



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, September 9, 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)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [20-459](#) Minutes of the July 8, 2020 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of July 8, 2020 be adopted as circulated.

Attachments: [Minutes - July 8, 2020](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Committee Business

6.1. [20-449](#) 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, Jill Bobbitt, Amy Acheson, Nolan Tytgat, Darrelle Butler, Candice Wright, Jared Saxby, Branden Cameron and Michael Murphy be appointed as Assistant Bylaw Officers.
(NWA)

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

6.2. [20-450](#) District of Highlands Sheep Kill Compensation Claim - Munn Road

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That payment be approved to Mr. John Buchanan, in the amount of \$225, which is 75% of the decrease in market value of the total losses.
(NWA)

Attachments: [Staff Report: Dist of Highlands Sheep Kill Comp Claim-Munn Rd](#)
[Appendix A: Compensation Excerpt from CRD Bylaw No. 1465](#)
[Appendix B: Compensation Claim by John Buchanan](#)

6.3. [20-404](#) Bylaw No. 1465 - Livestock Kill Compensation; Alternatives for Electoral Area Participation

Recommendation: [The following motion was tabled at the July 8, 2020 Electoral Areas Committee meeting pending additional information:]
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.
(NWA)

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

6.4. [20-378](#) Request for a Review and Update of Bylaw No. 3780: Notice of Motion from Commissioner St-Pierre

Recommendation: BE IT RESOLVED That the Regional Water Supply Commission recommends that the Electoral Area Services Committee recommends to the CRD Board:

That staff be requested to review and update the building bylaw 3780 with respect to onsite water collection to align with the CSA B805-18 Canadian National Rainwater Harvesting Standard.
(NWA)

Attachments: [Notice of Motion: Review and Update of Bylaw No. 3780](#)

6.5. [20-507](#) Parcel Tax Bylaw No. 4363 - Magic Lake Estates Wastewater System Upgrade

Recommendation: The Magic Lake Estates Water and Sewer Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4363, "Magic Lake Estates Wastewater System Parcel Tax Roll Bylaw No. 1, 2020, A Bylaw to Authorize the Preparation of a Parcel Tax Roll for the Magic Lake Estates Wastewater System Upgrade" be introduced and read a first, second and third time;
 2. That Bylaw No. 4363 be adopted.
- (NWA, 2/3 on adoption)

Attachments: [Staff Report: Parcel Tax Bylaw 4363](#)
[Appendix A: Bylaw No. 4363](#)
[Appendix B: Bylaw No. 4320](#)

6.6. [20-535](#) Investing in Canada Infrastructure Program (ICIP) - Rural and Northern Communities (RNC) Program

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program - Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$230,000) of the project.
(NWA)

Attachments: [Staff Report: Investing In Canada Infrastructure Program RNC](#)
[Appendix A: ICIP Proposal RNC SSI Maliview](#)
[Appendix B: ICIP Proposal RNC JDF Wilderness Mountain](#)
[Appendix C: ICIP Proposal JDF Port Renfrew Water Service](#)
[Appendix D: ICIP Proposal JDF Lyall Harbour Boot Cove Water Sys. Upgrades](#)
[Appendix E: Infrastructure Funding History](#)

6.7. [20-510](#) Salt Spring Island Shared Services Model - Rural Dividend Grant

Recommendation: That the Electoral Area Committee recommend the Capital Regional District Board approve the Rural Dividend amendments and authorize staff to direct award a contract in the amount of \$95,000 to the Rural Islands Economic Partnership Society to perform such other tasks as to fulfill the terms of the Rural Economic Dividend Program grant.
(NWA)

Attachments: [Staff Report: SSI Shared Services](#)
[Appendix A: Certificate of Incorporation](#)
[Appendix B: Filed Constitution](#)
[Appendix C: Filed Bylaws](#)

6.8. [20-530](#) Annual General Meetings and Nomination Procedures for Commissions

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That for the balance of 2020, new appointments for local service area committees and commissions shall be done by the Board based on Electoral Area Director recommendation and not through the Annual General Meeting process, except for those committees and commissions that currently have a mail-in ballot process underway.
(NWA)

Attachments: [Staff Report AGM Nomination Procedures](#)
[Appendix A: Report COVID Meeting Procedures July 8, 2020](#)

6.9. [20-485](#) Request to Transition South Galiano Volunteer Fire Service to CRD Commission

Recommendation: That the correspondence be received for information.

Attachments: [Request to Transition S. Galiano Volunteer Fire Service to CRD Commission](#)

6.10. [20-451](#) 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 July 2, 2020
- b) Magic Lake Estates Water and Sewer Committee minutes of May 12, 2020
- c) Mayne Island Parks and Recreation Commission minutes of May 14, 2020
- d) Mayne Island Parks and Recreation Commission minutes of June 11, 2020
- e) Mayne Island Parks and Recreation Commission minutes of July 9, 2020
- f) Wilderness Mountain Water Service Commission minutes of June 15, 2020

Attachments:[Minutes: Galiano Island Parks & Recreation Commission - July 2/20](#)[Minutes: Magic Lake Estates Water & Sewer Committee - May 12/20](#)[Minutes: Mayne Island Parks & Recreation Commission - May 14/20](#)[Minutes: Mayne Island Parks & Recreation Commission - June 11/20](#)[Minutes: Mayne Island Parks & Recreation Commission - July 9/20](#)[Minutes: Wilderness Mountain Water Svc Commission-June15/20](#)**7. Notice(s) of Motion****8. New Business****9. Adjournment**

The next meeting is October 14, 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, July 8, 2020

11:05 AM

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

PRESENT

Directors: M. Hicks (Chair), 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; K. Morley, General Manager, Corporate Services; S. Carey, Manager of Legal 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; T. Watkins, Manager, Solid Waste Operations; E. Gorman, Deputy Corporate Officer; T. Phillipow, Committee Clerk (Recorder)

The meeting was called to order at 11:15 am.

1. Territorial Acknowledgement

Director Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Howe,
That the agenda for the July 8, 2020 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

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

MOVED by Director Howe, **SECONDED** by Director Holman,
That the minutes of the Electoral Areas Committee meeting of March 11, 2020 be adopted as circulated.
CARRIED

4. Chair's Remarks

The Chair remarked that it was nice to see everyone again.

5. Presentations/Delegations

There were no Presentations or Delegations.

6. Committee Business

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

K Lorette spoke to item 6.1.

Discussion ensued on the length of the appointments.

**MOVED by Director Holman, SECONDED by Director Howe,
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.

CARRIED

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

J. Reimer spoke to item 6.2.

Discussion ensued on the following:

- division of funds between the Electoral Areas
- agreement with the Red Cross

**MOVED by Director Holman, SECONDED by Director Howe,
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.

CARRIED

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

J. Reimer spoke to Item 6.3.

**MOVED by Director Howe, SECONDED by Director Holman,
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.

CARRIED

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

K. Lorette spoke to Item 6.4.

Discussion ensued on the following:

- distribution of compensation
- separation of services and funds in the electoral areas
- nuisance, noise, unsightly premises and other combined services
- the need for more information

**MOVED by Director Howe, SECONDED by Director Hicks,
That Bylaw No. 1465 - Livestock Kill Compensation; Alternatives for Electoral
Area Participation be tabled until more information is provided to the Electoral
Areas Committee.**

CARRIED

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

T. Watkins spoke to item 6.5.

Discussion ensued on previous site collection visits for hazardous waste.

**MOVED by Director Howe, SECONDED by Director Holman,
That the Electoral Areas Committee receive this report for information.**

CARRIED

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

**MOVED by Director Howe, SECONDED by Director Holman,
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.**

CARRIED

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

K. Morley spoke to item 6.7.

Discussion ensued on the following:

- procedure for consent
- timing of process
- method of calculating requisition

**MOVED by Director Hicks, SECONDED by Director Holman,
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.**

CARRIED

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

MOVED by Director Howe, **SECONDED** by Director Holman,
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.

CARRIED

6.9. [20-334](#)

Previous Minutes of Other CRD Committees and Commissions for Information

MOVED by Director Holman, **SECONDED** by Director Howe,
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

CARRIED

7. Notice(s) of Motion

There were no Notice(s) of Motion.

8. New Business

There was no New Business.

9. Adjournment

MOVED by Director Howe, **SECONDED** by Director Holman,
That the July 8, 2020 Electoral Areas Committee meeting be adjourned at 11:58 am.

CARRIED

Chair

Recorder

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 09, 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, Jill Bobbitt, Amy Acheson, Nolan Tytgat, Darrelle Butler, Candice Wright, Jared Saxby, Branden Cameron and Michael Murphy 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, Jill Bobbitt, Amy Acheson, Nolan Tytgat, Darrelle Butler, Candice Wright, Jared Saxby, Branden Cameron and Michael Murphy be appointed as Assistant Bylaw Officers.

| | |
|---------------|--|
| Submitted by: | Don Brown, Chief Bylaw Officer |
| Concurrence: | Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services |
| Concurrence: | Michael Barnes, MPP, Acting General Manager Planning & Protective Services |
| Concurrence: | Nelson Chan, MBA, CPA, CMA, Acting Chief Administrative Officer |



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 9, 2020**

SUBJECT: District of Highlands Sheep Kill Compensation Claim – Munn Road

BACKGROUND

On July 4, 2020, Capital Regional District (CRD) Bylaw and Animal Control were contacted by John Buchanan to report that there had been a sheep kill at 3523 Munn Road in the Highlands, this property is leased by the owners of the Parry Bay Sheep Farm. A CRD Bylaw Officer investigated and was provided photos of one deceased ewe and a statement from an employee on the property. The employee witnessed two females looking for a lost dog on the property and was led to the deceased sheep, the dog was not found and the worker did not obtain any details from the females. The injuries were clearly inflicted by a dog. The owner had taken all reasonable precautions to prevent an attack. After a thorough investigation and attempt to locate the dog responsible, it cannot be determined who the owner was of the dog that was responsible for the attack.

CRD Bylaw No. 1465, sections 19-23 (Appendix A), has provisions to pay compensation to the owner of livestock killed or injured by any dog up to 75% of the decrease in market value to a maximum of \$750 per animal. This bylaw states that compensation shall be paid by the Regional Board. The District of Highlands is part of the CRD Animal Control service so legitimate claims should be paid by the CRD.

The authority for a board or municipality to pass this provision in a bylaw is found in Section 319 (4) of the *Local Government Act*.

ALTERNATIVES

Alternative 1:

The Electoral Areas Committee recommends to the Capital Regional District Board:
That payment be approved to Mr. John Buchanan, in the amount of \$225 which is 75% of the market value of the total losses.

Alternative 2:

Do not approve payment.

FINANCIAL IMPLICATIONS

The owner of the ewe (John Buchanan) stated in his compensation claim (Appendix B) one ewe was killed. The listed value of the animal is \$300 and this is consistent with fair market value. Table 1 shows the compensation amount of 75% of the market value for a total compensation of \$225. This will be paid from the Bylaw Services Operating Budget.

Table 1 – Compensation Claim

| Animal | # | Market Value | Total |
|--------|---|--------------|--------------|
| Ewe | 1 | \$300 | \$300 |
| | | 75% | \$225 |

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That payment be approved to Mr. John Buchanan, in the amount of \$225, which is 75% of the decrease in market value of the total losses.

| | |
|---------------|--|
| 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 |

Attachments: Appendix A – Compensation Excerpt from CRD Bylaw No. 1465
Appendix B – Compensation Claim by John Buchanan

Appendix A: Capital Regional District Animal Regulation and Impounding Bylaw No. 1, 1986, No. 1465

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 By-law shall be filed with the Animal Control Officer.
21. No claim shall be authorized under this By-law 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 By-law 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 By-law shall be in the form attached hereto as Schedule "D".

Appendix B: Compensation Claim by John Buchanan

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

1. Name John Buchanan


2. Address 4335 LINDHOLM RD V9C3Y7

3. At 8:00 a.m. on July 5 Postal Code 2026
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 | | | | | |
| | <u>1</u> | <u>ewe</u> | <u>4</u> | <u>no</u> | <u>300.00</u> |
| ANIMALS OF THE BOVINE SPECIES | | | | | |
| DOMESTIC RABBITS | | | | | |
| SWINE | | | | | |
| HORSES | | | | | |
| FUR-BEARING ANIMALS AS DEFINED IN THE FUR FARM ACT | | | | | |

4. Within three (3) business days of the date stated above I notified CRD Animal control
CRD Bylaw No. 1465 (Consolidated) July 26, 2013
Animal Regulation & Impounding

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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.

Notice of Motion
Regional Water Supply Commission
July 15, 2020

SUBJECT Request for a Review and Update of Bylaw No. 3780, Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 1, 2011

BACKGROUND

The Capital Regional District (CRD) is always looking for ways to further enhance their goals for resiliency within the region. In an effort to meet the Capital Region District's strategic plan commitment to provide adequate long-term supply of drinking water, conservation and adaptation measures can and have reduced demands upon supply and further efforts can enhance emergency resiliency.

The present bylaw "Onsite Water Collection" CRD Bylaw (Bylaw 3780) was written at a time before there was a Canadian National Rainwater Harvesting Standard and before there was a certification program for rainwater harvesting designers/installers. The present bylaw is now dated and due to this, creates redundant costs by requiring designs from certified designers to be stamped by an Engineer, which adds an additional \$2,500 to \$3,500 onto the design costs of rainwater harvesting systems. This additional cost is a barrier and equates to funds that could impair adoption of rainwater harvesting.

The development of the CSA B805-18 standard puts in place requirements for systems, and covers sizing, materials, end-use treatment, across stormwater and rainwater sources, for applications ranging from single family residential, multi-family residential, and commercial.

WHEREAS presently the CRD Bylaw 3780 addresses "On Site Water Collection" which was written in 2011 before there was a CSA Canadian National Rainwater Harvesting Standard and certification program for Rainwater Designer/Installer professionals;

And WHEREAS the present bylaw adds significant additional costs to those desiring to install rainwater harvesting systems due to the redundant requirements for engineers to stamp designs of certified rainwater harvesting designers;

And WHEREAS the Canadian National Rainwater Harvesting Standard CSA B805-18 provides clear directives on water systems designs for sizing, applications, and treatment;

RECOMMENDATION

BE IT RESOLVED That the Regional Water Supply Commission recommends that the Electoral Area Services Committee recommends to the CRD Board:

That staff be requested to review and update the building bylaw 3780 with respect to onsite water collection to align with the CSA B805-18 Canadian National Rainwater Harvesting Standard.

SUBMITTED BY:

Commissioner St-Pierre

**REPORT TO MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE
MEETING OF TUESDAY, SEPTEMBER 8, 2020**

SUBJECT Parcel Tax Bylaw No. 4363 – Magic Lake Estates Wastewater System Upgrade

ISSUE SUMMARY

A parcel tax bylaw is required as part of the process to fund the Magic Lake Wastewater System Loan Authorization Bylaw No.3, 2019 (Bylaw No. 4320), attached as Appendix B.

BACKGROUND

At its December 11, 2019 meeting, the Capital Regional District (CRD) Board adopted Bylaw No. 4320 allowing for the borrowing of an amount not to exceed \$6 million for the purpose of administering, planning, designing, acquiring and constructing capital renewal and upgrades of the Magic Lake Estates wastewater system on Pender Island.

As part of the public consultation process, an option to pay for the debt incurred over 30 years through parcel tax was offered as well as an option for a pre-paid, per-parcel, lump sum payment which would result in the property being excluded from the parcel tax roll (new loan parcel tax).

To facilitate the implementation of the two options, adoption of a parcel tax bylaw is required. Draft Bylaw No. 4363, “A Bylaw to Authorize the Preparation of a Parcel Tax Roll for the Magic Lake Estates Wastewater System Upgrade”, is attached as Appendix A.

ALTERNATIVES

Alternative 1

The Magic Lake Estates Water and Sewer Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4363, “Magic Lake Estates Wastewater System Parcel Tax Roll Bylaw No. 1, 2020, A Bylaw to Authorize the Preparation of a Parcel Tax Roll for the Magic Lake Estates Wastewater System Upgrade” be introduced and read a first, second and third time;
2. That Bylaw No. 4363 be adopted.

Alternative 2

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

IMPLICATIONS

Financial Implications

The parcel tax bylaw is necessary to enable repayment of the \$6 million debt being incurred by the wastewater service.

CONCLUSION

To facilitate the repayment of the \$6 million debt being incurred by the Magic Lake Estates Wastewater system for renewal and upgrades a parcel tax bylaw is required that offers both a 30 year repayment option as well as a pre-paid option.

RECOMMENDATION

The Magic Lake Estates Water and Sewer Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4363, “Magic Lake Estates Wastewater System Parcel Tax Roll Bylaw No. 1, 2020, A Bylaw to Authorize the Preparation of a Parcel Tax Roll for the Magic Lake Estates Wastewater System Upgrade” be introduced and read a first, second and third time;
2. That Bylaw No. 4363 be adopted.

| | |
|---------------|---|
| Submitted by: | Ian Jesney, P.Eng. Senior Manager, Infrastructure Engineering |
| Concurrence: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Nelson Chan, MBA, CPA, CMA, Chief Financial Officer |
| Concurrence: | Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

ATTACHMENTS

- Appendix A: Draft Bylaw No. 4363, “A Bylaw to Authorize the Preparation of a Parcel Tax Roll for the Magic Lake Estates Wastewater System Upgrade”
- Appendix B Bylaw No. 4320 “Magic Lake Wastewater System Loan Authorization Bylaw No.3, 2019”

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4363**

**A BYLAW TO AUTHORIZE THE PREPARATION OF A PARCEL TAX ROLL FOR THE
MAGIC LAKE ESTATES WASTEWATER SYSTEM UPGRADE**

WHEREAS:

- A. The Capital Regional District established the Magic Lake Estate Wastewater System Local Service under *Outer Gulf Islands Magic Lake Estates Sewage System Local Service Establishment Bylaw, 1990* (Bylaw No. 1873), which authorizes collection of monies by parcel tax;
- B. Pursuant to *Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019* (Bylaw No. 4320), adopted December 11, 2019, the Capital Regional District may borrow an amount not to exceed \$6-million for the purpose of administering, planning, designing, acquiring and constructing capital renewal and upgrade of the wastewater system;
- C. As part of the public consultation process, ratepayers desired to pay for the upgrades to the service by way of per unit parcel tax, and desired the option for a per-parcel lump sum payment to be excluded from this parcel tax roll; and
- D. For the purpose of imposing a parcel tax the Board must, pursuant to s. 388(2) of the *Local Government Act*, provide for the preparation of a parcel tax roll for the service area in accordance with Division 4 of Part 7 of the *Community Charter*;

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

Definitions

- 1. In this bylaw, unless the context otherwise requires, "parcel" means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

Preparation of Parcel Tax Roll

- 2. Beginning in the year 2020 and annually thereafter until the end of the year 2050, a parcel tax roll shall be prepared for the purposes of paying the debt incurred under *Magic Lake Estates Wastewater Loan Authorization Bylaw No. 3, 2019* (Bylaw No. 4320), in accordance with Division 4 of Part 7 of the *Community Charter*.
- 3. The parcel tax roll will include all parcels of land within the boundary of the Magic Lake Estates System Service Area, except for those parcels who have pre-paid for this parcel tax in accordance with the terms of this bylaw.
- 4. This parcel tax may be waived and the property removed from this parcel tax roll for pre-payment in cash pursuant to s. 201(3) of the *Community Charter* under the following terms and conditions:

- a. Any owner whose parcel is subject to a parcel tax in accordance with the *Outer Gulf Islands Magic Lake Estates Sewage System Local Service Establishment Bylaw No. 1, 1990* (Bylaw No. 1873) and the loan authorized by *Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019* (Bylaw No. 4320) may, in lieu of the annual parcel tax payment, make a one-time cash payment of \$8,249.30.
- b. The payment must be made by way of bank draft or certified cheque, delivered to the Capital Regional District no later than 12:00 noon on Friday, November 27, 2020.
- c. A cash payment made under this subsection waives the parcel tax payable with respect to one parcel only within the service area. The owner of a parcel being subdivided in respect of which a cash payment has been made shall advise the Capital Regional District as to which parcel created as a result of subdivision the cash payment is to be applicable (the "Designated Parcel").
- d. Subsection (c) applies to further subdivisions of the Designated Parcel.
- e. A parcel created by subdivision other than a Designated Parcel shall be liable and shall continue to be liable for the parcel tax throughout the duration of the debt servicing period in respect of which the parcel tax is imposed as if no cash payment had been made in respect of the parcel as described in this bylaw.
- f. If a lot is consolidated with any other lot subject to a parcel tax, then the new consolidated lot will be deemed subject to the parcel tax, despite anything in this bylaw.

Basis and Amount of Parcel Tax

5. The parcel tax shall be imposed on the basis of a single amount for each parcel.

Citation

7. This Bylaw may be cited as the "Magic Lake Estates Wastewater System Parcel Tax Roll Bylaw No. 1, 2020".

| | |
|-------------------------|--------|
| READ A FIRST TIME THIS | day of |
| READ A SECOND TIME THIS | day of |
| READ A THIRD TIME THIS | day of |
| ADOPTED THIS | day of |

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4320

**A BYLAW TO AUTHORIZE THE BORROWING OF
SIX MILLION DOLLARS (\$6,000,000)
FOR THE MAGIC LAKE ESTATES WASTEWATER SYSTEM RENEWAL AND UPGRADE**

WHEREAS:

- A. Under Bylaw No. 1873, "Outer Gulf Islands Magic Lake Estates Sewage System Local Service Establishment Bylaw, 1990", the Capital Regional District established a local service for the operation of a service for the collection, conveyance, treatment and disposal of sewage;
- B. It is deemed desirable to provide sewerage system facilities described hereunder;
- C. The works shall include the capital renewal and upgrade of the Magic Lake Estates wastewater system which will involve the planning, study, project administration, project communications, and staff time required for design and construction of facilities, design and construction of facilities for the collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities and equipment purchases;
- D. The estimated cost of the works, facilities and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Six Million Dollars (\$6,000,000) which is the amount of debt intended to be authorized by this bylaw, subject to receiving funding from other sources;
- E. It is proposed that the financing of the said sewerage system facilities is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District;
- F. Pursuant to Section 407 of the *Local Government Act*, participating area approval is required and shall be obtained by referendum under Section 344 of the *Local Government Act*; and
- G. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*.

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital renewal and upgrade of the Magic Lake Estates sewerage wastewater system, which will involve the planning, study, project administration, project communications, staff time required for design and construction of facilities, design and construction of facilities for the collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities and equipment purchases:
 - (a) to borrow upon the credit of the Capital Regional District a sum not exceeding Six Million Dollars (\$6,000,000);

- (b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of a system for the collection, conveyance, treatment and disposal of sewage and all related ancillary works, studies and equipment deemed necessary by the Board.
2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 30 years.
3. This Bylaw may be cited as the "Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019".

READ A FIRST TIME THIS 10th day of July 2019

READ A SECOND TIME THIS 10th day of July 2019

READ A THIRD TIME THIS 10th day of July 2019

APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS 3rd day of October 2019

RECEIVED THE ASSENT OF THE ELECTORS UNDER SECTION 344 OF THE LOCAL
GOVERNMENT ACT THIS 23rd day of November 2019

ADOPTED THIS 11th day of December 2019



CHAIR



CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS ____ day of ____ 2019

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 09, 2020**

SUBJECT **Investing in Canada Infrastructure Grant Program; Rural and Northern Communities Funding Stream**

ISSUE SUMMARY

A Capital Regional District (CRD) Board resolution is required for grant applications to the Investing in Canada Infrastructure Program (ICIP); Rural and Northern Communities (RNC) funding stream.

BACKGROUND

On June 25, 2020, BC and Canada announced the second intake of the RNC stream to support infrastructure projects across the province. For this intake, the program has \$58.7M available in funding for eligible projects. The first intake was in 2019 and was oversubscribed, with \$95M allocated to projects under the RNC stream.

Regional districts are an eligible recipient under the grant program and permitted to submit one application for each community. For ICIP, a community refers to a settlement area with a regional district or an established/proposed service area.

Applications for RNC are due October 22, 2020 and must include a Board resolution. Staff have identified four projects that meet eligibility requirements within this program stream.

| PROGRAM | LOCATION | PROJECT | REQUEST (\$) | APPENDIX |
|---------|-----------------------------|---|--------------|----------|
| RNC | Salt Spring Island (SSI) | Maliview WWTP Upgrading Project | \$2,000,000 | A |
| RNC | Juan de Fuca (JDF) | Wilderness Mountain Water System Upgrades | \$800,000 | B |
| RNC | Juan de Fuca (JDF) | Port Renfrew Water Supply Upgrade | \$1,600,000 | C |
| RNC | Southern Gulf Islands (SGI) | Lyall Harbour Boot Cove Water System Upgrades | \$600,000 | D |

Based on past experience, disclosure of unsuccessful applications, and feedback from various provincial and federal funders, staff have developed an assessment tool to evaluate competing applications and limit submissions for a higher probability of success from the funder. Key factors include Ministry consultation and advice, as well as regional distribution. All projects were also reviewed according to key determinants of success: alignment with grant program requirements, sustainable service delivery, and grant history.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District submit one application, as endorsed in the following resolution:

That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$230,000) of the project.

Alternative 2

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District submit applications for four proposals, as endorsed in the following resolutions:

1. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$230,000) of the project; and
2. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the JDF: Wilderness Mountain Water System Upgrades Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$50,000) of the project; and
3. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the JDF: Port Renfrew Water Supply Upgrade Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$50,000) of the project; and
4. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SGI: Lyall Harbour Boot Cove Water System Upgrades through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$50,000) of the project.

IMPLICATIONS

Financial implications

RESOURCES AND EXPECTATIONS

Developing grant applications is both time-consuming and resource demanding on services. As grant outcomes are unpredictable and shaped by factors outside of the CRD's control, resources and capacity are considered to ensure they are effectively distributed in a way that brings the most value.

The CRD's grant experience over the years reveals three key grant award patterns:

1. Multiple asks can result in zero wins;
2. Multiple asks can result in only one win, which is typically the lowest or near lowest ask; and
3. Focusing on one solid ask leads to greater success.

Based on these patterns, below is a more in-depth analysis of the implications with the two options on how we can approach the submission of applications.

| OPTION | | IMPLICATIONS |
|--------|---------------------------|--|
| 1 | Submit all four proposals | <ol style="list-style-type: none"> 1. Everyone has a fair chance their project will be funded. 2. Lowest grant request may be awarded. 3. Affects relationships with funders. 4. Likelihood of all projects being funded is low. 5. Grant effort wasted with burden on capacity to complete the applications. 6. ICIP Program Officer selects the project and may not be the project that the organization had deemed most critical. |
| 2 | Submit one proposal | <ol style="list-style-type: none"> 1. Tension between CRD Services. 2. The most critical project to maintain service levels and best aligned with grant program be put forth. 3. Consider ICIP Program Office advice. |

It is important to manage expectations regarding grant outcomes if the option of submitting all applications is pursued. Grant programs are oversubscribed with highly qualified projects; the probability of being awarded for all four applications is remote. As an example, last year's submission approach to the 2019 intake of the Community, Culture and Recreation stream and the Rural and Northern Communities stream was to submit all four CRD projects, with the result that only one project was awarded a grant. Additional information and grant history on some of these projects are summarized in Appendix E.

CONCLUSION

The Investing in Canada Infrastructure Program provides funding to infrastructure projects across BC. Previous intakes to the Rural and Northern Communities stream have been oversubscribed and the likelihood of all four applications being awarded is remote. Factors that impact successful grant applications include availability of funds and their equitable distribution across the province as well as program alignment. By taking a strategic approach in considering how many grant applications to submit, and which project(s) to submit, the CRD is taking ownership of project decisions and maximizing the funding request through selecting the best (and most critical) project to put forward.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$230,000) of the project.

| | |
|---------------|--|
| Submitted by: | Carlo Vijandre, PMP, FMP, ASCT Manager, Asset Management |
| Concurrence: | Nelson Chan, MBA, CPA, CMA, Chief Financial Officer |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

ATTACHMENT(S)

Appendix A: Maliview WWTP Upgrading Project
Appendix B: Wilderness Mountain Water System Upgrades
Appendix C: Port Renfrew Water Supply Upgrade
Appendix D: Lyall Harbour Boot Cove Water System Upgrades
Appendix E: Infrastructure Funding History

CRD GRANT PROPOSAL REVIEW

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| SECTION 1: APPLICANT AND GRANT INFORMATION | | | | |
|--|---|---|---|---|
| CRD DEPT. SSI | SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL. Maliview | | | SERVICE NO.: 3.82 |
| WHAT SERVICE TYPE COULD BENEFIT? Local | WHICH ELECTORAL AREA? SSI | IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT. Maliview Sewer Loca Area Service | | |
| GRANT PROGRAM NAME Infrastructure Canada Rural and Northern Communities | | | APPLICATION DUE (MM/DD/YYYY) 10/22/2020 | |
| PROPOSED PROJECT TITLE Maliview WWTP Upgrading Project | | | PROJECT TYPE Infrastructure Assets - New or Renew | |
| <p>DESCRIBE THE OUTCOME OF THE PROJECT:</p> <p>The Maliview WWTP has been experiencing challenges in consistently meeting regulatory requirements. The Maliview WWTP has received warning letters from both level of governments in 2019 due to effluent quality being non-compliant. The CRD is required to provide a multi-phased corrective action plan to enhance the Maliview facility performance and ensure regulatory compliance by 2022. Currently the Maliview WWTP is being studied and a design is currently underway to evaluate options to upgrade/replace existing facility and bring the plant back to compliance.</p> <p>The design and construction of the upgrade will ensure the plant effluent meeting regulatory requirements and significantly reduce risks to the environment.</p> | | | | |
| SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD? | | | | |
| <p>Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.</p> | | | | |
| ALIGNMENT WITH A CRD BOARD PRIORITY? Climate Action & Environmental Stewardship | ALIGNMENT WITH A CORPORATE PRIORITY? Business Capacity & Continuity | ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY? Protect manage eco-system health | | |
| ALIGNMENT WITH THE SERVICE PLAN? Yes - for year 2 | ALIGNMENT WITH THE CAPITAL PLAN? Yes-for year 2 | ALIGNMENT WITH THE ASSET MANAGEMENT PLAN? Yes | | |
| IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE: | | | | |
| THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE . | | | | |
| HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL PREPARING THE GRANT APPLICATION TAKE? <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input checked="" type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+ | | HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL GRANT ADMINISTRATION TAKE IF AWARDED? <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input checked="" type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+ | | |
| GRANT REQUEST: \$ 2,000,000 | CRD COSTS: ELIGIBLE AND INELIGIBLE \$ 230,000 | TOTAL PROJECT COST (EST.) \$ 2,230,000 | MAIN SOURCE OF CRD FUNDING SHARE Loan Authorization | EVIDENCE OF SECURED FUNDS Maybe-subject to referendum on borrowing |
| WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN? 1-Low: Applying is not disruptive to the Service's workplan | | WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN? 1-Low: This grant is not disruptive to the Service's workplan | | |
| IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT. | | | | |
| IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION. | | | | |
| WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD: | | 1. TYPICAL-Executing/amending agreement, claims, project reports | | |
| IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS. | | | | |
| WHAT SPILLOVER BENEFITS, ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES, COULD RESULT FROM THIS GRANT EFFORT? SEE INTANGIBLE BENEFIT EXPLANATION HERE . | | | | |
| <input type="checkbox"/> INNOVATION | <input checked="" type="checkbox"/> PARTNERSHIP/COLLABORATION | <input checked="" type="checkbox"/> SUPPORT OF RURAL COMMUNITIES | <input checked="" type="checkbox"/> MITIGATION OF A SEVERE RISK | |

CRDGRANTPROPOSALREVIEW

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| | | |
|--|---|---|
| SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services. | | |
| FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN? 2021 | DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN? Yes | WHAT IS THE ASSET'S REMAINING SERVICE LIFE? 0-20 |
| WHAT IS THE ASSET'S CONDITION RATING? Not Applicable | WHAT IS RISK OF ASSET FAILURE? High | |
| USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS) Collection system was mostly build in 1970s and have reached it's service life. A RBC was put in 2005 and its major components such as motor, bearing and shaft are due for repair/replacement in 1-5 yrs. Small building and underground piping and tanks likely have 10-20 yrs | | |
| SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program? | | |
| DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA. The outcome of the proposed construction program for Maliview WWTP aligns well with the funding programs objectives: Green Infrastructure – Environmental Quality Outcomes (EQ): Increased capacity to treat and/or manage wastewater and stormwater. The community of Maliview is comprised of only 101 properties and financially constrained. Both levels of governments have given the service warning letters in 2019 due to effluent quality being non-compliant. | | |
| SECTION 5: ATTESTATION AND APPROVALS In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst. | | |
| PROJECT LEAD ATTESTATION | | |
| <input checked="" type="checkbox"/> I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT; <input checked="" type="checkbox"/> I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS; <input checked="" type="checkbox"/> I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE; <input checked="" type="checkbox"/> I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL. | | |
| NAME Allen Xu | TITLE Manager of Engineering, SSI | DATE (MM/DD/YYYY) 08/04/2020 |
| MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT | | |
| NAME Karla Campbell | TITLE Senior Manager SSI Electoral Area Administration | DATE (MM/DD/YYYY) 08/05/2020 |
| SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT | | |
| NAME | TITLE | DATE (MM/DD/YYYY) |
| GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT | | |
| NAME | TITLE | DATE (MM/DD/YYYY) |
| THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS. ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst | | |

CRD GRANT PROPOSAL REVIEW

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| | | | | |
|---|--|---|--|---|
| SECTION 1: APPLICANT AND GRANT INFORMATION | | | | |
| CRD DEPT. IWS | SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL. Wilderness Mountain Water Service | | | SERVICE NO.: |
| WHAT SERVICE TYPE COULD BENEFIT? Local | WHICH ELECTORAL AREA? JDF | IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT. Wilderness Mountain | | |
| GRANT PROGRAM NAME ICIP - Rural and Northern Communities | | | | APPLICATION DUE (MM/DD/YYYY) 10/22/2020 |
| PROPOSED PROJECT TITLE Wilderness Mountain Water System Upgrades | | | PROJECT TYPE Infrastructure Assets - New or Renew | |
| DESCRIBE THE OUTCOME OF THE PROJECT: Water system will be upgraded to meet Island Health requirements | | | | |
| SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD? | | | | |
| Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action. | | | | |
| ALIGNMENT WITH A CRD BOARD PRIORITY? Not Applicable | ALIGNMENT WITH A CORPORATE PRIORITY? Customer Service | ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY? Protect rural community integrity | | |
| ALIGNMENT WITH THE SERVICE PLAN? Yes - for the current year | ALIGNMENT WITH THE CAPITAL PLAN? Yes-for current year | ALIGNMENT WITH THE ASSET MANAGEMENT PLAN? Yes | | |
| IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE: | | | | |
| THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE. | | | | |
| HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL PREPARING THE GRANT APPLICATION TAKE? <input type="checkbox"/> 1-10 <input checked="" type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+ | | HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL GRANT ADMINISTRATION TAKE IF AWARDED? <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input checked="" type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+ | | |
| GRANT REQUEST: \$ 800,000 | CRD COSTS: ELIGIBLE AND INELIGIBLE \$ 50,000 | TOTAL PROJECT COST (EST.) \$ 850,000 | MAIN SOURCE OF CRD FUNDING SHARE Loan Authorization | EVIDENCE OF SECURED FUNDS Maybe-subject to referendum on borrowing |
| WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN? 1-Low: Applying is not disruptive to the Service's workplan | | WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN? 1-Low: This grant is not disruptive to the Service's workplan | | |
| IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT. | | | | |
| IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION. | | | | |
| WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD: | 1. TYPICAL-Executing/amending agreement, claims, project reports | | | |
| IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS. | | | | |
| WHAT SPILLOVER BENEFITS, ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES , COULD RESULT FROM THIS GRANT EFFORT? SEE INTANGIBLE BENEFIT EXPLANATION HERE . | | | | |
| <input type="checkbox"/> INNOVATION | <input type="checkbox"/> PARTNERSHIP/COLLABORATION | <input checked="" type="checkbox"/> SUPPORT OF RURAL COMMUNITIES | <input type="checkbox"/> MITIGATION OF A SEVERE RISK | |

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SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets

This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.

| | | |
|---|--|--|
| FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN? 2022 | DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN? Yes | WHAT IS THE ASSET'S REMAINING SERVICE LIFE? New asset |
| WHAT IS THE ASSET'S CONDITION RATING? Excellent - New Asset | WHAT IS RISK OF ASSET FAILURE? Not Applicable | |
| USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS) | | |

SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program?

DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA.

The project will maintain a potable water supply to a community whose water supply is at risk.

SECTION 5: ATTESTATION AND APPROVALS

In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the [CRD Corporate Asset and Grant Management Analyst](#).

PROJECT LEAD ATTESTATION

| |
|--|
| <input checked="" type="checkbox"/> I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT; |
| <input checked="" type="checkbox"/> I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS; |
| <input checked="" type="checkbox"/> I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE; |
| <input checked="" type="checkbox"/> I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL. |

| | | |
|--------------------|--|---------------------------------|
| NAME Ian Jesney | TITLE Sr. Mgr. Infrastructure Engineering | DATE (MM/DD/YYYY) 07/22/2020 |
|--------------------|--|---------------------------------|

MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

| | | |
|------|-------|-------------------|
| NAME | TITLE | DATE (MM/DD/YYYY) |
|------|-------|-------------------|

SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

| | | |
|--------------------|--|---------------------------------|
| NAME Ian Jesney | TITLE Sr. Mgr. Infrastructure Engineering | DATE (MM/DD/YYYY) 07/22/2020 |
|--------------------|--|---------------------------------|

GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

| | | |
|------|-------|-------------------|
| NAME | TITLE | DATE (MM/DD/YYYY) |
|------|-------|-------------------|

THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS.

ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO [CRD Corporate Asset and Grant Management Analyst](#)

CRD GRANT PROPOSAL REVIEW

Download this form and save it after filling in the first cell. **SAVE OFTEN** as a precautionary measure. Please email questions or suggestions for improvement to [CRD Corporate Asset and Grant Management Analyst](#).

| SECTION 1: APPLICANT AND GRANT INFORMATION | | | | |
|---|---|---|--|--|
| CRD DEPT. IWS | SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL. Port Renfrew Water Service | | | SERVICE NO.: |
| WHAT SERVICE TYPE COULD BENEFIT? Local | WHICH ELECTORAL AREA? JDF | IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT. Port Renfrew | | |
| GRANT PROGRAM NAME ICIP - Rural and Northern Communities | | | | APPLICATION DUE (MM/DD/YYYY) 10/22/2020 |
| PROPOSED PROJECT TITLE Port Renfrew Water Supply Upgrade | | | PROJECT TYPE Infrastructure Assets - New or Renew | |
| DESCRIBE THE OUTCOME OF THE PROJECT: Water supply to the community of Port Renfrew will be upgraded to assure supply in the future. | | | | |
| SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD? | | | | |
| Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action. | | | | |
| ALIGNMENT WITH A CRD BOARD PRIORITY? Not Applicable | ALIGNMENT WITH A CORPORATE PRIORITY? Customer Service | ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY? Protect rural community integrity | | |
| ALIGNMENT WITH THE SERVICE PLAN? Yes - for the current year | ALIGNMENT WITH THE CAPITAL PLAN? Yes-for current year | ALIGNMENT WITH THE ASSET MANAGEMENT PLAN? Yes | | |
| IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE: | | | | |
| THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE . | | | | |
| HOW MANY HOURS, <i>APPROXIMATELY</i> , WILL PREPARING THE GRANT APPLICATION TAKE? <input type="checkbox"/> 1-10 <input checked="" type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+ | | HOW MANY HOURS, <i>APPROXIMATELY</i> , WILL GRANT ADMINISTRATION TAKE IF AWARDED? <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input checked="" type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+ | | |
| GRANT REQUEST: \$ 1,600,000 | CRD COSTS: ELIGIBLE AND INELIGIBLE \$ 50,000 | TOTAL PROJECT COST (EST.) \$ 1,650,000 | MAIN SOURCE OF CRD FUNDING SHARE Capital Reserve Fund | EVIDENCE OF SECURED FUNDS Yes-funding evidence is available now |
| WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN? 1-Low: Applying is not disruptive to the Service's workplan | | WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN? 1-Low: This grant is not disruptive to the Service's workplan | | |
| IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT. | | | | |
| IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION. | | | | |
| WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD: | 1. TYPICAL-Executing/amending agreement, claims, project reports | | | |
| IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS. | | | | |
| WHAT SPILLOVER BENEFITS, ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES, COULD RESULT FROM THIS GRANT EFFORT? SEE INTANGIBLE BENEFIT EXPLANATION HERE . | | | | |
| <input type="checkbox"/> INNOVATION | <input type="checkbox"/> PARTNERSHIP/COLLABORATION | <input checked="" type="checkbox"/> SUPPORT OF RURAL COMMUNITIES | <input type="checkbox"/> MITIGATION OF A SEVERE RISK | |

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PAGE 2 OF 2

CRD GRANT PROPOSAL REVIEW

Download this form and save it after filling in the first cell. **SAVE OFTEN** as a precautionary measure. Please email questions or suggestions for improvement to [CRD Corporate Asset and Grant Management Analyst](#).

| SECTION 1: APPLICANT AND GRANT INFORMATION | | | | |
|---|---|--|--|---|
| CRD DEPT. IWS | SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL. Lyll Harbour Boot Cove Water Service | | | SERVICE NO.: |
| WHAT SERVICE TYPE COULD BENEFIT? Local | WHICH ELECTORAL AREA? SGI | IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT. Lyll Harbour Boot Cove | | |
| GRANT PROGRAM NAME ICIP - Rural and Northern Communities | | | APPLICATION DUE (MM/DD/YYYY) 10/22/2020 | |
| PROPOSED PROJECT TITLE Lyll Harbour Boot Cove Water System Upgrades | | | PROJECT TYPE Infrastructure Assets - New or Renew | |
| DESCRIBE THE OUTCOME OF THE PROJECT: The water system, including its dam, treatment, distribution and storage system will be upgraded to meet Provincial Dam Safety requirements and Island Health requirements. | | | | |
| SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD? | | | | |
| Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action. | | | | |
| ALIGNMENT WITH A CRD BOARD PRIORITY? Not Applicable | ALIGNMENT WITH A CORPORATE PRIORITY? Customer Service | ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY? Not Applicable to SSI SGI | | |
| ALIGNMENT WITH THE SERVICE PLAN? Yes - for the current year | ALIGNMENT WITH THE CAPITAL PLAN? Yes-for current year | ALIGNMENT WITH THE ASSET MANAGEMENT PLAN? Yes | | |
| IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE: | | | | |
| THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE . | | | | |
| HOW MANY HOURS, <i>APPROXIMATELY</i> , WILL PREPARING THE GRANT APPLICATION TAKE? <input type="checkbox"/> 1-10 <input checked="" type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+ | | HOW MANY HOURS, <i>APPROXIMATELY</i> , WILL GRANT ADMINISTRATION TAKE IF AWARDED? <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+ | | |
| GRANT REQUEST: \$ 600,000 | CRD COSTS: ELIGIBLE AND INELIGIBLE \$ 50,000 | TOTAL PROJECT COST (EST.) \$ 650,000 | MAIN SOURCE OF CRD FUNDING SHARE Loan Authorization | EVIDENCE OF SECURED FUNDS Maybe-subject to referendum on borrowing |
| WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN? 1-Low: Applying is not disruptive to the Service's workplan | | WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN? 1-Low: This grant is not disruptive to the Service's workplan | | |
| IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT. | | | | |
| IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION. | | | | |
| WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD: | 1. TYPICAL-Executing/amending agreement, claims, project reports | | | |
| IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS. | | | | |
| WHAT SPILLOVER BENEFITS, ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES, COULD RESULT FROM THIS GRANT EFFORT? SEE INTANGIBLE BENEFIT EXPLANATION HERE . | | | | |
| <input type="checkbox"/> INNOVATION | <input type="checkbox"/> PARTNERSHIP/COLLABORATION | <input checked="" type="checkbox"/> SUPPORT OF RURAL COMMUNITIES | <input type="checkbox"/> MITIGATION OF A SEVERE RISK | |

CRD GRANT PROPOSAL REVIEW

Download this form and save it after filling in the first cell. SAVE OFTEN as a precautionary measure. Please email questions or suggestions for improvement to CRD Corporate Asset and Grant Management Analyst.

| | | |
|--|---|---|
| SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services. | | |
| FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN? 2022 | DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN? Yes | WHAT IS THE ASSET'S REMAINING SERVICE LIFE? New Asset |
| WHAT IS THE ASSET'S CONDITION RATING? Excellent - New Asset | WHAT IS RISK OF ASSET FAILURE? Not Applicable | |
| USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS) | | |
| SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program? | | |
| DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA. The project will maintain a potable water supply to a community whose water supply is at risk. | | |
| SECTION 5: ATTESTATION AND APPROVALS In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst. | | |
| PROJECT LEAD ATTESTATION | | |
| <input checked="" type="checkbox"/> I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT; | | |
| <input checked="" type="checkbox"/> I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS; | | |
| <input checked="" type="checkbox"/> I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE; | | |
| <input checked="" type="checkbox"/> I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL. | | |
| NAME Ian Jesney | TITLE Sr. Mgr. Infrastructure Engineering | DATE (MM/DD/YYYY) 09/02/2020 |
| MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT | | |
| NAME | TITLE | DATE (MM/DD/YYYY) |
| SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT | | |
| NAME Ian Jesney | TITLE Sr. Mgr. Infrastructure Engineering | DATE (MM/DD/YYYY) 09/02/2020 |
| GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT | | |
| NAME | TITLE | DATE (MM/DD/YYYY) |
| THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS. | | |
| ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst | | |

Appendix E: Infrastructure Funding History

EQUAL OPPORTUNITY WITHIN ICIP

Fair access within CRD services was assessed under ICIP as a whole.

SSI has not previously submitted an application to RNC-ICIP and currently has no outstanding application to other funding streams in ICIP.

Below is our historical submission.

2018/19

1. RNC Program Stream
 - a. SGI – Miners Bay Dock at Mayne Island
 - b. JDF – Wilderness Mountain Supply Improvement
2. Community, Culture, & Recreation (CCR) Program Stream
 - a. SSI – Fernwood Playing Field
 - b. SGI – Mayne Island Regional Trail
3. Green Infrastructure - CleanBC Communities Fund Program Stream
 - a. Hartland Landfill – Renewable Natural Gas Initiative

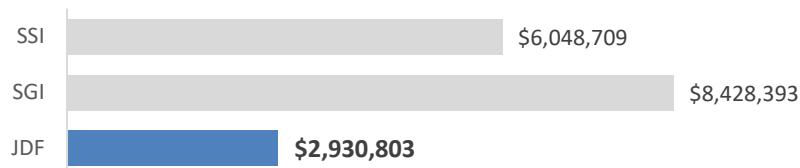
2019/20

4. Green Infrastructure – Environmental Quality Program Stream
 - a. JDF – Anderson Cove Water Distribution
 - b. SGI – Magic Lake Estates Wastewater System Renewal

EQUAL OPPORTUNITY TO GRANT ACCESS

Grant programs aim to provide a fair distribution of grant funding. As such, previous grant awards are taken into account in the assessment of applications. The graph below shows comparable infrastructure grants awarded to Electoral Areas (excluding Disaster Mitigation) from 2008-2020.

Grants Funded in the Past 12 Years



Historically, JDF has been awarded the least amount of funding. JDF and SGI currently have outstanding applications to ICIP under the Green Infrastructure Stream where it is unknown whether it will be declined or awarded at this time.

ICIP GRANT APPLICATION AND PROGRAM ANALYSIS

Below are key facts for consideration:

Rural and Northern Communities Stream:

1. JDF - Wilderness Mountain Water System Upgrades
 - a. JDF currently has an outstanding application in submission to the ICIP-Environmental Quality stream; where the outcome is unknown.
 - b. Water system will be upgraded to meet Island Health requirements.
2. SSI - Maliview WWTP Upgrading Project
 - a. The Maliview WWTP has experienced challenges in consistently meeting regulatory requirements.
 - b. The Maliview WWTP has received warning letters from both levels of governments in 2019 due to effluent quality being non-compliant. The design and construction of the upgrade will ensure the plant effluent meeting regulatory requirements and significantly reduce risks to the environment.
 - c. SSI has not previously submitted an application to RNC.
3. JDF - Port Renfrew Water Supply Upgrade
 - a. JDF currently has an outstanding application in submission to the ICIP-Environmental Quality stream; where the outcome is unknown.
 - b. Port Renfrew recently received a grant from Clean Water and Wastewater Fund.
 - c. The current water supply system consists of 200 mm diameter asbestos cement pipe that is at the end of its service life. Part of the line was replaced in 2017 under a previous grant program. The remainder of the line is approximately 1.6 km long. If the line is not replaced the community of Port Renfrew is at risk of losing its potable water supply due to failure of the existing supply main.
4. SGI - Lyall Harbour Boot Cove Water System Upgrades
 - a. The water system, including its dam, treatment, distribution and storage system will be upgraded to meet Provincial Dam Safety requirements and Island Health requirements.
 - b. SGI was previously awarded under the first CCR intake in 2019.



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 09, 2020

SUBJECT **Salt Spring Island Shared Services Model – Rural Dividend Grant**

ISSUE SUMMARY

Capital Regional District (CRD) Board authorization is required to fulfil the terms of a Rural Dividend grant providing funding for the development of a shared business services model on Salt Spring Island.

BACKGROUND

The CRD was the recipient of \$90,750 through the Rural Economic Dividend Grant, plus an \$18,000 contribution from the Salt Spring Island Community Economic Development Commission (SSI CEDC) for the creation of a member funded co-operative where local businesses, First Nations, and individuals could purchase membership shares and raise capital to benefit Salt Spring Island; offer direct and indirect services to small business owners, service providers, or agencies to create economies of scale through shared purchasing power with the following offerings: branding and marketing of island made products; off-island product distribution and export hub; supply chain; business training and skill development; IT and e-commerce tools; and shared labour pool. On July 11, 2018, the application for funding and receipt was approved by the Board.

After consultation with the Southern Gulf Islands Community Economic Sustainability Commission (CESC), community stakeholders, as well as consultants and CRD's in-house counsel, the project's focus shifted to creation of a society. However, following review of the proposal and consideration of the other entities already operating on SSI, SSI Electoral Area Director Holman was not in support of setting up another entity to undertake economic activities without CRD involvement. After bringing the matter forward to the SSI CEDC there was support by the Director and the SSI CEDC to award the work to Rural Island Economic Partnership (RIEP) and the SSI CEDC passed the following motion at their June 25, 2020 meeting:

That the Salt Spring Island Community Economic Development Commission recommends that the Capital Regional District contract with the Rural Islands Economic Partnership as the not for profit entity to receive the Rural Dividend Grant and deliver a regional Shared Business Services pilot program.

The project was initiated in March 2020 in three phases in accordance with the grant application and sought two approvals from Rural Dividend to amend the terms of the grant due to new learning acquired while operationalizing the project and developing the business plan. These scope change amendments require no updates to the budget.

| March 2019 – 2021 | Amendment 1 | Amendment 2 |
|--|--|---|
| <p>1. Build the Infrastructure</p> <ul style="list-style-type: none"> - Develop a financial model and business plan - Hire a project manager - Input and buy in from local businesses to confirm operational details of core services - Create a marketing and communications plan <p>2. Incorporate</p> <ul style="list-style-type: none"> - Develop Memorandum of Association and Rules - Name interim directors - Legal review of incorporation documents - Submit documentation to corporate registry <p>3. Operate and Grow</p> <ul style="list-style-type: none"> - Delivery of services and continue membership drive initiatives - Apply for grants and other funding sources - Quarterly board meetings and reports | <p>1. A six month grant extension until November 30, 2021;</p> <p>2. Change the deliverable to establish a co-op model to a society model structure to will allow the entity to generate diversified revenue streams and be less reliant on a membership revenue model of a co-op; and</p> <p>3. Expand the branding proposal from a 'Made in Salt Spring Island' brand to align with the branding work already done by the Vancouver Islands Economic Alliance's 'Islands Good' brand.</p> | <p>Change in project scope to partner with RIEP to complete Shared Business Services Model instead of incorporating another not-for-profit. RIEP has successfully delivered programs that are in alignment with the deliverables outlined in the project scope amendment of March 2020 such as the Rural Island Economic Forum, and Island Come Back (see links https://ruralislandspartnership.ca; and https://islandcomeback.ca). The RIEP takes a regional approach across the rural island.</p> <p>By contracting with the RIEP, the need to spend time developing the capacity for a new society will be eliminated. This is particularly important now, to be able to move swiftly, in a Covid-19 environment, to support small business recovery and resilience by delivering regional economies of scale for marketing and sales of locally produced products, business skills recovery training, and access to financial assistance.</p> |

ALTERNATIVES

Alternative 1

That the Electoral Area Committee recommend the Capital Regional District Board approve the Rural Dividend amendments and authorize staff to direct award a contract in the amount of \$95,000 to the Rural Islands Economic Partnership Society to perform such other tasks as to fulfill the terms of the Rural Economic Dividend Program grant.

Alternative 2

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

IMPLICATIONS

SOCIAL

The RIEP has been establishing their ability to undertake this contract and take a regional approach across the rural island in coordinating and developing the following:

- Develop entrepreneurial opportunities to help local businesses grow and thrive through economic challenges by accessing ways to diversify offerings and expand markets for their products; strengthen growth opportunities for the agricultural sector, women entrepreneurs; youth entrepreneurs and exploring opportunities with and for indigenous entrepreneurs.
- Protecting and sustaining rural island culture by facilitating ways to implement effective and sustainable year-round tourism destination management practices; by promoting local arts and artisans as well as locally grown and made products; by deepening relations with first nations in recognition of their historical stewardship of their traditional lands and respect for their cultural knowledge and wisdom and by being pro-active stewards of rural islands cultural and natural resources.
- Optimizing local and inter-island transportation by leveraging relationships with BC ferries and local transportation entities to focus on the special needs of rural islands and the importance to BC for ensuring sustainable, reliable service to rural islands.
- Mobilizing local capital for rural island economic revitalization by learning about the experiences of rural communities across BC and Canada who have successfully mobilized local capital via community investment coops to keep wealth local and enrich their communities by investing in local ventures. By becoming knowledgeable about the variety of rural funding resources especially designed to support rural economic prosperity and the ways to access these resources.
- Green workforce attraction, retention and training by exploring ways rural islands can become locations for low carbon footprint, clean tech, businesses that will attract an age diverse population, provide ongoing employment opportunities, and help entrepreneurs understand business development applications so that they can move through the complexities of government in a positive way.
- Realizing innovative affordable housing solutions
- Protecting and expanding rural health services
- Insuring access to sustainable broadband networks

The RIEP is a registered society with the following board members; and in accordance with section 7.1 [Remuneration of Directors] of the RIEP bylaw do not permit the Society to pay a Director remuneration for being a director, but the Society may, subject to the *Act*, pay remuneration to a Director for services provided by the Director to the Society in another capacity (see Appendix A, B and C).

- Chair – Francine Carlin, Salt Spring
- Vice Chair – Pat English, Mt. Waddington
- Director – Mike Hoebel, Galiano
- Director- Keena-Hicken Gaberria, Namgis Nation
- Director- Jeff Monroe – Kwatal Nation

FINANCIAL

CRD must use the grant funding and complete the terms of the grant by November 30, 2021. Local businesses, in line with the terms of the grant, may also benefit from the shared service model due to reduce expenses, sharing of marketing and transportation costs, and other savings and benefits as a result of sharing business services amongst a group.

Budget

Revenue

| | |
|-------------------|-----------|
| Grant | \$90,750 |
| CEDC Contribution | \$18,000 |
| Total | \$108,750 |

Costs

| | |
|--|-------------------|
| Develop business model and identify services to be offered | <u>(\$12,666)</u> |
|--|-------------------|

Balance

\$96,085

CONCLUSION

CRD Board approval is required accept these amendments and direct award a contract in the amount of \$95,000 to fulfill the terms of the grant.

RECOMMENDATION

That the Electoral Area Committee recommend the Capital Regional District Board approve the Rural Dividend amendments and authorize staff to direct award a contract in the amount of \$95,000 to the Rural Islands Economic Partnership Society to perform such other tasks as to fulfill the terms of the Rural Economic Dividend Program grant.

| | |
|---------------|---|
| Submitted by: | Karla Campbell, Senior Manager, Salt Spring Island Electoral Area |
| Concurrence: | Steven Carey, J.D., B.Sc, Manager, Legal Services |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

KC/kc

ATTACHMENT(S)

- Appendix A: Rural Island Economic Partnership Certificate of Incorporation
- Appendix B: Rural Island Economic Partnership Constitution
- Appendix C: Rural Island Economic Partnership Bylaws



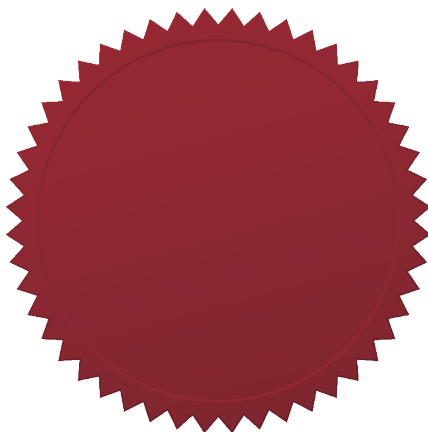
Number: S0072641

Societies Act
CERTIFICATE OF INCORPORATION

RURAL ISLANDS ECONOMIC PARTNERSHIP SOCIETY

I Hereby Certify that ~

RURAL ISLANDS ECONOMIC PARTNERSHIP SOCIETY was incorporated under the
Societies Act on January 28, 2020 at 02:34 PM Pacific Time.



*Issued under my hand at
Victoria, British Columbia*

A handwritten signature in black ink, which appears to read 'Carol Prest'.

CAROL PREST

REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA
CANADA



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

Althea
CAROL PREST

CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **RURAL ISLANDS ECONOMIC PARTNERSHIP SOCIETY**

Incorporation Number: S0072641

Business Number: 74948 0737 BC0001

Filed Date and Time: January 28, 2020 02:34 PM Pacific Time

The name of the Society is RURAL ISLANDS ECONOMIC PARTNERSHIP SOCIETY

The purposes of the Society are:

1. The Name Of The Society Is "Rural Islands Economic Partnership" (RIEP).

2. Purpose Of The Society:

For the rural islands of BC, cultivate enduring rural island wide economic partnerships that ensure economic resilience, and generates long-term prosperity without depleting natural or social capital. This may include:

Exploration and implementation of financial models to achieve this goal;

Facilitation of communications and information sharing to build capacity and collaboration;

Advocacy, promotion and support of community economic development on behalf of the rural islands of BC.



Bylaws Of the Rural Islands Economic Partnership



CAROL PREST

Bylaws of the Rural Islands Economic Partnership (the "Society")

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PART 1 – DEFINITIONS AND INTERPRETATION

Definitions

1.1 In these Bylaws:

“Act” Means the *Societies Act* of British Columbia as amended from time to time;

“Board” Means the directors of the Society;

“Bylaws” means these Bylaws as altered from time to time.

“The Partnership” means representatives of Bowen, Cormorant, Cortes, Denman, Gabriola, Galiano, Gambier, Hornby, Lasqueti, Malcom, Mayne, Pender, Quadra, Salt Spring, Saturna, Pender, Texada, Thetis; as well as Indigenous Communities who have traditional or reserve land on these islands.

Definitions in Act Apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict With Act Or Regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

PART 2 MEMBERS

Application For Membership

2.1.a A person directly engaged in economic capacity building that will impact the Partnership, may apply to the Board for membership in the Society, and the person becomes a member on the Board’s acceptance of the application.

2.1.b Corporations, Societies, Partnerships, or Associations, directly engaged in community economic development may apply with a representative nominee to the Board for membership in the Society, and the entity becomes a member the Society on the Board’s acceptance of the application. The voting power of such memberships shall, in each case, be assigned to the individual nominated by the applying members.

2.1.c A person, Corporation, Society, Partnership, Associations or Government agencies indirectly engaged in community economic development within the impact area of the Partnership may apply to the Board for associate membership in the Society, becomes an associate member on the Board’s acceptance of the application.

2.1.d Local government with jurisdiction over these Islands as well as First Nations

Governing Councils may apply for membership in the Society. The entity becomes a member the Society on the Board's acceptance of the application. The voting power of such memberships shall, in each case, be assigned to the individual nominated by the applying members.

2.1.e. Membership is non-transferable and new applicants must apply for membership.

2.1.f Members are responsible to keep all of the information concerning their business current with Society. Communication with members will be via digital media as appropriate. All notices of Society meetings will be delivered by mail or email.

Duties Of Members

2.2.a Every member must uphold the constitution of the Society and must comply with these Bylaws. Duties include but not limited to:

- Pay Membership Dues when due
- Pay all other monies due and payable to Society when due
- Comply with these Bylaws
- Comply with code of ethics as is prescribed by the Board from time to time

Membership Categories

2.3.a Individuals engaged in economic capacity building that impacts the islands of the Partnership

2.3.b Corporations, Societies, Partnerships, Associations, directly engaged in community economic capacity building

2.3.c Members of Indigenous Communities with traditional or reserve lands on the islands within the Partnership

Voting Rights And The Amount Of Membership Dues

2.4.a The Board must determine the amount of the annual membership dues. Changes in dues are subject to the approval of the majority of the Directors.

2.4.b Other assessments may be levied against all members, if they are recommended by the Board and approved by a majority of the Directors.

Termination Of Membership If Member Not In Good Standing

2.6 A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months.

Resignation of Membership

- 2.7** Any member of the Society who intends to retire from or resign his/her membership, may do so, at any time, upon giving the Board of Directors notice in writing of such intention, and upon discharging any lawful liability which is standing upon the books of Society against him/her at the time of such notice.

For resigning members in good standing, it will be at the discretion of the Board as to the amount of refund, if any.

PART 3 - GENERAL MEETINGS OF MEMBERS

Time And Place Of General Meeting

- 3.1** A general meeting must be held at the time and place the Board determines.

Ordinary Business At General Meeting

- 3.2** At a general meeting, the following business is ordinary business:
- a. Adoption of rules of order
 - b. Consideration of any financial statements of the society presented to the meeting
 - c. Consideration of the reports, if any, of the directors or auditor
 - d. Election or appointment of directors
 - e. Appointment of an auditor, if any
 - f. Business arising out of a report of the directors not requiring the passing of a special resolution.

Notice Of Special Business

- 3.3** A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair Of General Meeting

- 3.4** The following individual is entitled to preside as the Chair of a general meeting:
- (a) The individual, if any, appointed by the Board to preside as the chair;
 - (b) If the Board has not appointed an individual to preside as the Chair or

the individual appointed by the Board is unable to preside as the Chair,

- (i) The President,
- (ii) The Vice-President, if the President is unable to preside as the chair, or
- (iii) One of the other Directors present at the meeting, if both the President and Vice-President are unable to preside as the Chair.

Alternate Chair Of General Meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum Required

3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum For General Meetings

3.7 The quorum for the transaction of business at a general meeting, is 3 voting members, or 10% of the voting members, whichever is greater.

Lack Of Quorum At Commencement Of Meeting

3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

(a) In the case of a meeting convened on the requisition of members, the meeting is terminated, and,

(b) In any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If Quorum Ceases To Be Present

3.9 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated

Adjournments By Chair

3.10 The Chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice Of Continuation Of Adjourned General Meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order Of Business At General Meeting

3.12 The order of business at a general meeting is as follows:

- (a) Elect an individual to chair the meeting, if necessary
- (b) Determine that there is a quorum
- (c) Approve the agenda
- (d) Approve the minutes from the last general meeting
- (e) Deal with unfinished business from the last general meeting;
- (f) If the meeting is an annual general meeting
 - (i) Receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements
 - (ii) Receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) Elect or appoint directors, and
 - (iv) Appoint an auditor, if any;
- (g) Deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) Terminate the meeting.

Methods Of Voting

3.13 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement Of Result

3.14 The Chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy Voting Not Permitted

3.15 Voting by proxy is not permitted.

Matters Decided At General Meeting By Ordinary Resolution

3.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

PART 4 - DIRECTORS

Number Of Directors On Board

4.1 The Society must have no fewer than (four) 4 and no more than (thirteen)13 Directors.

The Board Will Be Comprised of and includes the officers of the Partnership:

- 5 (Five Directors) Representing the regions of the Northern Gulf Islands; Southern Gulf Islands, Howe Sound, Queen Charlotte Strait
 - Bowen, Cormorant, Cortes, Denman, Gabriola, Galiano, Gambier, Hornby, Keats, Lasqueti, Malcom, Mayne, Pender, Quadra, Salt Spring, Saturna, Texada, Thetis,
- 3 (Three Directors) Representing Indigenous Communities with reserve or traditional lands on the islands within the Partnership
- 5 (Five) Directors-at-Large

Election Or Appointment Of Directors

4.2 At each annual general meeting, the voting members entitled to vote for the election or appointment of Directors must elect or appoint the Board Chair.

Directors May Fill Casual Vacancy On Board

4.3 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the Director's term of office.

Term Of Appointment Of Director Filling Casual Vacancy

4.4 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

PART 5 - DIRECTORS' MEETINGS

Calling Directors' Meeting

5.1 A Directors' meeting may be called by the President or by any 2 other Directors.

Notice Of Directors' Meeting

5.2 At least 2 days' notice of a Directors' meeting must be given unless all the Directors agree to a shorter notice period.

Proceedings Valid Despite Omission To Give Notice

- 5.3** The accidental omission to give notice of a Directors' meeting to a director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

Conduct Of Directors' Meetings

- 5.4** The Directors may regulate their meetings and proceedings as they think fit.

Quorum Of Directors

- 5.5** The quorum for the transaction of business at a Directors' meeting is a majority of the Directors.

PART 6 – BOARD POSITIONS

Election or appointment to Board positions

- 6.1** Directors must be elected or appointed to the following Board positions, and a Director, other than the President, may hold more than one position:
- (a) President (Board Chair)
 - (b) Vice-President (Board Vice-Chair)
 - (c) Secretary
 - (d) Treasurer

Directors At Large

- 6.2** Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as Directors at Large.

Role Of President

- 6.3** The President is the Chair of the Board and is responsible for supervising the other Directors in the execution of their duties.

Role Of Vice-President

- 6.4** The Vice-President is the Vice-Chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act.

Role Of Secretary

- 6.5** The Secretary is responsible for doing, or making the necessary arrangements for the following:
- (a) Issuing notices of general meetings and directors' meetings
 - (b) Taking minutes of general meetings and directors' meetings
 - (c) Keeping the records of the Society in accordance with the Act
 - (d) Conducting the correspondence of the Board
 - (e) Filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence Of Secretary From Meeting

- 6.6** In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary at the meeting.

Role Of Treasurer

- 6.7** The Treasurer is responsible for doing, or making the necessary arrangements for the following in coordination with the Partnership's bookkeeper:
- (a) Receiving and banking monies collected from the members or other sources;
 - (b) Keeping accounting records in respect of the Society's financial transactions;
 - (c) Preparing the Society's financial statements;
 - (d) Making the Society's filings respecting taxes

PART 7 - REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY

Remuneration Of Directors

- 7.1** These Bylaws do not permit the Society to pay to a Director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a Director for services provided by the Director to the Society in another capacity.

Director Business Expenses

- 7.2** It is expected that in the course of exercising duties, expenses may be incurred by Directors of the Board. The Partnership will reimburse Directors of the Board for all reasonable expenses incurred in exercising their responsibilities as a Director. The Board to determine what is 'reasonable'.

Signing Authority

- 7.3** A contract or other record to be signed by the Society must be signed on behalf of the Society;
- (a) By the President, together with one other Director,
 - (b) If the President is unable to provide a signature, by the Vice-President together with one other Director,
 - (c) If the President and Vice-President are both unable to provide signatures, by any 2 other Directors, or
 - d) In any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

PART 8 - AUTHORITY OF THE BOARD

Society Management

- 8.1** The management and discipline of the Society shall be in the hands of the Board of Directors and its officers. This includes all matters of finance, marketing, membership, programs, partnerships etc. The Board of Directors, subject to The Societies Act, and to the Bylaws of the Society, may exercise all the powers of a society.

The Board of Directors shall have the power to engage or dismiss any employee of the Society, and to fix the amount of remuneration or severance.

Establishing Committees

- 8.2** The Board of Directors may create such standing and special committees, working groups or task forces as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except to make recommendations to the Board.

Unless specifically designated as a standing committee, a committee is deemed to be a special committee and any special committee so created must be created for a specified time period only.

A special committee will automatically be dissolved upon the following:

- a) Completion of the specified time period; or
- b) Completion of the task for which it was created.

In the event the Board decides to create a committee, it must establish the terms of reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the terms of reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

The members of a committee may meet and adjourn as they think proper for meetings of the committee.

The Board may dissolve any committee by Board resolution.

The standing committees of the Partnership may include Finance, Communication and Marketing, Program Creation, Strategic Planning, Membership and Nomination.

Appointment Of Senior Managers

- 8.3** The Board of Directors may, by Board resolution, appoint a Senior Manager (paid staff) that they, from time to time, deem necessary. All senior managers of the Society shall, at all times, be subject to the direction and supervision of the Board. A Senior Manager shall not incur any expense or obligation without first obtaining the approval and authority of the Board. A Senior Manager may be removed by Board resolution.

Annual Budget

- 8.4** Prior to the end of each fiscal year, the Board shall establish interim operating and capital budgets for the next fiscal year. Approval for these budgets shall be sought at a duly constituted Annual General Meeting.

Unapproved Expenditures

- 8.5** Any expenditure or series of related expenditures not approved in the current operating or capital budget that is in excess of thirty thousand dollars (\$30,000.00) must be approved by an Ordinary Resolution of a majority of voting Members present at a General Meeting. All such expenditures must be supported by detailed plans and cost estimates.

Entrance Fees, Assessments and Dues

- 8.6** The Board of Directors shall have the power to establish and set all entrance fees, assessments and annual dues, provided any increase in annual dues and/or assessments amounts to no more than fifteen per cent (15%) in any one year. Any greater increase must be subject to approval by the voting Members present at a General Meeting.

Borrowings

- 8.7** The Board has the authority to borrow money and issue notes or other evidences of debt obligations at any time, to anyone and for any consideration that the Directors determine, provided that the Society assets are not used as security or collateral in the transaction.

The Board of Directors shall for the purpose of carrying out the objectives of the Society, and by authorization of a General Meeting, have the power to raise or secure the payments or money on security of the whole or any part of the property and assets of the Society, whether present or future, and to grant, execute, seal and deliver mortgages, bill of sale, debentures, and other securities for the same, but in no case shall debentures be issued without an approved Special Resolution at a General Meeting of the Society.

Sales of Assets

- 8.8** The Board of Directors shall not lease, sell or otherwise dispose of any real estate, lease, or any asset of the Society without first receiving the sanction of a Special Resolution of the Society, except, the Board of Directors may dispose of items of equipment or furnishings that have become unusable to the Society.

PART 9 -RECORDS OF THE SOCIETY

Location

- 9.1** The Society's records are kept either at the Society's office or at its registered office as required by the Societies Act. A list of where each record is located is available, upon written request, from the Manager.

Members Inspection

Constitution & Bylaws Rural Islands Economic Partnership

9.2 A Member may, without charge, inspect the following specified records at the appropriate location:

- (a) The Society's certificate of incorporation;
- (b) Each certified copy, furnished to the Society by the registrar, of the following records:
 - (i) Constitution
 - (ii) Bylaws
 - (iii) Statement of Directors and registered office of the Society;
- (c) Any official document from the registrar;
- (d) A copy of any legal order from a court, government, an agency or official;
- (e) The register of Directors, including contact information provided by each Director;
- (f) Each written consent to act as a Director, and each written resignation of a Director;
- (g) A copy of each disclosure of interest by a Director or senior manager;
- (h) The Society's register of Members, but only if a Member provides the Society with a written application that provides the Member's assurances and undertakings as set out in Section 25 (4) and (7) of the Societies Act;
- (i) The minutes of each General Meeting, including the text of each resolution passed thereat;

- (j) A copy of each Ordinary Resolution or Special Resolution, other than a resolution included in the minutes of a General Meeting, and, if the case of a resolution consented to in writing by the voting Members, a copy of each of the consents to that resolution;
- (k) The approved financial statements and the Auditor's report thereon, required under Section 35 of the Societies Act.

A Member may, upon providing not less than fourteen (14) days written notice to the Society, also inspect the following records without charge during normal business hours:

- (i) Excluding the records of any in-camera proceedings, the minutes of each Directors' meeting, including a list of all the Directors in attendance and the text of each resolution passed at the meeting;
- (ii) A copy of each consent resolution of Directors and a copy of each of the consents to that resolution;
- (iii) Adequate accounting records pertaining to any transaction materially affecting the Society's financial position during each financial year.

Constitution & Bylaws Rural Islands Economic Partnership

A Member may inspect the policies and procedures manual of the Society, as revised from time to time by the Board.

Public Inspection

- 9.3** A person, other than a Member or Director, may only inspect the Society's constitution, its Bylaws, the most recent audited financial statements and the Auditor's report thereon, if any.

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 09, 2020**

SUBJECT Annual General Meetings & Nomination Procedures for Commissions

ISSUE SUMMARY

COVID-19 and the potential for a second wave make in-person annual general meetings (AGMs), including the nomination and polling of attendees for commission appointment difficult. Finding locations with sufficient space to permit attendance with physical distancing and the reluctance of the public to attend large gatherings (limited to 50 people by the public health officer) have resulted in the need to find alternate ways to conduct the business generally covered at the AGMs.

BACKGROUND

On July 8, 2020, the CRD Board gave the following direction as part of governance implications as a result of COVID-19, which included the following resolution:

Permit local area services and protective services to hold 2020 Annual General Meetings electronically when available meeting space cannot physically accommodate all area ratepayers, and conduct their election process for new committee members by way of mail-in ballot.

Following that direction, a mail ballot process – beginning with a call for nominations – has been initiated in the following local service areas:

- Lyall Harbour – Boot Cove Water Local Service Committee
- Magic Lake Estates Water and Sewer Committee
- Skana Water Service Committee
- Surfside Park Estates Water Local Service Committee
- Sticks Allison Water Local Service Committee
- Wilderness Mountain Water Service Commission

The remaining committees and commissions listed below have a requirement to hold AGMs in their governing bylaws but have not yet initiated any processes for nominations and polling of owners:

| Bylaw # | Commission/Committee Name |
|----------------|---|
| Bylaw 3281 | <ul style="list-style-type: none">• Port Renfrew Utility Services Committee |
| Bylaw 3654 | <ul style="list-style-type: none">• Otter Point Fire Protection and Emergency Response Service Commission• East Sooke Fire Protection and Emergency Response Service Commission• North Galiano Fire Protection and Emergency Response Service Commission• Port Renfrew Fire Protection and Emergency Response Service Commission• Shirley Fire Protection and Emergency Response Service Commission• Willis Point Fire Protection and Recreation Facilities Commission |
| Bylaw 3693 | <ul style="list-style-type: none">• SSI – Beddis Water Service Commission• SSI – Cedar Lane Water Service Commission• SSI – Cedars of Tuam Water Service Commission |

| | |
|--|--|
| | <ul style="list-style-type: none">• SSI – Fernwood Water Local Service Commission• SSI – Fulford Water Service Commission• SSI – Ganges Sewer Local Services Commission• SSI – Highland Water and Sewer Services Commission• SSI – Salt Spring Island Liquid Waste Disposal Local Service Commission |
|--|--|

ALTERNATIVES

Alternative 1

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

That for the balance of 2020, new appointments for local service area committee and commissions shall be done by the Board based on Electoral Area Director recommendation and not through the Annual General Meeting process, except for those committees and commissions that currently have a mail-in ballot process underway.

Alternative 2

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

IMPLICATIONS

Bylaws for some local service commissions and committees require an annual general meeting, at which nominations are taken and attendees polled to forward names onto the CRD Board for appointment. Nominations made through the AGM process are not binding and formal appointment is done by the CRD Board. In accordance with previous Board direction, mail ballot processes are already underway for some water and wastewater services in the CRD. Mail ballots for these services can be included as part of utility billing which assists in easy administration of the mail ballot process. However, for other committees and commission, particularly those that do not have utility billing, mail ballot processes have not yet been initiated. Concerns over cost, response rate and amount of work for staff have resulted in EA Directors requesting committees and commissions with no current process underway consider an alternative.

Current appointment processes for those CRD commissions that do not have a requirement to hold an AGM involve advertising upcoming vacancies locally, then the commission reviews and shortlists applications and makes a recommendation for appointment to the EA Director. The EA Director then forwards the selected nominee(s) to the Board for appointment.

It is proposed that committees and commissions with AGMs and no mail ballot process underway follow a similar appointment process as outlined above.

CONCLUSION

Due to COVID-19, and where mail ballot processes are not currently underway, local service committees and commissions may forgo nominations and polling at AGMs and instead appointments for upcoming vacancies will be advertised locally, applicants will be shortlisted by the committees and commissions, and recommendations will come directly to the CRD Board at the recommendation of the EA Director.

RECOMMENDATION

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

That for the balance of 2020, new appointments for local service area committee and commissions shall be done by the Board based on Electoral Area Director recommendation and not through the Annual General Meeting process, except for those committees and commissions that currently have a mail-in ballot process underway.

| | |
|---------------|---|
| Submitted by: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

ATTACHMENT(S)

Appendix A: Staff Report July 8, 2020

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 08, 2020**

SUBJECT COVID Meeting Procedures

ISSUE SUMMARY

The global COVID-19 has resulted in a change of business for local government public meetings, most recently with the introduction of Ministerial Order No. 192. While the CRD Board, committees and commissions continue to meet using a combination of in-person and electronic methods, best efforts must be made to physically include the public in meetings for transparency and accountability, and some accommodation of meeting procedures is required in order to meet physical distancing and public health officer orders.

BACKGROUND

Since late March 2020, the CRD Board has been meeting at least partially electronically in response to COVID-19 and the public health emergency. As the Province enters phases 2 and 3 of the response, the approach to public meetings is also undergoing further evolutions. Should the public health emergency conclude, the ability to meet electronically will no longer be possible under the CRD Board Procedures Bylaw.

On June 17, 2020, the Province of British Columbia issued the Order of the Minister of Public Safety and Solicitor General, Ministerial Order No. 192 under the *Emergency Program Act*. The order replaces the previous Ministerial Order No. 139. The new order provides new direction to local governments for open meetings, electronic meetings and timing requirements for bylaw passage.

Ministerial Order No. 192 applies to the meetings that are scheduled following June 17, 2020. Specifically, the order requires a regional district to ensure best efforts are met for the public to be physically present at open meetings. Under the new order, if a situation arises in which we are not able to safely accommodate all members of the public that wish to physically attend an open meeting, the Board must adopt a resolution which provides the rationale for the continued need to meet without the public present and that demonstrates how the Board will ensure continued transparency and accountability.

At this time, the Order of the Provincial Health Officer on Mass Gathering Events is in effect which does not allow for gatherings of more than 50 people, and physical distancing of 2 metres is still recommended. Based on the current assessment, the CRD boardroom can safely accommodate 35 people and still respect physical distancing requirements. For meetings of the 3 CRD Boards, given the number of Directors (24) and staff (6 Executive, 3 support staff and up to 2 staff speaking to staff reports) required to run the meetings, there is limited space to permit delegations or members of the public to attend in person. Standing Committees meetings in the CRD boardroom will have somewhat more capacity for members of the public to attend, based on fewer Committee members.

The following summarizes how the CRD Boards and Standing Committees will make 'best efforts' to be transparent, accountable and accessible when it is necessary to proceed with open

meetings without the public present:

- Meetings are all webcast through the CRD website;
- Meeting schedules are published monthly on the CRD website and weekly in the Times Colonist;
- Meeting notices and agendas are posted on the CRD website in the timeframe required under the CRD Board Procedures Bylaw (generally on Friday for the following Wednesday's meetings);
- Minutes for all meetings are posted on the CRD website once adopted;
- Presentations/delegations are able to address the CRD Board and standing committees via written submission or electronic participation (since June 10th) and the following messaging has been posted on the CRD website:
 - *Please note that during the COVID-19 situation, as we work to meeting physical distancing requirements, delegations may speak to the CRD Board via a modified process. Please sign up according to the requirements below, and staff will provide details on how to participate. We also strongly encourage submissions via written form (see instructions above).*

Ministerial Order No. 192 also applies to the 60 or more CRD committees and commissions. The new requirements have been communicated with support staff and committee/commission Chairs, with a template resolution provided as per Appendix B. All commissions have been encouraged to meet in person if possible and to make all efforts to welcome the public in whatever way can be done while still complying with the orders of the public health officer.

On May 27, 2020, the CRD Board passed the following resolution related to Annual General Meetings:

1. That the Skana Water Service Committee and Surfside Park Estates Water Service Committee AGMs are hereby deferred for the period of the Provincial State of Emergency;
2. That the financial reports usually presented at the AGM be posted online and rate payers notified; and
3. That the terms of local service committee members set to expire on June 30, 2020 are hereby extended a maximum of six months.

That motion addressed those meetings that were set to occur prior to the end of May. Many CRD local water/wastewater and fire/protective services have annual general meetings (AGM) for ratepayers. These AGMs are scheduled throughout the year, generally in the Spring and Fall. While the content shared with ratepayers at those meetings can be done electronically or be shared via the CRD website, the AGM also is the opportunity to make nominations and elections for new commission members. Given physical meeting space limitations, travel and local community restrictions on visitors, the potential for another round of COVID, as well as the level of interaction required to conduct an in-person AGM election, staff are recommending that for 2020 the CRD Board permit these committees to hold their AGMs with the option of electronic participation and have their usual election process conducted by mail ballot.

ALTERNATIVES

Alternative 1

That the CRD Board:

1. Make all efforts to meet in-person and encourage all other committees and commissions to do so also, provided the meetings can be done in keeping with public health officer

orders,

2. Authorize open meetings of the Regional Board, Hospital District Board and Housing Corporation Board as well as Standing, Select and Advisory Committees to be held without the public physically present provided that: agendas are posted with proper notice; agendas and minutes are available on the website; meetings are live webcasted and can be viewed electronically; and, that the public is able to provide comment as a delegation via written or electronic submission; and
3. Permit local area services and protective services to hold 2020 Annual General Meetings electronically when available meeting space cannot physically accommodate all area ratepayers, and conduct their election process for new committee members by way of mail-in ballot.

Alternative 2

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

CONCLUSION

The global COVID-19 has resulted in a change of business for local government public meetings, most recently with the introduction of Ministerial Order No. 192. While the CRD Board, committees and commissions continue to meet using a combination of in-person and electronic methods, best efforts must be made to include the public in meetings for transparency and accountability. In addition, local service AGMs may need to be held electronically for 2020 and have elections via a mail-in ballot process.

RECOMMENDATION

That the CRD Board:

1. Make all efforts to meet in-person and encourage all other committees and commissions to do so also, provided the meetings can be done in keeping with public health officer orders,
2. Authorize open meetings of the Regional Board, Hospital District Board and Housing Corporation Board as well as Standing, Select and Advisory Committees to be held without the public physically present provided that: agendas are posted with proper notice; agendas and minutes are available on the website; meetings are live webcasted and can be viewed electronically; and, that the public is able to provide comment as a delegation via written or electronic submission; and
3. Permit local area services and protective services to hold 2020 Annual General Meetings electronically when available meeting space cannot physically accommodate all area ratepayers, and conduct their election process for new committee members by way of mail-in ballot.

| | |
|---------------|---|
| Submitted by: | Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer |
| Concurrence: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer |

ATTACHMENTS

Appendix A: Ministerial Order No. M192

Appendix B: Draft Committee & Commission Resolution

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

Division 1 – General

Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2
- (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
 - (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the board, board committee or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the Vancouver council or the body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 165.1 of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the trust body or board of variance must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11
- (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
 - (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
 - (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
 - (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
 - (6) This section applies despite
 - (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

- 12
- Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
 - (i) section 165 [*financial plan*];
 - (ii) section 177 [*revenue anticipation borrowing*];
 - (iii) section 194 [*municipal fees*];
 - (iv) section 197 [*annual property tax bylaw*];
 - (v) section 200 [*parcel tax bylaw*];
 - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
 - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 13** (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
- (a) section 124 [*procedure bylaws*] of the *Community Charter*;
 - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
 - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
 - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 14** (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 15**
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
 - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
 - (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.

Appendix B: Draft Committee & Commission Resolution

1. That this resolution applies to the (insert commission name) for the meetings being held (insert date of next three months of regular meetings), and
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the (committee/commission), because:
 - a. The available meeting facilities cannot accommodate more than (x) people in person, including members of the (committee/commission) and staff, **and**
 - b. There are no other facilities presently available that will allow physical attendance of the (committee/commission) and the public in sufficient numbers; and
3. That the (committee/commission) is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means (CHOOSE THOSE THAT APPLY):
 - a. By allowing the public to hear (and/or) participate via electronic meeting software,
 - b. By allowing the public to see and hear the live webcasting of the meeting on the CRD website,
 - c. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - d. By providing newspaper notice of the meeting and means of seeing, hearing and participating in the meeting in accordance with the requirements on the *Local Government Act*,
 - e. By providing additional notice of the meeting by (insert detail here),
 - f. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - g. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - h. By making the minutes of the meeting available on the CRD website following the meeting



South Galiano Volunteer Fire Department

Serving Galiano Island since 1963

David Howe
Electoral Area Director
Southern Gulf Islands
PO Box 1000
Victoria B.C.
V8W 2S6

Dear Sir

The South Galiano Fire Society Board of Directors Is requesting that the CRD consider transitioning our Society to become a Commission under CRD direction.

The board passed the following resolution at our August 4, 2020 meeting:

“Be it resolved that the CRD investigate the possibility of the Society transitioning to become a commission” Carried unanimously.

The Board believes this is the only way to resolve an ongoing issue with a recent member of the department and an apparent lack of confidence in the department by some members of the area .

Submitted on behalf of the South Galiano Fire Society Board of Directors

Robert Matson
Acting President

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on July 2, 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 8:32 am.

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

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

CARRIED

3. Adoption of the Minutes

MOVED by Commissioner Byzyna, SECONDED by Chair Simon that the minutes of June 4 7, 2020 be adopted as amended.

CARRIED

4. Chair's Remarks

None.

5. Correspondence

Correspondence received in regards to the parking situation in the tunraround at Twiss #62. Will discuss signage with Contractor Carrothers.

6. Presentations/Delegations

None.

7. Administration Reports

7.1 Maintenance Contractor's Report

June has been mostly trail cleanup. Much more work required this year to maintain trails due to more vigorous growth in the cooler, wetter weather.

Priorities from Inspection Report - removal of old Bell Trail bridge, dangerous trees, road side parking at Morning Beach #59.

Dangerous trees - Michael has marked out trees within our jurisdiction that need falling. Identified a few outside licence of occupation - for example trees in danger of falling on parking area. 3 trees definitely need removal and 2 are near parking areas. Chair Rybak will contact the Encom road contractor about the trees outside our licence of occupation and grading of parking shoulder near Morning Beach access and will provide faller's info to Commissioner Henshall to contact. Tree identified on Sturdies Bay Trail. Question of responsibility if on school property. Chair Rybak will investigate. Commissioner Byzyna questioned if we should add a line item in our projected expenses. There are two dead trees on private property near the Skatepark. Commissioner Henshall will talk to former Chair Andrusiak.

Removal of Bell Trail bridge - Email received from the CRD re: liability stating the bridge can be left as long as it is properly signed and blocked.

7.2 Shore Access Report

Zelter #65 - Commissioner Henshall visited the site twice and it is not damaged or blocked. Commissioner Dishaw will provide owner contact info and Chair Rybak write a letter stating that it is our expectation that the shore access is open and will be maintained.

Mobility Access - RFP has gone out and we have had some response. Commissioner Longson is contacting proponents. Have not yet selected the 3-5 sites that would lend themselves to increased mobility access. Shaw #34, Albion, Whiteware would be possibilities. Commissioner Dishaw will come up with some possible accesses for mobility improvements. Other shore access nominations for consultants to visit are welcome.

Zucker #17 - Commissioner Simon has provided a management plan. Pursued some initial soliciting community support. Partnerships possible with the Galiano Conservancy, UVic Restoration of Natural Habitats program (students), Trees Canada. Feels there are lots of possible grant programs. Some volunteer support from Commissioners needed. Commissioner Simon would act as the project manager. Discussion of what to do with removed laurel. Commissioner Simon will approach the adjacent neighbour to see what his involvement might be ongoing. Commissioner Byzyna suggested using some Parks Improvement funds.

MOVED by Commissioner Rybak, SECONDED by Commissioner New to authorize Commissioner Simon to take draft management plan to adjacent landowner, Shay Morgan for his concurrence and support, to provide an new updated budget for a capital plan, to include other potential funders and to come up with a work plan for dealing with invasive removal over next 3-4 months with an upper budget of \$2000.
CARRIED

7.3 Trails Report

None.

7.4 Parks Report

DL79 - Report from Commissioner Longson. 1. Progress of the work. Trail 5 work done earlier in the summer and 2. On-going use of motorized dirt bikes on the site presenting a safety hazard and damage to trails. Identified user and will proceed with approaching them and writing a letter. 3. Installation of kiosk - requires volunteer labour to remove broom and install. Commissioners' will volunteer July 10, 10am. Commissioner Longson will send out an email and bring materials needed for kiosk installation. Kiosk was installed. Still waiting for an approved DL 79 contract from CRD.

7.5 Rental of CRD Park lands for Private Special Events

Tabled to next meeting.

7.6 Vault Toilet at Activity Centre

Commissioner Rybak circulated a letter from Shelley Lawson requesting assistance with vault toilet installation and sanitizers. He suggested using grant money for sanitizers for facility and program use to address short-term sanitation concerns. Dave Howe is aware of the project. Note: sentence deleted. Capital funds for the project will have to be brought forward to the 2021 budget year.

MOVED by Commissioner Longson, SECONDED by Commissioner Dishaw that Chair Rybak initiate discussion with the School District re: the installation of a vault toilet on the school grounds.

CARRIED

7.8 Bikes Racks

Commissioner Henshall stated that the best price he found was Dobra \$500. Installation requires a concrete pad. Would need to get a quote for installation. Possibly \$8-900 total.

MOVED by Commissioner Longson, SECONDED by Commissioner Byzyna seconded directing Commissioner Henshall to purchase of two bike racks, one for Sticks Park and one for another location eventually.

CARRIED

Commissioner Rybak will pick up in Vancouver.

7.9 Volunteer Report

None.

7.10 Recreation Report

None.

8. Treasurer's Report – June 2020

Treasurer Byzyna presented the treasurer's report.

8.1 Status of Accounts

| ACTIVITY | SPENT JUNE | SPENT YTD | BALANCE |
|----------------------------|---------------|--------------|------------|
| Parks Improvement | | \$1589.14 | \$5300.86 |
| Parks Maintenance | \$7692.53 | \$29441.94 | \$31268.06 |
| Meeting Expense Allowance | | | \$2880 |
| Recreation | | \$21125.00 | \$12745.00 |
| Recreation Meeting Expense | | | \$330 |
| | | | |
| Imprest Account | | | \$640.89 |
| | | | |
| Capital Reserve | | | \$50342.00 |
| General Capital Fund | | \$1020.00 | \$36095.06 |
| Transfer to Cap Reserve | | | \$12000 |

| | | | |
|-----------|--|-------|-------|
| Donations | | \$300 | \$300 |
|-----------|--|-------|-------|

8.2 Invoices to be Approved

**MOVED by Commissioner Longson, SECONDED by Commisioner Henshall approval of the payment of monthly invoice of \$7302.75 to Contractor Carrothers .
CARRIED**

8.3 Payment of Invoices

Galiano Trading

\$5.12

8.4 Projected Operating Expenses for 2020

| | SPENT JUNE | SPENT YTD | BALANCE |
|-----------------------------------|---------------|--------------|------------|
| Garbage Removal - Nadia | | | \$250 |
| Garbage Removal /19-late | | \$229 | |
| Design, Print Brochures | | | \$2000 |
| Park Maintenance Contract | \$6955.00 | \$27370.00 | \$18480.00 |
| Park Meeting Expenses | | | \$2880 |
| Maint. Materials Allowance | \$4.89 | \$1977.19 | \$6017.92 |
| Outside Maint. Services Allowance | | \$1450.00 | \$450 |
| Pump Toilets | | | \$1600 |
| Apple Pie | | | \$850 |
| Stewards' Lunch | | | \$600 |
| Post Box | | | \$180 |
| CRD Labour/Legal | | | |
| Total Projected Spending | \$6959.89 | \$31031.08 | \$32407.92 |
| Contingency Available | | | \$7270 |
| Total Operating Budget | | | \$70480 |

Capital Plan Update - Shore Access study and DL79.

Chair Rybak asked for a list of projects by years in the Five Year Capital Plan for when we have forecast these projects. Commissioner Byzyna will send this out in advance of the next meeting for discussion of any projects that should be advanced, deleted or any new projects.

Commissioner Byzyna noted his rough draft prepared for DL79 project. Asked for identification of any other expenses - i.e. toilet building. Commissioner Longson will obtain an estimate for this to add to the plan.

**MOVED by Commissioner Byzyna, SECONDED by Commissioner Goar approval of the Treasurer's Report.
CARRIED**

9. New Business

9.1 Park Benches

Commissioner Henshall reported on a request from a family for a park bench somewhere on Sticks Allison. All shore accesses there have benches. Replacement of rustic benches at Salamanca, Zelter could be offered. \$12-1300 per bench. Will bring forward a suggested location.

9.2 Student Hiring

Commissioner Goar will contact Justine Starke regarding our interest in hiring a student to work on asset management.

10. Other Business

None.

11. Adjournment

MOVED by Commissioner Henshall, SECONDED by Commissioner Longson that the meeting be adjourned at 10:50.

CARRIED

Stephen Rybak, Chair, Galiano Parks and Recreation Commission



Making a difference...together

MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Tuesday, May 12, 2020 in the Main Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members (via tele-conference):** K. Heslop, J. Deschenes, M. Fossli, W. Foster (9:38 am), M. Kenwell, D. Reed, D. Howe, Southern Gulf Islands Electoral Area Director

Staff (at 479 Island Highway): I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager Wastewater Operations; M. Cowley, Manager, Wastewater Engineering and Planning; S. Orr (recorder)

The meeting was called to order at 9:32 am

1. APPROVAL OF AGENDA

MOVED by M. Kenwell, **SECONDED** by M. Fossli,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF FEBRUARY 11, 2020

MOVED by J. Deschenes, **SECONDED** by D. Reed,
That the minutes of the meeting held February 11, 2020 be adopted.

CARRIED

3. COMMITTEE BUSINESS

3.1. Water Update

I. Jesney stated the following:

- Capital Regional District (CRD) staff and the CRD lawyer continue to work on the Stainless Steel Replacement issue involving Rohl/insurer through Rohl's lawyer.
- Currently the insurer is prepared to pay for the work although a contract has not been executed.
- Due to the COVID-19 situation progress is at a standstill.

3.2. Operations Update

M. McCrank stated the following:

Water Operations Highlights:

- Critical maintenance completed on the chemical feed system.
- Service leak repairs:
 - 2646 / 2648 Galleon Way
 - 2705 Anchor Way
- Magic Lake 150 mm portable lake syphon successful testing and commissioning activities.
- Corrective maintenance performed on the Buck Lake raw water pumps.
- Corrective maintenance performed on the Magic Lake Water Treatment Plant saturator pumps.

- Preventative maintenance performed on the Magic Lake Estates Water Treatment Plant dissolved air flotation tanks.

Wastewater Operations Highlights:

- Emergency response to Schooner Wastewater Treatment Facility, due to tank high level critical alarm.
- Cutlass Crescent Pump Station pump rail bracket replacement.
- Several emergency responses to Schooner Wastewater Treatment for low intensity Ultra-violet alarms.

3.3. Grants Discussion

There was no discussion.

4. MAGIC LAKE ESTATES SEWER UPGRADES- RFP 2020-578 CONSULTING SERVICES CONTRACT

M. Cowley introduced the report and provided a summary of the proposals received for the Magic Lake Estates Sewer Upgrades contract.

Discussion took place and staff answered questions from the committee about:

- Financial information presented in the report;
- Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant application; and,
- Contractor work during COVID-19.

MOVED by M. Kenwell, **SECONDED** by D. Reed,

1. That the Magic Lake Estates Water and Sewer Committee direct staff to proceed with awarding a contract to Stantec Consulting Ltd. in the amount of \$163,085.83 including 5% disbursements (excluding taxes).

CARRIED

Item 2 not considered.

2. Approve a provision for an increase of fees up to a maximum of \$281,174.10 to complete the entire 6.3 km sewer replacement design, should the grant be received.

5. CORRESPONDENCE

5.1. Letter from Island Health, dated February 20, 2020, re: Investing in Canada Infrastructure Program Grant Support

MOVED by D. Howe, **SECONDED** by M. Fossil,

That the correspondence from Island Health be received for information.

CARRIED

6. NEW BUSINESS

Discussion took place about the following:

- Lump sum payments for loan re-payment
- Electronic meeting procedures
- Sewer upgrade project cost to taxpayers
- Notification about contractors coming onto Pender Island for work

7. ADJOURNMENT

MOVED by D. Howe, **SECONDED** by M. FossI,
That the Magic Lake Estates Water and Sewer Committee be adjourned at 10:36 am.

Chair

Secretary



Minutes of a Meeting of the Mayne Island Parks and Recreation Commission on Thursday, May 14, 2020 beside the Mayne Island Community Library

PRESENT: Debra Bell (Chair/Treasurer) Peter Askin, Vice Chair
Bill Warning Kris Sigurdson Veronica Euper (telephone),
Lauren Edwards (Recorder)

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Commissioner Sigurdson acknowledged and expressed thanks the meeting was held on the lands of several First Nations, their ancestors, Supernatural Ones, hereditary leaders and matriarchs as well as creatures great and small.

2. Approval of Agenda

- 2.1. Additions to Agenda - none
- 2.2. Deletions to Agenda - none

MOVED by Commissioner Warning and **SECONDED** by Commissioner Sigurdson that the agenda be approved.

CARRIED

3. Adoption of Minutes of the meeting held March 12, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning that the minutes be approved.

CARRIED

4. Chair's Remarks

Commissioner Bell, Chair, reported that Vania Williams has resigned as a parks commissioner. A certificate will be presented.

5. Presentations/Delegations

- 5.1. Presentation: Emergency Preparedness and COVID – 19
Lauren Edwards, Community Coordinator, Mayne Island Emergency Program, provided a brief overview of the activities of the Emergency Program with regards to the pandemic.

ADOPTED

6. Reports

6.1. Administration

6.1.1. Treasurer's Reports

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the March Treasurer's report be approved as presented.

CARRIED

MOVED by Commissioner Warning and **SECONDED** by Commissioner Askin that the April Treasurer's report be approved as presented.

CARRIED

6.1.2. Commissioner vacancies including advertisement

Commissioner Askin will place the advertisement to fill the three commissioner vacancies in the *MayneLiner* and maybe the *Mayne Info* webpage.

6.1.3. Follow-up Action Report

6.1.3.1. New brochure estimate and content

MOVED by Commissioner Askin and **SECONDED** by Commissioner Warning that the new brochure be put on hold until the Fall.

CARRIED

To be redesigned and the estimate is for 4000 brochures.

6.1.3.2. Volunteer forms

Commissioner Bell will print a quantity for Japanese Garden.

6.1.3.3. Tru-Value Gift Cards

Gift cards can be sold to commissioners to convert to cash for payment of the hydro bill for Christmas lights.

6.1.3.4. Other

Drafting of bylaws by CRD on hold and pending. Item will be tabled.

6.2. Committees

6.2.1. Janitorial Committee

6.2.1.1. Main contractor/temporary contractor

- The janitorial contractor indicated he will not carry on duties for a period of time due to Covid concerns. A letter requesting the contract be suspended was requested, but not yet received. A temporary arrangement has been made for another janitor until the end of May which may be extended if necessary.
- Discussed the suspension, possibility for amendment, June to September clauses and options to ensure cleaning requirements be met.

6.2.1.2. Port-a-Pottie term

- The port-a-potties are little used and rented until May 20th.
- Outdoor privies are open and standard travel allowance in place for cleaner.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper that the rental of the two port-a-potties be extended until July 20, 2020.

CARRIED

6.2.1.3. Plumbing/septic inspection

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin That the Mayne Island Parks and Recreation Commission approve the estimate of \$409.50 by Eco Source Septic to investigate and report on various plumbing issues at Miner's Bay Park.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper That the Mayne Island Parks and Recreation Commission approve an estimate, if less than \$500, by Eco Source Septic to investigate and report on various plumbing issues at Dinner Bay Park.

6.2.1.4. Pump outs

MOVED by Commissioner Bell and **SECONDED** by Commissioner Warning That the Mayne Island Parks and Recreation Commission approve Eco-Source Septic to:

- pump-out the vault toilets at Cotton Park, Village Bay Park and Henderson Park at a cost of approximately \$1/gallon plus ferry travel; and
- pump-out the port-a-potties at Miner's Bay and Dinner Bay as and when needed at \$75.00 per visit.

CARRIED

6.2.1.5. Pack it in/out; garbage

MOVED by Commissioner Warning that there be no garbage or recycling collection in the parks on a permanent basis.

Motion withdrawn.

MOVED by Commissioner Warning and **SECONDED** by Commissioner Askin that Mayne Island Parks and Recreation Commission keep the two port-a-potties and not have garbage and recycling containers at the parks until July 20, 2020.

CARRIED

6.2.2. Recreational Funding Committee

Commissioner Sigurdson will lead the committee.

6.2.2.1. Advertising

- Commissioner Askin will do the advertisement.
- Commissioner Sigurdson will be the contact person for grants.
- Applications must be received by July 24th.
- Committee members can individually review and consider recommendations.
- The committee will review the applications by the August meeting.

6.2.2.2. CRD advisory

No grants to be issued to applicants who cannot carry on their proposed activity due to coronavirus restrictions.

6.2.3. Commercial / Non-Commercial Activities Committee

6.2.3.1. Fitness in the parks

- Park use frequency for fitness classes was reported on.
- Professionally regulated instructors must follow provincial government's mandated Phase Three timelines for no rehabilitation or fitness classes or outdoor fitness classes until mid-June.
- Ceasing fitness activities in the park will need to be communicated to those concerned.
- Need to address fitness classes in the context of the commercial vs. non-commercial activities policy currently being developed.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson That the Mayne Island Parks and Recreation Commission not approve fitness classes in the parks paid or unpaid and to be reviewed at the end of August 2020.

CARRIED

6.2.4. Parks Master Plan

- Emergency Program information to be considered for inclusion in the Plan.
- Vision statement to be developed

6.3. Parks – (Commissioners to include items in Follow-up Action Report)

6.3.1. Miner's Bay

6.3.1.1. Hydrogeologist

Commissioner Warning will attempt to find a hydrogeologist.

6.3.1.2. Gazebo Repairs

Commissioner Warning will investigate the status of suggested repairs to the gazebo.

6.3.2. Dinner Bay

6.3.2.1. Playground

6.3.2.1.1. Motion for allocated funds

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson
That the Mayne Island Parks and Recreation Commission approve an amendment to the Five-Year Capital Plan to transfer the \$15,000 budgeted for rebuilding and/or replacing the playground in 2021 to 2020.

CARRIED

After a park inspection, the playground had to be closed until it was brought up to standard. Therefore, the playground repair and improvement should be carried out in 2020 instead of 2021.

6.3.2.1.2. Repairs to date

Commissioner Warning reported on the current status of repairs.

6.3.2.1.3. Excavation

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin
That the Mayne Island Parks and Recreation Commission approve the estimate of \$990 by Charles Andre of It all Began in a Garden to excavate and level the playground at Dinner Bay Park conditional upon him meeting the requirements of the CRD with respect to insurance and a site safety plan.

CARRIED

MOVED by Commissioner Sigurdson and **SECONDED** by Commissioner Warning
That the surface material be pea gravel.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson
That the Mayne Island Parks and Recreation Commission approve the estimate of \$1170 of It
All Began in a Garden to distribute new surface material at the playground at Dinner Bay
Park and load his truck with surplus fill material conditional upon him meeting the
requirements of the CRD with respect to insurance and a site safety plan.

CARRIED

6.3.2.1.4. Containment barrier

- Discussed using 450 linear feet of cedar logs as a barrier for the pea gravel.
- Commissioners Sigurdson and Bell to investigate a price quote.

6.3.2.1.5. Equipment

Commissioner Warning will investigate playground equipment issues.

6.3.2.2. Disc Golf Course Restoration - Completed

6.3.2.3. Other

The putting green will be opened, but without clubs available.

6.3.3. Japanese Garden

- Volunteers continue to work maintaining distance.
- Island arborist did do necessary work and Mayne Island woodcutters split and sold the wood and proceeds were given to the Foodbank.

6.3.4. Village Bay

6.3.4.1. Wishing Well

Commissioners Askin and Sigurdson will follow up on build status.

6.3.4.2. The Village Bay bathroom

The bathroom will be checked to decide if painting is required.

6.3.5. Cotton Park

Written report on park activity had been circulated.

6.3.5.1. Plaque info

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson
That the Mayne Island Parks and Recreation Commission approve the revised wording of the
plaque at Cotton Park.

CARRIED

The existing plaque material may be reused for the new plaque.

ADOPTED

6.3.6. Henderson Park

6.3.6.1. Trail realignment and cut trees

- Tree cut issue is set aside for the time being.
- Although MIPRC received an offer from property owners not to move a section of the trail, further investigation will be done to assess whether that section is on five metre right of way.

6.3.7. Trail Network Development

6.3.7.1. Kim Road trail survey

Surveyor has signed the contract so survey work can commence.

6.3.8. Pocket Parks

6.3.8.1. Overall assessment of pocket parks and estimate

- An estimate to carry out the assessment and report will be obtained.
- Commissioner Askin will accompany the arborist during assessment.
- Only those parks where public safety issues exist will be assessed, e.g. Sandy Hook and three in Bennett Bay area.

6.3.8.2. Kippen Road bench and staircase - Completed

MOVED by Commissioner Warning and **SECONDED** by Commissioner Sigurdson
That a plaque be manufactured to honour Canon Edward Gale and paid for by the
Deverill family of Arbutus Drive.

CARRIED

6.3.8.3. Bennett Bay danger trees - Completed.

7. Correspondence

- 7.1. Memorandum dated March 14, 2020 from Chair Bell regarding David Cove and Village Bay Boat Ramps; previous meeting Motion and subsequent correspondence.
Put on hold.
- 7.2. Numerous emails to/from CRD regarding park procedures; posters; notices; cleaning protocol; PPE re: COVID-19.
- 7.3. Numerous emails to/from regarding cancellation of park events until May 30, 2020.
- 7.4. Email received April 29, 2020 from CRD regarding recreational funding.
- 7.5. Email dated May 7, 2020 from Vania Williams resigning as Commissioner effective immediately.
- 7.6. Correspondence regarding Clean Air Bylaw and roll-out of new signage – Peter discussed with Justine Starke, CRD and waiting for response on locations for installation.

8. New Business

8.1. COVID – 19

Discussed effect on and measures taken by CRD and MIPRC.

8.2. Park activities; reopening dates

Park events cancelled until August.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That there be no social gatherings in June or July at Community Parks.

CARRIED

9. Motion to Close the Meeting

10. Rise and Report - None

11. Next meeting: June 11, 2020

12. Adjournment Time: 5:20 pm

Approved by the Committee on August 13, 2020

ADOPTED



Minutes of a meeting of the Mayne Island Parks and Recreation Commission June 11, 2020 beside the Mayne Island Community Library

PRESENT: Debra Bell, Chair/Treasurer Peter Askin, Vice Chair
Veronica Euper (telephone) Lauren Edwards, Recorder

ABSENT: Bill Warning Kris Sigurdson
David Howe, Director, CRD, Southern Gulf Islands

GUESTS: Frankie Gowing – Agricultural Hall Fitness Group
Bonnie Simmonds and Bob Soper (observers)

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Commissioner Bell acknowledged that the meeting was held on the traditional territory of the Coast Salish First Nations people.

2. Approval of Agenda

As no quorum was established, no motion was made.

- 2.1. Additions to Agenda – none raised
- 2.2. Deletions to Agenda - none raised

3. Adoption of Minutes of the meeting held May 14, 2020

Adoption of the May 14, 2020 minutes deferred to the next meeting

4. Chair's Remarks

The meeting was held for information purposes only. A certificate had been presented to Vania Williams in appreciation of her contributions as a commissioner with hopes she can rejoin.

5. Presentations/Delegations

- 5.1. Frankie Gowing – Agricultural Hall Fitness Group
Bonnie Simmonds and Bob Soper (observers)

ADOPTED

- Frankie Gowing requested the use of the Adachi Pavilion for exercise classes she would like to provide as needed as well as two one-hour classes twice per week (Tuesdays and Fridays) while the Agricultural Hall is closed.
- The reason for the request is that the pavilion offers the safety of an open air environment during covid and has stable ground for chairs used in the program.
- The pavilion has wheelchair accessible parking with no special cleaning requirements after use.
- The exercise program is provided non-profit with classes of 10-12 participants age 60 and older with the second class focussed on compromised mobility.
- Ms. Gowing detailed the benefits of exercise for her client group and their isolation during the pandemic.
- CRD will be consulted for direction as the shelters and picnic tables had been closed for use until yesterday.
- Discussed appropriate insurance for booked events in the pavilion.
- The committee for commercial/non commercial use will respond to the request asap.

All guests left the meeting directly after this discussion.

6. Reports

6.1. Administration

6.1.1. Treasurer's Report

Sent to commissioners. Discussed, but no motion for approval was made.

6.1.2. Follow-up Action Report

- a) Commissioner vacancies including advertisement:
 - The advertisement was placed in the *MayneLiner*.
 - Item can be addressed at the July MIPRC meeting or with a special meeting organized to approve applicants.
- b) Tru-Value Gift Card distribution and payment:
Deferred to next meeting
- c) Boat ramps update:
Commissioner Bell will meet with Brian Dearden, SGI Harbours Commissioner on Monday.
- d) Volunteer forms:
Discussed and blank forms are available for Japanese Garden.

6.2. Committees

6.2.1. Janitorial Committee

- a) Janitorial Contract:
 - Commissioner Bell expressed thanks for the service of the temporary janitor.
 - The revised contract was signed yesterday.
- b) Plumbing/septic inspection:
 - Camera inspection scheduled.
 - Streamline Plumbing did no work due to time constraints
 - A list of work required had been provided in January and Streamline does regularly work on Mayne Island.
 - Clarification was offered that a hydrogeologist is required for VIHA for report on water quality, but issues at Miner's Bay is leaking sinks, etc. and that the contract was changed to add those other items.
- c) Vault toilet and port-a pottie pump outs:
 - Sites were pumped out on Tuesday.
 - Village Bay site had bags of garbage dumped.

6.2.2. Recreational Funding Committee

- a) Status on advertising and enquiries:

A new form was sent out and waiting for responses.

6.2.3. Commercial / Non-Commercial Activities Committee

- A Meeting was held on Monday and a draft policy was developed.
- Approval decisions for fitness classes will be done through the Committee on an expedited basis.
- Members present were agreeable to allowing infrequent use for exercise classes as well as two classes per week for the next two weeks with required insurance and Covid acknowledgment.
- Community festivals with a commercial aspect will be considered on a case-by-case basis
- Religious gatherings, wedding ceremonies and receptions will be approved.
- Approval of Caregivers Group request is subject to insurance and Covid acknowledgment.
- Suggestion made to contact Ross Cameron, CRD insurance regarding the softball group, but likely similar process as the fitness group.

6.2.4. Parks Master Plan

- a) Vision statement:

Deferred to next meeting.

- b) Emergency Program information:
 - Lauren Edwards, Mayne Island Emergency Program, suggested that emergency preparedness signage be allowed occasionally.
 - Also suggested was the use of the Adachi Pavilion for emergency response as a reception centre if necessary and information to be provided to access facilities for use.
- c) Assets Inventory – Commissioner Askin reported on this item.

6.3. Parks

6.3.1. Miner's Bay

- a) Hydrogeologist:
Deferred
- b) Gazebo Repairs and info from Bill Duggan:
Deferred
- c) Broken Library window:
Issue of who is responsible and insurance questioned.

6.3.2. Dinner Bay

- a) Playground:
 - CRD contract with excavator underway.
 - A map in the Janitor's room shows plumbing and electrical runs under the playground.
 - Estimate on containment barrier has been distributed.
- b) Washrooms:
Doors have new locks and handles will be reattached.
- c) Disc golf course :
A specific location is required to address any hazard where an accident may have occurred.

6.3.3. Japanese Garden

Not discussed.

6.3.4. Village Bay

- a) Wishing Well:
No progress made on build and mesh is over the well for safety.
- b) Condition of vault toilet
Not discussed

6.3.5. Cotton Park

- a) Rezoning update:
Discussed with planner and trustee and issue can be revisited.
- b) New plaque:
The new plaque has been ordered - limited salvage value on the existing plaque.

6.3.6. Henderson Park

- a) Trail realignment update:
Bill Duggan agreed to look at survey document and make his own assessment.

6.3.7. Trail Network Development

- a) Felix Jack – Kim Road trail:
 - Report distributed.
 - Proposed pathway staked out and work party will commence next week while maintaining physical distancing.
 - Outstanding question is whether the CRD will provide unionized work to assist with 85 meters within Mary Jeffery Park. Otherwise, the agreement will be amended with Ministry of Transportation, but preference is for Mary Jeffery Park.
 - Commissioner Bell suggested a site visit from beginning to the end of the trail to ensure commissioners are informed for future reference.

6.3.8. Pocket Parks

- a) Overall assessment of pocket parks and estimate:
Deferred to next meeting
- b) Felix Jack Park cedar trees:
 - Report distributed.
 - Arborist did not recommend removal as they present no danger and could last many years.
- c) Don Herbert Park:
 - Report distributed.
 - A large unnecessary sign will be removed.

7. Correspondence

- June 2, 2020 email from Caregivers' Support Group – Adachi Pavilion use request
- Telephone calls from Ag Hall Fitness Group re: use of the Adachi Pavilion
- Emails from softball group re: practice and use of the ball field
- Discussion with Brian Dearden re: Harbours Commission and boat ramps
- Email invitation to participate in SGI CRD regional strategy zoom meeting and COVID-19

- Emails regarding further cancellation of booked park events

8. New Business

8.1. Report on SGI CRD regional strategy session and COVID-19:

- Commissioner Euper reported on a Zoom meeting she attended for non-profit sector/service organization community groups which focussed on recovery and sustainability and was led by the Southern Gulf Islands Community Resource Centre.
- She reported that the content of the meeting did not seem particularly relevant for MIPRC.

8.2. Park events booked in August and September 2020:

- July 1st event will be cancelled.
- Decision on cancellation of August volunteer bbq will be made at July meeting.

8.3. Additional Items:

- Commissioner Askin will organize work party to cut back bramble at Miners Bay.
- There is a new volunteer helping to cut the grass at Miners Bay.
- Another volunteer will be signing up to do weed eating at Dinner Bay.

9. Motion to Close the Meeting

No motion made

The meeting concluded at 4:30 pm

Approved by the Committee on August 13, 2020



Minutes for a meeting of the Mayne Island Parks and Recreation Commission for July 9, 2020 held beside the Mayne Island Community Library

Present: Debra Bell, Chair Peter Askin, Vice Chair Veronica Euper
 Kris Sigurdson Lauren Edwards, Recorder

Absent: Bill Warning David Howe, Director, CRD, Southern Gulf Islands

Public : One member of the public was present.

The meeting was called to order at 3:00 pm without quorum

1. Territorial Acknowledgement

Commissioner Bell expressed gratitude that the meeting was held on the traditional territory of the Coast Salish First Nations.

2. Approval of Agenda

- 2.1. Additions to Agenda – none indicated
- 2.2. Deletions to Agenda – none indicated

3. Adoption of Minutes

- 3.1. Minutes of the meeting held May 14, 2020 – No quorum for motion.
- 3.2. Minutes of the meeting held June 11, 2020 – No quorum for motion.

4. Chair's Remarks

Commissioner Bell reported that Commissioner Warning received a Canadian volunteer silver medal for years of service.

5. Presentations/Delegations

6. Reports

6.1. Administration

6.1.1. Treasurer's Report

- a) Treasurer's Report May 2020 – No quorum for motion.
- b) Treasurer's Report June 2020 – No quorum for motion.

ADOPTED

- Draft report circulated and will be reconciled with CRD when numbers received.
- Reviewed and discussed by members present.

6.1.2. Follow-up Action Report

a) Village Bay and David Cove Boat Ramps

- Commissioner Bell communicated with other Gulf Islands Parks Commissions who reported that they have no responsibility for the maintenance of boat ramps.
- Commissioner Bell discussed this issue with local Harbour Commissioners and the recommendations were two sided.
- Commissioners discussed the issues pertaining to boat ramp maintenance as well as the volunteer labour that the Association of Mayne Island Boaters (AMIB) offered to provide.
- Commissioners discussed the sharing of maintenance costs between MIPRC and AMIB..
- Suggestion made that AMIB apply for recreational funding which can then be used towards maintenance costs.
- It was noted that Village Bay ramp is situated beside a park while David Cove is a standalone ramp.
- Members were asked to review the memo provided by Commissioner Bell.

b) Commissioner Vacancies and Requirements

- A draft was circulated describing the skillsets for commissioners.
- Members discussed making an amendment to the Bylaws in order to reduce the Commission's membership requirement down to seven members. Members present were agreeable to reduction. This item will be brought forward for further discussion.
- It was reported that MIPRC may recommend a commissioner appointment without a motion and Director Howe, can present it at the CRD Board meeting.

c) Tru-Value Gift Card Distribution and Payment

Received\$550 for the sale of gift cards and there are still some left.

d) Volunteer BBQ in August

- To be discussed at August meeting.

6.2. Committees

6.2.1. Janitorial Committee

- a) Camera, Plumbing/Septic Inspection
Camera showed excessive need for pump out.
- b) Motion approving pump out of septic tanks at Miner's Bay and Dinner Bay in June 2020 – deferred.
- c) Schedule repair of broken septic connection; lockset
 - The broken pipe is between tank 1 and 2.
 - Distribution box location unknown.
 - No schematic available and suggestion made for all new installations to have schematics posted on a wall.
 - Arrangements have been made for repair of the lock on the women's washroom door, but this has not yet been done.
- d) Washroom Reopening; Garbage and Recycling
 - Streamline Plumbing attended to assess parts required to repair leaky valve. Another visit is required to make on site measurements.
 - Commissioners discussed the water filtration system upgrade which requires a hydrogeologist to inspect due to occasional well contamination reports.
 - Port-a-potties remain in place until July 20th.
 - The Miners Bay bathrooms cannot be reopened due to the overflow biohazard.
 - A project plan and timeline with Streamline Plumbing might be helpful.
 - The broken pipe will be investigated next week and the water flow needs to be fixed.
 - The Dinner Bay problem is with a single urinal in the men's bathroom, which can be closed off and the bathroom can be opened safely.
 - The port-a-pottie at Dinner Bay can be removed.
 - Garbage and recycling to remain shut down and will be reviewed again.

6.2.2. Recreational Funding Committee

- Applications received from four groups to date.
- Applications will be discussed at the August meeting.
- Commissioner Askin will post on Facebook and Commissioner Sigurdson will send the reminder note.

6.2.3. Commercial / Non-Commercial Activities Committee

- a) Finalize Policy – draft policy for discussion.
 - Wide-ranging discussion of parks uses including community festivals, activities with ancillary commercial aspects, the one-time approval for the 2020 Quilters' Guild Merchants Mall, and prohibition of purely commercial functions.
 - Prior to the pandemic, Islands Trust had indicated that there has been a significant increase in the use of the community parks and that, comparatively, Mayne Island has a lower percentage of park land.
 - Limited available parks are treasured assets for the public's enjoyment and permitted usage will be appropriate to the park's zoning.
 - Commissioners discussed the need for clarity and/or policy for approving group events.
 - The draft policy would permit the following: Religious services on occasional basis; wedding ceremonies, receptions and other celebrations; fitness classes in an appropriate park on occasional basis or by MIPRC sponsored class; and not-for-profit or charitable meetings. MIPRC could approve donation boxes during certain events.
 - Commissioner Euper will seek more information from Islands Trust regarding events where fees apply.
 - Miners Bay Park is a service zone and can be used for activities such as group fundraising.
- b) Application form and terms of use – Not discussed.
- c) Amend motions in 6.2.3.1 and 8.2 in Minutes of May 14, 2020
 - Previous motions limited activity due to the pandemic restrictions and need for clarity on commercial aspect of activities.
 - A new motion will be developed for the next meeting.

6.2.4 Master Plan - deferred

6.3. Parks

6.3.1. Miner's Bay

- a) Hydrogeologist – deferred
- b) Gazebo Repairs and information from Bill Duggan
 - Discussed the extent of work required and the opportunity for repairs to be made by Richard Iredale.
 - Commissioner Bell will contact Richard Iredale.

- c) Broken and defective Library windows
 - An estimate from Richard De Armond is outstanding.
 - Discussed protecting the windows during weed-whacking.
- d) Brambles
 - Successful work party held over a couple of days has cut back the bramble
 - Discussed areas where removing the bramble is desirable.

6.3.2. Dinner Bay

- a) Playground
 - Excavation and fill removal
 - Largely completed
 - Additional Items
 - MIPRC is preapproved to apply for a Community Works Fund grant. Commissioner Bell is putting an application together and Commissioner Euper will review. The attending commissioners agree she should proceed and Director Howe has approved it going forward.
 - Lance Shook reported that he had requested an estimate for the baseball field for fencing 40' long and 10' high to keep people safe in the stands as well as a 3' fence along the first base line. Commissioner Bell asked that the estimate be sent to her and she will coordinate the information with him. The ball team will do the work so it's just the material cost.
 - Fifteen thousand dollars has been approved and allocated to the playground improvement project. Further motions are not required to approve spending on the improvements.
 - Discussed the merits of creating angle parking at Dinner Bay and Miners Bay Parks. Lance Shook agreed to discuss this with the Ministry of Transportation's Saanich office and to obtain the contact information of the technician for Mayne Island.
 - These suggestions can be brought forward for group discussion.
- b) Containment Barrier

Discussed the merits of putting a concrete curb around the playground pea gravel.
- c) Funding – Discussed under additional items
- d) Washrooms

Can be opened when porta pottie removed, anticipated to be on July 20, 2020.
- e) Disc Golf Course Accident
 - The incident was documented and will be sent to Commissioner Bell.
 - The bridge across from the Adachi Pavilion has been removed.

6.3.3. Japanese Garden – Not discussed.

6.3.4. Village Bay

- a) Condition of vault toilet interior – Not discussed
- b) Wishing well – Not discussed

6.3.5. Cotton Park – Commissioner Bell emailed her report to members.
Passive park definition amendment – not discussed

6.3.6. Henderson Park

- a) Tree cutting on right of way and trail realignment
 - The trail lost definition due to cleared trees on and around the right-of-way.
 - Bill Duggan re-marked the trail.
- b) Closing park for deer cull
No further action has been taken at this time.

6.3.7. Trail Network Development

- Commissioner Askin emailed a report to members.
- At this time, the following issue was discussed:
 - There had been difficulty with guardians not doing necessary work and this puts users at risk.
 - Bill Duggan is taking care of one of the trails and Commissioner Askin will be meeting with a new volunteer for the Neil Road access.
 - Discussed the merits of using a contractor to maintain trails because volunteers can leave without notice.
 - Suggestion made to use a monthly report to monitor activities.
 - BC Hydro took down a danger tree at Kadonaga Bay. Agreement worked out as to who was entitled to the wood.
- a) Felix Jack – Kim Road trail:
 - Pathway progress
It was reported that volunteers made good headway in the scheduled work party for the pathway between Felix Jack and Kim Road.
 - Update on CRD position to develop a trail within Mary Jeffery Park
 - CRD has added the Mary Jeffery trail section to their work program, but it may take years before work can begin.
 - The backup plan which is for the Ministry of Transportation to amend the license of occupation along Kim Road is waiting for confirmation.

- Another plan is to put up a sign that indicates the distance in metres to the trail head.
 - It is hoped there will be support for the trail extension from CRD and correspondence has been sent with emphasis made of the joint stewardship agreement with CRD concerning Mary Jeffrey Park
 - b) Scheduling site visit – commissioners can visit individually.
 - c) Village Bay – Miner’s Bay Regional Trail update
 - CRD has received funding for the multi-use trail, but there is no expectation that building will begin until next year.
 - This has been planned at least since 2000. It is part of the Trans Canada hiking system and a demonstration trail for the Gulf Islands and to be a model for the other islands.
 - d) Kadonaga Bay – see 6.3.7 above.
- 6.3.8. Pocket Parks - deferred
- a) Estimate and assessment of pocket parks with public safety issues;
Review previous Motion – Not discussed
 - b) Don Herbert Park – Work and progress commented on.

7. Correspondence

- 7.1. Email regarding SGI Community Resource Centre summer volunteer program – Kris will review form
- 7.2. Email correspondence with CRD regarding trees on right-of-way near Henderson Park
- 7.3. Email correspondence with CRD regarding responsibility for library windows.
- 7.4. Correspondence with Village Bay Improvement Association requesting funding for seaweed clean-up.
 - Discussed the cleanup of the beach and the seaweed that gets trapped near the boat ramp.
 - It was thought that some of the past funding came from grants.
 - Commissioner Bell will make a request for the seaweed to be used for parks compost.
- 7.5. Numerous emails with CRD and fitness groups regarding park usage and insurance requirements.
- 7.6. Request from Mayne Island Conservancy Society to hold their AGM outdoors at Miner's Bay Park on or about August 8, 2020
- 7.7. Emails of June and July from Mayne Island Slowpitch team requesting use of Dinner Bay Park for practice.

8. New Business

- 8.1. Certificate and cheque forwarded to the recipient of the annual Dave Bentham Award.
- 8.2. Request from Mayne Island Conservancy Society to hold their AGM outdoors at Miner's Bay Park on or about August 8, 2020. Attendance expected to be 30 people or less and Covid requirements will be followed.
- 8.3. Lion's Salmon BBQ on September 7, 2020 – defer to next meeting.
- 8.4. Brian Crumblehulme planning a large function for September 19th that involves park space. Deferred
- 8.5. Mayne Island Slowpitch team requesting use of Dinner Bay Park for practice
Application was received and members present agreed to the request subject to obtaining insurance.
- 8.6. Additional Items:
Disc Golf
 - Question raised whether the Disc Golf is an association that would require group insurance.
 - Lance Shook provided clarification that the disc golf members get together solely to maintain the course and perhaps they should be referred to as the Disc Golf Maintenance Group.

9. Motion to Close the Meeting

Motion to Close the Meeting in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

Chair Bell closed the regular meeting for an in-camera session.

Chair Bell recalled the meeting to order

10. Rise and Report

Members present unanimously recommended Lance Shook and Trisha Glatthaar for a MIPRC commissioner position.

11. Meeting Adjournment

The meeting adjourned at 5:56 pm.

Approved by the Committee on August 13, 2020



Making a difference...together

MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Monday, June 15, 2020 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Commission Members (Via WebEx):** Director M. Hicks, D. Pepino, D. Tallyn

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

The meeting was called to order at 2:00 p.m.

1. APPROVAL OF AGENDA

MOVED by M. Hicks, and **SECONDED** by D. Pepino,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF JANUARY 17, 2020

MOVED by M. Hicks, and **SECONDED** by D. Pepino,
That the Minutes of January 17, 2020 be adopted.

CARRIED

A discussion took place about the minutes formatting and content.

3. CHAIR'S REMARKS

The Chair had no remarks.

4. ELECTION OF CHAIR

Nominations were called for the Chair of the Wilderness Mountain Water Service Commission for a one-year term.

D. Pepino nominated M. Hicks.
M. Hicks agreed to stand.

Nominations were called two additional times, and hearing none, M. Hicks was elected as Chair by acclamation.

5. COMMISSION VACANCY

The Commission discussed the recent vacancy left by outgoing member Chris Gilbert, with a term set to expire December 31, 2020. The Commission agreed to fill the vacancy as soon as possible and not wait until later in the year for the Annual General Meeting.

MOVED by D. Pepino, and **SECONDED** by D. Tallyn,
That Martin Lechowicz's name be forwarded to CRD Board for appointment to the Wilderness Mountain Water Service Commission for the term ending December 31, 2020.

CARRIED

6. NEW BUSINESS

Discussion took place about electronic meeting format, public participation and voting.

7. ADJOURNMENT

MOVED by D. Tallyn, and **SECONDED** by D. Pepino,
That the meeting be adjourned at 2:36 pm.

CARRIED

Chair

Secretary