



Making a difference...together

SALT SPRING ISLAND PARKS AND RECREATION COMMISSION
Notice of Meeting on **Tuesday, November 15, 2022 at 2:30 PM**
Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K3

Gary Holman	Randy Cunningham	Drew Takahashi	Sean Norgard
Sonja Collombin	Drew Bodaly	Colin Walde	
Andrea Little			(r) = Regrets

AGENDA

1. **Territorial Acknowledgement / Call Meeting to Order**
2. **Approval of Agenda** **1-2**
3. **Adoption of Minutes of October 18, 2022** **3-6**
4. **Delegation/Presentation - None**
5. **Director and Chair Reports**
6. **New Business**
 - 6.1 **Ganges Harbour Walk and Harbour Side Pathway Detailed Designs - Project Charter** **7-15**

That the Salt Spring Island Parks and Recreation Commission approve the Ganges Harbour Walk Phase 1 and Harbour Side Pathway Detailed Designs - Project Charter as amended.
 - 6.2 **Portlock Park – Project Charter** **16-23**

That the Salt Spring Island Parks and Recreation Commission approve the Portlock Park – Project Charter as presented.
 - 6.3 **Salt Spring Island Parks and Recreation External Grants Update** **24-25**

There is no recommendation. This report is for information only.
 - 6.4 **Rainbow Recreation Centre Annual Pool Maintenance Closure**
 - 6.5 **Centennial Park Washroom Vandalism** **26**
7. **Outstanding Business – None**

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

8. 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;

9. Rise and Report

10. Next Meeting – January 31, 2022 at 2:30 PM in the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K3

11. Adjournment



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held Tuesday, October 18, 2022 at the Salt Spring Island Multi-Space (SIMS)
112 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, Colin Walde, Andrea Little, Sean Norgard, Randy Cunningham, Drew Takahashi, and Drew Bodaly
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Administration, Dan Ovington, Parks and Recreation Manager, and Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 2:32 pm.

2. Approval of Agenda

MOVED By Commissioner Bodaly, **SECONDED** by Commissioner Walde, that the Salt Spring Island Parks and Recreation Commission approve the agenda of October 18, 2022 as amended by removing item 6.1 Salt Spring Island Parks and Recreation Code of Conduct Guideline, re-ordering the remainder of the agenda numerically, and adding item 7.4 Harbour Walk Update. Furthermore, staff to update page 22 of the agenda package, first table, under the header "To Balance", first row item from "Reducing transfers to reserves and moving the pool expansion designs project to 2023" to "Reducing transfers to reserves and moving the pool expansion designs project to 2024".

CARRIED

3. Adoption of Minutes of September 20, 2022

MOVED By Commissioner Walde, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission adopt the minutes of September 20, 2022 as presented.

CARRIED

4. Delegation/Presentation - None

5. Director and Chair Reports

Director Holman briefly reported:

- Re-elected as Capital Regional District (CRD) Salt Spring Island Electoral Area Director for the 2023 – 2026 term.

- Local Community Commission (LCC) won voter approval with an election to take place at a date to be determined in 2023.

Chair Collombin – No report.

6. New Business

6.1 131 Brinkworthy Statutory Right of Way

- Owner of the property has received an offer and a purchase and sale agreement is currently underway. Staff notified the Commission that the owner cannot commit to a statutory right of way while in the process of negotiations.

MOVED By Commissioner Takahashi, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission refer this report back to staff for further information following the outcome of the property sale of 131 Brinkworthy Road.

CARRIED

6.2 Financial Literacy

There is no recommendation. This presentation is for information only.

Commissioner Cunningham entered the meeting at 2:52pm.

6.3 2023-2027 Budget Review and Approval – Salt Spring Island Parks and Recreation

- Pool operating at a deficit as a result of revenues not returning to 2019 levels as well as continued ongoing expense increases.
- Detailed designs for the pool expansion to be delayed by one year due to deficit.
- Staff confirmed there was a two month delay in opening the Salt Spring Island Multi Space (SIMS) building due to supply chain issues and network connectivity issues which delayed staffs ability to work out of the facility.
- Kanaka Road maintenance facility detailed designs to move forward as scheduled.
- Community Recreation \$5,000 surplus as a result of higher than budgeted program fees and grant funding to support summer camp staff.
- Community Parks \$20,000 deficit as a result of lower than budgeted market vendor revenue due to the market not returning to capacity in 2022.
- Fernwood Dock projecting a balanced budget at the end of 2022.
- Staff confirmed the pool will be operating 7 days a week in 2023.
- The Commission asked if Community Works Funds (CWF) could be used for future repairs and/or the demolition of the Ganges Fire Hall and staff noted possibly repairs however, would not be eligible for demolition costs.
- Staff confirmed CWF are not eligible for equipment purchases. Maintenance staff have requested a skid steer for snow removal with a potential cost sharing between the Salt Spring Island Transportation Commission and Salt Spring Island Parks and Recreation Commission.

- The Commission expressed support for the potential purchase of a skid steer.

MOVED By Commissioner Walde, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission recommends to the Capital Regional District Board that the attached 2023-2027 operating and capital budgets for the Salt Spring Island Pool & Park Land, Community Recreation, Community Parks and Fernwood Dock be approved as presented; and balance any 2022 actual revenue and expenditures as transfers to capital reserves.

CARRIED

6.4 Centennial Park Waste Disposal

- Biohazards located on site at Centennial Park.
- The Ministry of Transportation and Infrastructure (MOTI) installed “No Overnight Parking” signs in Ganges downtown core. Staff confirmed CRD Bylaw Officers are still commuting from Victoria.

7. Outstanding Business

7.1 Letter dated October 11, 2022 from PARC to Salt Spring Island Pickleball Association

There is no recommendation. This letter is for information only.

7.2 Letter dated October 11, 2022 from PARC to Salt Spring Trail & Nature Club

There is no recommendation. This letter is for information only.

7.3 Acquisition of Park Land on Salt Spring Island at Mount Maxwell

- Salt Spring Island Foundation Bloom Fund Grant of \$100,000 approved for Mount Maxwell Land Acquisition.
- Staff confirmed surplus received will be used towards future improvements and park management planning.

There is no recommendation. This update is for information only.

7.4 Harbour Walk Update

- Staff report forthcoming.

8. Correspondence

- Letter dated October 12, 2022 re: Rainbow Recreation Centre and Portlock Park Site Master Plans

There is no recommendation. This letter is for information only.

9. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

The Commission left the meeting at 3:59pm.

The Commission returned to the meeting at 4:23pm.

10. Rise and Report

MOVED By Commissioner Walde, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission recommends that staff continue to operate the Salt Spring Island Saturday Market for the 2023 market season and post an RFP at a later date.

CARRIED

11. Next Meeting – November 15, 2022 at 2:30 PM in the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K3

12. Adjournment

MOVED By Commissioner Bodaly, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 4:24pm.

CHAIR

SENIOR MANAGER



PROJECT CHARTER



LAST UPDATED: Wednesday, November 09, 2022

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

1. PROJECT BACKGROUND

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

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

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



Image 1: Ganges Harbour Walk Project location and boundaries

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

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



Image 2: Ganges Roadside Pathway Project location and boundaries

2. PROJECT PURPOSE

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

3. CRITICAL SUCCESS FACTORS

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

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

4. SCOPE OF WORK

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

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

The scope of the project includes:

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

5. PROJECT DELIVERABLES

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

6. TIMELINES

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

7. BUDGET

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

Project approval and budget CX.075.2902

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

8. RISK IDENTIFICATION

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

9. PROJECT TEAM

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

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

Role	Team Member	Responsibilities
Project Engineer (CRD)	Dean Olafson	<ul style="list-style-type: none"> • Manage all design services and compliance with contracts. • Report to Project Manager (Consultant) on design, project, and contract issues. • Evaluate engineering proposals and designs and make recommendations. • Provide constructability review of drawings and specifications.
Project Administrator (CRD)	SSI Administration Staff	<ul style="list-style-type: none"> • Distribute communication plans as appropriate. • Development/production of publications, displays and presentations. • Update website, newsletters/info sheets. • Support public/stakeholder engagement, liaison, etc.

10. KEY STAKEHOLDERS

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

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
CRD Director and Local Community Commission	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C, A
SSI Parks and Recreation Commission	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C, A
Transportation Commission	Needs to be kept informed of the project. Commitment and support for project is necessary.	I
Ganges Harbour Walk Steering Committee	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C
CRD Archaeological, and First Nations	Project Manager will liaise on an as needed basis on an ongoing basis throughout the project.	C
WSANC Leadership Council	Kept informed of the project and provides input in involvement during AIA	I, C
SSI Administrative Staff	Kept informed of the project. Assist with procurement documents and payments. Receive public comments and respond to public inquiries.	I, C
FLNRORD	Will review and approve construction drawings.	I, C, A
Upland Property Owners	Kept informed of the project and provides input in involvement during investigation and design, work integration, etc.	I, C

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
Farmer's Institute	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a HIGH impact on outcomes.	I, C
Rotary Club	Needs to be kept informed of the project. Commitment and support for project is necessary.	I
Businesses along the roadside	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C
Fire Department	Needs to confirm their requirements/infrastructure to have water access from the ocean for fire-fighting. Commitment and support for project is necessary.	I, C
Ganges Businesses	Needs to be kept informed of the project. Commitment and support for project is necessary.	I
General Public	Needs to be kept informed of the project. Commitment and support for project is necessary.	I, C

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

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

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



PROJECT CHARTER

Portlock Park Master Plan



LAST UPDATED: Monday, November 07, 2022

Project Name:	Portlock Park Master Plan
Department Name / Division Name:	SSI Parks and Recreation / SSI Electoral Area
Budget / Account Code:	
SharePoint File No.:	5220 Projects – Portlock Park Master Plan
Prepared By / Date:	Dan Ovington November 15, 2022

1. PROJECT BACKGROUND

Portlock Park was transferred to the Capital Regional District (CRD) in 1976. At that time there was small office for parks and recreation administration purposes combined with a concession area, maintenance room, sports equipment storage area, and two public washrooms.

In 1992, the building was renovated to convert the office, concession area, maintenance room equipment storage into offices. In addition, an outdoor pool with changing rooms, washrooms and showers were added. A 24 x 40 ft. portable was added to the premises during the mid-1990's and was used as a community meeting room and recreational programming space until it was closed in September 2014 due to contamination. The contamination was mitigated in 2015 and the portable was re-opened but it is close to the end of its useful life. In 2006, the outdoor pool was decommissioned and the indoor changing rooms were no longer required and are currently used for storage.

In 2012, the CRD set up the electoral area administration to manage and operate, transportation, economic development, water and sewer utilities, and capital infrastructure on island which operated out of the Portlock office building. The administration office was relocated to Ganges in 2017 and the Portlock office is currently used by park maintenance and bylaw staff.

Salt Spring Island baseball fields are in low supply, poor condition and are not sanctioned for teams over the age of 12. This provides a gap in recreational activities as this age group cannot play on the island. The CRD leases two junior sized ball fields in Fulford that are located on land that is currently up for sale, putting additional pressure on the need for more baseball fields. The CRD has made several attempts at acquiring land for additional playing fields including an expression of interest in 2013 requesting proposal from property owners to identify land that may be suitable for the development of playing fields. Attempts have also been made to purchase land but those have also been unsuccessful including the failed acquisition of 50 acres of land in the Fulford Valley in 2010 and 15 acres of land in Ganges off of Brinkworthy Road in 2016. Both of these properties were located in the Agricultural Land Reserve as the majority of flat land on the island is and would have required an approved non-farm status application to develop the land for active recreation purposes. The acquisition of additional land for playing fields has been a long standing objective of the Salt Spring Island Parks and Recreation Commission (PARC) and has been identified as a priority in the 2007 Salt Spring Island Parks and Recreation Strategic Plan, the 2010 Parks and Recreation Master Plan, the 2019 Salt Spring Island Parks and Recreation Strategic Plan and the Salt Spring Island Official Community Plan. All of these plans recognize the need and support the development of additional playing fields on Salt Spring Island.

The development of Portlock Park site master plan was identified as a priority in the 2019 Salt Spring Island Parks and Recreation Strategic Plan to enhance community use, develop additional ball fields and replace aging infrastructure in current or new locations. Relocating some of the park amenities from Portlock Park to the Rainbow Recreation Centre site will allow for more playing fields, specifically a senior sized baseball field for youth and adults on the Portlock site.

A site master plan is required to assess current and future capacity needs to identify suitability and expansion opportunities. PARC has allocated \$30,000 from capital reserves to begin the preliminary assessments, community consultation and planning of the site expansion.

2. PROJECT PURPOSE

The purpose of this project is to undergo community consultation to identify needs and design options to enhance community use and develop additional playing fields at Portlock Park.

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 recreation use and future demand requirements.
3. Universal accessibility
4. Vandalism resistant
5. Delivered on-time

4. SCOPE

Steps	In Scope	Status
1	Preliminary Consultation: <ul style="list-style-type: none"> - Privacy Impact Assessment (PIA) - Internal stakeholder focus groups (PARC, pool and maintenance staff) - Key stakeholder focus groups – identify facility needs and grounds design recommendations 	
2	Architect <ul style="list-style-type: none"> - Contract landscape architect to develop designs based on input from internal and key stakeholders 	
3	Site Assessments: <ul style="list-style-type: none"> - Site survey (if required) 	
4	Design: <ul style="list-style-type: none"> - Develop three conceptual designs for user feedback 	
5	Communications: <ul style="list-style-type: none"> - Bang the Table Community Engagement page with RSS (Really Simple Syndication) subscription - Press release with link to capital page include open house/survey and virtual link) - Post on Salt Spring Exchange, CRD Facebook, Driftwood Newspaper, SSI PARC Homepage for feedback 	
6	Community Consultations: <ul style="list-style-type: none"> - Community Survey #1 – identify facility needs and grounds design recommendations. - First Nations engagement (W̱sáneć Leadership Council Society) - Draft three conceptual designs - Community Survey #2 –feedback on the three conceptual designs 	

	<ul style="list-style-type: none"> - Feedback Compilation - Detailed Designs - Community feedback – Final Thoughts 	
7	Approvals: <ul style="list-style-type: none"> - Present final draft plan, including class D cost estimates to PARC for feedback - Agricultural Land Commission to confirm that the project conforms to approved non-farm land status. (update non-farm status if needed) - Commission final approval of Site Master Plan 	
8	Communications: <ul style="list-style-type: none"> - Keep capital website up to date - Post Master Plan Final Report and Site Plan 	
9	Reports: <ul style="list-style-type: none"> - Portlock Park Master Plan Final Report - Site History Report - Site Ecology/Environmental Report - Major structures and amenities - Health and Safety – lighting etc. 	

5. PROJECT DELIVERABLES

No.	List of Project Deliverables	Acceptance Criteria (Specific standards, written criteria, etc.)
1	Finalize Project Charter	Project charter approved from PARC
2	Privacy Impact Assessment	PIA approved by CRD FOI Manager
3	RFQ for Landscape Architect	Landscape Architect procured
4	Community Consultation & Survey #1	Consulted with staff and key stakeholder. Community survey distributed.
5	Conceptual designs	Draft three conceptual designs
6	Community Survey #2	Post conceptual designs and second survey for feedback.
7	Feedback compilation	Condensed feedback from focus groups and survey results, including First Nations engagement, and incorporate comments into one draft design.
8	Master Plan Final Report and Site Plan	Presented to PARC for comments
9	Final Thoughts	Master Plan Final Report and Site Plan posted online, emailed to stakeholders and put on display for “Final Thoughts”
10	PARC Approval	Compiled “Final Thoughts” and present to PARC for final approval

6. TIMELINES

November 2022 – September 2023

No.	Milestones, etc.	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
1	Project Charter approved											
2	Privacy Impact Statement											
3	Landscape architect procurement											
4	Site survey (if required)											
5	Communication process: - Capital webpage (RRS) - Press release											
6	Community Survey #1											
7	Internal and key stakeholder focus groups											
8	Draft three conceptual designs											
9	Community Survey # 2											
10	Develop one draft design and cost estimated and present to PARC for comment											
11	Draft design posted for "Final Thoughts"											
12	Present to PARC for final approval											
13	Communications – post approved Master Plan Final Report and Site Plan on website											
14	Update non-farm status application with ALC											

7. BUDGET

Cost Explanation	Amount (\$)	Revision (1)	Funding Source	Proposed Level of Effort (hours)
Site Survey	\$6,500			2
Consultation (internal/key stakeholders)	\$300			20
Designs	\$8,300			21
Consultation (public open house)	\$500			20
Cost Estimates	\$6,000			2
Community Surveys, compile results and final report	\$900			16
SUB TOTAL	\$22,500			81
Contingency (10%)	\$2,250			
Project Technician (25%)	\$4,500			81 (@55/hr.)
TOTAL	\$29,250			81

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

8. ADDITIONAL ASSUMPTIONS / CONSTRAINTS

No.	Description
1	Consultation participation will not be affected by Covid-19.
2	Adequate staff resources will be available to undertake the project.
3	Key needs and elements have not been confirmed and may impact the timeline for conceptual designs.
4	Landscaping elements have not been confirmed and may impact the completion of final designs.
5	All work must fit within the existing property boundaries.
6	Drainage will need to conform to existing facility and grounds features.
8	Site master plan requires PARC's endorsement.
9	Highly publicized project on Salt Spring Island will require public notification to maintain public confidence.
10	It is assumed that any new amenities must be allowable under the existing zoning.

9. PROJECT TEAM

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

Role	Team Member	Responsibilities
Senior Manager/ Project Sponsor (CRD)	Karla Campbell	<ul style="list-style-type: none"> • Liaise with Project Manager. • Chief Spokesperson(s). • Approve scope and budget changes • Sign off on contracts and purchases under \$100,000
Project Manager (CRD)	Dan Ovington	<ul style="list-style-type: none"> • Overall responsibility for project performance with respect to scope, schedule and budget. • Prepare and manage all procurement. • Conduct project status review meetings with the Project Team and key stakeholders. • Identify risks to the project and implement mitigation strategy actions. • Coordinate resources to resolve issues affecting project progress. • Ensure compliance with policies and procedures. • Prepare staff reports for Commission and Board meetings. • Liaise with Parks and Recreation Commission • Attends Commission meetings as required. • Stakeholder management. • Manage the project team. • Manage the resolution of conflicts (with the team and consultants/contractors, etc.). • Approve scope and budget changes. • Prepare communication plans.
Recreation Technician (CRD)	Swapnika Chander	<ul style="list-style-type: none"> • Overall responsibility for project performance with respect to scope, schedule and budget. • Manage all consultation, design, construction and commissioning of all components to hand-over to Operations.

Role	Team Member	Responsibilities
		<ul style="list-style-type: none"> • Prepare and manage all procurement within scope. • Conduct project status review meetings with their own Project Team, CRD, and key stakeholders. • Identify risks to the project and implement mitigation strategy actions. • Coordinate resources to resolve issues affecting project progress. • Ensure compliance with policies and procedures. • Tender and contract administration. • Monitor and control the consultants and contractors scope, schedule and budget.
Project Administrator (CRD)	SSI Administration Staff	<ul style="list-style-type: none"> • Distribute communication plans as appropriate. • Development/production of publications, displays and presentations. • Update website, newsletters/info sheets. • Support public/stakeholder engagement, liaison, etc.

10. KEY STAKEHOLDERS

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
CRD CAO	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary.	A
SSI Electoral Area Director	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary.	A, PD
Parks and Recreation Commission	Needs to be kept informed of the project. Commitment and support for project is necessary. Key decision maker who makes recommendations to CRD Board for final consideration.	A, PD
SSI Administrative Staff	Kept informed of the project and provides input on schedules. Receive public comments.	I, C
SSI Operations Maintenance Staff	Kept informed of the project and provides input on process selections, equipment selections, maintenance issues, daily operational impacts etc.	I, C
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
PARC Programs	Kept informed of the project and provides input on schedules.	I
SSI 4-H Community Club	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C

Stakeholder	How Stakeholder is Affected by/Interested in Project	Role or Involvement in Decision Making (see legend below)
Unity Group	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
SS United Soccer	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
SD 64 School Groups	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
SSI Tennis Association	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
Portlock Portable Users	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
SSI Pickleball Association	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
Momentum Tennis Coaching	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
SSI Baseball	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
Terry Fox Association	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
Facility Renters	Needs to be kept informed of the project and timelines and provide input on project plans and amenities	I, C
Wsáneć Leadership Council Society	Share information during quarterly meeting. Wsáneć to prepare a review of the project and identify any information deemed relevant and level of participation.	I, C
Portlock Fundraising/Donor Groups	Needs to be kept informed of the project and timelines and provide input on project plans and amenities.	I, C
Special Interest Groups	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a HIGH impact on the outcomes.	I, C
Neighborhood 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

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

11. RISK IDENTIFICATION

No.	Risks Identification <i>(Related to scope, schedule, budget, stakeholders, etc.)</i>	Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high)	High Level Risk Response Strategy <i>(if applicable)</i>
1	Limited Public Participation	Medium	High	Plan for additional public engagement sessions or tools.
2	Conflicts in user groups	High	Medium	Create a priority plan for the activities to be in design brief and a phase-wise execution plan.
3	Adequate staffing is available to manage and implement the project	Medium	High	Ensure staffing requirements are met through either employees, contract employees or consultants.
4	Project costs are greater than budgeted	Medium	High	Need to obtain cost estimates for design elements and key factors.
5	Public opposition	Low	High	Ensure effective community communication strategy throughout the process. Develop mitigation action strategies to address issues.
6	Time Overruns	Medium	High	Keep a track on the project timeline to ensure the project is on schedule and update stakeholders if timelines needs an adjustment

Interrelationships with other projects/programs

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

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

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



Making a difference...together

**REPORT TO PARKS AND RECREATION COMMISSION
MEETING OF TUESDAY, NOVEMBER 15, 2022**

SUBJECT **Salt Spring Island Parks and Recreation External Grants Update**

ISSUE

This report provides an update on new and in progress external grants activity.

BACKGROUND

A summary of the Salt Spring Island Parks and Recreation Commission (PARC) external grant applications (Attachment 1) details the awards and the status of projects still in progress. The Five Year Financial Plan is underfunded and a number of capital projects are reliant on grant funding to proceed.

IMPLICATIONS

Financial Implications

New Grants / Contributions Awarded

1. Salt Spring Foundation - \$5,685 extension request approved for even coordinator in 2023.
2. Canadian Revitalization Fund - \$561,748 approved to support upgrades to Centennial Park.
3. Country Grocer Donation - \$250 for Kids Cooking Camp
4. Lion's Club Donation - \$2,268 for Public Access to Automated External Defibrillator (AED) located at the Salt Spring Island Multi Space (SIMS)
5. Bloom Fund Grant -\$100,000 approved for Mount Maxwell Land Acquisition
6. SSI Foundation - \$10,000 approved for SIMS dance room improvements.

New Applications Submitted

1. Salt Spring Foundation Community Grants - \$10,000 for Dance Room Improvements at SIMS
2. Canadian Parks and Recreation Association (CPRA) Grant - \$50,000 for supplies and staffing to support a year round inclusive programming for youth.

CONCLUSION

The Capital Regional District (CRD) recognizes grants are a supplementary funding source to address the needs of parks and recreation services on Salt Spring Island. The Five Year Financial Plan is underfunded and a number of capital projects are reliant on grant funding to proceed.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

ATTACHMENT

Attachment 1 - Salt Spring Island Parks and Recreation External Grants

Salt Spring Island Parks and Recreation External Grants				
Grant/Contribution	Date Submitted	Project Status	*Applicati on Status	Amount
SSI Foundation - Special Events Coordinator	30-Sept-19	5%	Approved	\$5,685
Centennial Park Plaza and Upgrades	23-Jul-21	10%	Approved	\$561,748
SSI Foundation - Children's Play Equipment	01-Oct-21	100%	Approved	\$3,000
BCRPA - Family Day Grant	01-Feb-22	100%	Approved	\$1,000
Summer Student Grant	03-Feb-22	5%	Approved	\$10,962
SSI Foundation - Program Safety Matting	04-Apr-22	10%	Approved	\$5,000
Country Grocer - Kids Cooking Camp	21-Jul-22	100%	Approved	\$250
Lion's Club - Public Access AED	07/Sept-22	100%	Approved	\$2,268
Bloom Fund Grant – Mt. Maxwell Acquisition	31-Aug-22	95%	Approved	\$100,000
SSI Foundation – Dance Room Improvements	15-Sep-22	5%	Approved	\$10,000
CPRA – Inclusive Programming for Youth	10-Nov-22	5%	Pending	\$50,000
			Total	\$749,913

*Status updates are in **Bold**

Centennial Park Washroom Vandalism

