



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Notice of Meeting on **Tuesday, February 28, 2023 at 2:30 PM**

Salt Spring Island Multi-Space (SIMS) 124 Rainbow Rd, Salt Spring Island, BC V8K 2K3

| | | | |
|-------------------|------------------|----------------|---------------|
| Gary Holman | Randy Cunningham | Drew Takahashi | Sean Norgard |
| Sonja Collombin | Drew Bodaly | Colin Walde | |
| Andrea Little (r) | | | (r) = Regrets |

AGENDA

Zoom:

<https://us06web.zoom.us/j/82767030398?pwd=SVZTbGZ6Q0gyc3Q4QXRIMjkrZWICUT09>

1. Territorial Acknowledgement / Call Meeting to Order
2. Election of the Chair
3. Approval of Agenda 1
4. Adoption of Regular Minutes of November 15, 2022 2-4
Adoption of Special Minutes of December 6, 2022 5-6
5. Delegation/Presentation
- 5.1 Portlock Park Master Plan 7-15
6. Director and Chair Reports
7. New Business
- 7.1 Canada Parks and Recreation Youth Employment Grant
- 7.2 Salt Spring Island Parks and Recreation Year End Revenue and Expenses 16-18

There is no recommendation. This report is for information only.
8. Outstanding Business
- 8.1 Rotary Dock Replacement Project 19
9. Rise and Report
10. Next Meeting – March 27, 2023 at 2:30 PM in the Salt Spring Island Multi-Space (SIMS) 124 Rainbow Rd, Salt Spring Island, BC V8K 2K3
11. Adjournment

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



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Minutes of the Regular Meeting of the Salt Spring Island Parks and Recreation Commission Held Tuesday, November 15, 2022 at the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K3

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, Andrea Little, Sean Norgard, Randy Cunningham, Drew Takahashi, and Drew Bodaly
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Administration, Dan Ovington, Parks and Recreation Manager, Swapnika Chander, Recreation Project Technician, and Shayla Burnham, Recording Secretary
 Regrets: Colin Walde

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 2:31 pm.

2. Approval of Agenda

MOVED By Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission approve the agenda of November 15, 2022 as amended by adding item 7.1 Centennial Park Plaza Upgrades Project.

CARRIED

3. Adoption of Minutes of October 18, 2022

MOVED By Commissioner Takahashi, **SECONDED** by Commissioner Cunningham, that the Salt Spring Island Parks and Recreation Commission adopt the minutes of October 18, 2022 as presented.

CARRIED

4. Delegation/Presentation - None

5. Director and Chair Reports

Director Holman briefly reported:

- Local Community Commission (LCC) election prediction for May 2023.
- 400 acre Reginald Hill land acquisition preservation project undertaken by the Nature Conservancy of Canada (NCC) has \$500,000 left to raise in the \$7 million purchase.

Chair Collombin

- Elected Chair of the Ganges Harbour Walk Steering Committee.
- Expressed appreciation towards Commissioner Takahashi for his dedication to PARC following his December 31, 2022 resignation.

6. New Business

6.1 Ganges Harbour Walk and Harbour Side Pathway Detailed Designs - Project Charter

MOVED By Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission approve the Ganges Harbour Walk Phase 1 and Harbour Side Pathway Detailed Designs - Project Charter as presented.

CARRIED

6.2 Portlock Park – Project Charter

- Parking concerns expressed following future service expansion.
- Amend the Portlock Park – Project Charter to include the safety design in the project scope and to include PARC in the internal key stakeholder's focus group. Lastly, requesting staff bring the community consultation part one and survey results to the Commission for review.

MOVED By Commissioner Takahashi, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission approve the Portlock Park – Project Charter as amended.

CARRIED

6.3 Salt Spring Island Parks and Recreation External Grants Update

- New public access Automated External Defibrillator (AED) installed at SIMS.
- Submitted an application for the Canadian Parks and Recreation Association (CPRA) \$50k grant for Auditory Sensory Youth Programming.

There is no recommendation. This is for information only.

6.4 Rainbow Recreation Centre Annual Pool Maintenance Closure

- Since 2018 the annual pool maintenance closure has occurred in the first three weeks of April.
- Staff confirmed a five week pool closure from August 28, 2023 to September 30, 2023 is scheduled to replace the electrical equipment and complete regular maintenance work.

There is no recommendation. This is for information only.

6.5 Centennial Park Washroom Vandalism

- Staff working to replace the mirror.
- Washroom facility hours of operation discussed.
- Staff further reported damage to the CRD Kanaka Road maintenance facility, stolen tools, and graffiti vandalism to the SIMS wall on the outside of the gym behind the playground. A report has been added to the ongoing RCMP file.

There is no recommendation. This is for information only.

7. Outstanding Business

7.1 Centennial Park Plaza Upgrades Project

- Staff confirmed the project is behind schedule.
- Tender closes November 28, 2022.

9. 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;

The Commission left the open meeting at 3:32pm.

The Commission returned to the open meeting at 3:54pm.

10. Rise and Report

MOVED By Commissioner Walde, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission recommends that staff continue to operate the Salt Spring Island Saturday Market for the 2023 market season and post an RFP at a later date.

CARRIED

11. Next Meeting – January 31, 2023 at 2:30 PM in the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K3

12. Adjournment

MOVED By Commissioner Collombin, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 3:54pm.

CHAIR

SENIOR MANAGER



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**Minutes of the Special Meeting of the Salt Spring Island Parks and Recreation
Commission Held Tuesday, December 6, 2022 at the Salt Spring Island Multi-Space (SIMS)
112 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, Colin Walde (via Zoom), Sean Norgard, Randy Cunningham, Drew Takahashi (via Zoom), and Drew Bodaly
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Administration, Swapnika Chander, Recreation Project Technician, Salt Spring Island Administration, and Shayla Burnham, Recording Secretary
 Regrets: Andrea Little

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 9:59 am.

2. Approval of Agenda

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission approve the special meeting agenda of December 6, 2022 be as presented.

CARRIED

3. New Business

3.1 SSI Parks and Recreation Five-Year Financial Plan Amendment

- Only one bid received that was substantially over budget.
- Staff in discussion with the contractor regarding possible cost savings.

Commissioner Takahashi joined the meeting electronically at 10:01am.

- Staff confirmed the March 31, 2023 completion date is a condition of the Pacific Economic Development Canada (PacifiCan) grant.
- Director and staff to review Community Works Funds (CWFs) commitments to other projects.
- The CWF is delegated to the Electoral Area (EA) Director and not to the Local Community Commission (LCC).
- Construction inflation costs discussed.
- Poor weather conditions discussed.
- The Commission agreed that construction should occur during September to March when the Salt Spring Island Market does not operate out of the park.
- The Commission asked staff if the contractor had committed to the March 31, 2023 project completion date and staff confirmed.
- A site visit with the contractor was a requirement met.

- Time restraints to complete the project by March 31, 2023 expressed.

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission recommends the Capital Regional District Board amend the Salt Spring Island Community Parks Service 2022 - 2026 Five-Year Financial Plan to increase the Centennial Park Project budget by \$316,000 (from \$761,748 to \$1,077,748) to allow procurement process in 2022. The additional funding of \$316,000 will be for upgrades to Centennial Park funded by SSI Community Works Fund supported by SSI Director.

CARRIED
Commissioner Walde Opposed

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission request staff contact Pacific Economic Development Canada (PacifiCan) and request the Centennial Park Plaza revitalization project start date begin on November 1, 2023 due to current time restraints in completing the project by March 31, 2023.

CARRIED

4. **Next Meeting – January 31, 2023 at 2:30 PM in the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K**
5. **Adjournment**

MOVED By Commissioner Collombin, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 10:39 am.

CHAIR

SENIOR MANAGER

Portlock Park Master Plan

2023 - 2043
STAKEHOLDER
WORKSHOP



WHY ARE YOU HERE?

- PARC is developing a 20 year master plan for the Portlock Park Site.
- This project was identified as a priority in the 2019 Salt Spring Island Parks and Recreation Strategic Plan.
- The site master plan will assess current and future capacity needs to identify suitability and expansion opportunities.
- This plan will inform a phased capital planning approach for new facilities and programs based on information and input gathered through public engagement.
- Having a master plan will show that there is community support for redevelopment and to guide PARC when allocating funding and support grant applications i.e. plans for Centennial Park, Rainbow Recreation Centre.

Background

1976 - 2022

- Portlock Park was transferred to the Capital Regional District (CRD) in 1976. At that time there was small office for parks and recreation administration purposes combined with a concession area, maintenance room, sports equipment storage area, and two public washrooms.
- In 1992, the building was renovated to convert the office, concession area, maintenance room equipment storage into offices. In addition, an outdoor pool with changing rooms, washrooms and showers were added.
- A 24 x 40 ft. portable was added to the premises during the mid-1990's and was used as a community meeting room and recreational programming space.
- In 2006, the outdoor pool was decommissioned, and the indoor changing rooms were no longer required and are currently used for storage.

Background

- Salt Spring Island baseball fields are in low supply, poor condition and are not sanctioned for teams over the age of 12. This provides a gap in recreational activities as this age group cannot play on the island.
- The acquisition of additional land for playing fields has been a long-standing objective of the Salt Spring Island Parks and Recreation Commission (PARC) and has been identified as a priority in the 2007 Salt Spring Island Parks and Recreation Strategic Plan, the 2010 Parks and Recreation Master Plan, the 2019 Salt Spring Island Parks and Recreation Strategic Plan and the Salt Spring Island Official Community Plan.
- The development of Portlock Park site master plan was identified as a priority in the 2019 Salt Spring Island Parks and Recreation Strategic Plan to enhance community use, develop additional ball fields and replace aging infrastructure in current or new locations.
- Relocating some of the park amenities from Portlock Park to the Rainbow Recreation Centre site will allow for more playing fields, specifically a senior sized baseball field for youth and adults on the Portlock site.

Community Consultations Overview

1. PUBLIC SURVEY - I

First phase public survey from
February 17, 2023 to March 06, 2023

2. STAFF WORKSHOP

First phase public survey from
February 17, 2023 to March 06, 2023

3. STAKEHOLDER WORKSHOP

Meeting with Key Stakeholders on
March 03, 2023

4. PARC REVIEW

Present the public survey results to
PARC for review and ask for comments.

5. OPEN HOUSE & PUBLIC SURVEY - II

Public open house with 3 conceptual
designs

6. FINAL DRAFT DESIGN

Feedback will inform the final draft
design

7. PARC REVIEW

Final review by PARC and approval
on the final design.

8. FINAL MASTER PLAN

After PARC approval, final master plan
and report will be posted on CRD
platforms.

ABOUT THE SITE

- Site is 9.46 acres
- Zoned Parks and Reserves 1 (PR1)
- PR1 is zoned for Park administration offices, passive outdoor recreation, active outdoor recreation excluding golf. Accessory use = Accessory caretaker's dwelling unit.
- The property is located in the ALR (approved non farm status)

Opportunities

Question: Do you think there is a need to develop more recreation opportunities on the site? Yes/No

If you answered no, why not?

If you answered yes, what would you like to see added or retained on the site?

- a. Senior sized ball field
- b. Junior sized ball field
- c. Soccer Regulation Field
- d. Soccer Side/Practice Fields
- e. Existing 500 Metre Centre Walking/ Running Track
- f. 700 Metre Perimeter Walking/Running Track
- g. Tennis Courts
- h. Pickleball Courts
- i. Upgrades to existing infrastructure
- j. Concession
- k. Public showers
- l. Playground
- m. Picnic shelter
- n. Batting cage
- o. Other (Please mention if any)

Community Consultation

1. What do you think is currently the most enjoyable aspect of the Portlock Park for the Community?

2. What do you think is currently missing from the Portlock Park site?

3. Is there anything else you would like to share or other comments you have for the Portlock Park Master Plan?

thank

you.





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**REPORT TO SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, FEBRUARY 28, 2022**

SUBJECT Salt Spring Island Parks and Recreation Year End Revenue and Expenses

ISSUE

To inform the Salt Spring Island Parks and Recreation Commission (PARC) of final year-end financial data for 2021.

BACKGROUND

The 2021 year-end operating revenues and expenses for the Pool, Park Land, Community Parks, Community Recreation and Fernwood Dock are now complete. The combined operating surplus for the year ending December 31, 2021 was \$38,307.

While there is a combined surplus for the year-end, the operating revenues of the three Salt Spring Island Parks and Recreation services were offset by COVID Relief Funding totalling \$87,200 to address 2021 revenue shortfalls. 2020 Deficits in Pool, Community Parks and Community Recreation that resulted from losses in revenue were also carried forward into 2021 and offset by \$120,000 of approved COVID Relief funding totalling \$207,200.

2021 surpluses have been balanced by increasing the transfers to reserves as approved by motion of the Commission at the October 19, 2021 meeting.

The table below details the surplus or deficit of each service and the adjustment to the transfers to reserves to balance.

| Operating Budget | Surplus | Deficit | To Balance |
|-------------------------|----------------|----------------|------------------------------------|
| Pool | \$1,819 | | Increase transfer to Pool CRF |
| Park Land | \$19,062 | | Increase transfer to Park Land CRF |
| Community Parks | \$0 | | |
| Community Recreation | \$8,222 | | New transfer to ORF |
| Fernwood Dock | \$9,204 | | Increase transfer to Fernwood CRF |

The pool service is the most vulnerable to revenue fluctuations as pool expenses remain high even if use is down. This risk was mitigated in 2021 by allocating COVID relief funding and reducing operating hours due to staff shortages resulting in a small surplus.

Typically, this report would provide details on any large variances in the operating budget year end actuals. Due to the COVID-19 pandemic and Public Health Orders (PHO) almost every line item in the year end actuals had a large variance. For this reason, a high-level summary of the key budget impacts have been listed below.

Much of the surplus is a result of the following:

- Pool has been operating with reduced hours since November 2021.
- Park Land Recreation Technician position has been vacant since September 2021.
- Community Recreation preschool registrations and revenue was higher than anticipated
- Fernwood Dock repairs and maintenance costs were lower than budgeted.

Much of the lower revenue is a result of the following:

- Reduced pool operating hours and reduced attendance
- Lost market revenue due to reduced vendor participation
- Lost program and drop in revenue due to PHO

Lower revenues were offset by COVID relief funding preventing deficits at year end.

Balance of reserves at December 31, 2021:

Capital Reserve Fund (CRF)

| | | | |
|--------|---------------------------|----|--------------|
| 101379 | Parkland Acquisition | \$ | 912,498 |
| 102045 | SSI Pool | \$ | 97,461 |
| 101792 | Community Parks | \$ | 77,459 |
| 102030 | Community Park Facilities | \$ | 11,953 |
| 101786 | Community Rec Facilities | \$ | 134,698 |
| 101603 | Park Land | \$ | 263,563 |
| 102111 | Fernwood Dock | \$ | 192,539 |
| | | | \$ 1,690,171 |

Equipment Replacement Fund (ERF)

| | | | |
|--------|--------------------------|----|------------|
| 101444 | Community Parks | \$ | 101,969 |
| 101412 | SSI Pool | \$ | 34,842 |
| 101445 | Community Rec Facilities | \$ | 10,273 |
| | | | \$ 147,084 |

*Operating Reserve Fund (ORF)

| | | | |
|--------|--------------------------|----|-----------|
| 105548 | Community Parks | \$ | 0 |
| 105549 | Community Rec Facilities | \$ | 8,223 |
| 105550 | SSI Pool & Park Land | \$ | 35,689 |
| | | | \$ 43,912 |

**New operating reserves were established in 2020 for four the parks services. Operating reserve funds enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, and special one-time operating projects, as well as to mitigate fluctuations in revenue.*

PARC received a total of \$366,260 of grant funding in 2021 for capital projects and new initiatives. (Appendix A). This funding has been allocated to specific project funds and is not reflected in the reserve balances above.

CONCLUSION

There is a combined surplus of \$38,307 for Pool, Park Land, Community Parks, Community Recreation and Fernwood Dock. This surplus has been balanced by increasing transfers to reserves. Operating budgets that had lower than budgeted revenues were supplemented by approved COVID relief funding.

RECOMMENDATION

There is no recommendation. This report is for information.

| | |
|---------------|---|
| Submitted by: | Dan Ovington, Parks and Recreation Manager |
| Concurrence: | Karla Campbell, Senior Manager, Salt Spring Island Electoral Area |
| Concurrence: | Lia Xu, CRD Manager, Financial Services |

DO/

Appendix A

| 2021 Grant Funding | | |
|--------------------------------------|------------------------|---------------------|
| <u>Project</u> | <u>Funding Partner</u> | <u>Grant Amount</u> |
| Special Events Coordinator | SSI Foundation | \$11,483 |
| Drake Road Trail Upgrade | UBCM | \$90,127 |
| Family Day Grant | BCRPA | \$1,000 |
| Summer Student Grants | Federal Government | \$6,080 |
| Swim the Gulf Islands | Participation | \$400 |
| Lifeguard School | SSI Foundation | \$400 |
| Strengthening Communities - Bylaw | UBCM | \$49,570 |
| Covid Relief Funding (Safer Restart) | Provincial | \$207,200 |
| | Total | \$366,260 |

Rotary Dock Replacement Project

