



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

Thursday, October 19, 2023

9:00 AM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

MS Teams Link [click here](#)

E. Rook (Chair), G. Holman (Vice Chair), G. Baker, B. Corno, B. Webster

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Call to Order

2. Territorial Acknowledgement

3. Approval of Agenda

4. Adoption of Minutes

- 4.1. [23-753](#) Minutes of the September 14, 2023 Salt Spring Island Local Community Commission Meeting

Recommendation: That the minutes of the August 22, 2023 meeting be adopted as presented.

Attachments: [Minutes - September 14, 2023](#)

- 4.2. [23-754](#) Minutes of the September 21, 2023 Salt Spring Island Local Community Commission Meeting

Recommendation: That the minutes of the September 21, 2023 meeting be adopted as presented.

Attachments: [Minutes - September 21, 2023](#)

5. Chair and Commissioner Remarks

6. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address for "Addressing the Salt Spring Island Local Community Commission" no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Salt Spring Island Local Community Commission (LCC) at saltspring@crd.bc.ca. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

- 6.1. [23-755](#) Adam Olsen, Member of the Legislative Assembly (MLA) re: Introduction to the Salt Spring Island Local Community Commission.

7. Commission Business

- 7.1. [23-756](#) Salt Spring Island Local Community Commission Services External Grants

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

Attachments: [Staff Report: LCC Services External Grants](#)
[Appendix A: 2023 External Grants Dashboard](#)

- 7.2. [23-767](#) Grant-In-Aid Applications - Salt Spring Film Festival And Green Ground Community Design Society

Recommendation: That the Salt Spring Island Local Community Commission:
1. Approve a Grant-In-Aid to Salt Spring Film Festival Society in the amount of \$6,000.00
2. Deny the Grant-in-Aid application from the Green Ground Community Design Society in the amount of \$5,000.

Attachments: [Staff Report Grant-In-Aid Applications](#)
[Appendix A: Grant-In-Aid Application – Salt Spring Firm Festival](#)
[Appendix B: Project Budget 2023-2024](#)
[Appendix C: Statement of Operations for the Fiscal Year 2022/2023](#)
[Appendix D: Quote for Equipment Purchase](#)
[Appendix E: Grant-In-Aid Application – Green Ground Community Design Socie](#)
[Appendix F: Statement of Operations for the Fiscal Year 2022/2023](#)

- 7.3. [23-769](#) Salt Spring Island Local Community Commission Branding

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

Attachments: [Staff Report: SSI LCC Branding](#)

- 7.4. [23-770](#) Salt Spring Island Parks and Recreation Bylaw Enforcement

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

Attachments: [Staff Report: SSI Parks and Recreation Bylaw Enforcement](#)

- 7.5. [23-771](#) Local Community Commission Administrative Support

Recommendation: The Salt Spring Island Local Community Commission recommends to the Capital Regional Board to add a full-time administrative support position to the 2024 Salt Spring Island Local Community Commission Administration budget.

Attachments: [Staff Report: LCC Administrative Support](#)
[Appendix A: Budget Minus Full-Time Admin Support](#)
[Appendix B: Budget With Full-Time Admin Support](#)

7.6. [23-772](#) 2024 - 2028 Transportation Capital Overview

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

Attachments: [Attachment: 5 Year Capital Plan](#)

7.7. [23-780](#) SSI Community Transit Monthly Revenue Report - Quarter 3

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

Attachments: [Attachment: SSI Transit Report - Q3](#)

7.8. [23-790](#) Salt Spring Island 2023 Quarterly Project Tracker No. 3

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

Attachments: [Attachment: 2023 Quarterly Project Tracker](#)

8. Notice(s) of Motion

8.1. **23-774** Motion with Notice: Public Meeting Notifications (B.Webster)

Recommendation: That the Salt Spring Island Local Community Commission (LCC) request staff to provide commissioners, for their information, seven days advance notice of plans to post, repost or cancel public procurement relating to any LCC service.

8.2. **23-775** Motion with Notice: Park Infrastructure

Recommendation: That the Salt Spring Island Local Community Commission (LCC) request staff notify the LCC before moving infrastructure from CRD parks and consult with them on whether this infrastructure will be repaired or replaced.

8.3. **23-776** Motion with Notice: Local Policy Update (E. Rook)

Recommendation: That the Salt Spring Island Local Community Commission adopt the following local policy on its meetings, consistent with the CRD Procedures Bylaw 3828, Community Charter, and Local Government Act, to provide more detailed guidance for the planning, implementation, and reporting of Local Community Commission meetings. Pursuant to the LCC motion approved 22nd August 2023 that "the LCC hold one regular daytime meeting per month and one evening meeting per month," it shall be the policy of the LCC that those meetings be scheduled on a regular and predictable basis as follows:

* The monthly evening meeting will be scheduled for 5:00PM on the 2nd Thursday of each month.

* The monthly daytime meeting will be scheduled for 9:00AM on the 3rd Thursday of each month.

This meeting calendar will be effective as of the January 2024 LCC meetings. Meetings prior to that date shall adhere as closely as possible to this schedule as determined by the vote of the LCC.

Pursuant to the LCC motion approved 20th June, requesting "the Chair and Vice Chair to meet with staff to develop agendas and to participate in regular administrative briefings," those meetings will be scheduled by the Chair for the first Monday of the month at 10AM (the following Tuesday in the event of a statutory holiday) so as to allow adequate time to prepare, review, and post the meeting agendas. While the Chair retains the authority to change the date and time of the meeting due to circumstances, it should be used sparingly so as to not unduly limit the time available to all parties for their agenda preparation work.

Pursuant to section 12(1) of CRD Board Procedures Bylaw 3828, the agenda shall be prepared "under the direction of the Chair". A copy of the final agenda will be provided to the Chair and Vice-Chair by the end of business the Thursday preceding the meeting date for their review and approval. (By Friday if following a statutory Monday holiday). If approval of a final agenda duly provided has not been received by 8:00am on the Monday prior to the meeting, the agenda may be posted without Chair approval. Unless the preceding exception applies, an LCC meeting agenda shall not be publicly posted without prior approval of the Chair or Vice-Chair.

The draft minutes of each meeting shall be provided to the LCC Commissioners as soon as they are available but in no case later than one week following the second monthly meeting so that the Commissioners will have the opportunity to make corrections to the draft minutes prior to their release in the subsequent agenda package.

8.4. [23-794](#) Motion with Notice: Southern Gulf Island Tourism Partnership

Recommendation: TBD

9. Correspondence - None

10. Motion to Close the Meeting

10.1. **23-777** Motion to Close the Meeting

Recommendation: That the meeting be closed for Negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 item]

11. Rise and Report

12. Set Future Meeting Date(s)

13. Adjournment



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission
Held Thursday, September 14, 2023 at the Salt Spring Island Multi-Space (SIMS)
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Earl Rook (Chair), Gayle Baker, Ben Corno and
 Brian Webster
 Staff: Ted Robbins, Chief Administrative Officer, Kristen Morley, General
 Manager, Corporate Services, Karla Campbell, Senior Manager, Salt Spring Island
 Administration, Dan Ovington, Parks and Recreation Manager, Dean Olafson,
 Engineering Manager, Salt Spring Island, and Shayla Burnham, Committee Clerk

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

1. Call to Order

The meeting was called to order at 9:01am by Chair Rook.

2. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Chair Rook.

3. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission approve the agenda of
August 22, 2023 as amended by adding item number 7.6 Proposal for Temporary Winter
Camp.

CARRIED

4. Adoption of Minutes

4.1 Minutes of August 22, 2023 Salt Spring Island Local Community Commission Meeting

MOVED by Commissioner Baker, **SECONDED** by Commissioner Corno,
That the minutes of the August 22, 2023 meeting be adopted as amended by
updating item 8.4. number 3. to read; "That costs associated for additional and
evening meetings to support the LCC on an ongoing basis be included and reported
in the 2024 Salt Spring Island Administration Budget."

CARRIED

5. Chair and Commissioners Remarks

Director Holman briefly reported:

- Salt Spring Island awarded over \$2 million in Growing Communities Funding.
- Salt Spring Island Electoral Area Director 2024 Provisional Budget review meeting scheduled Friday, September 29, 2023.
- Alternative Approval Process for \$85 million in borrowing for Regional Housing approved by the CRD Board.
- Five-year funding agreement with CREST emergency telecommunications provider approved by the CRD Board. CREST co-located equipment on the new Rogers tower in Channel Ridge which will improve coverage for emergency responders in the north Salt Spring Island area.

Commission Webster briefly reported:

- Large number of attendees at the Thursday, August 31, 2023 Town Hall 2024 budget planning discussion.

Commissioner Baker briefly reported:

- Nicolas Jimenez, President & Chief Executive Officer, BC Ferries, attending Ask Salt Spring on Friday, October 20, 2023.

6. Delegations/Presentations

6.1. B. Johnson, Youth Baseball and Soccer; re: History of Attempted Playing Field Acquisitions on SSI

- Multiple organizations met to discuss Portlock Park's Master Plan three conceptual designs.

6.2. R. Jenkinson, Island Pathways; re: Salish Sea Trail Active Transportation Visions for SSI

- Reiterated the need for CRD funding partnerships to complete the Salish Sea Trail.

7. Commission Business

7.1. Memorandum: 2024 Preliminary Local Community Commission Budget Review

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
The Salt Spring Island Local Community Commission approve the Street Lighting Preliminary Budget Summary as presented.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
The Salt Spring Island Local Community Commission approve the Search and
Rescue Preliminary Budget Summary as presented.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
The Salt Spring Island Local Community Commission approve the Livestock
Compensation Preliminary Budget Summary as presented.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
The Salt Spring Island Local Community Commission approve the Grant in Aid
Preliminary Budget Summary as amended by adding annual increases of \$3,000
for 2025 to 2028.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
The Salt Spring Island Local Community Commission approve the Arts Preliminary
Budget Summary as amended by moving the \$5,690 for Other Operating Expenses
within the 2024 Budget request from an ongoing expense to a one-time expense.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
The Salt Spring Island Local Community Commission approve the Library
Preliminary Budget Summary as amended by increasing the contribution payment
to library operating costs by 10% over 2023 for 2024 and an additional 10% over
2024 for 2025.

CARRIED

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
Request staff to provide a report on maintenance and capital responsibilities
relating to facilities operated by societies ASA contribution services operated
under the Local Community Commission services.

CARRIED

MOVED by Commissioner Rook, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission suspend the rules to
allow K. Hudson, Library Director, to speak in regard to the 2024 Library Preliminary
Budget Summary.

CARRIED

MOVED by Commissioner Rook, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission recess the meeting at
11:51am.

CARRIED

Chair Rook announced the recess had ended and the meeting was called to order again at 12:21pm.

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
The Salt Spring Island Local Community Commission approve the Liquid Waste Preliminary Budget Summary as presented.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Director Holman,
The Salt Spring Island Local Community Commission deny the Community Economic Development Preliminary Budget Summary as presented.

DEFEATED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
The Salt Spring Island Local Community Commission approve the Community Economic Development Preliminary Budget Summary as presented.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission request staff to report on the Community Economic Development Preliminary Budget Operating Other item for 2024 to assist the commission with decisions on whether to continue with expenses.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
The Salt Spring Island Local Community Commission approve the Transportation Preliminary Budget Summary as amended by increasing the transfer to Capital Reserve Fund by \$10,000 from \$90,000 to \$100,000 for 2024-2028.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Webster,
The Salt Spring Island Local Community Commission approve the Transit Preliminary Budget Summary as amended by reducing the transfers to Capital Reserve Fund by \$25,000 from \$35,000 to \$10,000, fund the bus shelter with grant funding in the 2024 Capital Plan and to not support the BC Transit 2024-2025 Transit Expansion Service Expansion MOU in 2024 with a review of the BC Transit Service Expansion MOU in 2025.

CARRIED

7.2. Project updates

MOVED by Commissioner Baker, **SECONDED** by Director Holman, The Salt Spring Island Local Community Commission defer Project Updates to the Thursday, September 21, 2023 Continuation of the September 14, 2023 Regular meeting.

CARRIED

7.3. Grants-In-Aid Salt Spring Island Film Festival Society

MOVED by Commissioner Baker, **SECONDED** by Commissioner Corno, The Salt Spring Island Local Community Commission approve a Grant-in-Aid to Salt Spring Film Festival Society in the amount of \$6,000.00.

DEFERRED

7.4. Centennial Park Plaza Upgrade and Lighting Project

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,

1. That an application for \$198,000 of Community Works Funding be submitted.
2. That the Salt Spring Island Community Commission recommends the Capital Regional District Board amend the Salt Spring Island Community Parks Service Five-Year Financial Plan to increase the Centennial Park Project budget by \$198,000 (from \$761,748 to \$959,748) to upgrade Centennial Park with funding from a combination of Capital Reserve Funding and Community Works Funding in 2023.

CARRIED

7.5. Future Meeting Dates

MOVED by Commission Rook, **SECONDED** by Commissioner Baker, That the Salt Spring Island Local Community Commission pause the Regular meeting due to time constraints and continue the Regular meeting on Thursday, September 21, 2023 at 9:00am.

CARRIED

7.6. Proposal for Temporary Winter Camp – deferred

8. Notice(s) of Motion

8.1. Motion with Notice: Salt Spring Island Local Community Commission (LCC) be branded as "Salt Spring Island LCC Services" (B. Webster)

That all services under the purview of the Salt Spring Island Local Community Commission (LCC) be branded as "Salt Spring Island LCC Services" and the following steps be taken to implement this new branding:

1. Conduct a community logo/wordmark design contest for Salt Spring Island LCC Services during fall 2023.
 2. Open the contest to all Salt Spring residents and particularly encourage youth submissions.
 3. Assemble a selection of LCC service-related prizes for the contest (such as a swim pass, a transit pass and other items) in addition to a modest cash award.
 4. Invite a small group of local art teachers, commercial artists and/or graphic designers plus a staff member to serve as ad hoc contest judges/advisors, tasked with selecting from the contest entries a shortlist of three logos/wordmarks for the consideration of the commission.
 5. Ask the judges/advisors to rate the entries using six criteria:
 - Appropriateness to our community
 - Graphic quality
 - Distinctiveness
 - Versatility
 - Memorableness
 - Timelessness
 6. The Commission shall assess the three shortlisted logo/wordmarks at an LCC meeting using the same criteria.
 7. Roll out the selected logo/wordmark over time as new signs, documents and other materials are needed.
- The Commission discussed this motion at their Thursday, September 21, 2023 Continuation meeting of the Thursday, September 14, 2023 Regular meeting.

9. Correspondence

9.1. Email dated September 5, 2023 M. Squires re: Support in Exploring ALR Land for Regulation Ball Field on SSI

- The Commission received this correspondence for information at their Thursday, September 21, 2023 Continuation meeting of the Thursday, September 14, 2023 Regular meeting.

10. Motion to Close the Meeting

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

1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter.
2. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter.

CARRIED

The Commission left the meeting at 3:52pm.

The Commission returned to the meeting at 4:15pm.

11. Rise and Report

MOVED by Commissioner Rook, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission appoints Jen Oestreicher, Robin Williams and Sonja Collombin to the Ganges Harbour Walk Steering Committee as the three members at large, effective immediately, for a two-year term, expiring December 31, 2025.

CARRIED

12. Adjournment

MOVED by Commissioner Rook, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission recess the meeting at 4:18pm.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the CONTINUATION of the Regular Meeting of the Salt Spring Island Local Community Commission Held Thursday, September 21, 2023 at the Salt Spring Island Multi-Space (SIMS) 124 Rainbow Rd, Salt Spring Island, BC V8K 2K3

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Earl Rook (Chair), Gayle Baker, Ben Corno and Brian Webster
 Staff: Dan Ovington, Parks and Recreation Manager and Shayla Burnham, Committee Clerk

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

Chair Rook announced the recess had ended and the meeting was called to order again at 9:00am.

7. Commission Business

7.1. Memorandum: 2024 Preliminary Local Community Commission Budget Review

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission defer the evolution of the Saturday market.

DEFEATED

Commissioner Corno announced a potential conflict of interest due to his position on the Community Market Society and left the room at 9:16am.

MOVED by Director Holman, **SECONDED** by Commissioner Rook,
That the Salt Spring Island Local Community Commission defer the evolution of the Saturday market.

DEFEATED

Commissioner Corno re-entered the meeting room at 9:28am.

MOVED by Director Holman, **SECONDED** by Commissioner Rook,
That the Salt Spring Island Local Community Commission reduce the transfer to capital reserves required for the local share of the Kanaka maintenance facility from 156k to 25k with a commitment to make up the balance with a Community Works Funds contribution.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Rook,
That the Salt Spring Island Local Community Commission defer the addition of a
Salt Spring Island Multi Space (SIMS) facility worker until 2025.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission confirms that the
Rainbow Recreation Centre remain closed on Sundays removing \$35,000 in
auxiliary wages and \$13,000 in revenue from the 2024 budget.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community defer the designs and costing for the
Rainbow Recreation Centre leisure pool expansion.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community include the mechanical equipment
and any other significant updates to the swimming pool with the municipal
borrowing.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission request staff look to
reduce annual Bylaw Enforcement labour costs and report back to the Commission.

CARRIED

7.2. Project updates

Harbour Walk and Road Side Pathway Conceptual Designs

- Two letters received from First Nations requesting further information and staff have hired an archaeologist.

Ganges Harbour Walk Steering Committee

- Sonja Collombin, Jen Oestreicher, and Robin Williams were appointed to the Ganges Harbour Walk Steering Committee.

Kanaka RFP

- The Commission requested staff schedule a site visit to view the Kanaka Road property.

Baseball Delegation Update

- Stakeholders will be presenting staff with information that staff will present to the Commission for consideration.

Mount Maxwell Interim Plan

- Interim management plan underway.

Fleet Electrification

- LCC has received one of two electric trucks.
- LCC electric mower was returned to the manufacture for a full refund. Staff exploring options to purchase from a different manufacturer.

Salt Spring Island Multi Space (SIMS) Dance Floor

- New hardwood dance floor installed in SIMS.

Request for Proposal (RFP) for the Salt Spring Island Market

- RFP closes October 5, 2023.

7.5. Future Meeting Dates

MOVED by Commission Rook, **SECONDED** by Commissioner Baker,
That the Salt Spring Island Local Community Commission set Thursday,
October 12, 2023 as the next Town Hall meeting date which will be held from
5:00pm – 7:00pm in the foyer of the Salt Spring Island Multi Space (SIMS) located
at 124 Rainbow Road, Salt Spring Island, BC.

CARRIED

MOVED by Commission Rook, **SECONDED** by Commissioner Webster,
That the Salt Spring Island Local Community Commission set Thursday,
October 19, 2023 at 9:00am as the next Regular meeting date.

CARRIED

8. Notice(s) of Motion

8.1. Motion with Notice: Salt Spring Island Local Community Commission (LCC) be branded as “Salt Spring Island LCC Services” (B. Webster)

That all services under the purview of the Salt Spring Island Local Community Commission (LCC) be branded as "Salt Spring Island LCC Services" and the following steps be taken to implement this new branding:

1. Conduct a community logo/wordmark design contest for Salt Spring Island LCC Services during fall 2023.
2. Open the contest to all Salt Spring residents and particularly encourage youth submissions.
3. Assemble a selection of LCC service-related prizes for the contest (such as a swim pass, a transit pass and other items) in addition to a modest cash award.
4. Invite a small group of local art teachers, commercial artists and/or graphic designers plus a staff member to serve as ad hoc contest judges/advisors, tasked with selecting from the contest entries a shortlist of three logos/wordmarks for the consideration of the commission.
5. Ask the judges/advisors to rate the entries using six criteria:
 - Appropriateness to our community
 - Graphic quality
 - Distinctiveness
 - Versatility
 - Memorableness
 - Timelessness
6. The Commission shall assess the three shortlisted logo/wordmarks at an LCC meeting using the same criteria.
7. Roll out the selected logo/wordmark over time as new signs, documents and other materials are needed.

MOVED by Commission Webster, **SECONDED** by Commissioner Rook,
That the Salt Spring Island Local Community Commission refer the Motion with Notice: Salt Spring Island Local Community Commission (LCC) be branded as “Salt Spring Island LCC Services” to staff for further information.

CARRIED

8.2. Commissioner Webster proposed the following motion:

That the Salt Spring Island Local Community Commission (LCC) request staff to provide commissioners, for their information, seven days advance notice of plans to post, repost or cancel public procurement relating to any LCC service.

8.3. Commissioner Corno proposed the following motion:

That the Salt Spring Island Local Community Commission (LCC) request staff notify the LCC before moving infrastructure from CRD parks and consult with hem on whether this infrastructure will be repaired or replaced.

8.4. Commissioner Rook proposed the following motion:

That the Salt Spring Island Local Community Commission adopt the following local policy on its meetings, consistent with the CRD Procedures Bylaw 3828, *Community Charter*, and *Local Government Act*, to provide more detailed guidance for the planning, implementation, and reporting of Local Community Commission meetings.

Pursuant to the LCC motion approved 22nd August 2023 that “the LCC hold one regular daytime meeting per month and one evening meeting per month,” it shall be the policy of the LCC that those meetings be scheduled on a regular and predictable basis as follows:

- The monthly evening meeting will be scheduled for 5:00PM on the 2nd Thursday of each month.
- The monthly daytime meeting will be scheduled for 9:00AM on the 3rd Thursday of each month.

This meeting calendar will be effective as of the January 2024 LCC meetings. Meetings prior to that date shall adhere as closely as possible to this schedule as determined by the vote of the LCC.

Pursuant to the LCC motion approved 20th June, requesting “the Chair and Vice Chair to meet with staff to develop agendas and to participate in regular administrative briefings,” those meetings will be scheduled by the Chair for the first Monday of the month at 10AM (the following Tuesday in the event of a statutory holiday) so as to allow adequate time to prepare, review, and post the meeting agendas. While the Chair retains the authority to change the date and time of the meeting due to circumstances, it should be used sparingly so as to not unduly limit the time available to all parties for their agenda preparation work.

Pursuant to section 12(1) of CRD Board Procedures Bylaw 3828, the agenda shall be prepared “under the direction of the Chair”. A copy of the final agenda will be provided to the Chair and Vice-Chair by the end of business the Thursday preceding the meeting date for their review and approval. (By Friday if following a statutory Monday holiday). If approval of a final agenda duly provided has not been received by 8:00am on the Monday prior to the meeting, the agenda may be posted without Chair approval. Unless the preceding exception applies, an LCC meeting agenda shall not be publicly posted without prior approval of the Chair or Vice-Chair.

The draft minutes of each meeting shall be provided to the LCC Commissioners as soon as they are available but in no case later than one week following the second monthly meeting so that the Commissioners will have the opportunity to make corrections to the draft minutes prior to their release in the subsequent agenda package.

9. Correspondence

9.1. Email dated September 5, 2023 M. Squires re: Support in Exploring ALR Land for Regulation Ball Field on SSI

The Commission received this correspondence for information.

12. Adjournment

MOVED by Commissioner Rook that the meeting adjourn at 1:17pm.

CHAIR

SENIOR MANAGER



Making a difference...together

**REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, OCTOBER 19, 2023**

SUBJECT Salt Spring Island Local Community Commission Services External Grants

ISSUE

This report provides an update on new and in progress external grants activity for a period from January to September 2023.

BACKGROUND

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

IMPLICATIONS

Financial Implications

New Grants / Contributions Awarded

1. \$487,500 Growing Communities Fund - Site preparation and utility hook ups for parks maintenance yard.
2. Embargoed Grants – None

New Applications Submitted

1. \$10,000 Salt Spring Island Foundation Community Grants – To fund adaptive Swim & Gym sessions.
2. \$9,000 Salt Spring Island Foundation Community Grants – To fund new bleachers for Portlock Park.
3. \$4,900 Salt Spring Island Fountain of Youth Grant -- To fund youth roller skating equipment.
4. \$100,000 Salt Spring Island Foundation Bloom Fund Grant – To fund trail development on Mount Maxwell Community Park.
5. \$100,000 Rural Economic Diversification Fund – To fund Ganges Harbourwalk detailed designs.

Forthcoming Applications

1. \$160,000 BC Active Transportation Infrastructure Grant Program.

CONCLUSION

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

RECOMMENDATION



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

Submitted by:	Dan Ovington, BBA, Manager, Parks and Recreation
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Electoral Area

Appendix A – Salt Spring Island Local Community Commission External Grants Update

APPENDIX A 2023 EXTERNAL GRANTS DASHBOARD

(Updated as of 12-SEP-23)

 Approved	 Pending
7	6
\$1,092,529	\$ 123,900

2023 Approved Grants

Service	Grant Program	Date Submitted	Project Status	*Application on Status	Amount
Salt Spring Island Parks and Recreation	SSI Foundation – Special Events Coordinator (Extension approved for 2023)	30-Sept-19	75%	Approved	\$5,685
	Centennial Park Plaza and Upgrades	23-Jul-21	25%	Approved	\$561,748
	SSI Foundation – Dance Room Improvements	15-Sep-22	100%	Approved	\$9,000
	Summer Student Grant	03-Feb-23	100%	Approved	\$10, 096
	SSI Foundation – SIMS Gym Sound System	03-Mar-23	25%	Approved	\$7,500

Service	Grant Program	Date Submitted	Project Status	*Application on Status	Amount
Salt Spring Island Parks and Recreation	SSI Foundation – JiuJitsu Safety Gear	03-Mar-23	50%	Approved	\$6,000
	Growing Communities Fund – Park Maintenance Yard Site prep and Utilities	06-Jun-23	5%	Approved	\$487,500
	Natural Resources Canada – EV Infrastructure Funding	2022	100%	Approved	\$5,000
					Total \$1,092,529

2023 Pending Grants

Department	Grant Program	Date Submitted	Project Status	*Application on Status	Amount
Salt Spring Island Transportation	SSI Foundation – Adaptive Swim & Gym Sessions		0%	Pending	\$10,000
Salt Spring Island Parks and Recreation	SSI Foundation – Portlock Park Bleachers		0%	Pending	\$9,000

Department	Grant Program	Date Submitted	Project Status	*Application on Status	Amount
Salt Spring Island Parks and Recreation	SSI Foundation – Foundation of Youth Roller Skating Program		0%	Pending	\$4,900
	Rural Economic Diversification Fund	20-Oct-23	0%	Pending	\$100,000
	SSI Foundation Bloom Fund – Mount Maxwell Community Park Trail Development		0%	Pending	\$100,000
					Total \$123,900

*Status updates are in **BOLD**



Making a difference...together

**REPORT TO LOCAL COMMUNITY COMMISSION
MEETING OF DAY, OCTOBER 19, 2023**

SUBJECT **GRANT-IN-AID APPLICATIONS – SALT SPRING FILM FESTIVAL AND GREEN
GROUND COMMUNITY DESIGN SOCIETY**

ISSUE

To review two Grant-In-Aid applications for the Salt Spring Island Electoral Area.

BACKGROUND

The Supplementary Letters Patent for Grant-In-Aid (GIA) requires Capital Regional District (CRD) approval be obtained before any payments for GIA are made on behalf of one or more member electoral areas to any organization deemed to be contributing to the general interests and advantage of the area.

This service covers the Electoral Areas (EA). Before exercising the powers described above, the Supplementary Letters Patent requires that the Salt Spring Island (SSI) Local Community Commission (LCC) obtain the written approval of the Director of each EA to the proposed GIA for such EA. The Area Director has approved referring the two applications to the LCC for consideration of approval.

FINANCIAL IMPLICATIONS

Salt Spring Film Festival

The purpose of the application is to request \$6,000 for equipment upgrades due to technology change requirements in the film industry. The applicant provided a Project Budget 2023/2024, Statement of Operations for the Fiscal Year 2022/2023 and the Quote for Equipment Purchase.

Green Ground Community Design Society

The purpose of the application is to request \$5,000 for supplies to provide outdoor heating and waterproof storage lockers for those in need. According to the Grant-in-Aid guidelines applicants are required *“to attach supporting financial information in order to identify all other funding sources and to justify the need for financial assistance”*. The applicant did not provide a Project Budget or quotes but did provide a Statement of Operations for the Fiscal Year 2022/2023.

The following two tables provide a summary of the 2023 GIA awarded for both the Core GIA and Safe Restart GIA for the SSI EA. The SSI EA currently has a total Remaining Core GIA balance of \$7,484.00. There is insufficient funding to approve both applications.

Table 1: 2023 GIA Overall Summary

2023 GIA Overall Summary	Core GIA		Safe Restart GIA			Total remaining Core + SR	
	Budget	Spent	Remaining	Budget	Spent		Remaining
SSI (\$)	43,484.00	36,000.00	7,484.00	10,000.00	10,000.00	0.00	7,484.00

Table 2: Core GIA and Safe Restart GIA Awarded for 2023

2023 PROJECT SUMMARY		
Applicant	Project Title	Award (\$)
Capital Bike	Everyone Rides SSI	3,475
SSI Chamber of Commerce	Ganges Garbage and Recycling Pilot Program	5,000
SSI Community Alliance	Goodwill Ambassador Program	5,000
SSI Community Energy	Electricity Salt Spring Month of Events	4,600
SSI Weavers and Spinners Guild	Support for Basic Furnishings	1,000
SSI Literacy	Learning Space Equipment	1,000
Transition Salt Spring	Support for Furnishings and Equipment	925
SSI Chamber of Commerce	Summer Outdoor Concert Series 2023	4,000
SSI Printmakers Society	Furnishings for SSI Printmakers Society Studio Space	1,000
SSI Community Health Society	Electric Mobile Health Van	5,000
Copper Kettle	Grocery Gift Cards	5,000
	Core GIA Total	36,000
Diverse and Inclusive SSI Society	SSI Pride Festival	5,000
SSI Community Health Society	Electric Mobile Health Van	5,000
	Safe Restart GIA Total	10,000

ALTERNATIVES

That the Salt Spring Island Local Community Commission:

1. Approve a Grant-in-Aid application to Salt Spring Film Festival Society in the amount of \$6,000.00
2. Deny the Grant-in-Aid application from the Green Ground Community Design Society in the amount of \$5,000.
3. Award a different amount to partially support both Grant-in-Aid applications.
3. Refer the Grant-in-Aid applications back to staff for more information

RECOMMENDATION

That the Salt Spring Island Local Community Commission:

1. Approve a Grant-In-Aid to Salt Spring Film Festival Society in the amount of \$6,000.00
2. Deny the Grant-in-Aid application from the Green Ground Community Design Society in the amount of \$5,000.

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Administration
---------------	---

Appendix A: Grant-In-Aid Application – Salt Spring Firm Festival

Appendix B: Project Budget 2023/2024

Appendix C: Statement of Operations for the Fiscal Year 2022/2023

Appendix D: Quote for Equipment Purchase

Appendix E: Grant-In-Aid Application – Green Ground Community Design Society

Appendix F: Statement of Operations for the Fiscal Year 2022/2023



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: Salt Spring Film Festival Society

PO Box 741 Ganges

Salt Spring Island BC V8K 2W3

Contact(s): Jim Meadows

250 222 5988

(name)

(phone)

(fax)

jim@saltspringfilmfestival.com

Email address

Contact(s): Therin Gower

250 537 5169

(name)

(phone)

(fax)

therin@shaw.ca

Email address

Application Summary

Project or purpose for which you require assistance:

In our 24th year providing an annual film festival and other screenings on Salt Spring Island, we are having to again adapt to changing technology which requires equipment upgrades. Films on BluRay and DVD are being phased out and replaced by digital files. This renders our DVD/BluRay players obsolete and requires computers to process the large digital files.

Amount of grant requested \$6,000

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

Therin Gower
(signature of authorized signatory)

President, Salt Spring Film Festival Society
(title)

Therin Gower
(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?**

The Salt Spring Film Festival Society's mission is to promote awareness, through documentary film and independent media, of current local and global issues related to social justice, human rights, education, sustainability, agriculture and food supply, the environment, First Nations issues, arts and culture and the politics of development. The Society presents an annual three-day documentary Film Festival, as well as hosting other film events throughout the year. We also provide a forum for over 30 community organizations to present information to the public through the Social Justice Bazaar held concurrently with the Film Festival.

Throughout the year, our equipment is made available to any island organization for their own presentations, fundraisers and other community events, to avoid costly rental fees.

The program and equipment are only available on Salt Spring Island through the Society.

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

Primarily Salt Spring Island and including the other Gulf Islands,

- 3. Is your organization voluntary and non-profit? YES**

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

Members and officers receive no remuneration.

We are supported by two part time employees, a Festival Manager and a Programming & Marketing Manager who are each contracted at \$13,000.

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

The Salt Spring Film Festival has been in operation since 1998 and was incorporated and registered as a non-profit society in 2008. We are managed by a volunteer board of twelve and supported annually by approximately 100 volunteers. BC government film society regulations require that all who attend our events be members of the society and this number is annually greater than 1000. Our constitution states that "voting members shall be any members who have identified themselves as such by written or electronic request" and this number is 95.

Project / Proposal Profile

Assistance is being requested for:

capital project and / or equipment

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

We are applying for financial assistance for needed equipment replacement and upgrades to maintain our ability to continue providing the highest quality media presentations to our community. The rapid change in electronic technology has rendered some of our older equipment obsolete.

Salt Spring Film Festival requires laptop computers in order to process digital video files for projection.

The computers and projectors will be used for all Film Fest events (including the annual festival) as well as all ArtSpring film screenings, whether they are Film Fest events, or screenings put on by ArtSpring or other organizations.

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

Over the period of twenty-three years that the Society has been presenting its program and providing equipment loans and technical assistance free to community groups, there have been a number of technical advances that have required upgrades to equipment as well as the expected toll taken by wear and tear. As a media-based program, we are dependent on reliable up-to-date equipment.

In past months we have provided equipment support to:

- GISS Drama
- The Circle/IWAV for International Women's Day
- Family Day at Mahon Hall
- Salt Spring Trans Youth Group workshop
- Tsunami Circus at SIMS
- Salt Spring Search and Rescue
- Cranfest

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)? YES - For general operating expenses.**

If yes, complete the following chart. _____

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Community Gaming Grants	\$6,200	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telefilm Canada	\$5,000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

YES.....
please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2012	\$5,000	Projection screens and DVD players

4. Does your organization:

Offer direct financial assistance to individuals or families? No

**Provide services that fall within the mandate of either
a senior government or a local service agency?** No

**Provide an opportunity for individuals to make direct
Contributions to the project (e.g., fundraising for the
project)?** YES

Or, is your organization:

part of a Provincial or National fund raising campaign? 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

The Capital Regional District Grant in Aid Program will receive prominent recognition as a major sponsor in all our publicity - logo and message on screen prior to every screening, in print material, including 1500 programs and on our website, as well as a public recognition at our Gala Opening and prior to each screening at ArtSpring during the fall/winter "Best of the Fests" program. Publicity begins mid-October and continues through the festival weekend, March 1 to March 3, 2024, and remains on our website through Fall 2024.

2. Reporting

Subsequent to the event, a financial reporting on the actual final cost and source of funding of the project will be submitted to the CRD Electoral Area Director.

Salt Spring Island Electoral Area Director, SSI Electoral Area
P.O. Box 1000
Victoria, B.C.
V8W 2S6
Email: directorssi@crd.bc.ca

Attachments: Project Budget 2023/24
Financial Statement
Quote for equipment purchase.



Salt Spring Film Festival Society
(Fiscal year 2023-2024)
Program Budget Estimates

REVENUE		BUDGET
Sponsors	Country Grocer	5,000
	Coop	2,500
Donors	Businesses	7,000
	Individuals	4,000
Grants	Telefilm Canada	5,000 (confirmed)
	Community Gaming	6,200 (confirmed)
	RC Legion	500
	CRD	6,000
Misc. receipts		800
Festival Pass sales		16,000
	Food sales	6,500
Social Justice Bazaar		800
Monthly Film Series		11,000
CRA-GST rebate		950
TOTAL REVENUE		<u>72,250</u>
EXPENSES		BUDGET
Contracts	Staff (2)	26,000
	Grant/Fundraising	1,000
Office	Postage/Shipping	500
	Stationery/Supplies	250
	Govt Filing	50
	Misc.	400
	Website/Subscriptions	1,000
Meetings	AGM / Board	250
Insurance	Board & General	2,200
Festival Screening Fees		7,000
	Forex & Wire Fees	500
	Pre-screening	1,000
	Pass Sales	1,000
	Venue Rental	5,000
	Catering	4,500
	Equipment Rental	1,000
	Equipment purchase	6,000
	Print Programs, Poster	3,250
	A/V Services	1,000
	Décor & Supplies	200
Filmmakers	Presenter Fees Honorarium	3,000
	Travel & Accommodation	1,500
Monthly Film Series		
	Screening fees	800
	ArtSpring venue	4,500
	Promotion	300
Bank Fees		50
TOTAL EXPENSES		<u>72,250</u>
NET PROFIT (LOSS)		<u>0.00</u>

Salt Spring Film Festival Society
Statement of Operations for the Fiscal Year 2022/23
As at 31 July 2023
Unaudited

Revenues

Donations	13277
Grants	29700
Programs	26725
Food Sales	5106
Miscellaneous and other	6317
	81124

Expenditures

Advertising and Promotion	4641
Contract services	28122
Insurance	2254
Interest and Bank Charges	1271
Miscellaneous and other	7718
Office	2348
Presenter Fees	5837
Rent	11928
Screening Fees	8910
	73030

Excess of Revenue over Expenditures for the Year	8094
--	------

Notes to the Financial Statements
(Unaudited)
for the Fiscal year ended July 31, 2023

1. Purpose of the Organization

The Salt Spring Film Festival Society is a non-profit charitable society incorporated in 2008, whose mission is to educate, inspire and activate the community through a Festival of independent documentary film from Canada and around the world. We present films that explore social justice, the environment, art and culture, politics and food security. Filmmakers are invited to the Festival to present their work and to participate in lively discussions with the audience.

2. Grants

The Grants Balance includes the unused amount of the Gaming Grant received in July 2023 (\$6,200), which amount is expected to be spent in Fiscal 2023/24.

DESCRIPTION OF EQUIPMENT

We are seeking funding to purchase 4 laptop computers that are capable of processing large video files.

4 laptop computers @ 1,500 ea = \$6,000

The equipment we propose purchasing is available in a volatile competitive market with constantly changing prices, so a precise quote is not realistic. Laptop computers that fulfill our required technical specifications are currently available in the range of \$1,200 to \$1,800 and if we receive funding support, we will shop for the most economical use of funds received.

Example:

Vendor: Best Buy Canada

Apple MacBook Air 13.6" w/ Touch ID - (Apple M2 Chip / 256GB SSD / 8GB RAM)

\$1,389.00



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: Green Ground Community Design Society
133 McPhillips Avenue
Salt Spring Island, BC, V8K 2T5

Contact(s): Nejmah Guer mou di (236) 508-3334 _____
(name) (phone) (fax)
nejmah@greengroundcommunitydesign.org
Email address

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

Email address

Application Summary

Project or purpose for which you require assistance:

The Community Resilience Hub has been operating as a gathering space and support centre in downtown Ganges for the past 3 years. With the need for a winter 'warming space' evident, we are requesting funding to operate a warming space at the Resilience Hub for 2023/24.

Amount of grant requested \$ 5,000.00

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)

Executive Director
(title)

Nejmah Guer mou di
(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?

Green Ground Society operates the Community Resilience Hub as an outreach service for our most marginalized community members by providing access to resources, community referrals, community connection, arts-based programs, a community media lab, peer support, free kitchen, warming/cooling space, workshops and more. We respond to the gaps within our island's community services. We are a part of a network of community services and also serve community members that have been banned from accessing services that are currently offered on island. Since its inception in October 2021, the Hub has supported over 300 diverse community members including many youth, people with mental health challenges, those who live in marginal conditions such as boats moored in the local harbour, those without homes and those who stay primarily in the local shelter.

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

Salt Spring Island

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.

There are no paid employees or board members of Green Ground Society. There have been occasional stipends provided for specific projects, as funding allows.

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

Green Ground Community Design Society incorporated on October 10th, 2020. We acquired our primary physical location October 2021, but were operating in a decentralized manner prior to that.

Green Ground currently has over 100 members, with a peer-centric focus that sees most individuals contributing back to the space in multiple ways, and we have a core volunteer group of approximately 30 individuals.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (To establish a resourced warming space in Ganges for 2023/24)

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

There are approximately 75-100 people living rough on Salt Spring, primarily in the Ganges area. Most of these individuals are living in tents, cars, vans, rvs and boats. Many do not have proper heating and are exposed to the elements. During inclement weather days there is a need for a space to get dry, warm and connected to other services and community. The Community Resilience Hub has already been supporting community members with meeting their basic needs and our capacity to continue providing support through the winter months depends of further funding to create a sustainable and ethical warming space program.

We are in need of funds to gather supplies, provide heating in our outside porch area and build waterproof storage lockers for community members in need of lockable storage in town during the day while at work and running errands.

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

By creating a space that provides warmth, connection, resources and referrals to our most marginalized community members, this project benefits our whole island community. Free access to a safe and warm space will lessen the impact on our community parks and institutions since many folks will gather at the warming space instead of in public parks and other local establishments. By providing access to resources and referrals, community members will have better health outcomes in the long run, lessening the burden on the LMH emergency department and diverting calls to the RCMP by managing minor conflicts within a community setting. This project empowers the people to care for themselves and maintains a peer-centric approach to management and governance that creates a community of caring and supports accountable individuals to thrive where they previously didn't know their own capacity to provide for themselves or each other.

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 _____

PLEASE SEE ATTACHED PROGRAM BUDGET FOR EXPECTED FUNDS

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
2022	\$ 3,000.00	Program fees for Indigenous Knowledge Keepers

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

Green Ground Community Design Society
Community Resilience Hub

(Unaudited)

Program Actuals up to
(September 30th 2022-July 2023)

Program Budget for
September 30th 2023

Revenues

Cash Donations	\$ 2,013.78	\$ 2,500.00
Patreon - Crowdfunding	\$ 540.00	\$ 1,800.00
CRD Grant-in-Aid	\$ 3,000.00	\$ 5,000.00
SPARC BC	\$25,000.00	\$ 50,000.00
Community P(art)nerships	\$ 1,000.00	\$ 1,500.00
Fundraising	\$ 2,000.00	\$ 2,000.00
BC Gaming Grant	-	\$ 20,000.00
Salt Spring Foundation Community Grant	-	\$ 6,000.00
Reaching Home Federal Funding	-	\$ 22,000.00
CRD Heartland Landfill Grant		\$ 3,000.00

TOTAL	\$ 33,553.78	\$ 113,800.00
--------------	---------------------	----------------------

Expenses

Art Supplies (paint, paper, canvas, etc):	\$ 783.45	\$ 1,000.00
Basic fabric inventory and sewing notions:	-	\$ 1,000.00
Rent at 133 McPhillips :	\$ 5,500.00	\$ 6,000.00
Utilities (BC Hydro (Dec 22 start @ McPhillips)	\$ 611.24	\$ 1,200.00
Rent at SIMS Sept 2022-May 2023:	\$ 5,891.02	\$ 7,700.11
Maintenance, Repair, Janitorial:	\$ 218.22	\$ 500.00
Landfill	\$ 518.67	\$ 700.00
Tools & Storage for Tool Library:	\$ 978.01	\$ 4,000.00
Facilitator fees for BIPOC Artists:	\$ 800.00	\$ 2,000.00

Insurance:	\$ 942.92	\$ 1,200.00
Coordinator Position:	\$ 5,600.00	\$ 26,000.00
Peer Space Holder Stipends:	\$ 999.00	\$ 30,000.00
Medicine Wheel Gathering- Reconciliation Work	\$ 3,000.00	\$ 3,000.00
Website Development	\$ 400.00	\$ 1,000.00
Professional Services	\$ 1,337.27	\$ 1,500.00
Accounting Services	-	\$ 1,000.00
Harm Reduction Supplies:	-	\$ 500.00
Grocery:	\$ 3,045.41	\$ 3,600.00
Hygiene and Health:	\$ 157.76	\$ 300.00
Internet/Phone	-	\$ 960.00
Travel:	\$ 625.98	\$ 500.00
Office Supplies:	\$ 472.65	\$ 500.00
IMAC Computer Purchase	\$ 800.00	-
Administration:	\$ 122.03	\$ 300.00
Clinical Supervision Sessions	-	\$ 1,400.00
Garden / Landscaping Supplies	\$ 300.00	\$ 300.00
McPhillips Neighbourhood Design Charette	-	\$ 500.00
Porta-Pottie Rental and Art Deco Wrap	-	\$ 5,000.00
Outreach	\$ 104.72	\$ 1,000.00
Infrastructure Upgrades (including storage lockers)	-	\$ 12,000.00

TOTAL	\$ 33,208.35	\$ 113,760.11
--------------	---------------------	----------------------

In-Kind Expenses

Labour & Professional Services	\$ 12,346.00	\$ 59,260.80
Previously contributed assets	\$ 7,360.00	\$ 13,000.00

TOTAL	\$19,706.00	\$ 72,260.80
--------------	--------------------	---------------------



Making a difference...together

REPORT TO THE SALT SPRING ISLAND COMMUNITY COMMISSION MEETING OF THURSDAY, OCTOBER 19, 2023

SUBJECT Salt Spring Island Local Community Commission Branding

ISSUE SUMMARY

To consider implications resulting from branding the Salt Spring Island (SSI) Local Community Commission (LCC) as Salt Spring Island LCC Services.

BACKGROUND

The Capital Regional District (CRD) has comprehensive, long-standing brand standards that convey a strong visual identity that is key in projecting the CRD's image, reputation, and values. Branding is more than just a logo; it is about supporting an organization's vision, which for the CRD means being a cohesive organization that works to support a sustainable, high-quality life for all the residents of the region. Consistent use of branded materials presents the CRD to its internal and external audiences using a coherent, accurate and recognizable image.

Brand management is the responsibility of CRD Corporate Communications and any new brand assets require Chief Administrative Officer approval. Graphic standards provide oversight for logo application, wave graphics, colour palette and typography. Systems, standards and templates have been designed to reduce workload for staff involved in ordering print and other promotional materials, in addition to using corporate systems for a coordinated approach. It is important that all CRD print, promotional and educational materials maintain a uniformed look for consistency across the organization with a goal to have the public and interested parties immediately recognize our work as that of the CRD.

In specific instances there have been approved sub-brands or unique program identifiers created that are used alongside the CRD brand. For example, Recreation Centres operated by the CRD including Panorama Recreation, (Sooke Electoral Area Parks and Recreation (SEAPARC) and Salt Spring Island Parks, Arts, Recreation and Culture (SSIPARC) operate with sub-brands that represent the nature of the programs and services and support a high level of marketing required for revenue generation and service delivery. The overwhelming majority of CRD commissions do not have an individual logo, including highly visible commissions like the Regional Water Supply Commission.

Beyond a sub-brand or program identifier, there are opportunities to build awareness of the LCC and the services it administers. For example, consistent messaging about the LCC on media releases, ads and web pages can help reinforce who is accountable to the public for decisions related to the service. There are also ongoing opportunities for community engagement and awareness through projects where the public is consulted and participates in decisions, such as the Portlock Park Master Plan and Centennial Park Plaza revitalization project.

The CRD has initiated a website redesign which is focused on an improved user experience, including the ability to navigate content based on location, topic or service without having to know the structure of the CRD to find it. This would also allow the web team to easily link commissions with the services they provide without the need for a visual identifier.

Commissioner Webster put forward the following notice of motion on July 18, 2023.

Motion with Notice: Salt Spring Island Local Community Commission (LCC) be branded as “Salt Spring Island LCC Services” (B. Webster)

That all services under the purview of the Salt Spring Island Local Community Commission (LCC) be branded as “Salt Spring Island LCC Services” and the following steps be taken to implement this new branding:

- 1. Conduct a community logo/wordmark design contest for Salt Spring Island LCC Services during fall 2023.*
- 2. Open the contest to all Salt Spring residents and particularly encourage youth submissions.*
- 3. Assemble a selection of LCC service-related prizes for the contest (such as a swim pass, a transit pass and other items) in addition to a modest cash award.*
- 4. Invite a small group of local art teachers, commercial artists and/or graphic designers plus a staff member to serve as ad hoc contest judges/advisors, tasked with selecting from the contest entries a shortlist of three logos/wordmarks for the consideration of the commission.*
- 5. Ask the judges/advisors to rate the entries using six criteria:*
 - Appropriateness to our community*
 - Graphic quality*
 - Distinctiveness*
 - Versatility*
 - Memorableness*
 - Timelessness*
- 6. The Commission shall assess the three shortlisted logo/wordmarks at an LCC meeting using the same criteria.*
- 7. Roll out the selected logo/wordmark over time as new signs, documents and other materials are needed.*

IMPLICATIONS

Staff have identified the following implications to consider related to a new sub-brand or visual identifier for the LCC:

Brand and Identity Confusion: A new and separate logo in the community could lead to even greater brand and identity confusion and a perceived fragmented governance structure. The existing CRD brand standards and supporting systems, templates and tools ensure a strong visual identity for the CRD and all the programs, services, initiatives being delivered.

The corporately approved SSIPARC sub-brand is well recognized in the community and efforts have been made to retain it despite the conclusion of the Salt Spring Island Parks and Recreation Commission. Despite PARC now falling under the jurisdiction of the LCC it is important to maintain

the current brand awareness that has been built over a number of years and to continue placing it alongside the CRD logo. An additional logo could further complicate and confuse audiences.

Resource Implications: No additional staffing or financial resources have been allocated to support this project in 2023 or in the 2024 preliminary budget. Using CRD corporately approved systems, templates and standards ensures program staff and commission members have access to high-quality materials and existing tools and templates including letterhead, print ads, branded documents and business cards. In addition, staff resources would be required to manage a change to the current website where the SSIPARC logo and acronym are used as part of the overall structure. This would take time to schedule and manage, pulling staff time away from a broader redesign underway to improve navigation for all services.

Implications to consider when conducting a community logo/wordmark design contest include:

Although some local governments have done logo contests, they are becoming less common due to concern over using a contest to acquire ‘free’ work that has an industry and profession dedicated to this type of work. Logo design and development require technical expertise to ensure factors such as legibility and accessibility are addressed and to plan for use cases that vary in scale, from letterhead placement to signage. As the CRD’s Corporate Communications division governs CRD brand standards, they would need to review and assess submissions; it is very possible that some or many of the submissions would not meet the standards required which could be disappointing to people taking the time to prepare an entry.

Conducting a different type of engagement or contest that includes a larger majority of the community would be recommended for greater inclusivity and accessibility. For example, other local governments have run photo contests to build up a database of images for promotional use with prizes linked to the goals of the service they provide.

Contests also have specific requirements related to privacy, consent and gaming. The CRD has a contest playbook it follows to ensure all contests have terms and conditions reviewed by the legal department and a plan for obtaining permission from participants and/or guardians before collecting, using or sharing any information they collect. This typically involves a designated staff person to support a commission in running the contest and managing entries.

Given the above, staff cannot support implementing the direction provided in the Motion.

CONCLUSION

Brand management is the responsibility of CRD Corporate Communications and any sub-logos or unique program or service identifiers require the approval by the Chief Administrative Officer. In order to promote the brand and reputation of the CRD the use of the corporate brand standards is important for consistency, accuracy and maintaining high standards in visual identity. Given that SSIPARC is a corporately approved and long-standing logo in the community an additional new and separate logo could add confusion to the governance structure. Although SSIPARC does have a unique logo, signage and print materials still use CRD brand standards, templates and systems.

Opportunities exist to increase awareness of the LCC and the LCC’s services through consistent messaging through projects tied to community consultation, special events, media releases and the CRD website.

RECOMMENDATION

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

Submitted by:	Dan Ovington, BBA, Manager, SSI Parks and Recreation,
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, SSI Electoral Area Administration
Concurrence:	Andy Orr, Senior Manager, Corporate Communications
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



Making a difference...together

**REPORT TO THE SALT SPRING ISLAND COMMUNITY COMMISSION
MEETING OF THURSDAY, OCTOBER 19, 2023**

SUBJECT Salt Spring Island Parks and Recreation Bylaw Enforcement

ISSUE SUMMARY

To consider implications resulting from a reduction in annual Bylaw labour costs.

BACKGROUND

Capital Regional District (CRD) Bylaw services for Salt Spring Island are required to support animal regulations and CRD Bylaw's including CRD Community Parks Regulation Bylaw No. 1, 2012.

Community parks are intended to be used for community recreation, public gatherings, and social interaction. In recent years, we have seen an increase in disorderly conduct, assaults, open liquor, drug use, garbage, graffiti, vandalism and the illegal sale of drugs and alcohol in our community parks. These illegal activities can intimidate and discourage people from visiting the park and shopping at surrounding businesses. In addition to receiving visitor complaints, our parks staff have reported workplace incidents related to threats and aggressive behaviour by park users. The CRD has a legal duty to conduct incident investigation in accordance with *Workers Compensation Act*, Occupational Health and Safety and related policies.

Meetings have been held with local businesses, Harbour Authority, United Church, the RCMP, Bylaw Enforcement and CRD parks staff expressing concerns with the conduct in our community parks. While increased enforcement has seen a reduction in the number of complaints received by park visitors, surrounding businesses and neighbours, we have seen an increase in the number of encampments popping up in the parks. In recent months, we have also seen an increase in the number of complaints related to public beach accesses including the Grace Point boardwalk and trail. Additional Bylaw resources are needed to support the RCMP and CRD staff with providing education around supports and dismantlement of the camps, derelict boats and garbage.

At the Salt Spring Island Local Community Commission (LCC) Regular meeting held September 21, 2023, the following motion was passed:

MOVED by Director Holman, ***SECONDED*** by Commissioner Corno,
That the Salt Spring Island Local Community Commission request staff look to reduce annual Bylaw Enforcement labour costs and report back to the Commission.

The allocation for Bylaw Enforcement for Salt Spring Island Community Parks has been steadily increased since 2020. Despite these increases we have seen costs associated with bylaw support exceed current budgets. A reduction in this budget would result in fewer park patrols but cost overruns may still occur to support emergency responses for camps, dog attacks and/or to support CRD parks and recreation staff related to health and safety policies.

IMPLICATIONS

Financial Implications

	2019	2020	2021	2022	2023	2024
Budget	\$34,420	\$34,420	* \$59,340	* \$69,340	\$61,080	\$69,470
Cost Per Hour	\$85.21/hr.	\$87/hr	\$89/hr.	\$91/hr.	\$92/hr.	\$93
Total Patrol Hours	405	396	667	762	671	747
Actual Year End Costs	-\$5,842	-\$19,249	\$7,871	-\$1,103		

* Includes \$10,000 UBCM Growing Communities Grant to Support Bylaw Patrols and Education

Social Implications

Anti-social behaviour has an impact on communities as a whole as it can often lead to the degradation and neglect of areas as we saw in the Church Meadow. The standard of living in these areas is negatively affected which hurts the pride of communities and makes people feel neglected and powerless. People begin to move from the area and businesses close down. The likelihood of more anti-social behaviour increases and an environment is created where more serious crime can take hold.

CONCLUSION

Community parks are intended to be used for community recreation, public gatherings and social interaction. The downtown community parks have become a place that attracts or enables offending behaviour due to informal management practices and little surveillance. Funding to support park patrols and Bylaw Enforcement has gradually been increased in recent years but continue to be underfunded resulting in a budget deficit at year end. Funding is still required to support additional supports and deterrents towards unlawful and antisocial behavior which discourages other park users from visiting our community parks and enjoying their intended purpose.

RECOMMENDATION

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

Submitted by:	Dan Ovington, BBA, Manager, SSI Parks and Recreation,
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, SSI Electoral Area Administration



Making a difference...together

REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, OCTOBER 19, 2023

SUBJECT Local Community Commission Administrative Support

ISSUE SUMMARY

To consider implications resulting from limited administrative support for the Local Community Commission (LCC).

BACKGROUND

The recently established LCC, with an elected membership, has a wide scope of authority over island-wide services and the highest form of delegated commission contemplated in an electoral area. Currently, the Salt Spring Island (SSI) Electoral Area Administration (EAA) provides administration and legislative support to 14 LCC services, seven local area services, and one inter-agency committee. When the LCC was first proposed staff anticipated an impact on services and governance requiring additional staff resource capacity to support the work of the LCC. On July 13, 2022, staff reported, "...there will be added administration and legislative services support if an LCC is established... it is expected that there will be a significant increase in the activity of the LCC with respect to the additional number of other services included in their oversight". The preliminary estimate for staffing included one full-time support position for 2023 required for coordinating, booking, taking minutes, and managing the newly created elected body. This request was denied for 2023 and has been carried forward into the 2024 preliminary budget.

The LCC has passed motions expressing their desire to hold additional meetings with no funding in place to support this request. Since the LCC inauguration, staff capacity has been consumed with requests for staff reports on various topics. To provide this level of service in providing professional advice to the LCC to make informed decisions, additional staff resources are required. The pace of decision-making should match the pace of operations based on available resources. Currently, there is not enough capacity to prepare reports and keep pace with the LCC decision-making process while maintaining a consistent level of service to the other seven local area service commission business.

The rationale for delaying an additional support position was an assumption that the LCC would be in its infancy and that demand on staff would be minimal during the first six months. Since the inception of the LCC, there have been six meetings averaging six hours (total 33 hours). Several Notices of Motion have been put forward including organizing a housing forum and moving to two monthly meetings including evenings. These and other motions have created a substantial amount of work for both local SSI Capital Regional District (CRD) staff and staff working out of CRD headquarters. The LCC has expressed concern with how long it currently takes for staff to report back on Notices of Motion and other interests of the LCC.

During the SSI EAA budget review with the Director, the addition of a full-time administrative support to LCC was removed from the preliminary budget (Appendix A). Staff were then directed to prepare a report for LCC consideration of adding the administrative support in the final budget (Appendix B). The cost to add the administrative support increases the LCC administration budget by \$100,845 (105%).

ALTERNATIVES

The Salt Spring Island Local Community Commission recommends to the Capital Regional Board:

Alternative 1

To add a full-time administrative support position to the 2024 Salt Spring Island Local Community Commission Administration budget.

Alternative 2

The Salt Spring Island Local Community Commission supports the Electoral Area Director in not adding full-time administrative support position to the 2024 Salt Spring Island Local Community Commission Administration budget.

Alternative 3

The report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

There has been added administration and legislative services support since the LCC was established. It was anticipated that some of the legislative and administration support costs would be offset by dissolving some of the existing Commissions, however, staff requested additional support for 2024 as it is expected that there will continue to be a significant increase in the activity of the LCC with respect to the additional number of other services included in their oversight.

Service Delivery Implications

The LCC has purchasing authority in conjunction with the authority already delegated to staff by the Regional Board. The LCC also oversees approvals of Grants-In-Aid currently delegated to the Chief Financial Officer and Chief Administrative Officer, on the recommendation of the Electoral Area Director and makes recommendations on contribution service budgets. In addition, the LCC has expressed a need to coordinate with other partners, services and initiatives not currently under their delegated authority.

Without the approval of additional administrative support for 2024 staff will continue to be challenged to meet current service levels and support LCC initiatives in a timely and professional manner.

CONCLUSION

The creation of a LCC for SSI was to permit greater elected representation for the EA and greater involvement in the administration of island-wide services, with the potential for elected members to advise on other on-island services or issues.

Since the inception of the LCC there has been a significant increase in the amount of staff time required to support the LCC impacting other services and staff's ability to meet competing demands and timelines.

RECOMMENDATION

The Salt Spring Island Local Community Commission recommends to the Capital Regional Board to add a full-time administrative support position to the 2024 Salt Spring Island Local Community Commission Administration budget.

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Electoral Area
---------------	---

Appendix A: 2024 Salt Spring Island Local Community Commission Administration budget (not including a full-time administrative support position)

Appendix B: 2024 Salt Spring Island Local Community Commission Administration budget. (includes one full-time administrative support position)

1.111 - Admin Expenditures (SSI) Local Community Commission	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Remunerations	23,333	23,333	40,800	-	-	40,800	41,620	42,450	43,300	44,170
SSI EA Management Allocation	-	-	-	48,585	-	48,585	49,602	50,746	51,873	53,054
Allocations	-	-	-	2,195	-	2,195	2,240	2,280	2,330	2,380
Election Costs	70,000	70,000	-	-	-	-	-	-	70,000	-
Other Operating	3,000	2,700	4,090	-	-	4,090	4,170	4,250	4,330	4,410
TOTAL OPERATING COSTS	96,333	96,033	44,890	50,780	-	95,670	97,632	99,726	171,833	104,014
*Percentage Increase over prior year			-53.4%	52.7%	0.0%	-0.7%	2.1%	2.1%	72.3%	-39.5%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	-	5,000	-	-	5,000	23,000	23,000	23,000	23,000
Transfer to Equipment Replacement Fund	-	300	5,000	-	20,000	25,000	5,000	5,000	5,000	5,000
Capital Asset Purchase	10,000	10,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	10,300	10,000	-	20,000	30,000	28,000	28,000	28,000	28,000
TOTAL COSTS	106,333	106,333	54,890	50,780	20,000	125,670	125,632	127,726	199,833	132,014
*Percentage Increase over prior year			-48.4%	47.8%	18.8%	18.2%	0.0%	1.7%	56.5%	-33.9%
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2022 to 2023	(15,769)	(15,769)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	-	-	-	-	-	-	-	-	(70,000)	-
Provincial Grant for LCC	(5,000)	(5,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
TOTAL REVENUE	(20,769)	(20,769)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(75,000)	(5,000)
REQUISITION	(85,564)	(85,564)	(49,890)	(50,780)	(20,000)	(120,670)	(120,632)	(122,726)	(124,833)	(127,014)
*Percentage increase over prior year Requisition			-41.7%	59.3%	23.4%	41.0%	0.0%	1.7%	1.7%	1.7%

Appendix B

1.111 - Admin Expenditures (SSI) Local Community Commission	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024			2025	2026	2027	2028
				ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Remunerations	23,333	23,333	40,800	-	-	40,800	41,620	42,450	43,300	44,170
SSI EA Management Allocation	-	-	-	145,830	3,600	149,430	149,180	152,710	156,280	159,960
Allocations	-	-	-	2,195	-	2,195	2,240	2,280	2,330	2,380
Election Costs	70,000	70,000	-	-	-	-	-	-	70,000	-
Other Operating	3,000	2,700	4,090	-	-	4,090	4,170	4,250	4,330	4,410
TOTAL OPERATING COSTS	96,333	96,033	44,890	148,025	3,600	196,515	197,210	201,690	276,240	210,920
*Percentage Increase over prior year			-53.4%	153.7%	3.7%	104.0%	0.4%	2.3%	37.0%	-23.6%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	-	5,000	-	-	5,000	23,000	23,000	23,000	23,000
Transfer to Equipment Replacement Fund	-	300	5,000	-	20,000	25,000	5,000	5,000	5,000	5,000
Capital Asset Purchase	10,000	10,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	10,300	10,000	-	20,000	30,000	28,000	28,000	28,000	28,000
TOTAL COSTS	106,333	106,333	54,890	148,025	23,600	226,515	225,210	229,690	304,240	238,920
*Percentage Increase over prior year			-48.4%	139.2%	22.2%	113.0%	-0.6%	2.0%	32.5%	-21.5%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2022 to 2023	(15,769)	(15,769)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	-	-	-	-	-	-	-	-	(70,000)	-
Provincial Grant for LCC	(5,000)	(5,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
TOTAL REVENUE	(20,769)	(20,769)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(75,000)	(5,000)
REQUISITION	(85,564)	(85,564)	(49,890)	(148,025)	(23,600)	(221,515)	(220,210)	(224,690)	(229,240)	(233,920)
*Percentage increase over prior year Requisition			-41.7%	173.0%	27.6%	158.9%	-0.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #

1.238B

Service N

Community Transportation (SSI)

				PROJECT BUDGET & SCHEDULE										
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates	
22-04	New	Construction Program for Pathway Network Merchant Mews (300 m)	Construction of pathway at Merchant Mews to just south of Leisure Lane. (70% BCAT 30% CWF)	\$ 230,000	\$	Grant	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
22-04	New	Construction Program for Pathway Network Merchant Mews (300 m)	CRD Project Management		\$	Res	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
24-01	New	Strategic Asset Management Plan & Accessibility Assessment	Identify condition of pathways, develop prioritized list of maintenance and long term planning including accessibility assessment.	\$ 95,000	\$	Grant	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	
24-01	New	Strategic Asset Management Plan & Accessibility Assessment	CRD Project Management		\$	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	
22-06	New	Lower Ganges Road - Barrier removal or relocation.	Removal of barriers along Lower Ganges Road from Baker Road south. Includes CRD project management.	\$ 14,000	\$	Res	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	
22-08	New	Lower Ganges Road - Concrete Barrier removal or relocation.	Remove and/or relocate concrete barriers along Lower Ganges Road from Booth Canal Road north. Includes CRD project management.	\$ 69,000	\$	Res	\$ -	\$ 69,000	\$ -	\$ -	\$ -	\$ -	\$ 69,000	
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR.	\$ 1,075,000	\$	Res	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000	
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ 10,000	\$ 700,000	\$ -	\$ 710,000	
22-12	New	Design and Construction of Pathway - Rainbow Road (350 m)	Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road including left turn lane near LGR. Includes construction administration and CRD project management. (30%)		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ 305,000	\$ -	\$ 305,000	
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Design of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent.	\$ 485,000	\$	Res	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ 10,000	\$ 310,000	\$ -	\$ -	\$ 320,000	
22-14	New	Design and Construction of Pathway - Swanson Road (600 m)	Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to end of Lakeview Crescent. Includes construction administration and CRD project management. (30%)		\$	Debt	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ 135,000	
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Annual program to develop detailed design and obtain permits and regulatory approvals - Park Drive from LGR to Aldous Road and CRD Project Management	\$ 190,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000	
23-01	New	Design and Construction of Pathway - Park Drive (200 m)	Construction of pathway network sections that has been designed in the previous year - Park Drive from LGR to Aldous Road. (30%) Includes construction administration and CRD project management.		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 60,000	\$ 65,000	
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Design and engineering for a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road.	\$ 1,180,000	\$	Res	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000	
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ 10,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 760,000	
23-03	New	Design and construction of Pathway along harbour side on Lower Ganges Road. (400 m)	Construction of a pathway along Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection at Rainbow Road. Includes construction administration and CRD project management. (30%)		\$	Debt	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ 320,000	
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Detailed design and obtain permits and regulatory approvals - Whims Road from Maliview to North End Road, and CRD Project Management.	\$ 255,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Construction of a pathway along Whims Road from Maliview to North End Road, and CRD Project Management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 140,000	
24-02	New	Design and Construction of Pathway - Whims Road (300 m)	Construction of a pathway along Whims Road from Maliview to North End Road, and CRD Project Management. (30%) Includes construction administration and CRD project management.		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 85,000	\$ 90,000	
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Detailed design and obtain permits and regulatory approvals - Sunset Road from Vesuvius Bay Road to Duck Creek Park.	\$ 465,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ 310,000	
25-01	New	Design and Construction of Pathway - Sunset Road (500 m)	Construction of a pathway along Sunset Road from Vesuvius Bay Road to Duck Creek Park. Includes construction administration and CRD project management. (30%)		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000	
22-09	New	Pathway Standards and Maintenance Development	Develop a set of standards and specifications for pathway design, construction and maintenance. Includes CRD project management.	\$ 22,000	\$	Res	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000	
23-05	New	Pathway Maintenance Equipment	Purchase of equipment for snow removal and pathway repairs and maintenance.	\$ 45,000	\$	Res	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000	
24-03	New	McPhillips Avenue Pedestrian Facilities	Design of pedestrian facilities along McPhillips Avenue. Includes 30% of construction and CRD project management.	\$ 270,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 90,000	\$ 130,000	
24-03	New	McPhillips Avenue Pedestrian Facilities	Construction of pedestrian facilities along McPhillips Avenue. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 140,000	
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Detailed design and obtain permits and regulatory approvals - Lower Ganges Road to 221 Drake Road along Drake Road.	\$ 485,000	\$	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management. (70% BCAT)		\$	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,000	\$ 320,000	
28-01	New	Design and Construction of Pathway - Drake Road (650 m)	Construction of a pathway from Lower Ganges Road to 221 Drake Road along Drake Road. Includes construction administration and CRD project management.		\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 135,000	
24-04	New	Referendum or Alternative Approval Process - Funding for Future Projects	Seek service area electors approval to fund projects. Public Engagement for Future Projects. Undertake a referendum or AAP to borrow funds.	\$ 35,000	\$	Res	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	
													\$ -	
													\$ -	
			GRAND TOTAL	\$ 4,915,000			\$ -	\$ 485,000	\$ 1,255,000	\$ 515,000	\$ 1,100,000	\$ 1,570,000	\$ 4,925,000	



Salt Spring Island Community Transit
Monthly Revenue Report

	Jan-2023	Feb-2023	Mar-2023	Apr-2023	May-2023	Jun-2023	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Total YTD	
2020 Monthly Revenue	17,335	13,194	14,334	1,880	1,868	8,369	12,105	16,781	12,650	10,785	10,848	5,180	\$ -	13%
2019 Monthly Revenue	14,865	15,694	17,866	15,604	22,137	20,081	21,654	25,444	18,038	19,976	20,533	14,585	\$ 125,328.02	-45%
2018 Monthly Revenue	12,723	13,648	18,592	14,537	17,296	22,920	20,574	26,116	17,970	16,380	18,075	13,174	\$ 226,476.50	7%
2017 Monthly Revenue	12,359	14,409	16,790	15,196	16,907	21,765	20,363	21,981	22,047	16,342	12,905	14,255	\$ 212,004.80	3%
2016 Monthly Revenue	12,324	13,571	12,677	15,760	19,891	16,364	18,522	23,998	20,363	13,412	13,422	16,663	\$ 205,318.23	4%
2015 Monthly Revenue	11,658	14,067	16,096	15,920	15,081	19,681	22,971	20,181	15,471	17,173	17,062	17,560	\$ 196,967.57	-3%
2014 Monthly Revenue	12,995	11,734	10,005	16,435	16,433	16,515	21,145	21,918	19,953	12,450	13,153	15,851	\$ 202,919.42	8%
2013 Monthly Revenue	9,687	12,821	10,005	12,384	15,284	17,046	16,926	21,918	15,366	15,962	12,136	13,560	\$ 188,586.07	9%
2012 Monthly Revenue	9,578	8,662	14,540	10,240	14,945	21,766	7,030	21,926	15,374	12,785	12,868	11,650	\$ 173,093.96	7%
2011 Monthly Revenue	4,899	5,540	6,822	6,043	7,221	10,116	10,954	15,731	11,024	8,650	7,912	9,737	\$ 161,364.87	54%
2008 Monthly Revenue	1,942	3,734	4,074	4,635	5,871	6,493	9,318	10,228	8,612	7,192	5,895	8,810	\$ 104,648.25	14%
Other Adjustments														
Commission Refund														
CL adjustments														
SSI Commission (Over)/Under pmt	3.20	2.00	2.00	1.40	2.40	2.09	0.80	1.69	1.60	-	-	-		
Total	3.20	2.00	2.00	1.40	2.40	2.09	0.80	1.69	1.60	-	-	-		

Salt Spring Island Administration Project Tracker

Report No. 12, 2023 | Jul - Sept



Project	Description	Status	%	Comments	Timing
Priority Area: Drinking Water					
Fulford Water Main Distribution System Replacement	Investigation, analysis, design and strategy for replacement of asbestos/concrete (A/C) sections of Fulford water main distribution system.	In-Progress	80	Consultant contract awarded Q4 2022. Draft Technical Report complete. Commission reviewed and provided comments. CRD responding to Commission questions and to bring forward report to Commission to finalize A/C strategy.	Q1 2024
Beddis Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	10	Seeking regulatory approval prior to procurement. Procuring riparian report. Met with registered biologist. Grant funding has been received to support this project.	Q2 2024
Highland Fernwood Intake Construction	Construct and install intake screen and pipe improvements	In-Progress	10	Seeking regulatory approval prior to procurement. Procuring riparian report. Met with registered biologist. Grant funding has been received to support this project.	Q2 2024
Highland/Fernwood - DAF Float Waste Pump Design and Construct	Design and construct waste pump.	On-Hold	50	Design complete. Delayed to 2023 due to insufficient funds available for construction in 2022. Revised operations procedures may preclude requirement.	Q1 2024
Highland (Legacy Service Area)	Highland Upper Reservoir Repair.	In-Progress	60	Option analysis complete. Staff presented the preferred option and budget to the Commission for approval. Detailed design underway with first draft submitted to CRD PM for review.	Q1 2024
Highland / Fernwood Back Up Power	Design back up power system for Highland /Fernwood water system.	In-Progress	95	Engineering and design essentially complete. Need to integrate final design with Upper Reservoir project.	Q4 2023
Fulford Water System Connection	Request to include a proposed development connected to the Fulford System	In-Progress	60	Draft impact study reviewed and feedback provided. Consulting internal CRD stakeholders.	Q4 2023
Cedars of Tuam	New well and water treatment plant designs and construction; and water conservation plan.	On-Hold	10	Federal/provincial Investing in Canada Infrastructure Program grant application submitted February 2022. Grant application unsuccessful. Staff to develop alternatives. Staff seeking grant funding alternatives.	Q1 2024
Cedar Lane	Manganese treatment system engineering designs - Phase 1.	In-Progress	95	Engineering and design complete. Staff preparing report on the next steps to advance the infrastructure improvement and ratepayer consultation. Investigating alternate well. Grant funding has been received to support this project.	Q4 2023
Dam Safety	Review weir and water licenses; and CRD responsibilities	On-hold	5	Consultation with province on inspection and reporting	Q1 2024
Mt. Erskine water system	Mt. Erskine water conversion of community water system	In-Progress	90	Sep/22 grant submitted for an Infrastructure Planning grant for Mount Erskine Water Society to assess the water society's infrastructure, operations, and financial position. Grant awarded. Technical report essentially complete. Grant funding has been received to support this project.	Q4 2023
Lake level monitoring	Install lake level monitors in Weston and Cusheon Lake	In-Progress	10	Purchase and install lake level monitors	Q2 2024
Dragonfly Commons Water System	Dragonfly water systems transfer to CRD ownership	In-Progress	20	Owner to provide housing agreement and required to build water system to CRD standards.	Q4 2024
Turbidity meter on influent line	Install turbidity meter on influent line on Fulford water system.	In-Progress	5	Specifying turbidity meter. Grant funding has been received to support this project.	Q1 2024

Salt Spring Island Administration Project Tracker

Report No. 12, 2023 | Jul - Sept



Project	Description	Status	%	Comments	Timing
Install in-line strainers	Install in-line strainers at Stewart Creek and Sunnyside pressure control stations on Beddis system.	In-Progress	5	Specifying equipment. Grant funding has been received to support this project.	Q4 2024
Design and install lifting apparatus	Design and install lifting apparatus for saturator lid at Fulford, Beddis and Highland Fernwood	In-Progress	5	Preparing RFP. Grant funding has been received to support this project.	Q2 2024
Replace Impellers at Sunnyside Pump Station	Replace impellers at Sunnyside Pump Station to match Fulford WTP capacity.	In-Progress	5	Specifying impellers. Grant funding has been received to support this project.	Q1 2024
Priority Area: Sewer/Liquid Waste					
Ganges WWTP Storage	Concept Design for Storage at Ganges WWTP.	In-Progress	75	Currently reviewing preliminary design, analysis and cost estimates, as well as evaluating various options to optimize the construction of the storage/work area building. Coordinating with Aeration project.	Q4 2023
Ganges WWTP Aeration System Design	Design for upgrade to Ganges WWTP aeration system.	In-Progress	50	Consultant contract awarded Q4 2022. Providing flow data and testing results to consultant. Continuing to gather data to support design.	Q4 2023
Ganges WWTP VFD Installation	VFD installation for the EQ Tank at the Ganges WWTP.	In-Progress	5	Project initiated. Included in Aeration System.	Q4 2023
Maliview WWTP Upgrade Detailed Design	Detailed design and cost estimation for upgrading of Maliview WWTP	In-Progress	40	Major equipment proposals received and being evaluated. Issued purchase order for major equipment (MBBR). Grant funding has been received to support this project.	Q2 2024
Maliview Electoral Assent for Borrowing	Electoral assent for borrowing of funds for the upcoming Maliview WWTP Upgrading Project	On-Hold	20	Grant awarded in the amount of \$1.98M. Staff hosted public open house/consultation March 2021. On hold until detailed designs and cost estimates are completed to determine amount of borrowing. Preparing FAQ for status update to ratepayers.	Q2 2024
Composting Facility	Community based composting facility and service agreement	Issue has arisen	40	Executing service planning and procurement of capital works to operationalize composting facility. Shelter redesign required for shelter foundation. Requesting an extension on the grant deadline (March 2024) to allow for improved ground conditions to install foundation. Grant funding has been received to support this project.	Q2 2024
Liquid Waste Treatment Upgrades	Phase 1: Options for treatment and disposal	Complete	100	Conduct an options analysis for treatment and disposal options for the Burgoyne Bay Liquid Waste Facility. Options presented to LCC Aug/23.	Q3 2023
Liquid Waste Treatment Upgrades	Public consultation and engagement strategy	In-Progress	5	Prepare a public consultation and engagement strategy to gather comments and input from the community on Option 4.	Q2 2024
Maliview Inflow and Infiltration Program	Investigation of sewer collection system to determine inflow and infiltration points and strategy for repair.	In-Progress	5	Project initiated. Grant funding has been received to support this project.	Q2 2024
Ganges WWTP Membrane Lifting Brackets	Replace MBR membrane lifting brackets.	In-Progress	50	Equipment purchased. Operations to install. One set installed as test. Four remaining in fabrication. Grant funding has been received to support this project.	Q4 2023
Liquid Waste Burgoyne Grit Chamber	Design and install Grit Chamber to reduce maintenance on pumps and improve process.	In-Progress	10	Project initiated. Design under way with Operations.	Q1 2024

Project	Description	Status	%	Comments	Timing
Priority Area: Transportation					
Merchants' Mews Pathway Design	Design a separate pathway along Upper Ganges Rd from Leisure Lane to Merchants Mews	In-Progress	90	Contract awarded to Island Pathways to develop detailed designs to meet Min. of Transportation specifications; BC Active Transportation (BCAT) grant submitted Oct/22. Grant declined due to the designs not meeting standards. Drawings have been revised and BCAT Grant application to be submitted in October 2023	Q4 2023
Rainbow Road Pathway Design	Design an asphalt sidewalk along Rainbow Road from 167 to Lower Ganges Road	On-Hold	5	Preparing Project Charter to define project scope. On-hold until Merchant Mews designs complete.	Q4 2024
Swanson Road Pathway Design	Design a pathway along Swanson Road from Atkins to Leisure Lane.	On-Hold	5	Preparing Project Charter to define project scope. On-hold until Rainbow Road designs complete.	Q4 2024
Bus Shelter	Design and construction for West Horel bus shelter.	In-Progress	20	Survey complete. Dec/22 application submitted through BC Transit's Bus Shelter Program. Will apply to MoTI's Minor Betterments program for funding. Grant funding has been received to support this project.	Q4 2024
Bus Shelter	Design and construction of art-inspired bus shelter at Mobrae Avenue and Vesuvius Bay Road.	Issue has arisen	5	Design/build contract being developed with local contractor. Contractor has declined to work on project. Will apply to MoTI's Minor Betterments program for funding. Grant funding has been received to support this project.	Q2 2024
Speed Reader Boards	Costing and installing speed reader boards at speed transition zones	In-Progress	50	Three of five locations approved by MoTI. Speed Reader Boards purchased. Support structure designed. Obtaining final location approval from MoTI. Grant funding has been received to support this project.	Q1 2024
Ganges Village Transportation Plan	Develop an Active Transportation Network Plan for the Ganges area Village to guide active transportation infrastructure with a focus on walkability and connectivity across the island.	Complete	100	Project initiated Mar/22 for a consultant to review and identify existing infrastructure gaps and recommendations for investments. October/22: survey and online engagement process initiated to identify active transportation networks gaps and priorities for the future of active transportation on the island. Nov/22 Baseline Conditions report presented to Transportation Commission. Stakeholder workshop scheduled for Feb. 7/23; and second online survey launched following the workshop. Active Transportation Plan presented to the LCC July/23. Grant funding has been received to support this project.	Q2 2023
Transit Bus Depot	Concept designs for a transit bus dept including EV chargers	See Parks Works Yard		Please see Parks Works Yard project under Park Land section for updates on a shared facility to accommodate park maintenance facility and bus depot including EV chargers for both buses and CRD vehicles	
Parking Proposal	Review parking proposal for additional Saturday parking in Ganges	In-Progress	20	Proponent to submit a written proposal.	

Salt Spring Island Administration Project Tracker

Report No. 12, 2023 | Jul - Sept



Project	Description	Status	%	Comments	Timing
Priority Area: Economic Development					
Economic Sustainability Bylaw Review	Review economic development service authority limits	In-Progress	20	Review economic development service authority to expand authority scope to do promotion of economic development broadly and address housing needs.	Q4 2023
Priority Area: Parks and Recreation					
Park Land:					
Ganges Harbour Walk	A steering committee has been established to secure right of ways, develop designs and consult with the community to build the Ganges Harbour walk.	In-Progress	10	Application submitted to the Province to secure foreshore right of way within existing alignment. Province requested detailed designs be submitted. Conceptual designs are being drafted for consultation with upland owners, First Nations and the community to inform design and Class D estimates (+/- 40%). An application for grant funding has been submitted to support this project.	Q2 2024
Parks Works Yard	Maintenance facility designs and costing	In-Progress	5	Initiated conceptual designs to move ahead with approvals. Designs will be coordinated with SSI transit O&M facility planning project for EV bus charging infrastructure and storage. Grant funding has been received to support this project.	Q4 2023
Parkland Acquisition - Playing Fields	Purchase additional parkland for the purpose of playing fields	Issue has arisen	0	On hold until suitable land outside of ALR become available	
Mt. Maxwell Community Park Interim Management Pla	Interim Management Plan to inform use and open to the public.	In-Progress	5	RFP has closed and submissions are being evaluated.	Q2 2024
Portlock Park Master Plan	Develop a master plan to reconfigure the park with the replacement of failing infrastructure	In-Progress	20	Staff and stakeholder workshop, draft designs presented to LCC and two community surveys are now now complete. Information received with be presented to LCC and incorporated into one draft design for LCC consideration	Q4 2023
Hydrofield - Field Upgrades	Proposed enhancement project to upgrade fields with two minor baseball and a soccer practice	Issue has arisen	5	Conceptual designs and cost estimates have been obtained. CRD is working with SD64 to formalize a joint use agreement. A private donation has been received to support this project.	Q3 2024
Community Parks:					
131 Brinkworthy Road	Private owner offered CRD a statutory right of way to develop a pedestrian pathway to connect Lower Ganges Road to the Brinkworthy community, alongside the western portion of the property along Brinkworthy Road.	On-Hold	50	Land survey identifying SRW and trail location has been completed and right of way registered on title. Project is reliant on Community Works Funding (CWF) or grant funding for the project to proceed in 2023.	Q3 2023
Trail Development - Trincomali	Development of a connector trail from Dunbabin Park to Trincomali Heights	On-Hold	25	Survey and environmental assessment now complete. Initial brush clearing partially complete. Project is on hold until additional staff resources become available.	Q2 2024
Park Development (Pecks Cove)	\$150,000 of community works funds were allocated the boardwalk studies and design. Any remaining project funds can be used towards the revitalization of this park	In-Progress	10	Conceptual design included in Harbourwalk scope of work.	Q2 2024

Project	Description	Status	%	Comments	Timing
Fernwood Dock	Continue with maintenance and repairs as identified in the Condition Assessment report.	In-Progress	10	Completed condition assessment in 2023 to plan for capital works in 2024. Preventative maintenance scheduled for Q3 2023	Q4 2024
Centennial Park Plaza	Replace plaza and install lighting in Centennial Park	In-Progress	20	Grant funding has been secured, detailed designs complete. Construction to begin in November 2023. Grant funding has been received to support this project.	Q1 2024
Saturday Market	CRD to hand over the operation and management of the Saturday Market.	In-Progress	10	RFP has closed and submissions are being evaluated.	Q1 2024
Drummond Park Playground	Replace the Drummond Park playground structure	Issue has arisen	5	An archaeologist has been retained to submit permits for approval of ground altering works on this site.	Q4 2024
Centennial Boardwalk Repair	Repair or replace boardwalk and railing as identified in the 2021 condition assessment report.	In-Progress	5	Preventative maintenance scheduled for 2023. Quotes for railing and piling repairs and been received and a contractor has been hired to complete.	Q4 2023
Community Recreation:					
Program Development	Develop additional programming for seniors, adults, and youth. Additional programming to better utilize PARC bus	In-Progress	25	Recreation Program Assistant has been approved for 2024 to support additional program offerings.	Q1 2024
Pool:					
Pool Electrical	Replacement of the Rainbow Recreation Centre electrical system	In-Progress	50	Assessment has been completed and so has a more detailed report with recommendations. Electrical room has been isolated and electrical equipment design is now complete. Tender has been awarded with replacement scheduled April 2024. Grant funding has been received to support this project.	Q2 2024
Pool Structural	Structural assessment for pool exterior wall	In-Progress	25	Assessment has been completed. Recommendations and costing have been brought back to LCC with a recommendation for debt borrowing. Alternative Approval Process (AAP) 2024 - repairs 2025	Q3 2025
Recreation Centre GHG Study - Recommendation Implementation #1	Installation of new cooling coil with heath pump replacement	In-Progress	5	Funding secured through CRD Climate Action for engineered designs. Design work has been awarded and is underway.	Q4 2023
Pool Mechanical	Heat pumps are at end of life and need to be replaced.	In-Progress	20	Heat pump replacement scheduled for December 2023. Grant funding has been received to support this project.	Q4 2023
Other					