



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

Thursday, June 27, 2024

12:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Special Meeting

MS Team link: [Click here](#)

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Presentations/Delegations

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

Alternatively, you may email your comments on an agenda item to the Salt Spring Island Local Community Commission (LCC) at saltspring@crd.bc.ca.

4. Special Meeting Matters

4.1. [24-670](#) BC Transit- SSI service expansion.

Recommendation: Verbal discussion

4.2. [24-676](#) Bylaws No. 4590 and 4591 - Salt Spring Island Economic Development Services

Recommendation: That Bylaws No. 4590 and 4591 be advanced to the Capital Regional District Board for introduction, readings and adoption.

Attachments: [Staff Report: Bylaws No. 4590 and 4591 – Salt Spring Island Economic Develop](#)

[Appendix A: Bylaw No. 4590, "Economic Development Commission Establishing](#)

[Appendix B: Bylaw No. 4591, "Economic Development Commission Establishing](#)

[Appendix C: Redlined Bylaw No. 1824, "Economic Development Commission E](#)

4.3. [24-595](#) Salt Spring Island Park Maintenance and Bus Depot Yard

Recommendation: That the Salt Spring Island Local Community Commission approves that staff complete a submission to the Islands Trust a Land Use Application for a bylaw amendment to include a public works and bus depot in the definition of Public Service for 210 and 220 Kanaka Road on Salt Spring Island.

Attachments: [Staff Report: Salt Spring Island Park Maintenance and Bus Depot Yard](#)
[Appendix A: Kanaka Site Map Dated: January 14, 2024](#)

5. Motion to Close Meeting

5.1. [24-673](#) Motion to Close Meeting

Recommendation:

1. That the meeting be closed for acquisition in accordance with Section 90(1)(e) of the Community Charter. [1 item].
2. That the meeting be closed for advice in accordance with Section 90(1)(i) of the Community Charter. [1 item].
3. That the meeting be closed for discussion in accordance with Section 90(1)(k) of the Community Charter. [1 item].

6. Rise and Report

7. Adjournment

Next Meeting:

Regular meetings scheduled for July 2024 have been cancelled.

*The meeting is Aug 08, 2024 at 5:00PM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5.
To ensure quorum, please advise MacKenzie Williamson (mwilliamson@crd.bc.ca) if you cannot attend.*



Making a difference...together

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, JUNE 27, 2024**

SUBJECT **Bylaws No. 4590 and 4591 – Electoral Area Economic Development Services**

ISSUE SUMMARY

To broaden the scope of Salt Spring Island economic development services.

BACKGROUND

All CRD electoral area economic development falls under the same service authority, operated by Bylaw No. 1824, “Economic Development Commission Establishing Bylaw No. 1, 1990”. Salt Spring Island and the Southern Gulf Islands Electoral Areas operate economic development commissions responsible for coordination of economic development and feasibility work, but with uncertain authority regarding other activities which could be considered “promotion” of economic development. The Juan de Fuca Electoral Area has the right to have such a commission but does not operate one currently.

With the Salt Spring Island Local Community Commission (“SSI LCC”) having responsibility for SSI economic development, and the interest by the Southern Gulf Islands Community Economic Sustainability Commission in a potential broadband project, any uncertainty relating to the scope of the economic development services should be resolved and the services’ authority and funds formally separated.

ALTERNATIVES

Alternative 1

That Bylaws No. 4590 and 4591 be advanced to the Capital Regional District Board for introduction, readings and adoption.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

The current service authority can be interpreted as only funding the limited operation of economic development commissions, or alternatively, funding the broader “promotion of economic development”. This uncertainty has led to certain projects being unable to be funded unless they can be somehow tied to a commission’s work program. Moving to an explicit “promotion” power will allow a broader range of activities, subject always to restrictions on assistance to business. It will empower the commissions to identify opportunities for community partnerships and contracted services that will benefit the communities they serve.

The proposed change will allow each commission to determine what it considers to be the “promotion of economic development”, in line with the establishing bylaw, guidance provided by

CRD, and statutory restrictions. CRD electoral area staff will advise on what is “promotion” and what would otherwise be the realm of another CRD service or be better characterized as “direct” economic development or “assistance” to business, with the final decision on funding resting with the applicable commission.

Promotion of Economic Development

The power described by the *Local Government Act* is the “promotion” of economic development. Commissions will be required to exercise judgement in determining what is “promotion” and what is not. A definition is included in the draft bylaws describing what is not “promotion” – those activities that are non-seasonal and more than three years. For example, those activities which are seasonal (such as coordinating a fair, summer tourism promotion, or certain types of seasonal beautification efforts to public spaces) would be permitted to run longer than three years, but activities which are non-seasonal and more than three years – those projects which are “direct” economic development – could only be run on a pilot or trial basis. Longer-term delivery would require service creation or a grant-in-aid to a third party.

Examples of what has been considered “promotion” to date include:

- Pilot programs for industry or worker coordination under three years;
- Seasonal funding to tourism societies to increase service levels;
- Contracts for service for research or coordination (housing feasibility, rental coordination, encouragement of business);
- Workshops and advisory services, promotional programs, marketing strategies, consideration of economic diversification and resiliency; and
- Improvement of public spaces, or private spaces where there is a secured public right to utilize the space.

Examples of what would not be considered “promotion” to date include:

- graffiti removal from private property;
- improving, beautifying, or maintaining private property;
- security cameras or surveillance equipment;
- where ongoing funding is requested to support a business undertaking (e.g. contribution of funds to make business viable); and
- funding of Citizens’ On Patrol-style initiatives, mental health outreach, or social work.

Ultimately the decision on what is “promotion” is up to the commission exercising the power. If a commission were to engage outside this authority such a decision may be challenged in BC Supreme Court. All such projects are subject to the restriction on assistance to business as set out in the *Local Government Act*.

Financial Implications

Currently, funds are primarily used to pay for the operation of economic development commissions, conduct feasibility work, and undertake pilot projects. It is not anticipated there will be additional financial implications from the separation of the services, as each service currently holds funds from their electoral area for their own benefit. Separation will prevent future issues should a service undertake a telecommunication project and generate revenue (e.g. revenues raised in one electoral area should be to the benefit of that electoral area). Modernizing the establishing bylaws will also permit services to raise funds not only by requisition, but also by way of gift, grant, or enterprise.

Promotion of economic development is a regional district service which does not require a maximum requisition in its establishing bylaw, per s. 339(2) of the *Local Government Act*. This annual amount is set by the CRD Board’s budget, with a recommendation provided by the Electoral Area directors and the economic development commissions. The ultimate authority over budget and requisition is left to the CRD Board by bylaw.

Legal Implications

As “promotion of economic development” services are exempt from a need for a maximum requisition, and the service can be created without borrowing, only Electoral Area Director consent to creation of the service or amendment to the existing service is required, rather than more expensive processes such a referendum or alternative approval process. Annual budget amounts are set by bylaw of the regional board, and act as a control to the absence of a maximum requisition.

CONCLUSION

Bylaws have been prepared to move from a model of economic development focused on funding economic development commissions to the actual coordination and promotion of economic development. Endorsing this model will modernize the delivery of economic development services in the electoral areas and broaden the available projects within the scope of the services.

RECOMMENDATION

That Bylaws No. 4590 and 4591 be advanced to the Capital Regional District Board for introduction, readings and adoption.

Submitted by:	Steven N. Carey, B.Sc, J.D., Senior Manager, Legal Services & Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4590, “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024”

Appendix B: Bylaw No. 4591, “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024”

Appendix C: Redlined Bylaw No. 1824, “Economic Development Commission Establishing Bylaw No. 1, 1990”

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4590**

**A BYLAW TO AMEND THE ECONOMIC DEVELOPMENT COMMISSION
ESTABLISHING BYLAW NO. 1, 1990**

WHEREAS:

- A. By the adoption of the Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", the Board of the Capital Regional District established the funding of economic development commissions as an extended service;
- B. The Board of the Capital Regional District wishes to establish separate services for the promotion of economic development in the Southern Gulf Islands, the Juan de Fuca, and the Salt Spring Island electoral areas, and desires to amend the Bylaw No. 1824 by removing the Southern Gulf Islands Electoral Area, and the Juan de Fuca electoral area, as participating areas in that service;
- C. Concurrently with the adoption of this Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 4591, the Board of the Capital Regional District has adopted Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands), 2024", and Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca), 2024", establishing separate promotion of economic development services in the Southern Gulf Islands and Juan de Fuca electoral areas;
- D. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- E. The directors for Salt Spring Island, the Southern Gulf Islands, and the Juan de Fuca electoral areas, have provided participating area approval by consenting in writing to the adoption of this Bylaw under section 347(2) of the *Local Government Act*.

NOW THEREFORE the Regional Board of the Capital Regional District, in open meeting assembled, enacts as follows:

Amendment to Service Area

- 1. Section 2 of Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", is amended by deleting the text of that section and replacing it with the following:

"The boundaries of the Service Area are the boundaries of the Salt Spring Island Electoral Area (the "Service Area")."

Participating Area

- 2. Section 3 of Bylaw No. 1824 is amended by deleting the text of that section and replacing it with the following:

"The participating area for this service is the Salt Spring Island Electoral Area."

Citation

- 3. This Bylaw may be cited for all purposes as “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024”.

READ A FIRST TIME THIS ___th day of _____ _____

READ A SECOND TIME THIS ___th day of _____ _____

READ A THIRD TIME THIS ___th day of _____ _____

APPROVED BY THE INSPECTOR OF
MUNICIPALITIES THIS ___th day of _____ _____

RECEIVED PARTICIPATING AREA APPROVAL
UNDER SECTION 347(2) OF THE
LOCAL GOVERNMENT ACT ___th day of _____ _____

ADOPTED THIS ___th day of _____ _____

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4591**

**A BYLAW TO AMEND THE ECONOMIC DEVELOPMENT COMMISSION
ESTABLISHING BYLAW NO. 1, 1990**

WHEREAS:

- A. By the adoption of the Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, the Board of the Capital Regional District established the Economic Development Commission service as an extended service of the Capital Regional District;
- B. The Board of the Capital Regional District wishes to amend the Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, to clarify that the Service includes the authority to undertake a variety of initiatives for the promotion of economic development in the Service Area;
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and;
- D. The Salt Spring Island Electoral Area Electoral Area Director has provided participating area approval by consenting in writing to the adoption of this amendment to Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824.

NOW THEREFORE the Regional Board of the Capital Regional District, in open meeting assembled, enacts as follows:

- 1. Sections 4, 5, and 6 of Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, are deleted and replaced with the following:
 - “4.1 The service established by this Bylaw includes the promotion of economic development in the Service Area, which may include but is not limited to:
 - (a) the preparation of an economic development strategy for the Service Area;
 - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;
 - (c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area;
 - (d) providing services and programs which facilitate and promote economic development within the Service Area; and

- (e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic development.
- 4.2 “Promotion of economic development” does not include:
- (a) Assistance to business, commercial, or industrial undertakings, unless authorized by law;
 - (b) Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
 - (c) Activities unrelated or unconnected to promotion.
5. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.
6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
- (d) property value taxes imposed in accordance with Division 3 of Part 14 of the *Local Government Act*;
 - (e) fees and charges imposed under section 397 of the *Local Government Act*;
 - (f) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (g) revenues received by way of agreement, enterprise, gift, grant or otherwise.”

Citation

2. This Bylaw may be cited for all purposes as “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024”.

READ A FIRST TIME THIS _____th day of _____

READ A SECOND TIME THIS _____th day of _____

READ A THIRD TIME THIS _____th day of _____

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS _____th day of _____

RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 347(2) OF THE LOCAL GOVERNMENT ACT _____th day of _____

ADOPTED THIS _____th day of _____

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 1824**

**A BYLAW TO CONVERT THE ECONOMIC DEVELOPMENT COMMISSION FUNCTION
FOR ALL OF THE ELECTORAL AREAS OF THE REGIONAL DISTRICT**

WHEREAS by Letters Patent, Division XXV, dated June 7th, 1979, the Capital Regional District was granted the function of providing Economic Development Commissions for all of the Capital Regional District;

AND WHEREAS the Board of the Capital Regional District wishes to exercise the function granted to it by the Letters Patent in accordance with Part 24 of the *Municipal Act* subject to terms and conditions contained in the Letters Patent and including most of the powers granted by the Letters Patent;

AND WHEREAS the Board of the Capital Regional District wishes to proceed under section 767 of the *Municipal Act* and establish the service as an extended service by bylaw under section 767(4), 789, 790, and 794 of the *Municipal Act*;

AND WHEREAS the Board of the Capital Regional District has obtained the consent of at least two-thirds of participants as required under section 802(1)(b) of the *Municipal Act*;

AND WHEREAS the Lieutenant Governor in Council has, by regulation, granted power to the Capital Regional District to establish and operate the Extended Service established by this bylaw;

NOW THEREFORE the Regional Board of the Capital Regional District, in open meeting assembled, enacts as follows:

1. The function of Economic Development Commission granted by Letters Patent dated June 7th, 1979, is hereby established as an Extended Service.

2. ~~The boundaries of the Service Area are the boundaries of the Salt Spring Island Electoral Area (the "Service Area"). The boundaries of the Service Area shall be the boundaries of the Electoral Areas of Langford, Sooke, Saltspring Island and Outer Gulf Islands.~~

(4590)

3. ~~The Electoral Areas of Langford, Sooke, Saltspring Island and Outer Gulf Islands include the participating areas for this service~~ The participating area for this service is the Salt Spring Island Electoral Area.

(4590)

~~4. The annual operating costs for the service and debt servicing costs shall be recovered:~~

~~(a) By the imposition of fees and other charges by bylaw;~~

~~(b) The balance after deducting the revenue obtained from the fees or other charges shall be recovered by the requisition of money under sections 809. And 809.1 of the *Municipal Act* to be collected by a property value tax in the applicable Service Area to be levied and collected under sections 810.1(1).~~

- ~~5. The annual net cost attributable to this Service shall be apportioned to and borne by the participating Electoral Areas or parts thereof for which the Regional Board has provided an Economic Development Commission under Section 6, on the basis of the operating costs provided to such Electoral Area or part thereof, by the Regional Board in the annual budget of the Regional Board for the applicable year.~~
- ~~6. (1) The Regional Board may, by bylaw, undertake the establishment, maintenance, and operation of an Economic Development Commission on behalf of one or more of the participating Electoral Areas and may in that bylaw:~~
- ~~(a) Fix the terms and conditions under which the Commission shall operate;~~
 - ~~(b) Specify the composition of the Commission, including the number, qualifications, term of office and the manner in which the Regional Board shall appoint members thereto; and~~
 - ~~(c) Limit the maximum amount that may be expended for annual operating costs for the establishment, maintenance and operation of the Economic Development Commission authorized by the bylaw in the actual amount or the amount equal to the amount that could be raised by a property value tax rate specified in the bylaw applied as provided in Section 4(b).~~
- ~~(2) Before exercising the powers under subsection (1) the Regional Board shall obtain the written consent of the Director for each Electoral Area participating in the establishment, maintenance and operation of the Economic Development Commission and shall, by bylaw, a copy of which shall be deposited in the Office of the Inspector of Municipalities, name the participating Electoral Areas and in the event of a defined portion of an Electoral Area being designated as a participant, such defined portion shall be defined by a map or metes and bounds description in the said bylaw.~~
- 4.1 The service established by this Bylaw includes the promotion of economic development in the Service Area, which may include but is not limited to:
- (a) the preparation of an economic development strategy for the Service Area;
 - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;
 - (c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area;
 - (d) providing services and programs which facilitate and promote economic development within the Service Area; and
 - (e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic development.
- 4.2 "Promotion of economic development" does not include:

- (a) Assistance to business, commercial, or industrial undertakings, unless authorized by law;
- (b) Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
- (c) Activities unrelated or unconnected to promotion.

5. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.

6. As provided in section 378 of the Local Government Act, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 3 of Part 14 of the Local Government Act,
- (b) fees and charges imposed under section 397 of the Local Government Act,
- (c) revenues raised by other means authorized by the Local Government Act or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

(4591)

7. This Bylaw may be cited as the “Economic Development Commission Establishing Bylaw No. 1, 1990.”.

CONSENTED TO by at least two-thirds of the electoral area directors of Langford, Sooke, Saltspring Island and Outer Gulf Islands.

READ A FIRST TIME THIS	9 th	day of	May,	1990
READ A SECOND TIME THIS	9 th	day of	May,	1990
READ A THIRD TIME THIS	9 th	day of	May,	1990
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	6 th	day of	January,	1992
RECONSIDERED AND FINALLY ADOPTED THIS	15 th	day of	January,	1992

[Frank Leonard Signature]
CHAIR

[W.M. Jordan]
CORPORATE OFFICER



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**REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, June 20, 2024**

SUBJECT Salt Spring Island Park Maintenance and Bus Depot Yard

ISSUE

To consider the submission of a land use application to amend the permitted uses at 210 and 220 Kanaka Road to support park maintenance and bus depot uses.

BACKGROUND

The Salt Spring Island (SSI) Parks and Recreation 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 SSI. 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.

Alternative locations including 262 Rainbow Road (Rainbow Recreation Centre) and 145 Vesuvius Bay Road (Portlock Park) have been explored as alternative locations for the park maintenance facility. Portlock Park is currently over subscribed and would require the removal of an existing park amenity to accommodate this use. Rainbow Recreation Centre was deemed unsuitable during the master planning process with community feedback supporting reserving this site for recreation purposes given it is the only CRD park land zoned for indoor recreation on SSI.

210 Kanaka is 0.76 acres, zoned Residential 2 (R2) and 220 Kanaka is 0.46 acres 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.

The current zoning allows for public service uses. “Public Service” is defined as the use of land, building or structures for the maintenance, repair or storage of vehicles, equipment or construction material that are used solely for the provision, maintenance or repair of public utilities or highways, and for emergency response facilities are operated for the benefit of the general population of the island on which it is located. “Public Utilities” is defined as a use of land, or of unoccupied works and structures such as pipes, wires, poles, or towers, for the provision of electricity, gas, water, sewage collection, telephone, cablevision or telecommunications services to the public of the island on which it is located, or the use of land or unoccupied structures for navigational aids.

Salt Spring Island Parks and Recreation Commission – June 20, 2024
Salt Spring Island Parks Maintenance and Bus Depot

A zone-specific variation (site specific text amendment) based on the conceptual site plan (Appendix A) would need to be approved through the Islands Trust to include a public works and bus depo in the definition of “Public Service” prior to developing the Kanaka lots for this purpose.

IMPLICATIONS

Financial Implications

Detailed designs and cost estimates have not been completed for this project. A zone-specific variation would need to be approved for this phase of the project to proceed. The application fee for this is \$4,692.

Current funding for this project includes a combination of Grant Funding, Community Works Funding (CWF) and Capital Reserve Funding (CRF).

Funding Source	Funding Amount
Growing Communities Grant	\$487,500
CWF	\$102,500
Parks and Recreation CRF	\$60,000
Transportation CRF	\$50,000
TOTAL	\$700,000

Current funding is hoped to support a zoning variation, detailed designs, cost estimates, site preparation, utility connections, prefabricated building and park vehicles Electric Vehicle (EV) chargers. Additional funding will be required to support the construction of an auxiliary building, bus EV chargers, paved parking, fencing and wash pad.

ALTERNATIVES

That the Salt Spring Island Local Community Commission approves:

Alternative 1

That staff completes a submission to the Islands Trust a Land Use Application for a bylaw amendment to include a public works and bus depot in the definition of Public Service for 210 and 220 Kanaka Road on Salt Spring Island.

Alternative 2

Refer back to staff for more information.

CONCLUSION

The park maintenance facility located on Kanaka is used to accommodate the daily functions and storage needs of park maintenance staff to support parks and recreation, transportation and transit services and other public works as required. An opportunity exists to include a bus depot and storage to provide better efficiencies and costs savings to support the service.

Kanaka is currently not zoned for these purposes and requires an approved Land Use Application for development of the sites for these purposes to proceed.

RECOMMENDATION

That the Salt Spring Island Local Community Commission approves that staff complete a submission to the Islands Trust a Land Use Application for a bylaw amendment to include a public works and bus depot in the definition of Public Service for 210 and 220 Kanaka Road on Salt Spring Island.

Submitted by:	Dan Ovington, BBA, Parks and Recreation Manager
Concurrence:	Stephen Henderson, BSc, P.G. Dip.Eng, MBA, Sr Manager of Real Estate, Southern Gulf Island Electoral Area and Salt Spring LCC

ATTACHMENTS:

Appendix A – Kanaka Site Map Dated: January 14, 2024

Revisions		
No.	Date	Description
01	Jun. 06, 2023	General
02	Dec. 01, 2023	Separate Yards
02	Dec. 23, 2023	Shared Yards
04	Jan. 01, 2024	General
05	Jan. 14, 2024	General

Appendix A

CRD
CAPITAL REGIONAL DISTRICT

SALT SPRING ISLAND
PARKS & RECREATION



PROPOSED NEW PARKS MAINTENANCE and BC TRANSIT YARDS AT KANAKA ROAD, GANGES, BC

GENERAL
CONCEPT 03

SITE PLAN Study Sketch

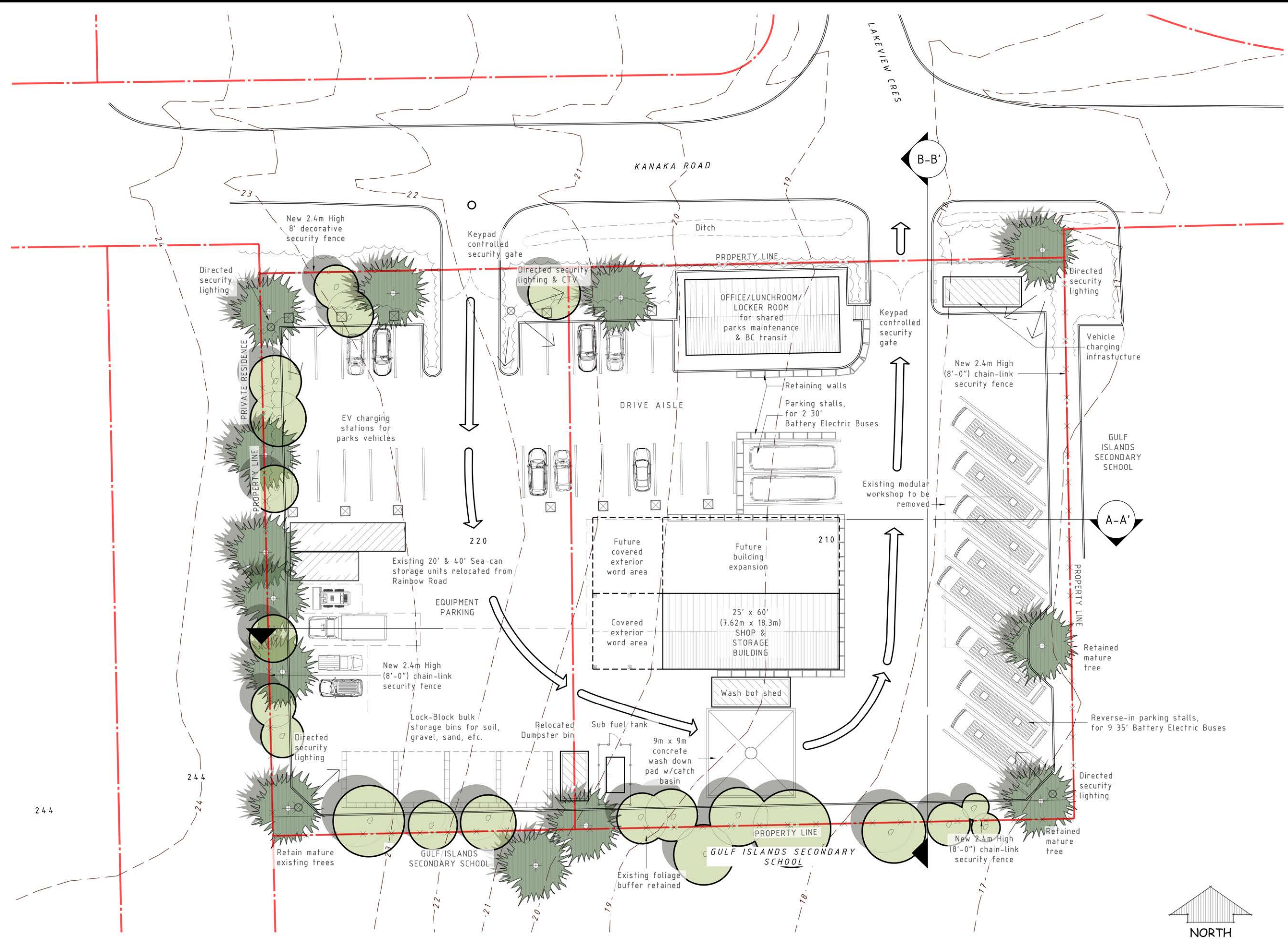


David Gibbon
Park Planning and Management
217 Canvasback Place Salt Spring Island BC
t. 250-537-5400
c. 250-720-5542
e. gibbon392@gmail.com

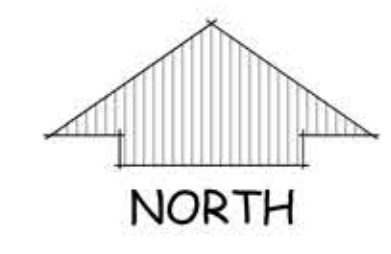
Project No.: 2023-01
Drawn by: dcg, srd
Date: May 28, 2023

Drg. No. **SS - 3.2**

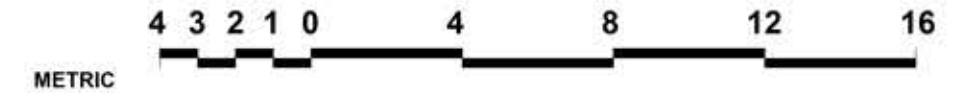
Revision No.: 05 Date: January 14, 2024



NEW PARKS MAINTENANCE and BC TRANSIT YARD CONCEPT



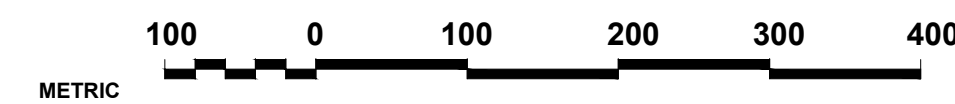
Scale: 1:200





CONTEXT PLAN

Scale: 1:5000



CONCEPT NOTES

CONCEPT EVOLUTION

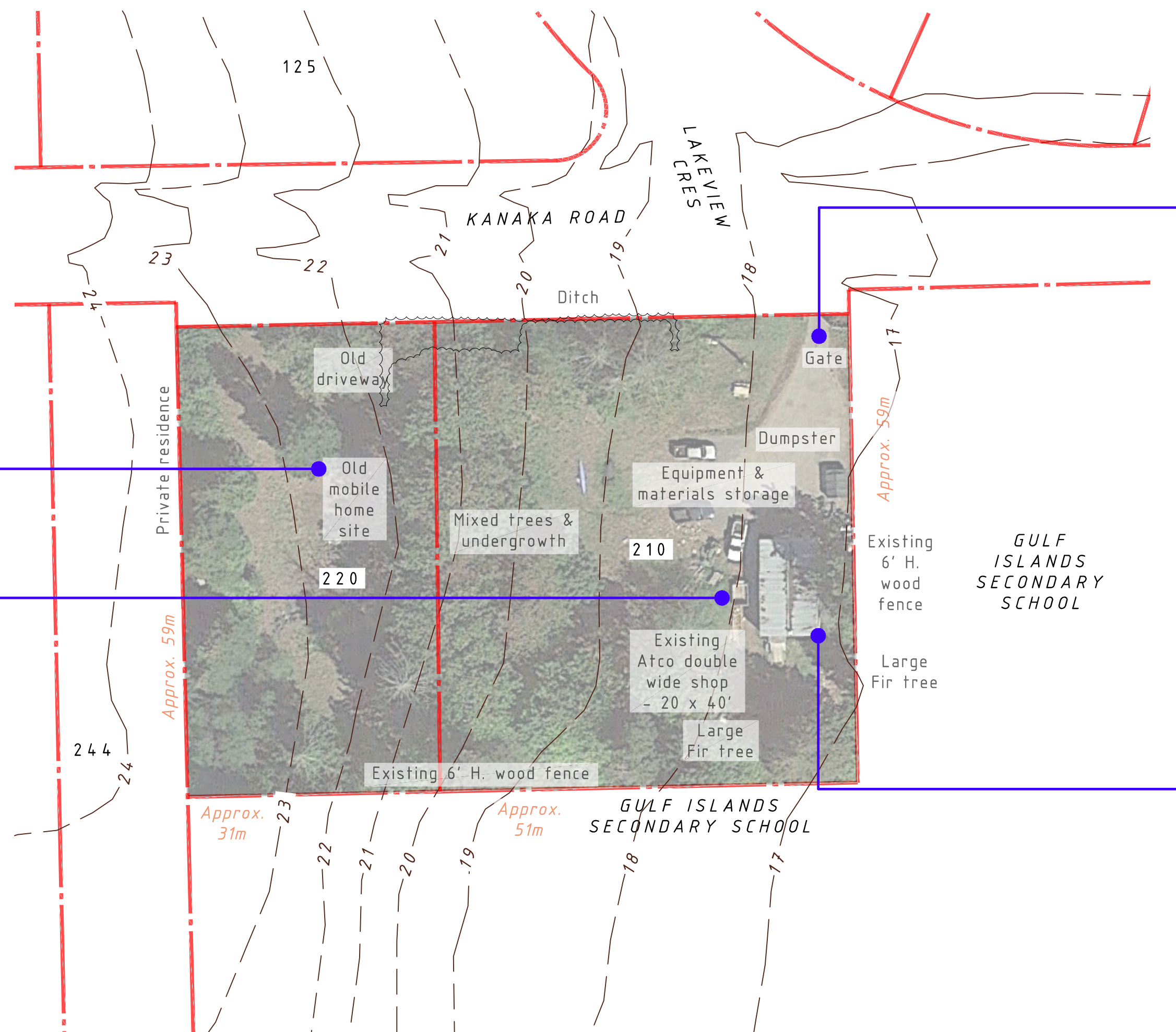
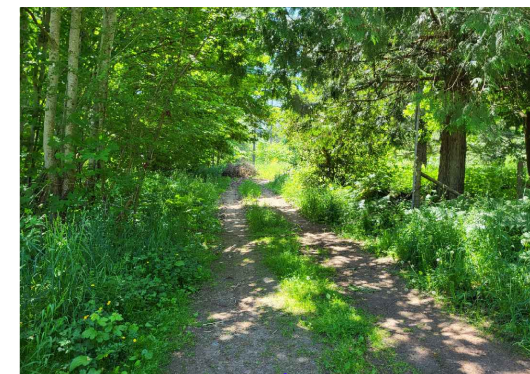
Concept 1 (June 2023) envisioned a shared maintenance yard facility serving PARC maintenance section activities and BC Transit bus parking on the CRD property located at 210 and 220 Kanaka Road. Feedback from PARC staff identified potential issues with space allocation, attempts to retain trees within a working maintenance yard, and possible operational conflicts with two busy organizations working side-by-side in limited space. Input received from BC Transit included a desire for additional bus parking space, enhanced bus washing and EV charging infrastructure, and a stand-alone office.

Concept 2 (November 2023) provided a revised site layout with separate maintenance yards on each of the two legal properties, and minimal crossover of operational activities. Analysis of transit bus turning radius requirements indicated that it would not be practical to accommodate separate operations on the site.

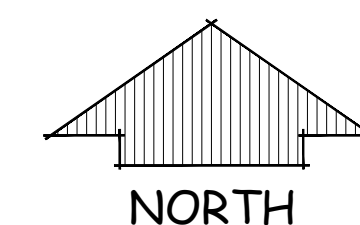
Concept 3 (December 2023) outlines a revised shared-use plan with parks maintenance yard requirements located on the west side of the site, and BC Transit bus parking on the east side. Shared amenities would include an auxiliary building housing supervisor's offices, a lunch/meeting room, a locker room and staff washrooms, a vehicle/equipment wash pad, electric vehicle charging infrastructure, and site security (perimeter fencing, high-intensity lighting, card-lock access gates, etc.). Transit bus and all vehicle circulation would be counter-clockwise, entering at the northwest corner of the site and exiting at the northeast.

MAINTENANCE YARD

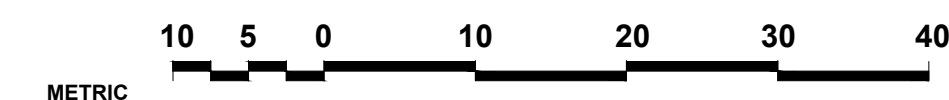
1. New Buildings to Replace Existing Modular Structure
 - Maintenance Building (1st stage) - Parks Maintenance
 - 7.6m x 22m (25' x 60'); 140 sq. m. (approx. 1,500 sq. ft.)
 - Pre-fabricated steel building
 - Covered Outside Work Area - 7.6m x 7.6m roof extension; (58 sq. m. (approx. 625 sq. ft.))
 - Potential building expansion (2nd stage) - additional 140 sq. m. (total area 3,000 sq. ft.)
 - Auxiliary Building - Shared Use
 - 7m x 15m (23' x 49'); 93.75 sq. m. (1009 sq. ft.)
 - Pre-fabricated steel or frame construction
 - Supervisor's offices, washrooms, locker room & lunch/meeting room
 - Secure shower room adjacent to locker room
 - Potential for solar power augmentation
 - Potential for rainwater harvesting (roof catchment & under building storage)
2. Perimeter Security Fencing
 - Aesthetic 2.4m (8') high security fence on Kanaka Road frontage
 - Heavy duty chain-link 2.4m high fencing on east, south and west boundaries
 - Keypad-controlled gates
3. Security Lighting
 - High-mast (10-12m high) directional LED floodlighting at site perimeter corners
 - Buildings - exterior wall-mounted area lights as needed
 - Potential for solar-powered site lighting
4. Transit Bus Parking
 - Two - 30' long "small" buses with EV charging stations
 - Eight - 35' long "medium" buses with EV charging stations
5. Staff and Crew Vehicle Shared Parking with EV charging stations
 - Personal and work vehicle parking
 - Parks maintenance equipment parking
 - EV charging infrastructure facility at yard northeast corner
6. Shared-Use Vehicle & Equipment Wash Station
 - Concrete wash pad; 9m x 9m (30' x 30') w/ catch basin drain & debris trap
 - Automatic "Wash-bot" equipment and storage shed
 - High-volume water connection
7. Parks Small Equipment Fuel Storage - small tank in fenced security enclosure
8. Shared-Use Garbage Dumpster
9. Parks Maintenance Sea-Can Storage Units
 - Two existing sea-cans from Rainbow Road site to be relocated to maintenance yard
 - One 20' unit and one 40' unit
10. Parks Maintenance Bulk Material Storage Bins
 - For planting medium, gravel, sand, compost, etc.
 - Units approx. 3m wide x 3m deep x 2m high
 - Constructed as needed from concrete loc-block on concrete base



EXISTING SITE PLAN



Scale: 1:500



Revisions		
No.	Date	Description
01	Jun. 06, 2023	General
02	Nov. 20, 2023	General
03	Jan. 15, 2024	General

CRD
CAPITAL REGIONAL
DISTRICT

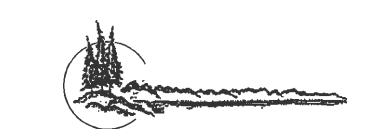
SALT SPRING ISLAND
PARKS & RECREATION



PROPOSED
NEW PARKS
MAINTENANCE
and BC TRANSIT
YARDS AT
KANAKA ROAD,
GANGES, BC

GENERAL
CONCEPT 03

SITE PLAN
Context &
Existing



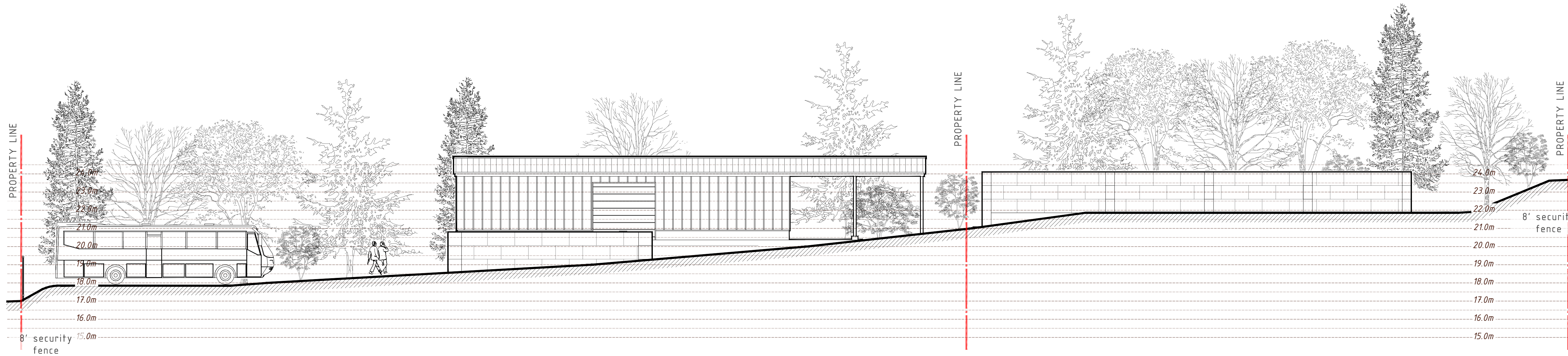
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Project No.: 2023-01
Drawn by: dcg, srd
Date: May 28, 2023

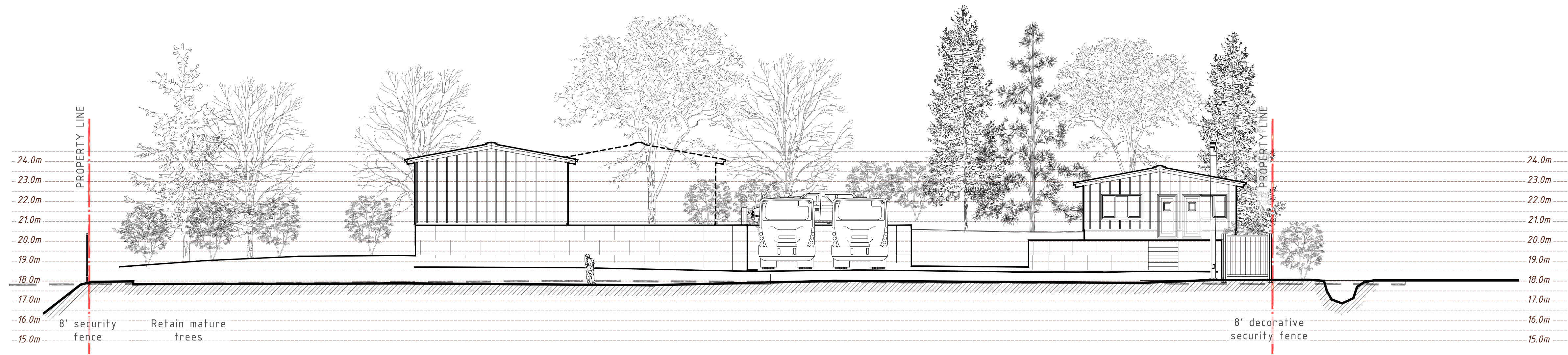
Drg. No. **SS - 3.1**

Revision No.: 03 Date: January 14, 2024





SECTION A-A' - EAST/WEST LOOKING SOUTH



SECTION B-B' - SOUTH/NORTH LOOKING WEST

Revisions		
No.	Date	Description
01	Jun. 06, 2023	General
02	Dec. 01, 2023	Separate Yards
02	Dec. 23, 2023	Shared Yards
04	Jan. 01, 2024	General
05	Jan. 14, 2024	General

CRD
CAPITAL REGIONAL DISTRICT

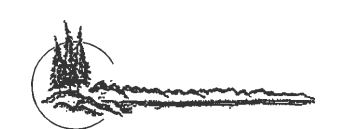
SALT SPRING ISLAND PARKS & RECREATION



**PROPOSED
NEW PARKS
MAINTENANCE
and BC TRANSIT
YARDS AT
KANAKA ROAD,
GANGES, BC**

**GENERAL
CONCEPT 03**

**SITE PLAN
Typical Cross
Sections**

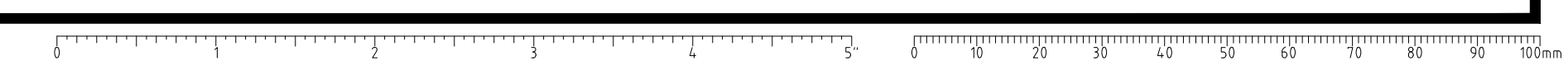
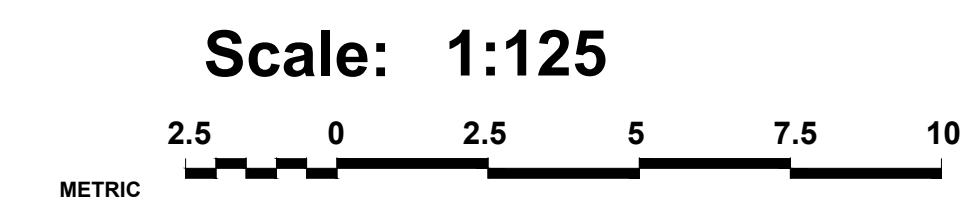


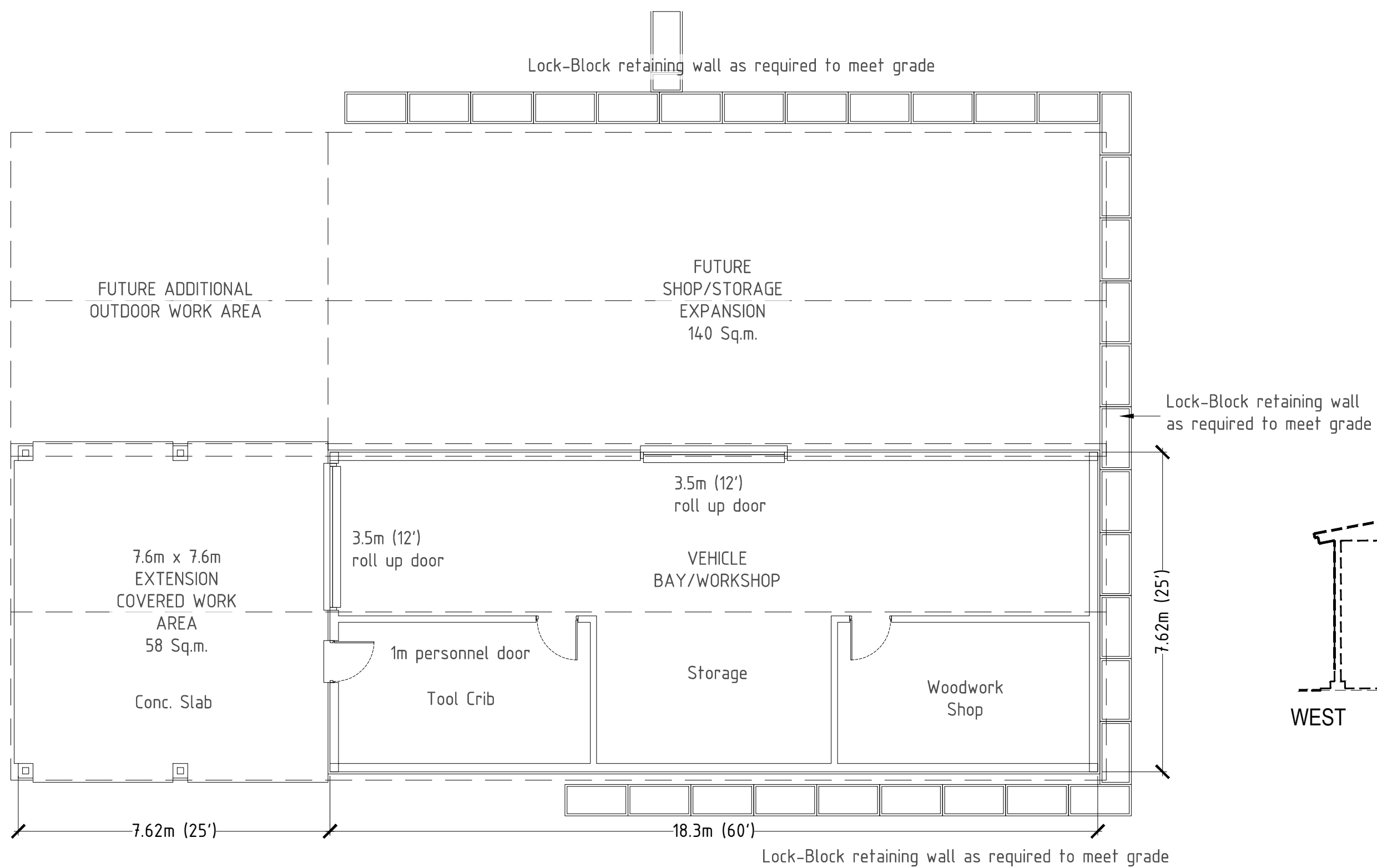
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Project No.: 2023-01
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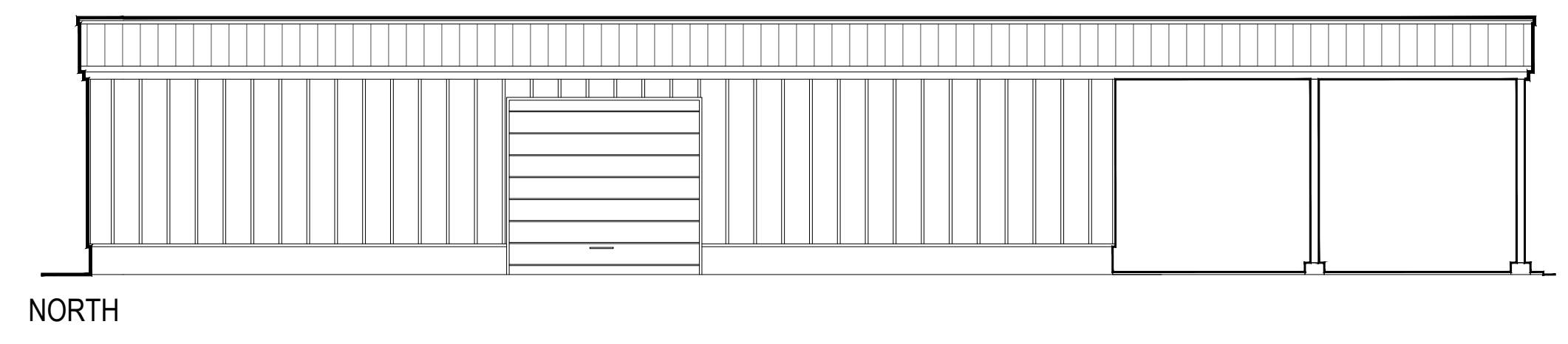
Drg. No. **SS - 3.3**

Revision No.: 05 Date: January 14, 2024

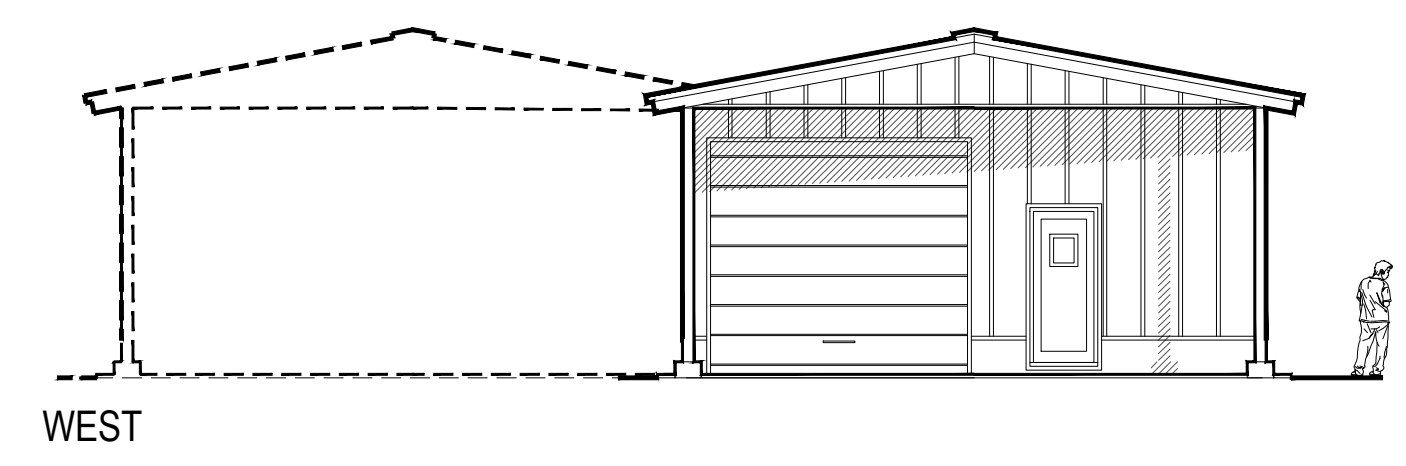




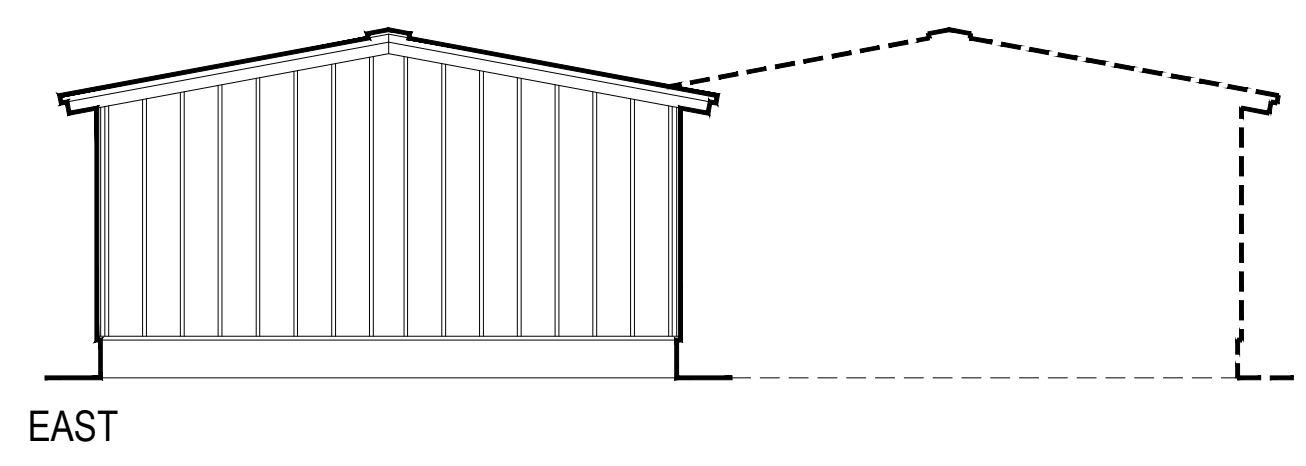
SHOP/STORAGE BUILDING PREFABRICATED STEEL BUILDING
 7m x 12m (23' x 39')
 84 Sq.m/ Approx. (904 Sq.ft)



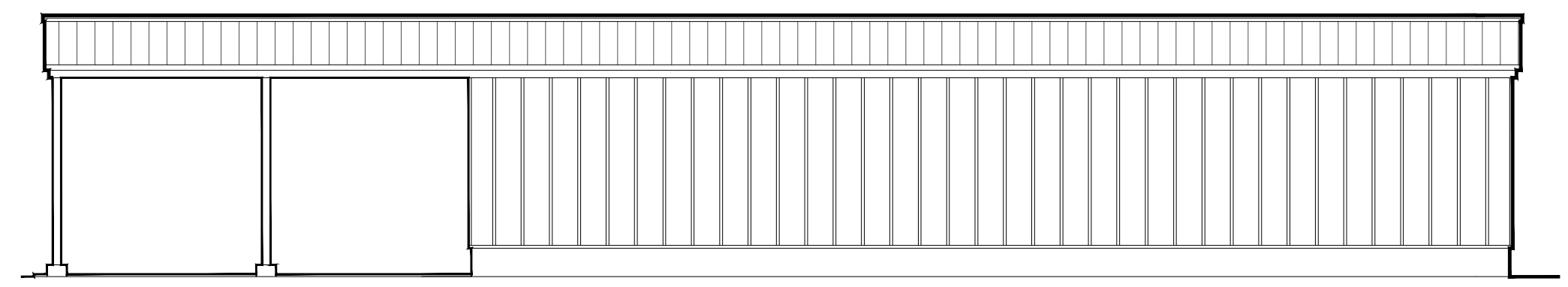
NORTH



WEST



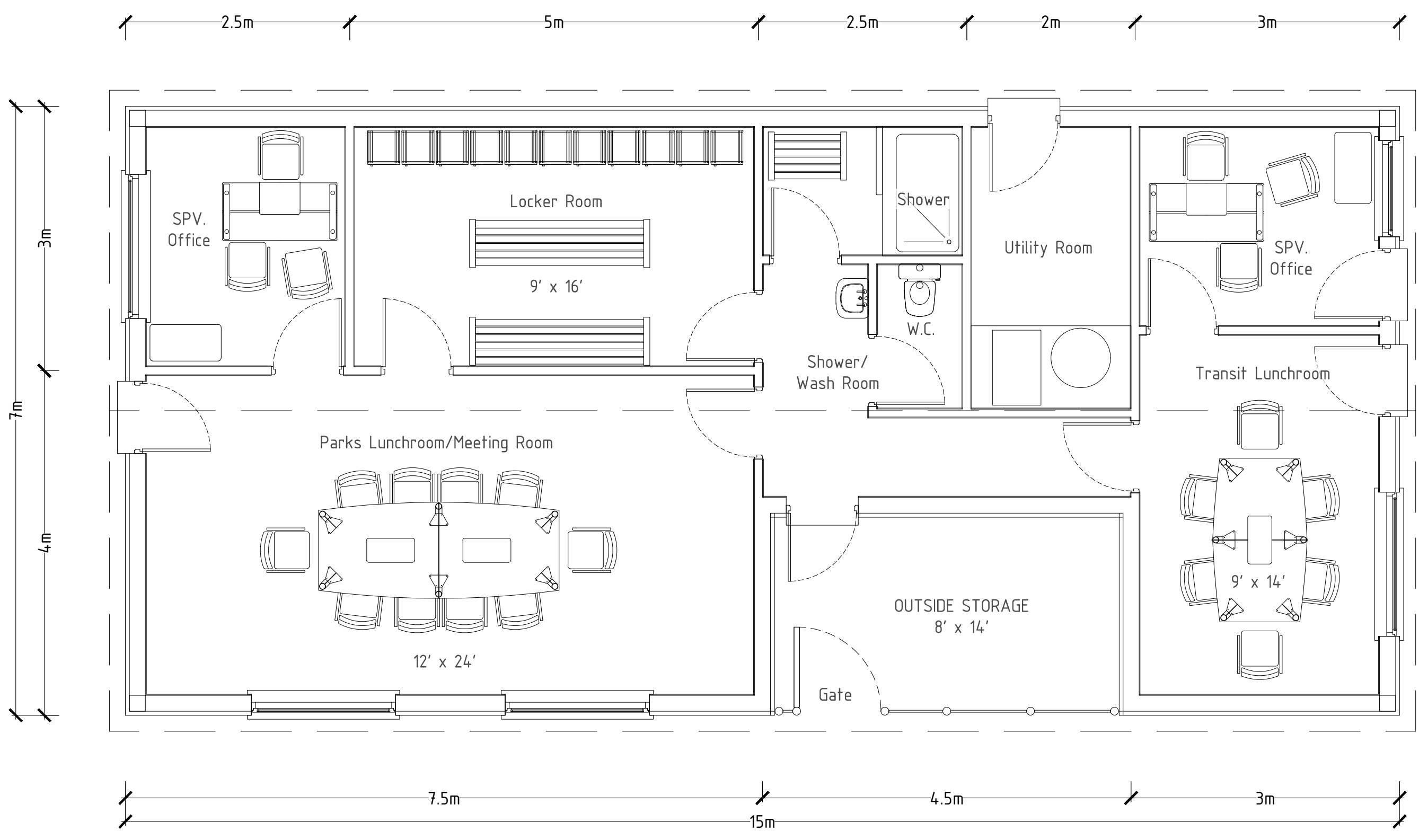
EAST



SOUTH

ELEVATIONS

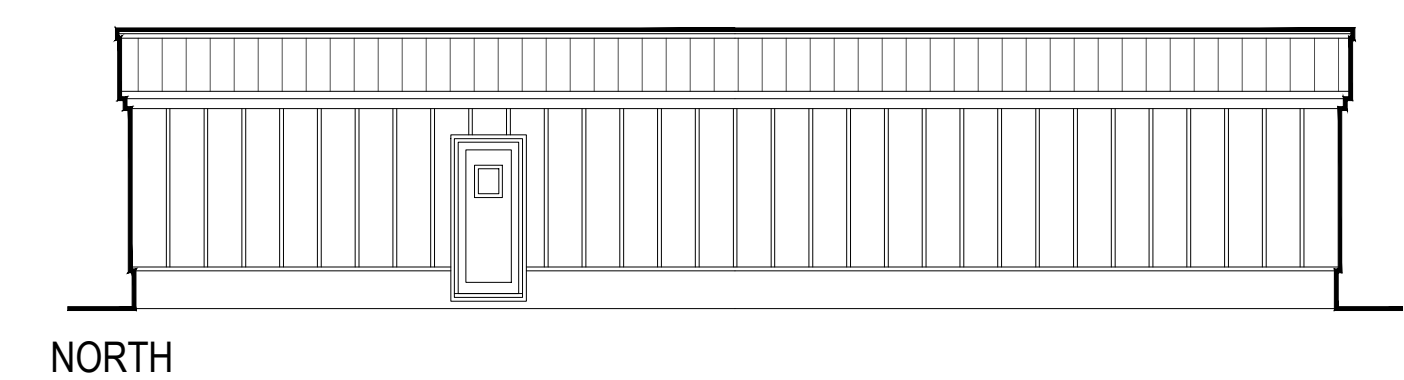
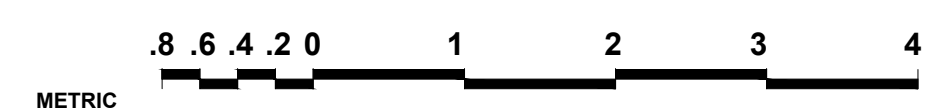
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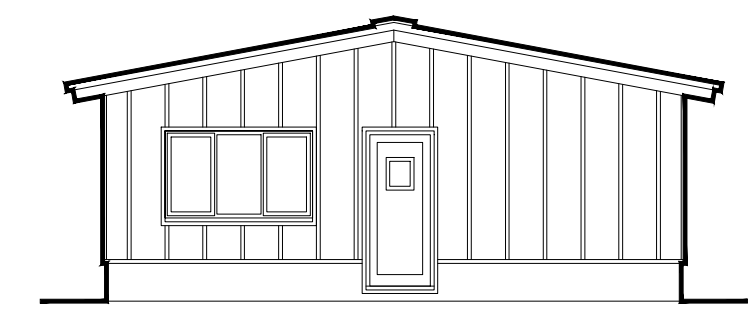
OFFICE/LUNCHROOM BUILDING
 7m x 15m (23' x 49')
 93.75 Sq.m/ Approx. (1009 Sq.ft)

PARKS - 52.5 Sq.m
 TRANSIT - 21 Sq.m
 SHARED - 20.25 Sq.m

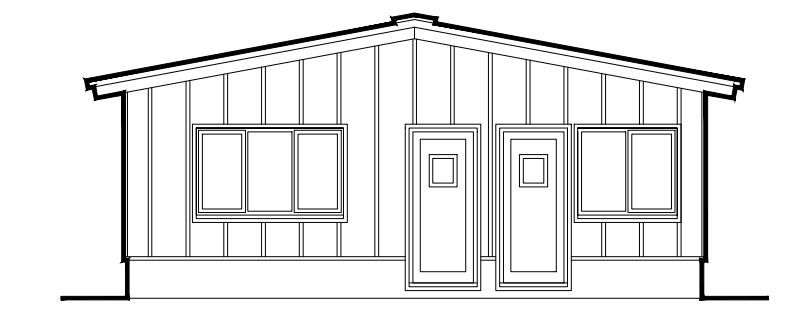
Scale: 1:50



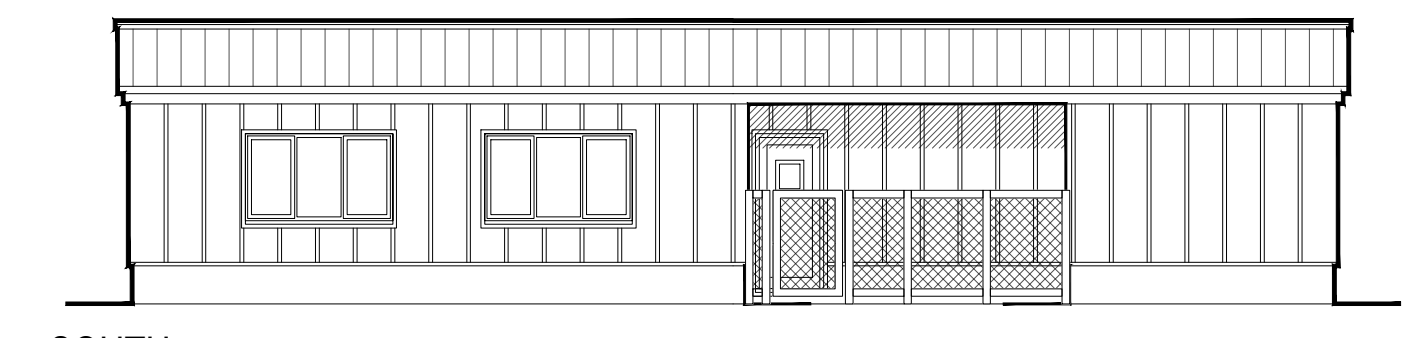
NORTH



WEST

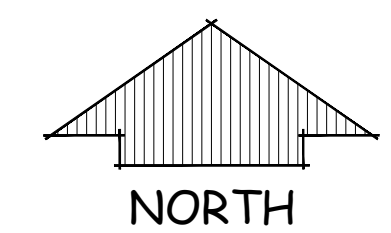


EAST



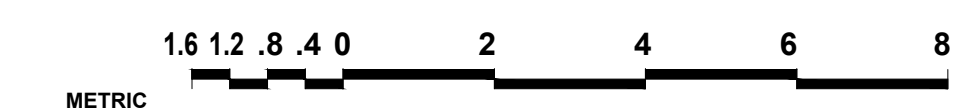
SOUTH

ELEVATIONS



NORTH

Scale: 1:100



Revisions		
No.	Date	Description
01	Jan. 14, 2024	General

CRD
 CAPITAL REGIONAL DISTRICT

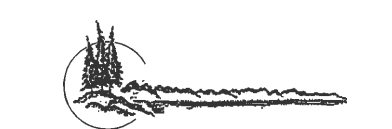
SALT SPRING ISLAND PARKS & RECREATION



PROPOSED NEW PARKS MAINTENANCE and BC TRANSIT YARDS AT KANAKA ROAD, GANGES, BC

GENERAL CONCEPT 03

SITE PLAN
 Typical Building Layouts & Elevations



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Project No.: 2023-01
 Drawn by: dcg, srd
 Date: January 14, 2024

Drg. No. **SS - 3.4**

Revision No.: 01 Date: January 01, 2024