



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

Thursday, January 16, 2025

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. Election of SSI Local Community Commission Chair

3. Election of SSI Local Community Commission Vice Chair

4. Approval of Agenda

5. Adoption of Minutes

5.1. [25-0014](#) Minutes of November 19, 2024 - December 5, 2024 Salt Spring Island Local Community Commission

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

- November 19, 2024 Special Meeting
- November 21, 2024 Meeting
- December 05, 2024 Special Meeting

Attachments: [Minutes: November 19, 2024 -Special Meeting](#)

[Minutes: November 21, 2024](#)

[Minutes: December 05, 2024 -Special Meeting](#)

6. Chair, Director, and Commissioner Reports

7. Senior Manager Report

8. 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.

9. Commission Business

9.1. [25-0015](#) The Local Community Commissions Land Holding Authority

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

Attachments: [Staff report: The Local Community Commissions Land Holding Authority](#)

9.2. [25-0016](#) Project Tracker Quarterly No. 17, 2024

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

Attachments: [Project Reporting Dashboard No 17 2024](#)

9.3. [25-0017](#) Motion Tracker

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

Attachments: [LCC Motion Tracker 2023-Exported Jan 7, 2025](#)
[LCC Motion Tracker 2024-Exported Jan 7, 2025](#)
[LCC Motion Tracker 2025-Exported Jan 7, 2025](#)

9.4. [25-0020](#) SIMS Energy Audit and HVAC Conceptual Design

Recommendation: There is no recommendations, this report is for information.

Attachments: [Staff Report: SIMS Energy Audit and HVAC Conceptual Design](#)

9.5. [25-0021](#) SSI Centennial Park Washroom Operation

Recommendation: That the Salt Spring Island Local Community Commission requests that staff take no action and continue to operate the Centennial Park washroom by opening the facility each morning, closing larger washrooms in the afternoon during the off season and closing the universal washroom overnight.

Attachments: [Staff Report: SSI Centennial Park Washroom Operation](#)

10. Notice(s) of Motion

10.1. [25-0022](#) Motion with Notice: Identifying Development Potential in Service Area Advocacy (G. Holman)

Recommendation: [At the Dec 05, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission recommends that the SSI Local Trust Committee (LTC) identify the existing development potential (i.e., allowed by current zoning, including suites and cottages) on Agricultural Land Reserve (ALR) and non-ALR land within the North Salt Spring Waterworks District Maxwell Lake service area."

10.2. [25-0023](#) Motion with Notice : Identifying Properties Allowing Suites and Cottages Advocacy (G. Holman)

Recommendation: [At the Dec 05, 2024 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission recommends that the SSI Local Trust Committee (LTC) identify the number of properties on which suites and cottages are allowed by current zoning for SSI, on Agricultural Land Reserve (ALR) and non-ALR land, but outside the North Salt Spring Waterworks District service area."

10.3. [25-0024](#) Notice of Motion: SSI Grant-in-aid Operating Policies (B. Webster)

Recommendation: [At the Dec 05, 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) establish the following operational policies relating to Salt Spring Electoral Area Grants-in-Aid:
1) The LCC shall approve grants-in-aid only to Salt Spring Island-based non-profit groups.
2) The LCC encourages grant-in-aid applications for amounts of up to \$5,000.
3) The LCC encourages applications for projects or initiatives that did not receive grant-in-aid support within the previous year.
4) The LCC encourages groups that might appropriately be supported through another LCC service (such as Economic Sustainability, Parks and Recreation or others) to look to that service for support rather than the grant-in-aid program."

11. Motion to Close Meeting

11.1. [25-0026](#) Motion to Close Meeting

Recommendation: 1. That the meeting be closed for discussion of acquisition/disposition that could reasonably be expected to harm the interest of the Electoral Area under Section 90(1) (e) of the Community Charter. [1 items].
2. That the meeting be closed for consideration of information received and held in confidence relating to intergovernmental negotiations under Section 90(2)(b) of the Community Charter. [1 items].

12. Adjournment

Next Meeting:

-Special Meeting Thursday, January 30, 2025, at 9:00am in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Tuesday, November 19, 2024

11:30 AM

Meaden Hall
120 Blain Road
Salt Spring Island BC

Special Meeting- Joint with Island Trust

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,

GUESTS:, 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.

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

The meeting was called to order at 11:44 am.

1. Territorial Acknowledgement

Island Trust Trustee Peterson provided a Territorial Acknowledgement.

2. Approval of Agenda

The chair seeing no objections, the November 19th, 2024 special meeting agenda was adopted as presented.

3. Special Meeting Matters

3.1. Official Community Plan - Land Use Bylaw Project

Discussion ensued regarding the Complete Communities Assessment.

- The Complete Communities Assessment precedes the Official Community Plan and Land Use Bylaw project
- Preliminary report can be used as input into the Integrated Housing Strategy
- Due to be completed by the end of 2024
- Next in-person engagement session is scheduled to be held November 24, 2024
- Identification of refined details about topics in which both parties can collaborate needs to occur

3.2. Salt Spring Island Integrated Housing Strategy

Discussion ensued regarding Salt Spring Integrated Housing Strategy.

-Housing Needs Assessment completion targeted for March or April, 2025

-Integrated Housing Strategy targeted to be completed in 2025

-When agencies meet to discuss Integrated Housing Strategy it is important to include Islands Trust and Salt Spring Water District staff

-There is need to undertake a Geographic Information System (GIS) analysis to determine how many properties contain suites outside of the moratorium area and quantitative estimates in which additional uses could be legalized

3.3. Short Term Rental Management

Discussion ensued regarding Short Term Rental (STR) management.

-Local Community Commission will lead roundtable discussion in early 2025

-Discussion to include STR sector that has specific implications for housing

-Discussion about Provincial Bill 35 to occur before deadline to opt in on March 31, 2025

3.4. Prioritizing Water and Wastewater Service Connections

Discussion ensued regarding North Salt Spring Waterworks District moratorium.

-When development occurs in a service area there is no discretion about whether or not to provide service; however, discretion can occur outside of the service districts

-Agencies need to have conversations about density, zoning, and service availability

4. Adjournment

The chair seeing no objections, adjourn the meeting at 01:30pm.

CHAIR

SENIOR MANAGER

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Thursday, November 21, 2024

9:00 AM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

PRESENT:

COMMISSIONERS: E. Rook (Chair) G. Holman (Director), G. Baker, B. Corno, B. Webster,

STAFF: K. Morley, General Manager, Corporate Services, S. Henderson, Senior Manager, Real Estate and SGI Administration, D. Ovington, Senior Manager, SSI Administration, M. Williamson, Committee Clerk, (Recorder)

EP- Electronic Participation

GUEST: P. Tarr, Transition Salt Spring, D. Miller, Transition Salt Spring,

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

The meeting was called to order at 09:04 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 November 21, 2024, meeting of the Local Community
Commission be approved as amended with the addition of agenda item 7.7.
Invasive Chipping Program.
CARRIED

3. Adoption of Minutes

3.1. Minutes of October 17, 2024 Salt Spring Island Local Community
Commission

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the minutes of October 17, 2024 meetings be adopted as amended, with the
following amendment. That the word "primary" be replaced with the word
"preliminary" after the words "-CRD" and before the words "requisition
increase".
CARRIED

4. Chair, Director, and Commissioner Reports

Commissioner Rook spoke of the following items:

- Inter-agency preliminary work on Salt Spring Island Integrated Housing Strategy
- Hosting the next joint Island Trust meeting

Commissioner Baker spoke of the following items:

- Joint Island Trust meeting
- Island Pathways luncheon
- Salt Spring Island Foundation 40th anniversary
- Ask Salt Spring
- Dragonfly Commons property update
- LCC revising bylaw

Director Holman spoke of the following items:

- Board CRD preliminary budget approval
- Salish Sea Trail
- Rural Housing Program
- Director and Local Community Commissioner's remuneration
- Alternative approval process for Regional Transportation Service
- Alternative approval process for Foodland access
- Alternative approval process for Biodiversity Coordination Service
- Commissioner Rook alternate director for Salt Spring Electoral Area
- Hospital District Capital Plan
- Proposed Regional Arts Service
- SSI Public Library Finance Committee meeting
- Proposed alternative ticketing and bylaw enforcement process

5. Senior Manager Report

S. Henderson provided information on:

- Rural Housing Program
- Transit Service Max Levy Increase

6. Presentations/Delegations

6.1. Presentations

6.1.1. Presentation: Pam Tarr, and Deborah Miller, Transition Salt Spring, Re: 2024 Invasive Chipping Program

P. Tarr and D. Miller provided a presentation on the 2024 Invasive plant species chipping program.

6.2. Delegations

There were no delegations.

7. Commission Business

7.1. Salt Spring Island 2024 Grant-In-Aid Application - Fall Intake

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission recommends the Salt Spring Island Electoral Area Director approve the Grant-in-Aid applications to the applicants listed in Appendix A, in the amount of 12,068.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the motion be amended to:

1. add the words "with the following amendments:

- Reduce the amount for FarmFolk CityFolk Society from \$1,500 to \$1,000
- Reduce the amount for Salt Spring Elementary Parent from \$3,606 to \$3,300
- Reduce the amount for Salt Spring Baroque Music Society from \$3,350 to \$2,400
- Reduce the amount for Salt Spring Health Advancement Network from \$3,606 to \$3,300" after the words "...listed in Appendix A," and before the words "in the amount..."

AND

2. replace the words " in the amount of 12,068." with the words " for a total amount of \$10,000" after the words "... from \$3,606 to \$3,300".

CARRIED

The question was called on the main motion as amended.

"That the Salt Spring Island Local Community Commission recommends the Salt Spring Island Electoral Area Director approve the Grant-in-Aid applications to the applicants listed in Appendix A with the following amendments:

- Reduce the amount for FarmFolk CityFolk Society from \$1,500 to \$1,000
- Reduce the amount for Salt Spring Elementary Parent from \$3,606 to \$3,300
- Reduce the amount for Salt Spring Baroque Music Society from \$3,350 to \$2,400
- Reduce the amount for Salt Spring Health Advancement Network from \$3,606 to \$3,300

for a total amount of \$10,000."

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission develop a formal Salt Spring Electoral Area specific Grant-in aid policy and meet with other local funders to better coordinate grant programs.

CARRIED

7.1.a. Facility Booking Request - Chuan Society Pilot Project

**MOVED by Director Holman, SECONDED by Commissioner Baker,
That the Salt Spring Island Local Community Commission authorize staff to
amend the Lease for Phoenix Elementary, 163 Drake Road, Salt Spring Island
between School District 64 and Capital Regional District for a five-year term
commencing as soon as possible.**

The question was called by the Chair.

**“That the Salt Spring Island Local Community Commission authorize staff to
amend the Lease for Phoenix Elementary, 163 Drake Road, Salt Spring Island
between School District 64 and Capital Regional District for a five-year term
commencing as soon as possible”**

CARRIED

7.2. Drummond Park Upgrades Project Charter and Design Options

Discussion ensued regarding Drummond Park Upgrades Project Charter.

- Staff to edit Project Charter remove parentheses next to contingency in
“Cost Explanation” table

**MOVED by Commissioner Holman, SECONDED by Commissioner Webster,
That the Salt Spring Island Local Community Commission approves the
Drummond
Upgrades Project Charter as amended in Appendix A and the Drummond Park
replacement play structure in Appendix B.**

CARRIED

7.3. Relocation of CRD Offices to SIMS

**MOVED by Director Holman, SECONDED by Commissioner Webster,
The Salt Spring Island Local Community Commission recommends that staff not
proceed with referring the consideration of relocating Salt Spring Island Capital
Regional District offices to the Electoral Areas Committee.**

CARRIED

7.4. 2025 Schedule of Regular Local Community Commission Meetings

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That the regular meetings for the Local Community Commission will be
scheduled in
2025:

On the third Thursday of each month as follows: January 16 (Inaugural), February
20, March 20, April 17, May 15, June 19, July 17, August 21 (at the call of the
Chair),
September 18, October 16, and November 20.

AND

On the second Thursday of each month as follows: January 09 (at the call of the
Chair), February 13, March 13, April 10, May 08, June 12, July 10, August 14 (at the
call of the Chair), September 11, October 09, November 13, and December 11 (at
the call of the Chair).

CARRIED

7.5. Historical Society Funding Request

Discussion ensued regarding the request for funding from the Historical
Society.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
The Salt Spring Island Historical Society request be referred to staff for more
information.

CARRIED

7.6. SSI Local Community Commission Strategic Plan

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission:

1. Approve the 2024-2027 Salt Spring Island Local Community Commission's Strategic Plan as presented in Appendix A.
2. Refer the 2024-2027 Salt Spring Island Local Community Commission's Strategic Plan to the CRD Board for information.

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That to motion be amended to:

1. replace the word
“presented” with the word “amended” after the words “...Strategic Plan as” and before the words “in Appendix A”
2. add the words “by amending page two replacing the words “the Board but the board retains final approvals” with the words “the Board, while the Board retains authority over bylaw approvals.” after the words “...authorities delegated”” after the words “...in Appendix A,” and before the words “2. Refer the 2024...”

CARRIED

The question was call on the main motion as amended.

“That the Salt Spring Island Local Community Commission:

1. Approve the 2024-2027 Salt Spring Island Local Community Commission's Strategic Plan as amended in Appendix A, by amending page two replacing the words “the Board but the board retains final approvals” with the words “the Board, while the Board retains authority over bylaw approvals.” after the words “ ...authorities delegated”.
2. Refer the 2024-2027 Salt Spring Island Local Community Commission's Strategic Plan to the CRD Board for information.”

CARRIED

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

CARRIED

The Commission recessed at 12:00pm.

The Commission reconvened at 12:38pm

7.7. Invasive Chipping Program

Discussion ensued regarding the funding for chipping of invasive plant species chipping and woody debris.

**MOVED by Director Holman, SECONDED by Commissioner Baker,
That the Salt Spring Island Local Community Commission request staff report
back on ongoing funding possibilities for chipping invasive plant species and
woody debris.
CARRIED**

8. Notice(s) of Motion

8.1. Motion with Notice: Speed Reader Board Advocacy (G. Baker)

**MOVED by Commissioner Baker, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission advocate to the
Ministry of
Transportation and Infrastructure (MoTI) for the installation of additional speed
reader**

boards on Salt Spring Island to include:

- **One to two mobile speed-read units to be deployed at various locations throughout the island.**
- **Reconsideration of the denied installation of a permanent speed reader board on Lower Ganges Road south of Central approaching Baker Road.**
- **Installation of two additional speed reader boards, one on Sunset Road going south near the Duck Creek Park entrance and the other on Vesuvius Bay Road approaching the ferry terminal.**

And request staff work with MoTI and ICBC staff to identify funding if needed.

**MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Motion with Notice be amended to remove the words**

- **“Reconsideration of the denied installation of a permanent speed reader board on Lower Ganges Road south of Central approaching Baker Road.**
- **Installation of two additional speed reader boards, one on Sunset Road going south near the Duck Creek Park entrance and the other on Vesuvius Bay Road approaching the ferry terminal.”**

After the words “... through throughout the island.” And before the words “And request staff work...”

**MOVED by Director Holman, SECONDED by Commissioner Baker,
That the motion to amend be amended to remove the word “Reconsideration of the denied installation of a permanent speed reader board on Lower Ganges Road south of Central approaching Baker Road.” After the words “...to remove the words” and before the words “Installation of two additional...”.**

WITHDRAWN

The question was called on the Motion to amend, without amendment.

“That the motion be amended to remove the words

- **“Reconsideration of the denied installation of a permanent speed reader board on Lower Ganges Road south of Central approaching Baker Road.**
- **Installation of two additional speed reader boards, one on Sunset Road going south near the Duck Creek Park entrance and the other on Vesuvius Bay Road approaching the ferry terminal.”**

After the words “... through throughout the island.” and before the words “And request staff work...””

DEFEATED

OPPOSED Baker, Holman, Rook

**MOVED by Director Holman, SECONDED by Commissioner Baker,
That the Motion with Notice be amended to remove the words “Installation of two additional speed reader boards, one on Sunset Road going south near the Duck Creek Park entrance and the other on Vesuvius Bay Road approaching the ferry terminal.” After the word “...approaching Baker Road.” and before the words “And request staff work...”**

CARRIED
OPPOSED Corno

Question was called on the Motion with Notice as amended.

**“That the Salt Spring Island Local Community Commission advocate to the
Ministry of
Transportation and Infrastructure (MoTI) for the installation of additional speed
reader**

boards on Salt Spring Island to include:

- **One to two mobile speed-read units to be deployed at various locations
throughout the island.**
- **Reconsideration of the denied installation of a permanent speed reader
board on Lower Ganges Road south of Central approaching Baker Road.**

And request staff work with MoTI and ICBC staff to identify funding if needed”

CARRIED
OPPOSED Corno

8.2. Motion with Notice: Road Reflector Advocacy (G. Baker)

MOVED by Commissioner Baker, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission advocate to the
Ministry of
Transportation and Infrastructure (MoTI) for the installation of 50 flexible
reflectors each year for five years along curves of Salt Spring's narrow and often
unpainted roads. Request staff work with MoTI and ICBC staff to identify funding
if needed.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Motion with Notice be amended to:
-add the word "additional" after the words "...Infrastructure (MoTI) for" and
before the words "the installation of..."
-remove the word "50" after the words "...installation of" and before the words
"flexible reflectors ..."
-remove the words "each year for five years" after the words "...flexible
reflectors" and before the words "along curves of..."
- add the words "location and" after the words "...staff to identify" and before the
words "funding if needed."

DEFEAT

OPPOSED Baker, Rook, Holman

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Motion with Notice be amended to add the words "location and" after
the words "...staff to identify" and before the words "funding if needed."

CARRIED

OPPOSED Webster

Question was called on the Motion with Notice as amended.

"That the Salt Spring Island Local Community Commission advocate to the
Ministry of
Transportation and Infrastructure (MoTI) for the installation of 50 flexible
reflectors each year for five years along curves of Salt Spring's narrow and often
unpainted roads. Request staff work with MoTI and ICBC staff to identify location
and funding if needed.

CARRIED

OPPOSED Webster

8.3. Motion with Notice: Road Line Painting and Sweep Funding Advocacy (B. Corno)

MOVED by Commissioner Corno, **SECONDED** by Director Holman,
That the Salt Spring Island Local Community Commission write Ministry of
Transportation and infrastructure requesting an increase in the amount of
funding that is applied to Salt Spring Island for line painting and street sweeping
in 2025 and beyond.

CARRIED

- 8.4. Motion with Notice: Fulford-Ganges Road Repaving Advocacy (B. Webster)

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the Local Community Commission write to the Ministry of Transportation and Infrastructure to request that the Ministry put a priority on repaving Fulford-Ganges Road from Cranberry Road to the planned new Blackburn Lake Bridge to enhance safety and provide wider shoulders wherever possible to enhance active transportation use.

CARRIED

- 8.5. Motion with Notice: Housing Action Plan Policies (G. Holman)

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Local Community Commission policies regarding housing action plan such as affordability, rental versus ownership, employee versus other housing types, community water allocation, and patterns be discussed at its next meeting on an integrated housing plan for SSI.

CARRIED

- 8.6. Motion with Notice: Island Trust Boarding House Advocacy (G. Holman)

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Local Community Commission recommend that the Local Trust Committee amend the home-based business provisions of its land use bylaw regarding boarding houses to be consistent with CRD and BC Building Code regulations.

The motion was amended by Director Holman.

“That the Local Community Commission recommend that the Local Trust Committee amend the home-based business provisions of its land use bylaw regarding boarding houses to be consistent with occupancy levels CRD and BC Building Code regulations.”

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Motion with Notice be referred to the next Salt Spring Island Local Community Commission meeting.

CARRIED

9. Motion to Close Meeting

9.1. Motion to Close Meeting

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

**MOVED by Commissioner Webster SECONDED by Director Holman
That the meeting be closed for Negotiations 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 01:39pm.

10. Rise and Report

The Salt Spring Island Local Community Commission rose from its closed session 3:15pm and reported:

“That the Salt Spring Island Local Community Commission approve the Lease for Phoenix Elementary, 163 Drake Road, Salt Spring Island between School District 64 and Capital Regional District for a five-year term at an annual rent of \$18,000 and a \$6,000 contribution to an operating reserve with an annual increase of \$3%.”

11. Adjournment

**MOVED by Director Holman, SECONDED by Commissioner Baker,
That the Local Community Commission adjourn the meeting at 03:21pm.
CARRIED**

CHAIR

SENIOR MANAGER

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Thursday, December 5, 2024

9:00 AM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Special Meeting

PRESENT:

COMMISSIONERS: E. Rook (Chair) G. Holman (Director), G. Baker, B. Corno, B. Webster,

STAFF: S. Henderson, Senior Manager, Real Estate and SGI Administration, D. Olafson, Manager, SSI Engineering, 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 09:09 am.

1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Commissioner Webster, SECONDED by Director Holman,
That agenda for the December 05, 2024, Special meeting of the Local Community
Commission be approved as amended with the addition of agenda item 5.8.LCC
Strategic Plan.
CARRIED**

3. Senior Manager Report

S. Henderson provided information on the Ganges Harbourwalk next meeting.

4. Presentations/Delegations

There were no presentations or delegations.

5. Special Meeting Matters

5.1. Grant-In-Aid Application - The Chuan Community Arts Society

Commissioner Baker declared a personal conflict and recused herself from the meeting room at 9:12am

**MOVED by Director Holman, SECONDED by Commissioner Webster,
That the Salt Spring Island Local Community Commission recommends the Salt
Spring Island Electoral Area Director: Approve the Grant-in-Aid application to the
Chuan Community Arts in the amount of \$2,068.
CARRIED**

Commissioner Baker returned to the meeting room at 9:22am.

5.2. LCC Role Regarding Boat-related Issues Discussion

Discussion ensued regarding the Local Community Commission possible role regarding boat-related Issues in Salt Spring Island Harbours.

**MOVED by Commissioner Webster, SECONDED by Director Holman,
That the Salt Spring Island Local Community Commission (LCC) write to the CRD
Board requesting:**

- 1) That the Salt Spring Island LCC be consulted in the identification of local government objectives and desired outcomes for Salt Spring Island harbour areas.
 - 2) That the Salt Spring Island LCC be included as part of any regional working group that might be established relating to harbour management issues.
 - 3) That the Board write to the provincial and federal governments requesting them to fulfill their responsibilities relating to better management of Private Mooring Buoys, long-term boat use and live-aboards.
- CARRIED**

**MOVED by Commissioner Webster, SECONDED by Director Holman,
That the Salt Spring Island Local Community Commission (LCC) write to the Salt
Spring Island Local Trust Committee (LTC) to ask that the next meeting between
the LCC and LTC include discussion of opportunities to collaborate on potential
management of Private Mooring Buoys, long-term boat use and live-aboards in
Salt Spring Island small craft harbours.
CARRIED**

5.3. Update Liquid Waste and Geotubes Pilot

Discussion ensued regarding the Geotube Pilot project.

5.4. Developing a Process for Reviewing Bylaws

Discussion ensued regarding the process for reviewing bylaws.

**MOVED by Commissioner Webster, SECONDED by Director Holman,
That the SSI Electoral Area Director and SSI Local Community Commission
convene a meeting with stakeholders and CRD staff regarding bylaw
enforcement and dispute resolution process that impacts agricultural activities on
Salt Spring Island.**

CARRIED

5.5. Developing the Terms of Reference for an Integrated Housing Strategy

Discussion ensued regarding the Terms of Reference for an Integrated Housing Strategy.

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That the Salt Spring Island Local Community Commission (LCC) invite members
of the expert group on housing to meet with the commission to advise on next
steps for the development of an integrated housing strategy and action plan that:**

- 1) Builds on work that already been completed.**
- 2) Does not duplicate other work that is already underway.**
- 3) Is coordinated by a professional.**
- 4) Includes 'hands-on' involvement of LCC commissioners.**
- 5) Brings together all relevant agencies and groups.**
- 6) Invites the involvement of all interested community members.**

CARRIED

5.6. Motion with Notice: Island Trust Boarding House Advocacy (G. Holman)

[At the Nov 14, 2024 Salt Spring Local Community Commission meeting, the Notice of Motion was read by Director Holman into record to be discussed at a following meeting.

At the Nov. 21, 2024 Salt Spring Local Community Commission meeting, the Notice of Motion was amended by Director Holman, the motion was moved and seconded by Commissioner Corno, and consideration on the motion was referred to the next Salt Spring Island Local Community Commission meeting.]

**MOVED by Director Holman, SECONDED by Commissioner Corno,
That the Local Community Commission recommend that the Local Trust
Committee amend the home-based business provisions of its land use bylaw
regarding boarding houses to be consistent with occupancy levels CRD and BC
Building Code regulations.**

**MOVED by Director Holman, SECONDED by Commissioner Baker,
That the Motion with Notice be referred to the Salt Spring Island Local
Community Commission meeting which will include the development of an
Integrated Housing Strategy and Action Plan.
CARRIED**

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That agenda be amended to move consideration of agenda item 5.8. before
agenda item 5.7.
CARRIED**

5.8. SSI Local Community Commission Strategic Plan

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That the 2024-2027 Salt Spring Island Local Community Commission's Strategic
Plan be amended on page two by replacing the words "The Commission has
certain authorities delegated by the Board, while the Board retains final
approvals over Bylaws " with the words "The Commission has certain authorities
delegated by the Board. The Board retains final approvals over bylaws and the
financial Plan" after the words " ... appointed, volunteer commissions."**

AND

**That the Salt Spring Local Community Commission refer the amended 2024-2027
Salt Spring Island Local Community Commission's Strategic Plan to the CRD
Board for information.
CARRIED**

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

The Commission recessed at 11:58pm.

The Commission reconvened at 12:48pm

5.7. Expanding LCC Administrative Authority to Include All SSI Local CRD Services

Discussion ensued regarding expanding Local Community Commission delegated authority over SSI Local CRD Services.

**MOVED by Director Holman, SECONDED by Commissioner Webster,
That the rules of the Board Procedures bylaw be suspended to allow for Notices
of Motion to be read at a Special Meeting.
CARRIED**

5.a. Notice(s) of Motion

5.a.1. Notice of Motion: Integrated Housing Strategy Prioritizing (G. Holman)

Director Holman proposed the following Notice of Motion for consideration at the next meeting:

"That the proposed 'integrated housing strategy' prioritizes affordable rental housing (e.g., rather than market ownership housing)."

5.a.2. Notice of Motion: Identifying Development Potential in Service Area Advocacy (G. Holman)

Director Holman proposed the following Notice of Motion for consideration at the next meeting:

"That the Salt Spring Island Local Community Commission recommends/request that the SSI Local Trust Committee (LTC) identify the existing development potential (i.e., allowed by current zoning, including suites and cottages) on Agricultural Land Reserve (ALR) and non-ALR land within the North Salt Spring Waterworks District Maxwell Lake service area."

5.a.3. Notice of Motion: Identifying Properties Allowing Suites and Cottages Advocacy (G. Holman)

Director Holman proposed the following Notice of Motion for consideration at the next meeting:

"That the Salt Spring Island Local Community Commission recommends that the SSI Local Trust Committee (LTC) identify the number of properties on which suites and cottages are allowed by current zoning for SSI, on Agricultural Land Reserve (ALR) and non-ALR land, but outside the North Salt Spring Waterworks District service area."

5.a.4. Notice of Motion: Review of Official Community Plan Advocacy (G. Holman)

Director Holman proposed the following Notice of Motion for consideration at the next meeting:

“That the Salt Spring Island Local Community Commission recommends that the proposed ‘integrated housing strategy’ and the Local Trust Committee (LTC) Official Community Plan (OCP) review retain existing OCP policies stipulating that:

- zoning changes should be prioritized for affordable housing (e.g., B.2.1.2.1)
- new development, including housing, should be directed in or near villages and existing transit routes (e.g., B.2.3)”

5.a.5. Notice of Motion: Official Community Plan Affordable Housing Advocacy (G. Holman)

Director Holman proposed the following Notice of Motion for consideration at the next meeting:

“That the Salt Spring Island Local Community Commission recommends that the Island Trust consider immediate land use changes facilitating affordable housing options consistent with Official Community Plan (OCP) sections B.2.1.2.1 and B.2.3, including: boarding houses, accessory dwelling units in the Fulford area, and liveaboards in marinas.”

5.a.6. Notice of Motion: Prioritizing Service Capacity for Affordable Housing Advocacy (G. Holman)

Director Holman proposed the following Notice of Motion for consideration at the next meeting:

“That the Salt Spring Island Local Community Commission recommends that in considering zoning changes, and to the extent possible, the SSI Local Trust Committee (LTC) should prioritize limited community water and sewage collection/treatment capacity for affordable housing.”

5.a.7. Notice of Motion: SSI Grant-in-aid Operating Policies (B. Webster)

Commissioner Webster proposed the following Notice of Motion for consideration at the next meeting:

“That the Salt Spring Island Local Community Commission (LCC) establish the following operational policies relating to Salt Spring Electoral Area Grants-in-Aid:

- 1) The LCC shall approve grants-in-aid only to Salt Spring Island-based non-profit groups.
- 2) The LCC encourages grant-in-aid applications for amounts of up to \$5,000.
- 3) The LCC encourages applications for projects or initiatives that did not receive grant-in-aid support within the previous year.
- 4) The LCC encourages groups that might appropriately be supported through another LCC service (such as Economic Sustainability, Parks and Recreation or others) to look to that service for support rather than the grant-in-aid program.”

6. Motion to Close Meeting

6.1. Motion to Close Meeting

MOVED by Director Holman, SECONDED by Commissioner Webster,
That the meeting be closed for discussion respecting the proposed provision of a service that is at its preliminary stages under Section 90(1)(k) of the Community Charter. [1 item]
CARRIED

MOVED by Commissioner Baker, SECONDED by Director Webster,
That the meeting be closed for discussion regarding acquisition that could harm the interests of the electoral area under Section 90(1)(e) of the Community Charter. [1 item]
CARRIED

The Salt Spring Island Local Community Commission moved to the closed session at 02:10pm.

The Salt Spring Island Local Community Commission rose from its closed session 2:59pm without report.

7. Adjournment

MOVED by Director Holman, SECONDED by Commissioner Corno,
That the Local Community Commission adjourn the meeting at 02:59pm.
CARRIED

CHAIR

SENIOR MANAGER



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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, JANUARY 16, 2025

SUBJECT The Local Community Commissions Land Holding Authority

ISSUE

To clarify the land holding authority of the Salt Spring Island Local Community Commission (LCC).

BACKGROUND

The following Notice of Motion was made at the Salt Spring Island Local Community Commission (LCC) meeting on September 19, 2024 meeting:

“That the 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.”

A regional district may hold property, including land, provided the holding of the property relates to the service authority, in accordance with s.263 of the *Local Government Act*.

Individual services may hold property or interests in land where related to the service’s authority and purpose. Were a service to receive unrelated property, its funds could not be expended to maintain or operate such property. Disposal would be required.

All property is held in the name of the “Capital Regional District”. The LCC has no separate legal personality from the regional district.

Decisions on acquisition, management, and disposal of land and improvements are subject to the delegation associated with the specific service, legal restrictions, as well as policy and financial controls.

For the LCC, Bylaw No. 4508, “Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022”, states that for those services which the LCC has administrative authority over, the LCC may:

- provide direction on maintenance of property or interests in property; and
- authorize acquisition and disposition of property or an interest in property subject to approved financial plans and in accordance with the delegations set out in Bylaws No. 3343, “Officers’, General Managers’ and Management Staff’s Bylaw No. 1, 2006” and Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”.

Actual transactional authority – the entering into the agreements associated with an LCC strategic direction – depends on the value of the transaction as set out in Bylaw Nos. 3343 and 4186, with the final transactional authority with the regional Board or staff, depending on value. Decisions on annual budget and setting the annual financial plan, which all expenditures must be authorized by, are done by bylaw of the regional Board and cannot be delegated, per the *LGA*.

The LCC has administrative decision-making authority for those services listed in Schedule “A” of Bylaw No. 4508, the most relevant being Economic Development; Wastewater Disposal; Community Parks; Community Recreation; Small Craft Harbours; Transportation and Transit; and Street Lighting. While LCC is “administrative” for grants-in-aid and determination of compensation for livestock injury by dogs, such services by their nature could not hold property – one is a purely

financial granting service, while the other is a service that exists only to have a source to requisition funds for compensation for livestock injury and is independent of the Electoral Area Animal Control Service (which itself can and does hold property).

For its advisory services, subject to whether those matters are brought to the LCC for advice and the nature of the service authority, the LCC may advise on use, operation, or acquisition of property. The LCC is advisory for Arts Contribution; the Salt Spring Island Public Library; and Salt Spring Island Search and Rescue. A service may have the ability to hold property but a related commission does not have the power to make determinations on the maintenance, operation, acquisition or disposal of such property. For Arts Contribution and Search and Rescue, both are pure contribution services, meaning the service would not hold property and only provides funding to offset operation costs. For the Public Library Service, the service is drafted such that the CRD may hold property associated with the service, as well as undertake construction and borrowing for such property (such as the library building).

A brief list of services and potential property holdings is listed below. This list is not exhaustive and is always subject to fact specific situations and examples.

Service	In Scope	Out of Scope
Administrative Services		
SSI Economic Development	Lands required for “promotion” of economic development (e.g. fairgrounds)	Property unrelated to “promotion”, such as general commercial or residential properties
SSI Street Lighting	Licenses, leases, property related to lighting; transit; and transportation services (e.g. sidewalk licenses, parking lots).	Recreational properties; economic development properties; residential or commercial properties (unrelated to operation of transit service).
SSI Community Transit and Transportation		
SSI Small Craft Harbours, (Fernwood Dock)	Recreation and leisure related holdings, held within Community Recreation, depending on debt repayment.	Property unrelated to recreation and leisure (such as housing, homeless shelter infrastructure, trailer parks or campgrounds unrelated to short-term leisure stay).
SSI Pool, Parks and Recreation		
SSI Community Recreation		
SSI Indoor Swimming Pool		
SSI Community Parks	Land for park uses (recreation, leisure, public enjoyment)	Housing, homeless shelter infrastructure, trailer parks or campgrounds unrelated to short-term leisure stay.
SSI Liquid Waste - Septage/Composting	Land related to liquid waste disposal and diversion (e.g. lands and interests in land associated with liquid waste and its related organics composting facility)	Housing, commercial properties unrelated to the operation of a liquid waste service, property relating to promotion of economic development.

Advisory Services		
SSI Grants in Aid	None.	This is a financial granting service, no property may be held.
SSI Arts	None.	This is a pure contribution service. It may only offset the cost of operation of the arts programs associated with it.
SSI Livestock Injury Compensation	None.	This service only exists to fund livestock compensation. Property associated with animal control may be held in the animal control service.
SSI Search and Rescue	None.	This is a pure contribution service.
SSI Public Library	Property associated with the operation and maintenance of a public library (buildings, fixtures, equipment, materials).	Unrelated property (e.g. housing, general recreation facilities).

A regional district cannot specifically speculate on land or engage in land banking. A service may purchase property provided its directing mind has a justified belief the land will be used for a future service purpose. This purpose may change in future (e.g. land purchased for a community purpose may be sold should an alternative site be located), but it cannot engage in speculation. That said, a regional district service may engage in an enterprise, provided its service authority permits it, and commercial activities related to the operation of a service may be acceptable in certain cases.

IMPLICATIONS

Financial Implications

Funds to complete any land and land-use agreements need to be sourced through the service executing the agreement. Any expenditure must be authorized in the annual financial plan, which is set by bylaw of the regional Board. It is not possible to delegate a bylaw making function per the *Local Government Act*.

Service Delivery Implications

While the LCC is the directing mind for decisions relating to management, acquisition, and disposal of property, the actual transaction is performed by those individuals and bodies delegated powers under Bylaws No. 3343 or 4186 in accordance with public law requirements on property disposal, CRD's policies, business processes, and financial controls. There are processes and procedures associated with property acquisition and disposal mandated by policy and law which are outside the scope of this report.

CONCLUSION


CRD services may hold land and interests in land. For those services which the LCC administers, it may act as the directing mind, setting strategic direction for acquisitions and dispositions. The LCC does not have direct transactional authority, which rests with the Board, Officers, and Staff


under Bylaw No. 4186. Any transaction contemplated must comply with the approved annual financial plan and other legislative requirements. Any land purchase or interest in land acquired must related to the purposes of the service, in order to expend service funds on such property.


RECOMMENDATION


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


Submitted by:	Stephen Henderson, BSc, MBA, Senior Manager of Real Estate, Southern Gulf Islands and Salt Spring Local Community Commission
Concurrence:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services and Corporate Officer

Salt Spring Island Administration Project Tracker				Report No. 17, 2024 October-Decemeber	
					
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.	Q3 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. Project under review to determine suitability	Q1 2025
Beddis Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	85	Design complete. Contract for construction awarded. Intake line installed in lake. Vault and vault piping installed. Pressure testing system.	Q1 2025
Highland Fernwood Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	90	Design complete. Contract for construction awarded. Intake line installed in lake. Vault and vault piping installed. Pressure testing complete.	Q1 2025
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.	Q2 2025
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.	Q2 2025
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.	Q2 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	Q2 2025
Turbidity meter on influent line - Fulford	Install turbidity meter on influent line on Fulford water system.	In-Progress	95	Turbidity meters purchased	Q1 2025
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. Project under review.	Q1 2025

Salt Spring Island Administration Project Tracker				Report No. 17, 2024 October-Decemeber	
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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 complete. Awaiting stamped as-built drawings.	Q1 2025
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.	Q2 2025
Beddis Abandoned AC Water Line	Remove ~ 50 m of abandoned asbestos cement water line	In-Progress	5	Project initiated.	Q2 2025
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.	Q2 2025
Ganges WWTP VFD Installation	VFD installation for the EQ Tank at the Ganges WWTP.	In-Progress	40	Project initiated. Included in Aeration System.	Q2 2025
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. Equipment delivered expected in October and December 2024. Grant funding has been received to support this project. Detailed design underway. 95% Design complete.	Q1 2025
Maliview Electoral Assent for Borrowing	Electoral assent for borrowing of funds for the upcoming Maliview WWTP Upgrading Project	In-Progress	20	Grant awarded in the amount of \$1.98M. Staff hosted public open house/consultation March 2021. Preparing public consultation and petition.	Q1 2025
Composting Facility	Community based composting facility and service agreement	Complete	100	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	In-Progress	5	Prepare a public consultation and engagement strategy to gather comments and input from the community on Option 4. Geotubes pilot test study completed in December. Report being prepared.	Q2 2025
Liquid Waste Treatment Upgrades	Geotube Pilot Study	In-Progress	80	Laboratory testing of septage and sludge samples complete and analyzing results. Evaluating options and costing.	Q1 2025
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.	Q3 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

Salt Spring Island Administration Project Tracker				Report No. 17, 2024 October-Decemeber	
					
Project	Description	Status	%	Comments	Timing
Ganges Sewer Service Area Modelling	Update expand and recalibrate sewer model. Model the effluent conveyance piping system to determine current bottlenecks and explore future capacity requirements.	In-Progress	70	Contract awarded. Project initiated. Report expected in Q1	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.	Complete	100	Contract awarded. Project initiated. Complete. Procuring generator.	Q4 2024
Ganges WWTP E I & C Upgrades	Upgrade E I & C components of facility and replace obsolete control system componenents.	In-Progress	5	Project initiated. Design under way with Operations.	Q4 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. Drawings now approved by MoTI. Anticipate tendering and construction in Q2 2025. MoTI permit expected Q1 2025	Q1 2025
Rainbow Road Pathway Design	Design of sidewalk and bike path along Rainbow Road from Jackson Ave to Lower Ganges Road	In-Progress	70	Contract for Design and Surveying has been initiated. Land survey and field work has been completed. Completing Engineering and design and securing right of ways	Q2 2025
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.	Q2 2025
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	Q3 2025
Bus Shelter	Design and construction of 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.	Q3 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	
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
Ganges Crosswalk Study	Study of Crosswalks in Ganges	In-Progress	0	Was anticipated to be completed by ICBC, however CRD is now required to accept the lead roll. Funding approval expected in April 2025 and then will commence..	Q4 2025
Priority Area: Economic Development					
Integrated Housing Strategy	Development of an Integrated Housing Strategy	In-Progress	15	Pre tender scoping meeting targeted for a February LCC meeting	Q3 2025
Priority Area: Parks and Recreation					
Park Land:					

Salt Spring Island Administration Project Tracker				Report No. 17, 2024 October-Decemeber	
					
Project	Description	Status	%	Comments	Timing
Phoenix Elementary School	CRD has assumed the operation and management of the former Elementary School and property effective Dec 1, 2024.	In-Progress	50	Staff are currently exploring allowable uses under existing zoning, building code and occupancy permit prior to issuing an EOI.	Q1 2025
SIMS Energy Audit	Energy audit and replacement of HVAC System.	In-Progress	15	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%).	Q4 2025
Parks Works Yard	Parks 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.	Q4 2025
Hydrofield - Field Upgrades	Proposed enhancement project to upgrade fields with two minor baseball and a soccer practice	In-Progress	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 2025
Portlock Park Master Plan	Develop a master plan for Portlock Park	In-Progress	90	LCC has approved Master Plan. Final report and costing are in progress.	Q2 2025
Portlock Park Maintenance Shed	Replacement of destroyed maintenance shed and equipment destroyed in a fire at Portlock Park.	On-Hold	75	Equipment has been replaced. Maintenance shed replacement on hold until additional engineering capacity secured.	Q4 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	50	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 2025
Trail Development - Mt Maxwell	Develop entrance and trail network to new Mt. Maxwell Community Park	On-Hold	5	\$100k grant secured from SSI Foundation to support project. Project is on hold until the completion of the Management Plan	Q4 2026
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.	

Salt Spring Island Administration Project Tracker				Report No. 17, 2024 October-Decemeber	
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Project	Description	Status	%	Comments	Timing
Fernwood Dock	Continue with maintenance and repairs as identified in the Condition Assessment report.	In-Progress	25	Completed condition assessment in 2023 to plan for capital works in 2024. Preventative maintenance has been completed in 2023. Underwater floats and underwater assessment have been completed. Additional engineering capacity needed to support recommendations for underwater and condition assessments.	Q4 2025
Drummond Park Playground	Replace the Drummond Park playground structure	In-Progress	5	Project Charter has been approved and playground replacement has been selected. Waiting on permitting from Archaeological Branch.	Q4 2025
Parkland Acquisition	Accept a donation of land for the purpose of a community park	In-Progress	5	Purchase and sale agreement has been drafted. Survey and assessments in progress.	Q4 2025
Community Recreation:					
Recreation Program Equipment	Replace and expand existing program equipment	In-Progress	5	Researching costs to replace matts and other program supplies	Q2 2025
Tennis Court Resurfacing	Resurface Portlock Tennis Courts	In-Progress	5	RFQ and scope of work have been drafted	Q2 2025
Pool:					
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	Q4 2026
Pool Safety and Security Improvements	Install camera's in the Rainbow Recreation Centre	In-Progress	5	Site assessment has been completed and quotes received. Funded by CWF. Work to proceed following final budget approval in March.	Q3 2025
Pool Equipment Replacement	Replace mechanical equipment and service pumps and fans during annual pool closure.	In-Progress	5	Contractors have been lined up to complete this work during annual shutdown in April 2025.	Q2 2025
Other					

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
Grant-in-Aid										
Transit										
Motion Arising	Na	Baker	MoTI Betterments Grant Bus Shelter Application	That the Local Community Commission take the following actions to enhance public transit on Salt Spring Island by proceeding with an application to the Ministry of Transportation and Infrastructure Betterment Fund for two bus shelters located on: 1. Mobrae Avenue 2. Fulford-Ganges Road at Horel Road West	19-Oct-23	Same day	Na	19-Oct-23	Carried	-In progress
Transportation										
Main Motion	Na	Baker	2023/24 B.C. Active Transportation Infrastructure Grant Application - Merchant Mews Pathway	The Salt Spring Island Local Community Commission recommends that the Capital regional District Board recommends to the Capital regional District Board: That approval be given to submit a 2023/24 Active Transportation Infrastructure grant application for the Salt Spring Island Merchant Mews pathway project in the amount of \$160,000; and further that the project proceed as soon as project funding is approved and local weather conditions allow.	22-Aug-23	Na	23-584	22-Aug-23	Carried	Done
Economic Development										
Parks and Receation										
Motion Arising	Na	Holman	Include Significant Rainbow Road Pool Update to Borrowing	That the Salt Spring Island Local Community include the mechanical equipment and any other significant updates to the swimming pool with the municipal borrowing.	21-Sep-23	Same day	Na	21-Sep-23	Carried	
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 -Done
Liquid Waste										
Motion Arising	Na	Webster	Burgoyne Bay Septage Receiving Facility Alternative Waste-Stream MaNagement Option ANalysis	That staff prepare a public consultation and engagement strategy to gather comments and input from the community on Option 4 for LCC consideration; and that funding for community engagement strategy and the evaluation of Option 4 be increased in the 2024 - 2028 Capital Plan.	22-Aug-23	Na	Na	22-Aug-23	Carried	-Option being evaluated prior to public engagement -In progress
Adminstration/Other										
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	-Defered at Aug 22, 2023 meeting -Motion to refer Notice to staff for Additional information carried Sep 21, 2023 -Information report provided at the Oct. 19, 2023 meeting -Done

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
Grant-in-Aid										
Transit										
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	-In progress
Transportation										
NoM	24-1253	Baker	Speed Reader Board Advocacy	That the Salt Spring Island Local Community Commission advocate to the Ministry of Transportation and Infrastructure (MoTI) for the installation of additional speed reader boards on Salt Spring Island to include: <ul style="list-style-type: none"> One to two mobile speed-read units to be deployed at various locations throughout the island. Reconsideration of the denied installation of a permanent speed reader board on Lower Ganges Road south of Central approaching Baker Road. And request staff work with MoTI and ICBC staff to identify funding if needed	14-Nov-24	Next meeting	24-1228	21-Nov-24	Carried	- Motion amended Novemeber 21, 2024 meeting. - Opposed Corno -Done, email sent
NoM	24-1254	Baker	Road Reflector Advocacy	That the Salt Spring Island Local Community Commission advocate to the Ministry of Transportation and Infrastructure (MoTI) for the installation of 50 flexible reflectors each year for five years along curves of Salt Spring's narrow and often unpainted roads. Request staff work with MoTI and ICBC staff to identify location and funding if needed.	14-Nov-24	Next meeting	24-1229	21-Nov-24	Carried	- Motion amended Novemeber 21, 2024 meeting. - Opposed Webster -Done, email sent
NoM	24-1255	Corno	Road Line Painting and Sweep Funding Advocacy	That the Salt Spring Island Local Community Commission write Ministry of Transportation and infrastructure requesting an increase in the amount of funding that is applied to Salt Spring Island for line painting and street sweeping in 2025 and beyond.	14-Nov-24	Next meeting	24-1230	21-Nov-24	Carried	-Done, email sent
NoM	24-1256	Webster	Advocacy for Repaving of Section of Fulford Ganges Road	That the Local Community Commission write to the Ministry of Transportation and Infrastructure to request that the Ministry put a priority on repaving Fulford-Ganges Road from Cranberry Road to the planned new Blackburn Lake Bridge to enhance safety and provide wider shoulders wherever possible to enhance active transportation use.	14-Nov-24	Next meeting	24-1231	21-Nov-24	Carried	-Done, email sent
Economic Development										
NoM	24-1057	Holman	Housing Now Update Request	That the Southern Gulf Islands Community Resource Centre be requested to provide a written and in-person update on the Housing Now program for Salt Spring Island, including the employer survey.	10-Oct-24	Next meeting	24-1038	17-Oct-24	Carried	- Motion amended October 17, 2024 meeting. -In progress, scheduled in Feb. 2025
NoM	24-1257	Holman	Housing Action Plan Policy	That Local Community Commission policies regarding housing action plan policies such as affordability, rental versus ownership, employee versus other housing types, community water allocation, and settlement patterns be discussed at its next meeting on an integrated housing plan for SSI.	14-Nov-24	Next meeting	24-1232	21-Nov-24	Carried	-In progress, scheduled in Feb. 2025
Parks and Receation										
NoM	24-1053	Baker	Amend Lease for 163 Drake Road-Phoenix School Property	That the Local Community Commission direct staff to amend the Phoenix lease with School District 64 for an occupancy date of November 1, 2024	10-Oct-24	Next meeting	24-1036	17-Oct-24	Withdrawn	
NoM	24-1054	Baker	Chuan Society Agreement Regarding 163-Drake Road	That staff enter into an agreement with the Chuan Society for use the upstairs of the former Phoenix School building from November 1, 2024 - April 1, 2025. The Chuan Society will pay \$3,000 for the period of this agreement to cover this extended lease as well as required insurance and utilities. All janitorial needs will be done by the Chuan Society	10-Oct-24	Next meeting	24-1037	17-Oct-24	Withdrawn	
NoM	24-1056	Corno	Centennial Park Washrooms Extended Hours	That the Salt Spring Island Local Community Commission request a staff report and, at a future meeting, engage in discussion relating to the provision of a bathroom facility in Centennial Park that is accessible 24 hours per day with consideration for cost and security.	10-Oct-24	Next meeting	24-1035	17-Oct-24	Carried	-Done -Staff report on Janaury 16, 2025 Agenda
NoM	24-1058	Webster	Request for Proposals Short Term of Upper Floor 163 Drake Road	That the Local Community Commission approve the issuance of expression of interest for short term community use of the upper floor of 163 Drake Road the former Phoenix school building.	10-Oct-24	Next meeting	24-1040	17-Oct-24	Carried	-In progress

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
NoM	24-1059	Webster	Potential Sites for Warming Space	That the Local Community Commission request staff to identify on an urgent basis one or more potential sites for a winter 2024/2025 warming space.	10-Oct-24	Next meeting	24-1039	17-Oct-24	Withdrawn	- Motion arising was made in October 17, 2024
Liquid Waste										
Adminstration/Other										
NoM	NA	Corno	School District 64 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.	8-Aug-24	Next meeting	24-783	15-Aug-24	Carried	-In progress
NoM	24-898	Rook	Local Community Commission Reviewing Bylaw Recommendations	That the Salt Spring Island Local Community Commission initiates a review of CRD Bylaws 3384 (Salt Spring Island Noise Bylaw) and 1465 (Animal Control and Impounding Bylaw) for the purpose of assessing the suitability of existing bylaw language for the community of Salt Spring Island and recommending changes, where appropriate, through the Electoral Area Committee to the CRD Board. The Commissioners will develop an open and transparent process that will include community engagement.	12-Sep-24	October meeting	24-963	17-Oct-24	Carried	- Motion amended October 17, 2024 meeting.
NoM	24-990	Webster	Request Report on Land Holding Authority	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	19-Sep-24	Next meeting	24-991	17-Oct-24	Carried	-Done -Staff report on Janaury 16, 2025 Agenda

Motion Type	NoM File ID	COMMISSIONER	TITLE	Motion Text	INTRODUCTION DATE	CONSIDERATION	MwN File ID	CONSIDERATION DATE	STATUS	NOTES/UPDATES
Grant-in-Aid										
NoM	24-1344	Webster	SSI Grant-in-aid Operating Policies	That the Salt Spring Island Local Community Commission (LCC) establish the following operational policies relating to Salt Spring Electoral Area Grants-in-Aid: 1) The LCC shall approve grants-in-aid only to Salt Spring Island-based non-profit groups. 2) The LCC encourages grant-in-aid applications for amounts of up to \$5,000. 3) The LCC encourages applications for projects or initiatives that did not receive grant-in-aid support within the previous year. 4) The LCC encourages groups that might appropriately be supported through another LCC service (such as Economic Sustainability, Parks and Recreation or others) to look to that service for support rather than the grant-in-aid program	5-Dec-24	Next meeting				
Transit										
Transportation										
Economic Development										
NoM	24-1258	Holman	Home-based Provisions	That the Trust amend the home-based business provisions of its land use bylaw regarding boarding houses to be consistent with CRD and BC Building Code regulations.	14-Nov-24	Next meeting	24-1233	21-Nov-24	Postponed	- Motion amended November 21, 2024 meeting. -Motion was deferred to a future meeting.
NoM	24-1338	Holman	Integrated Housing Strategy Prioritizing	That the proposed ‘integrated housing strategy’ prioritizes affordable rental housing (e.g., rather than market ownership housing).	5-Dec-24	Next meeting				
NoM	24-1339	Holman	Identifying Development Potential in Service Area Advocacy	That the Salt Spring Island Local Community Commission recommends that the SSI Local Trust Committee (LTC) identify the existing development potential (i.e., allowed by current zoning, including suites and cottages) on Agricultural Land Reserve (ALR) and non-ALR land within the North Salt Spring Waterworks District Maxwell Lake service area.	5-Dec-24	Next meeting				
NoM	24-1340	Holman	Identifying Properties Allowing Suites and Cottages Advocacy	That the Salt Spring Island Local Community Commission recommends that the SSI Local Trust Committee (LTC) identify the number of properties on which suites and cottages are allowed by current zoning for SSI, on Agricultural Land Reserve (ALR) and non-ALR land, but outside the North Salt Spring Waterworks District service area.	5-Dec-24	Next meeting				
NoM	24-1341	Holman	Review of Official Community Plan Advocacy	That the Salt Spring Island Local Community Commission recommends that the proposed ‘integrated housing strategy’ and the Local Trust Committee (LTC) Official Community Plan (OCP) review retain existing OCP policies stipulating that: - zoning changes should be prioritized for affordable housing (e.g., B.2.1.2.1) - new development, including housing, should be directed in or near villages and existing transit routes (e.g., B.2.3)	5-Dec-24	Next meeting				
NoM	24-1342	Holman	Official Community Plan Affordable Housing Advocacy	That the Salt Spring Island Local Community Commission recommends that the Island Trust consider immediate land use changes facilitating affordable housing options consistent with Official Community Plan (OCP) sections B.2.1.2.1 and B.2.3, including: boarding houses, accessory dwelling units in the Fulford area, and liveaboards in marinas	5-Dec-24	Next meeting				
NoM	24-1343	Holman	Prioritizing Service Capacity for Affordable Housing Advocacy	That the Salt Spring Island Local Community Commission recommends that in considering zoning changes, and to the extent possible, the SSI Local Trust Committee (LTC) should prioritize limited community water and sewage collection/treatment capacity for affordable housing	5-Dec-24	Next meeting				
Parks and Recreation										
Liquid Waste										
Adminstration/Other										

REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, JANUARY 16, 2025

SUBJECT **SIMS Energy Audit and HVAC Conceptual Design**

ISSUE SUMMARY

To inform the Salt Spring Island (SSI) Local Community Commission (LCC) on steps to reduce the carbon impact of the Salt Spring Island Multi Space (SIMS) facility.

BACKGROUND

The Capital Regional District (CRD) is committed to taking a leadership role in achieving regional carbon neutrality and reducing the carbon impact of CRD buildings and facilities.

In July of 2023 the CRD assumed responsibility for the management and operation of the SSI middle school, now referred to as the Salt Spring Island Multi Space (SIMS). The property is located at 124 Rainbow Road and is mostly a single-story facility that opened in 1966. The building has a total floor area of 3,555m² and is made up of 14 classrooms, a gymnasium, administrative offices and an upstairs studio.

Heating is provided by four Viessmann gas (propane) fired, condensing hot water boilers, located in the mechanical boiler room. Cooling is provided to the former computer lab (classroom 4) by a 2 Ton rooftop condensing unit. Air handlers equipped with hydronic heating coils supply conditioned air to spaces that include the gymnasium. The HVAC ventilation system includes rooftop exhaust fans and washroom exhaust fans. Domestic hot water is provided by two electric hot water heaters and the facility is provided with a 450 A 120/208 V electrical service.

Rising propane costs and reducing the GHG emissions of this facility have prompted staff to initiate this project. For context, SIMS contributes 71% to the SSI Pool and Park Land Combined Service emissions, represents 2% of all CRD emissions, and is one of seven remaining CRD sites relying on fossil fuels as a primary heating source. The scope of work for this project is to coordinate the application for the BC Hydro Integrated Energy Audit Grant, conduct an ASHRAE level 1 energy audit and provide a low carbon conceptual design to upgrade the HVAC system, and calculate corresponding electric loads.

ASHRAE Level 1 Energy Audit

- Identification and description of potential Energy Conservation Measures.
- Operational changes, low-cost/no-cost measures to be prioritized, and a focus on HVAC and lighting measures.
- Cost and Savings Estimates: Energy savings, capital cost, cost savings, GHG emissions savings, and returns on investment.

HVAC Decarbonization Conceptual Design

- Develop a conceptual design to convert the existing HVAC system to a low-carbon (preferably electric) system, using the existing distribution equipment where possible.
- Estimated cooling capacity (if the designed system has cooling capability)
- Capital cost estimates (Class D)
- Energy and GHG savings (+/- 30%)
- Life-cycle cost analysis (LCCA), with utility costs broken out.
- Identify and estimate any incentives that could be leveraged to complete implementation of the designed HVAC system.
- Estimated additional required electrical service to accommodate the proposed HVAC system.

Pending confirmation of funding from BC Hydro the energy audit and HVAC conceptual design and costing are anticipated to be completed by April 30, 2025. Recommendations and funding options can be included in the preliminary 2026-2030 Parks and Recreation Five Year Capital Plan for consideration.

IMPLICATIONS

Financial Implications

A request for quotes was put forward in November 2024. The CRD received four proposals and has selected Rocky Point Engineering LTD as the successful proponent with a bid of \$13,250. This project intends to leverage the Integrated Energy Audit Grant provided by BC Hydro that will cover approximately 50% of the costs. The remaining funds are from the Climate Action Reserve Fund (CARF).

CONCLUSION

The former middle school opened in the 1966 and is currently heated with propane. Rising propane costs and a goal to reducing the GHG emissions of this facility are driving this project with a goal to identify a number of energy and carbon reduction measures.

Opportunities to identify any incentives to fund the completion of the HVAC system and energy saving measures have also been identified as a key component. Following the completion of this report the next steps will be considered and options will be presented to the LCC for implementation.

RECOMMENDATION

There is no recommendations, this report is for information.

Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence	Stephen Henderson, BSc, MBA, Senior Manager of Real Estate, Southern Gulf Islands Electoral Area and Saltspring Island Local Community Commission

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JANUARY 16, 2025**

SUBJECT SSI Centennial Park Washroom Operation

ISSUE SUMMARY

To review current operating hours of the washroom facility located in Centennial Park

BACKGROUND

Centennial Park is located in the heart of Ganges Village and hosts a variety of community events including the Saturday Market. The park is open to the public from dawn until dusk except for after-hours events being hosted in the park with an approved park use permit. i.e. Holiday Light up, New Years Eve, Movie Nights.

The washroom was replaced in 2018 with a cinder block building housing a large men's washroom with two urinals, two toilets, and two sinks a large women's washroom with three toilets and two sinks and a single occupant universal washroom with one toilet and a sink. Like the previous washroom facility, the new washroom was opened and cleaned each morning around 7:30am by parks staff and closed each evening around 9:30pm by a security company. On occasion when the previous washroom was left open overnight staff discovered vandalism, empty cans and garbage including a fire pit resulting in additional cleaning and repairs before the washroom could be open for visitors.

Despite the facility being locked each night the washrooms were vandalized on a regular basis including graffiti, open defecation, scratched mirrors, toilet paper removal and smashing of toilets and urinals. To minimize the vandalism, the larger washrooms were closed at 3pm each day by parks staff during the off season (October to April) leaving the universal washroom open until around 9:30pm each day. The universal washroom has continued to see ongoing vandalism but the size of the washroom and the ability to close the single washroom during repairs has minimized the impact to visitors and staff.

On October 17, 2024 the following motion with notice was carried by the LCC:

That the Salt Spring Island Local Community Commission request a staff report and, at a future meeting, engage in discussion relating to the provision of a bathroom facility in Centennial Park that is accessible 24 hours per day with consideration for cost and security.

To consider a washroom facility in Centennial Park that is accessible 24 hours per day the LCC should consider the costs, staffing and service implications of three options:

- 1) Open the accessible washroom 24 hours per day
- 2) Provide a porta potty onsite and accessible 24 hours per day
- 3) The status quo – note that a porta potty is located at the entrance to Mouats Park accessible 24 hours per day.

ALTERNATIVES

That the Salt Spring Island Local Community Commission requests

Alternative 1

That staff take no action and continue to operate the Centennial Park washroom by opening the facility each morning, closing larger washrooms in the afternoon during the off season and closing the universal washroom overnight.

Alternative 2

That staff continue to operate the Centennial Park washroom by opening the facility each morning, closing larger washrooms in the afternoon during the off season and keep the universal washroom open overnight on a trial basis.

Alternative 3

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

IMPLICATIONS

Financial Implications

1) Open the single occupant accessible washroom 24 hours per day	<ul style="list-style-type: none">• Additional security check for this facility is recommended for this option to proceed.• \$20/day x 365 days = \$7,300
2) Provide a porta potty onsite accessible 24 hours per day	<ul style="list-style-type: none">• Rental of a porta potty from a private contractor is recommended for this option to proceed.• \$300/month x 12 months = \$3,600
3) The status quo	N/A

Service Implications

1) Open the single occupant accessible washroom 24 hours per day	<ul style="list-style-type: none">• Additional staff time may be required each morning to clean and mitigate any damage.• Extreme vandalism may result in a prolonged closure.
2) Provide a porta potty onsite accessible 24 hours per day	<ul style="list-style-type: none">• Market vendors have requested a designated porta potty during market days.• Additional staff time may be required to stock toilet paper and clean as needed.
3) The status quo	N/A

CONCLUSION

The current operating hours for the Centennial Park washroom have been in place for a number of years in an effort to mitigate ongoing vandalism and staff capacity issues. A porta potty located at the entrance to Mouats Park is available 24 hours a day.

Should the LCC want to pilot a washroom facility in Centennial Park that is accessible 24 hours per day the costs, staffing and service implications would need to be considered.

RECOMMENDATION

That the Salt Spring Island Local Community Commission requests that staff take no action and continue to operate the Centennial Park washroom by opening the facility each morning, closing larger washrooms in the afternoon during the off season and closing the universal washroom overnight.

Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence	Stephen Henderson, BSc, MBA, Senior Manager of Real Estate, Southern Gulf Islands Electoral Area and Saltspring Island Local Community Commission