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**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION  
MEETING OF TUESDAY, JULY 18, 2023**

**SUBJECT      MERCHANT MEWS PATHWAY DESIGN – ADDITIONAL FUNDING**

**ISSUE SUMMARY**

Additional funding is required to complete the design of the Merchant Mews Pathway.

**BACKGROUND**

The Capital Regional District (CRD) contracted with a local Salt Spring Island not for profit organization, Island Pathways Society, for the investigation, design and construction estimate of a 300 m long pathway from the retail and commercial area known as Merchant Mews to the intersection of Upper Ganges Road and Leisure Lane along the west side of Upper Ganges Road. The project has been contemplated since 2021 with IP doing some preliminary work starting at that time. The CRD initiated a capital project in April of 2022.

The initial budget for CRD project management was \$2,000. The current CRD project management spending is at \$15,800 due to the following factors:

- Excessive amount of time spent by CRD project management supporting and guiding Island Pathways Society to produce the defined deliverables. This time, and attendant cost, is far more than what would normally be spent using an industry design consultant. To put this in perspective, the Project Manager for this project has ~ 600 e-mails in the project files for what should be a small, simple project.
- To illustrate what this design project might have cost, the design of a much more complicated and longer (1.1 km) pathway from Booth Canal Road to Vesuvius Bay Road cost approximately \$21,500 (in 2019) carried out by a professional engineering consulting company with far less involvement from CRD engineering staff.
- IP drawings did not meet Ministry of Transportation and Infrastructure standards which caused re-work as well as extra CRD PM time for additional meetings and extra correspondence.
- Considerable CRD project management time was spent applying for a BC Active Transportation grant to fund construction of the pathway which was denied because of drawings not meeting standards.
- The BC Active Transportation grant will need to be applied for again and it is hoped that much of the application documentation and information assembled for the failed submission can be re-used.

Budget amounts, along with costs to date and costs to complete are shown in the table below.

|                    | <b>Approved budget</b> | <b>Costs to date</b> | <b>Estimated future costs to complete</b> | <b>Revised budget</b> | <b>Additional funding required</b> |
|--------------------|------------------------|----------------------|---|-----------------------|------------------------------------|
| Design Costs       | 18,000                 | -                    | 16,600                                    | 16,600                | - 1,400                            |
| Project Management | 2,000                  | 15,800               | 2,000                                     | 17,800                | 15,800                             |
| Contingency        | -                      | -                    | 2,000                                     | 2,000                 | 2,000                              |
| <b>Total</b>       | <b>20,000</b>          | <b>15,800</b>        | <b>20,600</b>                             | <b>36,400</b>         | <b>16,400</b>                      |

**ALTERNATIVES**

*Alternative 1*

The Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Transportation Service 2023 Capital Plan be amended to increase the budget for the Merchant Mews project by \$16,400 funded from the Capital Reserve Fund.

*Alternative 2*

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

**IMPLICATIONS**

*Alternative 1*

This additional funding will provide for completion of the design of the pathway and allow re-submission of the application to the Ministry of Transportation and Infrastructure for a Permit to Construct and License of Occupation.

*Alternative 2*

A request for further information will further delay the project.

**CONCLUSION**

Additional funding is required to complete the design of the Merchant Mews Pathway. Fortunately, adequate funds are available in the Service's Capital Reserve Fund so that there are no further delays to the completion of the design and initiation of construction.

**RECOMMENDATION**

The Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Transportation Service 2023 Capital Plan be amended to increase the budget for the Merchant Mews project by \$16,400 funded from the Capital Reserve Fund.

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