



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION

Notice of Meeting on **Tuesday, June 15, 2021 at 3:00 PM**

SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Gary Holman

Brian Webster

John Gauld

Sean Norgard

Sonja Collombin

Drew Bodaly

Colin Walde

Drew Takahashi

Randy Cunningham

(r) = Regrets

****Electronic Meeting Notice**** To receive an email invitation to listen to this meeting in real time, please contact Shayla Burnham at 250 538 4304 or sburnham@crd.bc.ca no later than 12 noon on June 15, 2021.

AGENDA

1. Territorial Acknowledgement / Call Meeting to Order

2. Public Prohibited Meeting Resolution

That this resolution applies to the Salt Spring Island Parks and Recreation Commission (PARC) for the meeting being held on June 15, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.
- c. By offering the ability to listen to the meeting by invitation.

3. Approval of Agenda

1-2

4. Adoption of Minutes June 1, 2021

3-4

5. Delegation/Presentation - None

6. Director and Chair Reports

7. Outstanding Business

7.1 Rainbow Road Pool and Multipurpose Room Expansion Project Update

5-6

That the Salt Spring Island Parks and Recreation Commission receives this report for information.

To ensure quorum, advise Shayla Burnham 250 537 4448 if you cannot attend.

7.2 Project Charter – Centennial Park Plaza

7-15

That the Salt Spring Island Parks and Recreation Commission agrees to sign off on the Centennial Park Plaza Replacement Project as authorization for the project to proceed as presented.

7.3 Park Maintenance Facility

16-23

That the Salt Spring Island Parks and Recreation Commission recommend proceeding with an application to rezone 210 and 220 Kanaka Road to Community Facilities 1 (CF1) with a zone variation to CF1(d) to include a parks maintenance facility as a permitted use.

7.4 Project Charter – Park Maintenance Facility

24-30

That the Salt Spring Island Parks and Recreation Commission agrees to sign off on the Park Maintenance Facility Project as authorization for the project to proceed as presented.

7.5 Drake Road Trail Upgrade

7.6 Subdivision Referral – 445 Blackburn Road, PID 009-131-418

8. New Business

8.1 Electric Vehicle Charging Unit - 100 Jackson Avenue, PID 025-907-221

31-38

That the Salt Spring Island Parks and Recreation Commission recommend accepting the Level 2 electric charger donation and allocate operating and capital funding for the repairs and replacement of the unit.

9. Correspondence – None

10. Motion to Close the 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;

11. Rise and Report

12. Next Meeting:

Tuesday, June 29, 2021

Public attendance to be determined by Order of the B.C. Public Health Officer.

13. Adjournment



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held June 1, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC
****Electronic Meeting******

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, John Gauld, Colin Walde, Drew Bodaly, Sean Norgard, Drew Takahashi, Randy Cunningham
 Regrets: Brian Webster, Commissioner
 Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Collombin and the meeting was called to order at 3:05 pm.

2. ELECTRONIC MEETING RESOLUTION

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, That this resolution applies to the Salt Spring Island Parks and Recreation Commission (PARC) for the meeting being held on June 1, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the PARC is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting,
- c. By offering the ability to attend and listen to the electronic meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Walde, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission agenda of June 1, 2021 be approved.

CARRIED

4. Adoption of Minutes of May 18, 2021

MOVED by Commissioner Takahashi, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission approve the minutes of May 18, 2021.

CARRIED

5. Director and Chair Reports - None

6. Motion to Close the meeting

MOVED by Commissioner Walde, **SECONDED** by Commissioner Bodaly, **that the Salt Spring Island Parks and Recreation Commission close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1): (k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED

The Commission closed the meeting at 3:07 pm.

The Commission returned from the closed meeting at 4:21 p.m.

7. Rise and Report

MOVED by Commissioner Gauld, **SECONDED** by Director Holman, that the Salt Spring Island Parks and Recreation Commission recommends approval in principal to enter into a five year lease agreement with School District 64 for the Salt Spring Island Middle School building located at 122 Rainbow Road (PID 002351226).

CARRIED

8. Next Meeting

June 15, 2021 Parks and Recreation Commission Meeting.

June 29, 2021 Parks and Recreations Commission Capital Planning Meeting.

**Public attendance to be determined by Order of the B.C. Public Health Officer.

9. Adjournment

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Gauld, that the meeting adjourn at 4:25 p.m.

CHAIR

SENIOR MANAGER

**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, JUNE 15, 2021**

SUBJECT **Rainbow Road Pool and Multipurpose Room Expansion Project Update**

ISSUE

To provide an update to the Rainbow Road pool and multipurpose room expansion project.

BACKGROUND

On November 18, 2019 the Salt Spring Parks and Recreation Commission recommended that the Capital Regional District Board direct staff to submit an application for grant funding for the multipurpose room expansion project through the UBCM Child Care Space Creation Program.

Notification of grant approval was received on February 14, 2020 in the amount of \$832,725 with the condition that all project activities be completed no later than February 14, 2022. The Salt Spring Island Parks and Recreation Service Five Year Financial Plan includes \$75,000 for the Pool and Multipurpose Expansion project in 2021.

A total project budget of \$907,725 was set up in 2020, funded by \$624,544 from the UBCM grant in 2020, \$75,000 from Capital Reserve Fund (CRF) in 2021 and \$208,181 from the UBCM grant upon completion of the project in 2022.

Inflated construction and material costs have resulted in this project being over budget by \$265,971 bringing the total project budget to \$1,173,696. The Salt Spring Island Electoral Area Director has committed \$265,971 of Community Works Funds towards this project for the project to proceed and be completed on scheduled.

Construction is expected to start early in July with a completion date of December 2021. A not for profit child care provider has been selected to occupy the space beginning in January 2022.

IMPLICATIONS

Financial Implications

A competitive Invitation to Tender (ITT) procurement process was conducted, as per CRD procurement policy. Two Tender Bids were received in response, as shown below:

Name of Firm	Tender Bid
Ecklundson Construction Group	\$1,009,713
Kinetic Construction	\$1,259,268

Both firms submitted a compliant bid, with no safety or environmental issues identified. Ecklundson Construction submitted the lower bid and is the same firm that is completed work for the CRD on the Ganges Waste Water Treatment Upgrade.

The Capital Regional District (CRD) received grant funding in the amount of \$832,725 towards this project in 2020. To date \$73,790 has been spent on assessments, designs, permitting and architectural services. Inflated construction and material costs have resulted in this project being over budget by \$265,971. If additional funding was not secured and the grant funding returned to the funding agency, the CRD would be responsible for repayment of the year to date expenses.

This project is funded from a combination of grant funding, Community Works Funds (CWF) and Capital Reserve Funds (CRF)

Item	Cost
UBCM Grant	\$ 832,725
CWF	\$ 265,971
CRF	\$ 75,000
Total	\$ 1,173,696

CONCLUSION

CRD received notification of grant approval in February 2020 in the amount of \$832,725 with the condition that all project activities be completed no later than February 14, 2022 and that the new space be provided to a not for profit child care provider for a minimum of 15 years. To date \$73,790 has been spent on assessments, designs, permitting and architectural services. Inflated construction and material costs have resulted in this project being over budget by \$265,971. Additional funding has been secured for the project to proceed and be completed on scheduled.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission receives this report for information.

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



PROJECT CHARTER



LAST UPDATED: Tuesday, June 08, 2021

Project Name:	Centennial Park Plaza Replacement Project
Department Name / Division Name:	SSI Parks and Recreation / SSI Electoral Area
Budget / Account Code:	CX.075.2004.71
SharePoint File No.:	5220 Projects – Centennial Park Master Plan Redesign
Prepared By / Date:	Dan Ovington

1. PROJECT BACKGROUND

The Salt Spring Island Parks and Recreation Commission (PARC) has approved a 20 year Master Plan to prioritize infrastructure investments for Centennial Park and guide the divisional service plans, strategies, and five year financial plan. The Master Plan is broken into a number of phases, however the Commission has prioritized the replacement of park amenities to those whose are nearing or at the end of their usable life.

With the washroom and playground replacement now complete, upgrading of the existing park plaza has been identified as an important next phase. The plaza is Centennial Park's most significant hardscape, and is heavily used during public markets and cultural and community events. The plaza is over 27 years old and is made up of a number of different patchwork materials including brick, cement and asphalt. Aging trees in the plaza have created lifts and uneven surfaces throughout causing surfaces to lift and buckle.

In addition to the required plaza upgrades, it has been determined that additional lighting and video surveillance is needed to address the growing concern from residents that the downtown community parks have become a place that attracts or enables offending behavior due to informal management practices and little surveillance. Public trust and perception in the parks being a safe place is being undermined by the lack of control and not addressing the antisocial behavior.

Centennial Park is a unique and important public space for the entire community, and a feature attraction for residents and visitors. The new park plaza should be one that is less rigidly linear, highlights the park entry and draw visitors into the park and to the waterfront. It should also address how pedestrian flow leaves the park and enters adjacent properties with active boat and car traffic. Consideration should also be given to Coast Salish features such as waving patterns as identified in the 2016 Centennial Park Master Plan. Additional lighting features and video camera installation will assist with restoring the confidence in safety of the park attendees.

The following links are supporting documents used to develop the project:

- Centennial Park Master Plan
- Centennial Park Survey
- Centennial Pak Drainage Record Drawing Set
- Centennial Park Electrical Plan
- Centennial Park Water Line Plan
- Centennial Park Geotechnical Study

Centennial Park Arborist Study
Centennial Park Archeological Study
Centennial Park Surveillance Options

2. PROJECT PURPOSE

The purpose of this project is to develop community supported designs and construction for the replacement of the Centennial Park plaza as identified in the Centennial Park Master Plan.

3. CRITICAL SUCCESS FACTORS

(S.M.A.R.T. – Specific, Measureable, Agreed-upon, Realistic, Time-Sensitive)

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

1. Delivered on-budget
2. Continue to meet or exceed park use demand requirements
3. Universal accessibility
4. Reduce operating and maintenance costs
5. Vandalism resistant
6. Public support
7. Delivered on-time.

4. SCOPE OF WORK AND DELIVERABLES

COMMUNITY CONSULTATION AND LANDSCAPE ARCHITECT

The Centennial Park Plaza Project engagement process will be a follow up to the consultation that was previously done for the Master Plan. The scope of work for landscape architect and community consultation services for the Centennial Park Plaza Project is as follows:

1. Site visit and preliminary study of existing Centennial Park plaza.
 - a. Background analysis
2. Preliminary design of park plaza
 - a. Use of final preliminary park design from Master Plan
 - b. Include security features including lighting and cameras
 - c. Brief memo detailing proposed recommendations
 - d. Compile comments and incorporate into new conceptual design
3. Community consultation
 - a. First Nations engagement
 - b. Virtual meetings for key stakeholder (surrounding businesses and market vendors)
 - c. Presentation of design to PARC for feedback
 - d. Present final conceptual design online for public comment

ENGINEERING SERVICES

The scope of work for engineering services for the Centennial Park Plaza Project is as follows:

1. Site visit and preliminary study of existing Centennial Park plaza.
2. Preliminary design of plaza.
 - a. Brief Technical Memo detailing proposed recommendations including security features.
 - b. Class D cost estimate (+/- 50%) for proposed works.
 - c. Permit/Access Rights review, identifying any required permitting or access rights, including but not limited to (FLNRO, Archaeological, Environmental, Islands Trust Development Permit Areas, Islands Trust heritage permitting for potential tree removal, etc.).
 - d. Contact Ministry of Transportation with preliminary designs to see if Permit for Right-of-Way requires resubmission.
3. Detailed Design development of proposed plaza:
 - a. Issued for Review Drawing set, for review in field and discussion.
 - b. Issued for Tender Drawing set, including all supporting technical specifications.
 - c. Detailed cost estimate (+/-20%), including schedule of quantities and prices.
4. Tender Services:
 - a. Prepare tender scope of work, including all drawing sets and supporting specifications.
 - b. Attend Pre-Tender Site Information meeting.
 - c. Respond to any Requests for Information, and assist in development of any Addendums.
 - d. Tender review/recommendation
5. Construction Services:
 - a. Issued for Construction Drawing set.
 - b. Site inspections as needed to support role as Engineer of Record.
 - c. Respond to any Requests for Information, and/or substitution requests.
6. Project Closure
 - a. Final walk-through inspection.
 - b. List of deficiencies.
 - c. Record Drawing Set.
 - d. Permit termination.

5. PROJECT DELIVERABLES

No.	List of Project Deliverables	Acceptance Criteria <i>(specific standards, written criteria, etc.)</i>
1	Arborist assessment and recommendations	
2	Determine required local governing permits or approvals (DPA area)	
3	Preliminary conceptual design finalized	
4	Community Consultation completed	
5	Detailed engineering designs	
6	Cost estimates	
7	Permitting Requirements	
8	Tender Awarded	
9	Establish funding sources to meet projected budget	
10	Communication Strategy (for public impact during construction)	
11	Plaza demolition and removal	
12	Construction of new park plaza	

6. TIMELINES

Milestones, etc.	Target Timeline	Revised Timeline
Approval of Project Charter	June 2021	
Assessments	July 2021	
RFP for Landscape Architect and Consultation	July 2021	
Community consultation	August - October 2021	
Preliminary design approved by PARC	November 2021	
ITQ for detailed designs and cost estimates	November – December 2021	
Permitting (Heritage Tree Removal Permit and DPA zone, Right-of-Way Permit)	January – May 2022	
Post ITQ (6 weeks)	June – July 2022	
ITQ Selection and award	August 2022	
Demolition and disposal	November 2022	
Construction	January – March 2023	

7. BUDGET

\$100,000 of Community Works Funds (CWF) and \$100,000 of Capital Reserve Funds (CRF) has been allocated to this project for a total of \$200,000. Unfortunately an application for \$100,000 of grant funding was not successful. Once elements are confirmed and cost estimates are completed the project budget will be updated and additional funding may be required.

Cost Explanation	Amount (\$)	Revision (1)	Funding Source
Assessments	\$2,500		CRF
Community Consultation	\$1,000		CRF
Preliminary design	\$15,000		CRF
Detailed design including sloping	\$40,000		CWF
Cost Estimates	\$4,500		CRF
Permitting	\$5,000		CRF
Demolition and disposal	\$45,000		CWF
Lighting (poles, LED, pedestals)	\$25,400		CRF/CWF
Security Cameras	\$40,875		TBD
Electrical Materials, installation, permit	\$24,800		TBD
Construction	\$218,000		CWF/Grant
SUB TOTAL	\$422,075		
Contingency (10%)	\$42,207		CRF
Project Technician (5%)	\$21,104		CRF
TOTAL	\$485,386		

** Class D estimate + or – 50%, a preliminary estimate which due to little or no site information indicates the approximate magnitude of costs of the proposed project based on the clients broad requirements*

8. ADDITIONAL ASSUMPTIONS / CONSTRAINTS

No.	Description
1	Adequate staff resources will be available to undertake the project
2	Detailed design and key elements have not been confirmed and may exceed the original construction budget
3	All work must fit within the existing MOTI permitted right of way
4	All work must fit within the existing property boundaries
5	Development permits will be approved in timely fashion
6	Drainage to tie into phase one drainage works
7	Certain work may have limited construction windows to minimize impact to park users and neighbours
8	Existing utility hookups (Power/Water/Sewer) are adequate
9	Certain works may require partial road closure
10	Contracts over \$100,000 require CAO approval
11	Highly publicized project on Salt Spring Island will require public consultation and a communication plan to maintain public confidence.

9. INTERRELATIONSHIPS WITH OTHER PROJECTS / PROGRAMS

The primary relationship is between the Parks and Recreation Commission and the events/activities held in Centennial Park. The timeline for the plaza and parking lot replacement should take into consideration a number of events including the Saturday Market, Holiday Light up, Remembrance Day, Canada day and other heavily attended park events.

10. PROJECT TEAM

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

Role	Team Member	Responsibilities
Project Sponsor	Robert Lapham (CRD CAO)	<ul style="list-style-type: none"> • Chief Spokespersons • Liaise with CRD Board • Attends Board meetings as required • Review and carry forward recommendations by the team • Sign off on contracts and purchases over \$100,000
Senior Manager	Karla Campbell (CRD Sr. Manager)	<ul style="list-style-type: none"> • Liaise with Project Sponsor • Attends Commission meetings as required • Manage the project team • Manage the resolution of conflicts (with the team and consultants/contractors, etc) • Approve scope and budget changes • Sign off on contracts and purchases under \$100,000
Project Administrator	Dan Ovington (CRD Manager)	<ul style="list-style-type: none"> • Prepare staff reports for Commission and Board meetings • Overall responsibility for project performance with respect to scope, schedule and budget • Prepare and manage all procurement • Tender and contract administration • Administer construction contracts, progress reports, change orders, payments, etc • Conduct project status review meetings with the Project Team • Liaise with community partner • Stakeholder management • Identify risks to the project and implement mitigation strategy actions • Coordinate resources to resolve issues affecting project progress • Ensure compliance with policies and procedures • Sign off on contracts and purchases under \$50,000
Project Manager	Colleen Cybulski (Project Technician)	<ul style="list-style-type: none"> • Manage all design services and compliance with contracts • Manage all design, construction and commissioning of all components to hand-over to Operations • Report to Project Administrator on design, project, and contract issues • Evaluate engineering proposals and designs and make recommendations • Provide constructability review of drawings and specifications • Monitor and control the consultants and contractors scope, schedule and budget • Ensure that shop drawings are reviewed and issued in a timely manner
Communications Coordinator	Corporate Communications	<ul style="list-style-type: none"> • Prepare/provide input into communication plans • Development/production of publications, displays and presentations • Support public/stakeholder engagement, liaison, etc

11. KEY STAKEHOLDERS

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
CRD Board	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary.	A
SSI Electoral Area Director	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary.	A, PD
Parks and Recreation Commission	Needs to be kept informed of the project. Commitment and support for project is necessary. Key decision maker who makes recommendations to CRD Board for final consideration.	A, PD
Harbour Authority	Needs to be kept informed of the project and provides input on project timelines and designs affecting their operations	I, C
Market Advisory Group	Needs to be kept informed of the project.	I, C
SSI Operations Maintenance Staff	Kept informed of the project and provides input on process selections, equipment selections, maintenance issues, daily operational impacts etc.	I, C
SSI Administrative Staff	Kept informed of the project and provides input on schedules. Receive public comments.	I, C
Market Vendors	Final design may impact market vendor booth location and pedestrian traffic flow	C
CRD Building Inspection	Building permits; adherence to public facility building codes	A
Ministry of Infrastructure and Transportation	May need permits/approvals to complete work within the road right of ways; potential partner on design	A
Ministry of Environment	Approvals may be required for ocean outfall and drainage pipe	A
Fisheries and Oceans	Approvals may be required for ocean outfall and drainage pipe	A
Neighbourhood businesses, residents and adjacent property owners.	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a HIGH level of impact on the decisions.	I, C
Island Trusts	Commitment and support for project is necessary. Group's level of concern can have a HIGH level of impact on the decision.	A, I
Tourists	Construction may impact parking. Risk of congestion	I
Special interest groups	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a HIGH impact on outcomes.	I

Note: For projects that require more substantial stakeholder identification, please refer to the Supplemental section of the CRD Project Management Guide for methods / templates, etc. Please document any addendums in the Addendum Section of this

Legend	
NI	= no involvement
I	= information only
C	= consulted
PD	= planning and decision making
A	= approval rights to say "Yes" or "No" to a decision

12. COMMUNICATIONS

Internal		Required (yes / no)
Should any of the following be informed / kept up to data about this project? <i>If yes, ensure that they are documented in the "Key Stakeholders" section. These groups may want the information to be ready for questions from the public or to plan for future change management, etc.</i>	CRD Politicians	Y
	Management Teams (i.e. ELT, Corporate Team)	N
	Specific senior managers from departments not Involved in the execution of the project.	N
External		Required (yes / no)
Does the project require any of the following: <i>*If yes, please consult your department's communications expert for direction when preparing the project plan.</i>	Public Consultation	Y
	Advertising in print, radio, television, web, etc.	Y
	Politically sensitive updates to stakeholders	Y
	Development of print materials for public consumption	Y

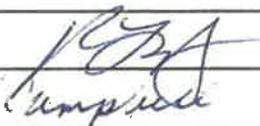
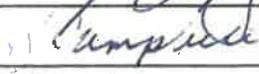
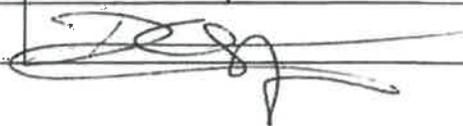
13. RISK IDENTIFICATION

No.	Risks Identification (Related to scope, schedule, budget, stakeholders, etc.)	Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high)	High Level Risk Response Strategy (if applicable)
1	Adequate staffing is available to manage and implement the project	Medium	High	Ensure staffing requirements are met through either employees, contract employees or consultants.
2	Project costs are greater than budgeted	High	High	Need to obtain cost estimates for design elements and key factors.
3	Equipment fails prior to replacement, requiring temporary repairs or accelerated designs/construction, both potentially very expensive	Low	High	Continue with designs as quickly as possible. Rent portable toilets
4	Public opposition	Medium	High	Ensure effective community communication strategy throughout the process. Develop mitigation action strategies to address issues.
5	Assume approvals are received on time and with minimal conditions	Low	High	Ensure approvals are sought early to reduce potential delays/costs.
6	Heritage Tree Removal	High	High	Will follow PARC's tree removal policy. Need to obtain Island's Trust approval.

14. SIGNOFF ON PROJECT CHANGES

Project changes and change orders above the approved project budget will be brought back to the Commission for consideration. Approvals of expenditures will be done in accordance with CRD's procurement policies.

15. SIGNOFF *(Signoff provides authorization for the project to proceed.)*

Position/Title	Print Name	Signature	Date
Project Sponsors	SSI Parks and Recreation Commission		
General Manager	Robert Lapham		03/24/21
Senior Manager	Karla Campbell		Mar. 22/21
Project Administrator	Dan Ovington		MAR 22/21

**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, JUNE 15, 2021**

SUBJECT **Salt Spring Island Parks and Recreation Maintenance Facility**

ISSUE

To consider locations for a new park maintenance facility located on CRD Salt Spring Island parkland.

BACKGROUND

The Salt Spring Island Parks and Recreation (PARC) 2019 Strategic Plan identified the park maintenance service levels, equipment, facilities and resource capacity as one of the top three priorities of future focus. This priority is the action required under the strategy to “invest in our capacity to deliver excellent service.” A thorough evaluation of equipment and facility needs was completed in collaboration with maintenance staff. It was determined that the current maintenance facility is inadequate for the work required to meet service levels and maximize service delivery.

The maintenance staff currently work out of a modular building located at 210 and 220 Kanaka Road (Kanaka). The maintenance facility is used to accommodate the daily functions and storage needs of park maintenance staff on Salt Spring Island. This building has reached the end of its useful life and needs to be replaced. The current modular building being used does not have running water, proper ventilation or adequate space and does not meet CRD facility standards. Given the current storage and space restrictions, tools and equipment are currently stored at multiple locations which is inconvenient and inefficient.

PARC owns three potential sites to be considered for the development and construction of a new maintenance facility: Kanaka, 145 Vesuvius Bay Road (Portlock Park) and 262 Rainbow Road (Rainbow Road):

- 210 Kanaka Road is zoned Residential 2 (R2) and 220 Kanaka is zoned Agriculture 1 (A1). Both Kanaka properties are located in the Agricultural Land Reserve (ALR), however the CRD received confirmation from the Agricultural Land Commission that the restrictions on use of agricultural land contained in the Agricultural Land Commission Act and BC Regulation 30/2019 do not apply to the properties as both parcels are under two acres in size.
- Portlock Park is zoned Park and Reserves 1 (PR1). This property is located within the ALR and has non-farm status for the current use.
- Rainbow Road is zoned Community Facility 1 (CF1(b)) and is the only CRD property on Salt Spring Island zoned for indoor recreation. This property is located within the ALR and has non-farm status for the current use.

The zoning for Kanaka does not permit the use of a maintenance facility in Islands Trust Land Use Bylaw; therefore a rezoning application and Official Community Plan (OCP) amendment will be required. In regards to Portlock Park and Rainbow Road, the maintenance facility could be considered accessory to a permitted use but may require a rezoning or variance to the existing definitions. The properties are also located in the ALR and may require approval from the Agricultural Land Commission if the addition of a maintenance facility is not considered a permitted use under the current non-farm status.

The process for a re-zoning application is lengthy and will require approval from the Salt Spring Islands Trust Council. The Islands Trust will likely refer the application to their Regional Planning Committee and Agricultural Advisory Committee for their recommendation on the rezoning application.

SITE ANALYSIS

Site	Positives	Negatives
Kanaka	<ul style="list-style-type: none"> • Preferred location of maintenance staff • Central location (time management) • Essential as a storage facility as yard is used to store abandoned boats, bikes and camping equipment left in community parks and beach accesses • Dumpster on lot is centrally located for garbage and recycling • Lot is fenced providing a secure location for vehicles, trailers, mini excavator and other equipment that is stored outside • Lot is away from recreation activities providing outdoor space for woodworking and other projects 	<ul style="list-style-type: none"> • Requires rezoning (public consultation, extensive time constraints) but may only require a change to public service uses definition. Parks and Recreation is a permitted use in all zones. Uses, buildings and structures accessory to a principal use on the same land. • Requires new build (costly)
Portlock Park	<ul style="list-style-type: none"> • Does not require a new build, can renovate/upgrade/expand existing building structure (change rooms/offices) bathroom on site • Two offices are currently used by park staff • Currently used by soccer as an office and concession • Currently stores tractors and other equipment for maintaining playing fields 	<ul style="list-style-type: none"> • May require rezoning (public consultation, extensive time constraints) • Located in the Agricultural Land Reserve. Amendment to non-farm status may be required • Older building, needs upgrades (including utilities) • Master plan not yet completed • Not ideal for heavy machinery to run through property as it is a high traffic public area
Rainbow Road	<ul style="list-style-type: none"> • Central location • Can develop as part of the master planning for the site currently underway • Easy access to pool facilities and staff 	<ul style="list-style-type: none"> • Holds a covenant agreeing not to develop the Land except in compliance with the development permit Area 1 – Island Villages in accordance with SSI OCP • The only CRD property on Salt Spring Island zoned for indoor recreation.

IMPLICATIONS

Financial Implications

The construction of a new maintenance facility, whether it be a new building or a building renovation is a costly project but is required to maintain current and future service levels. This project currently has \$35,000 allocated in the 2021 Capital Reserve Fund and \$100,000 allocated in 2022. Preliminary designs will be required for either location to move ahead with a rezoning application and cost estimates. Preliminary designs will also be required for the ALC to consider if this is a permitted use under the existing non-farm status.

Cost Explanation	Amount (\$)
Survey	\$3,500
Assessments	\$1,500
Consultation & Communication (internal/key stakeholders/open house) –virtual Presentation to PARC, updated to website and communications	\$1,000
Conceptual Designs & Revisions	\$15,000
Cost Estimates	\$2,500
Rezoning Application Fee & Referrals	\$5,500
SUB TOTAL	\$29,000
Contingency (10%)	\$2,900
Project Technician (10%)	\$2,900
TOTAL	\$34,800

Social Implications

All potential sites may require rezoning and will be subject to community consultation. The rezoning process could take up to 12 months to complete.

Proceeding with the Kanaka site will expose that the current use of the site does not meet zoning requirements; but has been used as an active works yard for a number of years. The site is adjacent to the school works yard. Kanaka is located in a residential neighbourhood and holds densities (Attachment 1). Some community members have suggested that affordable housing is a more appropriate use for this site.

The Portlock Park site is currently a public park with high traffic and a variety of user groups. The park is in a residential area and any construction may have a negative impact on neighbours, church members and sports groups. Developing Portlock Park with additional maintenance facilities takes away available options for other sport amenities and recreation use that may be identified through the master planning process.

Rainbow Road site is currently zoned for non-commercial indoor and outdoor recreation with the stipulation that only 25% of the land can be covered for indoor space. If the maintenance facility was built on this property, it would reduce the opportunity to expand other indoor recreation activities.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Parks and Recreation Commission recommend proceeding with an application to rezone 210 and 220 Kanaka Road to Community Facilities 1 (CF1) with a zone variation to CF1(d) to include a parks maintenance facility as a permitted use.

Alternative 2

That the Salt Spring Island Parks and Recreation Commission recommend proceeding with applications to include a parks maintenance facility as a permitted use at Portlock Park.

Alternative 3

That the Salt Spring Island Parks and Recreation Commission recommend that the report be referred back to staff for additional information.

CONCLUSION

The current PARC maintenance facility is past its useful life and does not adequately meet the needs of the maintenance team. Staff conducted a high level review of three locations for consideration of redevelopment; Kanaka, Portlock Park and Rainbow Road. All three sites have opportunities and challenges, however, staff consider the current site at 210 and 220 Kanaka Road the optimum location for a new maintenance facility.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommend proceeding with an application to rezone 210 and 220 Kanaka Road to Community Facilities 1 (CF1) with a zone variation to CF1(d) to include a parks maintenance facility as a permitted use.

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

Attachments:

- Attachment 1 – 210/220 Kanaka Additional Background Information
- Attachment 2 –210/220 Kanaka Road Site Map
- Attachment 3 –Portlock Park, 199 Vesuvius Bay Road Site Map
- Attachment 4 – 262 Rainbow Road Site Map

Attachment 1 – 210/220 Kanaka Additional Background Information

Background Information:

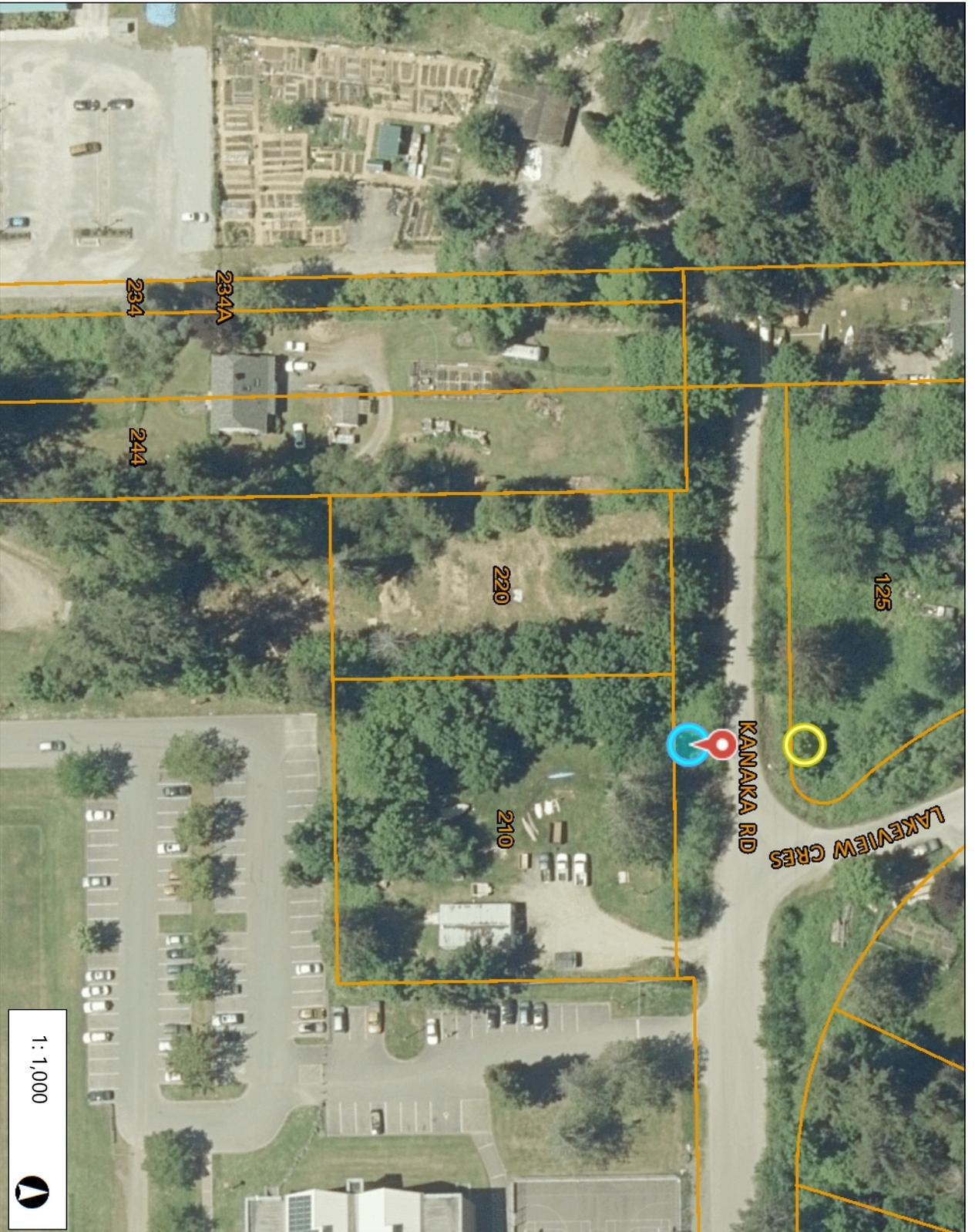
- CRD acquired 210 Kanaka Road in 1992 and 220 Kanaka in 1996.
- In the mid 90's, Trincomalli Developments Ltd. owned a 507 acre property between Steward Road and Ford Lake which they wished to develop. At the time, current zoning would allow for the subdivision of the property into 21 lots.
- The subdivision of the property triggered an amenity zoning in accordance with the Municipal Act (now the Local Government Act).

Note

Section 510 of the Local Government Act, requires the owner of land being subdivided into three or more additional lots to provide without compensation:

- park land of an amount equal to 5% of the total land being proposed for subdivision in a location acceptable to the local government, or
- pay the local government an amount that equals the market value of the land that would be required for park land dedication.
- In April 1994, it was reported that the proposed development required rezoning of 427 acres of Upland and Forest-zoned property to a Comprehensive Development 9 (CD9) zone through Bylaw 232. Current zoning would allow subdivision of the property into 21 lots and bylaw 232 would increase that number to 37 and result in a 80 acre land dedication to public parkland adjoining Crown land near Ford Lake.
- Trust staff recommended Bylaw 323 be considered for fourth and final reading “if and when a comprehensive development plan has been registered against property titles at the expense of the owner.”
- Densities from 210 Kanaka were offered up by PARC to make the upzoning on Steward Road/Ford Lake more palatable to the community as there was a lot of concern at that time about not increasing the overall net development density of the island.
- The developer agreed to provide a multi-diamond baseball facility in exchange for the additional density transfer of four lots from 210 Kanaka Road to the new development. At the time the developer believed the profits from the extra lots would compensate them sufficiently for the ball fields.
- The agreement was that the lots would not receive legal title until the ball park was completed.
- Bylaw 323 was passed in in 1997 giving the Stewart Road/Ford Lake development it's CD9 zone and a section 215 covenant was registered on title at 210 Kanaka Road as part of the density transfer restricting the residential density to three dwelling units (despite its multi-family 2 (MF2) zoning at the time which would have potentially allowed substantially more).
- Gradually the agreement lost energy and did not proceed.
- Today the CD9 zone encompassing the formerly large parcels in the vicinity of Ford Lake has been replaced by the Comprehensive Development 3 (CD3) zone under land Use Bylaw (LUB) 355.
- 210 Kanaka Road's MF2 zoning has been replaced by a Residential 2 (R2) zone under LUB 355.
- If the extra lots are never going to be developed (which would require a bylaw change), an argument could be made that the density could be restored to the Kanaka Road lots or possibly transferred elsewhere.
- Option according to Islands Trust – If CRD is contemplating residential development on the lot, CRD may wish to approach IT to see if they'll entertain removal of the covenant from title if it's believed to impede the organization's plans.
- If office development is proposed, it appears rezoning from the lot's current R2 zoning may be required.
- R2 zone does not appear to support office use.

Attachment 2 - 210/220 Kanaka Road



50.8 0 25.4 50.8 Meters

NAD_1983_UTM_Zone_10N
© Capital Regional District

1: 1,000



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Legend

Notes

Attachment 1 - Portlock Park, 199 Versuvius Bay Road



127.0 0 63.5 127.0 Meters

NAD_1983_UTM_Zone_10N
© Capital Regional District

1:2,500



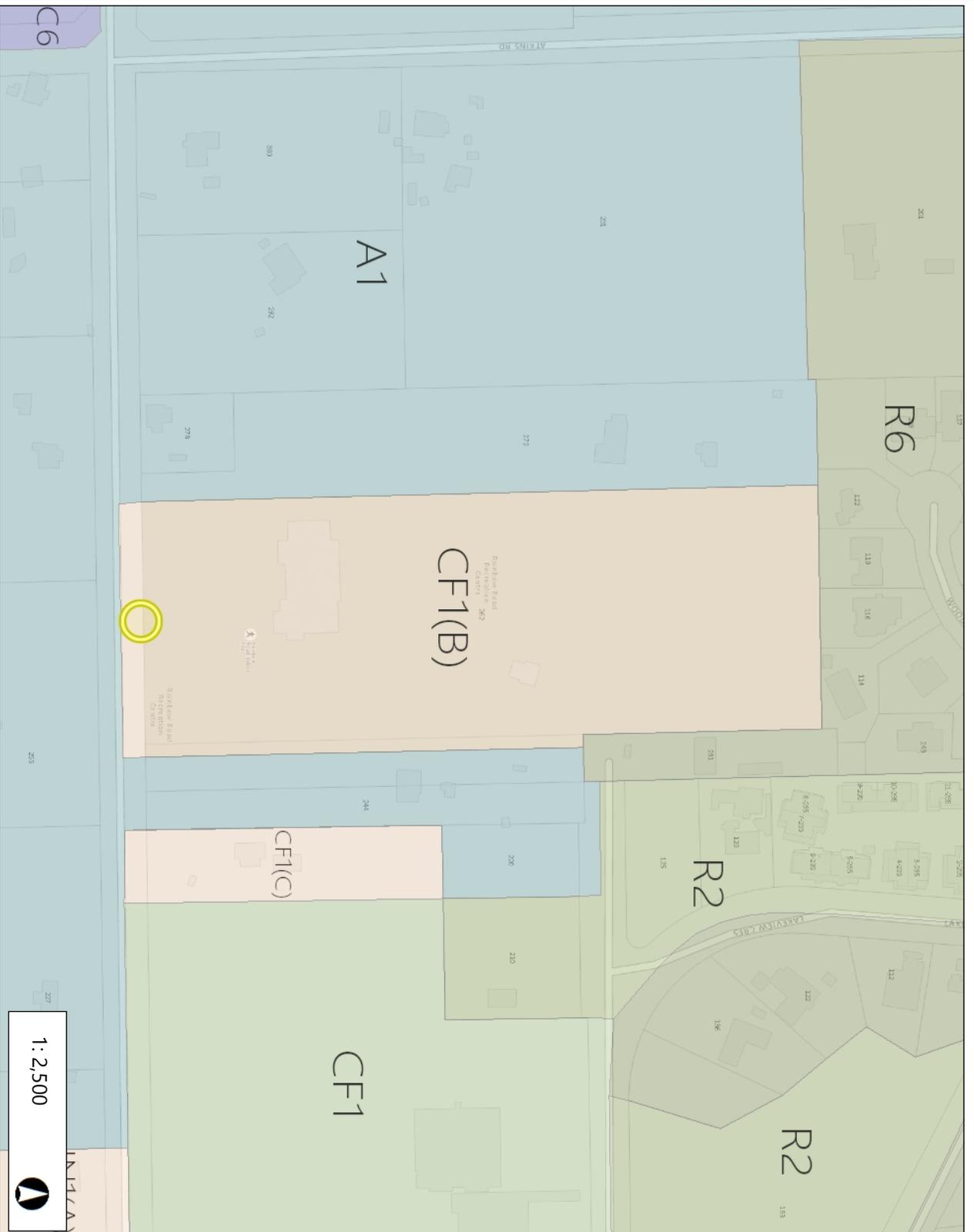
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Legend

Notes

Attachment 3 - 262 Rainbow Road



127.0 0 63.5 127.0 Meters

NAD_1983_UTM_Zone_10N
© Capital Regional District

1:2,500



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Legend

- SSI SGI Zoning**
- <all other values>
 - AGRICULTURE
 - Agriculture
 - Agriculture 1
 - Agriculture 1 (zone variant a)
 - Agriculture 1 (zone variant b)
 - Agriculture 1 (zone variant c)
 - Agriculture 1 (zone variant d)
 - Agriculture 1 (zone variant e)
 - Agriculture 1(f)
 - Agriculture 2
 - Agriculture 2 (zone variant a)
 - Automotive Commercial
 - COMMERCIAL 1
 - COMMERCIAL 2
 - COMMERCIAL 2 (a)
 - Commercial
 - Commercial 1
 - Commercial 1 (zone variant a)
 - Commercial 1 (zone variant b)
 - Commercial 1 (zone variant c)
 - Commercial 1 (zone variant d)
 - Commercial 1 (zone variant e)
 - Commercial 1 (zone variant f)
 - Commercial 1 (zone variant g)
 - Commercial 1 (zone variant a & b)

Notes



PROJECT CHARTER

Park Maintenance Facility



LAST UPDATED: Tuesday, June 08, 2021

Project Name:	Park Maintenance Facility
Department Name / Division Name:	SSI Parks and Recreation / SSI Electoral Area
Budget / Account Code:	
SharePoint File No.:	5220 Projects – Park Maintenance Facility
Prepared By / Date:	Dan Ovington

1. PROJECT BACKGROUND

The Salt Spring Island Parks and Recreation (PARC) 2019 Strategic Plan identified the park maintenance service levels, equipment, facilities and resource capacity as one of the top three priorities of future focus. This priority is the action required under the strategy to “invest in our capacity to deliver excellent service.” A thorough evaluation of equipment and facility needs was completed in collaboration with maintenance staff. It was determined that the current maintenance facility is inadequate for the work required to meet service levels and maximize service delivery.

The maintenance staff currently work out of a modular building located at 210 and 220 Kanaka Road (Kanaka). The maintenance facility is used to accommodate the daily functions and storage needs of park maintenance staff on Salt Spring Island. This building has reached the end of its useful life and needs to be replaced. The current modular building being used does not have running water, proper ventilation or adequate space and does not meet CRD facility standards. Given the current storage and space restrictions, tools and equipment are currently stored at multiple locations which is inconvenient and inefficient.

A high level evaluation of three potential sites has been conducted, Kanaka, 145 Vesuvius Bay Road (Portlock Park) and 262 Rainbow Road (Rainbow Road):

210 Kanaka Road is zoned Residential 2 (R2) and 220 Kanaka is zoned Agriculture 1 (A1). Both Kanaka properties are located in the Agricultural Land Reserve (ALR), however the CRD received confirmation from the Agricultural Land Commission that the restrictions on use of agricultural land contained in the Agricultural Land Commission Act and BC Regulation 30/2019 do not apply to the properties as both parcels are under two acres in size. Portlock Park is zoned Park and Reserves 1 (PR1). Rainbow Road is zoned Community Facility 1 (CF1 (b)).

The zoning for Kanaka does not permit the use of a maintenance facility in Islands Trust Land Use Bylaw; therefore a rezoning application and Official Community Plan (OCP) amendment will be required. In regards to Portlock Park and Rainbow Road, the maintenance facility could be considered accessory to a permitted use but may require a rezoning or variance to the existing definitions. The properties are also located in the ALR and may require approval from the Agricultural Land Commission if the addition of a maintenance facility is not considered a permitted use under the current non-farm status.

The process for a re-zoning application is lengthy and will require approval from the Salt Spring Islands Trust Council. The Islands Trust will likely refer the application to their Regional Planning Committee and Agricultural Advisory Committee for their recommendation on the rezoning application.

At the April 20, 2021 PARC meeting, the Commission recommended that staff proceed with an application to rezone 210 and 220 Kanaka Road to Community Facilities 1 (CF1) with a zone variation to CF1(d) to include public works yard as a permitted use.

2. PROJECT PURPOSE

The purpose of this project is to complete necessary assessments, conduct a public community consultation process, develop landscape design and costing, complete the rezoning process and proceed with the construction of a new maintenance facility.

3. CRITICAL SUCCESS FACTORS

(S.M.A.R.T. – Specific, Measureable, Agreed-upon, Realistic, Time-Sensitive)

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

Delivered on-budget; Develop designs and plans that meet or exceed park maintenance requirements; Reduce maintenance costs and increase efficiency; Vandalism resistant; Delivered on-time.

4. SCOPE

Steps	In Scope	Status
1	Preliminary Consultation: <ul style="list-style-type: none"> - Privacy Impact Assessment - Internal stakeholder focus groups (maintenance staff) - Key stakeholder focus groups – identify facility needs and grounds design 	
2	Architect <ul style="list-style-type: none"> - Contract landscape architect to develop designs based on input from internal and key stakeholders 	
3	Site Assessments: <ul style="list-style-type: none"> - Site survey (if required) - Archeological impact assessment for ground altering works 	
4	Design: <ul style="list-style-type: none"> - Develop conceptual design for consultation 	
5	Communications: <ul style="list-style-type: none"> - Capital page with RSS (Really Simple Syndication) subscription - Press release with link to capital page (include open house date and virtual link) - Post on Salt Spring Exchange, CRD Facebook, Driftwood Newspaper, SSI PARC Homepage 	
6	Community Consultations: <ul style="list-style-type: none"> - Public open house (virtual) – Present conceptual design based on maintenance needs to receive feedback from community and mitigate any concerns - Invite internal and key stakeholders - First Nations engagement (W̓sáneć Leadership Council Society) - Roll up feedback from consultation to draft design 	
7	Approvals: <ul style="list-style-type: none"> - Present final draft plan to PARC for feedback - Cost estimates for conceptual design - PARC final approval of site plan and costing - Submit rezoning application including consultation results and conceptual design 	
8	Communications: <ul style="list-style-type: none"> - Keep capital website up to date including site plan 	
9	Detailed Designs: <ul style="list-style-type: none"> - Hire architect to coordinate detailed designs - Submit Building permit application 	
10	Construction: <ul style="list-style-type: none"> - Tender construction services 	

5. TIMELINES

Milestones, etc.	Month1	Month2	Month3	Month4	Month5	Month6	Month7	TBD	TBD
Project Charter									
Privacy Impact Statement									
Landscape architect procured									
Site Survey (if required)									
Internal and key stakeholder focus groups									
Develop conceptual architect designs									
Communicate to the public -capital webpage (RRS) -press release -public posting									
Plan and facilitate public consultation									
Update draft design and present to PARC									
Develop class D cost estimates									
Present final draft plan to PARC for approval									
Communications – post final design and plan on website									
Confirm class A cost estimates									
Submit rezoning application									
Building permit application									
Post invitation to tender									
Construction									

6. BUDGET

Rezoning Budget

Cost Explanation	Amount (\$)	Revision (1)	Funding Source	Proposed Level of Effort (hours)
Survey	\$3,500		CRF	2
Archeological Impact Assessment	\$1,500			2
Consultation & Communication (internal/key stakeholders/open house) –virtual Presentation to PARC, updated to website and communications	\$1,000		CRF	21
Conceptual Designs & Revisions	\$15,000		CRF	7
Cost Estimates	\$2,500			2
Rezoning Application Fee & Referrals	\$5,500		CRF	18
SUB TOTAL	\$29,000			52
Contingency (10%)	\$2,900		CRF	
Project Technician (10%)	\$2,900		CRF	52 (~55/hr)
TOTAL	\$34,800			

* Class D estimate + or – 50%, a preliminary estimate which due to little or no site information indicates the approximate magnitude of costs of the proposed project based on the clients broad requirements

Construction Budget - To Be Determined

7. ADDITIONAL ASSUMPTIONS / CONSTRAINTS

No.	Description
1	Consultation participation will not be affected by virtual meetings due to Covid-19
2	Adequate staff resources will be available to undertake the project
3	Key needs and elements have not been confirmed and may impact the timeline for conceptual designs
4	Landscaping elements have not been confirmed and may impact the completion of final designs
5	All work must fit within the existing property boundaries
6	Drainage play will need to conform with new facility and grounds features
7	Site plan requires Commission's endorsement
8	Highly publicized project on Salt Spring Island will require public notification to maintain public confidence

8. PROJECT TEAM

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

Role	Team Member	Responsibilities
Project Sponsor	Robert Lapham (CRD CAO)	<ul style="list-style-type: none"> • Chief Spokespersons • Liaise with CRD Board • Review and carry forward recommendations by the team
Senior Manager	Karla Campbell (CRD Sr. Manager)	<ul style="list-style-type: none"> • Liaise with Project Sponsor • Stakeholder management • Manage the project team • Manage the resolution of conflicts (with the team and consultants/contractors, etc.) • Attends Commission/Board meetings as required
Project Administrator	Dan Ovington (CRD Manager)	<ul style="list-style-type: none"> • Prepare staff and progress reports for Commission and Board meetings • Overall responsibility for project performance with respect to scope, schedule and budget • Manage all procurement • Oversee tender and contract administration • Conduct project status review meetings with the Project Team • Identify risks to the project and implement mitigation strategy actions • Coordinate resources to resolve issues affecting project progress • Ensure compliance with policies and procedures
Project Manager	Colleen Cybulski (Project Technician)	<ul style="list-style-type: none"> • Assist with the preparation of staff and progress reports for Commission and Board meetings • Prepare all procurement, tender and contract administration • Manage all design services and compliance with contracts • Evaluate designs and make recommendations • Report to Project Administrator on design, project, and contract issues • Administer consultations and roll up feedback • Administer and implement communications strategy

Role	Team Member	Responsibilities
Communications Coordinator	Corporate Communications	<ul style="list-style-type: none"> • Prepare/provide input into communication plans • Development/production of publications, displays and presentations • Support public/stakeholder engagement, liaison, etc.

9. KEY STAKEHOLDERS

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
CRD CAO	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary.	A
SSI Electoral Area Director	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary.	A, PD
Parks and Recreation Commission	Needs to be kept informed of the project. Commitment and support for project is necessary. Key decision maker who makes recommendations to CRD Board for final consideration.	A, PD
SSI Administrative Staff	Kept informed of the project and provides input on schedules. Receive public comments.	I, C
SSI Operations Maintenance Staff	Kept informed of the project and provides input on process selections, equipment selections, maintenance issues, daily operational impacts etc.	I, C
School District 64	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
W̱sáneć Leadership Council Society	Share information during quarterly meeting. W̱sáneć to prepare a review of the project and identify any information deemed relevant and level of participation.	I, C
Neighbourhood businesses, residents and adjacent property owners	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a HIGH level of impact on the decisions.	I, C
Island Trusts	Commitment and support for project is necessary. Authority to approve or deny rezoning application.	A, I

Note: For projects that require more substantial stakeholder identification, please refer to the Supplemental section of the CRD Project Management Guide for methods / templates, etc. Please document any addendums in the Addendum Section of this Charter

Legend	
NI	= no involvement
I	= information only
C	= consulted
PD	= planning and decision making
A	= approval rights in decision making

10. COMMUNICATIONS

Internal		Required (yes / no)
Should any of the following be informed / kept up to date about this project? <i>If yes, ensure that they are documented in the "Key Stakeholders" section. These groups may want the information to be ready for questions from the public or to plan for future change management, etc.</i>	CRD Politicians	Y
	Management Teams (i.e. ELT, Corporate Team)	N
	Specific senior managers from departments not Involved in the execution of the project.	N
External		Required (yes / no)
Does the project require any of the following: <i>*If yes, please consult your department's communications expert for direction when preparing the project plan.</i>	Public Consultation	Y
	Advertising in print, radio, television, web, etc.	Y
	Politically sensitive updates to stakeholders	Y
	Development of print materials for public consumption	Y

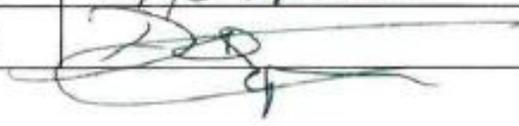
11. RISK IDENTIFICATION

No.	Risks Identification (Related to scope, schedule, budget, stakeholders, etc.)	Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high)	High Level Risk Response Strategy (if applicable)
1	Public participation	Medium	High	Ensure adequate participation with new online/virtual format.
2	Covid-19 restrictions lighten	High	High	Need to move to an open space facility use consultation format.
3	Adequate staffing is available to manage and implement the project	Medium	High	Ensure staffing requirements are met through either employees, contract employees or consultants.
4	Project costs are greater than budgeted	Medium	High	Need to obtain cost estimates for design elements and key factors.
5	Public opposition	Low	High	Ensure effective community communication strategy throughout the process. Develop mitigation action strategies to address issues.

Interrelationships with other projects/programs

The Recreation Project Technician will be taking the lead on this project and facilitating community consultation sessions that have previously been contracted out. Consideration will need to be given to scheduling consultation sessions while managing multiple projects.

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

Position/Title	Print Name	Signature	Date
Project Sponsors	SSI Parks and Recreation Commission		
	Robert Lapham		08/06/21
Senior Manager	Karla Campbell		08/06/21
Project Administrator	Dan Ovington		08/06/21

**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, JUNE 15, 2021**

SUBJECT **Electric Vehicle Charging Unit - 100 Jackson Avenue, PID 025-907-221**

ISSUE

To consider accepting the donation of a Level 2 Electric Vehicle (EV) charger from Transition Salt Spring located at 100 Jackson Avenue, Salt Spring Island (PID 02507221).

BACKGROUND

On March 18, 2021 the Parks and Recreation Commission (PARC) received a letter from Transition Salt Spring offering to donate the first public charging station on Salt Spring Island to the Capital Regional District (CRD). The charger is located at 100 Jackson Avenue on property held by the CRD under a License of Occupation with the Province and a Sub-License agreement with the Island Arts Centre Society (ArtSpring) for the purpose of operating, maintaining and use of the arts centre facility. Transition Salt Spring (TSS) owns and maintains the charger and currently reimburses ArtSpring for the hydro consumption.

Salt Spring Island has the largest number of EV users per capita with 15.2 licensed full electric vehicles per 1000 residents according to the 2019 Victoria Electric Vehicle Association. An EV charger donation would increase the number of CRD owned Level 2 public charger on Salt Spring and would free up TSS resources to focus on other initiatives.

The charger was installed in 2012, and has some wear and tear specifically on the charging hoses. It's reported that the chargers are still in decent working condition, but may need to be replaced in the near future and would need to be included in the Five Year Capital Plan.

The CRD recently granted ArtSpring another lease for the purpose of continuing to operate, maintain, repair and use the Arts Centre facility for a period of ten years commencing April 1, 2021. An addendum to the lease would need to be added for the CRD to operate and maintain the EV located in the lower parking lot adjacent the Arts Centre.

IMPLICATIONS

Financial Implications

In order to accept the EV charger donation, PARC would need to plan for ongoing maintenance, utility and capital replacement costs.

Annual Operating Costs:

Expense Item	Amount	Revised Amount
Hydro	\$1500	
Maintenance Repairs	\$500	
Signage	\$150	
Total Annual Costs	\$2,150	

Five Year Capital Costs:

Expense Item	Amount
Level 2 Replacement	\$8000
Total Capital Costs	\$8000

Social Implications

If CRD accepts the EV charger donation, it will increase the number of CRD owned Level 2 public charges and will free up TSS resources to focus on other initiatives for the community. Salt Spring has the largest number of EV users per capita with 15.2 licensed full electric vehicles per 1000 residents according to the 2019 Victoria Electric Vehicle Association. Securing another Level 2 charger and ensuring that it continue to be maintained and replaced as necessary will be a positive step in the fight against climate change. .

ALTERNATIVES

Alternative 1

That the Salt Spring Island Parks and Recreation Commission recommend accepting the Level 2 electric charger donation and allocate operating and capital funding for the repairs and replacement of the unit.

Alternative 2

That the Salt Spring Parks and Recreation Commission recommend that the report be referred back to staff for additional information.

CONCLUSION

Transition Salt Spring has offered to donate a 2012 EV charger currently located on CRD held land at 100 Jackson Avenue, Salt Spring Island (PID 02507221) in the lower parking lot adjacent to the Arts Centre. The CRD would gain in an additional EV charger asset, but would be responsible for the operating costs as well as capital replacement costs.

RECOMMENDATION

That the Salt Spring Island Parks and Recreation Commission recommend accepting the Level 2 electric charger donation and allocate operating and capital funding for the repairs and replacement of the unit.

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

Attachments:

1. Letter from Transition Salt Spring



March 18, 2021

To the CRD Transportation Commission:

Re: Donation of TSS Electric Vehicle Chargers at ArtSpring to the CRD

Transition Salt Spring applauds the CRD for providing public EV charging stations, and for considering new high speed EV chargers. TSS and our EV Group are actively involved in discussions with the CRD regarding the latter as part of the SSI Climate Action Plan (CAP 2.0) initiative.

TSS organised the installation of, and owns, the first public charging stations on Salt Spring—the two Level 2 EV charging stations in the lower CRD parking lot at ArtSpring. ArtSpring has been supplying the power and has been reimbursed for the electricity cost by TSS and our EV Group. The EV chargers are located, with permission, on land owned by the CRD.

Now that the CRD owns other public chargers on SSI, TSS would like to donate the ArtSpring chargers to the CRD as the landowner. This would increase the number of CRD Level 2 public chargers on Salt Spring Island, and would free up TSS resources to focus on other initiatives related to CAP 2.0 and electrification of transportation on Salt Spring.

TSS therefore asks the CRD Transportation Commission to approve in principle the transfer of ownership to the CRD of the two Level 2 EV chargers located in the CRD lower parking lot at ArtSpring.

There will of course be details to be worked out, including future reimbursement of energy costs currently paid by ArtSpring, and we look forward to addressing these points with CRD staff and ArtSpring management.

We have provided some background information about the history and agreements related to this charging station and ask you to include this request in your formal discussions at an upcoming Transportation Commission meeting.

Thank you,

Darlene Gage
Program Manager, darlene@transitionsaltspring.com

Context and History of EV Charger Located at ArtSpring

- Charger repair and maintenance have been the Transition Salt Spring's responsibility through the EV Group, which comes under its umbrella, since 2012.
- ArtSpring tracks the charger's electricity usage through their BCHydro bills, and the TSS EV Group covers electricity costs. There is a donation box at the charger, which generally covers around 50% of the actual costs. Average annual costs are about \$1000 or less.
- The TSS EV Group owns the donation box and signage. The EV Group would like to re-deploy the box and sign to Beaver Point Hall. That area of the island has the most need for Level 2 charging.
- The charger reports real-time usage data to a website as part of the original grant to install the charger. TSS can provide access to this website on request.
- Additional on-going costs include periodic pavement signage and repairs due to vandalism and other damage to the charger, the donation box, the signage, and the solar panel, which charges a light to illuminate the charger area. The solar panel and light are now believed to be inoperative.
- The charger is in a riparian zone, close to Creekside Creek. Any significant work needs to follow riparian rules.
- The current signage is outdated and needs to be improved. Examples: "please limit your charging to 2 hours", "no commercial use."
- Recently, there has been vandalism at the ArtSpring location, including significant damage to the wands and graffiti on the signs. The EV Group undertook repairs to the chargers with support from private businesses.
- The RCMP advised that due to vandalism, a "dummy" security camera and signage be installed. The EV Group has purchased this equipment but has held back on the installation until the transfer of ownership issue is clarified.
- Our records indicate that the CRD is the current owner of the specific parking spaces where the chargers are located, and gave permission to ArtSpring as the tenant to install the chargers in 2012 (see letter below). There are two other owners of other spaces in the parking lot that may need to be consulted if any changes take place regarding the charging station. All parking lot owners and stakeholders have been advised by TSS about the potential for a transfer of ownership of the charging stations to the CRD, and all have agreed.

Other relevant stakeholders and owners of the parking lot:

Parking space owner/operator: ArtSpring (tenant of CRD)

Cicela Månsson
Executive & Artistic Director
250.537.2125

cicela@artspring.ca

Parking lot owner: Creekside

David Brown
Hardal Management Inc.
Mail: Box 32040, RPO Cambie
Richmond, B.C. V6X 3R9
EM: dbrown-abcot@telus.net
PH: (604)968-4490

Parking lot owner: Pharmasave

Gary Utter
250.537.5534
E-mail gary@saltspringpharmasave.com

October 22, 2012

File: REP2012-03027

Island Arts Centre Society – ArtSpring
100 Jackson Avenue
Salt Spring Island, BC V8K 2V8

Dear George Sipos:

RE: LEVEL 2 ELECTRIC VEHICLE CHARGING STATION FOR ARTSPRING PARKING LOT

As the owner and landlord of 100 Jackson Ave, more specifically described as Lot B, Section 1, Range 3E, VIP76836, Cowichan, PID 025-907-221 the Capital Regional District (CRD) hereby grants the Island Art Centre Society, tenant, permission to install Level 2 Electric Vehicle Charging Stations in the lower parking lot of the ArtSpring facility. The above is subject to the tenant complying with all Federal, Provincial and Local government regulations as well as obtaining all required licensing and permits.

In pursuing this activity, the Island Art Centre Society is responsible for assuring that:

All works related to the installation of the Level 2 Electric Vehicle Charging Stations meet the requirements set out in the lease agreement between the Capital Regional District and the Island Arts Centre Society dated April 1, 2011. This includes that the Island Arts Centre Society will respect that the CRD's title to the land is subject to a Possibility of Reverter in favour of the Province of British Columbia restricting use to community purposes. This implies that use should be for the benefit of the community and includes that no revenue or profit should be gained from any use on the land. In the event that the Level 2 Electric Vehicle Charging Stations do not meet the community use requirements, the Island Arts Centre Society will be responsible for the removal of all infrastructures and the restoration of the area to its original state.

In addition, the Island Art Centre Society is also responsible for meeting all Riparian Area Regulation (RAR) requirements that may arise from the installation of the Level 2 Electric Vehicle Charging Stations.

If you have any questions or concerns, please do not hesitate to contact us.

Yours truly,


Chris Grelson, BSc, RF
Senior Manager, Risk Property and Facility Management

cc: Elizabeth White, Coordinator, Salt Spring Island Climate Action Council
Kees Ruurs, Senior Manager, Salt Spring Island Administration
JA:JA

MEMORANDUM OF AGREEMENT

between
Island Arts Centre Society
and
Transition Salt Spring Society (TSS)

This Agreement describes the responsibilities of the two parties regarding the Level 2 Electric Vehicle Charging Station (EVCS) located in the lower parking lot at ArtSpring. This Agreement replaces the original Agreement signed between the parties.

The EVCS equipment consists of a dual Level 2 EV Charger with a remote electronic metering system, and a solar-powered security light. Management of the EVCS is subject to a Contribution Agreement between Fraser Basin Council and TSS (formerly Earth Festival Society). TSS arranged for the installation and owns the EVCS. Provisions regarding management are also addressed in a letter from CRD Property Management to Island Arts Centre Society. Under these provisions, the EVCS must be available for free public use. Therefore both parties agree as follows:

Island Arts Centre Society agrees:

- to allow TSS to continue to oversee the charging station capable of charging two vehicles in adjacent parking stalls in ArtSpring's lower parking lot.
- to continue to have the charging station connected to ArtSpring's existing power supply.
- to continue to allow the charging station to use electricity supplied to ArtSpring by BC Hydro and billed by BC Hydro to ArtSpring.
- to continue to allow the electronic metering equipment to be housed within ArtSpring and connect to ArtSpring's WiFi system.
- to allow TSS access to EVCS equipment for maintenance purposes during normal business hours.
- to allow TSS to install a locked box for donations, if it so wishes, to contribute to the cost of the electricity.

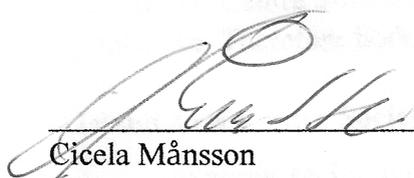
Transition Salt Spring agrees:

- to maintain the electronic metering system that allows EVCS electricity use to be recorded.
- to continue to reimburse ArtSpring for electricity used, at intervals to be determined by mutual agreement, but no less frequently than semi-annually.
- to continue to maintain valid insurance at all times, with a minimum of two

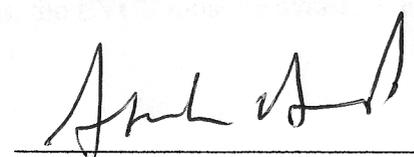
million dollars liability coverage, and with the Island Arts Centre Society named as an additional insured.

- to provide and pay for all needed maintenance and repair of the charging station and the donation box.
- to service the donation box, if installed, on an as required basis.
- to maintain existing signage requesting drivers to reserve the two parking stalls for electric vehicles, but making clear that non-electric vehicles may use the stalls only on the occasion of ArtSpring events.
- to maintain the painted signage supplied by the province as part of the original Contribution Agreement. *Sign painted on tarmac.*
- that no direct or hidden charges will be levied for any vehicle to use the charging station or parking stalls.

This agreement will remain in force for five years effective January 1, 2015.


Cicela Månsson
Island Arts Centre Society

13 Feb 2015
Date


Andrew Haigh
Transition Salt Spring Society

13 Feb 2015
Date