



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Notice of SPECIAL COMMITTEE MEETING on **Tuesday, October 15, 2013 5:00PM**
Portlock Park Portable Meeting Room, 145 Vesuvius Bay Rd, Salt Spring Island, BC

AGENDA

1. Approval of Agenda

2. Motion to CLOSE meeting in accordance with the *Community Charter*, Part 4, Division 3, Section 90 (1) (e): the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

3. New Business Items
 - 3.1 Expression of Interest for Available Land for Sports Field

 - 3.2 PARC Suggestions

4. Adjourn

To ensure quorum, advise Tracey Shaver or Karla Campbell at 537 4448 if you cannot attend.

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Background:

The Capital Regional District (CRD), Salt Spring Parks and Recreation Commission are interested in acquiring land for the development of playing fields. The development of additional capacity for sports and other active recreation pursuits has been identified as a priority in the 2010 Parks and Recreation Master Plan. The Salt Spring Island Official Community Plan (OCP) supports the expansion of recreational facilities to meet community needs. Salt Spring Island has active community baseball and soccer leagues which are largely limited to the community and elementary school fields. There is limited time with current fields for practice and games resulting in a gap for recreational amenities on Salt Spring Island.

Opportunity and Key Purpose

Through the Expression of Interest (EOI) process, the CRD is requesting proposals from property owners to identify if their land would be suitable and available. Preference would be for close proximity to Ganges Village but open to other areas on the island, approximately 15 acres. The land should have slopes generally less than 10% grade and suitable for sports fields.

The CRD, at its sole discretion may, or, may not proceed further based on responses received. The CRD, may enter into direct negotiations with any or all of the respondents. No party will have any formal contractual obligations to the other and either party can withdraw from the process at anytime for any reason whatsoever.

Key Purpose:

The Islands Trust's Official Community Plan (OCP), Parks and Recreation Commission 2009 Strategic Plan and the 2010 Master Plan provide evidence that Salt Spring Island existing facilities are used to capacity and additional fields are needed. Salt Spring Island does not have a baseball facility that is sanctioned for BC Minor League play for teams above the Mosquito age group (older than 12 years). Athletic fields currently available on Salt Spring Island are generally small, of poor quality and in short supply.

Enquiries

All enquiries related to the EOI are to be directed, in writing, to the contact person at the email address on the front cover of this this EOI.

Qualification Review

Review of responses will be by select staff chosen by the Senior Manager and subsequently by the Parks and Recreation Commission. Review of responses may include consultation with other agencies such as Ministry of Transportation and Infrastructure.

Respondent Expenses:

Respondent are solely responsible for their own expenses in preparing a response and for subsequent negotiations with the CRD, if any. The CRD will not be liable to any respondent for any claims, whether

for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

Acceptance of Responses:

This Expression of Interest is not an agreement to purchase goods or services. The CRD is not bound to enter into a contract with any respondent. The CRD will be under no obligation to receive further information, whether written or oral, from any respondent.

Modification of Terms:

The CRD reserves the right to modify the terms of this EOI at any time in its sole discretion. This includes the right to cancel this EOI at any time for any reasons whatsoever without entering into a contract.

Ownership of Responses and Confidentiality of Information:

All documents, including responses, submitted to the CRD become the property of the CRD. They will be received and held in confidence by the CRD, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Information pertaining to the CRD obtained by the respondent as a result of participation in this EOI is confidential and must not be disclosed without written authorization from the CRD.

Your submission is to include:

1. A description of the proposed land, including the following:
 - a. Legal description of the property
 - b. State of title certificate with copy of any leases, covenants, rights of way or other notations on title
 - c. Present zoning of the land
 - d. Provide information if the land is designated as Agricultural Land Reserve
 - e. 2013 Assessed Value of land and buildings (if any)
 - f. Significant drainage features on land
 - g. Maximum slope of the land (approximate)
 - h. Recent survey (if available)
 - i. Existing on-site sewage disposal
 - j. Identify buildings or structures on the land
 - k. What is the present and past use of the land
 - l. Existing water sources for irrigation
 - m. Information on any existing site contamination or hazardous material assessments
 - n. Access points to the property from dedicated public road(s)
 - o. Photograph of the property
 - p. Any unique features, service, value-added components or supporting information you wish to include in your submission
2. Name, address, and phone number of all legal owners of the land

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3. If not the owner, authorization to act on behalf of the owner(s) in responding to this EOI

Additional Information:

1. This is not a request for proposal
2. Submissions are to be no more than five (5) pages in length
3. Three copies of your EOI are to be submitted
4. Lease options will not be considered
5. *[insert here: information on Island's Trust mapping website reference (MAPIT) where respondents can download the zoning and the contours, and the aerial photos]*

Responses will be received by date, submitted to person