board Procedures Bylaw 3828.
- All open Board and Standing Committee meetings that take place in the 6th floor Board Room, 625 Fisgard Street, Victoria, will be webstreamed.

Submit form to CRD Legislative Services - Fax: (250) 360-3130

I wish to address the: CRD BOARD
 PARC COMMITTEE

AT THE MEETING OF Oct 29th, 2019 at 7 AM/PM

ON AGENDA ITEM ADDITIONAL Pickle Ball Courts
FOR SALT SPRING ISLAND Pickle Ball Assoc.

NAME Robert Contardi - Treasurer

ADDRESS (optional) or AREA/MUNICIPALITY YOU RESIDE IN: SALT SPRING ISLAND

I REPRESENT SALT SPRING Pickleball Association
(Name of Organization if applicable)

AS Treasurer
(Capacity/Office)

TELEPHONE _____ FAX _____

E-MAIL _____

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

SEE ATTACHMENT.

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

- I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.
- I am aware that the meeting and my presentation will be webstreamed live via the CRD website and recorded.

*Please note personal information contained on this form is collected under the authority of the *Local Government Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. The personal information will be used for contact purposes only. Enquiries about the use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Manager, Information Services at 250-360-3639.

Oct 15 / 2019
Date

Robert Contardi
Signature

Capital Regional District, P.O. Box 1000, 625 Fisgard Street, Victoria, BC, V8W 2S6
 Phone: (250) 360-3127 Fax: (250) 360-3130

SaltSpring Pickleball Association's reason for appearing is as follows:

To present to the CRD, our needs, as a growing association, for additional pickleball courts. Since 2013, the association has grown 320%. Coupled with this growth, we have experienced an ever increasing interest from visitors to our Island who play pickleball in their home, province, state, city. We are now being asked about hosting a tournament. This was just a dream a few years ago.

We attribute a lot of this success to about the same time CRD (PARC) converted 1 tennis court to 4 pickleball courts at Portlock.

Our challenges today and what we see for the future is our struggle to have year round play facilities and/or outdoor play facilities. Currently at Portlock, we have experienced many days where there is not enough space to just accommodate people waiting to play. This creates long wait times, as well, an unsafe environment where we have been lucky that no injuries have occurred. Long wait times, if frequent, do discourage people from playing. Who wants to play twice in a 3 hour window.

SaltSpring Pickleball Association is asking for the CRD's (PARC) assistance in helping our association meet the growing demands of the SaltSpring community with one of the fastest growing sports in North America and in the world. We look forward to any assistance that the CRD (PARC) can provide, that will help meet this goal for all community members who wish to participate.

Please refer to the additional documents providing some factoids on Pickleball.

Thank You for your Time.



SALTSPRING ISLAND PICKLEBALL ASSOCIATION

SALTSPRING ISLAND PICKLEBALL FACTOIDS

Pickleball began with a few SaltSpringer's; Brian Finnemore , Hafiz Bhimiji in 2009 , who to this day still play. Today we have active 68 members. We are relatively a young club and have seen membership expand dramatically.

THE MISSION of the **Salt Spring Island Pickleball Association** is dedicated to promoting the growth and development of pickleball on Salt Spring Island, and to creating a unified voice for pickleball on the Island.

Goals in support of this mission...

- Promoting and teaching the game of pickleball to individuals of all ages while encouraging sportsmanship and camaraderie through fun and exercise.
 - Providing a regularly scheduled programme of competitive play.
- Being a voice for pickleball to private and government entities which are in a position to support the development of pickleball programs.

Our growth has been through word of mouth only.

We have many members who have played tennis, but due to age, or injury, find that Pickleball provides them active play that is easier on the body.

We have a few members who have mobility issues or other physical disabilities who come out to play. There are sanctioned pickleball rules for wheelchair play.

SSIPPA has members ranging from 40 to 86. We have a number of members who have mobility issues which does not stop them from play.

HISTORY - beginnings

With its recent rise in popularity, pickleball has quickly become one of the North Americas most popular sports. . Whether you're familiar with the sport or not, pickleball has an interesting history and an even more interesting rise to popularity. Prepare your paddles and widen your knowledge of this new sports craze with these interesting facts about America's new favorite paddle sport.

1. Pickleball was invented in 1965 by three fathers from Bainbridge Island, Washington to entertain their kids. Joel Pritchard, Bill Bell, and Barney McCallum made the equipment for the game by hand from items they had lying around the house and used rules from the games of tennis, badminton, and table tennis to create a fun new game for their families to enjoy.
2. Despite the name, pickleball has nothing to do with actual pickles. The sport is instead named after Joel Pritchard's cocker spaniel, Pickles, who enjoyed chasing the ball while his owners played.
3. The sport has continued to grow in popularity among adults with 68% of pickleball players being above the age of 60.
4. Pickleball is almost equally as popular among men and women, with 53% of players being male and 47% being female.
5. Pickleball has its own national governing body, the United States of America Pickleball Association (USAPA), which regulates professional play for the sport.
6. The sport's popularity across the world led to the creation of the International Federation of Pickleball, helping to regulate the sport in countries like the US, Canada, France, Great Britain and Spain.
7. The first permanent court for pickleball was built in 1967. Coincidentally,
8. Due to its growing popularity, pickleball is now taught in many grade schools and junior high schools.
9. Like tennis, pickleball can be played as both a singles and doubles sport and has rules that allow teams with standing players and wheel chaired players to play each other.

Today - the game of pickleball has progressed to the level of now having professional players. The USPA is constantly adapting rules and equipment to meet this higher standard.

PICKLEBALL CANADA HISTORY

There appears to be no one clear cut date that pickleball began in Canada. However, from the early years of the 1970's, snowbirds were returning to Canada bringing back with them tales of playing pickleball in the southern United States and wishing to continue playing pickleball in Canada. The returning pickleball players were spread out across Canada, and at first it was difficult to find pickleball players and courts to play on.

Sometime during the 70's courts were built on the roof of the Doan Development building at 1050 W Pender Street in Vancouver, BC. By 1984, there was a 48 team pickleball league on these rooftop courts. At this time, the game was played with wooden paddles and "dinking" was very uncommon.

10. In 2007, Marcel Lemieux and his wife, Louise Barette brought Pickleball into the province of Quebec. Two years later, in 2009, they created the Quebec Pickleball Federation. They are both actively involved in promoting the Pickleball in Quebec. Marcel is still the President of the Federation de Quebecoise de pickleball which has over 2000 active players and is a Pickleball Canada Board member representing Quebec.

11. At the Spring Okanagan tournament in April 2009, a group of players created the Canadian National Pickleball Association to promote pickleball in Canada which became known as the Pickleball Canada Organization the same name as that of the web site. By June, 2009 the first newsletter was published and a proliferation of programs began to appear across Canada. The following spring (May 2010), the first board of directors was appointed by the executive. The first board of Directors was nearly all from the Western provinces except for Marcel Lemieux from Quebec.

By September 2010, the Pickleball Canada Organization had established a Mission Statement "The mission of the Pickleball Canada Organization is to assist and promote the growth of Pickleball as a game for all ages and to establish rules, policies and standards for the good governance of the game in Canada

WHAT OTHER CLUBS SAY

Nanaimo PickleBall Club

Our membership has grown from 130 four years ago to over 290 at present. There's a constant need for more courts especially indoors during the winter months and rainy days.

Nanaimo has 6 dedicated outdoor pickleball courts at Beaufort Park (a multi-use facility with basketball hoops) and 2 courts at Beban Park. These courts are usually busy in the mornings and again from late afternoon onwards. There are also a couple of tennis courts with pickleball lines. We are also very fortunate to have the Parks and Rec's facility like Oliver Woods with 4 courts in each of the 2 gyms for indoor play.

Our annual Indoor tournament is highly successful and often sold out in a manner of hours after opening. There are approximately 105 participants over 2 days of play on 8 courts. We also have our very popular annual Mexican Madness Tournament. There are 64 participants in this fun tournament.

I hope this answers some of your questions. Good luck in the meeting.

Anna

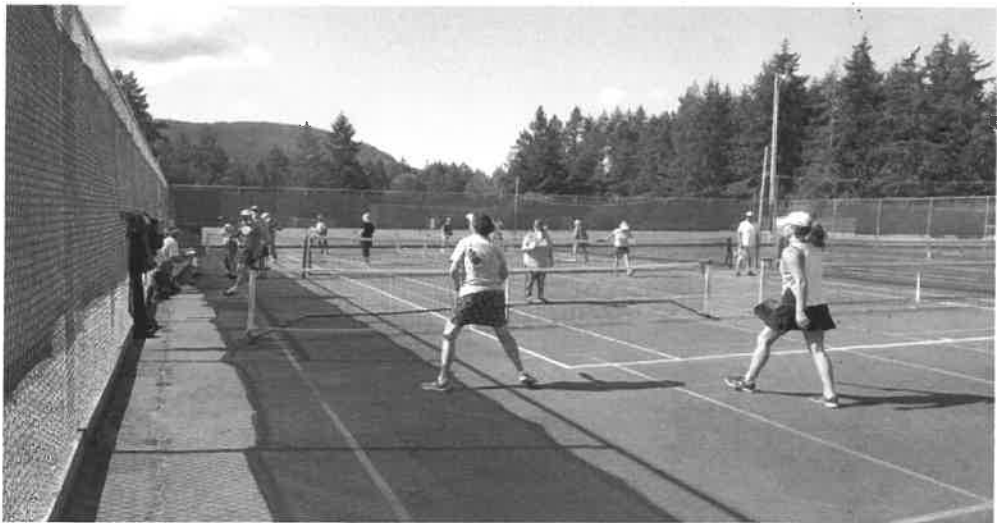
COWICHAN PICKLEBALL

Our challenge was primarily one of educating town council and the community on what is pickleball, its rapid growth and the multiple benefits of the game (health & wellness and social). Once you have read the letter, it would perhaps be best to have a conference call to discuss your specific needs. Lastly, we recently participated in a Economic Impact Assessment from our last tournament and the results suggest the 2.25 day tournament had created and estimated Visitor Spending of \$29,088 and Total Economic Activity of \$45,289. The figures include both the direct and indirect spending that occurred as a result of the tournament.

- Pickleball has been played in the lake area for close to ten years, it originally began indoors in the community of Youbou playing the community hall – 3 courts close to regulation size
- As demand grew, play was began indoors at other local community halls – Mesachie Lake (1 court) and Honeymoon Bay (3 courts)
- Spring 2015 – we received approval to paint lines on one tennis court for one pickleball court. Note: the tennis court facility was approximately 15 years old, unused and in very poor condition.
- Spring 2016 – 2nd pickleball court lines were installed.
- Feb. 2017 – the Cowichan Valley Pickleball Club was formed with 24 original members
- Summer of 2019 – the club growth is overwhelming, we have 110+ members and we have held two large tournaments in 2018 and 2019

SALTSPRING PICKLEBALL MEMBERS AT PLAY






PROJECT STATUS REPORT

LAST UPDATED: Thursday, October 24, 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 <i>Strategic Plan</i>	Adopted June 2019	\$65,000
1.2 <i>Harbour Walk Steering Committee</i>	Condition assessments completed no major barriers identified. See minutes from December 7, 2018 Meeting. See attached minutes from the last meeting held on January 24, 2019. Discussions continue with elected officials, FLNRO and upland owners. A statutory right of way application has been submitted to the Province as phase 1 of the harbour walk development project.	\$150,000 (CWF)
1.3 <i>Tree Removal Policy</i>	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. The Regional Parks Policy is around the removal of dangerous trees and Wildfire danger. To be brought back at a later meeting for discussion and direction.	
1.4 <i>Portlock Park Potential Reconfiguration</i>	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 dismissed. At the commission meeting last month it was noted that one design option should keep the track for comments during public consultation.	\$10,000 (O)
1.5 <i>New Modular Classroom</i>	An ITQ has been posted for manufacturers to submit quotes based on the scope of a 24x40 modular classroom.	

2) POOL (Administration, Youth and Adult Aquatic Programs and Services)		
2.1 <i>Pool Mechanical</i>	<p>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.</p> <p>Replace: corroded piping and split flange \$1,875, corroded backflow preventor \$4,758, strobe batteries and remote heads \$2,565. Following installation additional deficiencies were noted and have been scheduled for repair: Replace 3- 403-7A-R bell /strobe plate /Replace 3- LKW-7 emergency lens kit- wall mount/ Replace 2-12v18a batteries /Replace 3- 12v35a batteries /Replace 1- 10lb.ABC fire extinguisher. Total cost of repairs is \$2107.25</p> <p>Upon replacement of the above additional work was required for the Bell/Strobe plate. The fire suppression and alarm panels located in the pool mechanical room and pool entrance are heavily corroded and in need of replacement. A request for quote has been submitted. Domestic hot water pipes are showing signs of corrosion. An assessment of piping to determine corrective measures is underway.</p>	<p>\$9,198</p> <p>\$2,107</p> <p>\$834</p> <p>\$2,500</p>
2.2 <i>Pool Shutdown</i>	The annual pool closure is schedule from Mar 30-Apr 19, 2020.	
2.3 <i>E Bike Chargers</i>	 <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. E-bike charging station has been installed at the Rainbow Road Aquatic Centre and Portlock Park.</p>	\$1050 (O)

PROJECT STATUS REPORT

LAST UPDATED: Thursday, October 24, 2019



2.5 EV charger	<p>EV charger has been installed at Portlock Park. New electrical upgrades to the building increased project costs leaving no funding for installation of an EV charger at the aquatic centre.</p> <p>A grant application is being prepared for a Stage 2 EV charger for installation at the Aquatic Centre. The new charger will require trenching for power supply and will be done in conjunction with the utility installation of the new portable.</p>	<p>\$10,000 (CRF)</p> <p>\$2,500 (G)</p>
----------------	---	--

3) COMMUNITY RECREATION (Administration, Day Camps, Recreation Programs, Tennis & Multisport Courts)		
3.1 Grants	<p>We were successful in our application for partial funding of two summer camp leaders. The grant pays approximately \$5/hr. towards the student wages. A grant application is being prepared to fund community special events such as Earth Day, Lantern Festival and Movie nights in Centennial Park. If successful funding will be provided to cover CRD staff wages for organization and support, event promotion, equipment and supplies.</p>	<p>\$3,500 (G)</p> <p>\$12,000 (G)</p>
3.2 Licensed Preschool	<p>PARC was successful in a grant application for \$214,000 to fund a modular classroom and start-up costs for a licensed preschool at the Rainbow Road Site. An interest list is now available for people to sign up for the new preschool that will be opening in September of 2020.</p>	

4) COMMUNITY PARKS (Community Parks, Trails/Linear Parks, Saturday Market, Memorial Benches)		
4.1 Centennial Park Upgrades-Phase 1	<p>This phase of the project is now complete.</p>	<p>\$550,000 (CRF)</p> <p>\$149,000 (CRF)</p>
4.2 Trincomali Trail Project	<p>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. Renamed to Trincomali Trail Project – Project Charter approved on May 21, 2019. A survey with surrounding residents and stakeholders is now complete. An environmental assessment is being completed prior to trail development scheduled for 2020.</p>	<p>\$26,000 (Project fund)</p>
4.3 Hedgers Turn SRW's	 <p>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. 13th 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. This work is currently underway. The area is wet and required culverting and drain rock. Trail work is now complete.</p>	<p>\$19,000 (CRF)</p>
4.4 141 Lower Ganges Road. (Pecks Cove)	<p>\$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.</p>	<p>TBD</p>
4.5 Facility Needs Assessment	<p>The Terms of Reference and scope of work for a new maintenance facility have been drafted for an RFP to be posted.</p>	<p>\$20,000 (CRF)</p>
4.6 Art in the Park	<p>This project is currently not funded. Funding options include: 1) Allocating a portion of remaining funds from Centennial Park Phase 1 Upgrades Project 2) An application with the Arts Council for a Foundation Grant 3) Allocating CRF Funding. This item will be brought forward for discussion at the June meeting.</p>	



PROJECT STATUS REPORT

LAST UPDATED: Thursday, October 24, 2019

<p>4.7 Bishops Walk/Drake Rd. Trail Upgrades</p>	<p>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. RFP has closed for drainage work and trail upgrade designs, currently reviewing proposals. A kick off meeting took place on June 6 to develop the drainage plan, trail upgrades and cost estimates. Trail upgrades and drainage designs are complete and ready for tender. Work to commence once community services housing project completes their sewer connection that runs under the existing trail.</p>	<p>\$30,000 (CRF) \$50,000 (2020 CRF)</p>
<p>4.8 Fernwood Elementary School Field Upgrades</p>	<p>PARC has allocated \$250,000 to sport field development in 2021. A grant application for \$585,500 was submitted in January 2019. The grant application is currently under review. If unsuccessful the scope of the project may need to be reduced and CWF requested.</p>	<p>\$830,250</p>
<p>4.9 Centennial Park Playground Replacement</p>	<p>Community consultation has been completed. Draft design sent to PARC and the Lions for final comment before putting out the ITQ for play equipment and civil engineering work. Playground equipment installation and preparation work including drainage have been awarded.</p> 	<p>\$245,000</p>
<p>4.10 Park Maintenance Truck</p>	 <p>2006 Dodge Ram has been replaced as identified in the 2019 Equipment Replacement Fund</p>	<p>\$45,000 (CWF)</p>

PROJECT STATUS REPORT

LAST UPDATED: Thursday, October 24, 2019

<p>4.11 Rotary Dock</p>	 <p>Ramp at rotary dock has been replaced. Materials provided by the Salt Spring Island Rotary Club.</p>	<p>\$3000 (G)</p>
<p>4.12 Centennial Park Boardwalk Gazebo</p>	 <p>The boardwalk gazebo has been closed due to a structural failure. Following a structural assessment capital repairs to be added to the 2020 capital plan.</p>	

5) SMALL CRAFT FERNWOOD DOCK (Administration, operation, maintenance and repairs of Fernwood Dock)

<p>5.1 Dock Repairs</p>	<p>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. Bylaw amendment complete to include this Service under the Parks and Recreation Commission.</p>	<p>\$850 (O)</p>
--------------------------------	---	------------------

6) CENTENNIAL PARK MASTER PLAN ADDENDUM

	<ul style="list-style-type: none"> - Retain healthy trees as possible during park upgrades - Incorporate one of the berms into the playground design 	
--	--	--



Making a difference...together

**REPORT TO GANGES HARBOUR WALK STEERING COMMITTEE
MEETING OF Monday, September 30, 2019**

SUBJECT Ganges Harbour Walk Update

ISSUE

To review and consider a Ganges Harbour Walk Development Plan and Site Plan included in a Crown Land Tenure Application for a Statutory Right of Way in Ganges Marina

BACKGROUND

The current harbour walk infrastructure was installed in the 1980s as a collaborative initiative involving public agencies and community volunteers. The legal instruments required to guarantee public access (known as statutory right of ways or SRWs) were unfortunately not secured at the time of original construction. Consequently, there are gaps in the harbour walk, and some segments have fallen into disrepair. In 2017 the Capital Regional District (CRD) engaged a Project Manager to undertake engineering and environmental assessments of the current harbour walk infrastructure to inform the design process.

The challenges moving the project forward to a design phase are (1) securing agreement for a SRW over the foreshore; and (2) an overall harbour area plan with design guidelines and policies to inform upland development and integrate a harbour walk design within the existing marine infrastructure.

The responsibilities for this project are split between the Island's Trust being responsible for land use planning; and the CRD's role is design and construction and assuming ownership of the asset.

The Islands Trust (IT) submitted a crown tenure application to secure a SRW over the foreshore for a future boardwalk in 2018. Earlier this year several meetings took place between the Ministry of Forest Lands Natural Resource Operations Staff (FLNRO), elected officials and the foreshore owner of the Ganges Marina.

On June 25, 2019 (Attachment A), the SSI Local Trust Committee agreed to assign the SRW application for the Ganges Harbour walk to the CRD. The Salt Spring Island Electoral Area Director requested staff submit an application for a Crown Land Tenure Application for a SRW in Ganges Marina. A conceptual design was commissioned as part of the Site Plan (Attachment B). A Development Plan was also advanced as part of the application and is included to advise FLNRO of the future phases of the project (Attachment C).

The first phase of the project as outlined in the Development Plan is to secure the SRW. Future phases of the project including extensive consultation with the community, property owners and first nations are depended upon a successful Crown Land Tenure Application.

Development Plan

Phase 1 – Secure Statutory Right of Way:

- Submit a statutory right-of-way (SRW) application to FLNRORD for a 6m wide 250m SRW.
- Provide site plans detailing the location and elevations of the boardwalk within the foreshore.
- Identifying how the tenure area would be accessed from which points to support the SRW application.
- Show how the infrastructure can accommodate riparian rights and continue in good faith to consult with upland property owners.
- Identify required permits.

See Development Plan Phase 2-4 for next steps contingent upon the CRD obtaining and SRW within the foreshore. (Attachment C)

ALTERNATIVES

That the Ganges Harbour Walk Steering Committee recommends the Salt Spring Island Parks and Recreation Commission:

Alternative 1

support the Ganges harbour walk Development Plan and Site Plan as submitted.

Alternative 2

support the Ganges harbour walk Development Plan and Site Plan as amended.

Alternative 3

That the report be referred back to staff.

CONCLUSION

The route for the harbour walk cuts across a part of Ganges working waterfront and an infrastructure supporting significant marine traffic and commercial enterprise. To plan and design a harbour walk in a working waterfront it should incorporate the various uses and needs of recreation, tourism, commercial and marine activities. A harbour area plan and policies will help inform the implementation of the Ganges Harbour walk designs and development strategy.

Obtaining the SRW is the first step forward towards engagement with the upland foreshore owners and community to develop the vision and community planning goals, objectives, and policies for the harbour area.

RECOMMENDATION(S)

That the Ganges Harbour Walk Steering Committee recommends the Salt Spring Island Parks and Recreation Commission support the Ganges harbour walk Development Plan and Site Plan as submitted.

Submitted by:	Dan Ovington, BA, Manager of Parks and Recreation
Concurrence:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Electoral Area

DO:ts

Attachments:

- A- Islands Trust Staff Report-June 25, 2019 re: Ganges Village Area Planning-Harbourwalk- Statutory Right of Way Application
- B- Conceptual Design- Dated September 11, 2019
- C- Development Plan- Ganges Harbour Walk



Islands Trust

STAFF REPORT

File No.: 6500-20 – Ganges Village
Area Planning -
Harbourwalk

DATE OF MEETING: June 25, 2019
 TO: Salt Spring Island Local Trust Committee
 FROM: Jason Youmans, Island Planner
 Salt Spring Island Team
 COPY: Gary Holman, CRD Electoral Area Director, Salt Spring Island
 SUBJECT: Ganges Village Area Planning – Harbourwalk – Statutory Right-of-Way Application

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee agree to assign its Statutory Right-of-Way application for the Ganges Harbourwalk (Crown Land File No. 1414835) to the Capital Regional District (CRD) at such time as the CRD is willing to administer it.

REPORT SUMMARY

The CRD Electoral Area Director has signalled a willingness to take over the LTC's statutory right-of-way application for the portion of the Ganges Harbourwalk that lies within the area occupied by the Ganges Marina. Staff support the CRD administering the application, as the CRD is the body that will ultimately maintain and operate the harbourwalk when complete.

BACKGROUND

In July 2018 staff submitted a statutory right-of-way application at the LTC's request, to secure a pathway for the portion of the Ganges Harbourwalk that lies within the area occupied by the Ganges Marina. This application was made on the understanding that the Ganges Marina's 30 year water lease had recently expired, thus providing an opportunity to assert the community's interest in obtaining control of the foreshore for harbourwalk development.

At its May 10, 2018 regular meeting, the LTC passed the following resolutions concerning the Ganges Harbourwalk:

SS-2018-96

It was **MOVED** and **SECONDED**,
 that the Salt Spring Island Local Trust Committee direct staff to submit a statutory right-of-way application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development that would allow for the eventual construction and operation of the Ganges Harbourwalk along the foreshore adjacent to the following lots: Lot 1, Section 2, Range 4 East, North Salt Spring Island, Cowichan District, Plan VIP59755 Lot 2, Section 2, Range 4 East, North Salt Spring Island, Cowichan District, Plan VIP59755 Lot 3, Section 2, Range 4 East, North Salt Spring Island, Cowichan District, Plan VIP59755.

CARRIED

SS-2018-97

It was **MOVED** and **SECONDED**,

that the Salt Spring Island Local Trust Committee direct staff, in its statutory right-of-way application, to request that the Ministry of Forests, Lands, Natural Resource Operations and Rural Development consider retaining liability related to the existing boardwalk infrastructure within the requested right-of-way area.

CARRIED

ANALYSIS

Issues and Opportunities

SRW Administration

The CRD is better suited than the LTC to hold and administer an SRW. It has a real estate department that regularly makes SRW applications on the CRD's behalf, and parks and transportation departments that regularly solicit bids for design work in support of capital projects. The CRD is also better placed to take on the liability for existing harbourwalk infrastructure already built within the SRW area, should the SRW be granted.

Harbourwalk Design

FLNRORD staff have stated they are not satisfied with the harbourwalk design drawings that have been submitted to date in support of the LTC's SRW application. Up to now, staff have relied on the original 1989 boardwalk design drawings to describe what is proposed. Islands Trust staff understand that funds may be available from the CRD to undertake more detailed harbourwalk design work that would satisfy FLNRORD. Staff continue to work with FLNRORD and CRD in this regard.

June 13, 2019 Meeting

On Thursday, June 13, 2019, Salt Spring Island representatives (Peter Grove, Gary Holman, Matt Steffich, Jason Youmans) met with the owner of the Ganges Marina and FLNRORD staff at FLNRORD's Nanaimo headquarters. The meeting was convened by FLNRORD to determine what common interests are shared between the Salt Spring representatives, who wish to see the harbourwalk realized, and the marina owners, who are seeking a new 30 year lease for marina operations. Ultimately it was agreed that all parties are generally supportive of the marina's lease renewal. Where perspectives diverged, however, was over the point that tenure renewal for the marina should be conditional on the marina agreeing to an SRW along the foreshore of its upland properties in favour of a local government. The marina owners reiterated their long-held position that they will only support the harbourwalk in return for profit-generating concessions, such as increased development potential on the filled foreshore or on the surface of the water. The marina owners, FLNRORD, and Salt Spring Island representatives discussed a range of potential scenarios and options that could help move the harbourwalk project forward.

A senior FLNRORD approving officer indicated that both the marina and the LTC have submitted applications that meet the public interest test. However, he also warned that the decision timelines may not be concurrent, which suggests that FLNRORD may be near a decision on the marina's tenure renewal.

Staff will continue to work with FLNRORD, the CRD, and the Ganges Marina owners to ensure that the LTC's interests are represented as FLNRORD considers renewal of the Ganges Marina's tenure and the LTC's SRW application (which may shortly be assigned to the CRD).

Consultation

First Nations

Any foreshore development, whether on the part of private landowners like the Ganges Marina, or by a public agency, will require consultation with area First Nations. Preliminary discussions were had at the time the LTC was entertaining increasing development opportunities on the properties adjacent to the Ganges Harbourwalk. If it becomes clear that FLNRORD is giving serious consideration to granting an SRW to a Salt Spring Island local body, further consultation with First Nations will be required to garner their support.

Rationale for Recommendation

See "Issues and Opportunities" above.

NEXT STEPS

Staff will follow up with FLNRORD to understand their timeline and expectations following the June 13, 2019 meeting. Staff have also suggested that the chair of the CRD's Ganges Harbourwalk Steering Committee convene a meeting to discuss options to advance the project and ensure that Salt Spring is speaking in a unified voice.

Submitted By:	Jason Youmans, Island Planner	June 18, 2019
Concurrence:	Stefan Cermak, Regional Planning Manager	June 18, 2019

SS-2019-124

It was **MOVED** and **SECONDED**,

that Salt Spring Island Local Trust Committee Bylaw No. 489, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2016", be read a third time as amended and forwarded to the Secretary of the Islands Trust for approval by Executive Committee.

CARRIED

SS-2019-125

It was **MOVED** and **SECONDED**,

that Salt Spring Island Local Trust Committee Bylaw No. 490, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2016", be read a third time and forwarded to the Secretary of the Islands Trust for approval by Executive Committee.

CARRIED

SS-2019-126

It was **MOVED** and **SECONDED**,

that Salt Spring Island Local Trust Committee Bylaw No 488, cited as "Salt Spring Island Official Community Plan Bylaw No. 434, Amendment No. 1, 2016", be forwarded to the Minister of Municipal Affairs and Housing for Review following approval by Executive Committee.

CARRIED

8.2 Ganges Village Area Planning - Harbourwalk

Planner Youmans presented a staff report dated June 18, 2019 regarding Ganges Harbourwalk – Statutory Right-of-Way application.

SS-2019-127

It was **MOVED** and **SECONDED**,

that the Salt Spring Island Local Trust Committee agree to assign its Statutory Right-of-Way application for the Ganges Harbourwalk (Crown Land File No. 1414835) to the Capital Regional District (CRD) at such time as the CRD is willing to administer it.

CARRIED

9. CORRESPONDENCE

9.1 J. Milsom, on behalf of Salt Spring Island Chamber of Commerce, to the LTC, Dated May 27, 2019 - Concerning Bylaw Enforcement within the Tourism Sector

The correspondence was received.

9.2 A. George, Fire Chief Salt Spring Island Fire Rescue to LTC, Dated May 30, 2019 - Concerning Addition of Wildfire Hazard Development Permit Area

The correspondence was received.

CAPITAL REGIONAL DISTRICT

CLIENT

ADDRESS / CONTACT INFO.

108-121 McPHILLIPS AVENUE
SALTSpring ISLAND, BC
V8K 2T6

PROJECT NAME

GANGES HARBOUR BOARDWALK EXTENSION



REYNAN

McELHANNEY PROJECT

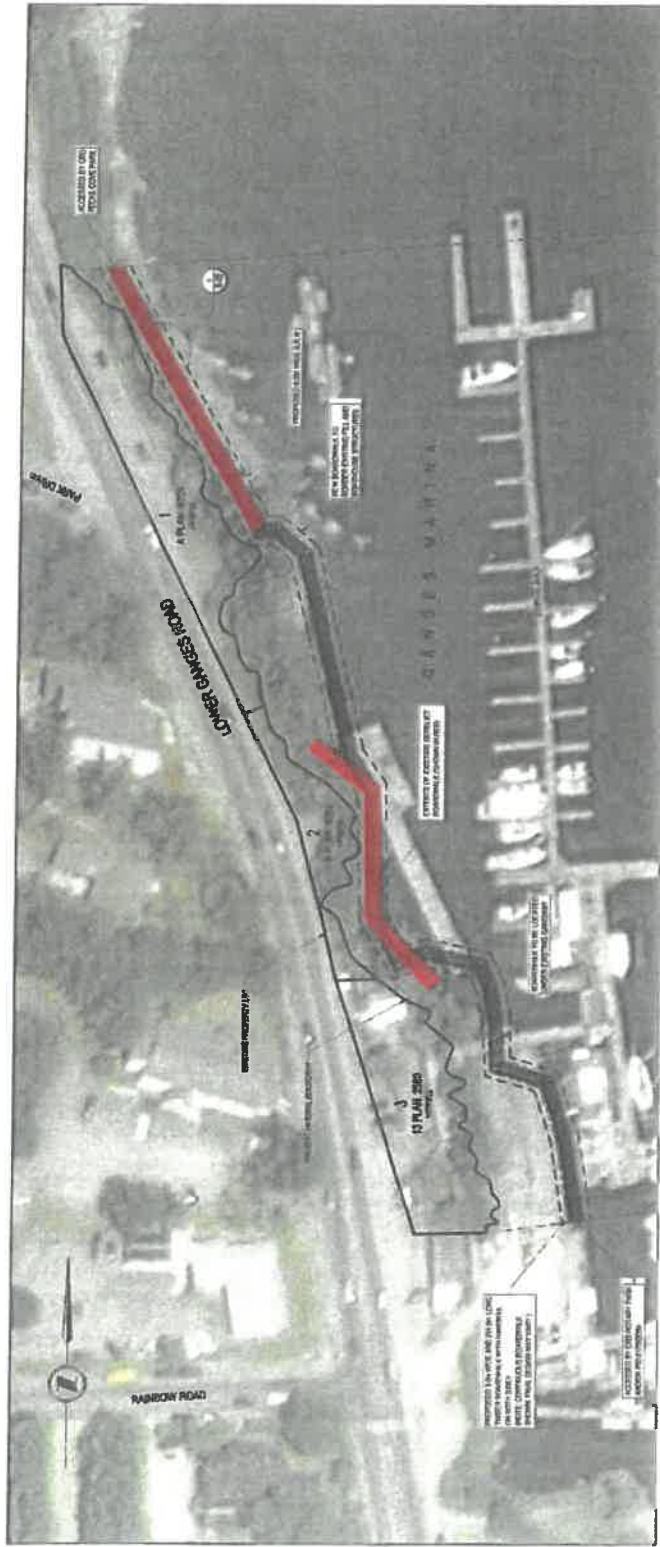
2241-19066-00

STATUS

ISSUED FOR REVIEW



Suite 590
3350 Quays Street
Victoria BC
Canada V8L 4A3
T 250 370 9221



DATE: 10/10/2017

				<p>CRD CITY OF VANCOUVER GANGES HARBOUR SSI BOARDWALK PROPOSED ARRANGEMENT</p>		<p>S-01</p>	
<p>DRAFT</p>		<p>DATE: 10/10/2017 TIME: 10:00 AM</p>		<p>Project Number: 2641-100506</p>		<p>Sheet: A</p>	

DEVELOPMENT PLAN GANGES HARBOUR WALK

Overview

Ganges is the commercial, social, cultural and institutional heart of Salt Spring Island. The current harbour walk was constructed in the 1980s as a collaborative initiative involving public agencies and community volunteers. The legal instruments required to guarantee public access (known as statutory right of ways or SRWs) were unfortunately not secured at the time of original construction and liability issues forced the project to be abandoned. Consequently, there are gaps in the harbour walk, and some segments have fallen into disrepair.

Completing and revitalizing the dilapidated boardwalk is an inter-agency initiative between the Islands Trust and Capital Regional District (CRD) based on common objectives of enhancing multi-modal transportation corridors and trails; linking the Ganges Village to the harbour; supporting the economic viability of the downtown village; revitalizing Peck's Cove Park; and making the waterfront accessible to the community for future generations.

The Ganges Harbour Walk Project Steering Committee (GHWPS) has been established through the CRD to guide the planning and development of a harbour walk connecting Peck's Cove to a southern entrance along Lower Ganges Road. Initial studies have been completed to assess the existing boardwalk structures and identify any potential environmental or archeological requirements.

To realize the long standing community goal of a continuous harbour walk, an application has been submitted to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) for a statutory right of way (SRW) around the footprint of the existing derelict boardwalk infrastructure that currently sits within the tenure area of the Ganges Marina. The harbour walk alignment subject starts at the north end of Peck's Cove and is proposed to connect at a southern entrance labeled "Farmer's Institute" in the image below. Eventually this segment of the harbour walk will connect to the existing popular boardwalk at Rotary Park.



Project

Phase 1 – Secure Statutory Right of Way:

- Submit a statutory right-of-way (SRW) application to FLNRORD for a 6m wide 250m SRW.
- Provide site plans detailing the location and elevations of the boardwalk within the foreshore.
- Identifying how the tenure area would be accessed from which points to support the SRW application.
- Show how the infrastructure can accommodate riparian rights and continue in good faith to consult with upland property owners.
- Identify required permits.

Phase 2 – Detailed Designs:

- This phase of the project may proceed subject to the CRD obtaining a statutory right of way within the foreshore
- Complete an archeological and environmental assessment of Pecks Cove Park and Farmers Institute property to assess viability of access points to the new harbour walk.
- Refer archeological assessments and recommendations to First Nations for comment.
- Advertise consultation sessions with the community and First Nations; and prepare all presentation material in advance for meetings and to be posted on CRD websites related to the project
- Based on community consultation, develop two or three concept designs for a harbour walk along the foreshore; consider connecting the existing private marinas and upland business operations and providing access for amenities such as salt water flow to fire hydrants.
- Preliminary construction cost estimate to design and construct
- Detailed designs
- Engineering drawing specifications suitable for tender
- Final cost estimates

Phase 3 – Project Funding:

- This phase of the project may proceed subject to the CRD obtaining community endorsement of a concept design for the harbour walk and Peck's Cove landscape design
- Community referendum for borrowing

Phase 4 – Construction:

- This phase of the project may proceed subject to the CRD obtaining electoral approval to fund the project
- Removal of derelict sections of boardwalk and pilings
- Construction of the Ganges Harbour Walk

Project Schedule:

Phase 1.– Secure Statutory Right of Way	2019
Phase 2 – Detailed Designs	2020
Phase 3 – Construction	2021

Documents and Reports:

1. Ganges Harbour Walk Summary Report – Feasibility Constraints - Aqion Water Technologies Ltd. (August 2018) - Attached

Additional links to assessments and consultations:

1. Ganges Boardwalk [Community Consultation Report \(2016\)](#)
2. Link to Islands Trust [IT Ganges Village Plan - Harbour Walk](#) and [staff reports, bylaws, and correspondence](#)



Making a difference...together

**REPORT TO SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, OCTOBER 29, 2019**

SUBJECT RAINBOW ROAD AQUATIC CENTRE 2020 HOLIDAY SCHEDULE

ISSUE

To consider changing the aquatic centre hours of operation on statutory holidays to manage operating costs.

BACKGROUND

The Rainbow Road Aquatic Centre is open for regular hours during statutory holidays (STATS) with the exception of closing on December 25th and January 1st and closing at 3 pm on December 24th and 31st. Registered programs, swim lessons and aquafit classes are not scheduled during STATS due to increased instructor costs. The pool is only open for drop in, lane swimming, hot tub use or showers.

Attendance during statutory holidays has been tracked over the past year and compared to the same day of the previous week. Average attendance on STATS showed approximately 65 people using the facility with the majority coming in the morning and early afternoon compared to an average of 153 visits on a regular day. (Attachment A)

Other aquatic centres in Greater Victoria often see higher attendance on STATS despite not offering programs or aquatic fitness due a larger demographic of families coming for drop-in swimming. Despite the increase in attendance most Greater Victoria recreation centres offer reduced hours on STATS to lower operating costs and increase recovery costs. (Attachment B) Staff are recommending reducing the aquatic centre hours of operation from 7am to 3pm on STATS.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Parks and Recreation Commission recommend that aquatic centre operating hours be reduced to 7am to 3pm on statutory holidays effective February 17, 2020.

Alternative 2

That the Salt Spring Island Parks and Recreation Commission recommend that the aquatic centre be closed for statutory holidays in 2020.

Alternative 3

That the Salt Spring Parks and Recreation Commission recommend that the report be referred back to staff.

Salt Spring Island Parks and Recreation Commission- October 29, 2019
RAINBOW ROAD AQUATIC CENTRE STATUTORY HOLIDAY SCHEDULE

IMPLICATIONS

ECONOMIC IMPLICATIONS

Regular staff are entitled to a paid day off on a designated STAT. Regular staff required to work on a STAT are compensated at the rate of double time for all hours worked and given a day off with pay in lieu of the holiday. For this reason regular staff are typically not schedule to work STATS and auxiliary staff are scheduled. Auxiliary staff required to work on a STAT are compensated at the rate of time and half for all hours worked.

CONCLUSION

Attendance during statutory holidays has been tracked over the past year revealing reduced attendance and correlating revenue on statutory holidays with obvious higher operating costs for staff wages. Other large aquatic centres in Greater Victoria reduce hours of operations while still providing service to their communities and benefit by saving on operating costs.

Our smaller facility sees a drastic decrease in attendance on STATS and a great reduction in recover rates which are mainly generated by pool admissions.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommend that aquatic centre operating hours be reduced to 7am to 3pm on statutory holidays effective February 17, 2020.

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

DO/ts

Attachments: Appendix A – RRAC Statutory Holiday Attendance Comparison
Appendix B – Greater Victoria Aquatic Centre Statutory Holiday Schedules



Making a difference...together

Appendix A – RRAC Statutory Holiday Attendance Comparison

	27-Aug-19	03-Sep-18	01-Oct-18	08-Oct-18	25-Feb-19	18-Feb-19	24-Jun-19	01-Jul-19	29-Jul-19	05-Aug-19	26-Aug-19	02-Sep-19	
6:30-8:30 am	Dropin 4	0	2	2	1	2	1	3	3	5	1	2	3
	Member 44	7	47	14	46	14	47	13	13	46	13	55	11
	Total 48	7	49	16	47	16	48	16	16	51	14	57	14
8:30-10:30 am	Dropin 4	0	5	1	2	5	3	3	3	4	0	1	3
	Member 37	8	28	4	29	12	38	8	8	35	8	40	8
	Total 41	8	33	5	31	17	41	11	11	39	8	41	11
10:30-12:30 pm	Dropin 5	0	3	5	6	24	8	5	5	1	3	7	2
	Member 9	6	14	10	21	8	15	5	8	8	5	11	5
	Total 14	6	17	15	27	32	23	10	9	9	8	18	7
12:30-2:30 pm	Dropin 11	17	3	3	3	7	4	7	7	2	6	5	3
	Member 26	4	21	8	17	0	19	1	10	10	4	13	6
	Total 37	21	24	11	20	7	23	8	12	12	10	18	9
2:30-4:30 pm	Dropin 12	9	3	13	7	4	4	7	10	10	7	9	0
	Member 6	1	9	3	7	0	3	0	2	2	3	2	7
	Total 18	10	12	16	14	4	7	7	12	12	10	11	7
4:30-6:30 pm	Dropin 6	0	6	1	5	11	4	4	9	9	2	1	1
	Member 0	3	5	1	4	0	2	0	5	5	2	3	1
	Total 6	3	11	2	9	11	6	4	14	14	4	4	2
6:30-8:30 pm	Dropin 2	8	4	4	1	2	4	3	6	6	3	1	0
	Member 1	1	0	2	3	0	1	2	1	1	1	0	0
	Total 3	9	4	6	4	2	5	5	7	7	4	1	0
SubTotal	Dropin 44	34	26	29	25	55	28	32	37	37	22	26	12
	Member 123	30	124	42	127	34	125	29	107	107	36	124	38
totals	167	64	150	71	152	89	153	61	144	144	58	150	50

**Salt Spring Island Parks and Recreation Commission- October 29, 2019
RAINBOW ROAD AQUATIC CENTRE STATUTORY HOLIDAY SCHEDULE**

Appendix B – Greater Victoria Aquatic Centre Statutory Holiday Schedules

Location:	Regular Hours:	Holiday Hours:
Panorama	6am-10pm	7am-8pm
SEAPARC	Mon-Fri 6 AM – 9 PM Sat 8 AM – 8 PM Sun 9 AM – 8 PM	12 PM – 6 PM
Crystal Pool	Mon-Thurs 5:30 AM – 11 PM Fri 5:30 AM – 10 PM Sat 6 AM – 6 PM Sun 8:30 AM – 6 PM	10 AM – 4 PM
Esquimalt	Mon-Sun 5:30 AM – 10:30 AM	5:30 AM – 10:30 PM
Oak Bay	Mon-Sun 6 AM – 12:30 PM	6 AM – 12:30 PM **no private lessons, reduced aquafit**
Westshore	Mon-Fri 6 AM – 9:30 PM Sat-Sun 9 AM – 8:30 PM	9 AM – 3 PM
YMCA - Downtown	Mon-Fri 5:30 AM – 10:30 PM Sat-Sun 7 AM – 9 PM	Closed Stat Holidays
YMCA - Westhills	Mon-Fri 5:30 AM – 10:30 PM Sat-Sun 7 AM – 9 PM	7 AM – 9 PM *no classes or programs
YMCA-YWCA Eagle Creek	Mon-Fri 5:30 AM – 10:30 PM Sat-Sun 7 AM – 9 PM	Closed Stat Holidays



Making a difference...together

**REPORT TO SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, OCTOBER 29, 2019**

SUBJECT 2020-2024 SSI PARKS AND RECREATION OPERATING BUDGET

ISSUE

This report provides the estimated to actual for the 2019 budget and a synopsis of the preliminary 2020-2024 budgets, highlighting significant operational and capital expenditures, and revenues.

BACKGROUND

The combined summary for Pool, Park Land, Community Parks and Community Recreation shows a net increase of 3.1% to the overall Parks and Recreation budget requisition in 2020 (Attachment 1- Service 1.45X). This report provides the break down and detail for each service as it correlates to the attachments.

On average residents on Salt Spring Island pay approximately \$170 per year for parks and recreation services. An increase of 3.1% equals an increase of \$5.27. Results of the 2018 Parks and Recreation Community survey revealed that the majority of people were willing to pay more for parks and recreation services. *“How much additional requisition would you be willing to pay for parks and recreation each year?”*

None	9.53%
\$1 - 5	35.8%
\$6 - 9	17.7%
\$10+	36.96%

BUDGET OVERVIEW

1. POOL AND PARKLAND

Pool 2019 Operating Budget (Attachment 2 – Service 1.459)

The estimated 2019 revenue and expenses including transfers to capital and equipment replacement funds are projected to be over budget as a result higher costs for maintenance and repairs, chemical supplies, and salaries and wages. In order to balance the 2019 operating budget staff recommend reducing the transfer to the capital reserve to \$33,640.

Pool 2020 Operating Budget

The pool requisition has not increased in two years. Increased maintenance and repair costs, increased chemical costs and staffing costs are contributing to a 17.8% increase in operating costs over the previous year.

An ongoing supplementary cost of \$20,000 has been added to the pool budget for chemical costs.

Despite higher operating costs increased revenue for programs and services will result in only having a 4% (32,758) increase to the requisition in 2020.

Park Land 2019 Operating Budget (Attachment 3 – Service 1.459)

The estimated 2019 revenue and expenses including transfers to capital and equipment replacement funds are projected to have a small surplus due to surplus in wages with the Park Planner position still vacant; and surplus recreation programs due to all programs now being charged to either the pool service or community recreation service, not Park Land.

The anticipated revenue is estimated to be under budget \$4,046 due to lost rental income.

Park Land 2020 Operating Budget

Ongoing operating budget amounts for salaries and wages and to support a full time park planner are contributing to a 7.8% increase in operating costs over the previous year. Increased internal recoveries (wages charged to capital and other projects) and decreasing the recreation programs budget of \$20,000 will offset a portion of these additional costs.

Parkland revenue and expenses have been budgeted with a 2.6% (\$17,679) increase to the requisition in 2020.

Capital Reserve Funds – Pool and Parkland

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt.

It is proposed that 2020 transfers to the **Pool Capital Reserve** fund be reduced by \$8,860 to further offset increased operating costs. An increased transfer in 2021 will bring reserves back to a healthy balance to ensure funding of capital projects. The balance at the end of 2019 is projected to be \$337,639.

The proposed 2020 transfer to the three **Park Land Capital Reserve** funds is reduced to \$129,140. The combined balance at the end of 2019 is projected to be \$554,264.

The **Parkland Acquisition** fund is used to finance parkland acquisition using contribution, dedication of parkland and cash-in-lieu upon subdivision. \$29,239 in surplus funds from the Tricomali park acquisition and development project were returned to the fund. The 2019 year-end balance is projected to be \$824,292.

Equipment Replacement Reserve Funds

The **Equipment Replacement Reserve** fund is for replacement of equipment and vehicles belonging to the pool, park Land, community parks, and recreation services. Budgeted transfers are made in order sustain the services long term equipment replacement plans. The 2019 year-end balance is projected to be \$138,475.

Capital Expenditure Plan – Pool and Parkland

The 5 year plan includes \$13,196,215 of expenditures to be funded from the pool and park Land capital and equipment reserve funds and supplementary funding sources dependent upon debt approval and potential grant sources. The 5 year capital plan has been revised from prior years by combining the Pool and Park Land capital projects and updating cost estimates.

The following projects were added to the 2020 five year capital plan:

1. 20-01 Pool site master plan. A site master plan is required prior to any facility expansion.
2. 21-01 Recreation Centre expansion to include a leisure therapy pool and multipurpose room.
3. 20-01 Pool changing room and flooring replacement

The following cost estimates were revised:

- 19-12 Expand or upgrade trail network and parking - \$80,000 for upgrades to Drake Road trail to service low income housing project.
- 19-14 Portlock Park Upgrades an additional \$10,000 for community consultation and designs bringing project budget total to \$20,000
- 19-15 Pool Equipment replacements - \$299,835 for anticipated pool repairs and maintenance including change room and flooring upgrades between 2020-2024
- 20-14 Park Maintenance Facility an increase of \$500,000 for designs and construction
- 20-10 Sports Field Development of \$600,000 with \$300,000 allocated from Community Works Funds.

2. COMMUNITY PARKS

Community Parks 2019 Operating Budget (Attachment 4 – Service 1.455)

The estimated 2019 revenue and expenses including transfers to capital and equipment replacement funds are projected to be on budget despite the following variances related to internal time recoveries, costs for not being able to water, other supplies costs, and added bylaw enforcement/patrols in parks. Revenue was lower due lower sales of memorial benches

It is recommended the transfer to reserves be increased by \$1,850.

Community Parks 2020 Operating Budget

The 2020 operating budget is set to increase by 9.4% due to increases in (1) wages and CRD internal allocations; (3) an ongoing supplementary cost of \$19,603 in increase two parks maintenance staff from eight to nine months to meet additional demands in service delivery; (4) an additional supplementary cost of \$8,000 has been added for increased park Bylaw patrols; in addition to \$6,000 in 2019 not captured in the original budget.

Increased rental revenue and staff charge outs will offset some of the additional operating costs resulting in revenue and expenses budgeted with an overall 0.7% (\$2,774) increase to the requisition in 2020.

Capital and Equipment Replacement Reserves - Community Parks

The proposed 2020 transfers to the Equipment Replacement fund is \$5,000 and no transfer to Capital Reserve fund is anticipated.

Capital Expenditure Plan - Community Parks

The 5 year plan includes \$1,558,000 of expenditures to be funded from the park Land and equipment reserve funds and supplementary funding sources dependent upon debt approval and potential grant sources. The 5 year capital plan has been revised from prior years with updated cost estimates.

The following projects were added to the 2020 five year capital plan:

- 20-04 - planned to replace Rotary Dock (grant dependant)
- 20-05 - planned to repair existing boardwalk gazebo

The following cost estimates were revised:

- 19-07 \$10,000 added in 2024 to improve beach access
- 21-03 \$40,000 added to replace park maintenance truck in 2022

3. COMMUNITY RECREATION

Community Recreation 2019 Operating Budget (Attachment 5 – 1.458)

The estimated 2019 net revenue and expenses including internal allocations are projected to be on budget despite the following variances due to additional recreation program offerings; and surplus revenue from additional recreation program offerings

This is a conservative estimate in the budget document. We monitor revenue and expenses monthly and are anticipating a larger surplus that will be transferred to the pool budget to offset additional reception costs for increased summer program registrations.

Community Recreation 2020 Operating Budget

An ongoing supplementary cost of \$22,730 has been added to support wages for the new preschool programs and an additional eight hours a week to the Recreation Assistant position to support new seniors and teen programs contributing to a 61.3% increase in operating costs over the previous year.

Despite higher operating costs, supplementary revenue of \$12,000 from the preschool combined with increased revenue for programs will result in only a 12.9% (\$5,695) increase to the requisition in 2020.

Capital Reserve – Community Recreation

No new projects were added to the 5 year capital plan. \$100,000 for the replacement of the multisport court has been removed but may form part of the Portlock reconfiguration project and funding.

4. FERNWOOD DOCK (Attachment 6 – 1.236)

Fernwood Dock Operating Budget

The estimated actual 2019 net revenue and expenses including transfers to capital reserves are projected to be on budget.

Fernwood Dock 2020 Operating Budget

The 2020 budget is projected to be a 2.2% increase to the requisition. Maintenance and repair costs are lower following a number of upgrades to the dock.

Capital Reserve Fund – Fernwood Dock

The transfer to reserve is increased to \$12,103 to fund the capital plan. The anticipated 2019 year-end balance is projected to be \$111,235

Capital Expenditure Plan – Fernwood Dock

One project has been added to the 5-year capital plan

- 20-01 - \$2,500 to install two yellow ladders for safe exiting from the water

ALTERNATIVES

That the Salt Spring Island Parks and Recreation Commission recommend to the Capital Regional District Board:

1. Approve the 2020-2024 operating and capital budgets for Salt Spring Island Pool, Park Land, Community Parks and Community Recreation as presented;

And balance any 2019 actual revenue and expenditures as transfers to capital reserves.
2. That the report be referred back to staff for further review

CONCLUSION

The combined summary for Pool, Park Land, Community Parks and Community Recreation shows a net increase of 3.1% to the overall Parks and Recreation budget requisition in 2020. This increase is needed to support a number of supplementary items to support continued growth in our service levels and to support upgrades and strategies as identified in the 2019 Salt Spring Island Parks and Recreation Strategic Plan.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommend to the Capital Regional District Board approve the 2020-2024 operating and capital budgets for Salt Spring Island Pool, Park Land, Community Parks and Community Recreation as presented; and balance any 2019 actual revenue and expenditures as transfers to capital reserves.

Submitted by:	Dan Ovington, Manager, Parks and Recreation
Concurrence:	Karla Campbell, Senior Manager, SSI Electoral Area
Concurrence:	Lia Xu, Manager Financial Services, CRD Finance

Attachments: [Salt Spring Island 2020-2024 Operating Budgets](#)

- 1- Service 1.45X Combined
- 2- Service 1.459 Pool & Park Land Combined
- 3- Service 1.455 Community Parks
- 4- Service 1.458 Recreation Programs
- 5- Service 1.236 Fernwood Dock

	2019		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	2020 ONE-TIME	TOTAL	2021	2022	2023	2024
1.455 / 1.458 / 1.459										
SALT SPRING ISLAND RECREATION - ALL SERVICE AREAS										
OPERATING COSTS:										
Swimming Pool	781,670	877,464	900,539	20,000	-	920,539	944,717	967,379	988,458	1,010,031
Community Parks	778,060	808,010	823,546	27,603	-	851,149	874,589	892,967	912,342	932,130
Community Recreation	143,770	190,130	207,624	24,330	-	231,955	287,290	296,883	303,350	309,959
Park Land	600,820	581,544	610,589	36,888	-	647,477	672,707	693,336	708,271	723,478
TOTAL OPERATING COSTS	2,304,320	2,457,148	2,542,298	108,821	-	2,651,119	2,779,302	2,850,565	2,912,421	2,975,598
*Percentage Increase						15.0%	4.8%	2.6%	2.2%	2.2%
CAPITAL / RESERVE										
Swimming Pool	73,860	58,640	65,000	-	-	65,000	216,556	101,670	125,000	127,750
Community Parks	9,900	11,750	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Park Land	154,080	157,580	144,140	-	-	144,140	143,712	148,132	151,701	155,416
DEBT CHARGES	193,580	189,580	171,204	-	-	171,204	26,976	5,117	299,848	523,256
TOTAL CAPITAL / RESERVES	431,420	417,550	385,344	-	-	385,344	392,354	260,139	581,879	811,872
TOTAL COSTS	2,735,740	2,874,698	2,927,642	108,821	-	3,036,463	3,171,657	3,110,704	3,494,300	3,787,470
Internal Recoveries	(361,410)	(411,463)	(435,283)	(28,410)	-	(463,693)	(461,494)	(471,650)	(482,030)	(492,640)
OPERATING LESS RECOVERIES	2,374,330	2,463,235	2,492,359	80,411	-	2,572,770	2,710,163	2,639,054	3,012,270	3,294,830
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance C/F from 2017 to 2018	-	-	-	-	-	-	-	-	-	-
Swimming Pool	(230,160)	(273,981)	(285,035)	-	-	(285,035)	(281,300)	(297,710)	(304,230)	(310,920)
Community Parks	(117,790)	(120,560)	(124,800)	-	-	(124,800)	(127,550)	(130,350)	(133,210)	(136,140)
Community Recreation	(99,510)	(145,870)	(170,000)	12,000	-	(182,000)	(227,620)	(234,014)	(239,121)	(244,343)
Parks, Land & Recreation	(12,840)	(8,794)	(8,000)	-	-	(8,000)	(8,180)	(8,360)	(8,540)	(8,730)
TOTAL REVENUE	(460,300)	(549,205)	(587,835)	(12,000)	-	(599,835)	(654,650)	(670,434)	(685,101)	(700,133)
REQUISITION	(1,914,030)	(1,914,030)	(1,904,524)	(88,411)	-	(1,972,935)	(2,055,513)	(1,968,620)	(2,327,169)	(2,594,687)
*Percentage increase over prior year requisition						3.1%	4.2%	-4.2%	18.2%	11.5%
AUTHORIZED POSITIONS:										
Salaried	9.44	9.44	9.44	1.26	-	10.70	10.70	10.70	10.70	10.70
Hourly	0.50	0.50	0.50	0.20	-	0.70	0.50	0.50	0.50	0.50

**1.45X SSI Pool, Parks, Recreation and Parkland Reserves
 Asset and Reserve Summary
 2020 - 2024 Financial Plan**

Asset Profile

SSI, Parks, Recreation and Parkland Reserves

Assets held by the Salt Spring Island Parks and Recreation service consist of a pool, parks, park structures and various vehicles and equipment to support service delivery. The total historical value as of Dec 31, 2016 for all assets was \$8.2M with an estimated replacement value of \$8.1M for the pool and park structures.

Reserve/Fund Summary

Reserve/Fund Summary	Budget					
	2019	2020	2021	2022	2023	2024
Projected year end balance						
1.45X - Equipment Replacement Funds	138,475	135,235	135,170	109,140	105,630	166,572
1.459 - Land Acquisition Reserve Fund	824,292	824,292	224,292	224,292	224,292	224,292
1.459 - Pool Facility Capital Reserve Fund	337,639	182,639	248,095	198,095	173,095	199,195
1.455 - Community Parks Reserve Fund	118,530	173,850	233,850	195,170	258,118	122,448
1.455/458 - Parks & Rec Reserve Funds	554,264	488,084	257,346	93,828	116,921	31,665
1.459 - 2nd Land Reserve Fund	1,314	1,314	1,314	1,314	1,314	1,314
Total projected year end balance	1,974,514	1,805,414	1,100,067	821,839	879,370	745,486

Reserve Schedule

Reserve Fund: 1.459/1.458/1.455 SSI Park Land & Rec Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Pool, Park Land, Community Parks, and Recreation Services

Reserve Cash Flow

Fund: 1022 Fund Center: 101412/44/45
ERF Group: SSIPARC.ERF

	Estimated 2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	140,369	138,475	135,235	135,170	109,140	105,630
Planned Purchase (Based on Capital Plan)	(52,554)	(48,240)	(70,725)	(98,250)	(99,500)	(37,500)
Transfer from Operating Budget	46,450	45,000	70,660	72,220	95,990	98,442
Interest Income	4,211					
Ending Balance \$	138,475	135,235	135,170	109,140	105,630	166,572

Assumptions/Background:

Budgeted transfers are made in order to sustain the services' long term capital plans.

Service: 1.459 SSI Pool & Park Land

Committee: Salt Spring Parks & Recreation

DEFINITION:

A specified area established in 1972 to provide parks, recreation and related community programs, equipment, facilities and acquisition of real property. Bylaw No. 91 (February 23, 1972). Since repealed, Bylaw No. 2422 (1996) and Bylaw No. 3183 (2004). Bylaw 4002 (2015) repeals bylaw 2422 and 3206.

SERVICE DESCRIPTION:

This is a service for the provision of general administrative services, water access points, active parks (playing fields) and overseeing facility upgrades, leisure brochures for Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Maximum Levy - Greater of \$1,861,432.00 or \$0.6325 / \$1,000 on basis of net taxable value of land and improvements, \$2,629,550

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

Change in Budget 2019 to 2020
Service: 1.459 SSI Pool and Park Land

Total Expenditure

Comments

2019 Budget 1,734,930

Change in Salaries:

Park Land			
Base salary change	5,408	0.31%	Inclusive of collective agreement changes
New 1.0 FTE J14	92,888	5.35%	Planning Assistant
Auxiliary Labour	(36,000)	-2.08%	Reduced to support new FTE costs
Pool			
Base salary change	11,608	0.67%	Inclusive of collective agreement changes
Step Increase	10,501	0.61%	
Budget at 80hrs biweekly	28,804	1.65%	
Budget correction (2019 underbudgeted)	11,310	0.65%	
Auxiliary Labour	68,942	3.97%	
Total Change in Salaries	193,461	11.15%	

Other Changes:

Park Land			
Program Development	(20,000)	-1.15%	To help fund new Planning Assistant FTE
Internal Allocations	27,772	1.60%	
Transfer to Reserve	(9,940)	-0.57%	
Internal Recoveries	(23,878)	-1.38%	Park Planner FTE
Other Expenditures	(23,411)	-1.35%	
Pool			
Operating Supplies	20,000	1.15%	Chemicals for pool
Debt Charges	(22,376)	-1.29%	Half year interest
Transfer to CRF	(8,860)	-0.51%	
Internal Recoveries	(20,000)	-1.15%	
Other Expenditures	(12,296)	-0.71%	
Total Other Changes	(92,989)	-5.36%	

2020 Budget 1,835,402

Overall 2019 Budget Performance
 (expected variance to budget and surplus treatment)

No material operating variances for 2019. Overspend in SSI Pool from auxiliary labour and pool supplies results in lower contribution to reserve.

	2019		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	2020 ONE-TIME	TOTAL	2021	2022	2023	2024
SALT SPRING ISLAND - POOL & PARK LAND										
OPERATING COSTS:										
Pool	781,670	877,464	900,539	20,000	-	920,539	944,717	967,379	968,458	1,010,031
Park Land	600,820	581,544	610,589	36,888	-	647,477	672,707	693,336	708,271	723,478
TOTAL OPERATING COSTS	1,382,490	1,459,008	1,511,128	56,888	-	1,568,016	1,617,424	1,660,715	1,696,730	1,733,510
*Percentage Increase						13.4%	3.2%	2.7%	2.2%	2.2%
CAPITAL / RESERVE										
Transfer to Pool CRF	48,860	33,640	40,000	-	-	40,000	186,008	50,000	50,000	51,100
Transfer to Pool ERF	25,000	25,000	25,000	-	-	25,000	50,550	51,670	75,000	76,650
Transfer to Park, Land & Recreation CRF	139,080	141,330	129,140	-	-	129,140	128,712	132,802	136,041	139,074
Transfer to Park, Land & Recreation ERF	15,000	16,250	15,000	-	-	15,000	15,000	15,330	15,660	16,342
TOTAL CAPITAL / RESERVES	227,940	216,220	209,140	-	-	209,140	360,268	249,802	276,701	283,166
DEBT CHARGES	193,560	189,580	171,204	-	-	171,204	26,976	=	215,361	436,789
TOTAL COSTS	1,804,010	1,864,808	1,891,472	56,888	-	1,948,360	2,004,668	1,910,517	2,188,612	2,455,465
Internal Recoveries	(69,060)	(90,103)	(84,548)	(28,410)	-	(112,958)	(103,044)	(105,310)	(107,630)	(110,000)
OPERATING LESS RECOVERIES	1,734,950	1,774,705	1,806,924	28,478	-	1,835,402	1,901,624	1,805,207	2,081,182	2,345,465
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Pool Fees	(228,000)	(266,000)	(277,535)	-	-	(277,535)	(263,640)	(288,860)	(296,230)	(302,750)
Payments in Lieu	(1,120)	(2,122)	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,060)	(1,080)
Revenue - Other	(13,860)	(14,653)	(14,500)	-	-	(14,500)	(14,820)	(15,150)	(15,480)	(15,820)
TOTAL REVENUE	(243,000)	(282,775)	(293,035)	-	-	(293,035)	(299,460)	(306,070)	(312,770)	(319,650)
REQUISITION	(1,491,950)	(1,491,930)	(1,513,889)	(28,478)	-	(1,542,367)	(1,602,144)	(1,499,137)	(1,769,412)	(2,026,815)
*Percentage increase over prior year requisition						3.4%	3.9%	-6.4%	18.0%	14.5%
AUTHORIZED POSITIONS:										
Salaries	5.1	5.1	5.1	1.0	-	6.1	6.1	6.1	6.1	6.1
User Funding %	12.6%					14.2%	14.1%	15.2%	13.5%	12.3%

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
SALT SPRING ISLAND RECREATION - SWIMMING POOL										
OPERATING COSTS:										
Salaries & Wages	493,800	559,180	624,965	-	-	624,965	640,939	655,222	669,488	684,060
Contract for Services	-	4,550	4,000	-	-	4,000	4,090	4,180	4,270	4,360
Utilities	130,360	128,300	124,900	-	-	124,900	127,650	130,450	133,320	136,260
Supplies - Chemicals	35,000	55,000	35,000	20,000	-	55,000	56,210	57,450	58,710	60,000
Programs and Other Operating	75,820	71,684	66,120	-	-	66,120	67,590	69,070	70,590	72,160
Maintenance & Insurance	33,500	45,550	30,500	-	-	30,500	31,170	31,850	32,540	33,260
Internal Allocations	13,190	13,190	15,054	-	-	15,054	17,068	19,157	19,540	19,931
TOTAL OPERATING COSTS	781,670	877,464	900,539	20,000	-	920,539	944,717	967,379	988,458	1,010,031
*Percentage Increase						17.8%				
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	48,860	33,640	40,000	-	-	40,000	166,006	50,000	50,000	51,100
Transfer to Equipment Replacement Fund	25,000	25,000	25,000	-	-	25,000	50,550	51,670	75,000	76,650
DEBT CHARGES	193,580	189,580	171,204	-	-	171,204	26,976	-	215,381	438,789
TOTAL CAPITAL / RESERVES	267,440	248,220	236,204	-	-	236,204	243,532	101,670	340,381	566,539
TOTAL COSTS	1,049,110	1,125,684	1,136,743	20,000	-	1,156,743	1,188,250	1,069,049	1,328,839	1,376,571
Internal Recoveries	-	(32,753)	(20,000)	-	-	(20,000)	(20,440)	(20,890)	(21,350)	(21,820)
OPERATING LESS RECOVERIES	1,049,110	1,092,931	1,116,743	20,000	-	1,136,743	1,167,810	1,048,159	1,307,489	1,554,751
FUNDING SOURCES (REVENUE)										
Estimated Balance c/w/d from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/w/d from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(228,000)	(266,000)	(277,535)	-	-	(277,535)	(283,640)	(289,880)	(296,230)	(302,750)
Payments in Lieu	(630)	(1,631)	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,060)	(1,080)
Revenue - Other	(1,530)	(6,350)	(6,500)	-	-	(6,500)	(6,640)	(6,790)	(6,940)	(7,090)
TOTAL REVENUE	(230,160)	(273,981)	(285,035)	-	-	(285,035)	(291,300)	(297,710)	(304,230)	(310,920)
REQUISITION	(818,950)	(818,950)	(831,708)	20,000	-	(811,708)	(876,510)	(750,449)	(1,003,259)	(1,243,831)
*Percentage increase over prior year requisition						4.0%	2.9%	-14.4%	33.7%	24.0%
User Funding %	21.73%					23.99%	23.87%	27.12%	22.29%	19.20%
User Funding excluding debt %	26.65%					28.16%	24.42%	27.12%	26.60%	26.61%

	2019 BOARD BUDGET		2019 ESTIMATED ACTUAL		BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
SALT SPRING ISLAND - PARK LAND												
OPERATING COSTS:												
Salaries & Wages	188,150	152,880	193,558	152,880	56,888	-	250,446	260,141	269,304	275,115	281,031	
Allocation to SSI Admin	124,740	124,740	128,324	124,740	-	-	128,324	132,980	133,598	136,485	139,430	
Maintenance, Disposal & Security	30,720	34,781	21,060	34,781	-	-	21,060	21,530	22,000	22,490	22,990	
Utilities & IT	25,130	25,600	25,730	25,600	-	-	25,730	26,300	26,880	27,470	28,080	
Contract for Services, Rent & Legal	26,200	25,355	25,355	25,355	-	-	25,355	25,880	26,440	27,030	27,630	
Recreation Programs	20,000	55	20,000	55	(20,000)	-	-	-	-	-	-	
Advertising, Promotion & Planning	13,570	13,400	12,200	13,400	-	-	12,200	12,470	12,740	13,030	13,320	
Internal Allocations	128,360	166,813	156,132	166,813	-	-	156,132	164,596	172,964	176,631	180,367	
Travel & Training	7,560	4,500	6,250	4,500	-	-	6,250	6,380	6,520	6,660	6,800	
Licences, Fees & Insurance	23,200	22,460	12,080	22,460	-	-	12,080	12,320	12,570	12,820	13,070	
Supplies & Other	13,190	10,960	9,900	10,960	-	-	9,900	10,110	10,320	10,540	10,760	
TOTAL OPERATING COSTS	600,820	581,544	610,589	581,544	36,888	-	647,477	672,707	693,336	708,271	723,478	
*Percentage Increase							7.8%	3.9%	3.1%	2.2%	2.1%	
CAPITAL / RESERVE												
Transfer to Equipment Replacement Fund	15,000	16,250	15,000	16,250	-	-	15,000	15,000	15,330	15,660	16,342	
Transfer to Reserve Fund - Pool	-	-	-	-	-	-	-	-	-	-	-	
Transfer to Reserve Fund - Parkland	139,080	141,330	129,140	141,330	-	-	129,140	128,712	132,802	136,041	139,074	
TOTAL CAPITAL / RESERVES	154,080	157,580	144,140	157,580	-	-	144,140	143,712	148,132	151,701	155,416	
Debt Servicing	-	-	-	-	-	-	-	-	-	-	-	
TOTAL COSTS	754,900	739,124	754,729	739,124	36,888	-	791,617	816,419	841,468	859,972	878,894	
Internal Recoveries	(69,080)	(57,350)	(64,548)	(57,350)	(28,410)	-	(92,958)	(82,604)	(84,420)	(86,280)	(88,180)	
OPERATING LESS RECOVERIES	685,820	681,774	690,181	681,774	8,478	-	698,659	733,815	757,048	773,692	790,714	
FUNDING SOURCES (REVENUE)												
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-	-	
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-	-	
Rental Income	(11,530)	(7,500)	(8,000)	(7,500)	-	-	(8,000)	(8,180)	(8,360)	(8,540)	(8,730)	
Payments in Lieu	(490)	(491)	-	(491)	-	-	-	-	-	-	-	
Revenue - Other	(820)	(803)	-	(803)	-	-	-	-	-	-	-	
TOTAL REVENUE	(12,840)	(8,794)	(8,000)	(8,794)	-	-	(8,000)	(8,180)	(8,360)	(8,540)	(8,730)	
REQUISITION	(672,980)	(672,980)	(682,181)	(672,980)	(8,478)	-	(690,659)	(725,635)	(748,688)	(765,152)	(781,984)	
*Percentage increase over prior year requisition							2.6%	5.1%	3.2%	2.2%	2.2%	
AUTHORIZED POSITIONS:												
Salaries	3.00	3.00	3.00	3.00	1.00	-	4.00	4.00	4.00	4.00	4.00	
Hourly	0.50	0.50	0.50	0.50	0.00	-	0.50	0.50	0.50	0.50	0.50	
User Funding %	1.53%						1.01%	1.00%	0.99%	0.99%	0.99%	

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

1.459

Service #:

Service Name: SSI Pool & Park Land

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Capital Project Title
Briefly describe project scope and service benefits.
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Funding Source Codes (cont)
Res - Reserve Fund
STIam - Short Term Loans
WU - Water Utility

Funding Source Codes
Debt - Debt/Debt (new debt only)
ERF - Equipment Replacement Fund
Grant - Grants (Federal, Provincial)
Cap - Capital Funds on Hand
Other - Donations / Third Party Funding

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Capital Project Title
Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget
This column represents the total project budget not only within the 5-year window.

Funding Source Codes (cont)
Res - Reserve Fund
STIam - Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp. Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-10	New	Short Field Development	Develop additional sports fields for youth and adults \$300K of Community Works Funds have been committed to sport field development. \$125K to come from Other Grants	\$600,000	L	Res	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
20-10	New	Sport Field Development	Expand and upgrade existing and new trail network by connecting trail uses and improving parking	\$0	L	Grant	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
19-12	New	Expand or upgrade Trail Network and parking	The purchase of additional parkland (10-15 acres) is required to develop additional sports fields for youth and adults.	\$280,000	L	Res	\$0	\$80,000	\$50,000	\$50,000	\$50,000	\$50,000	\$280,000
19-13	New	Purchase Additional Parkland	Community consultation, conceptual designs, detailed designs and construction	\$600,000	L	Res	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000
19-14	Renewal	Porlock Park Upgrades	Grant funding required to upgrade porlock park	\$2,510,000	L	Res	\$0	\$10,000	\$0	\$0	\$0	\$100,000	\$110,000
19-14	Renewal	Porlock Park Upgrades	Feasibility study, design and construction of a new park maintenance facility.	\$0	B	Grant	\$0	\$0	\$0	\$0	\$0	\$2,400,000	\$2,400,000
20-14	New	Park Maintenance Facility	Grant funding required to construct maint. Facility	\$520,000	B	Res	\$0	\$20,000	\$0	\$175,000	\$0	\$0	\$195,000
20-14	New	Park Maintenance Facility	Repairs to doors, windows, pipes, fencing and other building components as the facility reaches its tenth year.	\$0	B	Grant	\$0	\$0	\$0	\$325,000	\$0	\$0	\$325,000
18-01	Renewal	Repairs to Pool Building	A site master plan is required prior to a facility expansion	\$125,000	B	Res	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
20-01	Study	Pool site master plan	Facility expansion to include a leisure therapy pool and multipurpose room	\$45,000	B	Res	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
21-01	New	Recreation Centre Expansion	Debt funding required for recreation centre expansion	\$8,075,000	B	Res	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
21-01	New	Recreation Centre Expansion	Replacement of washroom fixtures and pool and changeroom, flooring sealant	\$0	B	Debt	\$0	\$0	\$0	\$0	\$8,000,000	\$0	\$8,000,000
20-01	Renewal	Pool changeroom and flooring replacement	Replacement of pool lobby flooring and re-grouting of pool tile bottom	\$125,000	B	Res	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
20-03	Replacement	Replace Pool Flooring	Upgrade existing gravel lot to capped, paved or permeable surface.	\$25,000	B	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
22-04	New	Upgrade Pool Parking Lot	Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strainer, chlorinator	\$50,000	S	Res	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
19-15	Replacement	Pool equipment replacements		\$241,215	E	ERF	\$0	\$38,240	\$42,725	\$48,250	\$69,500	\$27,500	\$241,215
GRAND TOTAL							\$0	\$343,240	\$1,342,725	\$688,250	\$9,214,500	\$2,602,500	\$15,186,215

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 3686 - Salt Spring Island Pool - 1.459

Reserve Cash Flow

Fund: 1078 Fund Center: 102045

	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	307,182	337,639	182,639	248,095	198,095	173,095
Transfer from Ops Budget	48,860	40,000	115,456	50,000	50,000	51,100
Interest Income	6,597					
Expenditures	(25,000)	(195,000)	(50,000)	(100,000)	(75,000)	(25,000)
Ending Balance \$	337,639	182,639	248,095	198,095	173,095	199,195

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 2859 - Park Land - 1.459

Reserve Cash Flow

	Budget					
	2019	2020	2021	2022	2023	2024
Fund: 1060 Fund Center: 101603						
Beginning Balance	320,669	393,486	346,306	229,568	64,810	75,423
Transfer from Ops Budget	65,930	62,820	108,262	60,242	60,613	61,984
Interest Income	6,887	-	-	-	-	-
Expenditures	-	(110,000)	(225,000)	(225,000)	(50,000)	(150,000)
Ending Balance \$	393,486	346,306	229,568	64,810	75,423	(12,593)

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 2110 - Parkland Acquisition - 1.459

Reserve Cash Flow

	2019	Budget				
		2020	2021	2022	2023	2024
Fund: 1035 Fund Center: 101379						
Beginning Balance	746,822	824,292	824,292	224,292	224,292	224,292
Cash in lieu	31,250	-	-	-	-	-
Interest Income	16,981	-	-	-	-	-
Transfer from Capital	29,239	-	-	-	-	-
Expenditures	-	-	(600,000)	-	-	-
Ending Balance \$	824,292	824,292	224,292	224,292	224,292	224,292

Service: 1.455 SSI Community Parks

Committee: Salt Spring Parks & Recreation

DEFINITION:

Supplementary Letters Patent - August, 1975 grants the power of acquiring, developing, operating and maintaining community parks. Bylaw No. 245 (Nov. 26, 1975); amended by Bylaw No. 461 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of, parks, trails, Saturday market, disc golf course and playgrounds on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Maximum Levy - \$0.15 / \$1,000 on the basis of net taxable value of land and improvements, \$623,609.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

1.455 SSI Comm Parks

	2019		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
SALT SPRING ISLAND RECREATION - COMMUNITY PARKS										
OPERATING COSTS:										
Salaries	395,540	402,060	412,934	19,603	-	432,537	441,880	446,185	455,823	465,665
Maintenance, Security & Insurance	46,700	40,495	43,405	-	-	43,405	44,360	45,320	46,310	47,320
Internal Allocations	70,000	70,000	76,587	-	-	76,587	82,910	89,448	91,364	93,321
Utilities & Operating - supplies	44,750	29,105	30,650	-	-	30,650	31,340	32,030	32,730	33,430
Contract for Services	40,400	34,600	35,500	-	-	35,500	36,280	37,070	37,880	38,700
Travel - Vehicles	17,440	17,500	17,500	-	-	17,500	17,880	18,270	18,670	19,080
Operating - Other	163,230	214,250	206,970	8,000	-	214,970	219,939	224,644	229,565	234,614
TOTAL OPERATING COSTS	778,060	808,010	823,546	27,603	-	851,149	874,589	892,967	912,342	932,130
*Percentage Increase						9.4%	2.8%	2.1%	2.2%	2.2%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	6,450	8,300	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Transfer to Reserve Fund	3,450	3,450	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	9,900	11,750	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Debt	-	-	-	-	-	-	-	5,117	84,467	84,467
Internal Time Recovery	(292,330)	(321,360)	(350,735)	-	-	(350,735)	(358,450)	(366,340)	(374,400)	(382,640)
TOTAL COSTS NET OF RECOVERIES	495,630	498,400	477,811	27,603	-	505,414	521,249	536,964	627,738	639,406
FUNDING SOURCES (REVENUE)										
Rental Income	(113,100)	(117,650)	(119,800)	-	-	(119,800)	(122,440)	(125,130)	(127,880)	(130,690)
Payments in Lieu	-	-	-	-	-	-	-	-	-	-
Revenue-Other	(4,690)	(2,910)	(5,000)	-	-	(5,000)	(5,110)	(5,220)	(5,330)	(5,450)
TOTAL REVENUE	(117,790)	(120,560)	(124,800)	-	-	(124,800)	(127,550)	(130,350)	(133,210)	(136,140)
REQUISITION	(377,840)	(377,840)	(353,011)	(27,603)	-	(380,614)	(393,699)	(406,614)	(494,528)	(503,266)
*Percentage increase over prior year requisition						0.7%	3.4%	3.3%	21.6%	1.8%
AUTHORIZED POSITIONS:										
Salaried	4.34	4.34	4.34	0.26	-	4.60	4.60	4.60	4.60	4.60
User Funding	22.82%					23.70%	23.48%	23.30%	20.37%	20.44%

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.455
 Service Name: SSI Community Parks

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

Proj. No.
 The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
 Study - Expenditure for feasibility and business case report.
 New - Expenditure for new asset only
 Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
 Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debt/Lease Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 SLoan = Short Term Loans
 WU = Water Utility

Asset Class
 L - Land
 S - Engineering Structure
 B - Buildings
 V - Vehicles
 E - Equipment

Capital Project Title
 Input title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
 Briefly describe project scope and service benefits.
 For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget
 This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp. Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-08	New	Centennial Park Upgrades	Upgrades or replacement of park features and amenities	\$300,000	S	Res	\$0	\$0	\$0	\$100,000	\$0	\$200,000	\$300,000
20-08	New	Centennial Park Upgrades	Community Works Funds committed to park upgrades	\$0	S	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-06	New	Construction of Ganges Boardwalk	The construction of the Ganges boardwalk to connect the village core to the harbour and has been a long standing project. An feasibility study of existing features is currently underway.	\$1,000,000	S	Debt	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
19-07	Renewal	Improve Beach Accesses	Upgrades and improvements required for existing beach accesses on MDTI (right of way)	\$30,000	S	Res	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$30,000
20-04	Replacement	Rotary Dock Replacement	Replace rotary dock	\$25,000	S	Grant	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-05	Replacement	Boardwalk Gazebos	Repair existing boardwalk gazebos	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-03	Replacement	Vehicle Replacement	Replace maintenance truck	\$40,000	V	ERF	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
19-09	Replacement	Mower and maintenance equipment	Replace mower and maintenance equipment	\$43,000	E	ERF	\$0	\$5,000	\$23,000	\$5,000	\$5,000	\$5,000	\$43,000
GRAND TOTAL							\$0	\$160,000	\$23,000	\$1,155,000	\$5,000	\$215,000	\$1,458,000

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 3085 - Community Parks - 1.455

Reserve Cash Flow

	2019	Budget				
		2020	2021	2022	2023	2024
Fund: 1064 Fund Center: 101792						
Beginning Balance	195,236	118,530	173,850	233,850	195,170	258,118
Transfer from Ops Budget	65,030	55,320	60,000	61,320	62,948	64,330
Interest Income	3,264					
Expenditures	(145,000)	-	-	(100,000)	-	(200,000)
Ending Balance \$	118,530	173,850	233,850	195,170	258,118	122,448

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 2859 - Community Park Facilities - 1.455

Reserve Cash Flow

	2019	Budget				
		2020	2021	2022	2023	2024
Fund: 1060 Fund Center: 102030						
Beginning Balance	22,718	28,306	3,306	8,306	3,416	9,636
Transfer from Ops Budget	5,100	5,000	5,000	5,110	6,220	6,360
Interest Income	488					
Expenditures	-	(30,000)	-	(10,000)	-	(10,000)
Ending Balance \$	28,306	3,306	8,306	3,416	9,636	5,996

Service: 1.458 SSI Community Recreation Committee: Salt Spring Parks & Recreation

DEFINITION:

Supplementary Letters Patent, Division XV, October 3, 1975 established to provide recreational programs for any Electoral Area. Bylaw No. 462 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of recreation programs and day camps for youth on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Maximum Levy - \$0.063 / \$1,000 on basis of net taxable value of land and improvements, \$261,916

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area. Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Change in Budget 2019 to 2020
Service: 1.458 SSI Community Recreation

	Total Expenditure	Comments
2019 Budget	143,770	
Change in Salaries:		
Base salary change	1,926	1.34% Inclusive of collective agreement changes
Increase to PCN 40007684	13,194	9.18% Additional 0.2 for J08 Program Assistant
Auxiliary Labour	7,550	5.25% Extra auxiliary wages for preschool program
Total Change in Salaries	<u>22,670</u>	15.77%
Other Changes:		
Contract for Services	57,470	39.97% New recreation programs/specialty camps
Internal Allocations	8,775	6.10% SSI Parks Admin/Corporate/HR
Other Expenditures	(730)	-0.51%
Total Other Changes	<u>65,515</u>	45.57%
2020 Budget	<u>231,955</u>	61.34%

Overall 2019 Budget Performance
 (expected variance to budget and surplus treatment)

Higher Recreation Program costs offset with additional fee revenue. No major operating variances for 2019.

SALT SPRING ISLAND - COMMUNITY RECREATION PROGRAMS	2019 BOARD BUDGET		ESTIMATED ACTUAL		BUDGET REQUEST				FUTURE PROJECTIONS				
	2019 BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	2020 ONE-TIME	TOTAL	2021	2022	2023	2024			
OPERATING COSTS:													
Salaries and Wages	76,790	71,500	76,729	22,730	-	99,460	150,500	155,699	159,089	162,566			
Recreation Programs	36,280	87,756	88,850	1,600	-	90,450	92,440	94,460	96,540	98,660			
Internal Allocations	17,500	17,500	28,275	-	-	28,275	28,240	30,274	30,921	31,583			
Travel and Insurance	6,250	5,780	6,290	-	-	6,290	6,420	6,550	6,680	6,810			
Other Operating	7,950	7,594	9,480	-	-	9,480	9,690	9,900	10,120	10,340			
TOTAL OPERATING COSTS	143,770	190,130	207,624	24,330	-	231,955	287,290	296,883	303,350	309,959			
*Percentage Increase						61.3%	23.9%	3.3%	2.2%	2.2%			
TOTAL COSTS	143,770	190,130	207,624	24,330	-	231,955	287,290	296,883	303,350	309,959			
FUNDING SOURCES (REVENUE)													
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-			
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-			
Revenue - Fees	(89,380)	(144,000)	(170,000)	(12,000)	-	(182,000)	(227,620)	(234,014)	(239,121)	(244,343)			
Payments in Lieu	(30)	(30)	-	-	-	-	-	-	-	-			
Revenue - Other	(100)	(1,840)	-	-	-	-	-	-	-	-			
TOTAL REVENUE	(89,510)	(145,870)	(170,000)	(12,000)	-	(182,000)	(227,620)	(234,014)	(239,121)	(244,343)			
REQUISITION	(44,260)	(44,260)	(37,624)	(12,330)	-	(49,955)	(59,670)	(62,869)	(64,229)	(65,616)			
*Percentage Increase over prior year requisition						12.9%	19.4%	5.4%	2.2%	2.2%			
AUTHORIZED POSITIONS:													
Salated	0.5	0.5	0.5	0.2	-	0.7	0.7	0.7	0.7	0.7			
User Funding %	69.1%					78.5%	79.2%	78.8%	78.8%	78.8%			

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: **1.458**
Service Name: **551 Community Recreation**

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt - Debenture debt (new debt only)
ERF - Equipment Replacement Fund
Grant - Grants (Federal, Provincial)
Cap - Capital Funds on Hand
Other - Donations / Third Party Funding

Funding Source Codes (cont)
Res = Reserve Fund
SLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Capital Project Title
Input title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area. The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp. Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
21-09	Replacement	Replace Tennis Court #2,3,4	Tennis court replacement required to modulate drainage issues and replace cracked leads.	\$300,000	S	Res	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000
21-09	Replacement	Replace Tennis Court #2,3,4	Grant funding required for tennis court replacement	\$150,000	S	Grant	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
19-09	Replacement	Office and computer equipment	Upgrade and replace office and computer equipment	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
GRAND TOTAL													
							\$0	\$5,000	\$305,000	\$5,000	\$5,000	\$5,000	\$325,000

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 2859 - Community Recreation Facilities - 1.458

Reserve Cash Flow

	2019	Budget				
		2020	2021	2022	2023	2024
Fund: 1060 Fund Center: 101786						
Beginning Balance	123,198	132,472	138,472	19,472	25,602	31,862
Transfer from Ops Budget	6,470	6,000	6,000	6,130	6,260	6,400
Interest Income	2,804					
Expenditures	-	-	(125,000)	-	-	-
Ending Balance \$	132,472	138,472	19,472	25,602	31,862	38,262

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock) **Committee:** Salt Spring Island

DEFINITION:

A local service area to establish, acquire and operate a service of small craft harbour facilities. Bylaw No. 3030, November 27, 2002.

SERVICE DESCRIPTION:

This is a service for funding and operating the Fernwood Dock, a small craft harbour facility on Salt Spring Island. This dock was divested to the CRD from the Department of Transportation in 2002. The Federal Government provided one-time funding of approximately \$280,000 for dock rehabilitation. This service is administered by the Fernwood Dock Management Commission.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

The Greater of \$207,870 or \$0.05/\$1,000 on hospital assessments for the Electoral Area of Salt Spring Island.

COMMISSION:

Fernwood Dock Management Commission (Bylaw # 3030, Nov 2002, Amendment Bylaw # 3762, Feb 2011).

FUNDING:

Parcel Tax

	2019		2020			FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
SSI Small Craft Harbour (Fernwood Dock)										
<u>DIRECTOR'S COSTS</u>										
Repairs & Maintenance	10,000	9,000	9,000	-	-	9,000	9,200	9,400	9,610	9,820
Insurance	3,190	3,190	3,276	-	-	3,276	3,340	3,410	3,480	3,550
Supplies	830	830	830	-	-	830	850	870	890	910
Allocations	4,150	4,150	3,925	-	-	3,925	3,822	3,636	3,713	3,791
Other Operating Expenses	1,330	2,200	2,320	-	-	2,320	2,360	2,400	2,440	2,480
TOTAL OPERATING COSTS	19,500	19,370	19,351	-	-	19,351	19,572	19,716	20,133	20,551
Percentage change							1.1%	0.7%	2.1%	2.1%
<u>CAPITAL/RESERVES</u>										
Transfer to Capital Reserve Fund	11,280	11,410	12,103	-	-	12,103	12,570	12,426	12,009	11,591
TOTAL COSTS	30,780	30,780	31,454	-	-	31,454	32,142	32,142	32,142	32,142
Percentage change										
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
REQUISITION - PARCEL TAX	(30,610)	(30,610)	(31,284)	-	-	(31,284)	(31,972)	(31,972)	(31,972)	(31,972)
*Percentage increase over prior year requisition							2.2%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

1.236

Service #:
Service Name:

551 Small Craft Harbour (Fermwood Dock)

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes (cont)
Res = Reserve Fund
STLoan = Short Term Loans
WU = Water Utility
Other = Donations / Third Party Funding

Funding Source Codes
Debt - Debt/Lease Debt (new debt only)
ERF - Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area. The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Proj. No.	Capital Exp. Type	Capital Project Title	Capital Project Description	Total Project Budget	2020	2021	2022	2023	2024	5 - Year Total
20-01	New	Ladders	Install 2 yellow ladders for safe exiting of water (1 each side of fiscal)	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$2,500
22-01	Renewal	Anticipated work from 2018 inspection	Replace and repair damaged sections	\$147,000	\$0	\$0	\$0	\$147,000	\$0	\$147,000
22-01				\$50,000	\$0	\$0	\$0	\$50,000	\$0	\$50,000
GRAND TOTAL					\$2,500	\$0	\$0	\$197,000	\$0	\$199,500

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp. Type	Capital Project Title	Capital Project Description	Total Project Budget	2020	2021	2022	2023	2024	5 - Year Total
20-01	New	Ladders	Install 2 yellow ladders for safe exiting of water (1 each side of fiscal)	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$2,500
22-01	Renewal	Anticipated work from 2018 inspection	Replace and repair damaged sections	\$147,000	\$0	\$0	\$0	\$147,000	\$0	\$147,000
22-01				\$50,000	\$0	\$0	\$0	\$50,000	\$0	\$50,000
GRAND TOTAL					\$2,500	\$0	\$0	\$197,000	\$0	\$199,500

Reserve Schedule

Reserve Fund: 1.236 SSI Small Craft Harbour (Fernwood Dock) Capital Reserve Fund - Bylaw 3808

Reserve Cash Flow

Fund: 1080 Fund Center: 102111

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	97,560	111,235	120,838	133,408	145,834	10,843
Transfer from Ops Budget	11,280	12,103	12,570	12,426	12,009	11,591
Interest Income	2,395	-	-	-	-	-
Transfer to Capital	-	(2,500)	-	-	(147,000)	-
Ending Balance \$	111,235	120,838	133,408	145,834	10,843	22,434

Assumptions/Background:

Require sufficient funds to replace dock within X years.



Making a difference...together

**Minutes of the Regular Meeting of the
GANGES HARBOUR WALK PROJECT STEERING COMMITTEE
Held September 30, 2019, 108 121 McPhillips Ave, Salt Spring Island, BC**

DRAFT

Present:

Committee Members: Matt Steffich, Peter Grove, Gregg Dow, Chris Acheson, Gary Holman.

Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan Ovington, Parks and Recreation Manager; Tracey Shaver, Recording Secretary; Jason Youmans, Islands Trust Planner

Chair Steffich called the meeting to order at 1:00 pm.

1. Approval of Agenda

MOVED by P. Grove, **SECONDED** by G. Holman,
That the Ganges Harbour Walk Project Steering Committee agenda of September 30, 2019 be approved.

CARRIED

2. Adoption of Minutes of January 24, 2019

MOVED by G. Dow, **SECONDED** by P. Grove,
That the Ganges Harbour Walk Project Steering Committee minutes of January 24, 2019 be approved.

CARRIED

3. Director and Chair Reports

3.1 Director Holman briefly reported on several meetings which have taken place between the Ministry of Forests, Lands, Natural Resources Operations and Rural Development (MFLNRO), Islands Trust, Capital Regional District and the owners of the Ganges Marina.

4. Outstanding Business

4.1 Staff Report: Ganges Harbour Walk Update

- MFLNRO requested a site and development plan
- Drawings developed to show requested Statutory Right of Way (SRoW) within foreshore will not interfere with Ganges Marina operations
- Application submitted
- Development plan based on phases and contingent on receipt of SRoW

MOVED by G. Dow, **SECONDED** by P. Grove,
That the Ganges Harbour Walk Steering Committee recommends the Salt Spring Island Parks and Recreation Commission support the Ganges harbour walk Development Plan and Site Plan as submitted.

CARRIED

5. New Business

MOVED by G. Dow, **SECONDED** by G. Holman,
Motion to Close the meeting in accordance with the Community Charter Part 4, Division
3, Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements,
if the council considers that disclosure could reasonably be expected to harm the
interests of the municipality;

CARRIED

The Committee closed the meeting at 1:25 pm.
The Committee returned from the closed meeting without report at 1:40 pm.

6. Next Meeting: to be determined

7. Adjournment

MOVED by G. Holman, **SECONDED** by P. Grove,
That the meeting be adjourned at 1:43 pm.