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**SALT SPRING ISLAND PARKS AND RECREATION COMMISSION**

Notice of Meeting on **Tuesday, March 14, 2023 at 2:30 PM**

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

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Gary Holman

Randy Cunningham

Andrea Little

Sean Norgard

Sonja Collombin

Drew Bodaly

Colin Walde

(r) = Regrets

**AGENDA**

**Zoom:**

<https://us06web.zoom.us/j/85803293473?pwd=b05MWDFraGxIVetNTEN0RnhnbFh1Zz09>

- 1. **Territorial Acknowledgement / Call Meeting to Order**
- 2. **Election of the Chair**
- 3. **Approval of Agenda** **1-2**
- 4. **Adoption of Regular Minutes of November 15, 2022** **3-5**  
**Adoption of Special Minutes of December 6, 2022** **6-7**
- 5. **Delegation/Presentation**
- 5.1 **Portlock Park Master Plan** **8-17**
- 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** **18-21**  

There is no recommendation. This report is for information only.
- 7.3 **2022/2023 Proposed Fees and Charges** **22-50**  

That the Salt Spring Island Parks and Recreation Commission recommends that the Electoral Areas Committee and the Capital Regional District Board approve the Salt Spring Island Parks and Recreation 2023/2024 Fees and Charges as presented in Appendix 1.
- 7.4 **Invasive Species Knotweed – 262 Rainbow Road** **51-68**  

That the Salt Spring Island Parks and Recreation Commission recommends that staff treat knotweed located at 262 Rainbow Road with chemical control including stem injections and targeted spray with a certified herbicide application contractor and annual assessments.

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

**8. Outstanding Business**

**8.1 Rotary Dock Replacement Project**

**69**

**8.2 Electrical and Annual Closure December 4, 2023 – January 7, 2024**

**9. Correspondence**

- Email dated Friday, March 3, 2023 re: Portlock Park Master Plan – Pickle Ball Courts
- Letter dated Monday, February 27, 2023 re: Portlock Park Master Plan – Basketball Courts

**70**

**71-72**

**10. Rise and Report**

**11. Next Meeting – TBD**

**12. Adjournment**



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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**

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**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.

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**CHAIR**

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**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**

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**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.

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**CHAIR**

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**SENIOR MANAGER**

# Portlock Park Master Plan

## 2023 -2043

### PARC MEETING

### 14/03/2023



**CRPD**  
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**Portlock Park**  
14/03/2023



# 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

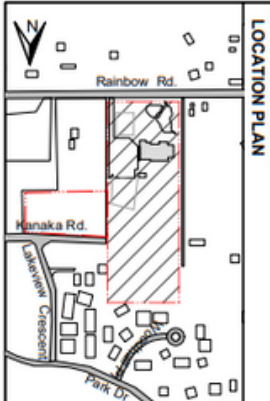
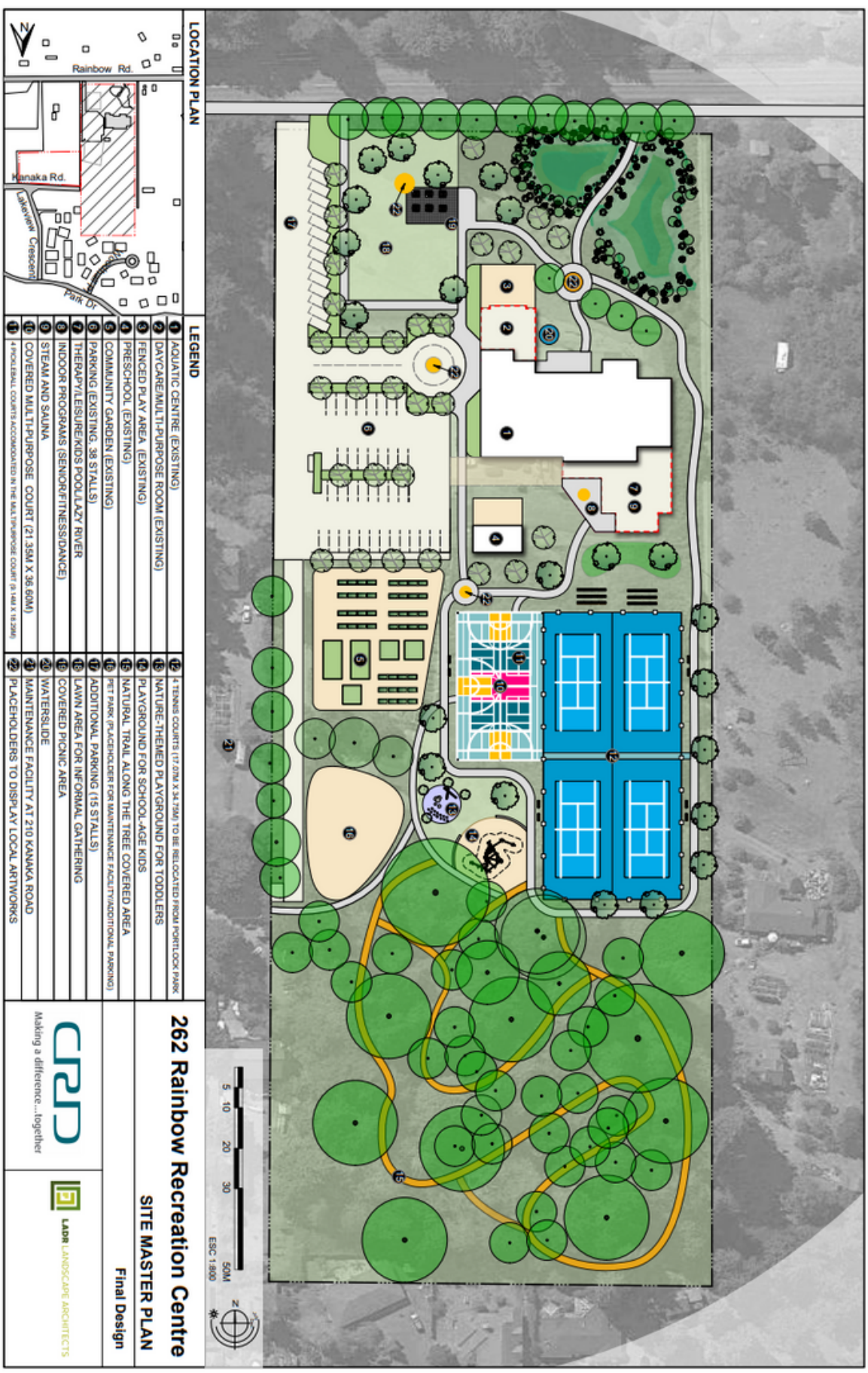
1976 - 2022

- 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.

# Approved Master Plan Rainbow Recreation Centre



LEGEND	
1	AQUATIC CENTRE (EXISTING)
2	DAYCARE/MULTI-PURPOSE ROOM (EXISTING)
3	FENCED PLAY AREA (EXISTING)
4	PRESCHOOL (EXISTING)
5	COMMUNITY GARDEN (EXISTING)
6	PARKING (EXISTING, 38 STALLS)
7	THERAPY/LESURE/KIDS POOL/LAZY RIVER
8	INDOOR PROGRAMS (SENIOR/FITNESS/DANCE)
9	STEAM AND SAUNA
10	COVERED MULTI-PURPOSE COURT (21.35M X 36.60M)
11	FENCED MULTI-PURPOSE COURT (9.14M X 18.29M)
12	TENNIS COURTS (17.28M X 24.75M) TO BE RELOCATED FROM HORTONLOOK PARK
13	NATURE-THEMED PLAYGROUND FOR TODDLERS
14	PLAYGROUND FOR SCHOOL-AGE KIDS
15	NATURAL TRAIL ALONG THE TREE COVERED AREA
16	PET PARK (PLACEHOLDER FOR MAINTENANCE FACILITY/ADDITIONAL PARKING)
17	ADDITIONAL PARKING (15 STALLS)
18	LAWN AREA FOR INFORMAL GATHERING
19	COVERED PICNIC AREA
20	WATERSLIDE
21	MAINTENANCE FACILITY AT 210 KAWAKA ROAD
22	PLACEHOLDERS TO DISPLAY LOCAL ARTWORKS

**262 Rainbow Recreation Centre**  
**SITE MASTER PLAN**  
 Final Design

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**LAON LANDSCAPE ARCHITECTS**

Scale: 5 10 20 30 50M  
 ESC 1:800

# Community Consultations Overview

## 1. PUBLIC SURVEY - I

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

## 2. STAFF WORKSHOP

Gather staff inputs during the workshop on February 24, 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 400 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. Children's book nook
- p. Other (Please specify)

# 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, 2023**

**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 2022.

**BACKGROUND**

The 2022 year-end operating revenues and expenses for the Pool, Park Land, Community Parks, Community Recreation and Fernwood Dock are now complete. The combined operating deficit for the year ending December 31, 2022 was – (\$296,652).

2022 Deficits in Pool, Community Parks and Community Recreation that resulted from losses in revenue and higher than budgeted operating expenses have been mitigated by reducing transfers to reserves leaving a combined operating deficit of – (\$113,484). Operating deficits have been carried forward into 2023 and offset by an increase to the 2023 requisition.

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

Operating Budget	2022 Actual Surplus	2022 Actual Deficit	Adjustments	2023 Requisition Increase to Balance
Pool		(\$131,831)	\$10,000 Transfer from ORF, 2022 \$80,000 Reduced transfer to CRF/ERF, 2022 (\$11,323) Increased salary expense, 2023	\$53,154
Park Land		(\$53,327)	\$53,327 Reduced transfer to CRF, 2022 \$43,876 Reduced transfer to CRF, 2023 (\$45,497) Increased costs for SIMS, 2023 (\$5,614) Increased salary expense, 2023	\$7,235
Community Parks		(\$75,757)	\$20,000 Increased rental revenue, 2023 \$35,700 Reduced transfer to ORF, 2023 (\$6,200) Reduced market revenue, 2023 (\$9,528) Increased salary expense, 2023	\$35,785
Community Recreation		(\$35,737)	\$8,000 Transfer from ORF, 2022 \$13,350 Increased program revenue, 2023 (\$2,923) Increased salary expense, 2023	\$17,310
Fernwood Dock	\$7,427		(\$7,427) Increased transfer to CRF, 2022	\$0

**Combined operating deficit is a result of the following:**

**Pool**

- Operating expenses higher than budgeted (Water, chemicals, cleaning supplies, auxiliary wages & overtime)
- Salary Expense – CUPE Collective Agreement
- Shortfall in Pool pass and program sales

The Pool Service (Rainbow Recreation Centre) is the most vulnerable to revenue fluctuations as pool expenses remain high even if use is down. Backpay in salary increases due to a new CUPE collective agreement have also contributed to higher than budgeted operating expenses. The Rainbow Recreation Centre will remain closed on Sundays until revenues stabilize and return to 2019 or higher levels.

**Park Land**

- Operating expenses higher than budgeted (Propane, insurance, water, security)
- Salary Expense – CUPE Collective Agreement
- Software and licensing for SIMS office

The Park Land Service (Administration, playing fields, beach assess, SIMS) has seen higher than budgeted operating expenses in 2022 due to additional costs to manage and operate SIMS. The 2023 SIMS operating budget has been adjusted to reflect this and will be offset by higher room and gym rental revenue in 2023.

**Community Parks**

- Operating expenses higher than budgeted (lease vehicle, tree removal, fuel)
- Salary Expense – CUPE Collective Agreement
- Shortfall in Market Revenue
- Increased Bylaw enforcement (encampments)

The Community Parks Service (Community parks, market, trails) has seen higher than budgeted operating expenses in 2022 due to higher than budgeted costs for Bylaw enforcement, contracted services, and operating expenses. Market revenue was lower than budgeted in 2022 but we are anticipating market revenue to return to 2019 levels in 2023.

**Community Recreation**

- Operating expenses higher than budgeted (new program supplies, preschool, matting)
- Salary Expense – CUPE Collective Agreement
- Program revenue lower than projected
- Increased staff support for new programs at SIMS

The Community Recreation Service (Recreation programs, camps, licensed preschool) has seen higher than budgeted operating expenses in 2022 due to higher than budgeted costs for new program supplies, staffing and re-opening the licensed preschool. Program revenue was lower than budgeted in 2022 but we are anticipating program revenue to return to 2019 levels in 2023.

**Balance of Reserves on December 31, 2021 vs 2022:**

Capital Reserve Fund (CRF)

	<u>2021</u>	<u>2022</u>
101379 Parkland Acquisition	912,498	585,418
102045 Pool	97,461	98,457
101792 Community Parks	77,459	63,699
102030 Community Park Facilities	11,953	3,189
101786 Community Rec Facilities	134,698	138,561
101603 Park Land	263,563	228,847
102111 Fernwood Dock	192,539	215,513
	<b>\$ 1,690,171</b>	<b>\$ 1,333,684</b>

Equipment Replacement Fund (ERF)

101444 Community Parks	101,969	71,534
101412 SSI Pool	34,842	27,101
101445 Community Rec Facilities	10,273	6,212
	<b>\$ 147,084</b>	<b>\$ 104,847</b>

\*Operating Reserve Fund (ORF)

105548 Community Parks	0	0
105549 Community Rec Facilities	8,223	451
105550 SSI Pool & Park Land	35,689	18,581
	<b>\$ 43,912</b>	<b>\$ 19,032</b>

*\*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 \$691,228 of grant funding in 2022 for capital projects and new initiatives. (Attachment 1). This funding has been allocated to specific project funds and is not reflected in the reserve balances above.

**CONCLUSION**

There is a combined deficit of – (\$296,652) for Pool, Park Land, Community Parks, Community Recreation and Fernwood Dock. This deficit has been decreased to – (\$145,325) by reducing transfers to reserves and allocating additional funding from Operating Reserves. The combined operating deficit has been carried forward into 2023 and offset by an increase to the 2023 requisition.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

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

DO/

**ATTACHMENTS:**

**Attachment 1 – Salt Spring Island Parks and Recreation External Grants**

<b>Salt Spring Island Parks and Recreation External Grants</b>				
<b>Grant/Contribution</b>	<b>Date Submitted</b>	<b>Project Status</b>	<b>*Applicati on Status</b>	<b>Amount</b>
SSI Foundation - Special Events Coordinator	30-Sept-19	25%	Approved	\$5,685
Centennial Park Plaza and Upgrades	23-Jul-21	25%	Approved	\$561,748
BCRPA - Family Day Grant	01-Feb-22	100%	Approved	\$1,000
Summer Student Grant	03-Feb-22	100%	Approved	\$10,962
SSI Foundation - Program Safety Matting	04-Apr-22	10%	Approved	\$5,000
Country Grocer - Kids Cooking Camp	21-Jul-22	100%	Approved	\$250
Lion's Club - Public Access AED	07/Sept-22	100%	Approved	\$2,268
Bloom Fund Grant – Mt. Maxwell Acquisition	31-Aug-22	100%	Approved	\$100,000
SSI Foundation – Dance Room Improvements	15-Sep-22	5%	Approved	\$10,000
CPRA – Auditory Sensory Youth Programming	10-Nov-22	0%	Denied	\$50,000
			<b>Total Submitted</b>	<b>\$749,913</b>
			<b>Total Approved 2022</b>	<b>\$691,228</b>



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**REPORT TO PARKS AND RECREATION COMMISSION  
MEETING OF TUESDAY MAY 14, 2023**

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**SUBJECT     2023/2024 PROPOSED FEES AND CHARGES**

**ISSUE**

To review the current Salt Spring Island Parks and Recreation fees and charges effective September 1, 2023 to August 31, 2024.

**BACKGROUND**

The Salt Spring Island Parks and Recreation Commission (PARC) approved a user fee and pricing guideline in 2019. The guideline supports conducting an analysis to establish a base rate for rentals, admission and program fees with a formula to guide subsidies for local non-profit organizations and different age groups.

During the 2020 review of fees and charges PARC recommended that no increase be made to the 2020/2021 fees and charges Bylaw. During the 2021 review of fees and charges PARC recommended that a 2% increase be made to the 2021/2022 and a further 2% fee increase was approved for the 2022/2023 fees and charges Bylaw.

After conducting a market analysis and considering past practices, barriers to participation and increased costs of operating our facilities staff are recommending a 3.5% increase for adult and commercial rates to establish a base rate and apply the pricing formula for admissions, facility bookings and rentals effective September 1, 2023, to August 31, 2024.

The addition of an hourly booking fee of \$25.00 is also recommended for school sport groups using the gym after school hours to remove cost barriers to participation and a \$35.00 hour charge for the dance room as it is larger and will be purpose built with a new sprung hardwood floor. Removal of the Audio Visual (AV) rental as equipment is no longer rented out. Entire facility rental for the pool should be equal to a single lane rental x six lanes. Day fee for special event or activity for youth and adult should be a maximum five-hour charge per day.

Should the Saturday Market remain under the operation and management of the Capital Regional District (CRD) in 2024 staff are recommending a 5% increase to market fees to offset additional operating costs and administration.

User fees and other income generate revenue and offset the tax requisition required to provide parks and recreation services and programs.

	<b>2023</b>
Revenue Sources as a % of total revenue:	
Requisition	77.43%
Pool	9.05%
Park Land	4.96%
Community Recreation	6.99%
Community Parks	1.57%
Fernwood Dock	0.00%
<hr/>	
Total	<hr/> 100.00%

All fees are to be rounded to the nearest nickel and are listed before applicable tax. Program registration fees are not included in the fees and charges bylaw. Fees included in the fees and charges bylaw include:

- Pool Admission Fees
- Rental Rates
- Park Use Rental Rates
- Miscellaneous Fees
- Saturday Market Rental Rates

Following an annual review, current fees and charges should not be drastically raised or lowered as a way to minimize variances in revenue and cost barriers to participation.

**Pool Admission Fees**

Where applicable the following formulas in pool admission fees are applied:

- Adult (19yrs and older) rate set a 100% of the established pool admission fee
- Youth (13-18yrs) Subsidization: pay 75% of adult rate
- Child (5-12yrs) Subsidization: pay 60% of adult rate
- Tot (0-4yrs) Subsidization: pay 0% of the admission cost
- Family (max 5) Subsidization: pay 200% of adult rate

Recommended pool admission fees (3.5% increase).

<b>AQUATIC CENTRE - General Admission Fees (Subject to applicable tax)</b>					
	<b>Single</b>	<b>10 x Pass (get 10 for 9)</b>	<b>20 x Pass (get 20 for 17)</b>	<b>1 Month Pass</b>	<b>Annual Pass</b>
Adult (19 yrs and older)	\$ 6.10 <b>\$ 6.30</b>	\$ 54.90 <b>\$ 56.70</b>	\$ 103.70 <b>\$ 107.10</b>	\$ 60.80 <b>\$ 62.90</b>	\$ 414.40 <b>\$ 428.90</b>
Youth (13-18 yrs or valid student card)	\$ 4.60 <b>\$ 4.70</b>	\$ 41.40 <b>\$ 42.30</b>	\$ 78.20 <b>\$ 80.00</b>	\$ 45.60 <b>\$ 47.20</b>	\$ 310.80 <b>\$ 321.70</b>
Child (5-12 yrs)	\$ 3.70 <b>\$ 3.80</b>	\$ 33.30 <b>\$34.20</b>	\$ 62.90 <b>\$64.60</b>	\$ 36.50 <b>\$37.75</b>	\$ 277.68 <b>\$ 257.35</b>
Tot ( 4 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	\$ 12.20 <b>\$ 12.60</b>	\$ 109.80 <b>\$ 113.40</b>	\$ 212.25 <b>\$ 214.20</b>	\$ 128.52 <b>\$ 125.20</b>	\$ 828.25 <b>\$ 853.70</b>
Aquatic Fitness	\$ 7.60 <b>\$ 7.85</b>	\$ 68.40 <b>\$ 70.65</b>	\$ 129.20 <b>\$ 133.45</b>	\$ 68.50 <b>\$ 70.90</b>	\$ 581.15 <b>\$ 601.50</b>
Single Admission rates apply to each entry per day. Showers and half price swim times are half price of single admission.					

**Rental Rates**

Where applicable use the following formulas in establishing rental fees:

- Commercial rate set at 100% of the established facility rental fee
- Adult Non-Profit: pay 75% of the facility rental fee
- Youth Non-Profit Subsidization: pay 60% of the facility rental fee
- **Entire facility rental is based on booking six lanes as lifeguard charges are additional**

**Pool Rental Rates**

Recommended changes to pool rental fees (3.5% increase)

INDOOR POOL – Rental Rates – (Subject to applicable tax)		
Class of Organization	Per Lane/Hour	Entire Facility/Hour
Commercial	\$ 23.90 <b>\$ 24.75</b>	\$ 290.90 * <b>\$ 148.50</b>
Adult Non-Profit	\$ 17.95 <b>\$ 18.55</b>	\$ 149.75 * <b>\$ 111.30</b>
Youth Non-Profit	\$ 14.35 <b>\$ 14.85</b>	\$86.10 * <b>\$ 89.10</b>
Lifeguard/Instructor (additional staff)	\$ 31.45 <b>\$ 32.55</b>	
* Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.		

**Facility Rental Rates**

Recommended changes to facility rental fees (3.5% increase)

FACILITIES (Subject to applicable tax)			
Facility	Permit Fee (per hour) unless otherwise noted		
	Non- Profit		Commercial
	Youth	Adult	
Tennis Courts (per court)	No Charge	No Charge	\$ 6.65 <b>\$ 6.90</b>
Tennis Courts (Per Tournament)	\$ 26.00 <b>\$ 26.90</b>	\$ 26.00 <b>\$ 26.90</b>	See Park Use Fees
Ball Diamonds	No Charge	No Charge	
Ball Diamonds (Per Tournament)	\$ 26.00 <b>\$ 26.90</b>	\$ 25.50 <b>\$ 26.90</b>	
Main Field – Portlock	No Charge	No Charge	
Side Field – Portlock	No Charge	No Charge	
Main or Side Field – Portlock (Per Tournament)	\$ 26.00 <b>\$ 26.90</b>	\$ 26.00 <b>\$ 26.90</b>	
Jogging Track	No Charge	No Charge	
Meeting Room / <b>Dance Room</b>	\$ 12.05 <b>16.15 / \$21.00</b>	\$ 18.06 <b>\$20.20/ \$26.25</b>	\$ 26.00 <b>\$ 26.90 / \$35</b>
<del>Meeting Room AV Rental</del>	<del>\$ 16.95 <b>\$ 17.55</b></del>	<del>\$ 16.95 <b>\$ 17.55</b></del>	<del>\$ 16.95 <b>\$ 17.55</b></del>
Gym Rental (Day fee based on five hours of use)	\$ 48.00/hour \$ 240/day <b>\$ 49.70/hour \$ 248.50/day (After School Group \$25)</b>	\$ 60.00/hour \$ 300/day <b>\$ 62.10/hour \$ 310.50/day</b>	\$ 80.00/hour \$ 400/day <b>\$ 82.80/hour \$ 414/day</b>
Classroom Monthly (Small/Large)	\$ 330 / \$ 360 <b>\$ 341.55 / \$ 372.60</b>	\$ 412.50 / \$450 <b>\$ 426.95 / \$465.75</b>	\$ 550 / \$600 <b>\$ 569.25 / \$621</b>
Storage Room Monthly (Small/Large)	\$45 / \$ 90 <b>\$46.55 / \$ 93.15</b>	\$ 56.25 / \$112.50 <b>\$ 58.20 / \$116.45</b>	\$75/ \$150 <b>\$77.60/ \$155.25</b>



Park Use Rental Rates

Recommended changes to facility rental fees based on a 3.5% increase to commercial park use rates and miscellaneous fees.

<b>PARK USE (Subject to applicable tax)</b>			
	<b>Non-Profit</b>		<b>Commercial</b>
	<b>Youth</b>	<b>Adult</b>	
<b>Commercial Filming</b> – minimal set up, less than 5 days			\$ 324.75 <del>\$ 336.10</del> /per day
<b>Commercial Filming</b> – Elaborate set up, less than 10 days			\$ 514.20 <del>\$ 532.50</del> /per day
<b>Commercial Service or Activity</b>			\$ 216.50 <del>\$ 224.10</del> /per day
			\$ 541.20 <del>\$ 560.15</del> /per week
<b>Commercial Temporary One-Time Use</b>			\$ 108.25 <del>\$ 112</del> /hour
<b>Research Activity</b> – such as specimen collection, surveys, inventories, monitoring plots			\$ 32.50 <del>\$ 33.65</del>
<b>Wedding Ceremony</b>			\$ 250 <del>\$ 258.75</del>
<b>Special Event or Activity</b> Day fee based on five hours of use	\$ 9.36	\$ 11.70	\$ 15.60 <del>\$ 16.15</del> /hour \$ 78 <del>\$ 80.75</del> /day
	<del>\$ 9.70</del> /hour	<del>\$ 12.10</del> /hour	
	\$ 61.70 <del>\$ 48.50</del> /day	\$ 76.55 <del>\$ 60.50</del> /day	
<b>Gazebos and Picnic Shelters</b> Day fee based on five hours of use	\$ 6.80	\$ 8.50	\$ 11.35 <del>\$ 11.75</del> /hour \$ 53.15 <del>\$ 59.50</del> /day
	<del>\$ 7.05</del> /hour	<del>\$ 8.90</del> /hour	
	\$ 34 <del>\$ 35.75</del> /day	\$ 42.50 <del>\$ 44.50</del> /day	

<b>MISCELLANEOUS FEES (Subject to applicable tax)</b>		
<b>Tent Rental</b> (Plus staff time)		\$ 43.70 <del>\$ 45.20</del>
<b>Road Sign at Portlock</b> (Commercial)		\$ 27.05 <del>\$ 28</del> /weekly
<b>Clean Up Fee</b>		\$ 40.80 <del>\$ 42.25</del> /hour
<b>Maintenance Staff</b>		\$ 40.80 <del>\$ 42.25</del> /hour
<b>Table Rental</b> (per table)		\$11.15 <del>\$ 11.55</del> /day
<b>Chair Rental</b> (per chair)		\$ 2.15 <del>\$ 2.25</del> /day
<b>Refund Fee</b> (No charge to leave credit on account)		\$ 5.00 (non-taxable)
<b>NSF Cheque Fee/Declined Credit Card</b>		\$ 20.00 (non-taxable)
<b>Membership Card Replacement</b>		\$ 5.00 (non-taxable)
<b>Locker (Small/Medium)</b>		\$ 0.25 (non-taxable)
<b>Locker (Large)</b>		\$ 0.50 (non-taxable)
<b>Damage Deposit (Major Event/Tournament)</b>		20% of Contract

Saturday Market Rental Rates

The proposed 5% increase to the daily and footage fee would bring the day vendor charge for an 8 foot booth up from \$30.90 to \$32.45.

<b>SATURDAY MARKET IN THE PARK</b>		
<b>PERMITS (subject to applicable tax)</b>	<b>2023 Jan 1 – Dec 31</b>	<b>2023 Jan 1 – Dec 31</b>
Seasonal Vendor	\$ 218.50 per season	\$ 218.50 <b>\$ 229.40</b> per season
Day	\$ 7.70 per day	\$ 7.70 <b>\$ 8.10</b> per day
Not-for-Profit	\$ 1.15 per season	\$ 1.15 <b>\$ 1.20</b> per season
Youth Vendor	\$1.15 per season	\$ 1.15 <b>\$ 1.20</b> per season
Busker	\$ 1.15 per season	\$ 1.15 <b>\$ 1.20</b> per season
Off-Season	\$ 63.00 per off-season	\$ 63.00 <b>\$ 66.15</b> per off-season
<b>LINEAR CHARGES FOR TABLE DISPLAY SPACE (subject to applicable tax) (Maximum 8 feet frontage, unless grandfathered)</b>	<b>2023 Jan 1 – Dec 31</b>	<b>2023 Jan 1 – Dec 31</b>
Seasonal	\$ 2.90 frontage foot / day	\$ 2.90 <b>\$ 3.05</b> frontage foot / day
Day	\$ 2.90 frontage foot / day	\$ 2.90 <b>\$ 3.05</b> frontage foot / day
<b>OTHER (Subject to applicable tax)</b>		
Power	\$ 33.00 per off-season where available	\$ 33.00 <b>\$34.65</b> per off-season where available
Wash Station/Water	\$ 46.30 per season	\$ 46.30 <b>\$ 48.60</b> per season

**ALTERNATIVES**

That the Salt Spring Island Parks and Recreation Commission recommends that

Alternative 1

the Electoral Areas Committee and the Capital Regional District Board approve the Salt Spring Island Parks and Recreation 2023/2024 Fees and Charges as presented in Appendix 1.

Alternative 2

the Salt Spring Island Parks and Recreation 2023/2024 Fees and Charges be referred back to staff for further consideration.

**SOCIAL IMPLICATIONS**

Maintaining low admission and monthly pass rates will continue to make aquatic recreation affordable and accessible to the majority of our community members.

Additionally, the Leisure Economic Assistance Program (LEAP), assists low-income community members of all ages with access to the pool for free as well as recreation programs or pool passes at a discounted rate. In 2017 the program was revamped and has helped remove cost barriers to recreation.

Year	Participants
2017	79
2018	93
2019	110
*2020	58
*2021	83
*2022	98
2023	90 Y-T-D

\*Covid restrictions

**ECONOMIC IMPLICATIONS**

The user fees offset the amount of tax requisition collected for the delivery of recreation and park services. Recreation fees and charges, park use permits and facility booking costs continue to be reasonable and affordable in relation to other park recreation centres fees and charges in greater Victoria.

**CONCLUSION**

Multiple factors are considered when reviewing fees and charges. In addition to conducting a market analysis for parks and recreation fees and charges consideration should be given to other factors such as past practice, barriers to participation and the uniqueness of our facilities to establish our base rates. The use of an additional formula to reduce rates for local non-profit organizations and other users will keep our parks and recreation facilities affordable and accessible.

**RECOMMENDATION**

That the Salt Spring Island Parks and Recreation Commission recommends that the Electoral Areas Committee and the Capital Regional District Board approve the Salt Spring Island Parks and Recreation 2023/2024 Fees and Charges as presented in Appendix 1.

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

**ATTACHMENTS:**

Appendix 1 - Draft 2023/2024 SSI Parks and Recreation Fees and Charges

Appendix 2 – SSI Administrative Guideline – Parks and Recreation Fees and Charges

Appendix 3 – Compiled Aquatic Facility Fees and Charges

Appendix 4 – Bylaw 4241 Fees and Charges for 2023-2024:

- Schedule A – Panorama Recreation Centre
- Schedule B – SEAPARC (Sooke and Juan de Fuca Electoral Area)  
Recreation
- Schedule C – Salt Spring Island Parks and Recreation
- Schedule D – Juan de Fuca Electoral Area
- Schedule E – Port Renfrew Community Recreation Centre

## Salt Spring Island Parks and Recreation Fees and Charges

Effective September 1, 2023

AQUATIC CENTRE - General Admission Fees (Subject to applicable tax)					
	Single	10 x Pass (get 10 for 9)	20 x Pass (get 20 for 17)	1 Month Pass	Annual Pass
Adult (19 yrs and older)	\$ 6.30	\$ 56.70	\$ 107.10	\$ 62.90	\$ 428.90
Youth (13-18 yrs or valid student card)	\$ 4.70	\$ 42.30	\$ 80.00	\$ 47.20	\$ 321.70
Child (5-12 yrs)	\$ 3.80	\$ 34.20	\$64.60	\$37.75	\$ 257.35
Tot ( 4 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	\$ 12.60	\$ 113.40	\$ 214.20	\$ 125.20	\$ 853.70
Aquatic Fitness	\$ 7.85	\$ 70.65	\$ 133.45	\$ 70.90	\$ 601.50

Single Admission rates apply to each entry per day.  
Showers and half price swim times are half price of single admission.

INDOOR POOL – Rental Rates – (Subject to applicable tax)		
Class of Organization	Per Lane/Hour	Entire Facility/Hour
Commercial	\$ 24.75	* \$ 148.50
Adult Non-Profit	\$ 18.55	* \$ 111.30
Youth Non-Profit	\$ 14.85	* \$ 89.10
Lifeguard/Instructor (additional staff)	\$ 32.55	

\* Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.

FACILITIES (Subject to applicable tax)			
Facility	Permit Fee (per hour) unless otherwise noted		
	Non- Profit		Commercial
	Youth	Adult	
Tennis Courts (per court)	No Charge	No Charge	\$ 6.90
Tennis Courts (Per Tournament)	\$ 26.90	\$ 26.90	See Park Use Fees
Ball Diamonds	No Charge	No Charge	
Ball Diamonds (Per Tournament)	\$ 26.90	\$ 26.90	
Main Field / Side Field– Portlock	No Charge	No Charge	
Main or Side Field – Portlock (Per Tournament)	\$ 26.90	\$ 26.90	
Jogging Track	No Charge	No Charge	
Meeting Room / Dance Room	\$ 16.15 / \$ 21.00	\$ 20.20 / \$ 26.25	\$ 26.90 / \$ 35.00
Gym Rental (Day fee based on five hours of use)	\$ 49.70 / hour \$ 248.50 / day (After School Group \$25.00)	\$ 62.10 / hour \$ 310.50 / day	\$ 82.80 / hour \$ 414.00 / day
Classroom Monthly (Small/Large)	\$ 341.55 / \$ 372.60	\$ 426.95 / \$ 465.75	\$ 569.25 / \$621.00
Storage Room Monthly (Small/Large)	\$ 46.55 / \$ 93.15	\$ 58.20 / \$ 116.45	\$ 77.60 / \$ 155.25

<b>PARK USE (Subject to applicable tax)</b>			
	<b>Non-Profit</b>		<b>Commercial</b>
	<b>Youth</b>	<b>Adult</b>	
<b>Commercial Filming</b> – minimal set up, less than 5 days			\$ 336.10 / day
<b>Commercial Filming</b> – Elaborate set up, less than 10 days			\$ 532.50 / day
<b>Commercial Service or Activity</b>			\$ 224.10 / day \$ 560.15 / week
<b>Commercial Temporary One-Time Use</b>			\$ 112.00 / hour
<b>Research Activity</b> – such as specimen collection, surveys, inventories, monitoring plots			\$ 33.65
<b>Wedding Ceremony</b>			\$ 258.75
<b>Special Event or Activity</b> Day fee based on five hours of use	\$ 9.70 / hour \$ 48.50 / day	\$ 12.10 / hour \$ 60.50 / day	\$ 16.15 / hour \$ 80.75 / day
<b>Gazebos and Picnic Shelters</b> Day fee based on five hours of use	\$ 7.05 / hour \$ 35.75 / day	\$ 8.90 / hour \$ 44.50 / day	\$ 11.75 / hour \$ 59.50 / day

<b>MISCELLANEOUS FEES (Subject to applicable tax)</b>		
<b>Tent Rental</b>		\$ 45.20
<b>Road Sign at Portlock</b> (commercial)		\$ 28.00 / weekly
<b>Clean Up Fee</b>		\$ 42.25 / hour
<b>Maintenance Staff</b>		\$ 42.25 / hour
<b>Table Rental</b> (per table)		\$ 11.55 / day
<b>Chair Rental</b> (per chair)		\$ 2.25 / day
<b>Refund Fee</b> (No charge to leave credit on account)		\$ 5.00 (non-taxable)
<b>NSF Cheque Fee/Declined Credit Card</b>		\$ 20.00 (non-taxable)
<b>Membership Card Replacement</b>		\$ 5.00 (non-taxable)
<b>Locker (Small/Medium)</b>		\$ 0.25 (non-taxable)
<b>Locker (Large)</b>		\$ 0.50 (non-taxable)
<b>Damage Deposit (Major Event/Tournament)</b>		20% of Contract

<b>SATURDAY MARKET IN THE PARK</b>		
<b>PERMITS (subject to applicable tax)</b>	<b>2023 Jan 1 – Dec 31</b>	<b>2023 Jan 1 – Dec 31</b>
Seasonal Vendor	\$ 218.50 per season	\$ 229.40 per season
Day	\$ 7.70 per day	\$ 8.10 per day
Not-for-Profit	\$ 1.15 per season	\$ 1.20 per season
Youth Vendor	\$ 1.15 per season	\$1.20 per season
Busker	\$ 1.15 per season	\$ 1.20 per season
Off-Season	\$ 63.00 per off-season	\$ 66.15 per off-season
<b>LINEAR CHARGES FOR TABLE DISPLAY SPACE (subject to applicable tax) (Maximum 8 feet frontage, unless grandfathered)</b>	<b>2023 Jan 1 – Dec 31</b>	<b>2023 Jan 1 – Dec 31</b>
Seasonal	\$ 2.90 frontage foot / day	\$ 3.05 frontage foot / day
Day	\$ 2.90 frontage foot / day	\$ 3.05 frontage foot / day
<b>OTHER (Subject to applicable tax)</b>		
Power	\$ 33.00 per off-season where available	\$ 34.65 per off-season where available
Wash Station/Water	\$ 46.30 per season	\$ 48.60 per season

## Appendix 2 – SSI Administrative Guideline – Parks and Recreation Fees and Charges

### CAPITAL REGIONAL DISTRICT SALT SPRING ISLAND ADMINISTRATIVE GUIDELINE

Section	<i>Salt Spring Island Electoral Area - Parks and Recreation</i>	
Subsection	Guidelines	# 2019.1
Title	PARKS AND RECREATION FEES AND CHARGES	

#### **POLICY:**

Salt Spring Island Parks and Recreation Commission (PARC) has set out the framework for the establishment of fees and charges for Salt Spring Island (SSI) parks and recreation services; to guide recommendations for the Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw Schedule C – Salt Spring Island Parks and Recreation.

#### **PURPOSE:**

1. To provide staff and PARC with direction and guidance on fee setting in parks and recreation facilities and programs.
2. To ensure fair, reasonable fees are established for public recreation services and that such fees reflect an appropriate cost recovery.
3. To identify cost for all service areas and establish a rationale for subsidizing services that align with our strategic direction.
4. To ensure consistency in the rental and admission fee charges at all facilities that provide the same or similar services.
5. To ensure access for all.

The guiding principle is to conduct an analysis on an annual basis, including but not limited to Market Averages (of like facilities) and to establish a base rate for rentals, admissions and program fees. Once established, the base rate will allow for a formula to guide subsidies for local non-profit organizations and different age groups.

The user fees collected by PARC are used to offset the amount of tax requisition collected for the delivery of recreation and park services. The establishment of a desired level of cost recovery for services will assist with the establishment of base rates.

#### **RESPONSIBILITY:**

CRD staff have the responsibility of administering and implementing this guideline.



## **PROCEDURE:**

### Admission Fees

Where applicable use the following formulas in pool admission fees:

- Adult (19yrs and older) rate set a 100% of the established pool admission fee
- Youth (13-18yrs) Subsidization: pay 75% of adult rate
- Child (5-12yrs) Subsidization: pay 60% of adult rate
- Tot (0-4yrs) Subsidization: pay 0% of the admission cost
- Family (max 5) Subsidization: pay 200% of adult rate

### Rental Fees

Where applicable use the following formulas in establishing rental fees:

- Commercial rate set at 100% of the established facility rental fee
- Adult Non Profit: pay 75% of the facility rental fee
- Youth Non Profit Subsidization: pay 60% of the facility rental fee

### Program Fees

Where applicable use the following formulas in establishing program fees:

- Adult program fees set to cover all direct and indirect costs
- Youth, Child and Tot programs set to cover all direct costs

Following an annual review, current fees and charges should not be drastically raised or lowered as a way to minimize variances in revenue and cost barriers to participation.

## **DEFINITIONS:**

Market Average: The average rate for similar government operated facility.

Non-profit: Community and sports associations with a majority membership comprised of Salt Spring Island residents.

Admission fees: Average rate charges in similar facilities operated by public agencies.

Direct Costs: Any expenditure which is directly related to the operation of the program. This would include instructor fees, materials, facility rental, etc.

Indirect Costs: All expenditures which have not been applied to the direct costs. This includes administrative costs, facility maintenance, marketing etc. (typically calculated at 25% of the direct costs)

Subsidy Level: The portion of a service direct cost which is paid for by the tax requisition.

**PROCEDURE:**

1. Conduct annual market analysis
2. Set recommended updates to Fees and Charges
3. Prepare draft Fees and Charges Bylaw
4. Present to PARC for comment and approval of recommendation
5. Send recommendation to CRD Board

Approval Date:		Approved By:	
1. Amendment Date:		Approved By:	

## Appendix 3 – Compiled Aquatic Facility Fees and Charges

COMMUNITY	CHILD	TEENS	SENIORS	ADULTS	FAMILY
	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022
Campbell River (Strathcona Gardens)	3.00	4.00	4.25	5.75	11.50
Comox Valley Sports Centre (SC) - All Facility Access - Including Pool	3.15	3.70	5.00	5.90	12.65
Comox Valley Aquatic Centre (AC) - All Facility Access Including Pool	3.15	3.70	5.00	5.90	12.65
Cowichan Aquatic Centre	3.10	4.45	4.70	6.20	14.00
Cowichan Lake Recreation - Cowichan Lake Sports Arena (CLSA)	3.50	4.00	4.25	5.25	15.00
Esquimalt	2.75	3.00	4.25	5.75	11.50
Gold River	3.55	4.05	4.40	5.55	11.45
Ladysmith	2.98	4.05	4.05	5.85	11.70
Mill Bay (2020/21)	3.25	4.25	4.25	5.50	13.50
Nanaimo	3.75	5.25	5.25	7.00	14.00
	child 2 yrs & under free				
Oak Bay	3.40	5.25	5.25	6.75	13.50
RDN Parksville (Oceanside Place) & Qualicum (Ravensong Aquatic Centre)	3.35	4.47	5.00	6.39	12.98
	Tots 0- 3 yrs free. Golden 80+yrs free.				
Port Alberni	3.40	4.10	3.40	5.40	11.75
Sidney/North & Central/Saanich - Panorama Recreation	3.50	3.50	5.50	6.75	13.50
Sooke (effective September 1/2019)	3.00	3.50	4.75	6.50	13.00
Saanich - Saanich Commonwealth Place, Gordon Head Recreation, G.R. Pearkes Recreation, Cedar Hill Recreation	under 5 free		over 90 free		
	4.00	4.00	6.00	7.00	14.00
City of Victoria (Crystal Pool & Fitness)	3.05	3.60	4.65	5.80	11.70
	under 6 free		over 90 free		
Salt Spring Island - Rainbow Recreation Centre	3.89	4.83	adult price	6.40	12.81
	under 5 free				
Sunshine Coast - SCRD - Regional Recreation Admission (MYPASS)	4.25	5.25	6.00	7.00	14.00
Sunshine Coast - SCRD - (Gibsons & District Aquatic Facility)	3.75	4.50	4.50	5.00	10.00
Sunshine Coast - SCRD - (Sechelt Aquatic Facility)	4.25	5.25	6.00	7.00	14.00
Sunshine Coast - SCRD - (Pender Harbour Aquatic and Fitness Centre)	3.75	4.50	5.00	5.50	10.00
Westshore Parks and Rec	3.55	4.75	5.15	6.85	13.69

**NOTE: ALL CURRENT RATES HAVE GST INCLUDED IF APPLICABLE**

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4495

\*\*\*\*\*

A BYLAW TO AMEND BYLAW NO. 3623 TO UPDATE THE RECREATION SERVICES AND FACILITIES FEES FOR 2022-2023

\*\*\*\*\*

The Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. Bylaw No. 3623, the "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009" is amended as follows:
a) As of September 1, 2022, by deleting Schedules "A" through "E" in their entirety and replacing them with the attached Schedules "A" through "E":
Schedule "A" - Panorama Recreation Centre;
Schedule "B" - SEAPARC (Sooke and Juan de Fuca Electoral Area) Recreation Centre;
Schedule "C" - Salt Spring Island (SSI) Parks and Recreation;
Schedule "D" - Juan de Fuca (JDF) Electoral Area Parks and Recreation; and
Schedule "E" - Port Renfrew Community Recreation Centre.
2. This Bylaw may be cited as "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 16, 2022".

READ A FIRST TIME THIS 13th DAY OF July, 2022
READ A SECOND TIME THIS 13th DAY OF July, 2022
READ A THIRD TIME THIS 13th DAY OF July, 2022
ADOPTED THIS 13th DAY OF July, 2022

CHAIR [Signature]

CORPORATE OFFICER [Signature]

**SCHEDULE “A”****PANORAMA RECREATION CENTRE FEES AND CHARGES  
Effective September 1, 2022**

<b>DROP- IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax</b>		
<b>Adult (19 – 59)</b>	Single Admission	\$ 6.75
	10x	\$ 60.80
	25x	\$ 143.75
	50x	\$ 270.00
	1 month	\$ 57.00
	3 month	\$ 136.00
	6 month	\$ 234.00
	12 month Deluxe Active Pass (with benefits)	\$ 420.00
	12 month Basic Pass (without benefits)	\$ 372.00
<b>Senior (60 plus)</b>	Single Admission	\$ 5.50
	10x	\$ 49.50
	25x	\$ 117.00
	50x	\$ 220.00
	1 month	\$ 57.00
	3 month	\$ 136.00
	6 month	\$ 234.00
	12 month Deluxe Active Pass (with benefits)	\$ 420.00
	12 month Basic Pass (without benefits)	\$ 372.00
<b>Senior (90 plus)</b>	Lifetime Membership	Free
<b>Children and Youth (6 – 18)</b>	Single Admission	\$ 3.50
	10x	\$ 31.50
	25x	\$ 74.50
	50x	\$ 140.00
	12 month	\$ 69.00
	With Valid Parent Adult Annual Pass	Free
<b>Family (Max. 5)</b>	Single Admission	\$ 13.50
<b>Other Drop-in Fees inclusive of tax</b>		
<b>Yoga</b>	Single Admission	\$ 12.50
<b>Kindergym</b>	First child	\$ 5.00
	Additional sibling	\$ 2.00

<b>Greenglade fees inclusive of tax</b>		
<b>Pottery</b>	Single Admission	\$ 8.50
	10x	\$ 76.00
	10x (youth)	\$ 69.00
	25x	\$ 185.00
	25x (youth)	\$ 164.00
	6 Month	\$ 252.00
	1 Year	\$ 399.00

<b>RACQUET SPORTS (Subject to applicable tax)</b>	
<b><i>Rates per hour unless otherwise noted*</i></b>	
Outdoor Tennis	\$ 5.71
Tennis – Prime	\$26.67
Tennis – Economy	\$ 24.76
Tennis – Non-Prime	\$ 15.24
Squash – Prime (45 minutes)	\$ 15.24
Squash – Non-Prime (45 minutes)	\$ 12.14
Racquet – Rental	\$ 2.38
<b><i>Rates per day</i></b>	
Complex – Off Season	\$ 1,568.86
Complex – In Season	\$ 2,195.43
Complex – Off Season Commercial	\$ 2,195.43
Complex – In Season Commercial	\$ 2,622.86
*See Panorama Recreation brochure for the definition of prime, non-prime and economy. Off Season is defined as being between May 1 <sup>st</sup> and September 30 <sup>th</sup> . Off Season court rental per hour fees at 50% (excluding outdoor courts)	

<b>AQUATICS (Subject to applicable tax)</b>	
<b>Rates per hour</b>	
Pool Rental – Youth	\$ 112.00
Pool Rental – Adult	\$ 151.00
Pool Rental – Commercial	\$ 170.00
Pool Rental – Lifeguard/Instructor (additional staff) **	\$ 35.00
Lane Rental – Youth	\$ 14.25
Lane Rental – Adult	\$ 20.75
Lane Rental – Commercial	\$ 24.00
**Lifeguard/Instructor is additional charge at times outside of normal operating hours and where additional staff is needed. Max participants = 35 (additional lifeguard charges apply to larger groups). Pool Rentals do not include slide use. Slide use will require an additional 2 lifeguards.	
<b>ARENA FACILITY (Subject to applicable tax, unless otherwise stated)</b>	
<b>Rates per hour unless otherwise noted</b>	
Ice – Adult Prime*	\$ 223.00
Ice – Adult Non-Prime	\$ 175.00
Ice – Adult Midnight**	\$ 114.00
Ice – Youth Prime	\$ 118.00
Ice – Youth Non-Prime	\$ 99.00
Junior B Game/Practice ****	\$ 128.00
Ice – Commercial (Tournament rate e.g. Pacific Cup, Salsa)****	\$ 220.00
Dry Floor – Adult	\$ 71.00
Dry Floor – Adult League	\$ 69.00
Dry Floor – Youth	\$ 46.00
Dry Floor – Youth League	\$ 44.00
Dry Floor – Commercial (Trade Show)	\$ 73.00
Skate Rental	\$ 3.33
Arena Staff	\$ 35.00
<b>Rates per day</b>	
Complex – Ice Season Commercial (per day)	\$ 2,700.00
Complex – Dry Floor Commercial (per day)	\$ 1,095.00
* See the Peninsula Recreation Commission Ice Allocation Policy for the definition of prime time. ** Adult Midnight is charged between 12:00am and 5:00am Monday to Friday ***Commercial rate may vary depending on market demand (fee is charged for both Prime and Non-Prime times) ****Additional \$25 per hour to be charged if Panther's do not supply security	

<b>PANORAMA ROOM RENTAL (Subject to applicable tax)</b>	
<b><i>Rates per hour unless otherwise noted</i></b>	
Boardroom – Youth	\$ 21.50
Boardroom – Adult	\$ 28.00
Boardroom – Commercial and Birthday Party	\$ 33.00
Island Room – Youth	\$ 20.50
Island Room – Adult	\$ 26.50
Island Room – Commercial and Birthday Party	\$ 35.00
Fitness Studio – Youth	\$ 29.00
Fitness Studio – Adult	\$ 43.00
Fitness Studio – Commercial and Birthday Party	\$ 52.00
Spin Room - Youth	\$ 28.00
Spin Room - Adult	\$ 42.00
Spin Room – Commercial and Birthday Party	\$ 48.00
Lobby/Concourse	\$ 12.00
Poolside Room - Youth	\$ 17.50
Poolside Room – Adult	\$ 26.50
Poolside Room – Commercial and Birthday Party	\$ 35.00
ARC Room – Youth	\$ 17.50
ARC Room – Adult	\$ 26.50
ARC Room – Commercial and Birthday Party	\$ 35.00
Parking Lot - Commercial	Negotiated
Parking Lot per zone/day	\$ 75.00

<b>CENTRAL SAANICH CULTURAL CENTRE (Subject to applicable tax)</b>	
<b><i>Rates per hour unless otherwise noted</i></b>	
Cultural Centre Room A – Youth	\$ 28.00
Cultural Centre Room A – Adult	\$ 35.00
Cultural Centre Room A – Commercial *	\$ 43.00
Cultural Centre Room B – Youth	\$ 26.00
Cultural Centre Room B – Adult	\$ 33.00
Cultural Centre Room B – Commercial *	\$ 41.00
*Bookings 3 days or more, 1 <sup>st</sup> 8 hours at commercial rate, remaining days at adult rate	



<b>GREENGLADE COMMUNITY CENTRE (Subject to applicable tax)</b>	
<b><i>Rates per hour unless otherwise noted</i></b>	
Classroom – Youth	\$ 23.50
Classroom – Adult	\$ 29.00
Classroom – Commercial and Birthday Party *	\$ 43.00
Fitness/Dance Studio (Rm 4) - Youth	\$ 29.00
Fitness/Dance Studio (Rm 4) - Adult	\$ 36.00
Fitness/Dance Studio (Rm 4) - Commercial/Birthday Party	\$ 52.00
Gymnasium – Youth	\$ 36.00
Gymnasium – Adult	\$ 43.00
Gymnasium – Commercial and Birthday Party	\$ 70.00
Gymnasium – Court Rental Fee (Pickleball, Badminton)	\$ 15.00
Teen Lounge	\$ 42.00
Staff Supervision	\$ 35.00
Playing Field	\$ 15.00
*Bookings 3 days or more, 1 <sup>st</sup> 8 hours at commercial rate, remaining days at adult rate	

<b>NORTH SAANICH MIDDLE SCHOOL (Subject to applicable tax)</b>	
<b><i>Rates per hour unless otherwise noted*</i></b>	
Science Classroom – Youth*	\$ 23.50
Science Classroom – Adult*	\$ 29.00
Science Classroom – Commercial*	\$ 43.00
Multipurpose – Youth***	\$ 69.00
Multipurpose – Adult***	\$ 79.00
Multipurpose – Commercial***	\$ 121.00
Gymnasium – Youth**	\$ 50.00
Gymnasium – Adult**	\$ 62.00
Gymnasium – Commercial and Birthday Party**	\$ 95.00
Staff Supervision	\$ 35.00
* Home Ec. Room used for Panorama Recreation Centre Programs	
** Half Gymnasium rental is half the regular fee	
*** One third of Multipurpose rental is one third the regular fee	

<b>MISCELLANEOUS (Subject to applicable tax)</b>	
<b><i>Rates per day unless otherwise noted*</i></b>	
Table Rental Fee	\$ 3.00
Chair Rental Fee	\$ 0.75
Fitness/aquatic fitness staff	\$ 45.00/hr
Maintenance staff	\$ 45.00/hr
Event Power (special events/tournament)	Negotiated
Dumpster (special events/tournament)	Negotiated
Damage Deposit – Major Event/Tournament	20% of contract
Facility rental for commercial film rental	Negotiated

<b>MISCELLANEOUS ADMINISTRATION (Inclusive of tax)</b>		
NSF Cheque/Declined Credit Card Fee		\$ 25.00
Change to Pass Membership		\$ 10.00
Card Replacement		\$ 10.00
Loonie Admission		\$ 1.00
Toonie Admission		\$ 2.00
Locker (small/medium)		\$ 0.25
Locker (large)		\$ 0.50
Child Minding	per hour	\$ 3.75
	X10	\$ 37.50

<b>ADVERTISING FEES</b>		
<b>BROCHURE ADVERTISING (Subject to applicable tax)</b>		
Banner Ad (2 x 7.25)		\$ 245.00
Banner Ad (2 x 7.25) three brochures (20% discount)		\$ 615.00
Banner Ad (4 x 7.25)		\$ 405.00
Banner Ad (4 x 7.25) three brochures (20% discount)		\$ 1,005.00
Front/Back Inside Cover (full gloss 9.5 x 7.25)		\$ 1,075.00
Front/Back Inside Cover (full gloss 9.5 x 7.25) three brochures		\$ 2,665.00
Back Cover (full gloss 9.5 x 7.25)		\$ 1,275.00
Back Cover (full gloss 9.5 x 7.25) three brochures		\$ 3,200.00
Inside Full Page		\$ 800.00
Design Fee (per hour)		\$ 75.00
<b>FACILITY ADVERTISING (Subject to applicable tax)</b>		
Rink Board A (per year)		Negotiated
Wall Board A (per year)		Negotiated
Rink Board B (per year)		Negotiated
Wall Board B (per year)		Negotiated
Electronic Road Sign	Daily	Negotiated
	Weekly	Negotiated
Aquatic Wall Board		Negotiated
Tennis Wall Board		Negotiated
LCD Display		Negotiated
Panther's Arena B Advertising Exclusivity		Negotiated
Arena B Screen		Negotiated
Hanging Banner (per year)		Negotiated
Title Sponsor of Event		Negotiated
<b>PARTNERSHIPS</b>		
Employee Wellness Program Participant Fee (6-12 month of fiscal year term)		\$ 225.00
Employee Wellness Program Participant Fee (1-5 months of fiscal year term)		\$ 155.00
Military Participant Fee		\$ 225.00
Partners of Panorama		Negotiated

**SCHEDULE “B”****SEAPARC RECREATION FEES AND CHARGES  
Effective September 1, 2022**

<b>DROP- IN FEES (swim, skate, weight room, aerobic classes)</b>		
<b>Admission fees inclusive of tax</b>		
<b>Adult (19 – 59)</b>	Single Admission	\$ 6.50
	10x	\$ 58.50
	1 month	\$ 65.00
	12 month	\$ 400.00
<b>Senior (60+)</b>	Single Admission	\$ 4.75
	10x	\$ 42.75
	1 month	\$ 47.50
	12 month	\$ 400.00
<b>Student (19+)</b>	Single Admission	\$ 4.75
	10x	\$ 42.75
	1 month	\$ 47.50
	12 month	\$ 400.00
<b>Youth (13 – 18)</b>	Single Admission	\$ 3.50
	10x	\$ 31.50
	1 month	\$ 35.50
	12 month	\$ 258.75
<b>Child (5 – 12)</b>	Single Admission	\$ 3.00
	10x	\$ 27.30
	1 month	\$ 30.30
	12 month	\$ 217.50
<b>Family (Maximum 5)</b>	Single Admission	\$13.00
	10x	\$ 117.00
	1 month	\$ 130.00
	12 month	\$ 800.00
<b>Commercial Access</b>	Single Admission	\$ 19.50
<b>Preschool Age (4 and Under)</b>	Single Admission	\$ 0.00

<b>MISCELLANEOUS ADMINISTRATION (Includes applicable tax)</b>	
Administration Fee	\$ 10.00
Administration Fee Annual Pass	\$ 25.00
Card Replacement/Refund	\$ 5.00
Towel Rental	\$ 2.00
Shower Fee	\$ 3.00
Toonie Admission	\$ 2.00
<b>POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)</b>	
Pool Rental (includes 2 guards)	\$ 150.00
Pool Rental Guard/Instructor (additional staff)	Market Rate
Lane Rental – Adult / Commercial	\$ 25.00
Lane Rental – Youth	\$ 13.00
<b>ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)</b>	
Ice - Adult Prime*	\$ 225.00
Ice - Adult Non-Prime*	\$ 187.00
Ice – Youth Prime Rate (8 pm – 10 pm Weekdays; 7 pm – 10 pm Weekends)*	\$ 215.00
Ice – Youth Non-Prime	\$ 109.00
Ice – Youth Early Morning Resident*	\$ 55.00
Ice – Youth Early Morning Non Resident*	\$109.00
SD 62 School Use*	\$ 82.00
Dry Floor – Adult Non Profit*	\$ 75.00
Dry Floor – Youth Resident*	\$ 38.00
Dry Floor – Youth Non Resident*	\$ 75.00
Dry Floor – Commercial*	\$ 110.00
Arena Office Space – fee per month	\$ 337.00
<b>RATES PER DAY FOR THE FOLLOWING ITEMS:</b>	
Complex – Dry Floor Non Profit (per day)*	\$ 1,200.00
Complex – Dry Floor Non Profit (Move In/Out)*	\$ 600.00
Complex – Dry Floor Commercial (per day)*	\$ 1,765.00
Complex – Dry Floor Commercial (Move In/Out)*	\$ 883.00
*Discounted rental rates may be negotiated if the event provides a benefit to the community and/or facility space available in low priority times.	

<b>ARENA SKATE SHOP FEES (Includes applicable tax)</b>	
Skate Rental	\$ 3.25
Skate Rental – Family Rate (Maximum 5)	\$ 6.50
Skate Sharpening	\$ 5.00
Skate Sharpening 10x	\$ 45.00
<b>SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)</b>	
Boardroom	\$ 20.00
Boardroom – Local Non Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 32.00
Multipurpose Room – Full Room	\$ 64.00
New Multipurpose Room – Half Room	\$ 40.00
New Multipurpose Room – Full Room	\$ 80.00
<b>SEAPARC STAN JONES FIELD (Subject to applicable tax)</b>	
Per Game	\$ 25.00
Per Game Youth	Free
<b>SUNRIVER SPORT BOX FACILITY (Rates per hour; Subject to applicable tax)</b>	
Youth	\$ 7.50
Youth Commercial	\$15.00
Adult	\$15.00
Commercial	\$ 30.00
<b>FACILITY ADVERTISING (Subject to applicable tax)</b>	
Rink Board (per year)	\$ 600.00
Zamboni Ad (per year)	\$ 1,000.00
Brochure Advertising	Negotiated
<b>GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)</b>	
Adult	\$ 15.50
Adult 10x	\$138.00
Adult – season pass	\$475.00
Youth (8-16)	\$ 10.25
Youth 10x	\$ 92.00
Family (Max 4 incl. 2 adults)	\$ 41.00
Extra Round	\$ 10.00
Pull Cart Rental	\$ 5.00
Club Rental	\$ 7.00

## SCHEDULE "C"

**SALT SPRING ISLAND PARKS AND RECREATION FEES AND CHARGES**  
**Effective September 1, 2022**

<b>INDOOR POOL - General Admission Fees (Subject to applicable tax)</b> <b>("Everyone Welcome", Lap Swim)</b>					
<b>Class of Person</b>	<b>Single</b>	<b>10 x Pass (get 10 for 9)</b>	<b>20 x Pass (get 20 for 17)</b>	<b>1 Month Pass</b>	<b>Annual Pass</b>
Adult (19 yrs and older)	\$ 6.10	\$ 54.90	\$ 103.70	\$ 60.80	\$ 414.40
Youth (13-18 yrs or valid student card)	\$ 4.60	\$ 41.40	\$ 78.20	\$ 45.60	\$ 310.80
Child (5-12 yrs)	\$ 3.70	\$ 33.30	\$ 62.90	\$ 36.50	\$ 263.80
Tot ( 4 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	\$ 12.20	\$ 109.80	\$ 212.25	\$ 128.52	\$ 828.25
Aquatic Fitness	\$ 7.60	\$ 68.10	\$ 129.20	\$ 68.50	\$ 581.15
Single Admission rates apply to each entry per day. Showers and half price swim times are half price of single admission.					

<b>INDOOR POOL – Rental Rates –</b> <b>(Subject to applicable tax)</b>		
<b>Class of Organization</b>	<b>Per Lane</b>	<b>Entire Facility</b>
Commercial	\$ 23.90	\$ 290.90
Adult Non-Profit	\$ 17.95	\$ 149.75
Youth Non-Profit	\$ 14.35	\$ 86.10
Lifeguard/Instructor (additional staff)**	\$ 31.45 / hr	
** Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.		

<b>FACILITIES</b> (Subject to applicable tax)			
<b>Permit Fee (per hour) unless otherwise noted</b>			
<b>Facility</b>	<b>Non- Profit</b>		<b>Commercial</b>
	<b>Youth</b>	<b>Adult</b>	
Tennis Courts (per court)	No Charge	No Charge	\$ 6.65
Tennis Courts (Per Tournament)	\$26.00	\$26.00	See Park Use Fees
Ball Diamonds	No Charge	No Charge	
Ball Diamonds (per Tournament)	\$ 26.00	\$26.00	
Main Field – Portlock	No Charge	No Charge	
Side Field – Portlock	No Charge	No Charge	
Main or Side Field – Portlock (Per Tournament)	\$26.00	\$26.00	
Jogging Track	No Charge	No Charge	
Meeting Room / Classroom	\$ 12.05	\$ 18.06	\$26.00
Meeting Room AV Rental	\$ 16.95	\$ 16.95	\$ 16.95
Gym Rental Day fee based on five hours of use	\$ 48.00/hr \$ 288.00/day	\$ 60.00/hr \$ 360.00/day	\$80.00/hr \$480.00/day
Classroom Monthly (Large/Small)	\$ 360.00 / \$ 330.00	\$ 450.00 / \$ 412.50	\$ 600.00 / \$ 550.00
Storage Room Monthly ( Large/Small)	\$ 90.00 / \$ 45.00	\$ 112.50 / \$ 56.25	\$ 150.00 / \$75.00
Library	\$ 600.00	\$ 750.00	\$ 1,000.00

<b>PARK USE (Subject to applicable tax)</b>			
	<b>Non-Profit</b>		<b>Permit Fee (per day) Unless otherwise noted</b>
	<b>Youth</b>	<b>Adult</b>	
<b>Commercial Filming</b> – minimal set up,			\$ 324.75
<b>Commercial Filming</b> – Elaborate set up, less than 10 days			\$ 541.20
<b>Commercial Service or Activity</b>			\$ 216.50 per day \$ 541.20 per week
<b>Commercial Temporary One-Time Use</b>			\$ 108.25 / hr
<b>Research Activity</b> – such as specimen collection, surveys, inventories, monitoring plots			\$ 32.50
<b>Weddings</b> –			\$ 250.00
<b>Special Event or Activity</b> Day fee based on five hours of use	\$ 9.36/hour \$ 61.70/day	\$ 11.70/hour \$ 76.55/day	\$ 15.60/hour \$ 110.40/day
<b>Gazebo and Picnic Shelters</b> Day fee based on five hours of use	\$ 6.80/hour \$ 34.00/day	\$ 8.50/hour \$ 42.50/day	\$ 11.35/hour \$ 53.15/day

<b>MISCELLANEOUS FEES (Subject to applicable tax)</b>		
<b>Tent Rental</b>		\$ 43.70
<b>Road Sign at Portlock (commercial)</b>		\$ 27.05/weekly
<b>Clean Up Fee</b>		\$ 40.80/hour
<b>Maintenance Staff</b>		\$ 40.80/hour
<b>Table Rental (per table)</b>		\$ 11.15/day
<b>Chair Rental (per chair)</b>		\$ 2.15/day
<b>Refund Fee</b> (No charge to leave credit on account)		\$ 5.00 (non-taxable)
<b>NSF Cheque Fee/Declined Credit Card</b>		\$ 20.00 (non-taxable)
<b>Membership Card Replacement</b>		\$ 5.00 (non-taxable)
<b>Locker (Small/Medium)</b>		\$ 0.25 (non-taxable)
<b>Locker (Large)</b>		\$ 0.50 (non-taxable)
<b>Damage Deposit (Major Event/Tournament)</b>		20% of Contract

<b>SATURDAY MARKET IN THE PARK</b>		
<b>PERMITS</b> (subject to applicable tax)	<b>2022</b> <b>Jan 1 – Dec 31</b>	<b>2023</b> <b>Jan 1 – Dec 31</b>
Seasonal	\$ 208.09 per season	\$ 218.50 per season
Day	\$ 7.31 per day	\$ 7.70 per day
Not-for-Profit	\$ 1.10 per season	\$ 1.15 per season
Youth Vendor	\$ 1.10 per season	\$ 1.15 per season
Busker	\$ 1.10 per season	\$ 1.15 per season
Off-Season	\$ 31.43 per off-season	\$ 63.00 per off-season
<b>LINEAR CHARGES FOR</b> <b>TABLE DISPLAY SPACE</b> (subject to applicable tax) (Maximum 8 feet frontage, unless grandfathered)	<b>2022</b> <b>Jan 1 – Dec 31</b>	<b>2023</b> <b>Jan 1 – Dec 31</b>
Seasonal	\$ 2.76 frontage foot / day	\$ 2.90 frontage foot / day
Day	\$ 2.76 frontage foot / day	\$ 2.90 frontage foot / day
<b>OTHER (Subject to applicable tax)</b>		
Power	\$ 31.43 per off-season where available	\$ 33.00 per off-season where available
Wash Station/Water	\$ 44.10 per season	\$ 46.30 per season



**SCHEDULE “D”****JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION  
FEES AND CHARGES****Effective September 1, 2022****Special Events or Activities**

<b>PARK USE PERMIT SPECIAL USE CATEGORIES</b>	<b>PERMIT FEE</b> (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	\$30.00/permit
Frequent Users:5 or more events/year	\$120.00/permit
For children’s parties.	\$30.00/permit
For private event such as weddings or birthdays with 10 or more participants.	\$100.00/permit

**SCHEDULE “E”****PORT RENFREW COMMUNITY RECREATION CENTRE  
FEES AND CHARGES****Effective September 1, 2022**

<b>Dance Hall (Subject to applicable tax)</b>	
Events up to 100 people	\$ 200.00 day/night
Events with greater than 100 people	Negotiated
Set-up Fee	\$ 50.00
Clean-up Fee (minimum 4 hours)	\$ 25.00/hr
Damage deposit – events up to 100 people	\$100.00
Damage deposit – events greater than 100 people	\$ 500.00
<b>Meeting Room (Subject to applicable tax)</b>	
Rate per hour (4 hour minimum)	\$ 25.00/hr
Fee for use of kitchen	\$ 50.00
<b>Offices (Subject to applicable tax)</b>	
Monthly lease	Negotiated



Making a difference...together

**REPORT TO PARKS AND RECREATION COMMISSION  
MEETING OF MONDAY, MARCH 14, 2023**

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**SUBJECT**     **Invasive Species Knotweed – 262 Rainbow Road**

**ISSUE**

The purpose of this report is to inform the Salt Spring Island Parks and Recreation Commission (PARC) of the presence of invasive Knotweed located at 262 Rainbow Road.

**BACKGROUND**

A License of Occupation (LoO) was signed between Transition Salt Spring Society and the Capital Regional District (CRD) for a 40m x 40m portion of 262 Rainbow Road to operate as a community allotment garden. The LoO was recently renewed for another five year term in 2022 and has been operating successfully under the management of the Rainbow Road Park Allotment Gardner's (RRPAG) since April 2012.

In the spring of 2022, a highly invasive species known as Knotweed was observed by the RRPAG adjacent to the Rainbow Road allotment gardens. The observation was reported to CRD staff who attended the site and found several widely spaced eruptions of knotweed concentrated in the middle of the Rainbow Road site. Location mapping of the knotweed (Attachment 2) was completed in the fall of 2022

Knotweed is an invasive species not native to British Columbia. Knotweed is one of the world's worst invasive species and a top-ten invasive species for eradication in BC that is extremely difficult to control. (Attachment 1) Dense stands eliminate all other vegetation and are extremely difficult to eradicate. Ecological impacts include damage to fish and wildlife habitat, biodiversity, bank erosion and clogged waterways. Infrastructure impacts include penetration of hard surfaces, pavement, roads, foundations, and other structures, including drainage and septic systems. The rhizomes are extremely vigorous and new outbreaks may emerge from tiny fragments of rhizomes or stem. Bohemian knotweed has viable seeds that are dispersed by wind and water and they can form new infestations, raising concerns of this site on CRD land potentially seeding other new outbreaks.

A meeting was hosted by the CRD in July 2022 with the CRD's Regional Invasive Species Coordinator, Manager of Parks and Recreation, a herbicide application contractor, and members of Transition Salt Spring. CRD staff advised that this species is listed as a noxious weed on the *BC Weed Control Act*, meaning that as the land occupier, the CRD must manage this plant. Because the future use of the site is proposed for tennis courts, it is essential that the knotweed is eradicated before development occurs so as not to risk knotweed fragments emerging up through surface material causing expensive repairs.

Provincial and other guidelines for managing this invasive species recommend the use of the herbicide as the most effective way to achieve eradication. RRPAG expressed concerns around using the herbicide glyphosate adjacent to their area of food production.

In February 2023, a second meeting was held with members of the RRPAG and a Pesticide Specialist from the BC Ministry of Agriculture to discuss concerns and answer questions. Prior to the meeting a letter from Island Natural Growers, Salt Spring Island Farmland Trust and Salt Spring Community Market Society was received (Attachment 3) requesting the CRD to not use glyphosate to control invasive species at the Rainbow Road site.

RRPAG has proposed volunteering to provide an “intensive control regimen” to deal with the plants using mechanical control over several years (Attachment 4). While mechanical control may seem to be the preferred method, it is not recommended for larger infestations where the disturbance of mechanical control will likely encourage new patches to emerge. Manual control requires many years of weekly cutting in the growing season, likely 8-10 years. Other mechanical treatment such as excavation are costly, do not guarantee eradication, and create a new challenge regarding expensive off-island disposal of excavated material as knotweed infested soil must be managed as a controlled waste

A combination of mechanical control and chemical control could be explored and closely monitored with larger infestations that are located further away from the garden being chemically treated and smaller infestations located on the garden boundary being mechanically controlled by RRPAG volunteers. The goal of this would be to reduce the size of the patches as much as possible with the goal to have it eradicated before any development.

#### Treatment Options (Attachment 5)

All treatment methods require careful and frequent monitoring, with follow-up treatments as long as there is re-growth

**Mechanical Control:** Cutting, mowing, digging or grazing may be effective for new, isolated, and very small infestations if continually repeated and properly monitored. In general, mechanical control on its own is not an effective management tool for knotweed species due to their massive root structure and ability to reproduce from small root and stem fragments. Manual control is only recommended under specific circumstances, for small, newly established sites and should be carried out with extreme caution due to the likelihood of spread. Material must be properly disposed of to prevent regrowth and spread. Excavation is another method of mechanical control and is typically used for time sensitive construction projects as this method is more costly and requires removal of all plant material and surrounding soil, 2-3 metres below the knotweed, and up to 20 metres around it. The disposal of all plant material and excavated soil must be done with a controlled waste permit and all material taken to the Hartland Landfill in Saanich. Great care must be taken when excavating knotweeds as this activity has a high risk of spreading plant fragments. All equipment must be carefully power washed onsite before transport to ensure knotweed fragments are not spread. A thorough disposal plan must be in place prior to excavation. In areas where knotweed has been excavated, managers must monitor carefully and often need to treat new emergences with herbicide after excavation.

**Biocontrol:** Biological control, or biocontrol, is the use of an invasive plant’s natural enemies - chiefly insects, parasites and pathogens - to reduce the plant population below a desired level. It is the long-term, self-sustaining treatment method for managing (not eradicating) invasive plants. A sap sucker psyllid, *Aphalara itadori*, has been studied as a potential biological control in British Columbia and is currently in development, but not yet ready for release.

**Chemical Control:** Chemical treatment is most effective between bud formation and when the plant begins to die back after the first frost. This method is most often recommended to achieve eradication of this species. Generally, knotweed sites can be controlled with herbicide within 3-5 years. Herbicides must be absorbed by the plant into its root system in order to control knotweed; they may be applied using a variety of application methods depending on the site and product being used. Herbicide use must be considered on a site specific basis and labels must be followed at all times. Stem injection and targeted spray are two very effective methods. All applicators must follow the requirements found in the *BC Integrated Pest Management Act* (IPMA), federal regulations, and any relevant local bylaws.

### **ECONOMIC IMPLICATIONS**

Knotweeds can grow through concrete and asphalt, damaging infrastructure. This results in significant control, management and repair costs. The 2022 Rainbow Recreation Centre Site Master Plan has identified four tennis courts and a multisport court to be placed in close proximity of the existing Knotweed. Knotweed located at 262 Rainbow Road will need to be eradicated prior to construction of any new hardscape or building, and will need to be regularly monitored around existing and new site infrastructure.

### **ENVIRONMENTAL IMPLICATIONS**

Knotweed readily establishes on stream banks, gravel bars, and other open areas displacing native vegetation, degrading water quality and fish habitat by eroding stream banks, and reducing access to water for wildlife and recreation. Knotweed has numerous impacts on riparian and aquatic ecosystems such as reducing nutrient cycling by locking nutrients in its root system, increasing sedimentation into streams and rivers via bank erosion, and outcompeting riparian vegetation which reduces plant diversity and alters the input of food for invertebrates. Dense stands eliminate all other vegetation and are extremely difficult to eradicate. Ecological impacts include damage to fish and wildlife habitat, biodiversity, bank erosion and clogging waterways. Bohemian knotweed has viable seeds that are dispersed by wind and water and they can form new infestations, raising concerns of this site on CRD land potentially seeding other new outbreaks.

### **REGULATORY IMPLICATIONS**

Knotweeds are designated as provincially noxious under the *Weed Control Act*. They are also regulated under the *Forest and Range Practices Act and Community Charter*. As a listed noxious weed, “*In accordance with the regulations, an occupier must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person.*” By law, the CRD must take action to manage this species.

### **FINANCIAL IMPLICATIONS**

Option 1: Targeted chemical control (herbicide) would require a licensed contractor to visit the site for 1-2 hours, two times each growing season for 2-4 years. Approximate hourly rates are \$100, plus travel costs and times if the contractor is not on island. Estimated cost: ~\$400/visit if on island, over three years, ~\$2400.

Option 2: Excavation cost: Disposal of ~1000 cubic metres of soil and plant material would cost approximately \$200,000 at the Hartland Landfill. This does not include excavation cost or trucking.

Option 3: Use a blend of manual and chemical control. Chemical control costs to treat a smaller portion of infestation will still cost roughly \$2,400 due to mobilization and travel costs. There would be not cost for volunteers to complete manual control but additional staff time would be required to complete volunteer agreements and oversee both volunteer and contracted works.

## **ALTERNATIVES**

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

1. Staff treat knotweed located at 262 Rainbow Road with chemical control including stem injections and targeted spray with a certified herbicide application contractor and annual assessments.
2. Staff treat knotweed located at 262 Rainbow Road with a combination of chemical control with larger infestations that are located further away from the garden and mechanical control with smaller infestations located on the garden boundary by Rainbow Road Park Allotment Gardner's volunteers. Effectiveness of control methods is to be reassessed annually.
3. This report be referred back to staff for more information.

Chemical treatment is most effective between bud formation and when the plant begins to die back after the first frost. This method is most often recommend to achieve eradication of this species. Generally, knotweed sites can be controlled with herbicide within 3-5 years. Herbicides must be absorbed by the plant into its root system in order to control knotweed; they may be applied using a variety of application methods depending on the site and product being used. Herbicide use must be considered on a site specific basis and labels must be followed at all times. Stem injection and targeted spray are two very effective methods. All applicators must follow the requirements found in the *BC Integrated Pest Management Act (IPMA)*, federal regulations, and any relevant local bylaws.

## **CONCLUSION**

Knotweed is one of the world's worst invasive species and a top-ten invasive species for eradication in BC that is extremely difficult to control. In the spring of 2022, an invasive species know as Knotweed was observed adjacent to the Rainbow Road allotment gardens and needs to be controlled.

Chemical treatment is most effective treatment strategy for knotweed due to their extensive root structure and aggressive growth and reproduction. Mmechanical treatment is the preferred treatment method of RRPAG due to the proximity of the knotweed to the Rainbow Road Community Gardens. A combined approach may be an effective method provided there is an ongoing intensive control regimen and regular inspections.

**RECOMMENDATION**

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

1. Staff treat knotweed located at 262 Rainbow Road with chemical control including stem injections and targeted spray with a certified herbicide application contractor and annual assessments.

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

**ATTACHMENTS**

Attachment 1 – CRD Knotweed Invasive Species Alert Sheet

Attachment 2 – Knotweed Location Mapping 262 Rainbow Road

Attachment 3 – Letter Dated February 6, 2023 Island Natural Growers, Salt Spring Farmland Trust, Salt Spring Community Market Society

Attachment 4 – Submission by Rainbow Park Allotment Gardens to CRD

Attachment 5 – BC Government, Victoria Lake, Invasive Knotweed Treatment FAQ

# Knotweed

## Invasive Species Alert Sheet

### Capital Region Invasive Species Program

#### The spread of non-native invasive plants has serious ecological, economic and health impacts.

Local governments and partners are asking for help from all residents to address knotweed outbreaks on private property and public lands. Local professionals can assist with the special treatment required for this species.

Native to eastern Asia, a number of knotweed outbreaks have been reported across the province—including in the capital region, where it has been designated a priority species while eradication is still possible.

Knotweed species in the region include: Japanese (*Fallopia japonica*), Bohemian (*F. x Bohemicum*), Giant (*F. sachalinensis*) and Himalayan (*Persicaria wallichii*).

#### Why is knotweed a problem?

- One of the world's worst invasive species and a top-ten invasive species for eradication in BC that is extremely difficult to control
- Dense stands eliminate all other vegetation and are extremely difficult to eradicate
- Ecological impacts include damage to fish and wildlife habitat, biodiversity, bank erosion and clogging waterways
- Economic/infrastructure impacts include penetration of hard surfaces, pavement, roads, foundations, other structures, drainage and septic systems
- Extremely vigorous rhizomes, new outbreaks come from tiny fragments of rhizome or stem



#### What does it look like?

- Sometimes called ornamental bamboo
- Reddish purple-speckled hollow stems, 1.5-6 metres tall
- Of the four species, Himalayan is the shortest and Giant Knotweed the tallest
- Leaves are egg or heart-shaped with pointed tips (except Himalayan which is lance-shaped); approx. 8-10 cm wide/15 cm long (except Giant Knotweed which is twice the size)
- Flowers August-September in small white/green clusters
- Can be easily confused with elderberry, bamboo or black cottonweed/poplar





## Habitat and biology

- Perennial shrub-like herb from rhizomes; Polygonaceae (buckwheat) family
- Found especially in disturbed soil and open habitats; roadsides, watercourses, gardens and drainage systems
- Reproduces primarily by rhizome and some seed production (especially Bohemian); reproduces also from stems fragments and buds in root crowns
- Overwintering rhizomes spread rapidly, extending 15-20m laterally, to a depth of 3m; can remain dormant up to 20 years
- Dispersal: primarily by rhizome and fragments of stem, through human activities and by water

## Proper disposal

- Specialized regional disposal bins for incineration; *please contact us below for knotweed disposal*
- Hartland Landfill may accept knotweed for disposal by permit as part of its controlled waste program: [www.crd.bc.ca/controlledwaste](http://www.crd.bc.ca/controlledwaste)
- **Do not compost**



## What should you do if you spot a knotweed plant?

- **Report it!** Please report any sightings of this species to the contacts listed at the bottom left of this page
- **Spread the word, not the weed:** don't purchase, grow or trade knotweed
- **Contact:** There is a special treatment program for this species in the capital region. Please contact us or your local government (below) for assistance with treating and disposing of this species
- **Avoid:** digging and cutting this species as this can cause further spread
- **Wash:** plant parts and seeds from vehicles, equipment and personal gear before leaving infested sites
- **Dispose:** of any knotweed parts and contaminated soils in the proper manner (below)
- **Monitor:** knotweed sites to avoid spread and for ongoing treatment until eradicated
- **Soil and gravel:** use soil and gravel that are not contaminated and follow safe procedures to treat or dispose of contaminated soils and gravel
- **Pesticides:** depending on what jurisdiction you are in, a pesticide permit may be required for treatment



**CONTACT INFORMATION**  
P: 250.360.3302  
E: [invasive@crd.bc.ca](mailto:invasive@crd.bc.ca)  
[www.reportaweedbc.ca](http://www.reportaweedbc.ca)  
[www.crd.bc.ca/invasive](http://www.crd.bc.ca/invasive)

*We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.*

**CRD**  
Making a difference...together

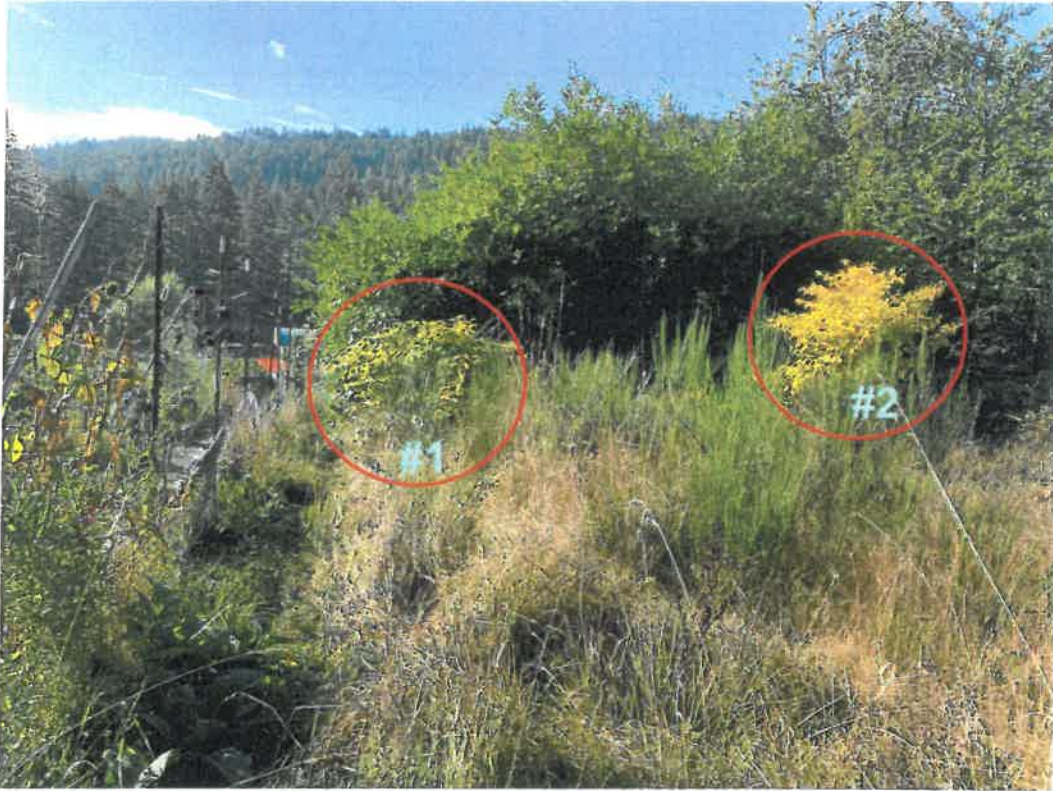
Revised April 2021

Knotweed at Rainbow Road Allotment Gardens

Satellite image 2016: On Sept. 30, 2022 three small patches found with one or two satellite crowns -- except for many along the fenceline, seeking water. (Yellow line approximate location of original house, from 2005 satellite image -- gardens to S and W)  
(C. Young, personal observations)



Sept. 30, 2022 -- looking S along the fenceline. (Red tags are offshoots)



February 6, 2023

To:

Dan Ovington, SSIPARC Manager, CRD  
 Sonya Collombin, PARC Commission Chair  
 Gary Holman, SSI Electoral Area Director

**Re Use of Glyphosate at Rainbow Road Park for Japanese Knotweed Control**

We understand that PARC is considering the use of glyphosate (Roundup) to control invasive species (Japanese Knotweed) at the Rainbow Road Park.

Members of Island Natural Growers, The Salt Spring Island Farmland Trust and the Salt Spring Community Market Society ask that the CRD not use the product at Rainbow Road Park in the area adjacent to the Allotment Gardens. In fact, we would like to see it use banned in all public parks on Salt Spring Island and in the Greater Victoria Region.

Glyphosate is a broad-spectrum herbicide; there are documented concerns about its effects on human health and on the environment and biodiversity. Although deemed safe when it was introduced in the 1970s, greatly increased usage and advances in science has resulted in a reassessment of these claims.

For example: *In a Statement of Concern, published in the journal Environmental Toxicology in 2016, the authors noted that:*

1. *Products containing glyphosate often contaminate drinking water sources, precipitation, and air, especially in agricultural regions*
2. *The half-life of glyphosate in water and soil is longer than previously recognized.*
3. *Glyphosate and its metabolites are widely present in the global soybean supply*
4. *Human exposures to GBHs are rising*
5. *Glyphosate is now authoritatively classified as a probable human carcinogen*
6. *Regulatory estimates of tolerable daily intakes for glyphosate in the United States and European Union are based on outdated science.*

Glyphosate does not degrade rapidly in plants and is widely present in our food supply due to its extensive use in corn and soy production. It is thought to disrupt a pathway that is important for the beneficial bacteria in the human digestive system.

The WHO International Agency for Research on Cancer concluded it was probably carcinogenic to humans with possible links to Non- Hodgkin Lymphoma. Much anecdotal evidence attests to that as well as the numerous lawsuits against Monsanto and its parent company Bayer; in one case damages totaling \$2bn were awarded against Monsanto in 2019.

Canada still allows its widespread use as it has a lower toxicity level than many other herbicides, but that does not mean it is safe. A private members bill (Bill C – 287) was presented to Parliament in the fall of 2022 to restrict and ban its use and many petitions submitted in January 2023. Other countries and municipalities have already banned its use. Germany's ban takes effect in 2024, and over 40 Canadian communities have restrictions. Vancouver has a total ban in public parks and outdoor gardens. It is time for the CRD to follow suit.

We feel strongly that the use of Glyphosate should be banned in all public places. Please look for mechanical or biological management alternatives that are not detrimental to human health or the environment when controlling invasive species.

Respectfully submitted by

Anne Macey (Island Natural Growers – a chapter of Canadian Organic Growers)

Email: [annemcaey@shaw.ca](mailto:annemcaey@shaw.ca)

Sheila Dobie (Salt Spring Island Farmland Trust)

Email: [chair@ssifarmlandtrust.org](mailto:chair@ssifarmlandtrust.org)

Brian Webster (Salt Spring Community Market Society)

Email: [brian@saltspringapplecompany.com](mailto:brian@saltspringapplecompany.com)

CC Marian Hargrove RRPAG

## JAPANESE KNOTWEED MANAGEMENT WEST OF RAINBOW ROAD PARK ALLOTMENT GARDENS

Submission by Rainbow Road Park Allotment Gardens to Capital Regional District

January 18, 2023

Twelve years ago the RRPAGs were established to provide growing space for the community. At that time, the mission statement read “Our mission is to provide the opportunity for non-profit, sustainable, and organic food gardening for residents of Salt Spring Island and to encourage agriculture opportunities for the community.” In accordance with this statement, the gardens at their inception were mandated to keep within “organic” guidelines which prohibit the use of pesticides and herbicides. RRPAG current gardeners value this approach and are careful to adhere to these guidelines. For this reason, RRPAG wishes to work with CRD/PARC to maintain these standards.

In the spring of 2022, Japanese Knotweed was observed by a gardener and at that time, this observation was reported to CRD. Subsequently a walk over the west border with Parks and Recreation manager, Dan Ovington, found several widely spaced eruptions of the knotweed over the CRD property. On the west border of the leased RRPAG property, the Japanese Knotweed had encroached to the point that shoots were being found approximately a meter inside the fence line. To date, these shoots and those between the major bushes approximately three meters beyond the fence line have been clipped, stored in plastic bags and carefully disposed due to the propensity for even small, clipped pieces to start new plants.

A zoom meeting was held in July 2022 with CRD/PARC, the invasive species specialist Jenny Eastman, a herbicide application contractor, two RRPAG members and a member of Transition Salt Spring (the umbrella organization under which RRPAG is situated). At this time CRD advised that the provincial guidelines for management of this invasive species recommend the use of the herbicide glyphosate. Although it is the most widely used herbicide in the world, this chemical is under intense scrutiny, has been recently removed from residential use in the US and is banned in several countries (e.g. Mexico, Germany, Saudi Arabia, and Vietnam). The European Union is also looking at ways of reducing or discontinuing its use. Successful litigation has linked it as a causal agent to non-Hodgkin's lymphoma and it is associated with many other medical conditions. It has been listed as a “probable carcinogen” by the World Health Organization.

An abundance of research has been done on the various methods for eradication of the very aggressive and persistent invasive Japanese Knotweed. Areas deemed not suitable for the application of glyphosates are typically identified as waterways and areas adjacent to areas of food production. For this reason, the RRPAG is requesting that only mechanical management of the Japanese Knotweed within 50' (15 m.) of the RRPAG fence line be applied as recommended by this study of management of Japanese Knotweed on an organic farm in Washington State.

<https://www.oxbow.org/wp-content/uploads/2021/08/Knotweed-Control-Writeup.pdf>

The mechanical management RRPAG recommends is cutting of the clumps within this area (and safely disposing of cuttings in an invasive species site for this) followed by the use of a tarp (polyvinyl) to cover

these areas. Between the fence and the clumps, a form of heavy pressed cardboard (obtained locally) overlapping to cut out all access to light would be applied and maintained. RRPAG members would be prepared to monitor these installations and safely destroy escaping shoots arising from spreading rhizomes. This is a very labour intensive method as is outlined in the article below, but it can be successful if growth is cut back repeatedly for some years.

<https://extension.unh.edu/resource/invasive-plants-specific-methods-control>

Our ultimate aim is to avoid contamination of our allotment site with glyphosate. This we believe is essential to the viability of the Gardens. Inquiries so far have not yielded a way of easily detecting spread of glyphosate by any readily available testing of soil and water. Numerous records of well and wetland contamination abound so it is difficult to know how widely contamination can occur. There is no way of knowing if a 50 ft glyphosate-free zone along the RRPAG west fence line is adequate but, again, we are recommending the use of mechanical means ONLY within 50 ft. of the RRPAG west fence line. We will look forward to working with CRD to establish an acceptable plan for the control of the Knotweed starting early in the growing season which would be no later than April. An early response to this proposal would be appreciated.

Thank you for your consideration. We look forward to your reply.

*Marian Hargrove*

RRPAG Coordinator, Japanese Knotweed Committee



## **Victoria Lake – Invasive Knotweed Treatment FAQ**

### **What is knotweed?**

Considered one of the world's worst invasive plants, knotweed consists of four perennial species – Japanese, Giant, Bohemian, and Himalayan – that originate from eastern and southern Asia. All species, except Himalayan, have hollow stems that rapidly grow 1 to 6 meters tall and form dense clusters similar to bamboo. Young shoots appear similar to red asparagus.

Knotweeds have smooth-edged leaves that vary in size and shape depending on the species. Giant knotweed leaves are distinctly heart-shaped and can reach lengths of up to 40 cm, while Japanese knotweed leaves are truncate (straight across the base of the leaf), grow to 10 cm long, and taper sharply at the tip. Bohemian knotweed, being a hybrid of these two, can have leaves that mimic the shape and size of both. Himalayan knotweed has leaves that are lance-shaped, thin, and up to 20 cm long. Knotweeds develop small greenish-white or pinkish-white flowers in July to August. The plants die back at the first hard frost, turning to bare brown stalks while roots overwinter underground. An extensive network of rhizomes (sprouting roots) can extend up to 7 meters horizontally from a parent plant and reach depths of 3 meters.

More information on how to identify knotweed can be viewed here:

[https://www.for.gov.bc.ca/hra/Publications/invasive\\_plants/Knotweed\\_key\\_BC\\_2007.pdf](https://www.for.gov.bc.ca/hra/Publications/invasive_plants/Knotweed_key_BC_2007.pdf)

### **Why is it a problem?**

Knotweed readily establishes on stream banks, gravel bars, and other open areas displacing native vegetation, degrading water quality and fish habitat by eroding stream banks, and reducing access to water for wildlife and recreation.

Knotweed has numerous impacts on riparian and aquatic ecosystems such as reducing nutrient cycling by locking nutrients in its root system, increasing sedimentation into streams and rivers via bank erosion, and outcompeting riparian vegetation which reduces plant diversity and alters the input of detritus (food for invertebrates) into water systems. Bohemian knotweed reproduces and spreads by seed, and stem & root fragments, allowing it to rapidly establish in an area.

Knotweed has already infested a 1 km contiguous stretch of lakeshore on the west side of Victoria Lake as well as a smaller area of the lake near its outlet into the Link River. In the absence of treatment, knotweed has the potential to infest and dominate the remaining lakeshore and spread throughout the Marble watershed.

### **Where is it located?**

Knotweeds occur throughout the coastal area (Vancouver Island, the Gulf Islands, the Lower Mainland, and Haida Gwaii), the Shuswap, Kitimat, Stikine, Skeena, Columbia, Okanagan, and Kootenay areas. Knotweeds thrive in roadside ditches, low-lying areas, irrigation canals, and other water drainage systems. They are also found in riparian areas, along stream banks, and in other areas with high soil moisture. Plants may also occur in private gardens.

The extent of knotweed adjacent to Victoria Lake is currently limited to a total area of 0.35 ha, occurring sporadically on rights-of-ways adjacent to Victoria Lake and the Neucel pump station heading north up



the west shore of the lake, with the most northern clone located at the outflow of the Marble River where it eventually connects to Alice Lake.

### **How does knotweed spread?**

Knotweed can spread rapidly due to its ability to reproduce from fragments. Root and stem fragments as small as 1 cm can form new plant colonies. Human dumping of garden waste is one of the biggest factors of spread for knotweed via fragmentation. Bohemian knotweed is the only species that also reproduces by seed, although this is a less viable reproduction method for the plant.

Knotweed regrows vigorously following cutting, mowing, and digging, especially early in the growing season. Such treatments stimulate the production of new shoots from the root system.

Seasonal high-water events and floods sweep knotweed plants into rivers and creeks, which then break up and disperse plant parts. The fast growing knotweed then takes advantage of the freshly disturbed soil to become established on banks and gravel bars elsewhere on the water bodies. Because it grows faster than most other plant species, including native species as well as other weeds, it quickly outgrows and suppresses or kills them.

### **What are the treatment options?**

#### Mechanical Control:

Cutting, mowing, digging or grazing may be effective for new, isolated, and very small infestations if continually repeated and properly monitored. In general, mechanical control on its own is not an effective management tool for knotweed species due to their massive root structure and ability to reproduce from small root and stem fragments. Manual control is only recommended under specific circumstances, for small, newly established sites and should be carried out with extreme caution due to the likelihood of spread. Material must be properly disposed of to prevent regrowth and spread.

#### Biocontrol:

Biological control, or biocontrol, is the use of an invasive plant's natural enemies - chiefly insects, parasites and pathogens - to reduce the plant population below a desired level. It is the long-term, self-sustaining treatment method for managing invasive plants.

A sap sucker psyllid, *Aphalara itadori*, has been studied as a potential biological control in British Columbia and is currently in development.

#### Chemical Control:

Chemical treatment is a management strategy that requires monitoring and follow-up treatments as long as there is re-growth. Chemical treatment is most effective between bud formation and when the plant begins to die back after the first frost. Generally, knotweed sites can be controlled with herbicide within 3-5 years.

Herbicides must be absorbed by the plant into its root system in order to control knotweed; they may be applied using a variety of application methods depending on the site and product being used.

Herbicide use must be considered on a site specific basis and labels must be followed at all times. All applicators must follow the requirements found in the BC Integrated Pest Management Act (IPMA), federal regulations, and any relevant local bylaws.

### **What is the most effective way of controlling knotweed?**

Control methods need to suit the specific characteristics of each infestation site. As mentioned above, mechanical methods such as digging, mowing, and cutting may be suitable only for very small, new,

isolated patches if continually treated and properly monitored and disposed of. They are not, however, very feasible for larger infestations because they are labour intensive and may only encourage denser growth. Other mechanical treatments such as excavation are increasingly costly with larger sites, do not guarantee eradication, and create a new challenge regarding disposal of excavated material.

Chemical treatment of knotweed has demonstrated the most targeted, effective means of control. With a high efficacy rate, herbicide provides a treatment method that targets the roots of the plant where its energy is stored. A 2010 Oregon State University study demonstrated 80% control of Japanese Knotweed after 1 year of herbicide treatment (Rudenko and Hulting). Continued monitoring and treatment of new growth is required to prevent re-establishment of chemically treated infestations.

### **Why have you chosen herbicide treatment?**

Mechanical treatment is not a viable option to eradicate knotweed from Victoria Lake due to the size of the infestation and risk of spread. Mechanical treatment can break up plants, leaving fragments to escape to other areas of the lakeshore and to the Marble River system at large.

Herbicide has been demonstrated to provide the most effective control of knotweed infestations. A number of herbicides including imazapyr, glyphosate, triclopyr, and aminopyralid have proven efficacy in treating knotweed. However, glyphosate is the only herbicide active ingredient allowed for stem injection in B.C. Plant specific treatments can be applied through a variety of application methods such as foliar spray, stem injection, and wipe-on application. Herbicide treatments are less labour intensive and cause less site disturbance as they only require one or two site visits per year, whereas mechanical treatments often require many treatments per season for several years at each site. Herbicide is absorbed through foliage or the stem where it is translocated throughout the plant, specifically to the roots. By working on the root system of knotweed, herbicides are able to target the growth-centre for the plant in order to provide effective long-term control.

### **What is the cost of doing nothing?**

Invasive knotweed displaces natural vegetation, reduces water access and forage for wildlife species, limits nutrient cycling in aquatic ecosystems, degrades fish habitat, contributes to increased erosion, and can lead to infrastructure damage for roads and bridges. These impacts also affect recreational activities through reduced environmental quality and access to the lake.

If left unchecked, invasive knotweed will continue to spread along the Victoria Lake shoreline and throughout the Marble River system, moved by fragmentation, high water levels, and recreational activity.

### **What is the purpose and scope of the Pesticide Use Permit?**

A Pesticide Use Permit (PUP) provides support for the use of integrated pest management principles for the purpose of controlling invasive knotweed under the *Integrated Pest Management Act and Regulation* (IPMA). Under the IPMA, a minimum 10 meter pesticide-free zone must be maintained around and along bodies of water, dry streams, and classified wetlands on Provincial Public land. If using glyphosate for the management of invasive plants or noxious weeds, this pesticide-free zone may be reduced to 1 meter above the high-water mark.

As the majority of knotweed infestations on Victoria Lake occur below the pesticide-free zone and below the high water mark on the exposed shoreline, a PUP is required to authorize treatment of knotweed in this area. An issued PUP is valid for 3 years.

The extent of knotweed adjacent to Victoria Lake is currently limited to a total area of 0.35 ha, occurring sporadically on rights-of-ways adjacent to Victoria Lake and the Neucel pump station heading north up the west shore of the lake, with the most northern clone located at the outflow of the Marble River where it eventually connects to Alice Lake. The total area proposed for inclusion in the PUP is significantly larger at 1700 ha, including Victoria Lake in its entirety and the segment of Marble River that connects Victoria Lake to Alice Lake. The large PUP boundary will allow for the treatment of newly detected knotweed clones that may be introduced to a new part of the lake or river as a result of high-water events or disturbance. The limit to total treatment area each year will not exceed 1 ha, however it is anticipated that the actual annual treatment area will be significantly less based on currently known knotweed locations.

The 2022 to 2025 PUP will use both Roundup WeatherPro (a.i. glyphosate) and aquatic herbicide Habitat Aqua (a.i. imazapyr). The glyphosate product listed is due to manufacturer label changes which now permit stem injection to occur only under the Roundup WeatherPro label. This management plan proposes to treat all knotweed clones detected growing in or adjacent to Victoria Lake, Marble River and adjacent rights-of-ways to protect the Marble River system. Wherever feasible, foliar application methods will be used to limit the volume of herbicide entering the environment. Stem injection using Roundup WeatherPro may be required in some instances if the knotweed foliage cannot be effectively accessed using foliar application. Habitat Aqua is specifically formulated for use in and adjacent to aquatic environments and will be the preferred product for knotweed treatments during the 2022 to 2025 treatment period. These treatments will occur as foliar applications. The addition of Habitat Aqua to the management plan will also limit the risk of knotweed developing herbicide resistance, as Habitat Aqua chemistry and modes of action are different from that of the glyphosate products. In addition, Habitat Aqua is well-suited for knotweed treatments not only to water's edge but also emergent, wetted plant applications. All foliar treatment applications will be made as targeted spot treatments with the intention of limiting drift and non-target vegetative damage.

### **When will treatment occur?**

Treatments are scheduled to occur yearly in July, August, and possibly September during seasonal low water levels. This provides best access to sites and reduces the risk of contact with water as water levels are below site treatments areas, as well as occurring outside of spring hatching and autumn spawning of fish.

### **Who can I contact regarding this project?**

For more information contact –

BC Ministry of Forests, Lands, Natural Resource Operations, and Rural Development

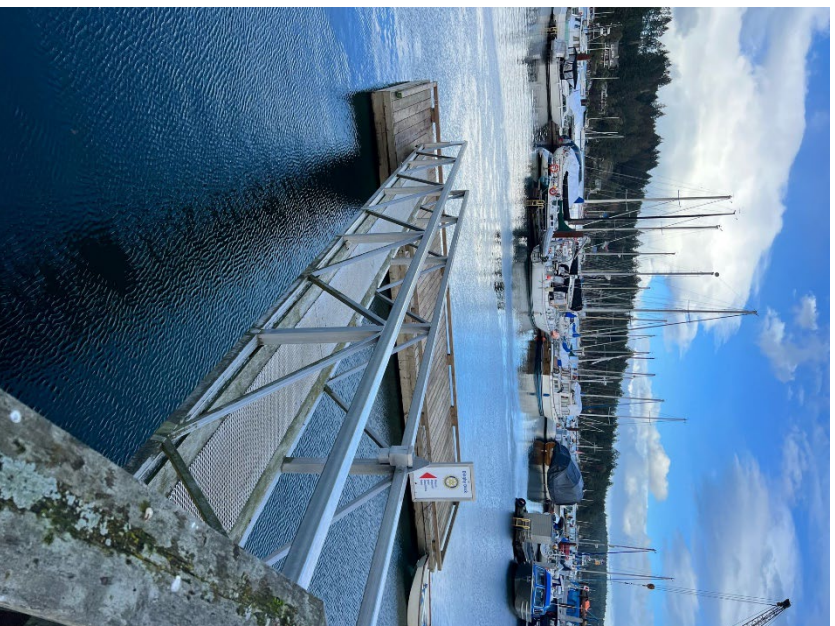
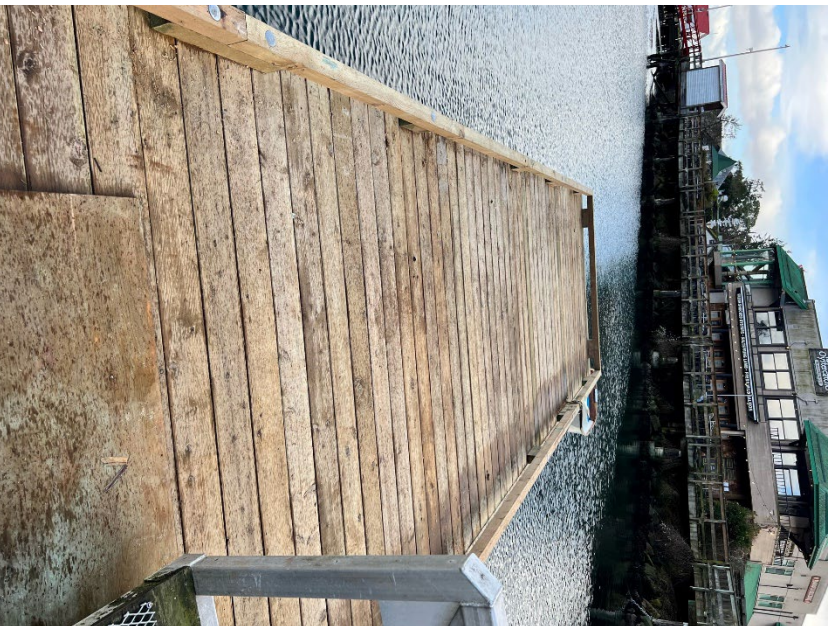
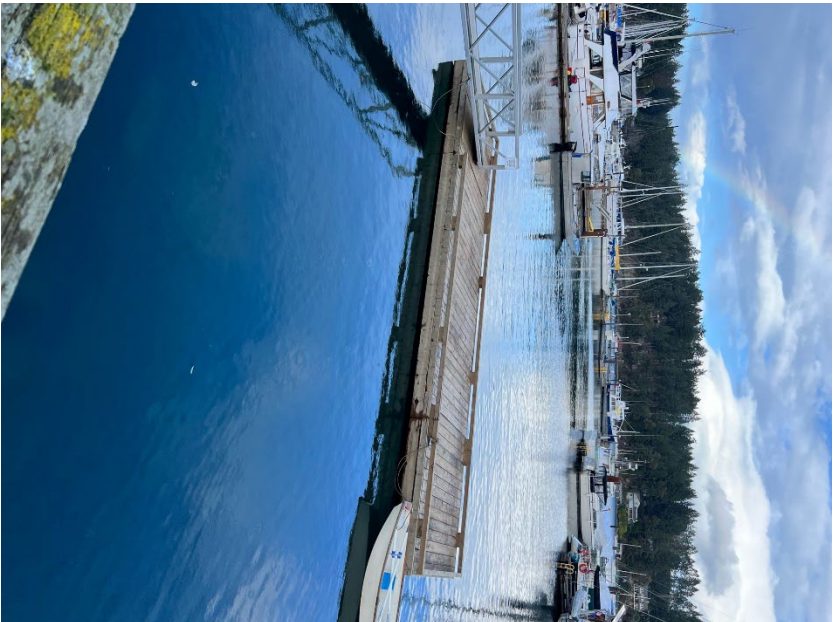
[Invasive.plants@gov.bc.ca](mailto:Invasive.plants@gov.bc.ca)



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**Rotary Dock Replacement Project**



February 27, 2023

Attn. Salt Spring Island Parks and Recreation Commission,

Dear Commissioners,

This past weekend I participated in two sporting events involving the Salt Spring Tennis Association and a group of basketball volunteers and youth. At each event I was informed of concerning communications from a senior PARC staff member regarding the Portlock Park Master Plan.

At the tennis event, I was commenting on how nice it had been to play on the outdoor courts on a sunny Sunday in February (my family has recently returned to Salt Spring after many years living in Northwest B.C.). The person I was speaking to replied that they had been informed that the courts were likely to be eliminated during the Portlock Park redesign.

The following day, during the basketball event I was speaking with another volunteer coach about the challenges of booking court time at SIMS. I noted that with spring coming we could likely schedule times to meet and play on the Portlock Park court. They replied that they had inquired of a senior staff member of PARC as to why basketball courts were not included in the current public survey for the master plan. The reply from that manager was that basketball was not included in the list because the basketball courts were going to be eliminated during the park redesign. The reasoning given was that PARC is planning on installing an artificial turf field to extend the soccer season.

Today I completed the survey and noted that basketball was not included as an option, despite the existence of well-used courts in the park. I also noted that there was a very specific question about the relocation of the walking track due to addition of new playing fields.

Since the current, initial public survey intake has not even concluded, I am wondering whether the public consultation part of the master plan is being done in good faith with the purpose of receiving guidance from the public on the future of the park. My concern is that the consultation is being done to 'check a box', while the decisions have already been made behind the scenes by CRD staff and the Commission. The tennis and basketball courts at Portlock Park are important facilities for members of those sporting communities and are the only facilities of their kind in the North End of Salt Spring. Eliminating them will leave a major gap in accessibility for players of these sports.

Sincerely,

Darcy Repen

██████████  
██████████

Hi Dan - as promised, I'm forwarding you the submission that Neil Martin and I dropped off after our March 3rd Portlock stakeholders meeting.

Unfortunately, for me, my word perfect program has " gone on holidays" and won't respond to inputs. So, I've simply re-typed the original note and attached the proposed six court configuration we are proposing.

Salt Spring Island Pickleball Association

Friday March 3rd 2023

Portlock planning stakeholders meeting led by Dan Ovington CRD 2:00 - 4:00 PM

Request:

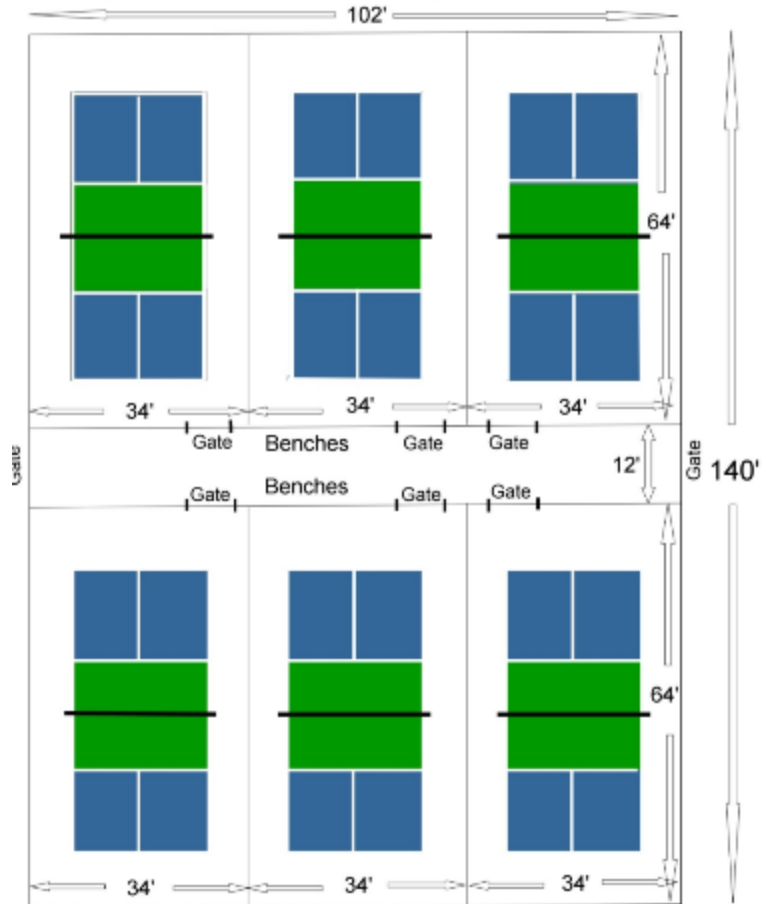
Our islands very active Pickleball community requests space for six dedicated courts to be developed at Portlock.

Rational:

- we are an association of over 100 members and growing
- our association requires dedicated pickleball courts - we support the Nov. 2021 British Columbia joint Pickleball and Tennis study that concludes " our joint recommendation is to build dedicated pickleball courts". Sharing courts was not considered a good option.
- as the Rainbow Rd Master plan crowded pickleball play onto a mixed play pad, it was rejected as an option by the SSPA.
- meetings with CRD planning staff on Aug. 17th 2022 led to the conclusion that there was potential for our requirements to be met at Portlock. These needs were to be identified during the planning process.
- concept design plans are attached to this submission to facilitate CRD planning
- our association, like others, wish to be involved in the development of the final CRD Portlock Master Plan.

(Originally signed by Robert Lewis, Director SSIPA)

Proposal for Pickleball 6-Court Layout for Portlock Park



Fence: chain link 10' high perimeter; 4' high internal.

Lights: as per standard specifications.