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SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Notice of Meeting on **Tuesday, January 25, 2022 at 2:30 PM**

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

Gary Holman

Brian Webster

Drew Takahashi

Sean Norgard

Sonja Collombin

Drew Bodaly

Colin Walde

Randy Cunningham

(r) = Regrets

Zoom Link:

<https://us06web.zoom.us/j/89662355895?pwd=VWV4SjJQZW9MZ1FEOENrK0FicVRwdz09>

AGENDA

1. Territorial Acknowledgement / Call Meeting to Order

2. Limited Space Meeting Resolution

That this resolution applies to the Salt Spring Island Parks and Recreation Commission for the meeting being held on January 25, 2022, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable

requirements or recommendations under the Public Health Act, despite the best efforts of the Commission because:

- a. The available meeting facilities cannot accommodate more than (43) people in person, including members of the Commission and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the Commission and the public in sufficient numbers; and

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.

3. Election of Commissioners and Chair

4. Approval of Agenda

1-2

5. Adoption of Minutes of November 16, 2021

3-6

6. Delegation/Presentation - None

7. Director and Chair Reports

To ensure quorum, advise Shayla Burnham 250 537 4448 if you cannot attend.

8. Outstanding Business

8.1 Rainbow Road Recreation Centre Site Master Plan

7-12

That the Salt Spring Island Parks and Recreation Commission recommends that the three Landscape Conceptual designs developed by LADR Landscape Architects dated January 25, 2022 be used for further community consultation.

8.2 Salt Spring Island Multipurpose Space (SIMS) Update

13-17

8.3 Mouats Park Horse Riding Ring License of Use

18-36

That the Salt Spring Island Parks and Recreation Commission recommends that a License of Use with the Gulf Island Horse Association for the purpose of operating a riding ring in the licensed area identified in (Appendix A; Schedule A) be drafted for consideration.

8.4 Salt Spring Island Administrative Project Tracker (PARC Projects)

37-38

8.5 Baker Beach Stair Replacement Project Update

39

8.6 Drake to Cypress Trail Upgrade Project

40-41

8.7 Salt Spring Island Recreation Staffing Shortage and Further Reduction of Service Level

42-43

That the Salt Spring Island Parks and Recreation Commission accepts this memo for information.

9. New Business – None

10. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

11. Rise and Report

12. Next Meeting – February 22, 2022 at 2:30 PM in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

13. Adjournment



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

DRAFT

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 and Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 2:30 pm.

2. Approval of Agenda

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission approve the November 16, 2021 agenda as amended by adding item 7.4 Project Priorities and Priorities Relative to the Harbour Walk and, item 7.5 Salt Spring Island Middle School (SIMS) Update.

CARRIED

3. Adoption of Minutes of October 19, 2021

MOVED by Commissioner Walde, **SECONDED** by Commissioner Webster, that the Salt Spring Island Parks and Recreation Commission approve the minutes of October 19, 2021 as amended by updating item 5. Directors Report, first bullet, from "Submitted an ad" to "Submitted an article".

CARRIED

4. Delegations/Presentation

4.1 Rainbow Road Recreation Centre Survey Results

- Questions raised by the Commission were answered and recorded in item 7.2 Rainbow Road Recreation Centre Master Plan.

5. Report of the Chair and Director

Director Holman briefly reported:

- Expressed the importance of involving the CRD into the Islands Trust Ganges

Village planning process.

Chair Collombin – No report

6. Outstanding Business

6.1 Salt Spring Island Saturday Market Operating and Management Review (Special Meeting)

- Staff to schedule for early December, 2021.

CARRIED

7. New Business

7.1 Rainbow Road Recreation Centre Master Plan

- Comments from PARC provided to staff will outline three conceptual designs for public consultation.
- Feedback from public consultation will be brought back to PARC for review.
- PARC to confirm location of the new maintenance facility.
- Islands Trust covenant on the property.
- Finalize the master plan and final report for inclusion into the Capital Plan.
- Rezoning concerns noted for the Kanaka Road site.
- Landscaping and fences for the maintenance facility noted as important.
- Kanaka Road Property zoned Residential with some support from the Commission regarding future affordable housing options on the property.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Walde, that the Salt Spring Island Parks and Recreation Commission request that the conceptual designs for the Rainbow Road Recreation Centre Master Plan include the maintenance facility on the 262 Rainbow Road site.

CARRIED

- The Commission requested plans for the site include a pool expansion.
- The Commission expressed concern for lack of available soccer spaces.
- Lights important for a future outdoor covered multi-sport facility.
- The Commission noted that SIMS is an ideal location for a future indoor recreation.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Gauld, that the Salt Spring Island Parks and Recreation Commission request the conceptual designs for the Rainbow Road Site Master Plan include a leisure pool expansion.

CARRIED

- The Commission requested that one of the conceptual designs include a walking/running path, significant outdoor picnic area, relocation of the current

dog park, tennis and pickle ball courts and a covered outdoor multi-sport facility.

- The Commission noted the lack of public demand and funding for an ice arena.

7.2 Rainbow Road Recreation Centre Recommissioning

- The Salt Spring Island Parks and Recreation Commission received this report for information.

7.3 2022 Salt Spring Island Parks and Recreation Projected Year-end Balance of Reserves

- Projects within the Capital Plan have a higher chance of receiving grant funding.
- Staff suggested allotting more time in the June 2022 Capital Planning meeting for Commission feedback.
- The Commission requested to defer the Electric Vehicle (EV) maintenance truck.
- Staff confirmed that CRD gas powered vehicles are evaluated with EV options prior to replacement.
- Staff informed the Commission that CRD is inviting the public to use the Cusheon Lake beach access and PARC will either have to remove or replace the current dock.
- The Commission requested a project charter for the Cusheon Lake Beach Access Upgrade be added to a future agenda for discussion.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Walde, that the Salt Spring Island Parks and Recreation Commission recommends that the 2022-2026 capital budgets for the Salt Spring Island Pool & Park Land, Community Recreation, Community Parks and Fernwood Dock be approved as presented in Appendix B and that consideration be given during the 2022 Capital Planning meeting to address reserve fund balances ahead of the 2023-2026 budget cycle.

CARRIED
Commissioner Gauld Opposed

7.4 Project Priorities and Priorities Relative to the Harbour Walk - deferred

7.5 Salt Spring Island Middle School (SIMS) Update – deferred

8. Election of Officers

- Staff called for nominations from the floor for four commission positions starting January 1, 2022.
- Randy Cunningham, Drew Bodaly and Colin Walde requested to be reappointed.
- John Gauld announced his resignation as of December 31, 2021.
- Staff received on late application that will be forwarded to the CRD Board for approval with Director Holman's concurrence.

9. Correspondence - None

10. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1): (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

11. Rise and Report - None

12. Next Meeting – TBD

Commissioner Webster declared a conflict of interest with the Special Meeting (date TBD) for the Saturday Market discussion due to being a vendor.

13. Adjournment

MOVED by Commissioner Takahashi, **SECONDED** by Commissioner Gauld, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 4:38 pm.

CHAIR

SENIOR MANAGER



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**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, JANUARY 25, 2022**

SUBJECT **Rainbow Road Recreation Centre Master Plan**

ISSUE

To review the three conceptual designs for further community consultation on the Rainbow Road Recreation Centre Site Master Plan.

BACKGROUND

The Rainbow Road Aquatic Centre was built in 2008 with a six-lane, 25 metre lap multi-purpose pool and 12-person whirlpool. In a typical year, the pool sees over 50,000 visits and over 400 aquatic program registrations. In 2018, the Capital Regional District (CRD) assumed responsibility for pool operations and management from a private contractor.

The development of a Rainbow Road Recreation Centre Master Plan was identified as a priority in the 2019 Salt Spring Island Parks and Recreation Strategic Plan, in response to the community's desire for increased access to indoor recreation facilities for residents and visitors. This project was budgeted for in the 2020 capital plan but was started in 2021 due to the pandemic.

The site master plan will assess current and future capacity needs to identify suitable expansion opportunities. This plan will inform a phased capital planning approach for new facilities and program amenities based on input provided from First Nations, key stakeholders and the public.

PARC has allocated \$25,000 from capital reserves to begin the preliminary assessments, community consultation and conceptual designs of the Rainbow Road Recreation Centre Master Plan. An additional \$5,000 has been allocated to this project in 2022 to support higher than anticipated costs for conceptual designs bringing the total project costs to \$30,000.

The first round of public engagement has finished with a public survey that was available September 27 – October 19, 2021. In addition to the public survey, initial meetings with stakeholders, staff and PARC are now complete and notes have been compiled into three conceptual designs for consideration.

The preferred location for the Park Maintenance Facility was also included in the consultation. People were asked if they would prefer to see the new facility located at the Rainbow or Kanaka site after being presented with the pros and cons of each. Feedback was mixed and it will be up to PARC to decide on the preferred location prior to being presented with a final draft design.

The next steps in the process will include a virtual open house and online discussion forums for people to provide input on the three conceptual designs. Comments will be incorporated into one final design for PARC’s consideration.

Milestone	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.
PARC Review Present results of public survey / stakeholder workshops								
Conceptual Designs and cost estimates Three designs will be developed, informed by findings from the initial engagement								
PARC Review Present three draft designs for approval for further consultation								
Open House (virtual or in person)								
PARC Review Present three draft designs, cost estimates and feedback from open house								
Park Maintenance Facility PARC to confirm location of Park Maintenance Facility								
Final Draft Design Additional information and input received will inform a final draft								
PARC Review PARC will consider feedback and analysis as part of its final review and approval of design								
Government Approvals Obtain ALR and Islands Trust approval (Approve in principle)								
Final Master Plan Publish Final Master Plan and Final Report								

ALTERNATIVE

That the Salt Spring Island Parks and Recreation Commission recommends that

Alternative 1

The three Landscape Conceptual designs developed by LADR Landscape Architects dated January 25, 2022 be used for further community consultation.

Alternative 2

The report be referred back to staff for additional information.

CONCLUSION

The development of a Rainbow Road Recreation Centre Master Plan was identified as a priority in the 2019 Salt Spring Island Parks and Recreation Strategic Plan. The first round of public engagement has finished with a public survey and stakeholder workshops.

This report has been provided for PARC to review the draft conceptual designs that will be used for further community consultation including a virtual open house.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommends that the three Landscape Conceptual designs developed by LADR Landscape Architects dated January 25, 2022 be used for further community consultation.

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

DO:sb

Attachments:

Appendix A

Rainbow Road Recreation Centre Master Plan Landscape Conceptual Plans 1-3



PROGRAM:
 - (4) TENNIS COURTS (26M X 16M) (65'X50')
 - (1) MULTI-PURPOSE COURT (15M X 30M)
 - PET PARK (SEPARATED BY BREED SIZE)
 - WALKING TRAIL SYSTEM
 - NATURAL PLAYGROUND
 - COMMUNITY GARDEN EXPANSION (FRONT)
 - NATURAL TRAIL ALONG THE TREE COVERED AREA

BUILDING:
 - SAUNASTEAM ROOM
 - WATERSLIDE

MAINTENANCE FACILITY:
 - 210 KANAKA

FOR PRELIMINARY DISCUSSION

Landscape Concept Plan | Rainbow Road Option 1



- PROGRAM:**
- (1) COVERED MULTI-PURPOSE COURT (15M X 30M)
 - PET PARK (SEPARATED BY BREED SIZE)
 - WALKING TRAIL SYSTEM
 - NATURAL PLAYGROUND
 - COMMUNITY GARDEN EXPANSION
 - NATURAL TRAIL ALONG THE TREE COVERED AREA

- BUILDING:**
- SAUNASTEAM ROOM
- MAINTENANCE FACILITY:**
- ON RAINBOW SITE

FOR PRELIMINARY DISCUSSION

Landscape Concept Plan | Rainbow Road Option 2



LADR LANDSCAPE ARCHITECTS

Project No: 0000 JAN-25-22 #3864 Queens Ave, Victoria B.C. V8T 1M5 Phone: (250) 596-0105

Expression of Interest

Room Rental Opportunity:
Salt Spring Island Middle School
122 Rainbow Road, Salt Spring Island, BC



Please submit prior to February 15, 2022

1. Introduction

The Salt Spring Island Parks and Recreation Commission (PARC) is seeking community groups, local non-profit and recreation service providers to utilize available indoor space at the Salt Spring Island Middle School (SIMS).

2. Background

The Capital Regional District's (CRD) Salt Spring Island Parks and Recreation Commission (PARC) has approved in principle that the CRD begins formal discussions with School District 64 (SD64) to enter into a five year lease agreement beginning in July 2022 to operate the Salt Spring Middle School (SIMS) Building located at 122 Rainbow Road as a community centre.

The SD64 Trustees approved a partial closure of SIMS in September 2021 and a full closure of the school at the end of June 2022.

The CRD has an established service budget for operating recreation facilities and could requisition additional funding that would be required to keep rental costs for not-for-profit user groups low. CRD has facility booking software, online registration capabilities, and staff trained in recreation programming, administration, and maintenance of recreation facilities.

3. Property Description

The SIMS facility located at 122 Rainbow Road is accessible from Park Drive as well as two service roads over SD64 property and includes 14 classrooms, storage rooms, a gym, a library, offices, lunch room, teaching kitchen and a large atrium in the middle of the building. With the school district planning to exit the premises in June 2022, there is an opportunity for the CRD to assume responsibility of the building.

Building plans for the main floor attached.

4. Proposed Rental Opportunities

PARC has established hourly and annual rental rates for recreation service providers, non-profit service providers and public service providers.

	Recreation Commercial	Adult Non Profit	Youth Non Profit	Public Service Providers
Gym /hour	\$80.00	\$56.00	\$48.00	\$80.00
Classroom /hour	\$25.50	\$17.20	\$11.47	\$25.50
Square Footage /annual	\$7.00	\$5.25	\$4.50	\$10.00

5. Zoning

SIMS is currently zoned Community Facilities One limiting the permitted uses of land, buildings and structures. Permitted uses under the existing zoning include: public schools, pre-schools, child day care centre, libraries, churches, community halls, hospitals, clinics and health care facilities, non-commercial outdoor and indoor recreation, service club buildings, performing and visual art centres and public service uses*.

*Public service uses means the use of land, buildings or structures for the maintenance, repair or storage of vehicles, equipment or construction materials that are used solely for the provision, maintenance or repair of public utilities or highways, and for emergency response facilities.

Public utilities means a use of land, or of unoccupied works and structures such as pipes, wires, poses or towers for the provision of electricity, gas, water, sewer, telephone, cablevision or telecommunication services.

6. Submission Details

Expressions of interest should be emailed to Dan Ovington, Manager of Parks and Recreation Salt Spring Island, dovington@crd.bc.ca with the subject line: Expression of Interest – SIMS.

7. Submission Requirements

Submit one (1) pdf document, including:

- a. Community group or service provider description
- b. Rental space requested
- c. Proposed dates/times
- d. Brief description of any improvements to accommodate your group

Commercial General Liability insurance in the amount of \$2 million naming SD64 and CRD as additionally insured is required for all annual leases.

8. Viewing

An open house will be held on Friday December 3, 2021 from 10am-1pm. To schedule a guided tour during the open house please contact Dan Ovington, Manager of Parks and Recreation Salt Spring Island, dovington@crd.bc.ca

9. Selection

In the event that multiple groups submit an expression of interest for the same rental space, the CRD may require additional details to support the sustainability of your organization. Further the Decision Making Framework approved in the 2019 Salt Spring Island Parks and Recreation Strategic Plan may be used by the CRD and PARC as a guide to evaluate any proposals.

Decision Making Framework Attached.

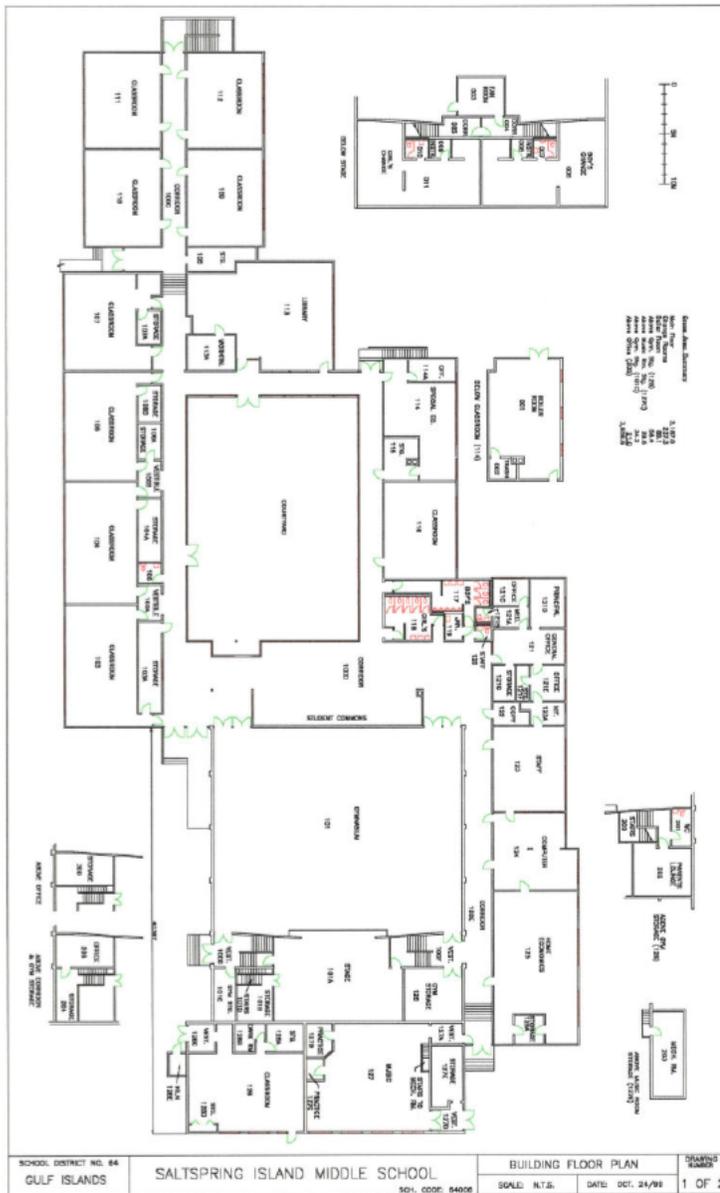
10. Inquiries

Please contact Dan Ovington, Manager of Parks and Recreation Salt Spring Island, with any questions. Email: dovington@crd.bc.ca Phone: 250.538.4302.

Attachments:

- Attachment 1 – SIMS Floor Plan
- Attachment 2 – Decision Making Framework

Attachment 1 – SIMS Floor Plan



Attachment 2 – Decision Making Framework

The decision making framework is used as a guide to assess new opportunities or proposals against the outcomes to determine the greatest public good.

Outcomes Alignment – The proposed initiative will support the CRD in achieving the outcomes identified in this plan and is part of the core parks and recreation service functions of the CRD as contained within broader strategic planning.

Public Benefit – All island residents will benefit directly or indirectly by implementing the proposed initiative, regardless of whether they participate directly in the initiative.

Demographic Trends - Population trends and growth areas on the Island support a need for the proposed initiative.

Recreation Behavior Trends - Parks and recreation trends and growth areas on the island support a need for the proposed initiative.

Community Support – Parks and recreation stakeholders and the community at large identified and supported the proposed initiative during engagements.

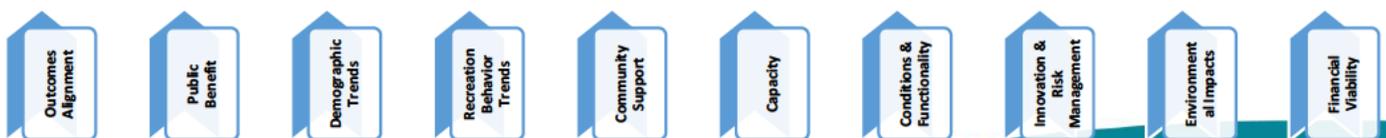
Capacity – Analysis of parks and recreation capacity and utilization on the Island supports the proposed initiative.

Conditions & Functionality - Existing facility or facility spaces have less than 25% remaining in their lifecycle (as determined by ongoing lifecycle planning) and investment in the proposed initiative would create, extend or replace the necessary capacity.

Innovation & Risk Management – The proposed initiative demonstrates innovation in some form – design, operations, efficiencies, etc. and the potential risks associated with the initiative are minimal or can be reasonably mitigated.

Environmental Impacts – The environmental impacts of implementing the proposed initiative will be identified and evaluated in relation to the benefit of the proposed initiative.

Financial Viability – The proposed initiative has the ability to generate appropriate cost recovery relative to operating and maintenance expenditures





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**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, JANUARY 25, 2022**

SUBJECT **Mouats Park Horse Riding Ring License of Use**

ISSUE

To consider transferring the License of Use (LoU) between the Capital Regional District (CRD) and the Salt Spring Island Farmers Institute (SSIFI) for use of a licensed area in Mouats Park to the Gulf Island Horse Association (GIHA).

BACKGROUND

The Salt Spring Island Parks and Recreation Commission (PARC) was granted an official Crown Grant for the 60 acre park in 2001, at the same time PARC and the SSIFI entered into a LoU for the licensed area. Prior to PARC managing Mouats Park, the Farmers Institute had held a license with the Province dated back to 1993.

The licensed area in Mouats Park includes a riding ring, stalls, sawdust storage area, parking area, warm-up area and fencing (Appendix A; Schedule A). Access to the riding facility, hydro, water and a turnaround area for horse trailers is provided by the SSIFI who make the facility available for community use with the exception of dates when they host special events such as the Fall Fair.

The Therapeutic Riding Association appeared as a delegation to PARC in March 2017 requesting to take over the LoU to provide a permanent home for their riding program. The proposal included improvements to the riding ring, a covered roof and portable shelters. At that time their request was denied as the SSIFI was not willing to give them access across their property to the license area. The Therapeutic Riding Association has since found a new home on Upper Ganges Road.

GIHA submitted a letter in November 2020 requesting a meeting with staff to provide clarification of how best to proceed in securing the LoC for the riding ring and surrounding area. Staff advised that the SSIFI would need to agree to the lease transfer and provide access, power and water.

GIHA has been in negotiations with SSIFI for some time and has received approval from the Farmers Institute Board to assume the LoC and that access to the licensed area and utilities would be provided.

GIHA has requested that a memorandum of understanding (MoU) be drafted between CRD and GIHA prior to a draft lease being developed. PARC approved this request and asked that staff draft a MoU for further consideration. (Appendix B)

ALTERNATIVES

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

- 1) A License of Use with the Gulf Island Horse Association for the purpose of operating a riding ring in the licensed area identified in (Appendix A; Schedule A) be drafted for consideration.

- 2) Refer back to staff for more information

CONCLUSION

The licensed area in Mouats Park includes a riding ring, stalls, sawdust storage area, parking area, warm-up area and fencing and has been operated by the SSI Farmers Institute since 1993 for public use. GIHA has requested to take over the LoU to provide a permanent home for their program, improve the facilities and continue community use. The Farmers Institute Board has given approval for GIHA to assume the LoC and that access to the licensed area and utilities would be provided.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommends that a License of Use with the Gulf Island Horse Association for the purpose of operating a riding ring in the licensed area identified in (Appendix A; Schedule A) be drafted for consideration.

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

DO:sb

Attachments: Appendix A – Salt Spring Island Farmers Institute LoU
Appendix B – Gulf Island Horseman’s Association MoU

LICENCE OF USE

THIS AGREEMENT DATED FOR REFERENCE THE 30TH DAY OF APRIL 2018

BETWEEN

CAPITAL REGIONAL DISTRICT
625 Fisgard Street
Victoria, BC V8W 1R7

(the "CRD")

OF THE FIRST PART

AND

SALT SPRING ISLAND FARMERS' INSTITUTE
351 Rainbow Road,
Box 661, Ganges
Salt Spring Island BC V8K 2W3

(the "Licensees")

OF THE SECOND PART

WHEREAS:

A. The CRD is the registered owner of certain lands legally described as :

PID: 024-938-670
BLOCK A, SECTION 1, RANGE 2 EAST, AND OF SECTION 1, RANGE 3
EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT

(the "CRD Land")

B. The Licensee entered into a License with the Licensor dated 24th day of April 2008 for a five year term and a five year renewal term expiring May 1, 2018.

C. The Licensees wishes to be granted this Licence to occupy those portions of the CRD Land shown outlined in red on the plan attached hereto as Schedule "A" (the "Licence Area") including the improvements on the Licence Area for the purpose of operating and managing the Licence Area as listed hereto in Schedule "B" (the "Facility").

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fees

paid by the Licensee to the CRD, and in consideration of the premises and covenants contained in this agreement (the "Agreement") the CRD and the Licensees covenant and agree with each other as follows:

1.0 RIGHT TO USE AND OCCUPY

1.1 The CRD, subject to the performance and observance by the Licensees of the terms, conditions, covenants and agreements contained in this Agreement and to earlier termination as provided in this Agreement, grants to the Licensees a non-exclusive right by way of licence for the Licensees, their agents, employees, and invitees to use the License Area for the purpose of equestrian activities and for no other purpose unless agreed to in writing by the CRD.

2.0 RESERVATION OF RIGHTS

2.1 The CRD reserves to itself from the grant and the covenants made by it to the Licensees under section 1.1 above the right for the CRD, its agents, employees, contractors and subcontractors to have full and complete access to the Licence Area to carry out any operations associated with the CRD's use of the Licence Area.

3.0 LICENSE FEE

3.1 In consideration of the right to use and occupy, the Licensees shall pay to the CRD a license fee of TEN DOLLARS (\$10.00) plus GST. Such licence fee shall be payable at the commencement of the Term.

4.0 TERM

4.1 The Term of the license granted under this Agreement is FIVE (5) year commencing on the 1st day of May 2018 and terminating on the day of 30th April 2023 (the "Term"). The Term may be renewed by written agreement of the parties.

5.0 CONSTRUCTION

5.1 Except as provided in section 1.1, the Licensees shall not construct or play any buildings or structures or make any improvements on the Licence Area without the CRD's prior written consent.

6.0 INSPECTION

6.1 The Licensee shall be responsible for inspection of the License Area and the Facility

7.0 MAINTENANCE

7.1 The Licensee shall maintain the License Area and the Facility at all times to a reasonable standard and maintenance.

7.2 The Licensees shall be responsible for assessment of long-term maintenance, life-cycle replacement

8.0 UTILITIES

8.1 The Licensees shall have the right to obtain access to all available utility services including garbage disposal, electricity and telephone, providing that all costs associated with such services shall be borne by the Licensees.

9.0 CAMPING/CAMPFIRE

9.1 The Licensee shall not allow overnight camping or the use of campfires within the License Area.

10.0 INDEMNIFICATION

10.1 The Licensees release and will indemnify and save harmless the CRD, its elected and appointed officers, employees, and agents from and against all lawsuits, damages costs, expenses, fees, or liabilities that the Licensees, their agents, employees, invitees, or any other person may incur, suffer, or allege by reason of the use of the Licence Area by the Licensees, their agents, employees, invitees, or any other person, the carrying on upon the Licence Area of any activity in relation to the Licensees' use of the Licence Area, or a breach of this Agreement by the Licensees.

11.0 INSURANCE

11.1 The Licensees shall, at their own expense, provide and maintain during the term of this Agreement the following insurance in a form acceptable to the CRD with a company duly registered and authorized to conduct insurance business in the Province of British Columbia:

(a) Commercial General Liability Insurance

- i) The Licensees shall purchase Commercial General Liability Insurance covering losses to a third party for bodily injury or death, property damage, and unlicensed vehicle and attached equipment operations, and
- ii) this insurance shall be an all risk, occurrence based policy with a three million (\$3,000,000.00) minimum limit on an occurrence basis, and
- iii) the CRD shall be named as an additional insured, and

- iv) this policy shall contain the separation of insureds, cross liability clause in the conditions of the policy, and
- v) all such policies shall provide no cancellation or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, or alteration has been given to the CRD, and
- vi) the Licensees shall provide the CRD with a certificate or certificates of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies. Every certificate, or certificates of insurance shall include, certification by the insurance agent or the insurer that the certificate of insurance specifically conforms to all of the provisions required herein.

(b) Automobile Insurance

- i) The Licensees shall maintain Third Party Legal Liability Insurance in an amount not less than \$2,000,000.00 per occurrence in respect of all vehicles owned and/or operated by the Licensees in connection with this Agreement.

11.2 The Licensees shall require that each of his Contractors or Sub-Licensees provide evidence of such comparable insurance in the name of the Contractor or Sub-Licensee to that set forth under this schedule.

11.3 Any deductible amounts in the foregoing insurance which are payable by the policy holder shall be in an amount acceptable to the CRD.

11.4 Maintenance of such insurance and the performance by the Licensees of its obligations under this Schedule shall not relieve the Licensees of liability under the indemnity provisions set forth in this Agreement

11.5 The CRD may take out and maintain the insurance required by this agreement at the cost of the Licensees if the Licensee is in default under this Agreement

12.0 LIENS

12.1 The Licensees will indemnify the CRD from and against any liens for wages or materials or for damage to persons or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions that the Licensees may make or cause to be made on, in or to the Licence Area.

13.0 NOTICES

13.1 It is hereby mutually agreed:

Any notice required to be given under this Agreement is deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

(i) If to the Licensees:

351 Rainbow Road,
Box 661, Ganges
Salt Spring Island BC V8K 2W3

(ii) If to the CRD:

625 Fisgard Street, P O BOX 1000
Victoria, BC, V8W 2S6

or at the address a party may from time to time designate, then the notice shall be deemed to have been received five days after the time and date of mailing. If, at the time of mailing the notice, the delivery of mail in the Province of British Columbia or Alberta has been interrupted in whole or in part by reason of a strike, slow-down, lock-out or other labour dispute, then the notice may only be given by the actual delivery of it.

14.0 TERMINATION

14.1 If the Licensees are in breach of this Agreement, and if the default continues thirty (30) days after the giving of notice by the CRD to the Licensees, then the CRD may terminate this Agreement and reenter the licence Area and the rights of the Licensees with respect to the Licence Area shall lapse and be absolutely forfeited.

14.2 The CRD or the Licencees may terminate this Agreement by giving ninety (90) days prior written notice.

14.3 The Licensees shall upon the expiry or earlier termination of this Agreement, restore the License Area, at its sole cost and expense, to its condition prior to the Equestrian Facility.

15.0 FORFEITURE

15.1 The CRD, by waiving or neglecting to enforce the right of forfeiture of this Agreement or the right of re-entry upon breach of this Agreement, does not waive the CRD's right upon any subsequent breach of the same or any other provision of this Agreement.

16.0 FIXTURES

16.1 Unless the Licensees remove them, the buildings, structures or improvements constructed on the Licence Area by the Licensees shall at the termination of the Agreement, become the sole property of the CRD at no cost to the CRD.

17.0 REPAIRS BY THE CRD

- 17.1 (a) If the Licensees fail to repair or maintain the Licence Area or any building structure or improvement on the Licence Area in accordance with this Agreement, the CRD may, by its agents, employees, or contractors, enter the Licence Area and make the required repairs or do the required maintenance and the cost of repairs or maintenance shall be a debt due from the Licensees to the CRD;
- (b) in making the repairs or doing the maintenance, the CRD may bring and leave upon the Licence Area the necessary materials, tools, and equipment and the CRD will not be liable to the Licensees for any inconvenience, annoyance, loss of business, or other injuries suffered by the Licensees by reason of the CRD effecting the repairs or maintenance.

18.0 REGULATIONS

18.1 The Licensees will comply promptly at their own expense with the legal requirements of all authorities, including an association of the fire insurance underwriters or agents, and all notices issued under them that are served upon the CRD or the Licensees.

19.0 NO COMPENSATION

19.1 The Licensees shall not be entitled to compensation for any loss or injurious affection or disturbance resulting in any way from the termination of this Agreement or the loss of the Licensees' interest in any building, structure or improvement built or placed on the Licence Area.

20.0 INTERPRETATION

- 20.1 (i) When the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic where the context or the parties require;
- (ii) the headings to the sections in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or provision of it;

- (iii) this Agreement enured to the benefit of and is binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees;
- (iv) this Agreement must be construed in accordance with and the government by the laws applicable in the Province of British Columbia; and
- (v) all provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.

IT WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first before above written.

CAPITAL REGIONAL DISTRICT



by its authorized signatory

this 11 day of April, 2018:

DAN OUGHTON
Print name:

SALT SPRING ISLAND FARMERS' INSTITUTE



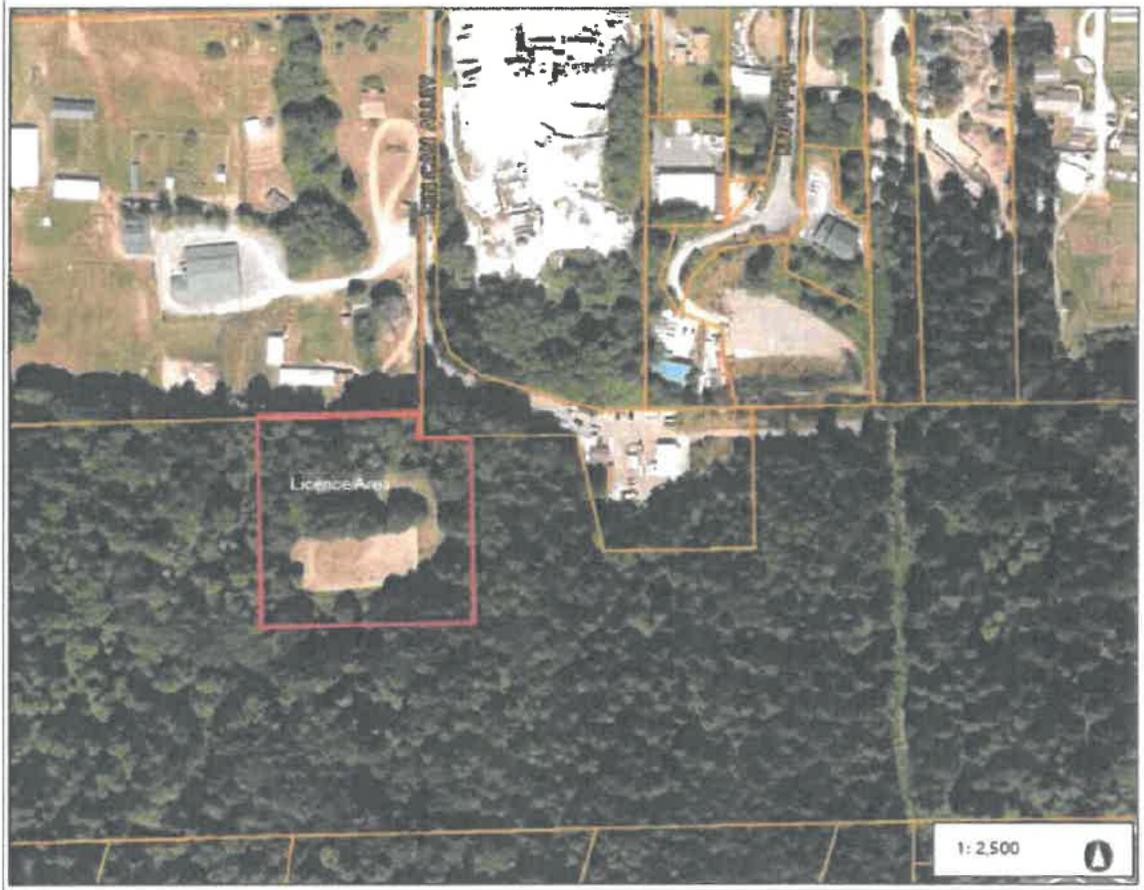
by its authorized signatory

this 25 day of APRIL, 2018:

BARUCE MARSHALL
Print name:

		Initial	Date
Content	Procurement	<u>DD</u>	<u>April 11/18</u>
	Financial Plan	<u>DD</u>	<u>April 11/18</u>
	Content	<u>DD</u>	<u>April 11/18</u>
GM Approval			
Form			
Authority			

SCHEDULE A



SCHEDULE "B"

**Riding Ring
Stalls
Sawdust storage area
Parking Area
Warm-up Area
Fencing**

THIS COMMERCIAL INSURANCE POLICY CONSISTS OF THIS (THESE) DECLARATIONS PAGE(S) ALONG WITH THE "GENERAL CONDITIONS" (OR "STATUTORY CONDITIONS"), AS WELL AS ALL COVERAGE WORDINGS, RIDERS OR ENDORSEMENTS THAT ARE ATTACHED HERETO.

COMMERCIAL INSURANCE POLICY



SUBSCRIPTION POLICY

Effected with certain Lloyd's Underwriters and other Insurers (hereinafter called the Insurer) through Lloyd's approved coverholder ("the Coverholder")

Policy No. 6007-0742

Declarations

Effective 9/30/2017

INSURANCE IS PROVIDED ONLY FOR THOSE COVERAGES FOR WHICH A SPECIFIC LIMIT OF INSURANCE IS SHOWN - ON TERMS AND CONDITIONS CONTAINED IN THE FORMS INDICATED. ANY REFERENCE HEREIN TO THE "COMPANY" SHALL BE CONSTRUED AS "THE INSURER"

FORM NO.	TYPE OF COVERAGE	DEDUCTIBLE	COINS. %	LIMIT OF INSURANCE
Property				
PA1 (8/04)	Building, Equipment and Stock (Broad Form)	1,000	90%	
	At Loc 1 (Lot B Plan 8500 Rainbow Road, Salt Spring Island, British Columbia)	1,000	90%	
	Building	1,000	90%	
	All Property - POED Blanket All Locations	1,000	90%	1,606,000
	Property at temporary locations			10,000
	Property at newly acquired locations			2,500
	Property in transit by parcel post or courier			2,500
	Property in transit (other than by parcel post or courier)			500
	Property in custody of sales representatives			2,500
	Replacement Cost Extension - BUILDINGS ONLY			
PE3 (7/00)	Inflation Protection Extension			
PE4 (7/00)	Building By-laws Extension: Blanket			
PE8 (7/00)	Sewer Backup Extension	2,500		
SFP060-12	Water Damage Deductible	2,500		
PE9 (8/04)	Flood Extension	10,000		
PE10 (8/04)	Earthquake Extension			1,606,000
	Deductible percentage	10%		
	Deductible minimum amount	25,000		
PE14 (7/00)	Extended Pollution Cleanup Extension			10,000
PE22 (2/01)	Fire Department Service Charges Extension			
	Annual aggregate limit			25,000
PE23 (5/01)	Commercial Condominium Unit Owners Extension			
	At Loc 1 (Lot B Plan 8500 Rainbow Road, Salt Spring Island, British Columbia)			
	Condominium unit owners - Loss assessment	1,000		100,000
PE27 (5/01)	Automatic Fire Suppression System Recharge Expenses Extension			
PE28 (5/01)	Master Key Coverage Extension	250		10,000
SFP021	Glass and Sign Extension Endorsement	500		
	Identity Theft Extension Endorsement			20,000
SFP025	Mechanical and Electrical Breakdown Endorsement	1,000		
PA29 (7/00)	Miscellaneous Property Floater (Broad Form)	1,000	100%	
	Per attached schedule	1,000	100%	22,242
PE1 (7/00)	Replacement Cost Extension			
SFP045	Blanket Earnings Extra Expense			30,000
	Extended Indemnity Period: 365 Days			
SFP028	Professional Fees			25,000
	Building By-laws Extension: Blanket			
	Sewer Backup Extension	2,500		
	Flood Extension	10,000		
	Earthquake Extension			

Liability

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Declarations

Effective 9/30/2017

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FORM NO.	TYPE OF COVERAGE	DEDUCTIBLE	COINS. %	LIMIT OF INSURANCE
L1 (2/01)	Commercial General Liability (Occurrence Form) Products-completed operations included Aggregate limit Applies to products-completed operations only Each occurrence limit Personal injury limit Tenants' legal liability limit - Any one premises Medical expense limit - Any one person Each Occurrence Limit			3,000,000 3,000,000 3,000,000 100,000 1,000 10,000
LE7 (7/00)	← Tenants' Legal Liability Extension (Broad Form)			
LE8a (10/05)	Advertising Liability Extension Advertising injury limit Advertising aggregate limit			3,000,000 3,000,000
LE12a (10/05)	← Volunteers as Insureds Extension			
LE39 (8/04)	Broad Form Completed Operations Extension			
LE41 (10/05)	Additional Insured Extension			
LD3a (7/00)	Combined Deductible (Bodily Injury and Property Damage) Per occurrence	1,000		
LX5a (7/00)	Professional Services Exclusion			
LX6 (10/05)	Blasting, Pile Driving, Weakness of Support Exclusion			
1453E1292	Incidental Malpractice Endorsement			
	Injury to Participants Exclusion			
LX32	Pollution Exclusion			
L14 (5/01)	Non-Owned Automobile Liability			3,000,000
LE25 (5/01)	Contractual Liability Extension (SEF 96)			
LE26 (5/01)	Legal Liability for Damage to Hired Automobiles Extension (SEF 94) Collision or upset Comprehensive	1,000 1,000		25,000 25,000
Cyber Liability				
SFCYB/16-1	Limited Cyber Liability Aggregate Customer Notification Sublimit Public Relations Expense Sublimit Retroactive Date: September 30, 2017 Time Retention: 48 Hours	2,500 2,500 2,500		25,000 5,000 5,000
Other				
LSW1550	Identification of Insurer/Action Against Insurer			
O10 (8/04)	Illegal Substance Exclusion			
7058	Avian Flu Exclusion			
R1 (12/09)	Additional Agreements and Conditions			
R2 (7/00)	Business Income General Policy Conditions			

Non-Owned Automobile Liability (SPF 6)

L14

S.P.F. No. 6 - Standard Non-Owned Automobile Policy

WHEREAS AN APPLICATION HAS BEEN MADE BY THE APPLICANT (HEREINAFTER CALLED THE INSURED) TO THE INSURER FOR A CONTRACT OF AUTOMOBILE INSURANCE AND THE SAID APPLICATION FORMS PART OF THIS CONTRACT OF INSURANCE AND IS AS FOLLOWS: -

APPLICATION

ITEMS

1.	FULL NAME OF THE APPLICANT	SEE POLICY DECLARATIONS											
	POSTAL ADDRESS	SEE POLICY DECLARATIONS											
	(INCLUDING COUNTY OR DISTRICT) APPLICANT IS	SEE POLICY DECLARATIONS											
		(STATE WHETHER INDIVIDUAL, PARTNERSHIP, CORPORATION, MUNICIPALITY OR ESTATE)											
2.	Policy Period	TO 12.01 A.M. LOCAL TIME AT THE APPLICANT'S ADDRESS											
	From	SEE POLICY DECLARATIONS					STATED HEREIN AS TO EACH OF SAID DATES						
3.	THE AUTOMOBILES IN RESPECT OF WHICH INSURANCE IS TO BE PROVIDED ARE THOSE NOT OWNED IN WHOLE OR IN PART BY, NOR LICENSED IN THE NAME OF THE APPLICANT, USED IN THE APPLICANT'S BUSINESS OF:												
	AS KNOWN TO THE INSURER												
4.	THE APPLICANT'S PARTNERS, OFFICERS, EMPLOYEES AND AGENTS AS OF THE DATE OF THIS APPLICATION ARE AS FOLLOWS: PARTNERS, OFFICERS AND EMPLOYEES WHO REGULARLY USE AUTOMOBILES NOT OWNED BY THE APPLICANT IN HIS BUSINESS. ALL OTHER PARTNERS, OFFICERS AND EMPLOYEES ALL APPLICANT'S AGENTS												
	LOCATION	CLASS "A1" PRIVATE PASSENGER			CLASS "A2" COMMERCIAL			CLASS "B"			CLASS "C"		
		NUMBER	RATE	PREMIUM	NUMBER	RATE	PREMIUM	NUMBER	RATE	PREMIUM	NUMBER	RATE	PREMIUM
	AS KNOWN TO THE INSURER												
5.	"HIRED AUTOMOBILES" - THE AUTOMOBILES HIRED BY THE APPLICANT ARE AS FOLLOWS:												
	TYPE OF AUTOMOBILE	ESTIMATED COST OF HIRE			RATES PER \$100 OF COST OF HIRE			ADVANCE PREMIUM					
	COVERED, IF ANY, SUBJECT TO PREMIUM ADJUSTMENT												
	THE ADVANCE PREMIUM IS SUBJECT TO ADJUSTMENT AT THE END OF THE POLICY PERIOD AS PROVIDED IN THE POLICY.												
6.	"AUTOMOBILES OPERATED UNDER CONTRACT" ON BEHALF OF THE APPLICANT ARE AS FOLLOWS:												
	TYPE OF AUTOMOBILE & DESCRIPTION OF USE	ESTIMATED CONTRACT COST			RATES PER \$100 OF CONTRACT COST			ADVANCE PREMIUM					
	COVERED, IF ANY, SUBJECT TO PREMIUM ADJUSTMENT												
	THE ADVANCE PREMIUM IS SUBJECT TO ADJUSTMENT AT THE END OF THE POLICY PERIOD AS PROVIDED IN THE POLICY.												
7.	THIS APPLICATION IS MADE FOR INSURANCE AGAINST THE PERILS MENTIONED IN THIS ITEM AND UPON THE TERMS AND CONDITIONS OF THE INSURER'S CORRESPONDING STANDARD POLICY FORM AND FOR THE FOLLOWING SPECIFIED LIMIT.												
	INSURING AGREEMENT PERILS	LIMIT					COMBINED PREMIUMS						
	SECTION A	LEGAL LIABILITY FOR BODILY INJURY			\$ IN			(EXCLUSIVE OF INTEREST AND COSTS) FOR LOSS OR DAMAGE					
	THIRD PARTY LIABILITY	TO OR DEATH OF ANY PERSON OR DAMAGE TO PROPERTY OF OTHERS NOT IN THE CARE, CUSTODY OR CONTROL OF THE APPLICANT			ACCORDANCE WITH POLICY LIMITS			RESULTING FROM BODILY INJURY TO OR THE DEATH OF ONE OR MORE PERSONS, AND FOR LOSS OR DAMAGE TO PROPERTY, REGARDLESS OF THE NUMBER OF CLAIMS ARISING FROM ANY ONE ACCIDENT.					
	ENDORSEMENTS						\$ INCLUDED						
	MINIMUM RETAINED PREMIUM \$						TOTAL PREMIUM					\$ INCLUDED	
8.	HAS ANY INSURER CANCELLED, DECLINED OR REFUSED TO RENEW OR ISSUE, AUTOMOBILE INSURANCE TO THE APPLICANT WITHIN THREE YEARS PRECEDING THIS APPLICATION? IF SO, STATE NAME OF INSURER.												
	AS KNOWN TO THE INSURER												
9.	STATE PARTICULARS OF ALL ACCIDENTS OR CLAIMS ARISING OUT OF THE USE OR OPERATION IN HIS BUSINESS OF NON-OWNED AUTOMOBILES BY THE APPLICANT WITHIN THE THREE YEARS PRECEDING THIS APPLICATION.												
	INJURY TO PERSONS					DAMAGE TO PROPERTY OF OTHERS							
	AS KNOWN TO THE INSURER					AS KNOWN TO THE INSURER							
10.	ALL THE STATEMENTS IN THIS APPLICATION ARE TRUE AND THE APPLICANT HEREBY APPLIES FOR A CONTRACT OF AUTOMOBILE INSURANCE TO BE BASED ON THE TRUTH OF THE SAID STATEMENTS.												
11.	Where, (a) an applicant for a contract gives false particulars of the described automobile to be insured to the prejudice of the insurer, or knowingly misrepresents or fails to disclose in the application any fact required to be stated therein; or (b) the insured contravenes a term of the contract or commits a fraud; or (c) the insured wilfully makes a false statement in respect of a claim under the contract, a claim by the insured is invalid and the right of the insured to recover indemnity is forfeited.												

Legal Liability for Damage to Hired Automobiles Extension (SEF 94)

LE26

S.E.F. No. 94 - Legal Liability for Damage to Hired Automobiles Endorsement

(For attachment only to a Non-Owned Policy S.P.F. No. 6)

THIS ENDORSEMENT CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE.

This extension modifies coverage provided by form L14, but only if indicated on the Declarations Page for the form.

In consideration of the premium herein stated, it is understood and agreed that the policy to which this endorsement is attached is extended, subject always to the condition that the Insurer shall be liable under the subsection or subsections of the Insuring Agreement hereof for which a premium is stated and no other.

SECTION B - LEGAL LIABILITY FOR DAMAGE TO HIRED AUTOMOBILES

The Insurer agrees to indemnify the Insured against the liability imposed by law upon the Insured or assumed by him under any contract or agreement for loss or damage arising from the care, custody or control of "Hired Automobiles" as defined in such policy and resulting from loss or damage thereto, caused solely by:

Subsection 1- ALL PERILS - from all perils;

Subsection 2- COLLISION OR UPSET - caused by collision with another object or by upset;

Subsection 3-COMPREHENSIVE - from any peril other than by collision with another object or by upset;

The words "another object" as used in this subsection shall be deemed to include (a) a vehicle to which the automobile is attached and (b) the surface of the ground and any object therein or thereon.

Loss or damage caused by missiles, falling or flying objects, fire, theft, explosion, earthquake, windstorm, hail, rising water, malicious mischief, riot or civil commotion shall be deemed loss or damage for which insurance is provided under this subsection 3.

Subsection 4 - SPECIFIED PERILS - caused by fire, lightning, theft or attempt thereof, windstorm, earthquake, hail, explosion, riot or civil commotion, falling or forced landing of aircraft or of parts thereof, rising water, or the stranding, sinking, burning, derailment or collision of any conveyance in or upon which the automobile is being transported on land or water.

DEDUCTIBLE CLAUSE

Each occurrence causing loss or damage covered under any subsection hereof except loss of damage caused by fire or lightning of theft of the entire automobile covered by such subsection shall give rise to a separate claim in respect of which the Insurer's liability shall be limited to the amount of loss or damage in excess of the amount deductible, if any, stated in the applicable subsection hereof.

TWO OR MORE AUTOMOBILES

A motor vehicle and one or more trailers or semi-trailers attached thereto shall be held to be separate automobiles with respect to the limit of liability, including the deductible provision, if any, under this Insuring Agreement.

EXCLUSION

The Insurer shall not be liable

- (1) for loss or damage to any automobile while personally driven by the Insured if the Insured is an individual; or
- (2) under any subsection hereof for loss or damage
 - (a) to tires or consisting of or caused by mechanical fracture or breakdown of any part of an automobile or by rusting, corrosion, wear and tear, freezing or explosion within the combustion chamber, unless the loss or damage is coincident with other loss or damage covered by such subsection or is caused by fire, theft or malicious mischief covered by such subsection; or
 - (b) to any automobile while being used without the consent of the owner thereof; or
 - (c) caused directly or indirectly by contamination by radioactive material; or
 - (d) to contents of trailers or to rugs or robes; or
 - (e) to tapes and equipment for use with a tape recorder when detached therefrom; or
 - (f) caused directly or indirectly by bombardment, invasion, civil war, insurrection, rebellion, revolution, military or usurped power, or by the operation of armed forces while engaged in hostilities whether war be declared or not; or
 - (g) for any amount in excess of the limit stated in the applicable subsection hereof and expenditures provided for in the Additional Agreements of the policy to which this endorsement is attached; or
- (3) under subsection 3 (Comprehensive) 4 (Specified Perils) for a collision loss or damage occurring after theft by any person or persons residing in the same dwelling premises as the Insured, or by any employee of the Insured engaged in the operation, maintenance or repair of the automobile whether the theft occurs during the hours of such service or employment or not unless the policy provides insurance under subsections 1 or 2.

Legal Liability for Damage to Hired Automobiles Extension (SEF 94)

LE26

ADDITIONAL AGREEMENTS

The Insurer further agrees to pay general average, salvage and fire department charges and custom duties of Canada or of the United States of America for which the Insured is legally liable.

SCHEDULE

All items per this schedule are as indicated on the Declarations Page for this extension or as known to the Insurer.

SUBSECTION	LIMITS AND AMOUNTS	TYPE OF AUTOMOBILE	ESTIMATED COST OF HIRE	RATE PER \$100	ADVANCE PREMIUM
1. All-Perils	\$ (exclusive of interests costs) any one accident		\$		\$
	\$ Amount deductible				
2. Collision Or Upset	\$ (exclusive of interests costs) any one accident		\$		\$
	\$ Amount deductible				
3. Comprehensive	\$ (exclusive of interests costs) any one accident		\$		\$
	\$ Amount deductible				
4. Specified Perils	\$ (exclusive of interests costs) any one accident		\$		\$
	\$ Amount deductible				

Minimum Retained Premium

\$ TOTAL \$

The advance premiums for this extension are subject to adjustment in the same manner as those stated under Item 5 of the application.

All other terms and conditions of this policy remain unchanged.

Additional Insured

LE41

IT IS HEREBY AGREED THAT:

The following is added to the Commercial General Liability section as an additional insured, but only insofar as their legal liability arises vicariously out of the operations of the named insured with respect to the **Mouat Park Riding Ring License of use:**

1. The Capital Regional District, 625 Fisgard Street , PO Box1000, Victoria, BC V8W 2S6.

In the event of cancellation or material change to the above-noted policy, it is further understood and agreed that 30 days notice shall be provided to the above additional insured at the address noted.

All other terms and conditions remain unchanged.

DRAFT 1

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT dated for reference this ____ day of ____

BETWEEN:

Gulf Island Horseman Association

140 Bayview Road, Salt Spring Island, B.C. V8K 1L2

(hereinafter called the "GIHA")

AND:

CAPITAL REGIONAL DISTRICT – Salt Spring Island Parks and Recreation Commission

625 Fisgard Street, Victoria, BC V8W 1R7

(hereinafter called the "CRD")

1. GIHA will assume responsibility for the management and operation of the Mouat Park Riding Ring. It further assumes responsibility for the maintenance of the ring and its immediate surrounds, in conjunction with the CRD where necessary.
2. GIHA will manage usage of the ring on a scheduled basis for the purpose of equine recreational activities, as well as diverse educational horse and riding events. It will ensure it is open to all community equestrian groups and horse riders.
3. GIHA undertakes to require that all riders have insurance through membership in Horse Council B.C.
4. GIHA undertakes to require any instructor using the ring be fully insured and certified through Equine Canada, or similar regulatory body.
5. GIHA may charge a fee for use of the facility for private instruction or group clinics.
6. GIHA will partner with the Farmers' Institute in the planning and management of the annual Fall Fair Horse show.
7. With permission of the CRD, GIHA will seek to obtain funding from both public and private sector sources adequate for the purpose of upgrading the existing facility, specifics of which include, but are not limited to:

- A roof, or cover for the ring in order that this may be used as an all season recreational amenity;
- New footing materials in the ring, and an improved drainage system;
- An announcer’s booth;
- Permanent corrals where horses may be safely secured on site;
- Provision of potable water on site;
- Hydro connection;
- Garbage containers and disposal;
- Two port -a-potties

It is understood by GIHA that no improvements may commence except where authorized by the CRD.

8. GIHA assumes responsibility for negotiating a road access agreement with the Farmers’ Institute for an interim period of 2 years.

In the long term, it is anticipated that the construction of road access from the CRD’s Recycling Depot road will be necessary, subject to CRD approval and the availability of funding sources.

9. GIHA will appoint two representatives to serve as liaison between the Association and CRD.
 - a. The MoU shall be effective on the date of signing by both parties (“Effective Date”) and will remain in effect during the life of the lease.
 - b. With the consent of both parties, the MoU can be amended at any time;

IN WITNESS WHEREOF the Parties have hereunto affixed their signatures as of the day and year first written above.

CRD – Executive Services
By its authorized signatories

Gulf Island Horseman Association
By its authorized signatories

Salt Spring Island Administration Project Tracker (PARC Projects)

25-Jan-22



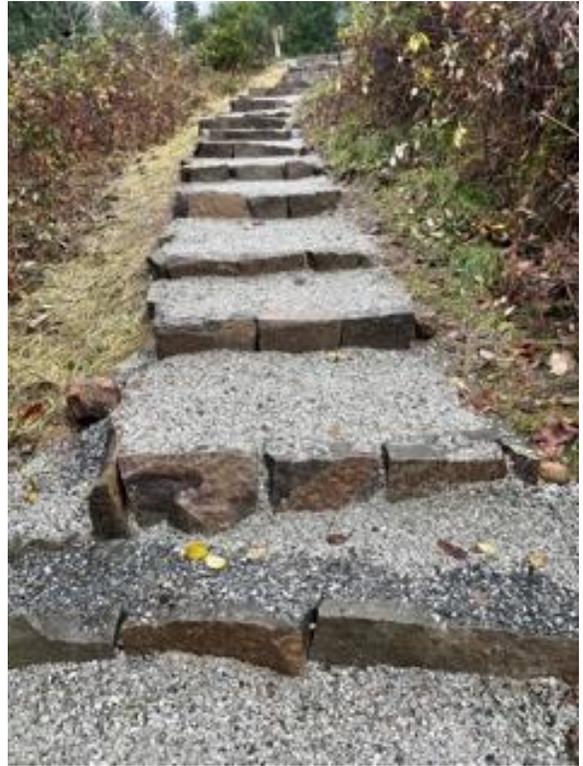
Project	Description	Status	%	Comments	Timing
Priority Area: Parks and Recreation					
Park Land:					
Ganges Harbour Walk	A steering committee has been established to secure right of ways, develop designs and consult with the community to build the Ganges Harbour walk.	On-Hold	10	An application has been submitted to the Province to secure a right of way in front of the Ganges Marina. The Province has requested detailed designs be submitted. This will require consultation with upland owners, First Nations and the community. This project has been put on hold due to current staffing capacity.	Q2 2022
Parks Works Yard	Maintenance facility designs and costing	In-Progress	5	Currently evaluating zoning and other considerations at two potential locations. Consultation has been incorporated into Rainbow Road Recreation Centre Master Plan	Q2 2022
Parkland Acquisition	Purchase additional parkland for the purpose of playing fields	Issue has arisen	0	Unable to locate suitable land outside of ALR	
Parkland Acquisition- Mt Maxwell	Purchase of additional parkland on Mt. Maxwell for recreation	In-Progress	5	Appraisal has been completed and negotiations are in progress.	Q3 2022
Portlock Park Master Plan	Develop a master plan to reconfigure the park with the replacement of failing infrastructure	On-Hold	5	Project will resume following consultation for pool site master plan to evaluate "lessons learned" during modified/online consultation process.	Q4 2022
Fernwood Elementary Field Upgrade - Grant Application	Proposed enhancement project to upgrade Fernwood Elementary fields with two minor baseball, soccer practice, and walking perimeter track.	On-Hold	5	Grant application was not successful, other funding options need to be explored. Funding is in place for detailed designs and costing. Project has been put on hold due to current staffing capacity.	
Salt Spring Island Middle School	CRD to assume operation and maintenance July 1, 2022	In-Progress	10	Open house is scheduled for Dec 3. EOI have been sent out	Q2 2022
Ganges Fire Hall	Draft business case for PARC consideration	On-Hold	0	Waiting for direction on next steps	
Community Parks:					
131 Brinkworthy Road	Private owner offered CRD a statutory right of way to develop a pedestrian pathway to connect Lower Ganges Road to the Brinkworthy community, alongside the western portion of the property along Brinkworthy Road.	In-Progress	5	Land survey identifying SRW and Trail location has been completed and right of way registered on title. Project is funded in the 2022 capital plan.	Q2 2022
Centennial Park Gazebo	Assessment and repairs to the Centennial Park Gazebo and Boardwalk	In-Progress	10	Assessment has been completed. Roof has been removed and staff are proceeding with repairs.	Q2 2021
Peace Park Upgrades	Repairs to gate, benches and lower pathway in Peace Park (Heiwa Garden)	Complete	100	The Japanese Garden Society received a grant from BC Heritage and Infrastructure for \$15,300.	Q2 2021
Trail Development - Trincomali	Development of a connector trail from Dunbabin Park to Trincomali Heights	On-Hold	25	Survey and environmental assessment now complete. Initial brush clearing partially complete. Project will resume during dryer months.	Q2 2022
Beach Access Improvements	Planned beach access upgrades in 2020 - Replace stairs at Baker Beach	Complete	100	Aluminum stairs to replace wooden structure have been installed.	Q4 2021
Trail Upgrades - Mouat East	Continue to upgrade trail surface to allow for walkers, stroller and wheelchairs on urban trail	Complete	0	Additional loop was completed in the spring	Q2 2021
Trail Upgrades -Drake to Bishop Walk	Upgrade trail drainage to prevent flooding	Complete	100	Designs complete. Procurement to begin Q1 2021. A grant application for \$90,000 was approved to fund this project.	Q3 2021
Duck Creek Parking	Designs and costing to be completed for additional parking at Duck Creek	On-Hold	0	Capital funding for preliminary assessments is available. Work to resume following the completion of other projects in the work plan.	Q2 2022
Rotary Dock Replacement	Grant submitted to cover the costs of a larger replacement dock	On-Hold	5	Grant application was not successful, partial funding is included in the 2022 capital plan	Q3 2021
Park Development (Pecks Cove)	\$150,000 of community works funds were allocated the boardwalk studies and design. Any remaining project funds can be used towards the revitalization of this park	On-Hold	0	On hold until completion of boardwalk designs.	
Fernwood Dock	Continue with maintenance and repairs as identified in the Condition Assessment report.	In-Progress	10	Rub boards and safety ladders installed. Additional work to take place in 2022.	Q4 2022
Market Review	Review the operation and management of the Market in the Park	In-Progress	10	A business case has been prepared with recommendations for PARC's consideration	Q2 2021
Community Recreation:					
Program Development	Develop additional programming for seniors, adults, and youth	In-Progress	10	New program offering are being provided with COVID-19 safety protocols.	Ongoing
Pool:					

Salt Spring Island Administration Project Tracker (PARC Projects)

09-Dec-21

Project	Description	Status	%	Comments	Timing
Pool Maintenance Annual Shutdown	Annual closure required to drain pool and service pumps, UV, mechanical components and address any building issues or capital repairs. (March 28-April 18, 2021)	Complete	100	Scheduling contractors and staff to complete works during three week closure. Facility ducting and HVAC had been identified as a concern and were cleaned during the closure. (Planning for 2022 closure has begun)	Q2 2021
Child Care Space Creation	Expand aquatic centre to include two multipurpose rooms, a universal washroom and storage room for licensed child care and recreation programs	In-Progress	50	Grant approved. Detailed designs have been developed and building permit approved. Construction in underway with a completion date of January 2022.	Q1 2022
Pool Electrical	Assessment of the condition of the electrical system	In-Progress	15	Assessment has been completed and so has a more detailed report with recommendations. Electrical room has been isolated. Moving ahead with electrical equipment design.	Q4 2022
EV Charger	Second EV charger to be installed at the Rainbow Road Pool	In-Progress	75	Electrical conduit to parking lot completed with portable installation. Grant application submitted for new EV charger.	Q2 2022
Pool Site Master Plan	Development of a site master plan	In-Progress	20	First round of consultation is now complete. Drafting conceptual designs.	Q2 2022
Pool Recommissioning	Conduct an analysis and recommissioning of mechanical systems	In-Progress	5	Contract has been awarded. \$15,000 allocated from CRD Climate Action	Q1 2022







Memorandum

Salt Spring Island Electoral Area
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TO: Salt Spring Island Parks and Recreation Commission
FROM: Dan Ovington, Manger Salt Spring Island Parks and Recreation
DATE: November 25, 2021
SUBJECT: **Salt Spring Island Recreation Staffing Shortage and Further Reduction of Service Level**

Issue:

To update the Salt Spring Island Parks and Recreation Commission (PARC) of a further reduction in the operating hours of the Rainbow Road Aquatic Centre and the temporary closure of the Heron's Nest Licensed Preschool due to a lack of certified staff.

Background:

A lack of certified lifeguards is a current theme around greater Victoria as most facilities have not been offering lifeguard training or recertification during the COVID-19 pandemic. We have seen a gradual decline in available lifeguards and currently have a number of vacancies in our aquatic and other departments. In addition to the current shortage we will be placing a number of staff on unpaid leave as of December 13, 2021 following my review of COVID-19 vaccination status of employees in accordance with CRD [Policy](#).

Due to staffing shortages the following changes to the pool drop in schedule came into effect Sunday November 7, 2021:

- Cancelling **Sundays** (all day) 1:30pm-5:30pm
- Cancelling **Tuesday** and **Thursday** 8am-10am drop in swims

Due to further staffing shortages the following changes will need to be implemented to the pool drop in schedule and licensed preschool effective Monday, December 13, 2021:

- Cancelling **Mondays** (excluding aquafit 8:00am-10:30am) 6:30am-8:30pm
- Cancelling **Tuesday** and **Thursday** 10:00am-12:00pm drop in swims
- Closing the Heron's Nest Preschool **Monday-Thursday** 9:00am-3:30pm

The proposed changes will result in a decreased service level:

- Weekly drop in swimming availability reduced from seven to five days
- Weekly drop in swimming hours reduced from 75hrs. to 41.5hrs
- No licensed child care Monday to Thursday from 9:00am-3:30pm

Rationale

- 1) There will be additional staffing shortages as of December 13, 2021 following my review of COVID-19 vaccination status of employees which we are planning accordingly.
- 2) Closing Mondays will allow us to stay open on Saturdays when we have lessons and busy public swims.
- 3) Reducing Tuesday and Thursday drop in swim times will have a reduced impact as there are no aquatic programs offered at that time.

Recommendation

That the Salt Spring Island Parks and Recreation Commission accepts this memo for information.