



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

Thursday, August 15, 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. [24-769](#) Minutes of May 22-June 27 Salt Spring Island Local Community Commission

Recommendation: That the minutes of the following meetings be adopted as presented:

- May 22, 2024 special meeting
- May 27, 2024 special meeting
- May 29, 2024 special meeting
- June 13, 2024 special meeting
- June 17, 2024 Joint special meeting
- June 20, 2024 regular meeting
- June 27, 2024 special meeting

Attachments: [Minutes: May 22, 2024 - Special meeting](#)
[Minutes: May 27, 2024 - Special meeting](#)
[Minutes: May 29, 2024 - Special meeting](#)
[Minutes: June 13, 2024 - Special meeting](#)
[Minutes: June 17, 2024 - Joint Special meeting](#)
[Minutes: June 20, 2024](#)
[Minutes: June 27, 2024 - Special meeting](#)

4. Chair, Director, and Commissioner Reports

5. Senior Manager Report

6. 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.

6.1. Presentations

- 6.1.1. [24-784](#) Presentation: Peter Meyer; Island Pathways, Re: Pathway Projects for 2025

Attachments: [Presentation Request: Peter Meyer; Island Pathways](#)
[Presentation Proposal: Island Pathways Swanson from Atkins to High School](#)

6.2. Delegations

- 6.2.1. [24-788](#) Delegation - Shirley Ireland, SSI Pickleball Association Re: Item 7.1 SSI Portlock Park Master Plan

Attachments: [Delegation Request: Shirley Ireland, SSI Pickleball Association, August 13, 2024](#)

7. Commission Business

- 7.1. [24-770](#) SSI Portlock Park Site Master Plan

Recommendation: That the Salt Spring Island Local Community Commission approves the draft Portlock Park Site Master Plan as presented in Appendix A, amended with the removal of pickleball courts and the addition of storage and field lighting and amend the Rainbow Recreation Centre Site Master Plan with the removal of the multisport court and the addition of six pickleball courts.

Attachments: [Staff Report: SSI Portlock Park Master Plan](#)
[Appendix A : Portlock Park Draft Master Plan– Revised April 2024](#)
[Appendix B: Rainbow Recreation Site Master Plan – Approved 2022](#)
[Appendix C: Pickleball Stakeholders Workshop June 21, 2024](#)
[Appendix D: Baseball and Track Users Stakeholder Workshop June 21, 2024](#)
[Appendix E: Soccer Stakeholder Workshop July 11, 2024](#)

7.2. [24-771](#) Brinkworthy Pathway Project Charter

Recommendation: That the Salt Spring Island Local Community Commission approves the Brinkworthy Pathway Project Charter as presented in Appendix A.

Attachments: [Staff Report: Brinkworthy Pathway Project Charter](#)
[Appendix A: Project Charter-Brinkworthy Pathway Project](#)
[Appendix B: Brinkworthy Pathway Project – Design Scope](#)
[Appendix C: Site map- Brinkworthy Pathway](#)

7.3. [24-772](#) Motion Tracker

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

Attachments: [LCC Motion Tracker 2023-exported Aug 8, 2024](#)
[LCC Motion Tracker 2024-exported Aug 8, 2024](#)

7.4. [24-773](#) Project Tracker Quarterly No. 15, 2024

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

Attachments: [Project Reporting Dashboard No 15 2024](#)

8. Notice(s) of Motion

8.1. [24-780](#) Motion with Notice: Development of Integrated Housing Strategy (B. Webster)

Recommendation: [At the Aug 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:]
That the Salt Spring Island Local Community Commission, through its Economic Sustainability service, invite the following experts to meet with the Commission in September 2024 to discuss next steps toward the development of an integrated housing strategy for Salt Spring Island: Janis Gauthier, Consultant, Justine Starke, CRD, Laura Patrick, Salt Spring Island Local Trust Committee and Elizabeth FitzZaland, Salt Spring Solutions.

8.2. [24-781](#) Motion with Notice: CRD Regional Transportation SSI Exemption (B. Webster)

Recommendation: [At the Aug 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:]

That the Salt Spring Island Local Community Commission write as soon as practicable to the Capital Regional District Board Chair requesting that the proposed Capital Regional District regional transportation service not include the Salt Spring Island Electoral Area because:

1. Unlike all other jurisdictions within the Capital Regional District, the Salt Spring Island Electoral Area already has its own local transportation and transit service.
2. Unlike all other jurisdictions within the Capital Regional District, a significant proportion of Salt Spring's transportation links are not within the CRD.
3. It is neither fair nor appropriate for Salt Spring Island taxpayers to fund projects and initiatives that are used minimally by Salt Spring Island residents..

8.3. [24-782](#) Motion with Notice: SSI Agriculture Input Meeting (B. Webster)

Recommendation: [At the Aug 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:]

That the Salt Spring Island Local Community Commission, through its Economic Sustainability service, hold a public meeting during September 2024 to receive input on the topic of Salt Spring Island agriculture and Capital Regional District noise and animal control bylaws.

8.4. [24-783](#) Motion with Notice: School District 64 Meeting (B. Corno)

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

That the Local Community Commission, through the chair, invites the trustees and staff of School District 64 to a special joint meeting for the purpose of connecting in a public meeting and to discuss our shared priorities and responsibilities.

9. Motion to Close Meeting

9.1. [24-774](#) Motion to Close Meeting

Recommendation:

1. That the meeting be closed for acquisition/disposition under Section 90(1)(e) of the Community Charter. [2 items].
2. That the meeting be closed for discussion under Section 90(1)(k) of the Community Charter. [1 item].
3. That the meeting be closed for discussion under Section 90(1)(b) of the Community Charter. [1 item].

10. Rise and Report

11. Adjournment

Next Meeting:

*-Thursday, September 12, 2024, at 10:30am Special meeting in the Salt Spring Island
Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5*

*-Thursday, September 12, 2024, at 5:00pm in the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5*



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**Minutes of the Special Meeting of the Salt Spring Island Local Community Commission
Held Wednesday, May 22, 2024 at Meaden Hall at 120 Blaine Road, Salt Spring Island , BC
V8K2P7**

DRAFT

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

Staff: S. Henderson, Senior Manager, Real Estate and SGI Administration, J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area, D. Ovington, Manager, Salt Spring Island Recreation, E. Davis, Liaison Galiano, Service Delivery, Southern Gulf Islands Electoral Area, M. Williamson, Committee Clerk, (Recorder)

Guest: H. Barnes, Gulf Islands Seniors Association (GISRA), S. Cowan, Salt Spring Foundation, E. FitzZaland, Salt Spring Solutions, D. Gage, Transition Salt Spring-Enterprise Co-op, K. Goh, Chuan Society, R. Grant, SSI Community Services, A. Herbert, Island Women Against Violence (IWAV), M. Leichter, Positively Forward, L. Patrick, Island Trust, B. Piper, North Salt Spring Waterworks District, J. Rowland, Housing Now, M. Smith, SSI Community Services, M. Quetton, SSI Chamber of Commerce, R. Williams, Salt Spring Housing Council, J. Youmans, Island Trust,

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

The meeting was called to order at 09:01 am.

1. Territorial Acknowledgement

Director Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster,
That agenda for the May 22, 2024, special meeting of the Local Community
Commission be approved as presented.

CARRIED

3. Special Meeting Matters

3.1. Welcome and Introductions

MOVED by Commissioner Webster, **SECONDED** by Director Holman
That the Local Community Commission suspend the rules of procedure to allow for
discussion.

CARRIED

J. Starke provided an introduction and information on:

- SSI Housing need assessment
- The Rural Housing Program
- Southern Gulf Island Tourism Partnership (SGITP) mandate for housing and MRDT
- Loans for accessory buildings and secondary suites program
- Predevelopment funding for multi housing groups

Commissioner Rook provided an introduction for the Local Community Commission (LCC).

Director Holman spoke briefly regarding housing projects on Salt Spring Island.

- Funding for feasibility to build program
- Density development in rural areas funding

3.2. Housing Workshop Discussion

Discussion ensued regarding housing on Salt Spring Island.

- availability provincial housing and the difficulties receiving on the funding on salt spring
- North Salt Spring Waterworks moratorium

The Commission recessed at 10:11 am.

The Commission reconvened at 10:30 am.

J. Starke spoke of the questionnaire sent out with the meeting invite and the responses.

Discussion ensued regarding LCC role with Salt Spring housing:

- Reviewing potential memorandum of understandings
- Economic development service
- Rural Housing Coordinator
- CRD Housing Salt Spring tax requisition
- Reviewing potential business license registry for vacation rentals
- Housing workshop worksheet
- Coordination needed between housing stakeholders possible staffing
- Salt Spring Solutions report
- Data coordination possibly using Building Inspection resources
- Reviewing potential advisory committee
- Water services
- Joint Island Trust meets

3.3. Closing Remarks

Commissioner Rook provided closing remarks.

4. Adjournment

MOVED by Commissioner Rook,

That the Local Community Commission adjourn the meeting at 11:56am.

CARRIED

CHAIR

SENIOR MANAGER



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**Minutes of the Special Meeting of the Salt Spring Island Local Community Commission
Held Monday, May 27, 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), B. Corno, G. Baker, B. Webster,

Staff: S. Henderson, Senior Manager, Real Estate, SGI Administration and SSI LCC,
D. Ovington, Parks and Recreation Manager, M. Williamson, Committee Clerk,
(Recorder)

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

The meeting was called to order at 09:01 am.

1. TERRITORIAL ACKNOWLEDGEMENT

Commissioner Rook provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That agenda for the May 27, 2024, Special meeting of the Local Community
Commission be approved as circulated.
CARRIED

3. DELEGATIONS/PRESENTATIONS

Please note, meeting matters will be discussed in a closed session without the public present.

There were no presentation or delegations.

4. Commission Business

There is no new business.

5. Motion to Close Meeting

5.1. Motion to Close the Meeting

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the meeting be closed for intergovernmental relations under Section 90(1)(k) of
the Community Charter. [1 item].
CARRIED

The Salt Spring Island Local Community Commission moved to the closed session at 09:03am.

Salt Spring Island Local Community Commission
Special Meeting Minutes of May 27, 2024

The Salt Spring Island Local Community Commission recessed at 12:00pm and reconvened into a closed session at 09:00am on May 28th.

The Salt Spring Island Local Community Commission recessed at 03:40pm and reconvened into a closed session at 09:00am on May 29th.

The Salt Spring Island Local Community Commission rose from its closed session at 12:17pm without report.

6. ADJOURNMENT

MOVED by Commissioner Rook,
That the Local Community Commission adjourn the meeting at 12:18 pm.
CARRIED

CHAIR

SENIOR MANAGER



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**Minutes of the Special Meeting of the Salt Spring Island Local Community Commission
Held Wednesday, May 29, 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: S. Henderson, Senior Manager, Real Estate, SGI Administration and SSI LCC, D. Ovington, Manager, SSI Parks and Recreation, M. Williamson, Committee Clerk, (Recorder)

EP- Electronic Participation

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

The meeting was called to order at 01:02 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Commissioner Rook provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the agenda for the May 29, 2024, special meeting of the Local Community
Commission be approved as presented.

CARRIED

3. DELEGATIONS/PRESENTATIONS

There were no presentation or delegations.

4. Special Meeting Matters

4.1. Ganges Active Transportation Plan

Discussion ensued regarding SSI Active Transportation plan in Capital Plan and
application for Active Transportation Grant.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission direct staff to amend project
26-02 to replace the \$100,000 debt funding with \$130,000 of capital reserve funding
and move all project funds from 2026 to 2024 Transportation Capital Plan 1.238B and
amend the project description to include SSI Active Transportation Network Plan
(SSIATNP), Jackson Road, and Drake Road.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission direct staff to prioritize
Rainbow Road for detailed designs.

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission direct staff to prioritize
McPhillips Avenue for detailed designs following completion of the Rainbow Road
detailed designs.

CARRIED

MOVED by Commissioner Corno, **SECONDED** by Director Holman,
That the Salt Spring Island Local Community Commission direct staff to prioritize
Jackson Avenue for detailed designs following completion of the Rainbow Road and
McPhillips Avenue detailed designs.

CARRIED

7. **ADJOURNMENT**

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That the Local Community Commission adjourn the meeting at 02:51pm.

CARRIED

CHAIR

SENIOR MANAGER



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**Minutes of the Special Meeting of the Salt Spring Island Local Community Commission
Held Thursday, June 13, 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: S. Henderson, Senior Manager, Real Estate, SGI Administration and SSI LCC, D. Ovington, Manager, SSI Parks and Recreation, M. Williamson, Committee Clerk, (Recorder)

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

The meeting was called to order at 03:32pm.

1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That agenda for the June 13, 2024, Special meeting of the SSI Local Community
Commission be approved as presented.

CARRIED

3. Presentations/Delegations

There were no delegations or presentations.

4. Special Meeting Matters

There were no special meeting matters.

5. Motion to Close Meeting

5.1. Motion to Close the Meeting

MOVED by Commissioner Baker, **SECONDED** by Commissioner Webster,
That the meeting be closed for discussion under Section 90(1)(k) of the Community
Charter. [1 item].

CARRIED

The Salt Spring Island Local Community Commission moved to closed session at
03:36pm

The Salt Spring Island Local Community Commission rose from its closed session at
04:38pm without report.

6. **Adjournment**

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the SSI Local Community Commission adjourn the meeting at 4:39pm.
CARRIED

CHAIR

SENIOR MANAGER



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**Minutes of the Special Meeting of the Salt Spring Island Local Community Commission
Held Monday, June 17, 2024 at Meaden Hall
120 Blain Rd, Salt Spring Island, BC V8K 2P7**

DRAFT

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

Staff: S. Henderson, Senior Manager, Real Estate, SGI Administration and SSI LCC, J. Starke, Manager Service Delivery, Southern Gulf Islands Electoral Area,

Guests: P. Brent, Director, Southern Gulf Islands, J. Harris, Islands Trust, SSI Trustee, L. Patrick, Islands Trust, SSI Trustee, T. Peterson, Islands Trust, SSI Trustee, S. Cermak, Island Trust, Director of Planning Services, C. Hutton, Island Trust, Regional Planning Manager, R. Pingle, Island Trust, Legislative Clerk, L. Millard, Island Trust, Recorder.

EP- Electronic Participation

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

The meeting was called to order at 3:00 pm.

Island Trust Trustee Peterson provided a Territorial Acknowledgement.

1. Approval of Agenda

The chair seeing no objections, the June 17th, 2024 special meeting agenda was adopted as presented.

2. Special Meeting Matters

2.1. Introductions

Trustee Peterson provided an introduction for Island Trust Trustees and Staff.

Commissioner Rook provided an introduction for Commissioners and CRD Staff.

2.2. Protocol agreements

Discussion ensued regarding the Capital Regional District/Island Trust Protocol agreements.

-Local Community Commission (LCC) not mentioned in agreements

-updating agreements to include LCC may require directing staff and ministerial approval

2.3. Notification and consultation on legislative initiatives

Discussion ensued regarding the notifications and consultation between LCC and the Local Trust Committee (LTC).

2.4. Island Trust Communications

Discussion ensued regarding the communication between LCC and LTC.
-Scheduling of regular quarterly joint meetings
-Letter of agreement between the LTC and LCC to address working together

2.5. Community planning, service arrangements, administrative arrangements, and regional growth

Discussion ensued regarding the areas of prioritization for the LCC and the LTC.
- Housing identified the top economic sustainability issue

2.6. Next steps discussion regarding joint public meeting and or regular meetings

Discussion ensued regarding future meetings.
-LCC hosting next joint meeting
-Chair Peterson and Chair Rooks agree to discuss draft changes to the Protocol Agreement.

3. ADJOURNMENT

The chair seeing no objections, adjourn the meeting at 05:08pm.

CHAIR

SENIOR MANAGER



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**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission
Held Thursday, June 20, 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: S. Henderson, Senior Manager, Real Estate, SGI Administration and SSI LCC, D. Ovington, Manager, SSI Parks and Recreation, K. Vincent, Senior Financial Advisor, Financial Services, M. Williamson, Committee Clerk, (Recorder)

EP- Electronic Participation

Guest: S. Wright, BC Transit, T. Wegwitz, Watt Consulting Group

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

The meeting was called to order at 09:02 am.

1. TERRITORIAL ACKNOWLEDGEMENT

Commissioner Rook provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,
That consideration of agenda item 7.5. be moved before agenda item 7.1. and that
the agenda for the June 20, 2024, meeting of the Local Community Commission be
approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1. Minutes of May 16, 2024 Salt Spring Island Local Community Commission

MOVED by Commissioner Baker, **SECONDED** by Commissioner Corno,
That the minutes of the May 16, 2024 meeting be adopted with the following
amendment.

-Under item 4 second line, the word "Maxwell" be switched with the word
"Community" after the word "- Mount" and before the words "Park community
consultation"

CARRIED

4. CHAIR, DIRECTOR, AND COMMISSIONER REPORTS

Commissioner Rook remarked that is the one-year anniversary of the SSI Local
Community Commission (LCC).

Commissioner Baker spoke of the following items:

- The past year of being on the LCC
- Ask Salt Spring
- Housing Now Program
- Meeting with a live aboard on his boat

Director Holman spoke of the following items:

- Elementary students learning about local government requests
- MOTI Ganges hill project RFP
- Harbour management workshop result reporting to Environmental Services Committee
- CRD Emergency program applying for Fire Smart grant
- SSI Public Library board meeting
- CRD website update
- Joint LCC and Island Trust Local Committee Joint meeting
- Island Trust complete communities committee

Commissioner Webster spoke of the Harbour management workshop and reporting back to the LCC with more details in the future.

5. Senior Manager Report

S. Henderson spoke of the following items:

- Offered congratulations on LCC one-year anniversary
- Actively reviewing dewater options for sewage treatment at Burgoyne site
- South Rainbow Road tender for Active Transportation Project is posted

6. DELEGATIONS/PRESENTATIONS

6.1. Presentations

6.1.1. Presentation: Seth Wright; BC Transit, Re: BC Transit Expansion of Services

S. Wright provided a presentation on BC Transit expansion of service on Salt Spring Island.

6.1.2. Presentation: Tania Wegwitz; Watt Consulting Group, Re: Ganges Tour Bus Parking Study

T. Wegwitz provided a presentation on Ganges Tour Bus Parking Study.

6.2. Delegations

6.2.1. Delegation - Robin Williams, resident of SSI Re: Item 6.1.1. Presentation: Seth Wright; BC Transit, Re: BC Transit Expansion of Services

R. Williams spoke regarding item 6.1.1.

7. **COMMISSION BUSINESS**

7.5. **Financial Plan Amendments to the SSI Economic Development and SSI Liquid Waste Disposal Services**

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Economic Development Service 2024 Operating Budget be amended to increase the budget for one-time project of Integrated Housing Strategy for Salt Spring Island by \$60,000, funded from the Operating Reserve Fund (ORF).

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Liquid Waste Disposal Service 2024 capital plan be amended to add a new project for evaluating alternatives to liquid waste disposal (24-03) for \$60,000 budget, funded from the Capital Reserve Fund (CRF).

CARRIED

7.1 **Ganges Tour Bus Parking**

Discussion ensued regarding Tour Bus parking in Ganges.

7.2. **Public Electrical Charging Stations - Salt Spring Island**

This report was received for information.

Discussion ensued regarding public electrical charging station on Salt Spring Island.

7.3. **Designated CRD Community Park Land on SSI**

This report was received for information.

Discussion ensued regarding CRD Park land on Salt Spring Island.

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

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That consideration of agenda item 7.4. to be moved after agenda item 9.

CARRIED

7.6 **2024 Rural Island Economic Partnership Forum - November 15-16, 2024**

MOVED by Commissioner Baker **SECONDED** by Director Holman
That the Salt Spring Island Local Community Commission approves funding of \$2,500 for the 2024 Rural Island Economic Partnership Forum.

CARRIED

7.7. **LCC Meeting Schedule**

Discussion ensued regarding upcoming Local Community Commission July meetings.

The Commission recessed at 12:10 pm.

The Commission reconvened at 12:57 pm

8. Notice(s) of Motion

9. Motion to Close Meeting

MOVED by Director Holman **SECONDED** by Commissioner Corno,
That the meeting be closed for Litigation in accordance with Section 90(1)(g) of the
Community Charter. [1 item].

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Commissioner Corno,
That the meeting be closed for Advice in accordance with Section 90(1)(i) of the
Community Charter. [1 item].

CARRIED

MOVED by Commissioner Corno, **SECONDED** by Commissioner Baker,
That the meeting be closed for Discussion in accordance with Section 90(1)(k) of the
Community Charter. [1 item].

CARRIED

The Salt Spring Island Local Community Commission moved to the closed session at
01:00pm.

The Salt Spring Island Local Community Commission rose from its closed session at
03:59pm without report.

7.4. Salt Spring Island Park Maintenance and Bus Depot Yard

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
Defer consideration until the next meeting and for additional information from staff.

CARRIED

10. ADJOURNMENT

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Local Community Commission adjourn the meeting at 04:03pm.

CARRIED

CHAIR

SENIOR MANAGER



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**Minutes of the Special Meeting of the Salt Spring Island Local Community Commission
Held Thursday, June 27, 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: S. Henderson, Senior Manager, Real Estate, SGI Administration, and SSI LCC, S. Carey, Senior Manager of Legal Services, D. Ovington, Manager, SSI Parks and Recreation, J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area, M. Williamson, Committee Clerk, (Recorder)

EP- Electronic Participation

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

The meeting was called to order at 12:02 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Commissioner Rook provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
That a late presentation be permitted to speak.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the agenda for the June 27, 2024, special meeting of the Local Community
Commission be approved with the following amendments:

- Addition of item 3.2.1. Kirk Irwin- Penelakut presentation.
- That agenda item 4.3. be considered after agenda item 5.1.

CARRIED

3. DELEGATIONS/PRESENTATIONS

3.1. Presentations

3.2.1. Presentation- Kirk Irwin- Penelakut

K. Irwin provided a presentation on a request from Penelakut to work on future development project on Salt Spring Island (SSI) and requested an additional boat launch on SSI, that can facilitate larger boats.

3.2. Delegations

There were no delegations

4. Special Meeting Matters

4.1. BC Transit- SSI service expansion

Commissioner Webster proposed the following Notice of Motion with same day consideration.

“That the Salt Spring Island Local Community Commission direct Staff to request that BC Transit provide a revised costing for expansion of the following priorities:

1. For implementation in January 2026, expansion of 1000 annual service hours on the route 2 Fulford-Ganges, but not including the introduction of year-round service to Beaver Point/Ruckle Park.
2. For implementation in January 2027, expansion on the route 7 Cusheon Lake to be extended to Beddis Beach and request consideration to change the direction of the route 7 to counter-clockwise, rather than clockwise.”

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

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Salt Spring Island Local Community Commission direct staff to request that BC Transit provide a revised costing for expansion of the following priorities:

1. For implementation in January 2026, expansion of 1000 annual service hours on the route 2 Fulford-Ganges, but not including the introduction of year-round service to Beaver Point/Ruckle Park.
2. For implementation in January 2027, expansion on the route 7 Cusheon Lake to be extended to Beddis Beach and request consideration to change the direction of the route 7 to counter-clockwise, rather than clockwise.

CARRIED

4.2. Bylaws No. 4590 and 4591 - Salt Spring Island Economic Development Services

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That Bylaws No. 4590 and 4591 be advanced to the Capital Regional District Board for introduction, readings and adoption.

CARRIED

5. Motion to Close Meeting

5.1. Motion to Close Meeting

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the meeting be closed for advice in accordance with Section 90(1)(i) of the Community Charter. [1 item].

CARRIED

The Salt Spring Island Local Community Commission moved to the closed session at 12:54pm.

The Salt Spring Island Local Community Commission rose from its closed session at 01:27pm without report.

4.3. Salt Spring Island Park Maintenance and Bus Depot Yard

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission approves that staff complete a submission to the Islands Trust a Land Use Application for a bylaw amendment to include a public works and bus depot in the definition of Public Service for 210 and 220 Kanaka Road on Salt Spring Island.

MOVED by Commissioner Corno, **SECONDED** by Commissioner Webster,
That the motion be amended to remove the word “and bus depot” after the words “...include a public works” and before the word “and “in the definition of Public Service...” and the words “and 220” after the words ‘...of Public Service for 210” and before the words “Kanaka Road on Salt Spring Island”.

DEFEATED

OPPOSED Corno, Holman, Rook

The question was called on the original motion wording.

“That the Salt Spring Island Local Community Commission approves that staff complete a submission to the Islands Trust a Land Use Application for a bylaw amendment to include a public works and bus depot in the definition of Public Service for 210 and 220 Kanaka Road on Salt Spring Island.”

CARRIED

OPPOSED Baker, Webster

5. Motion to Close Meeting

5.1.a. Motion to Close Meeting

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the meeting be closed for acquisition in accordance with Section 90(1)(e) of the Community Charter. [1 item].

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the meeting be closed for discussion in accordance with Section 90(1)(k) of the Community Charter. [1 item].

CARRIED

The Salt Spring Island Local Community Commission moved to the closed session at 02:03pm.

The Salt Spring Island Local Community Commission rose from its closed session at 04:07pm.

6. Rise and report

MOVED by Commissioner Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission will Rise and Report upon the call of the Senior Manager.

CARRIED

7. ADJOURNMENT

MOVED by Commissioner Corno, **SECONDED** by Director Holman,
That the Local Community Commission adjourn the meeting at 04:09pm.
CARRIED

CHAIR

SENIOR MANAGER

From: [REDACTED]
Sent: Tuesday, August 13, 2024 10:36 AM
To: Legserv <Legserv@crd.bc.ca>
Subject: Addressing the Board - Submission

The following message was received through the form at '<https://www.crd.bc.ca/about/board-committees/addressing-the-board/addressing-the-crd-board-committees>'. Neither the name nor the e-mail address can be confirmed as accurate.

.....

Your name::

Peter C Meyer

I represent::

Partners Creating Pathways

Telephone::

[REDACTED]

Fax::

Email address::

[REDACTED]

Street address (optional)::

[REDACTED]

Municipality/Electoral Area in which you reside::

Salt Spring Island

I wish to address::

Salt Spring Island Local Community Commission

Meeting Date::

August 15,2024

Agenda Item::

Pathway Projects for 2025

My reason(s) for appearing (is/are) and the substance of my presentation is as follows::

To request support and funding for the Swanson Road/Lakeview Crescent Pathway Project and the Park Drive to Kanaka Pathway upgrade.

I will attend the meeting::

In person

I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.:

Yes

The meeting and my presentation will be webstreamed live via the CRD website and recorded.:

I understand,

Submitted at:8/13/2024 10:36:21 AM

Submitted via:<https://www.crd.bc.ca/about/board-committees/addressing-the-board/addressing-the-crd-board-committees>

User Agent:Mozilla/5.0 (X11; CrOS x86_64 14541.0.0) AppleWebKit/537.36 (KHTML, like Gecko)

Chrome/126.0.0.0 Safari/537.36

User Host Address:192.168.1.159

Partners Creating Pathways Committee (PCP) of Island Pathways (IP) will be planning and doing the work that will bring the Swanson Rd. Pathway Project to “shovel ready”. This means the project, or section of pathway, will be completely ready to tender out to contractors to bid on the job of constructing it. This is what PCP has been doing for over 12 years in our partnership with the SSI Capital Regional District and SSI Transportation Commission. Our doing this has saved the community thousands of dollars and has ensured the creation of off-road pathways. This new section of pathway starts where the Atkins Road pathway meets Swanson Rd and ends where Lakeview Crescent meets Kanaka Rd adjacent to GISS. When we worked on the pathway section on the south side of Atkins Road we took the pathway around the corner at Swanson, knowing we would return to put in a section of pathway on Swanson Road that would lead to the secondary school. This pathway will take pedestrians of all ages (but especially students), off the road and onto a safe, off-road pathway.

		SSI Pathways Group			06-Aug-24	DRAFT
		Swanson from Atkins to High School				
		CONSTRUCTION BUDGET and SCHEDULE				
Schedule						
Pre	-	Permits, Arborist, Surveyor, Engineering, CRD, FN, etc				
Pre	-	Specifications and Design Package				
Pre	-	General Contractor Selection				
Monday	1	Mob, first day, orientation, health and safety				
Tuesday	2	Deliver bobcat, felt and some gravel				
Wednesday	3	Clear upper organics and place Geotextile felt				
Thursday	4	Clear upper organics and place Geotextile felt				
Friday	5	Clear upper organics and place Geotextile felt				
Saturday	-	no planned work				
Sunday	-	no planned work				
Monday	6	Continue place crush, grade and compact				
Tuesday	7	Continue place crush, grade and compact				
Wednesday	8	Continue place crush, grade and compact				
Thursday	9	Continue place crush, grade and compact				
Friday	10	Continue place crush, grade and compact				
Saturday	-	no planned work				
Sunday	-	no planned work				
Monday	11	Continue place crush, grade and compact				
Wednesday	12	Demob				
Daily	-	IPP Site Observer gives daily summary of site work to CRD				
Post	-	Provide "as-builts" and related field documents to the CRD				
Estimated Contractor Costs						
Traffic Flaggers and Site Barricades/flashers		1	at	\$2,500	\$2,500	
Site Safety PPE, Eye Wash, Muster Area		1	at	\$500	\$500	
Geotextile Felt Nonwoven GEOTEX601		10	rolls	\$1,500	\$15,000	
20mm Crush Gravel		350	tonnes	\$50	\$17,500	
Pathway Blend Gravel		200	tonnes	\$75	\$15,000	
Trucking of Gravel and Pathway Blend		53	trips	\$250	\$13,250	
Bobcat - Level and spread gravel		12	days	\$2,000	\$24,000	
One Culvert at end of Lakeview		1	at	\$5,000	\$5,000	
Compactor- dry rental labour to run		2	units	\$2,500	\$5,000	
Garbage		1	at	\$250	\$250	
Labour Crew - Two people		24	days	\$800	\$19,200	
Site Vehicle, cell, tools		12	days	\$250	\$3,000	
Site Observer - IPP		12	days	\$ -	\$ -	by IPP
Site Superintendent		12	days	\$1,500	\$18,000	by General Contractor
			Subtotal	\$138,200	\$138,200	
			5%	Contingency	\$6,910	
				Pathway Total - ESTIMATE	\$ 145, 110	plus GST
				est metres	530	length
Organization - Still to decide				\$ per metre	\$273.79	
Project Owner is CRD						
Project Manager is CRD						
Daily document by IIP Volunteer			530	m length		
General Contactor is TBD			2	m wide		
	Site Superintendent		0.25	m height		
	Site Foreman		265	m3		
	Lean hand		530	tonnes gravel, crush and pathway blend		
	Labour					
	Insurance					
Engineer (design, site review, EOR) is ____? ____						
Drafter/Drawings - Draw & Revisions is Dolores Bender-Gravies						
Arborist is ____? ____						
Surveyor - Polaris						
Biologist is Kathy Reimer						
CRD - Office time and resources for file management						
	1					

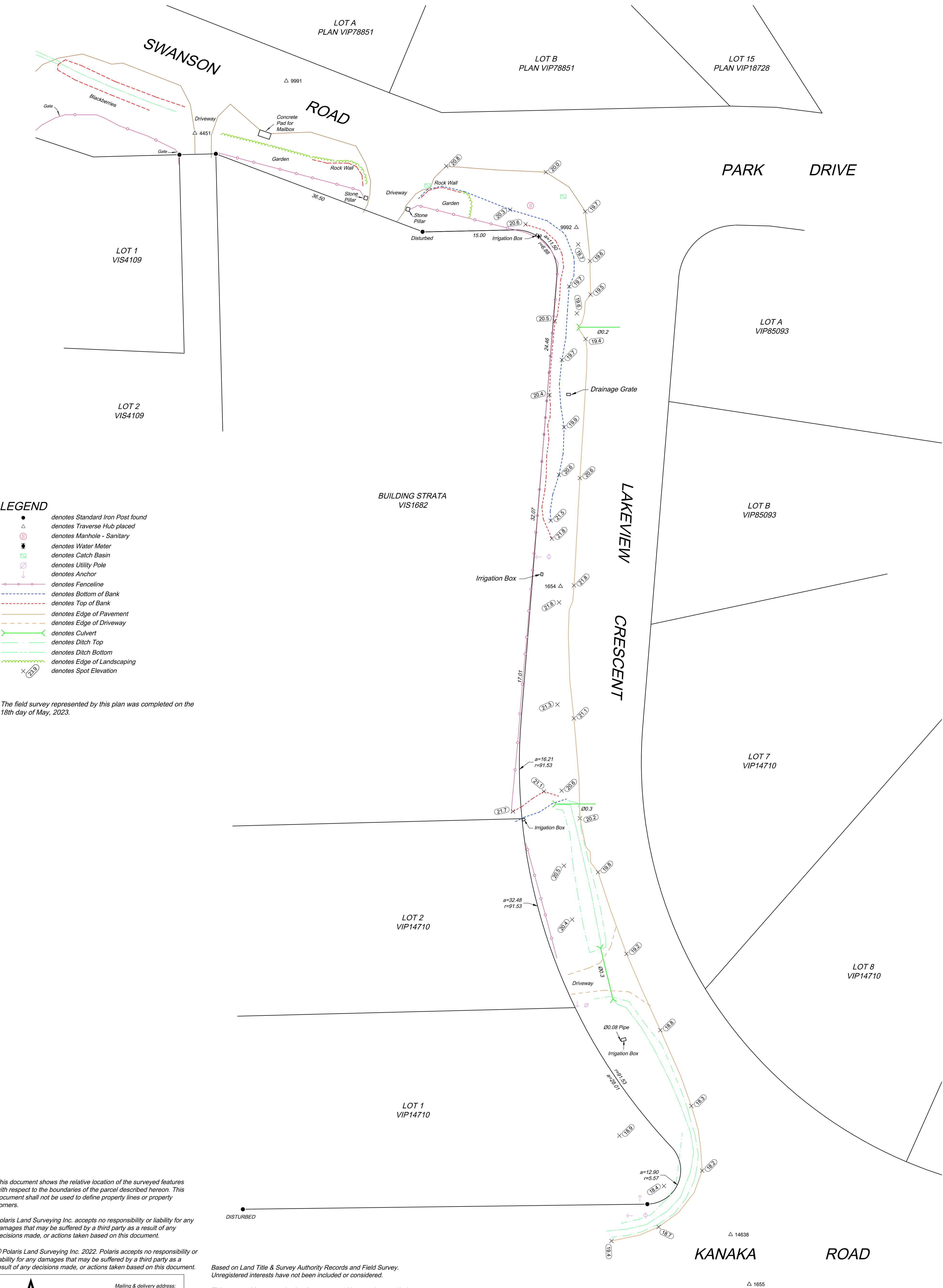
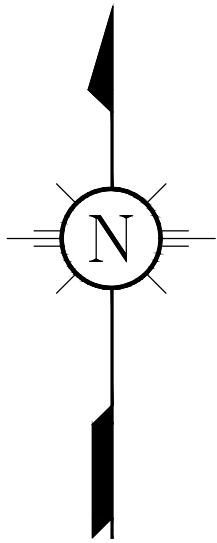
TOPOGRAPHIC SURVEY PLAN SHOWING FEATURES ALONG LAKEVIEW CRESCENT, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT

BCGS MAP SHEET 92B.093



The intended plot size of this plan is 559mm in width by 864mm in height (D-Size) when plotted at a scale of 1:300.

All distances are in metres and decimals thereof, unless otherwise noted.



This document shows the relative location of the surveyed features with respect to the boundaries of the parcel described hereon. This document shall not be used to define property lines or property corners.

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Based on Land Title & Survey Authority Records and Field Survey. Unregistered interests have not been included or considered.

This topographic survey plan has been prepared in accordance with the Professional Reference Manual and is certified correct as of the 18th day of May, 2023.

Jordan Elliot Litke, BCLS 905



Mailing & delivery address:
204 - 149 Fulford-Ganges Road,
Salt Spring Island, BC, V8K 2T9

Toll Free: (877) 603 7398
Telephone: (250) 637 5602
SSI@plsi.ca
www.plsi.ca

Date: 2023-06-01
File: 0677-08
Drawing: 0677-08-TOPO.dwg
Layout: D-Size

SKETCH PLAN SHOWING ROAD FEATURES ALONG SWANSON ROAD,
NORTH SALT SPRING ISLAND, COWICHAN DISTRICT.

BCGS MAP SHEET 92B.083

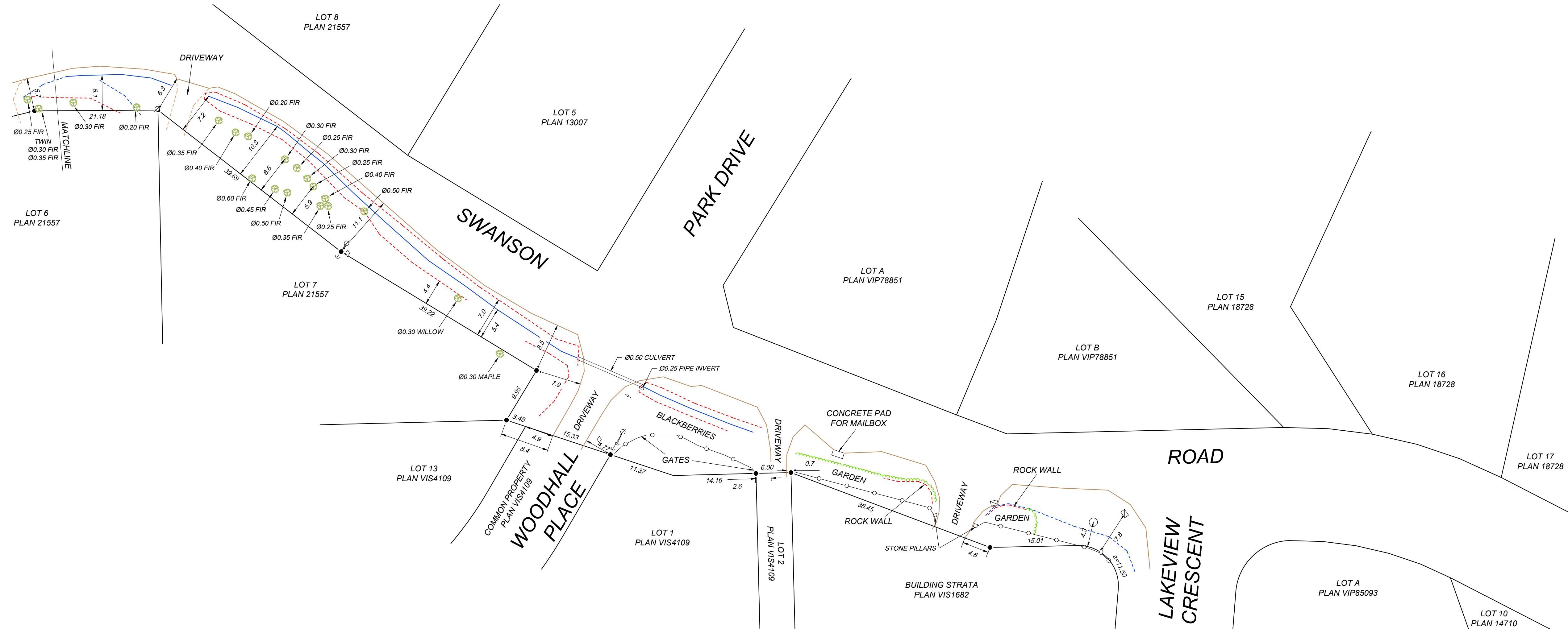
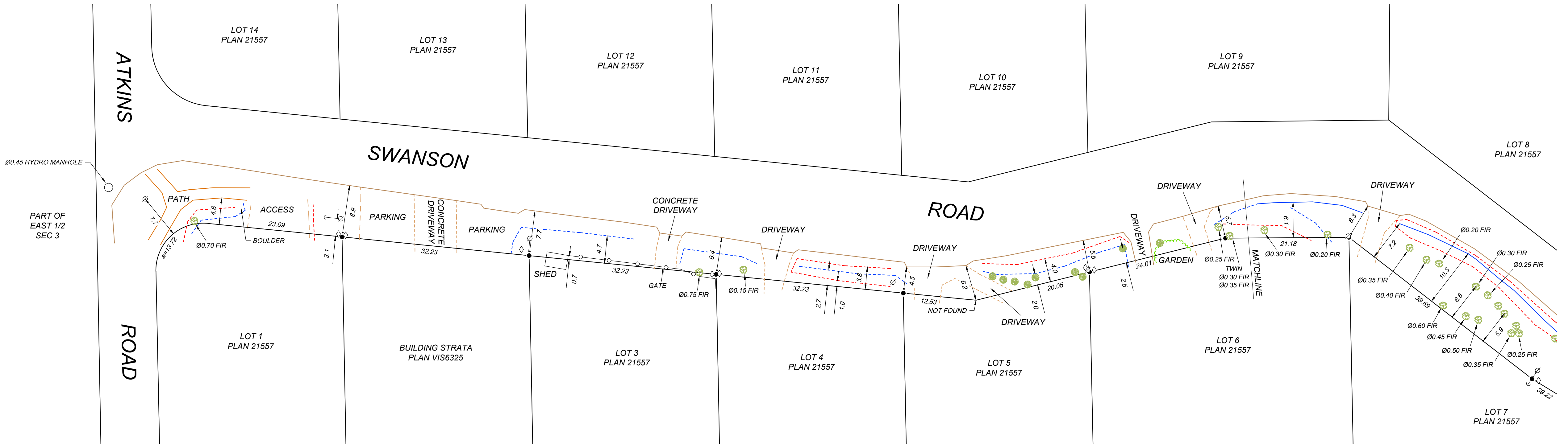


The intended plot size of this plan is 864mm in width by 559mm in height (D-Size) when plotted at a scale of 1:400.

All distances are in metres and decimals thereof, unless otherwise noted.

LEGEND

- denotes Standard Iron Post found
- denotes Manhole
- ⊗ denotes Utility Pole
- ⊗ denotes Water Meter Box
- ⊗ denotes Sign
- ⊗ denotes Anchor
- ⊗ denotes Tree
- ⊗ denotes Shrub
- - - denotes Top of Bank
- - - denotes Bottom of Bank
- - - denotes Ditch
- - - denotes Edge of Pavement
- - - denotes Path
- - - denotes Fence
- - - denotes Edge of Landscaping



This document shows the relative location of the surveyed buildings and features with respect to the boundaries of the parcel described hereon. This document shall not be used to define property lines or property corners.

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Toll Free: (877) 603 7398
Telephone: (250) 537 5502
SSI@plsi.ca
www.plsi.ca

From: [REDACTED]
Sent: Tuesday, August 13, 2024 9:11 AM
To: Legserv <Legserv@crd.bc.ca>
Subject: Addressing the Board - Submission

The following message was received through the form at '<https://www.crd.bc.ca/about/board-committees/addressing-the-board/addressing-the-crd-board-committees>'. Neither the name nor the e-mail address can be confirmed as accurate.

.....

Your name::

Shirley Ireland

I represent::

Salt Spring Island Pickleball Association

Telephone::

[REDACTED]

Fax::

Email address::

[REDACTED]

Street address (optional)::

[REDACTED]

Salt Spring Island, BC

Municipality/Electoral Area in which you reside::

Salt Spring Island E.A.

I wish to address::

Salt Spring Island Local Community Commission

Meeting Date::

Aug. 15/24

Agenda Item::

7.1 24-770 SSI Portlock Park Master Plan

My reason(s) for appearing (is/are) and the substance of my presentation is as follows::

The SSI Pickleball Association has concerns about one of the alternatives recommended in a staff report. We find insufficient detail in the report to be able to support its acceptance at this time.

I will attend the meeting::

In person

I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.:

No

The meeting and my presentation will be webstreamed live via the CRD website and recorded.:

I understand,

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, AUGUST 15, 2024**

SUBJECT Salt Spring Island Portlock Park Site Master Plan

ISSUE

To consider feedback received from community consultation on the conceptual designs 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. Relocating some of the park amenities from Portlock Park to the Rainbow Recreation Centre site will allow for more playing fields, specifically a senior sized baseball field for youth and adults on the Portlock site.

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.

Staff and stakeholder workshops were organized in the Winter 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 has concluded with 910 responses. The feedback received was integrated into a draft master plan and presented to the LCC on November 23, 2023 for consideration.

Feedback received on the draft master plan was mixed between user groups with the removal of the oval track of particular concern. The LCC reviewed the draft master plan and heard from concerned users before referring the draft master plan back to staff for additional consideration.

To mitigate concerns that were heard regarding the draft master plan staff developed an overview of four SSI parks and recreation facilities and revised the plan to include the oval track while still accommodating a senior sized ballfield. (Appendix A). Additional stakeholder workshops were then schedule with track users, baseball, soccer and pickleball to receive additional feedback on the revised plan.

Feedback from key stakeholders on the revised master plan was mainly positive with a few minor changes requested (Appendix B). The key points for consideration:

- Removal of pickleball courts from Portlock Park
- Replacement of the multisport court on the Rainbow Master Plan with six pickleball courts.
- Additional storage for user groups
- Additional lighting for field users

ALTERNATIVES

That the Salt Spring Island Local Community Commission:

Alternative 1

Approves the draft Portlock Park Site Master Plan as presented in Appendix A, amended with the removal of pickleball courts and the addition of storage and field lighting and amend the Rainbow Recreation Centre Site Master Plan with the removal of the multisport court and the addition of six pickleball courts.

Alternative 2

Refer the report back to staff for additional consideration.

CONCLUSION

Following nine months of consultation including stakeholder workshops, two community surveys and input from CRD parks staff, PARC and the LCC a draft master plan was developed for final consideration. With concerns around the removal of the oval track, the plan was referred back to staff.

Staff have completed additional stakeholder consultation and received additional feedback for LCC consideration.

RECOMMENDATION

That the Salt Spring Island Local Community Commission approves the draft Portlock Park Site Master Plan as presented in Appendix A, amended with the removal of pickleball courts and the addition of storage and field lighting and amend the Rainbow Recreation Centre Site Master Plan with the removal of the multisport court and the addition of six pickleball courts.

Submitted by:	Dan Ovington, BBA, Acting Senior Manager, SSI Administration
Concurrence:	Stephen Henderson, BSc, P.G.Dip.Eng, MBA, Senior Manager, Real Estate Southern Gulf Islands Electoral Area and Salt Spring Local Community Commission

DO:mw

ATTACHMENTS

Appendix A: Portlock Park Draft Master Plan– Revised April 2024

Appendix B: Rainbow Recreation Site Master Plan – Approved 2022

Appendix C: Pickleball Stakeholders Workshop June 21,2024

Appendix D: Baseball and Track Users Stakeholder Workshop June 21,2024

Appendix E: Soccer Stakeholder Workshop July 11, 20024

LEGEND - OPTION 3

- 1. Existing Portable Removed & Staff Parking Added With EV Stall
- 2. Existing Track Repositioned - Approx. 0.4km
- 3. Existing Soccer Field Repositioned - Approx. 196' x 320'
- 4. New Senior Ballfield With Grass Infield - 300' Outfield, 15' Backstop
- 5. Existing Batting Cage Relocated - 75' x 15'
- 6. New Paved Parking - 58 Stalls
- 7. New Practice Soccer Field - 98' x 160' play area
- 8. New Practice Soccer Fields (2) - 49' x 80' play area each
- 9. New Pickle Ball Courts (4) - 30' x 60' play area each
- 10. Existing Multi-Purpose Court Relocated/Replaced - Approx. 53.5' x 86'
- 11. Existing Water Storage Tank Relocated - 10' x 15'
- 12. Expanded Storage Shed - 75' x 20'
- 13. New Storage Shed for Soccer/Baseball - 10' x 20'
- 14. Existing Playground reduced in size - Approx. 42' x 54'
- 15. Existing E-Bike Charging Station
- 16. New Covered Bike Rack
- 17. New Bike Lane Connecting to Roadside Bike Lane
- 18. New Swale / Raingarden at Base of Embankment

NOTES

- 1. Tennis courts relocated to Rainbow Recreation Centre
- 2. Existing park office to include upgraded concession, additional washrooms, change room, and showers

TREE LEGEND

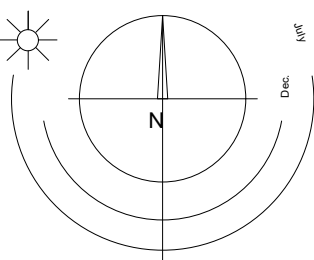
EXISTING TREE (REMOVED)

EXISTING TREES (RETAINED)

PROPOSED TREE (LG CANOPY)

PROPOSED TREE (MED CANOPY)

PROPOSED TREE (SM CANOPY)



Appendix A

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A	Jan 26-24	Issued for Review
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REVISIONS

LADR LANDSCAPE ARCHITECTS

#3-864 Queens Ave. Victoria B.C. V8T 1M5
Phone: (250) 598-0105

PROJECT

Portlock Park Master Plan
145 Vesuvius Bay Rd
Salt Spring Island

TITLE

Conceptual Master Plan
Option 3

SCALE

1:500

DRAWN NR/CW
CHECKED CW

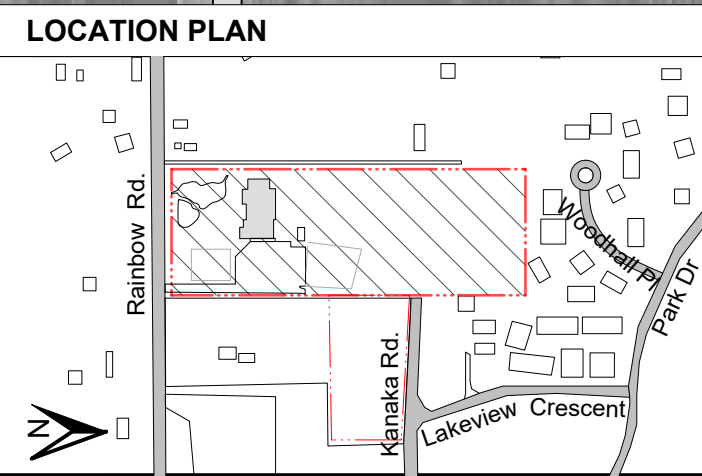
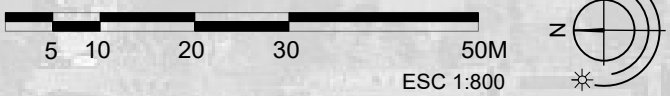
PROJECT No.

2304

DATE

Jun 9-23

3 of 3
SHEET



LEGEND			
1	AQUATIC CENTRE (EXISTING)	12	4 TENNIS COURTS (17.07M X 34.75M) TO BE RELOCATED FROM PORTLOCK PARK
2	DAYCARE/MULTI-PURPOSE ROOM (EXISTING)	13	NATURE-THEMED PLAYGROUND FOR TODDLERS
3	FENCED PLAY AREA (EXISTING)	14	PLAYGROUND FOR SCHOOL-AGE KIDS
4	PRESCHOOL (EXISTING)	15	NATURAL TRAIL ALONG THE TREE COVERED AREA
5	COMMUNITY GARDEN (EXISTING)	16	PET PARK (PLACEHOLDER FOR MAINTENANCE FACILITY/ADDITIONAL PARKING)
6	PARKING (EXISTING, 38 STALLS)	17	ADDITIONAL PARKING (15 STALLS)
7	THERAPY/LEISURE/KIDS POOL/LAZY RIVER	18	LAWN AREA FOR INFORMAL GATHERING
8	INDOOR PROGRAMS (SENIOR/FITNESS/DANCE)	19	COVERED PICNIC AREA
9	STEAM AND SAUNA	20	WATERSLIDE
10	COVERED MULTI-PURPOSE COURT (21.35M X 36.60M)	21	MAINTENANCE FACILITY AT 210 KANAKA ROAD
11	4 PICKLEBALL COURTS ACCOMMODATED IN THE MULTIPURPOSE COURT (9.14M X 18.29M)	22	PLACEHOLDERS TO DISPLAY LOCAL ARTWORKS

262 Rainbow Recreation Centre
SITE MASTER PLAN

Final Design



Stakeholder Workshop (Pickleball Stakeholders) June 2024– Portlock Master Plan (145 Vesuvius Bay Rd., SSI)

Date: June 21st 1:00pm

Location: Salt Spring Island Multi Space Board Room 124 Rainbow Road

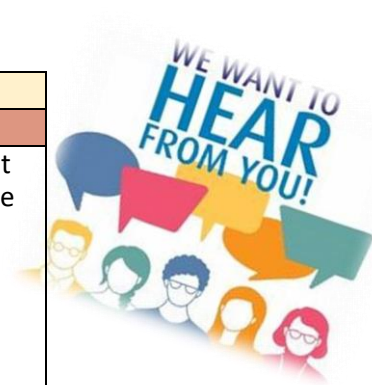
Attendees:

Katherine Albertina

Jamie Squires

1.

Does the revised site plan meet your needs?	
Why	Why Not
	Does not work due to there not being 6 courts of regulation size



2.

Are there other PARC properties that would better meet your needs? If so where and why?	
Where?	Why?
Rainbow Recreation center future site plan	- No residential houses near by which would avoid noise complaints. - Timing would work better for them based on the timeline of Rainbow Road potentially being started first - Better parking - The ability to fit 6 regulation courts

3.

Is there anything you would change with the revised site plan?
- There is a need for a practice wall (this is also used by tennis players) - Permanent nets would be preferred.

4.

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

- The existing proposed design does not meet their needs due to the need for 6 courts
- Permanent nets would be good.
- Pickle ball uses north south orientation when setting up their courts
- 6 Pickle Ball courts are a bigger footprint then a single tennis court.
- Would CRD consider being the permanent owners of net equipment

Stakeholder Workshop June 2024– Portlock Master Plan (145 Vesuvius Bay Rd., SSI)- Track Users- Baseball

Date: June 21st 2:00pm

Location: Salt Spring Island Multi Space Board Room 124 Rainbow Road

Attendees:

Karren Clark – Track User - Sneakers

John Munro - Track User – Sneakers

Richard Hayden – Track User

Susan Gordon – Track User. Sneakers And Walk This Way Saltspring

Janine Hayden – Track User -SneakersSpecial Olymics And Youth

Julie Van Soeren - Track User - Sneakers

Corey Johnson - Baseball

Darren Lee - Baseball

1.

Does the revised site plan meet your needs?	
Why	Why Not
- TU – meets their needs . like the modern look - B - works for senior ball - B – If the plan for junior fields to go to Fernwood happens then yes they believe the proposed Portklock plan will work	- B - The lack of junior ball is a concern wants the junior ball field plan firmed up otherwise this plan will not work for them - B – worried that with no firm plan in place for junior field that this will be a major issue - B – believes we need more facilities and is worried about the various moving parts



2.

Are there other PARC properties that would better meet your needs? If so where and why?	
Where?	Why?
B- Fernwood for Junior baseball field	Will work well if maintained and up and running prior to the start of work for senior field

3.

Is there anything you would change with the revised site plan?
- Track Team – Long jump pits, throw sports areas *(shotput,discus, javalin) - B – Batting cages - TU – better storage is required on site

4.

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

- B- Biggest concern is the loss of the junior field with no firm plan in place to replace it
- B – no point in having a senior field if there is no junior field
- B- moving junior fields to school land creates a maintenance issue . who is responsible and ensures this is kept up with
- B- Junior field must be up and running before work commences on new senior field
- B- would like to see more storage space for all organizations involved
- TU – more efficient storage space needed
- TU – more bleachers/ seating around the track area
- TU – there is a requirement for better lighting in the various areas of the park

Stakeholder Workshop (Pickleball Stakeholders) June 2024– Portlock Master Plan (145 Vesuvius Bay Rd., SSI)

Date: July 3rd

Location: CRD Office McPhillips Avenue, Ganges

Attendees:



1.

Does the revised site plan meet your needs?	
Why	Why Not
• Has not changed a lot for soccer. • Can use outfield when baseball season ends. • Glad to see playground is staying. • Multi use plan for youth. • Family centered unlike the Parks in the core	

2.

Are there other PARC properties that would better meet your needs? If so where and why?	
Where?	Why?
•	•

3.

Is there anything you would change with the revised site plan?

- Wants the main soccer field to be a turf field – did say would be willing to fund raise for this.
- Would like to see lighting for night practices.
- Require larger designated storage.
- Put storage where pickleball courts were supposed to go

4.

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

-



Making a difference...together

REPORT SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, AUGUST 15, 2024

SUBJECT Brinkworthy Pathway Project Charter

ISSUE

To provide the Salt Spring Island (SSI) Local Community Commission (LCC) the Brinkworthy Pathway Project Charter for approval.

BACKGROUND

Brinkworthy road residents including the 55+ Brinkworthy Estates have expressed concern with the lack of a roadside pathway connecting Brinkworthy residents to the roadside pathway on Upper Ganges Road. Currently residents walk or scooter on the road or use an unsanctioned trail that crosses private property.

The previous owners of 131 Brinkworthy road proposed a solution to this by offering to donate a portion of their land bordering the road to the Capital Regional District (CRD) for the purpose of a pedestrian pathway. The proposed pathway would connect Brinkworthy residents and Lower Ganges Road via a pedestrian pathway. While the proposed pathway would appear to be a roadside pathway that would fall under the SSI Transportation Service the pathway is located on private property and not in the Ministry of Transportation and Infrastructure, road right of way making this project fall under the SSI Parks and Recreation Service.

A Statutory Right of Way (SRW) was registered on title in 2021 and the development of the pedestrian pathway was added to the 2022 Capital Plan. Due to staffing capacity, this project was carried forward to 2024. \$20,000 of Community Works funding (CWF) has been approved and construction of the project can proceed following LCC approval of the Project Charter.

ALTERNATIVES

That the Salt Spring Island Local Community Commission:

Alternative 1

Approves the Brinkworthy Pathway Project Charter as presented in Appendix A.

Alternative 2

Refer the report back to staff for additional information.

IMPLICATIONS

Financial Implications

The Salt Spring Island Electoral Area Director has approved \$20,000 of CWF for this project to proceed. Staff costs associated with this project are not eligible for CWF and will need to be absorbed by the 2024 SSI Parks and Recreation operating budget.

Cost Explanation	Amount (\$)	Funding Source
Total cost for Pathway (Labour + Materials)	\$13,000	CWF
Engineering Technician (20%)	\$3000	2024 Operating Budget
CRD Park Maintenance Support	\$1500	2024 Operating Budget
Miscellaneous (signage, temp. fencing)	\$500	CWF
SUB TOTAL	\$18,000	
Contingency (30%)	\$5,400	CWF
TOTAL	\$23,400	

CONCLUSION

The Brinkworthy Pathway Project has been identified to create a safe pedestrian connection for Brinkworthy residents accessing the existing roadside pathway network on Lower-Ganges Road.

Funding for this project has been secured and the project is ready to proceed following approval of the LCC.

RECOMMENDATION

That the Salt Spring Island Local Community Commission approves the Brinkworthy Pathway Project Charter as presented in Appendix A.

Submitted by:	Dan Ovington, BBA, Manager, Parks and Recreation
Concurrence:	Stephen Henderson, BSc, P.G.Dip.Eng, MBA, Senior Manager, Real Estate Southern Gulf Islands Electoral Area and Salt Spring Local Community Commission

ATTACHMENT:

Appendix A – Project Charter-Brinkworthy Pathway Project

Appendix B – Brinkworthy Pathway Project – Design Scope

Appendix C - Site map- Brinkworthy Pathway

Project Charter

 Blinkworthy Pathway Project
 Version No. 1

Project Name:	Brinkworthy Pathway Project
Department Name / Division Name:	SSI Parks and Recreation / SSI Electoral Area
Budget / Account Code:	CX.166.2003
SharePoint File No.:	5220 Projects – Brinkworthy Pathway
Prepared By / Date:	Newmill Allwyn Jul 31, 2024
Last Updated:	Wednesday, August 07, 2024

1. PROJECT BACKGROUND

Brinkworthy road residents including the 55+ Brinkworthy Estates have expressed concern with the lack of a roadside pathway connecting Brinkworthy residents to the roadside pathway on Upper Ganges Road. Currently residents walk or scooter on the road or use an unsanctioned trail that crosses private property.

The previous owners of 131 Brinkworthy road proposed a solution to this by offering to donate a portion of their land bordering the road to the Capital Regional District (CRD) for the purpose of a pedestrian pathway. The proposed pathway would connect Brinkworthy residents and Lower Ganges Road via a pedestrian pathway. While the proposed pathway would appear to be a roadside pathway that would fall under the SSI Transportation Service the pathway is located on private property and not in the Ministry of Transportation and Infrastructure, road right of way making this project fall under the SSI Parks and Recreation Service.

A Statutory Right of Way (SRW) was registered on title in 2021 and the development of the pedestrian pathway was added to the 2022 Capital Plan. Due to staffing capacity, this project was carried forward to 2024. \$20,000 of Community Works funding (CWF) has been approved and construction of the project can proceed following LCC approval of the Project Charter

2. PROJECT PURPOSE

The purpose of this project is to consult with neighbours and construct a pedestrian trail over a SRW registered to the CRD across a portion of 131 Brinkworthy Road.

3. CRITICAL SUCCESS FACTORS

(S.M.A.R.T. – Specific, Measurable, Agreed-upon, Realistic, Time-Sensitive)

The following criteria will be the major indicators of success to the project:

1. Delivered on-budget
2. Continue to meet or exceed recreation use and future demand requirements.
3. Universal accessibility
4. Vandalism resistant
5. Delivered on-time

4. SCOPE

	In Scope	Status
1	Administration: - Draft Project Charter - Register SRW registered on title. - Work with Partners Creating Pathways to develop design	C
2	Site Assessments: - Survey/ Assessments	
4	Approvals: - Apply for Community Work Fund (Pre screening form followed by full application)	C
3	Consultation: - Identify key stakeholders including the property owners. - Inform land owner/neighbours of project scope and timelines - Consult with Island Pathway and Park Maintenance staff on maintenance needs.	
5	Request for Quotes: - Partners Creating Pathways to request quotes based on conceptual designs	C
6	Notice of Award: - Evaluate proposals and issue notice of award to the selected contractor	
7	Construction Management: - Manage project construction as per the scope, budget, and timeline	

5. PROJECT DELIVERABLES

No.	List of Project Deliverables	Acceptance Criteria (Specific standards, written criteria, etc.)
1	Project Charter	Project Charter approved by Senior Manager / LCC
2	Formal Confirmation of CWF	SSI EA Director and UBCM Approval
2	Assessments	Review to identify any required assessments
3	Consultation	Notify the neighbors & property owners
4	Request for Quotes	- Request three quotes for construction works
5	Construction:	- Site prep and trail construction

6. TIMELINES

No.	Milestones, etc.	Jul	Aug	Sept
1	Administration	X		
2	Funding Confirmation	X		
2	Assessments		X	
3	Consultation		X	
5	Receive Quotes		X	
6	Award contract		X	
7	Construction			X

7. BUDGET

The CRD has approved \$20,000 of Community Work Fund (CWF) that has been confirmed for this project to proceed.

Cost Explanation	Amount (\$)	Funding Source
Total cost for Pathway (Labour + Materials)	\$13,000	CWF
Engineering Technician (20%)	\$3000	2024 Operating Budget
CRD Park Maintenance Support	\$1500	2024 Operating Budget
Miscellaneous (signage, temp. fencing)	\$500	CWF
SUB TOTAL	\$18,000	
Contingency (30%)	\$5,400	CWF
TOTAL	\$23,400	

** Class D estimate + or – 50%, a preliminary estimate which due to little or no site information indicates that the approximate magnitude of costs of the proposed project based on the clients' broad requirements*

8. ADDITIONAL ASSUMPTIONS / CONSTRAINTS

No.	Description
1	Key needs and elements have not been confirmed and may impact the timeline for material procurement.
2	Existing site conditions may affect the planned execution.
3	All work must fit within the existing property boundaries.

9. PROJECT TEAM

The following is a description of the roles and responsibilities for the project team.

Project Manager (CRD)	Dan Ovington	• Liaise with Engineer Technician • Chief Spokesperson(s). • Approve scope and budget changes. • Overall responsibility for project performance with respect to scope, schedule and budget. • Manage all procurement. • Conduct project status review meetings with the Project Team and key stakeholders. • Identify risks to the project and implement mitigation strategy actions. • Coordinate resources to resolve issues affecting project progress. • Ensure compliance with policies and procedures. • Prepare staff reports for Commission and Board meetings. • Liaise with Commission / Attends Commission meetings as required. • Manage the project team. • Manage the resolution of conflicts (with the team and consultants/contractors, etc.). • Sign off on contracts and purchases under \$100,000
Engineering Technician (CRD)	Newmill Allwyn	• Overall responsibility for project performance with respect to scope, schedule and budget. • Coordinate all consultation and development of final report. • Prepare communication plans. • Prepare and coordinate all procurement within scope. • Conduct project status review meetings with their own Project Team, CRD, and key stakeholders. • Identify risks to the project and implement mitigation strategy actions. • Ensure compliance with policies and procedures. • Tender and contract administration. • Monitor and control the consultants and contractors' scope, schedule, and budget.
Project Administrator (CRD)	SSI Administration Staff	• Distribute communication plans as appropriate. • Development/production of publications displays and presentations. • Update website, newsletters/info sheets. • Support public/stakeholder engagement, liaison, etc. • Prepare and Administer contracts.

10. KEY STAKEHOLDERS

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
CRD CAO	Needs to be kept informed of the project. Commitment and support for project is necessary.	A
Local Community Commission	Needs to be kept informed of the project. Commitment and support for project is necessary. Key decision maker who makes recommendations to CRD Board for final consideration.	A, PD
Island Pathways	Needs to be kept informed of the project. Commitment and support for project is necessary. Key decision maker who gives final approval for project to proceed.	I, C
SSI Operations Maintenance Staff	Kept informed of the project and provides input on process selections, equipment selections, maintenance issues, daily operational impacts etc.	I, C
SSI Administrative Staff	Kept informed of the project and prepare contract agreements. Receive public comments.	I, C
Adjacent property owners.	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a HIGH level of impact on the decisions.	I, C

Legend

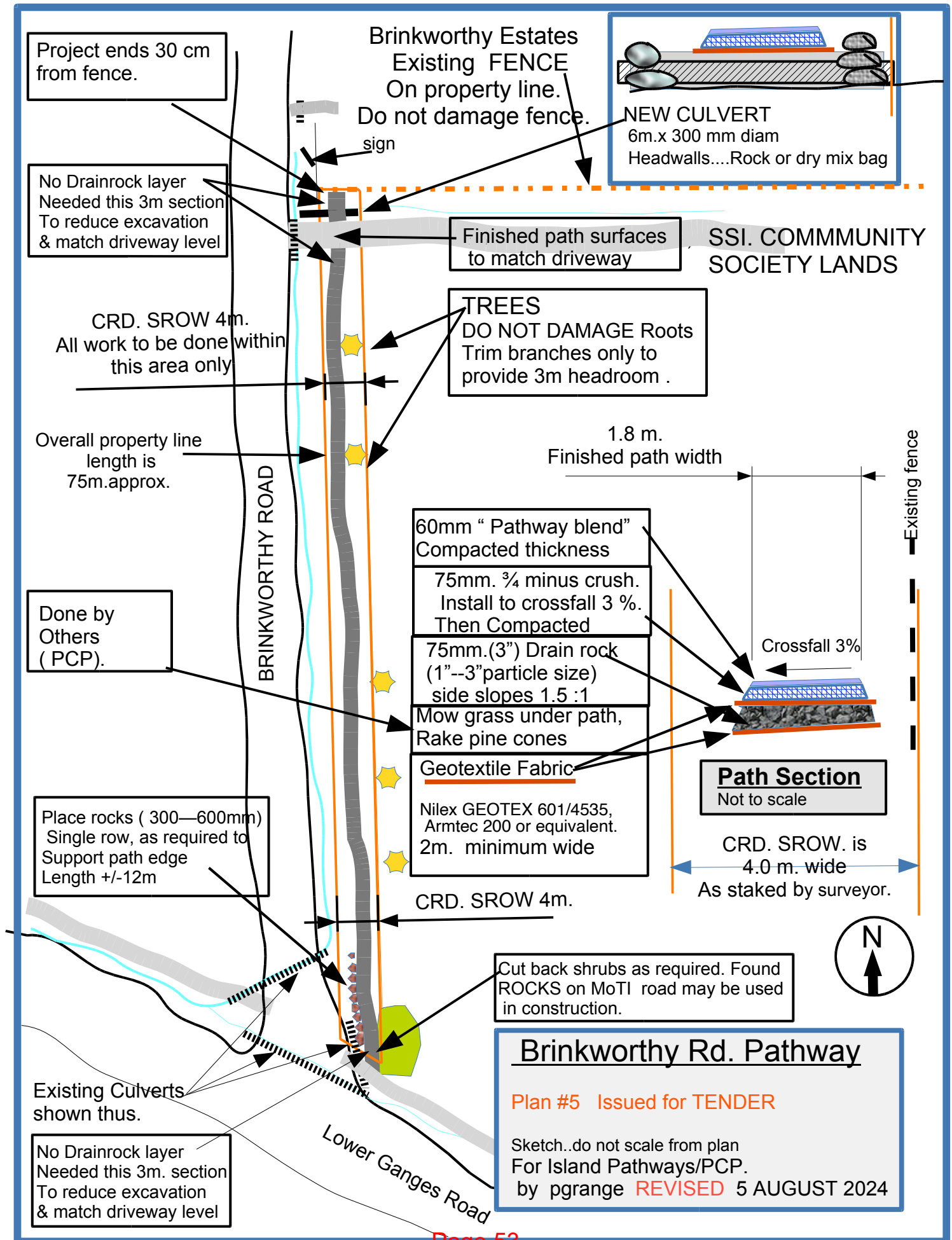
NI = no involvement
 I = information only
 C = consulted
 PD = planning and decision making
 A = approval rights to say "Yes" or "No" to a decision

11. RISK IDENTIFICATION

No.	Risks Identification (Related to scope, schedule, budget, stakeholders, etc.)	Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high)	High Level Risk Response Strategy (if applicable)
1	Environmental / Archaeological/ First Nations	Low	High	Complete assessments as first step in project to determine any risks and mitigation strategy.
2	Existing Site Conditions	High	High	Ensure site conditions are assessed properly and site is prepared considering Operations and Maintenance aspects.
3	Project costs are greater than budgeted	Low	High	Need to obtain cost estimates for all the upgrades. A 30% contingency has been included in the budget.
4	Public opposition	Low	High	Ensure effective community communication strategy throughout the process. Develop mitigation action strategies to address issues.
5	Time Overruns	Medium	High	Keep a track on the project timeline to ensure the project is on schedule and update stakeholders if timelines need an adjustment.

12. SIGN-OFF *(Signoff provides authorization for the project to proceed.)*

Position/Title	Print Name	Approval / Motion	Date
Project Manager	BBA, Senior Manager, Salt Spring Island Electoral Area		
Project Sponsor	Salt Spring Island (SSI) Local Community Commission		





Legend



50.8 0 25.4 50.8 Meters

NAD_1983_UTM_Zone_10N
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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.

Notes

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
Grant-in-Aid										
Transit										
Transportation										
NoM	NA	Baker	Letter of Support for Salt Spring Island Chamber of Commerce Vision Zero Grant	That Chair Earl Rook send a letter from the LCC supporting the Salt Spring Island Chamber of Commerce application for Vision Zero funding of \$20,000 to address accessibility issues on private property identified in the Transportation Commission's Ganges Accessibility and Safety Study (GASP) by the first week of January to meet the mid-January grant application deadline	23-Nov-23	Next meeting	23-952	7-Dec-23	Carried	
NoM	NA	Baker	Identifying Road Safety Issues for Advocacy with Ministry of Transportation and Infrastructure and Emcom	That the Local Community Commission discuss at its December 7, 2023 meeting a process for identifying road safety issues for advocacy with Ministry of Transportation and Infrastructure and Emcom	23-Nov-23	Next meeting	23-950	7-Dec-23	Withdrawn	- Discussion ensued in Dec. 7, 2023 meeting
NoM	NA	Baker	2024 Transportation Requisition	That the Local Community Commission request staff report back on the implications of reducing the Transportation requisition by \$90,000.	7-Dec-23	Same day	NA	7-Dec-23	Defeated	-Motion amended in Dec. 7, 2023 Meeting -Opposed Corno, Rook, Webster
Economic Development										
NoM	NA	Webster	SSI Housing for Working People and Families	That the Salt Spring Island Local Community Commission recognizes housing for working people and their families as Salt Spring Island's most pressing economic sustainability issue.	18-Jul-23	Next meeting	23-609	22-Aug-23	Carried	- Motion amended Aug 22, 2023 meeting and split into four motions
NoM	NA	Webster	SSI Housing for Working People and Families	That the Salt Spring Island Local Community Commission request the Salt Spring Island Local Community Commission and the Capital Regional District Board to write the province to urgently request inclusion of Salt Spring Island in the Speculation and Vacancy Tax.	18-Jul-23	Next meeting	23-609	22-Aug-23	Carried	- Motion amended Aug 22, 2023 meeting and split into four motions
NoM	NA	Webster	SSI Housing for Working People and Families	That the Salt Spring Island Local Community Commission revise the Economic Sustainability Bylaw No. 3803 to better address Salt Spring Island housing needs.	18-Jul-23	Next meeting	23-609	22-Aug-23	Carried	- Motion amended Aug 22, 2023 meeting and split into four motions -Draft Bylaw presented to LCC June 27, 2024 meeting
NoM	NA	Webster	SSI Housing for Working People and Families	That the Salt Spring Island Local Community Commission meet with representatives of the Capital Regional Housing Corporation including staff working on the Rural Housing Program and to invite the Salt Spring Island Local Trust Committee, North Salt Spring Waterworks District, Salt Spring Island Housing Council, Salt Spring Island Chamber of Commerce, Salt Spring Solutions, and other local housing stakeholders.	18-Jul-23	Next meeting	23-609	22-Aug-23	Carried	- Motion amended Aug 22, 2023 meeting and split into four motions - Housing workshop took place on May 22, 2024
NoM	23-794	Holman	Housing Now	That the Local Community Commission work with Housing Now representatives to develop a Salt Spring Island specific plan under this program, to including the possibility of funding from the Community Economic Sustainability Service budget	19-Oct-23	Same day	23-917	23-Nov-23	Carried	-Motion amended Nov. 23, 2023 meeting
Parks and Recreation										
NoM	NA	Corno	Park Infrastructure	That the Local Community Commission (LCC) request staff notify the LCC before moving infrastructure from CRD parks and consult with them on whether this infrastructure will be repaired or replaced.	21-Sep-23	Next meeting	23-775	19-Oct-23	Withdrawn	-motion was not seconded and therefore discussion did not proceed. -staff noted that best practice is to send an email to commissioners when able.
NoM	NA	Rook	Beach Access	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 Capital Regional District 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.	23-Nov-23	Same day	23-868	23-Nov-23	Carried	-Information Report was provided at Mar. 21, 2024 meeting
NoM	NA	Baker	2024 Parks and Recreation Budget	That the Local Community Commission request staff report back on reducing the 2024 Parks and Recreation budgets by \$100,000.	7-Dec-23	Same day	NA	7-Dec-23	Carried	-Opposed Corno, Webster -Information Report was provided at Jan. 18, 2024 meeting
NoM	NA	Holman	Relocating Islands Trust offices to Salt Spring Island MultiSpace	That staff contact Islands Trust and report to the LCC regarding the feasibility of relocating their offices at SALT SPRING ISLAND MULTI-SPACE, including implications regarding space, zoning, and building code requirements.	7-Dec-23	Same day	NA	7-Dec-23	Carried	-Opposed Webster
Adminstration/Other										

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
NoM	NA	Holman	LCC Meeting Scheduling	That the Salt Spring Island Local Community Commission requests staff to provide a report by the next Regular meeting on options to achieve: 1. Holding each monthly regular LCC meeting over two sessions, each to take place on a different day, 2. One of these monthly sessions to be held during the day and the other to be held in the early evening, and 3. Holding town halls and similar meetings on an as-required basis.	20-Jun-23	Same day	NA	20-Jun-23	Carried	
NoM	NA	Baker	Local Advertising of LCC Meetings	That the the Salt Spring Island Local Community Commission requests staff to advertise all future Commission meetings as required under the Board Procedures Bylaw and also through postings submitted well in advance to: 1. The “What’s On” section of the Gulf Islands Driftwood newspaper. 2. The “Events” section of Salt Spring Exchange, and 3. Any other low or no-cost forms of advertising staff or LCC members may identify that reach significant numbers of Salt Spring Island residents.	20-Jun-23	Same day	NA	20-Jun-23	Carried	
NoM	NA	Baker	Invitation for input to LCC	That the Salt Spring Island Local Community Commission requests that staff invite the following people to attend our next meeting to provide input on Salt Spring Island Local Community Commission services and strategic priorities and to provide any written documentation and input in advance, if they so desire: 1. Past members of Salt Spring Island advisory commissions, and 2. Salt Spring residents who have expertise in local government and local community commissions.	20-Jun-23	Same day	NA	20-Jun-23	Carried	
NoM	NA	Webster	Expression of Thanks	That that the Salt Spring Island Local Community Commission expresses its thanks for contributions toward establishing our Salt Spring Island Local Community Commission (LCC) to: • Salt Spring community members who voted to establish the LCC and whose commitment to improved democratic representation and local decision-making led to its creation. • Past members of Salt Spring advisory commissions who accomplished so much working selflessly over many years under the previous governance system. • Our Electoral Area Director, whose advocacy for the initiative was essential to it moving forward. • The CRD Board and its Chair, who supported the right of Salt Spring residents to decide how to govern themselves, and • CRD staff, including the Salt Spring Island Senior Manager, the Chief Administrative Officer (current and previous) and — particularly — the General Manager of Corporate Services, whose work enabled the Salt Spring Island Community to move in this exciting new direction.	20-Jun-23	Same day	NA	20-Jun-23	Carried	
NoM	NA	Webster	Public Participation added to LCC agenda	That the Salt Spring Island Local Community Commission request staff to report back on their request to add a public participation section topic to be included on the agenda to every regular meeting.	20-Jun-23	Same day	NA	20-Jun-23	Carried	
NoM	NA	Holman	LCC agenda planning meetings	That the Salt Spring Island Local Community Commission request the Chair and Vice Chair to meet with staff to develop agendas and to participate in regular administrative briefings	20-Jun-23	Same day	NA	20-Jun-23	Carried	

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
NoM	NA	Corno	LCC commitment to open government	That the Salt Spring Island Local Community Commission adopts the following commitment to open government: The Salt Spring Island Local Community Commission will work on an ongoing basis to be accessible, transparent, accountable and open to community advice and guidance. Accessibility We will be accessible to our community by: • Holding meetings at times and locations that make them as accessible to community members as possible, • Making information available to the community in advance on what topics we will be discussing, where and when, and • Exploring the feasibility of making our meetings – and recordings of them – available via video. Transparency and Accountability We will work actively to be transparent and accountable to our community by: • Minimizing the use of closed meetings, as guided by the relevant Provincial legislation, • Sharing information widely on the priorities we identify, • Reporting to the community on a regular basis about our progress, and • Holding a reporting and accountability session at least once yearly to report to the community on our activities and receive feedback on how we are doing. Community Advice and Guidance We commit to welcoming and considering public advice and guidance. We invite Salt Spring residents to provide this by: • Sending us e-mails or letters, • Speaking as a delegation at an LCC meeting, • Inviting LCC members to attend community meetings and other gatherings.	20-Jun-23	Next meeting	NA	18-Jul-23	Carried	
NoM	NA	Webster	Branding for Salt Spring Island LCC Services	That all services under the purview of the Salt Spring Island Local Community Commission (LCC) be branded as “Salt Spring Island LCC Services” and the following steps be taken to implement this new branding: • Conduct a community logo/wordmark design contest for Salt Spring Island LCC Services during fall 2023 • Open the contest to all Salt Spring residents and particularly encourage youth submissions • Assemble a selection of LCC service-related prizes for the contest (such as a swim pass, a transit pass and other items) in addition to a modest cash award • Invite a small group of local art teachers, commercial artists and/or graphic designers plus a staff member to serve as ad hoc contest judges/advisors, tasked with selecting from the contest entries a shortlist of three logos/wordmarks for the consideration of the commission • Ask the judges/advisors to rate the entries using six criteria: - o Appropriateness to our community - o Graphic quality - o Distinctiveness - o Versatility - o Memorableness - o Timelessness • The Commission shall assess the three shortlisted logo/wordmarks at an LCC meeting using the same criteria, and • Roll out the selected logo/wordmark over time as new signs, documents and other materials are needed.	18-Jul-23	Next meeting	23-610		Postponed	-Deferred at Aug 22, 2023 meeting D18SSI Housing for Working People and Families -Motion to refer Notice to staff for additional information carried Sep 23, 2023 -Information report provided at the Oct. 19, 2023 meeting
NoM	NA	Webster	Public Meeting Notifications	That the Local Community Commission (LCC) request staff to provide the LCC with where possible, seven days advance notice of plans to post, repost, or cancel public procurement relating to any LCC service.	21-Sep-23	Next meeting	23-774	19-Oct-23	Carried	- Report regarding CRD procurement Policy provided to LCC at Nov. 23, 2023 Meeting

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
NoM	NA	Rook	Local Policy Update	That the Salt Spring Island Local Community Commission (LCC) adopt the following local policy on its meetings, consistent with the Capital Regional District Procedures Bylaw 3828, Community Charter, and Local Government Act, to provide more detailed guidance for the planning, implementation, and reporting of LCC meetings. Pursuant to the LCC motion approved 22nd August 2023 that “the LCC hold one regular daytime meeting per month and one evening meeting per month,” it shall be the policy of the LCC that those meetings be scheduled on a regular and predictable basis as follows: • The monthly evening meeting will be scheduled for 5:00PM on the 2nd Thursday of each month. • The monthly daytime meeting will be scheduled for 9:00AM on the 3rd Thursday of each month. This meeting calendar will be effective as of the January 2024 LCC meetings. Evening meetings will begin as soon as practicable after resolution of outstanding issues related to venue, support, and funding.	21-Sep-23	Next meeting	23-776	23-Nov-23	Carried	-Motion deferred at the Oct., 19, 2024 meeting - Motion amended Nov 23, 2023 meeting and split into two motions
NoM	NA	Rook	Local Policy Update	Pursuant to the LCC motion approved 20th June, requesting “the Chair and Vice Chair to meet with staff to develop agendas and to participate in regular administrative briefings,” those meetings will be scheduled by the Chair for the first Monday of the month at 10AM (the following Tuesday in the event of a statutory holiday) or ten days prior to the scheduled meeting so as to allow adequate time to prepare, review, and post the meeting agendas. While the Chair retains the authority to change the date and time of the meeting due to circumstances, it should be used sparingly so as to not unduly limit the time available to all parties for their agenda preparation work. Pursuant to section 12(1) of Capital Regional District Board Procedures Bylaw 3828, the agenda shall be prepared “under the direction of the Chair”. A copy of the final agenda will be provided to the Chair and Vice-Chair, after the agenda meeting and at least 24 hours prior to public posting, for their review and approval. An LCC meeting agenda will not be publicly posted without prior approval of the Chair or Vice-Chair. The draft minutes of each meeting shall be provided to the LCC Commissioners as soon as they are available but in no case later than one week following the second monthly meeting so that the Commissioners will have the opportunity to make corrections to the draft minutes prior to their release in the subsequent agenda package. Motion passed by the LCC text will not be modified once carried.	21-Sep-23	Next meeting	23-776	23-Nov-23	Carried	-Motion deferred at the Oct., 19, 2024 meeting - Motion amended Nov 23, 2023 meeting and split into two motions
NoM	NA	Baker	Local Community Commission Priority Setting Workshop	That the Local Community Commission (LCC) discuss at its December 7, 2023 meeting priority setting workshop(s) early in 2024 with particular attention to 2024 LCC priorities, timelines, and measurable objectives	23-Nov-23	Next meeting	23-951	7-Dec-23	Withdrawn	- Discussion ensued in Dec. 7, 2023 meeting
NoM	NA	Webster	LCC Services Terminology	That the Chair undertake discussions with Capital Regional District Administration on how best to achieve consistent terminology in identifying all Salt Spring Island Local Community Commission services as Salt Spring Island Local Community Commission services.	23-Nov-23	Next meeting	23-953	7-Dec-23	Carried	-Motion amended Dec. 07, 2023 meeting
NoM	NA	Webster	Local Community Commission review of LCC Bylaws	That the Chair write to Capital Regional District (CRD) Administration to ask that a draft of any proposed bylaw directly relating to LCC-administered services be provided to the LCC for input prior to bringing it to the CRD Board.	23-Nov-23	Next meeting	23-958	7-Dec-23	Carried	

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
Grant-in-Aid										
NoM	NA	Holman	Budget- Grant in Aid for poverty reduction / homelessness measures	Reserve current 2023 balance in the Grant In aid for poverty reduction / homelessness measures.	23-Nov-24	January Meeting	23-965	18-Jan-24	Withdrawn	
NoM	NA	Holman	2024 Budget- Grant in Aid requisition	1.116 SSI Grants in Aid 2024 Service Budget -reduce 2024 requisition by \$5,000.	23-Nov-24	January Meeting	23-980	18-Jan-24	Carried	- Opposed Corno, Webster
NoM	NA	Holman	2024 Budget- Grant In Aid Archives	Grants in Aid - Commit \$5,000 GIA in 2024 to the Salt Spring Island archives until more permanent funding arrangement resolved to avoid need to increase 2024 requisition	23-Nov-24	January Meeting	23-966	18-Jan-24	Withdrawn	
Transit										
NoM	NA	Holman	2024 Budget- Transit Capital Reserve Transfer	1.238A Community Transit 2024 Service Budget- Reduce transfer to 2024 capital reserves by \$10,000, and decrease transfer from operating reserves, by \$10,000	23-Nov-24	January Meeting	23-967	18-Jan-24	Carried	- Motion amended January 18th, 2024 meeting.
NoM	NA	Holman	2024 Budget- Proposed Bus Storage	That staff contact BC Transit and BC Hydro and report on the possibility of funding for the proposed bus storage and charging facility on Kanaka Road.	07-Dec-23	Next meeting	24-089	08-Feb-24	Withdrawn	
NoM	NA	Baker	Bus Shelter Betterment Grant	That staff work with LCC to submit a Ministry of Transportation and Infrastructure Betterments grant application of a total of \$100,000, for two bus shelters. One will be located on Vesuvius Bay Road at the intersection of Mobrae ave in the 200 block, and the other will be located on Fulford-Ganges Road at the intersection of Horel Road West.	16-May-24	Same day	NA	16-May-24	Carried	
NoM	24-670	Webster	BC Transit- SSI service expansion	That the Salt Spring Island Local Community Commission direct staff to request that BC Transit provide a revised costing for expansion of the following priorities: 1.For implementation in January 2026, expansion of 1000 annual service hours on the route 2 Fulford-Ganges, but not including the introduction of year-round service to Beaver Point/Ruckle Park. 2.For implementation in January 2027, expansion on the route 7 Cusheon Lake to be extended to Beddis Beach and request consideration to change the direction of the route 7 to counter-clockwise, rather than clockwise	27-Jun-24	Same day	NA	27-Jun-24	Carried	-Request sent to BC Transit Staff
Transportation										
NoM	NA	Holman	2024 Transportation Budget	1.238B- Community Transportation (SSI) - 2024 service budget, reduce one-time 2024 transfer to capital reserves by \$60,000.	23-Nov-23	Next meeting	23-970	01-Feb-24	Carried	- Motion amended Feburary 01, 2024 meeting. - Opposed Corno, Webster
NoM	24-219	Holman	Letter of Support for Island Pathways	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.	15-Feb-24	Same day	NA	15-Feb-24	Carried	- Letter sent to island pathways
NoM	NA	Baker	Advocacy for Ganges Crosswalk Study	That the Local Community Commission write a letter to the Ministry of Transportation and Infrastructure (MoTI) asking them to support ICBC's offer to study our Ganges crosswalks, as recommended in the Ganges Active Transportation Network Plan.	9-May-24	Next meeting	24-501	13-Jun-24	Carried	
NoM	NA	Baker	Advocacy for Road Sweeping and Painting	That the Chair write a letter advocate to MOTI and to MLA Adam Olsen requesting for increased MoTI funding in the 2025 budget for sweeping and line painting on Salt Spring Island.	9-May-24	Next meeting	24-502	13-Jun-24	Carried	- Motion amended June 13, 2024 meeting.
NoM	NA	Baker	Advocacy for Reflectors on Roadways	That the Local Community Commission contact ICBC and our local Ministry of Transportation and Infrastructure (MoTI) Area Manager to explore implementing an initiative to add 50 flexible reflectors on the curves of our narrow roads each year for five years.	9-May-24	Next meeting	24-503	13-Jun-24	Withdrawn	
NoM	NA	Baker	Advocacy for Lowering Fulford-Ganges Speed Limits	That staff invite MOTI to future meeting to discuss reducing speed limits on Salt spring island.	9-May-24	Next meeting	24-504	13-Jun-24	Carried	- Motion amended June 13, 2024 meeting. - Staff have reached out to MOTI and MOTI will be attending a LCC meeting in Sept. or Oct.
Economic Development										
NoM	24-090	Holman	Southern Gulf Islands Tourism Partnership - Priorities for Municipal Regional District Tax	That the LCC support the renewed designation of the Southern Gulf Islands Tourism Partnership (SGITP) as the recipient of Municipal and Regional District (MRDT) tax revenues for Salt Spring Island for another five-year period beginning in September 2024, subject to SGITP committing to devote the full amount of Online Accommodation Platform (OAP) MRDT revenues to affordable housing initiatives, except for an instance when there was a severe unanticipated decline in other MRDT revenues or a significant change in the programs the SGITP is supporting, to the extent that it could compromise the SGITP's ability to deliver its core marketing programs	18-Jan-24	Same day	24-138	1-Feb-24	Carried	- Motion deferred to Feburary 01, 2024 meeting - Motion amended Feburary 01, 2024 meeting and split into two motions.

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
NoM	24-090	Holman	Southern Gulf Islands Tourism Partnership - Priorities for Municipal Regional District Tax	That the Local Community Commission recommend to Southern Gulf Islands Tourism Partnership the following: -That approximately \$100,000 of online MRDT be allocated annually to the CRD rural housing program, approximately \$50,000 for the Housing Now program, subject to changes over time in these programs and changes in online MRDT revenue. -That \$100,000 of online MRDT (OAP) revenue in 2024 be allocated to SGITP's existing \$200,000 capital reserve for housing. -That best efforts be made to ensure an equitable distribution of MRDT-related funding between electoral areas.	18-Jan-24	Same day	24-138	1-Feb-24	Carried	- Motion deferred to Feburary 01, 2024 meeting - Motion amended Feburary 01, 2024 meeting and split into two motions.
NoM	NA	Baker	SSI Chamber of Commerce's Visitor Centre Funding	That \$10,000 be allocated from the Economic Development service for continued support of the Salt Spring Chamber of Commerce's Visitors' Centre.	14-Mar-24	Next meeting	24-309	21-Mar-24	Carried	
Parks and Receation										
NoM	NA	Holman	2024 Fernwod Dock Budget	1.236- SSI Fernwood Dock- 2024 service budget, reduce one-time 2024 transfer to capital reserves by \$5,000.	23-Nov-23	Next meeting	23-969	01-Feb-24	Carried	- Motion amended Feburary 01, 2024 meeting.
NoM	NA	Holman	2024 Bylaw Enforcement Funding	1.455- SSI Community parks - 2024 service budget, reduce 2024 ongoing requisition by \$10,000 for Bylaw Labour.	23-Nov-23	Next meeting	23-973	01-Feb-24	Carried	- Motion amended Feburary 01, 2024 meeting.
NoM	NA	Holman	Sale of Surplus Community Park Land	That staff report on the possibility of selling of a surplus community park (i.e., acquired as a result of subdivision dedication).	07-Dec-23	Next meeting	24-088	08-Feb-24	Carried	- Motion amended Feburary 08, 2024 meeting.
Liquid Waste										
NoM	NA	Holman	2024 Liquid Waste Budget	3.705- Septage/Composting - 2024 service budget, reduce the one-time 2024 transfer to capital reserve by \$5,000 and reduce the transfer to operating reserve by \$5,000.	23-Nov-23	Next meeting	23-972	01-Feb-24	Defeated	- Motion amended Feburary 01, 2024 meeting. - Opposed Baker, Corno, Webster
Adminstration/Other										
NoM	24-167	Webster	Capital Project Signage for LCC Services	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	08-Feb-24	Next meeting	24-209	15-Feb-24	Carried	
NoM	NA	Holman	Harbour Management Workshop	That Director Holman and Chair Rook attend the planned CRD workshop regarding harbour management and report back to the LCC.	14-Mar-24	Next meeting	24-311	21-Mar-24	Carried	
NoM	NA	Webster	Capacity for Capital Projects of LCC Services	That the Salt Spring Island Local Community Commission (LCC) request that staff report on options for increasing the capacity of Salt Spring LCC services to undertake capital projects in areas such as transportation, liquid waste and others.	21-Mar-24	Next meeting	24-393	18-Apr-24	Carried	
NoM	NA	Holman	2024 Budget- Administration Equipment Reserve Transfer	1.111- Admin Expenditures (SSI) Local Community Commission - 2024 service budget,reduce the transfer to equipment reserve replacement fund by \$20,000.	23-Nov-23	Next meeting	23-981	01-Feb-24	Carried	- Motion amended Feburary 01, 2024 meeting.

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Project	Description	Status	%	Comments	Timing
Priority Area: Drinking Water					
Fulford Water Main Distribution System Replacement	Investigation, analysis, design and strategy for replacement of asbestos/concrete (A/C) sections of Fulford water main distribution system.	In-Progress	80	Consultant contract awarded Q4 2022. Draft Technical Report complete. Commission reviewed and provided comments. CRD responding to Commission questions and to bring forward report to Commission to finalize A/C replacement strategy.	Q1 2025
Beddis Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	25	Design complete. Contract for construction in process of being awarded. Construction planned for August 15th to September 30th.	Q4 2024
Highland Fernwood Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	25	Design complete. Contract for construction in process of being awarded. Construction planned for August 15th to September 30th.	Q4 2024
Highland/Fernwood - DAF Float Waste Pump Design and Construct	Design and construct waste pump.	On-Hold	80	Design complete. Delayed to 2023 due to insufficient funds available for construction in 2022. Revised operations procedures may preclude requirement. Plan to investigate alternate residual disposal methods.	Q2 2024
Highland (Legacy Service Area)	Highland Upper Reservoir Repair.	In-Progress	50	Detailed design essentially complete. Coordinate and include back up power design. Class A cost estimate required. Funding process (debt) for construction.	Q2 2025
Highland / Fernwood Back Up Power	Design back up power system for Highland /Fernwood water system.	In-Progress	95	Engineering and design essentially complete. Need to integrate final design with Upper Reservoir project.	Q4 2024
Fulford Water System Connection	Request to include a proposed development connected to the Fulford System	In-Progress	100	Draft impact study reviewed and feedback provided. Consulting internal CRD stakeholders. Report presented Q2 2024 to Fulford Commission - declined approval.	Q4 2024
Cedars of Tuam	New well and water treatment plant designs and construction; and water conservation plan.	In-Progress	10	Staff to develop alternatives including testing of new well. Staff seeking grant funding alternatives.	Q1 2025
Cedar Lane	Manganese treatment system engineering designs - Phase 1.	In-Progress	95	Engineering and design complete. Staff preparing report on the next steps to advance the infrastructure improvement and ratepayer consultation. Grant funding has been received to support this project.	Q1 2025
Dam Safety	Review weir and water licenses; and CRD responsibilities	On-hold	5	Consultation with province on inspection and reporting requirements.	Q1 2025
Lake level monitoring	Install lake level monitors in Weston and Cusheon Lake	In-Progress	10	Purchase and install lake level monitors	Q1 2025
Dragonfly Commons Water System	Dragonfly water systems transfer to CRD ownership	On-Hold	20	Owner to provide housing agreement and required to build water system to CRD standards.	NA
Turbidity meter on influent line	Install turbidity meter on influent line on Fulford water system.	In-Progress	95	Turbidity meters purchased	Q4 2024
Install in-line strainers	Install in-line strainers at Stewart Creek and Sunnyside pressure control stations on Beddis system.	In-Progress	10	Specifying equipment. Grant funding has been received to support this project.	Q4 2025

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Project	Description	Status	%	Comments	Timing
Design and install lifting apparatus	Design and install lifting apparatus for saturator lid at Fulford, Beddis and Highland Fernwood	In-Progress	95	Grant funding has been received to support this project. Design contract is essentially complete. Construction awarded and is scheduled for August 2024.	Q3 2024
Replace Impellers at Sunnyside Pump Station	Replace impellers at Sunnyside Pump Station to match Fulford WTP capacity.	In-Progress	15	Specifying impellers. Grant funding has been received to support this project.	Q4 2024
Priority Area: Sewer/Liquid Waste					
Ganges WWTP Storage	Concept Design for Storage at Ganges WWTP.	In-Progress	75	Currently reviewing preliminary design, analysis and cost estimates, as well as evaluating various options to optimize the construction of the storage/work area building. Coordinating with Aeration project.	Q2 2025
Ganges WWTP Aeration System Design	Design for upgrade to Ganges WWTP aeration system.	In-Progress	40	Preliminary design complete. Detailed design starting in August 2024.	Q4 2024
Ganges WWTP VFD Installation	VFD installation for the EQ Tank at the Ganges WWTP.	In-Progress	40	Project initiated. Included in Aeration System.	Q4 2024
Maliview WWTP Upgrade Detailed Design	Detailed design and cost estimation for upgrading of Maliview WWTP	In-Progress	50	Issued purchase order for major equipment (MBBR). Fabrication underway. Delivery expected in August and September 2024. Grant funding has been received to support this project. Detailed design underway.	Q1 2025
Maliview Electoral Assent for Borrowing	Electoral assent for borrowing of funds for the upcoming Maliview WWTP Upgrading Project	On-Hold	20	Grant awarded in the amount of \$1.98M. Staff hosted public open house/consultation March 2021. On hold until detailed designs and cost estimates are completed to determine amount of borrowing. Preparing FAQ for status update to ratepayers.	Q4 2024
Composting Facility	Community based composting facility and service agreement	In-Progress	70	Executing service planning and procurement of capital works to operationalize composting facility. Shelter redesign required for shelter foundation. Requesting an extension on the grant deadline (March 2024) to allow for improved ground conditions to install foundation. Grant funding has been received to support this project. Operating agreement and land tenure completed.	Q3 2024
Liquid Waste Treatment Upgrades	Public consultation and engagement strategy	On-Hold	5	Prepare a public consultation and engagement strategy to gather comments and input from the community on Option 4. On-hold while staff report back on the possibility of including geotubes pilot test study in the options.	Q2 2024
Liquid Waste Treatment Upgrades	Geotube Pilot Study	In-Progress	20	Revising projects scope and evaluating options and costing	Q4 2024
Maliview Inflow and Infiltration Program	Investigation of sewer collection system to determine inflow and infiltration points and strategy for repair.	In-Progress	5	Project initiated.	Q2 2025
Liquid Waste Burgoyne Grit Chamber	Design and install Grit Chamber to reduce maintenance on pumps and improve process	In-Progress	10	Project initiated. Design under way with Operations.	Q1 2025
Ganges Sewer Service Area Modelling	Update expand and recalibrate sewer model	In-Progress	15	Contract awarded. Project initiated.	Q4 2024

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Project	Description	Status	%	Comments	Timing
Ganges Back-up Power for Pump Stations	Design and specify back up power requirements for pump stations in the Ganges sewer service area.	In-Progress	10	Contract awarded. Project initiated.	Q4 2024
Priority Area: Transportation					
Merchants' Mews Pathway Design	Design a separate pathway along Upper Ganges Rd from Leisure Lane to Merchants Mews	In-Progress	90	Contract awarded to Island Pathways to develop detailed designs to meet Min. of Transportation specifications; BC Active Transportation (BCAT) grant submitted Oct/22. Grant declined due to the designs not meeting standards. Drawings have been revised and BCAT Grant application to be submitted in October 2023; approved April 2024. Awaiting MoTI approval (August 2024) of drawings for anticipation of tendering and construction in Q4 2024.	Q4 2024
Rainbow Road Pathway Design	Design an asphalt sidewalk along Rainbow Road from 167 to Lower Ganges Road	In-Progress	20	Contract for Design and Surveying has been initiated. Land survey and field work has been completed.	Q3 2024
Swanson Road Pathway Design	Design a pathway along Swanson Road from Atkins to Leisure Lane.	On-Hold	5	Preparing Project Charter to define project scope. On-hold until Rainbow Road designs complete.	Q4 2024
Bus Shelter	Design and construction for West Horel bus shelter	On Hold	20	Survey complete. Dec/22 application submitted through BC Transit's Bus Shelter Program. Will apply to MoTI's Minor Betterments program for funding. Grant funding has been received to support this project. LCC decision to use BC Transit standard design. On Hold	Q4 2024
Bus Shelter	Design and construction of art-inspired bus shelter at Mobrae Avenue and Vesuvius Bay Road	On-Hold	5	Design/build contract being developed with local contractor. Contractor has declined to work on project. Will apply to MoTI's Minor Betterments program for funding. Grant funding has been received to support this project. LCC decision to use BC Transit standard design. On hold	Q4 2024
Transit Bus Depot	Concept designs for a transit bus dept including EV chargers	See Parks Works Yard		Please see Parks Works Yard project under Park Land section for updates on a shared facility to accommodate park maintenance facility and bus depot including EV chargers for both buses and CRD vehicles	
Bus Tour Parking	Ganges Village Tour Bus Parking Study	In-Progress	80	Assessment of potential locations within Ganges Village for designated tour bus parking. Concept plans presented in June 2024. Parking not immediately required.	Q3 2024
Parking Proposal	Review parking proposal for additional Saturday parking in Ganges	In-Progress	20	Amended to include Ganges Hill Parking in the scope. Will be contacting other jurisdictions to find a resolve.	NA
Priority Area: Economic Development					
Economic Sustainability Bylaw Review	Review economic development service authority limits	Complete	100	Review economic development service authority to expand authority scope to do promotion of economic development broadly and address housing needs. Bylaw 4590 and 4591 have been recommended to the board for review and adoption.	Q4 2023

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Project	Description	Status	%	Comments	Timing
Priority Area: Parks and Recreation					
Park Land:					
Phoenix Elementary School	Potential to take over the operation and management of former school.	In-Progress	5	Proposal was submitted to SD64. CRD and SD64 negotiation lease terms for LCC consideration.	Q4 2024
Ganges Harbour Walk	A steering committee has been established to secure right of ways, develop designs and consult with the community to build the Ganges Harbour walk.	In-Progress	25	Application submitted to the Province to secure foreshore right of way within existing alignment. Province requested detailed designs be submitted. Conceptual designs are being drafted for consultation with upland owners, First Nations and the community to inform detailed design and Class D estimates (+/- 40%).	Q3 2024
Parks Works Yard	Maintenance facility designs and costing	In-Progress	5	Conceptual design has been drafted to move ahead with approvals. Designs have been coordinated with BC Transit and SSI Transit Service for EV bus charging infrastructure and storage. Grant funding has been received to support this project.	Q4 2024
Portlock Park Master Plan	Develop a master plan to reconfigure the park with the replacement of failing infrastructure	In-Progress	20	Staff and stakeholder workshop, draft designs presented to LCC and two community surveys are now complete. Information received was presented to LCC and incorporated into one draft design for LCC consideration. LCC has referred back to staff for additional consultation with stakeholders. Consultation now complete, new draft plan has been developed for LCC consideration.	Q4 2024
Hydrofield - Field Upgrades	Proposed enhancement project to upgrade fields with two minor baseball and a soccer practice	Issue has arisen	5	Conceptual designs and cost estimates have been obtained. CRD has formalized a joint use agreement with SD64 for construction and field bookings. A private donation has been received to support this project.	Q4 2024
Portlock Park Maintenance Shed	Replacement of fire destroyed maintenance shed at Portlock Park.	In-Progress	5	Developing requirements for replacement shed.	Q2 2025
Community Parks:					
Peace Park - Memorial Story Corridor	Memorial Story Corridor installation planned for Peace Park	In-Progress	5	LCC approved Japanese Garden Society to submit a grant application to develop a story corridor in Peace Park.	Q4 2025
Mt. Maxwell Community Park Management Plan	Management Plan to inform use and open to the public.	In-Progress	5	Consultation with First Nations is ongoing. First round of community consultation is now complete. Project Management Plan is being drafted for review and comment from the LCC.	Q3 2024
131 Brinkworthy Road	Private owner offered CRD a statutory right of way to develop a pedestrian pathway to connect Lower Ganges Road to the Brinkworthy community, alongside the western portion of the property along Brinkworthy Road.	On-Hold	50	Land survey identifying SRW and trail location has been completed and right of way registered on title. Project is reliant on Community Works Funding (CWF) or grant funding for the project to proceed.	Q4 2024

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Project	Description	Status	%	Comments	Timing
Trail Development - Trincomali	Development of a connector trail from Dunbabin Park to Trincomali Heights	On-Hold	25	Survey and environmental assessment now complete. Initial brush clearing partially complete. Project is on hold following the completion of other trail projects.	
Fernwood Dock	Continue with maintenance and repairs as identified in the Condition Assessment report.	In-Progress	10	Completed condition assessment in 2023 to plan for capital works in 2024. Preventative maintenance has been completed in 2023. Planning for underwater survey is underway.	Q4 2024
Centennial Park Plaza	Replace plaza and install lighting in Centennial Park	Complete	100	Grant funding has been secured, detailed designs complete. Construction began in November 2023 and is scheduled for completion in March 2024. Grant funding has been received to support this project.	Q1 2024
Saturday Market	CRD to hand over the operation and management of the Saturday Market.	Complete	100	LoC for Market operation and management has been awarded to a local not for profit group.	Q1 2024
Drummond Park Playground	Replace the Drummond Park playground structure	In-Progress	5	Playground is located in a registered site. Archaeologist has been retained and permits have been submitted for approval of ground altering works on this site.	Q4 2024
Centennial Boardwalk Repair	Repair or replace boardwalk and railing as identified in the 2021 condition assessment report.	Complete	100	Preventative maintenance completed in 2023. Railing and piling repairs and been completed s to damaged section following a sail boat tying up to the railing.	Q1 2024
Community Recreation:					
Program Development	Develop additional programming for seniors, adults, and youth. Additional programming to better utilize PARC bus	In-Progress	25	Recreation Program Assistant has been approved for 2024 to support additional program offerings including drop in gym activities and bus.	Q1 2024
Pool:					
Pool Electrical	Replacement of the Rainbow Recreation Centre electrical system	Complete	100	Assessment has been completed and so has a more detailed report with recommendations. Electrical room has been isolated and electrical equipment design is now complete. Tender has been awarded with replacement scheduled April 2024. CWF has been received to support this project.	Q2 2024
Pool Structural	Structural assessment for pool exterior wall	On-Hold	25	Assessment has been completed. Recommendations and costing have been brought back to LCC with a recommendation for debt borrowing. Alternative Approval Process (AAP) deferred to 2025 - repairs 2026	Q3 2025
Pool Cold Water Piping Replacement	Replacement of leaking piping above family change room at the Rainbow Recreation Centre	Complete	100	Piping above family change room began leaking in December. Several sections of pipe needing to be replaced. CWF has been allocated to support this project.	Q2 2024
Pool DDC Replacement	Replacement of pool DDC controls at the Rainbow Recreation Centre	Complete	100	DDC Controls were identified for replacement during last pool shutdown. CWF has been allocated to support this project.	Q2 2024
Other					

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Project	Description	Status	%	Comments	Timing	
Library	Archives climate control system replacement	Complete	100	Climate control system to be replaced. CWF funding approved. Project complete.	Q3 2024	