Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

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

Thursday, June 18, 2026 | **9:00 AM** | **SIMS Boardroom, 124 Rainbow Road, Salt Spring Island BC**

MS Meeting Teams Link

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. 26-0733 Minutes of May 14-21, 2026 Salt Spring Island Local Community Commission

Recommendation: That the minutes of the following meeting be adopted as circulated:
-May 14, 2026 Special meeting

Attachments: Minutes: May 14, 2026

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 for "Addressing the Salt Spring Island Local Community Commission" on our website and staff will respond with details. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

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. 26-0746 Delegation: MJ Sexton, SSI Drake Road Resident Re: Item 7.8. 163 Drake Road (Phoenix)- Licence

Attachments: Delegation Request: MJ Sexton, June 11, 2026

Background: Upcoming License Term for Phoenix School Property and Commu

6.2.2. 26-0747 Delegation: Ginette Jobb, Wildhaven Learning Foundation Re: Item 7.8. 163 Drake Road (Phoenix)- Licence

Attachments: Delegation Request: Wildhaven Learning Foundation, June 11, 2026

Presentation: Phoenix School Building

Background: Letter egarding the Phoenix School Building

7. Commission Business

7.1. 26-0586 Electoral Areas Grants-In-Aid Guidelines Update

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

Attachments: Staff Report: EAs Grants-In-Aid Guidelines Update

Appendix A: CRD Grants-In-Aid Application Guide - for EAs Only

Appendix B: EAs Grants-In-Aid Program Guidelines - 2026

Appendix C: Grants-In-Aid Application Form (Draft)

Appendix D: CRD - EAs Grants-In-Aid - Final Report (Draft)

7.2. 26-0734 2025 GIA and CWF Annual Reports

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

Attachments: Staff Report: 2025 GIA and CWF Annual Reports

Appendix A: 2025 Grants-in-Aid Annual Report, Dated April 8, 2026

Appendix B: 2025 Community Works Funding Annual Report, Dated April 8, 202

7.3. 26-0736 Capital and Operating Reserve Guidelines

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

Attachments: Staff Report: Capital and Operating Reserve Guidelines

7.4. 26-0739 Salt Spring Island Harbours Roundtable Workshop Outcome Notes

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

Attachments: Staff Report: Salt Spring Island Harbours Roundtable Workshop Outcome Notes

Appendix A: Salt Spring Island Harbours Roundtable Workshop Outcome Notes

7.5. 26-0740 Salt Spring Island Hydro-Field Project Update

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

Attachments: Staff Report: Salt Spring Island Hydro-Field Project Update

7.6. 26-0741 Synthetic Ice Rink Donation

Recommendation: That the Salt Spring Island Local Community Commission identifies 262 Rainbow Road (Rainbow Recreation Centre) as the site for the installation of the donated synthetic ice rink and request staff to report back on funding options associated with installation and operation to include in the 2027 provisional budget for review on August 13, 2026

Attachments: Staff Report: Synthetic Ice Rink Donation

Appendix A: Potential Site Location Maps

Appendix B: Detailed ice rink concrete foundation costs

Appendix C: 2019 SSI Parks and Recreation Decision Making Framework

7.7. 26-0742 Pickleball Court Design Project Charter

Recommendation: That that Salt Spring Island Local Community Commission requests staff to proceed with project 26-07 Raquet Sport Court Desings located at 262 Rainbow Road and approve the Rainbow Pickleball Court Project Charter as presented in Appendix A.

Attachments: Staff Report: Pickleball Court Design Project Charter

Appendix A: Rainbow pickleball courts project charter

Appendix B: Rainbow Road Rec Master Plan

Appendix C: Fulford Pickleball Courts Project Charter

Appendix D: Fulford Pickleball Conceptual Designs

7.8. 26-0745 163 Drake Road (Phoenix)- Licence

Recommendation: Verbal Discussion

8. Notice(s) of Motion

8.1. 26-0557 Motion with Notice: LCC Membership in UBCM (E. Rook)

Recommendation: [At the April 16, 2026 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Rook into record to be discussed at a following meeting:]

That the Salt Spring Island Local Community Commission directs staff to report on options for obtaining full participatory membership for the LCC in the Union of BC Municipalities (UBCM), either as a stand alone or in conjunction with other SSI elected bodies and include the initial and ongoing costs in the appropriate budget, funded by requisition.

8.2. 26-0558 Motion with Notice: LCC Membership in AVICC (E. Rook)

Recommendation: [At the April 16, 2026 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Rook into record to be discussed at a following meeting:]

That the Salt Spring Island Local Community Commission directs staff to report on options for obtaining full participatory membership for the LCC in the Association of Vancouver Island and Coastal Communities (AVICC), either as a stand alone or in conjunction with other SSI elected bodies and include the initial and ongoing costs in the appropriate budget, funded by requisition.

8.3. 26-0600 Motion with Notice: Review of Reversal of Transit Route 7 (Director Holman)

Recommendation: [At the April 16, 2026 Salt Spring Local Community Commission meeting, the following notice was read by Director Holman into record to be discussed at a following meeting:]

"That staff provide a report regarding the possible reversal of #7 transit route."

8.4. 26-0750 Motion with Notice: Potable Water in Ganges Harbour (G. Baker)

Recommendation: [At the June 11, 2026 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at a following meeting:]

That the Salt Spring Island Local Community Commissioner request staff to report back on options for providing potable water within Ganges, in addition to Centennial Park.

8.5. 26-0751 Motion with Notice: Fulford Porta Potty (B. Webster)

Recommendation: [At the June 11, 2026 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Webster into record to be discussed at a following meeting:]

That the Salt Spring Island Local Community Commission request staff to install a porta potty located at 2470 Fulford-Ganges Road (Fulford Tennis/Pickleball Courts) for the duration of 2026 and include $3,600 of ongoing funding in the 2027 provisional budget to support rental costs associated with an additional porta potty.

9. Motion to Close Meeting

10. Adjournment

Next Meeting:

-Thursday, August 13, 2026 at 9:00AM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Thursday, May 14, 2026 **9:00 AM** **SIMS Boardroom**
124 Rainbow Road
Salt Spring Island BC

Special- Budget Planning

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

STAFF: S. Henderson, General Manager, Electoral Area Services; D. Ovington, Senior Manager, SSI Administration; C. Hopp, Manager, SSI Engineering; K. Bittorf, Manager, SSI Parks and Recreation; M. Williamson, Committee Clerk, SSI Administration (Recorder)

GUESTS: B. Duncan, Salt Spring Arts Council; K. Hudson, Salt Spring Public Library; H. Jang, Artspring; P. Meyer, Island Pathways; R. Swann, Salt Spring Public Library

EP- Electronic Participation

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

The meeting was called to order at 09:04 am.

1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Webster, SECONDED by Director Holman,
That agenda for the May 14, 2026, meeting of the Local Community Commission be approved as presented.
CARRIED

3. Presentations/Delegations

3.1. Presentations

3.1.1. Presentation: Karen Hudson & Richard Swann, SSI Public Library Re: SSI Public Library 2027 budget

K. Hudson and R. Swann spoke regarding the Salt Spring Public Library 2027 budget request.

3.1.2. Presentation: Bronwen Duncan, SS Arts Council & Howard Jang, Artspring Re: SSI Art Service 2027 budget

B. Duncan and H. Jang spoke regarding Salt Spring Arts Service 2027 budget request.

3.1.3. Presentation: Peter Meyer, Island Pathways Re: Greater Ganges Area Road Shoulder Sweeping Program

P. Meyer spoke regarding Island Pathways road shoulder sweeping program.

MOVED by Director Holman, SECONDED by Commissioner Baker,
That Island Pathways work with staff to review and adjust the proposal for the road shoulder sweeping program with additional information.
CARRIED

3.2. Delegations

3.2.1. Delegation: Myna Lee Johnstone, SSI Resident Re: Item 4.9. LCC Supplementary Items and Capital Projects for Consideration

M. Johnstone spoke to agenda 4.9.

3.2.2. Delegation: Jenny McClean, SSI Resident Re: Item 4.10. Motion with Notice: Increase Grants-in-Aid Funding 2027 (B. Webster)

J. McClean spoke to agenda 4.10.

3.2.3. Delegation: Susan Palmer, SSI Arts Council Re: Item 4.2 Mahon Hall, 114 Rainbow Road, Salt Spring Island and 4.8 Local Community Commission Supplementary Items and Capital Projects for Consideration

S. Palmer spoke to agenda 4.2. and 4.8.

The Commission recessed at 10:43am.

The Commission reconvened at 10:55pm.

4. Special Meeting Matters

4.1. LCC Operating & Capital Budget Planning 2026-2030

This report was received for information.

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

The Commission recessed at 11:58 pm.

The Commission reconvened at 12:32 pm

4.2. Mahon Hall, 114 Rainbow Road, Salt Spring Island

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission request that the Salt Spring Island Electoral Area Director direct staff to develop the 2027 1.111 Salt Spring Island Administration Provisional budget with an additional day per week of auxiliary Engineering Technician time to support the Mahon Hall revitalization and other Salt Spring Island initiatives.
CARRIED

4.3. Salt Spring Island Parks and Recreation - 2026-2027 Fees and Charges

MOVED by Director Holman, SECONDED by Commissioner Webster,
That the rules of the Capital Regional District Board Procedures Bylaw be suspended to allow people present to speak regarding agenda item 4.3.
CARRIED

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board:
That the Salt Spring Island Parks and Recreation 2026/2027 Fees and Charges be approved as presented in Appendix A.

Commissioner Baker declared a personal conflict and recused herself from the meeting room at 12:58pm.

The question was called on the motion.

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board:
That the Salt Spring Island Parks and Recreation 2026/2027 Fees and Charges be approved as presented in Appendix A.
CARRIED

Commissioner Baker returned to the meeting room at 1:02pm.

4.4. Rainbow Recreation Centre Off-Leash Dog Park

This report was received for information.

4.5. Rainbow Recreation Centre Building Envelope Renewal Project

This report was received for information.

4.6. SSI Hydro-Field Ongoing Operating and Management Costs

This report was received for information.

4.7. Permit for Bicycle Icon Painting

This report was received for information.

4.8. Local Community Commission Supplementary Items and Capital Projects for Consideration

MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That Appendix A be amended to reduce the percentage from 10% to 5% for item A-1.
CARRIED
Opposed Holman

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That Appendix A be amended to remove the amount of $7,000 "ii. Construction Phasing Plans" for item A-2.

MOVED by Director Holman, SECONDED by Commissioner Webster,
That the rules of the Capital Regional District Board Procedures Bylaw be suspended to allow the members of the public present to speak regarding agenda item 4.8.
CARRIED

Commissioner Webster amended the motion arising.

"That Appendix A be amended to remove the amount of $7,000 "ii. Construction Phasing Plans" and the amount of $50,000 "iii. Feasibility Study Consultant" for item A-2."

The question was called on the motion arising as amended

That Appendix A be amended to remove the amount of $7,000 "ii. Construction Phasing Plans" and the amount of $50,000 "iii. Feasibility Study Consultant" for item A-2.
CARRIED

MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That Appendix A be amended to remove the amount of $40,000 "Business License Feasibility Study" for item A-4.
CARRIED

MOVED by Commissioner Corno, SECONDED by Commissioner Baker,
That Appendix B be amended to defer the amount of $15,000 "Portlock Accessibility upgrades" for item B-6 to 2028 instead of 2027.
CARRIED

MOVED by Commissioner Baker, SECONDED by Commissioner Corno,
That Appendix B be amended to defer the amount of $20,000 "Accessible Beach Access Funding" for item B-6 to 2028 instead of 2027.

Commissioner Baker amended the motion.

"That Appendix B be amended to defer the amount of $10,000 "Accessible Beach Access Funding" for item B-6 to 2028 instead of 2027 and leaving an amount of $10, 000 in 2027."

The question was called on the motion arising as amended.

That Appendix B be amended to defer the amount of $10,000 "Accessible Beach Access Funding" for item B-3 to 2028 instead of 2027 and leaving an amount of $10, 000 in 2027.
CARRIED

MOVED by Commissioner Baker, SECONDED by Commissioner Corno,
That Appendix B be amended to defer the amount of $11,000 "Dog Park Relocation Assessment" for item B-1 to 2028 instead of 2027.
DEFEATED
Opposed Corno, Rook, Webster

MOVED by Director Holman, SECONDED by Commissioner Corno,
That Appendix B be amended to remove the amount of $35,000 "Equipment to support adult fitness classes" for item B-8.
CARRIED
Opposed Webster

MOVED by Director Holman, SECONDED by Commissioner Baker,
That Appendix B be amended to remove the amount of $20,000 "Home economics room upgrades" for item B-7.

Director Holman amended the motion arising

"That Appendix B be amended to reduce the amount of $20,000 to $10,000 "Home economics room upgrades" for item B-7."

The question was called on the Motion Arising as amended.

That Appendix B be amended to reduce the amount of $20,000 to $10,000 "Home economics room upgrades" for item B-7.
CARRIED

MOVED by Commissioner Baker, SECONDED by Commissioner Corno,
That Appendix B be amended to defer the amount of $25,000 "Entry Desk reconfiguration planning and design" for item B-12 to 2028 instead of 2027.
CARRIED

MOVED by Commissioner Baker, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission requests that staff include additional budget items identified in Appendix A and B as amended with specific direction on amendments, in the 2026-2030 Provisional Five Year Financial Plan for further consideration.
CARRIED

4.9. Motion with Notice: Increase Reserve Transfers for Services (B. Webster)

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission (LCC) request to staff
1. Report back to the LCC on CRD reserve guidelines.
2.Prepare provisional LCC budgets for all services with a goal of meeting the reserve guidelines in the future and ensure there will be sufficient funding to support projects in the Five-Year Financial Plan.
CARRIED

4.10. Motion with Notice: Increase Grants-in-Aid Funding 2027 (B. Webster)

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission directs staff to prepare the
1.116 Salt Spring Island Grants in Aid Preliminary Five-Year Financial Plan by increasing Grants in Aid from $70,090 to $80,000 in 2027 as an ongoing supplementary item funded by requisition.
CARRIED
Opposed Baker

4.11. Motion with Notice: Increase Economic Development Operating Reserve (B. Webster)

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission directs staff to prepare the
1.124 Salt Spring Economic Development Preliminary Five-Year Financial Plan by increasing the transfer to the Operating Reserve from $7,460 to $30,000 in 2027.

MOVED by Director Holman, SECONDED by Commissioner Baker,
That consideration on the Motion with notice be postponed to May 21, 2026 meeting of the Local community commission.
CARRIED

MOVED by Commissioner Webster, SECONDED by Director Holman,
That consideration of Agenda item 4.12 be postponed to May 21, 2026 meeting of the Local community commission.
CARRIED

This report was received for information.

4.13. SSI Library Requestion Motion Arising

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission directs staff to prepare the
1.124 Salt Spring Island Economic Development Preliminary Five-Year Financial Plan by increasing Project Costs from $51,716 to $60,000 in 2027 as an ongoing supplementary item funded by requisition.

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
Request that the motion be withdrawn from consideration.
CARRIED

That the Salt Spring Island Local Community Commission directs staff to prepare the
1.124 Salt Spring Island Economic Development Preliminary Five-Year Financial Plan by increasing Project Costs from $51,716 to $60,000 in 2027 as an ongoing supplementary item funded by requisition
WITHDRAWN

4.14. Motion with Notice: Increase Library Contribution in 2027 (B. Webster)

Commissioner Webster withdrew consideration of the motion.

MOVED by Commissioner Webster, SECONDED by Director Holman,
That consideration of Agenda item 4.15 to 4.19 be postponed to May 21, 2026 meeting of the Local community commission.
CARRIED

4.20. Motion with Notice: Voter Assent Reserve Funding (E. Rook)

Commissioner Rook withdrew consideration of the motion.

5. Adjournment

MOVED by Commissioner Baker, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission adjourn the meeting at 4:04pm.
CARRIED

From: Capital Regional District <noreply@crd.bc.ca>
Sent: Thursday, June 11, 2026 3:21 PM
To: Legserv <Legserv@crd.bc.ca>
Subject: New Submission from Addressing the CRD Board & Committees webform - Submission #135 SID #54842

Submitted on Thu, 06/11/2026 - 3:21pm

Submitted by: Anonymous

Submitted values are:

Name
MJ Sexton

I represent
Property Owners of Drake Road

Telephone
[redacted]

Email address
[redacted]

Street Address (optional)
[redacted]

Municipality/Electoral Area in which you reside
Salt Spring Island

I wish to address
Electoral Areas Committee

Meeting Date
2026-06-18

Agenda Item
163 Drake Road/Phoenix School upcoming license renewal

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

I will attend the meeting
In person

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

I understand
Yes

June 11, 2026

Re: Upcoming License Term for Phoenix School Property and Community Priorities

Greetings members of the Local Community Commission:

We are writing to express our concerns regarding the current and proposed use of the school property and to respectfully request that the Commission carefully consider the intended purpose of this unique community asset.

The school building, grounds, and surrounding property were specifically established to serve children and support educational programming. The site offers exceptional amenities that are uniquely beneficial to students, including extensive forested areas, gardens, a newly installed playground, and a public park directly across the street. These features create a rich learning environment that cannot easily be replicated elsewhere.

While community drop-in programs such as the current licensee of 163 Drake Road, 'The Hearth', may provide some valuable services, this type of program can operate from a variety of locations and does not require access to the specialized amenities that make the Phoenix property so well suited for children's educational needs. A community drop-in centre would be more appropriately located within the village centre or more commercial area, where other services are more accessible and where impacts on surrounding residential properties can be minimized.

The placement of a drop-in centre within a residential neighbourhood and adjacent to heavily forested areas raises legitimate community concerns. Property owners have a reasonable expectation of the peaceful enjoyment of their homes; unfortunately, the operation of this program has had a noticeable impact on that expectation. Concerns regarding issues observed on and around the property since occupancy began were communicated to the LCC earlier this year (see attached correspondence).

More recently, property owners have reported a number of ongoing issues, including being approached in a confrontational or inappropriate manner by individuals appearing to be under the influence while leaving the drop-in centre; overnight camping in adjacent forested and park areas; public alcohol consumption on the park trail directly across from the property; the accumulation of garbage on the Phoenix property; regular cigarette and cannabis use on site; the use of potentially hazardous materials, including spray paint and automotive repair products; excessive dog barking; disturbances involving verbal altercations; and privacy concerns related to drone activity.

Given the property's proximity to heavily wooded areas, any increased risk of fire should be taken seriously, particularly as the community enters the summer season.

Additional concerns have been raised regarding compliance with existing School District lease conditions. Specifically, there are allegations that the current lessee and tenant, The Hearth/Chuan Society, have not adequately enforced no-smoking and no-drug provisions and have permitted activities involving potentially contaminating materials on the property. These concerns warrant a thorough review to ensure that all lease obligations are being met and that the property is being managed responsibly and in accordance with the terms of the existing agreement.

It is also important to recognize that the lease agreement the CRD has with the School District for the use of this property stipulates that priority be given to children's programming. Any decision that reduces access to educational opportunities for children should be carefully examined in light of those obligations.

It is our understanding that there are children's educational programs that are seeking a permanent location, one of which being the Wild Haven. The educational needs of students currently utilizing a program such as this must remain a central consideration, as a majority of them have been categorized as neurodivergent. These children's special needs rely heavily on stability, routine, and familiarity in order to learn and thrive. Continued disruptions to their educational environment can have significant negative impacts on their development and long-term success.

Investing in children today reduces the need for additional community interventions in the future. We know that when children, particularly those with diverse learning needs, are provided with the best possible environment for learning, they are more likely to become healthy, engaged, and productive members of society. Many of these students possess exceptional talents and potential that can greatly benefit our broader community if appropriately supported, & thus the future of our island.

As the Commission considers what is best for the community on a whole, we respectfully submit that the definition of "community" must include and prioritize local property owners, as well as children for whom the purpose of this property was created. The residents of Drake Road & parents of these children are both taxpayers and constituents whose interests and quality of life deserve meaningful consideration in this decision-making process.

I respectfully ask Council to prioritize the long-term educational needs of children, uphold the intended purpose of the property, protect the interests of surrounding residents, and ensure compliance with all lease requirements when evaluating the decision on the upcoming licence renewal for September 1, 2026.

Thank you for your time and consideration.

Sincerely,

Property Owners of Drake Rd.

Feedback on ‘The Hearth’ drop in program from several property owners * of Drake Rd
:: communicated via email on January 27, 2026 to LCC through CRD ::

* We have concerns about unleashed dogs and also on our nightly walks we continually smell weed, loud chatting and cigarette smoke. This concerns us for seasonal dry conditions and fire issues.

We believe a warming area in Ganges will better serve these folks. I would rather see a childrens centre and nature based education space here as the grounds are set up for this.

* It is unfortunate that the building, playground, field and gardens are not accessible to children and families. I am interested in advocating for that.

I have witnessed most these issues:
- at times there are many vehicles parked on either side of the road
- people and unleashed dogs on the road (congregating on the road impeding traffic)
- people smoking on the road at the entrance to the Phoenix property
- vehicles stopping abruptly in the middle of the road and reversing to access the property (without looking for vehicles behind them)
- I don't see the chain up very often, and have seen people coming and going past 10.

* Over the past year, I have noticed a few issues:

-An increased amount of garbage being dumped. There are currently a few dump spots along the road on the Mouat's park side.

-An increased amount of abandoned camp gear in the upper & lower part of Mouat's park.

-An increased (although not many) number of people who look like they are going into Mouat's to camp. I know this is a judgement call on my part, but I have witnessed folks who are walking their bikes up the hill with a full backpack (seems likely). There is a spot in Mouat's (the CRD knows about this area) that is off the paths that people camp in. I feel concerned mostly because of the fire threat in the summer months.

-An increased number of people walking in the middle of Drake Rd. in the dark (during the winter months).

My daughter attended Phoenix school for a year, and our family contributed to the garden and playground area. It is sad to see the garden overgrown and the playground equipment not being used. It would be an excellent childcare facility, because that is what it was meant for.

* The onus is on the Hearth to be good neighbours.
Smoking cannabis in the park is definitely on the increase. Some smoke to the point of obvious impairment. It is a serious fire risk.

From: Capital Regional District <noreply@crd.bc.ca>
Sent: Thursday, June 11, 2026 3:28 PM
To: Legserv <Legserv@crd.bc.ca>
Subject: New Submission from Addressing the CRD Board & Committees webform - Submission #136 SID #54843

Submitted on Thu, 06/11/2026 - 3:28pm

Submitted by: Anonymous

Submitted values are:

Name
Ginette Jobb

I represent
Wildhaven Learning Foundation

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
2026-06-18

Agenda Item
Phoenix building use

My reason(s) for appearing (is/are) and the substance of my presentation is as follows:
We are an alternative school for neurodiverse children and we are in need of a space to operate this fall. If the Phoenix facility happens to be up for lease we wish to be considered. We have been running for 5 years, serving children who have really struggled in all other educational settings. Currently 65% of our students are diagnosed with autism. We have 20 kids at this time, all very much in need of our program. It would be such a blessing to have a playground and basketball court

and the facility for these children in need. Thank you for your consideration.

I will attend the meeting
In person

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

I understand
Yes






EXPO






PASSION
HOUR


Quidditch
Quidditch


STOP
CAT
BALL!




JEANS CREW


1950s + Music
Hairstyles Included
• Poodle cut
• Bouffant
• Pony tail
• Beehive
Fashion - Floral + Polka dots - hats essential
Music
Elvis Presley
Doris Day
Johnny Cash
Billie Holiday
CHICKEN ZONE
Delta












Do not squander your life
FLYING SAUCER
RESTAURANT
Where in the world did my t-shirts come from
North America
ECO
WARRIOR



Letter to the LCC regarding the Phoenix School Building

June 12, 2026

Local Community Commission (LCC)

Salt Spring Island, BC

Re: Expression of Interest in the Phoenix School Building – Wildhaven Learning Foundation

Dear Members of the LCC,

On behalf of Wildhaven Learning Foundation, I am writing to respectfully express our interest in being considered as a potential tenant for the Phoenix School building.

Wildhaven is a community-based educational organization serving children and youth ages 6–14 through a nature-connected, citizenship-focused, neurodiversity-affirming learning program on Salt Spring Island. We were recently awarded charitable status, with the charitable purpose of promoting education through democratic and play-based programming.

Today, approximately 65% of our students have diagnoses related to autism and affiliated ADHD, anxiety, and PDA profiles. These are children who often require greater consistency, sensory-aware environments, smaller groups, and strong community connections in order to thrive. Wildhaven has become an important part of the support network for many of these families.

The Phoenix School property feels uniquely suited to our educational model. Its proximity to town would greatly enhance our citizenship and community engagement programs, allowing students to access local organizations, volunteer opportunities, and civic learning experiences. At the same time, its location near Mouat's Park, Ganges Harbour, and surrounding natural areas would strengthen our ecology and stewardship curriculum. We would be particularly excited to involve students in restoration and stewardship projects in the forested area adjacent to the property, building on the restoration work we have already undertaken with Transition Salt Spring on Mount Maxwell over the past year.

The facility itself appears exceptionally well matched to our needs. The classrooms, library, office space, kitchen, playground, basketball courts, gardens, and expansive outdoor areas provide exactly the sort of environment that supports healthy childhood development and experiential learning. It is difficult to imagine a property more aligned with our program.

Wildhaven has developed deep relationships across Salt Spring Island. We are grateful to have strong encouragement and support from many respected community members and organizations, including Raffi, the Salt Spring Literacy Society, the Library, 64GO, and The

Diverse Village. These relationships reflect the collaborative, community-rooted nature of our work.

We are responsible tenants, currently situated in the Baptist Church basement. It has been a blessing and yet a challenge to fully dismantle and remove our classroom materials twice each month. The instability and repeated teardown place a significant strain on our program, staff, and students — particularly our neurodivergent learners, for whom consistency and predictability are especially important.

We want to say clearly that we have been hesitant to come forward because we admire the work of the Chuan Society and don't take lightly the possibility that our interest in the building could affect their current tenancy. We recognize the important role they play in supporting vulnerable members of our community.

At the same time, we carry a responsibility to the children and families who depend on Wildhaven to ensure that we have a location for the fall. We have been notified that the Baptist Church requires their facility back and so we are desperately in search of a new home for our program for September.

Our hope is that a solution can be found that supports the Chuan Society in a location better suited to their needs — including their evening operations and 10 p.m. curfew — while allowing the Phoenix building to return to its original educational purpose. A daytime school schedule may also be a more natural fit within the surrounding residential neighborhood.

Wildhaven is prepared to be a stable, long-term tenant. We can now afford to pay proper commercial rent as a registered charity, and we would be interested in leasing the entire upper level immediately, with interest in the lower level as well if it becomes available next year.

We take health, safety, and regulatory compliance seriously. We obtained insurance, completed extensive preparations for licensing through Island Health, and met all requested requirements before being informed that our program falls more appropriately under the School Act rather than Island Health's jurisdiction. We can also provide letters of reference from previous facility hosts attesting to our care for spaces, reliability, and positive relationships with landlords.

We believe Wildhaven could bring renewed life, care, and educational purpose to the Phoenix School building. More importantly, it would give a growing group of Salt Spring children — many of whom have struggled to find a place where they truly belong — a stable and inspiring home for learning.

Thank you for considering our expression of interest. We would welcome the opportunity to meet with the LCC, answer questions, and discuss how Wildhaven could responsibly and collaboratively steward this important community asset.

With gratitude for your time and service to the island,

Ginette Jobb

For the Wildhaven Learning Foundation

www.wildhavenfoundation.org

gigi.jobb@gmail.com

780-935-8372

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Electoral Areas Grants-In-Aid Guidelines Update**

ISSUE SUMMARY

To update the Capital Regional District's (CRD) Electoral Areas (EA) Grants-In-Aid (GIA) program guidelines to current administrative standards and best practices.

BACKGROUND

In 1977, the CRD was originally granted authority through Supplementary Letters Patent (SLP) to provide GIA to organizations deemed by the Board to contribute to the general interest and benefit of the EAs. The service authority granted from SLP was converted to service establishment bylaws for each EA in 2025.

The EA GIA guidelines and application form were last updated in 2012 (Appendix A). Since 2015, staff have periodically reviewed the program and identified updates to improve administrative efficiency and the applicant experience. Proposed changes included revisions to the approval process, eligibility criteria, a community needs assessment, application form updates, setting funding maximums, improved reporting, and other administrative needs.

Consultations with EA staff and directors from 2018 to 2020 did not identify these broader updates as an implementation priority, apart from changes to the approval process. As a result, the delegation bylaw was amended in 2019 to authorize EA Directors to approve EA GIAs. Previously, the Board approved GIA awards in batches, which caused additional delays for recipients. In 2025, the bylaw was further amended to delegate SSI GIA approval to the SSI Local Community Commission (LCC), consistent with its service authority.

Staff continually make efforts to identify opportunities to update the program guidelines and administrative processes to reflect current standards and best practices. Discussion with EA department staff and the SSI LCC in recent years have indicated a desire and opportunity to improve the program's reporting framework and simplify the application form. Engagement was conducted internally with EA staff to better understand the needs of local societies and community groups, as well as administrative considerations. Feedback from EA staff has been incorporated into the revised guidelines and supporting documentation included in this report.

In fall 2025, through a motion with notice, the SSI LCC has directed staff to consider implementing outcome reporting within one year of approval as a requirement for SSI GIA recipients.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the revised Electoral Areas Grants-In-Aid Program Guidelines be approved;
2. That staff be directed to implement the revised guidelines; and
3. That this report be referred to the Salt Spring Island Local Community Commission for information.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

Each EA would continue to have separate GIA budgets and the proposed program updates would not affect the decision-making process for establishing annual GIA funding.

Service Delivery Implications

The main changes of the revised guidelines (Appendix B) include the introduction of standardized reporting and a requirement that approved projects be completed within one year of approval.

A standardized report will simplify the reporting process for recipients while improving the CRD's ability to identify program benefits, evaluate project outcomes and inform future funding decisions. Recipients will benefit from a centralized and straightforward reporting process that supports consistent financial reporting practices and helps communicate project successes and community impacts. The CRD will gain valuable information on project outcomes to support program analysis, reporting and community engagement.

The second proposed revision would require approved projects to be completed within one year of approval. Establishing a maximum project duration is expected to help ensure projects are completed within a reasonable timeframe and improve the CRD's ability to recover funds in the event of stalled or cancelled projects. As GIA funded projects are typically small-scale and completed within short timelines, this requirement is not expected to create a barrier for applicants.

Numerous administrative updates are also implemented for the program documentation, including the program guidelines (Appendix B), application form (Appendix C) and final reporting template (Appendix D) to reflect current best practices and improve the applicant's experience. Language has been simplified where possible to improve clarity and reduce ambiguity. The application has also been revised to better collect information. These changes are intended to make it easier for applicants to provide complete and accurate information while improving the quality and consistency of submissions received. More concise and complete applications will also support the adjudication process. Staff will periodically review program documentation and implement administrative updates as needed to maintain the GIA program and respond to emergent needs.

CONCLUSION

Staff have identified opportunities to revise the GIA program documentation to current best practices and administrative standards. The proposed revisions were completed with the input of EA department staff and seek to improve the program by increasing fiscal transparency and accountability while also simplifying the application process for applicants.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the revised Electoral Areas Grants-In-Aid Program Guidelines be approved;
2. That staff be directed to implement the revised guidelines; and
3. That this report be referred to the Salt Spring Island Local Community Commission for information.

Submitted by:	Lia Xu, MSc., CPA, CGA, Manager, Local Services and Corporate Grants
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Capital Regional District Grants-In-Aid Application Guide – for Electoral Areas Only
Appendix B: Electoral Areas Grants-In-Aid Program Guidelines - 2026
Appendix C: Grants-In-Aid Application Form (Draft)
Appendix D: CRD – Electoral Areas Grants-In-Aid – Final Report (Draft)

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Capital Regional District

Grant-In-Aid Application Guide

FOR ELECTORAL AREAS ONLY:

Juan de Fuca

Salt Spring Island

Southern Gulf Islands

Amended: September, 2010

CRD GRANT-IN-AID APPLICATION COMPLETION GUIDE

Application Completion Guide Instructions

Submit Applications to:

_____ Regional Director for

_____ Electoral Area

Address _____

_____

_____

Phone: _____ Fax: _____

Email: _____

If you have any questions or require assistance, please contact your CRD Director as indicated above.

Applications should be submitted on the form provided which is enclosed at the end of this Grants-in-Aid section.

Note to Applicants:

- Grants-in-Aid are intended for non-profit agencies or societies for projects of benefit to the Electoral Area.
- Grants-in-Aid are intended for special one-time projects, not ongoing operational funding, although applications for recurring projects can be made.
- Organizations already being funded directly on an ongoing basis by taxation, or industrial, commercial or business undertaking or private individuals ARE NOT eligible for assistance under this program.
- Grants-in-Aid are *NOT* intended for the personal benefit of any individual, proprietor, member or shareholder.
- Please familiarize yourself with the attached Board policies and Application Completion Instructions.
- Please make sure that your application is clearly legible and will photocopy with good results. Your application should either be typed or completed in black ink.
- If you have any questions or require assistance, please contact your CRD Director.

Application Process

The CRD has authority under *Supplementary Letters Patent* (*SLP*) which provide that Grants-in-Aid may be paid to an organization deemed by the Electoral Area Director and the Board to be contributing to the general interests and advantage of the electoral area.

Applications for assistance in accordance with the *SLP* must be received by a CRD Electoral Area Director.

Applications should be submitted on the form provided by the CRD with all supporting documentation attached. Applicants must;

- clearly indicate the amount and type of assistance requested,
- provide evidence of how the applicant benefits the community generally and how the assistance being requested from the CRD would benefit the community specifically and,
- provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.

Applications must be submitted on the required form.

Approval Process

The Electoral Area Director and Board wishes to provide assistance under the provisions of the *SLP* to those applicants who provide a demonstrated benefit to the community and have a demonstrated need for assistance. To that end, it has adopted the following guiding principles:

- The Electoral Area Director and Board do not intend to utilize Grants-in-Aids to provide ongoing financing, but rather to assist with special projects. Special projects may reoccur but must be applied for each year.
- The Electoral Area Director and Board do not intend Grants-in-Aid to replace the financial responsibilities of senior levels of government, other government agencies and affiliates.
- The Electoral Area Director and Board do not intend Grants-in-Aid to be available for the personal benefit of any individual, proprietor, member or shareholder.
- The Electoral Area Director and Board have both statutory and budgetary limitations on Grants-in-Aids and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the residents within the community.
- The Electoral Area Director and Board have an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.
- THEREFORE the Electoral Area Director and Board adopt the following procedure for the consideration of applications for assistance.
- The Electoral Area Director will review, evaluate and prioritize all applications and will forward them to CRD Finance and then the Board. The Board will take the Electoral Area Director's recommendations into consideration and will make the final decisions with respect to the approval of the applications.
- Where requested by the Electoral Area Director, the Electoral Area Services committee may review applications. Reasonable efforts shall be made to ensure that unnecessary duplication with the grant for assistance program of any of the member municipalities or CRD entities is avoided.

The following factors shall be used by the Electoral Area Director in evaluating and prioritizing the Applications for Assistance under the *SLP*;

- Purpose for which the funding is required,
- Indication of whether or not the project is recurring
  - Most grant in aid requests are for one-time projects. On rare occasions, projects have been of a recurring nature (e.g. JdF Parent Advisory Councils requesting funding for a crossing guard to assist children in crossing a high traffic road). If a project is recurring, it is important to ensure that it isn't something that would be more appropriately addressed by establishing a service.
- Whether or not all other funding opportunities, i.e., fundraising, grants from senior levels of government, etc. have been exhausted,
- Degree of benefit that the community will derive from this project,
- Amount of grant requested in relation to scale of project,
- Whether or not the applicant has previously received assistance from the CRD and,
- Whether or not there is an opportunity for individuals to make direct contributions.
- Applications for assistance under the *SLP* will NOT normally be approved for;
- Purposes for which the Board identifies as potentially exposing the CRD to risk of unacceptable liability,
- Groups, projects or services which fall under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations,
- Purposes disallowed by the *Local Government Act* or *SLP* and,
- Purposes which, in the Board's opinion, would be more appropriately addressed by establishing a regional district service.

Application Completion Instructions

General

- clearly indicate the amount and type of assistance requested,
- provide evidence of how the applicant benefits the community generally and how the assistance being requested from the CRD would benefit the community specifically and,
- provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.

Inside Front Cover

The *"Application Submitted By"* box requests information about the applicant. We need to know who you are and how to contact you. The *'applicant'* is the non-profit agency or society that is applying for the assistance. The *'contact(s)'* is the individual(s) within your organization who are familiar with the application and whom we may contact should we require further information or clarification.

The *"Application Summary"* box requests the name of the project or purpose for which you are applying for assistance. You will be required to provide more information regarding your proposal on page 3 of the application, so don't go into detail here. You need to check the type of project for which you are applying, and the amount of the grant requested.

The application form must be signed by a duly authorized individual on behalf of the organization. In signing the application, the authorized signatory is personally certifying that to the best of his/her knowledge, the information being submitted is true and correct and the application for assistance is not being made on behalf of an individual, industrial, commercial, or business undertaking or an organization already receiving ongoing tax support.

Applicant Profile

We also need to know what services and / or benefits you provide to the community. The "Applicant Profile" asks a series of questions about the applicant's community service, including the size of the community served, and your organizational structure.

Project / Proposal Profile

We also need a description of the proposal / project for which you are seeking assistance. Please check (Y) adjacent to the appropriate category in question #1. If your funding request falls under the "other purpose" category, please indicate the "other purpose" on the line provided. You should provide sufficient detail in response to questions #2 and #3 to enable the CRD Director and Board to evaluate the merits of your proposal and the resulting benefits to the community.

Funding and Financial Information

Pages 4 and 5 of the application form, request information about the funding for the proposal as well as financial information about the applicant.

Question #1 requires that you attach supporting financial information in order to identify all other funding sources and to justify the need for financial assistance. This supporting documentation should be as concise and clear as possible. Make sure that your financial report clearly itemizes all of the information requested.
Question #2 requests specific information about grants / funding from other sources to which you have applied with respect to this proposal.

Question #3 requests information about assistance that you may have received from the CRD in the past. If you have received assistance on more than four occasions, just list the four most recent ones. If the assistance that you previously received from the CRD was an exemption from fees / charges or some type of consideration other than monetary, please indicate "N/A" in the "$ amount" column — do not attempt to estimate a value.

Please check the appropriate responses (Yes/No) to parts (a), (b), (c), and (d) of question #4.

Acknowledgement and Reporting

Acknowledgement

Any published materials must acknowledge the contribution made by the Capital Regional District Grant in Aid Program by inserting the CRD name and logo to the list of funding participants.

Reporting

Subsequent to the event, a financial reporting on the actual final cost and source of funding of the project must be submitted to the CRD Electoral Area Director. Please mail or email your report to your Electoral Area Director as follows:

Juan de Fuca Electoral Area	Director, JdF Electoral Area P.O. Box 1000 Victoria, B.C. V8W 2S6 Email: directorjdf@crd.bc.ca
Salt Spring Island Electoral Area	Director, SSI Electoral Area P.O. Box 1000 Victoria, B.C. V8W 2S6 Email: directorssi@crd.bc.ca
Southern Gulf Islands Electoral Area	Director, SSI Electoral Area P.O. Box 1000 Victoria, B.C. V8W 2S6 Email: directorsgi@crd.bc.ca

Amended: October 7, 2009

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Capital Regional District

Grant-In-Aid Application Form

FOR ELECTORAL AREAS ONLY:

Juan de Fuca

Salt Spring Island

Southern Gulf Islands

[Revised November 16, 2012]

CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

Application Submitted By

Name and Address of Applicant: _____

_____

_____

Contact(s): _____ _____ _____
(name) (phone) (fax)

_____
Email address

Contact(s): _____ _____ _____
(name) (phone) (fax)

_____
Email address

Application Summary

Project or purpose for which you require assistance:

Amount of grant requested $_____

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- ***NOT* being made on behalf of an industrial, commercial, or business undertaking**
- ***NOT* available for the personal benefit of any individual, proprietor, member or shareholder**

_____ _____
(signature of authorized signatory) **(title)**

_____
(print name)

Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

2. Describe the geographic area that receives services or benefits from your organization.

3. Is your organization voluntary and non-profit? ◯ NO ◯ YES

   Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

   Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

Project / Proposal Profile

1. Assistance is being requested for:

   capital project and / or equipment

   special event

   other purpose (_____)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

3. Please describe how this proposal will benefit the community.

Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
   - o project budget,
   - o grants / funding from other sources,
   - o funding contributed by applicant through fund raising activities or other sources of revenue and,
   - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ◯NO ◯YES

   If yes, complete the following chart. ***If no***, please explain _____

   _____

Name of Grant or Funding Agency	$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		◯	◯	◯
		◯	◯	◯
		◯	◯	◯
		◯	◯	◯

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

   ◯NO ◯YES..... ***If yes***, please complete the following chart.

Year	$ Amount	Purpose for which assistance was used

4. Does your organization:

Offer direct financial assistance to individuals or families?	◯ Yes	◯ No
Provide services that fall within the mandate of either a senior government or a local service agency?	◯ Yes	◯ No
Provide an opportunity for individuals to make direct Contributions to the project (e.g., fundraising for the project?	◯ Yes	◯ No

Or, is your organization:

part of a Provincial or National fund raising campaign?	◯ Yes	◯ No

The information provided in Section 4 is for data collection purposes.

Followup:

Please refer to Page 6 of the ***Grant-In-Aid - Application Completion Guide*** regarding the following:

1. **Acknowledgement**

2. **Reporting**

Please remember to attach:

1. Project budget
2. Financial statement for your organization

Electoral Areas Grants-in-Aid (GIA)

Making a difference...together

Program Guidelines - 2026

Capital Regional District - Financial Services

Purpose

To establish criteria for the Electoral Areas Grants-in-Aid (GIA) program and provide information about application requirements and reporting processes. Please review this guide before completing an application.

What is GIA?

Grants-in-Aid are one-time grants to fund special projects and activities, awarded to community non-profit organizations that deliver projects benefiting electoral areas that are not already funded by tax requisition through other Capital Regional District (CRD) services. Funding decisions for the Juan de Fuca (JdF) and Southern Gulf Islands (SGI) Electoral Areas are made by their respective electoral area director. Salt Spring Island (SSI) Electoral Area funding decisions are made by the Salt Spring Island Local Community Commission.

Applicant Eligibility

Who can apply?

- Not-for-profit/non-profit organizations.
- Community groups.

Who cannot apply?

- For-profit businesses.
- Private individuals.
- Governments and their subsidiaries.
- Organizations funded by tax requisition through other CRD services.
- Previous recipients with overdue reporting or unreturned funds (if applicable).

Project Eligibility

What is eligible?

- Projects must provide a direct benefit to the Electoral Area to which the application pertains.
- Special one-time projects and initiatives; including recurring events or programs with a defined scope and timeline, and with identifiable project-specific expenditures.

What is not eligible?

- Ongoing operational and administrative costs (E.g. taxes, office lease, annual bookkeeping etc.)
- Activities that are the responsibility of other levels of government.
- Requests that benefit specific individuals or entities.

Application Process

Pre-submission

Please review the eligibility criteria and post approval requirements contained in these guidelines. Only projects that meet the eligibility requirements will be considered.

Intake & Submission

The intake and submission process differs for each Electoral Area. Please refer to the CRD Grants-in-Aid website for up-to-date information and instructions. Please note some Electoral Areas may only accept applications during limited portions of the year.

Applications should be completed electronically (preferred), or alternatively they must be legibly printed in black ink that will photocopy easily. Incomplete or illegible applications will not be accepted and will be returned to the applicant.

Approval Process

Approvals are subject to available funding, eligibility and are at the discretion of the applicable Electoral Area Director/Local Community Commission. Applicants will be informed of the outcome of their application via email.

After Project Approval

Successful applicants have **12 months** to complete their project from the date of project approval.

Project Reporting

Upon project completion, applicants must fill out and submit the final report using the template included in the application package. Reporting requirements are as follows:

1. Final reports must be submitted to the CRD **within 60 days** of the completion of the project.
   Failure to provide a complete and accurate final report will render the applicant **ineligible** for future Grants-In-Aid until the final report has been accepted by the CRD.

2. Provide an itemized list of project expenses.
   Project-related invoices and receipts are not required with the final report submission; however, they must be retained and may be requested by the CRD for up to two years following project completion for audit purposes. The CRD reserves the right, at its sole discretion, to determine whether Grants-in-Aid (GIA) funding has been properly used and may require repayment of any ineligible or misspent funds.
   Failure to repay ineligible or misspent funds will render the applicant **ineligible** for future Grants-In-Aid until repayment has been made in full.

3. Unspent funds must be returned to the CRD when the applicant submits their final report.
   Failure to repay unspent funds will render the applicant **ineligible** for future Grants-In-Aid until repayment has been made in full.

4. **2 to 5 photos** of the completed project must be submitted with the final report.

Acknowledgement

Any published materials for the project or initiative must acknowledge the contribution made by the Capital Regional District Electoral Areas Grant in Aid Program by inserting the CRD name and logo into the list of funding participants.

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GRANTS-IN-AID APPLICATION FORM

Instructions: please download a copy of the application to your computer, save, and complete. To make changes, you always need to open the document from Adobe or equivalent PDF Viewer. Please refer to the CRD Grants-in-Aid website for intake information. Applications should be submitted to: ssiadmin@crd.bc.ca (SSI) OR jdfinfo@crd.bc.ca (JdF) OR mpender@crd.bc.ca (SGI)

SECTION 1. APPLICANT INFORMATION

1. Organization Legal Name:
2. Mailing Address:
3. Electoral Area:
   Select EA
4. Primary Contact:
   Must be an Authorized Signatory
5. Title:
6. Email:
7. Phone Number:
8. Organization is a Registered Society:
   Yes/No
9. Organization is Voluntary and Nonprofit:
   Yes/No
10. Business Number:
11. Organization Description:
    Benefits/services offered, geographic area served, size of organization, etc.

SECTION 2. PROJECT INFORMATION

1. Project Title:

2. Project Category:

   Select Category

3. Alignment with Community Needs (If multiple, pick best option):

   Select Category

4. Project Description:
   (Attach additional information if available)

5. Benefits to the Community:

6. Estimated Project Start/End Date: :
   (Projects must be completed within 12 months of approval)

SECTION 3. PROJECT FINANCIALS

a. Basic Project Budget:

Optional: Attach a separate full budget to your application.

Expenses:	
Equipment Purchase	$
Honorarium	$
Food	$
Travel	$
Equipment Rental	$
Venue Rental	$
Other Rental (Please specify):	$
Professional Fees	$
Administrative Fees	$
Staff Costs	$
Construction Costs:	$
Other (Please specify):	$
Other (Please specify):	$
Other (Please specify):	$
Other (Please specify):	$
Other (Please specify):	$
Total Project Cost:	$ 0.00

b. Grants-in-Aid Funding Request & Other Sources of Funding:

Place your funding request in the highlighted box, this is the amount of funding being requested in this application.

Grants-in-Aid Request	$
Other Funding Sources (E.g. Other Grants, Debt, Donations, Reserves):	
	$
	$
	$
	$
	$
Total Project Funding:	$ 0.00

c. Previous CRD Financial Assistance:

Please disclose if your organization has received assistance (Grants-In-Aid, Arts Grants, Waiving of fees, ect.) from the CRD in the past 5 years.

Source	Purpose	Year	Amount ($)
		Total:	0.00

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GRANTS-IN-AID APPLICATION FORM

SECTION 4. DOCUMENTATION CHECKLIST

Please ensure the following documents have been completed and attached:

- Financial Statements ☐
  For new organizations that lack statements, an annual budget is acceptable.
- Associated Project Documents (As Applicable) ☐

SECTION 6. ATTESTATIONS

1. I confirm that I am a Signing Authority for the applicant organization and have the authority to enter into binding agreements on its behalf. I further confirm that I have reviewed this application, that the information provided is true and accurate, and that the application complies with all of the following requirements:
   a. This application is not being made on behalf of an industrial, commercial or business undertaking.
   b. This proposed project is not for the direct personal benefit of any individual, proprietor, member or shareholder.
   c. The applicant organization is voluntary and non-profit.
2. If this project is approved for funding in any amount, the applicant organization agrees to the following terms:
   a. The organization will complete the project as described in this application.
   b. The organization will acknowledge the CRD's financial support in all project-related materials, activities and events.
   c. If the project cannot be completed as described in this application, the organization agrees to return all funds immediately.
   d. The organization will submit a final report within 60 days of project completion.
   e. The organization will immediately return any unspent funds or funds for any expenses deemed ineligible by the CRD.
   f. The organization will comply and adhere with all applicable laws, licensing, required permits and approval of funding does not constitute approval under any other program or legislation.
   g. The organization acknowledges that funding does not imply endorsement by the CRD of the project, the application organization, or its views or activities.

Name	Signature*	Title	Date

*Electronic or physical signature is acceptable.

CRD Electoral Areas Grants in Aid Final Report

Recipient:		**Project Name:**	

Total Project Cost:	
Total GIA Award:	
Project Completion Date:	

Instructions:

Please submit this project report within 60 calendar days of your project completion, as per your approved application . This report should be sent via email to **corporategrants@crd.bc.ca**

The CRD may request to review any payment/invoice documentation in order to verify expenses**. You must retain all invoices for at least two years for auditing purposes.**

Any awarded funds not spent on eligible expenses must be **immediately returned to the CRD.** If you have any questions please contact us at **corporategrants@crd.bc.ca**

Expense Reporting

Vendor Name	Invoice #	Invoice Description	Invoice Date	Invoice Amount ($)	Payment Date	Payment Method
Example: Generic Contractors	10001	Construction of XXXX	5-Jan-24	$ 35,000.00	14-Jun-24	(Chq, Cash, Bank Transfer, credit)
			Total:	$ -		

Project Outcome Reporting

1. Project Summary - Provide a brief overview of what the project set out to achieve and what was accomplished. If you did not achieve your intended results, why?	
2. Outcomes and Benefits - Describe how the project benefited the community.	
3. Partnerships and Collaborations (if applicable) - List any organizations, partners, or community groups involved.	
4. Attendance/Participation (if applicable) - Describe how many residents were served by your project or program in the reporting period and how many non-residents may have been served.	
6. Acknowledgement of Funding - Describe how you publicly acknowledged the grant (e.g., press releases, social media, signage, promotional materials).	
7. Reflections - What went well? What challenges were faced? Lessons learned?	
10. Visual Documentation - Attach 2-5 photos of the completed project with this document.	

By submitting this report I confirm I am a legal representative of the recipient organization listed above, and that all information contained in this report is true and correct. I acknowledge that any information contained in this report may be audited and that any requested information will be provided.

Date	
Name	
Signature	

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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JUNE 18, 2026

SUBJECT **2025 GIA and CWF Annual Reports**

ISSUE SUMMARY

The purpose of this report is to provide a high-level summary of the 2025 Grants-In-Aid (GIA) and Community Works Fund (CWF) programs administered within the Electoral Areas (EAs) that were presented to the Capital Regional District (CRD) Board on April 8, 2026.

BACKGROUND

The CRD administers two key funding programs that support community initiatives and infrastructure investment in the Electoral Areas:

- Grants-In-Aid (GIA) provides one-time funding support to community organizations and non-profit groups for projects that enhance community wellbeing, events, recreation, social services, arts, environmental stewardship and local capacity building. (Appendix A)

- Community Works Fund (CWF) is a federal infrastructure funding program administered through the Union of BC Municipalities (UBCM) under the Canada Community-Building Fund agreement. Funding supports eligible capital infrastructure and capacity-building projects delivered through CRD services. (Appendix B)

Both programs support local priorities identified by Electoral Area Directors and the Salt Spring Island Local Community Commissions and continue to provide important financial resources to rural and island communities.

IMPLICATIONS

Financial Implications
In 2025:

- GIA budgets totaled $210,511 across all Electoral Areas, with $183,452 awarded to projects.
- CWF allocations totaled $1,367,183, with $1,013,646 committed to approved projects.

Salt Spring Island continued to receive the highest proportion of both GIA and CWF funding activity due to population-based allocations and project demand.

Since inception of the CWF program in 2006, approximately $18.9 million has been assigned to infrastructure and capacity-building projects within the Electoral Areas, with approximately $3.7 million remaining uncommitted at the end of 2025.

Service Delivery Implications
In 2025, the two programs collectively supported a wide range of community-serving initiatives across Juan de Fuca, Salt Spring Island and Southern Gulf Islands.

Through the GIA program, 54 projects received funding totaling $183,452, supporting local events, recreation programs, environmental initiatives, cultural activities, housing-related planning, accessibility improvements and community capacity building.

Through the CWF program, 18 infrastructure and capital projects received $1,013,646 in funding support. Projects included recreation infrastructure improvements, drinking water upgrades, active transportation projects, fire hall improvements, wastewater and composting infrastructure and official community planning initiatives.

Together, these funding programs continue to strengthen community infrastructure, organizational resilience and service delivery throughout the Electoral Areas.

CONCLUSION

The 2025 Grants-In-Aid and Community Works Fund programs continued to provide important financial support for community organizations, infrastructure improvements and local service priorities across the Electoral Areas. In 2025, the programs collectively supported 72 projects totaling approximately $1.2 million in funding across Juan de Fuca, Salt Spring Island and the Southern Gulf Islands. Funding supported a broad range of initiatives including recreation infrastructure, active transportation, community events, environmental stewardship, housing-related planning and organizational capacity building.

RECOMMENDATION

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

Submitted by:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

ATTACHMENT(S)

Appendix A: 2025 Grants-in-Aid Annual Report, Dated April 8, 2026
Appendix B: 2025 Community Works Funding Annual Report, Dated April 8, 2026

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 08, 2026

SUBJECT **2025 Grants-In-Aid Annual Report**

ISSUE SUMMARY

This report provides a summary of Electoral Area (EA) Grants-In-Aid (GIA) activity for the period of January 1, 2025 through December 31, 2025.

BACKGROUND

Under the Supplementary Letters Patent (SLP), dated March 24, 1977 and amended April 17, 1985, the Capital Regional District (CRD) had authority to deliver GIA within the EAs. In 2025 the CRD converted the EA GIA function under SLP into three separate services through service establishment bylaws, one for each electoral area. These are one-time grants provided through annual tax requisition to community groups that deliver projects in the Juan de Fuca (JdF), Salt Spring Island (SSI) and Southern Gulf Islands (SGI) EAs.

GIA applications are accepted on a rolling basis and are reviewed and approved throughout the year in JdF and SGI. In SSI, projects are reviewed and approved during two annual intake periods. EA Directors of JdF and SGI and the SSI Local Community Commission (LCC) support projects that are selected based upon demonstrated benefit to the community respectively, and in alignment with GIA guidelines and grant program criteria. In principle, GIA fund special projects and activities beyond the scope of existing CRD services. Organizations that receive annual requisition funding through CRD established services are excluded from the GIA program. Appendix A details GIA projects awarded in 2025.

IMPLICATIONS

Service Delivery Implications

The one-time funding through GIA provides much needed relief to organizations that provide key services to the community beyond the scope of CRD services. In 2025, many of these projects included special events, capacity building and small capital projects related to recreation, housing and education.

Financial Implications

Table 1 provides a summary of 2025 GIA awarded within each EA.

Table 1: GIA Awarded for 2025

	2025			2024		
	Budget ($)	**# of Applications**	**Amount Awarded ($)**	**Budget ($)**	**# of Applications**	**Amount Awarded ($)**
JdF	28,806	4	9,356	27,822	2	10,000
SSI	68,986	24	68,986	53,986	18	53,986
SGI	112,719	26	105,110	105,081	20	99,895
Total	**210,511**	**54**	**183,452**	**186,889**	**40**	**163,881**

Remaining funds at the end of 2025 are carried over to 2026 GIA budgets for each EA.

CONCLUSION

Grants-in-Aid are awarded year-round in each electoral area under respective service establishment bylaw. For JdF and SGI, applications supported by the EA director are reviewed as they are received throughout the year and assessed against eligibility criteria. For SSI, applications are accepted and assessed during spring and fall intake periods and must be supported by the SSI LCC. Organizations who deliver projects in the EA can access the funding for special projects, including events and small capital requests. Remaining funds at the end of 2025 are carried over to 2026 GIA budgets for each EA.

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Dan Ovington, BBA, Acting General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: 2025 Electoral Areas Grants-In-Aid Awarded

APPENDIX A

2025 Electoral Areas Grants-In-Aid Awarded

Total Amount Awarded to Projects: $183,452

Total Number of Projects: 54

JUAN DE FUCA ($9,356)

No.	Applicant	Project	Amount Awarded ($)
1	East Sooke Neighbourhoods Association	Welcome Sign Restoration	1,000
2	Take a Hike Youth Mental Health Foundation	Take a Hike - Sooke Program	2,500
3	Fred Milne Park Society	Lighting Upgrades	3,500
4	Otter Point, Shirley and Jordan River Resident and Ratepayers Association	Notice and Event Boards	2,356
		Total	**9,356**

SALT SPRING ISLAND ($68,986)

No.	Applicant	Project	Amount Awarded ($)
1	Salt Spring Historical Society	New large bed scanner to do the Grace Inlet and Bridgman Collections projects.	2,500
2	Gulf Islands Community Radio Society	Extending FM coverage to south end of SSI through repeater station on Mount Bruce.	5,000
3	Salt Spring Community Energy	Salt Spring Community Energy Agrivoltaics Project.	2,000
4	The Circle Salt Spring Education Society	Paid Intergenerational Co-facilitator for the Pass It On Girls program.	2,000
5	Salt Spring Therapeutic Riding Association	Arena Lighting for Therapeutic Riding Lessons.	3,000
6	GISRA	Regulatory Planning and Approvals and Financial feasibility/business planning for a 50-unit affordable rental project at 154-164 Kings Lane.	5,000
7	Salt Spring Island Rowing Club	Purchase of new, professional-quality oars for an expanding fleet of quad racing boats.	4,000
8	Restorative Justice Salt Spring Island	Build the organizational and volunteer capacity of Restorative Justice to respond to community conflict needs.	2,000
9	Salt Spring Island Farmland Trust Society	Further Indigenous engagement - partners putting on the Indigenous Peoples Weekend on June 20-22, 2025.	4,000
10	Copper Kettle Community Partnership	To purchase Country Grocer Gift Cards.	3,500
11	Bandemonium Music Society	Assistance with the costs associated with three performances and one workshop.	1,000
12	The Diverse Village	Improve access to education, information and resources for ND families on SSI and Gulf Islands.	2,000
13	The Salish Sea Inter Island Transportation Society	Support the Tour des Iles 2025 2-day festival	2,000
14	Salt Spring Island Minor Baseball Association	Baseball and Softball Field Tarping	2,000
15	Salt Spring Chamber of Commerce	Truth and Reconciliation Gathering on Salt Spring Island for the Penelakut Council on September 30th, 2025	2,000
16	Transition Salt Spring Foundation	Invasive Plant Chipping	3,500
17	Beaver Point Community Hall Association	Back Porch Enclosure	3,000
18	Saltspring Chamber of Commerce	Hands Across the Water Event	4,500
19	Salt Spring Gymnastics Association	Gym Equipment Upgrades	4,500
20	Graffiti Theatre Company Society	Convergence Festival Event	2,000
21	Wagon Wheel Housing Society	Equipment Repairs	4,500
22	Salt Spring Island Printmakers Society	Islands Printmaking Biennale	800
23	Rural Islands Economic Partnership Society	Cross Border Forum	1,000
24	Fulford Elementary School Parent Advisory Council	Applied Design, Skills and Technologies Program	3,186
		Total	**68,986**

SOUTHERN GULF ISLANDS ($105,110)

No.	Applicant	Project	Amount Awarded ($)
1	Galiano Club	Hall Foundation Replacement	5,000
2	Pender Island Museum Society	Unseen Museum Exhibition	3,215
3	Institute for Multidisciplinary Ecological Research in the Salish Sea	Biodiversity Monitoring Project	2,500
4	Gulf Islands Centre for Ecological Learning	Day Camp	2,750
5	Southern Gulf Islands Neighbourhood House Society	Emma and Felix Jack Park Survey	125
6	Mayne Island Volunteer Firefighters Association	Intermodal Container Modifications	5,000
7	Southern Gulf Islands Neighbourhood House Society	Epicentre Daycare	7,500
8	Pender Island Conservancy Association	Water Conservation Mats Purchase	3,000
9	Salish Sea Inter Island Transportation Society	2025 Tour des Iles Festival	5,000
10	Magic Lake Property Owners Society	Buck Lake Bullfrog Population Control	4,000
11	Gulf Island Food Coop	Food Resilience Projects	8,500
12	Mayne Island Conservancy	Family Nature Explorations Program	3,500
13	Pender Island Chamber of Commerce	Community Growth Initiatives	2,160
14	Pender Island Farmers' Institute	Pender Island Fall Fair 2025	1,800
15	Pender Island Recreation and Agricultural Hall Association	Youth Leadership Program	3,000
16	Saturna Pickleball Association	Court Upgrades	2,184
17	Pender Island Otters Summer Swim Club	Otter Pups Program	2,000
18	Mayne Island Health Centre Association	Morgue Upgrades	8,500
19	Southern Gulf Islands Community Resource Centre Society	CRISP Festival 2025	2,000
20	Pender Island Recreation and Agricultural Hall Association	Bouldering Wall	10,000
21	Galiano Museum Society	IT Equipment	2,000
22	Moving Around Pender Alternative Transportation Society	Schooner Trail - Promo Video	2,650
23	Gulf Islands Galisle Affordable Rental Housing Society	Strategic Planning and Training	2,000
24	Galiano Island Literary Festival	Website Update and Training	2,726
25	SGI Nonprofit Roundtables	Southern Gulf Islands Community Resource Centre	9,000
26	Mayne Island Food Bank Society	Food Storage Shipping Container	5,000
		Total	**105,110**

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 08, 2026

SUBJECT **2025 Community Works Fund Annual Report**

ISSUE SUMMARY

This report provides a summary of Community Works Fund (CWF) activity for the period of January 1, 2025 through December 31, 2025.

BACKGROUND

CWF is one of three program streams under the Canada Community-Building Fund (CCBF) Program. The CCBF transfer is from the federal government, and the Union of British Columbia Municipalities (UBCM) administers the CCBF program on behalf of the province through a trilateral agreement. The agreement between the Government of Canada-Province of BC-UBCM provides a 10-year commitment (2024-2034) to deliver funding to local governments for infrastructure and capacity building projects. This agreement provides the administrative framework for the program. It sets out the funding allocation, program delivery and eligible categories.

To receive funding, local governments are required to enter into an agreement with UBCM as the program administrator. Funding is distributed to local governments through UBCM on a per capita basis. In alignment with Capital Regional District (CRD) Board direction (September 2024), CWF funds received are distributed to the three Electoral Areas (EAs): Juan de Fuca (JdF), Salt Spring Island (SSI) and Southern Gulf Islands (SGI) on a per capita basis. Once funds are distributed, staff administer the program through a continuous application process.

The CRD has been a recipient of CWF under three agreements: 2005-2014, 2014-2024 and 2024-2034. Appendix A provides a summary of activity since 2006 and remaining balances at the end of 2025. The previous agreement (2014-2024) expired on March 31, 2024, and final payment was received in 2023 under the former agreement. In September 2024 the CRD entered into the next 10-year agreement (2024-2034) with UBCM.

IMPLICATIONS

Service Delivery Implications

CRD services in the EAs are eligible to access CWF funding. The funding is used to support the diverse needs and local priorities in each of the EAs.

In 2025, successful projects under CWF's eligible categories included recreational, drinking water, wastewater, fire halls, active transportation and capacity building projects. Appendix B details a list of projects that were awarded in 2025. Appendix C details projects by project category.

Financial Implications

2025 Activity

Tables 1 and 2 provide an overview of CWF allocation and activity in the EAs for the past two years.

Table 1: Distribution of CWF Funds to EAs

	Population (2021 Census)[1]	%	2025 Allocation ($)	Population (2021 Census)[1]	%	2024 Allocation ($)
JdF	5,531	24	325,005	5,531	24	325,004
SSI	11,635	50	683,680	11,635	50	683,680
SGI	6,101	26	358,498	6,101	26	358,498
Total	**23,267**	**100**	**1,367,183**	**23,267**	**100**	**1,367,182**

[1] These numbers are derived from the 2021 Statistics Canada census. In alignment with CRD Board direction (September 2024), these population numbers were used for CWF distribution to the EAs.

Table 2: CWF Funding Awarded to Projects

	2025		2024	
	# of Applications	Amount Awarded ($)	# of Applications	Amount Awarded ($)
JdF	4	350,000	10	820,000
SSI	12	418,646	11	446,400
SGI	2	245,000	4	940,000
Total	**18**	**1,013,646**	**25**	**2,206,900**

Remaining Funds

Since 2006, the CRD has awarded $18.9 million to projects. The CRD has $3.7 million in funding remaining uncommitted at the end of 2025. Some CRD services have identified CWF as a potential funding source in the 2026-2030 capital plans to utilize remaining funds.

The new 10-year agreement (2024-2034) with UBCM requires the CWF transfers to the CRD be expended within five years of receipt. Any unspent funds under the former agreement (2014-2024) are also required to be spent within five years of entering the new CWF agreement. Exceptions will be considered on a case-by-case basis and identified through long-term capital and asset management plans. Unspent funds will be monitored on an ongoing basis to ensure all funding is utilized.

CONCLUSION

The 2025 CWF Annual Report provides a summary of funding activity in 2025. The program is administered through a continuous application process for services in the EAs. Applications must have EA Director support and are subject to availability of funds and program eligibility, which is coordinated through a rigorous pre-screening and application process. The previous agreement expired on March 31, 2024, and the CRD entered into a new 10-year agreement (2024-2034) in September 2024.

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Dan Ovington, BBA, Acting General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Community Works Fund Funding Summary
Appendix B: 2025 Community Works Fund Grants Awarded
Appendix C: 2025 Community Works Fund Detailed Breakdown by Electoral Area

Community Works Fund Funding Summary

April 1, 2006 – December 31, 2025

CWF Overview	Juan de Fuca ($)	Salt Spring Island ($)	Southern Gulf Islands ($)	Total EAs ($)
CWF Allocation by Electoral Area	4,909,891	10,709,628	5,157,054	20,776,573
LESS: Funding Assigned to Projects	(4,576,055)	(9,088,717)	(5,268,117)	(18,932,889)
PLUS: Project Surpluses	136,059	282,044	148,398	566,501
PLUS: Interest Earnings	383,482	746,758	187,079	1,317,319
CWF Balance Remaining	**853,377**	**2,649,713**	**224,414**	**3,727,504**

2025 Community Works Fund Grants Awarded

Total Amount Awarded to Projects: $1,013,646

Total Number of Projects: 18

JUAN DE FUCA ($350,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded ($)
1	JdF Community Parks Service	Cains Way Trail Fencing Project	Recreation Infrastructure	25,000
2	JdF Community Recreation Service	Otter Point Community Hall Design and Project Initiation	Recreation Infrastructure	100,000
3	JdF Community Planning Service	Willis Point Official Community Plan	Capacity Building	150,000
4	JdF Community Planning Service	Juan de Fuca Official Community Plan Consolidation	Capacity Building	75,000
			CRD Service Total	**350,000**

SALT SPRING ISLAND ($418,646)

No.	CRD Service	Project	Eligible Category	Amount Awarded ($)
1	SSI Parks and Recreation Services	Tennis Courts Upgrades	Recreation Infrastructure	50,000
2	Cedars of Tuam Water Service	Electrical Service Replacement	Drinking Water	42,000
3	SSI Septage and Composting Service	SSI Composting Facility - 2025 Uplift	Solid Waste	45,146
4	SSI Small Craft Harbour Service (Fernwood Dock)	Dock Repairs	Recreation Infrastructure	95,000
5	SSI Parks and Recreation Services	Fire Hall Re-Purpose	Fire Halls & Fire Trucks	30,000
6	SSI Parks and Recreation Services	Pool Cast Iron Piping Replacement	Recreation Infrastructure	40,000
7	SSI Parks and Recreation Services	Kanaka Connector Trail	Local Roads, Bridges and Active Transportation	30,000
8	SSI Parks and Recreation Services	Portlock Walking Track	Sport Infrastructure	20,000
9	SSI Parks and Recreation Services	Portlock Baseball Backstop	Recreation Infrastructure	30,000
10	SSI Public Library Service	Library Washroom Accessibility	Cultural Infrastructure	25,000
11	SSI Administration Service	Asset Management Training	Capacity Building	2,000
12	SSI Parks and Recreation Services	Kanaka Connector Trail - 2025 Uplift	Local Roads, Bridges and Active Transportation	9,500
			CRD Service Total	**418,646**

SOUTHERN GULF ISLANDS ($245,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded ($)
1	Mayne Island Community Parks Service	Dinner Bay Sports Expansion Project	Recreation Infrastructure	45,000
2	Pender Island Community Parks Service	Schooner Way School Trail - Phase Two	Recreation Infrastructure	200,000
			Total	**245,000**

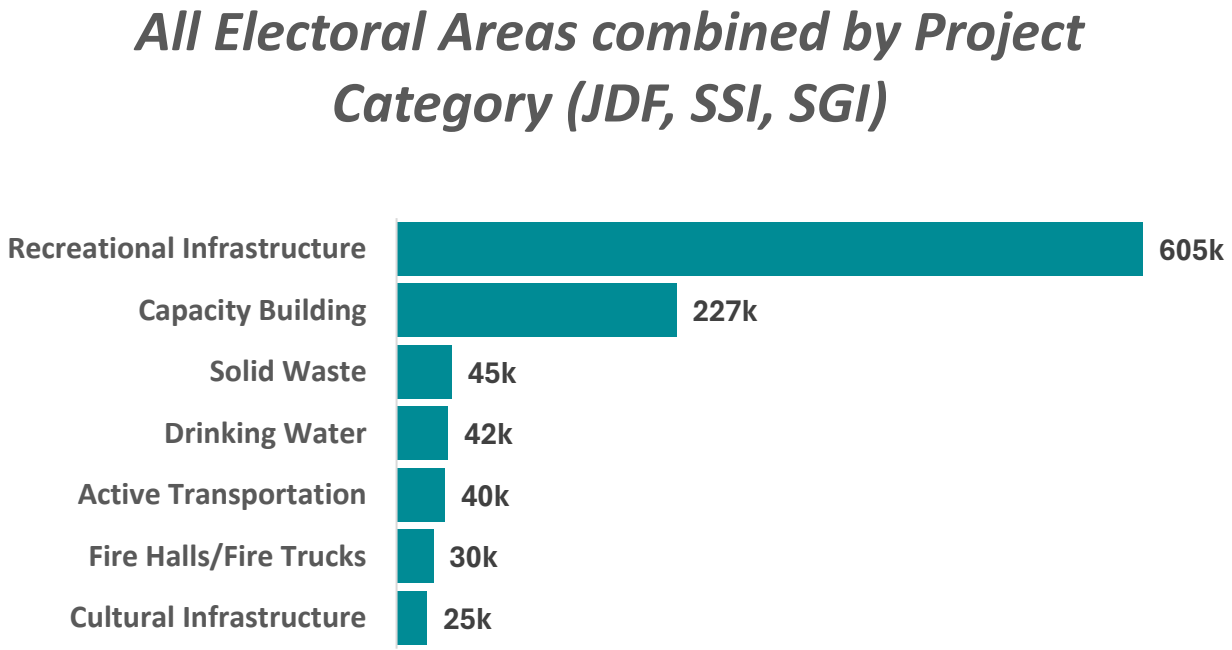
Note: These projects have been approved by CRD and remain subject to UBCM / federal approval through completion of the Annual Expenditures Report.

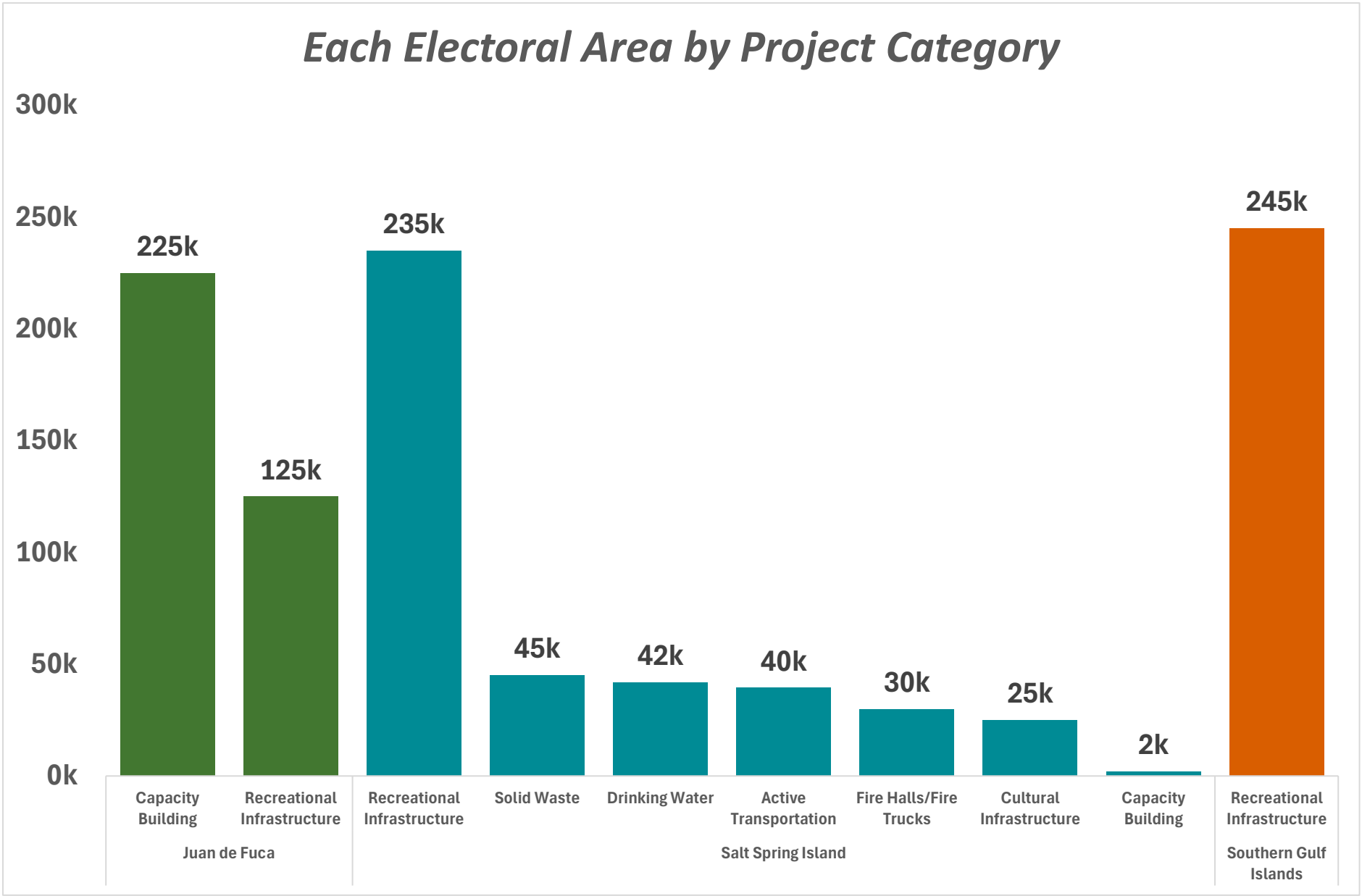
2025 Community Works Fund Detailed Breakdown by Electoral Area

Project Categories under Community Works Fund (CWF)

To be eligible under CWF, as per the Agreement, a proposed project must fall within one of the Eligible Project Categories. With the exception of the Capacity Building category, projects must be associated with a tangible capital asset.

Eligible Project Categories
Local roads, bridges, and active transportation
Short-sea shipping
Short-line rail
Regional and local airports
Broadband connectivity
Public transit
Drinking water
Wastewater and stormwater
Solid waste
Community energy systems
Brownfield redevelopment
Recreation and sport infrastructure
Cultural infrastructure
Tourism infrastructure
Capacity building
Fire Halls and Fire Trucks
Resilience




Each Electoral Area by Project Category
300k
250k
200k
150k
100k
50k
0k
225k
125k
235k
45k
42k
40k
30k
25k
2k
245k
Capacity Building
Recreational Infrastructure
Recreational Infrastructure
Solid Waste
Drinking Water
Active Transportation
Fire Halls/Fire Trucks
Cultural Infrastructure
Capacity Building
Recreational Infrastructure
Juan de Fuca
Salt Spring Island
Southern Gulf Islands

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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JUNE 18, 2026

SUBJECT **Operating and Capital Reserve Guidelines**

ISSUE SUMMARY

The purpose of this report is to provide the Salt Spring Island Local Community Commission with a high-level overview of the Capital Regional District's (CRD) operating and capital reserve guideline Framework. Financial Services is currently updating and consolidating the CRD's operating and capital reserve guidance into a single corporate Reserve Guidelines Framework.

BACKGROUND

The CRD developed Capital Reserve Guidelines in 2021 to support long-term planning for infrastructure and capital asset renewal. Complementary Operating Reserve Guidelines were developed in 2023 to support financial resiliency, service continuity and non-annual operating needs.

Financial Services is now consolidating the capital and operating reserve guidance into a single Reserve Guidelines Framework. The updated Framework is being brought forward through the CRD governance process, including planned Executive Leadership Team review and subsequent reporting through the Finance Committee and Board process. Following that process, Financial Services and Salt Spring Island Administration will use the Framework to support future budget recommendations and reserve planning discussions.

Reserve guidelines form part of the CRD's broader financial management framework, including asset management, debt management, annual budgeting, and long-term financial planning.

Reserves are used to:

- maintain existing service levels over time;
- manage financial risk and uncertainty;
- support infrastructure renewal and major maintenance;
- support the appropriate use of debt and reduce unplanned reliance on borrowing; and
- mitigate sudden increases in taxation, rates, or fees

Financial Services is responsible for maintaining the reserve guideline methodology, preparing the annual reserve health analysis, and supporting consistent application of the Framework across CRD services. Service areas, including Salt Spring Island Administration, provide operational context and apply the Framework through the annual budget and long-term financial planning process.

Capital Reserve Guidelines

Capital reserves support the renewal, rehabilitation, and replacement of long-term assets such as infrastructure, buildings, equipment, and other capital assets.

The updated Framework uses accumulated amortization, based on historical cost, as a consistent audited proxy for the consumed portion of existing assets. This provides a minimum planning benchmark rather than a full replacement-value estimate. Where reliable replacement-value estimates or other stronger service-specific benchmarks are available, they may be used through the Framework's review and approval process; otherwise, an inflation adjustment may be considered where data quality and capacity support a more refined analysis.

The Framework also recognizes that not all capital assets should be funded the same way. Longer-lived assets may appropriately be funded through a mix of reserves and debt, while shorter-lived assets generally require greater reliance on reserves or current funding. This approach is intended to balance reserve funding, debt affordability, rate and requisition stability, and intergenerational equity.

Operating Reserve Guidelines

Operating reserves provide financial flexibility for day-to-day service delivery and short-term financial pressures. They help stabilize revenues, respond to emergencies, fund cyclical maintenance, and manage other non-annual operating needs.

The updated Framework groups operating reserves into four broad categories:

- Revenue stabilization
- Emergency / contingency
- Cyclical maintenance
- Operating programs

Operating reserve targets are based on the nature of the reserve, the risk profile of the service, and the level of regular operating expenditures. The intent is to provide a consistent corporate approach while still allowing service-specific judgment where local conditions, service risks, or planned expenditures support a different result.

Where reserves fall outside target ranges, Financial Services and the service area will review the cause, determine whether the variance is temporary or structural, and consider any recommended changes through the annual financial planning process.

IMPLICATIONS

Financial Implications
There is no immediate financial impact from this information report. The reserve guideline Framework does not itself change reserve balances, requisition, transfers, or spending authority.

Any future changes to reserve contributions, transfers, or reserve use would be brought forward through the annual budget process, the Five-Year Financial Plan, and applicable Board-approved bylaws.

Adequate reserve funding supports financial sustainability by reducing the risk of service disruption, sudden rate or tax increases, and unplanned reliance on debt. Future Salt Spring Island reserve planning will continue to be reviewed through the annual budget process, with recommendations informed by the updated corporate Framework once finalized.

Service Delivery Implications
There is no direct service delivery impact from this report. Over time, consistent reserve planning supports sustainable service delivery by helping ensure that services have appropriate funding strategies for asset renewal, operating risks, and non-annual costs.

Alignment with Existing Plans and Strategies
The reserve guideline Framework supports the CRD's broader financial planning, asset management, and debt management practices. It is intended to improve consistency, transparency, and long-term sustainability across CRD services while preserving the existing budget and bylaw approval processes.

CONCLUSION

The CRD's operating and capital reserve guidelines are being updated and consolidated by Financial Services to support a consistent and transparent approach to reserve planning across CRD services. Once finalized, the Framework will help inform future Salt Spring Island budget discussions by providing a common basis for assessing reserve adequacy, funding needs, and long-term financial sustainability.

RECOMMENDATION

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

Submitted by:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence	Stephen Henderson, MBA, P.G. Dip.Eng., BSc, General Manager of Electoral Area Services

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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JUNE 18, 2026

SUBJECT **Salt Spring Island Harbours Roundtable Workshop Outcome Report**

ISSUE

The purpose of this report is to summarize the outcomes of the Salt Spring Island Harbours Roundtable Workshop.

BACKGROUND

The Salt Spring Island Local Community Commissions (LCC) identifies Economic Sustainability as a strategic priority with an objective to revitalize Ganges Village. This includes an initiative to explore options for an LCC role in Ganges Harbour. To support this work, the LCC wants to better understand the positions and interests of the First Nations, local community groups, neighbours, and users of the harbour. This is to determine what is being done and if there are potential actions that could be progressed. As well as to consider how the LCC can play a role.

On April 16, 2026, the LCC hosted a Salt Spring Island Harbours Roundtable Workshop. This meeting followed a similar session held on April 10, 2025.

Approximately 25 individuals attended with representation from two First Nations Bands, the LCC, Islands Trust, the Harbour Authority, provincial and federal agencies, community interest groups, commercial marine operators, environmental stewards, residents of boats living in the harbour, and other stakeholders.

At the outset of the meeting, a presentation highlighting trends in harbour use identified the number of boats on mooring buoys in the harbour has increased since 2013, with a decline observed between 2023 and 2025. In late spring 2025, approximately 190 boats were identified on mooring buoys in Ganges Harbour. Participants estimated that roughly 50 people are living aboard these vessels. Following the presentation, participants shared their harbour knowledge and discussed recent stewardship activities that included the removal of significant volumes of solid waste by both volunteers and Transport Canada. This discussion led to a broader roundtable exchange. An outcome report, including participants, is attached as Appendix A.

Insights and perspectives gathered from the roundtable can be utilized to inform next steps. Key actions and themes expressed included:

- A multi-agency workshop should be convened to clarify roles and responsibilities in Ganges Harbour and identify pathways forward and should include a systems mapping exercise to outline jurisdictions, authorities, mandates and responsibilities.
- Ensure Ganges Harbour is included in the discussions of the future land use planning discussions held by Islands Trust
- First Nations expressed interest in participating in stewardship initiatives and discussing the housing-related concerns in the harbour.
- Enhanced collaboration, communication and partnerships are critical to effective stewardship of Ganges Harbour. Engagement should involve a broad range of groups that should include First Nations and various stakeholders including liveaboards, government agencies, commercial operators, local residents and the tourism sector.

- A comprehensive survey of boats and the harbour population should be completed to further improve stewardship and safety in the harbour.
- Existing data on Ganges Harbour should be compiled and analyzed to identify key areas of concern, priorities for stewardship, and restoration opportunities.
- Continued efforts are needed to manage pollution and address derelict vessels.
- Innovative approaches to harbour management should be further explored and discussed.
- Grant funding opportunities are available for non-profit organizations interested in undertaking stewardship activities in Ganges Harbour.

CONCLUSION

The roundtable confirmed that Ganges Harbour is a complex, multi-jurisdictional environment requiring improved coordination among agencies, First Nations and community stakeholders. Participants identified a strong need for enhanced collaboration, better data and clearer roles to support effective stewardship and safety. There is clear interest from multiple parties, including First Nations and community groups, to be actively involved in future initiatives and discussions. Moving forward, the Salt Spring Island Local Community Commission has an opportunity to help convene partners, support priority actions, and play a meaningful role in advancing the sustainable management of Ganges Harbour.

RECOMMENDATION

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

Submitted by:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

ATTACHMENT

Appendix A: Salt Spring Island Harbours Roundtable Workshop Outcome Notes– April 16, 2026

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APPENDIX A

Salt Spring Harbour Roundtable Workshop – Outcome Notes from April 16, 2026

Attendees: Ben Corno, LCC Commissioner; Brian Webster, LCC Commissioner; Gayle Baker, LCC Commissioner; Earl Rook, LCC Commissioner and Chair; Gary Holman, CRD Electoral Director; Stephen Henderson, Electoral Area Services, General Manager, CRD Electoral Area; MacKenzie Williamson, Committee Clerk, CRD; Dan Ovington, Senior Manager, Salt Spring Island Administration, CRD; Chris Hutton (online), Islands Trust Senior Planner; Peter Thicke (online), Islands Trust Planner; Kurt Irwin, Spune'luxutth Tribe (Penelakut); Marion James, Spune'luxutth Tribe (Penelakut); Rick James, Spune'luxutth Tribe (Penelakut); Kathleen Johnnie, Indigenous Management Board; Isabelle Maurice Hammond, SeaChange; Lorne Underwood, Tsawout Tribe; Aysha Emmerson, Elizabeth May Constituency Office; Deborah Bowman, Rob Botterell Constituency Office; Julie Luna, Rob Botterell Constituency Office; Caitlin Dorward, Agricultural Land Commission/Agricultural Land Reserve; Ryan Greville, Transport Canada; Steve Davidson, RCMP; Corey Johnson, HACCI; Russ Ellis, HACCI Executive; David Wood, Commodore, Salt Spring Island Sailing Club; Nick Boychuk, Eagle Eye Marine; Celine Boychuk, Eagle Eye Marine; Patricia Blanchard, Harbour User; Terry Grupner, Harbour User; Jack Speirs, CASHI; Maggie Ziegler, Eyes on Grace Islet; Kajin Goh, Chuan Society; Pam Tarr, Facilitator; and Jon Cooksey, Facilitator.

Purpose of Meeting

The Local Community Commission convened a listening session to gather perspectives on harbour management issues and identify opportunities for collaborative action. Participants included representatives from First Nations, the CRD, Islands Trust, Transport Canada, RCMP, harbour users, harbour residents, landowners, marine organizations, and community groups.

Harbour Conditions and Current Situation

A review of aerial photography showed a significant increase in the number of vessels in Ganges Harbour between 2013 and 2023, followed by a modest reduction between 2023 and 2025. While vessel counts are available, there is limited data regarding occupancy, number of residents, or vessel condition.

Participants estimated that approximately 50 people currently reside on vessels in the harbour, although numbers fluctuate seasonally. Transport Canada reported that enforcement efforts and vessel removals have contributed to a reduction in derelict and abandoned vessels. They have removed approximately 20 vessels and more than 20 tonnes of marine debris and unsafe structures over the previous year.

While harbour conditions have improved, participants noted that removed vessels are often replaced by new arrivals, highlighting the need for longer-term management solutions.

Stewardship and Environmental Protection

A major theme of discussion was environmental stewardship and the need to protect marine ecosystems, including eelgrass beds, shellfish habitat, and other cultural and ecologically significant resources.

Representatives from Penelakut emphasized the importance of protecting traditional food harvesting areas and ensuring Indigenous involvement in harbour management decisions. Participants stressed that stewardship should focus not only on protection but on active care and restoration of marine environments.

There was broad agreement that additional baseline environmental data is needed, including:

- Mapping eelgrass beds and sensitive marine habitats.
- Assessing seabed conditions and environmental impacts.
- Gathering information on vessel numbers, occupancy, and harbour use patterns.
- Establishing measurable indicators of environmental health and success.

The Province advised that marine cumulative effects assessment work is underway and that relevant ecological data may be available to support future planning.

Community Clean-Up Efforts

Participants highlighted successful community-led beach and harbour clean-up initiatives completed over the past year. Multiple clean-up events removed approximately five tonnes of waste and debris from beaches, docks, and vessels.

The clean-ups demonstrated strong cooperation between harbour residents, volunteers, community organizations, and government agencies. Participants noted that many harbour residents willingly participated when provided with opportunities and support for responsible waste disposal.

There was consensus that ongoing clean-up efforts remain important; however, several participants stressed that long-term success requires addressing the sources of pollution rather than focusing solely on cleanup.

Discussion also explored the creation of a non-profit or community organization that could receive funding and coordinate future stewardship and clean-up initiatives.

Housing, Services, and Respect

Participants acknowledged that many individuals living in the harbour are doing so because of the broader housing affordability crisis. There was broad agreement that harbour residents should be treated with dignity and respect and viewed as members of the community rather than solely as users of the harbour.

Discussion identified the need for:

- Improved access to washrooms, potable water, waste disposal, and other basic services.
- Better understanding of the needs and demographics of harbour residents through data collection and engagement.
- Increased access to mental health and support services.

Several participants emphasized the importance of involving harbour residents directly in developing solutions and management approaches.

Safety Concerns

Safety concerns included:

- Vessel condition and maintenance.
- Navigation hazards caused by derelict vessels and structures.
- Fire safety and emergency preparedness.
- Unregistered or improperly maintained vessels.
- Risks associated with winter storms and extreme weather.
- Safe access between vessels and shore.

Participants noted concerns about individuals living aboard vessels without adequate safety equipment or vessel maintenance. Suggestions included stronger education regarding vessel ownership responsibilities and improved compliance with existing regulations.

Governance, Regulation, and Enforcement

A recurring theme was the fragmented nature of harbour governance and the challenges created by overlapping federal, provincial, regional, and local jurisdictions.

Participants expressed frustration that:

- Existing regulations are inconsistently enforced.
- Responsibilities are spread across multiple agencies.
- There is no single coordinated management framework for the harbour.

Several participants emphasized that meaningful progress would require greater collaboration among governments and agencies, including stronger federal involvement. Suggestions included:

- Better enforcement of existing regulations before creating new ones.
- Improved vessel registration and accountability measures.
- Regulation of mooring locations and protection of environmentally sensitive areas.
- Development of a coordinated management approach involving all relevant jurisdictions and Indigenous governments.

Access to Shore

A proposal was discussed to establish a dedicated small vessel access point near Centennial Park. Potential benefits include:

- Improved access to washrooms, water, and community services.
- Reduced pressure on existing docks and marina facilities.
- Safer and more direct access for harbour residents.

Participants agreed that further discussion is required regarding jurisdiction, operational responsibilities, and feasibility.

Key Themes and Next Steps

Participants identified several priorities for future work:

1. Collect baseline environmental and social data.
2. Continue and formalize harbour and beach stewardship initiatives.
3. Improve collaboration among governments, Indigenous Nations, agencies, and community organizations.
4. Enhance access to services and supports for harbour residents.
5. Develop practical action items and measurable outcomes.
6. Explore governance and enforcement mechanisms that balance environmental protection, community needs, and housing realities.
7. Protect sensitive marine ecosystems, including eelgrass and shellfish habitat.
8. Establish clearer accountability and coordinated management of harbour activities.

The meeting concluded with a shared desire to move beyond discussion and identify concrete action items and collaborative solutions for the future management of Ganges Harbour.

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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JUNE 18, 2026

SUBJECT **Salt Spring Island Hydro-Field Project Update**

ISSUE SUMMARY

The purpose of this report is to provide an update on the Hydro-Field upgrade project and impacts to user groups.

BACKGROUND

One of the priorities of the 2019 Salt Spring Island Parks and Recreation Strategic Plan is to "partner with School District 64 (SD64) to upgrade and utilize existing playing fields and to develop additional sports fields". In alignment with this priority, Capital Regional District (CRD) staff have been working with SD64 to leverage a $300,000 donation to upgrade the SD64 owned Hydro-Field to create a fastpitch field to support girls fastpitch and other baseball groups.

The Hydro-Field is located at 160 Rainbow Road, adjacent to the SD64 works yard, the Salt Spring Island Multi Space (SIMS) and Salt Spring Elementary. The field is currently used by the school board for sports and physical education activities as well as by the community for youth/adult soccer and occasional special events. The current field does not have any formal baseball/softball infrastructure or any purpose-built drainage or facilities for spectators, athletes or coaches.

Prior to starting the project staff engaged with field stakeholder groups including baseball, Salt Spring United Soccer and informal user groups to inform them of the plans and the potential impacts of this project during construction. In December 2025, staff went to tender to select a contractor to construct a regulation sized fastpitch field including fencing, spectator seating, players dug outs and purpose-built drainage. A contractor was selected, and construction started at the beginning of April 2026 and is on track to be completed by the end of June 2026 with field seeding taking place in the fall.

IMPLICATIONS

Service Delivery Implications
Girls fastpitch is a sport that is growing in popularity and participation. The construction of the new Hydro-Field will provide the first regulation sized softball field on the island, increasing fastpitch capacity by adding to the two older fields in Fulford and will support fastpitch development with the availability of a regulation sized field. The two fields in Fulford are also used by the adult slow pitch community and this additional field will help ensure the growth and development for the girls fastpitch program and will reduce booking conflicts for these two user groups.

User Group Implications
The Hydro-Field is booked by a variety of user groups that include SD64 for physical education and sports, youth and adult soccer and special events.

Prior to starting the project staff engaged with stakeholders including soccer, minor baseball and SD64 to inform them of the scope of the project, potential impacts for 2026 and the project timeline. The following information about the project was shared with stakeholders:

- The installation of the fastpitch field (infield and outfield) would result in 25% of the current soccer field being shared with the fastpitch outfield.
- The installation of the new fastpitch outfield (25% of current soccer field) would result in a disparity in field conditions with 25% of the field being new and level and 75% of the field being existing condition and not level.
- Given the pending disparity in field condition stakeholders were informed that a second phase of this project to level the entire field would be possible should stakeholders have funding to support this second phase. This could be incorporated into the existing project timeline if funds and plans aligned or could be planned for a future phase two project.
- The new fastpitch infield will be slightly elevated above the existing soccer field resulting in a minor elevation of the new outfield compared to the existing soccer field.
- Construction timeline was identified from April 26 to June 26 with the new portion of the existing soccer field closed for the remainder of 2026 for seeding and new growth of grass.

In August of 2025 staff met with the soccer association to discuss concerns, specifically the disparity in field conditions between the pending new fastpitch outfield (25%) and the existing field (75%) which is not level. The soccer association wished to discuss the potential to level the old portion of the field as a part of the overall Hydro-Field project recognizing that a portion of the field is going to be closed for the remainder of 2026, taking advantage of the contractors on site and resulting in 100% of the field being leveled. At this time soccer indicated that they had approximately $6,000 in funds to support this field leveling project.

CRD staff informed soccer that this releveling project would be separate from the scope of the fastpitch field construction and would require additional financial resources as there were no CRD resources available for this additional scope. An initial cost estimate for full remediation, levelling and seeding for the remainder of the field was provided to the soccer association (see below). Staff indicated in October of 2025 that if the soccer association had funding that this could be included in the tender package for the project going out in November of 2025. The soccer association indicated they would be in touch with staff to explore further, however no contact was made prior to the circulation of the project tender packages.

Optional Scope for Hydrofield – Leveling of remainder of the soccer field	
Proposed Activity	**Estimated Cost**
Stripping of 100mm depth of soil plus disposal offsite	$20,300
Regrade soccer field outside of the new construction area	$40,580
Spread 100mm of new growing medium	$40,600
Seeding of new growing area	$28,406
Contingency (15%)	$19,500
Total Estimated Cost	**$149,386***
Note: This quote is for full remediation and leveling, there are opportunities to reduce scope and improve priority areas without complete restoration.	

Project Update
Currently the project is tracking for an on-time completion of June 26, 2026. The outfield will be seeded in fall of 2026 and will remain closed until Q1 of 2027. Project specifications are monitored by the project designer and remain consistent with the original plan including field elevations and allocation of the existing field for the fastpitch outfield.

In the course of this project, the contractor and staff reviewed the field drainage and agreed upon a change order to improve drainage including a clean out of the ditch along the outside of the field and the addition of a French drain at the edge of the infield to improve overall drainage and to mitigate concerns with the elevation change.

CONCLUSION

The Hydro-Field upgrade project stems from the 2019 Salt Spring Island Parks and Recreation Strategic Plan priority to partner with SD64 to enhance existing sports field infrastructure and support growing recreation needs on Salt Spring Island. In developing the project, staff considered the increasing demand for girls fastpitch, the shared use of the field by soccer and school groups, construction impacts, field condition concerns, and options for broader soccer field levelling and drainage improvements. Staff are proceeding with construction of the new regulation-sized fastpitch field, including approved drainage enhancements, with the project remaining on schedule and within the original approved scope. Construction is expected to be substantially complete by June 2026, with field seeding occurring in fall 2026 and the new outfield anticipated to open for community use in early 2027.

RECOMMENDATION

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

Submitted by:	Kent Bittorf, BPhEd, Manager, SSI Parks and Recreation
Concurrence:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JUNE 18, 2026

SUBJECT **Synthetic Ice Rink Donation**

ISSUE SUMMARY

The purpose of this report is to review potential sites and costs associated with the installation and operation of the proposed donation of a synthetic ice rink to the Capital Regional District (CRD).

BACKGROUND

At its April 16, 2026, meeting, the SSI Local Community Commission (LCC) received a presentation from the Salt Spring Island Healthy Living Society (SSIHLS) proposing the donation of a used modular synthetic ice rink system. The system includes boards, sub-flooring, netting, and synthetic ice tiles forming a 40ft × 80ft CAN-ICE surface. The product requires no refrigeration, can be operated year-round, and can be assembled within approximately seven hours.

At the May 21, SSI LCC meeting a motion was passed directing staff to report back on the costs associated with the installation and operation of the synthetic ice rink including potential funding partners and recommended operating model.

Installation of the synthetic surface will require the CRD to identify or construct a suitable firm, level base, such as concrete, asphalt, or compacted aggregate. Staff have narrowed down selection to two potential sites including Portlock Park and Rainbow Recreation Centre, as they meet applicable zoning and regulatory requirements and are already developed for active recreation uses.

Operationalizing the facility will require staff to determine an appropriate site and establish an operating model, programming schedule and fee structure or revenue split. Additional infrastructure and equipment requirements include installation of a storage building, acquisition of skate rental inventory (skates, helmets, pads, skating assists, etc.), and purchase of skate sharpening equipment. Preliminary information provided by SSIHLS suggests that revenue generated through skate rentals and programming could offset operating costs.

SSIHLS has advised that the donor and the Victoria Hockey Legacy Society are seeking confirmation of interest or commitment by September of 2026. The rink could be delivered to SSI and temporarily stored in a sea can as site preparation is completed.

ALTERNATIVES

Alternative 1
That the Salt Spring Island Local Community Commission identifies 262 Rainbow Road (Rainbow Recreation Centre) as the site for the installation of the donated synthetic ice rink and request staff to report back on funding options associated with installation and operation to include in the 2027 provisional budget for review on August 13, 2026.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Site Considerations
When evaluating potential locations, selection criteria was refined to include site overview (Appendix A), sales/admissions space, convenience, site impact future considerations, and foundation costs (Appendix B).

Location	Site Overview	Sales and Admissions	Convenience	Site Impact	Future Impact	Cost
Portlock (court area)	Existing 50x 90ft. concrete pad	Renovate existing Office	Close to parking & sales & admissions	Loss of an existing rec space	Less flexible plans will need to relocate in future	$84,500*
Portlock (new space)	Site would need to be cleared and leveled	Renovate existing Office	Distant from parking & sales & admissions	Addition of a rec space	Less flexible plans will need to relocate in future	$182,000*
Rainbow	Site would need to be cleared and leveled	Existing reception in RRC lobby	Close to parking & sales & admissions	Addition of a rec space	Flexible plan may not have to relocate in future	$227,500*

**NOTE – Final specifications for rink installation have not been received, if concrete based is not required these costs can be reduced to reflect use of asphalt or compacted gravel*

The recommended site based on this analysis is Rainbow Recreation. While more expensive in the short term, the Rainbow Recreation Master Plan is more flexible, and the rink may not need to be moved in the future, so the preparation costs are one time. Compared to the Portlock Master Plan where the site is less flexible and the rink would need to be moved in the future resulting in preparation costs a second time. The existing infrastructure at Rainbow Recreation is advantageous as sales and admissions can be conducted at the existing pool reception with ample washrooms and changerooms on site. At Portlock an existing office would have to be

renovated, or new space created for sales and washrooms are limited to one male and female that are less modern with no universal option. As the Portlock Master Plan is advanced these washrooms will be removed and would need to be rebuilt.

Financial Implications
While the initial capital acquisition costs are zero to the CRD, there are several set up and startup costs that need to be considered. A summary of those costs is outlined in the chart below.

Expense Item	Estimated Cost
Preparation for ice surface set up	$84,500 - $227,500
Storage option for skates	$27,600
Inventory of skating equipment & skate sharpener	$5,000 *
Staff time for planning, agreements	$1,000
Total	$118,100 - $261,100

**Note – SSIHLS has committed to fundraising to cover the initial startup expense of skates and skate sharpening equipment.*

Assuming that the rink is located at Rainbow Recreation where rentals and bookings can be managed by the reception staff at that location, the annual operation of the rink including maintenance and program monitor staff, nets neutral with revenues covering these operational costs.

There is a risk that projected revenue will be lower than expected requiring operating reserve funding to offset. However, there is an option of scaling operational hours to participant demand to reduce expenses and maintain a net neutral operation. As with newer technology there are risks/unknowns around longer-term maintenance needs and life-cycle cost of the asset.

Operating Implications
Currently there are no funds identified to develop and prepare a site or to purchase required start up equipment and facilities. Staff recommend this decision be broken down into four steps.

Action Step	Timeline
LCC to confirm if the CRD will accept the rink donation and select a location for installation	Before end of June
Staff to prepare a detailed budget for rink installation and operation including possible funding sources or partners (grant, donor)	August 13 provisional budget meeting
Staff create a detailed installation and operation plan for 2027 including timelines and confirmation of funding sources	Q1 of 2027
Staff execute the installation and open the rink for community use	Q2 of 2027

Options for operating the facility include:

- License of Occupation on CRD land, fully operated by SSIHLS
- CRD operated facility

The review of operating model options takes into consideration several factors including, operations complexity, CRD skills/experience and financial risk.

The operation and maintenance of the synthetic ice surface is quite simple and does not require any specialized equipment, knowledge or experience. Once the rink is established the operation involves creating a fee structure, setting a schedule, taking payment and managing inventory. These are all operational tasks that the CRD staff are experienced in and are managing already at SIMS and Rainbow Recreation.

The financial risk for the CRD to operate the rink is low. The initial investment in equipment is small (under $6,000) and with the opportunity to leverage existing staff at Rainbow Recreation for payment the staff operating costs are low. The initial operating proforma indicates that these operating costs can be offset by skate and rental revenue and program hours can be scaled to participant demand accordingly.

The CRD has previous experience contracting out recreational services to an external service provider and has found it difficult to consistently maintain CRD service delivery standards working through a third-party contactor.

With this in mind and given that the synthetic ice will be located at an existing CRD Recreation site with relatively straight forward operational requirements and the positive CRD experience and track record with operating similar services the recommendation is that the CRD operates the ice rink service.

Alignment with Existing Plans & Strategies
One of the priorities from the 2019 Salt Spring Island Parks and Recreation Strategic Plan for Parks, Water Access and Trails is to “provide a diverse mix of outdoor athletic facilities”. Community and stakeholder engagement conducted in the creation of this strategic plan identified that new and innovative programs will be supported by residents and when asked about specific new programs of interest, a seasonal ice rink is one that received multiple mentions.

A framework has been created, within the 2019 Strategic Plan (Appendix C), to help guide decision making for new recreation initiatives or proposals.

Social Implications
Ice skating is a unique and valuable physical literacy skill that enhances fundamental movement skills, motor skills and promotes balance, coordination and agility. Skating and playing hockey are also a culturally significant activity that is a part of the Canadian identity.

Currently those wishing to learn to skate or to play hockey must travel off island to facilities on the mainland or Vancouver Island.

The addition of this ice surface provides an exciting opportunity for children, youth and adults to learn the fundamental movement skill of skating and to participate in the iconically Canadian recreational activity of ice hockey without having to travel off island. It also provides year-round access to unique outdoor activity on SSI.

Environmental Implications
Synthetic ice has minimal environmental impact compared to traditional ice as it does not require energy, water or refrigeration systems. The plastic ice tiles can be reused/repurposed (practice area/shooting area), resold to another organization or recycled at the end of their lifespan

(recycling process variable depending on available recycling depots). This brand of synthetic ice is also reported to be free from microplastic shedding.

CONCLUSION

The proposed synthetic ice rink represents a low-capital opportunity to introduce a new recreational amenity on Salt Spring Island, with Rainbow Recreation recommended as the preferred location. As no funding has been identified for start-up costs, staff recommend a phased approach including implementation in the second quarter of 2027. Preliminary financial analysis indicates that projected revenues could offset operational staffing costs. Direction from the Local Community Commission is requested to determine whether staff should proceed with 2027 budget planning, noting the donor and Victoria Hockey Legacy Society are seeking confirmation of interest by September 2026.

RECOMMENDATION

That the Salt Spring Island Local Community Commission identifies 262 Rainbow Road (Rainbow Recreation Centre) as the site for the installation of the donated synthetic ice rink and request staff to report back on funding options associated with installation and operation to include in the 2027 provisional budget for review on August 13, 2026.
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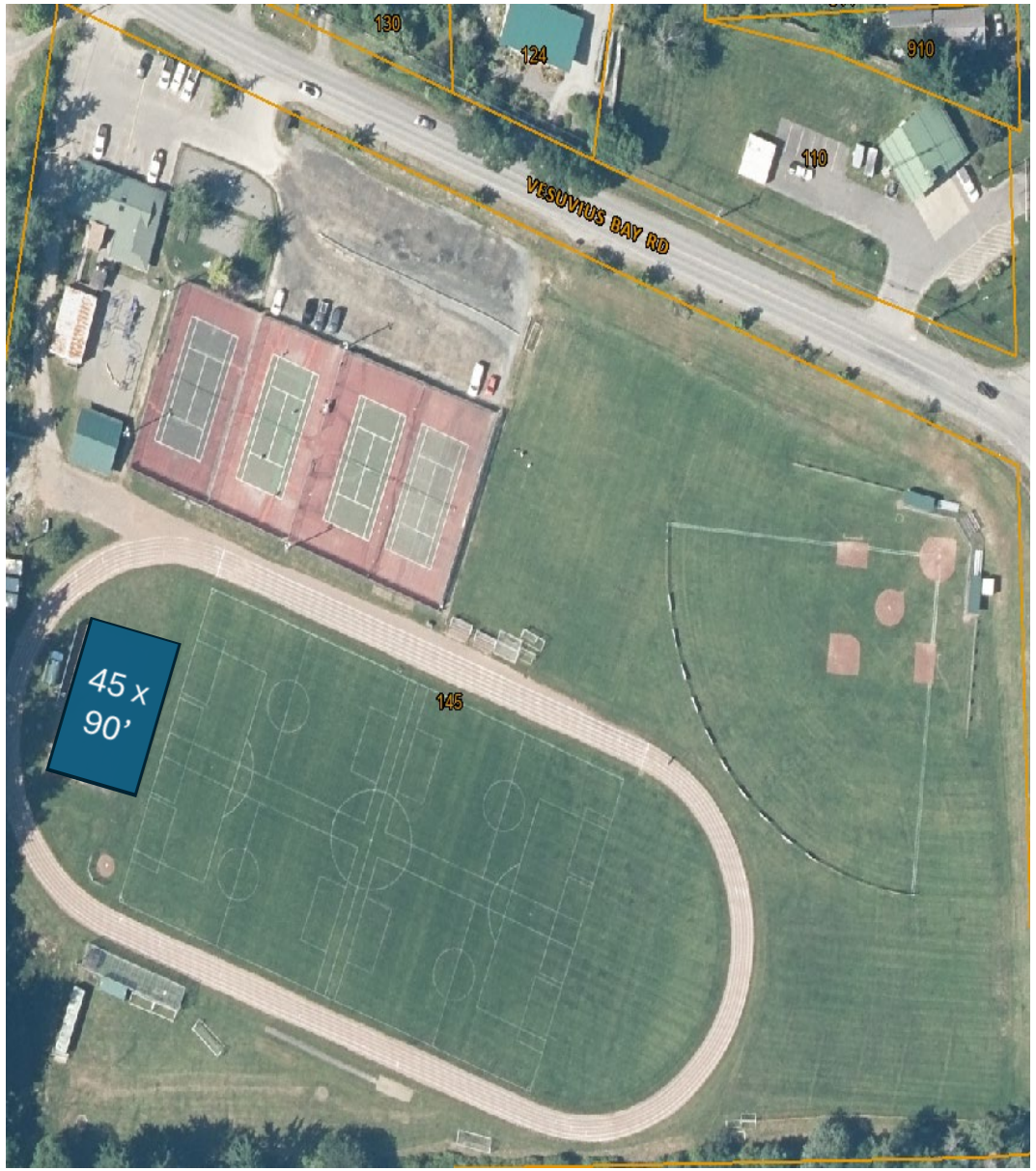
Submitted by:	Kent Bittorf, BPhEd, Manager, Salt Spring Island Parks and Recreation
Concurrence:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

ATTACHMENTS

Appendix A: Potential Site Location Maps
Appendix B: Detailed ice rink concrete foundation costs
Appendix C: 2019 SSI Parks and Recreation Decision Making Framework

Portlock – Existing Multi Sport Court Area

Appendix A



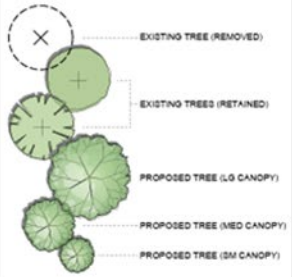
LEGEND - OPTION 3

1. Existing Portable Removed & Staff Parking Added With EV Stall
2. Existing Track Repositioned - Approx. 0.4km
3. Existing Soccer Field Repositioned - Approx. 196' x 320'
4. New Senior Ballfield With Grass Infield - 300' Outfield, 15' Backstop
5. Existing Batting Cage Relocated - 75' x 15'
6. New Paved Parking - 58 Stalls
7. New Practice Soccer Field - 98' x 160' play area
8. New Practice Soccer Fields (2) - 49' x 80' play area each
9. New Covered Multisport Court - Approx. 70' x 120'
10. New Playground For School-Age Children With Perimeter Fence - Approx. 3,480sqft.
11. Existing Water Storage Tank Relocated - 10' x 15'
12. Expanded Storage Shed - 75' x 20'
13. New Storage Shed for Soccer/Baseball - 10' x 20'
14. New Playground For Toddlers With Perimeter Fence - Approx. 39' x 49'
15. Existing E-Bike Charging Station
16. New Covered Bike Rack
17. New Bike Lane Connecting to Roadside Bike Lane
18. New Swale / Raingarden at Base of Embankment

NOTES

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

TREE LEGEND





Portlock – Near existing batting cage





Rainbow Recreation – New Court Area Space





Appendix B: Ice rink concrete foundation costs - Budget estimate (90x50' - 4500 sq/ft)

Portlock - Using Existing Multi Sport Pad

Category	Cost	Description
Site clearing and prep	$5,000	Any required preparation before placement of concrete over existing surface
Excavation and base prep	$5,000	Upgrades to existing base
Formwork & Concrete	$50,000	Formwork, rebar, concrete, placement and finishing to level out existing pad
Drainage	$0	
Engineering, geotech, & Permits	$5,000	
Project Management/CRD labour	$6,500.0	10% (could utilize some of Park Staff time)
Contingency	$13,000.00	20%
TOTAL (Class D Estimate +/-50%)	$84,500	

Portlock - New Site Construction

Category	Cost	Description
Site clearing and prep	$15,000	Tree removal, stump grinding, brush clearing, disposal, rough grading, moving seacans
Excavation and base prep	$30,000	Excavation, imported granular base, compaction, geotextile
Formwork & Concrete	$70,000	Formwork, rebar, concrete, placement and finishing
Drainage	$15,000	
Engineering, geotech, & Permits	$10,000	
Project Management/CRD labour	$14,000.0	10% (could utilize some of Park Staff time)
Contingency	$28,000.00	20%
TOTAL (Class D Estimate +/-50%)	$182,000	

Rainbow Road - New Site Construction

Category	Cost	Description
Site clearing and prep	$35,000	Tree removal, stump grinding, brush clearing, disposal, rough grading, moving seacans
Excavation and base prep	$30,000	Excavation, imported granular base, compaction, geotextile
Formwork & Concrete	$70,000	Formwork, rebar, concrete, placement and finishing
Drainage	$15,000	
Road relocation	$10,000	
Engineering, geotech, permits	$15,000	
Project Management/CRD labour	$17,500.0	10% (could utilize some of Park Staff time)
Contingency	$35,000.00	20%
TOTAL (Class D Estimate +/-50%)	$227,500	

EY LIFESTYLE TRENDS

- High levels of physical inactivity and obesity are observed across the country, largely due to a lack of time and participation in sedentary forms of leisure (i.e. watching television, online activities, etc.).
- To facilitate healthy lifestyles, all levels of government are examining ways to increase physical activity K and participation levels through the introduction of programs, funding, and other initiatives.

1.6. DECISION MAKING

Difficult decisions need to be made about the types of parks and recreation facilities and programs that will be provided to our residents and visitors. In keeping with the Pathways to Wellbeing: A Framework for Recreation in Canada, we are working to make decisions that are outcomes-focused and data-supported. In making decisions – whether it be the allocation of field time, the hiring of staff, or capital investment in new facilities – it is important that we can differentiate the long list "demands" from actual community "needs."

As a public recreation and parks provider, we need to ensure resources and capacity are allocated in a manner that attains the greatest public good for residents. The greatest public good is achieved when an investment will provide a direct or indirect benefit to all residents on the Island, regardless of whether they utilize parks and recreation or not. K

To help prioritize, and to improve our ability to be outcomes-focused and data-supported, we developed a clear and transparent decision support framework (see fig.4). The framework ensures we comprehensively evaluate each option proposed by the community and staff against transparent and objective criteria. In addition to serving as an evaluation framework, it is also intended to serve as a tool to "trigger" the review and evaluation of a parks and recreation facility, park licensing application or program.

The decision support framework is applied to evaluate the parks and recreation recommendations in this plan and will be used by the PARC and CRD as a guide to evaluate any future facility and programming proposals that may arise outside of the strategies in this plan. The criteria provided here will be integrated into all decision making and application processes and used to help consistently evaluate ideas, K applications and proposals. K

Starting with staff, new opportunities are assessed against the outcomes. Weighting factors can be applied K to each outcome and staff, followed by PARC can complete the assessment. The results from each group can be considered to determine alignment. Collectively, the results will demonstrate a priority for action that can be used for implementation. K



figure 4 - decision support framework

he criteria include and are defined as follows:

Outcomes Alignment – he proposed initiative will support the CRD in achieving the outcomes identified T 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 support 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 – he 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. T

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

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



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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JUNE 18, 2026

SUBJECT **Pickleball Court Design Project Charter**

ISSUE SUMMARY

The purpose of this report is to introduce a potential new location for Pickleball courts (Fulford Firehall) and receive direction on the desired location to advance the racket sport court designs.

BACKGROUND

In 2023–2024, the Capital Regional District (CRD) undertook comprehensive master planning processes for both Portlock Park and the Rainbow Road Recreation Area. These plans were developed to guide long-term recreational use and infrastructure improvements and included the provision of dedicated pickleball courts at the Rainbow Road Recreation Centre as part of an overall racquet sport strategy. A project charter (Appendix A) has been drafted to highlight the project steps and scope needed to progress the courts as defined in the Rainbow Recreation master plan (Appendix B).

During public engagement, including a meeting to gather final feedback on the proposed master plan designs, representatives of the Salt Spring Island pickleball community expressed concerns regarding the proposed Rainbow Road location. Specifically, concerns were raised about the potential for noise impacts to adjacent residential areas given the central location of the site, and the risk that courts could face future restrictions or relocation as a result. The pickleball society indicated a preference to explore alternative locations that would provide greater separation from neighbouring properties and support long-term certainty for the sport.

Following this feedback, CRD staff initiated a review of potential alternative sites across Salt Spring Island. This review considered a range of factors, including compatibility with surrounding land uses, proximity to residential areas, availability of space for current and future court capacity, integration with existing recreational amenities, and long-term feasibility.

Through this process, a preferred alternative location was identified on lands adjacent to the Fulford Fire Hall (2470 Fulford-Ganges Rd). This site presents an opportunity to develop a dedicated pickleball facility with sufficient capacity to meet growing demand, while also providing increased buffering from residential areas to help mitigate potential noise concerns. The site can accommodate six courts, with the potential to expand to eight courts in the future, supporting the continued growth of pickleball participation on Salt Spring Island.

Development of pickleball courts at the Fulford Fire Hall location is detailed in Appendix C and would require several key approvals and enabling steps before construction could proceed. The site is located within the Agricultural Land Reserve (ALR) and is currently zoned A1(f), where active recreation is not a permitted use, necessitating both a non-farm use application to the Agricultural Land Commission and rezoning to permit recreation uses. In addition, the CRD would need to secure land tenure through either purchase or a long-term lease arrangement and establish a memorandum of understanding with the Salt Spring Island Fire Protection District to ensure alignment with site operations. A conceptual design (Appendix D) has been drafted to

display an example of the court set-up proposed for the site. Technical studies and design work, including geotechnical investigations and development of preliminary designs and cost estimates, would also be required to confirm feasibility and inform future phases. These steps, along with ongoing engagement with user groups, stakeholders, and First Nations, form the basis of the work outlined in the project charter.

ALTERNATIVES

Alternative 1
That that Salt Spring Island Local Community Commission requests staff to proceed with project 26-07 Raquet Sport Court Designs located at 262 Rainbow Road and approve the Rainbow Pickleball Court Project Charter as presented in Appendix A.

Alternative 2
That that Salt Spring Island Local Community Commission requests staff to proceed with project 26-07 Raquet Sport Court Designs located at 2470 Fulford-Ganges Road and approve the Fulford Pickleball Court Project Charter as presented in Appendix C.

Alternative 3
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies
Implementation of pickleball courts at the Fulford Fire Hall site would require an amendment to the Rainbow Road Recreation Area Master Plan. This amendment would occur following completion of the master planning process, including prior community engagement and feedback. Introducing changes at this stage may present challenges, as modifications to a finalized plan could be perceived negatively by stakeholders who have already participated in the consultation process and expect the approved direction to be maintained.

Financial Implications
$45,000 has been allocated in the 2026 Salt Spring Island Parks and Recreation Capital Plan to support the development of six pickleball court designs and cost estimates.

While base construction costs for pickleball courts are anticipated to be comparable between the Fulford Fire Hall and Rainbow Road sites, there are notable differences in site-specific costs and implementation requirements. Development at the Fulford location would introduce additional upfront costs associated with land tenure (purchase or lease), Agricultural Land Reserve (ALR) non-farm use approval, rezoning to permit active recreation, legal and real estate services, and site-specific technical studies such as geotechnical investigations and required cultural monitoring. These regulatory and due diligence requirements add cost, technical and schedule complexity.

The Rainbow Road Recreation Area is currently designated for recreational use through the approved master plan and does not require ALR approval, rezoning, or land acquisition. Advancing courts at Rainbow would primarily involve detailed design, minor stakeholder consultation with adjacent neighbours, and incorporation of noise mitigation measures such as sound attenuation treatments. While these measures may also be incorporated at the Fulford site,

the Rainbow site avoids the regulatory and land-related costs associated with establishing the Fulford site, resulting in fewer upfront barriers and a more streamlined path to completion.

Service Delivery Implications
The proposed project is intended to improve service delivery by increasing pickleball court capacity on Salt Spring Island in response to growing demand and existing constraints at Portlock Park. Expanding court availability is expected to enhance user access, reduce scheduling pressures, and improve the overall quality of recreational services for the pickleball community.
The Fulford Fire Hall option would establish a primary, dedicated pickleball facility with sufficient space to accommodate current and future demand in a single location. This approach may improve operational efficiency and reduce user conflicts by consolidating play into one purpose-built site. However, the Fulford location is situated further south than the island's primary population centre, which may result in slightly increased travel times for some users and operational teams.

The Rainbow Road Recreation Area is centrally located and aligns with existing recreation service patterns, which may support ease of access for a larger portion of the population. Development at this site would integrate pickleball into an established recreation hub; however, proximity to residential uses may require operational considerations, such as managing hours of play or incorporating sound mitigation measures to address noise concerns.

Overall, both options would enhance recreational service delivery, with the Fulford option prioritizing capacity and separation of uses, and the Rainbow Road option prioritizing central access and integration with existing facilities.

CONCLUSION

Demand for pickleball on Salt Spring Island continues to exceed the capacity of existing facilities, and the approved master plans identified the need for expanded courts. While alternative locations have been explored in response to community feedback, each presents regulatory, land-use, and implementation challenges that may impact project timelines and feasibility. The Rainbow Road Recreation site aligns with approved plans and avoids the need for additional approvals such as ALR applications, rezoning, and land acquisition.

RECOMMENDATION

That that Salt Spring Island Local Community Commission requests staff to proceed with project 26-07 Raquet Sport Court Desings located at 262 Rainbow Road and approve the Rainbow Pickleball Court Project Charter as presented in Appendix A.

Submitted by:	Kent Bittorf, BPhEd, Manager, SSI Parks and Recreation
Concurrence:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

ATTACHMENTS

Appendix A: Rainbow Recreation Pickleball Courts Project Charter
Appendix B: Rainbow Recreation Centre Master Plan
Appendix C: Fulford Pickleball Courts Project Charter
Appendix D: Fulford Pickleball Courts Conceptual Desings

Project Charter

Rainbow Rec pickleball courts
Version No. 1

Project Name:	Rainbow Rec Pickleball Courts
Department Name / Division Name:	Salt Spring Island Parks and Recreation
Budget / Account Code (WBS):	CX.198.4505
SharePoint File No.:	
Start Date:	Feb 2026
Finish Date (anticipated):	Dec 2027 (this phase)
Prepared By / Date:	Spencer Cook / June 1, 2026
Project Manager:	Kent Bittorf
Budget Manager:	Kent Bittorf
Last Updated:	Wednesday, June 10, 2026

1. PROJECT DETAILS

Pickleball participation on Salt Spring Island has experienced significant growth in recent years, resulting in increased demand for court space beyond the current capacity. At present, pickleball courts are located at Portlock Park, where a single tennis court has been repurposed to accommodate four pickleball courts. This location has limited ability to expand and is not sufficient to meet current demand and anticipated plans for the park space.

In alignment with the Master Plans for Portlock Park and the Rainbow Road Recreation Areas, pickleball courts are proposed to be relocated from Portlock Park to allow these parks to better meet their intended recreational objectives. Relocating pickleball activities supports improved park functionality while addressing capacity, scheduling, and user conflict issues at Portlock Park.

The master plan for Rainbow Recreation center has both pickleball and tennis courts in the rainbow recreation area. This area is zoned for active recreation and is currently owned and managed by the CRD. The proposed location of the pickleball courts at Rainbow Rec (Figure 1) is an undeveloped plot and will need to be appropriately prepared to allow for the construction of pickleball courts. Community feedback on the approved master plans indicated that pickleball noise in a central area such as 262 Rainbow Road could potentially negatively impact the surrounding neighbors. As such, additional design considerations and community engagement are being incorporated to align the project to community feedback.



Figure 1 - Pickleball court locations at Rainbow Recreation (262 Rainbow Rd)

2. PROJECT PURPOSE

The purpose of this project is to increase pickleball court capacity on Salt Spring Island by relocating and expanding facilities to a site that better meets current and future recreational needs. Specifically, the project aims to support the growing pickleball community by providing a minimum of six dedicated courts.

Relocating the courts supports the implementation of the Portlock Park and Rainbow Road Recreation Area Master Plans by reducing pressure on Portlock Park and allowing that site to function as originally intended.

The project also seeks to balance public access, land-use constraints, financial considerations, and long-term recreational planning. Incorporating pickleball courts at this location allows for more central access to the courts, a hub for racket sports and has the infrastructure/space to support the activities.

3. CRITICAL SUCCESS FACTORS

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

1. Delivered on-budget
2. Continue to meet or exceed recreation use and future demand requirements.
3. Design alignment with user-groups (pickleball/tennis)

KPI	Description	Target
Safety	No safety incidents, track near misses	0 Incidents
Cost	Clear cost tracking/trending to avoid overages	+/- 10% of budget
Schedule	Completion of deliverables by end of 2026	+/- 10% of scheduled finished date
Quality	Designs are reviewed and approved by user groups and experts	Conceptual design
Court capacity	Designed number of courts suitable for predicted demand	6 dedicated pickleball courts, potential for some multi-use

4. SCOPE

The scope of this portion of the project is looking to attain all necessary approvals and preliminary designs to complete the pre-work to ensure the site can be fully integrated and utilized for Pickleball courts. Detail designs, tender package and construction execution will all be part of the next phases of the project and not included within this scope. Deliverables for this phase are a sound preliminary design (supported with all appropriate land approvals) and a class D cost estimate for completion of remainder of project. Development of detailed designs, tender package for construction, selection of construction vendor, construction execution, commissioning and closeout are all parts of future project phases.

This funding is approved, but as this decision impacts the residents of the island and the pickleball community specifically, the Local Community Commission (LCC) agreement on site location prior to expending further resources is requested.

The steps needed to confirm the site as acceptable would be as follows:

1. LCC Approval to progress establishment of courts at Rainbow Recreation
2. Engage pickleball community on conceptual designs and location
    a. Engage with Tennis association
3. Initiate necessary land/building approvals to allow for court construction
4. Engage design firm for conceptual and preliminary designs
5. Engage geotechnical services to evaluate subgrade and provide info needed for construction cost estimate
6. Engage construction resources to review designs, locations and input into cost estimate
7. Develop Class D cost estimate based on updated designs to pursue the following phase 2 next steps
    a. Development of detailed IFC designs
    b. Tender ready package
    c. Construction execution (to be refined after detail designs completed)
    d. Commissioning

The final project is intended to incorporate the following scope, with some changes likely through detailed design and refinement of the project plan.

- Preparation of site and subsurface
- 6 regulation pickleball courts, asphalt surface
- Minor drainage works
- Chain-link fencing and sound attenuation matting
- Benches, picnic tables, nets and storage locker
- Establish pathway for safe access/egress

5. PROJECT DELIVERABLES

No.	List of Project Deliverables	Acceptance Criteria *(Specific standards, written criteria, etc.)*
1	**Conceptual design updates**	Conceptual designs for Rainbow Recreation pickleball site
2	**Geotechnical report on subgrade composition and depth of bearing**	Certified professional report
3	**Updated court designs (preliminary designs)**	Court designs updated with excavation and civil measurements, approximate construction quantities and all amenities needed
4	**Class D cost estimate for detailed designs, tender ready package and construction execution**	Cost estimate including all remaining steps to fully establish pickleball courts at this location
5	**Phase 2* - RFP package for detailed design development**	"Tender-ready" package available to distribute to design vendors upon approval of funding
6	**Phase 2* - Detailed design package**	Fully detailed IFT package for construction tender. Including specs for court, parking, drainage, fencing, landscaping, amenities and Class B execution cost estimate.

* - Phase 2 is not part of current scope

6. TIMELINES

No.	Milestones, etc.	Due dates
1	LCC Approval	**June 2026**
2	Pickleball society engagement / kickoff	**June 2026**
3	Update conceptual designs for Rainbow Rec	**Aug 2026**
4	Engage design firm through RFP process for preliminary designs	**Sept 2026**
5	Draft preliminary design and specs through design firm	**Nov 2026**

7. BUDGET

$45,000 has been included in the 2026 Salt Spring Island Parks and Recreation Capital Plan to fund racquet sport court designs.

Cost Explanation	Amount ($)	Funding Source
Land/Building approvals	5,000	
Geotechnical study/report	5,000	
Conceptual design updates	2,000	
Preliminary designs	25,000	
SUB TOTAL	**37,000**	
Project Management (~10%)	4,000	
Contingency (~10%)	4,000	
TOTAL	**45,000**	

** Class D estimate +/- 50%*

8. ADDITIONAL ASSUMPTIONS / CONSTRAINTS / CONSIDERATIONS

No.	Description
1	No major archeological concerns
2	Sound concerns from community can be mitigated as low as reasonably practicable
3	Funding will be available for full project execution

9. PROJECT TEAM

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

Role	Team Member	Comments
Project Tech	Spencer Cook	Identify project risks and implement mitigation strategies. Lead project status review meetings and maintain effective communication with key stakeholders. Liaise with the Commission and attend Commission and Board meetings as required, including preparation of staff reports. Ensure compliance with applicable policies, procedures, and governance requirements. Collaborate on the final project report
Project Manager	Kent Bittorf	Plan, coordinate, and allocate resources to address issues and maintain project progress Provide overall leadership for the project team and responsibility for scope, schedule, and budget. Manage all project procurement, including contract and purchase approvals under $50,000

Role	Team Member	Comments
Senior Manager (Project Champion)	Dan Ovington	Map out steps and act as conduit to CRD management/board and LCC Manage all project procurement, including contract and purchase approvals under $100,000
Project Administration	SSI Admin Staff	Provide tender and contract administration. Book venues for open house/public engagement. Draft communications plan. Advertise /promote engagement events/materials as required Field questions related to project. Ensure compliance with policies and procedures. Monitor project budget.
First Nation Engagement	CRD FN Relations Department	Support project team and consultant with FN engagement. Provide templates and review letters to FN.

10. KEY STAKEHOLDERS

Stakeholder	Role/Impact in project	Role or Involvement in Decision Making *(see legend below)*
Local Community Commission	Needs to be kept informed of the project. Commitment and support for project is necessary. Key decision maker who makes recommendations to CRD Board for final consideration.	C
/ Island Trust / ALC	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a high level of impact on the decisions. (Zoning, setbacks)	I / C
Pickleball Society	Ensure stakeholder requirements are represented on the project. Group's level of concern can have impact on the decisions	C
Tennis Society	Keep informed of progress and engaged in overall racket sport court strategy for Salt Spring	C
Rainbow Recreation Operations	Ensure clear communications, especially around construction timing/access and involve in conceptual design decision making to ensure suitability and that services are not impacted	C
Adjacent property owners	Ensure stakeholder requirements are represented on the project. Group's level of concern can have impact on the decisions.	I

Legend
NI = no involvement
R = Responsible for completing the work
A = Accountable for overall correct and timely completion of project
C = Consulted
I = Informed

11. RISK IDENTIFICATION

No.	Risks Identification *(Related to scope, schedule, budget, stakeholders, etc.)*	Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high	High Level Risk Response Strategy *(if applicable)*
1	Geotechnical report shows unsuitable subgrade	Low	High	Cost estimates and execution plan to remediate sub-grade
2	Proposals for detailed design exceed budget allowance	Med	Med	Seek other funding sources or plan for future years
3	Pickleball community not supportive of location	Med	Med	Propose future possibility of multisport courts in a different location

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

Position/Title	Print Name	Signature	Date
Project Manager	Kent Bittorf		
Project Sponsor	SSI Local Community Commission		

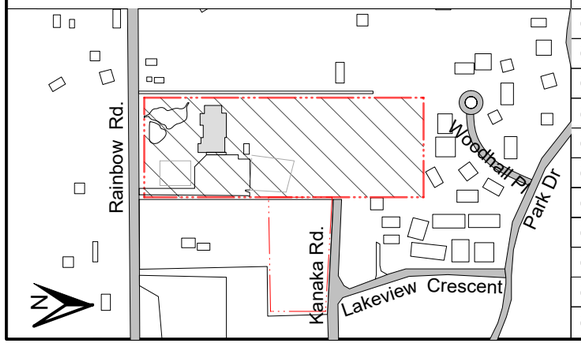
13. CHANGE MANAGEMENT AND ADDENDA

Change No.	Details	Signature (PM, Sponsor)	Date
1			

Appendix B

5 10 20 30 50M
ESC 1:800

LOCATION PLAN



LEGEND

1	AQUATIC CENTRE (EXISTING)	12	4 TENNIS COURTS (17.07M X 34.75M) TO BE RELOCATED FROM PORTLOCK PARK
2	DAYCARE/MULTI-PURPOSE ROOM (EXISTING)	13	NATURE-THEMED PLAYGROUND FOR TODDLERS
3	FENCED PLAY AREA (EXISTING)	14	PLAYGROUND FOR SCHOOL-AGE KIDS
4	PRESCHOOL (EXISTING)	15	NATURAL TRAIL ALONG THE TREE COVERED AREA
5	COMMUNITY GARDEN (EXISTING)	16	PET PARK (PLACEHOLDER FOR MAINTENANCE FACILITY/ADDITIONAL PARKING)
6	PARKING (EXISTING, 38 STALLS)	17	ADDITIONAL PARKING (15 STALLS)
7	THERAPY/LEISURE/KIDS POOL/LAZY RIVER	18	LAWN AREA FOR INFORMAL GATHERING
8	INDOOR PROGRAMS (SENIOR/FITNESS/DANCE)	19	COVERED PICNIC AREA
9	STEAM AND SAUNA	20	WATERSLIDE
10	6 PICKLEBALL COURTS (9.14Mx18.3M PLAY AREA EACH)	21	MAINTENANCE FACILITY AT 210 KANAKA ROAD
11	TENNIS/PICKLEBALL PRACTICE WALL	22	PLACEHOLDERS TO DISPLAY LOCAL ARTWORKS

262 Rainbow Recreation Centre

SITE MASTER PLAN

Final Design

Making a difference...together

LADR LANDSCAPE ARCHITECTS

Issued Sept 12, 2024
July 7, 2022

Making a difference...together

Project Charter

Fulford pickleball courts
Version No. 1

Project Name:	Fulford Pickleball Courts
Department Name / Division Name:	Salt Spring Island Parks and Recreation
Budget / Account Code (WBS):	CX.198.4505
SharePoint File No.:	
Start Date:	Feb 2026
Finish Date (anticipated):	Dec 2027 (this phase)
Prepared By / Date:	Spencer Cook / May 1, 2026
Project Manager:	Kent Bittorf
Budget Manager:	Kent Bittorf
Last Updated:	Tuesday, June 09, 2026

1. PROJECT DETAILS

Pickleball participation on Salt Spring Island has experienced significant growth in recent years, resulting in increased demand for court space beyond the current capacity. At present, pickleball courts are located at Portlock Park, where a single tennis court has been repurposed to accommodate four pickleball courts. This location has limited ability to expand and is not sufficient to meet current demand and anticipated plans for the park space.

In alignment with the Master Plans for Portlock Park and the Rainbow Road Recreation Areas, pickleball courts are proposed to be relocated from Portlock Park to allow these parks to better meet their intended recreational objectives. Relocating pickleball activities supports improved park functionality while addressing capacity, scheduling, and user conflict issues at Portlock Park.
The original master plan for Rainbow Recreation center had both pickleball and tennis courts in the rainbow recreation area. Community feedback on the approved master plans indicated that pickleball noise in a central area such as 262 Rainbow Road could potentially negatively impact the surrounding neighbors. Investigation into a new potential site was initiated to locate an appropriate and available space to relocate pickleball.

The proposed new location is on land behind the Fulford Fire Hall (2470 Fulford-Ganges Rd). This site currently includes a tennis court with pickleball lines licensed to the CRD and can accommodate six pickleball courts, with the potential to expand to eight courts in the future. Compared to the current location, the Fulford site offers greater separation from nearby residential areas, which may help mitigate noise concerns associated with pickleball play.

The proposed land is within the Agricultural Land Reserve (ALR) and is currently zoned A1(f), with surrounding lands zoned A1. Active recreation is not currently a permitted use under this zoning,

creating a key regulatory consideration for the project. A heritage and archaeological review has been completed internally with the Capital Regional District (CRD), identifying the site as low risk, with a requirement for cultural monitoring at early stages of development.

Land acquisition options include either purchasing the land at an estimated cost of $85,000–$100,000 or entering a long-term lease arrangement estimated at $3,000–$4,000 annually. While the Fulford Fire Hall location is farther from the island's northern population centers than the current courts, alternative locations with sufficient space, appropriate buffers, and lower impacts to surrounding residential areas are limited.

2. PROJECT PURPOSE

The purpose of this project is to increase pickleball court capacity on Salt Spring Island by relocating and expanding facilities to a site that better meets current and future recreational needs. Specifically, the project aims to support the growing pickleball community by providing a minimum of six dedicated courts, with the ability to expand to eight courts as demand continues to rise.

Relocating the courts supports the implementation of the Portlock Park and Rainbow Road Recreation Area Master Plans by reducing pressure on Portlock Park and allowing that site to function as originally intended. The Fulford Fire Hall site offers an opportunity to accommodate increased pickleball activity while reducing potential noise impacts to nearby residential neighborhoods.

The project also seeks to balance public access, land-use constraints, financial considerations, and long-term recreational planning. While the site is less centrally located for some users, it represents the most feasible option for expanded pickleball facilities given space requirements, buffering needs, and the limited availability of alternative sites. Overall, the project aims to deliver a sustainable, scalable, and community-supported solution for pickleball infrastructure on Salt Spring Island.

To continue offering pickleball at two different locations (currently Fulford and Portlock) there may be a desire to establish multi-use courts into the Rainbow master plan to provide a small contingent of courts at this location as well as a main pickleball hub at Fulford.

3. CRITICAL SUCCESS FACTORS

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

1. Delivered on-budget
2. Continue to meet or exceed recreation use and future demand requirements.
3. Design alignment with user-groups (pickleball/tennis)

KPI	Description	Target
Safety	No safety incidents, track near misses	0 Incidents
Cost	Clear cost tracking/trending to avoid overages	+/- 10% of budget
Schedule	Completion of deliverables by end of 2026	+/- 10% of scheduled finished date
Quality	Designs are reviewed and approved by user groups and experts	Conceptual design
Court capacity	Designed number of courts suitable for predicted demand	6 dedicated pickleball courts, potential for some multi-use

4. SCOPE

The scope of this portion of the project is looking to attain land approvals and preliminary designs to complete the necessary pre-work to ensure the site can be fully integrated and utilized for Pickleball courts. Detail designs, tender package and construction execution will all be part of the next phases of the project and not included within this scope. Deliverables for this phase are a sound preliminary design (supported with all appropriate land approvals) and a class D cost estimate for completion of remainder of project. Development of detailed designs, tender package for construction, selection of construction vendor, construction execution and closeout are all parts of future project phases.

This funding is approved, but as this decision impacts the residents of the island and the pickleball community specifically, the Local Community Commission (LCC) agreement on site location prior to expending further resources is requested.

The steps needed to confirm the site as acceptable would be as follows:

1. LCC Approval to progress exploration of courts at Fulford Fire Hall
2. Engage pickleball community on conceptual designs and location
    a. Engage with Tennis association
3. Engage firehall for MoU (memorandum of understanding) to ensure aligned intentions and compensation expectations
4. Initiate non-farm-use status for the site location currently in the Agricultural Land Reserve (ALR) – Could take 12 months to receive approval
5. Initiate rezoning to PR1 to allow for active recreation
6. Engage design firm for conceptual and preliminary designs
7. Engage geotechnical services to evaluate subgrade and provide info needed for construction cost estimate
8. Develop Class D cost estimate based on updated designs to pursue next steps
    a. Development of detail designs
    b. Tender ready package
    c. Construction execution (to be refined after detail designs completed)

The final project is intended to incorporate the following scope, with some changes likely through detailed design and refinement of the project plan.

- 6 regulation pickleball courts, asphalt surface
- New parking (≈14 stalls incl. 2 accessible + overflow
- Drainage works incl. culvert/headwall modifications
- Minor regrading and access road improvements
- Chain-link fencing and sound attenuation matting
- Benches, picnic tables, portable toilets
- ALR + Islands Trust approvals/rezoning required
- Cultural monitoring: 5 days during initial construction

5. PROJECT DELIVERABLES

No.	List of Project Deliverables	Acceptance Criteria *(Specific standards, written criteria, etc.)*
1	**ALR non-farm use status for identified court area**	Referral from Islands Trust and Approval of non-farm use status from ALR
2	**Rezoning court area to PR1 to allow for active recreation**	Approval from Islands Trust
3	**Memorandum of understanding for land purchase/lease**	Firehall will provide the land at a reasonable cost structure for an appropriate length of time
4	**Geotechnical report on subgrade composition and depth of bearing**	Certified professional report
5	**Updated court designs (preliminary designs)**	Court designs updated with excavation and civil measurements, approximate construction quantities and all amenities needed
6	**Class D cost estimate for detailed designs, tender ready package and construction execution**	Cost estimate including all remaining steps to fully establish pickleball courts at this location
5	**Phase 2* - RFP package for detailed design development**	"Tender-ready" package available to distribute to design vendors upon approval of funding
6	**Phase 2* - Detailed design package**	Fully detailed IFT package for construction tender. Including specs for court, parking, drainage, fencing, landscaping, amenities and Class B execution cost estimate.

* - Phase 2 is not part of current scope

6. TIMELINES

No.	Milestones, etc.	Due dates
1	LCC Approval	**June 2026**
2	Initial pickleball engagement	**June 2026**
2	MoU with Firehall	**June 2026**
3	Initiate ALR land use removal (could take upwards of 6-12 months)	**July 2026**
5	Initiate rezoning application	**July 2026**
6	Engage design firm through RFP process	**Sept 2026**
7	Draft preliminary design and specs through design firm	**Nov 2026**

7. BUDGET

$45,000 has been included in the 2026 Salt Spring Island Parks and Recreation Capital Plan to fund racquet sport court designs.

Cost Explanation	Amount ($)	Funding Source
ALR Non-Farm use application and approval	5,000	
Rezoning application and approval	7,500	
Geotechnical study/report	5,000	
Real Estate / Legal	4,500	
Conceptual design updates	2,000	
Preliminary designs	15,000	
SUB TOTAL	**39,000**	
Project Management (~5%)	2,000	
Contingency (~10%)	4,000	
TOTAL	**45,000**	

** Class D estimate +/- 50%*

8. ADDITIONAL ASSUMPTIONS / CONSTRAINTS / CONSIDERATIONS

No.	Description
1	No major archeological concerns
2	Rezoning and ALR non-farm use status applications will be approved
3	Funding will be available for full project execution
4	Firehall lease agreements are received for approximated cost and timelines

9. PROJECT TEAM

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

Role	Team Member	Comments
Project Tech	Spencer Cook	Identify project risks and implement mitigation strategies. Lead project status review meetings and maintain effective communication with key stakeholders. Liaise with the Commission and attend Commission and Board meetings as required, including preparation of staff reports. Ensure compliance with applicable policies, procedures, and governance requirements. Collaborate on the final project report
Project Manager	Kent Bittorf	Plan, coordinate, and allocate resources to address issues and maintain project progress Provide overall leadership for the project team and responsibility for scope, schedule, and budget. Manage all project procurement, including contract and purchase approvals under $50,000

Role	Team Member	Comments
Senior Manager (Project Champion)	Dan Ovington	Map out steps and act as conduit to CRD management/board and LCC Manage all project procurement, including contract and purchase approvals under $100,000
Project Administration	SSI Admin Staff	Provide tender and contract administration. Book venues for open house/public engagement. Draft communications plan. Advertise /promote engagement events/materials as required Field questions related to project. Ensure compliance with policies and procedures. Monitor project budget.
First Nation Engagement	CRD FN Relations Department	Support project team and consultant with FN engagement. Provide templates and review letters to FN.

10. KEY STAKEHOLDERS

Stakeholder	Role/Impact in project	Role or Involvement in Decision Making *(see legend below)*
Local Community Commission	Needs to be kept informed of the project. Commitment and support for project is necessary. Key decision maker who makes recommendations to CRD Board for final consideration.	C
/ Island Trust / ALC	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a high level of impact on the decisions. (Zoning, setbacks)	I / C
Pickleball Society	Ensure stakeholder requirements are represented on the project. Group's level of concern can have impact on the decisions	C
Tennis Society	Keep informed of progress and engaged in overall racket sport court strategy for Salt Spring	C
SSI Fire	Ensure clear communications, especially around construction timing/access and involve in conceptual design decision making to ensure suitability and that Fire services are not impacted	C
Adjacent property owners	Ensure stakeholder requirements are represented on the project. Group's level of concern can have impact on the decisions.	I

Legend
NI = no involvement
R = Responsible for completing the work
A = Accountable for overall correct and timely completion of project
C = Consulted
I = Informed

11. RISK IDENTIFICATION

No.	Risks Identification *(Related to scope, schedule, budget, stakeholders, etc.)*	Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high	High Level Risk Response Strategy *(if applicable)*
1	Land use changes not approved	Low	High	Investigate other potential sites or remain at 262 Rainbow Road.
2	Geotechnical report shows unsuitable subgrade	Low	High	Cost estimates and execution plan to remediate sub-grade
3	Proposals for detailed design exceed budget allowance	Med	Med	Seek other funding sources or plan for future years
4	Pickleball community not supportive of location	Med	Med	Propose future possibility of multisport courts in a more central location

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

Position/Title	Print Name	Signature	Date
Project Manager	Kent Bittorf		
Project Sponsor	SSI Local Community Commission		

13. CHANGE MANAGEMENT AND ADDENDA

Change No.	Details	Signature (PM, Sponsor)	Date

1			
2			



CONTEXT PLAN **Scale: 1:20,000**

METRIC 100 0 100 200 300 400 500

GENERAL NOTES

Site Characteristics

Project Location - Behind Existing Fulford Fire Hall
2470 Fulford-Ganges Road

Site: Proposed lease area directly behind fire hall training yard on raised area that has been cleared, filled and levelled, with rough grass.

- Area approx. 46m square = 2,141.45 m^2(0.214 ha.) (0.529 acres)
- Adjacent area to west, at rear of site is planned for possible future fire department development.

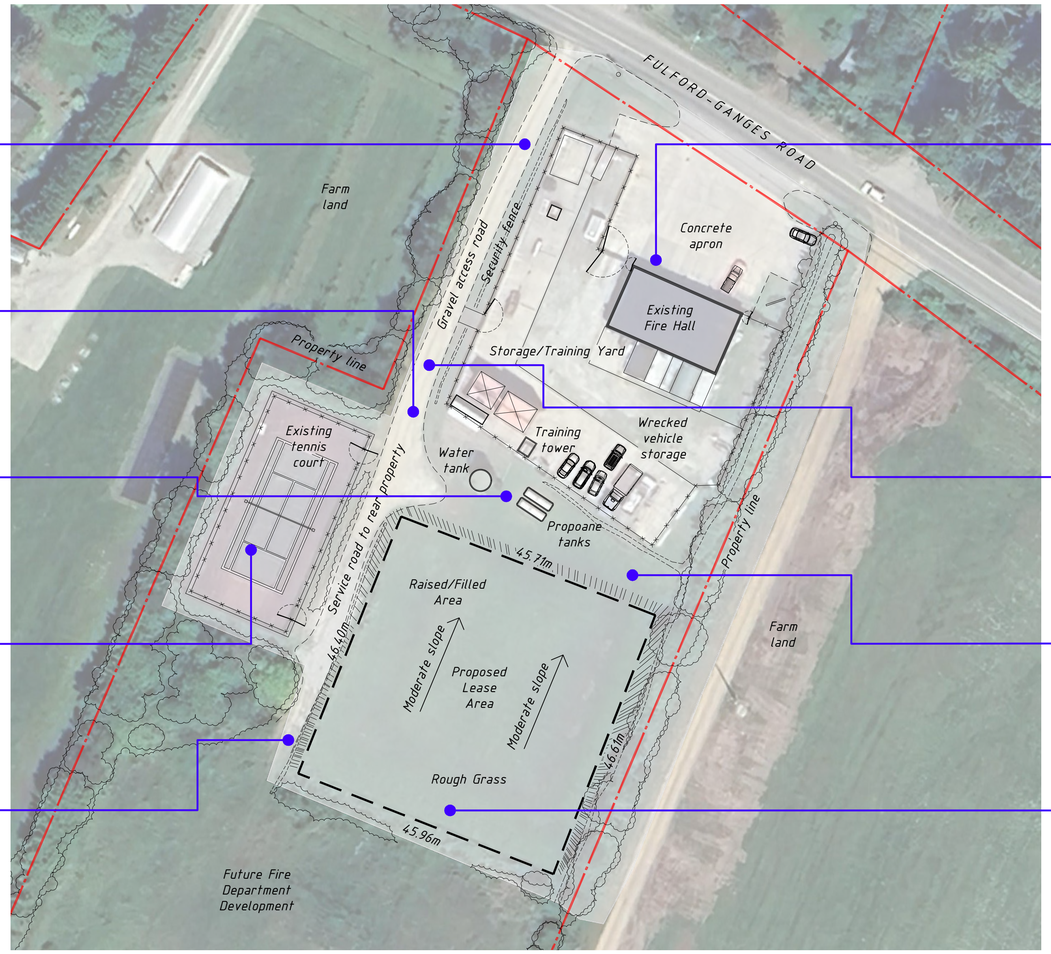
Amenity Requirements:

- Sound buffering
  - o Dense perimeter planting outside court fenceline
  - o Possibly acoustical matting on fences
- Parking adjacent to new courts - 10 stalls
  - o Islands Trust parking stall dimensions - 2.7m w. x 6.1m l.
- 10' h. chain-link perimeter fence around courts
- 4 - asphalt surfaced pickleball courts (1st stage)
  - o coloured acrylic surfacing
  - o minimum 1% end-to-end or crossfall for drainage
  - o pipe runoff drainage to adjacent ditches
- Gravel access road & parking; concrete wheel stops
  - o asphalt footpath to court entrance & portable toilets
- 4 - 6' l. benches - one at each court
- Two portable toilets (accessible standard)
  - o close to access road for servicing
  - o extend asphalt footpath in front of toilets
  - o provide 8' h. privacy screen fence around toilet units (no direct line of sight)
- Signage
  - o 1 rule sign, similar to one on existing tennis court fence
  - o No additional directional signage on highway (existing sign)
- No water standpipe required at present
- No security barrier or gate on access road required at present
- No site lighting or electrical required at present














EXISTING SITE PLAN

DESIGN NOTES

1. Court Surfacing
   - Pickleball courts may be surfaced with various materials, including asphalt, concrete, cushioned acrylic or synthetic turf.
   - Asphalt or concrete are traditional choices, but other options offer possible benefits such as player comfort, durability, or ease of installation.
   - Asphalt is the most common and cost-effective option, being durable and requiring relatively low maintenance. Concrete is known for its long-lasting nature and providing a smooth playing surface.
     - ○ Both Asphalt and concrete surfaces may be painted or lined with complimentary colours to designate zones and limits.
   - Cushioned acrylic surfacing is a premium option that adds a layer of shock absorption for enhanced player comfort and reduced joint stress.
     - ○ Synthetic turf designed for padel and tennis courts can also be used for pickleball, offering good durability and resistance to wear and tear.
2. Geotechnical Assessment
   - The existing site "platform" appears to have been cleared and filled, with a moderate south-to-north slope for surface runoff. No information has been provided concerning consolidation or type(s) of fill used.
   - It is recommended that a geotechnical assessment be carried out to determine if further compaction is required to provide an adequate base for the intended use.
3. Drainage
   - Submerged courts can be extremely destructive to acrylic surfacing materials. Adequate slope is crucial for directing water away from the court surface, to prevent ponding, which may cause issues like coating breakdown, surface damage, and reduced playability.
   - Slope should be consistent and run in one direction, either side-to-side, end-to-end, or corner-to-corner.
   - The court surface should have down-slope of not less than 1% for positive sheet run-off to prevent ponding or accumulation of rainfall.
   - It is also important to provide adequate perimeter drainage to collect and divert water away from the court. This can take the form of "French drains", ditches, swales or other systems to prevent water from accumulating around the hard surfaced edges.

NORTH

Scale: 1:500

METRIC 10 5 0 10 20 30 40

Revisions		
No.	Date	Description
01	Aug. 23, 2025	General
02	Aug. 30, 2025	General
03	Oct. 02, 2025	General

Appendix D

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CAPITAL REGIONAL DISTRICT

NEW FULFORD PICKLEBALL COURTS
BEHIND EXISTING FULFORD FIRE HALL, 2470 FULFORD-GANGES ROAD, SALT SPRING ISLAND, BC

CONTEXT & EXISTING SITE PLAN

Project No.: 2025-01
Drawn by: dcg, srd
Date: October 02, 2025

Drg. No. **SK - 1**

Revision No.: *03* Date: *October 02, 2025*

E:\Scape Self Employment\3_Clients\3_Dave Gibbon\Fulford Firehall Pickleball Courts\Working Drawings\SC-25-101_DG_FulfordFireHallPickleball_ConceptPlan_SS-01_SitePlan_metre_Rev03.dwg)



PROPOSED SITE USE PLAN

NORTH

Scale: 1:200

METRIC 4 2 0 4 8 12 16M

E:\Scape Self Employment\3_Clients\3_Dave Gibbon\Fulford Firehall Pickleball Courts\Working Drawings\SC-25-101_DG_FulfordFireHallPickleball_ConceptPlan_SS-01_SitePlan_metre_Rev03.dwg)

Revisions

No.	Date	Description
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CAPITAL REGIONAL DISTRICT

NEW FULFORD PICKLEBALL COURTS
BEHIND EXISTING FULFORD FIRE HALL,
2470 FULFORD-GANGES ROAD,
SALT SPRING ISLAND, BC

GENERAL CONCEPT 01

SITE PLAN

Project No.: 2025-01
Drawn by: dcg, srd
Date: October 02, 2025

Drg. No. **SK - 2**

Revision No.: *03* Date: *October 02, 2025*