



Making a difference...together

**Minutes of the Regular Meeting of the  
Salt Spring Island Parks and Recreation Commission  
Held May 18, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC**

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**\*\*Electronic Meeting\*\***

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

**1. Territorial Acknowledgement / Call Meeting to Order**

Chair Collombin provided a Territorial Acknowledgement and called the meeting to order at 3:02 pm.

**2. Public Prohibited Meeting Resolution**

**MOVED** by Commissioner Cunningham, **SECONDED** by Commissioner Takahashi, That this resolution applies to the Salt Spring Island Parks and Recreation Commission (PARC) for the meeting being held on May 18, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

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

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

**CARRIED**

**3. Approval of Agenda**

**MOVED** by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, That the Salt Spring Island Parks and Recreation Commission agenda of May 18, 2021 be approved with the addition of item 7.6 Brinkworthy Pathway, moving item 7.3 2021/2022 Proposed Saturday Market Fees and Charges to become the new item 7.6., and on page 20, under the Economic Implications header, update the second paragraph that states "May 2022" to read "May 2021".

**CARRIED**

**4. Adoption of Minutes of April 20, 2021**

**MOVED** by Commissioner Gauld, **SECONDED** by Commissioner Norgard,  
That the Salt Spring Island Parks and Recreation Commission Minutes of April 20, 2021  
be approved as amended by updating item 8.5 SSI Parks and Recreation Maintenance  
Facility, second bullet, by replacing the word “variance” to “rezoning”.

**CARRIED**

**5. Delegation/Presentation – none**

**6. Director and Chair Reports**

**6.1 Director Holman – none**

**6.2 Chair Collombin** briefly reported:

- Met with Chair Gayle Baker, Transportation Commission, Chair Francine Carlin, Community Economic Development Commission (CEDC), CRD Director Gary Holman, and Karla Campbell, CRD Senior Manager to discuss island matters.
- CEDC and Salt Spring Chamber of Commerce (The Chamber) collaborating on working to establish a Community Economic Resilience Leaders Group for cross sector economic capacity building through the pandemic and beyond.
- Transportation Commission reported funding for shovel ready design plans through the Island Coastal Economic Trust Funding.
- CEDC reported consideration of the possibility of a multi-purpose trail from Vesuvius to Fulford.
- Discussion was had regarding the condition and responsibility of the Mount Maxwell road noting that once the road enters provincial park land the responsibility is no longer that of the Ministry of Transportation and Infrastructure (MoTI). Transportation Commission exploring the options for signage to warn of current road conditions.
- Continued conversation regarding the Harbour Walk progress.
- Implications of a possible Community Acquisition of the current fire hall location.

**7. Outstanding Business**

**7.1 Salt Spring Island Parks and Recreation External Grant Update**

- Fall 2019 approved for a Special Events Coordinator to assist in 2020 with community events. Due to the global pandemic, an extension was given to the fall of 2021 at which time, another application for extension will be made.
- Applied for \$100,000 grant for the Centennial Park Plaza upgrades which was denied. To apply for a second round of funding that has become available.
- Centennial Park Gazebo application denied but moving forward with alternative funding to complete repairs in June 2021.

**MOVED** by Commissioner Collombin, **SECONDED** by Commissioner Takahashi That the Salt Spring Parks and Recreation Commission External Grants Update be received for information.

**CARRIED**

## **7.2 Salt Spring Tree Removal Guideline**

- Transportation Commission considering adopting the Salt Spring Tree Removal Guideline based on input from the PARC.
- Concerns regarding wording within the guideline were expressed.
- A suggestion was made for longer public notification periods to be made available regarding the take-down of dangerous trees.

**MOVED** by Commissioner Gauld, **SECONDED** by Commissioner Takahashi that the Salt Spring Parks and Recreation Commission recommend that the Salt Spring Island Tree Removal Guideline be adopted as amended by updating item 5. Tree Removal, subsection D. from “any other reasons” to “a valid reason” and updating “Considerations should be given to trees identified for removal which have been identified as having very high wildlife value” to “every effort will be made to avoid trees identified for removal which have been identified as having very high wildlife value.” Lastly, updating Mitigation methods could include: “identification of wildlife trees during project planning”.

**CARRIED**

## **7.3 Child Care Space Creation Project – License Agreement**

- Funding requirement to provide space to a not for profit child care provider.
- Requests for proposals were distributed ahead of the construction start or completion dates due to scheduling start times as well as input from the child care provider regarding details for the space.
- Grant Funding specified for supplies for the child care provider.
- Anticipating cost estimates to be over budget due to higher construction costs however, Director Holman has indicated he will support with some additional Community Work Funds.
- A question was raised regarding clarifications around hours and days of operation.
- Take down of the infant equipment every day not feasible. CRD exploring the option to have access to Room B outside of the facilities operating hours and allowing equipment to remain in place outside of operating hours.
- A question was raised regarding the possibility of having the equipment taken down over the duration of the weekends.
- Required to offer the space to not for profit for 15 years.
- In the event the provider decided to no longer utilize the space, CRD would issue request for proposals.
- If no proposals received, CRD would be required to continue advertising requests for proposals to utilize the space.
- It was noted that a child care facility can operate within the space and it was noted that Westshore facility is operating all of their child care programs.

- Building security and access concerns raised.
- Space rented out below market value.
- A revised budget will be brought forward to PARC for consideration.

**MOVED** by Commissioner Cunningham, **SECONDED** by Commissioner Takahashi that the Salt Spring Parks and Recreation Commission recommend entering into a five (5) year non-exclusive license for the use of the multipurpose room (multipurpose Room One and Multipurpose Room Two) within the facility and the fenced outdoor play area located at 262 Rainbow Road with Gulf Island Early Learning Society to operate a licensed child care; and grant a renewal license for the License Area for a further term of five (5) years only on the same terms and conditions.

**CARRIED**

**7.4 Salt Spring Island Middle School Business Case** – deferred to Special Business Meeting (date TBA)

**7.5 Brinkworthy Pathway Update**

- Moving forward with securing Statutory Right of Way.
- To be brought forward at the Capital Planning meeting to discuss construction funding.
- Completed a survey and identified a trail location agreed to by the owner.
- CRD completed costing out the project and a report will be brought forward to the Commission in June 2021.

**7.6 2021/2022 Proposed Saturday Market Fees and Charges**

Commissioner Webster left the meeting at 5:23 p.m.

**MOVED** by Commissioner Bodaly, **SECONDED** by Commissioner Gauld that the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Areas Committee that the Capital Regional District Board approve the Salt Spring Island Parks and Recreation Fees and Charges Bylaw in Appendix A.

**8. New Business - None**

**9. Correspondence – None**

**10. Next Meeting**

TBA – Special Business Meeting

June 15, 2021 Parks and Recreation Commission Meeting

June 29, 2021 Parks and Recreation Commission Capital Planning Meeting

Public attendance to be determined by Order of the B.C. Public Health Officer.

11. Adjournment

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Gauld,  
That the meeting adjourn at 4:12 pm

**CARRIED**

*Forya Collobin*

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**CHAIR**

*K Campbell*

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**SENIOR MANAGER**