

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, NOVEMBER 20, 2025**

SUBJECT **Transfer of Assets, Liabilities, and Reserve Balances to the Combined Parks and Recreation Service**

ISSUE SUMMARY

To authorize the transfer of all assets, liabilities, and reserve balances from the existing Salt Spring Island (SSI) Parks and Recreation-related services into the newly established Combined Parks and Recreation Service effective year-end 2025.

BACKGROUND

The Capital Regional District (CRD) has adopted Bylaw 4684 which amends establishment Bylaw No. 2422, "Salt Spring Island Parks, Arts and Recreation Facilities Bylaw No. 1, 1996" to combine the Parks and Recreation Service (Park Land 1.459) with the Swimming Pool Service (1.453), the Community Parks Service (1.455), and the Community Recreation Service (1.458). This consolidates the four existing SSI parks and recreation services into one unified service to enhance administrative efficiency, improve financial management, and enable borrowing authority for future capital projects benefitting the entire community.

Currently, the four separate services each maintain individual Capital Reserve Funds (CRF), Equipment Replacement Funds (ERF), Operating Reserve Funds (ORF), and a Park Land Acquisition Fund, all restricted by bylaw to their respective service purposes. Following the establishment of the new combined service, these reserve funds must be formally transferred into reserve accounts under the Combined Parks and Recreation Service.

The transfer will ensure that all funds remain dedicated to parks and recreation purposes while allowing greater flexibility in allocating resources toward projects that serve multiple facilities and program areas. The process will be completed through Local Community Commission (LCC) and CRD Board resolutions, ensuring continued financial accountability and transparency.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District (CRD) Board that all assets, liabilities, and reserve balances for the following services be transferred to the Salt Spring Island Parks and Recreation Facilities Local Service established under Bylaw No. 2422 as amended by Bylaw 4684, effective December 31, 2025:

- Bylaw No. 3206 Swimming Pool Service (1.453)
- Bylaw No. 4149 Community Parks Service (1.455)
- Bylaw No. 4151 Community Recreation Service (1.458)

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The consolidation of assets, liabilities, and reserves represents a financial restructuring only and will not result in any increase to taxation.

The transfer will:

- Maintain all funds within the Parks and Recreation service purpose;
- Simplify financial reporting and long-term capital planning;
- Enable more flexible funding of multi-service capital projects; and
- Improve overall transparency and operational efficiency.

There are currently twelve separate reserves under the four previous parks and recreation services (Appendix A). Folding these reserves into four reserve funds supports coordinated capital investment planning across all parks and recreation assets (Appendix B).

Legal Implications

In accordance with the Local Government Act, the transfer of assets, liabilities, and reserve balances between dissolved and continuing services requires a resolution of both the Local Community Commission and the CRD Board. Legal review confirms this process is appropriate and consistent with the authority granted under the Local Government Act.

Service Delivery Implications

Combining liabilities, assets and reserves will improve the LCC's ability to plan and deliver community-wide capital projects that support recreation facilities, community programs, and park infrastructure. Without consolidation, reserves would remain fragmented and restricted to specific service boundaries, limiting the Commission's capacity to strategically fund projects across the broader system.

CONCLUSION

Transferring all assets, liabilities, and reserve balances into the expanded Salt Spring Island Parks and Recreation Facilities Local Service is a necessary administrative step following the adoption of Bylaw No. 4684. This action will streamline financial management, enhance flexibility in funding multi-use projects, and strengthen service delivery for the Salt Spring Island community.

RECOMMENDATION

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District (CRD) Board that all assets, liabilities, and reserve balances for the following services be transferred to the Salt Spring Island Parks and Recreation Facilities Local Service established under Bylaw No. 2422 as amended by Bylaw 4684, effective December 31, 2025:

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ATTACHMENTS

[Appendix A: 2025 Salt Spring Island Reserve Funds Summary](#)

[Appendix B: Consolidated 2025 Salt Spring Island Reserve Funds Summary](#)