



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, July 8, 2020

11:05 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

M. Hicks (Chair), D. Howe (Vice Chair), G. Holman, C. Plant (Board Chair, ex-officio)

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [20-399](#) Minutes of the March 11, 2020 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of March 11, 2020 be adopted as circulated.

Attachments: [Minutes - March 11, 2020](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Committee Business

6.1. [20-336](#) Appointment of Officers

Recommendation: That the Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Jesse Long, Taylor Marsh, Won Namgoong and Tod Purdy be appointed as Assistant Bylaw Officers.
(NWA)

Attachments: [Staff Report: Appointment of Officers](#)

6.2. [20-368](#) Union of British Columbia Municipalities Emergency Support Services - Grant Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for Emergency Support Services equipment upgrades and direct staff to provide overall grant management.
(NWA)

Attachments: [Staff Report: UBCM Grant for ESS-Motion of Support](#)

6.3. [20-369](#) Union of British Columbia Municipalities Grant for Emergency Operations Centre - Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island Emergency Programs for Emergency Operations Centre equipment upgrades and direct staff to provide overall grant management. (NWA)

Attachments: [Staff Report: UBCM Grant for EOC - Motion of Support](#)

6.4. [20-404](#) Bylaw No. 1465 - Livestock Kill Compensation; Alternatives for Electoral Area Participation

Recommendation: a) That staff be directed to convert the Animal Control Service created by Letters Patent to a service operated by establishing bylaw;
b) That staff be directed to separate-out the livestock kill compensation function into three separate services, one for each electoral area; and
c) That the bylaw for each livestock kill compensation service set an annual maximum at the recommendation of the applicable Electoral Area Director.

Attachments: [Staff Report: Bylaw 1465-Livestock Kill Comp; Alternatives for EA Participation](#)
[Appendix A: Bylaw #1465 Animal Reg & Impounding Bylaw No. 1, 1986](#)

6.5. [20-360](#) Land Clearing Debris and Household Hazardous Waste Management on Salt Spring Island and the Southern Gulf Islands

Recommendation: That the Electoral Areas Committee receive this report for information.

Attachments: [Staff Report: Land Clearing Debris & HHW Management on SSI & SGI](#)

6.6. [20-394](#) Provincial Urban Deer Cost Share Program Project Update

Recommendation: That the Electoral Areas Committee recommend to the Capital Regional District Board: The Provincial Urban Deer Cost Share Program Project Update be received for information. (NWA)

Attachments: [Staff Report Provincial Urban Deer Cost Share Program Project Update](#)

6.7. [20-403](#) Bylaw 4362 - Proposed Amendment to Bylaw 4029, Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016

Recommendation: That the Electoral Areas Committee recommends to the Regional Board:
1. That Bylaw No. 4362, "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2020" be introduced and read a first, second and third time.
2. That Bylaw No. 4362 be referred to the District of Sooke and the JDF EA Director for consent. (NWA)

Attachments: [Staff Report: SEAPARC - Port Renfrew Removal](#)
[Appendix A: Bylaw 4029](#)
[Appendix B: Bylaw 4362](#)

6.8. [20-382](#) MFABC Equipment Financing Program Borrowing Resolution for Pender Islands Fire and Emergency Response Service

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the following borrowing resolution be approved:
1. That the Board of the Capital Regional District authorizes up to \$545,000 to be borrowed, under Section 403 of the Local Government Act, from the MFABC Equipment Financing Program, for the purchase of a fire truck for Pender Island Fire Protection and Emergency Service.
2. That the loan be repaid within five (5) years, with no rights of renewal.
(WA)

Attachments: [Staff Report: MFABC Equip. Fund Borrowing Resolution, Pender Islands Fire](#)
[Appendix A: Borrowing Resolution](#)

6.9. [20-334](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: That the following minutes be received for information:
a) Galiano Island Parks and Recreation Commission minutes of March 5, 2020
b) Galiano Island Parks and Recreation Commission minutes of May 7, 2020
c) Lyall Harbour / Boot Cove Water Local Service Committee minutes of October 29, 2019
d) Magic Lake Estates Water and Sewer Committee minutes of February 11, 2020
e) Mayne Island Parks and Recreation Commission minutes of March 12, 2020
f) Wilderness Mountain Water Service Commission minutes of January 17, 2020

Attachments: [Minutes: Galiano Island Parks & Rec Commission-Mar 5/20](#)
[Minutes: Galiano Island Parks & Rec Commission-May 7/20](#)
[Minutes: Lyall Hrbr/Boot Cove Water Local Svc Cttee-Oct 29/19](#)
[Minutes: MLE Water & Sewer Committee-Feb 11/20](#)
[Minutes: Mayne Island Parks & Rec Commission-Mar 12/20](#)
[Minutes: Wilderness Mtn Water Service Commission-Jan 17/20](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

Next Meeting: September 9, 2020

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, March 11, 2020

11:00 AM

**6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7**

PRESENT

Directors: M. Hicks (Chair), B. Mabberley (for D. Howe (Vice Chair)), G. Holman, C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; C. Nielson, Senior Manager, Human Resources; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; R. Lachance, Senior Manager, Financial Services; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Finance Services; E. Gorman, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

The meeting was called to order at 11:01 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Holman, SECONDED by Alternate Director Mabberley,
That the agenda be amended to add one item of new business: COVID19 Update.
CARRIED**

**MOVED by Director Holman, SECONDED by Alternate Director Mabberley,
That the agenda for the March 11, 2020 Electoral Areas Committee be approved,
as amended.
CARRIED**

3. Adoption of Minutes

3.1. [20-191](#) Minutes of the February 12, 2020 Electoral Areas Committee Meeting

**MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meeting of February 12, 2020
be adopted as circulated.
CARRIED**

4. Chair's Remarks

Chair Hicks provided an update on the motion put forward asking the Federation of Canadian Municipalities (FCM) to accept a resolution on gas tax funds. FCM has adopted the motion.

Chair Hicks welcomed Alternate Director Ben Mabberly to the meeting.

K. Lorette introduced Mike Taylor, Manager, Building Inspection. Mike comes to us from the District of Central Saanich.

5. Presentations/Delegations

There were no Presentations or Delegations.

6. Committee Business

6.1. [20-181](#) Electoral Area Volunteer Fire Department Service Level Review

J. Reimer spoke to Item 6.1.

Discussion ensued on the following:

- achievable goals
- appropriate use of resources
- meeting the minimum requirements as set out by the Office of the Fire Commissioner
- notification of compliance checks

**MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the Electoral Area Volunteer Fire Departments Service Level Review report
be received for information.**

CARRIED

6.2. [20-195](#) 2020 Electoral Area Budget Review

N. Chan introduced Item 6.2.

Discussion ensued on the following:

- incremental addition to the Regional Parks funding mechanism budget
- Greater Victoria Homelessness Coalition
- Feasibility Reserve Fund related to the Standing Committee for Arts Facilities needs
- Regional Housing Trust Fund phase-out

**MOVED by Director Holman, SECONDED by Alternate Director Mabberley,
The Electoral Areas Committee recommends to the Capital Regional District
Board:**

That the 2020 Electoral Area budgets as presented receive approval.

CARRIED

6.3. [20-206](#) Southern Gulf Islands Harbours Commission Motion

B. Mabberly introduced Item 6.3.

Discussion ensued on the criteria for funding specified in current bylaws.

MOVED by Alternate Director Mabberley, **SECONDED** by Director Holman,
That this item be referred to staff for a report to the Electoral Areas Committee
prior to forwarding the recommendation to the Capital Regional District Board.
CARRIED

6.4. [20-185](#) Home Owner Grant Program in Electoral Areas

K. Campbell spoke to Item 6.4.

MOVED by Director Holman, **SECONDED** by Alternate Director Mabberley,
The Electoral Areas Committee recommends the Capital Regional District Board
submit the following resolution to Union of British Columbia Municipalities for
consideration:

WHEREAS the British Columbia Home Owner Grant related to property tax is
larger if a person(s) lives in a rural area.

WHEREAS the five Southern Gulf Islands of Salt Spring, Galiano, Mayne,
Saturna, and North and South Pender Islands do not receive the 'rural' grant
because the Capital Regional District (CRD) is excluded from the rural grant. This
is unfair and inequitable for the taxpayers of the Southern Gulf Islands whose
living conditions are no different than those in neighboring jurisdictions such as
the electoral areas of the Cowichan Valley and Nanaimo Regional Districts who
are eligible for the rural grant.

THEREFORE BE IT RESOLVED that UBCM request the province officially designate
the Capital Regional District electoral areas as 'rural' for the purposes of the
British Columbia Home Owner Grant.

MOVED by Director Hicks, **SECONDED** by Alternate Director Mabberley,
That the motion be amended to remove the word "and..." before the words
"...North and South Pender" and add the words "...and Juan de Fuca" after the
words "South Pender Islands..."

MOVED by Director Holman, **SECONDED** by Alternate Director Mabberley,
The Electoral Areas Committee recommends the Capital Regional District Board
submit the following amended resolution to Union of British Columbia
Municipalities for consideration:

WHEREAS the British Columbia Home Owner Grant related to property tax is
larger if a person(s) lives in a rural area.

WHEREAS the five Southern Gulf Islands of Salt Spring, Galiano, Mayne,
Saturna, North and South Pender Islands and Juan de Fuca do not receive the
'rural' grant because the Capital Regional District (CRD) is excluded from the
rural grant. This is unfair and inequitable for the taxpayers of the Southern Gulf
Islands whose living conditions are no different than those in neighboring
jurisdictions such as the electoral areas of the Cowichan Valley and Nanaimo
Regional Districts who are eligible for the rural grant.

THEREFORE BE IT RESOLVED that UBCM request the province officially designate
the Capital Regional District electoral areas as 'rural' for the purposes of the
British Columbia Home Owner Grant.

CARRIED

6.5. [20-166](#) Motion with Notice: Director Howe

MOVED by Director Holman, **SECONDED** by Alternate Director Mabberley,
That the Electoral Areas Committee recommend to the CRD Board:
That the Capital Regional District Board Chair write a letter of advocacy to the

Minister of Transportation and Infrastructure requesting a strategy and plan for ongoing coordination between BC Ferries, BC Transit, and MoTI road infrastructure planning to achieve integrated, low carbon, active transportation orientated solutions for the Southern Gulf Islands and Salt Spring Island.

CARRIED

6.6. [20-150](#)

Previous Minutes of Other CRD Committees and Commissions for Information

MOVED by Alternate Director Mabblerley, **SECONDED** by Director Holman, That the following minutes be received for information:

- a) Galiano Island Parks and Recreation Commission minutes of January 2, 2020
- b) Magic Lake Estates Water and Sewer Committee minutes of December 10, 2019
- c) Mayne Island Parks and Recreation Commission minutes of January 9, 2020
- d) Southern Gulf Islands Harbours Commission minutes of November 22, 2019

CARRIED

7. Notice(s) of Motion

There were no Notice(s) of Motion.

8. New Business

Director Holman requested an update on COVID19.

WHO declared COVID19 a pandemic on the morning of March 11, 2020. B. Lapham stated that when communicating, it's important that we vet our position through our Emergency Operations Centre. We continue to stay in contact with the public health authority and EMBC.

9. Adjournment

MOVED by Alternate Director Mabblerley, **SECONDED** by Board Chair Plant, That the March 11, 2020 Electoral Areas Committee meeting be adjourned at 11:52 am.

CARRIED

Chair

Recorder

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 08, 2020**

SUBJECT **Appointment of Officers**

ISSUE SUMMARY

This report is to update bylaw enforcement appointments to reflect staff changes and to provide auxiliary relief in the Capital Regional District Bylaw and Animal Care Services Division.

BACKGROUND

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, the Electoral Areas Committee must from time to time make resolutions for persons in new positions.

ALTERNATIVES

Alternative 1

That the Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Jesse Long, Taylor Marsh, Won Namgoong and Tod Purdy be appointed as Assistant Bylaw Officers.

Alternative 2

That the Appointment of Officers report be referred back to staff for further information based on Committee direction.

IMPLICATIONS

Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the CRD Regional Parks.

CONCLUSION

The bylaw enforcement appointments reflect staff changes and provides auxiliary relief in the Capital Regional District Bylaw and Animal Care Services Division.

RECOMMENDATION

That the Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Jesse Long, Taylor Marsh, Won Namgoong and Tod Purdy be appointed as Assistant Bylaw Officers.

Submitted by:	Don Brown, Chief Bylaw Officer
Concurrence:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 08, 2020

SUBJECT **Union of British Columbia Municipalities Grant for Emergency Support Services - Motion of Support**

ISSUE SUMMARY

Emergency Support Services (ESS) teams provide support to victims of disasters in the Capital Regional District (CRD) Electoral Areas (EAs). The CRD is applying to the Union of British Columbia Municipalities (UBCM) for funding to procure equipment to support the EAs in modernizing their ESS capacity under the Community Emergency Preparedness Fund (CEPF) program. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for many community based projects including emergency programs, which oversee ESS. ESS is an emergency service mandated by the provincial government where teams of volunteers help provide for the basic needs of victims of disasters. A 2020/2021 grant opportunity is available to support training and equipment for emergency programs and their ESS teams.

CEPF ESS grant funds will equally benefit all three CRD EA Emergency Programs, Juan de Fuca (JdF), Southern Gulf Islands (SGI), and Salt Spring Island (SSI). Grant funds will permit emergency programs to upgrade ESS registration equipment such as laptops, printers, and communications tools as well as procure software and signage. The total funds requested through the grant application are \$25,000.

As part of the application process, UBCM requires a motion of support from the local government to receive and manage grant funding.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for Emergency Support Services equipment upgrades and direct staff to provide overall grant management.

Alternative 2

That staff be directed to not submit the Union of British Columbia Municipalities Grant to the Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for Emergency Support Services equipment upgrades

IMPLICATIONS

Operational Implications

Under the *Emergency Program Act*, the CRD is obligated to provide ESS to residents in need during times of emergency. Grants provide opportunity for additional funding to EA emergency programs and ESS teams to modernize, increase community resilience and improve capacity to support EAs residents impacted by disasters.

CONCLUSION

The CRD is responsible for supporting effective ESS teams in the EAs. The UBCM's Community Emergency Preparedness Fund contributes to ESS training and equipment. Staff recommend funding equipment upgrades for all three EA emergency programs through the program. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for Emergency Support Services equipment upgrades and direct staff to provide overall grant management.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 08, 2020

SUBJECT **Union of British Columbia Municipalities Grant for Emergency Operations Centre - Motion of Support**

ISSUE SUMMARY

Electoral Area (EA) Emergency Programs support communities by coordinating emergency response via Emergency Operations Centres (EOCs). The Capital Regional District (CRD) is applying to the Union of British Columbia Municipalities (UBCM) for funding to procure EA EOC equipment under the Community Emergency Preparedness Fund (CEPF) program. UBCM requires that all grant applications be accompanied by a letter of support from the local government.

BACKGROUND

UBCM provides funding for many community based projects, including emergency programs and their EOCs. A 2020/2021 grant opportunity is available to support training and equipment for EA emergency program EOCs.

CEPF grant funds will equally benefit all three CRD EA Emergency Programs, Juan de Fuca (JdF), Southern Gulf Islands (SGI), and Salt Spring Island (SSI). Grant funds will permit emergency programs to procure new and upgraded EOC equipment, including laptops, radios, maps, and other collaboration tools. The total funds requested through the grant application are \$25,000.

As part of the application process, UBCM requires a motion of support from the local government to receive and manage grant funding.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island Emergency Programs for Emergency Operations Centre equipment upgrades and direct staff to provide overall grant management.

Alternative 2

That staff be directed to not submit an application to the Union of British Columbia Municipalities Grant to the Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island Emergency Programs for Emergency Operations Centre equipment upgrades.

IMPLICATIONS

Operational Implications

Under the *Emergency Program Act*, the CRD is responsible for coordinating emergency response via EOCs in the EAs. During emergencies, it is important that the EAs and their EOCs be as self-sufficient and as resilient as possible. Grants provide opportunity for additional funding to EA emergency programs and help increase capacity and support communities impacted by emergencies and disasters.

CONCLUSION

The CRD is committed to supporting robust emergency preparedness and response programs in the EAs. The UBCM's Community Emergency Preparedness Fund contributes to Emergency Operations Centre training and equipment. Staff recommend funding equipment upgrades for all three EA emergency programs through the program. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island Emergency Programs for Emergency Operations Centre equipment upgrades and direct staff to provide overall grant management.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 8, 2020

Subject **Bylaw No. 1465 – Livestock Kill Compensation; Alternatives for Electoral Area Participation**

ISSUE

On March 13, 2019, the Electoral Areas Committee (EAC) directed staff to prepare proposed service establishment bylaw amendments to provide for livestock kill compensation within the Southern Gulf Islands (SGI) and Salt Spring Island (SSI) Electoral Areas.

BACKGROUND

In March 2019, staff were directed to examine options and prepare bylaw amendments for splitting the existing livestock kill compensation service into three separate services, such that residents of each electoral area would only be responsible for paying livestock kill compensation claims from their specific electoral area, rather than the current cost-share arrangement which requires all residents to share equally.

Due to its nature, being a regulatory service within a regulatory service created by Letters Patent, rather than an establishing bylaw, this conversion has been found to be more complicated than initially thought. Direction is required as to what the preferred method of service arrangement is in the electoral areas, prior to drafting of bylaw amendments.

Legal Framework

A regional board which charges dog licensing fees may pay compensation to the owner of livestock killed or injured by any dog more than four months in age, whose owner cannot be located, and where the owner of the livestock has taken all reasonable precautions against such attacks (*Local Government Act*, RSBC 2015, c 1, s. 319(4)).

The Capital Regional District (CRD) has a compensation program in its *Animal Impounding and Regulation Bylaw No. 1, 1986* (Bylaw No. 1465), ss. 19 to 23, contained in Appendix A. The CRD has paid compensation since the creation of its animal control service, starting with the *Dog Regulation and Impounding Bylaw No. 1, 1979* (Bylaw No. 551).

The per animal limit is presently \$750. No annual maximum limit is set out. The total compensation claims received for 2018 was \$8,681.25 and \$2,475 for 2019 (two claims for SGI and one for Metchosin), not including administrative and veterinarian costs. The CRD does not specifically budget for these claims, and this amount is borne by the operating budget for animal control which does not have adequate capacity to manage these additional unplanned costs to the program. Throughout the history of this program there have been loss claims in all electoral areas.

The typical process is for the CRD to send staff, along with a qualified veterinarian, to investigate and determine whether an animal kill was by a rogue dog. The cost of this process can be greater than \$1,000 when all staff, veterinary and administrative time is considered depending on the location and nature of the claim, not inclusive of the compensation claim itself. The CRD has processed approximately 16 such claims in the last 15 years. With claim amounts difficult to predict from year to year the existing budget has not included ongoing funding for claims.

Electoral Areas Committee – July 8, 2020

Bylaw 1465 – Livestock Kill Compensation; Alternatives for Electoral Area Participation 2

Prior Discussions

The evolution of the Bylaw No. 1465 discussions at EAC are as follows:

Sept. 5, 2018:

Staff were directed to bring forward bylaw amendments to eliminate future compensation claims following any claims that are currently in process.

Oct. 10, 2018:

That staff report item 5.2 and Bylaw No. 4264, Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2018 be deferred pending consultation with the farming community and;

That staff be directed to provide alternative options to make the sheep kill program applicable to individual electoral areas or municipal jurisdictions.

Dec. 4, 2018 (Special EAC):

During the EAC strategic planning session, the EAC Directors requested that the amended bylaw be brought back to the January 9, 2019 meeting for reconsideration.

Jan. 9, 2019:

The staff report was referred back to staff to report back on alternative options to allow each Electoral Area to make its own decision on participation in the livestock kill compensation program.

Staff were told not to undertake consultation with farmers as the Electoral Areas Committee felt they had heard from the farming community on the issue.

Mar. 2019:

That staff be directed to prepare proposed service establishment bylaw amendments to provide for livestock kill compensation within the Southern Gulf Islands and Salt Spring Island Electoral Areas, as directed by the Committee.

DISCUSSION

Bylaw No. 1465 is a Regulatory Bylaw established in 1986 in support of Letters Patent from 1979. The bylaw outlines the scope of the animal control service, including operation of a pound and payment of compensation for injury to livestock. The Letters Patent set out the method of service funding and requires each electoral area participant to share equally in animal control. There is no separate service establishment bylaw that articulates the funding mechanism for this livestock kill compensation program. Due to legal restrictions, changes cannot be made to the service authority absent a conversion of the Letters Patent into an establishing bylaw and separation of the livestock kill compensation service, as directed by the CRD Board.

Without significant delay, the current bylaw may be amended to limit the amount paid to a specific incident, per claimant per year, establish an annual cap, or increase the compensation amount. Taxation would still remain split amongst the three electoral area participants.

If the EAC chooses to remove the livestock kill compensation component from Bylaw 1465 to set up a new service(s), the establishing bylaws to create the new separate services would need Ministry approval. Because this is a regulatory bylaw, and the compensation services can be established without borrowing, each Electoral Area Director can consent on behalf of the electors to the conversion and the service separation (sections 349 and 339(b) of the *Local Government Act*).

Once in place, CRD would requisition the participating Electoral Areas under the new services separate from the ongoing requisition for animal control. Typical service establishment bylaw processes can take up to a year to put in place.

ALTERNATIVES

Alternative 1:

- a) That staff be directed to convert the Animal Control Service created by Letters Patent to a service operated by establishing bylaw;
- b) That staff be directed to separate-out the livestock kill compensation function into three separate services, one for each electoral area; and
- c) That the bylaw for each livestock kill compensation service set an annual maximum at the recommendation of the applicable Electoral Area Director.

Alternative 2:

- a) That staff refrain from converting the Animal Control Service, and retain the livestock kill compensation provisions in its current form; and
- b) That an annual maximum for compensation be set to a value of \$10,000.

IMPLICATIONS

Financial Implications

The financial implications of the changes to the livestock kill compensation component of Bylaw No. 1465 will depend solely on the option chosen.

In any event, it is recommended that a base reserve fund of \$5,000 be established and maintained to manage these claims going forward. It is also recommended that an annual maximum cap be established on the compensation program that would require a lesser amount of funding to sustain the program and any potential claims, balancing the interests of livestock owners with the administrative cost of operating the program.

Alternative 1: One animal control service, three compensation services

This option will retain enforcement, operations, and administration with shared costs among all electoral areas, but will split payment of compensation into each electoral area specifically.

Alternative 2: No change

This would leave the status quo in place, but set an annual maximum for claims in an amount that is fair to claimants but is possible to budget for in a manner that does not unnecessarily raise taxation. This would also free up CRD resources to be used on other projects relating to the electoral areas, as bylaw conversion and service establishment are time-intensive projects.

Intermunicipal Implications

CRD's Animal Control Service provides contract-for-service work to other municipalities. As a result of this service change and clarification of the compensation service, contractual amendments may be required to ensure that each municipality pays for its own animal injury compensation claims and sets its own annual maximum under its applicable bylaw.

CONCLUSION

Any change to alter the way Electoral Areas participate will require the conversion of the Letters Patent and one animal control service establishing bylaw with one or more livestock kill compensation services. Removal of or change in rates for the livestock kill compensation component can be achieved without new service establishment bylaws needing to be created as long as all Electoral Areas participate. As this program is currently not funded in the current Animal Control budget, 2020 claims will need to be funded from the Bylaw Services Operating Budget and budgeted for in 2021 should the program continue.

RECOMMENDATION

- a) That staff be directed to convert the Animal Control Service created by Letters Patent to a service operated by establishing bylaw;
- b) That staff be directed to separate-out the livestock kill compensation function into three separate services, one for each electoral area; and
- c) That the bylaw for each livestock kill compensation service set an annual maximum at the recommendation of the applicable Electoral Area Director.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P.Eng., MBA, Acting Chief Administrative Officer

Attachment: Appendix A: Bylaw No. 1465 *Animal Regulation and Impounding* Bylaw No. 1, 1986

Bylaw 1465

*Animal Regulation and Impounding Bylaw
No. 1, 1986*

CAPITAL REGIONAL DISTRICT

BYLAW NO. 1465

(As amended by Bylaw Nos. 1771, 2012, 3168, 3194, 3210,
3472, 3697, 3785, 3884, 3908)

*Consolidated version authorized in accordance with Bylaw No. 3014,
CRD Consolidation Authorization Bylaw No. 1, 2002*

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

A bylaw to regulate the keeping of animals within the Capital Regional District

For further details please consult the CRD Animal Control Office
#212-2780 Veterans Memorial Parkway, Victoria, BC
Phone: 250-478-0624 or 1-800-665-7899

For reference to original bylaws and amendments,
please contact the Legislative Services department, Capital Regional District,
625 Fisgard Street, Victoria, B.C., V8W 2S6
Phone: 250-360-3129

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 1465**

***A BYLAW TO REGULATE THE KEEPING OF ANIMALS
WITHIN THE CAPITAL REGIONAL DISTRICT***

WHEREAS it is deemed expedient to regulate the keeping of animals within the Capital Regional District and to provide for the fixing, imposing and collecting of licence fees from the issuance of licences to any person who owns, possesses or harbours any dog;

AND WHEREAS the Letters Patent of the Capital Regional District dated the 16th day of February, 1979, confer on the Regional Board with respect to participating member municipalities, the powers conferred on the council of a municipality by Sections 524, 525, 932, 933, and 934 of the *Municipal Act* and those powers which are granted under the *Livestock Protection Act*;

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

DEFINITIONS:

1.

(1) In this Bylaw unless the context otherwise requires,

"Animal" means an animal that is

- (a) tame or kept, or that has been and is being sufficiently tamed or kept, to serve some purpose for the use of man; and
- (b) includes rabbits, goats, sheep, swine, horses, cattle, poultry kept for the purpose of providing meat or eggs, fur bearing animals as defined in the *Fur Farm Act*.

"Animal Control Officer" means the person appointed from time to time by the Regional Board for the purpose of administering this Bylaw, and includes any assistant or any person appointed by the Regional Board to assist in carrying out the provisions of this Bylaw.

"Breeding Kennel" - means a parcel where dogs are kept, trained, cared for, and bred.

"Boarding Kennel" - means a parcel where dogs are kept, trained, cared for, bred and/or boarded.

"Cat" means both male and female of the species *felis domesticus* apparently over the age of four (4) months.

"Dangerous" when used in relation to any animal means any animal that has attacked or bitten, attempted to attack or bite or chased any person or animal or wildlife but excludes any attack by a dog on other animals or wildlife engaged in molesting livestock. (Bylaw 3168)

"Dog" means both male and female of the species *canis domesticus* apparently over the age of four (4) months.

"Guide Dog" means a dog used by a blind person to assist him to avoid hazards, and includes a dog for which a certificate has been issued under the *Blind Persons Rights Act* R.S.B.C. 1979 C29.

"Highway" includes any street, road, lane, bridge, viaduct, and any other way open to the use of the public, but does not include a private right-of-way on private property.

"Impounded" means seized, delivered, received or taken into the Pound or in the custody of the Animal Control Officer as provided for herein.

"Owner" in respect of any animal includes possessor or harbourer and "Owned" includes possessed or harboured.

"Parcel" means a lot, block, or other area in which land is held or into which land is subdivided and which is registered under one title, pursuant to the *Land Title Act*.

"Police Dog" means any dog owned by an accredited Police Force and trained to assist Police on investigations.

"Pound" means any building or enclosure or place established for impounding animals by the Regional Board under the provisions of this Bylaw.

"Public Beach" means any public land located within FIFTEEN METRES (15 m) of any lake or between low water mark and FIFTEEN METRES (15 m) beyond high water mark of any body of salt water but does not include any private lands or any lands included in any highway.

"Regional Board" means the Regional Board of the Capital Regional District.

"Regional District" means all of the Regional District not contained within a city, district, town or village.

"Treasurer" means Treasurer of the Capital Regional District.

"Unlicenced Dog" means any dog for which the licence for the current year has not been paid as provided herein.

"Zone" means any zone district established under the zoning bylaws of the Capital Regional District.

(2)

- (a) For the purposes of this Bylaw an animal is deemed to be "running at large" if it is on land which is not owned or occupied by the owner of the animal.
- (b) For the purposes of this Bylaw an animal shall not be deemed to be "running at large" if it is:
 - i) On the property of its owner or of another person who has the care and control of the animal, or
 - ii) Under the direct and continuous control of a person who is competent to control it, or
 - iii) Securely confined within an enclosure, or
 - iv) Securely fastened so that it is unable to roam.
- (c) For the purpose of this Bylaw, a dangerous animal is deemed not to be under the direct and continuous control of a person. *(Bylaw 3194)*

KENNELS:

2.

(1)

- (a) Subject to paragraph (b) no person, being the owner or occupier of a parcel, shall cause or permit the keeping or harbouring on that parcel, in respect of each dwelling unit on the parcel, more than four (4) dogs over the age of four (4) months without holding a valid kennel licence issued under this Bylaw. *(Bylaw 3168)*
 - (b) No person holding a valid kennel licence shall cause or permit the keeping or harbouring on a parcel more dogs than is permitted under the terms of his kennel licence over the age of eight (8) months.
- (2)
- (a) Subject to paragraphs (b) and (c) no person shall use a parcel as a kennel for the keeping, training, care, breeding, or boarding of any animals unless the operation is a permitted use under an applicable Zoning Bylaw.
 - (b) Breeding kennel licences can be issued only to persons who are engaged in solely the breeding of dogs, and whose dog or dogs are registered with a bona fide Kennel Club or associated with other bona fide dog clubs.
 - (c) No person shall use a parcel as a breeding or boarding kennel unless there is a dog exercise area fenced in such a manner that the dog or dogs cannot escape the confines of the exercise area.

LICENCING DOGS:

3. The owner of a dog shall obtain a licence for the calendar year, January 1 to December 31 in accordance with the Bylaw on or before the last day of February in each year for each dog owned by him/her over the age of four (4) months; provided, however, if he/she becomes the owner of such a dog after the last day of February in any year, he/she shall obtain a licence therefore forthwith.

(Bylaw 3472, 3785)

4.

- (1) The licence shall be issued by the Animal Control Officer or such other person as he or she appoints from time to time, and applications for licences may be made to him or her or to any other person duly authorized to receive same. *(Bylaw 3472)*
- (2) Every licence shall be distinguished by a number, and a record shall be kept by the Regional District of all licences issued and, for the purpose of identification, a general description of the dog in respect of which such licence was issued.

5.

- (1) Every application for a licence shall be accompanied by a licence fee payable to the Capital Regional District as prescribed in Schedule "A".
- (2) Notwithstanding Subsection (1), a licence shall be issued free of charge for a dog which has been neutered or spayed during the 12-month period immediately preceding the application for the licence, provided that not more than one free licence shall be issued for any one dog.
- (3) Before issuing a licence for a spayed or neutered dog, the issuer of the licence may require the owner to furnish proof that the dog has been spayed or neutered.
- (4) If the appropriate licence fee has not been paid by the last day of February of the licencing year, the owner of any dog not so licenced shall pay a further fee as set out in Schedule "A" unless no licence fee was payable in respect of such dog by the end of February of the licencing year. *(Bylaw 3785)*
- (5) Notwithstanding Subsection (1) the total dog licence fees payable by any person who operates a kennel shall be as prescribed in Schedule "A" for all dogs owned by him.
- (6) No licence fee shall be charged for Police Dogs and Guide Dogs.
- (7) The owner of a dog declared dangerous must purchase a "Dangerous Dog Licence" for a fee listed in Schedule "A". *(Bylaw 3472)*

6. Every licence issued under this Bylaw shall be for the calendar year in which the licence is issued and shall expire on the 31st day of December next following the date on which the licence takes effect. There shall be issued with each licence a tag which shall be impressed or stamped with a number corresponding to the number of the licence and with figures denoting the year in which the licence expires.
7. The owner of every dog licenced pursuant to this Bylaw shall cause the dog to wear the licence tag.
8. If the ownership of a licenced dog changes hands the new owner may apply for a new licence at no cost provided that the old licence tag and receipt are surrendered to the Animal Control Officer.
9. Any person holding a valid and subsisting licence for any dog under the bylaw of any municipality or of a regional district who takes up residence within the Capital Regional District may make application for a free licence for the remainder of the year provided that the dog's current licence tag and receipt are surrendered to the Animal Control Officer. This provision shall not apply to any person who has obtained the licence in a municipality or other regional district while residing within the Capital Regional District.
10. No person shall remove from a dog the licence tag issued for that dog under this Bylaw, except with the authority of the owner of the dog.

ESTABLISHMENT OF POUND:

11. The establishment, maintenance and operation of facilities for the impounding of animals at such place or places and upon such premises as the Regional Board may by resolution from time to time determine is hereby authorized.
12. The Regional Board may from time to time appoint an "Animal Control Officer" and may enter into a contract with any persons to provide for such pound keeping services.

IMPOUNDING ANIMALS:

13. The authority to seize and impound animals conferred by this Bylaw upon the Animal Control Officer may be exercised by a peace officer or a bylaw enforcement officer.
14. (a) The Animal Control Officer is hereby authorized to seize and impound unlicensed dogs, and dogs and other animals which are at large. *(Bylaw 3168)*

(b) The Animal Control Officer is hereby authorized to impound any dangerous dog found to be in a place or in circumstances prohibited by this Bylaw. *(Bylaw 3168)*

(c) The owner of a "dangerous dog" must display a warning sign at each entrance of the property and buildings. The sign must be posted so it cannot be removed, and must be visible and capable of being read from the street or land abutting the entrance to the property. (Bylaw 3168)

15. The owner of any animal impounded pursuant to the provisions of this Bylaw may reclaim such animal on application to the Animal Control Officer during normal working hours prior to its sale or destruction on proof of ownership and on payment of the fees and charges prescribed in Schedule "B". No dog may be released from the Pound without the purchase of a valid licence.
16. The Animal Control Officer may destroy any animal suffering from an incurable disease or injury.
17. Subject to Section 18 of this Bylaw, if an impounded animal is not claimed within seventy-two (72) hours of the time of its impoundment, the Animal Control Officer may destroy the animal or sell it.

NOTICE OF IMPOUNDING:

18. If the owner of any impounded animal is known to the Animal Control Officer, the Animal Control Officer shall forthwith notify the owner by telephone of the impoundment, or mail the form set out in Schedule "C" of this Bylaw, or post at the owner's home the form set out in Schedule "C" of this Bylaw.

COMPENSATION:

19. The Regional Board shall pay compensation to the owner of any sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals as defined in the *Fur Farm Act* killed or injured by any dog apparently over the age of four (4) months, the owner of which is unknown, and after diligent enquiry cannot be found in the amount of the lesser OF
 - (a) SEVENTY- FIVE (75%) PERCENT of the decrease in the market value of the animal as a result of its death or injury, or
 - (b) SEVEN HUNDRED AND FIFTY (\$750.00) DOLLARS.
20. All claims pursuant to the provisions of this Bylaw shall be filed with the Animal Control Officer.
21. No claim shall be authorized under this Bylaw unless:
 - (a) The Regional Board is satisfied that the owner of the sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals as defined in the *Fur Farm Act* submitting the claim has taken all reasonable precautions for protecting such sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals under the *Fur Farm Act*; and

(b) The loss is reported to the Animal Control Officer within three (3) business days of the occurrence being discovered.

22. The Animal Control Officer is hereby authorized to approve any claim under this Bylaw up to the amount of ONE HUNDRED (\$100.00) DOLLARS. Any claim in excess of ONE HUNDRED (\$100.00) DOLLARS shall be referred to the Regional Board for authorization of payment.

23. Applications for compensation under this Bylaw shall be in the form attached hereto as Schedule "D".

GENERAL:

24.

(1) No owner of an animal shall suffer or permit such animal to "run at large" as defined in Section 1. (2) of this Bylaw.

(2) An owner of a dangerous dog shall keep it muzzled and on a leash. (Bylaw 3168)

(3) No person shall prevent or obstruct or attempt to prevent or obstruct, an Animal Control Officer in the fulfilment of their duties under this Bylaw. (Bylaw 3168)

25. Every owner of a female dog in "heat" shall confine the same or cause it to be confined in a secure building or enclosure so that it cannot come in contact with other dogs.

26.

(1) No owner of a dog shall permit or cause the dog to cry or bark in a manner which disturbs quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity of the place where the dog is kept.

(2) Except in an Agricultural Zone no person shall keep, harbour or permit, allow or suffer to be kept or harboured on any property owned, occupied or controlled in any way by such person any animal which disturbs or tends to disturb the quiet, peace, rest, enjoyment comfort or convenience of the neighbourhood in which the animal is kept or harboured or of persons in the vicinity of such animal.

27.

- (1) An owner shall ensure his or her animal is provided with:
- (a) clean potable drinking water and food of sufficient quantity and quality to allow for healthy growth and the maintenance of healthy body weight;
 - (b) food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
 - (c) the opportunity for regular exercise sufficient to maintain good health, including daily opportunities to be free of a confined area and exercised regularly under appropriate control; and

- (d) necessary veterinary care when such animal exhibits signs of pain, injury, illness or suffering.
- (2) An owner shall not keep an animal which normally resides outdoors, or which is kept outdoors for extended periods of time, unless such animal is provided with an outdoor shelter:
 - (a) which has a total area that is at least twice the length of the animal in all directions and that also allows the animal to turn around freely and adopt normal resting postures;
 - (b) which ensures protection from heat, cold and dampness that is appropriate to the weight and type of protective outer coat of such animal;
 - (c) which provides sufficient shade to protect the animal from the direct rays of the sun at all times; and
 - (d) which is regularly cleaned and sanitized, and removed of excreta daily.
- (3) No person may cause an animal to be hitched, tied or fastened to a fixed object where a choke collar or choke chain forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck.
- (4) No person shall keep any animal hitched, tied or fastened to a fixed object as the primary means of confinement for an extended period of time.
- (5) No person may cause an animal to be confined in an enclosed space or vehicle, including a car, without adequate ventilation. Such enclosed space or vehicle (if stationary) shall be in an area providing sufficient shade to protect the animal from the direct rays of sun at all times.
- (6) No person may transport an animal in a vehicle outside the passenger compartment or in an uncovered passenger compartment unless it is adequately confined or unless it is secured in a body harness or other manner of fastening which is adequate to prevent it from falling off the vehicle or otherwise injuring itself.

(Bylaw 3908)

- 28. The Animal Control Officer may enter upon property on which animals are kept at any reasonable hour and may inspect any animal and the facilities for housing the same in order to ascertain whether the regulations contained in this Bylaw are being obeyed.
- 29. No person shall suffer or permit any animal owned or harboured by him or in his charge to be on any of the public beaches listed in Schedule "E" from June 15 to September 15 inclusive.

PENALTY:

30.

- (1) No person shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.
- (2) Notwithstanding any other provision of this Bylaw where the Animal Control Officer has reasonable grounds to believe that an owner is not complying with any provision of this Bylaw, he may give a written or verbal warning.

(3) Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to the penalties prescribed by the *Offence Act*, provided that the minimum penalty is not less than FIFTY (\$50.00) DOLLARS for the first offence and for each subsequent offence to a minimum penalty of not less than ONE HUNDRED (\$100.00) DOLLARS.

(4) The penalties imposed under Subsection (3) hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw.

(5) A separate offence shall be deemed to be committed upon each day during and in which a contravention of this Bylaw occurs or continues.

31. The Animal Control Officer may, if he/she has reason to believe that an offence has been committed against this Bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be sixteen years of age or greater, a Municipal Ticket Information indicating a voluntary penalty equal to the minimum for such an offence.

(Bylaw 3194)

SEVERANCE:

32. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid, by the decision of a Court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this Bylaw.

33. Schedules "A" to "E" inclusive of this Bylaw which are attached hereto form part of this Bylaw.

(Bylaw 3194)

34. Bylaw No. 688 "Dog Regulation and Impounding Bylaw No. 1, 1980" and amendments thereto, except insofar as it repeals any other bylaw is hereby repealed.

35. This Bylaw may be cited as the "Animal Regulation and Impounding Bylaw No. 1, 1986".

READ A FIRST TIME THIS	23rd	day of	July	1986
READ A SECOND TIME THIS	23rd	day of	July	1986
READ A THIRD TIME THIS	25th	day of	March	1987
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS	12th	day of	May	1987
RECONSIDERED AND FINALLY ADOPTED THIS	10th	day of	June	1987

A.J. Peterson
CHAIRMAN

J. Nevile-Smith
ACTING SECRETARY

This Bylaw is a copy of *Animal Regulation and Impounding Bylaw No. 1, 1986*, consolidated under section 139 of the *Community Charter* and is printed on the authority of the Corporate Officer of the CRD.

Original signed by Sonia Santarossa
CORPORATE OFFICER

SCHEDULE "A"

(Bylaws 1771, 2012, 3168, 3210, 3697, 3785, 3884)

DOG LICENCE FEES

(a)	Female Dog (not spayed)	\$45.00
(b)	Female Dog (spayed)	\$25.00
(c)	Male Dog (not neutered)	\$45.00
(d)	Male Dog (neutered)	\$25.00
(e)	Replacement of Lost License	\$5.00
(f)	Early Purchase Discount	\$5.00
(g)	Late Application Penalty	\$10.00
(h)	Breeding Kennel having four (4) or less dogs	\$75.00
(i)	Breeding Kennel having five (5) or more dogs	\$150.00
(j)	Boarding Kennel	\$200.00
(k)	Dangerous Dog License	\$100.00

SCHEDULE "B"

(Bylaws 2012, 3168, 3697, 3884)

ANIMAL IMPOUNDMENT FEES

1. DOGS
 - (1) First impoundment fee \$75.00
 - (2) Second impoundment fee \$100.00
 - (3) Third impound fee \$150.00
 - (a) \$50.00 incremental increase for each additional impound
 - (4) Penalty added to impoundment fee for unlicensed dogs \$50.00
 - (5) Maintenance and sustenance charge for each 24 hour period or part thereof that the dog has remained in the pound \$15.00
2. CATS
 - (1) Impound fee \$25.00
 - (2) Maintenance and sustenance charge for each 24 hour period or part thereof that the cat has remained in the pound \$10.00
3. ASS, CATTLE, GOAT, HORSE, MONKEY, MULE, SHEEP, SWINE, ANY ANIMAL OF THE BOVINE SPECIES
 - (1) Impound fee \$50.00
 - (2) Maintenance and sustenance charge for each 24 hour period or part thereof that the ass, cattle, goat, horse, monkey, mule, sheep, swine, and any animal of the bovine species has remained in the pound \$20.00
4. BIRD, DOVE, DUCK, FOWL, FOX, FUR-BEARING ANIMALS as defined in the *Fur Farm Act*, GERBIL, GOOSE, GUINEA PIG, HAMSTER, MOUSE, PIGEON, RABBIT, RACCOON, REPTILE, RODENT, SKUNK, SQUIRREL or TURKEY
 - (1) Impoundment fee \$10.00
 - (2) Maintenance and sustenance charge for each 24 hour period or part thereof that the bird, dove, duck, fowl, fox, fur-bearing animal as defined in the *Fur Farm Act*, gerbil, goose, guinea pig, hamster, mouse, pigeon, rabbit, raccoon, reptile, rodent, skunk, squirrel or turkey has remained in the pound. \$5.00
5. Costs for special equipment or personnel used, if any, to effect the impoundment. AT COST
6. Veterinary expenses, if any, to treat injured or sick impounded animals. AT COST

SCHEDULE "C"

NOTICE OF IMPOUNDMENT

(Section 18)

TO:

TAKE NOTICE that pursuant to the provisions of the "Capital Regional District Animal Regulation Bylaw No. 1465, 1986"

(Description of Animal or Animals Impounded)

was (or were) impounded in the Pound kept by the undersigned at

on _____ the _____ day of _____, 20_____
at the hour of _____ A.M./P.M.

AND FURTHER TAKE NOTICE that unless within three (3) days after the date of this notice you appear at the Pound and release the animal (s) so impounded by the payment of the lawful fees and charges, the same will be destroyed or sold as provided in the said Bylaw.

DATED this _____ day of _____, 20_____.

Animal Control Officer

SCHEDULE "D"

**APPLICATION FOR COMPENSATION UNDER THE
CAPITAL REGIONAL DISTRICT ANIMAL
REGULATION AND IMPOUNDING BYLAW NO. 1465, 1986**
(Section 19)

1. Name _____

2. Address _____

Postal Code

3. At _____ a.m./p.m. on _____, 20____,
the following domestic animals owned by me were killed or injured by dog(s):

Number	Type	Age	Registered	Value
POULTRY FOR THE PURPOSE OF PROVIDING MEAT AND EGGS				
GOAT				
SHEEP				
ANIMALS OF THE BOVINE SPECIES				
DOMESTIC RABBITS				
SWINE				
HORSES				
FUR-BEARING ANIMALS AS DEFINED IN THE <i>FUR FARM ACT</i>				

4. Within three (3) business days of the date stated above I notified

-
5. The owner of the dog(s) is/are unknown and after diligent enquiry cannot be found.
6. I understand that, if approved, payment of this claim will be made pursuant to Section 19 of the Animal Regulation Bylaw No. 1465, 1986.

Witness

Owner

SCHEDULE "E"

1. AYLARD FARM BEACH

The sandy beach at the Capital Regional District's East Sooke Park known as Aylard Farm.
2. GLEN LAKE PARK BEACH

(Park, Plan 27201, Section 87, Esquimalt District and Park, Plan 40038, Sections 88 and 87, Esquimalt District)
3. LANGFORD LAKE PARK BEACH

(Lot 10, Plan 2075, Section 85, Esquimalt District)
4. VESUVIUS BAY BEACH

The beach extending from the public access stairs on Langley Street south to the bluff at the end of the gravel portion of the beach.
5. BADER BEACH

The beach extending from the public access at Collins Road north for 350 metres.

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 08, 2020**

SUBJECT **Land Clearing Debris and Household Hazardous Waste Management on Salt Spring Island and the Southern Gulf Islands**

ISSUE SUMMARY

To inform the committee of two solid waste management issues raised by residents of the Salt Spring Island and Southern Gulf Islands electoral areas.

BACKGROUND

Recently, there have been two issues that have been brought to the attention of Capital Regional District (CRD) solid waste staff – Open Burning and Household Hazardous Waste (HHW). This report is intended to provide background information and context for these two issues.

The BC Open Burning Smoke Control Regulation governs the burning of vegetative material associated with a range of activities, including land clearing and forestry operations, and sets out conditions under which open burning of vegetative debris can be conducted. The regulation was recently revised for the primary purpose of reducing the impacts to human health and minimizing the risk to air quality. All of the Southern Gulf Islands (SGI), with the exception of Saturna Island and the northern half of Galiano Island, are classified as a High Smoke Sensitivity Zone. The high sensitivity classification effectively eliminates the practice of open burning as an option for the management of land clearing debris on the SGI. As a result of this change, the Pender Island Fire Chief has expressed concern that land clearing, forest management and yard waste can no longer be disposed of on Pender Island through open burning. The Chief raised specific concern about a stockpile of stumps that have accumulated on Pender Island by private land developers and was seeking assistance from the CRD's Environmental Resource Management Division (ERM) in managing it. There is no CRD solid waste management service on Pender Island; therefore, ERM does not have authority to expend resources to manage this stockpile. Alternatives to burning that could be used to manage the stockpile by those who created it are grinding and composting the material. This is consistent with how land clearing waste is managed in the rest of the region.

The disposal of HHW on Salt Spring, Pender, Mayne, Galiano and Saturna islands (the Islands) has been raised by the recycling depot operators on each of these five islands. Collectively, they have expressed a desire for ERM to return to providing annual mobile HHW collection events on each island, as was done from 2006 to 2013. These events were discontinued due to budgetary issues and the fact that the reason for undertaking them, which was to clear historic accumulations of HHW from homes on the islands, was largely accomplished. All residents in the region, including those on the Islands, are welcome to use the HHW drop-off depot at Hartland Landfill to safely dispose of HHW free of charge. The depot is open to receive HHW six days per week. Residents on the Islands are advised to transport their HHW items for disposal through the same means by which they were brought onto the island and not to let them accumulate in their homes. Staff are planning additional HHW communications efforts in 2020 to increase awareness of disposal options, including additional outreach for the Islands.

CONCLUSION

The revised BC Open Burning Smoke Control Regulation has effectively eliminated the use of open burning as a disposal option for land clearing and other vegetative waste on the Southern Gulf Islands. The responsibility for disposal of this material rests with the waste generators and/or the owner of the property on which the stockpile rests.

Disposal of Household Hazardous Waste from Salt Spring Island and the Southern Gulf Islands, along with HHW from all other residents in the region, is available free of charge at Hartland Landfill. The depot is open to receive HHW six days per week.

RECOMMENDATION

That the Electoral Areas Committee receive this report for information.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 8, 2020**

SUBJECT PROVINCIAL URBAN DEER COST SHARE PROGRAM PROJECT UPDATE

ISSUE SUMMARY

To provide an update on the *Provincial Urban Deer Cost Share Program* and *Eco Cultural Restoration Partnership*.

BACKGROUND

The fallow deer population on Mayne Island is significantly impacting the health of the island's ecosystems. The high incidence of fallow deer, which are an invasive species in the Southern Gulf Islands, impacts the islands by outcompeting native species for space and nutrients. Mayne Island has very little public land available to manage deer populations. The population of fallow deer on Mayne Island is estimated between 500 to 1000, however Provincial biologists within the Ministry of Forests, Lands, Natural Resources and Rural Development think this estimate is low based on the number of animals removed each year.

At its November 13, 2019 meeting, the Capital Regional District (CRD) Board directed staff to pursue a grant application to the *Provincial Urban Deer Cost Share Program* (PUDOCS).

Prior to this, in 2018-19, the CRD was funded through the PUDOCS program to run a successful pilot project on Mayne Island. In the 2018-19 *Eco-Cultural Restoration Partnership*, CRD worked with the community to identify private properties appropriate for hunting, used bait to attract deer to ideal hunting locations, and partnered with local First Nations to increase hunting capacity and distribute meat to the community. In 2019, 70 deer were harvested and distributed amongst the community. The project demonstrated that hunting can be completed in a safe and responsible manner on Mayne Island, which does not have a long history of hunting on the island. While the short time period of the pilot project limited the number of deer harvested, the project was very successful in building relationships and overcoming administrative barriers that will prove highly valuable for future projects. It also gave the First Nations hunters experience working on private properties with private property owners.

The 2019-20 PUDOCS application was also successful and a second project ran from early January 2020 to mid-March 2020. For the 2020 project, there was additional training to slowly increase the number of hunters, the amount of food, and the cultural products harvested.

There was also an increase in communications and outreach with the Mayne Island community that was incorporated into the project in response to requests for more community information sharing. A community open house was held on January 27, 2020 on Mayne Island. The meeting was attended by 40 participants. The goal of the open house was to provide information about the project and to give an opportunity for community input. Feedback at the workshop indicated some challenging community dynamics between those that don't want hunting, those that don't want hunting for non-residents, and those that are concerned for safety and those that want more hunting in more areas. However, overall, the open house was well received by the community and is recommended for future years. Attendance by the Member of Legislative Assembly for Saanich North and the Islands, as well as wildlife enforcement officials, W̱JOLELP elders and

CRD staff at the community open house provided valuable information sharing for the residents who attended.

At project completion, 117 European fallow deer were harvested and the meat was distributed amongst the members of W̱JOŁEŁP (Tsartlip) Nation.

ALTERNATIVES

Alternative 1:

That the Electoral Areas Committee recommend to the Capital Regional District Board:
The Provincial Urban Deer Cost Share Program Project Update be received for information.

Alternative 2:

That the report be referred back to staff for further review.

IMPLICATIONS

Project Implications

The project aligned with the CRD's grant process; the project proposal was analyzed to verify alignment between PUDOCs program goals and the CRD's planning framework (as articulated in the Corporate Plan 2019-2022). Matching funding, including in-kind support, has been identified in the CRD provisional budget for 2020 and 2021, and organizational capacity to deliver the proposal outcomes was confirmed.

Community Partnership Implications

The project continued to re-build hunting capacity and expertise within the W̱SÁNEĆ community and to train additional hunters with intergenerational knowledge regarding W̱SÁNEĆ hunting practices.

Reducing fallow deer populations decreases impacts on sensitive ecosystems, both in protected areas and on private land on Mayne Island. The reduced population further helps to address public health and safety concerns related to deer-vehicle and deer-bike collisions. The project also helps to mitigate the impact of fallow deer damage to agricultural crops which results in economic loss to producers. By minimizing deer encroachment on private residential properties, there are reduced deer human conflicts and vegetation losses.

Increased community engagement supported community information sharing and understanding. Land owners highly value face to face meetings and the ability to walk their property with hunters and project team, building and maintaining relationships with landowners continues to be a key success factor.

Safety Implications

In previous years, other agencies such as the Conservation Officer Service and RCMP were included on project updates as stakeholders, and preliminary meetings were held to outline protocols and confirm a mutual understanding on roles and responsibilities. This year, the level

of engagement and communications was higher, with regular meetings, updates, including frequent text and phone communications between hunters, agency contacts, and CRD staff.

Financial Implications

The PUDOC grant provided \$16,000 in funding to the project, while the CRD provided a combined \$16,000 in cash and in - kind contribution to the overall project. The project was funded through the Southern Gulf Islands Service Delivery core budget.

CONCLUSION

Following the successful grant application to the Provincial Urban Deer Cost Share Program, the Eco Cultural Restoration Partnership with WJOLELP Nation resulted in the distribution of meat and cultural elements of 117 European Fallow deer, and an expanded training program.

RECOMMENDATION

That the Electoral Areas Committee recommend to the Capital Regional District Board:
The Provincial Urban Deer Cost Share Program Project Update be received for information.

Submitted by:	Justine Starke, Manager, Service Delivery, Southern Gulf Islands
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer



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REPORT TO THE ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 8, 2020

SUBJECT **Proposed Amendment to Bylaw 4029, Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016**

ISSUE

Removal of Port Renfrew from the Sooke and Electoral Recreation and Facilities Service

BACKGROUND

The District of Sooke and the Juan de Fuca Electoral Area, excluding Willis Point and Malahat, fund the Sooke and Electoral Area Recreation Centre ("SEAPARC") by way of the Sooke and Electoral Area Facilities Service Establishment Bylaw No. 1, 2016 (BL 4029).

The residents of Port Renfrew pay approximately \$20,000 towards the Sooke and Electoral Area Recreation and Facilities Service, which funds the operation, construction, and maintenance of the SEAPARC. The funding is based on population, not on converted assessment.

Though residence is not tracked by SEAPARC, staff understand from postal code data and from the Electoral Area Director that the residents of Port Renfrew are not frequent users of SEAPARC. This has anecdotally been attributed to the long and difficult commute between Port Renfrew and SEAPARC.

At its October 9, 2019 meeting, the Capital Regional District Board instructed staff to report back with the required bylaw changes to remove the Port Renfrew area of the Juan de Fuca Electoral Area from the Sooke and Electoral Area Recreation and Facilities Service.

ALTERNATIVES

Alternative 1

That the Electoral Areas Committee recommends to the Regional Board:

1. That Bylaw No. 4362, "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2020" be introduced and read a first, second and third time.
2. That Bylaw No. 4362 be referred to the District of Sooke and the JDF EA Director for consent.

Alternative 2

That this matter be referred to staff for further information or revision.

IMPLICATIONS

Cost Implications

Using the 2019 financial plan as basis for comparison, the impact of withdrawing Port Renfrew (population of 176) from the service area will result in an increased cost of approximately \$20,000 to the ratepayers of the District of Sooke. The following table summarizes the change:

	2019 Population	2019 Requisition	Revised Population	Revised Requisition	Change
<i>District of Sooke</i>	13,745	\$2,089,177	13,745	\$2,109,554	+\$20,377
<i>Juan de Fuca Electoral Area</i>	4,476	\$680,332	4,300	\$659,955	-\$20,377
Total	18,221	\$2,769,509	18,045	\$2,769,509	\$ -

Approval Process

As this is a change to an establishing bylaw, the *Local Government Act* requires that prior to adoption, the bylaw change must be consented to by two-thirds of the participants. This service only has two participants. Both must consent. In the Juan de Fuca Electoral Area, the Electoral Area Director may consent on behalf of the electors; while in the District of Sooke, the Council may do so. The District of Sooke Council has previously considered this matter in September 2019 and resolved it supports Port Renfrew's withdrawal from the service area. While this is a demonstration of Sooke Council's support, formal consent to the bylaw is still required prior to adoption. After obtaining consent, the bylaw will be referred to the Inspector of Municipalities for a final review, and once approved, can be adopted by the Regional Board.

CONCLUSION

Port Renfrew residents obtain minimal benefit from the SEAPARC recreation service. Bylaw No. 4362 amends the SEAPARC service area to remove Port Renfrew ratepayers. The District of Sooke and the JDF Electoral Area Director have indicated support for the withdrawal of Port Renfrew from the SEAPARC service. Upon receiving third reading, the bylaw will be referred to the District of Sooke for formal consent by its Council and to the JDF EA Director for consent on behalf of the electors.

RECOMMENDATION(S)

That the Electoral Areas Committee recommends to the Regional Board:

1. That Bylaw No. 4362, "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2020" be introduced and read a first, second and third time.
2. That Bylaw No. 4362 be referred to the District of Sooke and the JDF EA Director for consent.

Submitted by:	Kristen Morley, JD, General Manager, Corporate Services and Corporate Officer
Concurrence:	Glenn Harris, Ph.D., R.P.Bio, Acting General Manager, Parks and Environmental Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng, MBA, Acting Chief Administrative Officer

Attachments:

Appendix A: Bylaw No. 4029 "Sooke and Electoral Area Recreation and Facilities Service

Establishment Bylaw No. 1, 2016”;

Appendix B: Bylaw No. 4362 “Sooke and Electoral Area Recreation and Facilities Service
Establishment Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2020”

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4029

A BYLAW TO CONVERT THE SOOKE ELECTORAL AREA RECREATION SPECIFIED AREA ESTABLISHMENT BYLAW (NO. 152)

WHEREAS:

- A. The Capital Regional District Board may, by bylaw, under Section 341(3) of the *Local Government Act* convert a service provided by the Regional District under a specified area to a Service and by the same bylaw amend the maximum requisition to the extent that it could if the power were in fact exercised under the authority of a bylaw establishing the service, provided that the bylaw meets the requirements of Section 339 and is adopted in accordance with Section 349 of the *Local Government Act*;
- B. The Capital Regional District Board established Bylaw No. 152 cited as "Sooke Electoral Area Recreation Specified Area Establishment Bylaw No. 1, 1973" to provide recreational and related community programmes, equipment, facilities and acquisition of real property;
- C. The Capital Regional District wishes to convert Bylaw No. 152 to a service in order to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property;
- D. The consent of the participants has been obtained from the District of Sooke and the electoral participating area director in accordance with section 349(1)(b) of the *Local Government Act*;
- E. The Approval of the Inspector of Municipalities has been obtained under section 349(3) of the *Local Government Act*; and
- F. Schedule "A" attached provides accurate illustration of the service area boundary which remains unchanged.

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

Service

- 1. The Sooke Electoral Area Recreation specified area established by Bylaw No. 152 cited as "Sooke Electoral Area Recreation Specified Area Bylaw No. 1, 1973" is hereby converted and established as a Service to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimming pool, and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

Boundaries

2. The boundaries of the service area shall be coterminous with the boundaries of the District of Sooke and a portion of the Electoral Area of Juan de Fuca as shown in heavy outline on Schedule "A" attached hereto and forming part of this bylaw.

Participating Area

3. The District of Sooke and the Electoral Area of Juan de Fuca are the participating areas for this service.

Cost Recovery

4. In accordance with Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:
 - a) Property value taxes imposed in accordance with Division 3 of Part 11 [*Requisition and Tax Collection*];
 - b) Parcel taxes imposed in accordance with Division 3 of Part 11 [*Requisition and Tax Collection*];
 - c) Fees and charges imposed under section 397 [*imposition of fees and charges*];
 - d) Revenues raised by other means authorized under Local Government Act or another Act;
 - e) Revenues received by agreement, enterprise, gift, grant or otherwise.

Cost Sharing

5. The net annual cost attributable to this Service shall be apportioned among the participants on the basis of the population estimate determined annually by the Regional Planning Services Department of the Capital Regional District.

Maximum Requisition

6. In accordance with Section 339(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:
 - a) Five Million One Hundred Fifty-Eight Thousand Dollars (\$5,158,000); or
 - b) An amount equal to the amount that could be raised by a property value tax rate of \$1.60 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements for Regional Hospital District purposes within the Local Service Area.

Citation

7. This Bylaw may be cited as the "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016".

READ A FIRST TIME THIS 13th day of April 2016

READ A SECOND TIME THIS 13th day of April 2016

READ A THIRD TIME THIS 13th day of April 2016

CONSENTED TO by the District of Sooke.

CONSENTED TO by the Director of the Juan de Fuca Electoral Area.

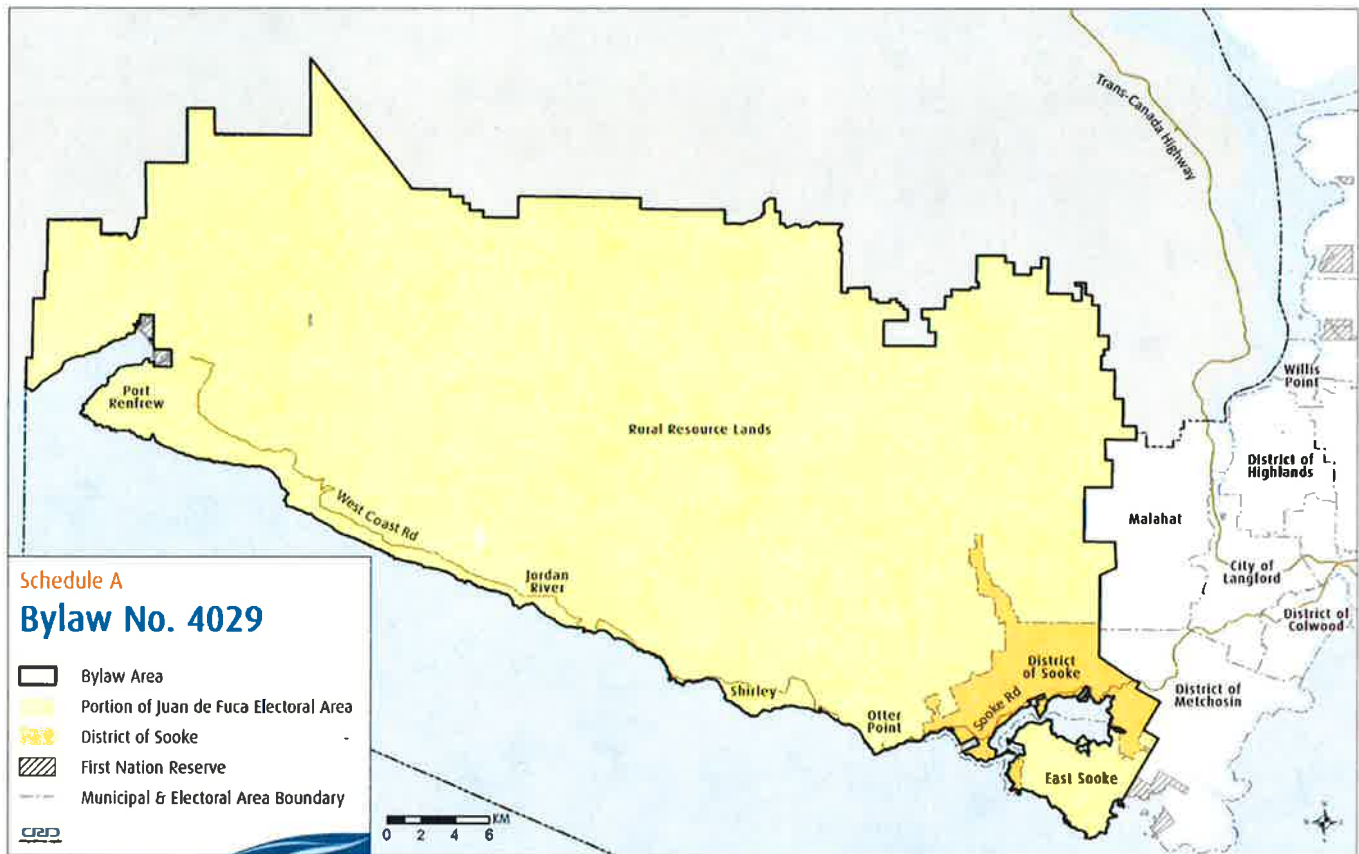
APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS 5th day of July 2016

ADOPTED THIS 13th day of July 2016


CHAIR


CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 20th day of July 2016

SCHEDULE A: Bylaw No. 4029 Service Area

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4362**

**A BYLAW TO AMEND THE BOUNDARIES OF THE SOOKE-JUAN DE FUCA POOL, ARENA, AND
RECREATION SERVICE (BYLAW NO. 4029)**

WHEREAS:

- A. Under Bylaw No. 4029, Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016, the Regional Board expanded a recreation service to include provision of recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to an ice arena, a swimming pool, and multi-purpose/community use rooms, and to authorize acquisition of recreation-related real property;
- B. Those individuals situated in Port Renfrew have difficulty utilizing the services provided at the Sooke and Electoral Area Recreation Centre ("SEAPARC");
- C. Approval of the participants may be obtained via the Juan de Fuca Electoral Area Director consenting on behalf, and the Municipal Council consenting on behalf of the District of Sooke, pursuant to the *Local Government Act*, and
- D. The Board wishes to amend Bylaw No. 4029 to remove Port Renfrew from the service;

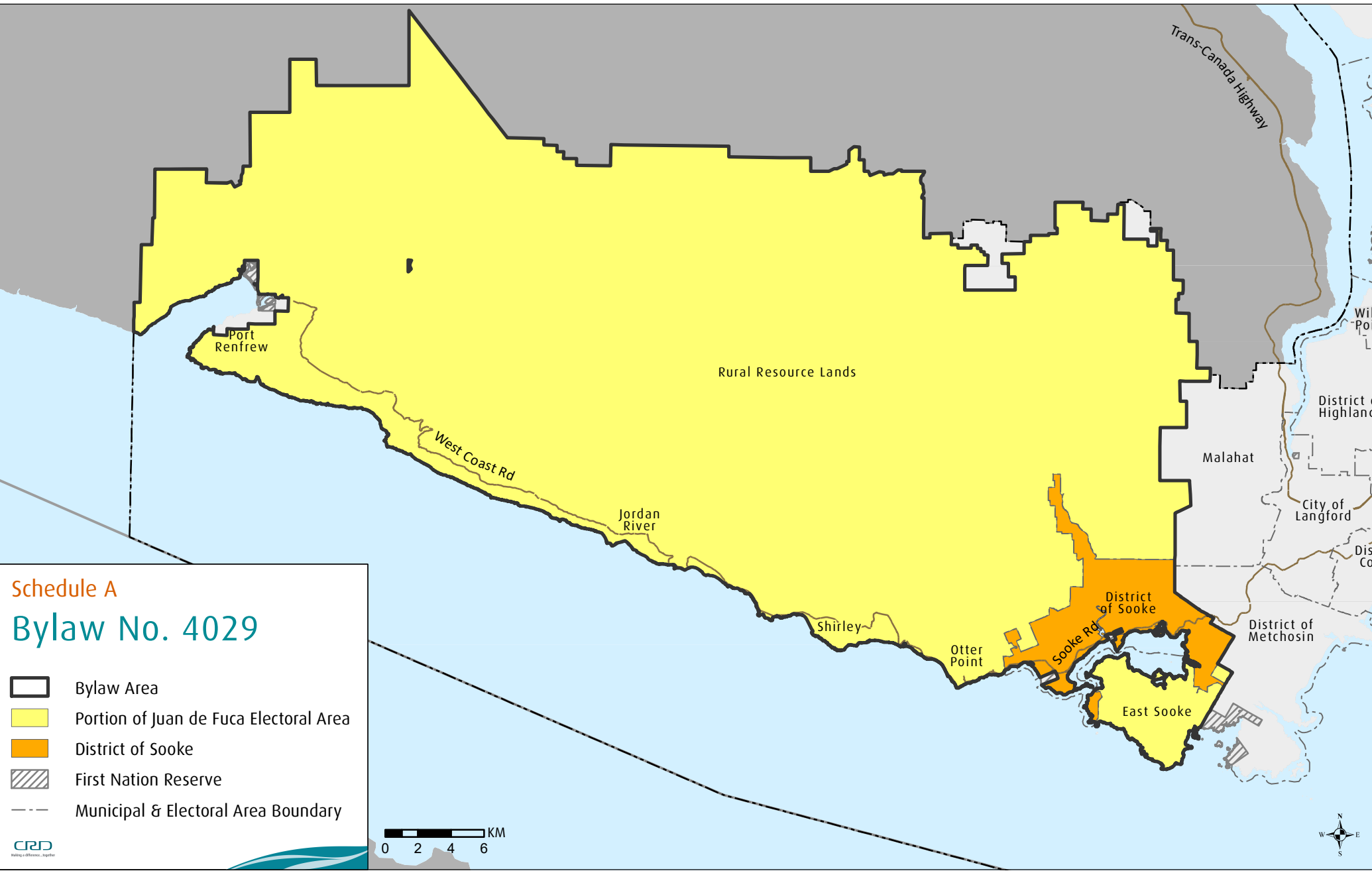
NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 4029, "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016" is hereby amended by replacing its Schedule "A", the map identifying the boundaries of the service area, with the map attached to this bylaw as Schedule "A";
- 2. This bylaw may be cited for all purposes as "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2020".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY TWO-THIRDS OF PARTICIPANTS THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER



Schedule A
Bylaw No. 4029

- Bylaw Area
- Portion of Juan de Fuca Electoral Area
- District of Sooke
- First Nation Reserve
- Municipal & Electoral Area Boundary

CRD
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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 08, 2020**

SUBJECT **MFABC Equipment Financing Program Borrowing Resolution for Pender Islands Fire and Emergency Response Service**

ISSUE SUMMARY

A borrowing resolution from the Board is required to authorize the borrowing of funds for the Pender Islands Fire Protection and Emergency Response Service under the Municipal Finance Authority (MFABC) Equipment Financing program.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2020-2024 Financial Plan (Bylaw No. 4349) on March 18, 2020, which included an item to the Pender Island Fire Protection and Emergency Service capital plan for the replacement of a fire pumper truck (\$695,000) to be funded from MFA Equipment Financing Program (\$545,000) and Equipment Replacement Fund (\$150,000). Authorization to borrow through the MFA Equipment Financing Program requires a borrowing resolution be approved by the Board.

The annual debt payment for this borrowing is also budgeted and was approved by the Board in the 2020-2024 Financial Plan (Bylaw No. 4349) on March 18, 2020.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:

That the following borrowing resolution be approved:

1. That the Board of the Capital Regional District authorizes up to \$545,000 to be borrowed, under Section 403 of the Local Government Act, from the MFABC Equipment Financing Program, for the purchase of a Fire Truck for Pender Island Fire Protection and Emergency Service.
2. That the loan be repaid within five (5) years, with no rights of renewal.

Alternative 2

That the resolution be deferred pending further analysis by CRD staff.

IMPLICATIONS

Financial Implications

The MFABC has an Equipment Financing Program which replaced the former Leasing Program. Loans under this program are available to both regional districts and municipalities under section 175 of the *Community Charter*. These loans are direct obligations of the entity requesting the funding.

Through this loan agreement, the regional district retains ownership of the asset and is charged a low variable interest rate based on the Canadian Dealer Offered Rate with fixed payment schedule. There are no fees to set up or discharge agreements, no taxes on payments, and no penalties or fees for paying out early or making extra principle payments. The loan agreement will be for a term no longer than five (5) years under the Equipment Financing Program. The current rate for the Equipment Financing Program is 1.515% (July 2020).

CONCLUSION

The 2020-2024 Financial Plan (Bylaw No. 4349), which included the replacement of the fire truck purchase (\$695,000) for Pender Island Fire Protection and Emergency Response Service, was approved at the March 18, 2020 Board meeting. The financial plan identified the fire truck replacement was funded by borrowing under MFABC Equipment Financing Program (\$545,000) and Equipment Replacement Fund (\$150,000). Authorization to borrow through the MFABC Equipment Financing Program requires a borrowing resolution be approved by the Board.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:

That the following borrowing resolution be approved:

1. That the Board of the Capital Regional District authorizes up to \$545,000 to be borrowed, under Section 403 of the Local Government Act, from the MFABC Equipment Financing Program, for the purchase of a fire truck for Pender Island Fire Protection and Emergency Service.
2. That the loan be repaid within five (5) years, with no rights of renewal.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Borrowing Resolution for Equipment Financing Program with the Municipal Finance Authority (MFA)

Borrowing Resolution for Equipment Financing Program with the Municipal Finance Authority

That the Board of the CAPITAL REGIONAL DISTRICT authorizes up to \$545,000 be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of purchasing fire truck for the Pender Island Fire Protection and Emergency Response Service.

That the loan be repaid within five (5) years, with no rights of renewal.

I hereby certify the above to be a true copy of a resolution which was passed by the Board of the CAPITAL REGIONAL DISTRICT on the ____ day of _____, 2020.

Corporate Officer

Approved Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on March 5, 2020 in the Galiano Island Trust/CRD Office (23 Madrona)

Present: Stephen Rybak (Chair), Charlene Dishaw, Gerry Longson, David Goar, Barry New, Lorne Byzyna, Michael Carrothers (Maintenance Contractor)

Absent: Jim Henshall, Andrew Simon, Dave Howe (Regional Director), Jennifer Margison (Recording Secretary)

The meeting was called to order at 8:30 am.

1. Territorial Acknowledgement

Commissioner Stephen Rybak provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Longson, **SECONDED** by Commissioner New, that the agenda be approved as amended.

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Longson and **seconded** by Commissioner Goar that the minutes of February 6, 2020 be adopted with amendments.

CARRIED

4. Chair's Remarks

None.

5. Correspondence

Clarification that correspondence relating to possible agenda items will be circulated electronically prior to the meeting.

6. Presentations/Delegations

None.

7. Administration Reports

7.1 Maintenance Contractor's Report

Discussion about increase in water and tree/debris. Stephen would like to see a high priority given to trails seeing high erosion and high use trails. Discussion of what could be done to prepare for next winter. Michael is going to do an overall assessment of the trails in May. Suggested that we may need to consider that our creation of trails effects water flow.

7.2 Shore Access Report

Zayer #12 – Commissioner Longson will follow-up with the Archeological Branch for approvals and permit conditions to construct an access.

Matthews #15 – Contractor Carrothers has picked up materials to do the additional upgrades and hopes to start this month.

Mobility Access – Commissioner Longson will re-circulate the RFP draft and a list of 4-5 contractors. Possibility that the Rick Hansen Foundation may refund eventual construction costs. RFP would be sent out in April.

Contractor Carrothers visited Shaw's Landing (34) shore access to look at wheelchair accessibility with a mobility challenged user. Suggestion to add Shaw's Landing to a list of suggested shore accesses for the RFP contractor to assess.

Lodge (33): Discussion of public/private partnerships for a kayak launch and usage agreement. Commissioner Goar will talk to Jesse Keefer about his plans for the kayak launch.

7.3 Trails Report

Bell – Discussion to remove bridge and leave the concrete or remove concrete posts. Contact CRD regarding risk and liability to leaving the posts versus removing them.

7.4 Parks Report

DL79 – Contract is in place for trail construction with M. Carrothers; work expected to begin in March.

Still waiting for a written response for the quote on the parking lot and toilet install.

Commissioner Rybak will redraft a letter to Local Trustee Wolverton seeking assistance in providing an introduction to the Penelakut First Nation asking for their assistance to identify and protect ancestral sites within the boundaries of DL79.

Sticks Community Park – A private driveway adjacent to the Park at 1155 Sticks Allison was flooded and damaged by heavy late-January rains. The CRD facilitated approvals for removal of debris from the seasonal stream that contributed to the flooding. As a good neighbour, the CRD has offered to share the costs of driveway repairs. The owners subsequently voiced concerns about potential danger trees on the Park boundary. The cluster of alders was assessed by Contractor Carrothers; none identified as dangerous. Indeterminate property lines for the residential lot, MOTI row and the Park licence of occupation is clouding the issue of responsibility for the trees. CRD advised of the assessment by Commissioner Rybak.

7.5 Rental of CRD Park Lands for Private Special Events

Commissioner Dishaw will have a draft ready for next month's meeting.

7.6 Master Plan Review

Map revisions are holding up the publication.

7.7 Invasive Species Control

Tabled to next meeting due to Commissioner Simon's absence.

7.8 Volunteer Report

April 25 will be the date for the National Shore Cleanup at Tricia Way/Albion. Commissioner Longson and Goar help set up with Commissioner Dishaw, who is working with the Conservancy on this.

7.9 Recreation Funding

Commissioner Dishaw will send information to Commissioner Goar to update the CRD website.

A copy of the GIPRC logo for email and the GIPRC letterhead will be circulated to Commissioners.

8. Treasurer's Report – March 5, 2020

Treasurer Byzyna presented the treasurer's report.

8.1 Status of Accounts

ACTIVITY	SPENT FEB	SPENT YTD	BALANCE
Parks Improvement	97.44	\$97.44	\$6792.56
Parks Maintenance	3170.00	\$7145.44	\$56969.03
Meeting Expense Allowance			\$2880
Recreation			\$33870
Recreation meeting Expense			\$330
Imprest Account			\$679.74
Capital Reserve			\$80482
General Capital Fund			\$6857
Transfer to Cap Reserve			\$12000
Donations		\$300	\$300

8.2 Invoices to be Approved

MOVED by Commissioner **Byzyna** and **SECONDED** by Commissioner Rybak that a payment to Contractor Michael Carrothers of \$2698.50 for monthly park maintenance be approved.

CARRIED

8.3 Payment of Invoices

Galiano Conservancy	Mapping	\$600.00
M. Carrothers	Rope - Matthews	\$97.44

8.4 Projected Operating Expenses for 2020

	SPENT FEB	SPENT YTD	BALANCE
Garbage Removal - Nadia			\$250

Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$2570	\$5560	\$40290
Park Meeting Expenses			\$2880
Mainten. Materials Allowance	\$600	\$600	\$400
Pump Toilets			\$1600
Apple Pie			\$850
Stewards' Lunch			\$600
Post Box			\$180
CRD Labour/Legal			
Total Projected Spending	\$3267.44	\$7242.88	\$56196.12
Contingency Available			\$7270
Total Operating Budget			\$70480

MOVED by Commissioner Byzyna and SECONDED by Commissioner Rybak that the GIPRC request that the CRD increase the authorized funding for DL79 by \$17000 in 2020 to permit the installation of a toilet and to accommodate increased construction costs..
CARRIED

MOVED by Commissioner Byzyna and SECONDED by Commissioner Longson that the GIPRC request \$1500 for an accessibility assessment be brought forward from 2021 to the current 2020 capital year expenditures.
CARRIED

MOVED by Commissioner Longson and seconded by Commissioner Goar that the Treasurer's Report be approved.
CARRIED

In a general discussion of the capital plan, it was agreed that the need for an engineering study on the Matthews shore access will be further assessed following the interim improvements now underway. It was also noted that no further direction has been received regarding the Asset Management project and that the current approvals allow for \$2500 for asset replacement.

9. New Business

9.1 Commonality Meeting – Commissioner Rybak will circulate the meeting information.

9.2 Heritage Forest Management Plan – Commissioner Byzyna attended the meeting on behalf of the GIPRC and discussed his summary of the meeting. Commissioner Byzyna will ask that the designation of trails in GIPRC facilities be pedestrian only in the up-dated management plan.

10. Other Business

Unaddressed thoughts and concerns (and any input from members of the public)
None.

11. Adjournment

**Moved by Chair Dishaw and seconded by Commissioner Rybak that the meeting be
adjourned at 1050 am.
CARRIED**

Stephen Rybak, Chair, Galiano Parks and Recreation Commission

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on May 7, 2020 in the Skatepark, Lions' Field, Burrill Road

Present: Stephen Rybak (Chair), Charlene Dishaw, Jim Henshall, Gerry Longson, Andrew Simon, David Goar, Barry New, Lorne Byzyna, Michael Carrothers (Maintenance Contractor), Jennifer Margison (Recording Secretary)

Absent: Dave Howe (Regional Director)

The meeting was called to order at 8:30 am.

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Rybak, **SECONDED** by Commissioner New, that the agenda be approved as amended.

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Goar and seconded by Commissioner Dishaw that the minutes of March 5, 2020 be adopted.

CARRIED

Note: no meeting was held in April due to Covid-19.

Two resolutions were electronically circulated and approved by the Commission in April. Chair Rybak noted that the two motions still needed to be formally approved in a public meeting.

Moved by Commissioner Byzyna and seconded by Commissioner Rybak

To affirm the approval of a payment to Contractor Michael Carrothers for \$4,163 for monthly park maintenance be approved.

CARRIED

Moved by Commissioner Dishaw and seconded by Commissioner Rybak to affirm the recreation funding direction given to the Galiano Play Group that they be permitted to change the parameters of their submission as long as it fits within the allowable criteria for their 2019 funding application and extend the use of the 2019 funds to the end of May 2020.

CARRIED

4. Chair's Remarks

None.

5. Correspondence

None.

6. Presentations/Delegations

None.

7. Administration Reports

7.1 Maintenance Contractor's Report

Discussion of underuse of Bell Trail. Chair Rybak asked for volunteers to meet and discuss ways to promote the use of the trail. Commissioner Goar and Commissioner Byzyna are on Trails Society and will work with Contractor Carrothers to promote it.

A rotten arbutus was reported at #38 Spotlight Cove shore access.

7.2 Toilets

Agreed to reopen the toilets with exception of the two porta-potties at #69 Gulfside and #50 Dewinetz. Discussion of signage on reopened toilets.

**Commissioner Simon moved and Commissioner Dishaw seconded posting the following notice: "Due to /Covid-19 please use with caution. Facilities are cleaned once a week."
CARRIED**

7.3 DL 79 Update

Contractor Carrothers reported on his work on trail 5 in the picnic area. The contract for DL 79 was late being finalized and it is a challenge for him to fit this considerable work in now with other work. He reported that the picnic table maker on Pender is too busy to build tables for this park at this time. He will contact the supplier and order tables for future delivery. Commissioner Longson will talk to Galiano Excavating to confirm quote and timeframe for parking lot and toilet preparation. Need a work party to install the kiosk.

7.4 Recreation Funding for 2020

Discussion of grant applications. Program implementation will be determined depending on Covid-19 regulations. \$33,870 is available for recreation grants this year. \$39,440 is the total request this year. \$33,870 approved.

Commissioner Goar moved and Commissioner Simon seconded to fund the recreation grant applications as follows for a total of \$33,870.

CARRIED

Galiano Golf Club	\$2940
Coro Galiano	\$3500
North Galiano Community Assoc.	\$1,275
Galiano Health Care Society	\$1,575
Galiano Club/ Gleaning	\$500
Galiano Club/Galiano Players	\$1050
Galiano Club/Ping Pong	\$1200
Sturdies Baybs	\$500
Galiano Activity Centre	\$18500
Galiano Needle Guild	\$980
Galiano PAC	\$1500
Galiano Scottish Country Dancers	\$350

Commissioner Dishaw suggested reviewing the policy and process in the fall. The application form needs revision. Chair Rybak has been communicating with the CRD regarding implementation protocol and a plan will be coming.

8. Treasurer's Report – May 7, 2020

Treasurer Byzyna presented the treasurer's report.

8.1 Status of Accounts

ACTIVITY	SPENT FEB	SPENT YTD	BALANCE
Parks Improvement	1230.35	\$1589.14	\$5300.86
Parks Maintenance	2733.18	\$14789.52	\$45920.48
Meeting Expense Allowance			\$2880
Recreation			\$33870
Recreation meeting Expense			\$330

Imprest Account			\$649.89
Capital Reserve			\$80482
General Capital Fund	720.00	720.00	\$5867.00
Transfer to Cap Reserve			\$12000
Donations		\$300	\$300

8.2 Invoices to be Approved

MOVED by Commissioner Byzyna and SECONDED by Commissioner Dishaw that a payment to Contractor Carrothers of \$2850.75 for monthly park maintenance and \$1228.50 for parks improvements at #15 Matthews and DL 79 be approved.
CARRIED

8.3 Payment of Invoices

Galiano Trading	Materials – Parks Improve.	\$63.17
Galiano Trading	Materials – Parks Maint..	\$19.03
M. Carrothers	DL 79 Capital Work	\$756

8.4 Projected Operating Expenses for 2020

	SPENT APR	SPENT YTD	BALANCE
Garbage Removal - Nadia			\$250
Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$3885	\$13410	\$40290
Park Meeting Expenses			\$2880
Maint. Materials Allowance	\$78.53	\$1539.66	\$6460.34
Outside Maint. Services Allowance		\$1200	\$200
Pump Toilets			\$1600
Apple Pie			\$850
Stewards' Lunch			\$600
Post Box			\$180

CRD Labour/Legal			
Total Projected Spending	\$3963.53	\$16378.66	\$47060.34
Contingency Available			\$7270
Total Operating Budget			\$70480

MOVED by Commissioner Henshall and seconded by Commissioner New that the April Treasurer's Report be approved.

CARRIED

MOVED by Commissioner Goar and seconded by Commissioner Simon that the March Treasurer's Report be approved.

CARRIED

9. New Business

9.1 Skatepark Lease Extension

Commissioner Goar moved and Commissioner Longson seconded to approve a 3 year lease with Lions Club for the Skatepark.

CARRIED

10. Other Business

Commissioner Longson requested comments on the proposed RFP and list of consultants who could provide input on accessibility access of shore accesses, trails and parks. The project is in the 2021 capital plan. Commissioner Byzyrna will followup with the CRD to move the project funding into the 2020 capital year.

11. Adjournment

Moved by Chair Dishaw and seconded by Commissioner Henshall that the meeting be adjourned at 9:55 am.

CARRIED

Stephen Rybak, Chair, Galiano Parks and Recreation Commission



Making a difference...together

MINUTES OF THE OF THE LYALL HARBOUR / BOOT COVE WATER LOCAL SERVICE COMMITTEE held Tuesday, October 29, 2019 in Room 488, 625 Fisgard Street, Victoria BC

PRESENT: **Committee Members:** J. Crerar, M. Fry, D. Howe, Southern Gulf Islands Regional Director, J. Money, I Rowe, J. Sabre-Makofka

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; L. Xu, Manager Financial Services; T. Duthie, Manager, Administrative Services; S. Orr (recorder)

The meeting was called to order at 2:00 pm.

1. ELECTION OF CHAIR

Nominations were called for election of Chair for the Lyall Harbour Boot Cove Water Local Service Committee for a one-year term. Jeanne Crerar was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, Jeanne Crerar was elected Chair by acclamation.

2. APPROVAL OF AGENDA

The following item was added under New Business:

- Contact List for the Committee

MOVED by J. Money, and **SECONDED** by M. Fry,
That the Lyall Harbour Boot Cove Water Local Service Committee approve the agenda as amended.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 8, 2018

MOVED by Director Howe, and **SECONDED** by I. Rowe,
That the minutes of the Annual General Meeting of November 8, 2018 be adopted.

CARRIED

4. 2020 OPERATING AND CAPITAL BUDGET

I. Jesney introduced the 2020 Operating and Capital Budget report and provided an overview of the key factors influencing the budget.

Staff answered questions from the committee about capital projects.

MOVED by M. Fry, and **SECONDED** by J. Money,
That the Lyall Harbour Boot Cove Water Local Service Committee:

1. Approve the 2020 Operating and Capital Budget, and recommend that the actual surplus or deficit be carried forward to 2020 and balanced against the 2020 User Charge.

CARRIED

Staff answered questions from the committee about water service operations and maintenance.

MOVED by J. Money, and **SECONDED** by D. Howe,

2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 operating and capital budget and the five year Financial Plan for the Lyall Harbour Boot Cove Water Service as presented.

CARRIED

The Committee requested that the monthly Expense and Revenue report be emailed to interested members.

5. MOTION TO CLOSE THE MEETING

MOVED by Director Howe, and **SECONDED** by I. Rowe,

That the Lyall Harbour Boot Cove Water Local Service Committee close the meeting in accordance with the Community Charter, Part 4, Division 3, 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.

CARRIED

The meeting reconvened at 4:03 pm.

The Committee rose from its Closed Session at 4:03 pm without report.

6. NEW BUSINESS

6.1 Contact List for Committee

I. Jesney stated that questions related to the water service may be directed to the Manager, Saanich Peninsula and Gulf Islands Operations, Infrastructure Operations.

A discussion took place about operational activities for the service and staff answered questions from the committee.

7. ADJOURNMENT

MOVED by Director Howe, and **SECONDED** by I. Rowe,

That the meeting be adjourned at 4:06 pm.

CARRIED

Chair

Secretary



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MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Tuesday, February 11, 2020 in the Main Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members:** K. Heslop (*via-teleconference*), M. FossI, W. Foster, J. Deschenes, M. Kenwell, D. Howe, Southern Gulf Islands Electoral Area Director (*acting Vice Chair*)

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; S. Orr (recorder)

REGRETS: D. Reed

The meeting was called to order at 9:29 am.

1. APPROVAL OF AGENDA

The agenda be amended as follows:

- 2. Election of Vice Chair
- 6. New Business – Grant Correspondence

MOVED by W. Foster, **SECONDED** by J. Deschenes,
That the February 11, 2020 agenda be approved as amended.

CARRIED

2. ELECTION OF VICE-CHAIR

Acting Vice Chair called for nominations for the position of Vice-Chair of the Magic Lake Estates Water and Sewer Committee for the term.

- M. Kenwell nominated M. FossI, M. FossI accepted the nomination.
- Acting Vice Chair called for nominations a second time.
- Acting Vice Chair called for nominations a third and final time.
- Hearing no further nominations, M. FossI was appointed Vice Chair of the Magic Lake Estates Water and Sewer Committee for the term.

3. ADOPTION OF MINUTES OF DECEMBER 10, 2019

MOVED by W. Foster, **SECONDED** by M. Kenwell,
That the minutes of the meeting held December 10, 2019 be adopted.

CARRIED

4. COMMITTEE BUSINESS

4.1. Water Update (verbal report with handout)

I. Jesney presented a handout and updated the committee on the ongoing issue with regard to pipe replacement at the water treatment plant.

4.2. Wastewater Update (verbal report with handout)

I. Jesney presented a handout and stated:

- Staff are preparing all of the documentation required for the Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant application.
- A resolution from the CRD Board is required to endorse the application.

- Letters of support have been received.

Next Steps for Grant Application:

- Complete and submit the grant application.
- Commence with preparing a project plan for the project.
- Commence with preparing a Request for Proposal to retain a design consultant for the sewer and manhole replacement work.

Staff answered questions from the committee about the grant application and the project plan.

4.3. Operations Update (verbal report with handout)

M. McCrank presented a handout and provided the following update:

Water Operations Highlights:

- Several water services were turned off due to leaks on the property owners' side of the system.
- Emergency response to wind and rain storm event on January 10, 2020. Several power outages at various facilities due to trees downed across power lines.
- Emergency response to system failure at the Water Treatment Plant.
- Air valve assembly leak repair near 2604 Shoal Road.
- Water service connection installed at 36123 Galleon Way.

Wastewater Operations Highlights:

- Marine environmental monitoring performed by CRD Environmental Protection Division at the Cannon Wastewater Treatment Plant outfall. Marine monitoring is required when there is more than three consecutive days of daily permitted flow exceedances for the facility.
- Sewer service connection installed for 36123 Galleon Way.
- Significant troubleshooting performed at the Chart Drive Sewage Lift Station. A pump check-valve was found to not be functioning correctly and required replacement.
- Several emergency responses to both Schooner and Cannon Wastewater Treatment Facilities due to daily flow exceedances due to significant heavy rainfall events.

Staff answered questions from the committee about water run-off from commercial properties.

4.4. Grants Discussion

A discussion took place about applying for other grants and if it would be a conflict with the Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant application.

5. MLE 20-01 INVESTING IN CANADA INFRASTRUCTURE PROGRAM - GREEN INFRASTRUCTURE - ENVIRONMENTAL QUALITY GRANT APPLICATION FOR THE MAGIC LAKE ESTATES WASTEWATER SYSTEM RENEWAL PROJECT

I. Jesney introduced the report and stated that staff are preparing an application for the grant and a resolution from the Capital Regional District Board is required to endorse the application.

MOVED by W. Foster, **SECONDED** by M. Kenwell,

That the Magic Lake Estates Water and Sewer Local Services Committee recommends to the Electoral Areas Committee and the Capital Regional District Board that:

1. Staff be directed to submit an application for an Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant for the project's grant-eligible costs for the Magic Lake Estates Wastewater System Renewal Project; and,
2. The recent referendum approval to borrow up to \$6 million be used to commit to the community's 26.67% share of costs for the Magic Lake Estates Wastewater System Renewal Project.

CARRIED

6. NEW BUSINESS

6.1. Grant Correspondence

I. Jesney presented the following letters of support for the Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant application:

- Letter dated January 23, 2020 from the Island Stream and Salmon Enhancement Society.
- Letter dated February 7, 2020, from the Ministry of Environment.
- Letter dated January 29, 2020, from the Pender Islands Conservancy Association.

MOVED by M. Kenwell, **SECONDED** by J. Deschenes,

That the letters of support for Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant application be received for information.

CARRIED

7. ADJOURNMENT

The Magic Lake Estates Water and Sewer Committee meeting was adjourned at 9:55 am.

Chair

Secretary



Minutes of a Meeting of the Mayne Island Parks and Recreation Commission on Thursday, March 12, 2020 in the Mayne Island Community Library

PRESENT: Debra Bell - by telephone (Treasurer) Peter Askin (Acting Chair)
Kris Sigurdson Vania Williams Veronica Euper Bill Warning

Lauren Edwards (Recorder)

ABSENT: David Howe, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. A First Nations territorial acknowledgement was provided by Commissioner Williams.

2. Approval of Agenda

2.1. Additions to Agenda – Pandemic Planning under new business

2.2. Deletions to Agenda - None

MOVED by Commissioner Williams and **SECONDED** by Commissioner Sigurdson that the agenda be approved as amended.

CARRIED

3. **Adoption of Minutes** of the meeting held February 13, 2020

MOVED by Commissioner Williams and **SECONDED** by Commissioner Euper that the minutes as distributed be adopted.

CARRIED

4. Chair's Remarks

Acting Chair Askin acknowledged that decisions to cancel events like the Easter egg hunt may have to be made to take precautions against the fast moving pandemic.

5. Presentations/Delegations

None

ADOPTED

6. Reports

6.1. Administration

6.1.1. Follow-up Action Report:

- Most of the items transferred to agenda for this meeting, but in future look at Follow-up Action Report for addressing.
- Spring Commonality meeting - Brian Dearden will transport, but Commissioner Bell will check whether the meeting will be cancelled. Topics were put forward to Commissioner Bell and more to come.
- Summit Ridge / Glen Echo – the issue is with the CRD Board at this time.

6.1.2. Treasurer's Report:

Report discussed and no questions raised.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that the Treasurer's Report for period February 1 to February 29, 2020 be approved as presented.

CARRIED

6.1.3. Appendix to Commissioner's Handbook for approval:

Specific items discussed including email protocol and response time.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Sigurdson to approve Appendix #4 from draft to final.

CARRIED.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper to approve and adopt the Mayne Island Parks and Recreation Commission's appendices to the Commissioners Handbook as presented and to be updated and approved from time to time.

CARRIED

6.1.4. New brochure printing estimate and content:

Deferred to next meeting.

6.1.5. Island Garbage Services:

Temporary solution made for 10 bags for \$45.

6.1.6. Volunteer statistics and volunteer forms:

- 60 volunteers of which 25 are age 60 to 76.

- Volunteers not on the CRD list require volunteer forms be completed.
- Suggestion that forms be completed for people who come occasionally or randomly.
- Commissioner Warning will provide Len Epp with a supply of printed forms available at Japanese Garden for drop in helpers.

6.1.7. Commissioner indemnity and insurance and current issues:

- Commissioner Euper reported that she contacted Ross Cameron of the CRD for information about the CRD's indemnity and insurance coverage, and she asked about the insurance that is in place when commissioners act as volunteers to carry out work in parks.
- CRD advised that CRD insurance coverage is in place for lower risk work only, no chain saws, WorkSafe protocols to be followed.
- Commissioner Euper reported that Ross Cameron offered to meet to provide more specific information and address any questions. A meeting is also an opportunity to exchange information about the types of volunteer work routinely undertaken and determine if the CRD is willing to permit such work and obtain additional insurance. Commissioner Euper recommended that we schedule a meeting with Ross Cameron. Commissioner Euper commented that her question about insurance coverage applies both to commissioners acting as volunteers and to our volunteers working in parks.
- Commissioner Euper recommended that the topic of the CRD indemnity and insurance should be put on the calendar for review with the CRD every two years.
- Suggestion made that Ross Cameron address concerns at the Commonality meeting. Another meeting can be set up for further questions.
- 86 is an upper age limit for volunteering and there are no volunteers over 86.
- Commissioner Bell will move this item forward for the Commonality meeting.
- Suggestion made for descriptive information to be printed on the back side of the form to inform volunteers and ensure they sign to acknowledge they have read it.

6.1.8. Registration of miprc.ca:

- Domain name acquired for \$28 received no objections.
- This would be expensed every two years and should go on the calendar.
- A volunteer is required for organizing the annual update to the appendix to the commissioner's handbook.

6.1.9. Appreciation Luncheon for Jerry Wise:

The Bistro at 12:00 pm on next scheduled meeting date.

6.2. Committees

6.2.1. Parks Master Plan:

- Work is underway and vision statement being drafted.
- All commissioners should meet to review and provide input on the draft when available.
- The vision statement will be sent in next week.

6.2.2. Janitorial Committee:

- Details provided on the progress and fee schedule.
- Signing arranged for next Tuesday.

6.2.3. Commercial / Non-Commercial Activities Committee:

- A schedule of permitted and non-permitted activities has been developed to inform the public.
- Commissioner Euper will meet with instructors who currently provide fitness classes in the parks to get their feedback if not allowed to have classes in the summer. Once in the summer option may be considered.
- Weddings to continue and discussed community festivals, broader usage zoning and encouraging groups to move to Miner's Bay.
- Another meeting will be scheduled.

6.3. Parks

6.3.1. Miner's Bay:

6.3.1.1. Water quality testing agreement

Commissioner Euper will review contract and discuss with Commissioner Warning.

6.3.1.2. Water system upgrade

- Stream Line to be requested to recommend a hydrogeologist to assess the well.
- Library volunteers will be shown how to reset the water system after a power outage and embossed instructions will be displayed on top of the electric panel.

6.3.1.3. Stream Line contract

- Finalized and signed.
- Suggestion made to provide timelines for work required.

6.3.2. Dinner Bay

6.3.2.1. Playground inspection, repair status and estimates

- Purchases made yesterday and repairs may be completed next week.
- Playground standards to be checked.
- Progress made for getting proper chips put in.
- The yellow tape will be replaced and zip line secured to avoid use.
- The inspection manual cost could be raised at the Commonality meeting.

6.3.2.2. Playground inspectors – Commissioners Sigurdson and Williams

- Commissioners Sigurdson and Williams will train to do inspections.
- Discussion will occur asap with CRD about training local inspectors.
- CRD inspectors to return to open playground which can be training opportunity.
- CRD approval received to transfer \$6,000 for playground improvements in 2021 to this year's budget.

6.3.2.3. Easter preparations

The Easter egg hunt for 2020 will be cancelled and will be communicated in the MayneLiner.

MOVED by Commissioner Warning and **SECONDED** by Commissioner Williams that due to current health situations the Easter egg hunt will be cancelled and that a banner be created for the MayneLiner.
CARRIED

Commissioner Askin will post on social media site.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that Mayne Island Parks and Recreation Commission hire Trish Hope to clean the kitchen of the Adachi Pavilion on or about the end of March for a cost not to exceed \$200.
CARRIED

6.3.2.4. Disc Golf Group

- The Disc Golf Group can become park volunteers to do the work necessary for the course.
- Commissioner Warning will be liaison for the Commission.
- Commissioner Askin will work with Rob Underhill on environmental restoration on the second half of the course.
- Any concerns with trees will be addressed by an arborist.

- Replanting of trees to be done asap before the weather gets drier.

6.3.3. Japanese Garden:

6.3.3.1. Meeting with volunteers and T-shirts

- Commissioners Askin, Warning and Euper met with volunteers and provided survey results.
- Suggestions made by Parks to address the issue of physical labour was welcomed and the new volunteer t-shirts were appreciated.
- Commissioner Warning will get in touch with the group of young volunteers who assisted with last year's Christmas lights.
- A photo of volunteers from 2001 was given to the group and another photograph made of a visit to UBC garden.
- Ingrid Marsh was invited to come to MIPRC meeting a couple of times per year.
- The tractor will be used to put some crush on the pathway and expenses will come from their account.

6.3.3.2. Heavy duty pruning and estimate

- Commissioner Askin, Robin Yeldon, Brian Henneberg and group of volunteers assessed some problematic trees in the garden.
- Options are: cut logs down to 2 foot pieces and move; or buck to split; or get services of the Green Angels who split and sell wood for charity; or rent wood chipper for branches and use for pathways.

MOVED by Acting Chair Askin and **SECONDED** by Commissioner Warning that Mayne Island Parks and Recreation Commission pay \$2,310.22 to Island Arborist for the heavy duty pruning of the Japanese Garden and subject to the approval of the Japanese Garden volunteers.

CARRIED

- Paul Brent recommended the Commonality meeting be held by videoconference or postponed.

6.3.4. Village Bay:

6.3.4.1. Wishing well

- Quote is for \$1,200 +GST which is for labour
- Commissioner Sigurdson will contact Hans van Tongeren to pick up the donated wood.

MOVED by Commissioner Williams and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the quote of \$1,200 and construction of the wishing well.

CARRIED

6.3.5. Cotton Park

- Summary submitted.
- Island Trust is doing cultural tour to Mayne Island with a visit to Cotton Park. CRD Liaison will attend.
- Justine Starke was informed that split rail fence work had been done and nothing done to disturb the archeological site.
- The pothole at the entrance on Highways property can be repaired the next time asphalt work is being done.

6.3.6. Henderson Park

6.3.6.1. Deer cull

- Commissioner Askin will write a letter to David Howe, CRD Regional Director, for permission to have limited fallow deer cull in the park.
- The park would need to close for two or three days and now would be a good time to do it.
- The gate would be locked and someone will be in place at each entrance and yellow tape at pedestrian right of way.
- Red listed endangered plants could be lost without a cull.

6.3.6.2. Realignment of trail

- Survey determined that trail is encroaching on private property.
- Commissioner Askin will tape area to realign where required.
- He will ask CRD to do a GPS survey.

6.3.7. Trail Network Development

6.3.7.1. Felix Jack to Kim Road Trail – update

- Correspondence with Ministry of Transportation for approval and they understand it is the Parks Commission that wants to do the second part of the trail
- A survey to ensure within boundaries of statutory right of way is estimated to cost \$1500.
- MIPRC has license of occupation so paying for the survey and all other costs including some fencing and surfacing for multi-use.
- Commissioner Askin will send estimate for overall cost to Chair Bell.
- Commissioner Askin indicates the cost is well within the Trail budget and would be about \$5000 to \$6,000.

MOVED by Acting Chair Askin and **SECONDED** by Commissioner Williams that Mayne Island Parks and Recreation Commission approve an estimated \$1500 for the survey of the Ministry of Transportation and Infrastructure approved license of occupation for the right-of-way from Felix Jack Road to the end of Kim Road.

CARRIED

6.3.8. Pocket Parks – Peter

6.3.8.1. Assessment of all pocket parks – update

- Brian Henneberg to assess the parks for danger trees and prepare a schedule of when they should next be reassessed.
- This can be addressed in April and Commissioner Askin will contact Brian Henneberg to discuss..
- This includes Conconi Reef Park.

6.3.8.2. Kippen Road bench

- New tentative date to complete is March 18th .
- The staircase will be addressed next month.

6.3.8.3. Bennett Bay pocket park danger tree

- A cluster of three dead cedars within striking distance of Club Crescent neighbor.
- Arborist estimate is \$1,258.91.
- They will be felled and left to decompose.
- This can be expensed to the Trail Network as there is not a pocket park budget.

MOVED by Commissioner Warning and **SECONDED** by Commissioner Sigurdson that Mayne Island Parks and Recreation Commission approve the estimate of \$1,258.91 by island arborist to complete the work in the Bennet Bay pocket park.

CARRIED

6.4. Other items

None

7. Correspondence

7.1. Email dated March 2, 2020 request from Gulf Islands Centre for Ecological Learning (GICEL) to hold an event at Dinner Bay Park on Aug 29, 2020.

- There will be live music, catered lunch, no alcohol and Commission invited to attend.
- No conflicts and no charge for the kitchen.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the request by Gulf Islands Centre for Ecological Learning for the event at Dinner Bay Park on August 29th be approved.

CARRIED

7.2. Invoice received from Mayne Island Reading Centre for hydro costs for Christmas tree lights

- TruValue fund earmarked for Christmas tree account is available.
- Discussed receiving the funds by gift cards or cheque.
- The gift cards can be used to fund the volunteer barbecue picnic.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that Mayne Island Parks and Recreation Commission pay the library \$500 in payment of their invoice for the hydro costs associated with the Miners Bay Christmas tree. Commissioner Warning to confirm the TruValue Christmas fund is awarded to Mayne Island Parks and Recreation Commission.

CARRIED

7.3. Emails to and from CRD and Association of Mayne Island Boaters (AMIB) regarding tenures and maintenance for boat ramps

- The tenures are in queue for renewal.

- A motion was made in December 2000 that Parks would take over the Village Bay and David Cove areas and make an arrangement for AMIB to maintain them and MIPRC would treat those two areas as park.
- Harbour Commission doesn't have resources to look after these ramps.
- Maintenance costs are expected to be minimal.
- Ramps are used by small boats and former commissioners considered this as recreation under MIPRC purview.
- Anson Road item should be left for another meeting.
- Discussed AMIB fundraising and repair work done by volunteers.
- CRD said these ramps should not be given up and MIPRC should continue to manage as they don't cost much nor take much attention.
- MIPRC has coverage against legal action for damages that might be caused by defects.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that Mayne Island Parks and Recreation Commission acknowledges responsibility for the Village Bay and David Cove boat ramps in recognition of the prior commitment made by the Commission in December 2000.

MOVED by Commissioner Sigurdson and **SECONDED** by Commissioner Williams to table this issue until the next meeting.
CARRIED

7.4. Email dated March 6, 2020 regarding dead tree in Bennett Bay pocket park
Addressed under 6.3.8.3.

7.5. Email requesting Dinner Bay Park for May 3, 2020 for birthday party

- Discussed this request and determined that unless the Adachi Pavilion kitchen is being used there may be no need to make a reservation.
- This request highlights the pandemic timeline and whether MIPRC are saying the parks aren't available for community events.
- Commissioner Warning will forward the email issued by the Health Centre and forward it to Lance and Laura Shook and Rob Underhill of the Disc Golf group.

8. New Business

Pandemic

Commissioner Euper will contact the CRD for information about any plans to allow commission meetings and voting to proceed during a pandemic including changes to bylaws to allow meetings and voting by phone or other electronic means for all commissioners.

9. Motion to Close the Meeting

None

10. Rise and Report (Any resolution that can be risen and reported on as it was resolved in the Closed meeting.)

None

11. Set date for next meeting

- Discussed next MIPRC meeting and voting electronically or by teleconference.
-

12. Adjournment

MOVED by Commissioner Williams and **SECONDED** by Commissioner Warning that the meeting be adjourned.

CARRIED

The meeting adjourned at 5:45 pm

Original signed by Debra Bell

May 14, 2020

CHAIR

DATE

Original signed by Lauren Edwards

RECORDING SECRETARY

ADOPTED



Making a difference...together

MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Friday, January 17, 2020 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Commission Members: C. Gilbert, Director M. Hicks, D. Pepino, D. Tallyn

Staff: T. Robbins, General Manager, Integrated Water Services; I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; S. Orr (recorder)

Members of the Public: 2

The meeting was called to order at 1:00 p.m.

1. CALL TO ORDER

T. Robbins called the meeting to order and welcomed the Commissioners.

2. INTRODUCTION OF MEMBERS

Newly appointed Commissioner Pepino introduced himself.

3. ELECTION OF CHAIR AND VICE-CHAIR

The General Manager called for nominations for the position of Chair of the Wilderness Mountain Water Service Commission for 2020.

- Commissioner Pepino nominated Director Hicks; Commissioner Hicks accepted the nomination.
- Commissioner Tallyn nominated Commissioner Gilbert; Commissioner Gilbert accepted the nomination.
- The General Manager called for nominations a second time.
- The General Manager called for nominations a third and final time.
- Ballots were handed out for a vote, the ballots were collected in a secret ballot box and counted with the result being a tie.
- Director Hicks withdrew his nomination.
- Commissioner Gilbert was elected as Chair of the Wilderness Mountain Water Service Commission for 2020 by acclamation.

Election of Vice Chair

- The Chair called for nominations for the position of Vice Chair of the Wilderness Mountain Water Service Commission for 2020.
- The Chair nominated Commissioner Pepino; Commissioner Pepino declined the nomination.
- The Chair nominated Commissioner Tallyn; Commissioner Tallyn accepted the nomination.
- The Chair called for nominations a second time.
- The Chair called for nominations a third and final time.

- Hearing no further nominations, Commissioner Tallyn was appointed Vice-Chair of the Wilderness Mountain Water Service Commission for 2020 by acclamation.

MOVED by D. Tallyn, **SECONDED** by M. Hicks,
That the ballots be destroyed.

CARRIED

4. APPROVAL OF AGENDA

The following item was added under New Business:

8.1 Question and Answer Period

MOVED by D. Tallyn, **SECONDED** by D. Pepino,
That the agenda be approved as amended.

CARRIED

5. ADOPTION OF MINUTES

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,
That the Wilderness Mountain Water Service Commission adopt:

- Minutes of the meeting held November 25, 2019; and,
- Minutes of the Annual General Meeting held November 27, 2019.

CARRIED

6. CHAIR'S REMARKS

The Chair had no remarks.

7. GENERAL MANAGERS REPORT

7.1 Meeting Frequency and Preparation

I. Jesney stated that in the past few years the Commission has typically met twice a year and that meetings are at the call of the Chair.

A discussion took place about adhering to official meeting procedures as set out in the Capital Regional District (CRD) Board Procedures Bylaw No. 3828.

Staff noted that inquiries and requests to staff from the Commission should be directed to the Chair who will communicate with the Senior Manager of Engineering, and to copy the Senior Manager of Infrastructure Operations.

7.2 Boil Water Advisory Update

M. McCrank provided a verbal update on the boil water advisory which began early January 2020; stating that increased turbidity levels coincided with heavy rainfall. He stated that staff continues to monitor the water quality and the CRD website is being updated weekly.

Staff answered questions from the commission about water testing.

8. NEW BUSINESS

8.1 Question and Answer Period

In response to questions from the Commission, staff provided information about the following:

- a. Commissioners were provided with copies of consultant's reports and documentation of the water treatment plant layout.
- b. The CRD owns the treatment plant assets as per CRD Bylaw No. 3503.
- c. Staff are not aware of any further action regarding the watershed land acquisition referred to in the minutes of the Wilderness Mountain Water Service Commission meeting held June 18, 2013.
- d. A handout was circulated showing the storage tank levels before and after the fire that occurred on August 8, 2019.
- e. Source Water Protection Plan is awaiting the grant application results and the project is scheduled for 2020.
- f. Communication to Island Health regarding the service's compliance plan.
- g. Arrangement of line items in the 2020 budget documents does not eliminate the need for filtration.
- h. Unpaid property taxes are handled by the Province, which takes ownership of the land and has procedures for debt repayment.
- i. Fees for water service connection charge are in accordance with CRD Bylaw 4274.
- j. The revenue figure noted in the 2020 budget documentation was generated by interest.
- k. There is an antenna on top of the water tower that staff will follow up on.
- l. Hydro charges at the water treatment plant are consistent with other utilities. Ultra-Violet can be shut down when not in use however may increase operational costs.
- m. Alternate filtration methods would require formal direction from the Commission.
- n. There are 73 lots connected to the service and 82 taxable folios; revenue was collected on 73 lots and requisition revenue on 82 lots for 2019.
- o. The CRD has a statutory right of way on Lot 4. There is no requisition paid as it would be a cost to the service.
- p. Staff are not aware of the locations of the septic fields amongst the 82 lots.
- q. \$223.03 charge on the utility bill is one of the revenue sources to fund operations.
- r. Operational maintenance and labour activities carried out at the water treatment plant were summarized. The Chair requested that staff forward a breakdown of the maintenance tasks.
- s. Commission permission for expenditures is granted with budget approval. The Electoral Area Director has the ability to approve necessary expenditures.
- t. Operating costs are covered by the three sources of revenue. Specific operating costs are not attached to any one revenue source. Debt is tied to the requisition only.

- u. The service pays for limited insurance. Individual home owner's insurance is responsible for flooding.
- v. Discussion took place about insurance details.
- w. Funds to rebuild/resurface the road and address the drainage issues are accounted for in the treatment plant upgrade capital project.
- x. Discussions took place regarding the road erosion and language in the covenant.

Tree Removal

There was discussion regarding the removal of trees around the water treatment plant.

MOVED by D. Tallyn, and **SECONDED** by C. Gilbert,
That the Wilderness Mountain Water Service Commission direct staff to obtain a quote for the removal of trees surrounding the water treatment plant.

CARRIED

Opposed: D. Pepino

Commissioner Pepino circulated a handout and discussions took place regarding:

- Island Health requirement and compliance plan
- Boil water advisory
- Grant Application
- Budget expenditures

9. ADJOURNMENT

MOVED by M. Hicks, and **SECONDED** by D. Pepino,
That the meeting be adjourned at 3:30 p.m.

CARRIED

Chair

Secretary