



Making a difference...together

**REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 13, 2022**

SUBJECT Upgrade of Cooling System for the Salt Spring Island Public Library

ISSUE

To upgrade the cooling system at the Salt Spring Island Public Library to prepare for the eventuality of it being used as a “cooling centre” in the event of a heat event.

BACKGROUND

The Salt Spring Island (SSI) Public Library can be considered as a potential “cooling centre” in the event of a heat event. Its central location combined with the physical area of the building makes it ideal for this purpose and is indeed the only suitable public building on SSI.

Work has been done on the engineering and design of the cooling system upgrade and a quote on the equipment supply, installation and construction work was obtained in February of 2022. The quotation for construction exceeded the budget in the five year capital plan. The contractor has been contacted recently and confirmed their pricing as well as their capacity to execute the work in the near term. There is some urgency to complete the project given that heat event season is upon us. Given the lack of response to the original RFQ and the relative urgency to execute the project there is no time to re-issue the RFQ.

ECONOMIC IMPLICATIONS

Financial Implications

The original budget for this project is \$102,500 and funded by \$95,000 grant from the Community Works Fund (CWF) and \$7,500 from the Capital Reserve Fund (CRF). The quote for construction is \$159,250. A breakdown of the additional funds required is shown below.

Salt Spring Island – Cooling System Upgrade Project	Amount \$
Construction and Installation	\$159,250
Contingency of 10%	\$15,900
CRD Project Management & Administration at 10%	\$17,500
Construction Administration	\$2,500
Total Revised Project Budget	\$195,150
Original Project Budget Approved in 2022 Capital Plan	\$102,500
Additional Funds Required	\$92,650

The additional project budget of \$92,650 will be funded by the combination of CWF (\$60,000) and CRF (\$32,650). The estimated remaining balance of the CRF after funding this project will be approximately \$41,300.

Electoral Areas Committee – July 13, 2022
Upgrade of Cooling System for the Salt Spring Island Public Library

ALTERNATIVES

Alternative 1

That the Electoral Areas Committee recommends the Capital Regional District Board that:

The Salt Spring Island Library Service 2022 Capital Plan to be amended to increase the Cooling System Upgrade Project budget from \$102,500 to 195,150. The additional budget of \$92,650 is to be funded from Community Work Fund (\$60,000) and the service Capital Reserve Fund (\$32,650).

Alternative 2

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

CONCLUSION

In order to establish a suitable cooling centre on Salt Spring Island in a timely manner, additional funds will be required to complete the planned cooling system upgrade to the public library. CRF funds are available for a portion of the requirement with the balance to be funded by a CWF grant. Given that the heat event season is already here, there is no time to solicit additional proposals so the CRD must proceed with the one proposal currently in hand.

RECOMMENDATION

That the Electoral Areas Committee recommends the Capital Regional District Board that:

The Salt Spring Island Library Service 2022 Capital Plan to be amended to increase the Cooling System Upgrade Project budget from \$102,500 to 195,150. The additional budget of \$92,650 is to be funded from Community Work Fund (\$60,000) and the service Capital Reserve Fund (\$32,650).

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Administration
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer