



Making a difference...together

**SALT SPRING ISLAND PARKS AND RECREATION COMMISSION**

Notice of Meeting on **Tuesday, January 19, 2021 at 3:00 PM**

SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Gary Holman

Brian Webster

John Gauld

Sean Norgard

Sonja Collombin

Drew Bodaly

Colin Walde

Drew Takahashi

(r) = Regrets

To receive an email invitation to listen to this meeting in real time, please contact Tracey Shaver at 250 538 4304 or [tshaver@crd.bc.ca](mailto:tshaver@crd.bc.ca) no later than 12 noon on January 19, 2021.

**AMMENDMENT to AGENDA**

**9.1 Five Year Financial Plan Amendment**

That the Salt Spring Island Parks and Recreation Commission recommends amending the Five Year Financial Plan for approval by the CRD Board to include additional funding of \$5,000 for the Baker Beach Stair Replacement Project bringing the total project costs to \$15,000 and funded from the Salt Spring Island Community Parks Capital Reserve Fund in 2021.

---

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



Making a difference...together

**REPORT TO PARKS AND RECREATION COMMISSION  
MEETING OF TUESDAY, JANUARY 19, 2020**

---

**SUBJECT FIVE YEAR FINANCIAL PLAN AMENDMENT**

**ISSUE**

To consider transferring additional funds from the Salt Spring Island (SSI) Community Parks Capital Reserve Fund (CRF) and amending the five year financial plan to reflect additional funding for the Baker Beach Stair Replacement Project.

**BACKGROUND**

In 1994 the Salt Spring Island Parks and Recreation Commission (PARC) was granted a further 10 year Foreshore License Agreement for the purpose of maintaining and repairing stairs at a public access to the beach at Booth Bay. It is unknown when the original Foreshore License Agreement was granted.

In 2004 PARC renewed the Foreshore License Agreement for a term of 30 years and approved funding for repairs of the wooden stairway at the foot of Baker Road. PARC also applied for and was granted a Highway Use Permit for the portion of the stairway that lies on Ministry of Transportation and Infrastructure (MOTI) land.

The wooden stairs at the Baker Road beach access have reach the end of their life cycle and are in disrepair. \$10,000 was budgeted for the project in 2020 but the project was put on hold and carried forward to 2021 due to Covid and staff resourcing. Recently quotes for complete replacement of the stairs with welded aluminum have come in higher than originally budgeted with the lowest quote being \$13,900. The quoted work covers the complete project from design, installation and removal of old staircase.

**IMPLICATIONS**

*Financial Implications*

<b>.455 SSI Community Parks CRF – Community Park Facilities</b>	
<b>Beginning Balance of 2020</b>	<b>\$36,629</b>
<b>2020 Transfers:</b>	
- 2020 Planned Contribution to CRF	\$5,000
- 20-05 Boardwalk Gazebo	(-\$20,000)
<b>2021 Transfers</b>	
- 2021 Planned Contribution to CRF	\$5,000
- 19-07 Beach Access Improvements	(-\$10,000)
- 19-07 Amendment for Beach Improvements	(-\$5,000)
<b>Ending Balance of 2021 (Estimated)</b>	<b>\$11,629</b>

The remaining balance of the Salt Spring Island Community Parks CRF with the proposed amendment is sufficient for projects currently in the five year capital plan (Appendix A) however an increased annual transfer should be considered as the remaining CRF balance is low. There is a planned transfer of \$5,000 for the end of 2020 and a planned transfer of \$5,000 at the end of 2021 to the CRF.

**ALTERNATIVES**

That the Salt Spring Island Parks and Recreation Commission recommends

Alternative 1

Amending the Five Year Financial Plan for approval by the CRD Board to include additional funding of \$5,000 for the Baker Beach Stair Replacement Project bringing the total project costs to \$15,000 and funded from the Salt Spring Island Community Parks Capital Reserve Fund in 2021.

Alternative 2

The report be referred back to staff for further consideration

**CONCLUSION**

Replacement of the wooden stairway with aluminum will create a safe access that will last decades with minimal maintenance.

Transfers from capital reserves are used to purchase new machinery for park maintenance, repairs and capital work on Salt Spring Island CRD parkland. This project was to be completed in 2020 but was put on hold. Quotes received in 2021 have come in higher than what was originally budgeted in the SSI Community Parks CRF. All remaining funds at the completion of the project will be returned to the Capital Reserve fund,

**RECOMMENDATION**

That the Salt Spring Island Parks and Recreation Commission recommends amending the Five Year Financial Plan for approval by the CRD Board to include additional funding of \$5,000 for the Baker Beach Stair Replacement Project bringing the total project costs to \$15,000 and funded from the Salt Spring Island Community Parks Capital Reserve Fund in 2021.

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

DO:ts

Attachments: Salt Spring Island Community Parks Facility Five Year Reserve Schedule

Attachment

Salt Spring Island Community Parks Facility Five Year Reserve Schedule

Reserve Schedule							
<b>1.455 - Community Park Facilities</b>							
Bylaw 2859							
Reserve Cash Flow							
Fund:	<b>1060</b>	<b>Estimated</b>	<b>Budget</b>				
Fund Centre:	<b>102030</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Beginning Balance		36,238	21,630	16,630	21,740	17,960	24,320
Transfer from Ops Budget		5,000	5,000	5,110	6,220	6,360	6,490
Expenditures (Based on Capital Plan)		(20,000)	(10,000)	-	(10,000)	-	(10,000)
Interest Income		392	-	-	-	-	-
<b>Ending Balance \$</b>		<b>21,630</b>	<b>16,630</b>	<b>21,740</b>	<b>17,960</b>	<b>24,320</b>	<b>20,810</b>