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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held February 16, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC**

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, Brian Webster, John Gauld, Colin Walde, Drew Bodaly, Sean Norgard, Drew Takahashi, Randy Cunningham
 Staff: Dan Ovington, Parks and Recreation Manager; Tracey Shaver, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Chair Collombin provided a Territorial Acknowledgement and called the meeting to order at 3:01 pm.

2. Public Prohibited Meeting Resolution

MOVED by Commissioner Webster, **SECONDED** by Commissioner Gauld ,
That this resolution applies to the Salt Spring Island Parks and Recreation Commission (PARC) for the meeting being held on February 16, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.
- c. By offering the ability to listen to the meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Webster, **SECONDED** by Commissioner Walde,
That the Salt Spring Island Parks and Recreation Commission agenda of February 16, 2021 be approved.

CARRIED

4. Adoption of Minutes of January 19, 2021

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Bodaly,

That the Salt Spring Island Parks and Recreation Commission Minutes of February 16, 2021 be approved and amended by changing item 8.1 bullet two the word “operations” to “operational budgets” and item 8.4 bullet seven the word “offer” to “statutory right of way”.

CARRIED

5. Delegation/Presentation- none

6. Director and Chair Reports

6.1 Director Holman briefly reported:

- BC Transit review for SSI Transit Service to begin with public consultation in the Spring.
- SSI Transit will be extending service down Beddis Road once Provincial funding confirmed
- BC Parks-working with stakeholders to try an restore some trails in Burgyone Bay Provincial Park
- Climate Action Plan
- Successful lobbying over several years has resulted in all the CRD Electoral Areas receiving a “Rural” designation for inclusion into the Island Coastal Economic Trust which provides grant and assistance for small island communities and businesses.
- Centennial Park and Boardwalk: CRD working with RCMP to ban people from public spaces who have committed serious offenses. CRD alerted neighbouring properties that overflow of offensive behavior onto their private property may occur and provided them with information on how to work with the RCMP.

7. Outstanding Business

7.1 Project Status Report

- Complete structure assessment of entire boardwalk around Centennial Park and Grace Point underway to determine scope of work needed.
- Work underway to have HVAC ducting at indoor pool cleaned.
- Ganges Hill Pedestrian pathway project has been stalled by MoTI needed to further asses the scope of work needed to widen road and provide additional paved area on both sides of road.
- Centennial Plaza: staff are working on costs and approaches to bring back to the commission for a decision on possible ways to provide security measures in the park area.
- Ganges Harbourwalk
 - Naming of area known as Pec’s Cove will be done using the PARC naming policy and consultation with First Nations.
 - Archeologic works will be completed in all areas that connect to land.

7.2 131 Brinkworthy Statuary Right of Way

- A 10% contingency will be added to the financial implications
- Once right of way is secured item will be brought forward to the Capital Planning meeting

- CRD will have no responsibility for sign as it is located in the MoTI right of way.
- The sign only needs the word "ROAD" added to it

MOVED by Commissioner Webster, **SECONDED** by Commissioner Takahashi, That the Salt Spring Island Parks and Recreation Commission recommends that staff proceed with a legal survey with the intention to pursue a Statutory Right of Way wide enough to accommodate a 1.8 metre pedestrian pathway that would extend 76 metres from Lower Ganges Road to the Brinkworthy Community along the western property boundary of 131 Brinkworthy Road.

CARRIED

7.3 Tree Removal Policy

- Policy has been drafted and is now under review and will be brought back to the Commission.
- As this is policy work versus Capital or Strategic it will not be added to the project tracker.

8. New Business

8.1 SSI Parks and Recreation Year End Revenue and Expenses

- Difficult year to document variances as they occurred in all line items
- Pool was the first to open in BC and continuing to expand hours as Covid restrictions allow; auxiliary staff called back to work
- Community parks was most vulnerable due to loss of market revenue and increased bylaw costs
- Operating reserve funds just established; goal would be to have 10% of operating budget in reserves.
- Prepare future budgets with a goal to transfer to operating reserves
- Director Holman suggested allocation of retired pool debt savings back into budget
- Staff seeking a balance in offsetting revenue shortfalls with lower operating costs

8.2 Referral-Ministry of Transportation re: subdivision – 445 Blackburn Rd.

- This subdivision application does not trigger a parkland dedication
- The area is a potential link in our GAP map
- Topography is very steep; surveyors will be needed to see if it is even possible for a trail.

MOVED by Commissioner Bodlay, **SECONDED** by Commissioner Norgard, That the Salt Spring Island Parks and Recreation Commission recommends that the Ministry of Transportation and Infrastructure approve the proposed subdivision of the North West ¼ of Section 85, South Salt Spring Island, Cowichan District, 455 Blackburn Road subject to the following conditions:

That the developer be responsible for registering a five metre public access easement in favour of the Capital Regional District, connecting Wright Road and Frazier Road; and that the applicant be responsible for professionally prepared plans, survey maps and drawings to identify the location and dimensions for the trail construction to the satisfaction of the Capital Regional District.

CARRIED

8.3 Project Charter- Pool Site Master Plan

- Project has been on hold since 2019; new Recreation Technician now in place
- Only indoor recreation zoned CRD property on the Island
- Property is in ALR with non-farm status
- Zoning allows for only 25% of the property to be covered
- Islands Trust covenant requires that they approve of future developments on site.
- Discussion regarding placement or provision of space for allotment gardens to be decided upfront.
- Use strategic plan to determine and possibly limit key stakeholders
- Several large master plan projects with potential overlapping needs to coordinate

MOVED by Commissioner Norgard, **SECONDED** by Commissioner Walde,
That the Salt Spring Island Parks and Recreation Commission agrees to sign-off on the Project Charter Pool Master Plan as authorization for the project to proceed as amended by:

- recalculating the budget “contingency”;
- add the “PARC Commission” to key stakeholder focus groups;
- reconsider name of project;
- add “cost estimates” to the budget and timeline for the three potential site plans.

CARRIED

8.4 BC Family Day Grant

Annual grant applied for and received but snow day reduced attendance.

9. Correspondence: none

10. Motion to Close the meeting

MOVED by Commissioner Norgard, **SECONDED** by Commissioner Walde,
That the Salt Spring Island Parks and Recreation Commission 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 Commission closed the meeting at 4:35 pm.

The Commission returned from the closed meeting at 5:01 pm with the below rise and report.

11. Rise and Report

Item 1

That the Salt Spring Island Parks and Recreation Commission recommends that the Capital Regional District:

1. Approve the Lease for Fulford Ballpark, Fulford Ganges Road, Salt Spring Island between James Akerman and Capital Regional District for a one year term commencing January 1, 2021 at an annual rent not to exceed 5% increase of the previous year's rent; and
2. To further approve the Non-Exclusive License of Use for 2501 Fulford-Ganges Road Salt Spring Island between Robert Roodenburg and Marie Roodenburg and Capital Regional District for a two year term commencing January 1, 2021 at a license fee of \$1.00.

Item 2

That the Salt Spring Island Parks and Recreation Commission recommends that staff:

1. Enter into an easement agreement with the private property owner of 430 Starks Road PID 009-597-808 provided compensation be given in the amount equal to 50% of the increased value of the property along with all associated fees and staff costs.
2. That the CAO be authorized to negotiate, execute and do all things incidental to finalizing an agreement and registering the easement.

Item 3

That the Salt Spring Island Parks and Recreation Commission acknowledges completion of negotiations regarding an easement over 430 Starks Road and receipt of \$47,715.06 from the property owner.

12. Next Meeting:

March 16, 2021, 3 PM, Public Library,
Public attendance to be determined by Order of the B.C. Public Health Officer.

13. Adjournment

MOVED By Commissioner Bodlay, **SECONDED** by Commissioner Gauld,
That the meeting adjourn at 5.05 pm

CARRIED

CHAIR

SENIOR MANAGER