



Making a difference...together

Ganges Harbour Walk Project Steering Committee

Notice of Meeting on **November 9, 2022 at 10:00 AM**

Salt Spring Island Multi Space (SIMS), 112 Rainbow Road, Salt Spring Island, BC

Gary Holman

Peter Grove

Gayle Baker

Sonja Collombin

Chris Acheson

Darryl Martin

(r) = Regrets

AGENDA

1. **Territorial Acknowledgement / Call Meeting to Order**
2. **Approval of Agenda** **1**
3. **Adoption of Minutes of October 26, 2020** **2-3**
4. **Delegation/presentations – None**
5. **Director and Chair Reports**
6. **Outstanding Business**
 - 6.1 **Ganges Harbour Walk and Harbour Side Pathway Detailed Designs - Project Charter** **4-12**

That the Ganges Harbour Walk Project Steering Committee recommend that the Salt Spring Island Parks and Recreation Commission approve the Ganges Harbour Walk and Harbour Side Pathway Detailed Designs - Project Charter as presented.
7. **New Business – None**
8. **Next Meeting: TBA**
9. **Adjournment**

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



Making a difference...together

**Minutes of the Regular Meeting of the
GANGES HARBOUR WALK PROJECT STEERING COMMITTEE
Held October 26, 2020, 145 Vesuvius Bay Road, Salt Spring Island, BC**

DRAFT

Present:

Committee Members: Peter Grove, Chris Acheson, Gayle Baker, Gary Holman, Sonja Collombin, Dennis McGuire

Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager; Tracey Shaver, Recording Secretary;

Participants: Jason Young, Louisa Garbo

Manager Ovington called the meeting to order at 3:30 pm.

1. **Election of Chair** was the first order of business: Gayle Baker was nominated and agreed to chair the committee and delivered a territorial acknowledgement.

2. **Limited Space Meeting Resolution**

MOVED by G. Holman, **SECONDED** by C. Acheson,

That this resolution applies to the Ganges Harbour Walk Project Steering Committee (GHWPSC) for the meeting being held on October 26, 2020, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the SSI Administration, because:

- a. The available meeting facilities cannot accommodate more than (15) people in person, including members of GHWPSC and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the committee and the public in sufficient numbers; and

That GHWPSC 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.

CARRIED

3. **Approval of Agenda**

MOVED by G. Holman, **SECONDED** by C. Acheson,

That the Ganges Harbour Walk Project Steering Committee agenda of October 26, 2020 be approved.

CARRIED

4. **Adoption of Minutes of March 9, 2020**

MOVED by P. Grove, **SECONDED** by G. Holman,

That the Ganges Harbour Walk Project Steering Committee minutes of March 9, 2020 be approved.

CARRIED

5. **Delegation/presentations-** none

6. **Director and Chair Reports**

6.1 Round table introduction of participants and new members

6.2 Director Holman-expressed a desire to commemorate the passing of Matt Steffich within the project scope.

7. **Outstanding Business**

7.1 **Ganges Harbour Walk Phase Two**

- Project status reviewed
- Province has requested detail designs prior to granting of the SRoW
- Phase II has lots of community consultation
- Long process to secure crownland rights
- Scope of project discussed; desire to see all the way to Moby's

K. Campbell leaves the meeting at 3:56 pm

MOVED by P. Grove, **SECONDED** by C. Acheson,
That the Ganges Harbour Walk Steering Committee recommends the Salt Spring Island Parks and Recreation Commission proceed with this project ahead of other on hold projects subject to recruiting additional capacity.

CARRIED

8. **New Business** - none

9. **Next Meeting:** TBA

10. **Adjournment**

MOVED by P. Grove, **SECONDED** by S. Collombin,
That the meeting be adjourned at 4:30 pm.

CARRIED

CHAIR

SENIOR MANAGER



PROJECT CHARTER



LAST UPDATED: Wednesday, November 02, 2022

Project Name:	Ganges Harbour Walk and Harbour Side Pathway Detailed Designs
Department Name / Division Name:	SSI Administration / SSI Parks and Recreation
Budget / Account Code:	CX.075.2902
SharePoint File No.:	5220 Projects – Ganges Harbour Walk and Harbour Side Pathway
Prepared By / Date:	Dan Ovington

1. PROJECT BACKGROUND

Ganges is the commercial, social, cultural and institutional heart of Salt Spring Island. The current harbour walk was constructed in the 1980s as a collaborative initiative involving public agencies and community volunteers. The legal instruments required to guarantee public access (known as statutory right of ways or SRWs) were unfortunately not secured at the time of original construction. Consequently, there are gaps in the harbour walk and some segments have fallen into disrepair.

Replacing the dilapidated boardwalk is an inter-agency initiative between the Islands Trust and CRD based on common objectives of enhancing multi-modal transportation corridors and trails; linking the Ganges Village to the harbour; supporting the economic viability of the downtown village; revitalizing Ganges Harbour Community Park (Formerly Peck's Cove Park); and making the waterfront accessible to the community for future generations. The Ganges Harbour Walk Project Steering Committee (GHWPC) has been established to guide the planning and development of a harbour walk connecting and developing Ganges Harbour Community Park to a southern entrance along Lower Ganges Road.

To realize the long standing community goal of a continuous harbour walk, an application has been submitted to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) for a 6m wide statutory right of way (SRW) around the footprint of the existing derelict boardwalk infrastructure that currently sits within the tenure area of the privately owned Ganges Marina. One of FLNRORD's SRW application requirements is detailed designs identifying the location and elevations of the proposed boardwalk within the right of way. The harbour walk alignment subject of this scope of work starts at the north end of Ganges Harbour Community Park and is proposed to connect at a southern entrance labeled "Farmer's Institute" in the image below. (Refer Image 1)



Image 1: Ganges Harbour Walk Project location and boundaries

The harbour side pathway along Lower Ganges Road from the intersection of Rainbow Road to the intersection of Upper Ganges Road will be another important addition to community infrastructure. (Refer Image 2) It will improve pedestrian safety and promote a safe, healthy and non-motorized environment.

The design and engineering for a pathway Lower Ganges Road on the harbour side from Upper Ganges Road to the intersection of Rainbow Road to the Transportation service five year capital plan for 2023. A report dated November 29, 2021, noted topographic, infrastructure and development features which would influence the design, construction and cost of the pathway while referencing the Ministry of Transportation and Infrastructure (MoTI) right of way within which the pathway would be constructed.



Image 2: Ganges Roadside Pathway Project location and boundaries

2. PROJECT PURPOSE

The purpose of this project is to consult with the community, upland owners and First Nations and to develop detailed designs for the development of the Ganges Harbour Walk and the Harbour side pathway along Lower Ganges Road from the intersection of Rainbow Road to the intersection of Upper Ganges Road.

3. CRITICAL SUCCESS FACTORS

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

1. Delivered on-budget
2. Reduce operating and maintenance costs
3. Vandalism resistant Crime Prevention Through Environmental Design (CPTED) design
4. Public support
5. Delivered on-time
6. Design for rural community to maintain rural character and quality of life
7. Protect view corridors to waterfront
8. Design boardwalk and multi-use pathway for use by all ages and abilities
9. Planning and designing climate resilient infrastructure
10. Supports businesses that rely on the waterfront for marine industry, transportation connections, entertainment, and tourism
11. Minimize disturbance of sensitive marine habitat
12. Phased planning for work execution
13. Minimize disturbance to existing traffic flow

4. SCOPE OF WORK

The CRD is seeking a consultant to work with community stakeholders and upland owners to develop detailed designs for:

- Approximate 300 metre harbour walk along the foreshore connecting Rotary Park and the Farmers Institute property to Ganges Harbour Community Park (Refer Image 1), landscape designs for Ganges Harbour Community Park laid out in the following phases.
- Approximate 400 metre long of the harbour side pathway along Lower Ganges Road from the intersection of Rainbow Road to the intersection of Upper Ganges Road. (Refer Image 2)

The scope of the project includes:

No.	In Scope	Out of Scope
1.	Park landscaping designs	Expanding the Harbour walk to Moby's Pub
2.	Boardwalk designs from Rotary Park to Ganges Harbour Community Park	
3.	Pathway designs along harbour side of Lower Ganges Road from the pedestrian controlled cross walk to Upper Ganges Road	Ambiance, shade and other sidewalk enhancements
4	Harbour side pathway design option for active transportation and parking infrastructure	
5	Design of two pile supported retaining walls	Construction of retaining walls
6	Design options that consider a variety of walkway materials, widths, scape accessories and amenities, crime prevention through environmental design	Bike parking stalls location planning
7	Establishing a vision and public engagement process and implementation plan outlining– stakeholders meetings, First Nations consultation, public open houses, surveys and design workshops, and presenting a community engagement summary	
8	Concept designs that describe existing conditions, issues, and features with recommended alignments, noting amenities and specific attributes	
9	Detailed civil, structural and electrical design	
10	Lighting and signage design for the boardwalk	Lighting and signage design for the roadside pathway
11	Final designs and cost estimates	

5. PROJECT DELIVERABLES

No.	List of Project Deliverables	Acceptance Criteria <i>(Specific standards, written criteria, etc.)</i>
1	Conceptual design	Draft a conceptual design
2	Community consultation	Plan and facilitate community consultation
3	Feedback compilation	Compile feedback and provide documentation to landscape architect
4	Detailed Designs	Comprehensive set of documentation which meets all applicable regulations and regulatory requirements.
5	Class 'D' construction cost estimate.	Comprehensive estimate with all contingencies identified.

6. TIMELINES

Milestones, etc.	Target Timeline	Revised Timeline
Harbour Walk Steering Committee recommends project charter to PARC and Transportation Commission	November 2022	
Request For Proposal & Award Contract	Q1 2023	
Community Consultation	Q2 2023	
Report on Consultation	Q3 2023	
Detailed designs submitted and costing	Q4 2023	

7. BUDGET

Budget Allocation	Amount (\$)
Community Works Funds (CWF)	\$150,000
Capital Reserve Funds from Community Parks Service (CRF)	\$10,000
Capital Reserve Funds from Transportation Service (CRF)	\$50,000
Total	\$210,000

Project approval and budget CX.075.2902

Cost Explanation	Amount (\$)	Actual (\$)	Funding Source
Boardwalk Assessments (2017-2019)	\$65,500	\$65,495	CWF
Real Estate and Engineering Services	\$20,000		2023 CRF
Consultation and Designs	\$114,500		CWF
Archeological Impact Assessments (AIA)	\$10,000		CWF
Total	\$210,000		

8. 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 unavailable to manage and implement the project.	Low	High	Ensure staffing requirements are met through either employees, contract employees or consultants.
2	Delay in consultation with Stakeholders due to varying availability in their schedules	High	High	Ensure to set a communication plan for stakeholders and inform them well in advance with adequate buffer time for them to respond. Plan to accommodate extra buffer timeline to deal with unlikely circumstances.
3	Delays in signing off on project contracts.	Medium	Medium	Inform administrative staff and project sponsor of upcoming project deadlines.
4	Project costs are greater than budgeted.	Medium	High	If costs appear likely to exceed budgeted costs a staff report will be completed and presented to PARC requesting additional funding.
5	Project costs are greater than budgeted and no further funding allocated.	Medium	Medium	Project may be delayed or cancelled.
6	Political opposition.	Low	High	Project charter sign off.
7	Public opposition.	Low	High	Ensure effective community communication strategy throughout the process.
8	Complications with Regulatory and Government bodies such as MoTI, FLNRORD approvals process.	Low	Medium	Allow for adequate review time and budget for potential design changes.
9	Required design considerations as a result of First Nations Consultation, Heritage and archaeology assessments.	Medium	Medium	Consult and assess early in conceptual/preliminary design stage.
10	Unforeseen additional scope.	Medium	High	Require a review, additional funding and approval for scope change

9. PROJECT TEAM

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

Role	Team Member	Responsibilities
Senior Manager / Project Sponsor (CRD)	Karla Campbell	<ul style="list-style-type: none"> • Liaise with Project Manager. • Chief Spokesperson(s). • Approve scope and budget changes • Sign off on contracts and purchases under \$100,000
Project Manager (CRD)	Dan Ovington	<ul style="list-style-type: none"> • Overall responsibility for project performance with respect to scope, schedule and budget. • Prepare and manage all procurement. • Conduct project status review meetings with the Project Team and key stakeholders. • Identify risks to the project and implement mitigation strategy actions. • Coordinate resources to resolve issues affecting project progress. • Ensure compliance with policies and procedures. • Prepare staff reports for Commission and Board meetings. • Liaise with Parks and Recreation Commission and Ganges Harbour Walk Steering Committee. • Attends Commission meetings as required. • Stakeholder management. • Manage the project team. • Manage the resolution of conflicts (with the team and consultants/contractors, etc.). • Approve scope and budget changes. • Prepare communication plans.
Project Manager (Consultant)	TBD	<ul style="list-style-type: none"> • Overall responsibility for project performance with respect to scope, schedule and budget. • Manage all design consultation • Prepare and manage all procurement within scope. • Conduct project status review meetings with their own Project Team, CRD, and key stakeholders. • Identify risks to the project and implement mitigation strategy actions. • Coordinate resources to resolve issues affecting project progress. • Ensure compliance with policies and procedures. • Tender and contract administration. • Monitor and control the consultants and contractors scope, schedule and budget. • Ensure that shop drawings are reviewed
Project Engineer (CRD)	Dean Olafson	<ul style="list-style-type: none"> • Manage all design services and compliance with contracts. • Report to Project Manager on design, project, and contract issues. • Evaluate engineering proposals and designs and make recommendations. • Provide constructability review of drawings and specifications.

Role	Team Member	Responsibilities
Project Administrator (CRD)	SSI Administration Staff	<ul style="list-style-type: none"> Distribute communication plans as appropriate. Development/production of publications, displays and presentations. Update website, newsletters/info sheets. Support public/stakeholder engagement, liaison, etc.

10. KEY STAKEHOLDERS

The following stakeholders' (internal and external) interests must be considered throughout the project:

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
SSI Parks and Recreation Commission	Needs to be kept informed of the project. Commitment and support for project is necessary.	I,
Transportation Commission	Needs to be kept informed of the project. Commitment and support for project is necessary.	I
Ganges Harbour Walk Steering Committee	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C
CRD Archaeological, and First Nations	Project Manager will liaise on an as needed basis on an ongoing basis throughout the project.	C
WSANC Leadership Council	Kept informed of the project and provides input in involvement during AIA	I, C
SSI Administrative Staff	Kept informed of the project. Assist with procurement documents and payments. Receive public comments and respond to public inquiries.	I, C
FLNRORD	Will review and approve construction drawings.	I, C, A
Upland Property Owners	Kept informed of the project and provides input in involvement during investigation and design, work integration, etc.	I, C
Farmer's Institute	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a HIGH impact on outcomes.	I, C
Rotary Club	Needs to be kept informed of the project. Commitment and support for project is necessary.	I
Businesses along the roadside	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
Fire Department	Needs to confirm their requirements/infrastructure to have water access from the ocean for fire-fighting. Commitment and support for project is necessary.	I, C
Ganges Businesses	Needs to be kept informed of the project. Commitment and support for project is necessary.	I
General Public	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C

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

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

Position/Title	Print Name	Signature	Date
Senior Manager	Karla Campbell	MBA, BPA, Senior. Manager, SSI Electoral Area	
Project Manager	Dan Ovington	BBA, Manager, Salt Spring Island Parks and Recreation	