



Making a difference...together

**SALT SPRING ISLAND PARKS AND RECREATION COMMISSION**  
Notice of Meeting on **Monday, November 19, 2018 at 5:00 PM**  
Portlock Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

Gary Holman  
Garth Hendren

Brian Webster  
Sonja Collombin

Jacky Cooper  
Darlene Steele

John Gauld  
Gregg Dow

(R) = Regrets

**AGENDA**

- 1. **Approval of Agenda**
- 2. **Adoption of Minutes of October 15, 2018** **3-6**
- 3. **Delegation/Presentation**
  - 3.1
- 4. **Director and Chair Reports**
- 5. **Outstanding Business**
  - 5.1 **Emergency Housing Committee - Parkland Use Request** **7**
  - 5.2 **Funding for Musical Events in Centennial Park**
  - 5.3 **Joint Performing Arts Facility**
  - 5.4 **Project Status Report** **8-9**
- 6. **New Business**
  - 6.1 **Centennial Park Master Plan - Project Charter - Playground Replacement** **10-17**  
  
That the Salt Spring Island Parks and Recreation Commission approve the Centennial Park Master Plan-Project Charter- Playground Replacement and that staff proceed with public consultation.
  - 6.2 **Potential Grant Funding Source: COMMUNITY CHILD CARE SPACE CREATION PROGRAM** **18-29**  
  
That the Salt Spring Parks and Recreation Commission recommends that the Capital Regional District Board direct staff to submit an application for grant funding for the PARC Licensed Preschool Care Space through the Child Care Space Creation Program; and that the Board supports the project and commits to its share \$81,860 of the project and the minimum 10 years of operations.

*To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.*

**6.3 Fernwood Dock**

**30-36**

That the Salt Spring Island Parks and Recreation Commission recommends that the Electoral Area Services Committee recommends that the Capital Regional District Board direct staff to repeal Bylaw 3030 and move the administration of Salt Spring Island Small Craft Service 1.236 under the Salt Spring Island Parks and Recreation Advisory Commission to provide advice on the financial, operational and capital aspects of delivering the service.

**6.4 Islands Trust Referral – 108 Walker Hook Road**

**37-80**

That the Salt Spring Island Parks and Recreation Commission recommends that the Islands Trust approve SS-SUB-2017.3, 108 Walker's Hook Road, subject to the following comments: Collection of 5% cash-in-lieu in payment for park land dedication in the amount of \$31,250 based on the 2018 market value assessment of \$620,000 prepared on August 27, 2018.

**7. 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;

**8. Rise and Report**

**9. Next Meeting – 2019 Proposed Schedule – 5 to 7 pm Portlock Park Portable**

**January 21, February 19\*, March 18, April 15, May 21\*, June 10\*\* & 17, Sept 16, October 21, November 18**

\*Tuesdays due to Holiday Schedule

\*\*Tentative

**10. Adjournment**



Making a difference...together

**Minutes of the Regular Meeting of the  
Salt Spring Island Parks and Recreation Commission  
Held October 15, 2018 at 145 Vesuvius Bay Road, Salt Spring Island, BC**

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**DRAFT**

**Present:**       **Director:** Wayne McIntyre  
                            **Commission Members:** Sonja Collombin, Brian Webster, Jacky Cooper,  
  Darlene Steele, Gregg Dow, John Gauld  
                            **Staff:** Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior  
  Manager, Salt Spring Island Electoral Area; Tracey Shaver, Recording Secretary  
**Absent:** Garth Hendren

Chair Dow called the meeting to order at 5:00 pm.

**1.    Approval of Agenda**

**MOVED** by Commissioner Steele, **SECONDED** by Director McIntyre,  
That the Salt Spring Island Parks and Recreation Commission agenda of October 15,  
2018 be amended and approved by exchanging the written material under item 6.1 with  
the amended version handed out at the meeting. **CARRIED**

**2.    Adoption of Minutes of September 13, 2018**

**MOVED** by Commissioner Cooper, **SECONDED** by Commissioner Webster;  
That the Salt Spring Island Parks and Recreation Commission Minutes of September 13,  
2018 be approved. **CARRIED**

**3.    Delegation/Presentation**

**3.1   Yvonne Saunders - Centennial Park Activities**

Ms. Saunders expressed a desire to see more music and local talent in Centennial  
Park during the Market Season. Doug from "Doug and the Thugs" provided an  
introduction to the concept of hiring local talent to perform on two Saturdays in July  
and two in August. Details included; acoustic style only, selection process, and  
honorarium for musicians. Budget of about \$4,000 to cover rental of PA system,  
advertisement and money for talent. Fundraising for half of the budget and  
requesting PARC contribute \$2,000 for this pilot project.

**To be placed on November Agenda**

**3.2   James Cowan - Strategic Plan - Joint Performing Arts Facility**

Mr. Cowan spoke on behalf of a unified group of service providers requesting that  
PARC researches the feasibility of building a facility on CRD land large enough and  
purpose built for storage and rehearsal space for several different activities.

Facilities currently used are often not suitable for the activity or already in use. Shared staging props, lighting, sound equipment and supplies are currently stored in several different locations.

Organizations involved: SS Gymnastics, Tsunami Circus, Stagecoach Theatre, ExitStageLeft, Graffiti Theatre, Rainwood Dance, and Music Together.

**To be placed on November Agenda**

**3.3 McElhanney Consulting Services - Salt Spring Island Parks and Recreation DRAFT Strategic Plan**

Justin Ellis from McElhanney Consulting Services provided an overview of the steps taken to prepare the Draft Strategic plan and then participated in discussion.

- Commission not ready to adopt
- Financial figures to be removed; items prioritized
- Use plan to prioritize annually, fit in capital project budgets and report on progress
- Capital projects progress after design & cost C/D estimates are obtained which then inform a referendum question for funding approval and eventual construction
- No mention of permitting process or administration of the Saturday Market
- Mapping confusing; prefer something that shows just PARC facilities
- Several community wide projects to consider (NSSWD, Boardwalk, Fire hall); referendums will be a competitive process
- Bigger need for overall priorities and strategic plan for the entire island

**4. Director and Chair Reports**

**4.1 Director McIntyre** briefly reported on:

- Bike park opened; great to see continuing use
- Second Indoor tennis court opened
- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- Ganges Sewer refurbishment project; on time and budget; Tom Toynbee-great storey from beginning of sewer plant using new (MBR) technology which is still relevant and now a proven system
- CREST- Difficulties with connections in some places on SSI; working with Telus to resolve
- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region
- Destination Management and Marketing Organization approved by CRD Board; Support by 50% of SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- Water Collection: Working with CRD Building inspection to develop a simple guide and design for rain water harvesting for tanks up to 3,000 gallons. Potential for bulk buying of tanks
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1<sup>st</sup> Nations communications

- 4.2 **Chair Dow** briefly reported that he is involved with affordable housing initiatives so that he can provide input from a PARC perspective. Legal opinion being sought on the uses for community parkland.

5. **Outstanding Business**

5.1 **Salt Spring Island Parks and Recreation DRAFT Strategic Plan**

**MOVED** by Commissioner Steele, **SECONDED** by Commissioner Webster, The Salt Spring Island Parks and Recreation Commission refer the 2018 Salt Spring Island Parks and Recreation Strategic Plan to staff for more information on options to prioritize, amendment of the funding component and to report back with next steps and budget implications.

**CARRIED**

5.2 **Community Works Fund (CWF) Allocation: SSI Centennial Park Phase 1 Upgrades (Site Assessments, Washroom Replacement, Storm Water Management)**

Staff reviewed report:

- 8 months of consultation for Master Plan for Centennial Park
- First phase was for site assessments, washrooms and site drainage
- Tenders received for construction show project budget shortfall of an estimated \$150,000
- Administrative costs involved with a design build project are in line with current standards
- Director McIntyre in favour of providing community works funding to complete construction of the public washroom facilities.
- Work anticipated to begin in November and be completed prior to the 2019 Saturday Market season.

Karla Campbell leaves the meeting at 6:20 pm

**MOVED** by Commissioner Cooper, **SECONDED** by Director McIntyre, That the Salt Spring Island Parks and Recreation Commission recommends that the Electoral Area Services Committee recommend to the Capital Regional District Board:

That a contribution of \$149,780 from the Salt Spring Island Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be authorized towards the construction and other related works of a public washroom on Salt Spring Island.

**AND**

That if an application for the Salt Spring Island Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be denied the 2019 5 Year Capital Plan be amended to include up to \$149,780 towards the construction of a public washroom on Salt Spring Island.

**CARRIED**

**5.3 Project Status Report**

Commissioner Webster requesting status update from the Harbour Walk Steering Committee by next meeting. All of the condition and assessment reports are in; a summary report is being prepared.

Remainder of the project status report was received for information.

**6. New Business**

**6.1 Potential Grant Funding Source:  
INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP)  
Fernwood School Field Report Update**

Staff provided information on a grant that has come up which matches nicely with the ready to go project of upgrading Fernwood School Fields.

- Only 24% of the total costs is required; proof of matching community funds is already in place for ball field development
- 2012 grant application was reviewed and the upgrading project report was updated
- Memo of understanding being drafted with School District 64
- Rainwater catchment technology included in costs
- Each "region" can submit 1 application (SSI as an Electoral Area is considered a region on its own)
- Commission happy to see agencies on Salt Spring working together (PARC/SD64)

**MOVED** by Commissioner Steele, **SECONDED** by Commissioner Collombin, The Salt Spring Island Parks and Recreation Commission recommends to the Capital Regional District Board that staff submit an application for grant funding application for Fernwood Elementary School Athletic Field Upgrades through the ICIP – Community, Culture, and Recreation Program; and that the Board supports the project and commits to its share (\$250,650) of the project.

**CARRIED**

**7. Motion to Close the meeting was deferred to next meeting**

**8. Rise and Report- n/a**

**9. Next Meeting- November 19, 2018 at 5:00 PM in the Portlock Portable Meeting Room**

**10. Adjournment**

**MOVED** By Commissioner Cooper, **SECONDED** by Commissioner Webster, That the meeting adjourn at 6:45 pm

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**CHAIR**

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**SENIOR MANAGER**

# Memorandum

**TO:** Salt Spring Island Parks and Recreation Commission  
**FROM:** Dan Ovington, Manager Parks and Recreation  
**DATE:** November 19, 2018  
**SUBJECT:** CRD Parkland - Permitted Use

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At the September 17, 2018 Salt Spring Island Parks and Recreation Commission (PARC) meeting a delegation presented to the Commission requesting the use of parkland with the intention of setting up modular worker housing. The group also expressed concern that visitors camping in community parks were being moved out. PARC requested that the item be brought forward on a future agenda for discussion.

## Modular housing in Community Parks



Any attempt to set up a dignity village, modular homes, or a continuous occupation site would not be permitted on park land and could be subject to an administrative challenge by a member of the public to force us to respect the park use. Parkland may only be used for the purposes of "park", defined by our courts as ornamentation, sport, and public relaxation. There may also be Islands Trust conditions on the parkland which could further restrict the use of the site. To use parkland for purposes other than defined park uses the CRD would need to dispose of the land to itself or another owner at fair market value, if the CRD maintained ownership a service would need to be established to administer the use. Funds acquired through the sale of parkland would need to be returned to the Parkland Acquisition Fund and can only be used for the purchase of new parkland.

## Camping in Community Parks

Salt Spring Island Community Parks Bylaw 3794 recognized that temporary overnight camping for emergency shelter purposes is necessary, and permits camping for emergency shelter between 11 p.m. and 7 a.m. This camping cannot take place on playgrounds, sports fields, foot paths or environmentally sensitive areas. For those reasons PARC has designated the grass field area in Mouat's Park for emergency shelter use between 11 p.m. and 7 a.m. During the day when the park is intended for public use, tents are not to be erected in the park. When tents or campers are found in the park outside of permitted times and outside of permitted areas staff:

- 1) Notify the occupant(s) of the infraction and request that they pack up their belonging or if the camp is not occupied staff leave signage informing the camper(s) that they have 24 hours to remove their belongings.
- 2) Remove belongings and post a notice to occupant (Attachment 1)

1) PARK LAND AND REC PROGRAMS: Administration (planning, rentals, permits, licenses, contracts, land titles) Portlock Fields, Portlock Portable, Fulford Ballpark, Waterfront, Skate Park		
1.1 <i>Strategic Plan</i>	Five proposals were received and scored by Jon Suk, Dan Ovington and Karla Campbell. McElhanny scored the highest and came in under budget with a fee proposal of \$49,984. See Agenda Item 6.3. Staff have been working with the consultants to provide background information in preparation for a Staff/PARC joint workshop that has been schedule for Nov. 23/17. The second staff/PARC and stakeholder workshops took place on Feb. 15 <sup>th</sup> . A public online survey is scheduled for Mar. 19 and will be open for two weeks. The survey closes at the end of the day on April 16, 2018. The open house is schedule for June 19 from 4-6pm in the aquatic centre lobby. Draft to be presented to Commission on Oct 15/18. Additional revisions in progress based on Commission feedback. A revised draft and additional review of strategies is scheduled for January.	\$65,000
1.2 <i>Harbour Walk Steering Committee</i>	Works for Survey and Archeological assessments have been contracted. RFQ's have been sent out for Structural and Geotechnical assessments. Studies and assessments are underway. The next Ganges Harbour Walk steering committee meeting is set for Feb 20 <sup>th</sup> . Greg Dow has been appointed to the committee as a representative of PARC. The steering committee met on Feb 20/18 and was provided an update of studies and assessments. Studies have been completed and a draft final report submitted by the project manager. Staff are reviewing prior to scheduling a Harbour Walk Steering Committee meeting. Final reports have been distributed to the Harbour Walk Steering Committee members while staff plan a meeting for discussion.	\$150,000 (CWF)
1.3 <i>Tree Removal Policy</i>	CRD Regional Parks is currently working on a tree removal policy. Staff will review the draft policy and bring to PARC for consideration once approved by the Board.	
1.4 <i>Portlock Park Potential Reconfiguration</i>	Staff and Commission workshops were held in October. Staff are looking into potential sites to relocate any existing infrastructure that may free up additional space in the park for the purpose of sports fields. An alternative site for tennis courts has been explored and will be presented to the commission for comment prior to drafting conceptual design options.	\$10,000 (O)

2) POOL (Administration, Youth and Adult Aquatic Programs and Services)			
2.1 <i>Pool – Mechanical</i>	 <p>One of the two pumps for the heat exchanger failed and needed to be replaced. A replacement pump was purchased in April 2018 making for quick repairs and no impact to the service. The failed pump has been sent to Victoria for servicing to be put back in our replacement part inventory.</p> <ul style="list-style-type: none"> <li>- Hot tub heater sensor failed and replaced.</li> <li>- Hot tub chlorinator jammed but has been taken apart and fixed</li> </ul> <p>OLD PUMP</p>	 <p>NEW PUMP</p>	TBD
2.2 <i>New Aquatic Programs</i>	The new evening aquafit classes continue to be well attended. We will be offering more swimming lessons times in the new year and we have scheduled a National Lifeguard course in January to recruit additional staff for expanded program offerings.		(O)



<b>3) COMMUNITY PARKS (Community Parks, Trails/Linear Parks, Saturday Market, Memorial Benches)</b>		
<b>3.1</b> <i>Centennial Park Upgrades-Phase 1</i>	Demolition of the washroom is scheduled to start this month. Construction of the new washroom and drainage is anticipated to be completed in early May. <b>For ongoing project updates visit <a href="http://www.crd.bc.ca/ssi-upgrades">www.crd.bc.ca/ssi-upgrades</a></b>	
<b>3.2</b> <i>Stark Rd. Connector</i>	An environmental assessment has been completed as part of our due diligence. No environmental concerns were noted and staff have drafted a contract for purchase. The sale and purchase has been completed. Consultation and a schedule for development will be included in the 2018 Operation Work plan. Planning to hire a project coordinator in 2019 to assist with this work.	<b>\$99,450</b> <b>(Project fund)</b>
<b>3.3</b> <i>Hedgers Turn SRW's</i>	Survey completed in 2015, SRW's have been signed with the property owner's and registered on title. Meeting with MOTI took place on Sept. 13 <sup>th</sup> to secure LOC over road. Trail to be re-located and open for public use this fall. 8 dangerous trees removed in preparation for trail re-development. Staff are waiting for colder weather to avoid a fire hazard when continuing this work. Planning to hire a project coordinator in 2019 to assist with this work.	<b>\$19,000</b> <b>(CRF)</b>
<b>3.4</b> <i>Lions Commemorative Bike Park</i>	An environmental assessment is scheduled to be completed by Nov. 1/17. An application for Community Works Funds in the amount of \$33,000 has been submitted for review at the Oct. 18/17 Electoral Area Services Commission meeting. The environmental report did not identify any major environmental concerns with the proposed location and provided creek setbacks and other recommendations for a specific location of the bike park. Green City Builders has been selected to project manage this work. An RFP has been posted for preliminary designs and drainage. An arborist has been hired to identify dead or dangerous trees in the proposed bike park area. The arborist report will be used to develop the bike park design to minimize the number of trees that are impacted. An open house is scheduled for March 25 from 2-5pm to present preliminary designs and get public feedback. A summary from the open house is included in the agenda. Revised designs to be presented at this meeting for final approval. The tender for the trail work closed on June 13. Replanting inside the park and restoration of the creek are underway as the final components of the project. Following a dry summer repairs are underway to re-build some of the berms.	<b>\$213,300</b> <b>(Lions - \$150,000)</b> <b>(CWF - \$33,000)</b>
<b>3.5</b> <i>141 Lower Ganges Road. (Pecks Cove)</i>	\$150,000 of community works funds were allocated to the Boardwalk studies and revitalization of this parkland. Once studies are completed a budget for revitalization will be developed based on remaining funds. Studies and assessments are underway.	<b>TBD</b>
<b>3.6</b> <i>Saturday Market</i>	The last Saturday Market was held on Oct. 27 <sup>th</sup> . A Market Advisory Committee meeting will be schedule in the next few weeks to review the past season any vendor exemption requests for 2019.	

<b>4) COMMUNITY RECREATION (Administration, Day Camps, Recreation Programs, Tennis &amp; Multisport Courts)</b>		
<b>4.1</b> <i>SSI Parks and Recreation Guide</i>	The Fall Leisure Guide was mailed out and available for pickup Aug.23. The Winter Leisure Guide will be available Dec. 13 <sup>th</sup> for programs offered Jan. – Mar. The Spring / Summer leisure guide will be mailed out April 11 featuring a new gloss cover and informing people that they can now register for all PARC programs at the Rainbow Road pool. We launched our new standalone website on April 11, please visit <a href="http://www.ssi parc.ca">www.ssi parc.ca</a> update on registrations: to date 268 and 83 of those were done online which hits target of 30%. The Winter Parks and Recreation Guide will be mailed out and online Dec 5 <sup>th</sup> for programs beginning in January 2019.	<b>\$4,500</b> <b>(O)</b>
<b>4.2</b> <i>New Recreation Programs</i>	Building on the success of current and past program offerings we will be offering new hosted birthday party options that include a Fun Leader to lead the group through games/activities and offer face panting. We are also working on a pilot for three teen drop-in nights at the school gym.	



# PROJECT CHARTER Centennial Park Master Plan – Playground Replacement

LAST UPDATED: Wednesday, November 14, 2018

<b>Project Name:</b>	Centennial Park Playground Replacement
<b>Department Name / Division Name:</b>	SSI Parks and Recreation / SSI Electoral Area
<b>Budget / Account Code:</b>	<b>CX.075.2004.71</b>
<b>SharePoint File No.:</b>	5220 Projects – Centennial Park Redesign
<b>Prepared By / Date:</b>	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 the five year financial plan. With site assessment complete, and drainage and the replacement of the washroom facility anticipated to be completed in March of 2019, planning can begin to replace other infrastructure in the park that is at or near the end of its useful life, beginning with the playground.

The most recent addition to the public playground was installed in 1995 with some components dating back to 1967 when the park opened. The majority of playground components are at or near the end of their useful life and have been budgeted for replacement in 2019.

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

- Centennial Park Master Plan  
[https://www.crd.bc.ca/docs/default-source/salt-spring-island-ea-pdf/ssi-parc/centennial-park-masterplan-final-report-2017.pdf?sfvrsn=3b0601ca\\_2](https://www.crd.bc.ca/docs/default-source/salt-spring-island-ea-pdf/ssi-parc/centennial-park-masterplan-final-report-2017.pdf?sfvrsn=3b0601ca_2)
- Centennial Park Upgrades – Phase 1  
<https://www.crd.bc.ca/project/capital-projects/centennial-park-washroom-replacement-and-storm-water-management>

## 2. PROJECT PURPOSE

The purpose of this project is to undergo community consultation to identify design options and replace the existing playground as budget permits.

## 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 maintenance and repair costs
5. Vandalism resistant
6. Delivered on-time.

#### 4. SCOPE

In Scope	Status
<p><b>Site Assessments:</b> Geotechnical, Storm Water Drainage, Arborist and Archeological Reports</p>	<p>All site assessments completed in 2018</p>
<p><b>Community Consultation:</b>  <u>Key stakeholder focus groups</u> – identify key playground elements  <u>Public open house</u> – identify preferred playground design elements</p>	
<p><b>Site Prep:</b>  <u>Landscaping</u>- strip gravel and top soil and remove from site, protect existing trees to be retained.  <u>Hardscape</u>- strip gravel and wooden framing,  <u>Play features</u>- demolish existing play equipment excluding the iconic metal rocking horse.</p>	
<p><b>Construction:</b>  <u>Detailed designs</u> - cost estimates  <u>Storm water management</u> - drainage works, removal and new installations,  <u>Hardscape</u> – install playground surfacing and play equipment anchors  <u>Play features:</u> installation of identified design options  <u>Landscaping:</u> Trees, shrubs, groundcovers and perennials, sod, mulch.</p>	<p>Storm water drainage plan completed in 2018</p>
<p><b>Communications:</b> Public notification of project status</p>	

## 5. PROJECT DELIVERABLES

No.	List of Project Deliverables	Acceptance Criteria <i>(specific standards, written criteria, etc.)</i>
1	Terms of Reference	
2	Identify community partner or grant funding	Lions votes to support Nov. 2018
3	Site assessments	Completed 2018
4	Plan and facilitate focus groups to identify key features	
5	Plan and facilitate public events	
6	Detailed designs	
7	Tender playground construction	
8	Communication Strategy (for public impact during construction)	
9	Construction	

## 6. TIMELINES

No.	Milestones, etc.	Month1	Month2	Month3	Month4	Month5	Month6
1	TOR and hire project manager						
2	Refine scope, budget and schedule						
3	Communicate process to the public						
4	Plan and facilitate focus groups: - Identify key playground elements						
5	Identify design options						
6	Plan and facilitate 1-2 public events - Identify playground design preferences						
7	Present design options to SSI Lions						
	Develop and cost preferred design						
8	Provide opportunity for online feedback						
9	Tender playground construction						
10	Construction						

#### 14. BUDGET

Cost Explanation	Amount (\$)	Revision (1)	Funding Source
Site preparation and demolition	\$5,000		CRF – Centennial Park
Consultation (key stakeholders/open house)	\$2,000		CRF
Design (landscape, footings and base material)	\$10,000		CRF
<b>Prefabricated play features</b>	<b>\$100,000</b>		<b>SSI Lions</b>
Drainage (to connect to main cleanout)	\$7,500		CRF – Centennial Park
Signage / Fencing	\$2,500		CRF
Construction (footings, installation)	\$20,000		CRF
<b>SUB TOTAL</b>	<b>\$147,000</b>		
Contingency (15%)	\$22,050		CRF – Centennial Park
Administration (10%)	\$14,700		CRF
Project Manager (10%)	\$14,700		CRF
<b>TOTAL</b>	<b>\$198,450</b>		

*\* 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*

#### 15. ADDITIONAL ASSUMPTIONS / CONSTRAINTS

No.	Description
1	Adequate staff resources will be available to undertake the project
2	A community partner will be identified with matching funds
3	Detailed design and key elements have not been confirmed and may impact the original construction budget
4	Landscaping elements have not been confirmed and may impact the site preparation budget
5	All work must fit within the existing property boundaries
6	Drainage play will need to conform with new playground features
7	Certain work may have limited construction windows to minimize impact to park uses such as the Market
8	When contracts require CAO approval, assume contract awards go directly to the CAO after the Commission's endorsement.
9	Highly publicized project on Salt Spring Island will require public notification to maintain public confidence.

#### 16. 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 playground replacement should take into consideration a number of events including the Saturday Market, long weekends, Canada day and other heavily attended park events.

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

## 18. 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
Community Partner (TBD)	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C, PD
Harbour Authority	Needs to be kept informed of the project and provides input on project timelines	I
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	Construction may impact parking, market vendor booths and washroom availability.	I
CRD Building Inspection	Building permits; adherence to public facility building codes	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

## 19. 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

## 20. 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.
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.



**21. SIGNOFF ON PROJECT CHANGES**

Item		Role or Involvement in Project Changes					
		<i>(see legend below)</i>					
		Project Administrator	Sponsor	Senior Manager	General Manager	CAO	Commission/ Board
Project Plan Changes		A	A	I	I	I	I
Budget Changes	Under \$5,000	A	I				
	\$5,001 to \$50,000	A	A	A	C	I	I
	\$50,001 to \$100,000	A	A	A	A	C	I
	\$100,001 to \$200,000	A	A	A	A	A	I
	Over \$200,001	A	A	A	A	A	A
Schedule Changes	Doesn't Impact Critical Path	A	I	I			
	Does Impact Critical Path	A	A	A	I	I	I
Scope Changes <i>(that affect budget or schedule)</i>		Same involvement as noted above					
<b>Legend</b>							
C = consulted							
I = information only							
A = approval required							

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

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



Making a difference...together

**REPORT TO PARKS AND RECREATION COMMISSION  
MEETING OF MONDAY, NOVEMBER 19, 2018**

---

**SUBJECT COMMUNITY CHILD CARE SPACE**

**ISSUE**

Lack of licensed child care and indoor recreation spaces on Salt Spring Island.

**BACKGROUND**

The demand for licensed child care spaces in BC exceeds the existing supply resulting in shortages across the province. This shortage is most critical in terms of spaces for children aged 0-5 years.

The completion of a Community Child Care Planning Inventory identified a total of 220 children between the ages of 3-5 on Salt Spring Island. With only 71 group child care spaces and 16 preschool spaces available for children ages 3-5 there is evidence of need for additional childcare spaces. (Attachment A)

An opportunity exists to provide a licensed care facility for preschool programs ages 3-5 at the Rainbow Road Aquatic Centre (Attachment B). The rainbow road site has available land and the property is zoned for indoor recreation. The Aquatic centre is close to the elementary and middle school and would provide additional benefits to the preschool program including water safety education and learn to swim programs.

**Community Child Care Space Creation Program**

The Community Child Care Space Creation Program will award up to \$1 million to local governments creating new licensed child care spaces within their own facilities for children aged 0-5, with a focus on spaces for infants and toddlers. It is estimated that 1,370 spaces will to be created under the program.

As part of the approval agreement, all approved applicants (and their child care operator(s)) are required to adhere to the following requirements:

1. Commit to continuing licensed child care operations for the following periods:
  - A minimum of five years for projects under \$50,000
  - A minimum of 10 years for projects between \$50,000 and \$500,000
  - A minimum period of 15 years for all projects over \$500,000.
2. Under the Community Child Care Space Creation program, projects must be located within a facility owned by a local government and must result in the creation of new child care spaces.
3. Eligible activities must be cost-effective and may include:
  - Construction of a new child care facility and related infrastructure costs (e.g. water, sewer, road and sidewalk)
  - Purchase of building and/or assembling a modular building
  - Site development costs

- Renovations to an existing building or space
- Capital purchases that are essential to project implementation

### **ALTERNATIVES**

#### **Alternative 1**

That the Salt Spring Parks and Recreation Commission recommend that the Capital Regional District Board direct staff to submit an application for grant funding for the PARC Licensed Preschool Care Space through the Child Care Space Creation Program; and that the Board supports the project and commits to its share \$81,860 of the project and the minimum 10 years of operations.

#### **Alternative 2**

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

### **IMPLICATIONS**

#### **SOCIAL IMPLICATIONS**

- Having available child care spaces in the community is essential in supporting lower-income families, young parents and single-parent families.
- Participating in preschool programs provides children to learn through play, explore nature, physical literacy, early literacy, STEAM skills, peer socialization through cooperative play and independence through daily life skills.

#### **ECONOMIC IMPLICATIONS**

##### **Capital Reserves**

PARC has \$300,000 allocated to an indoor multipurpose space in 2019. If successful in a grant application to the Community Child Care Space Creation Program \$81,860 would be required to cover ineligible costs such as administration and project contingency.

##### **Operating Budget**

If PARC receives funding through the Community Child Care Space Creation Program we will be required to offer licensed preschool care. Assuming the proposed child care space will allow for the creation of 24 new full time licensed preschool spaces over the next 3 years and has three registration options to chose from the operating budget will need to be increased by approximately \$20,000 for each of the next three years (Attachment C). It is anticipated that the increased operating expenses will be offset by program registration fees.

3-4 Year Old Program - M/W/F 9-11:30am (year 1)

3 Year Old Program - T/Th 9-11:30am (year 2)

4 Year Old Program - M/W/F 9-11:30am (year 3)

Cost Explanation	Amount (\$)
<b>ELIGIBLE COSTS</b>	
- Modular Building & Transport (24'x40')	\$153,600
- Site Preparation & Utilities	\$20,000
- Outdoor play structures	\$8,000
- Fencing and Gates	\$12,500
- Accessibility Ramp	\$10,500
- Office Equipment	\$10,000
<b>Total Eligible Costs</b>	<b>\$214,600</b>
<b>INELIGIBLE COSTS</b>	
- Toys and Art Supplies	\$5,000
- <b>Contingency (15%)</b>	<b>\$32,940</b>
- Administration (20%)	\$43,920
<b>Total Ineligible Costs</b>	<b>\$81,860</b>
<b>GRANT CONTRIBUTION AMOUNT</b>	<b>\$214,600</b>
<b>CRD CONTRIBUTION AMOUNT</b>	<b>\$81,860</b>
<b>TOTAL</b>	<b>\$296,460</b>

**CONCLUSION**

PARC has \$300,000 allocated to an indoor multipurpose space in 2019 and an opportunity exists to apply for 72% of the total costs for setting up a new indoor recreation space by including a PARC Licensed Preschool Care Space. With only 71 group child care spaces and 16 preschool spaces available for children ages 3-5 there is evidence of need for additional childcare spaces including a licensed preschool.

Integrating the community needs for childcare and additional multi-purpose space provides an economical benefit to the community and is a prudent use of the limited indoor recreation zoned property. The use of a modular building allows PARC flexibility, time and the ability to repurpose the building once designs and funding for further development of the aquatic centre are in place.

**RECOMMENDATION**

That the Salt Spring Parks and Recreation Commission recommends that the Capital Regional District Board direct staff to submit an application for grant funding for the PARC Licensed Preschool Care Space through the Child Care Space Creation Program; and that the Board supports the project and commits to its share \$81,860 of the project and the minimum 10 years of operations.

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

DO:ts

Attachments:

APPENDIX A – Grant Proposal Review Form – Child Care Space Creation Program

APPENDIX B - Community Child Care Planning Inventory

APPENDIX C – Draft Site Plan Conceptual Drawing

APPENDIX D – SEAPARC Licensed Preschool Program Advertisement

APPENDIX E – SEAPARC Preschool 2018 Operating Budget

CRD GRANT PROPOSAL REVIEW FORM  
 Program: Child Care Space Creation Program

(PAGE 1 OF 2)

<b>SECTION 1: Applicant Information</b>				
CRD DEPT. Exec. Services	SERVICE NAME: CHECK WITH A FINANCIAL ADVISOR TO VERIFY SERVICE NAME AND NO. LEAVE BLANK IF NOT APPLICABLE. Salt Spring Island Park Land and Recreation Programs			SERVICE NO.: 1.459
SELECT THE AREA(S) OF THIS THE PROJECT:  Regional		LIST THE COMMUNITY/IES THE PROJECT WILL DIRECTLY BENEFIT: Salt Spring Island		
<b>SECTION 2: The Case for Grant Program Alignment</b>				
PROJECT TITLE: PARC Licensed Preschool Child Care Space			SPECIFY THE ELIGIBLE PROJECT CATEGORY (Section 3): Preschool (30 months to School Age)	
DESCRIBE HOW THE PROJECT EXCELS AT MEETING THE REVIEW CRITERIA (see Section 7 - Review of Applications on pages 5-6).  The completion of a Community Child Care Planning Inventory identified a total of 220 children between the ages of 3-5 on Salt Spring Island. With only 71 group child care spaces and 16 preschool spaces available for children ages 3-5 there is evidence of need for additional childcare spaces.  An opportunity exists to provide a licensed care facility at the Rainbow Road Aquatic Centre where there is available land and the property is zoned for indoor recreation. The Aquatic centre is close to the elementary and middle school and would provide additional benefits to the preschool program including water safety education and learn to swim programs. New and existing facilities at the site are required to be universal and accessible in design.				
PROJECT COST (EST.): \$ 296,460	FUNDING SOURCE FOR INELIGIBLE COSTS (Up to \$1M of eligible costs are covered - Section 6) Park Land and Recreation CRF	COMMITMENT TO SERVICE OPERATION (Section 4): A minimum of 10 years for projects between \$50,000 and :		
<b>SECTION 3: The Case for CRD Priorities and Plans Alignment</b>				
SELECT THE BOARD PRIORITY, CORPORATE PRIORITY, AND REGIONAL GROWTH STRATEGY (RGS) OBJECTIVE THAT THE PROJECT MOST CLOSELY ALIGNS WITH: Not Applicable Recreation, Arts & Culture Not Applicable				
DESCRIBE THE IMPACT ON YOUR SERVICE PLAN OF ACCOMMODATING THIS EMERGENT GRANT EFFORT: The need to develop an indoor recreation space is identified in the 2019 SSI Parks and Recreation Service Plan to allow for increase program offerings.				
DESCRIBE HOW THIS EMERGENT GRANT EFFORT RELATES TO AND AFFECTS THE CAPITAL PLAN: The development of an indoor multipurpose space is identified in the 2019 Parks and Recreation Capital Reserve.				
ELABORATE ON HOW THE PROJECT ALIGNS WITH AN RGS OBJECTIVE AND RELATED POLICIES (Refer to <a href="#">RGS</a> for guidance with this question.) SSI is outside of the the Growth Management planning area but would have fallen under Protect the integrity of rural communities.				
DESCRIBE HOW THIS EMERGENT GRANT EFFORT RELATES TO AN ASSET PLAN: Providing adequate recreation facilities is critical to the delivery of parks and recreation services. The new asset will need to be added to the asset management plan.				
<b>SECTION 4: Project Area's Grant Participation History</b> ***SAVE FILE NOW BEFORE OPENING LINKS BELOW***				
# OF APPLICATIONS IN PREVIOUS GRANT PROGRAM CALLS: NOT APPLICABLE: THIS IS A NEW PROGRAM	# OF GRANT AWARDS IN PREVIOUS GRANT PROGRAM CALLS: NOT APPLICABLE: THIS IS A NEW PROGRAM	GRANT PROGRAM FUNDS AWARDED TO PROJECT AREA: NOT APPLICABLE: THIS IS A NEW PROGRAM		
REMINDER TO VIEW <a href="#">LESSONS LEARNED</a> PERTAINING TO CRD PARTICIPATION IN GRANT PROGRAMS HISTORICALLY.				
<b>SECTION 5: Project Attestations (Complete page 2 before completing this Section)</b>				
<b>CAPITAL REGIONAL DISTRICT PROJECT MANAGER:</b>				
<input checked="checked" type="checkbox"/> I certify that this project qualification form provides a truthful and accurate representation of the proposed project; <input checked="checked" type="checkbox"/> I have reviewed the Program Guide carefully and attest that an application for this project can meet all the grant program requirements; <input checked="checked" type="checkbox"/> I attest that the Service can amend its plan to allocate the resources needed for outcome achievement within the grant program timeline.				
NAME Dan Ovington	TITLE Manager, Parks and Recreation	EMAIL dovington@crd.bc.ca	Tel. No. 250.538.4302	MM/DD/YYYY 10/25/2018

SAVE AND SUBMIT THE PROPOSAL TO:

ASSET MANAGEMENT DIVISION: Carlo Vijandre

Program: ICIP-Rural and Northern Community Infrastructure

SECTION 6: Asset Management Review <i>(The proposed project is referred to as 'the asset'; it can be new or existing)</i>					
FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN? New asset to be added to the AMP		DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN? Not yet; being developed		WHAT IS THE ASSET'S REMAINING SERVICE LIFE? New asset - not applicable	
WHAT IS THE ASSET'S CONDITION RATING? NOT APPLICABLE: New asset		WHAT IS RISK OF ASSET FAILURE? NOT APPLICABLE: New asset		WHAT IS THE LIKLIHOOD OF ASSET FAILURE? NOT APPLICABLE: New asset	
For each <b>CONSEQUENCE CATEGORY</b> , select the <b>CONSEQUENCE LEVEL</b> that best describes the impact of an existing asset's failure or a new asset's absence.					
CONSEQUENCE CATEGORY	CONSEQUENCE LEVEL				
	Minor	Moderate	Major	Severe	Catastrophic
Operational	Minor issue easily solved	Some disruption possible	✓ Significant time /resources required to solve	Operations severely damaged	Operations cease
Health & Safety	First aid treatment on-site	Medical treatment from a medical professional required	Lost time injury or modified work; expected full recovery from injury	Permanent injury or partial disability; extended hospitalization	Fatality or permanent disability
Environmental	✓ No impact or minimal environmental impact	No permanent effect on the environment	Localized effect on the environment (e.g. limited loss of discharge of known toxicity)	Extensive environmental damage and measures needed to restore environment	Massive environmental impact over large region; major economic loss for the region
Financial	Minimal damage to property of asset, insignificant cost to repair	Moderate damage to property or asset, low cost to repair	Major damage to property or asset, some cost to repair	Severe damage to property or asset, high cost to repair	Destruction of property or asset, very high cost to repair
Reputational	No public awareness	Local public awareness, no media coverage	✓ Local media coverage, community concern	Regional media coverage, potential regulatory action	National or international media attention, investigation leading to prosecution
DESCRIBE COMPELLING REASONS TO MAKE THE ASSET A TOP PRIORITY UNDER THIS GRANT PROGRAM (E.G.: EXPERIENCE WITH ASSET FAILURE, NON-COMPLIANCE ORDERS, ETC.)					
PLEASE RETURN TO PAGE 1 TO COMPLETE SECTION 5: Project Attestations					

SAVE AND SUBMIT THE PROPOSAL TO:

ASSET MANAGEMENT DIVISION: Carlo Vignore

Facility Information					
Facility Name	Facility Address	Location Type	Publically Owned Asset?	Type Of Organization	
TREE FROG DAYCARE	215 SOUTH RIDGE RD	Privately Owned Building	No	Not-for-Profit	
SALTSPRING ISLAND COOP PRESCHOOL	110 ALDOUS RD	Other	No	Not-for-Profit	
THE LITTLE RED SCHOOL HOUSE	1365 BEAVER POINT RD	Privately Owned Building	No	Not-for-Profit	
SHERRY'S FAMILY DAYCARE	215 MALVIEW DR	Family Facility	No	Private/For Profit	
LITTLE BLUE EARLY LEARNING CENTRE	324 FULFORD GANGES RD	Privately Owned Building	No	Not-for-Profit	
THRIVE OUT OF SCHOOL CARE	147 VESUVIUS BAY RD	Other	No	Private-for-Profit	
TARA BROWN'S FAMILY DAYCARE	200 MAILVIEW DR	Family Facility	No	Private-for-Profit	
SALT SPRING EARLY LEARNING CENTRE	115 DRAKE RD	Privately Owned Building	No	Private-for-Profit	

Child Care Programs and Spaces Offered						
Facility Name	Group Child Care Program		Preschool Program	Multi-Age Program	In-Home Multi-Age	Family Child Care
	0-36 Months	30 Months-School Age	School-Age	Multi-Age	Multi-Age	Various
TREE FROG DAY CARE	Yes - 4	Yes - 16	No	No	No	No
SALTSPRING ISLAND COOP PRESCHOOL	No	Yes - 16	No	Yes - 16	No	No
THE LITTLE RED SCHOOL HOUSE	No	Yes - 15	No	No	No	No
SHERRY'S FAMILY DAYCARE	No	No	No	No	No	Yes - 7
LITTLE BLUE EARLY LEARNING CENTRE	Yes - 8	No	No	Yes - 8	No	No
THRIVE OUT OF SCHOOL CARE	No	No	Yes - 44	No	No	No
TARA BROWN'S FAMILY DAYCARE	No	No	No	No	No	Yes - 7
SALT SPRING EARLY LEARNING CENTRE	No	Yes - 24	No	No	No	No

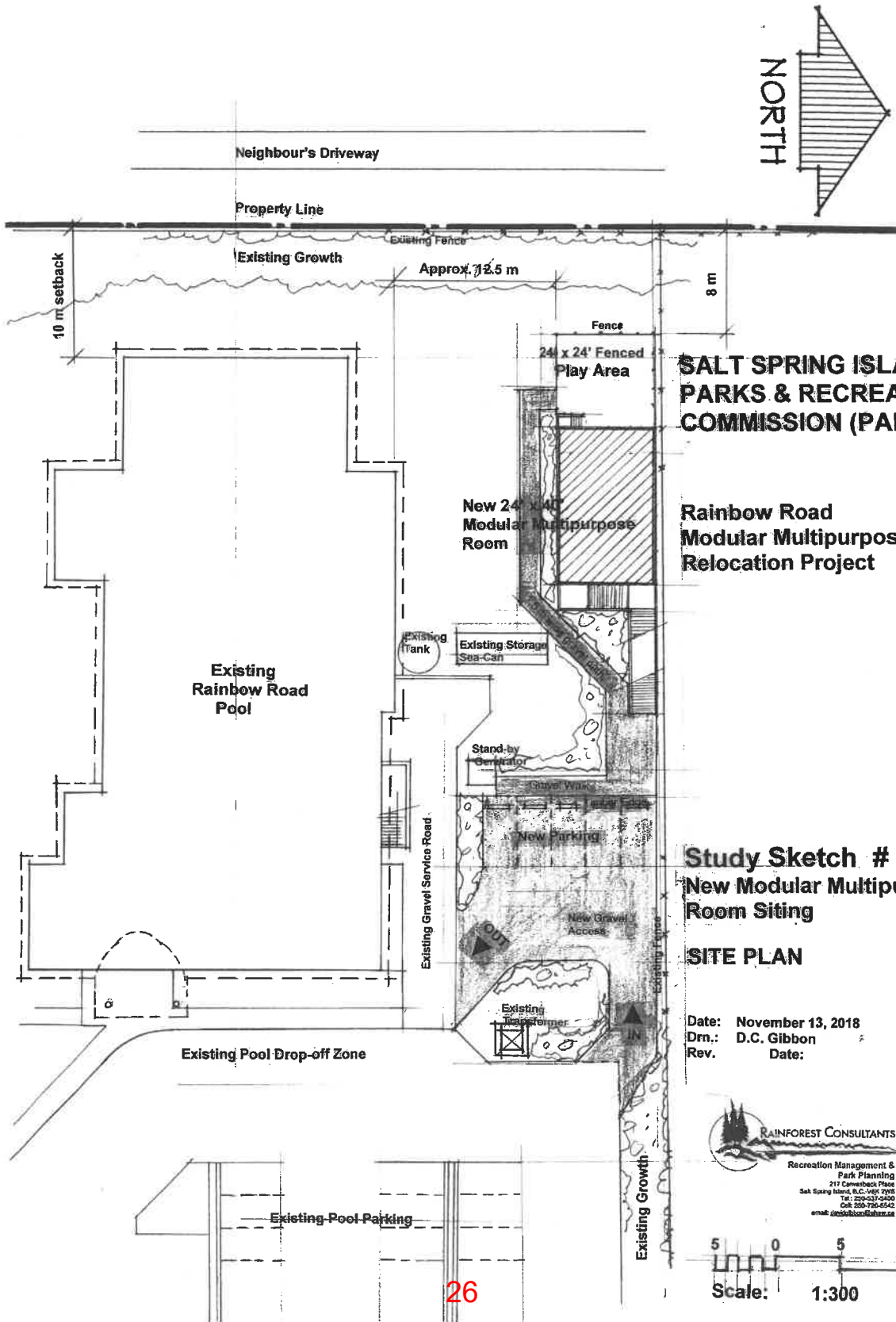


Facility Name	Time When Care Is Provided						
	Weekdays (Between 6am-7pm)	Weekends	Statutory Holidays	Overnight	Weekdays Before 6am	Weekdays After 7pm	
TREE FROG DAY CARE	Yes	No	No	No	No	No	
SALTSPRING ISLAND COOP PRESCHOOL	Yes	No	No	No	No	No	
THE LITTLE RED SCHOOL HOUSE	Yes	No	No	No	No	No	
SHERRY'S FAMILY DAYCARE	No	No	No	No	No	No	
LITTLE BLUE EARLY LEARNING CENTRE	Yes	Yes	No	No	No	No	
THRIVE OUT OF SCHOOL CARE	Yes	No	No	No	No	No	
TARA BROWN'S FAMILY DAYCARE	No	No	No	No	No	No	
SALT SPRING EARLY LEARNING CENTRE	Yes	No	No	No	No	No	

Summary of Spaces and Programs				
0-36 Months	Group Childcare		Family Child Care	In-Home
	30 Months-School Age	School Age		
12	71	44	14	0
2	4	1	2	0

Child Population		Households	
0-2 Years	170	Households	Households With Children
3-5 Years	220	660	1,235
6-12 Years	1,050	5,871	

Year	Number of New Licensed Spaces	Total Number of Spaces in Community	Age Group(s) and License(s) of New Licensed Spaces	
			Current Status	Current Status
Current	0	0	None	None
Short Term Targets				
Year 1	8	24	Preschool (30 Months to School Age)	
Year 2	16	32	Preschool (30 Months to School Age)	
Medium Term Targets				
Years 3-5	24	40	Preschool (30 Months to School Age)	
Long Term Targets				
Year 6-10		40		



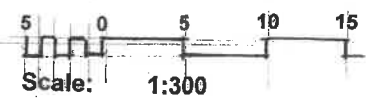
**SALT SPRING ISLAND  
PARKS & RECREATION  
COMMISSION (PARC)**

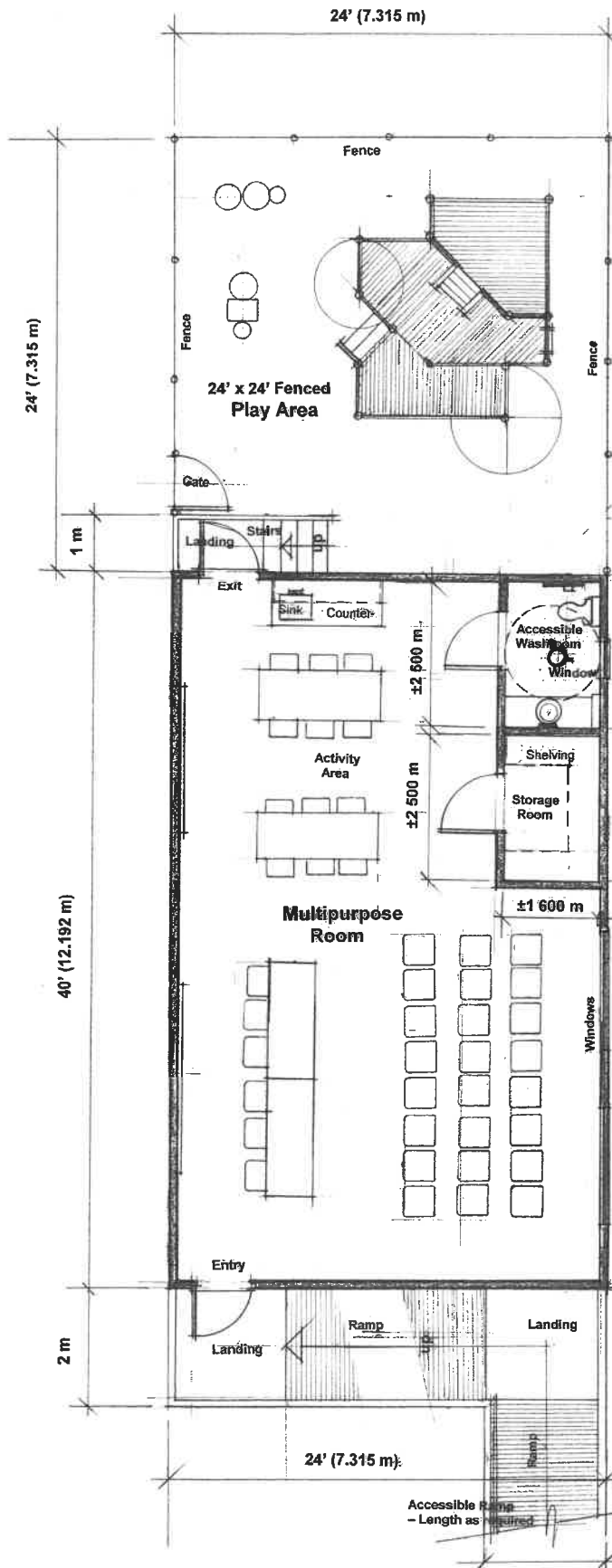
**Rainbow Road  
Modular Multipurpose Room  
Relocation Project**

**Study Sketch # 1  
New Modular Multipurpose  
Room Siting  
SITE PLAN**

Date: November 13, 2018  
 Dwn.: D.C. Gibbon  
 Rev. Date:

**RAINFOREST CONSULTANTS**  
 Recreation Management &  
 Park Planning  
 211 Cornsack Place  
 Salt Spring Island, B.C. V8K 2Y8  
 Tel: 250-331-6500  
 Cell: 250-730-6542  
 email: dco@rainforest.ca





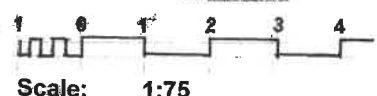
**SALT SPRING ISLAND  
PARKS & RECREATION  
COMMISSION (PARC)**

**Rainbow Road  
Modular Multipurpose Room  
Relocation Project**

**Study Sketch # 3  
New Modular Multipurpose  
Room – Alternative “B”**

**FLOOR PLAN**

Date: November 13, 2018  
 Dwn.: D.C. Gibbon  
 Rev. Date:



# SEAPARC LICENSED PRESCHOOL

Well-Being and Belonging  
 Exploration and Creativity  
 Languages and Literacies  
 Social Responsibility  
 and Diversity



Our emphasis of the program is learning through play by:

- Allowing children to follow their interests and discover new talents
- Exploring nature daily (rain or shine), field trips, swimming & skating
- Incorporating an introduction to Physical Literacy and FUNDamental Movement Skills (hopping, skipping, kicking, running, jumping, throwing & catching) to encourage kids to be active for life
- Early literacy and STEAM skills (Science, Technology, Engineering, Arts and Math)
- Peer socialization through cooperative play
- Monthly themes that guide our various daily activities
- Conflict resolution (ex. turn-taking)
- Independence through daily life skills
- Empathy and respect through adult and peer modeling
- Creativity through open-ended art
- Providing an ideal environment in which to explore, create, discover, learn and grow
- Environmental awareness through composting, recycling and gardening
- Classroom presentations by yoga, art and dance instructors, Sportball, conservation officers & community heroes

Location: SEAPARC Leisure Complex - Ongoing Registration  
 All classes are currently full, contact reception to check availability and to be added to waitlist.

<b>3 Year Old Program (Birth Year 2015)</b>			
Tu, Th	9:00-11:30am	Sep 11-Jun 20	\$133.20/month 3964
<b>4 Year Old Program (Birth Year 2014)</b>			
M, W, F	9:00-12:00pm	Sep 10-Jun 21	\$231.00/month 3965
<b>3-4 Year Old Program (Birth Year 2014-2015)</b>			
M, W, F	12:45-3:15pm	Sep 10-Jun 21	\$189.00/month 3975

"A child loves his play, not because it's easy, but because it's hard." –Benjamin Spock, Pediatrician

500280 WAGES & BENEFITS - OTHER - REGULAR AUXILIARY  
Staff Meetings

1 Program Instr 5	9 months	1.00 hr/mth	204
1 Program Instr 3	9 months	1.00 hr/mth	170

2016 Rates plus 4%  
22.64 JB07  
18.93 JB05

Licensed Preschool

Mon/Wed/Fri AM Class  
Lead Instructor 8:30-12:15pm  
Assistant Instructor 8:30-12:15pm

1 Program Instr 5	106 days	3.75 hr/day	8,999
1 Program Instr 3	106 days	3.75 hr/day	7,525

Mon/Wed/Fri PM Class  
Lead Instructor 12:30-3:30pm  
Assistant Instructor 12:30-3:30pm

1 Program Instr 5	106 days	3.00 hr/day	7,200
1 Program Instr 3	106 days	3.00 hr/day	6,020

Tue/Thu AM Class

Lead Instructor 8:30-11:45am  
Assistant Instructor 8:30-11:45am

1 Program Instr 5	73 days	3.25 hr/day	5,371
1 Program Instr 3	73 days	3.25 hr/day	4,491

Weekly Cleaning

Lead Instructor - cleaning  
Assistant Instructor - cleaning

1 Program Instr 5	73 days	0.75 hr/day	1,240
1 Program Instr 3	73 days	0.75 hr/day	1,036

Planning & Prep

New School Year Prep - Lead  
New School Year Prep - Assistant  
Weekly Planning & Prep - Lead  
Weekly Planning & Prep - Assistant

1 Program Instr 5	1 days	8.00 hr/wk	181
1 Program Instr 3	1 days	8.00 hr/wk	151
1 Program Instr 5	37 weeks	1.50 hr/wk	1,257
1 Program Instr 3	37 weeks	1.50 hr/wk	1,051

Preschool Open House

Lead Instructor  
Assistant Instructor

1 Program Instr 5	1 days	3.00 hr/day	68
1 Program Instr 3	1 days	3.00 hr/day	57

25%  
45,020  
11,255

56,275 \$ 43,000

500334 OTHER GOODS & MATERIALS

End of Year Celebration \$50 per class  
Craft Supplies  
Toys/Equipment

150	3,000 \$	3,180
1,425	59,275 \$	46,180
1,425		

TOTAL RECREATION CENTRE - PRESCHOOL PROGRAMS



Making a difference...together

**REPORT TO PARKS AND RECREATION COMMISSION  
MEETING OF MONDAY, NOVEMBER 19, 2018**

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**SUBJECT**     **Fernwood Dock Management Commission**

**ISSUE**

To consider folding the Fernwood Dock Management Commission which is non-operational and transferring its functions to the Salt Spring Island Parks and Recreation Advisory Commission.

**BACKGROUND**

Bylaw No. 3030 sets out the services for the Fernwood Dock Stewardship Commission in the Salt Spring Island Electoral Area. The Commission was comprised of four volunteers who provided advice on the financial, operational and capital aspects of delivering the service for a public dock and has not been operational for several years (Appendix A).

There are approximately 13 CRD established commissions on Salt Spring Island to administer various services. These commissions are comprised of volunteers appointed by the CRD Board. The Salt Spring Island Parks and Recreation Advisory Commission (PARC) is established by Bylaw No. 3763 and is comprised of three services that have individual budgets and requisitions:

- Combined Pool and Parkland
- Community Parks
- Community Recreation

Under the Community Parks Service staff are responsible for the operation and maintenance of sports fields, community parks, park reserves, community trails and waterfront access points including the Ganges Boardwalk and Rotary Park dock. The Fernwood Dock was divested to the CRD as a recreation dock for public access similar to other docks currently in the PARC mandate.

CRD Community Park's staff currently complete quarterly inspections of the Fernwood Dock and coordinate any required repairs and maintenance and charge staff time to the Fernwood Dock Service. A condition assessment report was completed in 2015 and capital improvements in the amount of \$165,000 are currently underway. Annual operating expenses for the Fernwood Dock are \$30,000 and the service will continue to have a separate budget and tax requisition.

**ALTERNATIVES**

That the Salt Spring Island Parks and Recreation Commission recommends that the Electoral Area Services Committee recommends that the Capital Regional District Board:

Alternative 1:

Direct staff to repeal Bylaw 3030 and move the administration of Salt Spring Island Small Craft Service 1.236 under the Salt Spring Island Parks and Recreation Advisory Commission to provide advice on the financial, operational and capital aspects of delivering the service.

Alternative 2:

That the report be referred back to staff for more information.

**IMPLICATIONS**

Folding this commission and moving the service under the Parks and Recreation Commission to administer this small service, will result in administrative time and cost savings as it relates to coordinating meetings and project delivery approvals.

Each service will continue to have separate budgets as required by provincial legislation.

**CONCLUSION**

The Salt Spring Island Parks and Recreation Advisory Commission is currently responsible for waterfront access points on Salt Spring Island including the Ganges Boardwalk and Rotary Park dock. The Salt Spring Island community will benefit from the coordination of staff and administrative time for a service which is already related to parks and recreation functions.

**RECOMMENDATION(S)**

That the Salt Spring Island Parks and Recreation Commission recommends that the Electoral Area Services Committee recommends that the Capital Regional District Board direct staff to repeal Bylaw 3030 and move the administration of Salt Spring Island Small Craft Service 1.236 under the Salt Spring Island Parks and Recreation Advisory Commission to provide advice on the financial, operational and capital aspects of delivering the service.

Submitted by:	Dan Ovington, BBA, Manager, Salt Spring Island Parks and Recreation
Concurrence:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Kristine Morley, General Manager, Corporate Services & Corporate Officer

DO/ts

Attachments:

Appendix A Bylaw No. 3030, Fernwood Dock Management Commission as amended by Bylaw 3762

Appendix B 2018 - 2022 Operating Budget, Fernwood Dock

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3762

A BYLAW TO AMEND BYLAW NO. 3030 BEING "FERNWOOD DOCK MANAGEMENT COMMISSION BYLAW NO. 1, 2002" TO MODIFY THE MEMBERSHIP APPOINTMENT CRITERIA

The Board of the Capital Regional District in open meeting assembled enacts as follows:

Appointment

By replacing Section 1 in its entirety with the following:

- "1. A harbour commission is hereby established and is to be known as the "Fernwood Dock Management Commission" and shall consist of five (5) members: (a) the Director representing the Electoral Area of Salt Spring Island; and (b) four (4) individuals representing Salt Spring Island

all of whom shall be appointed by resolution of the Regional Board.

Recommendations for all appointments shall be made to the Electoral Area Director who will then make a recommendation to the Regional Board. The Director will be guided by the recommendations from the Commission but is not bound by them."

Citation

- 2. This Bylaw may be cited as the "Fernwood Dock Management Commission Bylaw, 2002, Amendment Bylaw No. 1, 2011".

Table with 4 columns: Action, Day, Month, Year. Rows include READ A FIRST TIME THIS, READ A SECOND TIME THIS, READ A THIRD TIME THIS, and ADOPTED THIS.

Original signed by Geoff Young CHAIR

Original signed by Sheila Norton CORPORATE OFFICER



**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 3030**

.....  
**A BYLAW ESTABLISHING THE FERNWOOD DOCK STEWARDSHIP COMMISSION  
IN THE SALT SPRING ISLAND ELECTORAL AREA**  
.....

WHEREAS the Regional Board of the Capital Regional District has, by Order in Council 0100 dated the 24th day of January 1997 been granted the additional power to establish, acquire and operate a service of small craft harbour facilities;

AND WHEREAS the Regional Board may, by bylaw, establish a harbour commission and in such bylaw delegate to the Commission any or all of the administrative powers of the Regional Board relating thereto including:

- Establishing, acquiring and operating small craft harbour facilities to serve the residents of the Salt Spring Island Electoral Area hereafter undertaken by the Capital Regional District as a service of the said Regional District;

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

Appointment

1. A harbour commission is hereby established and is to be known as the "Fernwood Dock Management Commission" and shall consist of seven (7) members:
  - (a) the Director representing the Electoral Area of Salt Spring Island;
  - (b) four (4) individuals representing Salt Spring Island, and
  - (c) two (2) individuals representing off Island users

all of whom shall be appointed by resolution of the Regional Board.

Recommendations for all appointments shall be made to the Electoral Area Director who will then make a recommendation to the Regional Board. The Director will be guided by the recommendations from the Commission but is not bound by them.

2. The terms of office of those members of the Commission, other than the Director representing Salt Spring Island, shall be for a two-year period as follows:
  - (a) Three of the appointees shall hold office from the date of appointment until the 1<sup>st</sup> day of October 2004;
  - (b) Three of the appointees shall hold office from the date of appointment until the 1<sup>st</sup> day of October 2005.

3. The Regional Board shall appoint individuals to act as members of the Commission as provided above, and appoint or re-appoint members to the Commission to fill the term of office of those members whose terms expire as of 1<sup>st</sup> October in each year.

#### Procedure

4. In the event of the death, resignation, or disqualification of a member of the Commission, the Regional Board shall appoint a successor for the remainder of the term.
5. In voting on the Commission all members shall have one vote each.
6. The Commission shall each year elect by secret ballot a Chair from amongst its members, annually in October.
7. The Commission shall each year elect a Vice-Chair, Secretary and Treasurer from amongst its members, annually in October.
8. A quorum of the Commission is a majority of the members.
9. The rules of procedure for the Commission shall not be inconsistent with those of the Regional District.

#### Duties

10. The Regional Board hereby delegates to the Commission all of the administrative powers of the Regional Board with respect to the planning, development, restructure maintenance and operation of Fernwood Dock.

#### Budget

11. Upon its establishment and in September of each and every year the Commission shall prepare a five year budget which shall include estimates of the cost of planning, development, maintenance and operation of the Fernwood Dock, together with any estimates of expected revenues, and shall submit such expenditure and revenue estimates for the approval of the Regional Board and for inclusion in the Regional Board's provisional and annual budgets.


#### Operation


12. An Annual General Meeting shall be held in conjunction with the regular autumn meeting, to which residents of Salt Spring Island and the users of the Fernwood Dock facility shall be invited to attend by advertisement in the local newspapers.

Citation

13. This bylaw may be cited as "Fernwood Dock Management Commission Bylaw, 2002".

READ A FIRST TIME THIS	27 <sup>th</sup>	day of	November	2002
READ A SECOND TIME THIS	27 <sup>th</sup>	day of	November	2002
READ A THIRD TIME THIS	27 <sup>th</sup>	day of	November	2002
ADOPTED THIS	27 <sup>th</sup>	day of	November	2002

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SECRETARY

	2018		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2019 ONGOING	2019 ONE-TIME	TOTAL	2020	2021	2022	2023
<b>SSI Small Craft Harbour (Fernwood Dock)</b>										
<b>DIRECTOR'S COSTS</b>										
Repairs & Maintenance	10,000	2,500	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Insurance	3,150	3,150	3,190	-	-	3,190	3,250	3,310	3,370	3,430
Supplies	810	-	830	-	-	830	850	870	890	910
Allocations	4,310	4,310	4,150	-	-	4,150	3,990	3,840	3,710	3,780
Other Operating Expenses	1,300	610	1,330	-	-	1,330	1,350	1,370	1,390	1,410
<b>TOTAL OPERATING COSTS</b>	<b>19,570</b>	<b>10,570</b>	<b>19,500</b>	<b>-</b>	<b>-</b>	<b>19,500</b>	<b>19,440</b>	<b>19,390</b>	<b>19,360</b>	<b>19,530</b>
Percentage change							-0.3%	-0.3%	-0.2%	0.9%
<b>CAPITAL RESERVES</b>										
Transfer to Capital Reserve Fund	10,600	19,600	11,280	-	-	11,280	11,950	12,620	13,290	13,770
<b>TOTAL COSTS</b>	<b>30,170</b>	<b>30,170</b>	<b>30,780</b>	<b>-</b>	<b>-</b>	<b>30,780</b>	<b>31,390</b>	<b>32,010</b>	<b>32,650</b>	<b>33,300</b>
Percentage change										
<b>FUNDING SOURCES (REVENUE)</b>										
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu	(40)	(40)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
<b>TOTAL REVENUE</b>	<b>(170)</b>	<b>(170)</b>	<b>(180)</b>	<b>-</b>	<b>-</b>	<b>(180)</b>	<b>(180)</b>	<b>(180)</b>	<b>(180)</b>	<b>(180)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>(30,600)</b>	<b>-</b>	<b>-</b>	<b>(30,600)</b>	<b>(31,210)</b>	<b>(31,830)</b>	<b>(32,470)</b>	<b>(33,120)</b>
Percentage increase over prior year requisition							2.0%	2.0%	2.0%	2.0%



Making a difference...together

**REPORT TO PARKS AND RECREATION COMMISSION  
MEETING OF MONDAY, NOVEMBER 19, 2018**

---

**SUBJECT    PARKLAND DEDICATION**

**ISSUE**

To provide a recommendation for parkland dedication on a proposed bare land strata of Lot 1, Section 10, Range 3 East, North Salt Spring Island, Cowichan District, Plan 48873 except that Part in Plan VIP55571. The location of the subdivision is 108 Walker's Hook Road.

**BACKGROUND**

The Salt Spring Island Local Trust Committee is requesting comment and recommendation on a four-lot strata subdivision application at 108 Walkers Hook Road (Attachment 1). The Ministry of Transportation and Infrastructure has referred the proposed subdivision plan to Islands Trust that park dedication is required under Section 510 of the *Local Government Act* (LGA), who state:

The *Local Government Act* requires that an owner of land being subdivided, into 3 or more additional lots, must provide, without compensation:

- 1) 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
- 2) pay the local government an amount that equals the market value of the land that would be required for park land dedication.

The policies and designations for the location and type of future parkland dedication should be stated in the Official Community Plan (OCP), as stated in section 510(2)(b). This is ultimately the authority for a Commission to make a choice for land or cash-in-lieu and should also serve as the community's objectives for future park acquisitions. Parks Strategic Plans, Parks and Trails Master Plans and the Trail Master Plan Gap Map are also reference when identifying parkland objectives.

There are no identified parks or trails for connectivity stated in referenced material. The Parkland Acquisition Best Practices Guide supports this approach (Attachment 2). The 2019 Parks and Recreation Strategic Plan supports a request for collecting 5% cash-in-lieu to fund a larger park land acquisition for the purpose of playing fields.

**ALTERNATIVES**

That the Salt Spring Island Parks and Recreation Commission recommends that the Islands Trust approved SS-SUB-2017.3, 108 Walker's Hook Road subject to the following comments:

**Alternative 1**

Collection of 5% cash-in-lieu in payment for park land dedication in the amount of \$31,250 based on the 2018 market value assessment of \$620,000 prepared on August 27, 2018.

Alternative 2

Accepting park land in the amount of 5% of the total land being proposed for subdivision, in a location acceptable to the Commission; and that the applicant be responsible for, to the satisfaction of the Capital Regional District, professionally prepared plans, survey maps and drawings to identify the location and dimensions of any land dedication or trail construction to the satisfaction of the Capital Regional District Parks and Recreation Commission.

Alternative 3

Accepting a combination of land dedication and cash-in-lieu equivalent to 5% of the value; and that the applicant be responsible for an appraisal report for the cash-in-lieu report; and professionally prepared plans, survey maps and drawings to identify the location and dimensions of any land dedication or trail construction to the satisfaction of the Capital Regional District Parks and Recreation Commission.

**ECONOMIC IMPLICATIONS**

Collecting a 5% cash-in-lieu in payment on the 2018 market value assessment of \$620,000 will provide additional funding of \$31,250 to the park land acquisition capital reserve fund.

<b>SSI Park Land Acquisition Fund</b>	
Beginning Balance	\$679,179
Y-T-D Contribution	\$50,650
Y-T-D Interest	\$10,651
<b>Total</b>	<b>\$740,480</b>
Potential Contribution	\$31,250
<b>Total</b>	<b>\$771,730</b>

**CONCLUSION**

There are no identified parks or trails for connectivity stated in referenced material and the 2009 Parks and Recreation Strategic Plan supports a request for collecting 5% cash-in-lieu to fund a larger park land acquisition for the purpose of playing fields, and the analysis for requesting cash-in-lieu is consistent with the Best Practices Guide.

**RECOMMENDATION**

That the Salt Spring Island Parks and Recreation Commission recommends that the Islands Trust approve SS-SUB-2017.3, 108 Walker’s Hook Road, subject to the following comments: Collection of 5% cash-in-lieu in payment for park land dedication in the amount of \$31,250 based on the 2018 market value assessment of \$620,000 prepared on August 27, 2018.

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

DO:ts

Attachment 1 - Parkland Acquisition Best Practices Section 3.3, 3.4

Attachment 2 - Referral Documentation SS-SUB-2017.3

#### RECOMMENDED BEST PRACTICE

In general, land owners should expect to provide or dedicate land in locations where a park has been identified in a neighbourhood plan, or referenced in other land use planning documents through specific policies or illustrations on a land use map. Where future park locations are not identified or referenced in planning documents, and development applications are consistent with land use plans, it is reasonable for owners to expect to contribute cash-in-lieu of land.

### 3.3 Basis for the 5% Calculation

To meet its parkland needs, a municipality has the authority to require the dedication of up to 5% of the total land area being proposed for subdivision. Calculating the amount of land eligible for dedication would seem to be a straightforward issue. In some situations, however, making this determination is not so simple. Most communities currently base their 5% land and cash-in-lieu requirements on the gross area of subdivision applications. While this calculation represents the simplest course of action, it may not be the best approach. In some cases, the gross area may include natural features, such as environmentally sensitive areas, that are protected under separate regulations, or are otherwise undevelopable. Although some of these areas can support uses such as walking trails, at least through a portion of the property, some sites are too environmentally sensitive to accommodate any public access. Because these sensitive sites are neither increasing the demand for parkland, nor fulfilling any of the municipality's active or passive park needs, the land should be removed from the equation that determines how much parkland is required within a subdivision. In other words, any environmentally sensitive areas not intended for public access should be excluded from the total subdivision area for purposes of calculating the required parkland contribution (5%).

Public access is the decisive factor in determining whether municipalities consider an environmentally sensitive area to represent a passive park amenity. If public use and appreciation are encouraged through the placement of trails, boardwalks and viewpoints, the area effectively represents a passive park. In such a case, it is fair to include all or part of the environmentally sensitive area in the total land base on which the 5% parkland requirement is calculated. Furthermore, when the municipality determines the required acreage of parkland from the subdivision, the passive parkland located in the environmentally sensitive area should count toward the developer's contribution.



As further clarification, consider the case in which a 100-acre subdivision encompasses a 30-acre wetland. Under separate regulations, the 30-acre wetland is required to be protected from development. Two potential scenarios are detailed below:

– **SCENARIO 1**

The 5% parkland requirement is calculated on the gross area of the subdivision (100 acres), resulting in a request for a 5-acre park, in addition to protection of the 30-acre wetland. No public access is intended for the wetland.

This scenario is contrary to the intention of this best practice. Because the wetland is not recognized as parkland by the municipality (due to the lack of public access), it should be excluded from the equation that determines the developer's parkland requirement. The required parkland dedication should instead be calculated on the 70-acre developable area, resulting in a 3.5-acre park, in addition to the protection, under separate regulations, of the wetland.

– **SCENARIO 2**

The 5% parkland requirement is calculated on the gross area of the subdivision, resulting in a request for a 5-acre park, in addition to protection of the 30-acre wetland. The municipality is planning on providing access trails on the perimeter of the wetland; however, it does not accept any portion of the 30-acre wetland as part of the subdivision's parkland requirement, and requires that the 5-acre park represent land appropriate for active park development.

This scenario is also contrary to the intention of this best practice. Because public access is being facilitated to the wetland, the wetland area becomes a passive park resource to residents, and should be recognized as contributing toward the subdivision's 5% parkland requirement. In this scenario, a total of 5 acres is still required for parkland dedication (based on the fact that no land is excluded from the total subdivision area). The wetland area, however, should be counted as part, if not all, of the required contribution.

The intent of this best practice is *not* to provide a single definition of what represents parkland, or to prescribe specifically what represents developable land, but rather to promote consistency in the calculation of the amount of land that can reasonably be required for parkland dedication, and the area accepted as the resulting 5% dedication. The best practice also reflects the view that environmentally sensitive or protected natural areas constitute valuable parkland resources when the public has the ability to access and enjoy them.

#### RECOMMENDED BEST PRACTICE

When municipalities calculate a subdivision's required parkland contribution (up to 5% of the proposed subdivision area), environmentally sensitive areas not intended for public access should be excluded from the equation. If trails or other public features are planned for environmentally sensitive lands, these areas effectively represent passive parks; at least a portion should therefore be included in the total subdivision area for purposes of calculating the required 5% park dedication. Publicly accessed environmental areas should also be accepted by municipalities toward the required 5% dedication.

The recognition of publicly accessed environmentally sensitive land as a valid parkland contribution should also apply to situations where developers are providing cash-in-lieu of parkland dedication. Even though a municipality may not be requesting the dedication of any land for park purposes (i.e., is accepting cash-in-lieu), where a subdivision contains environmentally sensitive land that is protected under separate regulations, and at least a portion of the land is planned for public access, the passive parkland contribution of the site should be considered prior to the calculation of the developer's cash-in-lieu payment.

### 3.4 Selecting Parkland Within a Subdivision

The *Local Government Act* permits a municipality to require a developer to dedicate up to 5% of the total land area of a subdivision for parkland purposes. In setting out this provision, the *Act* does not explicitly constrain or guide the municipality in determining which lands to select. For instance, the *Act* does not limit the municipality from requesting choice parcels such as waterfront properties or view lots. Clearly, however, the location of the parkland requested may have implications for the marketability, profitability and even viability of the proposed development.

The legislation does provide direction to municipalities in calculating the amount of cash-in-lieu of parkland to require, in the event that the cash-in-lieu option is chosen. Under the *Act*, municipalities that choose the cash-in-lieu option must calculate the payment required based on the value of land in the entire subdivision. Given that the cash-in-lieu amount is intended to reflect the cash equivalent of the 5% land dedication, it is reasonable to infer that the 5% *area* dedication should similarly represent 5% of the overall *value* of the subdivision. This line of reasoning suggests that in cases where the municipality wishes to acquire portions of the subdivision (i.e., waterfront parcels) that, taken together,



# Memorandum

1-500 Lower Ganges Rd. Salt Spring Island BC V8K-2N8

Telephone (250) 537-9144 FAX: (250) 537-9116

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

ssiinfo@islandstrust.bc.ca www.islandstrust.bc.ca

---

Date November 11, 2018 File Number SS-SUB-2017.3

To Salt Spring Island Parks and Recreation Commission c/o Dan Ovington, CRD Parks and Recreation Manager, Salt Spring Island

From Geordie Gordon  
Planner 1  
Salt Spring Island

Re Parkland dedication: Proposed subdivision of Lot 1, Section 10, Range 3 East, North Salt Spring Island, Cowichan District, Plan 48873 except that Part in Plan VIP55571

---

Greetings,

Please review and provide comments and recommendations on the attached proposed subdivision plan, as per the 1994 Protocol Agreement Regarding the Provision of Parkland between the Salt Spring Island Local Trust Committee and the Salt Spring Island Parks and Recreation Commission. The Ministry of Transportation and Infrastructure has referred the proposed subdivision plan to Islands Trust for comment, and Islands Trust's assessment suggests that park dedication is required under S. 510 of the *Local Government Act*.

Please contact me at 250-538-5601 if you have any questions or require additional information.

Best,

Geordie Gordon

Planner 1  
Salt Spring Island

cc Sebastian Moffatt - Applicant

**SURVEY PLAN CERTIFICATION  
PROVINCE OF BRITISH COLUMBIA**

By incorporating your electronic signature into this form you are also incorporating your electronic signature into the attached plan and you

(a) represent that you are a subscriber and that you have incorporated your electronic signature to the attached electronic plan in accordance with section 168.73 (3) of the Land Title Act, RSBC 1996 c.250; and

(b) certify the matters set out in section 168.73 (4) of the Land Title Act, Each term used in this representation and certification is to be given the meaning ascribed to it in part 10.1 of the Land Title Act.



1. BC LAND SURVEYOR: (Name, address, phone number)

**Lloyd Russell Patrick Eakins**  
**4-2227 James White Boulevard**

**250-656-5155**  
**lloyd@weysurveys.com**

**Sidney BC V8L 1Z5**

Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: **153-660-7158**

Plan Number: **EPP83759**

This original plan number assignment was done under Commission #: **833**

3. CERTIFICATION:

Form 9     Explanatory Plan     Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on:    **2018    July            23**    (YYYY/Month/DD)    The checklist was filed under ECR#:     
The plan was completed and checked on: **2018    August          01**    (YYYY/Month/DD)    **214686**

None     Strata Form S

None     Strata Form U1     Strata Form U1/U2

Arterial Highway

Remainder Parcel (Airspace)

4. ALTERATION:

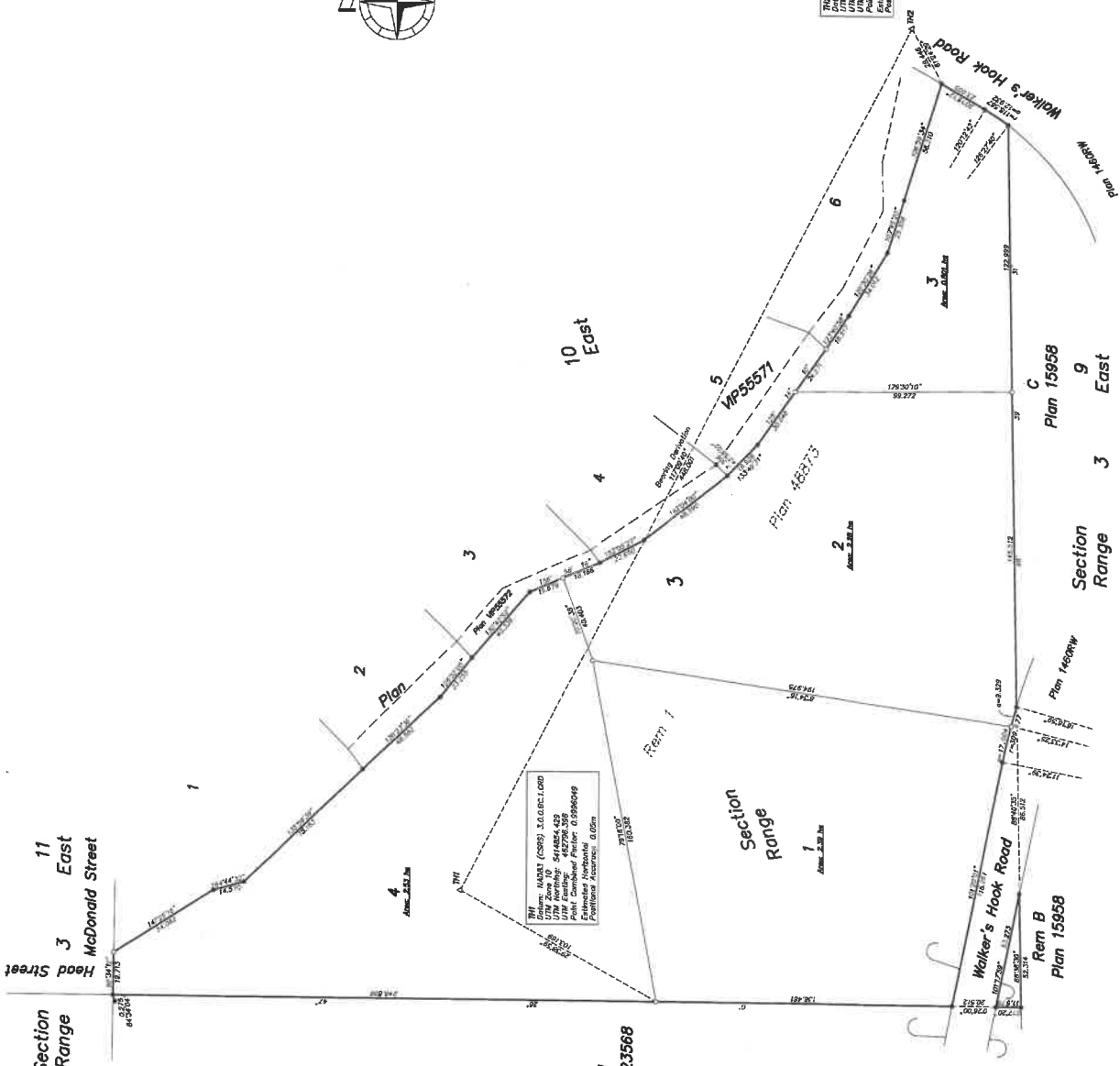
**Subdivision Plan of Lot 1, Section 10, Range 3 East, North Salt Spring Island, Cowichan District, Plan 48873, Except That Part in Plan VP55571, Pursuant to Section 67 of the Land Title Act.**  
 BCOS 9282.083

The UTM coordinates and estimated horizontal positions of all bearings are derived from GNSS and frequency observations to the Active Control Point (ACP) from ITR and ITR.

This plan shows horizontal ground-survey distances unless otherwise specified. To compute grid distances multiply ground-survey distances by the average combined factor of 0.9999984. The average combined factor has been determined from a series of ground observations of 670 metres.

**Legend:**

- Centroid of Standard Plan Road Found
- Centroid Staked from Past Set
- △ Centroid Traverse Hub



RTM  
 Datum: NAD83 (CSRS) 3.0.0 BC LRD  
 UTM Northing: 5414850.000  
 UTM Easting: 100320.000  
 Plan Combined Factor: 0.9999984  
 Estimated Horizontal Positional Accuracy: 0.05m

RTM  
 Datum: NAD83 (CSRS) 3.0.0 BC LRD  
 UTM Northing: 5414850.000  
 UTM Easting: 100320.000  
 Plan Combined Factor: 0.9999978  
 Estimated Horizontal Positional Accuracy: 0.05m

Way Measurement Land Surveying Inc.  
 4-2327 West White Street  
 Saanichton, BC V8R 1P9  
 Phone: 250-483-1155  
 Fax: 250-483-1155

A Consent in the name of Her Majesty the Queen in Right of British Columbia is hereby given pursuant to Section 219 of the Land Title Act as a condition of approval for this subdivision.

ACCESS TO LOT 4 BY EASEMENT ONLY

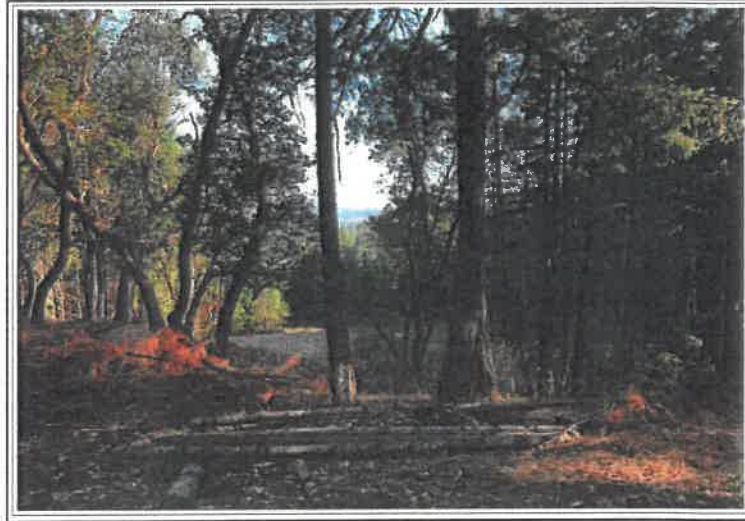
This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure.

This plan lies with the Capital Regional District.

The field survey represented by this plan was completed on the 25th day of July 2017 by Lloyd R. P. Ekins, BCLS 8033

Ministry File Number 2017-03679

**APPRAISAL OF**



(PARKLAND DEDICATION)

**LOCATED AT:**

108 WALKER'S HOOK ROAD  
SALT SPRING ISLAND, BC V9K 1P6

**FOR:**

SEBASTIAN MOFFATT

**AS OF:**

AUGUST 27, 2018

**BY:**

JEFF SWEETT  
CRA, P.APP., CRP

VANCOUVER ISLAND APPRAISALS LTD.  
LAND APPRAISAL REPORT

File No. WALK0108

Property Address: 108 WALKER'S HOOK ROAD		Census Tract		LENDER DISCRETIONARY USE	
City: SALT SPRING ISLAND		Prov. BC		Postal Code V9K 1P6	
Legal Description LOT 1, PLAN VIP48873, SECTION 10, RANGE 3E, EXCEPT PLAN VIP65571, PID: 014-537-461					
Owner/Occupant		Map Reference		Sale Price \$	
Date of Sale		Property Rights Appraised		Date	
Loan charges/concessions to be paid by Seller \$		<input checked="" type="checkbox"/> Fee Simple		Mortgage Amount \$	
R.E. Taxes \$ 3,542.67		<input type="checkbox"/> Leashold		Mortgage Type	
Tax Year 2018		<input type="checkbox"/> Condominium (HUDVA)		Discount Points and Other Concessions	
HOA \$/Mo.		<input type="checkbox"/> PUD		Paid by Seller \$	
Lender/Client SEBASTIAN MOFFATT				Source	

LOCATION		<input type="checkbox"/> Urban		<input type="checkbox"/> Suburban		<input checked="" type="checkbox"/> Rural		NEIGHBOURHOOD ANALYSIS				
BUILT UP		<input type="checkbox"/> Over 75%		<input checked="" type="checkbox"/> 25-75%		<input type="checkbox"/> Under 25%		Employment Stability	Good	Avg.	Fair	Poor
GROWTH RATE		<input type="checkbox"/> Rapid		<input checked="" type="checkbox"/> Stable		<input type="checkbox"/> Slow		Convenience to Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROPERTY VALUES		<input checked="" type="checkbox"/> Increasing		<input type="checkbox"/> Stable		<input type="checkbox"/> Declining		Convenience to Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEMAND/SUPPLY		<input checked="" type="checkbox"/> Shortage		<input type="checkbox"/> In Balance		<input type="checkbox"/> Over Supply		Convenience to Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARKETING TIME		<input type="checkbox"/> Under 3 Mos.		<input checked="" type="checkbox"/> 3-6 Mos.		<input type="checkbox"/> Over 6 Mos.		Adequacy of Public Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESENT LAND USE %		LAND USE CHANGE		PREDOMINANT OCCUPANCY		SINGLE FAMILY HOUSING		Recreation Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single Family 75%		Not Likely <input type="checkbox"/>		Owner <input checked="" type="checkbox"/>		PRICE AGE		Adequacy of Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-4 Family		Likely <input checked="" type="checkbox"/>		Tenant <input type="checkbox"/>		\$ (000) (yrs)		Property Compatibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Family		In process <input type="checkbox"/>		Vacant (0-5%) <input type="checkbox"/>		150,000 Low NEW		Protection from Detrimental Cond.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial		To: <input type="checkbox"/>		Vacant (over 5%) <input type="checkbox"/>		1,500,000+ High 60		Police & Fire Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial						Predominant		General Appearance of Properties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant 25%						600,000 - 30		Appeal to Market	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Race or the racial composition of the neighbourhood are not considered reliable appraisal factors. COMMENTS: THE SUBJECT PROPERTY IS LOCATED ON SALT SPRING ISLAND WITHIN THE CAPITAL REGIONAL DISTRICT. THIS ISLAND IS ACCESSED VIA A 30 MINUTE BC FERRY FROM CROFTON OR A 50 MINUTE BC FERRY FROM SWARTZ BAY. SALT SPRING HAS A SCHOOLS, SHOPPING AND MOST AMENITIES. SURROUNDING HOMES VARY IN AGE, QUALITY AND CONDITION. THE VALUE TREND IS INCREASING ACCORDING TO THE MOST RECENT MLS STATISTICS. NO ADVERSE INFLUENCES ARE APPARENT.

Dimensions N/A		Topography		UNDULATING	
Site Area 20.00 ACRES		Corner Lot YES		Size 20.00 ACRES	
Zoning Classification R: RURAL ZONE		Zoning Compliance YES		Shape IRREGULAR SHAPED SITE	
HIGHEST & BEST USE: Present Use		Other Use IMPROVED		Drainage AVERAGE	
UTILITIES		SITE IMPROVEMENTS		View NO VIEWS	
Electricity <input checked="" type="checkbox"/> Public		Street ASPHALT <input checked="" type="checkbox"/> Public		Landscaping AVERAGE	
Gas <input type="checkbox"/> Other		Curb/Gutter N/A <input type="checkbox"/> Private		Driveway GRAVEL DRIVEWAY	
Water <input type="checkbox"/> COMM WELLS		Sidewalk N/A <input type="checkbox"/>		Apparent Easements ACCESS TO NEIGHBOUR	
Sanitary Sewer <input type="checkbox"/> SEPTIC		Street Lights N/A <input type="checkbox"/>			
Storm Sewer <input type="checkbox"/> OPEN DITCH		Alley N/A <input type="checkbox"/>			

Comments (Apparent adverse easements, encroachments, special assessments, slide areas, etc.): LARGE SIZE ACREAGE FOR THIS AREA. SUBJECT IS ADEQUATELY SERVICED VIA COMMUNAL WELLS AND PRIVATE SEPTIC. THE SITE IS UNDULATING DUE TO IT BEING ACREAGE, HOWEVER, IS GENERALLY LEVEL AROUND THE OLDER BUILDING SITE. NO EASEMENTS WERE APPARENT THAT WOULD AFFECT THE VALUE. THE SUBJECT CONFORMS TO CURRENT ZONING.

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	SUBJECT	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Address	108 WALKER'S HOOK RD SALT SPRING	687 BEAVER POINT ROAD SALT SPRING, BC	255 BAKER ROAD SALT SPRING, BC	430 STARK ROAD SALT SPRING, BC
Proximity to Subject		12.10 km SE	2.73 km SW	0.42 km NW
Sales Price	\$	\$ 605,900	\$ 460,000	\$ 460,950
Price/	\$	\$ 605,900	\$ 460,000	\$ 460,950
Data Source		MLS#392549 / 15 DAYS	MLS#349627 / 411 DAYS	MLS#394762 / 9 DAYS
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION
Sales or Financing Concessions	NONE KNOWN	NONE KNOWN	NONE KNOWN	NONE KNOWN
Date of Sale/Time		14-JUN-2018 9,000	25-MAY-2017 52,000	06-JUL-2018 3,000
Location	RURAL LOC'N	SIMILAR LOC	SIMILAR LOC	SIMILAR LOC
Site/View	20.00 ACRES	11.40 ACRES 86,000	9.22 ACRES 108,000	9.40 ACRES 106,000
LAND COMP	AVERAGE	AVERAGE	MUDDY OCNFRT -100,000	AVERAGE
SERVICES	WELL/SEPTIC	WELL/ NO SEP 10,000	WATER/NO SEP 10,000	NO WAT/NO SEP 20,000
IMPROVEMENTS	NIL	OUTBUILDINGS -75,000	NIL	NIL
Net Adj. (total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 30,000	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 170,000	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 129,000
Indicated Value of Subject		Gross: 29.7 Net: 5.0 \$ 635,900	Gross: 37.0 Net: 37.0 \$ 630,000	Gross: 28.0 Net: 28.0 \$ 589,950

Comments of Sales Comparison: MOST WEIGHT IS ACCORDED THE DIRECT COMPARISON APPROACH. SUBJECT FALLS WITHIN AN ADJUSTED VALUE RANGE OF \$589,950 TO \$635,900 WITH A MEDIAN VALUE OF \$630,000 AND AN AVERAGE (ROUNDED) OF \$619,000. OVERALL VALUE OF \$625,000 IS INDICATED FOR LAND ONLY. 5% OF \$625,000 = \$31,250 - REPRESENTS 5% OF THE MARKET VALUE IN LIEU OF PARK.

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I (WE) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF AUGUST 27, 2018 to be \$ 31,250	
I (We) certify: that to the best of my (our) knowledge and belief, the facts and data used herein are true and correct; that I (we) personally inspected the subject property and inspected all comparable sales cited in this report; and that I (we) have no undisclosed interest, present or prospective therein.	
Appraiser(s) <i>Jeff Sweett</i>	Review Appraiser (if applicable) <input type="checkbox"/> Did <input checked="" type="checkbox"/> Did Not Inspect Property

**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale.

\*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the Appraiser's judgment.

### STATEMENT OF LIMITING CONDITIONS AND APPRAISER'S CERTIFICATION

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
2. The appraiser has provided a sketch in the appraisal report to show approximate dimensions of the improvements and the sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
5. The appraiser has estimated the value of the land in the cost approach at its highest and best use and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
6. The appraiser has noted in the appraisal report any adverse conditions (such as, needed repairs, depreciation, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
7. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
8. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice.
9. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
10. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.



**APPRAISERS CERTIFICATION:** The Appraiser certifies and agrees that:

1. I have researched the subject market area and have selected a minimum of three recent sales of properties most similar and proximate to the subject property for consideration in the sales comparison analysis and have made a dollar adjustment when appropriate to reflect the market reaction to those items of significant variation. If a significant item in a comparable property is superior to, or more favorable than, the subject property, I have made a negative adjustment to reduce the adjusted sales price of the comparable and, if a significant item in a comparable property is inferior to, or less favorable than the subject property, I have made a positive adjustment to increase the adjusted sales price of the comparable.
2. I have taken into consideration the factors that have an impact on value in my development of the estimate of market value in the appraisal report. I have not knowingly withheld any significant information from the appraisal report and I believe, to the best of my knowledge, that all statements and information in the appraisal report are true and correct.
3. I stated in the appraisal report only my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the contingent and Limiting Conditions specified in this form.
4. I have no present or prospective interest in the property that is the subject to this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or the estimate of market value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property.
5. I have no present or contemplated future interest in the subject property, and neither my current or future employment nor my compensation for performing this appraisal is contingent on the appraised value of the property.
6. I was not required to report a predetermined value or direction in value that favors the cause of the client or any related party, the amount of the value estimate, the attainment of a specific result, or the occurrence of a subsequent event in order to receive my compensation and/or employment for performing the appraisal. I did not base the appraisal report on a requested minimum valuation, a specific valuation, or the need to approve a specific mortgage loan.
7. I performed this appraisal in conformity with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place as of the effective date of this appraisal, with the exception of the departure provision of those Standards, which does not apply. I acknowledge that an estimate of a reasonable time for exposure in the open market is a condition in the definition of market value and the estimate I developed is consistent with the marketing time noted in the neighborhood section of this report, unless I have otherwise stated in the reconciliation section.
8. I have personally inspected the subject property and the exterior of all properties listed as comparables in the appraisal report. I further certify that I have noted any apparent or known adverse conditions in the subject improvements, on the subject site, or on any site within the immediate vicinity of the subject property of which I am aware and have made adjustments for these adverse conditions in my analysis of the property value to the extent that I had market evidence to support them. I have also commented about the effect of the adverse conditions on the marketability of the subject property.
9. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal report. If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.
10. The Appraisal Institute of Canada reserves the right to be able to review this appraisal report.

**SUPERVISORY APPRAISER'S CERTIFICATION:** If a supervisory appraiser signed the appraisal report, he or she certifies and agrees that: I directly supervise the appraiser who prepared the appraisal report, have reviewed the appraisal report, agree with the statements and conclusions of the appraiser, agree to be bound by the appraiser's certifications numbered 4 through 7 above, and am taking full responsibility for the appraisal and the appraisal report.

**ADDRESS OF PROPERTY APPRAISED:** 108 WALKER'S HOOK ROAD

**APPRAISER:**

**SUPERVISORY APPRAISER (only if required)**

Signature: *Jeff Sweett*  
 Name: JEFF SWEETT  
 Date Signed: 09/04/2018  
CRA P.APP. CRP  
903239

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Did  Did Not Inspect Property

**SUBJECT PROPERTY PHOTO ADDENDUM**

Borrower: SEBASTION MOFFATT	File No.: WALK0108	
Property Address: 108 WALKER'S HOOK ROAD	Case No.:	
City: SALT SPRING ISLAND	Prov.: BC	P.C.: V9K 1P6
Lender: SEBASTIAN MOFFATT		

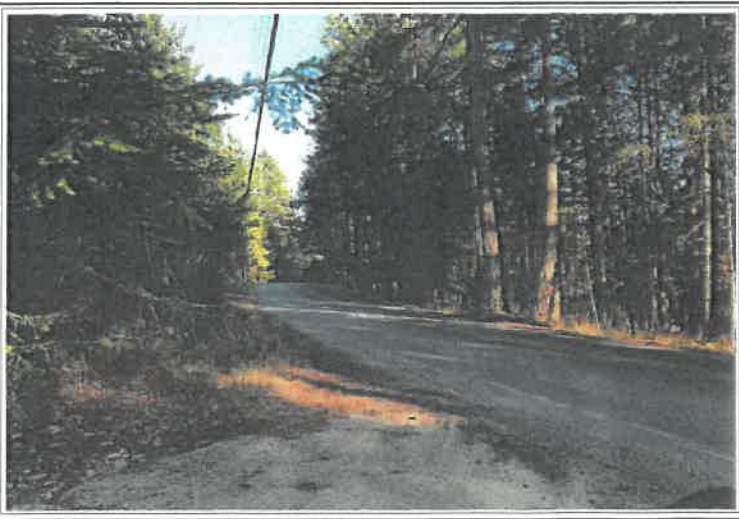


**FRONT VIEW OF  
SUBJECT PROPERTY**

Appraised Date: August 27, 2018  
Appraised Value: \$ 31,250



**REAR VIEW OF  
SUBJECT PROPERTY**



**STREET SCENE**

COMPARABLE PROPERTY PHOTO ADDENDUM

Borrower: SEBASTIAN MOFFATT	File No.: WALK0108	
Property Address: 108 WALKER'S HOOK ROAD	Case No.:	
City: SALT SPRING ISLAND	Prov.: BC	P.C.: v9K 1P6
Lender: SEBASTIAN MOFFATT		



**COMPARABLE SALE #1**

687 BEAVER POINT ROAD  
SALT SPRING, BC  
Sale Date: 14-JUN-2018  
Sale Price: \$ 605,900



**COMPARABLE SALE #2**

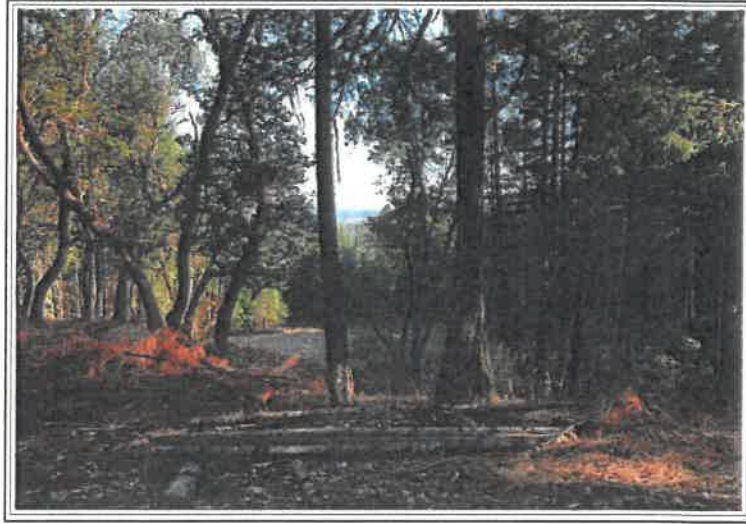
255 BAKER ROAD  
SALT SPRING, BC  
Sale Date: 25-MAY-2017  
Sale Price: \$ 460,000



**COMPARABLE SALE #3**

430 STARK ROAD  
SALT SPRING, BC  
Sale Date: 08-JUL-2018  
Sale Price: \$ 460,950

**APPRAISAL OF**



(PARKLAND DEDICATION)

**LOCATED AT:**

108 WALKER'S HOOK ROAD  
SALT SPRING ISLAND, BC V9K 1P6

**FOR:**

SEBASTIAN MOFFATT

**AS OF:**

AUGUST 27, 2018

**BY:**

JEFF SWEETT  
CRA, P.APP., CRP

VANCOUVER ISLAND APPRAISALS LTD.  
LAND APPRAISAL REPORT

File No. WALK0108

Property Address 108 WALKER'S HOOK ROAD		Census Tract		LENDER DISCRETIONARY USE	
City SALT SPRING ISLAND		Prov. BC Postal Code V9K 1P6		Sale Price \$	
Legal Description LOT 1, PLAN VIP48873, SECTION 10, RANGE 3E, EXCEPT PLAN VIP55571, PID: D14-537-451		Map Reference		Date	
Owner/Occupant		Property Rights Appraised		Mortgage Amount \$	
Sale Price \$		<input checked="" type="checkbox"/> Fee Simple		Mortgage Type	
Date of Sale		<input type="checkbox"/> Leashold		Discount Points and Other Concessions	
Loan charges/concessions to be paid by seller \$		<input type="checkbox"/> Condominium (HUD/VA)		Paid by Seller \$	
R.E. Taxes \$ 3 542.67		PUD		Source	
Tax Year 2018					
HOA \$/Mo.					
Lender/Client SEBASTIAN MOFFATT					

LOCATION		NEIGHBOURHOOD ANALYSIS	
<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Rural	Good Avg. Fair Poor
<input type="checkbox"/> Over 75%	<input checked="" type="checkbox"/> 25-75%	<input type="checkbox"/> Under 25%	Employment Stability
<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Slow	Convenience to Employment
<input checked="" type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input type="checkbox"/> Declining	Convenience to Shopping
<input checked="" type="checkbox"/> Shortage	<input type="checkbox"/> In Balance	<input type="checkbox"/> Over Supply	Convenience to Schools
<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Adequacy of Public Transportation
<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Recreation Facilities
<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Adequacy of Facilities
<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Property Compatibility
<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Protection from Detrimental Cond.
<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Police & Fire Protection
<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	General Appearance of Properties
<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Appeal to Market

PRESENT LAND USE %		LAND USE CHANGE		PREDOMINANT OCCUPANCY		SINGLE FAMILY HOUSING	
Single Family 75%	Not Likely	<input type="checkbox"/>	Owner	<input checked="" type="checkbox"/>	PRICE (\$/000)	AGE (yrs)	NEW
2-4 Family	Likely	<input checked="" type="checkbox"/>	Tenant	<input type="checkbox"/>	150,000 Low	60	
Multi-Family	In process	<input type="checkbox"/>	Vacant (0-5%)	<input type="checkbox"/>	1,600,000+ High		
Commercial	To:		Vacant (over 5%)	<input type="checkbox"/>	Predominant		
Industrial					600,000 -	30	
Vacant 25%							

Note: Race or the racial composition of the neighbourhood are not considered reliable appraisal factors. COMMENTS: THE SUBJECT PROPERTY IS LOCATED ON SALT SPRING ISLAND WITHIN THE CAPITAL REGIONAL DISTRICT. THIS ISLAND IS ACCESSED VIA A 30 MINUTE BC FERRY FROM CROFTON OR A 50 MINUTE BC FERRY FROM SWARTZ BAY. SALT SPRING HAS A SCHOOLS SHOPPING AND MOST AMENITIES. SURROUNDING HOMES VARY IN AGE, QUALITY AND CONDITION. THE VALUE TREND IS INCREASING ACCORDING TO THE MOST RECENT MLS STATISTICS. NO ADVERSE INFLUENCES ARE APPARENT.

Dimensions N/A		Topography	
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HIGHEST & BEST USE: Present Use	Other Use IMPROVED	Shape IRREGULAR SHAPED SITE	
UTILITIES Public Other	SITE IMPROVEMENTS Type Public Private	Drainage AVERAGE	
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Gas <input type="checkbox"/>	Curb/Gutter N/A <input type="checkbox"/>	Landscaping AVERAGE	
Water <input type="checkbox"/>	Sidewalk N/A <input type="checkbox"/>	Driveway GRAVEL DRIVEWAY	
Sanitary Sewer <input type="checkbox"/>	Street Lights N/A <input type="checkbox"/>	Apparent Easements ACCESS TO NEIGHBOUR	
Storm Sewer <input type="checkbox"/>	Alley N/A <input type="checkbox"/>		

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Concessions				
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SERVICES	WELL/SEPTIC	WELL/NO SEP 10,000	WATER/NO SEP 10,000	NO WAT/NO SEP 20,000
IMPROVEMENTS	NIL	OUTBUILDINGS -75,000	NIL	NIL
Net Adj. (total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 30,000	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 170,000	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 129,000
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I (WE) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF AUGUST 27, 2018 to be \$ 31,250

I (We) certify: that to the best of my (our) knowledge and belief, the facts and data used herein are true and correct; that I (we) personally inspected the subject property and inspected all comparable sales cited in this report; and that I (we) have no undisclosed interest, present or prospective therein.

Appraiser(s) *Jeff Sweett* Review Appraiser (if applicable)  Did  Did Not Inspect Property

**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale.

\*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the Appraiser's judgment.

### STATEMENT OF LIMITING CONDITIONS AND APPRAISER'S CERTIFICATION

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
2. The appraiser has provided a sketch in the appraisal report to show approximate dimensions of the improvements and the sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
5. The appraiser has estimated the value of the land in the cost approach at its highest and best use and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
6. The appraiser has noted in the appraisal report any adverse conditions (such as, needed repairs, depreciation, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
7. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
8. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice.
9. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
10. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.

**APPRAISERS CERTIFICATION:** The Appraiser certifies and agrees that:

1. I have researched the subject market area and have selected a minimum of three recent sales of properties most similar and proximate to the subject property for consideration in the sales comparison analysis and have made a dollar adjustment when appropriate to reflect the market reaction to those items of significant variation. If a significant item in a comparable property is superior to, or more favorable than, the subject property, I have made a negative adjustment to reduce the adjusted sales price of the comparable and, if a significant item in a comparable property is inferior to, or less favorable than the subject property, I have made a positive adjustment to increase the adjusted sales price of the comparable.
2. I have taken into consideration the factors that have an impact on value in my development of the estimate of market value in the appraisal report. I have not knowingly withheld any significant information from the appraisal report and I believe, to the best of my knowledge, that all statements and information in the appraisal report are true and correct.
3. I stated in the appraisal report only my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the contingent and Limiting Conditions specified in this form.
4. I have no present or prospective interest in the property that is the subject to this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or the estimate of market value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property.
5. I have no present or contemplated future interest in the subject property, and neither my current or future employment nor my compensation for performing this appraisal is contingent on the appraised value of the property.
6. I was not required to report a predetermined value or direction in value that favors the cause of the client or any related party, the amount of the value estimate, the attainment of a specific result, or the occurrence of a subsequent event in order to receive my compensation and/or employment for performing the appraisal. I did not base the appraisal report on a requested minimum valuation, a specific valuation, or the need to approve a specific mortgage loan.
7. I performed this appraisal in conformity with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place as of the effective date of this appraisal, with the exception of the departure provision of those Standards, which does not apply. I acknowledge that an estimate of a reasonable time for exposure in the open market is a condition in the definition of market value and the estimate I developed is consistent with the marketing time noted in the neighborhood section of this report, unless I have otherwise stated in the reconciliation section.
8. I have personally inspected the subject property and the exterior of all properties listed as comparables in the appraisal report. I further certify that I have noted any apparent or known adverse conditions in the subject improvements, on the subject site, or on any site within the immediate vicinity of the subject property of which I am aware and have made adjustments for these adverse conditions in my analysis of the property value to the extent that I had market evidence to support them. I have also commented about the effect of the adverse conditions on the marketability of the subject property.
9. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal report. If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.
10. The Appraisal Institute of Canada reserves the right to be able to review this appraisal report.

**SUPERVISORY APPRAISER'S CERTIFICATION:** If a supervisory appraiser signed the appraisal report, he or she certifies and agrees that: I directly supervise the appraiser who prepared the appraisal report, have reviewed the appraisal report, agree with the statements and conclusions of the appraiser, agree to be bound by the appraiser's certifications numbered 4 through 7 above, and am taking full responsibility for the appraisal and the appraisal report.

**ADDRESS OF PROPERTY APPRAISED:** 108 WALKER'S HOOK ROAD

**APPRAISER:**

**SUPERVISORY APPRAISER (only if required)**

Signature: *Jeff Sweett*  
 Name: JEFF SWEETT  
 Date Signed: 09/04/2018  
CRA, P.APP., CRP  
903239

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Did  Did Not Inspect Property

**SUBJECT PROPERTY PHOTO ADDENDUM**

Borrower: SEBASTIAN MOFFATT	File No.: WALK0108	
Property Address: 108 WALKER'S HOOK ROAD	Case No.:	
City: SALT SPRING ISLAND	Prov.: BC	P.C.: V9K 1P6
Lender: SEBASTIAN MOFFATT		



**FRONT VIEW OF  
SUBJECT PROPERTY**

Appraised Date: August 27, 2018  
Appraised Value: \$ 31,250



**REAR VIEW OF  
SUBJECT PROPERTY**



**STREET SCENE**



COMPARABLE PROPERTY PHOTO ADDENDUM

Borrower: SEBASTION MOFFATT	File No.: WALK0108	
Property Address: 108 WALKER'S HOOK ROAD	Case No.:	
City: SALT SPRING ISLAND	Prov.: BC	P.C.: V9K 1P6
Lender: SEBASTIAN MOFFATT		



**COMPARABLE SALE #1**

687 BEAVER POINT ROAD  
SALT SPRING, BC  
Sale Date: 14-JUN-2018  
Sale Price: \$ 605,900



**COMPARABLE SALE #2**

255 BAKER ROAD  
SALT SPRING, BC  
Sale Date: 25-MAY-2017  
Sale Price: \$ 460,000



**COMPARABLE SALE #3**

430 STARK ROAD  
SALT SPRING, BC  
Sale Date: 06-JUL-2018  
Sale Price: \$ 460,950

LOCATION MAP

Borrower: SEBASTIAN MOFFATT	File No.: WALK0108	
Property Address: 108 WALKER'S HOOK ROAD	Case No.:	
City: SALT SPRING ISLAND	Prov.: BC	P.C.: V9K 1P6
Lender: SEBASTIAN MOFFATT		





# BC ASSESSMENT

## IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01 - Capital  
Jurisdiction: 764 - Gulf Islands Rural  
Roll: 00669.700

School District: 64 - Gulf Islands  
Neighbourhood: 810

## 2017 PROPERTY ASSESSMENT NOTICE

### Property Location & Description

**108 WALKER'S HOOK RD**  
LOT 1, PLAN VIP48873, SECTION 10, RANGE 3E, COWICHAN LAND DISTRICT,  
PORTION NORTH SALT SPRING, EXCEPT PLAN VIP55571  
PID: 014-537-451

This is Not a Tax Notice.  
Tax Notices Are Issued by Your Local Government.

This notice contains important information about your property. Please review and keep for your records.

No action is required unless you disagree with your assessment.

2017 Assessment - represents your property value as of July 1, 2016

	VALUE	CLASS
LAND	592,000	RESIDENTIAL
BUILDINGS	78,700	
<b>2017 ASSESSED VALUE</b>	<b>\$670,700</b>	
<b>TAXABLE VALUE</b>	<b>\$670,700</b>	

### YOUR PROPERTY VALUE HISTORY

2017	+17%	\$785,700
2016	-19%	\$670,700
2015	+24%	\$539,000
2014	-7%	\$577,000
2013	+12%	\$515,000

### Important messages about your Assessment

- A copy of this Property Assessment Notice is sent to all owners
- Your property value has changed due to sales activity in your area.
- 2017 tax rates will be set in May. For tax information, please go to [gov.bc.ca/ruralpropertytax](http://gov.bc.ca/ruralpropertytax).

### IMPORTANT DATES

- July 1, 2016**  
Assessed value is estimated for most types of properties as of this date.
- October 31, 2016**  
Assessed value reflects property's physical condition and permitted use as of this date.
- January 31, 2017**  
Deadline for filing a Notice of Complaint (Appeal). Important information about the appeal process can be found on the back of this Notice.

The Assessment Office for this property is:

Victoria Assessment Office  
102 - 3350 Douglas St  
Victoria BC V8Z 7X9  
01-64-764-00669.700

The Owner/Lessee of this property is:

MELVIN CARLYLE ALEXANDER  
12571 SUNNYGLEN DR  
MOORPARK CA 93021-2779  
USA

151133

### CONTACT US

For more information go to [bcassessment.ca](http://bcassessment.ca)  
Review your property details and compare your assessment to others with our popular e-valueBC service.  
Call us at 1-866-valueBC (1-866-825-8322) or 604-739-8588. Fax us at 1-855-995-6209



**IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION**  
**Area: 01 - Capital**  
**Jurisdiction: 764 - Gulf Islands Rural**  
**Roll: 00669.700**

School District: 64 - Gulf Islands  
 Neighbourhood: 810

# BC ASSESSMENT

## 2017 PROPERTY ASSESSMENT NOTICE

### Property Location & Description

**108 WALKER'S HOOK RD**  
**LOT 1, PLAN VIP48873, SECTION 10, RANGE 3E, COWICHAN LAND DISTRICT,**  
**PORTION NORTH SALT SPRING, EXCEPT PLAN VIP55571**  
**PID: 014-537-451**

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<b>2017 ASSESSED VALUE</b>	<b>\$670,700</b>	<b>RESIDENTIAL</b>
<b>TAXABLE VALUE</b>	<b>\$670,700</b>	

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**Tax Notices Are Issued by Your Local Government.**

This notice contains important information about your property. Please review and keep for your records.

No action is required unless you disagree with your assessment.

### YOUR PROPERTY VALUE HISTORY

2017	+17%	
2016	-19%	
2015	+24%	\$718,800
2014	-7%	
2013	+12%	\$620,200

### Important messages about your Assessment

- A copy of this Property Assessment Notice is sent to all owners.
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The Assessment Office for this property is:

Victoria Assessment Office  
 102 - 3350 Douglas St  
 Victoria BC V8Z 7X9  
 01-64-764-00669.700

The Owner/Lessee of this property is:

S-04  
**MELVIN CARLYLE ALEXANDER**  
 12571 SUNNYGLEN DR  
 MOORPARK CA 93021-2779  
 USA

151133

### IMPORTANT DATES

- July 1, 2016**  
Assessed value is estimated for most types of properties as of this date.
- October 31, 2016**  
Assessed value reflects property's physical condition and permitted use as of this date.
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### CONTACT US

For more information go to [bcassessment.ca](http://bcassessment.ca)  
 Review your property details and compare your assessment to others with our popular **e-valueBC** service.

Call us at 1-866-valueBC (1-866-825-8322) or 604-739-8588; Fax us at 1-855-995-6209

# 108 Walker's Hook Rd Proposed Subdivision



- Legend**
- Right of Way
  - Covenant
  - Lease or License
  - Other
  - Not Active
  - Right of Way
  - Covenant
  - Lease or License
  - Other
  - Not Active
  - Water
  - Sewer
  - Fire Protection
  - Properties



1: 5,000



**Notes**

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.



BRITISH COLUMBIA

Ministry of Transportation and Infrastructure

# PERMISSION TO ACT AS AN AGENT

Region and area address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provincial Approving Officer  
Ministry of Transportation and Infrastructure

Date: / /

We, Melvin Alexander, Clifton Alexander, and Michael Alexander, hereby give permission for Sebastian Moffatt to act as agent on our behalf for the attached preliminary subdivision application. Any and all correspondence shall be sent to our agent.

Additional Comments:

Melvin Alexander

Melvin Alexander

Owner: Melvin Alexander

[Signature]

Witness

Notarial Certificate Attached

3/21/2017  
Date

Owner: Clifton Alexander

3/21/2017  
Date

Date

[Signature]

Witness

Notarial Certificate Attached

Owner: Michael Alexander

Date

[Signature]

Witness

Certified a true copy of the Original Document which was produced to me on April 4, 2017

[Signature]  
Anna J. Pugh  
Commissioner and Notary Public for the Province of British Columbia

Agent: Sebastian Moffatt

205 Starks Road, Salt Spring Island, BC, V8K 1M3

250 537-9853  
Phone

250 537-9853  
Fax

FARMARTIST@GMAIL.COM  
E-mail

The personal information on this form is collected under the authority of the Land Title Act. The information collected will be used to process your preliminary subdivision application, and it may be necessary for the ministry to provide this information to other agencies involved in the review and approval process. If you have any questions about the collection, use and disclosure of this information, contact District Development Technician at the nearest Ministry of Transportation and Infrastructure Office.

The information in this application may be subject to disclosure under the Freedom of Information and Privacy Act. Further information can be found at



BRITISH COLUMBIA

Ministry of Transportation and Infrastructure



PRELIMINARY SUBDIVISION APPLICATION

Submit this application to the Ministry of Transportation and Infrastructure District Office in your area.

A. PROPOSAL This is an application for preliminary layout approval for all properties involved

Form A: PROPOSAL. Fields include: Applicant File Number, Ministry File Number, Subdivision Type (Conventional, Bare Land Strata, Other), Full Legal Description(s) per State of Title Certificate(s), Full Civic Address, Property Location (Access Road, Existing Land Use, Intended Land Use, Property Zoning), Surrounding Land Use, Proposed Sewage Disposal, Proposed Water Supply, Water Licenses.

B. APPLICATION INFORMATION Incomplete applications will not be accepted

Required items include:

- Subdivision application form.
The Preliminary Subdivision Application fee. Please make cheques payable to the Minister of Finance. (see page 2)
An authorization letter from the owner(s) if someone else is applying on the owner's behalf. (Permission to Act as an Agent H1275)
A copy of BC Assessment Authority Property Assessment Notice showing property tax classification.
All new lots MAY require a sewage report—please contact your local Transportation office for clarification.
One copy of the current State of Title Certificate so that property encumbrances can be checked.
Copies of any covenants, easements, rights-of-way or other charges registered against the title. These are available through the Land Title Office.
A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement, duly completed and signed.
Original copy and a .PDF file of a scaleable sketch plan of proposed layout with metric dimensions.

Property engineered drawings will be required for final approval. The sketch must contain:

- the date it was drawn
the scale
north arrow
legal description of the property being subdivided, and its adjacent properties
outline of the subdivision in heavy black line
all proposed lots, remainders, parks, rights-of-way, easements and roads showing metric dimensions and areas
any existing property lines or roads proposed to be removed, closed or relocated
all steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
location of existing buildings and structures, wells and sewage disposal fields on the property, as well as adjacent properties within 30 m of property boundaries
location of any onsite water sources to be developed (wells, surface)
approximate location of all existing and proposed utility services
existing access roads and other roads and trails on the property (state names of roads)
location of all water courses (seasonal or otherwise) and water bodies

Include these items as well, where applicable

- A copy of the Provincial Agricultural Land Commission application (if located within ALR). While a developer can apply for subdivision approval before he or she receives permission to proceed from the Agricultural Land Commission or the local government if it has been delegated the authority, the Provincial Approving Officer can only give approval if the property has cleared the Land Commission process in the meantime.
One copy of any test required by the Regional Health Authority.
A Development Permit and plan where applicable.

<b>C. SUBDIVISION APPLICATION FEES</b>		<b>Make cheques payable to the Minister of Finance</b>	<b>PAYABLE UPON (see below)</b>
1. Preliminary Subdivision Application	\$350.00	Per lot or shared interest, including remainders, to a maximum of \$70,000	Application
2. Final Conventional Plan Exam	\$50.00	Per examination	Final Subdivision Plan Submission
	\$100.00	Per lot, including remainders, on the final plan	
3. Final Strata Plan Examination	\$100.00	Per examination	
	\$100.00	Per lot, including remainders, on the final plan	
4. Other Strata Fees	\$100.00	To examine Form P for any phased development	Application
	\$100.00	Approval (Form Q) for each phase of a phased building strata plan	Application for phase approval

*Note: These fees may change without notice or amendment on this form. There may be other provincial and local government fees associated with your subdivision. To find out more, contact the local government in which the land is located, or contact the Islands Trust if located on the Gulf Islands.*

**D. FURTHER INFORMATION AND COMMENTS** (Attach a separate sheet if more space is required)

**E. OWNER(S)/APPLICANT INFORMATION**

Property Owner(s) Full Name(s)		Home Telephone
Address		Business Telephone
	E-Mail	Fax
Agent Full Name		Home Telephone
Address		Business Telephone
	E-Mail	Fax

**I certify that all the information about and on all plans and other attachments is true, correct and complete.  
I understand that this submission constitutes a preliminary application only.  
No approvals are implied prior to receipt of written preliminary approval from the Ministry of Transportation and Infrastructure.**

Applicant/Agent Signature

Date (yyyy/mm/dd)

**COLLECTION INFORMATION**

The personal information on this form is collected under the authority of the Land Title Act. The information collected will be used to process your preliminary subdivision application, and it may be necessary for the ministry to provide this information to other agencies involved in the review and approval process. If you have any questions about the collection, use and disclosure of this information, contact District Development Technician at the nearest Ministry of Transportation and Infrastructure Office.

**The information in this application may be subject to disclosure under the Freedom of Information and Privacy Act.  
Further information can be found at <http://www.gov.bc.ca/citz/iao/foi/submit/general/>**

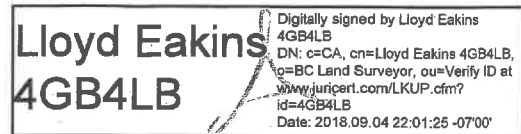


**SURVEY PLAN CERTIFICATION  
PROVINCE OF BRITISH COLUMBIA**

By incorporating your electronic signature into this form you are also incorporating your electronic signature into the attached plan and you

(a) represent that you are a subscriber and that you have incorporated your electronic signature to the attached electronic plan in accordance with section 168.73 (3) of the Land Title Act, RSBC 1996 c.250; and

(b) certify the matters set out in section 168.73 (4) of the Land Title Act, Each term used in this representation and certification is to be given the meaning ascribed to it in part 10.1 of the Land Title Act.



1. BC LAND SURVEYOR: (Name, address, phone number)

**Lloyd Russell Patrick Eakins**  
4-2227 James White Boulevard

250-656-5155  
lloyd@weysurveys.com

Sidney BC V8L 1Z5

Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: **153-660-7158**

Plan Number: **EPP83759**

This original plan number assignment was done under Commission #: **833**

3. CERTIFICATION:

Form 9     Explanatory Plan     Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on:	<b>2018</b>	<b>July</b>	<b>23</b>	(YYYY/Month/DD)	The checklist was filed under ECR#:
The plan was completed and checked on:	<b>2018</b>	<b>August</b>	<b>01</b>	(YYYY/Month/DD)	<b>214686</b>

None     Strata Form S

None     Strata Form U1     Strata Form U1/U2

Arterial Highway

Remainder Parcel (Airspace)

4. ALTERATION:

**Subdivision Plan of  
Lot 1, Section 10, Range 3 East, North Salt Spring Island,  
Cowichan District, Plan 48873, Except That Part in Plan WP55571,  
Pursuant to Section 67 of the Land Title Act.  
BCGS 928.085**



The horizontal and vertical accuracy of this plan is 50mm in width by 86.6mm in height (10 map) when plotted at a scale of 1:1000.

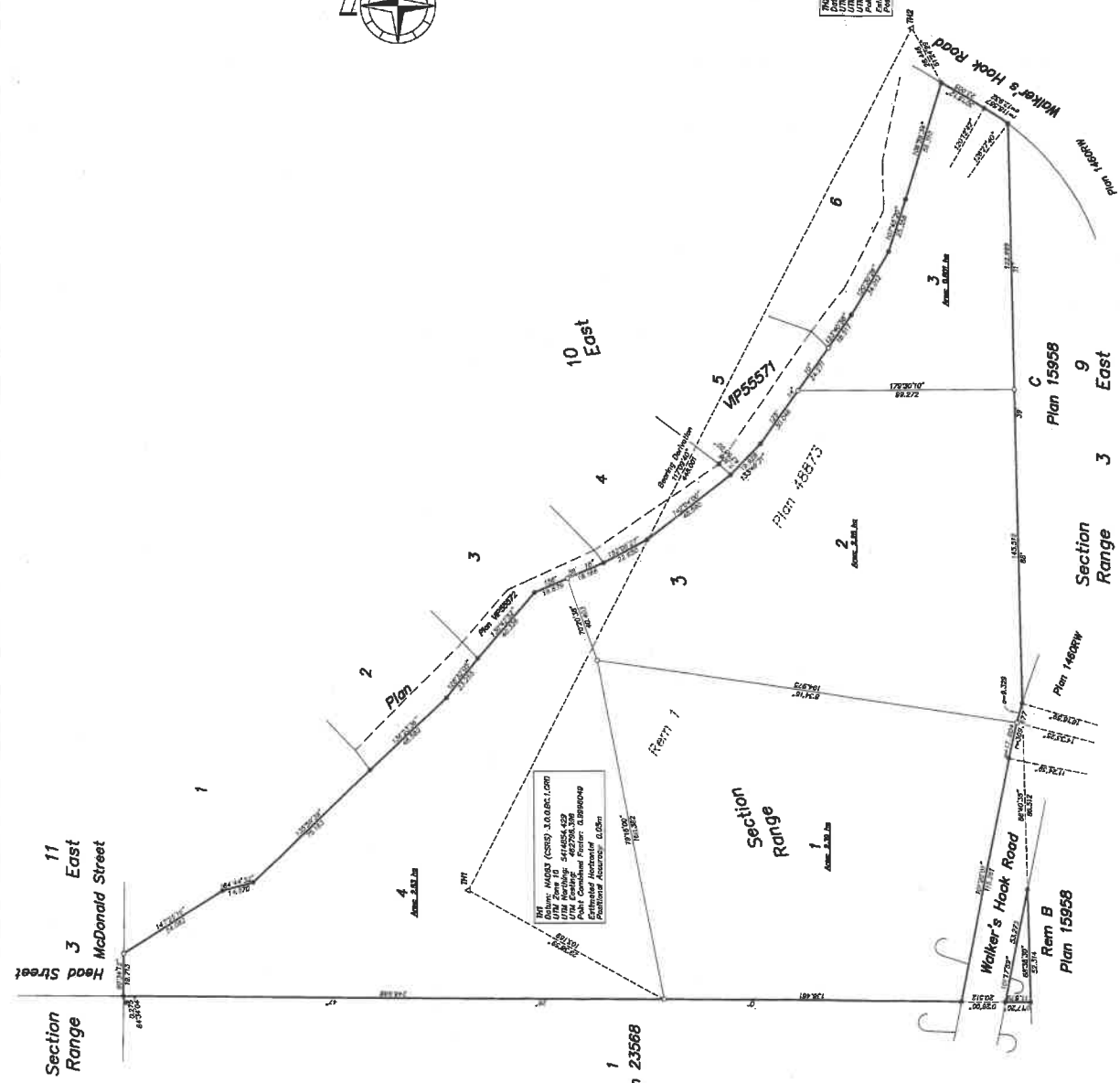
Differences are in metres, unless otherwise indicated.

Grid bearings are derived from GNSS dual frequency observations and are referred to the central meridian of UTM Zone 10.

The UTM coordinates and estimated horizontal positional accuracy are derived from GNSS dual frequency observations to BC Active Control Point "BOMS" from RH and T12.

This plan shows horizontal unadjusted differences and unadjusted distances. To compute grid distances multiply ground-based distances by the average combined factor of 0.999904. The average combined factor has been determined based upon an ellipsoidal elevation of 65.0 metres.

- LEGEND:**
- Deceler Standard Iron Post Found
  - Deceler Standard Iron Post Set
  - △ Deceler Ironless Pin



RH  
WALKY (CSIS) 30.08C.L00  
UTM Zone 10  
UTM Northing: 542006.59  
UTM Easting: 482704.83  
Public Corner Point: 4.889004  
Permitted Accuracy: 0.05m

RH  
WALKY (CSIS) 30.08C.L00  
UTM Zone 10  
UTM Northing: 541450.00  
UTM Easting: 482704.83  
Public Corner Point: 0.889079  
Permitted Accuracy: 0.05m

Way Herbyburg Land Surveying Inc.  
www.wayherbyburg.com  
1000 West Vancouver Road  
Surrey, BC V4A 1G3  
Telephone (250) 666-5158  
Fax: (779) 424-1818

A Comment in the name of Her Majesty the Queen in right of the Province of British Columbia pursuant to Section 218 of the Land Title Act is a condition of approval for this subdivision.

ACCESS TO LOT 4 BY EASEMENT ONLY

This plan is within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure.

This plan lies within the Capital Regional District.

The field survey represented by this plan was completed on the 23rd day of July, 2018  
Daryl R. P. Edens, RICS 553

Ministry File Number 2017-03679



BRITISH COLUMBIA

Ministry of Transportation and Infrastructure

Ministry of Transportation and Infrastructure District Office address here

Provincial Approving Officer  
Ministry of Transportation and Infrastructure

Date: MAY 24 2017  
File: \_\_\_\_\_

I, SEBASTIAN MUFFATT, hereby acknowledge that the Environmental Management Act, 2003, is effective as of March 31st, 2005.

Legal description of property: 108 WALKERS HOOK RD, SALT SPRINGS, BC V8K 1P6  
P.L.D. 014-537-451 LOT 1 SECTION 10 RANGE 3 EAST NORTH SALT SPRINGS C.S.  
COWICHAN DISTRICT PLAN 48873 EXCEPT THAT PART IN PLAN V1P55531  
48873

Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the regulations. Accordingly, I elect not to complete and submit a 'site profile', as outlined in Section 40.(1) of the Act.

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

X [Signature] 24 / 05 / 2017 X [Signature] 25 / 05 / 2017  
Owner/Agent dd mm yy Witness dd mm yy

SEBASTIAN MUFFATT Stephanie Arnold.

Print name

X \_\_\_\_\_ / /  
Owner/Agent dd mm yy

Print name

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The information in this application may be subject to disclosure Under the Freedom of Information and Privacy Act.  
Further information can be found at <http://www.gov.bc.ca/citz/lao/foi/submit/general/>



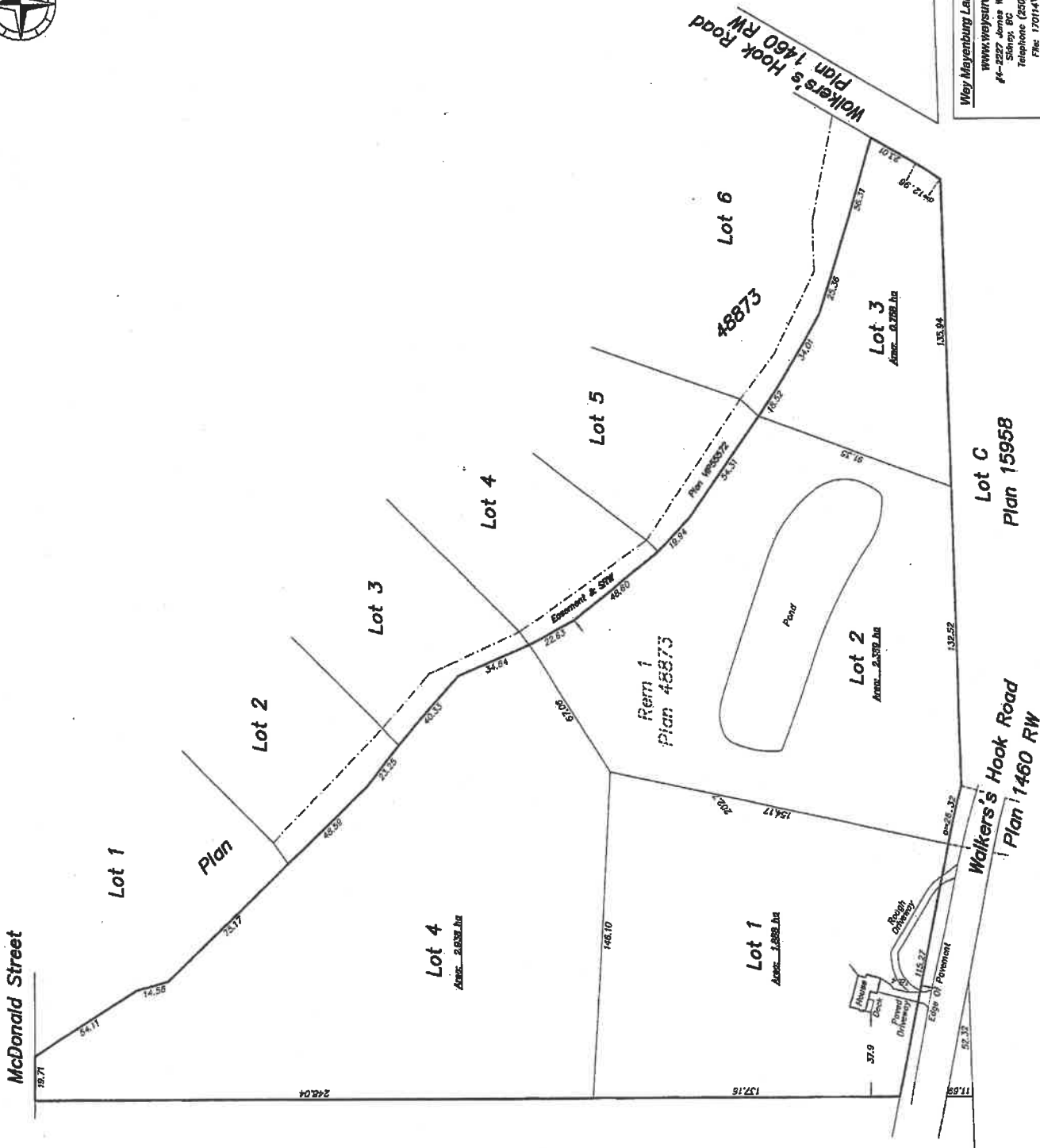
**Proposed Subdivision Of:**  
**Lot 1, Section 10, Range 3 East, North Salt Spring Island,**  
**Cowichan District, Plan 48873 Except That Part In Plan VP55571.**



Scale = 1:1250

Dated this 4th day of April, 2017.

Distances shown are in metres.



Wey Meyenburg Land Surveying Inc.  
www.weysurvey.com  
44-2227 Jones White Boulevard  
Surrey, BC V8L 1Z5  
Telephone (250) 656-9155  
File: 170114\ST\CH

LAND TITLE OFFICE  
**STATE OF TITLE CERTIFICATE**

Certificate Number: STSR2291919

Registered Owner/Mailing Address: CLIFTON JAMES ALEXANDER, RETIRED  
8850A BERKSHIRE WAY  
UNIT A  
INGLEWOOD, CALIFORNIA  
90305  
USA  
AS TO AN UNDIVIDED 1/3 INTEREST

Registered Owner/Mailing Address: MICHAEL OLIVER PRESTON ALEXANDER, TEACHER  
P.O. BOX 443  
STN MAIN  
CHILLIWACK, BC  
V2P 6J7  
AS TO AN UNDIVIDED 1/3 INTEREST

**Taxation Authority** Capital Assessment Area

**Description of Land**

Parcel Identifier: 014-537-451

Legal Description:

LOT 1, SECTION 10, RANGE 3 EAST, NORTH SALT SPRING ISLAND,  
COWICHAN DISTRICT, PLAN 48873 EXCEPT THAT PART IN PLAN VIP55571

**Legal Notations**

HERETO IS ANNEXED EASEMENT EF164120 OVER PARTS OF LOTS 2 TO 6 INCL.,  
PLAN VIP55571 AS SHOWN ON PLAN VIP55572

**Charges, Liens and Interests** NONE

**Duplicate Indefeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications** NONE

*This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).*

LAND TITLE OFFICE  
**STATE OF TITLE CERTIFICATE**

Certificate Number: STSR2291919

Sebastian Moffatt  
205 Starks Road  
Salt Spring Island BC V8K 1M3  
Pick up by: Sebastian Moffatt

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at <https://apps.ltsa.ca/cert> (access code 267116).

I certify this to be an accurate reproduction of title number **EX111218** at 12:38 this 25th day of May, 2017.

  
REGISTRAR OF LAND TITLES



---

<b>Land Title District</b> Land Title Office	VICTORIA VICTORIA
<b>Title Number</b> From Title Number	EX111218 EL102297
<b>Application Received</b>	2005-09-01
<b>Application Entered</b>	2005-09-13
<b>Registered Owner in Fee Simple</b> Registered Owner/Mailing Address:	MELVIN CARLYLE ALEXANDER, RETIRED 12571 SUNNYGLEN DRIVE MOORPARK, CALIFORNIA 93021 USA AS TO AN UNDIVIDED 1/3 INTEREST

# 108 Walker's Hook Rd Proposed Subdivision



- Legend**
- Right of Way
  - Covenant
  - Lease or License
  - Other
  - Not Active
  - Right of Way
  - Covenant
  - Lease or License
  - Other
  - Not Active
  - Water
  - Sewer
  - Fire Protection
  - Properties



1: 5,000

Notes

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

0.3 Kilometres  
0.13  
0

0.3  
NAD\_1983\_UTM\_Zone\_10N  
© Capital Regional District



BRITISH COLUMBIA

Ministry of Transportation and Infrastructure

# PERMISSION TO ACT AS AN AGENT

Region and area address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provincial Approving Officer  
Ministry of Transportation and Infrastructure

Date: / /

We, Melvin Alexander, Clifton Alexander, and Michael Alexander, hereby give permission for Sebastian Moffatt to act as agent on our behalf for the attached preliminary subdivision application. Any and all correspondence shall be sent to our agent.

Additional Comments:

Melvin Alexander

Melvin Alexander

Owner: Melvin Alexander

[Signature]

Witness

Notarial Certificate Attached

03/21/2017  
Date

[Signature]

Owner: Clifton Alexander

3/21/2017  
Date

[Signature]

Witness

Notarial Certificate Attached

Owner: Michael Alexander

Date

[Signature]

\_\_\_\_\_

Witness

Certified a true copy of the Original Document which was produced to me on April 4, 2017

[Signature]  
Anna J. Pugh  
Commissioner and Notary Public for the Province of British Columbia

Agent: Sebastian Moffatt

205 Starks Road, Salt Spring Island, BC, V8K 1M3

250 537-9853  
Phone

250 537-9853  
Fax

FARMARTIST@GMAIL.COM  
E-mail

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The information in this application may be subject to disclosure under the Freedom of Information and Privacy Act. Further information can be found at





BRITISH COLUMBIA

Ministry of Transportation and Infrastructure



PRELIMINARY SUBDIVISION APPLICATION

Submit this application to the Ministry of Transportation and Infrastructure District Office in your area.

A. PROPOSAL This is an application for preliminary layout approval for all properties involved

Form with fields: Applicant File Number, Ministry File Number, Subdivision Type, Full Legal Description(s), Full Civic Address, Property Location, Surrounding Land Use, Proposed Sewage Disposal, Proposed Water Supply.

B. APPLICATION INFORMATION Incomplete applications will not be accepted

Required items include:

- Subdivision application form.
The Preliminary Subdivision Application fee.
An authorization letter from the owner(s) if someone else is applying on the owner's behalf.
A copy of BC Assessment Authority Property Assessment Notice showing property tax classification.
All new lots MAY require a sewage report.
One copy of the current State of Title Certificate.
Copies of any covenants, easements, rights-of-way or other charges registered against the title.
A copy of Contaminated Sites Profile form or Contaminated Sites declaration statement.
Original copy and a .PDF file of a scaleable sketch plan of proposed layout with metric dimensions.

Property engineered drawings will be required for final approval. The sketch must contain:

- the date it was drawn
the scale
north arrow
legal description of the property being subdivided, and its adjacent properties
outline of the subdivision in heavy black line
all proposed lots, remainders, parks, rights-of-way, easements and roads showing metric dimensions and areas
any existing property lines or roads proposed to be removed, closed or relocated
all steep banks or slopes exceeding 2 m high and all slopes of 25% or greater, within or adjacent to the proposal area
location of existing buildings and structures, wells and sewage disposal fields on the property, as well as adjacent properties within 30 m of property boundaries
location of any onsite water sources to be developed (wells, surface)
approximate location of all existing and proposed utility services
existing access roads and other roads and trails on the property (state names of roads)
location of all water courses (seasonal or otherwise) and water bodies

Include these items as well, where applicable

- A copy of the Provincial Agricultural Land Commission application (if located within ALR).
One copy of any test required by the Regional Health Authority.
A Development Permit and plan where applicable.

<b>C. SUBDIVISION APPLICATION FEES</b>		<b>Make cheques payable to the Minister of Finance</b>	<b>PAYABLE UPON (see below)</b>
1. Preliminary Subdivision Application	\$350.00	Per lot or shared interest, including remainders, to a maximum of \$70,000	Application
2. Final Conventional Plan Exam	\$50.00	Per examination	Final Subdivision Plan Submission
	\$100.00	Per lot, including remainders, on the final plan	
3. Final Strata Plan Examination	\$100.00	Per examination	
	\$100.00	Per lot, including remainders, on the final plan	
4. Other Strata Fees	\$100.00	To examine Form P for any phased development	Application
	\$100.00	Approval (Form Q) for each phase of a phased building strata plan	Application for phase approval

*Note: These fees may change without notice or amendment on this form. There may be other provincial and local government fees associated with your subdivision. To find out more, contact the local government in which the land is located, or contact the Islands Trust if located on the Gulf Islands.*

**D. FURTHER INFORMATION AND COMMENTS** (Attach a separate sheet if more space is required)

<b>E. OWNER(S)/APPLICANT INFORMATION</b>		
Property Owner(s) Full Name(s)		Home Telephone
Address		Business Telephone
	E-Mail	Fax
Agent Full Name		Home Telephone
Address		Business Telephone
	E-Mail	Fax

**I certify that all the information about and on all plans and other attachments is true, correct and complete.  
I understand that this submission constitutes a preliminary application only.  
No approvals are implied prior to receipt of written preliminary approval from the Ministry of Transportation and Infrastructure.**

Applicant/Agent Signature

Date (yyyy/mm/dd)

**COLLECTION INFORMATION**

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Further information can be found at <http://www.gov.bc.ca/citz/iao/foi/submit/general/>**

**SURVEY PLAN CERTIFICATION  
PROVINCE OF BRITISH COLUMBIA**

By incorporating your electronic signature into this form you are also incorporating your electronic signature into the attached plan and you

(a) represent that you are a subscriber and that you have incorporated your electronic signature to the attached electronic plan in accordance with section 168.73 (3) of the Land Title Act, RSBC 1996 c.250; and

(b) certify the matters set out in section 168.73 (4) of the Land Title Act, Each term used in this representation and certification is to be given the meaning ascribed to it in part 10.1 of the Land Title Act.



1. BC LAND SURVEYOR: (Name, address, phone number)

**Lloyd Russell Patrick Eakins**  
4-2227 James White Boulevard

250-656-5155  
lloyd@weysurveys.com

Sidney BC V8L 1Z5

Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: **153-660-7158**

Plan Number: **EPP83759**

This original plan number assignment was done under Commission #: **833**

3. CERTIFICATION:

Form 9     Explanatory Plan     Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on:	2018	July	23	(YYYY/Month/DD)	The checklist was filed under ECR#:
The plan was completed and checked on:	2018	August	01	(YYYY/Month/DD)	214686

None     Strata Form S

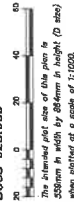
None     Strata Form U1     Strata Form U1/U2

Arterial Highway

Remainder Parcel (Airspace)

4. ALTERATION:

**Subdivision Plan of  
Lot 1, Section 10, Range 3 East, North Salt Spring Island,  
Cowichan District, Plan 48873, Except That Part in Plan VP55571.  
Pursuant to Section 67 of the Land Title Act.  
BCGS 92B.063**

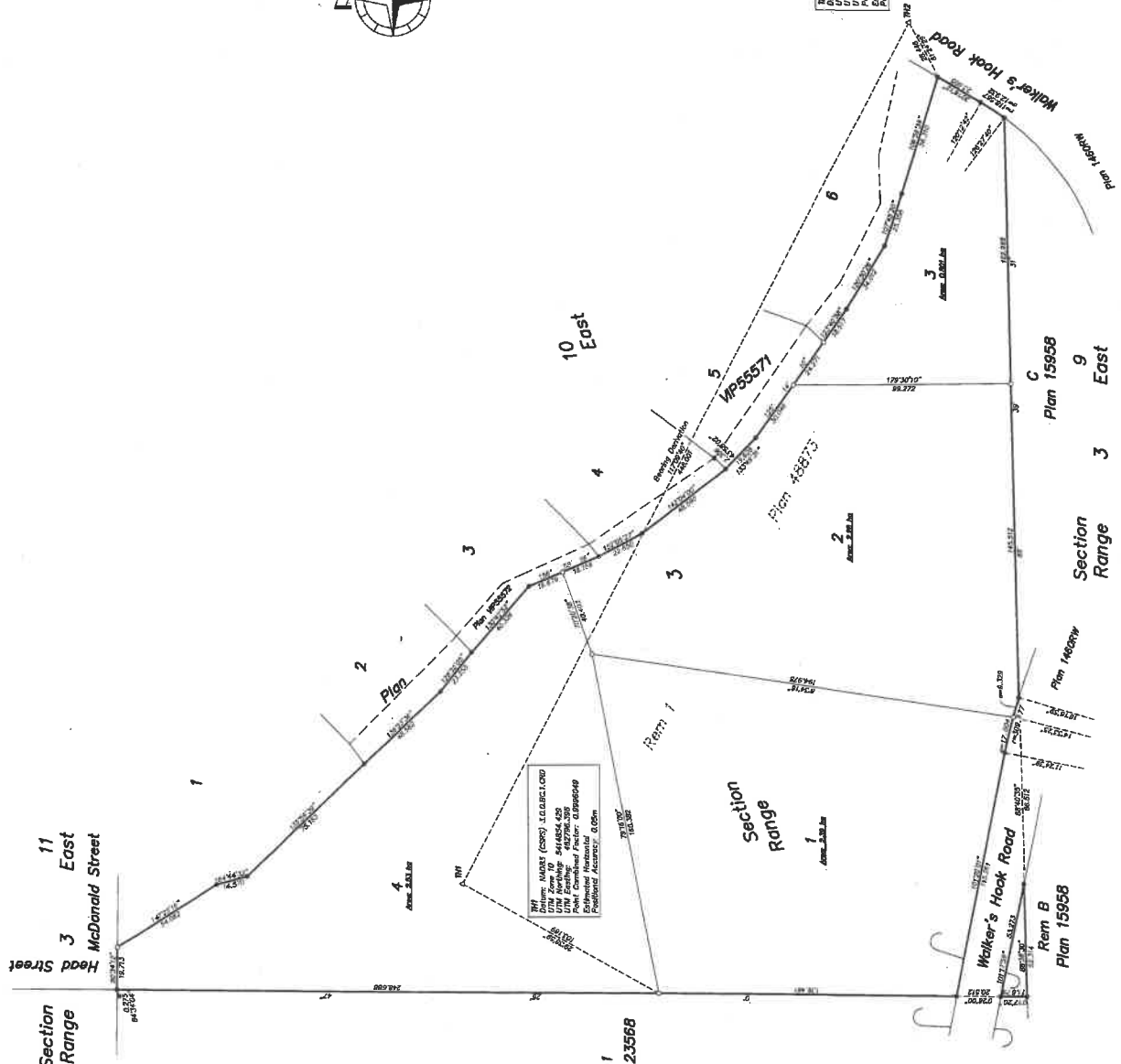


GNSS bearings are derived from GNSS and frequency observations and are referred to the central meridian of GDA Zone 10. Distances are in metres, unless otherwise indicated.

The UTM coordinates and estimated horizontal positions accuracy are derived from GNSS and frequency observations to BC Active Control Point, "BC05", from 7H1 and 7H2.

This plan shows horizontal ground-level distances. The UTM coordinates and estimated horizontal positions accuracy are derived from GNSS and frequency observations to BC Active Control Point, "BC05", from 7H1 and 7H2. The average combined factor has been determined based upon an ellipsoidal elevation of 87.0 metres.

**LEGEND:**  
 ● Denotes Standard Iron Nail Found  
 ○ Denotes Standard Iron Nail Set  
 A Denotes Traverse Tie



7H1  
 Point: MABS (CORS) 10.0, 0.0, 0.0  
 UTM Zone ID: 18QUD  
 UTM Northing: 5446854.429  
 UTM Easting: 487319.639  
 Point Combined Factor: 0.0000009  
 Estimated Horizontal Accuracy: 0.02m

7H2  
 Point: MABS (CORS) 10.0, 0.0, 0.0  
 UTM Zone ID: 18QUD  
 UTM Northing: 5446854.429  
 UTM Easting: 487319.639  
 Point Combined Factor: 0.0000079  
 Estimated Horizontal Accuracy: 0.02m

Way Measurement Land Surveying Inc.  
 www.waymeasure.com  
 41-2277 James White Road West  
 Vancouver, BC V6J 1G6  
 Telephone: (604) 686-5100  
 Fax: 1-877-846-1546

A Covenant in the name of Her Majesty the Queen in right of the Province of British Columbia pursuant to Section 219 of the Land Title Act is a condition of approval for this subdivision.

ACCESS TO LOT 4 BY EASEMENT ONLY

This plan has been filed with the jurisdiction of the Ministry of Transportation and Infrastructure.

This plan has been filed in the Capital Regional District.

The field survey represented by this plan was completed on the 23rd day of July, 2018  
 Lloyd R. F. Edkins, BCIC 825



BRITISH COLUMBIA

Ministry of Transportation and Infrastructure

Ministry of Transportation and Infrastructure District Office address here

Provincial Approving Officer  
Ministry of Transportation and Infrastructure

Date: MAY 24 2017  
File: \_\_\_\_\_

I, SEBASTIAN MUFFATT, hereby acknowledge that the *Environmental Management Act*, 2003, is effective as of March 31st, 2005.

Legal description of property: 108 WALKERS HOOK RD, SALT SPRING IS. BC V8K 1P6  
P.I.D. 014-577-451 LOT 1 SECTION 10 RANGE 3 EAST NORTH SALT SPRING I.S.  
COWICHAN DISTRICT PLAN 48883 EXCEPT THAT PART IN PLAN V1P55571  
78873

Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the regulations. Accordingly, I elect not to complete and submit a 'site profile', as outlined in Section 40.(1) of the Act.

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

X [Signature] 24 / 05 / 2017 X [Signature] 25 / 05 / 2017  
Owner/Agent dd mm yy Witness dd mm yy

SEBASTIAN MUFFATT Stephanie Arnold.  
Print name

X \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Owner/Agent dd mm yy

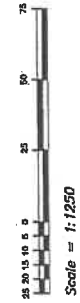
\_\_\_\_\_  
Print name

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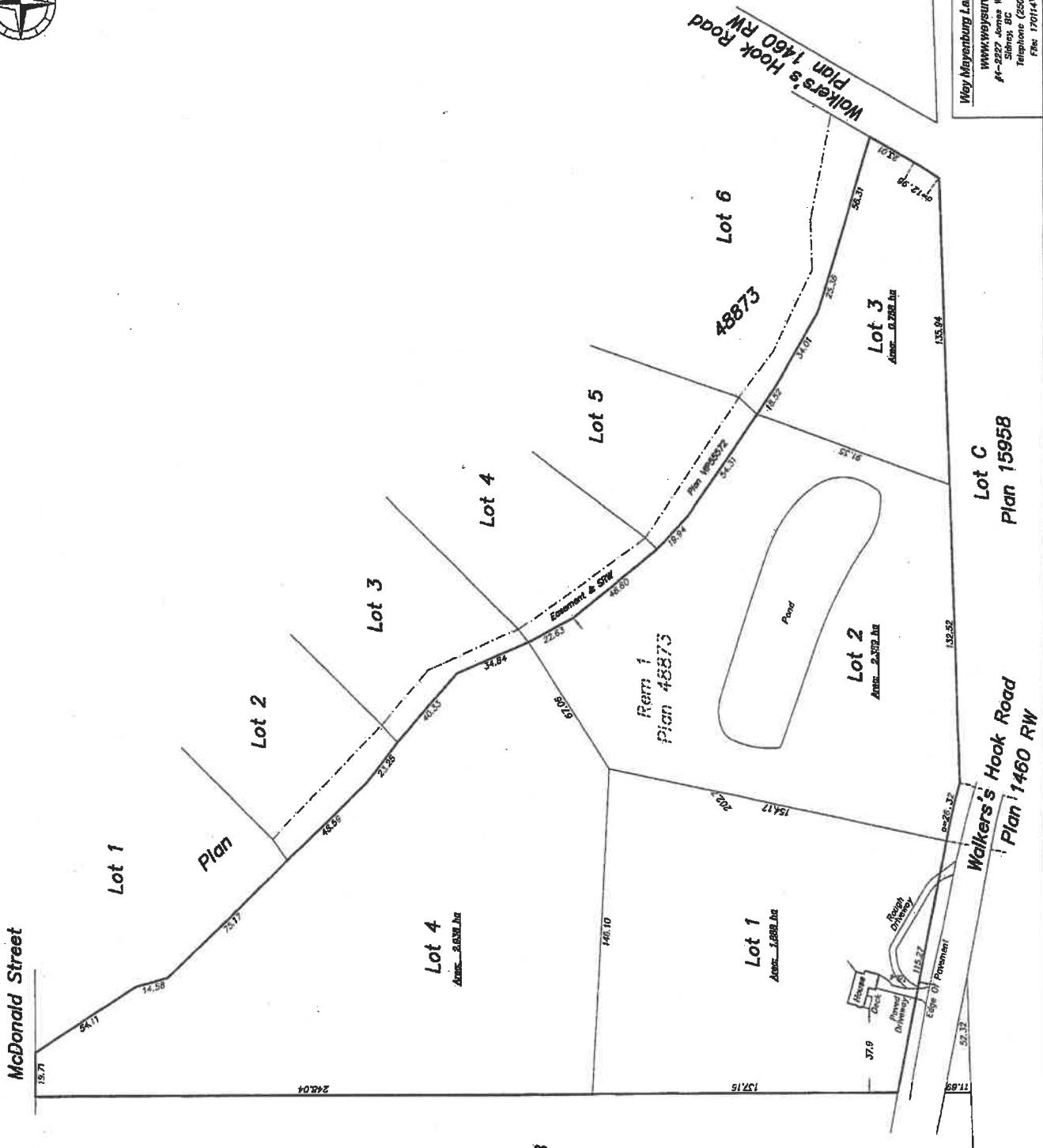
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**Proposed Subdivision Of:  
 Lot 1, Section 10, Range 3 East, North Salt Spring Island,  
 Cowichan District, Plan 48873 Except That Part In Plan VIP55571.**



Dated this 4th day of April, 2017.  
 Distances shown are in metres.



Wey Mayenburg Land Surveying Inc.  
 www.weysurveys.com  
 #4-2927 James White Boulevard  
 Sidney, BC V8L 1Z9  
 Telephone (250) 858-5185  
 Fax 17011415104

LAND TITLE OFFICE  
**STATE OF TITLE CERTIFICATE**

Certificate Number: STSR2291919

Registered Owner/Mailing Address: CLIFTON JAMES ALEXANDER, RETIRED  
8850A BERKSHIRE WAY  
UNIT A  
INGLEWOOD, CALIFORNIA  
90305  
USA  
AS TO AN UNDIVIDED 1/3 INTEREST

Registered Owner/Mailing Address: MICHAEL OLIVER PRESTON ALEXANDER, TEACHER  
P.O. BOX 443  
STN MAIN  
CHILLIWACK, BC  
V2P 6J7  
AS TO AN UNDIVIDED 1/3 INTEREST

**Taxation Authority** Capital Assessment Area

**Description of Land**

Parcel Identifier: 014-537-451  
Legal Description:  
LOT 1, SECTION 10, RANGE 3 EAST, NORTH SALT SPRING ISLAND,  
COWICHAN DISTRICT, PLAN 48873 EXCEPT THAT PART IN PLAN VIP55571

**Legal Notations**

HERETO IS ANNEXED EASEMENT EF164120 OVER PARTS OF LOTS 2 TO 6 INCL.,  
PLAN VIP55571 AS SHOWN ON PLAN VIP55572

**Charges, Liens and Interests** NONE

**Duplicate Indefeasible Title** NONE OUTSTANDING

**Transfers** NONE

**Pending Applications** NONE

*This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).*

LAND TITLE OFFICE  
**STATE OF TITLE CERTIFICATE**

Certificate Number: STSR2291919

Sebastian Moffatt  
205 Starks Road  
Salt Spring Island BC V8K 1M3  
Pick up by: Sebastian Moffatt

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at <https://apps.ltsa.ca/cert> (access code 267116).

I certify this to be an accurate reproduction of title number **EX111218** at 12:38 this 25th day of May, 2017.

  
REGISTRAR OF LAND TITLES



---

<b>Land Title District</b> Land Title Office	VICTORIA VICTORIA
<b>Title Number</b> From Title Number	EX111218 EL102297
<b>Application Received</b>	2005-09-01
<b>Application Entered</b>	2005-09-13
<b>Registered Owner in Fee Simple</b> Registered Owner/Mailing Address:	MELVIN CARLYLE ALEXANDER, RETIRED 12571 SUNNYGLEN DRIVE MOORPARK, CALIFORNIA 93021 USA AS TO AN UNDIVIDED 1/3 INTEREST