

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF Thursday, March 12, 2026**

SUBJECT Roof Replacement Project – Former Phoenix Elementary School

ISSUE SUMMARY

To inform the Salt Spring Island (SSI) Local Community Commission (LCC) of a full roof replacement for the former Phoenix Elementary School building at 163 Drake Road.

BACKGROUND

The former Phoenix Elementary School has been operated and managed by the Capital Regional District (CRD) under the SSI Parks and Recreation Service, delegated to the SSI LCC, since December 2024. Under the terms of the current lease agreement with School District 64, the CRD is responsible for all capital improvements and building maintenance associated with the facility. This includes major asset renewals, life-safety upgrades, and ongoing preventative maintenance required to keep the building in a safe and functional condition.

The building, constructed in 1992, is now more than 30 years old and is reaching an age where significant components particularly building envelope systems require renewal. As is typical for structures of this age, ongoing capital planning and maintenance investments are necessary to extend the service life of the facility and ensure it remains suitable for current and future CRD and community use.

During a period of heavy rainfall in January 2026, the current licensee occupying the upper floor reported a water leak originating from the roof. CRD staff coordinated emergency repairs to prevent further damage and to address immediate concerns. Following the repair, a full roof inspection was conducted by a qualified roofing contractor. The inspection confirmed that the roof assembly has exceeded its intended service life and is showing signs of deterioration, including compromised shingles, localized sheathing degradation, and insufficient moisture protection. These conditions increase the likelihood of continued leaks and pose potential risks to the structural integrity of the building if not addressed in a timely manner.

Given the advancing age of the structure and the findings of the roofing assessment, a full roof replacement (sheathing, shingles, drip edges, etc.) is required to keep the building operational for community use.

IMPLICATIONS

Financial Implications

Funding to support site and building upgrades at 163 Drake Road has been included in the 2026 budget funded by \$28,000 of Community Works Funding and \$2,000 of Capital Reserve Funding.

Given the CRD's lease obligation to maintain the building and the building's existing and potential future uses, staff initiated the process of obtaining a qualified roofing estimate to address the issues.

CONCLUSION

The existing roof at 163 Drake Road requires timely replacement to ensure the building's integrity and prevent further deterioration. Staff have received costing in the amount of \$16,662.50 for a roof replacement and will be awarding a contract to complete this works in the spring of 2026. The total project budget is estimated at \$20,000.

RECOMMENDATION

There is no recommendation, this report is for information only.

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