



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

Thursday, October 10, 2024

5:00 PM

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. [24-890](#) Minutes of September 12, 2024 Salt Spring Island Local Community Commission

Recommendation: That the minutes of the September 12, 2024 meeting be adopted as circulated.

Attachments: [Minutes: September 12, 2024](#)

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

6.2. Delegation

- 6.2.1. [24-1019](#) Delegation- Kajin Goh, Chuan Society Re: Item 7.4. 163 Drake Road - Phoenix Elementary School Property

Attachments: [Delegation Request: Kajin Goh, Chuan Society](#)

7. Commission Business

- 7.1. [24-958](#) SSI Local Community Commission Services External Grants 2024 Fall

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

Attachments: [Staff Report: SSI Local Community Commission Services External Grants 2024](#)
[Appendix A: 2024 SSI External Grants Tracker Fall](#)

- 7.2. [24-971](#) Project Tracker Quarterly No. 16, 2024

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

Attachments: [Project Reporting Dashboard No 16 2024](#)

- 7.3. [24-962](#) LCC Role Regarding Boat-related Issues Discussion

Recommendation: [On August 15, 2024, Commissioner Webster served the following Notice of Motion:
"That the Salt Spring Island Local Community Commission discuss at one of our October meetings what future role, if any, the Commission should play in managing boat-related issues, including:
- Discussion of whether the LCC should engage directly with the CRD's Environmental Protection Division to ensure that the Salt Spring Island perspective is reflected in its future work on this issue.
-Inclusion of this topic and the potential for future collaboration for discussion at future meetings between the LCC and LTC.
-An assessment of whether current shore services provided through our park services would more appropriately be funded (at least partially) through our small craft harbour service."
On September 12, 2024 the SSI Local Community Commission passed the motion.]

Verbal Discussion.

7.4. [24-961](#) 163 Drake Road - Phoenix Elementary School Property

Recommendation: That the Salt Spring Island Local Community Commission authorize staff to submit a Temporary Use Permit application to the Islands Trust for the purpose of using 163 Drake Road for a temporary maintenance facility for 12-24 months.

AND

Approve additional 2025 operating costs of \$26,930, funded by adding \$2,298 to the revenue from the property, \$4,632 requisition and \$20,000 in Community Works Funding.

Approve additional 2025 capital projects totalling \$30,000 funded by \$30,000 of Community Works Funding.

Attachments: [Staff Report:163 Drake Road - Phoenix Elementary School Property](#)
[Appendix A: Conceptual Drawings, Dated August 22, 2024](#)

8. Notice(s) of Motion

8.1. [24-963](#) Motion with Notice: Local Community Commission Reviewing Bylaw Recommendations (E. Rook)

Recommendation: [At the Sep 12, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Rook into record to be discussed at a following meeting:]

The LCC invites a review of CRD Bylaws 3384 (Salt Spring Island Noise Bylaw) and 1465 (Animal Control and Impounding Bylaw) for the purpose of assessing the sustainability of existing bylaw language for the community of Salt Spring Island and recommending changes, where appropriate, to the CRD board. The Commissioners will work with staff to develop an open and transparent process that will include the following elements:

- Full public notification of the initiation of the review and the specific bylaws under review
- Public solicitation of input in the bylaws under review through multiple means, including written comments public forums, and meetings with stakeholders
- Solicitation of legal opinion and guidance where necessary

8.2. [24-991](#) Motion with Notice: Request Report on Land Holding Authority (B. Webster)

Recommendation: [At the Sep 19, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Webster into record to be discussed at a following meeting:]

That the Salt Spring Island Local Community Commission (LCC) request that staff report on the land holding authority of the LCC and how it relates to individual service under the preview of LCC.

9. Adjournment

Next Meeting:

*The meeting is Oct 17, 2024 at 9:00AM in the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5.*

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

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Thursday, September 12, 2024

5:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

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, Senior Manager, SSI Administration, L. Taylor, Committee Clerk, (Recorder)

EP-Electronic Participation: S. Wright Clayton, BC Transit (EP),

The meeting was called to order at 5:00pm

1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Webster, SECONDED by Director Holman,
That the agenda for the September 12, 2024, meeting of the Local Community
Commission be approved as amended with the following additions of agenda
items for consideration before item 7.1.

- 7.1.a. 2025 Preliminary Local Community Commission Budget Review

- 7.1.b. 2025 Local Community Commission Administration Budget

CARRIED

3. Adoption of Minutes

3.1. Minutes of August 08, 2024 Salt Spring Island Local Community
Commission

MOVED by Commissioner Webster, SECONDED by Commissioner Corno
That the minutes of the August 08, 2024 meeting be adopted as present.
CARRIED

4. Chair, Director, and Commissioner Reports

Director Holman spoke of the CRD board regarding Regional Transportation
Service.

Commissioner Webster spoke of the following items:

- September 9, 2024, Local Community Commission town hall meeting.
- Attended Transportation Committee meeting

Commissioner Baker spoke of the following items:

- Market day traffic.
- Salt Springs accessibility access
- ASK Salt Spring

5. Senior Manager Report

S. Henderson provided information on UBCM meeting with MOTI regarding concerns with all three electoral areas. CAO T. Robbins will be in attendance.

6. Presentations/Delegations

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 services.

6.2. Delegations

There were no delegations.

7. Commission Business

7.1.a. 2025 Preliminary Local Community Commission Budget Review

Motion Arising:

MOVED by Director Holman, **SECONDED** by Commissioner Corno,

That the Salt Spring Island Local Community Commission direct staff to amend appendix B 'January 2025 approvals' with the following changes:

1. Change Pool staffing FTE from 0.6 to 0.3 and reduce the operating budget from \$18,298 to \$9,149
2. Remove Maintenance staffing.

CARRIED

Main Motion:

MOVED by Commissioner Corno, **SECONDED** by Commissioner Baker

The Local Community Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

1. That the 2025 LCC Service Budgets be given provisional approval as with specific direction on amendments; and
2. That the new initiatives identified in Appendix B for January 1, 2025, implementation be approved for expenditure as amended.

CARRIED

OPPOSED Holman, Webster

7.1.b. 2025 Local Community Commission Administration Budget

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board to approve funding to the 2025 Salt Spring Island Local Community Commission Administration budget for a full-time

administrative support.

CARRIED

OPPOSED Holman

7.1. BC Transit Expansion of Services

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission support the Fulford
Harbour route expansion in 2026.

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Salt Spring Island Local Community Commission directs staff to report
back on the process of increasing the levy for the transit service.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Corno
That the Salt Spring Island Local Community Commission requests BC Transit to
consider enhancing Long Harbour Route as per the service priorities presented in
the 2021 service plan in 2026.

CARRIED

7.2. SSI Local Community Commission Strategic Plan

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That the Draft 2024-2027 Salt Spring Island Local Community Commission's
Strategic Plan as presented in Appendix A be made available in hard copy and
digital format for public review and comment as a draft plan

CARRIED

Commissioner Corno left meeting at 18:47pm

8. Notice(s) of Motion

8.1. Motion with Notice: Boat-related Issues Discussion (B. Webster)

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission discuss at a fall of 2024
meeting what future role, if any, the Commission should play in managing
boat-related issues, including:

- * Discussion of whether the LCC should engage directly with the CRD's
Environmental Protection Division to ensure that the Salt Spring Island
perspective is reflected in its future work on this issue.
- * Inclusion of this topic and the potential for future collaboration for discussion at
future meetings between the LCC and LTC.
- * An assessment of whether current shore services provided through our park
services would more appropriately be funded (at least partially) through our
small craft harbour service

CARRIED

8.2. Notice of Motion: Local Community Commission Reviewing Bylaw
Recommendations (E. Rook)

Commissioner Rook proposed the following Notice of Motion for consideration

at an October meeting:

"The LCC invites a review of CRD Bylaws 3384 (Salt Spring Island Noise Bylaw) and 1465 (Animal Control and Impounding Bylaw) for the purpose of assessing the sustainability of existing bylaw language for the community of Salt Spring Island and recommending changes, where appropriate, to the CRD board. The Commissioners will work with staff to develop an open and transparent process that will include the following elements:

- Full public notification of the initiation of the review and the specific bylaws under review
- Public solicitation of input in the bylaws under review through multiple means, including written comments public forums, and meetings with stakeholders.
- Solicitation of legal opinion and guidance where necessary"

9. Adjournment

**MOVED by Director Holman, SECONDED by Commissioner Webster,
That the Local Community Commission adjourn the meeting at 7:00pm
CARRIED**

CHAIR

SENIOR MANAGER

From: [REDACTED] <[REDACTED]>
Sent: Tuesday, October 8, 2024 3:01 PM
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::

Kajin Goh

I represent::

The Chuan Society

Telephone::

[REDACTED]

Fax::

Email address::

[REDACTED]

Street address (optional): (max 500 characters):

[REDACTED]

Salt Spring Island

[REDACTED]

Municipality/Electoral Area in which you reside::

Salt Spring Island E.A.

I wish to address::

Salt Spring Island Local Community Commission

Meeting Date::

October 10 2024

Agenda Item::

Phoenix School Community Space

My reason(s) for appearing (is/are) and the substance of my presentation is as follows: (max 5000 characters) :

I will be speaking about working towards a provisional arrangement for the use of the Phoenix School building as a community space for the winter months, a period potentially spanning

November to April, and preceding the building's planned release to community organisations following a public submission process.

PHOENIX RISING COMMUNITY SPACE AND NEIGHBOURHOOD HOUSE

The Chuan Society is applying for the provisional use (this winter of 2024-2025 from November to April) of the former Phoenix School building on 163 Drake Road for a multi-use Community Space and Neighbourhood House. As a tribute to the former school we would like to call it Phoenix Rising.

Phoenix Rising is an opportunity to reactivate the former Phoenix School as a much needed community resource. We are envisioning a multi-use space which can be opened to the larger community while serving as a connector between the present residents of Drake Road, the future residents of the BC Housing units on 161 Drake Road (which will include some of our current under-housed), the families and residents of the nearby Salt Spring Commons, and the greater community of Ganges and Salt Spring. This is an opportunity to build relationships ahead of the curve with the anticipated transformation of the neighbourhood, and the ways this will impact Ganges Village as a whole.

As a short-term, pilot project, this will be a space for community members to gather, work on creative projects, engage in mutual learning and skill-sharing, and participate in workshops, support groups, talking circles and opportunities to connect with other members of the community. In addition, this site will serve as a much-needed point of contact to support members in need in our community, with a redistribution hub, community fridge and pantry, kitchenette and opportunities to connect with outreach services. This project aims to increase equity, lower barriers, and enhance community wellness.

Salt Spring has long been in need of a Community Centre which is activated by public participation which is accessible to all community members. A really great example to refer to is the Fernwood NRG (Neighbourhood Resource Group - <https://fernwoodnrg.ca/>) in Victoria which is run by and for residents and operates the Fernwood Community Centre, with child care, family, seniors, and community programs, recreation activities, food security initiatives like the Good Food Box, and an annual neighbourhood celebration called FernFest.

Phoenix Rising is an opportunity to model and initiate some of those activities as a pilot project for the time allotted. For this proposed interim period, these are the functions that Phoenix Rising will provide:

- A family-friendly, intergenerational neighbourhood Gathering Space
- A Reading Room and Library/relaxation area
- A Program Room which will invite the public and local organisations to run programs, events and

activities --- these include art making and music, workshops, cultural events, film screenings, support groups, community-building and more

- A Community Free Store and Distribution Hub
- A Community Pantry and Fridge
- A Community Kitchen (with access to the kitchenette)

The Chuan Society's role would be to steward, program and coordinate the space, as well as liaise with the LCC and CRD Staff over the operation of the site. We have a large volunteer base as well as relationships built with local organisations, businesses and individuals over many years, and one of our major roles is as a connector between groups and people on Salt Spring Island. With these connections we will be reaching out to the community for supplies, support, and engagement. We are ready to discuss ways in which this project can be funded and supported, and what agreements will be in place regarding rents, utilities and maintenance, and sharing the larger site with CRD maintenance staff.

As an interim project, Phoenix Rising would be operated during set hours according to determined community needs and our organisation's capacity; a rough estimate is 7 days/week, 10am to 8/9pm daily. We are committed to a harm reduction approach, which will take the form of providing safe supplies, information and connecting members to services and support. However this will be a drug- and alcohol-free, family-friendly space which we wish to be accessible to all.

We understand that there will likely be a public call for submissions for the Phoenix School in 2025, and are ready to participate in that application process when the time arrives.

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,

Submitted at:10/8/2024 3:01:09 PM

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

User Agent:Mozilla/5.0 (Macintosh; Intel Mac OS X 10.13; rv:109.0) Gecko/20100101 Firefox/115.0

User Host Address:192.168.1.159



Making a difference...together

REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF Thursday, October 10, 2024

SUBJECT SSI Local Community Commission Services External Grants 2024 Fall

ISSUE

This report provides an update on new and in progress external grants activity for a period from June to October 2024.

BACKGROUND

A summary of the external grant applications (Appendix A) details grants submission and the application status. Several projects in the Five-Year Financial Plans under the delegated authority of the Salt Spring Island Local Community Commission (LCC) are reliant on grant funding to proceed.

IMPLICATIONS

Financial Implications

New Grants / Contributions Awarded

1. \$1,000 BCRPA Family Day Grant

Upcoming Grants

1. \$315,000 BC Active Transportation – Rainbow Road
2. \$1,000 Foundation of Youth Grant – Youth Programming
3. MoTI Transit Minor Betterments Grant (amount TBD) – Mobrae Avenue Bus Shelter (Contemplated for 2025)
4. MoTI Transit Minor Betterments Grant (amount TBD) – West Horel Road Bus Shelter (Contemplated for 2025)

CONCLUSION

The Capital Regional District (CRD) recognizes grants are a supplementary funding source to address the needs of under the scope of the Local Community Commission services. A number of services under the LCC are reliant on grant funding to proceed.

RECOMMENDATION




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

Submitted by:	Dan Ovington, BBA, Acting Senior Manager, Salt Spring Island 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

Appendix A – 2024 SSI External Grants Tracker Fall

2024 SSI LCC Services Grants Tracker

(Updated as of 30-Sep-24)

		
Approved	Pending	Unsuccessful
9	5	1
\$734,791	\$336,000	\$100,000



2024 Approved Grants

Service	Grant Program	Date Submitted	Project Status	Amount
Salt Spring Island Parks and Recreation	SSI Foundation- Special Events Coordinator (Extension approved for 2024 Easter Event)	30-Sep-19	100%	\$675
	SSI Foundation - Land Protection Fund (Mount Maxwell Assessments & Trail Development)	28-Oct-23	5%	\$100,000
	Summer Student Grant	3-Feb-24	100%	\$14,616
	SSI Foundation- Portlock Park Bleachers	28-Feb-24	100%	\$4,000
	SSI Foundation- Portlock Well Revitalization	28-Feb-24	100%	\$10,000
	SSI Foundation- SIMS Dance Studio Mirrors & Barres	20-Mar-24	100%	\$5,000
	BCRPA Family Day Grants	11-Jan-24	100%	\$1,000
	Growing Communities Fund-Park Maintenance Yard Site Prep and Utilities	6-Jun-23	5%	\$487,500
Salt Spring Island Transportation	BC Active Transportation- Merchant Mews Pathway	25-Oct-23	20%	\$112,000
Total				\$734,791




2024 Pending Grants


Service	Grant Program	Date Submitted	Project Status	Amount
Salt Spring Island Parks and Recreation	BC Hydro Integrated Energy Audit (SIMS)	27-Sep-23	0%	\$20,000
	SSI Foundation - Foundation of Youth Grant	4-Oct-23	0%	\$1,000
Salt Spring Island Transportation	BC Active Transportation- Rainbow Road	31-Oct-24	10%	\$315,000
	MoTI Transit Minor Betterments - Mobrae Avenue Bus Shelter	Contemplated 2025	0%	TBD
	MoTI Transit Minor Betterments - West Horel Road Bus Shelter	Contemplated 2025	0%	TBD
Total				\$336,000





2024 Unsuccessful Grants


Service	Grant Program	Date Submitted	Project Status	Amount
Salt Spring Island Parks and Recreation	Rural Economic Diversification Fund (Harbourwalk Designs)	20-Oct-23	0%	\$100,000
Total				\$100,000


Salt Spring Island Administration Project Tracker				Report No. 16, 2024 July-September	
					
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
Fulford Sunnyside Pump Station H & S Improvements	Design and install guard rail at Sunnyside Pump Station to address H & S concerns.	In-Progress	5	Project initiated.	Q1 2025
Beddis Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	25	Design complete. Contract for construction awarded. Construction mobilization October 2024.	Q4 2024
Highland Fernwood Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	25	Design complete. Contract for construction awarded. Construction mobilization October 2024.	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.	Q1 2025
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
Highland Fernwood Water Treatment Plant and Reservoir #1 H & S Improvements	Design and install guard rails at WTP and Reservoir #1 to address H & S concerns.	In-Progress	5	Project initiated.	Q1 2025
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. Commission requested additional information -- proponent withdrew proposal.	Q4 2024
Cedars of Tuam New Well Investigation	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. Grant obtained to undertake well testing.	Q1 2025
Cedar Lane Manganese Treatment	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 - Cusheon and Weston Lakes	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

Salt Spring Island Administration Project Tracker				Report No. 16, 2024 July-September	
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Project	Description	Status	%	Comments	Timing
Turbidity meter on influent line - Fulford	Install turbidity meter on influent line on Fulford water system.	In-Progress	95	Turbidity meters purchased	Q4 2024
Install in-line strainers - Beddis	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
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 complete. Awaiting stamped as-built drawings.	Q4 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 and Performance Improvement Study	Q2 2025
Ganges WWTP Aeration System Design	Design for upgrade to Ganges WWTP aeration system.	In-Progress	50	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	60	Issued purchase order for major equipment (MBBR). Fabrication underway. Delivery expected in October and December 2024. Grant funding has been received to support this project. Detailed design underway. 60% Design Review in October.	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	98	Operating agreement and land tenure completed. Small amount of electrical work left to complete as well as connecting water line from reservoir to facility.	Q4 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.	Q1 2025
Liquid Waste Treatment Upgrades	Geotube Pilot Study	In-Progress	20	Revising projects scope and evaluating options and costing. Arranging for laboratory testing of septage and sludge samples. Evaluating methods of disposing of liquid and solid outputs.	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

Salt Spring Island Administration Project Tracker				Report No. 16, 2024 July-September	
				 <small>Making a difference...together.</small>	
Project	Description	Status	%	Comments	Timing
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	30	Contract awarded. Project initiated.	Q1 2025
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	90	Contract awarded. Project initiated. Preparing to issue ITT.	Q4 2024
Ganges Network Modelling	Model the effluent conveyance piping system to determine current bottlenecks and explore future capacity requirements.	In-Progress	20	Contract awarded. Consultant gathering data.	Q2 2025
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. Received MoTI comments October 2nd, 2024. Will incorporate comments and resubmit. Anticipate tendering and construction in Q4 2024 or Q1 2025.	Q1 2025
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.	In-Progress	5	Preparing Project Charter to define project scope. Working with Island Pathways for potential design - build.	Q4 2024
Bus Shelter	Design and construction for West Horel bus shelter	In-Progress	20	Survey complete. Dec/22 application submitted through BC Transit's Bus Shelter Program. Will apply to MoTI's Minor Betterments program for additional funding. CWF Grant funding has been received to support this project. LCC decision to use BC Transit standard design	Q2 2025
Bus Shelter	Design and construction of art-inspired bus shelter at Mobrae Avenue and Vesuvius Bay Road	In-Progress	5	Will apply to MoTI's Minor Betterments program for additional funding. CWF Grant funding has been received to support this project. LCC decision to use BC Transit standard design.	Q2 2025
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	Completed	100	Assessment of potential locations within Ganges Village for designated tour bus parking. Parking not immediately required. Final report delivered.	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

Salt Spring Island Administration Project Tracker				Report No. 16, 2024 July-September	
				 <small>Making a difference...together.</small>	
Project	Description	Status	%	Comments	Timing
Ganges Crosswalk Study	Study of Crosswalks in Ganges	On-Hold	0	Was anticipated to be completed by ICBC, however CRD is now required to accept the lead roll. Awaiting funding.	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
Integrated Housing Strategy	Development of an Integrated Housing Strategy	In-Progress	5	Initial scoping meeting with stakeholders is scheduled in October.	NA
Priority Area: Parks and Recreation					
Park Land:					
Phoenix Elementary School	CRD to assume the operation and management of the former Elementary School and property.	In-Progress	10	CRD proposal was selected by SD64 and lease effective Jan 1 2024 has been negotiated.	Q4 2024
SIMS Energy Audit	Energy audit and replacement of HVAC System.	In-Progress	0	Level 1 Energy Audit to be funded by BC Hydro. Designs and costing for HVAC replacement funded by CARF.	Q2 2025
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 and rezoning application has been submitted to Island Trust. 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. Rezoning application submitted.	Q4 2024
Portlock Park Master Plan	Develop a master plan to reconfigure the park with the replacement of failing infrastructure	In-Progress	75	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 public comment prior to final consideration by LCC.	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

Salt Spring Island Administration Project Tracker				Report No. 16, 2024 July-September	
				 <small>Making a difference...together.</small>	
Project	Description	Status	%	Comments	Timing
Portlock Park Maintenance Shed	Replacement of destroyed maintenance shed and equipment destroyed in a fire at Portlock Park.	In-Progress	5	Developing requirements for replacement shed. Equipment replacement in progress.	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 develop a Memorial Corridor in Peace Park. Contract has been drafted for JGS to review.	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.	Q1 2025
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.	In-Progress	50	Land survey identifying SRW and trail location has been completed and right of way registered on title. CWF has been secured to fund this project and construct is scheduled to be completed this Fall.	Q4 2024
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 and float replacement is underway.	Q2 2025
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:					

Salt Spring Island Administration Project Tracker				Report No. 16, 2024 July-September	
				 <small>Making a difference...together</small>	
Project	Description	Status	%	Comments	Timing
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					
Library	Archives climate control system replacement	Complete	100	Climate control system to be replaced. CWF funding approved. Project complete.	Q3 2024

REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF Thursday, October 10, 2024

SUBJECT 163 Drake Road – Phoenix Elementary School Property

ISSUE SUMMARY

To review opportunities and implications for temporary and long-term uses at 163 Drake Road.

BACKGROUND

The Capital Regional District (CRD) submitted a proposal to assume responsibility and maintenance for the buildings and land located at 163 Drake Road in response to School District 64 (SD64) request for applications. The CRD's proposal was accepted and a draft lease agreement effective January 1, 2025 was approved by the Salt Spring Island (SSI) Local Community Commission (LCC) on September 19, 2024.

Staff have not been given direction on the temporary and long-term uses of 163 Drake Road and are recommending that the LCC conducts a community needs assessment to determine the greatest public benefit, capacity and criteria for allocating space. The Needs Assessment is estimated to take 8-10 months to Promote Awareness, Gather Feedback from the General Public, Engage Stakeholders, Examine Local Trends and Demographics, Prepare a Technical Report and Present Recommendations to the LCC for consideration. The needs assessment would also provide options for the LCC to develop criteria for scoring proposals in a fair and equitable way.

While the site has the potential to offer a number of short-term community benefits including room rentals and office space, there has been no funding allocated to support community use. An opportunity exists to meet an immediate need for parks maintenance. The current parks and recreation maintenance facility located on Kanaka Road has reached end of life and the Phoenix site could serve as a temporary maintenance facility while we work through approvals and construction. Once a proper maintenance facility is constructed the Phoenix site could be returned as a community facility to support community recreation and other community needs identified in the needs assessment.

If temporary use as a parks maintenance facility is approved the upstairs of the main building, playground and community gardens could be made available for community use. The LCC has assumed \$8,000 in revenue will be generated by the property in 2025 but has not provided staffing capacity or funding to support any renovations or new booking opportunities.

To support community use in addition to temporary maintenance use, fencing, minor renovations and additional booking clerk hours would be required. To utilize the entire site for community use in 2025 booking clerk hours and janitorial hours would need to be increased accordingly.

ALTERNATIVES

That the Salt Spring Island Local Community Commission:

Alternative 1

Authorize staff to submit a Temporary Use Permit application to the Islands Trust for the purpose of using 163 Drake Road for a temporary maintenance facility for 12-24 months.

AND

Approve additional 2025 operating costs of \$26,930, funded by adding \$2,298 to the revenue from the property, \$4,632 requisition and \$20,000 in Community Works Funding.

Approve additional 2025 capital projects totalling \$30,000 funded by \$30,000 of Community Works Funding.

Alternative 2

Refer the report back to staff for additional information.

IMPLICATIONS

Financial Implications

To assess community needs and provide early public access to the facility in 2025 additional funding will be required. The LCC has assumed \$8,000 in revenue will be generated by the property in 2025 but has not provided staffing capacity or funding to support any renovations or new booking opportunities. The tables below identify potential revenue opportunities as well as additional ongoing and one-time costs to support utilizing a portion of the facility for community use.

Estimated Revenue for 163 Drake Road

Potential Sources of Revenue		Total Revenue
Pic Nic Shelter (Birthday Parties)	\$36/hr. x6	-\$216
Community Garden Plots	\$25/annual x 6	-\$150
Office Rental (monthly)	* \$442/x 2 10 months	-\$8,840
Room Rental (hourly)	* \$21/hr. x 52	-\$1,092
Total		-\$10,298
Currently incorporated in the Operating Budget		\$8,000
Additional Revenue Projection		-\$2,298

* Not for Profit Rates based on Fees and Charges Bylaw

Estimated Operating Cost for 163 Drake Road

Operating	2025 Provisional Operating Budget	Additional Considerations for 2025 Final Budget		Total Budget Adjustment
		Ongoing	One-Time	
Water	\$1,000	\$100		\$100
Hydro	\$3,750	\$375		\$375
Building R&M	\$3,500	\$350		\$350
Garbage	\$250	\$125		\$125
Security / Alarm	\$5,000			
Signage	\$250			
Office Supplies	\$500			
Telecomm/Internet	\$2,400			
Insurance / Fire	\$6,500			
Operating Reserve	\$6,000			
Lease	\$18,000			
Booking Clerk @1hr/wk		\$1,820		\$1,820
Janitorial @2hs/wk		\$4,160		\$4,160
Capacity Assessment			* \$20,000	* \$20,000
TOTAL COST	\$47,150	\$6,930	\$20,000	\$26,930
Rental Revenue	-8000	-\$2,298		-\$2,298
NET COST	<u>\$39,150</u>	<u>\$4,632</u>	<u>\$20,000</u>	<u>\$24,632</u>

* Potentially eligible for Community Works Funding

Estimated Capital Cost for 163 Drake Road

Capital	2025 Capital Budget	Additional Considerations for 2025 Final Budget		Total Budget Adjustment
		Ongoing	One-Time	
Building Renovations	\$0		* \$10,000	* \$10,000
Fencing	\$0		* \$20,000	* \$20,000
TOTAL COST			<u>\$30,000</u>	<u>\$30,000</u>

* Potentially eligible for Community Works Funding

CONCLUSION

The CRD has been selected by SD64 to lease a building and property located at 163 Drake Road.

The SSI Parks and Recreation Service has inadequate maintenance facilities despite being a top priority for a number of years. An opportunity exists to lease a building and property for park maintenance purposes with a future goal of expanding recreation programs and other community opportunities in the near future.

Should the LCC wish to open the facility for public use in 2025 additional staff capacity and funding will be required.

RECOMMENDATION

That the Salt Spring Island Local Community Commission authorize staff to submit a Temporary Use Permit application to the Islands Trust for the purpose of using 163 Drake Road for a temporary maintenance facility for 12-24 months.

AND

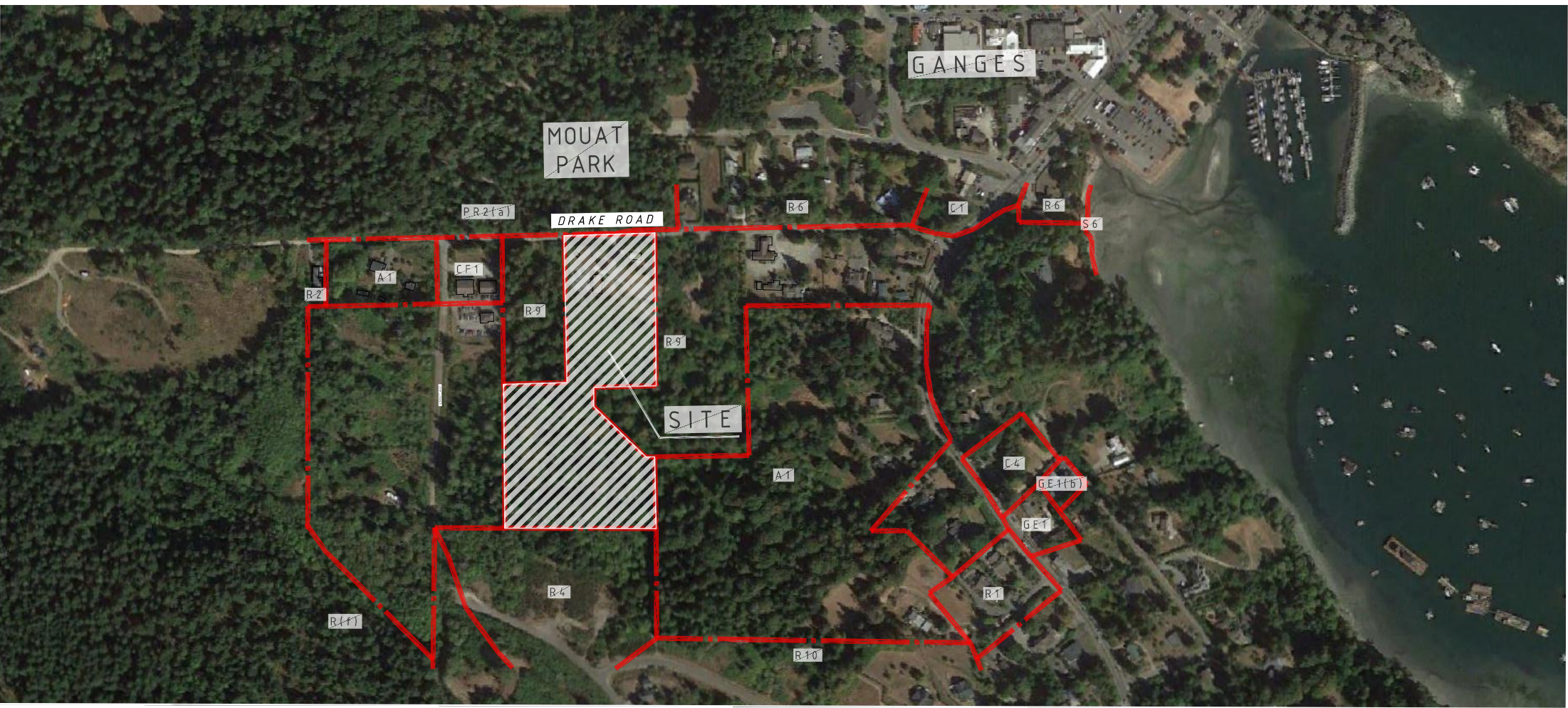
Approve additional 2025 operating costs of \$26,930, funded by adding \$2,298 to the revenue from the property, \$4,632 requisition and \$20,000 in Community Works Funding.

Approve additional 2025 capital projects totalling \$30,000 funded by \$30,000 of Community Works Funding.

Submitted by:	Dan Ovington, BA, Manager of Parks and Recreation
Concurrence:	Stephen Henderson, Senior Manager, Real Estate, Southern Gulf Island Electoral Area and Salt Spring Island Local Community Commission

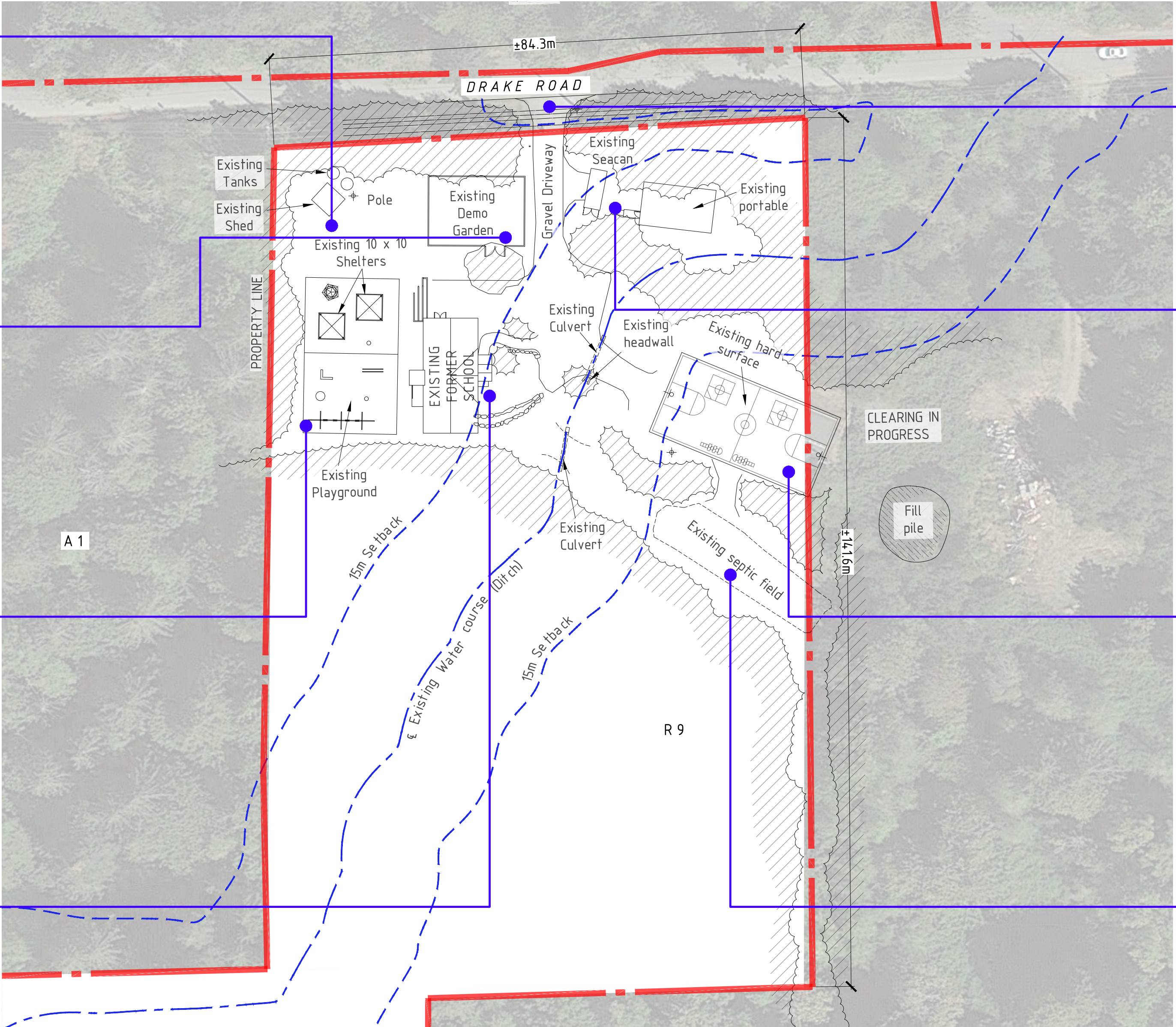
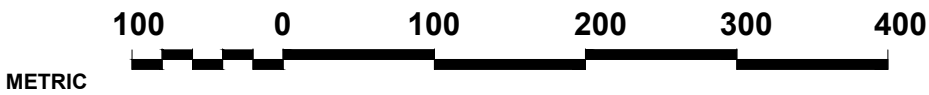
ATTACHMENT(S)

Appendix A – Conceptual Drawings, Dated August 22, 2024



CONTEXT PLAN

Scale: 1:5000



EXISTING SITE PLAN

GENERAL NOTES

Site Characteristics

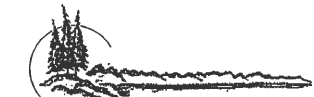
- The former “Phoenix Alternate School” has been phased out by the school district. They do not want to dispose of the property but are now offering the facility for long term lease. PARC is interested in leasing it to replace the Kanaka Road parks maintenance yard while that site is being prepared for major improvements.
- To facilitate a lease the CRD must apply for a Temporary Use Permit (TUP).
- An important site feature is the existing watercourse (drainage ditch) that meanders across the site, south to north. Customary setback requirements (15m each side of top of bank) will be applicable to any new uses.

CRD Requirements

- Perimeter security fencing around “maintenance yard” with controlled entrance gate
- Security lighting on buildings or poles
- Demonstration garden and playground to remain accessible to public
- Portable classroom will remain and can be assigned for use, as-is, where-is (note: the building is entirely within the watercourse restriction zone)
- Sea-can will remain and can be used as-is, where-is
- Existing watercourse and required setbacks to remain unchanged
- EV charging stations for two vehicles, close to main building
- Main building use for parks offices, lunchroom, meeting room, washrooms/ changerooms. Possible use of lower floor for inside workshop
- Outside work area adjacent to lower floor entrance, with weather protection (20x20 open-sided structure w/ peaked roof)
- No equipment or fuel storage in main building
- Bulk material storage bins on hard surfaced former sport court.
- Mobile equipment parking and bulk materials storage on hard surface
- Lightweight shelter structure for excavator (pipe frame & fabric)

Appendix A

Revisions		
No.	Date	Description
01	Aug. 08, 2024	General
02	Aug. 12, 2024	General
03	Aug. 14, 2024	General
04	Aug. 22, 2024	General



David Gibbon
Park Planning and Management
217 Canvasback Place Salt Spring Island BC
t. 250-637-5400
c. 250-720-5542
e. gibbond392@gmail.com

CRD
CAPITAL REGIONAL
DISTRICT

SALT SPRING ISLAND
PARKS & RECREATION



PROPOSED
TEMPORARY
PARKS
MAINTENANCE
YARD AT

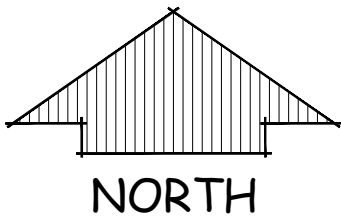
163 DRAKE ROAD,
GANGES,
SALT SPRING ISLAND, BC

CONTEXT &
EXISTING
SITE PLAN

Project No.: 2024-01
Drawn by: dog, srd
Date: August 07, 2024

Drg. No. **SK - 1**

Revision No.: 04 Date: August 22, 2024



Scale: 1:500

