



Notice of Meeting and Meeting Agenda Salt Spring Island Local Community Commission

Thursday, March 21, 2024

9:00 AM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

MS Teams Link [Click here](#)

E. Rook (Chair), G. Holman (Vice Chair), G. Baker, B. Corno, B. Webster

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [24-306](#) Minutes of February 15, 2024 Salt Spring Island Local Community Commission

Recommendation: That the minutes of the Capital Regional District Board meeting of February 15, 2024 be adopted as circulated.

Attachments: [Minutes: February 15, 2024](#)

4. Chair, Director, and Commissioner Reports

5. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address for "Addressing the Salt Spring Island Local Community Commission" no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Salt Spring Island Local Community Commission (LCC) at saltspring@crd.bc.ca.

5.1. Presentations

5.1.1 [24-301](#) Presentation: Seth Wright; BC Transit, Re: BC Transit Update.

Attachments: [Presentation: SSI Local Community Commission BC Transit Update](#)

- 5.1.2. [24-302](#) Presentation: Jason Youmans; Islands Trust Re: Complete Communities Assessment.

Attachments: [Presentation: SS Local Trust Committee Project Updates](#)

6. Commission Business

- 6.1. [24-049](#) Salt Spring Island Portlock Park Site Master Plan

Recommendation: That the Salt Spring Island Local Community Commission approves the additional milestones in the Portlock Park Site Master Plan Project Charter as presented.

Attachments: [Staff Report: Salt Spring Island Portlock Park Site Master Plan](#)
[Appendix A: Portlock Park Master Plan- Option with Oval Track](#)

- 6.2. [24-052](#) Salt Spring Island Public Water Accesses Points

Recommendation: There is no recommendation. This is for information only.

Attachments: [Staff Report: Salt Spring Island Public Water Accesses Points](#)
[Appendix A: Salt Spring Island Public Water Access Locator Map](#)
[Appendix B: Public Water Access Points descriptions and known Issues](#)
[Appendix C: Agreement Between MOTI and CRD Dated 2006](#)

- 6.3. [24-054](#) Salt Spring Island Parks and Recreation Sport Field Fees and Charges

Recommendation: That the Salt Spring Island Local Community Commission approves staff to include booking fees for sports field usage in the Salt Spring Island Parks and Recreation 2024/2025 Fees and Charges Bylaw, for future consideration.

Attachments: [Staff Report: SSI Parks and Recreation Sports Field Fees and Charges](#)
[Appendix A: Parks and Recreation Fees and Charges Guidelines \(As Amended\)](#)
[Appendix B: Compilation of Fees and Charges for Sports Fields](#)

- 6.4. [24-298](#) Japanese Canadian Memorial Story Corridor Project

Recommendation: That the Salt Spring Island Local Community Commission supports the Japanese Garden Society of Salt Spring Island funding application to the Japanese Canadian Legacies Society to support the Japanese Canadian Memorial Story Corridor Installation project on Capital Regional District land on Salt Spring Island.

Attachments: [Staff Report: Japanese Canadian Memorial Story Corridor Project](#)
[Appendix A: Japanese Canadian Memorial Story Corridor Project Proposal Ske](#)
[Appendix B: Map, Proposed Location](#)

6.5. [24-257](#) Housing Now HomeShare Registry Project

Recommendation: The Salt Spring Island Local Community Commission approved a \$22,830 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.

Attachments: [Staff Report: Housing Now HomeShare Registry Project](#)
[Appendix A: Housing Now HomeShare Registry Project Work](#)

6.6. [24-312](#) Ganges Harbourwalk Project Steering Committee Chair Appointment

Recommendation: [At the March 11, 2024 Ganges Harbourwalk Project Steering Committee meeting, the following recommendation was advanced to SSI Local Community Commission:]
That Robin Williams be appointed as Chair of the Ganges Harbourwalk Project Steering Committee.

7. Notice(s) of Motion

7.1. [24-309](#) Motion with Notice: SSI Chamber of Commerce's Visitor Centre Funding (G. Baker)

Recommendation: [At the March 14, 2024 Salt Spring Local Community Commission meeting, the following notice was read by the Chair on behalf of Commissioner Baker into record to be discussed at the next meeting:]
That \$10,000 be allocated from the Economic Development service for continued support of the Salt Spring Chamber of Commerce's Visitors' Centre.

7.2. [24-311](#) Motion with Notice: Harbour Management Workshop (G. Holman)

Recommendation: [At the March 14, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at the next meeting:]
That Director Holman and Chair Rook attend the planned CRD workshop regarding harbour management and report back to the LCC.

8. Adjournment

Next Meeting:

The meeting is Apr 11, 2024 at 5:00PM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5.

The meeting is Apr 18, 2024 at 9:00AM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5.

To ensure quorum, please advise MacKenzie Williamson (mwilliamson@crd.bc.ca) if you cannot attend.



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission
Held Thursday, February 15, 2024 at the Salt Spring Island Multi-Space (SIMS)
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: Commissioners: E. Rook, G. Holman (Director), G. Baker, B. Corno, B. Webster,

Staff: K. Campbell, Senior Manager, Salt Spring Island Administration, D. Olafson, Engineering Manager, Salt Spring Island, C. Jenkinson, Manager, Executive Services (EP), L. Xu, Manager, Finance Services (EP), M. Williamson, Committee Clerk, (Recorder)

Guest: S. Sawada, Japanese Garden Society, R. Kanesaka, Japanese Garden Society, M. Nakata, Japanese Garden Society, S. Taylor-Munro, Japanese Garden Society, M. Quetton, SSI Chamber of Commerce, J. Roy Allen, SSI Chamber of Commerce, M. Chandler, SSI Chamber of Commerce, M. Ogilvie, SSI Chamber of Commerce, R. Steinbach, SSI Chamber of Commerce,

EP- Electronic Participation

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 9:02 am.

1. TERRITORIAL ACKNOWLEDGEMENT

Commissioner Rook provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker, That agenda for the February 15, 2024, meeting of the Local Community Commission be approved with the following amendments:

- addition of Item 6.6. Invasive Species Plant Drop-of
- addition of Item 6.7. Geotubes

CARRIED

3. ADOPTION OF MINUTES

3.1. Minutes of January 18, 2024 Salt Spring Island Local Community Commission

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster, That the minutes of the January 18, 2024 meeting be adopted with the following amendments:

- amendment of the second motion under item 8.4.5. to read "That the motion be amended" before the word "to read...".
- the first bullet point under item 8.6. the "Spring" be capitalized.

CARRIED

3.2. Minutes of February 01, 2024 Salt Spring Island Local Community Commission

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the third motion under item 4.4. from the February 01, 2024 agenda be amended to replace the word “in” with the words “associated with”.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the minutes of the February 01, 2024 meeting be adopted with the following amendments:

-amendment of the second motion under 4.1. to read” Move consideration of the motion regarding adding project 24-05 Portlock Shed and Equipment Replacement in the five-year capital plan to item 4.2.”

-amendment of the fifth motion under 4.2. to change the word “to” to “from” after the words “... and increase transfer...” and before “...operating reserves by \$30,000.”

-amendment of the eighth motion under 4.2. to remove the word “by” after the words “...Amende Project 23-06 SIMS Upgrades...” and before the words “...currently funded by \$30,000 Community Works Fund...”

-amendment of the second motion under 4.3. to add the word “Salt Spring Island for” after the word “...tax revenues for...” and before the words “...another five-year period...”.

CARRIED

4. CHAIR, DIRECTOR, AND COMMISSIONER REPORTS

Director Holman spoke of the following items:

- Salt Spring Island CRD 2024 budget approval
- Alternative approval process for Land Bank and Housing Security service borrowing
- Rural Housing Program
- Southern Gulf Island Tourism Partnership five-year renewal
- Meeting with BC Housing
- Harbour Management
- CRD Code of Conduct for Directors and Commissioners

Commissioner Baker spoke of the following items:

- Road Sweeping
- Ask Saltspring

Commissioner Webster remarked about upcoming Commissioner office hours.

Commissioner Corno spoke of the ocean clean up events.

Commissioner Rook informed the members present of the stakeholder meeting on housing.

5. DELEGATIONS/PRESENTATIONS

5.1. Presentations

**5.1.1. Presentation: Shelly Sawada; representing Japanese Garden Society of SSI
Re: Japanese Garden Society, Story Corridor Project**

S. Sawada provided a presentation on the Japanese Garden Society Story Corridor Project.

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That the Japanese Garden Society's Story Corridor Projects proposal be referred to staff.

CARRIED

**5.1.2. Presentation: Matthew Quetton; representing SSI Chamber of Commerce Re:
Grant Funding**

M. Quetton provided a presentation on grant funding for Chamber of Commerce operations of Visitor Information Centre and expanded economic development projects.

5.2. Delegation

**5.2.1. Delegation - Sheila Dobie; representing SSI Farmland Trust Society Re: Food
Security Coordination and Work of Grow Local Team**

S. Dobie spoke to Item 6.1.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Local Community Commission suspend the rules of procedure to allow a discussion on agenda item 6.1. Farmland Trust funding request with Sheila Dodie

CARRIED

6. COMMISSION BUSINESS

6.1 Farmland Trust Funding Request

Commissioner Rook suspended the rules of procedure to hear from Sheila Dodie regarding Farmland Trust funding request at 10:46 am.

Discussion ensued regarding:

- Food coordination in cooperation with SSI Chamber of Commerce
- The Root program

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Local Community Commission support in principle the Farmland Trust's Local Food System Coordination proposal of up to \$20,000 and that staff report back on the eligibility of the program.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That the Local Community Commission request that Farmland Trust consider opportunities for expansion of Grow Local's nutrition coupon program and provide quantification of the impacts of the Grow Local program.

CARRIED

6.2. Island trust Office Relocation SIMS

Discussion ensued regarding the possibility for Island Trust office relocation to SIMS.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
Amend the Motion with Notice from December 07, 2024, agenda item 7.8. Notice of
Motion: Relocating Islands Trust offices to Salt Spring Island Multi Space (Director
Holman) to include “the feasibility of relocation CRD offices to SIMS”.

WITHDRAWN

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That staff report to the Local Community Commission regarding the feasibility of
relocating CRD offices to Salt Spring Island Multi Space, including implications
regarding space, zoning, and building code requirements.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the meeting be extended past the 3-hour scheduled time.

CARRIED

The Commission recessed at 12:02 pm.

The Commission reconvened at 12:37 pm

L. Xu provide information on 1238A – Community Transit Service transfer to
reserves for 2025.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
To amend the fifth motion under 4.2. from the February 01, 2024, agenda with the
following amendments:

-to change the word “from” to “to” after the words “... and increase transfer...” and
before “...operating reserves by \$30,000.”.

- to change the word “from” to “to” after the words “... one-time 2025 transfer...” and
before “...capital reserves by \$30,000...”.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That staff communicate with Islands Trust concerning all the possibilities for the
entire SIMS Building.

WITHDRAWN

6.3. SSI Transportation Capital Plan

Discussion ensued regarding Salt Spring Island Transportation Capital Plan.

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the five-year Capital plan for service 1.238B- Community Transportation (SSI) be
amended to postpone 22-09 “Pathway Standards and Maintenance Development”
amount of \$22,000 to 2025.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the five-year Capital plan for service 1.238B- Community Transportation (SSI)
be amended to defer 24-04 “Referendum or Alternative Approval Process - Funding
for Future Projects” amount of \$35,000 to 2025.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the five-year Capital plan for service 1.238B- Community Transportation (SSI) be
amended to postpone 23-03 “Design and construction of Pathway along harbour side
on Lower Ganges Road. (400 m)” expenditure of \$60,000 in 2024 until 2025.

WITHDRAWN

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the five-year Capital plan for service 1.238B- Community Transportation (SSI) be
amended to defer 23-05 “Pathway Maintenance Equipment” expenditure of \$45,000
until prioritized list of pathway maintenance needs is available in 2025.

DEFEATED

OPPOSED Corno, Rook, Webster

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the five-year Capital plan for service 1.238B- Community Transportation (SSI)
be amended

~~- to~~ move 26-02 “Prepare designs in support of application for the BC Active
Transportation Infrastructure Grant.” designs in support of application for the BC
Active Transportation Infrastructure grant in October 2024 from 2026 to 2024 to
implement the Ganges Active Transportation Network Plan (south Rainbow,
McPhillips, Seaview, Fulford-Ganges, Seaview to Lower Ganges, Lower Ganges to
Rainbow) estimated at \$120,000; ~~- A~~

~~- and remove consolidate projects:~~ 22-12 “Design and Construction of Pathway -
Rainbow Road (350 m)”, 24-03 “McPhillips Avenue Pedestrian Facilities”, 26-01
“Design and Construction of Pathway - Jackson Road (310 m)” ~~and consolidate
designs and construction~~ into ~~-~~ project 26-02 in year 2024.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster,
That the five-year Capital plan for service 1.238B- Community Transportation (SSI) be
amended to remove 23-01 “Design and Construction of Pathway - Park Drive (200
m)”, 24-02 “Design and Construction of Pathway - Whims Road (300 m)”, 25-01
“Design and Construction of Pathway - Sunset Road (500 m)”.

CARRIED

OPPOSED Holman

6.4. Project Quarterly Update

There is no recommendation. This is for information only.

Discussion ensued regarding project tracker.

6.5. Staff Verbal Updates

Staff provided verbal updates for information on the following:

- Grant-in-aid
- Correspondence web portal
- Update on motions/recommendations tracker
- Updates on priority setting, housing stakeholders, and Harbour Walk Steering Committee

6.6 Invasive Species Plant Drop-off

Discussion ensued regarding Invasive Plant Drop-off event.

6.7. Geotubes

Discussion ensued regarding:

- Geotubes piloting
- Staff review testing of coagulates

7. Notice(s) of Motion

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the agenda be amended to move item 7.2. before item 7.1.
CARRIED

7.2. Notice of Motion: Letter of Support for Island Pathways (Director Holman)

Director Holman proposed the following Notice of Motion with same day consideration:

"That the Local Community Commission provide a letter of support signed by Chair Rook and Director Holman for the Island Pathways grant proposal to Pacifican."

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That same day consideration be applied to the Notice of Motion.
CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Local Community Commission provide a letter of support signed by Chair Rook and Director Holman for the Island Pathways grant proposal to Pacifican.
CARRIED

7.1. Motion with Notice: Capital Project Signage for LCC Services (Commissioner Webster)

[At the February 08, 2024, Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Webster into record to be discussed at the next meeting:]

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission adopt the following
operational policy:

When a capital project relating to an LCC service is undertaken, a prominent and easily
readable on-site sign (or multiple signs, where appropriate) shall be posted at the
project site as early as possible before the start of work. This sign shall include:

1. The name of the project
2. A plain language description of the project
3. The estimated budget for the project and funding sources
4. An email address and/or phone number for more information

The cost of producing and erecting such a sign shall be included as part of the project
budget.

CARRIED

11. ADJOURNMENT

MOVED by Commissioner Rook,
That the Local Community Commission adjourn the meeting at 3:29pm.

CARRIED

CHAIR

SENIOR MANAGER



Salt Spring Island Local Community Commission | CRD BC Transit Update

March 21, 2024



Agenda

- BC Transit Funding and Governance
- 2021 Transit Future Service Plan
- Three-year Expansion Planning
- Ridership Update
- Questions & Answers



Introduction



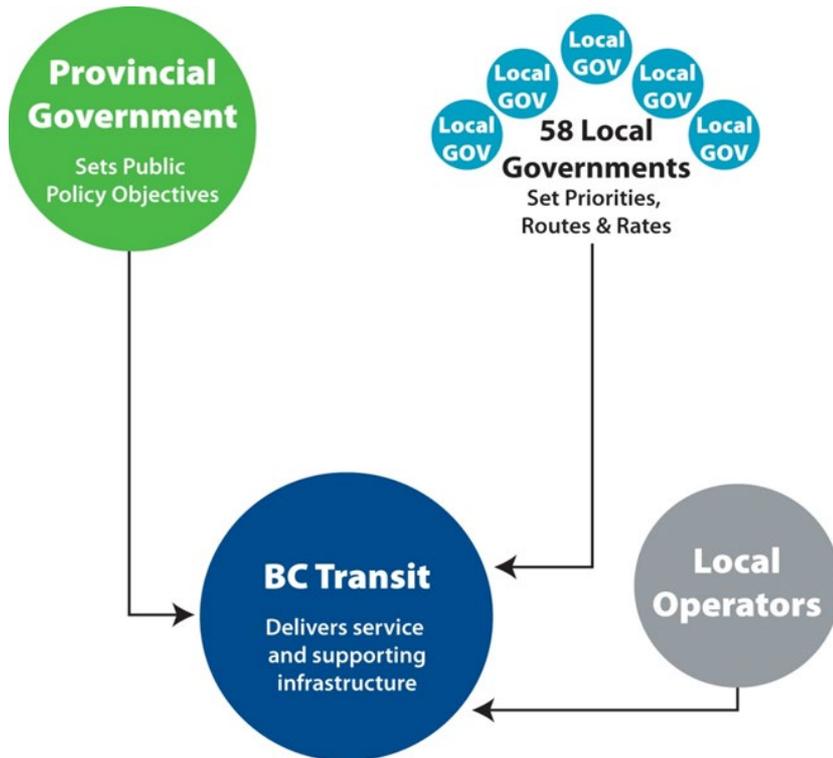
Seth Wright

Senior Manager, Government Relations

Stakeholder Communications:

- Accountable for effective two-way communications
- Main point of contact to local government partners
- Supported by a team of subject matter experts
- Planning, Scheduling, Finance, Marketing, etc.

BC Transit Funding and Governance



Local Government: CRD

- Set transit priorities, service levels & fares
- Manages bus stops and local transit infrastructure
- Approve budgets and provides tax subsidy

BC Transit

- Secure and administers provincial funding
- Manages contracted operations
- Owns and administers fleet

Local Operators: Salt Spring Transit

- Delivers transit services
- Hires, trains and provides drivers & mechanics
- Manages labour relations
- Collects fare revenue
- Provides customer service

Roles and Responsibilities

BC Transit

- **Allocates provincial funding**
- **Plans transit systems to achieve local and provincial objectives**
- **Arranges for the operation of transit systems by contract or partnership**
- **Procures & owns fleet** - Determines the fleet & facilities requirements
- **Marketing** (Rider's Guides) / website branding, media & public relations
- Provides contract management and overall operator/operations oversight
- Develops and manages capital budget and asset acquisition
- Provides financial & accounting
- Other professional services required to plan, finance and implement transit systems

Local Government

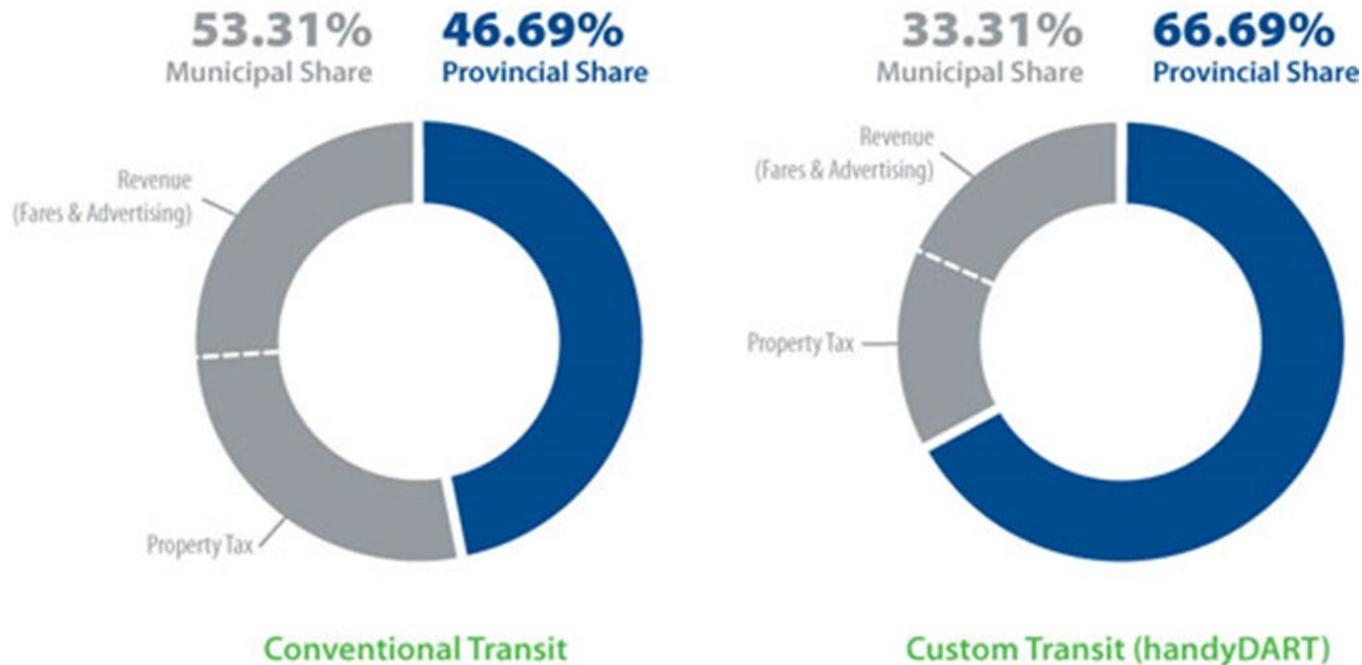
- **Sets local funding**
- **Sets routes and service levels** with BC Transit, ongoing review
- **Sets fares and manages the sale of fare products**
- **Establishes and maintains bus stops, shelters and amenities**
- Approves Official Community Plan, Transit vision and expectations, and transit supportive policies
- Determines service priorities with BC Transit
- Approves transit related agreements and budgets
- Promotes ridership with BC Transit marketing/branding
- Transit service education and consultation

Local Operating Company

- **Delivers specified transit services** as directed by BC Transit
- **Hires, trains and provides drivers**
- **Manages labour relations**
- **Collects fare revenue on behalf of the Local Government**
- **Provides day to day customer service** (info line, lost & found inquiries, etc.)
- Assists with data collection
- Helps promote the transit service

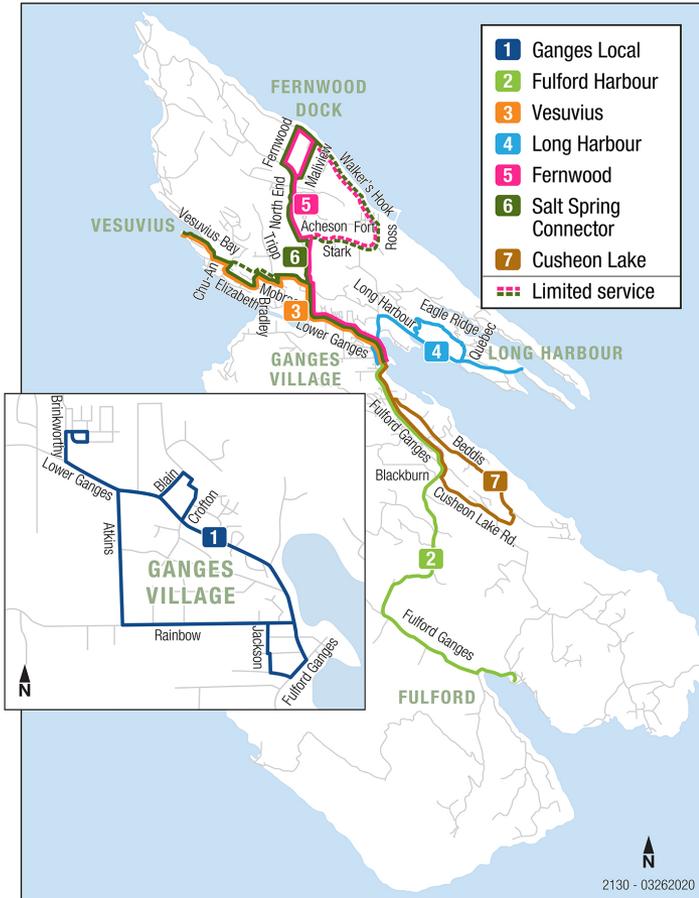
BC Transit Funding and Governance

Regional Transit System – Legislated Funding Formula



Salt Spring Island: 47.31% Local Share 52.69% Provincial Share
Local Government retains 100% of revenue to apply against local costs.

Salt Spring Island Transit



2021 Transit Future Service Plan

TRANSIT *future* ▶ service plan

SALT SPRING ISLAND

2021



2021 Transit Future Service Plan

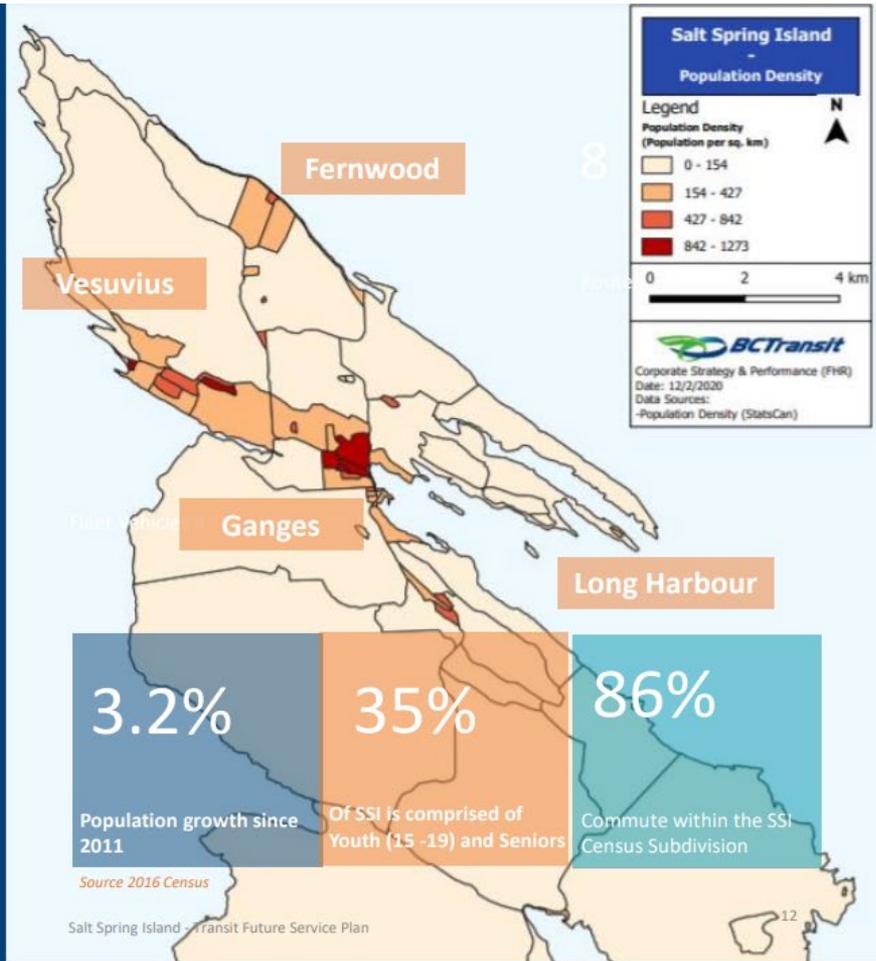
05 Transit Need

Who is Salt Spring Island?

The population in Salt Spring Island grew by 3.2% between 2011 and 2016 (Census 2016). The population of seniors grew. The map to the right details where people reside on Salt Spring Island.

About Salt Spring Island

- Approximately 7% of commutes originate outside of SSI
- Salt Spring's population is concentrated around Ganges, Vesuvius, and Fernwood
- Transit mode share was 2.8% in 2016 (Census 2016)



2021 Transit Future Service Plan

10 Service Priorities 2022-2026

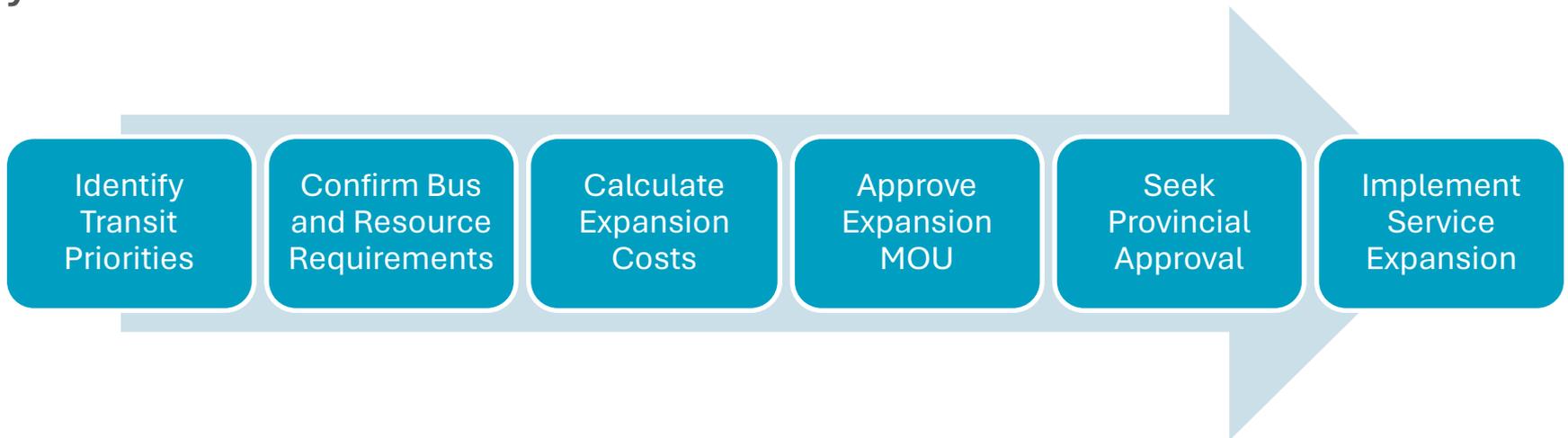
Priority	Description	Expansion Resources
Additional Fulford peak service and Year-round Beaver Point/Ruckle Park service	Increase 2 Fulford Harbour frequency to 60 min weekday peak and provide route 9 Ruckle Park year-round.	1780 service hours, 1 bus
Flexible Ganges Local shuttle and Rural Trip Windows	On-request rural trip windows to North End, Sunset Drive, Southey Point, Isabella Point	1250 service hours, 1 bus
Separation of Fernwood and Walker's Hook for additional peak service	Separate existing limited Walker's Hook service (Route 5 Fernwood) into new 8 Walker's Hook with 3 trips a day. Two additional trips on 3 Vesuvius for hourly service during peak AM and PM periods Monday to Saturday.	1360 service hours, 1 bus
Reallocation of route 6 SS Connector resources to improve route 3 and 5 service span	Discontinue Route 6. Add additional trips to 3 Vesuvius and 5 Fernwood to increase AM and PM service span.	650 service hours, 1 bus
Later weekend service to Long Harbour	Additional trips to meet later ferries on route 4 Long Harbour, one additional trip on 9 Ruckle Park for 3 trips/day	160 service hours

21

What is TIPs?

Transit Investment Program

An annual, iterative 3-year costing process that confirms Local Government's expansion commitment for the following year.



2023 Draft TIPs Expansion Priorities – Yr 1

PROPOSED EXPANSION INITIATIVES						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	October	520	1	6,939	183,491	89,119
		Description	Additional PM peak trip on weekdays for route 2 Fulford Harbour			
2024/25	June	300	0	4,004	30,194	10,281
		Description	Extend route 7 Cusheon Lake to Beddis Beach			

2023 Draft TIPs Expansion Priorities – Yr 2

PROPOSED EXPANSION INITIATIVES						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	June	160	0	2,171	16,648	5,705
		Description	Additional weekend evening trips on Route 4 Long Harbour route and one additional trip on Route 9 Ruckle Park.			
2025/26	October	1,780	1	24,157	206,359	82,721
		Description	Additional Fulford peak service and year round service to Beaver Point/Ruckle Park.			

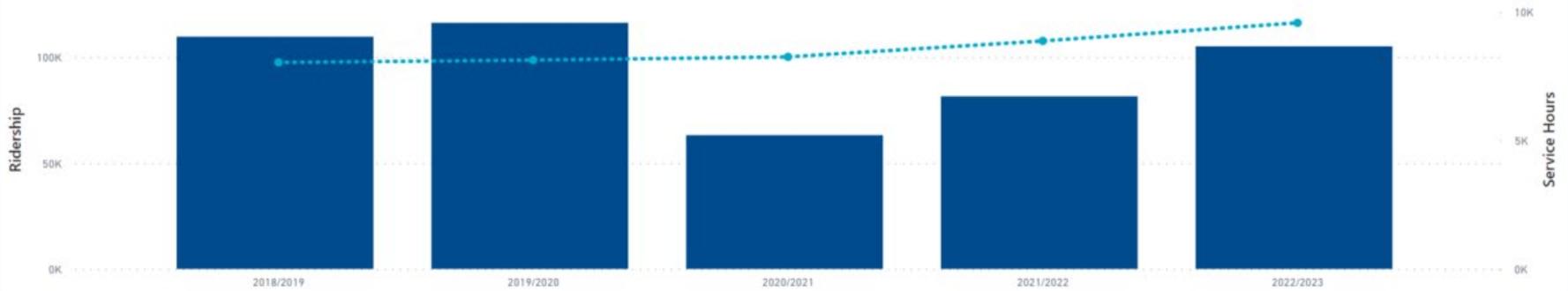
2023 Draft TIPs Expansion Priorities – Yr 3

PROPOSED EXPANSION INITIATIVES						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2026/27	October	650	1	8,821	171,679	81,927
		Description	Reallocation of route 6 Saltspring Connector resources to improve route 3 and 5 service span.			
2026/27	October	1,360	1	18,457	168,138	70,616
		Description	Separation of Fernwood and Walker's Hook to increase peak service.			
2026/27	June	1,250	1	16,964	156,292	66,505
		Description	Flexible local Ganges shuttle			

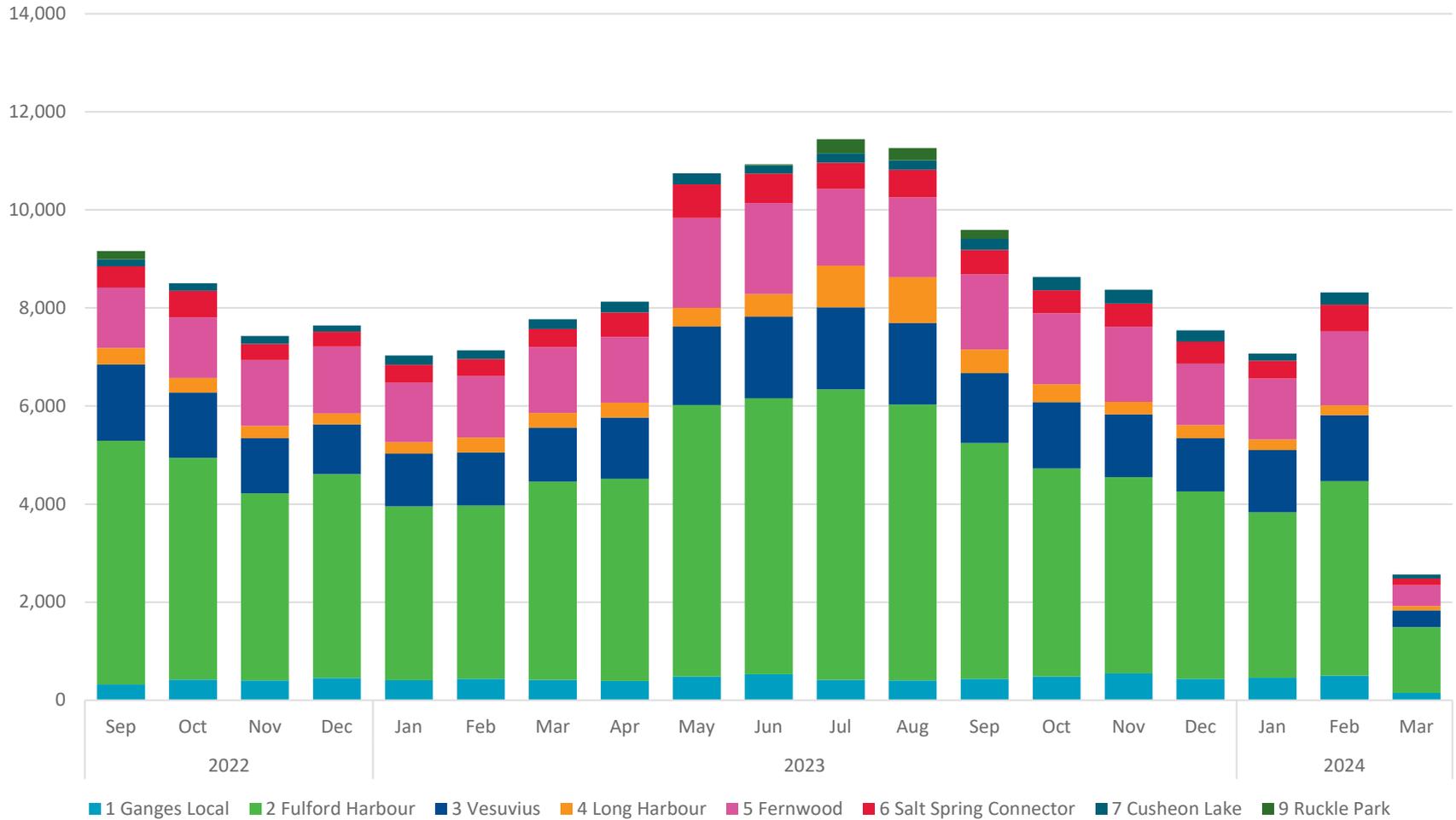
Ridership – 2018/19 to 2022/23

RIDERSHIP AND SERVICE HOURS BY FISCAL YEAR

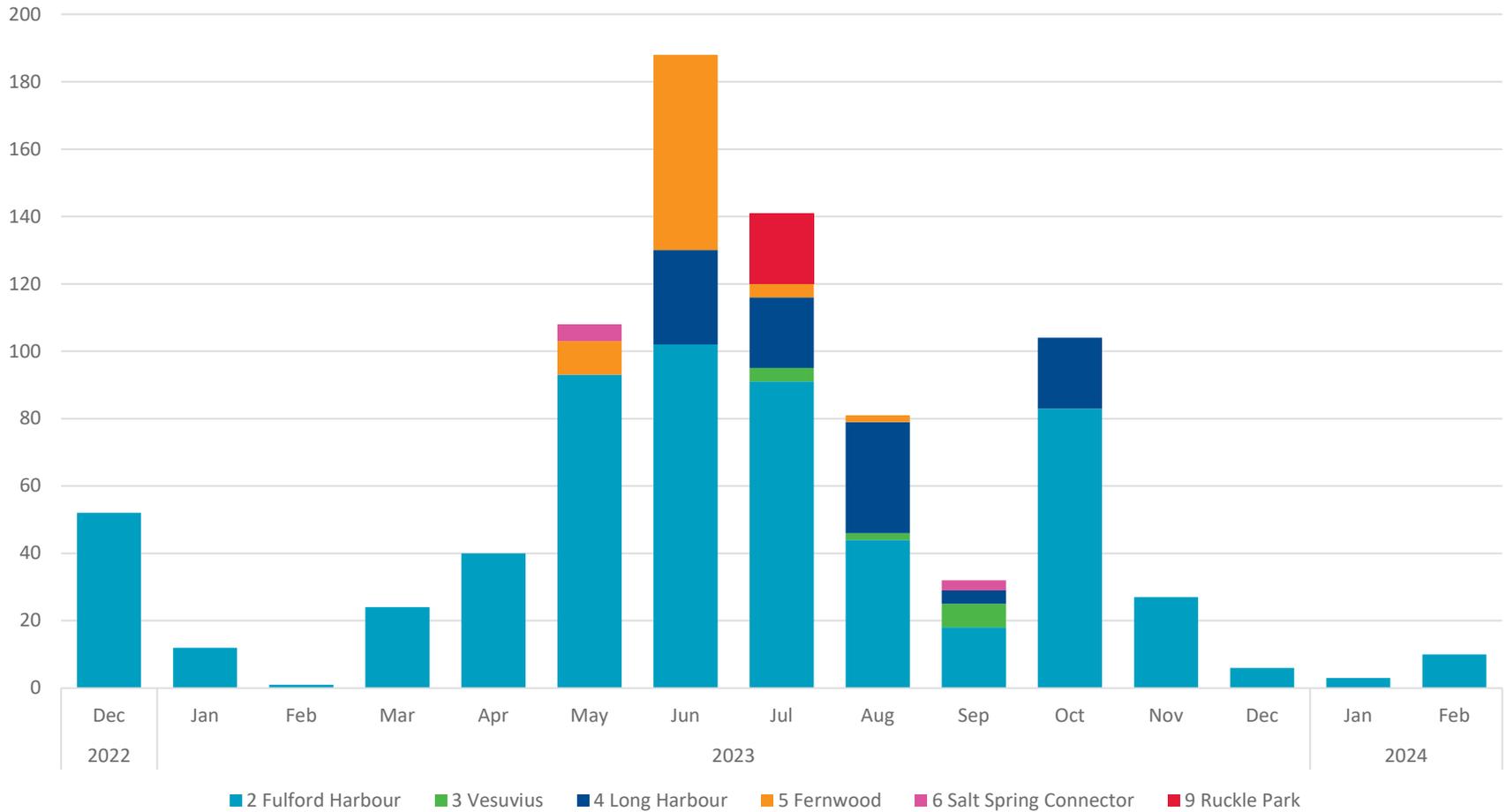
● Ridership ● Service Hours



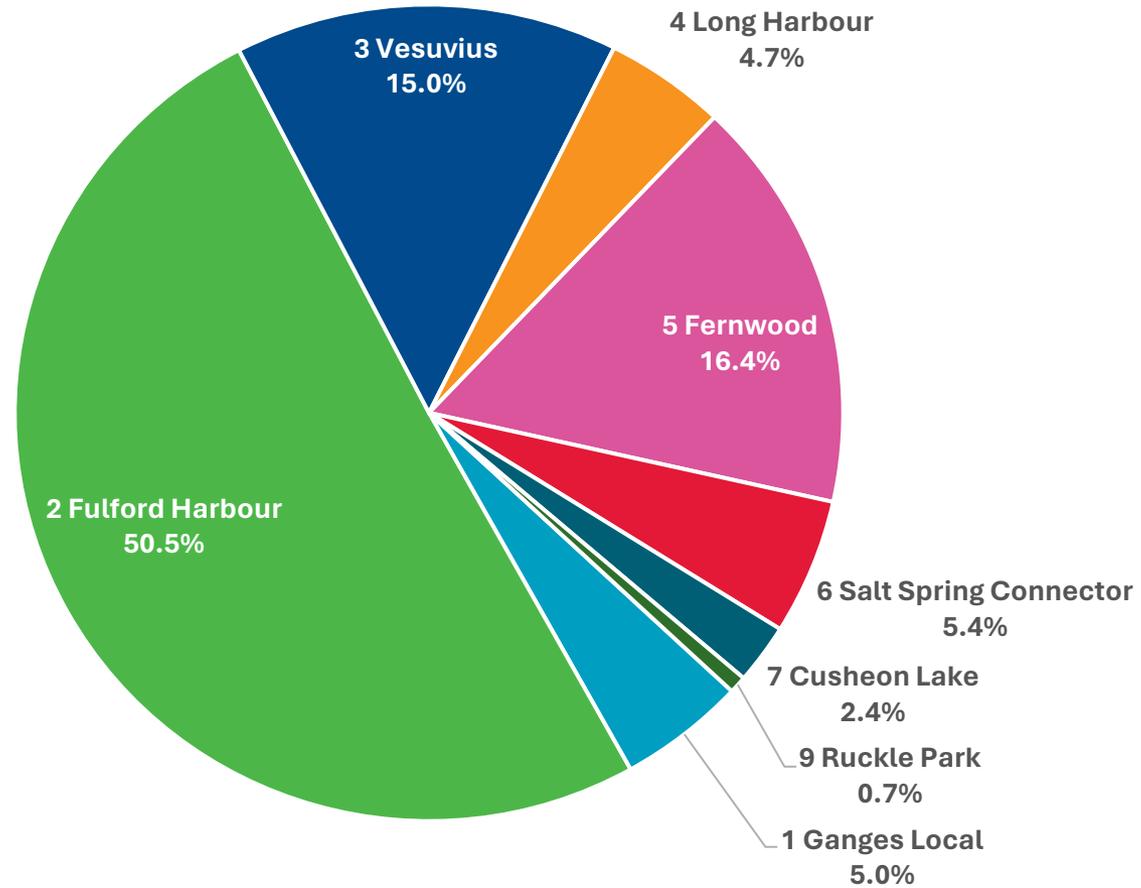
Ridership by Route – Sept/22 to Mar/23



Pass-ups by Route – Sept/22 to Mar/23



2023 Ridership by Route





Thank You!

Seth Wright
Senior Manager, Government Relations
swright@bctransit.com



Islands Trust



SS LTC Project Updates

March 14, 2024



The Islands Trust Mandate

The object of the Trust is to *preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.*

ISLANDS TRUST ACT (EXCERPT)



Land use and subdivision regulation

29 (1) Each local trust committee has, in respect of its local trust area, all the power and authority of a regional district board under the following enactments:

- (a) the following provisions of Part 9 *[Regional Districts: Specific Service Powers]* of the *Local Government Act*:
 - (i) section 298 (1) (j) *[regulation of construction and layout of trailer courts, manufactured home parks and camping grounds]*;
 - (ii) section 327 *[removal and deposit of sand, gravel and other soil]*;
- (b) Part 14 *[Planning and Land Use Management]* of the *Local Government Act*, other than the following:
 - (i) section 481.3 *[zoning bylaws and small-scale multi-family housing]*;
 - (i.1) sections 507 *[requirements for excess or extended services]* and 508 *[latecomer charges and cost recovery for excess or extended services]*;
 - (ii) Division 19 *[Development Costs Recovery]*;
 - (ii.1) Division 19.1 *[Amenity Costs Recovery]*;
 - (iii) Division 20 *[School Site Acquisition Charges]*, except for section 574 *[determination of eligible school site requirements]*;
 - (iv) Division 23 *[Transit-Oriented Areas]*;
- (c) section 242 *[approval for conversion of previously occupied buildings]* of the *Strata Property Act*;
- (d) the *Real Estate Development Marketing Act*;
- (e) the *Agricultural Land Commission Act*.

LOCAL GOVERNMENT ACT (PART 14 EXCERPT)



Zoning bylaws

479 (1) A local government may, by bylaw, do one or more of the following:

- (a) divide the whole or part of the municipality or regional district into zones, name each zone and establish the boundaries of the zones;
- (b) limit the vertical extent of a zone and provide other zones above or below it;
- (c) regulate the following within a zone:
 - (i) the use of land, buildings and other structures;
 - (ii) the density of the use of land, buildings and other structures;
 - (iii) the siting, size and dimensions of
 - (A) buildings and other structures, and
 - (B) uses that are permitted on the land;
 - (iv) the location of uses on the land and within buildings and other structures;
- (c.1) limit the form of tenure in accordance with section 481.1;
- (d) regulate the shape, dimensions and area, including the establishment of minimum and maximum sizes, of all parcels of land that may be created by subdivision.



Diagram 1

OCP Map

A land use designation shows the full range of land uses that could be allowed by zoning on an area of land.

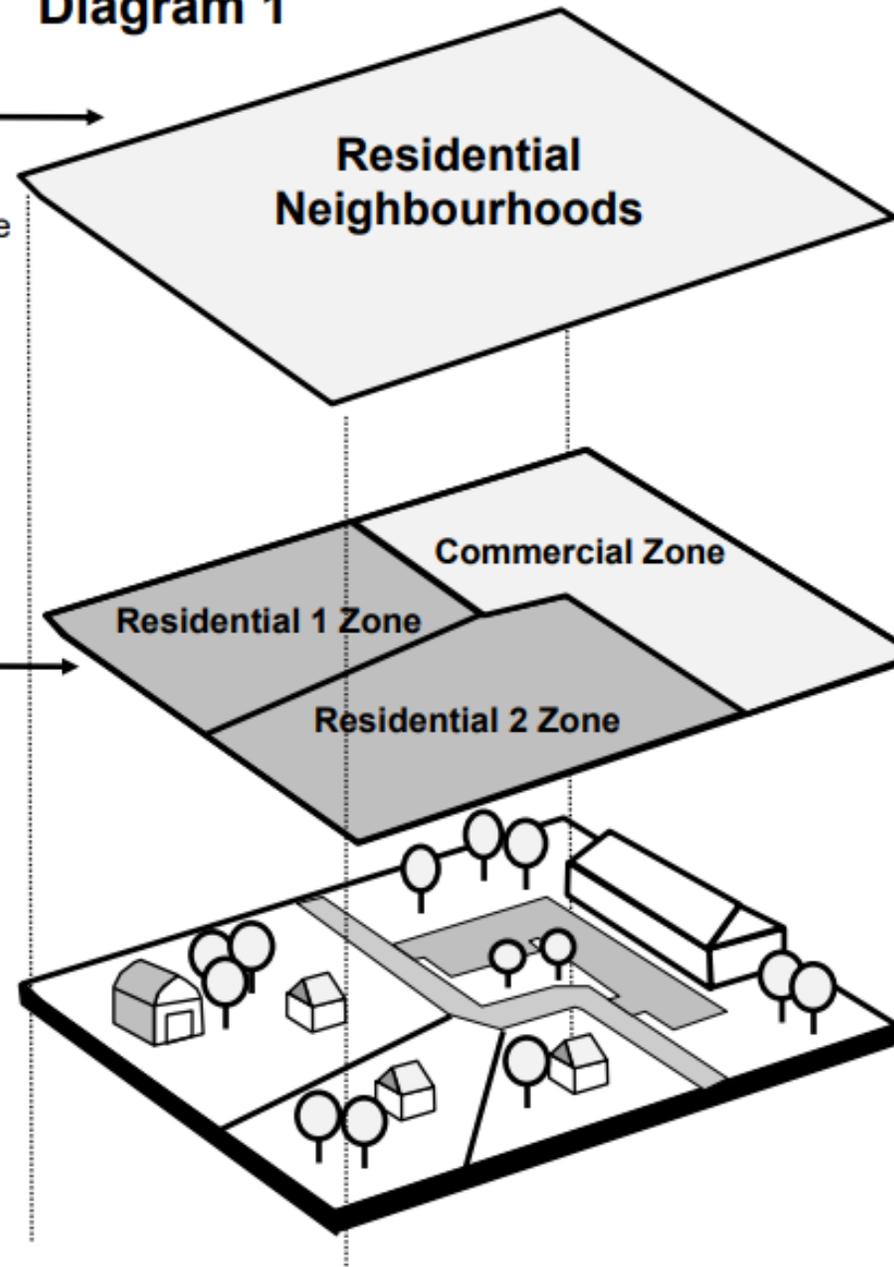
These affect the decisions which a local trust committee can make about any rezoning proposal or other zoning changes. They do not affect what can be built on the property.

Zoning Map

The zoning map and Land Use Bylaw are actual regulations that show what can be built on the land.

These regulations affect property owners.

OCP designations and zoning are intended to be illustrative only



Islands Trust

WHAT DOES SS LTC CONSIDER IN PLANS AND PLANNING DECISIONS?



- Islands Trust Policy Statement
- Salt Spring Island OCP
- Interests of agencies and service providers
- Interests of broader community
- Interests of First Nations
- Planning best practices



cleanBC
our nature. our power. our future.



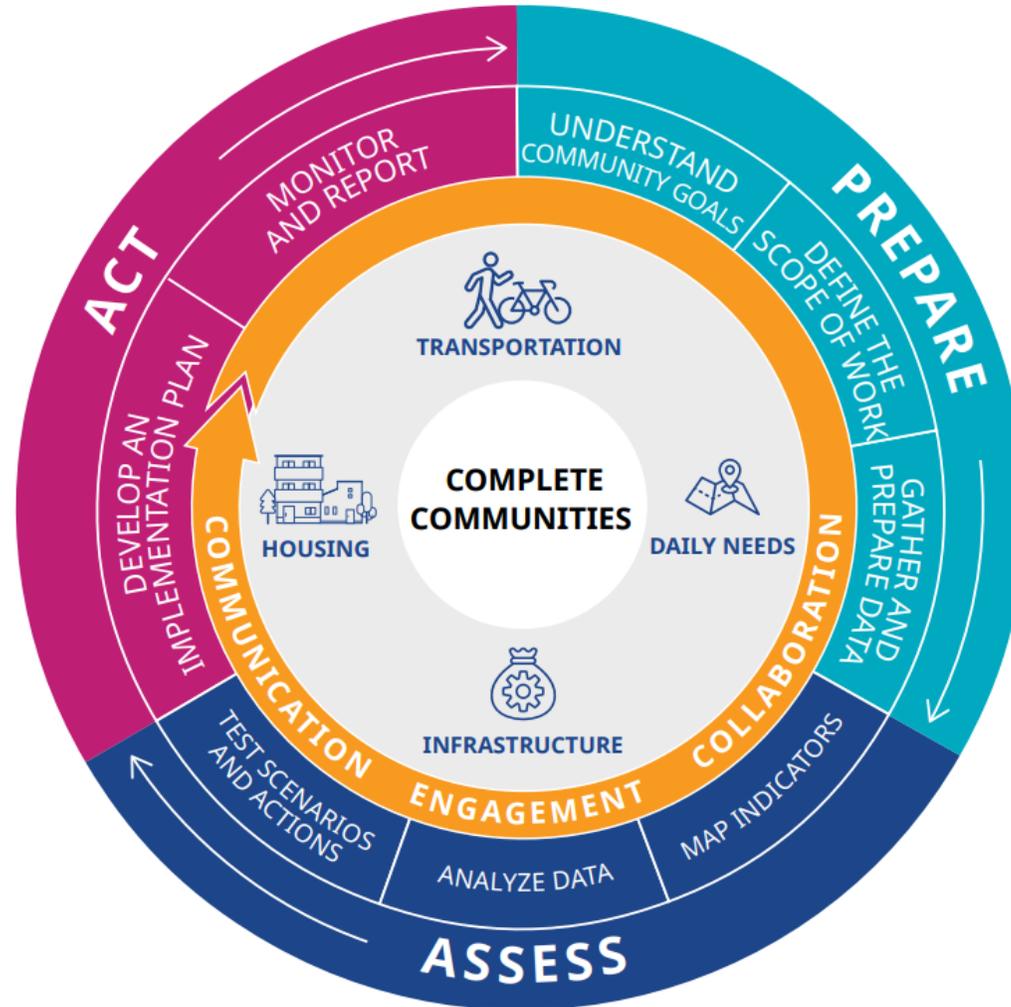
Islands Trust

Complete Communities

A guide to geospatial land use assessments for British Columbia's communities

March 20, 2024

COMPLETE COMMUNITIES FRAMEWORK



March 20, 2024

COMPLETE COMMUNITIES INDICATORS



HOUSING

- Mix of housing types
- Proportion of multi-unit housing (existing)
- Proportion of multi-unit housing (permitted)
- Housing density
- Proportion of rental housing

DAILY NEEDS

- Land use mix
- Proportion of commercial space
- Proximity to daily needs

TRANSPORTATION

- Street network intersection density
- Street network connectivity
- Street network density
- Sidewalk coverage
- Proximity to cycling facilities
- Proximity to transit

INFRASTRUCTURE

- Infrastructure lifecycle cost

WHAT IS A COMPLETE COMMUNITY?



“Complete communities are communities – or areas within a community – which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15-20 minute walk”



Islands Trust

**Salt Spring Island
Local Trust Committee**

***Official Community Plan
Bylaw No. 434, 2008***

Schedule “A”

**Volume 1:
Land Use and Servicing Objectives**

Adopted October 2, 2008

Consolidated Version: October 2020

This Bylaw is consolidated for convenience only and is not to be construed as a legal document.

For reference to the original bylaw and amendments please contact:

Islands Trust – Salt Spring Office
1-500 Lower Ganges Road
Salt Spring Island, BC, V8K 1A4
(250)537-9144

Preserving Island communities, culture and environment



Islands Trust

**Salt Spring Island
Local Trust Committee**

Bylaw No. 355

***Salt Spring Island
Land Use Bylaw, 1999***

Consolidated Version: October 2022

This Bylaw is consolidated for convenience only and is not to be construed as a legal document.

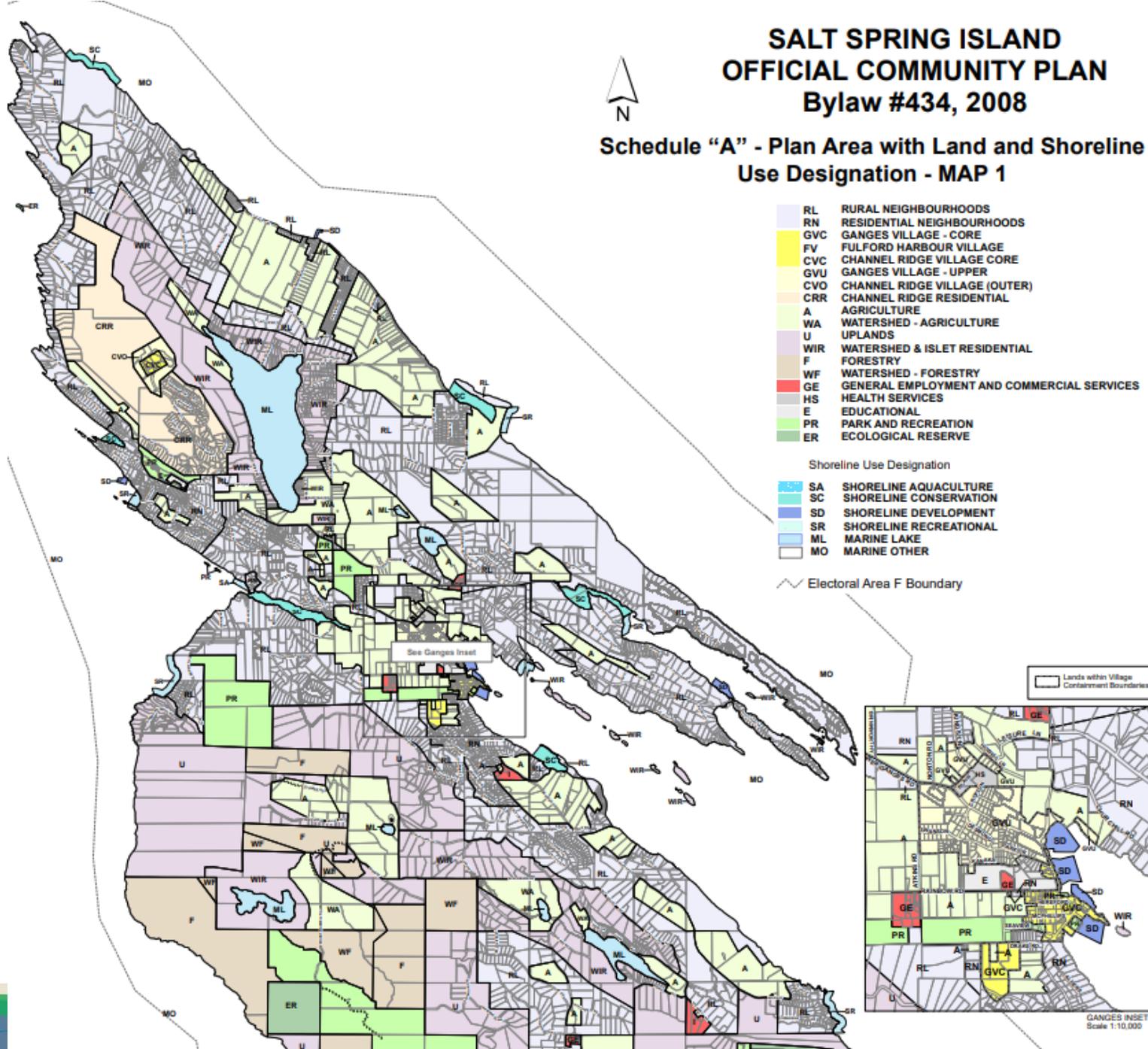
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1-500 Lower Ganges Road
Salt Spring Island, BC, V8K 1A4
(250) 537-9144

Preserving Island communities, culture and environment

SALT SPRING ISLAND OFFICIAL COMMUNITY PLAN Bylaw #434, 2008

Schedule "A" - Plan Area with Land and Shoreline Use Designation - MAP 1



SALT SPRING ISLAND OCP (BYLAW NO. 434 EXCERPT)



- A.5.1.9 To support and participate in the implementation of the Regional Green/Blue Spaces Strategy prepared by the Capital Regional District.
- A.5.2.19 When the Local Trust Committee considers rezoning applications, particularly those in the Ganges Village Area, it should discuss with the Capital Regional District what measures could be taken, or local infrastructure required, to maximize the potential environmental benefits that might result from the project, such as the use of reclaimed waste water or waste energy.
- A.6.2.9 The Local Trust Committee will work with the Capital Regional District and other stakeholders on the development and implementation of climate change mitigation and adaptation strategies, including energy efficiency strategies.
- B.2.2.1.5 To cooperate with senior governments, the Capital Regional District, housing *industry*, funding sources and community organisations to provide affordable, rental and *special needs housing* on Salt Spring Island.

SALT SPRING ISLAND OCP

(BYLAW NO. 434 EXCERPT)



- B.2.2.2.2 The Local Trust Committee, in cooperation with the Capital Regional District and the community, should work to establish a target level for the percentage of rented and owned *affordable housing* units in the total housing stock, based on projected community housing needs.
- k. The Local Trust Committee should coordinate implementation of zoning changes with Capital Regional District Building Inspection and the Vancouver Island Health Authority.
- B.5.2.2.6 When considering rezoning applications in the Ganges Village designation, the Local Trust Committee will consider the impact that the proposed change would have on the Ganges sewer treatment plant. The Local Trust Committee should obtain confirmation from the Capital Regional District of sewage system capacity for any change to zoning within the boundaries of the sewered area that may result in a significant change in sewage volume or quality. This policy is further outlined in Section C.4.2.
- C.4.2.2.7 The Local Trust Committee will continue to work with the Capital Regional District to develop better estimates of projected sewage levels within Sewer Specified Areas.



Islands Trust





Making a difference...together

REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, MARCH 21, 2024

SUBJECT Salt Spring Island Portlock Park Site Master Plan

ISSUE

To consider additional steps for community consultation to develop one conceptual design for the Portlock Park Site Master Plan.

BACKGROUND

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.

The master planning process assessed current and future capacity needs to identify opportunities to reconfigure the park to meet existing and future use. This plan will inform a phased capital planning approach for new park amenities based on inputs from key stakeholders, the general public and staff. Relocating some of the park amenities from Portlock Park to other sites will allow for more playing fields, specifically a senior sized baseball field for youth and adults on the Portlock site.

Staff and stakeholder workshops were organized in March of 2023 followed by the first public survey that recorded 966 responses. Survey responses were presented to the Salt Spring Island Parks and Recreation Commission (PARC) and incorporated into three draft conceptual designs. The draft conceptual designs were presented to the Local Community Commission (LCC) before being posted online and in the lobby of the Rainbow Recreation Centre and Salt Spring Island Multi Space (SIMS), along with a second survey to gather public feedback.

The second round of public engagement concluded with 910 responses. Feedback received was mixed between user groups with the removal of the oval track of particular concern. The addition of a senior ballfield and pickleball courts while retaining and relocating existing soccer and baseball fields was well supported.

The feedback received was integrated into one draft conceptual design and presented to the LCC on November 23, 2023. A delegation presented concerns with the removal of the track and requested additional consultation with key stakeholders and user groups be considered.

At the November 23, 2023 LCC meeting the following motion was passed.

MOVED by Commissioner Webster, ***SECONDED*** by Director Holman,
*That the Salt Spring Island Local Community Commission refer the report back to staff
for additional consideration.*
CARRIED

Staff have reviewed the Project Charter for the Portlock Park Master Plan and have added additional steps for consideration to the milestones in **Red**.

Portlock Park Project Charter Milestones

No.	MILESTONES
1	Project Charter approved
2	Privacy Impact Statement
3	Landscape architect procurement
4	Site survey (if required)
5	Communication process: Capital webpage (RRS) / Press release
6	Community Survey #1
7	Internal and key stakeholder focus groups
8	Draft three conceptual designs
9	Present to PARC for suggestions
10	Community Survey # 2
	<ul style="list-style-type: none"> • Develop an overall vision of playing fields and sports facilities on SSI for additional consultation. • Develop two draft conceptual designs for additional consultation • Meet with key users (Soccer, Baseball, Track Users, Pickleball) to receive additional comments on conceptual designs • Develop one draft conceptual design for additional consultation (one with the track, o without) • Meet with key users (Soccer, Baseball, Track Users, Pickleball) to receive additional comments on conceptual design
11	Develop one draft design and cost estimated and present to LCC for comment
12	Draft design posted for “Final Thoughts”
13	Present to final thoughts and final report to LCC for final approval
14	Communications – post approved Master Plan Final Report and Site Plan
15	Update non-farm status application with ALC

Additional consultation with stakeholders and key user groups may result in a further desire for each user group to have all their needs met. Given the current size of the park it is unlikely that all desired amenities can be added without the removal of parking and or the parks building.

ALTERNATIVES

That the Salt Spring Island Local Community Commission:

Alternative 1

Approves the additional milestones in the Portlock Park Site Master Plan Project Charter as presented.

Alternative 2

Refer the report back to staff for additional consideration.

IMPLICATIONS

Capacity Implications

A Recreation Project Technician (RPT) was hired in 2021 to support the implementation of the strategies and actions identified in the 2019 SSI Parks and Recreation Strategic Plan including the development of the Rainbow Recreation Centre and Portlock Park Site Master Plans.

With the addition and expansion of parks and recreation facilities in recent years and the completion of the Rainbow Recreation Centre Site Master Plan, the RPT position has been reclassified to support growing facility needs. At the time of the reclassification, it was assumed that the development of the Portlock Park Master Plan would be concluded in the fall of 2023.

Without additional funding, expanding the scope of the Portlock Park Master Plan Project Charter will require additional capacity from staff in 2024 and a reprioritization of the 2024 workplan.

Financial Implications

\$30,000 was budgeted for this project in 2023. Approximately \$20,000 has been spent to date including Landscape Architectural Services for conceptual designs. It is assumed that the additional milestones including additional architectural services can be funded under the existing project budget.

CONCLUSION

Following nine months of consultation including stakeholder workshops, two community surveys and input from CRD parks staff, PARC and the LCC one Draft Master Plan was developed for final consideration.

Several comments have been received requesting that the oval track be included in the final master plan and a delegation to the LCC requested that additional consultation be completed prior to adopting the plan. The LCC has referred the matter back to staff who have proposed additional consultation steps to the Portlock Park Master Plan Project charter for consideration.

RECOMMENDATION

That the Salt Spring Island Local Community Commission approves the additional milestones in the Portlock Park Site Master Plan Project Charter as presented.

DO:mw

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

ATTACHMENTS:

Appendix A – Portlock Park Master Plan- Option with Oval Track



Making a difference...together

REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, March 21, 2024

SUBJECT Salt Spring Island Public Water Accesses Points

ISSUE

To provide an overview to the Salt Spring Island (SSI) public water accesses points located on Salt Spring Island (SSI).

BACKGROUND

The CRD has managed Public Water Access Points (PAWP) on Salt Spring Island for several years. One of the main strategies identified in the 2019 Salt Spring Island Parks and Recreation Strategic Plan is to create more and enhance existing access points to our lakes and oceans and work with partners to develop new accesses. There are over 160 potential public water access points on the island. Water accesses enable residents and visitors to easily access and/or enjoy our lakes and oceans, including boat launches, paddling, non-motorized watercraft launches, beaches and swimming areas.

At the November 23, 2023 LCC meeting the following motion was passed.

Staff is requested to provide an overview to the Commission at its next meeting on the management of beach access sites on Salt Spring Island. The report should include a summary of CRD managed access sites, known issues with the management of these sites, and any plans for future site expansion, improvements, or development. Also of interest to commissioners are opportunities for public/private partnerships for managing the sites or for funding improvements.

In 2006, a formalized agreement between the Ministry of Transportation and Infrastructure (MOTI) and the CRD granted tenure to develop and manage undeveloped road ends to provide accesses to water for public recreational purposes (Appendix C).

A water access inventory report was completed in 2010 with the goal of identifying, recording, photographing and assessing all the known public water access points available on SSI. Once all the data was recorded, an overall ranking about the viability of public beach access was then assigned to the PAWP. This ranking was a simple A, B or C, with A being the best for public use and C being the worst.

The CRD manages 22 PWAP on SSI (Appendix A – MAP). These PWAPs are generally on (MOTI) undeveloped road ends that are not required for planned public highways, vehicular driveway or other public or private highways or transportation corridor uses. PWAPs are also located on CRD parkland, statutory right of ways and foreshore crown leases. In addition to PWAP, the CRD also manages Fernwood and Rotary Dock. A description and known issues are outlined in (Appendix B).

Exploring opportunities for public/private partnerships for managing these sites and assessing for funding improvements would require additional capacity to complete an assessment and bring back recommendations for LCC consideration.

Salt Spring Island Parks and Recreation Commission – March 21, 2024
Salt Spring Island Capital Regional District Public Water Accesses Points

Public Water Access Points Improvements

Recent beach access improvements include the replacement of the Rotary Dingy Dock, replacement of the Baker Road PWAP stairs, reinforcement of the Beddis Beach retaining wall, upgrades to the Churchill Beach stairs as well as regular maintenance and repairs to our PWAP as needed.

Future PWAP improvements have been identified for Cusheon Lake in the SSI PARC Five-Year Capital Plan in 2025.

IMPLICATIONS

Financial Implications

With the exception of Rotary Marine Park, PAWP have historically been maintained at a lower level than other community parks due to budget and staffing constraints. Allocating funding to seek stakeholder feedback and develop future management plans should be considered as a next step to improving these PAWP and improving visitor experience.

In 2023 there was \$10,910 in planned expenses to support 21 PAWP and \$15,560 in expenses for Rotary Marine Park.

	2023 PAWP	2023 Rotary Park
Contract for Services (Porta-potty)	\$6,000	
Water		\$770
Repairs and Maintenance	\$1,610	\$100
Signage	\$330	
CRD Park Staff (Garbage Removal)	\$1,050	\$13,890
Garbage Disposal	\$770	\$500
Operating Supplies	\$1,150	\$300
TOTAL	\$10,910	\$15,560

CONCLUSION

The plan to create more and enhance existing access points to our lakes and ocean, and to work with partners to develop new accesses is identified in the 2019 Salt Spring Island Parks and Recreation Strategic Plan. There are over 160 potential water access points on SSI that have been assessed and rated for public use. The CRD currently manages 22 PAWP that are promoted and maintained for public use.

RECOMMENDATION

There is no recommendation, this report is for information only.

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

Salt Spring Island Parks and Recreation Commission – March 21, 2024
Salt Spring Island Capital Regional District Public Water Accesses Points

ATTACHMENTS:

- Appendix A – Salt Spring Island Public Water Access Locator Map
- Appendix B – Public Water Access Points Description and Known Issues
- Appendix C – Agreement Between MOTI and CRD Dated 2006

Salt Spring Island PARC Public Water Access Locator Map

Oceans

- 1 Baders Beach
- 2 Baker Road
- 3 Bayside Beach
- 4 Beachside Drive
- 5 Beddis Beach Park
- 6 Churchill Beach
- 7 Drummond Park
- 8 Fernwood Beach Stairway
- 9 Hudson Point Boat Launch
- 10 Kingfisher Cove
- 11 Musgrave Landing
- 12 Quarry Park Drive
- 13 Rotary Maritime Park
- 14 Singer road
- 15 Vesuvius Bay Road
- 16 Welbury Bay Road
- 17 Zack Beach
- 18 Zadra Beach

Lakes

- 19 Blackburn
- 20 Cusheon
- 21 St. Mary
- 22 Stowell



Appendix B

Public Water Access Points

	Public Water Access	Description	Know Issues
1.	Baders Beach	Parking	Camping, fires on beach, parties
2.	Baker Road	New aluminum stairs, minimal development / close to Bader	No parking
3.	Bayside	Stairs, two benches, information board, viewpoint	Small beach area
4.	Beachside Drive	Parking lot and trail	Boat storage on beach and trail, camping, garbage
5.	* Beddis Beach Park	Garbage collection, porta potty, retaining wall	Beach fires, parties, fire concerns, parking
6.	Churchill Beach	Benches, short staircase with railing	Boater garbage, long term parking/camping
7.	Drummond Park	Playground, picnic shelter, picnic tables, benches and pit toilet, garbage collection, boat launch	Playground needs replacement. Archaeological constraints for repairs or improvements, constant vandalism/graffiti
8.	Fernwood Beach Stairway	Adjacent to Fernwood Dock, stairs provide beach access, garbage collection	Archaeological constraints for repairs or improvements, garbage
9.	Hudson Point Boat Launch	Boat launch suitable for small boats or kayaks	No parking or pull off, potential for vehicles to get stuck in sand
10.	Kingfisher Cove	Trail,	Boat storage on trail
11.	Musgrave Landing	Bench	No beach
12.	Quarry Drive Park	0.5 km trail to beach, street parking	Stairway needs maintenance
13.	Rotary Maritime Park	Picnic tables, benches, garbage collection, dingy dock	Boater garbage, long term boat storage/abandoned boats left tied to dock
14.	Singer Road (Price Rd)	Short pathway to beach	Muddy/slippery trail, limited parking
15.	* Vesuvius Bay Beach	Garbage collection, porta potty, street parking, life ring	Boat storage on beach, limited parking, new stairs needed
16.	Welbury Bay Park	Bench,- viewpoint	High slope, no beach access
17.	Zack Road	Private beach	Short trail, muddy
18.	Zadra Road	Large beach, semi-private	

19.	* Blackburn Lake	Garbage collection, porta potty, Life ring, not suitable for children	Camping, garbage, human waste, unsanctioned dock installation
20.	* Cusheon Lake	Garbage collection, porta potty, parking, beach, life ring	Unsanctioned dock installation, congestion
21.	* St. Mary Lake	Garbage collection, porta potty, parking, beach, life ring, boat launch	Limited beach space, limited parking, congestion, located off road on a corner, dangerous weed growth
22.	* Stowell Lake	Life ring, porta potty	

* Garbage collection and porta potties provided May Long Weekend to end of September.

PUBLIC ACCESSES TO WATER

Agreement between the
Ministry of Transportation (MoT)
Vancouver Island District (VID)
and the
Capital Regional District (CRD)

Dated for Reference the 12th day of October, 2006

REGARDING:

- Granting secure tenure to the CRD, sufficient to permit the development, management and regulation of accesses to water for public recreational purposes.
- Creation of accesses to water.

LEGISLATION, REGULATION AND APPLICABLE POLICY:

- | | | |
|-----|---|--|
| MoT | - | Bare Land Strata Regulations |
| | - | Transportation Act |
| | - | Land Title Act |
| | - | Policy on rights-of-way providing access to water (T02/06) |
| CRD | - | Letters Patent |
| | - | Local Government Act |
| | - | Community Charter |

INTERESTS:

MoT and the CRD both recognize that our customers are one and the same, namely the general public of the Province.

MoT and the CRD both commit to a mutually supportive and co-operative approach to issues around accesses to water, within the framework of their respective legislated and policy mandates.

MoT is the public road authority in unincorporated areas of the CRD. In addition, the Provincial Approving Officer (PAO) resides within MoT and has legislated responsibilities further to subdivision of lands and dedication of accesses to water pursuant to the Land Title Act.

MoT's interests are further to authorities and responsibilities pursuant to the Bare Land Strata Regulations, Transportation Act and the Land Title Act that cannot be delegated. In addition, policy as per T-02/06 must be followed.

MoT wants that:

- the interests of public in general are followed;
- the concerns of the minority are considered, and that there is reasonable accommodation of those concerns;
- clear lines of communication are followed by MoT and CRD, in order to provide mutual customers with clear and joint information;
- improvements within MoT rights-of-way are safe, and are constructed and maintained by others, with adequate liability insurance to save the province harmless from related third party actions;

- the CRD consult with third party stakeholders (i.e. residents, Islands Trust, Department of Fisheries & Oceans and fire departments) as appropriate; and,
- the CRD administer and manage identified access to water improvements.

The CRD is responsible for provision of community parks and recreation services.

The CRD created community parks and recreation commissions and delegated administrative responsibility to them.

CRD wants to:

- work in partnership with MoT to satisfy the public demand for reasonable public recreational access to the foreshore;
- relieve MoT of the administrative burden associated with development; management and regulation of identified accesses to water;
- assume responsibility for the development, management and regulation of identified accesses to water; and,
- obtain secure and appropriate tenure over identified accesses to water sufficient to permit development, management and regulation for public recreational access purposes.

PROCESS:

1. Creation of Accesses to Water (MoT rights-of-way)

Accesses to water are established during subdivision activity further to Section 75 of the Land Title Act, and Section 8 of B.C. Regulations 75/78 pursuant to the Bare Land Strata Regulation. They have generally not been developed for public highways purposes and, for the most part, are not presently required for planned public highways, vehicular driveway or other public or private highways or transportation corridor uses.

MoT will refer all local subdivision to the CRD for comment, prior to issuance of Preliminary Layout Approval. The CRD will refer those involving access to water to the affected parks and recreation commission and respond to MoT within 45 days of MoT's referral.

MoT's Approving Officer will not waive the requirement for access to water without prior consultation with the CRD.

2. Tenure over Foreshore Access Lands

MoT will grant CRD tenure over identified accesses to water for recreational purposes, in the form attached hereto as Appendix 2, License of Occupation.

3. Development of Access to Water Lands

MoT will promptly review and respond to CRD proposals to develop accesses to water. CRD will consider existing usages (i.e. driveways or utilities) within the accesses and, where reasonable, accommodate those uses. Future third party applications for use of the accesses may call for similar reasonable accommodations to be made. MoT and CRD will further their mutual public's interest in overall administration of the accesses.

MoT's Operations Manager (Saanich) will receive CRD applications and will respond to CRD's Manager of Real Estate and Facility Management.

4. Responding to public concerns about activities under this Agreement

- o The CRD will respond to all public concerns that relate to its development, management and regulation activities further to this Agreement.
- o MoT will respond to all other public concerns regarding the accesses.
- o MoT and the CRD will consult prior to responding to incoming concerns, to ensure that responses are mutually supportive and compatible with our respective mandates, policies and regulations.
- o Incoming concerns will be reviewed by the recipient and where the interests of the other are involved, a response strategy proposed to the other agency by the recipient. Upon agreement on the response strategy, the response(s) will be copied to the other agency.
- o Response to our joint customers (the public) is to be timely, clear, concise, comprehensive to concerns and respectful.
- o Minority concerns will be heard, as well as majority concerns. Where minority concerns can be mitigated by reasonable measures, the measures should be implemented.

5. Consideration of Future Third Party Applications

MoT will refer all third party applications for use of identified accesses to water to the CRD for review and comment. The CRD will forward the referral to the affected commission and respond to MoT within 45 days of MoT's initial referral.

LAND TENURE AND AUTHORITY:

Current:

MoT's current policy does not allow transfer of the accesses to water in fee simple, nor does legislation allow for delegation of authority to another party. Transferable tenure is as outlined in T-02/06

Future:

Land tenure and authority decisions will be made in accordance with future MoT legislated authority and policy.

CRD wishes to acquire greater authority over and ownership of the accesses. MoT VID will consult with CRD regarding any proposed changes to MoT's authority and policy in the future, and will make amendments to this Agreement accordingly.

DISPUTE RESOLUTION:

MoT and the CRD recognize that disagreements may arise from time to time and agree that resolution should be found at the most junior level.

Issues of concern must be clearly articulated in writing (letter, email, etc.) and should include any necessary background plans or documentation needed to support the concern. The receiving agency will respond within 10 working days, at each level identified below.

<u>Level</u>	<u>MoT</u>	<u>CRD</u>
1	Development Approval Technician	Parks, Commission Chair
2	Saanich Area Operations Manager	CRD Area Director
3	District Manager, Transportation (VID)	CRD Area Director
4	Regional Director, Transportation (SCR)	CRD Chair

AMENDMENT:

The CRD and MoT agree that this Agreement may be amended from time to time by mutual consent of the Parties and that such amendment will be in writing to be executed by the Parties and appended to the Agreement.

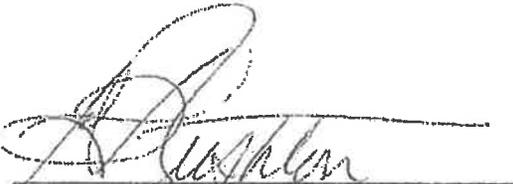
APPENDICES:

1. MoT Circular T-02/06, Policy on Use of Rights-of-Way that Provide Access to Water
2. License of Occupation



On Behalf of Ministry of Transportation
P.M. Wightman, P. Eng.
District Manager, Transportation
Vancouver Island District

Oct 12/06
Date



On Behalf of Capital Regional District
Lloyd Rushton
General Manager
Parks and Community Services

12 Oct. '06
Date



On Behalf of Capital Regional District
Susan DeGryp
Electoral Area Director
Southern Gulf Islands

Oct. 13/06
Date



Technical Circular T-02/06

Date: January 10, 2006

Policy on Use of Rights of Way that provide Access to Water

Policy:

- Requests for improvement to rights of way that provide access to water will be considered and managed via existing permit or partnering processes.
- Right of way and improvements must remain available for public use. Improvements should not reduce the ability of the public to access the water as compared to the existing situation.
- Liability to the province must be acceptable. Assurance that appropriate insurance is held by the permittee may be required. Assurance that other interests (e.g. adjacent land owners) and regulations (riparian areas, foreshore rights) have been addressed should be obtained.
- If the improvement requires significant operation or maintenance effort by other than the Ministry of Transportation, commitment to these roles and any associated costs must be taken on by a stable and enduring entity (e.g. local government, registered organization).
- Ministry participation in construction, operation or maintenance of improvements will be decided on a case by case basis. Generally the ministry will not take on responsibilities that are not typically carried out by the ministry or maintenance contractors on most public highways.
- Encroachments should be dealt with per existing policy for all highways. Retention of the ability of the public to access the water is paramount. Therefore new encroachments, or replacement or renovation of existing encroachments are to be discouraged.

Purpose:

It is the goal of the ministry to accommodate public uses of these unique areas of right of way. Retention of the essential function of access to water, and limiting costs and liability to the province, are the primary considerations. Proposals for improvements to these rights of way will be considered with this in mind, and in consideration of all interests affected.

Scope:

This policy applies to all existing provincial rights of way that access the boundary of a body of water.

Authorization:

Approved by:	Assistant Deputy Minister, Highways
Initiating Director:	Regional Directors
Manager:	Manager, Development Approvals

References:

T-Circular: T-07/03
 Transportation Act
 Development Approvals Policy & Procedures website

2006-01-09



APPENDIX 2



Ministry of
Transportation

LICENCE OF OCCUPATION

THIS LICENCE OF OCCUPATION is dated for reference Oct. 12, 2006

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA**, as represented by
the Minister of Transportation

(the "Province")

AND:

CAPITAL REGIONAL DISTRICT, a municipal corporation
under the *Local Government Act*

(the "Licensee")

WHEREAS

- A. The Land was dedicated as a highway under section 107 of the *Land Title Act*.
- B. The Land is owned by the BCTFA, however, under section 62 of the *Transportation Act*, the Province is authorized to permit the use of the Land under this Agreement.
- C. The parties entered into a Memorandum of Agreement which is dated for reference October 12, 2006 pursuant to which this Agreement is issued to the Licensee.

D. The Province has agreed to permit the Licensee to use the Land for the purposes set out in this Agreement.

NOW THEREFORE in consideration of the covenants, agreements, and payments hereinafter contained and for other valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the parties agree as follows:

ARTICLE 1 DEFINITIONS

1.01 In this Agreement:

"Agreement" means this licence of occupation;

"BCTFA" means the BC Transportation Financing Authority, a corporation continued under the *Transportation Act*;

"Commencement Date" means the date of the execution of this Agreement;

"Disposition" includes a lease, licence of occupation, easement, right of way or statutory right of way;

"Expiry Date" means October 31, 2026;

"Fee" means the fee set out in Article V;

"G.S.T." means the goods and services tax imposed under the *Excise Tax Act* (Canada);

"Improvement" includes anything made, constructed, erected, built, altered, repaired or added to, in on or under the Land, and attached to it or intended to become part of it;

"Land" means the land shown outlined by bold line on the sketch plans attached as Schedule "A" to this Agreement;

"Pollutant" means

- (i) any hazardous, toxic, dangerous and potentially dangerous material or substance, any liquid or gaseous material and any other substance which is reasonably capable of causing pollution or contamination to air, land or water; and
- (ii) all substances and materials defined as "waste" in the *Environmental Management Act*;

"Taxes" means all taxes, rates, levies, duties, charges and assessments levied or charged, at any time, by any competent governmental authority which relate to the Land, the Improvements or both of them; and

"Term" means the period of time commencing on the Commencement Date and ending on the Expiry Date.

ARTICLE II GRANT

2.01 On the terms and conditions set out in this Agreement, the Province grants to the Licensee a licence of occupation to enter upon and occupy the Land during the Term for public recreational purposes.

ARTICLE III TERM

3.01 The Licensee will have and hold the Land for the Term, unless earlier terminated in accordance with the terms of this Agreement.

ARTICLE IV LIMITATIONS

4.01 The Licensee acknowledges and agrees that this Agreement does not grant to it the exclusive use and occupation of the Land.

4.02 The Licensee acknowledges and agrees that

- (a) the Province is under no obligation to provide access roads or trails or services to the Land or to maintain or improve existing access roads or trails;
- (b) with the Licensee's prior consent, which consent you will not unreasonably withhold, the Province may make other Dispositions of or over the Land, or any part of it, to a person, including a Crown agency or ministry, and, upon such consent being given the Licensee will, in the case of a Disposition by way of easement, right of way or statutory right of way, immediately execute and deliver to the Province such instrument as may be necessary to subordinate its rights under this Agreement to such easement, right of way or statutory right of way;
- (c) for the purpose of subsection (b), the Licensee will be deemed to have reasonably withheld its consent if a Disposition made under that subsection would materially affect the exercise of the Licensee's rights under this Agreement;

- (d) the Licensee will make no claim for compensation, in damages or otherwise, in respect of a Disposition made under subsection (b) where such Disposition does not materially affect the exercise of its rights under this Agreement;
- (e) all of the Licensee's costs and expenses, direct or indirect, that arise out of any interference with the rights of the Licensee under this Agreement as a result of the exercise or operation of the interests, rights, privileges and titles reserved to the Province in subsection (b) will be borne solely by the Licensee,
- (f) the Licensee will not remove or permit the removal of any Improvement on the Land except as expressly permitted or required under this Agreement;
- (g) any interest the Licensee may have in the Improvements ceases to exist and becomes the property of the Province upon termination of this Agreement, except where an Improvement may be removed under paragraph 6.01(m)(ii) or (iii) in which case any interest the Licensee may have in that Improvement ceases to exist and becomes the property of the Province if the Improvement is not removed from the Land within the time period set out in paragraph 6.01(m)(ii) or the time period provided for in the direction or permission given under paragraph 6.01(m)(iii); and
- (h) if, after the termination of this Agreement, the Province permits the Licensee to remain in possession of the Land and it accepts money from the Licensee in respect of such possession, a tenancy from year to year will not be created by implication of law and the Licensee will be deemed to be a monthly tenant only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

ARTICLE V

FEES

5.01 The Licensee will pay to the Province \$10.00 on the Commencement Date, the receipt and sufficiency of which is hereby acknowledged by the Province.

ARTICLE VI

COVENANTS OF THE LICENSEE

6.01 The Licensee covenants and agrees that it will

- (a) pay, when due,
 - (i) the Fee,

- (ii) the Taxes, and
 - (iii) all charges for electricity, gas, water and other utilities supplied to the Land;
- (b) deliver to the Province, immediately upon demand, receipts or other evidence of the payment of the Taxes and all other money required to be paid by the Licensee under this Agreement;
- (c) use and occupy the Land solely for the purpose set out in Article II of this Agreement and the Licensee acknowledges and agrees that such purpose does permit it to use the Land for the storage, treatment, generation, transportation, processing, handling or disposal of Pollutants;
- (d) observe, abide by and comply with
 - (i) all laws, bylaws, orders, directions, ordinances and regulations of any competent governmental authority in any way affecting the Land and the Improvements, or their use and occupation, and
 - (ii) the provisions of this Agreement;
- (e) use and occupy the Land only in accordance with and for the purposes set out in section 2.01;
- (f) not place on or make to the Land any Improvement, other than those identified in Schedule "B" to this Agreement, without the prior written consent of the Province ;
- (g) pay all accounts and expenses as they become due for labour or services performed on, or materials supplied to, the Land except for money that the Licensee is required to hold back under the *Builders Lien Act*;
- (h) if any claim of lien over the Land is made under the *Builders Lien Act*, immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by the Licensee and the Licensee has taken the steps necessary to ensure that the claim of lien will not subject the land or any interest of the Licensee under this Agreement to sale or forfeiture;
- (i) not cut or remove timber on or from the Land without
 - (i) the prior written consent of the Province, and
 - (ii) being granted the right under the *Forest Act* to harvest Crown timber on the Land;

- (j) keep the Land in a safe, clean and sanitary condition to the satisfaction of the Province and, at the written request of Province, make the Land safe, clean and sanitary;
- (k) not commit or suffer any wilful or voluntary waste, spoil or destruction on the Land or do anything that may be or become a nuisance or annoyance to an owner or occupier of land in the vicinity of the Land;
- (l) permit the Province and its authorized representatives to enter on the Land at any time for any purpose, including to inspect the Land and the Improvements; and
- (m) on the termination of this Agreement,
 - (i) peaceably quit and deliver possession of the Land and, subject to paragraphs (ii) and (iii), the Improvements in a safe, clean and sanitary condition,
 - (ii) within 30 days, remove from the Land any Improvement that the Licensee wants to remove, if the Improvement was placed on or made to the Land by the Licensee, is in the nature of a tenant's fixture normally removable by tenants and is not part of a building or part of the Land,
 - (iii) remove from the Land any Improvement that the Province, in writing, directs or permits the Licensee to remove, other than any Improvement permitted to be placed on or made to the Land under another Disposition, and
 - (iv) restore the surface of the Land as nearly as may reasonably be possible to the same condition as it was on the Commencement Date, to the satisfaction of the Province, but if the Licensee is not directed or permitted to remove an Improvement under paragraph (iii), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of the Licensee's right, interest and estate in the Land will be absolutely forfeited to the Province and, to the extent necessary, this covenant will survive the termination of this Agreement.

6.02 The Licensee will not permit any person to do anything that it is restricted from doing under this Article.

ARTICLE VII

ASSIGNMENT

7.01 The Licensee will not assign, sublicense or transfer this Agreement without the prior written consent of the Province, which consent may be unreasonably withheld.

ARTICLE VIII INSURANCE AND INDEMNITY

8.01 The Licensee will indemnify and save harmless the Province and the BCTFA and their respective servants, directors, officers, employees and agents against all claims, actions, causes of action, demands, losses, damages, costs, liabilities, expenses, fines, penalties, assessments and levies, including fees of solicitors and other professional advisors, made against or incurred, suffered or sustained by any of them arising out of

- (a) any breach, violation or nonperformance by the Licensee of any covenant, condition or term in this Agreement, and
- (b) any personal injury, bodily injury, death or property damage occurring or happening on or off the Land by virtue the Licensee's entry on, use or occupation of the Land;

and the amount of all such losses, damages, costs, liabilities, expenses, fines, penalties, assessments and levies will be payable to the Province immediately upon demand,

8.02 The indemnity contained in this section 8.01 will survive the termination of this Agreement.

8.03 The Licensee is self-insured for liability claims up to and including \$2,000,000.00 and maintains a commercial general liability insurance policy with limits of \$10,000,000.00 for claims above the \$2,000,000.00. At no time prior to the termination of this Agreement will the Licensee reduce the level of coverage provided without the prior written consent of the Province.

8.04 In the event the Licensee ceases to self-insure during the Term, the Licensee will maintain, at its cost and expense, commercial general liability insurance, including liability arising out of completed operations, blanket written contractual liability, contingent employers liability, non-owned automobile liability and liability assumed by the Licensee in connection with and applicable to this Agreement and

- (a) the policy must have inclusive limits of not less than \$2,000,000.00 for personal injury, bodily injury, death, and property damage and including loss of use thereof; and
- (b) the policy must provide that
 - (i) the insurance afforded by the policy will apply in the same manner and to the same extent as though a separate policy had been issued to each insured,

- (ii) any breach of a condition of the policy by any insured will not affect the protection given by the policy to any other insured, and
 - (iii) the inclusion of more than one insured will not operate to increase the limit of liability under the policy;
- (c) the Province and the BCTFA will be added as additional insureds;
- (d) the Licensee will, on the request of the Province, provide the Province with evidence that such insurance is enforceable and in effect;
- (e) the Licensee will ensure that the insurance described in this Article may not be cancelled, reduced, altered, or materially changed in any way whatsoever without the insurer or insurers giving not less than 30 days prior written notice to Province by registered mail to the following address:

Ministry of Transportation
South Coast Region
3rd Floor, 2100 Labieux Road
Nanaimo, British Columbia
V9T 6E9
- (f) the Licensee will not do, fail to do or permit to be done anything which will impair or invalidate the insurance referred to above;
- (g) immediately upon self-insuring, the Licensee will deliver to Province evidence of insurance issued to comply with the insurance requirements outlined in this Article, by way of
 - (i) a duly executed Ministry Certificate of Insurance, and
 - (ii) evidence of Automobile Liability insurance in the form of a duly executed Insurance Corporation of British Columbia APV47 form;
- (h) the Licensee will deliver to Province
 - (i) evidence of renewal of the insurance, by way of a duly completed Ministry Certificate of Insurance and a duly executed Insurance Corporation of British Columbia APV47 form, within 10 days of renewing such policies, and
 - (ii) upon the request of Province, evidence that the insurance remains in force and effect by way of the originals or duly executed certified copies of all current insurance policies and endorsements to comply with the insurance requirements outlined in this Article;
- (i) the following claims and liability must not be excluded from the insurance policy referred to in this Article:

- (i) claims arising out of the legal liability imposed upon the insured for bodily injury or death to employees of the insured, save and except for
 - (A) liability imposed upon or assumed by the insured under the *Workers Compensation Act*, and
 - (B) assessments by the Workers' Compensation Board constituted under the *Workers Compensation Act*, and
 - (ii) liability assumed by the insured under contract with railroad companies for the use and operation of railway sidings or crossings;
- (j) in addition to the above limits, will also pay all costs, charges, and expenses in connection with any claims that may be contested by the insureds anywhere within Canada and the United States of America;
 - (k) if any licensed vehicles are owned, leased, rented or used in the performance of this Agreement, automobile liability coverage with inclusive limits of not less than \$1,000,000.00 providing third party liability and accident benefits insurance for all such vehicles;
 - (l) if aircraft (including helicopters) are owned, leased, rented or used in the performance of this Agreement, third party liability coverage with inclusive limits of not less than \$5,000,000.00; and
 - (m) in the event of any third party loss or damage or any physical loss or damage to equipment, apparatus, improvements or fixtures of the Licensee, the settlement or payment of the subsequent claim will be made without the right of subrogation against the BCTFA, the Province or any of their respective directors, officers, employees, servants or agents.

ARTICLE IX

TERMINATION

9.01 If the Licensee does not observe or perform any of its obligations, covenants or agreements set out in this Agreement, the Province will have the right and option to do any of the following:

- (a) resort to legal process and without the Province being liable to prosecution or becoming liable for any loss or damage, any statute or law to the contrary notwithstanding, without prejudice to, and under reserve of, all other rights, remedies and recourses of the Province under this Agreement, at law, in equity or otherwise;

- (b) make any repairs, in which case the Licensee will repay the Province on demand for all costs and expenses in connection therewith or incidental thereto;
- (c) suspend the rights granted to the Licensee under this Agreement for a stated period(s) of time and to terminate the this Agreement any time thereafter; or
- (d) terminate this Agreement.

provided, however, that the Province has first given the Licensee 30 days prior written notice allowing the Licensee to cure the default and the Licensee has not commenced curing the default within that period of time.

- 9.02 The Licensee acknowledges that, in addition to section 9.01, the Province has the right to terminate this Agreement under subsection 62(5) of the *Transportation Act*, and the Province agrees that it will not exercise its rights under that subsection unless it gives the Licensee a minimum of 30 days written notice of termination of this Agreement to the Licensee.
- 9.03 The Licensee acknowledges and agrees that it will make no claim for compensation, in damages or otherwise, as a result of the termination of this Agreement under this Article.

ARTICLE X

NOTICE

- 10.01 Subject to section 10.02, any notice, document or communication required or permitted to be given under this Agreement must be in writing and will be deemed to have been given if delivered by hand, courier, or double-registered mail to the party to whom it is to be given as follows:

to Province:

Ministry of Transportation
South Coast Region
3rd Floor, 2100 Labieux Road
Nanaimo, British Columbia
V9T 6E9
Attention: District Manager, Transportation

to the Licensee:

Capital Regional District
P.O. Drawer 1000
625 Fisgard Street
Victoria, BC V8W 2S6
Attention: Senior Manager, Real Estate & Facility Management

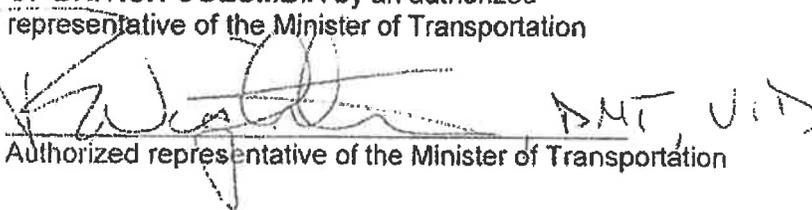
- 10.02 Either party may, from time to time, advise the other by notice in writing of any change of address of the party giving such notice and, from and after the giving of such notice, the address therein specified will, for purposes of this Agreement, be deemed to be the address of the party giving such notice.

ARTICLE XI

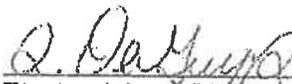
MISCELLANEOUS

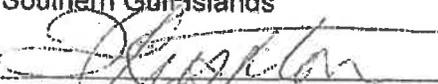
- 11.01 No term, condition, covenant or other provision of this Agreement will be considered to have been waived by Province unless the waiver is expressed in writing by Province. The waiver by Province of any breach by the Licensee of any term, condition, covenant or other provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other term, condition, covenant or other provision of this Agreement and the consent or approval of Province to any act by the Licensee requiring the consent or approval of Province will not be considered to waive or render unnecessary the consent or approval of Province to any subsequent same or similar act by the Licensee.
- 11.02 The terms and provisions of this Agreement will extend to, be binding upon and enure to the benefit of the parties, their successors and permitted assigns.
- 11.03 Nothing in this Agreement constitutes the Licensee as the agent, joint venture or partner of the BCTFA or the Province or gives the Licensee any authority or power to bind the BCTFA or the Province in any way.
- 11.04 Each of the parties will, upon the reasonable request of the other, make, do, execute or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the better or more perfect and absolute performance of the terms and conditions of this Agreement.
- 11.05 All provisions of this Agreement in favour of Province and all rights and remedies of Province, either at law or in equity, will survive the termination of this Agreement.
- 11.06 Time is of the essence of this Agreement.

SIGNED on behalf of HER MAJESTY THE
QUEEN IN RIGHT OF THE PROVINCE
OF BRITISH COLUMBIA by an authorized
representative of the Minister of Transportation


Authorized representative of the Minister of Transportation

SIGNED on behalf of CAPITAL REGIONAL DISTRICT
by its authorized signatories


Electoral Area Director,
Southern Gulf Islands


General Manager,
Parks and Community Services

SCHEDULE A

**SALT SPRING ISLAND
UNIMPROVED ROAD ENDS AND ROAD EDGES
TO BE LICENCED
FOR PUBLIC ACCESS TO TIDAL WATER**

JULY 27, 2007

LIST OF SITES

- | | |
|---------|---|
| 2007-01 | Bayside Beach Access – 100 Block Upper Ganges Road ✓ |
| 2007-02 | Bigelow Road Beach Access – 300 Block Long Harbour Road ✓ |
| 2007-03 | Churchill Road Beach Access – East Foot of Churchill Road ✓ |
| 2007-04 | Fulford Foreshore Trail – 100 Block Isabella Point Road ✓ |
| 2007-05 | Kingfisher Cover Beach Access – 100 Block Fraser Road ✓ |
| 2007-06 | Quarry Drive Beach Access – 100 Block Taylor Road ✓ |

**Salt Spring Island Parks and Recreation Commission
MoT Shore Access Improvement Program**

Site Overview

July 26, 2007

Access Site Name & #

Bayside Beach Access

2007-01

Location: 100 Block Upper Ganges Road, Across from Harbour House Hotel

Site Selection Rationale:

The site provides opportunity for beach access trail and/or stairs as well as a viewpoint on the high ground. Existing site provides a narrow strip of sloping land between road edge and rocky beach at head of Ganges Harbour. Adjacent marina operation provides interesting activities for visitors to watch. Nearby hotel parking lot provides room for limited short term parking. A portion of the old roadbed may provide opportunity for use as new trail. The site may eventually form a link in the Ganges Linear Parkway and boardwalk network.

Nature of Proposed Works:

Establish basic trail from road shoulder to top of bank; utilize old road bed as part of trail where possible; construct wood stairs to beach level; post identification and regulatory signage; clean up and contain wild growth on slope; develop a long term improvement plan for additional amenities such as lookout platform, boardwalk, and possible future integration with Ganges Linear Parkway. No-post guardrail barrier at road-edge would remain as at present.

Proposed Maintenance Schedule:

Inspect steps and trail bi-weekly or more often, as required; undertake step repair as needed; undertake trail surface repair as needed; remove encroaching growth as needed; repair and replace signage as needed.

Maintenance work to be undertaken by PARC maintenance staff and volunteers under PARC/CRD direction. (All registered volunteers are included in CRD Volunteer Program insurance coverage).

Site Assessment (Tour) – April 17, 2007

Site has good potential for development of basic amenities for public use, such as an observation lookout area on the high bank, and stairs or a ramp to the beach. An old roadbed exists part way down the bank which may facilitate trail construction. Access should occur from either (or both) ends of the road shoulder concrete safety barrier (no-post guardrail). Creating a break midway along the barrier is not supported due to road safety considerations. There was general concurrence from all representatives present that this site has good potential for public use.

**Salt Spring Island Parks and Recreation Commission
MoT Shore Access Improvement Program**

Site Overview

Access Site Name & # Bigelow Road Beach Access # 2007 - 02

Location: Adjacent to 300 Block Long Harbour Road (opposite Engle Ridge Drive) next to park reserve

Site Selection Rationale:

Beach access trail is located on park reserve land adjacent to undeveloped road end (Bigelow Road) off Long Harbour Road. Portions of trail are situated on undeveloped road end. Trail requires regular maintenance to provide safe access for public. In order to facilitate maintenance and public use, the existing trail on MoT right of way should be formalized

Nature of Proposed Works:

Clean up existing trail; post signage; install identification and regulatory signage; survey existing trail alignment; relocate any portions of trail that are determined to be on adjacent private property. Future work may include construction of gravel pad off Long Harbour Road to facilitate public parking for 3-4 vehicles.

Proposed Maintenance Schedule:

Inspect trail bi-weekly or more often, as required; undertake trail surface repair as needed; undertake trail stair repair as needed; remove deadfalls as needed; remove encroaching growth as needed; repair and replace signage as needed, sign and maintain gravel parking area as needed.

Maintenance work to be undertaken by PARC maintenance staff and volunteers under PARC/CRD direction. (All registered volunteers are included in CRD Volunteer Program insurance coverage).

Site Assessment (Tour) – April 17, 2007

Site has good potential for public access to adjoining park reserve and highbank shoreline. Existing trail appears to be located on private property adjoining road-end and park reserve, and will need to be relocated immediately. Road-end provides potential for access route with moderate grades and tree cover. Future amenities will likely include soft-surface trail and high bank look-out/observation area(s) but no direct access to beach, due to steep banks. Off-pavement visitor parking is lacking at present and should be provided within the road-end (a gravel pad for 3-4 vehicles) in order to provide safe access and egress from Long Harbour Road.

There was general concurrence from all representatives present that the site provides good potential for public access.

**Salt Spring Island Parks and Recreation Commission
MoT Shore Access Improvement Program**

Site Overview

July 26, 2007

Access Site Name & #

Churchill Road Beach Access

2007 – 03

Location: East foot of Churchill Road off Upper Ganges Road

Site Selection Rationale:

Beach trail and stone access steps are located on undeveloped road end at east foot of Churchill Road. Steps require rebuilding due to winter storm damage and trail requires periodic maintenance to provide safe access for public. In order to facilitate maintenance and public use, the existing steps and trail on MoT right of way should be formalized

Nature of Proposed Works:

Rebuild existing stone steps and clean up trail; post identification and regulatory signage; survey existing trail alignment; relocate any portions of trail that are determined to be on adjacent private property. Install vehicle barrier at Madrona Road intersection to prevent vehicles from being driven down the unimproved road-end; provided room for 2-3 cars to be parked.

Work on foreshore, including stair repair/replacement may require Ministry of Air, Land & Water and Fisheries & Oceans approvals. Applications will be filed following tenancy approval and survey.

Proposed Maintenance Schedule:

Inspect steps and trail bi-weekly or more often, as required; undertake step repair as needed; undertake trail surface repair as needed; remove deadfalls and remove encroaching growth as needed; repair and replace signage as needed.

Maintenance work to be undertaken by PARC maintenance staff and volunteers under PARC/CRD direction. (All registered volunteers are included in CRD Volunteer Program insurance coverage).

Site Assessment (Tour) – April 17, 2007

Site provides existing trail and stone/timber stairs to beach, built by unknown persons in the past. Severe erosion has taken place as a result of winter storms and the existing stairs are unstable. Repair and reconstruction, should take place as soon as possible. The adjoining beach is pleasant, and a popular picnic venue in the summer. Many residents and beach visitors have contacted PARC recently to express interest in reinstatement of the stairs.

Repair work will require total reconstruction of the stairs or alternatively a ramp running back into the road-end, protection of adjacent trees, and storm protection for the base of the stairs. Ministry of Environment approval will be required for work on the foreshore.

There was general concurrence from all representatives present that the site has good potential for public use.

**Salt Spring Island Parks and Recreation Commission
MoT Shore Access Improvement Program**

Site Overview

July 27, 2007

Access Site Name & # **Fulford Foreshore Trail and Beach Access** **# 2007-04**

Location: 100 Block Isabella Point Road, between Drummond Park and Fulford-Ganges Road intersection

Site Selection Rationale:

Road right of way is parallel to water and extends to high water line. Neighbourhood initiative supports establishment of linear extension to park and development of pedestrian trail. Trail will provide opportunities for easy beach access, as well as a safe pedestrian route between the park and the Fulford Ganges Road intersection. Existing road shoulder provides a narrow strip of land between road edge and rocky beach at head of Fulford Harbour. Visitor parking area can be created at a wide point on the road shoulder. Trail may form part of a more extensive roadside trail system around the harbour in the future.

Nature of Proposed Works:

Establish basic trail along the road shoulder and top of beach; construct rip-rap erosion control structure at beach level as required; post identification and regulatory signage; clean up and contain growth on road edge as needed; develop a long term improvement plan for additional amenities

Work on foreshore, will require Ministry of Air, Land & Water and Fisheries & Oceans approvals. Applications will be filed following tenancy approval.

Proposed Maintenance Schedule:

Inspect trail bi-weekly or more often, as required; undertake trail surface repair as needed; undertake erosion control structure maintenance as needed; remove encroaching growth as needed; repair and replace signage as needed.

Maintenance work to be undertaken by PARC maintenance staff and volunteers under PARC/CRD direction. (All registered volunteers are included in CRD Volunteer Program insurance coverage).

Site Assessment (Tour)

Site is a long strip between the existing Drummond Park boat launch and the Fulford-Ganges Road intersection, that parallels the foreshore. At some points winter erosion of the beach shoreline has almost undermined the road edge. A number of large trees appear to be in danger of failure due to undermining. The proposed shoreline trail would follow the edge of the road as much as possible, and meander onto the beach where necessary. It was generally agreed that the work should be coordinated with any future planned MoT road improvements or repair and that placement of rip-rap outside the line of trees would be beneficial both to the proposed trail and to protection of the existing paved road.

Those present were in agreement that the site has potential to create a good public amenity and public water access, but needs to be coordinated with future MoT planning and construction.

**Salt Spring Island Parks and Recreation Commission
MoT Shore Access Improvement Program**

Site Overview

July 27, 2007

Access Site Name & #

Kingfisher Cove Beach Access

2007-05

Location: 100 Block Fraser Road, off Bridgeman Road

Site Selection Rationale:

Recently created road-end (associated with adjacent Lyonesse subdivision) provides opportunity for beach access trail and a protected kayak launching site on beach. Well treed slope and existing pebble beach at head of cove provides a pleasant natural setting. Existing new road cul-de-sac provides small gravel shoulder for parking several vehicles.

Nature of Proposed Works:

Establish basic trail from road shoulder to beach; post identification and regulatory signage; clean up and contain growth on slope as needed; remove dead fall timber as needed; develop a long term improvement plan for additional amenities.

No disturbance of existing beach or inter-tidal zone is planned. Consultation with First Nation representatives will be undertaken with respect to possible ancient burial sites in the vicinity.

Proposed Maintenance Schedule:

Inspect trail bi-weekly or more often, as required; undertake trail surface repair as needed; remove encroaching growth as needed; repair and replace signage as needed.

Maintenance work to be undertaken by PARC maintenance staff and volunteers under PARC/CRD direction. (All registered volunteers are included in CRD Volunteer Program insurance coverage).

Site Assessment (Tour) – April 17, 2007

The adjacent new subdivision has recently constructed a large gravel road turn-around and small public parking area. A rough trail to the beach already exists. Improvements will be limited to clean-up of the trail, some removal of deadfalls and installation of informational signage.

There was general agreement by representatives present that the site provides good potential for casual public access to a very beautiful ocean cove and beach that provides potential for launching kayaks.

**Salt Spring Island Parks and Recreation Commission
MoT Shore Access Improvement Program**

Site Overview

Access Site Name & # Quarry Drive Beach Access **#** 2007-06

Location: 100 Block Taylor Road off Quarry Drive (off Chu-Ann Drive) adjacent to park reserve

Site Selection Rationale:

Beach access trail is located on park reserve land that has frontage only on undeveloped road end (Taylor Road) off Quarry Drive. First section of trail is situated on undeveloped Taylor Road right of way. Park trail requires regular maintenance and beach steps must be rebuilt to provide safe access for public. In order to facilitate maintenance and public use, the existing trail on MoT right of way should be formalized

Nature of Proposed Works:

Clean up existing trail; post signage; repair existing steps as needed; install identification and regulatory signage; survey existing trail alignment; relocate any portions of trail that are determined to be on adjacent private property.

Proposed Maintenance Schedule:

Inspect trail bi-weekly or more often, as required; undertake trail surface repair as needed; undertake trail stair repair as needed; remove deadfalls as needed; remove encroaching growth as needed; repair and replace signage as needed.

Maintenance work to be undertaken by PARC maintenance staff and volunteers under PARC/CRD direction. (All registered volunteers are included in CRD Volunteer Program insurance coverage).

Site Assessment (Tour)

The existing trail head is located entirely within the undeveloped Taylor Road road-end off Quarry Drive and provides access to the adjacent park reserve lands. It is likely that portions of the existing trail are located on adjacent private property and this should be addressed by survey. Otherwise, minimal improvements will be required.

There was general concurrence by the representatives present that the site provides good public access to a popular ocean-side park venue and should be formalized.

Shore Access Improvement Checklist

Access Name & #: _____ (From Schedule "A" to Licence)

	Date Completed
<input type="checkbox"/> Notify Ministry of Transportation of intent to improve access.	
<input type="checkbox"/> Visit the site and ascertain property boundaries. Unless boundaries are obvious and certain, engage a surveyor for a legal survey.	
<input type="checkbox"/> Confirm existence & location of utilities if any.	
<input type="checkbox"/> Inventory the environmental, cultural, and archaeological features of the site and determine ways to minimize the impact on sensitive features.	
<input type="checkbox"/> Document the rationale for selection of site and route	
<input type="checkbox"/> Define the nature of proposed works	
<input type="checkbox"/> Define the maintenance schedule (dates and nature of work)	
<input type="checkbox"/> Approve proposed work at a public Commission meeting	
<input type="checkbox"/> Prepare preliminary maps, plans, and diagrams <ul style="list-style-type: none"> • Path/Trail: location and dimensions in relation to the highway right of way. Provide elevations for steep trails. Trail re-alignments should indicate former trail and proposed trail. • Steps/Railings: drawings should show construction materials, dimensions, and elevations. Plan should show location of steps/railings. • Signs: location and description of signs, including dimensions. • Picnic Tables: drawings should show construction materials and dimensions. Plan should show location of table. • Toilet: drawings should show dimensions and construction. Include the manufacturer's info sheet. Plan should show location of toilet. 	
<input type="checkbox"/> Gather a list of all property owners within 100 m of the access	
<input type="checkbox"/> Advise property owners of proposed nature of works, giving an opportunity for comment within a specified time. Use this opportunity to involve neighbours as trail stewards.	
<input type="checkbox"/> Ask for a letter of comment from Fire Chief	
<input type="checkbox"/> Address pertinent issues raised by owners or Fire Chief	
<input type="checkbox"/> Commission to approve final plans and schedule the work	
<input type="checkbox"/> Notify Ministry of Transportation of completion of checklist and date the work will begin	

Copies:

Commission file

CRD Real Estate Services

Ministry of Transportation



Ministry of
Transportation

South Coast Region

MEMORANDUM

Tracy Cooper, Regional Director – South Coast Region
Bob Webb, Operations Manager - Saanich
Barb Thomas, Asst. District Manager - VID
Bob O'Brien, Operations Manager - Courtenay
Rob Howat, PAO - VID
Debbie O'Brien, Development Tech. Saanich/Nanaimo
Ross Deveau, Development Tech. - Saanich
Bill Hickman, Development Tech. - Saanich
Doug Elliot, District Tech. - Saanich
Bob Wylie, Sr. Development Tech. - Nanaimo
Bob Hall, District Tech. - Courtenay

Date: October 13, 2006
Ministry of Transportation
3rd floor, 2100 Labieux Road
Nanaimo BC
V9T 6E9
Phone: 250-751-3246
Fax: 250-751-3288
File: 152-30/CRD

**Re: Public Accesses to Water
Memorandum of Agreement (MoA) and Licence of Occupation
Capital Regional District (CRD) and Ministry of Transportation (MoT)**

Vancouver Island District and the CRD have signed off the noted and attached documents, in order to provide the CRD with a higher level of comfort on the longevity of use of their improvements, and also to improve mutual communications with our joint customers.

The MoA describes how we want to do business with the CRD in furthering mutual goals and objectives.

I've asked Debbie O'Brien (and she has accepted) to initiate implementation, by setting up a schedule with CRD Director Susan DeGryp, for visiting each access with the CRD local parks and rec commissions. Susan will also attend.

Agreement attached for your information.

A handwritten signature in black ink, appearing to read "Peter M. Wightman".

Peter M. Wightman, P. Eng.
District Manager, Transportation
Vancouver Island District

PMW/jmp

attach.

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF Thursday, March 21, 2024**

SUBJECT Salt Spring Island Parks and Recreation Sports Field Fees and Charges

ISSUE

To review the current Salt Spring Island Parks and Recreation fees and charges for sports fields.

BACKGROUND

Salt Spring Island (SSI) Parks and Recreation Fees and Charges Bylaw is reviewed annually in April/May, with any changes coming into effect in September of the current year. In 2019 a user fee and pricing guideline was approved (Appendix 1). 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 not-for-profit organizations and different age groups.

Historically, there has been no charge for not-for-profit groups to book playing fields, including soccer and baseball fields, despite all other users paying a subsidized rate for pool, park use and facility rentals. In 2020 the SSI Parks and Recreation Fees and Charges Bylaw was amended to add a \$25.00 per tournament fee for ball diamond rentals effective September 1, 2020 – August 31, 2021. The fee is nominal and was meant to signal that additional fees for booking sports fields may be considered in the future.

Increasing operating costs associated with field repairs and maintenance, as well as aging infrastructure including backstops, bleachers and fencing, will require ongoing additional funding to keep these amenities open to the public. User fees help to offset the tax requisition to the broader community by charging an additional fee for those users who see the most benefit and use.

After conducting a market analysis and considering past practices, barriers to participation and increased costs of operating our facilities, staff recommend an hourly rate be applied to sport field rentals. When reviewing other facilities fees and charges there is a lower charge for youth not-for-profit than for adult not-for-profit groups reflecting the existing practice in the current Fee and Pricing Guideline.

A compilation of fees and charges for sports fields has been provided (Appendix 2). Hourly rentals range from \$5.00 - \$14.50 for not-for-profit youth and \$17.21 - \$28.25 for not-for-profit adults, with a daily maximum. Commercial rates have also been established. It should be noted that sports fields on SSI, in most cases, have not been built to regulation standards, and any rental fee imposed should reflect that.

Should consideration be given to charging a fee for sports field use, staff will need direction to include this in the annual SSI Parks and Recreation Fees and Charges Bylaw review this spring. Additional consideration should be given to a phased approach in consultation with users to ensure that subsidized fees do not create added barriers to participation.

User fees and other income-generating revenue offset the tax requisition required to provide parks and recreation services and programs. Sports fields on SSI fall under the Park Land Service budget, generating 4.96% of total parks and recreation revenue, mainly from facility booking rentals. An opportunity exists to increase parkland revenue to support increased operating costs and provide additional funding for playing field improvements and infrastructure.

Current Cost Recovery	2023
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%
Total	100.00%

The requisition should support core services. Fees and charges should recover costs for activities and services that benefit individuals.

ALTERNATIVES

That the Salt Spring Island Local Community Commission approve

Alternative 1

Consultation with user groups on booking fees for sports field usage in the Salt Spring Island Parks and Recreation 2024/2025 Fees and Charges Bylaw.

Alternative 2

Refers the report back to staff for additional information.

IMPLICATIONS

Financial Implications

Maintaining low user fees for parks and recreation programs and services reduces barriers to participation and keeps parks and recreation facilities accessible to the community. Organized not-for-profit sports groups charge membership fees to support associated costs, such as insurance, uniforms and booking fees.

2023 Sport Field Bookings

User	Total Hours
Soccer Bookings	2,450
Baseball Bookings	1,720
Total	4,170

An hourly booking fee of \$5.00 could have resulted in \$20,850 of new revenue in 2023.

2023 Portlock Park Expenses

Expense	
Contract for Services	\$5,952
Repairs & Maintenance - Building	\$1,197
Repairs & Maintenance - Structures (playground, lights, sheds, benches)	\$6,735
Vandalism	\$116
ReField Maintenance	\$4,980
Signs	\$650
Security	\$2,391
Water	\$17,964
Bylaw Enforcement	\$2,511
CRD Parks Staff	\$35,427
Electricity	\$5,960
Garbage	\$314
Janitorial Supplies	\$4,428
Operating Supplies	\$1,960
TOTAL	\$90,585

Based on 2023 operating expenses, sports field booking fees would provide approximately 23% of revenue to offset the cost of maintaining Portlock Park.

CONCLUSION

Salt Spring Island (SSI) Parks and Recreation Fees and Charges Bylaw is reviewed annually in April/May, with any changes coming into effect in September of the current year. Historically there has been no charge for not-for-profit groups to book sports fields. Staff recommend adding booking fees for sports field usage in the 2024/2025 SSI Parks and Recreation Fees and Charges Bylaw.

RECOMMENDATION

That the Salt Spring Island Local Community Commission approves consultation with user groups on booking fees for sports field usage in the Salt Spring Island Parks and Recreation 2024/2025 Fees and Charges Bylaw.

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

ATTACHMENTS:

- Appendix A - Parks and Recreation Fees and Charges Guidelines (As Amended)
- Appendix B - Compilation of Fees and Charges for Sports Fields



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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	

POLICYGUIDELINE:

Salt Spring Island ~~Parks and Recreation Commission (PARC)~~ Local Community Commission (LCC) 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:	<u>April 2019</u>	Approved By:	<u>SSI PARC</u>
1. Amendment Date:		Approved By:	

Appendix B

Compilation of Fees and Charges for Sports Fields

Area	Youth	Adults	Commercial
Saanich	\$14.50/game	\$28.25/game	\$35.75/game
West Shore	\$10.25/hr.	\$20.50/hr.	\$41.00/hr.
Duncan	\$13.25/hr.	\$22.00/hr.	
Campbell River	\$5.00/hr.	\$20.00/hr.	\$43.00/hr.
Esquimalt	\$8.19/hr.	\$17.21/hr.	\$25.40/hr.
SEAPARC	\$12.50/game	\$27.00/game	negotiated
Average	\$10.61	\$22.49	\$36.29

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF Thursday, March 21, 2024**

SUBJECT Japanese Canadian Memorial Story Corridor Project

ISSUE

To review the Japanese Garden Society of Salt Spring Island (JGS) request to create a memorial story corridor adjacent to Peace Park and Heiwa Garden in Ganges Village.

BACKGROUND

JGS attended the Salt Spring Island Local Community Commission (LCC) proposes to install a Japanese Canadian Memorial Story Corridor on Capital Regional District owned parkland adjacent to Peace Park in Ganges on Salt Spring Island.

Peace Park is located on the corner of Jackson and Seaview, across from ArtSpring, in Ganges Village. In 1992, as part of the Peace Across Canada project on Canada's 125th anniversary, 12 trees were planted in Peace Park, representing our provinces and territories and symbolizing the life, creativity and hope for the future that thrives in peace. Peace Park is home to the Heiwa Garden, a partnered project with the Japanese Garden Society created to commemorate the pre-war Japanese Canadian community. The garden's interpretive signage educates visitors about the history of Japanese Canadians on Salt Spring Island and their Internment.

The JGS project to develop a Japanese Canadian Memorial Story Corridor utilizing available funding from the Japanese Canadian Legacies Society (Appendix A). The funding will be used to embark upon a significant community project to promote awareness of the pre- and post-war experience of Japanese Canadians. JGS recommends a project start date of early 2025.

The location proposed for the memorial story corridor is on a CRD pathway connecting Peace Park to the Salt Spring Island Public Library and other local businesses, including the CRD Administrative office on McPhillips Avenue. (Appendix B) Given the proximity to Ganges creek and that a portion of the pathway sits on the Ganges Wastewater Treatment plant property. Additional approvals and assessments will need to be completed to determine the feasibility of this location. If this is not the most feasible location JGS has expressed an openness to exploring alternative locations.

CRD staff have partnered with JGS on other projects, including restoring the Charcoal Pit Kilns in Mouat Park and maintaining the Heiwa Garden and Ceremonial Gate.

ALTERNATIVES

That the Salt Spring Island Local Community Commission

Alternative 1

Supports the Japanese Garden Society of Salt Spring Island funding application to the Japanese Canadian Legacies Society to support the Japanese Canadian Memorial Story Corridor Installation project on Capital Regional District land on Salt Spring Island.

Alternative 2

Refers the report back to staff for additional information.

IMPLICATIONS

Financial Implications

This project is contingent on approved funding from the Japanese Canadian Legacies Society. JGS plans to apply for a minimum of \$300,000 to support assessments, creative concepts, landscape design and construction. In addition, funding will be required for CRD staff to administer this project and oversee project volunteers. If approved, staff would require that 10% of the project budget be allocated to CRD administrative costs.

Capacity Implications

Should the LCC wish to proceed with this project in 2025, it will need to be added to the Salt Spring Island Parks and Recreation five-year capital plan. During the budget planning process capacity to complete this project and other projects in the plan will need to be determined and may result in other projects being deferred, delayed, or reduced in scope.

Parks staff currently maintain the pathway connecting Peace Park to Ganges. Additional annual maintenance and repairs may be required for the Story Memorial Corridor. JGS has indicated they would volunteer for these works under a volunteer agreement to maintain Heiwa Garden.

CONCLUSION

Peace Park is located on the Corner of Jackson and Seaview and is connected to a pedestrian pathway that connects several businesses in Ganges Village. The JGS currently maintains the Heiwa Garden and Ceremonial Gate in Peace Park through a volunteer agreement.

JGS plans to apply for grant funding to support a new partnership project to develop a Japanese Canadian Memorial Story Corridor along a CRD pathway. Funding from the Japanese Canadian Legacies Society is to create a significant community project to promote awareness of Japanese Canadians' pre and post-war experience.

CRD has successfully partnered with JGS on other projects in the past.

RECOMMENDATION

That the Salt Spring Island Local Community Commission supports the Japanese Garden Society of Salt Spring Island funding application to the Japanese Canadian Legacies Society to support the Japanese Canadian Memorial Story Corridor Installation project on Capital Regional District land on Salt Spring Island.

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

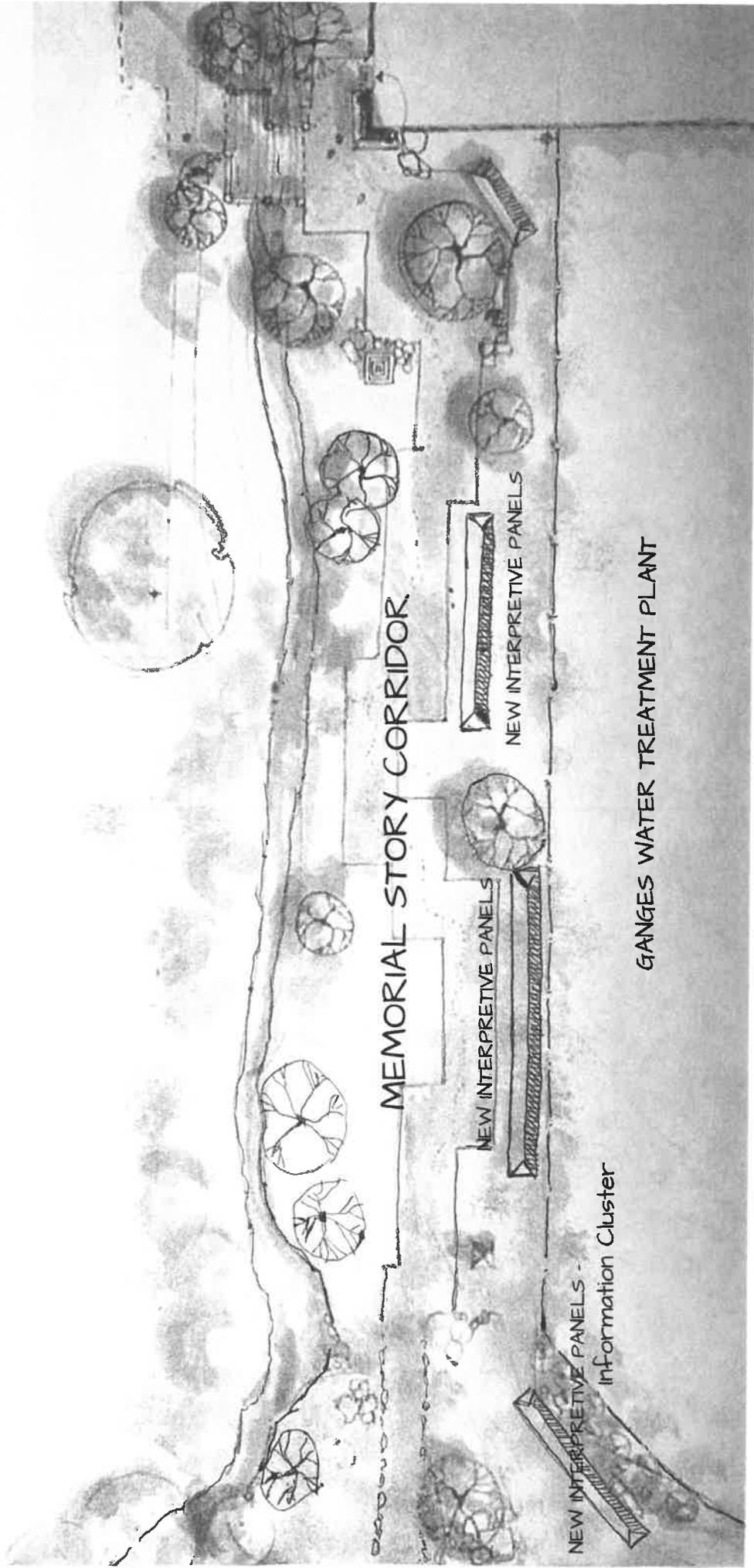
ATTACHMENTS:

- Appendix A – Japanese Canadian Memorial Story Corridor Project Proposal Sketches
- Appendix B – Map, Proposed Location

SKETCH ONE

SSI PUBLIC LIBRARY
PARKING AREA

BARB'S PARKING
AREA



MEMORIAL STORY CORRIDOR

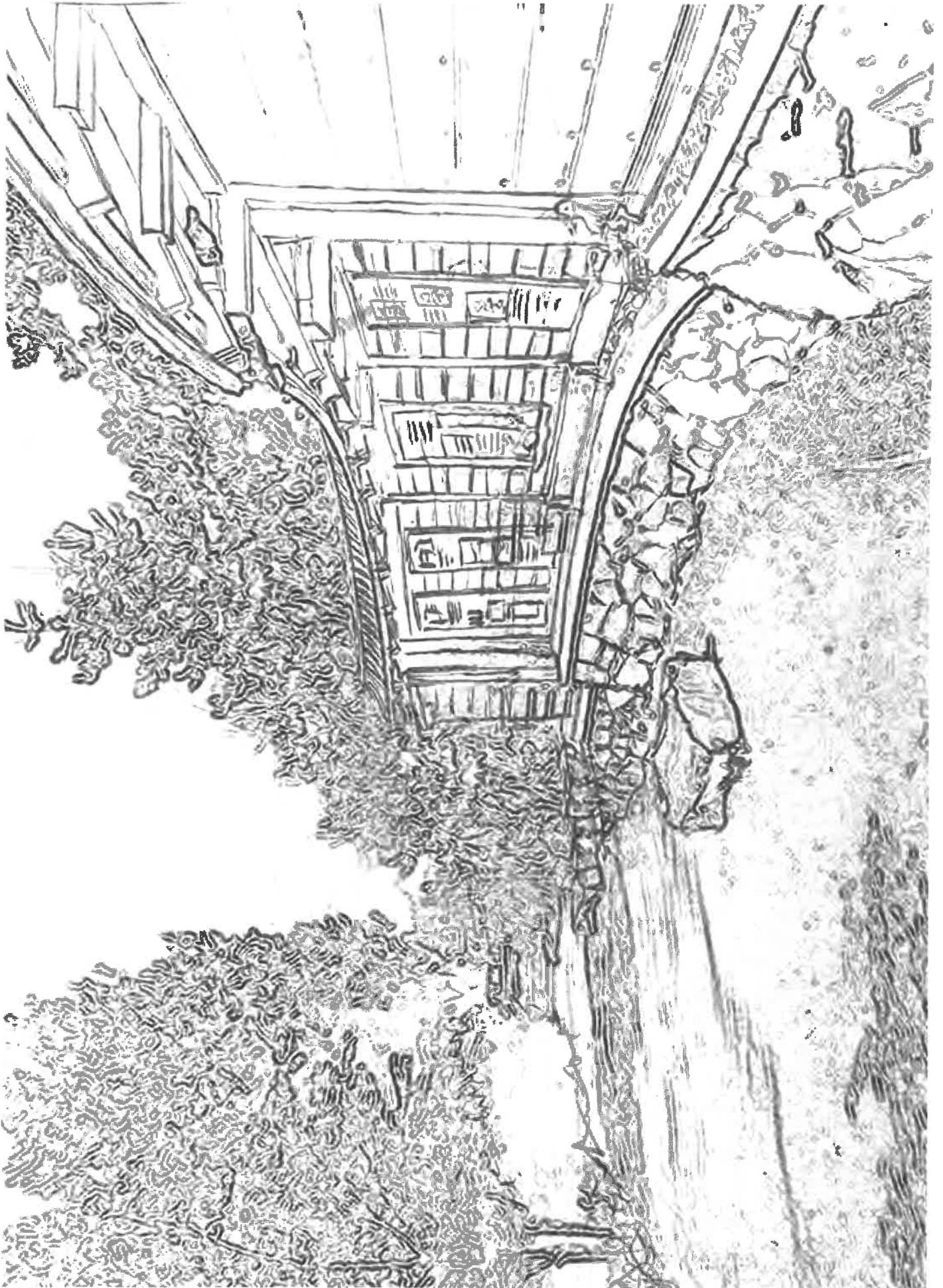
NEW INTERPRETIVE PANELS

NEW INTERPRETIVE PANELS

NEW INTERPRETIVE PANELS -
Information Cluster

GANGES WATER TREATMENT PLANT

SKETCH TWO





Legend

Notes

1 : 500



25.4 0 12.7 25.4 Meters

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.



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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, MARCH 21, 2024

SUBJECT **Housing Now HomeShare Registry Project**

ISSUE SUMMARY

To consider a contract to develop a multi-functional housing registry model in support of workforce housing on Salt Spring Island (SSI)

BACKGROUND

In 2022 the Southern Gulf Islands Economic Sustainability Commission developed a Housing Now program with a HomeShare toolkit, home registry, and website. The Housing NOW project gathered data and responses through community engagement with businesses, community organizations, and private residents, to document the Southern Gulf Island housing experience. The program created opportunities for the registry's growth and sustainability by seeking collaboration with the Southern Gulf Island Tourism Partnership (SGITPS) to include Salt Spring Island as an additional service community of the Registry. The financial support supplied by the SGITPS allowed for the creation of a Salt Spring Island coordinator for this new branch of the Housing NOW Registry, as well as an additional advertising and print media budget.

On October 19, 2023, Local Community Commission staff were directed to work with Housing NOW to develop an SSI specific plan. The Housing NOW Project is a multi-functional housing registry model designed for the Southern Gulf Islands and Salt Spring. The next step is funding the SSI Housing Now HomeShare Registry project (Appendix A), which will produce an SSI housing Now Island associate onboarding and training program, conduct a business housing needs poll, home share community awareness campaign, business housing needs report, employer guarantor registry, SSI Housing Now landing pages, and a HomeSharer Finding Resolutions publication.

The employer guarantor is a component of the existing Housing NOW home share registry program, which supports workforce housing on Salt Spring Island. The employer guarantor component will be designed in consultation with the Salt Spring Chamber of Commerce and other for-profit organizations to determine the program parameters. This data collection will aid Housing Now in building a workforce housing toolkit of resources specific to Salt Spring Island and guide the creation of a fee-for-service payment structure that will apply to a diverse size range of employers in the region.

The Housing Now HomeShare registry project will create a functioning SSI housing registry model to facilitate numerous home-sharing opportunities. The contract work is \$22,830.00 to be funded from the economic development service.

ALTERNATIVES

Alternative 1

The Salt Spring Island Local Community Commission approve a \$22,830 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.

Alternative 2

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

IMPLICATIONS

Financial Implications

The Housing Now HomeShare Registry project will be funded from 1.124 Economic Development service budget.

Social Implications

The Housing Now Homeshare Registry will support building a workforce housing toolkit of resources specific to Salt Spring Island and guide the creation of a fee-for-service payment structure that will apply to a diverse size range of employers in the region.

CONCLUSION

Seed funding from the SGI Community Economic Sustainability Commission and the SGITP, in 2023, allowed for the foundations of a Home Share Registry. With additional funding, the SSI Housing Now HomeShare Registry can continue to improve its function and be better equipped to address Salt Spring's more immediate workforce housing needs more broadly.

RECOMMENDATION

The Salt Spring Island Local Community Commission approve a \$22,830 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.

Submitted by:	Karla Campbell, MBA, BPA, Sr. Manager, SSI Electoral Area Administration
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Housing Now HomeShare Registry Project Work

Housing NOW Project

Statement of Work

Project Name: Housing NOW HomeShare Registry
 Contractor Name: Southern Gulf Island Community Resource Centre
 Dept./ Division: SSI Capital Regional District
 Prepared by SGICRC Staff: Janey Rowland, PPA

Project Overview

The Housing NOW Project is proceeding in its next stage of development in creating a multi-functional Housing Registry model designed for the Southern Gulf Islands and Salt Spring. The aim of the Southern Gulf Islands Community Resource Centre (SGICRC) is to design and implement an **Employer Guarantor** (EG) component to the existing Housing NOW (HN) HomeShare Registry Program, in support of workforce housing on Salt Spring Island.

The EG component will be designed under consultation with Salt Spring Chamber of Commerce members as well as other for-profit organizations, to support us in determining program parameters. This collection of data will aid HN in building a **Workforce Housing Toolkit** of resources specific to Salt Spring Island and guide us in the creation of a fee for service payment structure that will apply to a diverse size range of employers in the region.

Seed funding from the SGI Community Economic Sustainability Commission and the SGI Tourism Partnership Society, in 2023, has allowed for the foundations of our HomeShare Registry to be built. With additional support afforded the program by the SSI CRD/Local Community Commission; and with dedicated administration by the SGICRC, the HN HomeShare Registry can continue to improve its function and be better equipped to broadly address Salt Spring’s more immediate workforce housing needs.

SCOPE

In Scope	Out of Scope
SSI HomeShare Community Awareness Campaign	Populating Database
SSI Housing NOW Landing Pages	
SSI Business Housing Poll/Survey	
SSI Business Housing Needs Report	
Employer Guarantor Registry Program Component	
HomeSharer Conflict Resolution Processes	
HomeSharer ‘Finding Resolutions’ Publication	

PROJECT DELIVERABLES

	Deliverables
1.	SSI Housing NOW Island Associate Initiative
2.	SSI Business Housing Needs Poll
3.	SSI HomeShare Community Awareness Campaign
4.	SSI Business Housing Needs Report
5.	Employer Guarantor Registry Component
6.	SSI Housing NOW Landing Pages
7.	HomeSharer 'Finding Resolution' Publication

TIMELINE

Milestones	Delivery Date
SSI Housing NOW Island Associate Initiative	April 30, 2024
SSI Business Housing Needs Poll	May 15, 2024
SSI HomeShare Community Awareness Campaign	May 30, 2024
Employer Guarantor Registry Component	June 30, 2024
SSI Business Housing Needs Report	July 15, 2024
SSI Housing NOW Website Landing Pages	July 30, 2024
HomeSharer 'Finding Resolution' Publication	September 1, 2024

PROJECT TEAM

Role	Team Member	Implementation	Project Review
Project Sponsor	SSI CRD, LCC		
CRD Project Manager	Karla Campbell, CRD		
CRC Project Manager	Melody Pender, CRC	Management, Budget, Final Deliverables, and Program Oversight	

Program Manager	Janey Rowland, CRC	Creation, Coordination, and Execution of Project Plan	
Housing Registry Coordinator	Jacqueline Dupuis, CRC	Redesign and Execution of Registry Processes, Communications, HomeSharer Support	
SSI Housing NOW Coordinator	Max Baron-Veale	Execution of Program Directives, Community Engagement, Program Reporting	
SSI Housing NOW Island Associate	TBD	Coordinator Support, Community Engagement	
Project Support	Karla Campbell, CRD	Advisory	

KEY STAKEHOLDERS

Stakeholder	Affected or interested	Role or Involvement
SSI, SGI EA - Capital Regional District	The project will help to address both short- and long-term housing shortages in the SGI and SSI Electoral Areas	I
SGI Community Economic Sustainability Commission	The project will create a functioning Housing Registry model that will facilitate numerous homesharing opportunities in the SGIs	C, A
SSI Local Community Commission (LCC)	The project will create a functioning Housing Registry model that will facilitate numerous homesharing opportunities in the SGIs	C, A
SGI Tourism Partnership Society	The project will create opportunities for workforce housing in support of the entire region’s visitor economy	C,
SGI Community Resource Centre	The project will support community capacity building through the creation of workforce housing	PD, A
SSI, SGI Businesses and NPOs	The project will support functionality of community services and programs through the creation of workforce housing	I
SSI, SGI General Public	The project will help in the creation of immediate and affordable housing opportunities in the region	I

WORK PLAN

Timeline	Description
April 1 - 30	Employee onboarding and training, SSI business consultation and community outreach
April 1 - 30	Business Housing Needs poll - design, engagement strategy, systems of procedure
May 1 - 30	Community awareness campaign - program design, media engagement and implementation
June 1 - 30	Employer Guarantor Component - Community engagement strategy, business outreach
June 1 - 30	Employer Guarantor Component - Registry document (redesign), data (research and collection), community engagement
July 1 - 30	Conflict Resolution Processes - Restorative Justice SSI, Community Justice Program (SGI)
July 15	SSI Business Housing Needs Report
July 1 - 30	Webmaster - website revisions and SSI landing page
Aug 1 - 30	HomeSharer Conflict Resolution - processes, document design, community engagement
Sept 1-30	Marketing/Community Engagement - In - person and online community events, outreach