



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

Thursday, March 20, 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. Approval of Agenda

3. Adoption of Minutes

3.1. [25-0334](#) Minutes of February 20, 2025 Salt Spring Island Local Community Commission

Recommendation: That the minutes of February 20, 2025 meeting be adopted as circulated.

Attachments: [Minutes: February 20, 2025](#)

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. Delegations

- 6.2.1. [25-0365](#) Delegation - Mary Richardson, SSI Resident Re: Item 7.4. Burgoyne Bay - The use of Geotubes as an Alternative Liquid Waste Management Method

Attachments: [Delegation Request: Mary Richardson, March 18, 2025](#)

7. Commission Business

- 7.1. [25-0222](#) Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025

Recommendation: That the Salt Spring Island Local Community Commission recommend to the Capital Regional District Board:

1. That Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be introduced and read a first, second, and third time;
2. That Bylaw No. 4647 be referred to the Inspector of Municipalities for approval;
3. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Attachments: [Staff Report: Bylaw No. 4647 SSI Community Transit and Transportation Service](#)
[Appendix A: SSI Transit Maximum Levy Simulation and Assumptions](#)
[Appendix B: Bylaw No. 4647 SSI Community Transit and Transportation Service](#)
[Appendix C: Bylaw No. 3438 \(Unofficial Consolidation\)](#)

- 7.2. [25-0335](#) Construction and Operation of Kanaka Trail Connection

Recommendation: That the Salt Spring Island Local Community Commission authorize staff to:

- 1) Obtain a License of Occupation over the Kanaka Connector as identified in Appendix A
- 2) Submit a Community Works Fund Application in the amount of \$30,000 to support trail development
- 3) Include an ongoing supplementary item for annual trail maintenance in the amount of \$5,000 in the Salt Spring Island Community Parks provisional budget package.

Attachments: [Staff Report: Construction and Operation of Kanaka Trail Connection](#)
[Appendix A: Project Location Map](#)

- 7.3. [25-0336](#) Ganges Fire Hall Repurposing

Recommendation: That the Salt Spring Island Local Community Commission requests that staff retain a professional to complete a building code review and costing for a change in use of the Ganges Firehall located at 105 Lower Ganges Road, PID 007 007 876.

Attachments: [Staff Report: Ganges Fire Hall Repurposing](#)
[Appendix A: Site Map, 105 Lower Ganges Road](#)

- 7.4. [25-0342](#) Burgoyne Bay - The use of Geotubes as an Alternative Liquid Waste Management Method
- Recommendation:** The Salt Spring Island Local Community Commission recommends that staff does not pursue the option of using geotubes as a dewatering technique at Burgoyne Bay.
- Attachments:** [Staff Report: Burgoyne Bay - The use of Geotubes as an Alternative Liquid Was](#)
[Appendix A: Conceptual Layout of Geotubes at Burgoyne Bay Facility](#)
[Appendix B: High-level Estimate of Capital and Operating Costs of Geotubes in:](#)
[Appendix C: Photos and Images of Pilot Project and Geotubes in Process](#)
- 7.5. [25-0350](#) 163 Drake Road - Phoenix Elementary School Property Expression of Interest
- Recommendation:** That the Salt Spring Island Local Community Commission authorize staff to post the Expression of Interest in Appendix A for the upstairs of the main building, playground and community gardens located at 163 Drake Road (PID 004-607-295) for consideration.
- Attachments:** [Staff Report: 163 Drake Road - Phoenix Elementary School Property Expressio](#)
[Appendix A: Draft Expression of Interest, 163 Drake Road, Salt Spring Island](#)
- 7.6. [25-0343](#) Integrated Housing Strategy Action Plan - Scope of Work
- Recommendation:** The Salt Spring Island Local Community Commission request that under the Salt Spring Island Economic Development Service staff advance procurement of a consultant to complete an Integrated Housing Strategy Action Plan as identified in the scope of works provided in Appendix A.
- Attachments:** [Staff Report: Integrated Housing Strategy Action Plan - Scope of Work](#)
[Appendix A: Scope of Works for a Salt Spring Island Integrated Housing Strateg](#)

8. Notice(s) of Motion

- 8.1. [24-1233](#) Motion with Notice: Island Trust Boarding House Advocacy (G. Holman)
- Recommendation:** [At the Nov 14, 2024 Salt Spring Local Community Commission meeting, the following notice 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. At the Dec. 05 2024 Salt Spring Local Community Commission meeting, the motion was referred to a future meeting. At the Feb. 13 2025 Salt Spring Local Community Commission meeting, the motion was referred to a future meeting that includes integrated housing strategy on the agenda.]
- "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."

8.2. [25-0127](#) Motion with Notice: Integrated Housing Strategy Prioritizing (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. At the Feb. 13 2025 Salt Spring Local Community Commission meeting, the motion was referred to a future meeting that includes integrated housing strategy on the agenda.:]

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

8.3. [25-0130](#) Motion with Notice: Review of Official Community Plan 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. At the Feb. 13 2025 Salt Spring Local Community Commission meeting, the motion was referred to a future meeting that includes integrated housing strategy on the agenda.:]

"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)"

8.4. [25-0131](#) Motion with Notice: Official Community Plan Affordable Housing 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. At the Feb. 13 2025 Salt Spring Local Community Commission meeting, the motion was referred to a future meeting that includes integrated housing strategy on the agenda.:]

"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."

8.5. [25-0132](#) Motion with Notice: Prioritizing Service Capacity for Affordable Housing 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. At the Feb. 13 2025 Salt Spring Local Community Commission meeting, the motion was referred to a future meeting that includes integrated housing strategy on the agenda.:]

"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."

9. Adjournment

Next Meeting:

*-Thursday, April 10, 2024 at 5:00PM 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

Thursday, February 20, 2025

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: S. Henderson, Senior Manager, Real Estate, SGI Administration and SSI LCC, D. Ovington, Senior Manager, SSI Administration, D. Olafson, Manager, SSI Engineering (EP), J. Proctor, Manager, Housing Planning Policy and Programs (EP), J. Stark, Manager, SGI Administration (EP), M. Williamson, Committee Clerk, (Recorder)

GUESTS: J. Rowland, Housing Now, A. Evanik, Housing Now,

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

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

1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That agenda be amended by moving consideration of agenda item 7.6. after
agenda item 9.1.
CARRIED

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That agenda for the February 20, 2025, meeting of the Local Community
Commission be approved as amended.
CARRIED

3. Adoption of Minutes

3.1. Minutes of January 16, 2025 - January 30, 2025 Salt Spring Island Local
Community Commission

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That the minutes of the following meetings be adopted as Circulated:
-January 16, 2025 Meeting
-January 30, 2025 Special Meeting
CARRIED

4. Chair, Director, and Commissioner Reports

Commissioner Rook spoke of the following items:

- Meeting with Trustee Laura Patrick
- Grace Point pathway meeting

Director Holman spoke of the following items:

- Salt Spring Island CRD budget finalization
- Meetings with MLA Rob Botterell
- Ask Salt Spring
- Business Improvement Area meeting

Commissioner Baker spoke regarding Ask Salt Spring.

Commissioner Webster spoke regarding the "Buy Canadian" movement.

5. Senior Manager Report

D. Ovington provided information on:

- Budget and capital planning special meeting
- SSI CRD engineer staffing

S. Henderson provided information on:

- Future SD64 meeting being scheduled
- Geotube pilot project report
- SSI Integrated Housing Strategy

6. Presentations/Delegations

6.1. Presentations

6.1.1. Presentation: Janey Rowland; Housing Now, Re: Housing Now update

J. Rowland and A. Evanvik spoke regarding 2024 Housing Now Program, and Rental Housing Needs Report.

6.2. Delegations

There were no delegations.

7. Commission Business

7.1. Rural Housing Program Update

J. Starke presented Item 7.1. for information and provided a PowerPoint presentation.

Discussion ensued regarding Rural Housing Program.

7.2. 163 Drake Road - Phoenix Elementary School Property and Selection of Future Tenants

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission authorize staff to post
an Expression of Interest for the buildings and land located at 163 Drake Road
(PID 004-607-295) for consideration.

CARRIED

7.3. Short Term Rentals Stakeholder Roundtable Meeting

This report was received for information.

Discussion ensued regarding Short Term Rental Roundtable.

7.4. Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Ganges Harbourwalk Project Steering Committee minutes of March 11, 2024
- b) Ganges Harbourwalk Project Steering Committee minutes of March 26, 2024
- c) Ganges Harbourwalk Project Steering Committee draft minutes of January 27, 2025

7.5. Board Procedure Bylaw

Discussion ensued regarding the Board Procedure Bylaw and best practices for meetings.

8. Notice(s) of Motion

8.1. Motion with Notice: BC Ferries Advocacy (B. Webster)

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission (LCC):

- 1) Write to BC Ferry Corporation to request that BC Ferries consult on an ongoing basis with the LCC on its plans and priorities for Salt Spring Island ferry services.
- 2) Invite Salt Spring Island community members to provide the LCC with suggestions for BC Ferries-related advocacy.
- 3) Discuss, at a future LCC meeting, priorities for BC Ferries-related advocacy

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

- the words “ 1. Consult with the Southern Gulf Islands Electoral Area to determine whether there is interest in jointly engaging with BC Ferries to advocate on behalf of our communities.
- 2. Consult with the Salt Spring Island Local Trust Committee (LTC) to determine whether there is interest in jointly engaging with BC Ferries to advocate on behalf of our community.” after the words “...Island Local Community Commission (LCC):” and before the words “Write to BC Ferry Corporation to...” and that all points after be renumbered accordingly
- the words “with a Salt Spring LTC representative invited to attend,” after the words “...a future LCC meeting,” and before the words “priorities for BC Ferries...”

CARRIED

Commissioner Webster amended the Motion with Notice.

The question was called on the Motion with Notice as amended.

“That the Salt Spring Island Local Community Commission (LCC):

1. Consult with the Southern Gulf Islands Electoral Area to determine whether there is interest in jointly engaging with BC Ferries to advocate on behalf of our communities.
2. Consult with the Salt Spring Island Local Trust Committee (LTC) to determine whether there is interest in jointly engaging with BC Ferries to advocate on behalf of our community.
3. Write to BC Ferry Corporation to request that BC Ferries consult on an ongoing basis with the LCC/LTC on its plans and priorities for Salt Spring Island ferry services.
4. Invite Salt Spring Island former ferry advisory committee members and community members to provide the LCC with suggestions for BC Ferries-related advocacy.
5. Discuss, at a future LCC meeting, with a Salt Spring LTC representative invited to attend, priorities for BC Ferries-related advocacy.”

CARRIED

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

CARRIED

The Commission recessed at 11:54 pm.

The Commission reconvened at 12:32 pm.

8.2. Motion with Notice: Grant Application SSI Foundation (G. Baker)

MOVED by Commissioner Baker, SECONDED by Director Holman,
That the Salt Spring Island Local Community Commission direct staff to submit a grant application to the Salt Spring Island Foundation in the amount of \$10,000 to support funding the planned Integrated Housing Strategy.

AND

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Economic Development Service (1.124) 2025 Operating Budget be amended to include \$10,000 grant funding for a one-time project of an Integrated Housing Strategy for Salt Spring Island in 2025 if the grant application is successful.

CARRIED

8.3. Motion with Notice: Grant Application SGITP (G. Baker)

MOVED by Commissioner Baker, SECONDED by Director Holman,
That the Salt Spring Island Local Community Commission direct staff to submit a grant application to the Southern Gulf Island Tourism partnership (SGITP) for \$15,000, to support funding the planned Salt Spring Island Integrated Housing Strategy.

AND

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Economic Development Service (1.124) 2025 Operating Budget be amended to include \$15,000 grant funding for a one-time project of an Integrated Housing Strategy for Salt Spring Island in 2025 if the grant application is successful.

CARRIED

8.4. Notice of Motion: SSI Foundation Meeting (G. Baker)

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

“That the Salt Spring Island Local Community Commission requests that staff arrange a meeting involving the Salt Spring Island Foundation, CRD staff and two representatives of the Salt Spring Island Local Community Commission in the near future to discuss Grant-in-Aid.”

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

“That the Salt Spring Island Local Community Commission requests that staff arrange a meeting involving the Salt Spring Island Foundation, CRD staff and two representatives of the Salt Spring Island Local Community Commission in the near future to discuss Grant-in-Aid.”

8.5. Notice of Motion: Business Licensing Feasibility Report (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) request staff to report back on options for determining the feasibility of the LCC implementing a business licensing system for Salt Spring Island.”

8.6. Notice of Motion: Bill 35 Enforcement and Implications Meeting (G. Holman)

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

“That the Salt Spring Island Local Community Commission and the Salt Spring Island Local Trust Committee meet with provincial officials to understand enforcement and other implications of Bill 35 Short-Term Rental Accommodations Act.”

9. Motion to Close Meeting

9.1. Motion to Close Meeting

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
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 item].

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the meeting be closed for discussion of preliminary negotiations that could reasonably be expected to harm the interest of the Electoral Area under Section 90(1) (k) of the Community Charter [1 item].

CARRIED

The Salt Spring Island Local Community Commission moved to the closed session at 12:44pm.

The Salt Spring Island Local Community Commission rose from its closed session at 2:00pm without report.

7.6. Salt Spring Island Multi Space Roof Assessment and Repairs

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
That consideration be deferred to a future meeting of the Salt Spring Island Local Community Commission.

CARRIED

10. Adjournment

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Local Community Commission adjourn the meeting at 02:07pm.
CARRIED

CHAIR

SENIOR MANAGER

From: [REDACTED]
Sent: Tuesday, March 18, 2025 12:52 PM
To: Legserv <Legserv@crd.bc.ca>
Cc: Webdesk <Webdesk@crd.bc.ca>
Subject: New Submission from Addressing the CRD Board & Committees webform - Submission #19 SID #648

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Submitted on Tue, 03/18/2025 - 12:51pm

Submitted by: Anonymous

Submitted values are:

Name

Mary Richardson

I represent

Liquid Waste Commission (retired)

Telephone

[REDACTED]

Email address

[REDACTED]

Street Address (optional)

[REDACTED]

Municipality/Electoral Area in which you reside

[Salt Spring Island](#)

I wish to address

[Salt Spring Island Local Community Commission](#)

Meeting Date

2025-03-20

Agenda Item

7.4 Geotube proposal

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

I would like to clarify some points regarding the proposal produced by staff and address changes

from my previous presentations to the LCC.

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

I understand

Yes

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, MARCH 20, 2025**

SUBJECT **Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025**

ISSUE SUMMARY

The need to increase the maximum allowable requisition for the Capital Regional District (CRD) Salt Spring Island (SSI) Community Transit and Transportation Service.

BACKGROUND

The SSI Community Transit and Transportation Service Establishment was adopted through Bylaw No. 3438 in 2007. The bylaw established two separate services on SSI:

- (1) Community Transit Service ("Transit") provides a public transit system on SSI delivered by BC Transit; and
- (2) Transportation Service ("Transportation") carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

In 2024 the SSI Local Community Commission (LCC) progressed discussions with BC Transit to evaluate options for expanding transit service. Several options were considered, and it was determined that efforts should be focused on increasing the frequency of service on Route 2 Fulford Ferry to Ganges to be implemented in 2026, and Route 7 Cusheon/Beddis to Ganges Route through to be implemented in 2027 through the Notice of Motion below.

At the June 27, 2024 meeting the SSI LCC directed staff to request that BC Transit provide a revised costing for expansion of the following priorities:

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

At the September 12, 2024 meeting the SSI LCC made additional recommendations:

- 1. That the Salt Spring Island Local Community Commission support the Fulford Harbour route expansion in 2026*
- 2. That the Salt Spring Island Local Community Commission directs staff to report back on the process of increasing the levy for the transit service.*

The SSI Transit Service budget (1.238A Community Transit) is mainly funded through CRD tax requisition paid by SSI taxpayers and transit fees paid by service users. BC Transit has responded with cost estimates for each service expansion as incremental costs above the existing service level. In 2025, the budgeted requisition of \$454,681 for existing service level is 90% of the current maximum allowable requisition of \$506,962 based on 2025 assessment. Increases in the Community Transit service maximum levy is required to maintain the existing service level and accommodate the service expansions.

The proposed Bylaw No. 4647 amends Bylaw No. 3438 to increase the maximum allowable requisition for Transit Service while the Transportation Service remains unchanged. Pursuant to Section 349 of the *Local Government Act* (LGA), this bylaw amendment requires Inspector and SSI Electoral Area Director Approval.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board

1. That Bylaw No. 4647, “SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025”, be introduced and read a first, second, and third time;
2. That Bylaw No. 4647 be referred to the Inspector of Municipalities for approval;
3. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

Transit service expansion investments are important components to sustaining and growing a successful community transit system. The current system experiences capacity issues and users are often passed by during peak times. Additional peak service routes and extending an existing route is expected to mitigate these capacity issues and improve ridership.

Financial Implications

The transit system expansion initiatives being explored require additional funding which exceeds the current maximum requisition limit in the service establishment bylaw.

Table 1 below summarizes the current maximum limit and proposed new maximum limit.

Greater of (1) or (2a / 2b)	Current Maximum Limit	New Maximum Limit	Change %
(1) Tax Amount \$	\$245,000*	\$900,000	268%
(2a) Tax Rate	\$0.076 per \$1000 assess value	\$0.1349 per \$1000 assess value	78%
(2b) Tax Amount \$: 2025 Assessment x (2a) Tax Rate	\$506,962*	\$900,000**	78%

**\$245,000 is the Maximum Rate established in the 2013 Bylaw, however with the increase in house values the allowable Maximum Rate increases in a pro-rated manner to \$506,962 in 2025.*

***Future assessment will be applied to the tax rate to calculate the maximum limit annually.*

The proposed new maximum requisition limit of \$900,000 and \$0.1349 per \$1000 assessed value is mainly informed by the forecasted costs estimates provided by BC Transit. The new maximum limit is required to maintain existing service level, accommodate the new service expansions, mitigate the risk of fee revenue shortfalls and allow contingency for service growth and inflationary adjustments in longer term.

Forecast costs of the increased Service level were provided by BC Transit in 2024 as follows.

PROPOSED PARATRANSIT EXPANSION INITIATIVES					YEAR 1 (2025/26)	
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
		1,000	2	13,571	259,852	129,759
2025/26	January	Description	Additional peak service Route 2 Fulford Harbour.			

PROPOSED PARATRANSIT EXPANSION INITIATIVES					YEARS 2 & 3 (2026/27 & 2027/28)	
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
		300	0	4,232	75,752	31,606
2026/27	January	Description	Extend route 7 Cusheon Lake / Beddis to Ganges.			

Please refer to Appendix A for a detailed analysis and simulation of implications to the requisition

and maximum levy for the expanded service level. This appendix also provides a summary of the forecasted costs, revenues and rationale for the proposed increase.

Key assumptions used in this simulation are outlined below:

- The estimated net costs for two service expansions were provided by BC Transit.
- BC Transit costs and fee revenue are forecasted to increase annually at 6% and 2% respectively for existing service level. This is based on the average increases from 2025-2027 draft budget provided by BC Transit.
- CRD's other operating costs are forecasted to increase at an annual inflation rate of 2%.
- Reserve fund transfers are forecasted at a level required to maintain balances within CRD guidelines.
- The service expansion on Route 2 Fulford ferry to Ganges route is scheduled for implementation in 2026. The estimated net cost of \$129,760 in 2026 represents an increase of 26% over the current maximum requisition of \$506,962. Future inflationary adjustments are also considered in the simulation.
- The service expansion on Route 7 Cusheon/Beddis to Ganges Route is scheduled for implementation in 2027. The estimated net cost of \$31,610 in 2027 represents an increase of 6% over the current maximum requisition of \$506,962. Future inflationary adjustments are also considered in the simulation.

Inter-Governmental Implications

The approval of this increase can be made by the Electoral Area Director without the completion of an Alternative Approval Process, and subject to the approval of the Inspector of Municipalities. The advantage of the expedited approval by the Electoral Area Director will reduce the costs to the service of running an island-wide Alternative Approval Process or referendum. However, there is the potential that the Inspector will deny this amendment to the bylaw and request a more formal process be used for participant approval of this amendment.

CONCLUSION

The establishment bylaw has a maximum requisition limit that needs to be raised to implement the two transition service expansions approved by SSI LCC. Pursuant to Section 349 of the LGA., the bylaw amendment requires a review by the Inspector of Municipalities and SSI Electoral Area Director consent.

RECOMMENDATION

That the Salt Spring Island Local Community Commission recommend to the Capital Regional District Board:

1. That Bylaw No. 4647, “SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025”, be introduced and read a first, second, and third time;
2. That Bylaw No. 4647 be referred to the Inspector of Municipalities for approval;
3. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.

Submitted by:	Stephen Henderson, BSc, MBA, Senior Manager of Real Estate, Southern Gulf Islands Electoral Area and Salt Spring Island Local Community Commission
Concurrence	Dan Ovington, BBA Acting Senior Manager, Salt Spring Island Administration
Concurrence	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance and IT
Concurrence	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence	Ted Robbins, B.Sc. C.Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: [SSI Transit Maximum Levy Simulation and Assumptions](#)

Appendix B: Bylaw No. 4647, “SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No.4, 2025”

Appendix C: Bylaw No. 3438 (Unofficial Consolidation)

Appendix A

SSI Transit Maximum Levy Simulation and Assumptions <i>Prepared January 2025</i>	Budget 2025	Max Levy Simulation with Service Expansion						Key Assumptions
		2026	2027	2028	2029	2030	2031	
Budget Requirement from BC Transit - Existing Service Level	\$ 592,612	\$ 621,260	\$ 666,310	\$ 706,290	\$ 748,670	\$ 793,590	\$ 841,210	a). 2025-2027 drafted budgets provided by BC Transit b). 6% annual increase applied for 2028-2031 based on average increase of BC transit 2025-2027 drafted budgets
Estimated Expansion Net Costs from BC Transit - Expanded Service Level								a). Estimated expansion net costs of \$129,760 and \$31,610 provided by BC Transit for Year one implementation b). 6% annual increase applied for future years
Additional Peak Service Route 2 Fulford Harbour - 2026 Start		\$ 129,760	\$ 137,550	\$ 145,800	\$ 154,550	\$ 163,820	\$ 173,650	
Extend route 7 Cusheon Lake to Beddis Beach - 2027 Start			\$ 31,610	\$ 33,510	\$ 35,520	\$ 37,650	\$ 39,910	
Budget from CRD (Insurance, allocations and other operating costs)	\$ 36,700	\$ 37,430	\$ 38,180	\$ 38,940	\$ 39,720	\$ 40,510	\$ 41,320	2% annual increase applied for 2026-2031
Reserve Fund Transfers (Operating and Capital Reserves)	\$ 43,070	\$ 44,000	\$ 45,000	\$ 46,000	\$ 47,000	\$ 48,000	\$ 48,410	Indicative high-level planning placeholder for reserve funds contribution
Total Expenditures	\$ 672,382	\$ 832,450	\$ 918,650	\$ 970,540	\$ 1,025,460	\$ 1,083,570	\$ 1,144,500	
<i>Change % over previous year</i>		24%	10%	6%	6%	6%	6%	
Transit Fees	\$ 217,011	\$ 221,030	\$ 225,180	\$ 229,690	\$ 234,280	\$ 238,970	\$ 243,750	a).2025-2027 drafted budgets provided by BC Transit b).2% annual increase applied for 2028-2031 based on average increase of BC transit 2025-2027 drafted budgets
Other Miscellaneous Revenue	\$ 690	\$ 700	\$ 710	\$ 720	\$ 730	\$ 740	\$ 750	
Total Fee Revenue	\$ 217,701	\$ 221,730	\$ 225,890	\$ 230,410	\$ 235,010	\$ 239,710	\$ 244,500	
<i>Change % over previous year</i>		2%	2%	2%	2%	2%	2%	
Estimated Tax Requisition Requirement	\$ 454,681	\$ 610,720	\$ 692,760	\$ 740,130	\$ 790,450	\$ 843,860	\$ 900,000	
<i>Requisition Increase %</i>		34%	13%	7%	7%	7%	7%	

Notes:

- 1 Current Maximum Requisition per Bylaw 3901 is the greater of:
 (a). Two Hundred Forty Five Thousand Dollars (\$245,000); or
 (b). An amount equal to the amount that could be raised by a property value tax rate of \$0.076 per One Thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.
- 2 Current maximum requisition per 2025 Assessment is **\$ 506,962**
- 3 Proposed new maximum requisition is **\$900,000** or \$ 0.1349 per 1000 assessed value based on 2025 assessment

4	Projected future requisition	\$ 610,720	\$ 692,760	\$ 740,130	\$ 790,450	\$ 843,860	\$ 900,000
	<i>% increase over current 2025 maximum requisition</i>	20%	37%	46%	56%	66%	78%
5	Projected Incremental Expansion Net Costs						
	Fulford	\$ 129,760	\$ 137,550	\$ 145,800	\$ 154,550	\$ 163,820	\$ 173,650
	<i>% over current 2025 maximum requisition</i>	26%	27%	29%	30%	32%	34%
	Cusheon-Beddis		\$ 31,610	\$ 33,510	\$ 35,520	\$ 37,650	\$ 39,910
	<i>% over current 2025 maximum requisition</i>		6%	7%	7%	7%	8%

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4647**

**A BYLAW TO AMEND THE SALT SPRING ISLAND COMMUNITY TRANSIT AND
TRANSPORTATION SERVICES (BYLAW NO. 3438)**

WHEREAS:

- A. Under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", the Regional Board established two services: a Transit Service, for off-setting the cost of public passenger transportation on Salt Spring Island; and a Transportation Service, for transportation studies, sidewalk, pedestrian safety, and parking planning and construction, among other purposes;
- B. An increased level of Transit Service is expected from 2026 and ongoing, beginning with additional peak service on Route 2, Fulford Harbour, and in 2027, extending Route 7, Cusheon Lake to Beddis Beach, this will necessitate the purchase and payment of new vehicle(s), increased expenditures, and will provide an increased level of service;
- C. Participating area approval has been obtained by Electoral Area Director consent on behalf per ss. 342, 347(2), and 349 of the *Local Government Act*; and
- D. The Board wishes to amend Bylaw No. 3438 to increase the level of Transit Service as proposed, as well as update references to now-replaced legislation;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", is hereby amended as follows:
 - (a) By updating the following references to the *Local Government Act* with the updated references as follows:
 - i. In section 4, Cost Recovery, replacing
 - 1. reference to section 803 with section 378;
 - 2. reference to Division 4.3 of Part 24 with Division 3 of Part 2;
 - 3. reference to section 363 with section 397;
 - ii. In section 5, Maximum Requisition, replacing, in sections 5(1) and 5(2), section 800.1(1)(e) with 339(1)(e);
 - (b) By removing, in section 5, Maximum Requisition, sections 5(3) and 5(4) in their entirety;
 - (c) By replacing section 5(1)(a) and (b) as follows:
 - i. In section 5(1)(a), the words "Two Hundred Fourty Five Thousand Dollars (\$250,000) with the words "Nine Hundred Thousand Dollars (\$900,000)";
 - ii. In section 5(1)(b), the amount "\$0.076" with "\$0.1349".

2. This bylaw may be cited for all purposes as “Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025”.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
APPROVED BY ELECTORAL AREA DIRECTOR CONSENT THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER



Making a difference...together

BYLAW NO. 3438

SALT SPRING ISLAND COMMUNITY TRANSIT AND TRANSPORTATION SERVICE ESTABLISHMENT BYLAW NO. 1, 2007

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED JULY 11, 2007
(Consolidated with Amending Bylaws 3740, 3901, 3956, 4647)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3438

A BYLAW TO ESTABLISH A SERVICE AREA WITHIN THE
CAPITAL REGIONAL DISTRICT FOR THE PURPOSE OF A COMMUNITY TRANSIT AND
TRANSPORTATION SERVICE ON SALT SPRING ISLAND

WHEREAS under section 796 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Capital Regional District wishes to establish a service for the purpose of providing a public passenger transportation system as defined in the *British Columbia Transit Act* as a community transit service on Salt Spring Island; together with a service to address transportation needs within the Electoral Area;

AND WHEREAS the approval of the electors in the Participating Areas has been obtained under section 801.3 of the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801(1)(a) of the *Local Government Act*;

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Services

The services being established and to be operated are:

- (1) the Salt Spring Island Community Transit Service (the "**Transit Service**") for the purpose of providing a public passenger transportation system service on Salt Spring Island; and
- (2) the Salt Spring Island Community Transportation Service (the "**Transportation Service**") for the purpose of providing transportation, including , without limitation:
 - (a) transportation studies;
 - (b) construction, installation, maintenance and regulation of sidewalks and bicycle paths;
 - (c) construction, maintenance and regulation of parking spaces, areas and facilities;
 - (d) implementing and providing transportation demand management programs; and
 - (e) construction and maintenance of pedestrian safety and traffic calming facilities.

2. Service Area Boundaries

The boundaries of each of :

- (a) the Transit Service area;
- (b) the Transportation Service area

are the boundaries of the Salt Spring Island Electoral Area (the "**Service Area**").

3. Participating Areas

The Electoral Area of Salt Spring Island is the participating area for each of

- (a) the Transit Service; and
- (b) the Transportation Service.

4. Cost Recovery

As provided in section ~~803-378~~ of the *Local Government Act*, the annual cost of providing each of the Transit Service and the Transportation Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division ~~4.33~~ of Part ~~24-2~~ of the *Local Government Act*;
- (b) fees and charges imposed under section ~~363-397~~ of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

(Bylaw 46457)

5. Maximum Requisition

- (1) In accordance with section ~~800.1(1)(e)~~339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transit Service is the greater of:

- (a) Two Hundred Forty Five Thousand Dollars (~~\$245,000~~900,000); or
- (b) an amount equal to the amount that could be raised by a property value tax rate of ~~\$0.076-135549~~ per one thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

(Bylaw 3901, 4647)

- (2) In accordance with section ~~800.1(1)(e)~~339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transportation Service is the greater of:

- (a) One Hundred Forty-Six Thousand Two Hundred Fifty (\$146,250) dollars; or
- (b) an amount equal to the amount that could be raised by a property value tax rate of \$0.044 per One Thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.

(Bylaw 3740)

~~(3) In accordance with section 800.1(1)(e) of the Local Government Act, and despite the provisions of Section 5(2), for the years 2015 through and including 2018, the maximum amount that may be requisitioned for the cost of the Transportation Service is the great of:~~

- ~~(a) Three Hundred Ninety-Six Thousand Two Hundred Fifty Dollars (\$396,250); or~~

~~(b) — an amount equal to the amount that could be raised by a property value tax rate of \$0.1346 per One Thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area.~~

~~(Bylaw 3956)~~

~~(4) — For greater certainty, for the year 2019 and following, the maximum amount that may be requisitioned for the cost of the Transportation Service shall again be as provided under Section 5(2).~~

~~(Bylaw 3956)~~

6. Citation

This Bylaw may be cited as the "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007".

READ A FIRST TIME THIS	9 th	day of	May 2007
READ A SECOND TIME THIS	9 th	day of	May 2007
READ A THIRD TIME THIS	9 th	day of	May 2007
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	24 th	day of	May 2007
RECEIVED THE ASSENT OF THE ELECTORS THIS	10 th	day of	July 2007
ADOPTED THIS	11 th	day of	July 2007

Original signed by Denise Blackwell
Chair

Original signed by Carmen Thiel
Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS	16 th	day of	July 2007
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**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF Thursday, March 20, 2025**

SUBJECT **Construction and Operation of Kanaka Connector Trail**

ISSUE

To review implications and seek approval to apply for a for Licence of Occupation (LoO) over a Ministry of Transportation and Technology (MoTT) undeveloped road right of way for the purpose of constructing and maintaining a community trail.

BACKGROUND

A representatives of Island Pathways attended the Salt Spring Island (SSI) Local Community Commission (LCC) as a delegation on February 13th, 2025, requesting that the CRD apply for a LoO over a MoTT undeveloped road right of way.

Referring to the undeveloped road right of way as the Kanaka Connector Trail, Island Pathways has further requested to work with the LCC to upgrade the existing trail in preparation of the CRD providing ongoing operation and maintenance of the trail within the SSI Parks and Recreation trail network.

The 2019 SSI Parks and Recreation Strategic Plan identifies “Plan and develop an interconnected network of exception trails across the island” as a key strategy. With a goal to improve a healthy lifestyle for all and meets current and future needs of the community.

The Kanaka Connector Trail is an existing 100-metre-long walking trail between Park Drive and Kanaka Road across from Gulf Islands Secondary School. The trail has been unofficially used as a pedestrian pathway for several years by students and other members of the community providing a shortcut to the local public schools and to Ganges Village.

The existing trail is built on top of a berm that MoTT constructed several years ago. This berm has turned into a regularly used walking route for the neighborhood. The top of the berm requires some drainage and re-surfacing to fill in the potholes and make the trail more of an all-season trail.

To enable Island Pathways to complete these upgrades the CRD will need to apply to MoTT for a LoO and provide funding to support construction costs. The existing SSI Community Parks Five Year Capital Plan has \$30,000 of Community Works Funding (CWF) identified for trail development in 2023 (Project 21-01) that can be used to complete the works. The proposed works should be limited as this is an existing trail that only requires some maintenance. The works are expected to include the addition of drainage, trail surfacing to the top of the berm and some pruning of vegetation.

Annual funding for ongoing maintenance and repairs will need to be included in the 2026-2030 SSI Parks and Recreation Community Parks budget for ongoing maintenance and repairs.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission authorize staff to:

- 1) Obtain a License of Occupation over the Kanaka Connector as identified in Appendix A
- 2) Submit a Community Works Fund Application in the amount of \$30,000 to support trail development
- 3) Include an ongoing supplementary item for annual trail maintenance in the amount of \$5,000 in the Salt Spring Island Community Parks provisional budget package.

Alternative 2

That the Salt Spring Island Local Community Commission refer the report back to staff for additional information.

IMPLICATIONS

Financial Implications

Acquisition and construction costs are estimated at \$30,000 and could be funded by CWF provided there is support from the Electoral Area Director.

Cost Explanation	Amount (\$)	Funding Source
Licence of Occupation	\$1,000	CWF
Materials and Labour	\$17,000	CWF
Drainage	\$4,000	
Misc. Signage/Fencing	\$2,000	
SUB TOTAL	\$24,000	
CRD Administration (5%)	\$1,200	2025 Operating
Contingency (25%)	\$6,000	CWF
TOTAL	\$31,200	

Annual operating costs are estimated at \$5,000 for staff time to maintain as well as materials for annual repairs and maintenance. Regular inspections as well as garbage removal have also been considered in this estimate.

CONCLUSION

Island Pathways has approached the LCC requesting that the CRD apply for a LoO over a MoTT undeveloped road right of way referred to as the Kanaka Connector Trail. Island Pathways has also agreed to provide construction management service provided the LCC funds construction costs. Ongoing funding for annual maintenance and repairs will also need to be considered should the project proceed.

RECOMMENDATION

That the Salt Spring Island Local Community Commission authorize staff to:

- 1) Obtain a License of Occupation over the Kanaka Connector as identified in Appendix A
- 2) Submit a Community Works Fund Application in the amount of \$30,000 to support trail development
- 3) Include an ongoing supplementary item for annual trail maintenance in the amount of \$5,000 in the Salt Spring Island Community Parks provisional budget package.

Submitted by:	Dan Ovington, BBA, 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

ATTACHMENT:

Appendix A - Project Location Map



Legend

- Shore Unit < 1:25,000
- Watercourses Primary 20,000
- Watercourses Secondary 20,000
- Watercourses Tertiary 20,000
- River

Sketch by P Grange 3 Sept. 2024
for discussion only .

Notes

PROPOSAL by Island Pathways /PCP TO UPGRADE EXISTING PATH TO 1.8m width, and with Pathway Blend gravel

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, MARCH 20, 2025**

SUBJECT **Ganges Fire Hall Repurposing**

ISSUE SUMMARY

To consider repurposing the Ganges Fire Hall as a community amenity.

BACKGROUND

The Ganges Fire Hall is centrally located in Ganges Village and is legally described as District Lot 545 Cowichan Portion Salt Spring Island, Fire Hall (105 Lower Ganges Road, PID 007 007 876). With plans to build a new fire hall and dispose of the existing fire hall and property, the Capital Regional District (CRD) and Salt Spring Island Fire Improvement District (SSIFID) entered into a Memorandum of Understanding (MOU) in 2021. The MOU established a joint working group to make recommendations to their respective organizations regarding a collaboration on a new public safety facility and repurposing the existing Ganges Fire Hall.

The recommendation from the working group was to sell the Fire Hall to the CRD for \$1.00 and for SSIFID to continue to occupy the building while a new fire hall is being built. There were also discussions of repurposing the building for an indoor farmers market and other public uses.

In June 2021 the former Salt Spring Island Parks and Recreation Commission recommended to the CRD Board to approve the purchase of the Ganges Fire Hall and set aside \$50,000 of funding to complete additional assessments and to fund any associated costs with the acquisition.

SSIFID held a successful referendum in 2022 to construct a new fire hall at 455 Lower Ganges Road. Upon completion of the new fire hall in 2026 the Ganges Fire Hall will be vacated and fully turned over to the CRD. Community uses of the Ganges fire hall have not yet been determined and building code implications associated with a new use and change in occupancy still need to be explored.

Prior to acquisition the CRD were provided professional reports that included reviews of building components and systems in the building. These reports identified substantial upgrades to the furnace, electrical and structural elements would be required if the current structure were to be retained.

Staff met with the CRD Chief Building inspector to determine any building code implications prior to the Salt Spring Island Local Community Commission considering future uses of the existing building as a community space. During that meeting it was acknowledged that substantial improvements were required to the existing building that could be more costly than demolishing the building and starting new. If the retention of the existing structure is desired it was suggested that an architect be retained to complete a code review to make recommendations and identify cost implications prior to contemplating a change in use.

Archaeological and zoning implications will also need to be considered when discussing options to repurpose the building and land. Ganges Village Core is located in the heritage conservation area that requires a Heritage Alteration Permit however the subject property is not listed as a heritage building. The OCP supports development of the subject lands to a higher density of development due to its core location

A public engagement can then be completed to determine future uses of the property with the knowledge of what the costs of retaining the existing building would be, as well as considering what other uses could occur.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission requests that staff retain a professional to complete a building code review and costing for a change in use of the Ganges Firehall located at 105 Lower Ganges Road, PID 007 007 876.

Alternative 2

That the Salt Spring Island Local Community Commission requests that the report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The Salt Spring Island Parks and Recreation 2025 Capital Plan has budgeted \$30,000 to support repurposing, remediation or demolition of the Ganges Fire Hall. The building will require an evaluation for potential change in occupancy by a registered professional to ascertain that any building use or changes substantially comply with the BC Building code. Further work will be required to assess options and alternatives when considering potential upgrades, maintenance, business models, and funding through operating and capital budgets.

Operating Implications

The Salt Spring Island Parks and Recreation department has acquired several new facilities in recent years including Phoenix Elementary in 2025 without any additional staff support. The management, operation, repairs and regular maintenance of the Ganges Fire Hall will require additional staff support should the LCC wish to retain the building.

Social Implications

The Ganges Fire Hall is considered a landmark within Ganges Village, originally constructed in the 1960's. The CRD and the SSIFR have agreed to the value of maintaining and re-purposing this building for community use with a focus on a public food market and related uses.

CONCLUSION

The CRD and SSIFR entered a MOU establishing a joint working group to make recommendations to their respective organizations regarding the re-location of the fire hall as well as determining options for the existing Ganges Fire Hall. The CRD is expecting to take full possession of the Ganges Fire Hall in 2026 and should assess financial and other implications prior to determining future uses.

RECOMMENDATION

That the Salt Spring Island Local Community Commission requests that staff retain a professional to complete a building code review and costing for a change in use of the Ganges Firehall located at 105 Lower Ganges Road, PID 007 007 876.

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

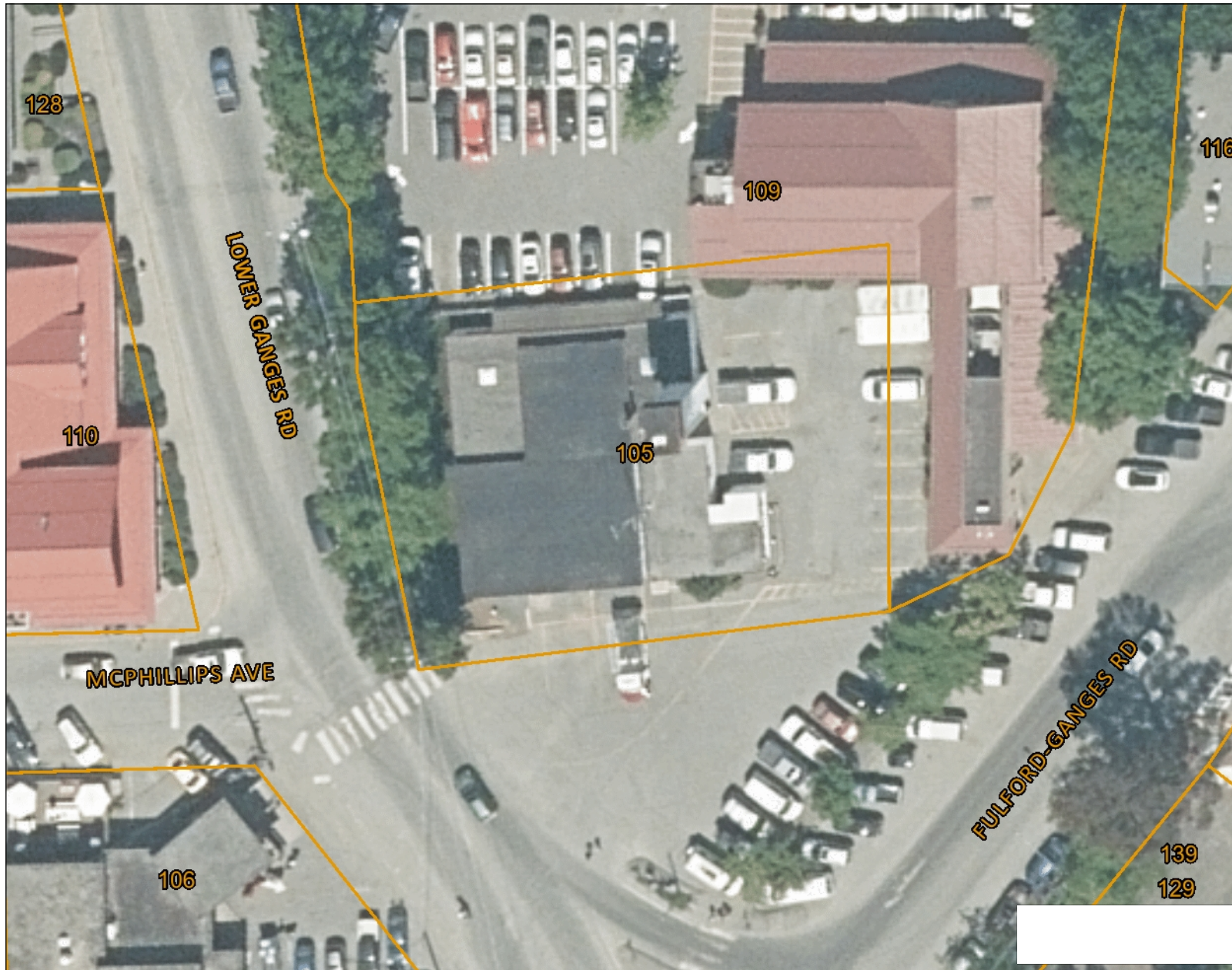
ATTACHMENT

Appendix A: Site Map, 105 Lower Ganges Road



Legend

Notes



25.4 0 12.7 25.4 Meters

NAD_1983_UTM_Zone_10N
© Capital Regional District

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

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, MARCH 20, 2025**

SUBJECT **Burgoyne Bay – The use of Geotubes as an Alternative Liquid Waste Management Method**

ISSUE SUMMARY

The Salt Spring Island (SSI) Local Community Commission (LCC) has requested the evaluation of geotubes as an alternative for liquid waste management at the Burgoyne Bay facility.

BACKGROUND

The SSI Local Community Commission (LCC) passed the following motion on June 20th, 2024.

‘That the Salt Spring Island Local Community Commission recommends to CRD Board: that the SSI Liquid Waste Disposal Service 2024 Capital Plan be amended to add a new project for evaluating alternatives to liquid waste disposal (24-03) for \$60,000 budget, funded from the Capital Reserve Fund.

The intention of this motion was to enable funding for evaluation of geotubes as an alternative method for liquid waste management on SSI at the Burgoyne Bay facility. The objective of using geotubes would be to reduce the volume of liquid waste that needs to be transported off the island with the ultimate objective of reducing the cost of operating the service.

A pilot project has been completed and a summary of the analysis are provided within. The pilot project has identified that if geotubes are used at Burgoyne Bay then additional facilities will need to be constructed and operated. The geotubes would effectively become step one of a three step process. The steps are explained in a condensed format and explained as the following:

1. Geotubes – The bulk sewage and septage liquid waste that is collected in the existing tanks at the Burgoyne Bay facility would be pumped into geotubes that would be located on a newly constructed concrete slab on the same property. The geotubes would be used to dewater the waste and there would be an output of solids and liquids.
2. Liquid Disposal - The liquid output from the geotubes would be collected and directed towards a new man-made septic field to further treat and dispose of the liquid waste. The ground conditions at Burgoyne are shallow to bedrock and do not allow for direct ground disposal. The output from the septic field would then be discharged directly to ground.
3. Solid Disposal - The solid residuals from the geotubes are forecast to be from 14% to 22% solids content (based on the pilot project). This would be similar to a wet soil consistency. The solids would be loaded onto a truck and hauled to Vancouver Island for disposal.

Geotubes are step one in the process outlined above and one of several options that are available to reduce the amount of residual waste that would be transported off Salt Spring Island. The Alternative Waste Stream Management Option Analysis report completed in August 2023 considered other dewatering methods in addition to geotubes that included: suspended air flotation (SAF), screw press and plate filter press. These methods would all require the purchase of equipment and require additional labour to operate a new facility. All of these methods would

also require treatment and disposal of the liquid and solid outputs.

The financial review of geotubes that has been completed as part of this report is considered preliminary and a more intensive third-party review of cost estimates is recommended prior to progressing any of the options.

ALTERNATIVES

Alternative 1

The Salt Spring Island Local Community Commission recommends that staff does not pursue the option of using geotubes as a dewatering technique at Burgoyne Bay.

Alternative 2

The Salt Spring Island Local Community Commission recommends that staff does not pursue options of using alternate dewatering techniques at Burgoyne Bay if the costs of operating the current service cannot be reduced.

Alternative 3

The Salt Spring Island Local Community Commission recommends that staff retain a third party consultant to further investigate and analyze geotubes as an alternative dewatering technique at Burgoyne Bay with a budget of up to \$50,000.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The LCC's Strategic Plan from 2024 to 2027 includes a Goal of *cost effective and environmentally responsible management of liquid waste and residuals*. This evaluation of geotubes directly addresses the Goal as well as the Objectives and Initiatives related to evaluating and reducing the volume of liquid waste transported off SSI, as well as proper liquid effluent and solid residuals disposal.

Service Delivery Implications

The use of geotubes would increase the complexity of the process on Salt Spring Island and require more capital investment and additional staff.

The process for geotubes that has been analyzed includes the following assumptions:

1. Geotubes

- a. A concrete pad about $\frac{3}{4}$ the size of a hockey rink would need to be constructed for the geotubes, designed and constructed to enable the solids to be mechanically loaded into as many as four large geotube bags per year. Each geotube would be about 20 metres in circumference and 2.3 metres high, and about 26 metres long.
- b. Equipment would need to be purchased and additional labour would be required to operate the facility.
- c. Pumping equipment would need to be installed to transfer the liquid and add flocculant on its way from the existing receiving storage facility to the geotubes.

- d. The used geotube bags would be disposed of in a landfill.
- e. The concrete pad would have a berm and be designed and constructed with an integral collection sump and requisite piping to capture the liquid from the geotubes and direct it to the septic field.
- 2. Liquid Disposal
 - a. A septic field would be constructed downslope on the existing property. The option of transferring the liquids to Ganges wastewater treatment plant was considered and would require new facilities in Ganges. This option was determined to be too costly and would not meet the objective of reducing operational costs. The proposed engineered septic field would need to be man-made with material brought onto the site, as the existing shallow bedrock site conditions are not adequate.
 - b. The liquid output from the septic field would be disposed of directly to ground.
- 3. Solid Disposal
 - a. The solid materials from the geotubes would be between 14% (result from pilot project) and 22% solids and loaded onto a truck and transported to Vancouver Island.
 - b. This would likely involve about 45 to 62 truck loads depending on the percentage of moisture in the solids.
 - c. A fee would be charged for the disposal of the solids at the facility.

Financial Implications

An initial financial analysis has been completed using expert input from the retained consultant and CRD engineers who are currently operating and maintaining the three CRD wastewater treatment plants at McLoughlin, Ganges and Saanich Peninsula. The initial financial analysis is attached in Appendix B. This analysis is considered high-level and does not meet the criteria for a Level D evaluation. A more detailed analysis is required prior to progressing with this proposal.

The estimated total capital expenditure is forecast to be about \$3.5 million. Annual operating costs, including debt servicing, are assumed based on 50% of the capital expenditure being covered by a potential grant. The remainder would need to be recovered through the service being permitted to take out a loan.

The annual operating expenditure is estimated and includes semi-annual debt payments for the capital. A contribution to a capital reserve is required for repair and replacement of the new capital assets. The operation of a geotube dewatering process is forecast to have annual operating costs including debt servicing of about \$740,000 however with debt servicing (for 20 years) the total will be about \$875,000.

The current annual operating costs to dispose of the liquid waste off-island were about \$745,000 in 2024.

Intergovernmental and First Nations Implications

The proposed activities would involve acquiring approvals from provincial agencies and engagement with the local community and First Nations prior to progressing. The Burgoyne facility borders Burgoyne Bay Provincial Park and is in close proximity to properties held by a First Nations Society and island residents.

CONCLUSION

The initial evaluation of the use of geotubes at Burgoyne Bay have been considered. The initial analysis indicated this method of reducing the amount of liquid shipped off the island is feasible. To enable this to occur, additional infrastructure, equipment and staff would be required. Preliminary cost estimates suggest the use of geotubes would be more expensive than the current method in the first 20 years of operation. Once the capital is paid off the operation of geotubes should be comparable to the existing method.

The financial review that was completed as part of this report is considered preliminary and a more intensive review of cost estimates is recommended prior to progressing any of the options.

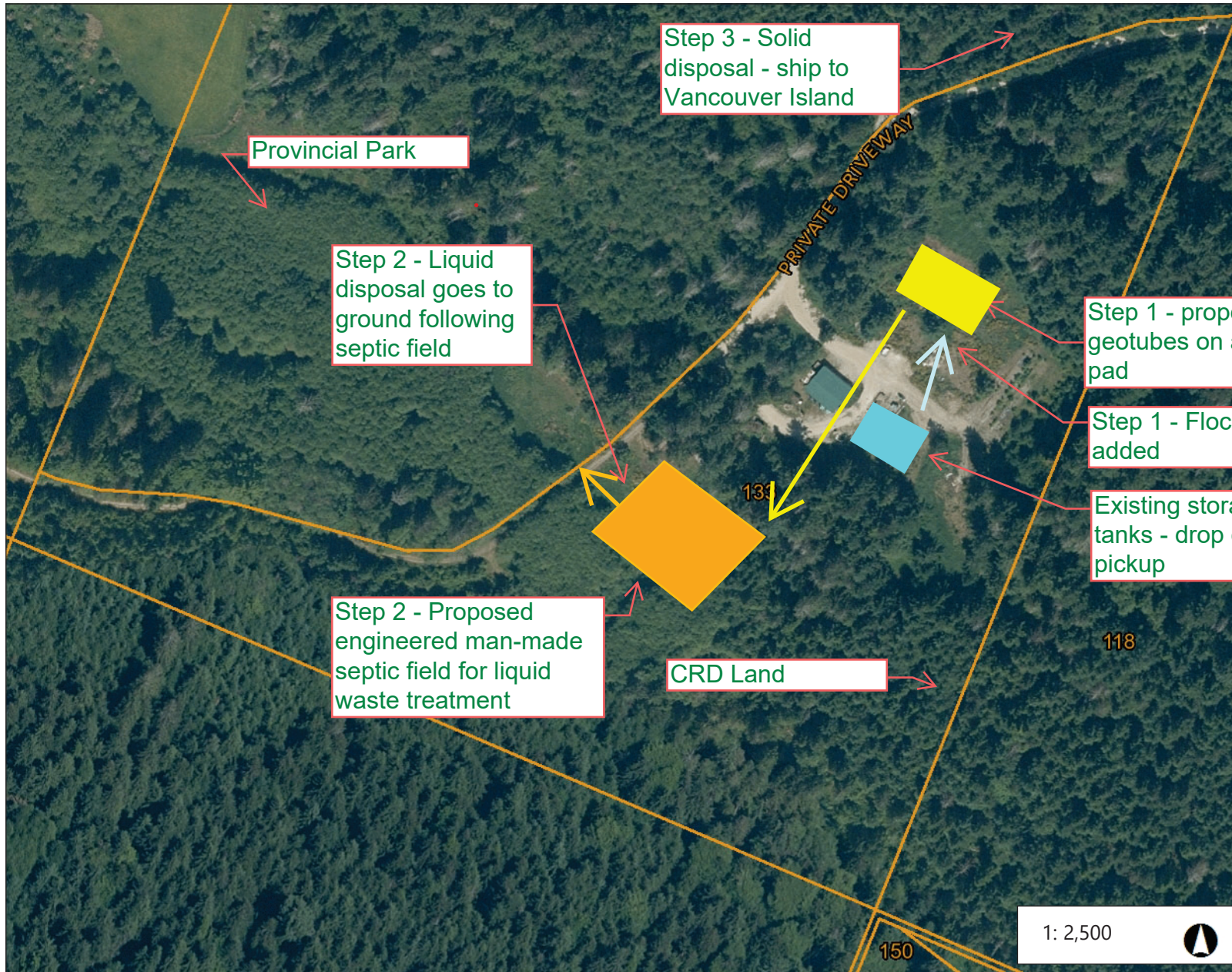
RECOMMENDATION

The Salt Spring Island Local Community Commission recommends that staff does not pursue the option of using geotubes as a dewatering technique at Burgoyne Bay.

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

APPENDIX

- Appendix A – Conceptual Layout of Geotubes at Burgoyne Bay Facility
- Appendix B – High-level Estimate of Capital and Operating Costs of Geotubes installed at Burgoyne Bay
- Appendix C - Photos and Images of Pilot Project and Geotubes in Process



Legend

Notes

127.0 0 63.5 127.0 Meters

NAD_1983_UTM_Zone_10N
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SSI Burgoyne Bay - Liquid Disposal Options for Alternate Methods - Geotube Costs

This is an initial cost estimate that does not qualify as a Level 'D'. Prior to progressing a 3rd Party should be retained to prepare a Class C or D estimate

\$ ESTIMATE	CAPITAL COSTS ASSOCIATED WITH GEOTUBES	SOURCE OF COST ESTIMATE
\$133,786	BISHOP - Geotube Capital Costs (\$93,786 to \$133,786) higher was selected with a more automated mixer of flocculant	Bishops Engineering (consultant)
\$500,000	Construction Costs for concrete pad where Geotubes would go	Based on CRD's recent procurement results
\$500,000	Construction Costs for septic field	Eng Consultant quoted, high level est.
\$100,000	Cost of ground disposal (analysis, design, and installation of monitoring wells)	Internal estimate
\$350,000	OH&S requirements - proper staff facilities - wash water supply (tbd), washroom, flocculant chemical mgmt, and for site maintenance	Estimate for site trailer or renovate existing building, based on recent tender experience
\$150,000	Costs to install on-site conveyance lines including piping modifications valves and pumps	internal estimate
\$25,000	Testing	Bishops Engineering (consultant)
\$10,000	Shipping Costs	Bishops Engineering (consultant)
\$1,768,786	Sum of Capital Elements	
\$353,757	Engineering Design and Studies	20%
<u>\$265,318</u>	<u>CRD Project Mgmt and Administration</u>	<u>15%</u>
\$2,387,861	Sub-Total of Capital with Engineering and Project Management Costs	
\$75,000	Engagement with local community and First Nations	Community Engagement
<u>\$35,000</u>	<u>Alternative Approval Process to receive permission for the service to take on long term debt</u>	<u>Alternative Approval Process</u>
\$2,497,861	Sub-Total of Capital with Engineering and Project Management Costs and Public Engagement	Sub-Total
<u>\$999,144</u>	<u>Contingency</u>	<u>40%</u>
\$3,497,006	TOTAL CAPITAL COST	
\$3,497,006	TOTAL CAPITAL COST - \$2.5M to \$3.5M	
\$1,748,503	50% Grant potential??	
\$1,748,503	Long Term Debt required to be covered by the Service in Operating Costs	

\$ ESTIMATE	OPERATING COSTS WITH GEOTUBES	SOURCE OF COST ESTIMATE
\$87,848	Operating Costs for Geotubes from Bishop Engineering's presentation (bags, geosynthetics, polymer- with a price range \$60,209 to \$87,848)	Bishops Engineering
\$24,000	Cost of Operating Loader to dispose of solids	96 hrs * \$250/hr
	Cost to dispose of Solids	
\$181,250	\$250 per ton to receive Solids at a treatment facility	725 x \$250 - (middle range of forecast output volume in year 2026)
\$74,880	Hauling Solids to Vancouver Island	52 loads x \$1440/trip (\$180/hr*8 hours/trip)
	Additional Labour	
\$49,920	Additional 0.2 FTE for filling Geotubes and maintaining pumps and mixer (supplies and machine costs)	\$120/hr X 2080hrs X .2 FTE (from Bishops Eng.)
\$37,440	Additional 0.15 FTE for trades and maintaining equipment, dosing, OHS, plumbing, SCADA	\$120/hr X 2080hrs X .15FTE (from Bishops Eng.)
	New Costs	
\$10,000	Testing of solid and liquid outputs	CRD - environmental department
\$10,000	Shipping Costs that Bishops did not included	Bishops Engineering (consultant)
\$7,200	Water supply fo site trailer for staff OH&S	\$600 per load of water - 12 loads per yr
\$5,000	Geotube disposal	Landfill the geotube material
\$30,000	Cold Weather - Hauling of Liquids when we have to revert to current hauling methods and during maintenance	based on existing costs
<u>\$69,940</u>	Additional Capital Reserve contribution, based on CRD Asset Mgmt Policy	2%
	Existing Costs that would continue	
\$99,840	Existing 830 hours of labour per year is in the budget	\$120/hr X 2080hrs X .4 FTE
<u>\$50,000</u>	Current continuing direct operational costs (excluding labour)	
\$737,318	Total of Annual Operating Costs	
not accounted for	Contingency	
<u>\$139,000</u>	Annual Debt Servicing - Anticipating 50% Grant Funding is received - double cost if no Grant	\$1,800,000 - 20 years @ 4% interest
\$876,318	Total Operating Costs including 20 years of Debt Servicing	

Initial Summary of Geotubes Option Prior to Receiving 3rd Party Review

\$3,497,006	TOTAL CAPITAL COST - \$2.5M to \$3.5M
\$876,318	Total Operating Costs including 20 years of Debt Servicing
\$745,000	Current CRD Liquid Waste Disposal Costs at Burgoyne (2024 Actual)

Bench Testing - December 2024 Dewatering Trial



Onsite jar testing (left), Geotube® Dewatering Test (GDT) (middle) and GDT After 2 months - 21% (right).

Bonnechere Valley Township Dewatering Project



Photos of Geotubes in Operation



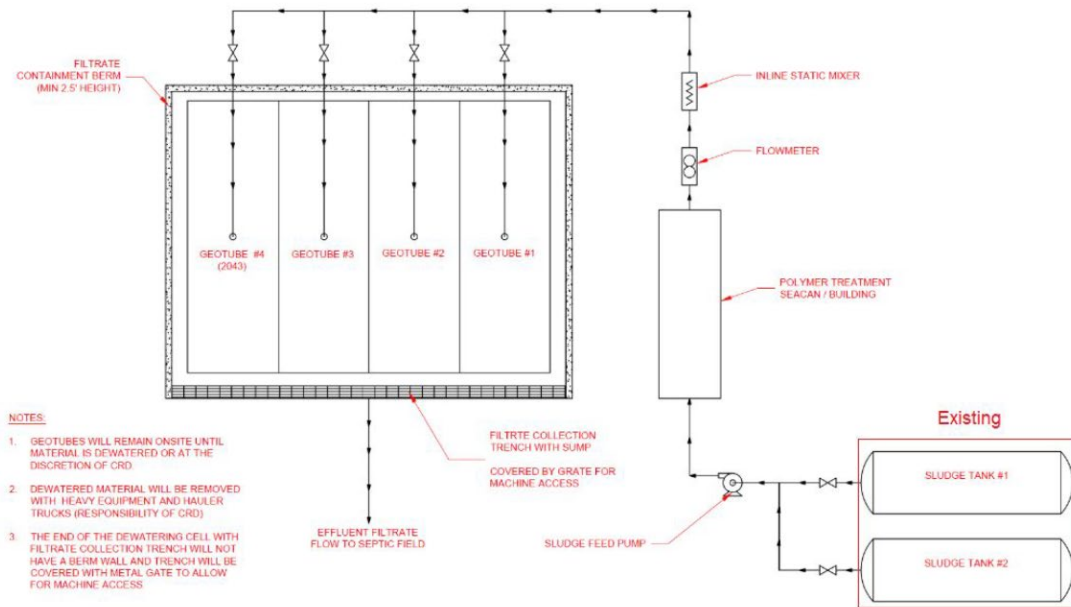
Photos of Geotubes in a Greenhouse and Indoors in Cold Weather Environments



Photos of Equipment Required to Add Flocculant Prior to Entering Geotubes



Dewatering System Process Flow Diagram



REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF Thursday, February 20, 2025

SUBJECT 163 Drake Road – Phoenix Elementary School Property Expression of Interest

ISSUE SUMMARY

To review a draft Expression of Interest prior to being posted publicly for 163 Drake Road.

BACKGROUND

The Capital Regional District (CRD) assumed responsibility for the operation and maintenance for the buildings and land located at 163 Drake Road effective December 1, 2024, for a five-year term.

The property is a 2.82 ha / 6.97-acre lot consisting of a two-story house, portable classroom, playground, small garden and basketball court. The west end of the property is forested with an informal connection to the Drake Road Trail.

The portable building onsite is currently being used by the Chuan Society effective Dec 2, 2024 to March 31, 2025. The lower floor of the main building and portable are planned to be used as a temporary maintenance facility effective April 1, 2025 for 12-24 months, with the recent approval of a Temporary Use Permit (TUP) by the Islands Trust.

The Salt Spring Island (SSI) Local Community Commission (LCC) has requested that staff post an Expression of Interest (EOI) for short term rentals to occupy the upper floor of the main building for up to 12 months. When assessing potential users for the site consideration will need to be given to the service holding the land, building code and zoning to determine the current permitted uses of the building and land.

The lease and facility are funded through the parks and recreation service. Any longer-term use would need to be related to community programs, events or recreation. Depending on short- and long-term use requests, another service may need to be considered as the funding source.

The current zoning allows for a variety of principle uses including medical offices, recreation and a community hall. The current building code is more restrictive as it is considered an assembly building. If the building were to change to office use it would need to be assessed for code compliance and fire separation would likely be required if there were multiple occupants.

Public use of the playground, picnic shelter and community garden would not have the same restrictions and could be made available ahead of any building code assessments or potential renovations.

To best determine potential zoning or building code implications an Expression of Interest (EOI) (Appendix A) is planned to be posted publicly to promote awareness, gather interest from the general public and prepare a technical report with any implications for LCC consideration. A full Request for Proposals (RFP) is considered optional and will be determined following an evaluation of the responses to the EOI.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission authorize staff to post the Expression of Interest in Appendix A for the upstairs of the main building, playground and community gardens located at 163 Drake Road (PID 004-607-295) for consideration.

Alternative 2

That the Salt Spring Island Local Community Commission authorize staff to post the Expression of Interest in Appendix A as amended for the upstairs of the main building, playground and community gardens located at 163 Drake Road (PID 004-607-295) for consideration.

Alternative 3

That the Salt Spring Island Local Community Commission refer the report back to staff for additional information.

IMPLICATIONS

Financial Implications

The LCC has assumed \$8,000 in revenue will be generated by the property in 2025. The portable is currently rented for three months in 2025 totalling \$1,336. Building code implications may impact the amount of revenue that can be generated in 2025.

Zoning Implications

The property is zoned R9 allowing for the following principle uses, buildings and structures: single-family dwellings, dental and medical office services, elementary schools, pre-schools, day care centres, hospitals, public health care facilities, community halls, non-commercial outdoor active recreation, churches, agricultural and *public service uses*.

Building Code Implications

The Phoenix building is currently considered, a Part 3, A2 Assembly Building. If the use of the building were to change to office use it would need to be assessed for Code compliance as a D business and personal services building. If the building were to have more than 1 tenant, or both assembly and office uses, it may need to be assessed as a multiple occupancy building and require fire separations to be constructed. As this is a Part 3, Complex Building we are required to have registered professionals involved in the assessment of the project.

CONCLUSION

The CRD is now leasing the property and buildings located at 163 Drake Road. There is an opportunity to license or sub-lease a portion of the building or property to one or more tenants and a public process is proposed to be completed to try ensuring the optimal use.

An EOI needs to be posted to determine interested persons or groups and reviewing zoning and or building code implications that will need to be considered when looking at opportunities for short-term rentals.

RECOMMENDATION

That the Salt Spring Island Local Community Commission authorize staff to post the Expression of Interest in Appendix A for the upstairs of the main building, playground and community gardens located at 163 Drake Road (PID 004-607-295) for consideration.

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 – Draft Expression of Interest, 163 Drake Road, Salt Spring Island

Expression of Interest

Rental Opportunity:

Phoenix Elementary School Property

163 Drake Road, Salt Spring Island, BC



Please submit prior to **April 25, 2025**

1. Introduction

The Salt Spring Island Local Community Commission is seeking community groups, local non-profit and recreation service providers to utilize available indoor space and community garden at the former Phoenix Elementary School property located at 163 Drake Road.

2. Background

School District 64 (SD64) requested proposals for the lease of the buildings and property formally known as Phoenix Elementary School located at 163 Drake Road on Salt Spring Island (SSI). The Capital Regional District (CRD) submitted a proposal and was selected to enter negotiations and has signed a five-year lease with SD64 effective December 1, 2024.

SD64 has requested that the CRD prioritize organizations that demonstrate a direct benefit to children followed by local not for profit organizations.

3. Property Description

The property is a 2.82 ha / 6.97-acre lot consisting of a two-story house, portable classroom, playground, small garden and basketball court. The west end of the property is forested with an informal connection to the Drake Road Trail.

4. Availability and Term

- For this Expression of Interest, rental spaces available are limited to the upstairs of the main building, playground and community garden. A floor plan for the main building has been included (Attachment 1).
- Short term rentals (0-12months) are only being considered at this time.

5. Zoning

The property is zoned R9 allowing for the following principle uses, buildings and structures: single-family dwellings, dental and medical office services, elementary schools, pre-schools, day care centres, hospitals, public health care facilities, community halls, non-commercial outdoor active recreation, churches, agricultural and *public service uses*. *Public Service Uses* are defined as the use of land, building or structures for the maintenance, repair or storage of vehicles, equipment or construction material that are used solely for the provision, maintenance or repair of public utilities or highways, and for emergency response facilities are operated for the benefit of the general population of the island on which it is located.

6. Submission Details

Expressions of interest should be emailed to Dan Ovington, Senior Manager, Salt Spring Island CRD Administration, dovington@crd.bc.ca with the subject line: Expression of Interest – 163 Drake Road prior to **April 25, 2025**.

7. Submission Requirements

Submit one (1) pdf document, including:

- a. Community group or service provider description
- b. Rental space requested
- c. Monthly rental amount proposed (including utilities)
- d. Proposed dates/times
- e. Brief description of any improvements to accommodate your group

8. Additional Considerations

- Commercial General Liability insurance in the amount of \$2 million naming SD64 and CRD as additionally insured will be required for all annual leases.
- The lower level of the main building, paved sport court and portable classroom will be occupied by parks maintenance staff and maintenance activities for a period of 12-18 months.

9. Viewing

An open house will be held on **Thursday April 3rd from 1pm-2pm**. If you are unable to attend please contact Dan Ovington, Senior Manager, Salt Spring Island CRD Administration, dovington@crd.bc.ca to arrange an alternative time.

10. Selection

In the event that multiple groups submit an expression of interest, the CRD may require additional details to support the sustainability of your organization. Additionally, the CRD and LCC may give preference to organizations that demonstrate a direct benefit to youth and not for profit organizations that meet the Decision-Making Framework (Attachment 2) approved in the 2019 Salt Spring Island Parks and Recreation Strategic Plan.

11. Inquiries

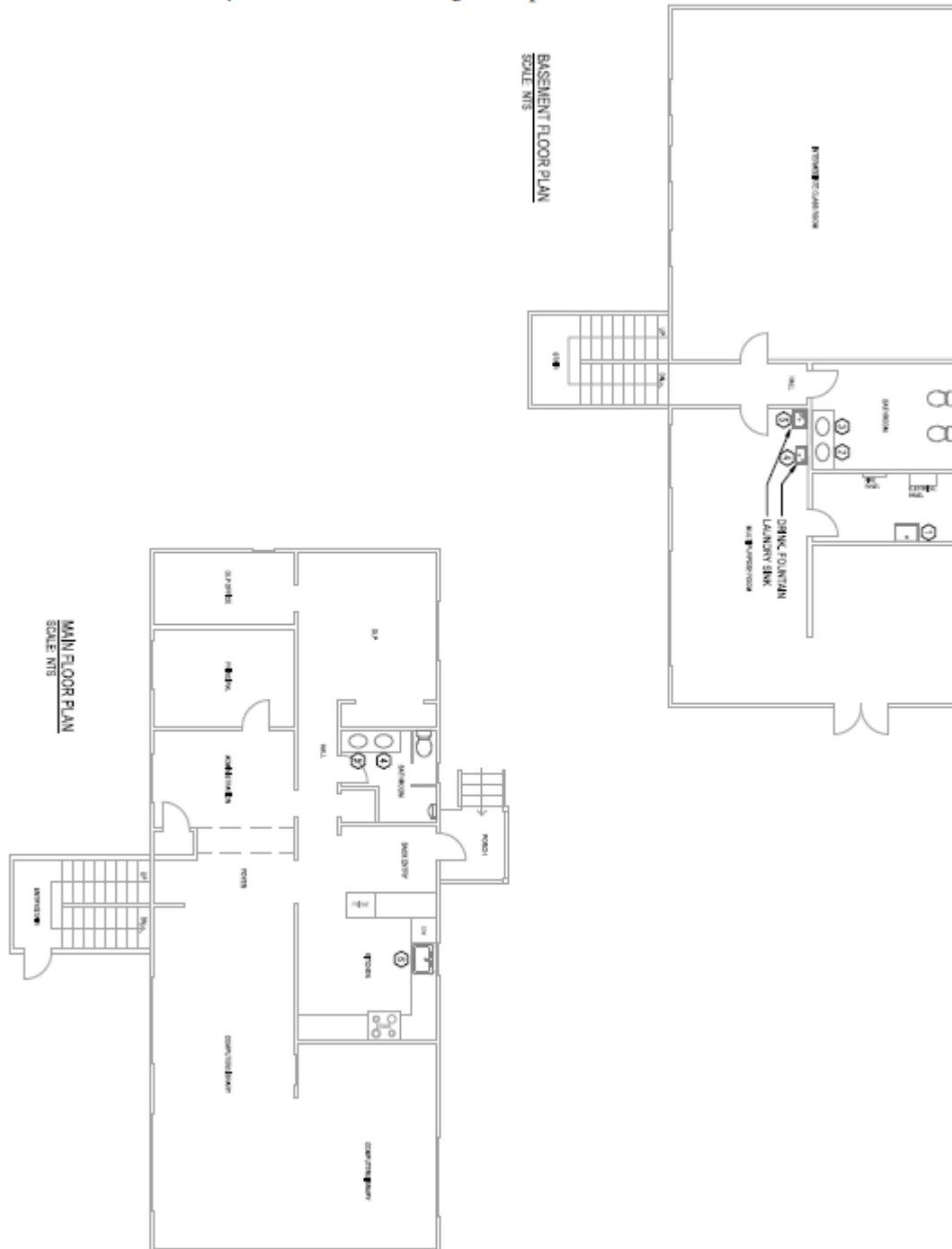
Dan Ovington, Senior Manager, Salt Spring Island CRD Administration,
dovington@crd.bc.ca

Attachments:

- Attachment 1 – Phoenix School Floor Plan
- Attachment 2 – Decision Making Framework

Attachment 1 – Phoenix School Floor Plan

Phoenix Elementary School Main Building Floor plan



Attachment 2 – Decision Making Framework

The decision making framework is used as a guide to assess new opportunities or proposals against the outcomes to determine the greatest public good.

Outcomes Alignment – The proposed initiative will support the CRD in achieving the outcomes identified in this plan and is part of the core parks and recreation service functions of the CRD as contained within broader strategic planning.

Public Benefit – All island residents will benefit directly or indirectly by implementing the proposed initiative, regardless of whether they participate directly in the initiative.

Demographic Trends - Population trends and growth areas on the Island support a need for the proposed initiative.

Recreation Behavior Trends - Parks and recreation trends and growth areas on the island support a need for the proposed initiative.

Community Support – Parks and recreation stakeholders and the community at large identified and supported the proposed initiative during engagements.

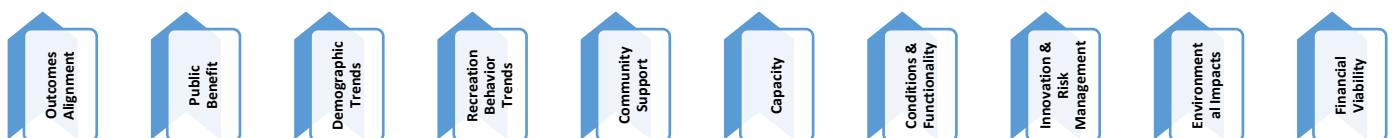
Capacity – Analysis of parks and recreation capacity and utilization on the Island supports the proposed initiative.

Conditions & Functionality - Existing facility or facility spaces have less than 25% remaining in their lifecycle (as determined by ongoing lifecycle planning) and investment in the proposed initiative would create, extend or replace the necessary capacity.

Innovation & Risk Management – The proposed initiative demonstrates innovation in some form – design, operations, efficiencies, etc. and the potential risks associated with the initiative are minimal or can be reasonably mitigated.

Environmental Impacts – The environmental impacts of implementing the proposed initiative will be identified and evaluated in relation to the benefit of the proposed initiative.

Financial Viability – The proposed initiative has the ability to generate appropriate cost recovery relative to operating and maintenance expenditures



**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, MARCH 20, 2025**

SUBJECT **Integrated Housing Strategy Action Plan - Scope of Work**

ISSUE SUMMARY

To approve a scope of work related to the Integrated Housing Strategy Action Plan.

BACKGROUND

The Salt Spring Islands (SSI) Local Community Commission (LCC) has been striving to improve the availability of housing on SSI since its inception in 2023. These efforts have included workshops, meetings with the Capital Regional Housing Corporation, housing advocates, non-profit housing groups, and ensuring financial contributions and support for initiatives such as Housing Now and the Rural Housing Program.

The delivery of housing is known to be complex and requiring involvement of multiple community groups, businesses, societies and government agencies. Following a housing workshop in May 2024 that included many of the SSI housing stakeholders a suggestion was made to complete an Integrated Housing Strategy. The intent of the strategy would be to improve the co-ordination of effort.

The LCC has agreed to take the lead role in completing a strategy as it complements its Strategic Priority of Economic Sustainability. Subsequent meetings have been held with key stakeholder groups to develop an outline for the Integrated Housing Strategy which is now ready to present to the LCC prior to progressing to the procurement of a third-party consultant.

When considering the scope of the strategy we reviewed other housing related projects and initiatives that have been recently completed or are in progress. A brief list of these would include:

- SSI Housing Stakeholders Workshop – May 22, 2024
- Housing Needs Assessment, completion expected in spring 2025
- SSI Complete Communities Assessment – planned for completion in early 2025
- Housing Now Survey – recently completed
- Rural Housing Program – program launch expected in April 2025
- SSI Official Community Plan and Zoning Bylaw update – commencing in 2025 with completion expected in 2026
- SSI Short Term Rental Stakeholders Workshop – January 16, 2025
- North Salt Spring Waterworks District partial lifting of moratorium on new connections - planned for 2025

The timing of the Integrated Housing Strategy has been purposeful to ensure current data is available, and the output can support other projects that are in progress as well as available to support future initiatives. The public engagement and surveys that have been completed as part of those other initiatives will be beneficial and assist in informing the Integrated Housing Strategy.

Other housing related strategies or actions plans have previously been prepared on SSI. The most related to this project is the 2011 Community Affordable Housing Strategy (CAHS). The scope of the Integrated Housing Strategy is intended to build upon the 2011 (CAHS) report. In addition, the scope of the strategy will provide a list of housing projects and include reference to housing legislation that has since been implemented by the Province.

The development of the scope of work for the Integrated Housing Strategy has included members of the LCC, the Islands Trust, North Salt Spring Waterworks District and some local housing experts with experience preparing similar strategies. The scope will provide the successful consultant with direction on what the expected content of the strategy. This scope is not meant to be a restrictive or a firm constraint, and instead it should be supportive direction, and informing of expectations.

The consultant will be selected on the merits of their proposal and the LCC will be able to review the award of the contract in a subsequent meeting.

ALTERNATIVES

Alternative 1

The Salt Spring Island Local Community Commission request that under the Salt Spring Island Economic Development Service staff advance procurement of a consultant to complete an Integrated Housing Strategy Action Plan as identified in the scope of works provided in Appendix A.

Alternative 2

The Salt Spring Island Local Community Commission refer the report back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The completion of an Integrated Housing Strategy aligns with the LCC's Strategic Plan from 2024 to 2027 that has a Goal to 'Encourage a diverse, inclusive and resilient economy.' The Strategic Plan also has directly related Initiative to 'Develop an Integrated Housing Strategy for SSI, including the LCC's involvement in the Strategy'.

Financial Implications

The Local Community Commission 2025 budget includes financial resources to complete an Integrated Housing Strategy. Upon the tenders being received the scope of the project may need to be adjusted to fit the budget unless other resources can be sourced.

Intergovernmental Implications

The Integrated Housing Strategy will involve the on-going participation of other government agencies that are stakeholders involved in housing.

Social Implications

Housing Needs assessments have identified a need for additional housing resources across the housing spectrum. The completion of an Integrated Housing Strategy is intended to consider the needs that were identify in the assessment and to consider how to facilitate improvements on Salt Spring Island.

CONCLUSION

The development of an Integrated Housing Strategy is identified as a strategic initiative in the Salt Spring Island Local Community Commission's Strategic Plan for 2024 to 2027. The topic of housing has been a key discussion point at several meetings, and specific stakeholder workshops that have been held. The Integrated Housing Strategy is intended to build upon previous work and reports that have been completed and provide an action plan to facilitate improvements to the delivery of housing on Salt Spring Island.

RECOMMENDATION

The Salt Spring Island Local Community Commission request that under the Salt Spring Island Economic Development Service staff advance procurement of a consultant to complete an Integrated Housing Strategy Action Plan as identified in the scope of works provided in Appendix A.

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

ATTACHMENT(S)

Appendix A: Scope of Works for a Salt Spring Island Integrated Housing Strategy Action Plan

Scope of the 2025 SSI Integrated Housing Strategy – Action Plan

- A. The objective of the strategy is to provide a clear policy and vision for affordable rental and ownership housing, integrated across agencies with relevant responsibilities and jurisdiction, and framed by the overarching goal to improve the economic sustainability of Salt Spring Island.
- B. Drawing on the 2011 Community Affordable Housing Strategy (CAHS), the consultant will develop a housing strategy for Salt Spring Island that:
 - 1. Discusses and summarizes terms related to defining affordable housing, including rent geared to income, non-market housing, supportive housing, deep-subsidy, accounts for spectrum of workforce housing (eg. SeaBreeze), and other definitions of affordability.
 - 2. Summarizes/maps governance and regulatory context of Salt Spring Island, including a spatial description of responsibilities of local, regional, provincial, and federal levels. This may involve the use of material.
 - a. Provides an overview of current housing programs on SSI, including Housing Now, and the Rural Housing Program
 - 3. Summarizes SSI Housing Sector:
 - a. Discuss the dynamics of the Salt Spring housing sector.
 - b. Provide an inventory of existing affordable housing developments on Salt Spring Island, including number of units, year built, with a focus on what has been built since the 2011 CAHS report was completed.
 - c. Provide an inventory of affordable housing projects that are currently proposed on Salt Spring Island. Provide the data in a way that it can be used as a “project tracker” tool to monitor and support existing housing projects
 - d. Explain steps required for projects to advance and deliver affordable housing. Do they require water and sewer/septic servicing to be developed, rezoning, financial. What are the primary constraints.
 - 4. Provides a framework for implementation of solutions to address the results of the Housing Needs Assessments, and other qualitative data supplemental to the HNA (using existing data).
 - a. Identify the range of unit types and supportive services needed across the housing spectrum to meet the needs (HNA results). Identify which agency may be best suited to provide.
 - 5. Considers ideal locations for a range of housing typologies and scales appropriate to the servicing limits of Salt Spring Island

- a. Informed by SSI Complete Communities Assessment, past community input, other agency review, available services.
 - b. Considering results of HNA, Complete Communities Assessment, projects in the project tracker, available resources,
 - c. Considers the constraints of the Infrastructure/Servicing component of housing
 - d. Informed by OCP-LUB review, and NSSWD review of water supply,
- 6. References recent Legislation and Housing Initiatives and how they apply and should be considered on SSI to improve housing. Speculation and Vacancy Tax Act, Short Term Rental Accommodations Act, Housing Now (landlord-tenant matching), Provincial Secondary Suite Incentives, and CRD Rural Housing Program with incentives and PDA funding. How they fit into the strategy and Action Plan.
- 7. Considers financing housing:
 - a. Discuss the community and government partnerships required for funding, developing, and operating affordable housing.
 - b. Discusses other financial tools and incentives to support the development of both new rental and affordable ownership housing. The type of projects that can benefit and relate back to the project tracker.
 - c. Discuss proponents needs in getting projects to Occupancy.
- 8. Needs to be visionary and from a Salt Spring Island context.
- 9. Needs to provide an action plan for implementation and identifies parties responsible. Include reference to where the LCC can participate in an advocacy role. (e.g. priorities, roles & responsibilities, target timelines if possible, other).
- C. Community engagement – the consultant will be required to complete two public events. These would be near the approximate mid-point of the project, and following the preparation of the Draft Report. There is some flexibility on the format and timing of these events, however the public will need to be able to attend in person. The CRD staff can assist in the arrangement of the meetings, setting up audio-visual equipment, advertising and taking notes. The consultant will need to be the meeting facilitator. The consultant will also need to attend an LCC public meeting to present their Report (potentially incorporated into the 2nd meeting above).

Reference Materials

There are a number of background reports that we can provide the consultant. This Islands Trust Page has a great list of resources: <https://islandstrust.bc.ca/programs/housing-affordability/>

Tool 7 in the [Islands Trust Housing Options Tool Kit](#) has an annotated bibliography of all the housing reports. Many are Salt Spring.