



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, January 13, 2021

11:00 AM

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

M. Hicks (Chair), G. Holman (Vice Chair), D. Howe, 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. [21-029](#) Minutes of the October 14, 2020 and November 4, 2020 Electoral Areas Committee Meetings

Recommendation: That the minutes of the Electoral Areas Committee meetings of October 14, 2020 and November 4, 2020 be adopted as circulated.

Attachments: [Minutes - October 14, 2020](#)
[Minutes - November 4, 2020](#)

4. Chair's Remarks

5. Presentations/Delegations

In keeping with directives from the Province of BC, this meeting will be held by Live Webcast without the public present.

To participate electronically, complete the online application for "Addressing the Board" on our website. Alternatively, you may email the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. [21-020](#) 2021 Electoral Areas Committee Terms of Reference

Recommendation: That the Electoral Areas Committee receive the 2021 Terms of Reference attached as Appendix A.

Attachments: [Staff Report: 2021 Electoral Areas Committee Terms of Reference](#)
[Appendix A: 2021 Electoral Areas Committee Terms of Reference](#)

6.2. [21-061](#) Connected Coast Proposal for the Southern Gulf Islands

- Recommendation:** The Electoral Areas Committee recommend to the Capital Regional District Board:
1. That the Board approve a letter of support for the Strathcona Regional District and the Connected Coast project for their efforts to secure all necessary permits within the CRD, including design and tenure agreements for landings, Points of Presence and Rights of Way. Where possible, identification of the best landing sites should be informed by the connectivity design plan currently underway for the Southern Gulf Islands Electoral Area.
 2. That the Board Chair write a letter in support of the CityWest applications to the Federal Universal Broadband Fund (UBF) and the Provincial Economic Recovery Intake (ERI) programs for construction of last mile fibre to the home projects in the communities of Mayne Island, Galiano Island, Saturna Island, and North Pender Island.
 3. That the Board approve in principle that funding beyond the 90% threshold will be provided by the communities to be served by last mile projects, subject to successful service establishment and voter assent, and to mutual agreement to the terms of any required partnership agreements.
(NWA)

Attachments: [Staff Report: Connected Coast Proposal for the SGI](#)
 [Appendix A: Letter from D. Leitch, Strathcona Regional District](#)
 [Appendix B: Connecting SGI: Connectivity Planning for the SGI](#)

6.3. [21-018](#) 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 October 1, 2020
 - b) Galiano Island Parks and Recreation Commission minutes of November 5, 2020
 - c) Mayne Island Parks and Recreation Commission minutes of October 8, 2020
 - d) Mayne Island Parks and Recreation Commission minutes of November 12, 2020

Attachments: [Minutes: Galiano Island Parks & Rec Commission-Oct. 1/20](#)
 [Minutes: Galiano Island Parks & Rec Commission-Nov. 5/20](#)
 [Minutes: Mayne Island Parks & Rec Commission-Oct. 8/20](#)
 [Minutes: Mayne Island Parks & Rec Commission-Nov. 12/20](#)

7. Notice(s) of Motion**8. New Business****9. Adjournment**

The next meeting is February 10, 2021.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, October 14, 2020

11:00 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)(11:06 am)

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; T. Robbins, General Manager, Integrated Water Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; R. Lachance, Senior Manager, Financial 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; L. Xu, Manager, Finance Services; A. Organ, Electoral Area Emergency Services Coordinator, Protective Services; M. Lagoa, Acting Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

The meeting was called to order at 11:00 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Howe, SECONDED by Director Holman,
That the agenda for the October 14, 2020 Electoral Areas Committee meeting be
approved.
CARRIED**

3. Adoption of Minutes

3.1. [20-624](#) Minutes of the September 9, 2020 Electoral Areas Committee Meeting

**MOVED by Director Howe, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meeting of September 9, 2020
be adopted as circulated.
CARRIED**

4. Chair's Remarks

Chair Hicks welcomed new staff member; Alex Organ, Electoral Area
Emergency Services Coordinator, Protective Services.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [20-601](#) 2019-2022 Electoral Areas Service Planning

K. Lorette, K. Morley and K. Campbell spoke to Item 6.1.

Discussion ensued on the following:

- the Electoral Areas Directors' involvement in the service plan
- the language in the service plan

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

That Appendix A Community Need Summary - Electoral Areas be received.

CARRIED

6.2. [20-551](#) 2021 Preliminary Electoral Area Budget Review

N. Chan spoke to item 6.2.

Discussion ensued on the building inspection budget.

Director Plant commended the Electoral Area directors and staff for putting this together during these trying times.

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

**That the 2021 Electoral Area Only Services Budgets be given provisional
approval as presented.**

CARRIED

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

**That the new initiatives identified in Appendix D for January 1, 2021,
implementation be approved for expenditure.**

**MOVED by Director Howe, SECONDED by Director Holman,
That the wording "Grants, " be added before the word "...Reserves" in Appendix
D, on the 1.238B SSI Transportation line, in the Funding Source column.**

CARRIED

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

**That the new initiatives identified in Appendix D for January 1, 2021,
implementation be approved for expenditure as amended.**

CARRIED

6.3. [20-533](#)

Bylaw No. 4365: Tax Exemption (Permissive) Bylaw, 2020

N. Chan spoke to item 6.3.

**MOVED by Director Howe, SECONDED by Director Holman,
The Governance and Finance Committee and the Electoral Areas Committee
recommends to the Capital Regional District Board:**

- 1. That Bylaw No. 4365, "Tax Exemption (Permissive) Bylaw, 2020" be introduced
and read a first, second and third time;**
- 2. That Bylaw No. 4365 be adopted.**

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:

- splitting this into different service areas
- setting a limit to each claim
- farmers' dependence on this service
- renegotiating the contract with Metchosin and Highlands
- removing the Juan de Fuca Electoral Area from the service

**MOVED by Director Hicks, SECONDED by Director Howe,
The Electoral Areas Committee recommends to the Capital Regional District
Board:**

- 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.**

CARRIED

OPPOSED: Holman

6.5. [20-633](#)

South Galiano Fire Society - Request for Fire Commission

**MOVED by Director Howe, SECONDED by Director Holman,
The Electoral Area Services Committee recommends to the Capital Regional
District Board:**

**That staff be directed to engage with the Society Board and its membership to
discuss the implications and requirements of converting to commission
governance, and report back to the Electoral Areas Committee if the Society
wishes to proceed.**

CARRIED

6.6. [20-593](#)

Salt Spring Island - Stormwater Quality Service Bylaw Amendment

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

- 1. That Bylaw No. 4360, "Salt Spring Island Stormwater Quality Management
Extended Service Establishment No. 1, 1996, Amendment Bylaw No. 2, 2020"
be introduced and read a first, second and third time; and**

2. That Bylaw 4360 be referred to the SSI Electoral Area Director for consent and upon receiving consent, be referred to the Inspector of Municipalities for approval.

CARRIED

6.7. [20-625](#)

Union of British Columbia Municipalities Grant for Active Transportation - Motion of Support

MOVED by Director Howe, **SECONDED** by Director Holman,
That the Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Active Transportation Planning Program for the Southern Gulf Islands Electoral Area to conduct community mapping of active transportation routes and direct staff to provide overall grant management.

CARRIED

6.8. [20-638](#)

Investing in Canada Infrastructure Program (ICIP) - Rural and Northern Communities Program Grant Application: Juan de Fuca Electoral Area (Port Renfrew Water Service)

Chair Hicks spoke to item 6.8.

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

1. That the September 9, 2020 Board resolution recommending that a grant application through the Investing in Canada Infrastructure Program - Rural and Northern Communities Program be submitted for the Wilderness Mountain Water Service project, be rescinded; and,
2. That the Board authorize staff to submit an application for grant funding for the JDF Electoral Area: Port Renfrew Water Service 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.

CARRIED

6.9. [20-558](#)

Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) Galiano Island Parks and Recreation Commission minutes of August 6, 2020
- b) Magic Lake Estates Water and Sewer Committee minutes of July 14, 2020
- c) Mayne Island Parks and Recreation Commission minutes of August 13, 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 Plant, **SECONDED** by Director Howe,
That the October 14, 2020 Electoral Areas Committee meeting be adjourned at
11:47 am.
CARRIED

Chair

Recorder

Meeting Minutes

Electoral Areas Committee

Wednesday, November 4, 2020

11:35 AM

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

Special Meeting

PRESENT

Directors: M. Hicks (Chair), P. Brent (for D. Howe (Vice Chair)), G. Holman

Staff: R. Lapham, Chief Administrative Officer; R. Lachance, Acting Chief Financial Officer, Financial Services (for N. Chan); K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective 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; A. Xu, Manager Engineering, Salt Spring Island Administration; M. Lagoa, Acting Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director Taylor

Regrets: Director D. Howe (Vice Chair), C. Plant (Board Chair, ex-officio)

The meeting was called to order at 11:37 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Alternate Director Brent, **SECONDED** by Director Holman,
That the agenda for the November 4, 2020 Electoral Areas Committee meeting be
approved.
CARRIED

3. Presentations/Delegations

There were no presentations or delegations.

4. Special Meeting Matters

4.1. [20-699](#) Community Resiliency Investment Program: 2021 FireSmart Community Funding & Supports Program Grant

S. Carby spoke to Item 4.1.

Discussion ensued on the following:

- funding allocations
- plans for any residual funds

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

That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Resiliency Investment Program for Juan de Fuca, Salt Spring Island, and Southern Gulf Islands to develop Community Wildfire Resiliency Plans and direct staff to provide overall grant management.

CARRIED

4.2. [20-502](#) Port Renfrew - Snuggery Cove Water Local Service Committee Membership Amendment

S. Carey spoke to Item 4.2.

Discussion ensued on the timing of when the membership changes will be taking effect.

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

- 1. That Bylaw No. 4364, Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment No. 3, 2020 be read a first, second, and third time; and**
- 2. That Bylaw No. 4364 be adopted.**

CARRIED

4.3. [20-702](#) Highland Fernwood Water Conservation Plan

A. Xu spoke to Item 4.3.

Discussion ensued on the water consumption billing system.

**MOVED by Director Holman, SECONDED by Alternate Director Brent,
That the Highland Fernwood Water Service Commission recommend to the Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board endorse the Water Conservation Plan.**
CARRIED

- 4.4. [20-703](#) Request to Increase Budget to Develop Detailed Engineering Design and Cost Estimates for the Maliview Wastewater Treatment Plant Upgrading

MOVED by Director Holman, **SECONDED** by Alternate Director Brent,
That the Highland Water and Sewer (Maliview) Service Commission recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That the Capital Regional District Board amend the Highland Water and Sewer (Maliview) service Five Year Financial Plan to include a project for Maliview Wastewater Treatment Plant Upgrade Design in year 2020 with the total budget of \$257,620 funded by the combination of capital reserve fund (\$22,000) and Community Work Fund (\$235,620).

CARRIED

- 4.5. [20-704](#) Maliview Wastewater Treatment Plant Upgrade Loan Authorization and Amend Service Establishment-Process and Next Steps

MOVED by Director Holman, **SECONDED** by Alternate Director Brent,
The Highland Water and Sewer Local Service Area recommends the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
3. Present the project and funding option to the ratepayers in the first quarter of 2021; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

CARRIED

- 4.6. [20-707](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) Galiano Island Parks and Recreation Commission minutes of September 3, 2020
- b) Magic Lake Estates Water and Sewer Committee minutes of September 8, 2020
- c) Mayne Island Parks and Recreation Commission minutes of September 10, 2020

CARRIED

5. Notice(s) of Motion

There were no Notice(s) of Motion.

6. New Business

There was no new business.

7. Adjournment

MOVED by Director Holman, **SECONDED** by Alternate Director Brent,
That the November 4, 2020 Electoral Areas Committee meeting be adjourned at
11:51 am.

CARRIED

Chair

Recorder

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 13, 2021**

SUBJECT 2021 Electoral Areas Committee Terms of Reference

ISSUE SUMMARY

This report is to provide the 2021 Terms of Reference for the Committee's review.

BACKGROUND

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and appoint members to provide advice and recommendations to the Board.

On December 9, 2020, the Regional Board approved the 2021 Standing Committee Terms of Reference. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

This year there were no changes to the defined purpose of the Committee's TOR. Minor housekeeping changes were made to the pro-forma provisions of the TOR, including updates to the language under committee composition to clarify that all Board Members can attend all committees, but not vote unless a member; and, clarification to the provision regarding creation of the committee agenda, to reinforce that Board Members may raise items for the agenda through the notice of motion process.

The TOR are being provided for review by the committee. Any proposed revisions to the TOR will require ratification by the Board.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members.

RECOMMENDATION

That the Electoral Areas Committee receive the 2021 Terms of Reference attached as Appendix A.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2021 Electoral Areas Committee Terms of Reference

Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters 'CRD' in a stylized, bold, sans-serif font, positioned above a series of overlapping, curved lines that suggest a landscape or water.

ELECTORAL AREAS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Electoral Areas Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding services in the electoral areas.

The Committee's official name is to be:

Electoral Areas Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding services in the electoral areas including, but not limited to:
 - i. Building inspection
 - ii. Bylaw enforcement
 - iii. Animal control
 - iv. Grants-in-aid
 - v. Soil deposit and removal
 - vi. Stormwater quality
 - vii. Fire protection
 - viii. Local emergency management
 - ix. Local economic development
- b) The Committee also has the authority as delegated by the Board to:
 - i. Hold a hearing to file or cancel a Notice on Title (s. 57 & 58 of the *Community Charter*)
 - ii. Modify, assign or release a covenant registrable under s. 219 of the *Land Title Act*
- c) The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.
- d) The local service area committees and commissions as outlined in Appendix A will report through the Electoral Areas Committee.
- e) Any other matter that relates to the electoral areas may be referred to the Committee for consideration.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will include the Director from each of the electoral areas: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands; and
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw.

4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis, except August, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Managers of the Planning & Protective Services and Finance & Technology departments will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

APPENDIX A

Juan de Fuca Electoral Area Local Service Area Commissions/Committees:

- East Sooke Fire Protection & Emergency Response Service Commission
- Juan de Fuca Electoral Area Parks & Recreation Advisory Commission
- Otter Point Fire Protection & Emergency Response Service Commission
- Port Renfrew Fire Protection & Emergency Response Service Commission
- Port Renfrew Utility Services Committee
- Shirley Fire Protection & Emergency Response Service Commission
- Wilderness Mountain Water Service Commission
- Willis Point Fire Protection & Emergency Response Service Commission

Salt Spring Island Electoral Area Local Service Area Commissions/Committees:

- Beddis Water Service Commission
- Cedar Lane Water Service Commission
- Cedars of Tuam Water Service Commission
- Fulford Water Service Commission
- Ganges Sewer Local Services Commission
- Highland/Fernwood Water Local Service Commission
- Salt Spring Island Community Economic Development Commission
- Salt Spring Island Liquid Waste Disposal Local Service Commission
- Salt Spring Island Parks & Recreation Advisory Commission
- Salt Spring Island Transportation Commission

Southern Gulf Islands Electoral Area Local Service Area Commissions/Committees:

- Galiano Island Parks & Recreation Commission
- Lyall Harbour/Boot Cove Water Local Services Committee
- Magic Lake Estates Water & Sewer Committee
- Mayne Island Parks & Recreation Commission
- North Galiano Fire Protection & Emergency Response Service Commission
- Pender Island Community Parks & Recreation Commission
- Saturna Island Parks & Recreation Commission
- Skana Water Service Committee
- Southern Gulf Islands Community Economic Sustainability Commission
- Southern Gulf Islands Electoral Area Emergency Advisory Commission
- Southern Gulf Islands Harbour Commission
- Southern Gulf Islands Public Library Commission
- Sticks Allison Water Local Service Committee
- Surfside Park Estates Water Service Committee

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 13, 2021**

SUBJECT **Connected Coast Proposal for the Southern Gulf Islands**

ISSUE SUMMARY

To consider a letter of support to the Strathcona Regional District and City West for applications to the Federal Universal Broadband Fund, (UBF) and the Provincial Economic Recovery Intake, (ERI) which, if successful, will add additional Connected Coast landing sites on Galiano and Mayne Islands and deliver last mile internet to Mayne, Pender, Saturna and Galiano Islands.

BACKGROUND

Connected Coast is a backbone fibre project that will bring high speed internet accessibility via a subsea fibre optic cable to rural and remote communities along the BC coast - from north of Prince Rupert to Haida Gwaii, south to Victoria and around Vancouver Island. The project is fully funded and approved by the Government of Canada's Connect to Innovate (CTI) program, Indigenous Services Canada, and the Provincial Connecting British Columbia program, as administered by Northern Development Initiative Trust (NDIT).

Connected Coast includes fibre transport landing sites on Salt Spring, Pender, and Saturna Islands. The program excludes the establishment of landing sites on Galiano and Mayne islands, and the funds do not include any local community last mile projects to connect individual households and businesses to the backbone broadband infrastructure.

The Connected Coast project is a joint venture partnership between CityWest Management Corporation (CWMC) a wholly owned subsidiary of the City of Prince Rupert, and the Strathcona Connected Coast Network Corporation (SCCNC), a wholly owned subsidiary of the Strathcona Regional District. The partners have approached the Capital Regional District seeking support for applications to the UBF and ERI programs to fund the additional landing sites on Galiano and Mayne, and to bring last mile fibre internet to whole SGI EA, including Mayne, Pender, Saturna and Galiano Islands.

The Provincial Economic Recovery Intake (ERI) is a BC funding program with \$90M for projects up to \$10M in costs. The program has a 90/10 community funding split (90% Provincial funding) that allows for stacking of other resources such as community works funds, reserves, borrowing and other grants. The ERI fund has a monthly intake with the condition that all infrastructure be constructed by October 31, 2021.

The Universal Broadband Fund (UBF) is a federal funding program with \$1.8B in allocated funding for projects with a funding split of 75/25 (75% Federal funding), and 90/10 for First Nations applications. The UBF program has a submission deadline date of February 15th, 2021 with a construction completion date of December 31, 2026.

The Connected Coast partners propose to add Galiano and Mayne landing sites and to bring fibre to the home solutions for the SGI Island communities within the CRD. They requesting the CRD fund the remaining 10% of the project costs as a local contribution, which they estimate at a \$2.7M. While not included in the proposal letter, Connected Coast has suggested a profit sharing

agreement with the CRD similar to those they are negotiating with other communities, where 20% of the last mile revenues could be returned back to the Regional District.

The Connected Coast team has completed a desktop analysis of the costs per SGI community:

<i>Island/Area</i>	<i>Homes</i>	<i>Total</i>	<i>Cost/Home</i>	<i>Est. Community contribution</i>
Galiano	1,265	\$7,317,103	\$5,784	\$731,170
Mayne	1,211	\$5,486,686	\$4,531	\$548,669
North Pender	1,711	\$6,695,165	\$3,913	\$669,517
Saturna	558	\$3,193,197	\$5,723	\$319,319
Port Renfrew	107	N/A	\$4,000 - \$5,500	TBD
Jordan River	54	N/A	\$4,000 - \$5,500	TBD

The breakdown of costs for each site includes the supply of materials and labour for a fibre to the home installation as well as landing sites on Mayne and Galiano Island, (\$100,000/landing). If the landings are not built in parallel with the Connected Coast project and are requested after the project completion, the contractors estimate for this work is between \$500,000 and \$750,000 per landing as there would be a significant amount of additional labour, mobilization and fibre required.

Schedule

The Connected Coast project will be built in phases, with deployment of fibre and landing site construction for Phase One anticipated to start in spring/summer 2021. Development of the Connected Coast sub-sea fibre project will work its way from North to South. Landings sites for the Southern Gulf Islands are forecasted to be installed sometime in 2022.

If the last mile funding applications are successful, the partners will initiate the development process right away. The ERI fund has a monthly intake with the condition that all infrastructure be constructed by October 31, 2021. The UBF program has a submission deadline date of February 15th, 2021 with a construction completion date of December 31, 2026.

Connectivity Planning in the Southern Gulf Islands

In early 2020, the CRD Board received the report *Connecting SGI: Connectivity Planning for the Southern Gulf Islands*, a community based assessment of the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the Southern Gulf Islands. The report demonstrated how improved connectivity is a fundamental need for Southern Gulf Islands communities to attract and retain young families, support low carbon economic development, and to improve access to social, educational, government, and health services.

At the January 08, 2020 Electoral Areas Committee and CRD Board meetings, the following resolution was passed:

That staff be directed to seek partnerships with one or more Internet Service Providers and pursue funding for the design and implementation of the Southern Gulf Islands Connectivity Plan.

The CRD has currently engaged TANEx Engineering to conduct phase two of the connectivity plan for the Southern Gulf Islands. TANEx is providing a high level service delivery strategy with recommendations for a delivery plan to bring broadband services to the underserved areas on each island. The study is 50% complete and includes a current state analysis that identifies service gaps and opportunities, as well as identifies where Connected Coast landing sites should be located to best support existing internet service providers in the Southern Gulf Islands.

ALTERNATIVES

Alternative 1:

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

1. That the Board approve a letter of support for the Strathcona Regional District and the Connected Coast project for their efforts to secure all necessary permits within the CRD, including design and tenure agreements for landings, Points of Presence and Rights of Way. Where possible, identification of the best landing sites should be informed by the connectivity design plan currently underway for the Southern Gulf Islands Electoral Area.
2. That the Chair write a letter in support of the CityWest applications to the Federal Universal Broadband Fund (UBF) and the Provincial Economic Recovery Intake (ERI) programs for construction of last mile fibre to the home projects in the communities of Mayne Island, Galiano Island, Saturna Island, and North Pender Island.
3. That the Board approve in principle that funding beyond the 90% threshold will be provided by the communities to be served by last mile projects, subject to successful service establishment and voter assent and to mutual agreement to the terms of any required partnership agreements.

Alternative 2:

That the Electoral Areas Committee request staff report back on other opportunities for improving broadband in the Southern Gulf Islands as may be recommended by the Connectivity Design Plan currently underway by TANEx Engineering.

IMPLICATIONS

This project supports CRD Board priorities and the corporate plan priorities for Economic Development of Rural Areas (4b-2): “to advance economic development and plans through commissions;” and (4a-1): “support CRD Board on building an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services.”

The combination of the Connected Coast landing sites and last mile fibre to the home would bring a high speed, reliable broadband solution for SGI communities and would address long standing deficiencies in the region. Residents and businesses would gain access to 1Gbps down/upload speeds that will put these communities on a level playing field with homes and businesses in urban areas such as Victoria and Vancouver.

The Connected Coast proposal meets federal and provincial funding requirements and offers an economy of scale that will be attractive to the funders and lends confidence in the viability of the proposal.

The Federal UBF program has a submission closing date of February 15, 2021. In order to include the additional landing sites for Mayne and Galiano Island, as well as last mile infrastructure applications for the SGI communities, community support by way of resolution is required as part of the application submissions.

There are other providers in the region that are capable of providing broadband improvements to the SGI. At the time of writing, the CRD has not been approached by other ISPs for letters of support to pursue these funding programs. More information is required to understand if support for this application would preclude the CRD from supporting applications for funding from other ISPs in the future.

The request for a CRD community funding contribution of \$2.7m cannot be confirmed at this time. To borrow or raise funds from the Southern Gulf Islands Electoral Area, a service would need to be established via a successful voter assent process.

There are many details outstanding that would need to be confirmed and agreed to in a partnership agreement with the Strathcona Regional District and City West. Some of these considerations include:

- Connected Coast landing sites are publically funded and required by way of the CTI agreement to be open access for other internet service providers (ISPs) to use the fibre to distribute broadband to their subscribers. The CRD would want to assure the additional landing sites on Mayne and Galiano are governed by the same open access principle and policy.
- If the last mile applications are successful, they will also be publically funded and the public interest should therefore be a driving factor in service decisions. The CRD's interest would be to ensure each of the SGI communities have equal access to affordable, high speed internet at affordable rates. This can be achieved through service fee caps and/or open access to encourage competition in the market.
- A revenue sharing agreement could benefit the local community. The details of such an agreement would need to be negotiated prior to proceeding.

CONCLUSION

The *Connecting SGI* Report demonstrates that connectivity is a fundamental necessity to enable the Southern Gulf Islands' communities to diversify the demographic profile of the islands and achieve economic, social, and environmental sustainability into the future.

The Strathcona Regional District and CityWest are requesting a letter of support from the CRD Board and the CRD Board Chair for applications to the Federal Universal Broadband Fund (UBF) and the Provincial Economic Recovery Intake (ERI). In conjunction with the Connected Cost project, which will bring sub-sea fibre infrastructure to the Southern Gulf Islands' of Pender and

Saturna (as well as Salt Spring Island), the proposal will enable fibre landing sites on Mayne and Galiano, and bring last mile fibre to the home throughout the SGI. If successful, this project will bring much needed broadband solutions to the SGI. The CRD has been asked to provide a 10% community contribution to the project.

Support for this proposal can be offered in principle by the CRD Board, pending successful service establishment and voter assent process and mutual agreement to the terms of one or more partnership agreements.

RECOMMENDATIONS

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

1. That the Board approve a letter of support for the Strathcona Regional District and the Connected Coast project for their efforts to secure all necessary permits within the CRD, including design and tenure agreements for landings, Points of Presence and Rights of Way. Where possible, identification of the best landing sites should be informed by the connectivity design plan currently underway for the Southern Gulf Islands Electoral Area.
2. That the Board Chair write a letter in support of the CityWest applications to the Federal Universal Broadband Fund (UBF) and the Provincial Economic Recovery Intake (ERI) programs for construction of last mile fibre to the home projects in the communities of Mayne Island, Galiano Island, Saturna Island, and North Pender Island.
3. That the Board approve in principle that funding beyond the 90% threshold will be provided by the communities to be served by last mile projects, subject to successful service establishment and voter assent, and to mutual agreement to the terms of any required partnership agreements.

Submitted by:	Justine Starke, MCIP, RPP, Manager, SGI Service Delivery, Corporate Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Letter from David Leitch, Strathcona Regional District

Appendix B: *Connecting SGI: Connectivity Planning for the Southern Gulf Islands*



**OFFICE OF THE
CHIEF ADMINISTRATIVE OFFICER**

January 4, 2021

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Attention: Kristen Morley, General Manager, Corporate Services

Dear Ms. Morley:

RE: Request for additional fibre landings and last mile applications within the CRD

The Strathcona Regional District (SRD) has been in discussion with CRD staff to provide information regarding the addition of two fibre landing sites to the Connected Coast project on Mayne and Galiano Islands as well as last mile fibre to the home applications for Port Renfrew, Jordan River, Saturna, North Pender, Mayne, and Galiano Islands.

Background Information

The Connected Coast project will bring new and improved high speed internet accessibility to 154 rural and remote coastal communities, including 51 Indigenous communities representing 44 First Nations along the BC coast from north of Prince Rupert to Haida Gwaii, south to Victoria and around Vancouver Island, with approximately 3,400 km of subsea fibre optic cable. In total, it is estimated that the project has the potential to benefit 175,000 British Columbians, living in 90,000 households.

The impact of the project and the opportunities it will provide to these communities will be enormous. Access to reliable high-speed internet and cell phone service means that residents in rural areas and coastal islands will be able to access online education, health services, emergency notifications and participate in online information sharing. It will also open new economic development opportunities for residents who will be able to work remotely and participate in e-commerce and online business development regardless of their geographic location.

The Project Partners

The project ownership, operation and management of the Connected Coast project is a joint venture partnership between CityWest Management Corporation (CWMC) a wholly owned subsidiary of the City of Prince Rupert, and the Strathcona Connected Coast Network Corporation (SCCNC), a wholly owned subsidiary of the Strathcona Regional District. The two organizations have combined their funding resources from the Connect to Innovate program realizing that increased benefits for both project areas could be obtained by connecting the two networks. By providing links from Northern BC, and around Vancouver Island to the Vancouver Internet Exchange VIE, the infrastructure will provide internet connectivity to dozens of British Columbian

communities and increase system stability, reliability, and resilience by providing an alternate (redundant) route for service as well as achieve economies of scale not otherwise possible.

The SCCNC and CWMC will work together to engage and consult with local communities, regional districts and first nations to ensure that the project meet the needs of communities now and into the future. The SCCNC and CWMC will also work with local communities and anchor institutions such as BC Ferries, Canadian Coast Guard and the Department of National Defense that are interested in connecting to the network and provide opportunities for financial partnerships with infrastructure and last mile projects.

Project Funding

The Connected Coast backbone fibre project is fully funded with an estimated cost of \$47 million that will place sub-sea fibre infrastructure in and around Vancouver Island, the southern and north coast up to Prince Rupert and Haida Gwaii. Funding for the project is being provided by the Government of Canada's Connect to Innovate (CTI) program, Indigenous Services Canada, and the Province of BC through the Connecting British Columbia program administered by Northern Development Initiative Trust. The funds do not include any local community last mile projects to connect individual households and businesses to the backbone infrastructure other than for the landing sites approved by the funding partners in the CTI program. There are a number of Federal and Provincial programs currently in place such as the Economic Recovery Program and the Universal Broadband Fund to address community last-mile infrastructure projects.

Sites Within the CRD & Proposed New Sites

The Connected Coast project currently includes 15 landing sites within the Capital Regional District (Fernwood, Ganges, Port Washington, Musgrave Landing, Deep Cove, Fulford Harbour, Saturna, Sidney, Beecher Bay, Victoria, T'Sou-ke, Shirley, Port Renfrew, Jordan River and Pacheedaht First Nation). At the time of application to the CTI program, the Connected Coast partners made a number of requests for additional landing sites across Vancouver Island including Mayne and Galiano Islands. Landings were planned initially to serve Galiano and Mayne Islands, but subsequently removed from the project scope at the request of the Province and ISED based on reports filed by Telus explaining that they already had fibre connections in place with last mile services that met the minimum 5 Mbps down/1 Mbps upload speeds. In addition, several landing locations on the Connected Coast network were planned solely for interconnecting with existing networks of other carriers for the purpose of improving resiliency. Accordingly, there are no plans for last mile development on sites within the CRD such as Victoria, Shirley, and Sidney.

In 2018 the Canadian Radio and Telecommunications Commission (CRTC) determined that broadband infrastructure is essential for Canadians to participate in the digital economy and set new targets for internet speeds. The CRTC's new benchmark for broadband speeds for all Canadian homes and businesses is to be at least 50 Mbps for download and 10 Mbps for upload speeds. This change in policy and funding availability has made a number of communities that were not eligible for fibre landings on the Connected Coast network now eligible. Specifically, within the Capital Regional District and the Southern Gulf Islands, both Galiano and Mayne Islands are now eligible for funding for landing sites and last mile infrastructure. In anticipation of this change in funding eligibility, the Connect Coast partners developed a design that will see the Connected Coast backbone fibre route run directly adjacent to Galiano and Mayne Islands, making landing(s) to these islands simple and affordable.

Costs

There are two funding programs currently available for last mile works that the partnership is focusing on for communities aligned with the Connected Coast project.

The first is the Federal Universal Broadband Fund, (UBF) and the second is the Provincial Economic Recovery Intake, (ERI). The ERI stream has 90M in allocated funding for projects up to 10M in costs. The program has a 90/10 community funding split (90% Provincial funding) that allows for stacking of other resources such as community works funds, reserves, borrowing and other grants. The ERI fund has a monthly intake with the condition that all infrastructure be constructed by October 31, 2021.

The UBF stream includes 1.8B in allocated funding for projects with a funding split of 75/25 (75% Federal funding), and 90/10 for First Nations applications. There are ongoing discussions with the Province and Federal funding partners that these programs may be combined and/or mutually funded that would allow a more advantageous community funding split similar to the 90/10 Provincial program. The UBF program has a submission deadline date of February 15th, 2021 with a construction completion date of December 31, 2026.

In order access funds and make last mile applications to these programs, the applicants must be a local government and/or Internet Service Provider (ISP) with a minimum of 3 years experience deploying and operating fibre technology in Canada. If applicants are working in a partnership arrangement with a local ISP, an agreement outlining how the two parties will work together is necessary.

The Connected Coast joint venture partnership is both a local government and an ISP with the required experience to make these applications. The Connected Coast partners have engaged the support of dozens of communities, First Nations and local ISP's on Vancouver Island and the West Coast of BC to make over 60 applications to the funding programs for communities aligned with the Connected Coast project.

With the encouragement of CRD staff, the Connected Coast partners have engaged the local ISP's, Galiano Association for Internet Access (GAIA) and South Island Internet (SINet) and are pleased to report on the success of the principles of a partnership agreement with both organizations to operate and provide last mile services to the Southern Gulf Islands.

As the Connected Coast project is bringing fibre connected landings to all communities on the network, it is the intention to make all last mile applications, fibre to the home solutions giving residents and businesses access to 1Gbps down/upload speeds that will put these communities on a level playing field with homes and businesses in urban areas such as Victoria and Vancouver.

As part of the Federal and Provincial Connected Coast contribution agreements, the supply and installation of the Connected Coast infrastructure was publicly and competitively procured with the contracts for construction finalized in the fall of 2020. The Connected Coast partners have been working with our contractor over the last several months preparing detailed cost estimates for additional landing sites across the network and last mile fibre solutions to over 60 communities and First Nations including those communities within the CRD. The table below includes the capital infrastructure cost to provide fibre to the home solutions for eligible communities within the CRD. These costs are desktop estimates, and our project management team will be working with the local ISP's to identify ways to bring the costing down to ensure we are providing the fastest, most desired services at the lowest possible cost.

Island/Area	Homes	Total	Cost/Home	Est. Community contribution
Galiano	1,265	\$7,317,103	\$5,784	\$731,170
Mayne	1,211	\$5,486,686	\$4,531	\$548,669
North Pender	1,711	\$6,695,165	\$3,913	\$669,517
Saturna	558	\$3,193,197	\$5,723	\$319,319
Port Renfrew	107	N/A	\$4,000 - \$5,500	TBD
Jordan River	54	N/A	\$4,000 - \$5,500	TBD

The breakdown of costs for each site includes the supply of materials and labour for a fibre to the home installation as well as landing sites on Mayne and Galiano Island, (\$100,000/landing). If the landings are not built in parallel with the Connected Coast project and are requested after the project completion, the contractors estimate for this work is between \$500,000 and \$750,000 per landing as there would be a significant amount of additional labour, mobilization and fibre required.

Ownership

The Federal and Provincial contribution agreements require that the joint venture partnership maintain operations and ownership of the network infrastructure including maintenance, repairs, and liability of the network for a total of 8 years from the start of construction and therefore ownership of the network and its infrastructure must remain with the CWMC and SCCNC partners.

Schedule

The Connected Coast project will be built in phases with deployment of fibre and landing site construction for Phase One anticipated to start in spring/summer 2021. The Federal UBF program has a submission closing date of February 15, 2021 and in order to include the additional landing sites for Mayne and Galiano Island as well as last mile infrastructure applications for the communities identified in this report, community support by way of resolution is required as part of the application submissions.

Resolutions

THAT the Capital Regional District approve a letter of support for the Strathcona Regional District and the Connected Coast project for their efforts to secure all necessary permits within the CRD including identification of best sites, design and tenure agreements for landings, Points of Presence and ROWs as well as permissive tax exemptions

THAT the Chair write a letter in support of the CityWest applications to the UBF and ERI programs for construction of last mile fibre to the home projects in the communities of Mayne Island, Galiano Island, Saturna Island, North Pender Island, Jordan River, Port Renfrew with the understanding that funding beyond the 90% threshold will be provided by the communities to be served by last mile projects.

Sincerely,

Dave Leitch,
Chief Administrative Officer

Strathcona Regional District



Connecting SGI

Connectivity Planning for the Southern Gulf Islands

Capital Regional District

January 2020



Making a difference...together

Connecting SGI

Connectivity Planning for the Southern Gulf Islands

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Connecting SGI

Connectivity Planning for the Southern Gulf Islands

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Introduction

This report documents community perceptions and experiences with internet connectivity on the Southern Gulf Islands (SGIs). The report demonstrates how greater connectivity can advance common goals of sustainable economic development, and community health and resilience for the region.

The Southern Gulf Islands

The Southern Gulf Islands are an archipelago located in the Salish Sea, between Vancouver and Victoria, with island populations ranging from approximately 350-2,000 residents. The islands of Galiano, Mayne, North and South Pender Islands, Saturna, and associated islets make up an unincorporated rural Electoral Area under the jurisdiction of the Capital Regional District (CRD). The CRD serves as the local government for most municipal services excluding land use, which is the purview of the Islands Trust federation.

First Nations

The Islands are situated within the territories of the Coast Salish peoples, and are specifically home to the SENĆOŦEN and HUL'Q'UMI'NUM' speaking peoples. Throughout the process, we have acknowledged the Coast Salish history, knowledge, and culture and welcome future opportunities to work together with our First Nations neighbours and collaborate on connectivity planning for the region.

Natural Assets of the Region

The Southern Gulf Islands are unique in character, both ecologically and socially. The islands are home to diverse wildlife, from hundreds of resident and migratory species of birds, fish and intertidal life to wildlife and marine mammals. Much of the vegetation is not found elsewhere in Canada and is ecologically sensitive. Visitors and residents enjoy exceptional recreational opportunities in these dramatic coastlines such as secluded beaches, panoramic views, an extensive parks network, and sheltered waters. In recognition of the distinct nature of the SGIs, the Province of British Columbia enacted the Islands Trust Act in 1974 to, "preserve and protect the area and its unique amenities and environment for the benefit of residents of the trust area and of the province generally."

Regional Context

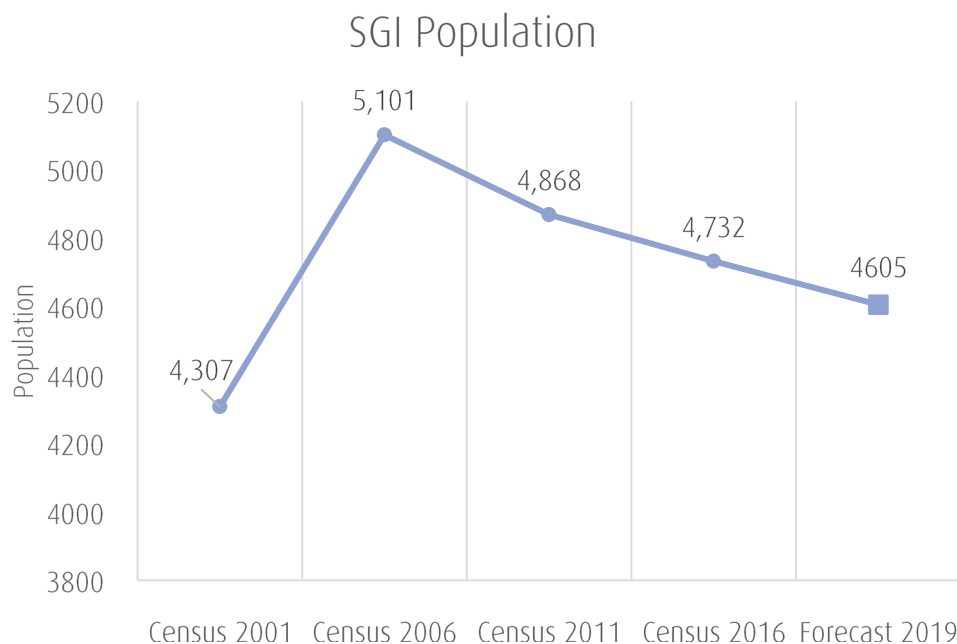
The islands are both rural and remote in character. Although located only about 50 km from Vancouver or Victoria, the overhead of time and cost to travel between the region and these nearby major centres is considerable, in

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many cases involving 12 or more hours and over \$100 for a roundtrip. The SGI archipelago was historically a community of socially and economically inter-connected islands. Significant changes in recent decades to BC Ferries routing and scheduling have weakened these inter-island ties.

Today, the SGI region struggles with demographic challenges. The average age (56.7) is significantly older than in the CRD as a whole (44.4), BC (42.3) and Canada (41), and there is a much lower proportion of families with children (10.3%) than in the CRD as a whole (17.9%). On most islands, more than 50% of residents are not in the labour force. Household incomes lag behind CRD and provincial averages, and the most substantial difference is in income for families with children, where the SGI median incomes (74,069) are much lower than the CRD (117,510) and BC (111,736) averages. Populations on most of the islands has declined in recent years and is projected to continue to drop.¹ These demographic challenges raise concerns as they can impact other aspects of community life such as school enrollment, volunteerism, stability for employees, and year-round viability for business.

The predominant land use on the islands is residential and the majority of the land is privately owned. Despite a long history of agriculture and forestry in the SGI, today the economic contribution of traditional land-based industries is now a small portion of the overall economic activity of the Southern Gulf Islands. In comparison to



¹ CRD Southern Gulf Islands Housing Needs Assessment, 2018

Connecting SGI

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other non-urban areas, the islands are disproportionately dependent upon private, non-employment income, primarily private investment income and private pensions. However, there is opportunity for island economies to diversify and to draw young families and professionals with the potential to work remotely in a wide range of fields.

Connectivity in the Region

Underlying these challenges is the poor internet connectivity in the region. The SGI region lags far behind the internet speeds identified by the Federal Government as a minimum standard. Internet service is inconsistent across the region; the infrastructure is outdated in many places, and has not been maintained. Where there is high speed, the connection is often unreliable, as it is vulnerable to frequent power outages, weather fluctuations, and varied topography that interferes with line-of-sight technologies. Due to the small population sizes on the islands and natural limits to growth, there aren't the economies of scale to attract significant investment from large service providers. In some cases, small local organizations tried to fill the gaps piecemeal, but these outfits are vulnerable.

The persisting digital divide between urban areas and the SGI region limits residents' access to emergency services, healthcare, climate change adaptation, education, transportation, and government services. Further, the limiting effect on economic diversification is perhaps most significant: insufficient connectivity deters professionals from relocating to the islands and drives the relocation of young people away from home, both of which undermine efforts to resolve the communities' demographic challenges.

Perceived Benefits of Increased Connectivity Across SGI

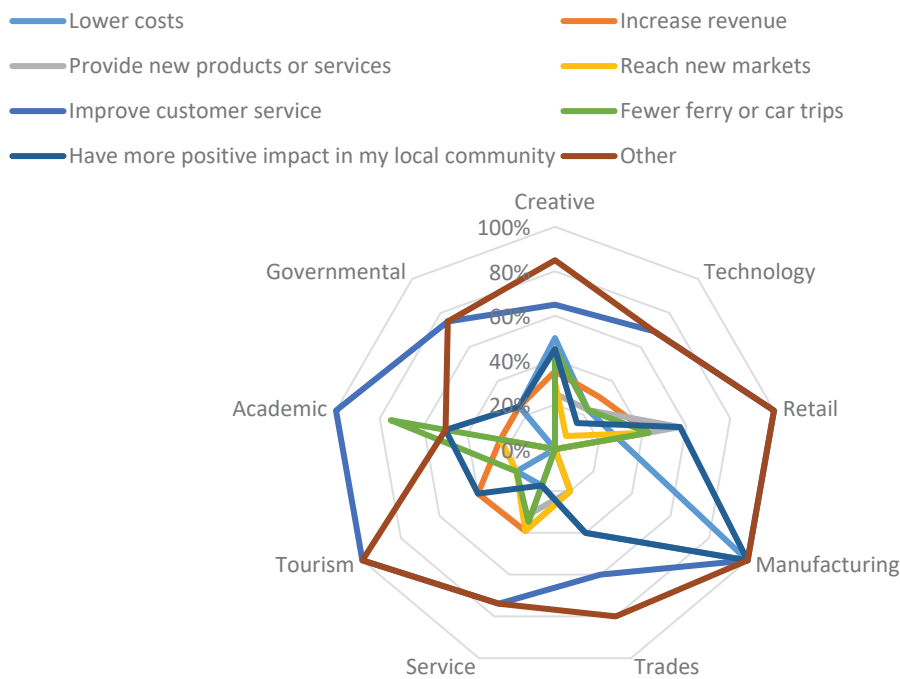


Figure 2 - Source: Business Survey 2019/2020

Southern Gulf Island businesses and organizations identified a number of interrelated benefits that would result from increased connectivity. When asked if better internet connectivity would benefit their business or organization, 93% of respondents answered yes. As indicated by Figure 2, of the options presented in the survey question, lowered costs and improved customer service were highlighted across most sectors. Consistently across the sectors the “other” option was also selected. In the comments, people indicated their reasons to be, making their business more productive and effective by saving time, enabling reliable video conferencing, improving the reputation of the business, and increasing the overall efficiency of operations.

Executive Summary

Improving broadband connection as a way to stimulate sustainable economic growth has been a long-standing goal of the Capital Regional District's Electoral Area Director for the Southern Gulf Islands (SGI). The SGIs' limited internet speed and reliability impacts the communities' social and demographic diversity and the potential for low carbon, appropriate, and sustainable economic development. This report represents a first step towards addressing these limitations.

This project, *Connecting SGI: Connectivity Planning for the Southern Gulf Islands* was initiated in spring of 2019 by the *Southern Gulf Islands Community Economic Sustainability Commission* to consider how greater connectivity can advance common goals of sustainable economic development, and community health and resilience for the region. This report documents Phase I of the project; it represents a community based, qualitative assessment of community perceptions and experiences with internet (and to some degree cellular) service in the region. The process was led by CRD staff, including a team of contract "CRD Liaisons"—representatives living locally on each of Galiano, Saturna, Mayne, and Pender Islands. The planning process used the *Connected Communities BC Digital Development Roadmap*² as a framework tool to advance a holistic approach to connectivity planning for the islands.

The project's aim is to establish an alternative business case for integrating private and public sector investment opportunities that can be supported for advancing the community's own connectivity goals. This study has confirmed there is a strong need and widespread support for increased connectivity and the importance of upgrading internet connectivity in the SGI to at least the minimum Federal standard of 50/10 Mbps. The community feedback highlights the need for service improvements and infrastructure investment for last mile connectivity in the Southern Gulf Islands.

The SGI Connectivity Plan has integrated the voices of a range of different sectors on each island and throughout the Electoral Area. This has contributed to a richer understanding of regional commonality and demonstrated the breadth of community support for better, faster, more reliable internet in the islands. Results of the Phase I assessment indicate that connectivity is a fundamental necessity to enable the SGI communities to diversify the demographic profile of the islands and achieve economic, social, and environmental sustainability into the future. The next phase will be to pursue infrastructure design and implementation for the SGIs, ensuring that future infrastructure development is coordinated, scalable, cost efficient, and in line with the priority community

² <https://www2.gov.bc.ca/gov/content/governments/connectivity-in-bc/connected-communities>

objectives for the region. The information gathered in this report will be used to inform future design options and to leverage opportunities for implementation.

Recommendations and Next Steps

This connectivity plan represents a community based assessment of the challenges faced by the rural island communities in the Southern Gulf Islands Electoral Area. It identifies how better connectivity would support solutions to the SGI's social and economic community needs. Servicing the SGI region with the minimum federal standard of 50/10 mbps would offer the base level of connectivity essential to meet community goals and should be prioritized by the Provincial and Federal governments. The following recommendations are proposed as a way forward towards resolving the issues identified throughout this process. A concerted effort to access public funds, private sector investment, and to coordinate an integrated, regional design is required.

- Technical analysis and connectivity design plan(s) should identify how the SGI as a region can be served with a level of connectivity to meet minimum national standards.
- CRD should provide a coordinating role and seek partnerships with one or more Internet Service Providers to conduct an infrastructure design plan, and advance applications to the Federal and Provincial government funding programs to support implementation.
- It is recommended that the Federal and Provincial governments remove barriers to ensure the Southern Gulf Islands Electoral Area are eligible for any possible infrastructure funding programs (Island Coastal Economic Trust (ICET), Community Futures).
- Infrastructure solutions for last mile connectivity should provide a range of options of technology and estimate the associated cost of development and maintenance. Because of the varied geography and dispersed populations, there may be a need to integrate different kinds of service delivery and thus form partnerships with more than one Internet Service Provider.
- In a phased approach to last mile connectivity, design solutions should prioritize community hubs, commercial centres, and public service buildings.
- Islands Trust Local Trust Committees should consider this report as demonstrating broad community support for service improvements when deciding concurrence with infrastructure proposals, as required to meet Innovation, Science, and Economic Development Canada (ISED) requirements.

Community Priorities

Across the Southern Gulf Islands there is a common sense of place and rural identity which acknowledges that supporting healthy communities involves balancing environmental, social and economic sustainability. The SGI communities seek to thrive socially and economically within each island's ecological carrying capacity. This is understood by reading the Official Community Plans (OCPs) of each of the SGIs. (Within the SGI, OCPs bylaws are adopted by Islands Trust Local Trust Committees (LTCs) to guide the land use and community planning on each island. Official community plans represent each communities' unique goals and vision for the future). Across the region, each island's OCP has common themes and objectives to strengthen island economies, increase resiliency by expanding and improving the delivery of services, and to combat climate change. There are also policies that support the expansion of electronic communications to meet such community objectives.

The North Pender Island OCP supports and encourages efforts to "expand or improve the electronic communications on the island in order to reduce the need to travel" (2.3.6). Other community objectives supported by the expansion of communication networks include "[encouraging] a more compact, complete and connected community" (18), "allow[ing] seniors to remain in their own homes as long as possible" (2.3.6) and promoting home based businesses that are both self-sufficient and "compatible with the conservation of resources"(2.1.3).³ The South Pender Island OCP states that "providers of internet and other electronic services are encouraged to expand and improve the delivery of services to, and the development of infrastructure for, the community" (6.2.2.d). Such improvements to electronic communications are described by the plan as "[increasing] opportunities to engage in economic activities from residences, thereby enhancing island residents' economic capacity" (3.1.2).⁴

The Galiano Island OCP states that "In order to enhance the social, economic, educational, environmental and cultural aspects of life on the island...the LTC will support efforts to expand electronic communications and infrastructure within the community provided it can be demonstrated that there are no harmful health or environmental effects" (4.1.1.g). The Galiano OCP also outlines several cultural objectives that could be supported through enhancements to internet infrastructure, including supports for the "volunteer-based groups" who contribute to the community (4.1.e), as well as opportunities to "identify, preserve, protect and enhance local

3 http://www.islandstrust.bc.ca/media/346950/ocp-bylaw-171-_-consolidated-dec-10-2018.pdf

4 <http://www.islandstrust.bc.ca/media/347642/bylaw-no-107-ocp-consolidated-2019-05-08.pdf>

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heritage” (3.1).⁵ In 2018, based on the work of a special Advisory Planning Commission, the Galiano LTC adopted a land use strategy to guide the siting of cell towers and other telecommunications infrastructure.⁶

The Mayne Island OCP states that the Mayne Island Local Trust Committee “should support and encourage efforts to expand or improve the digital infrastructure on the island in order to reduce the need to travel” (2.6.1.10). Other community goals potentially realized through improvements to broadband infrastructure include “economic diversity” and “varied livelihoods” (1.2.6) as well as support for “local food production, processing and distribution” (2.2.1.9).⁷

The Saturna Island OCP states that “providers of internet and other electronic communication services should be encouraged to expand and improve the delivery of services to, and the development of infrastructure for, the local community”(F.6.6). Further community priorities supported through improved connectivity include the “community’s desire to maintain social and economic diversity” (C.3.5), the want to preserve “home occupations” (C.1.6) and “community-based businesses”(C.1.8), and the objective to “[reduce] greenhouse gas emissions” through a range of actions including “technological changes” (E.5.1).⁸

Finally, the Islands Trust Council, who establishes general policies for carrying out the object of the Trust, also advocates for improvements to internet connectivity in the region. In June 2019 they issued a statement requesting that “the appropriate agencies of Canada and the Province of British Columbia take steps to facilitate and fund...improvement of internet connectivity in the Trust Area.”⁹

5 http://www.islandstrust.bc.ca/media/347224/ocp-bylaw-108_consolidated_feb-7-19.pdf

6 <http://www.islandstrust.bc.ca/media/346373/galiano-island-antenna-system-siting-consultation-protocol.pdf>

7 http://www.islandstrust.bc.ca/media/348640/ocp-bylaw-no-144_consolidated-october-2019.pdf

8 http://www.islandstrust.bc.ca/media/345645/sa-ocp-bylaw-70_consolidated-april-26-2018.pdf

9 http://www.islandstrust.bc.ca/media/347928/tc_2019-06_18-19-20_decisionhighlights_final.pdf

Connecting with the Region's Businesses and Residents

Throughout the fall and winter of 2019, the SGI team engaged island residents, community groups, businesses, non-profits, and government agencies to discuss the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the Southern Gulf Islands. Conversations focused on how better connectivity can help the SGI region meet its community needs and objectives, as well as the impacts and opportunities associated with increased connectivity. Federal funding has been available to help bridge the digital divide for rural and remote areas that find themselves underserved, but in spite of this the SGI remain below the national standard.

Goals

1. To assess the current state of internet connectivity in the SGIs and both its measurable and perceived impact on the community.
2. To serve as the foundation for building a community-based business case for improving connectivity.
3. To provide a resource to ISPs to inform investment decisions and to leverage government funding.
4. To generate a shared dialogue of the impacts and benefits of improving internet connectivity among ISPs, businesses, and residents of the SGI.

Methodology

The SGI team of staff and island liaisons engaged residents, community groups, businesses, internet service providers, non-profits, and government agencies to discuss the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the SGIs. The total population of the Southern Gulf Island region is 4,732 people.¹⁰ Resident survey responses represent only 6% of the population. While the data was analyzed and there are important insights and conclusions can be drawn by those who filled out the surveys, the recommendations in this report have been strongly informed by the significant qualitative data that was collected in the way of interviews, group discussions, and public meetings. At the time of writing this report, the survey remained open and the response rate continues to increase

¹⁰ <https://www12.statcan.gc.ca/census-recensement/2016/dp->

[pd/prof/details/Page.cfm?Lang=E&Geo1=CSD&Code1=5917029&Geo2=POPC&Code2=0376&Data=Count&SearchText=Hope&SearchType=Begin&SearchPR=01&B1=All](https://www12.statcan.gc.ca/census-recensement/2016/dp-prof/details/Page.cfm?Lang=E&Geo1=CSD&Code1=5917029&Geo2=POPC&Code2=0376&Data=Count&SearchText=Hope&SearchType=Begin&SearchPR=01&B1=All)

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offering opportunity for further study and analysis in the future. Please see Appendix 1 for a summary of the engagement conducted as part of this process.

Business and Service Sector Interviews:

One-on-one and group interviews were held on each island to reach representatives of the major economic and service sectors. The results of these interviews form a substantial qualitative data set informing the SGI Connectivity Plan. During these interviews, participants were asked to describe:

- The connectivity challenges that they face operating in the SGIs.
- The resources and tools that are available to enhance operations in their sector, but that might be limited due to poor internet connectivity.
- Ways in which access to improved internet services would benefit their operations and their communities.

Community Meetings:

Four Community Meetings were held, one on each of the islands. Conversations focused on how better connectivity can help the SGI meet its community needs and objectives, as well as the impacts and opportunities associated with increased connectivity. Please see Appendix 2 for documentation of workshop results.

Surveys:

Two surveys options were provided, one to capture the experience of organizations operating in the SGI and the other to capture the experience of residents of the region. The surveys were posted on-line and were available in paper copy. There was also a speed test survey that guided respondents to measure their internet speed.

The Business Sector Survey was launched on October 18, 2019. Data analysis is based on results for the period between October 18 and December 27, representing a survey response from representatives of 95 organizations. The Residents' Survey was launched on November 22. Data analysis is based on results for the period between November 22 and December 27 2019, and represents a survey response of 313 people. Data was analysed and cross tabulated using SPSS Statistics software. Details of the methodology and limitations of this analysis are available upon request.

In order to improve the quality of the data sets, both surveys remained open past the time of report writing. The full data set will be used to inform the technical design phase of this project. The conclusions of this report have

therefore been more strongly influenced by the qualitative data gathered through the interviews and focus group discussions.

National Connectivity Standards

What is the Federal Standard for minimum acceptable internet speed?

In June 2019, the Federal Government released [Canada's Connectivity Strategy](#) and committed to "connect every Canadian to affordable, high-speed Internet no matter where they live, and to improve mobile cellular access from coast to coast to coast . . . through new investments and collaboration with our partners, ensuring high-speed access for all." Within the Strategy, the federal standard for internet service was set at a minimum of 50 Mbps download and 10 Mbps upload.

What is the Provincial Standard for minimum acceptable internet speed?

British Columbia's connectivity standards are harmonized with the CRTC's of a minimum 50 Mbps download and 10 Mbps upload speeds.

The Connecting British Columbia program, administered by the Northern Development Initiative Trust, recently launched phase III to provide access to \$50 million to support connectivity projects throughout the province. These funds may include building infrastructure to bring connectivity to entire regions or making final connections to homes and businesses.

To ensure communities take full advantage of better connectivity, the Ministry of Citizens' Services has launched the *Connected Communities* initiative to support the digital readiness of local governments, First Nations and rural communities. As mentioned, the *Connected Communities Digital by Design* framework has been used to guide the process for connectivity planning in the Southern Gulf Islands.

Connected Coast

The Connected Coast project is a plan to place over 3,400 km of subsea fibre-optic cable, stretching from Prince Rupert south to Vancouver, then around Vancouver Island. The project will be managed and implemented by CityWest and the Strathcona Regional District (SRD). By providing links from Northern BC, and around Vancouver Island to the internet exchange in Vancouver, the infrastructure will increase service reliability for residents on the mainland, on the island and in rural and remote coastal communities by providing an alternate route for service,

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known as a redundancy. While the project is still in the scoping and consultation stage, SGI landing sites for the program include Pender Island (Port Washington) and Saturna Island, as well as in four locations on Salt Spring Island (Fernwood, Fulford Harbour, Ganges, and Musgrave Landing). Although not within the CRD but significant because they are adjacent to Galiano Island, there are landing sites planned for Penekalut Island and Lyackson Island.

Is service in the SGI meeting these minimums?

The level of internet service available in the SGI is in stark contrast to the Federal and Provincial minimums. In this study, 13.5% of the survey respondents indicated they had no internet access, and of those who did have access, 75% have less than 20 Mbps download speeds, and 85% had 5 Mbps or less upload speeds. It is important to note that there are a few instances of download speeds being reported at higher than 50 Mbps – these speeds are only available to residents who are located close to the United States border and have signed up with American Internet Service Providers.

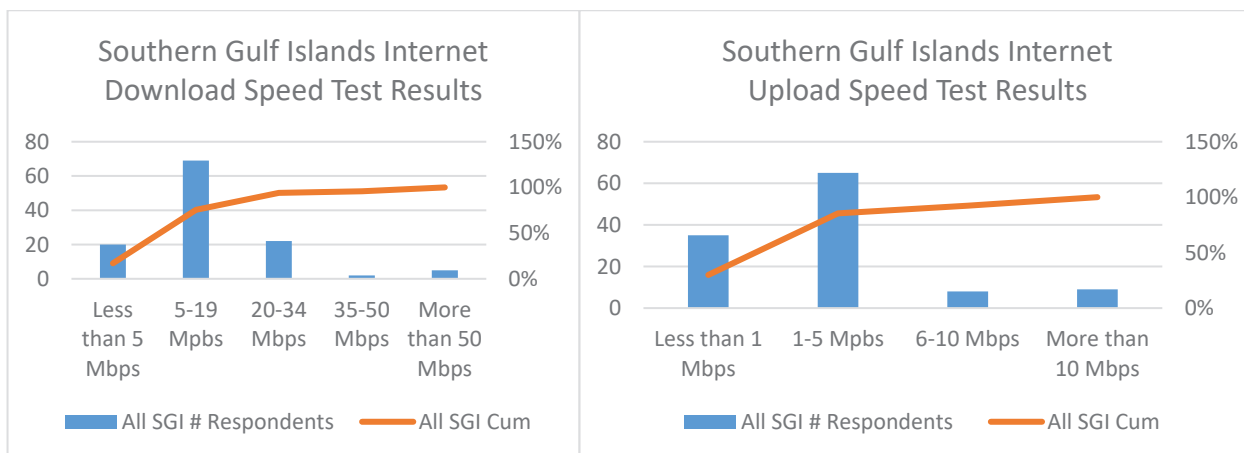


Figure 3 - Source: Speed Test Survey 2019/2020

Connecting SGI

Connectivity Planning for the Southern Gulf Islands



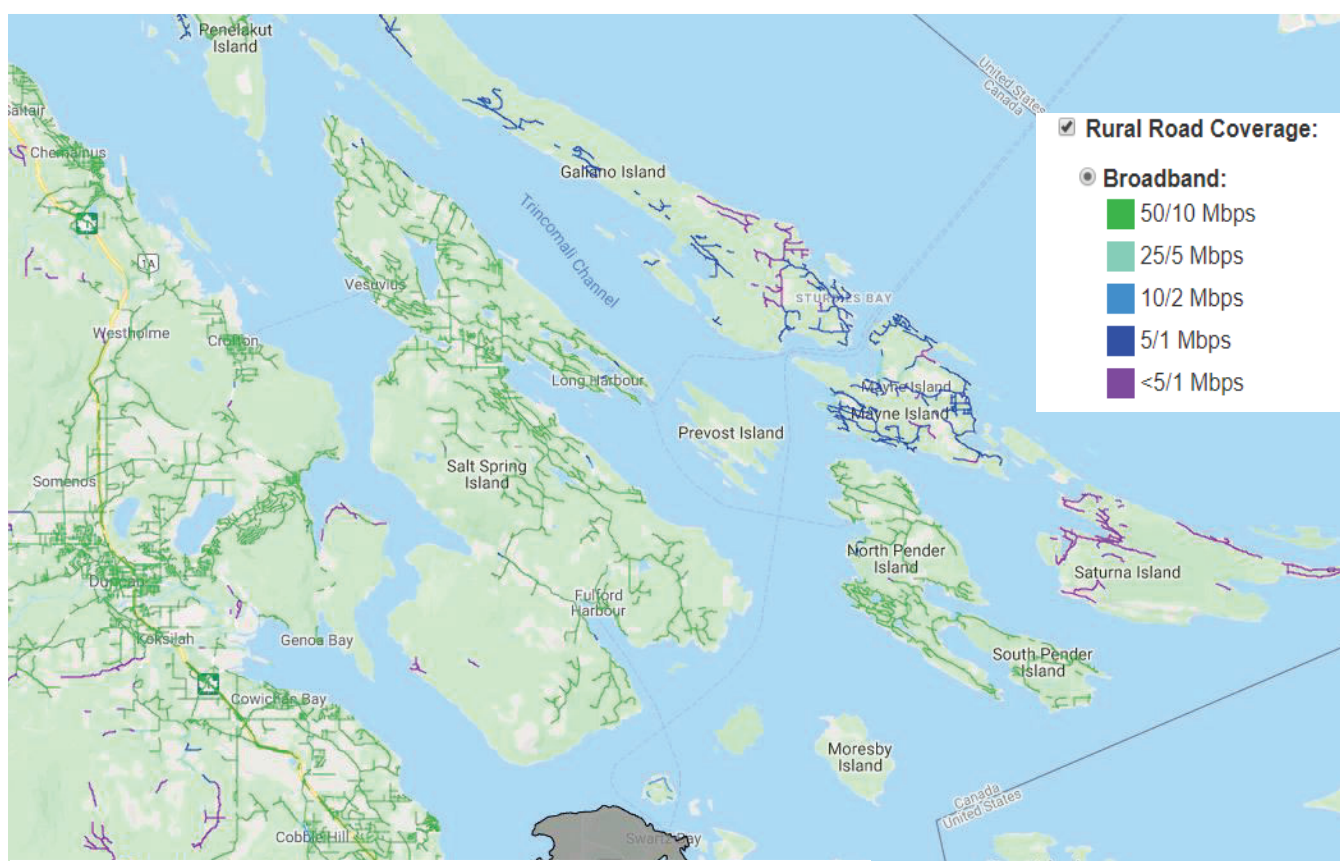
Making a difference...together

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SGI Internet Service Options

What is the current state of internet service in the SGI?

As can be seen by the map below, internet service options available in the SGIs vary widely among the islands and between different areas of the same island. The inconsistent service coverage is attributed to lagging capital investment for infrastructure expansion, topographical and terrestrial interference of line-of-sight technology, and out-of-date equipment that is no longer able to support the volume of demand. This map shows North and South Pender Islands as having 50/10 Mbps service, when in fact our study found most Pederites report having less than 5 Mbps.



National Broadband Internet Service Availability Map

Source: Government of Canada <https://www.ic.gc.ca/app/sitt/bbmap/hm.html?lang=eng>

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"There is no high speed internet on Pender now. Beacon offers 35 down and Shaw only 5 download speed. This is not high speed and is unacceptable in 2020."

-Pender Island Resident

Currently, Shaw Communications, Telus Communications, and Xplornet are the national service providers available in the region. However, their services are not available in some areas on the islands and service options are limited. For example, on the Penders, new

subscribers to Shaw Communications services are now limited to a 5 MB download speed, which is significantly less than the 50 Mbps offered on their basic plan in other regions.

Local alternatives are available for some areas, depending on service coverage. These options include: Beacon Wireless, South Island Internet, SaturnaNet Co-operative, and Orcas Online.

Although they provide a critical alternative, the local ISPs struggle to meet market demand due to their size, lack of access to infrastructure, and the limitations of line-of-sight technology. (See more in the next section.)

As a result, residents and businesses in the SGIs are significantly underserved, as demonstrated by the following survey results

13.5 % of survey respondents did not have access to the internet.

78% of residential respondents and 70% of business respondents have less than 19 Mbps download speed. 96% had less than the Federal standard of 50 Mbps.

89% of residential respondents and 71% of business respondents have less than 5 Mbps upload speed. 92% have less than the Federal standard of 10 Mbps upload speed. In spite of the low level of service, respondents reported paying rates comparable or in excess of those who are receiving significantly higher service levels in other areas.

"I currently use Shaw and South Island Internet because I need the reliability of that backup for my job. I also pay Bell for 50GB per month of data. In total, I pay probably \$350 for internet"

-SGI Telecommuter

"I subscribe to two services, SaturnaNet Co-Op (SNC) and Rogers Rocket. This is so if SNC goes down, I have a reliable back up. But Rogers is expensive and not fast enough. I would much prefer to be paying for one service."

-Saturna Island Entrepreneur

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69% of respondents report that they are paying between \$50-\$100 per month and 23% report paying more than \$100 per month.

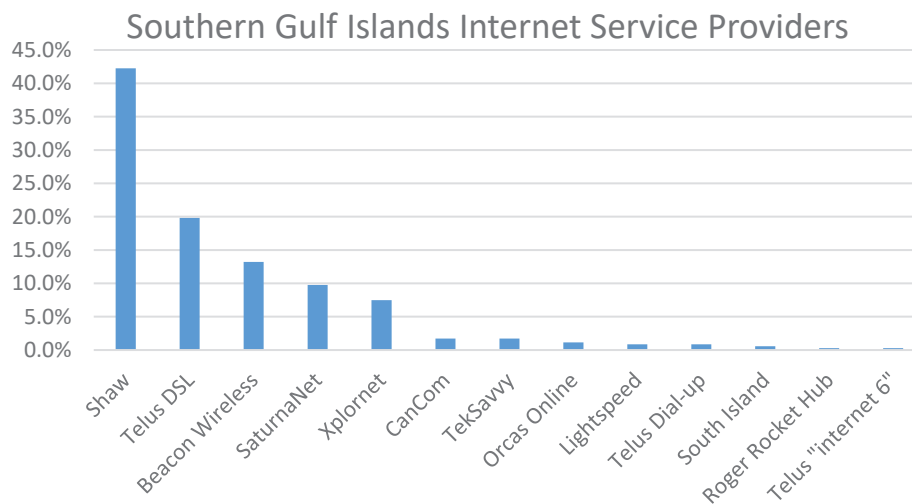


Figure 4 – Source: Speed Test Survey 2019/2020

Why aren't ISPs making improvements?

Through one-on-one interviews, ISPs shared their frustrations with being unable to meet the needs of this region. The challenge that ISP providers face in the region is three-fold:

The location, terrain, and topography limit the types of technology that can be used. Fibre can only be brought to the island if it is submarine, the rocky terrain makes dug cables costly, and extreme elevations and dense foliage inhibit line-of-sight technologies.

Maintenance costs are elevated for the region. The area is accessible only through ferry travel and the region's densely treed characteristics create a high risk of downed lines during storms.

Low population density does not support a business model for investment in large scale infrastructure expansions and upgrades. Every kilometre of expanded service requires a minimum anticipated return of revenue in order to create a viable case for investment. Unfortunately, the small populations with a low density spread challenge that

model, which is compounded with the limitations to the types of technology solutions that can be used and the elevated ongoing cost of maintenance.

What about local ISPs?

The region is also being supported by local ISPs, who have found innovative solutions to the challenge of delivering internet service in the Southern Gulf Islands. Beacon Wireless, South Island Internet and Orcas Online are all owned and operated by residents of the Canadian or American Gulf Islands. SaturnaNet Cooperative is owned by its members, and has served the community since 2007. These homegrown ISPs bring local experience and employment opportunities to Southern Gulf Island communities, and are driven to provide internet service for residents despite the region's low population density and service delivery challenges.

Through interviews with representatives of each of the local ISPs serving this region, it was identified that their ability to expand is challenged by the following factors:

- Difficulty securing reliable, accessible, and affordable bulk bandwidth to support the local networks as larger telecom networks are reluctant sell bulk feeds at required scale.
- Challenges brokering deals with the companies that own existing tower infrastructure.
- Lack of capacity to apply for grant monies.
- Having their small staff or volunteer resources overtaxed by regulatory and land use application processes.
- Being unable to financially carry the return on investment period for new subscriptions. Due to a lack of existing infrastructure, each new house serviced requires a significant investment to expand the system. The cost of installation is partially covered through installation fees, but the ISPs report that it takes 4-6 months before their investment is recovered. As a result, the ISPs are financially restricted on the number of new subscribers they can service.
- The median incomes of SGI residents is significantly lower than the Provincial average, and the cost of service is a barrier to many residents subscribing.
- Challenges reaching out to their market, and building customer trust.

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- Issues with network congestion and network latency—as more subscribers are added to the network, throughput and the speed at which packets of data travel may decrease, leading to declines in overall network performance.

Is there an opportunity for growth?

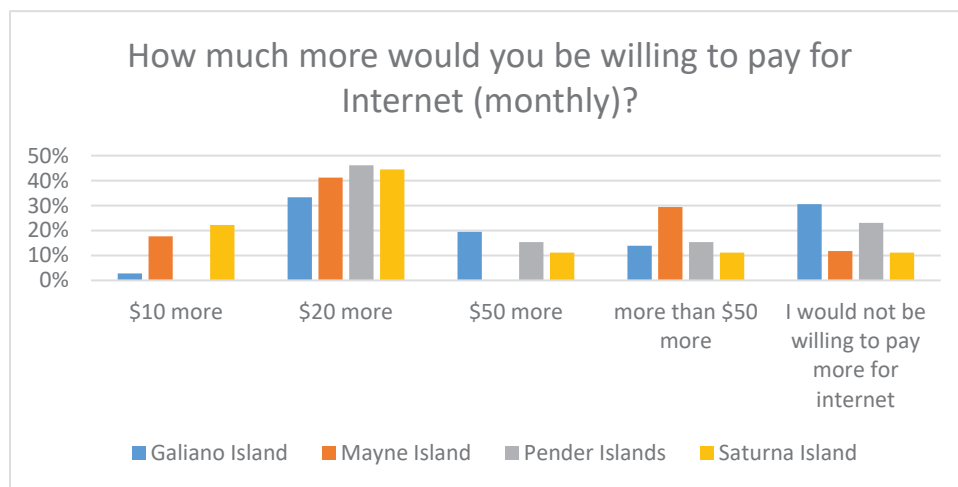


Figure 5- Source: Business Sector Survey, 2019/2020

Being able to build financial partnerships and having access to public funds to improve ISP investment margins would create opportunities for expanding infrastructure and upgrading the technology used.

Each ISP interviewed held a different vision for the future of internet service in the SGI, with possible opportunities including:

- Solar powered systems that are resilient for an area that experiences numerous power outages.
- Infrastructure to improve latency in order to maximize internet quality at lower speeds.
- Installation of submarine fibre.
- Combination solutions that integrate small segments of fibre with line-of-sight technology.

The Digital Divide: SGI Connectivity Challenges

How is inadequate internet impacting this region?

Historically, organizations in the SGI have struggled to provide equitable health care, education, emergency services, food security, and retail services to the region. This is largely due to smaller markets and the remote location creating barriers for building viable operations, and these are challenges common to other rural and remote regions.

“As the island falls behind in internet connectivity, it consequently is also falling behind economically and demographically because we are unable to attract and retain young families and professionals from our close-by big and more expensive cities (Vancouver and Victoria)”

Chair, Chamber of Commerce

With modern technology and software, there are options that could resolve some of these challenges. Unfortunately, wide consultation demonstrated that although the solutions exist, have existed for some time, and are even the standard in other similar communities, they are out of reach for the SGI due to poor digital connectivity.

Experience of SGI Business and Service Sectors

Interviews with organizations across several sectors identified the strategic importance of internet connectivity to their operations indicate there is pent up demand for better service. Virtually all the organizations responding to the Business Sector Survey indicated that better connectivity would help them improve their operations. As sectors become increasingly dependent on digital technologies the SGI are actively losing economic sectors that used to thrive, but can no longer keep up due to a lack of access to the internet.

When services are not available locally, residents need to travel for several hours, by boat or airplane to access the nearest urban centre. Frequent travel of this nature threatens the health of the local economy by discouraging local spending, generates a large carbon foot-print, carries a high cost for organizations and individuals, and impacts peoples' efficiency and quality of life.

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Business Sector

The following are some of the ways that local businesses and organizations reported that their operations and their communities are being hindered by poor digital connections:

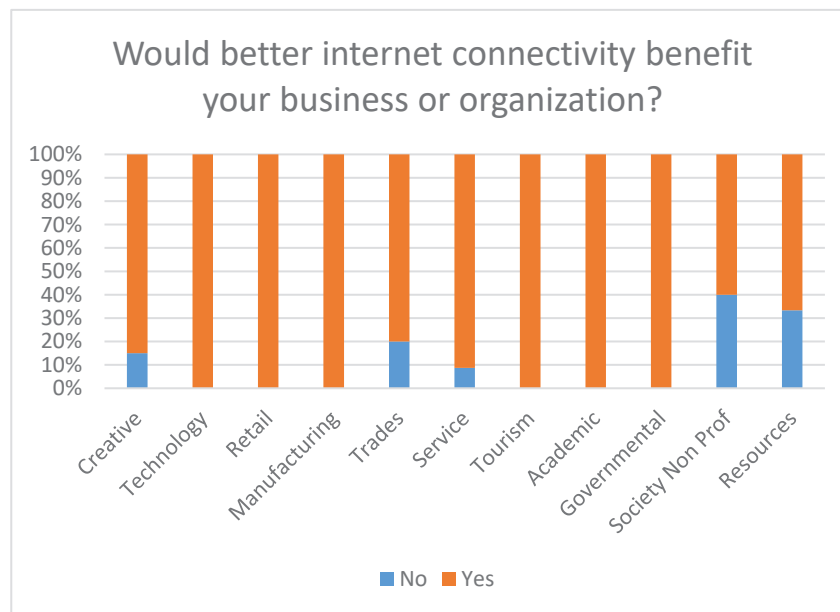


Figure 6- Survey responses indicate all sectors anticipate benefits from improved connectivity. Source: Business Sector Survey 2019/2020

Access to Smart Technologies

Businesses and organizations in the SGIs are challenged by a small workforce, fewer resources, a limited market, and lack of access to location-based business services, such as banks. Smart business tools and digital business services should provide an opportunity to thrive and improve efficiency, but organizations in the SGIs reported that without fast and reliable internet, they are unable to use tools that most other businesses take for granted, such as:

"It is extremely frustrating to have poor connectivity and outages ever time it rains. Everything is online—even the phone book—and it affects everything from business to community volunteer activities and personal pursuits."

-SGI Resident

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- Online Point of Sale technologies to accept credit and debit card payments.
- Online ordering and access to online catalogues.
- Online booking for guests and clients.
- Online banking.
- Live video streaming, as a way of connecting with people in other locations.

"We generate innovative content that centres the life experiences of marginalized youth. e.g. Indigenous, racialized and low-income youth. We have something unique to share, and model, but without better bandwidth we can't scale up. More affordable, reliable, and efficient connectivity would support our capacity to grow the creative economy on Galiano, and share the unique cultural artifacts and resource materials we are developing with other communities across the province, and the nation."

For example, during interviews with Food Producers it was discovered that Smart Monitoring Systems are improving efficiency in their sector and increasing the viability of local food producers. These technologies allow Food Producers to grow more with less waste, less water, the consumption of less land, and a smaller workforce. With improved digital connectivity, Food Producers in the SGI could implement:

- Smart monitoring of produce fridge and freezer temperatures

What does your organization currently use the internet for?

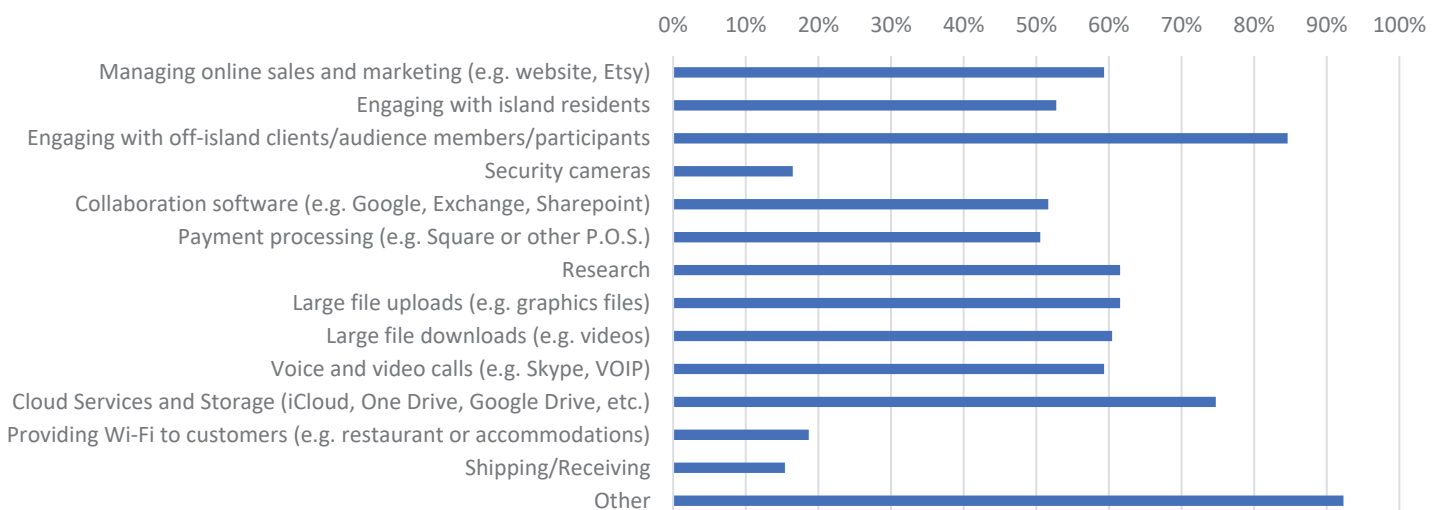


Figure 7- Survey result of how organizations currently use the internet. Source: Business Sector Survey 2019/2020

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- Smart technology to monitor livestock
- Smart timers for chicken coops
- Smart scales on feeders
- Smart thermometers on water to make sure it is not frozen
- Smart grow lights for greenhouses

Internet bandwidth requirements are expected to follow an exponential curve as consumers adopt "smart house" devices, security cams, internet of things (heating, cooling, appliances, etc.), enhanced reality and virtual reality, 3-D HD TV, streaming services, and eventually self-driving cars.

Public Services

Federal and Provincial government services increasingly require on-line registration and access, and assume everyone has the internet to support this. For instance, when applying to the Canada Pension Plan, one has two options—either download the application to fill it out manually and mail it in, or complete it on-line. The CPP web¹¹ page indicates it "normally can take up to 120 days" to get a written notification of a decision, whereas an online application takes "between 7 and 14 days".

"We tell our clients we will assign our ten best people to their project. These ten can live anywhere in the world. So the internet is an essential aspect, and these people couldn't be living on Mayne Island."

-Principal, Business consulting organization

Further, due to smaller populations, the SGIs do not have local offices for government agencies and are often unable to attract fee-for-service providers. Historically, this has meant that SGI residents have had to travel, at extensive cost to themselves and social programs, to connect with health care providers, government services, and other resources.

In other remote rural and remote communities, digital networks have eliminated the necessity for users to travel to a centralized location and have allowed organizations and businesses to deliver equitable services through

¹¹ <https://www.canada.ca/en/services/benefits/publicpensions/cpp/cpp-benefit/apply.html#>

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traveling operations or remote offices. Improvements to connectivity in the SGI will support development of satellite locations and reduce the social, financial, and environmental cost of travelling to access such services.

For example, as part of the provincial-wide system, small local libraries are able to provide their patrons with the same resources that are available in large urban locations. Unfortunately, without fast and reliable internet, local libraries are unable to do this, but with improved connectivity they would be able to:

- Provide access to digital resources and research materials.
- Order and process resources from the central locations.
- Connect with provincial system that manages daily operations.

Interviewees in the Health and Wellness Sector shared similar challenges.

Emergency Services

During emergencies, up-to-date information flow and the ability to communicate instantly is of the essence. In the SGIs, it is during emergencies that the inadequacy of internet connectivity is most dramatically demonstrated. The lack of network redundancy means entire islands lose power, access to the internet falls and often the cellular network either becomes overloaded or becomes unavailable, leaving the island communities in the dark both literally and figuratively.

In other locations, emergency services are able to use digital technology to respond faster and gain access to the

“Reasonable speed, reliable internet is as essential as access to hydro. During the December 2018 storm, I had no way of finding out how long hydro was expected to be out, with no cable internet for more than 1 week and zero cell coverage at my house. So there was no communication of any kind, other than over-the-air radio coverage, which was very spotty.”

- SGI Resident

information that they need keep themselves and the public safe. These systems have been rolled out province-wide and operations have become dependent on them. Without adequate internet services, SGI departments are unable to access these systems, and since there is not a local back-up in place, the emergency responders are left out in terms of functionality. For example:

- Digital on-board systems that are the standard in other regions. These in-vehicle computers and tablets facilitate faster and safer responses to 911 calls by providing real-time information about the specific

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emergency, mapping services, and the ability to connect with dispatchers and other agencies. Currently, local paramedics report that it is not until they return back to their station that they receive patient updates that their dispatcher sent to them throughout their shift.

- Digital resources and informational tools that are designed to assist in on-scene decision making are not available without a reliable internet source. Where their urban counter-parts have access to up-to-date digital resources like Hazardous Materials Databases with live support, emergency service providers in the SGI must operate using print versions which quickly become outdated.
- New robotics technologies which are improving outcomes and reducing risk to responders, but cannot be used without reliable WIFI connectivity to use.
- Tools to connect directly with residents during large-scale emergencies to provide real-time updates, education on safety risks, and information on how to access warming centres and other resources are not available unless both the responder agency and the residents have reliable internet.

Southern Gulf-Island Area

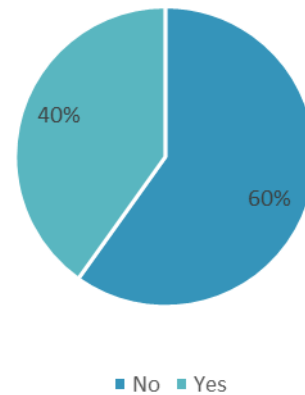


Figure 8 - 40% of survey respondents indicate they have been in an emergency situation without access to connectivity. Source: Resident Survey 2019/2020

"The Internet is more significant than space. If my office burns down, I can buy new computers and be back up in 48 hours because everything is on the internet."

-Part-time resident

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Health Sector

Due to population size, and the inherent geographic constraints of islands, the SGI region struggles to attract full-time health and wellness providers. As a result, members of the community must leave the island in order to access these services at great cost to our health care system and to the individual.

While the Ministry of Health and regional health districts are working to improve equitable access to health care across rural, remote, and urban areas, their solutions are heavily reliant on reliable digital connections. Operators in this sector highlighted some of the opportunities that should be improving health care to SGI residents, but aren't available due to poor internet service:

- Initiatives like Telehealth and Home Health Monitoring provide access to physicians and specialists for those living in remote and rural locations. These services are reducing the cost of delivering health care, alleviating the burden on the travelling patient, and combating growing wait lists. Without fast and reliable internet, Island Health (the Vancouver Island Health Authority) cannot initiate these programs in the SGI.
- Counsellors and psychiatrists, massage therapists, chiropractors, community nurses, etc. are able to travel to underserved regions and provide services locally while still accessing their home office's network for schedules, patient files, and other medical resources. Without this option, SGI residents must take a

"Our island's Assisted Living volunteer organization drives people to Victoria for medical appointments. It's a bit of a ridiculous situation because if we had enough internet bandwidth to access telehealth, we would no doubt eliminate at least half of these off-island appointments. It would allow people to take better responsibility for their health. The further you go down the hill of poverty, health, ability, age, all that stuff that takes a little bit away from your ability to advocate, the worse off you're going to be. And all these little interventions, like Home Health Monitoring, can add to people's advocacy. It may not be immediately intuitive, but better internet equals better health indicators on the islands."
-Health Care Representative

Southern Gulf-Island Area

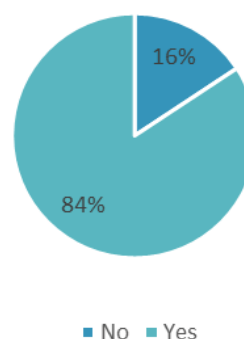


Figure 9 - 84% of survey respondents have had to go off-island to receive medical/pharmaceutical advice or consultation. Source: Resident Survey 2019/2020

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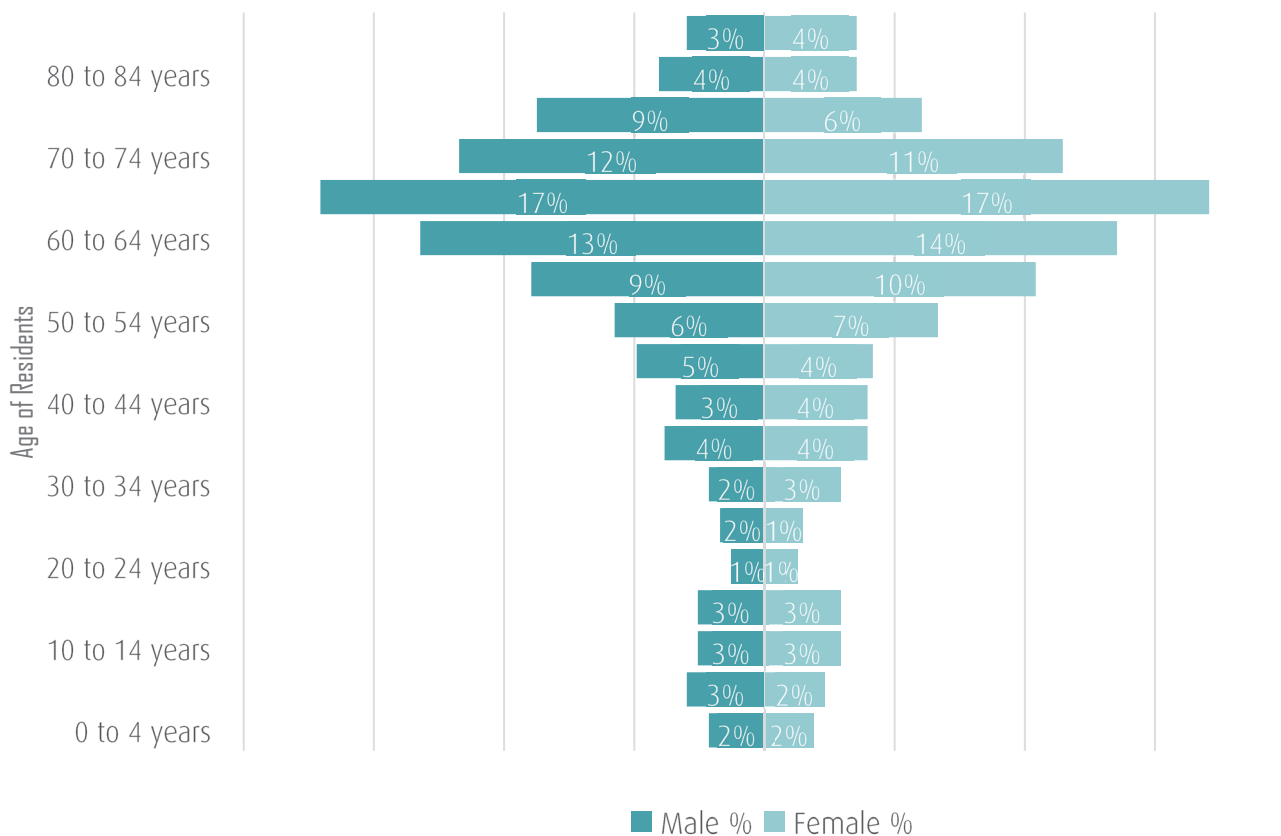
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day to travel to the nearest urban setting for a half-hour appointment, and this is often an insurmountable burden.

- Fast and reliable internet would allow the local clinics to provide several diagnostic and imaging services to patients by completing the tests on site and coordinate with remote experts to interpret the results.
- Telehealth would also provide relief for mental health patients who face an 18+ month waiting list to see a specialist, one of the most critical challenges for health care in SGI communities.

SGI Age Distribution 2016



Attracting Young Professionals

A common theme across multiple sectors was the conviction that young professionals have built their careers using digital networks and, if they had reliable internet connection, would be eager to relocate to the SGI due to the desirable location and relatively low cost of housing. Those interviewed were hopeful that attracting younger

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professionals would provide many benefits to the region, including retention of services that are currently threatened by a dwindling population.

Before widespread internet use in business, professionals needed to live close to a centralized location. In the past, this limited the type of work available to people in the SGI and consequently constrained population growth and demographic diversification. Digital options now provide the freedom for professionals to live away from urban centers and remain connected to their peers, but our heavy reliance on digital technology also creates a necessity for it—without access to the internet, most sectors are unable to operate.

“The Gulf Islands Film and Television School and the Access to Media Education Society have built a film-making industry on Galiano. These two organizations use film and video to do innovative, youth-centred social change work, and they have attracted professionals whose creative economy work is totally in line with low-impact community economic development. As a result, when people in the industry think about relocating from Vancouver, Galiano is one of the first places they think of. But we are losing the creative economy we have built here because of our increasing digital divide. Film requires massive file sizes now. As a result, projects done from Galiano are becoming more expensive and more complicated. We are now less appealing as a community to work remotely from because of the difficulty in communication. Improved internet connectivity with better bandwidth will allow us to revitalize Galiano's innovative film and video industry”

-Galiano Media Professional

Remote Workers

Digital communication platforms allow individuals and organizations to connect and collaborate with their peers regardless of their location. Not only does this technology eliminate the necessity of travel for meetings, it also provides the freedom for professionals to live away from urban centers and remain connected.

“We've been thinking of moving our business to Victoria (away from Mayne because of unreliable internet) - that's two jobs plus all the sub-contractors we hire, plus the housekeeping person.”

- Resident & On-line Marketing Manager

In the interviews, professionals expressed their frustration at trying to work from an SGI location. Common complaints included:

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- Online collaboration with a virtual team, which is becoming a standard mode of operating, is not possible. In particular, video conferencing is often impossible, and shared platforms cannot be accessed because slow internet hinders real-time updates.
- It can take 2-3 hours to upload a large file that should only take a few minutes.
- Professionals are disconnected from their industry, client-base, and peers. The impact of professional isolation while living remotely is increased, and there is a subsequent challenge of attracting and retaining staff.
- Businesses cannot manage the increasing complexity of files and cloud services.
- Being unable to use smart technologies means that local businesses are unable to keep up with the increasing pace of their industry. The services that are online, the size of files, the expectations of customers and partners are all moving forward and growing.

“When using Software as a Service apps that require more bandwidth, such as travel reservations, my staff can sit at their screens for one or two minutes to refresh. It's disheartening and is a loss of productivity - impacts customer service.”

-Resort owner/operator

The cumulative impact of the lack of digital connectivity is that businesses report being unable to compete within their markets, suffering financially due to lost clients, and ultimately facing a loss of their business or employment.

The Hospitality and Retail Sector

The business sector comprises mostly retail organizations that cater to the local population and a strong touristic component, especially during the summer months, such as restaurants, resorts and B&Bs, various shops and retail outlets. Most of these organizations use the internet to support regular operations.

Virtually all customer-facing businesses have chronic difficulty hiring and keeping sufficient

“When I moved to Mayne in 2002 with my family, it was a quality of life decision. I hoped to be able to move my business to Mayne. I reasoned that as an architect there was no reason, I couldn't do most of my work remotely. I was wrong. Internet connectivity was bad then, and it has gotten worse ever since. We have moved back to Vancouver, and we come to Mayne every now and then. I am very disappointed about that. If we had connectivity bandwidth equivalent to Vancouver, that would change everything. I know a few of my associated would consider it a dream come true to live in the SGI and work remotely. I do.”

-Former Mayne Resident

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staff to run their operations. As mentioned in the section on Health, the difficulty of attracting younger generation residents is in part due to connectivity shortfalls. The younger generation grew up with ubiquitous internet availability and use it in all aspects of their lives. In that context the SGIs, despite being a stone's throw from major cities, are remote and undesirable. Businesses frequently suspend their operations for a few days or weeks because the owners have no back-up staff. This causes economic losses to businesses and the community-at-large. Further, visitor experience is negatively impacted and the island's reputation can suffer.

Insufficient connectivity also impacts businesses when visitors, expecting that same connectivity they get at home, discover the internet is either not available or very slow. Accommodation establishments report that they lose initial bookings and repeat business due to a lack of internet connectivity. Even establishments that promote the lack of connectivity as a feature for clients who want to "get away from it all" report that those clients do want access to the internet once they arrive.

"There is an increasing number of ways to pay for goods and services using both cellular and internet. For instance, paying with QR codes is coming. Without adequate internet, we can't keep up"

- Restaurant Manager

Several of our interviewees mentioned that commerce and industry are rapidly evolving toward virtual-centric model where all the work is

done online, back-ups are kept online, and increasingly brick and mortar office space is being replaced with internet-based collaboration mediated by robust multi-user apps and video-conferencing. Web-based Software, such as Service Applications, are replacing locally deployed enterprise software and cloud storage is used for back-up. In that kind of environment the federal upload and download minimum speeds of 50/10 Mbps pale in comparison to the 600 Mbps speeds presently available in urban milieus. The picture this paints is that unless internet connectivity improves dramatically, island businesses will increasingly be left behind and condemned to remaining small-scale, primarily seasonal outfits, instead of being the healthy backbone of a strong island economy.

Conservation Economy

The Southern Gulf Islands are a beacon of ecological awareness. The region hosts large remaining tracks of endangered Coastal Douglas Fir and Garry Oak ecosystems, and is situated within the Salish Sea, home to a diminishing Southern Resident Killer Whale population that is in turn reliant on depleting Chinook salmon stocks.

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The region is also home to scientists and professionals working in the field of conservation. Examples such as the Saturna Island Marine Research & Education Society and Galiano Conservancy's Millard Learning Centre demonstrate the potential of the region to further develop its conservation economy.

Those working in the conservation sector report that they need to modify their practices when working in the SGI and, in some cases, accept the limitations of data collection in the region. They noted that until internet connectivity is improved, they are unable to:

- Utilize specialized digital applications for field work, education, and data collection.
- Create opportunities for Citizen Science, including Bio-Blitz programs that require uploading of data in real-time.
- Expand use of programs like Seek, i-Naturalist, Report-a-Weed, and I-APP database.
- Conduct remote conservation work and ensure the security of their data.
- Offer on-site education programs.
- Create or develop real-time data collection initiatives, such as weather station tracking.

"The two most pressing issues for the Islands Trust Conservancy as we look at the next 5 to 10 years is climate change and monitoring the impacts of that, as well as species at risk – doing more to monitor and manage, protect, restore the natural habitat of species at risk. Having improved internet connectivity would really help those initiatives in particular for environmental data collection using on site recording devices as well as monitoring devices for species at risk. Better internet would allow us to more fully implement the plan for species at risk and climate change adaptation. Further, it would enable the Islands Trust Conservancy staff to work either permanently or for longer periods of time within the islands in which they are doing their work. It would mean less commuting and that would definitely lower our carbon footprint. Also, there are so many meetings that with improved connectivity could be replaced by videoconferencing. That would strengthen connections because the staff could meet more often without having to do it in person all the time."

-Islands Trust Conservancy

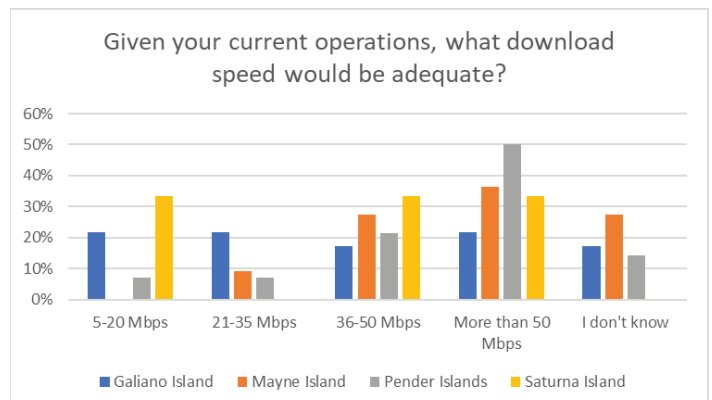
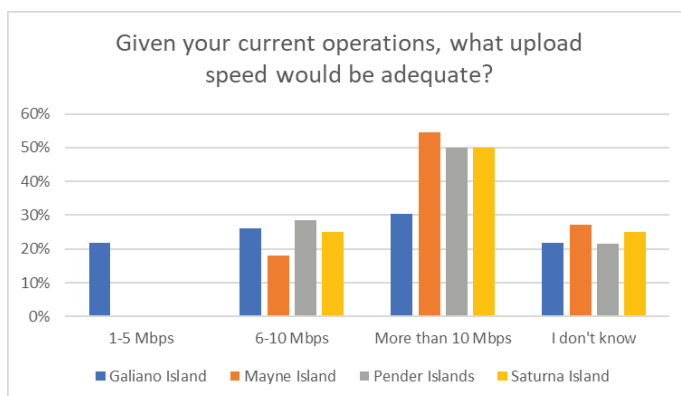


Figure 10 – Source Business Survey 2019/2020

Volunteerism and Island Sustainability

As part of an unincorporated rural Electoral Area under the jurisdiction of the Capital Regional District (CRD), the SGI do not benefit from all the services and supports available in a typical urban setting to meet the needs of the resident population. As a result, many non-profit societies, associations, committees and clubs have been formed through the years to meet these needs. Virtually all are run by volunteers and precariously funded by local fundraising and government subsidies. With a declining and aging population, there are increasing signs of volunteer exhaustion and a diminished ability to fundraise. This parallels the stress points mentioned earlier for the business sector. The inability to attract younger professionals to the SGIs because of inadequate connectivity also means the community is unable to replace the elders who have aged out and left the island in running these essential volunteer organizations. Besides a progressive loss of capability, there is also a reduction in competence and funding, as well-educated, affluent professionals stay away. While the islanders are self-reliant and eager to get things done, there is a lack of technical and managerial competencies which middle class professionals would bring to the islands.

Education and Professional Development

Specialized training and education services are not available locally for SGI residents and access to them requires travel, overnight stays, and absences from work. For some that were interviewed, these barriers make it impossible to upgrade their skills or train for a new career, particularly when they are unable to travel due to their role as primary caretaker for a child or parent.

“Think Holodeck, where people engage in digital experiences for training and fun! That's going to require way more than 50 Mbps!”
-Emergency coordinator, about evolving training technologies

Online education has become a standard mode for learning and is generally available for all disciplines. It requires reliable and high-speed internet, and until that is available, residents in the SGI are unable to:

- Adopt new technologies and provide related training to their staff.
- Take courses required to stay current and competitive within their professions, sometimes as mandated by professional associations to maintain credentials.
- Enjoy the health and social benefits associated with life-long learning habits.
- Remain on track in a fast-paced, information-driven economy.

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- Provide training and education locally to retain a diverse and youthful population.

The emergency services sector in particular reported that training volunteer responders has grown increasingly challenging in recent years, as fast-paced industry advancements have far exceeded the local departments' abilities and budgets to send volunteers away for training. Extensive travel and time away from work and family also overtaxes the volunteer base.

Children in this region are able to attend a local school on their island during their elementary years. These schools are served with fibre optic broadband, but due to school district requirements this service cannot be further distributed to the community. Once students age into travelling off-island for school, families report feeling marginalized from School Board governance because they aren't able to participate remotely, and some students lack access to remote learning tools needed to fully participate in learning.

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Resident Perspectives

Feedback from interviews, community meetings, and survey responses have shown overwhelming support on the part of SGI residents for improving connectivity on the islands. In particular, 88% would like to see higher internet speeds and reliability.

Residents prioritized the following ways in which improved connectivity would improve their lives: accessing information and entertainment; keeping in touch with friends and family; and saving money. Residents also identified many of the same themes and concerns about the impact of connectivity on livability as were discussed in the context of operating organizations and businesses, namely, improving emergency services and health care and thereby ensuring a safer place to live; and perhaps most importantly, attracting young professionals in the green economy to increase the population, ensure adequate volunteers to support local organizations, reduce ecological impact, and bolster the communities' resilience against the threat of climate change. It is widely felt that the quality of life on the islands would be improved with faster and more reliable internet speeds.

How Would Better Connectivity Improve Your Life?

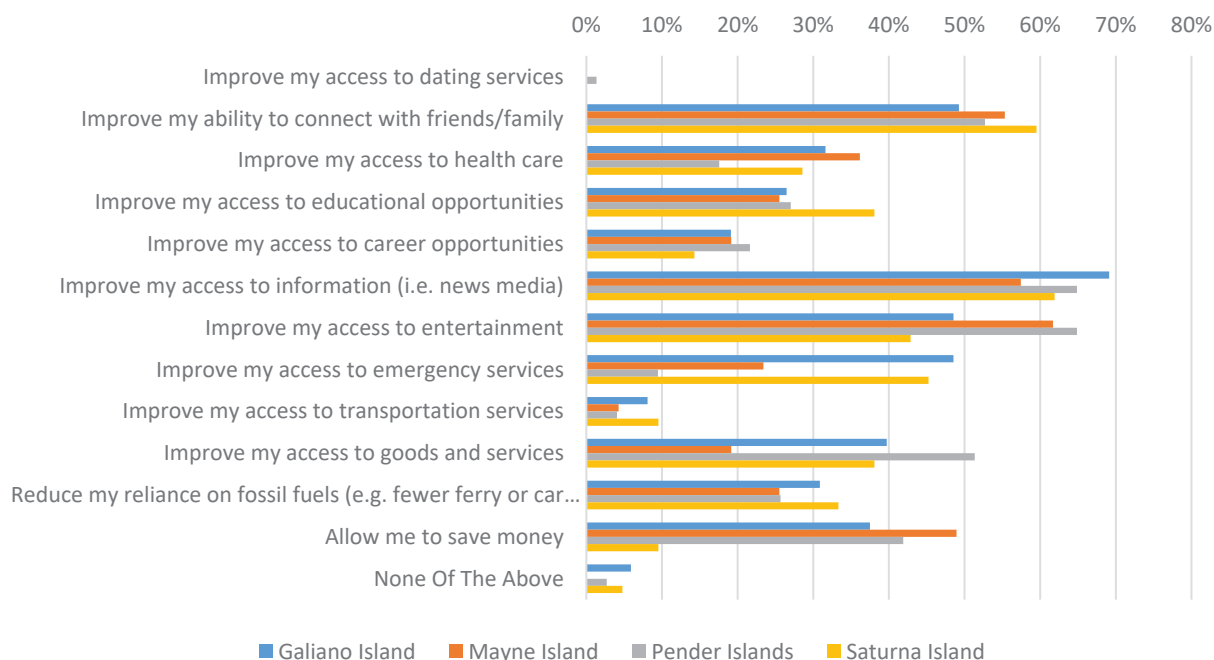


Figure 11 – Source: Resident Survey 2019/2020

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The SGI as a Home for Youth and Young Families

One specific concern that was shared was that some islands are at risk of losing their elementary schools due to low attendance. Families with children in the Southern Gulf Islands enjoy a quality of life and community not found in urban centres, but the lack of services is challenging. If these schools close, children will no longer be able to attend school within their community and will have to travel by boat for several hours each day to attend a centralized school. This extends their school day by several hours, means that they must overnight away from their family or choose to not participate in extracurricular activities, and depletes the community of its youth. The impact of transporting elementary children to a centralized location would have a negative impact on the children, their families and a loss of jobs for those who work at the schools.

The underlying problem is not the low school population. The underlying causes of the decline of island population are that the older community members move off-island to get closer to medical facilities as they grow older, and the islands have been unable to attract younger families in sufficient numbers to fill the gap.

Interviewees were particularly optimistic that with improved digital connectivity would come a bolster in youth and young families moving to the island.

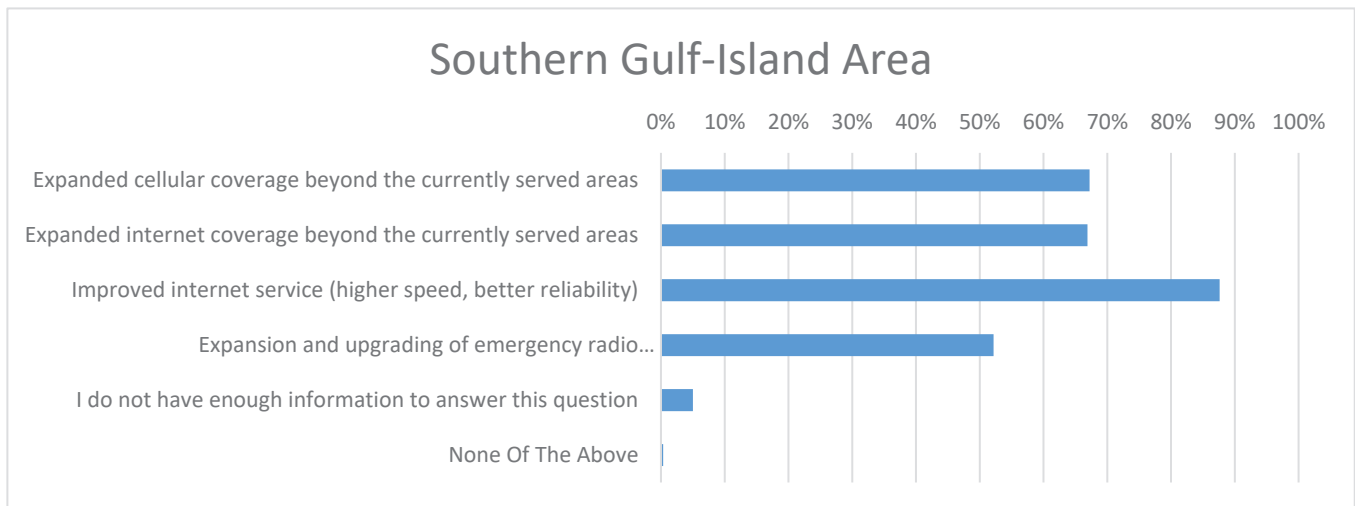


Figure 12 - Support for Connectivity Improvements. Source: Resident Survey 2019/2020

The focus of this process was on communities' needs and opportunities for economic, social, and environmental sustainability that improved connectivity would bring. This process did not focus on the technology and

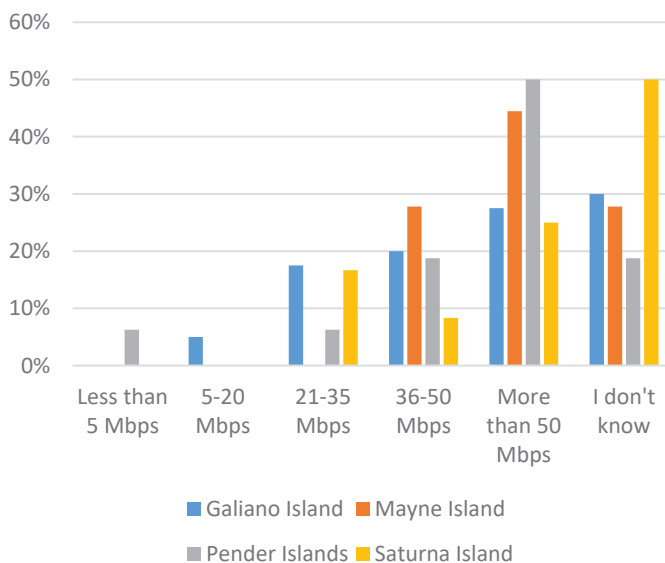
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infrastructure that would be required to deliver new service in the region and information was not provided about the different options of connectivity technology currently employed. However, when asked, 62% of respondents favoured fibre and 44% wireless. About a quarter of the respondents said they did not have enough information to answer the question. We received three responses stating concerns with EMF frequency and opposing internet expansion in general. In the community meetings and interviews, there was discussion about the expected Connected Coast undersea fibre project and hope that it will improve access to fibre optic connectivity for the region. Discussions acknowledged the high costs associated with underground fibreoptics and the site-specific island variability that impacts last mile connectivity designs. There is also an understanding that a combination of technology would likely be needed to serve the islands and meet the minimum standards of connectivity. It was brought up that overhead lines could be a first step of a phased approach, but BC Hydro owns the poles and it is costly to rent space. BC Hydro was not a part of the consultation process, however it has been flagged that they are a key player to coordinate with in the future.

What download speed do you anticipate you will need over the next 2 to 5 years?



What upload speed do you anticipate you will need over the next 2 to 5 years?

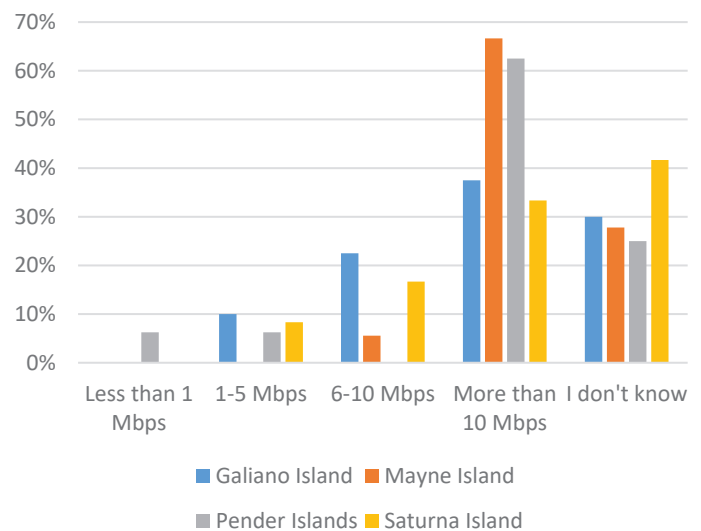


Figure 13 - Source: Resident Survey 2019/2020

Conclusions

In-depth community engagement was conducted with residents, community groups, businesses, internet service providers, non-profits, and government agencies to discuss the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the SGIs. The conclusions and recommendations of this report are based on the survey responses and on the significant qualitative data that was collected in the way of interviews, group discussions, and public meetings.

This process has confirmed that improved connectivity is a fundamental requirement for SGI communities to revitalize their communities. Connectivity is an integral piece of core community goals, including:

Attracting and retaining young families

- It is strongly anticipated that improved connectivity would support young families and enable more working professionals to choose to live on the islands, shifting the demographic trend of an aging, shrinking population.

Lowering the region's ecological impact while promoting economic development

- Bringing the SGI region to meet Federal standards will reduce the significant environmental cost of travelling to access services. The health of the local economy will improve through the creation of more options for island residents to have sustainable income sources and the attraction of more professionals in green economic sectors; sustainable industries like the conservation economy can grow with the ability to store data and communicate across distances.

Improving emergency response, community health and well-being

- Better connectivity will improve quality of life, reduce expenses, and improve access to health and social services, government programs, education options, and social cohesion. It will have a significant impact on residents' access to health and emergency services. Initiatives like Telehealth and Home Health Monitoring would provide access to physicians and specialists and not only reduce the cost of delivering health care, but also reduce the travel needed for residents to access health services.

Recommendations and Next Steps

This connectivity plan represents a community based assessment of the challenges faced by the rural island communities in the Southern Gulf Islands Electoral Area. It identifies how better connectivity would support solutions to the SGI's social and economic community needs. Servicing the SGI region with the minimum federal standard of 50/10 mbps would offer the base level of connectivity essential to meet community goals and should be prioritized by the Provincial and Federal governments. The following recommendations are proposed as a way forward towards resolving the issues identified throughout this process. A concerted effort to access public funds, private sector investment, and to coordinate an integrated, regional design is required.

- Technical analysis and connectivity design plan(s) should identify how the SGI as a region can be served with a level of connectivity to meet minimum national standards.
- Infrastructure solutions for last mile connectivity should provide a range of options of technology and estimate the associated cost of development and maintenance. Because of the varied geography and dispersed populations, there may be a need to integrate different kinds of service delivery and thus form partnerships with more than one Internet Service Provider.
- In a phased approach to last mile connectivity, design solutions should prioritize community hubs, commercial centres, and public service buildings.
- CRD should provide a coordinating role and seek partnerships with one or more Internet Service Providers to conduct an infrastructure design plan, and advance applications to the Federal and Provincial government funding programs to support implementation.
- It is recommended that the Federal and Provincial governments remove barriers to ensure the Southern Gulf Islands Electoral Area are eligible for any possible infrastructure funding programs (especially the Island Coastal Economic Trust (ICET), and access to Community Futures).
- Islands Trust Local Trust Committees should consider this report as demonstrating broad community support for service improvements when deciding concurrence, as required to meet Innovation, Science, and Economic Development Canada (ISED) requirements for telecommunications infrastructure proposals.

Appendix 1: Summary of Consultation

SOUTHERN GULF ISLANDS CONNECTIVITY PLANNING

SEPTEMBER – DECEMBER 2019

The SGI Connectivity Planning process sought to have a wide range of input from the residents, community services, businesses, and government workers on each island. A number of different communications and engagement tools were utilized; these were provided in print and shared on-line via social media, the website, and a media release. Backgrounders, FAQs and hard copy surveys were also distributed to Sector Interview and community workshop attendees.

- Four page Frequently Asked Questions (FAQ)
- Two-pager Backgrounder on the project
- Two surveys were developed and hosted on the CRD website. They were also available in paper copy. The surveys targeted different audiences:
 - Residents
 - Business sector (included public and private service providers)
 - There was also a speed test survey people could take to measure their internet speed.
- Media Release Issued on November 6, 2019
- Print Media
 - Two project advertisements ran in the November and January issues each of the local island newspapers:
 - *Galiano Active Page*
 - *Saturna Scribbler*
 - *Pender Post*
 - *Mayneliner*
- Social Media - The project was announced and promoted using social media. The Community Economic Sustainability Commission's Facebook group was used to post to each island's home discussion page. Posts were "boosted" to increase engagement.
- Conference Presentation: Rural Islands Economic Forum

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- Project staff presented the project on a Broadband Panel at the Rural Islands Economic Forum (Poets Cove, Pender Island, November 7/8, 2019). In addition to CRD staff for the Southern Gulf Islands, the panel included representatives from the Province, Strathcona Regional District (Connected Coast), Shaw, Telus, and Beacon Wireless.
- Islands Trust
 - Letters introducing the project and inviting participation were sent to the Mayne Island Local Trust Committee, the North Pender Local Trust Committee, the South Pender Local Trust Committee, the Saturna Island Local Trust Committee, and the Galiano Island Local Trust Committee.
 - A public presentation/delegation was presented by CRD staff at four public LTC meetings (one/island).
- Mailout – Residents were sent information about the project in the mail. The information encouraged people to fill out a survey and give their input.
- CBC Radio Interview: Aired November 21, 2019 within the “On the Island,” news segments for CBC Vancouver Island.

Sector Interviews

Interviews were conducted with a wide range of sectors on each island. The results of these interviews form a substantial qualitative data set informing the SGI Connectivity Plan. See the table below for a list of interviewees.

Community Workshops

Community Workshops were held on each of the islands.

Mayne Island – November 22

Pender Island – November 29

Saturna Island – December 5

Galiano Island – December 13

The workshops used an interactive and iterative format to gather input. People were asked to consider how better, faster, more reliable internet would impact community themes such as economy, transportation, community resilience, conservation, emergency response, education, health care, etc. Examples from the sector interviews

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were shared with workshop participants and each island was assigned a different coloured dot to vote for statements they agreed with.

Format:

- Presentation and background information
- Short video highlighting the experience of Port McNeil, Bella Bella, or Cumberland
- Open house – Dotmocracy/Flip Chart milling stations
- Group Discussion

SECTOR INTERVIEWS CONDUCTED:

SGI SEPTEMBER –DECEMBER 2019

RETAIL

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Owner, Galiano Soapworks	Manager, Tru Value Grocery Store	Mayne Island Brewery	Saturna General Store
		Home Hardware Store	Money Family Farms
		Alea Printing	Grouchy Crab Pottery & Gifts
		Village Bay Repairs	Saturna Island Propane
		Nomad Essentials	Vibrational Greens
		Active Pass Auto and Marine Ltd.	
		Terrill Walsh Art Gallery	
		Envision Gallery	

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		Meadowmist Farm	
		Barber Shop	

HEALTH CARE

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Emergency Services Coordinator/RN	Executive Director, Pender Islands Health Care Society	Resident General Practitioner	Saturna Medical Clinic
Board Member, Galiano Health Care Society	Provider, Online Health Education	Psychotherapist	Volunteer Emergency Responder
Community Paramedic, BCAS		Mayne Island Health Center Ass'n	
Executive Director/Manager, Galiano Health Care Society		Mayne Island Assisted Living Society	

EMERGENCY SERVICES

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Emergency Services Coordinator	Unit Chief, BC Ambulance	Mayne Island Fire Chief	Emergency Advisory Committee
Deputy Emergency Services Coordinator	Assistant Chief, Pender Island Fire Rescue	Mayne Island Emergency Coordinator	Saturna Island Fire Protection Society

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Fire Chief, North Galiano Fire Department			
Fire Chief, South Galiano Fire Department			

INFORMATION/TECHNOLOGY/COMMUNICATIONS

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Individual tech workers	Digital Service Provider	Alea Printing/Mayneliner	SaturnaNet Coop
	Manager, Pender Post	Self-employed technical consultant	Saturna Sunset Scribbler
	Computer Technician	DarrenAndMike.com (Telemarketing)	
Shaw Cable			
Xplornet			
Beacon Wireless			
South Island Internet			

HOSPITALITY

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Proprietor, Eagles Nest Retreat	No response	Mayne Island Resort	Saturna Island Tourism Association
		Blue Vista Resort	Money Marina
		B&B Owner	

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		Bistro Restaurant	
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PUBLIC SECTOR

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Board members, Galiano Library Society	Recreation Coordinator, Pender Island Community Hall	Chair, Chamber of Commerce	School District 64
Director, Galiano Island Resources and Recycling	Islands Trust	Commissioner, Mayne Island Parks and Recreation Commission	Islands Trust
Board member, Parks and Recreation Commission		Chair, Community Economic Sustainability Commission	Eddie Reid Memorial Library
Operations Manager, Galiano Community Daycare		Chair, Housing Society	
Director, Community Development Office		Directors, Mayne Island Agricultural Society	
Volunteer, Galiano Club		Community Bus Volunteer	
Trustee, Islands Trust			

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EDUCATION

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
School District 64			
Director, Galiano Conservancy Association			Saturna Ecological Education Centre
Executive Director, Access to Media Education Society			
Professor, UBC Dept. of Education			

ARTS & CULTURE

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
2 Independent visual artists	Ptarmigan Arts	3 Independent visual artists	ArtSaturna
		Envision Gallery	Saturna Recreation and Cultural Centre
			Owner, Photography
			Owner, Photography
			Cyclone Fighting Arts

REMOTE WORKERS

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Privacy Consultant	Telecommuter – IT sector	IBI Group	Architect

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CAD Consultant		Architect	Owner, Medical Consulting
Government researcher		Business Consultant	Owner, Database Design and Programming
Web Designer		Self-employed technical consultant	
Translator		DarrenAndMike.com (Telemarketing)	
Visual Effects Programmer			
Accountant			
Science student			
Professor, UBC Dept of Education			

TRANSPORTATION

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Proprietor, Porlier Pass Provisions Charters	Pender Island Community Bus	Community Bus	Saturna Shuttle
Board members, Galiano Transportation Society	Pender Island Taxi	Private Charter Boat Owner/Operator	Ocean River Sports
Proprietor, Galiano Courier			
Manager, Gulf Island Kayaking			
Galiano Trustee, SD64			

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REAL ESTATE

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Manager, Gulf Islands insurance	No Response	Chair, Mayne Island Housing Society	AA Money LTD.
Realtor, Galiano Island Realty		Builder	
Proprietor, Hunterston Homes			

CONSERVATION ECONOMY

GALIANO ISLAND	PENDER ISLANDS	MAYNE ISLAND	SATURNA ISLAND
Curator, Biodiversity Galiano	Raincoast Conservation Society	Mayne Island Conservancy Volunteer	Saturna Island Marine Research and Education Society
Islands Trust Conservancy			

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Appendix 2: Community Engagement Results

Southern Gulf Islands Connectivity Workshop Results

Community Workshops were held on each of the islands in the fall of 2019.

Mayne Island – November 22

Pender Island – November 29

Saturna Island – December 5

Galiano Island – December 13

The workshops used an interactive and iterative format to gather input. People were asked to consider how better, faster, more reliable internet would impact community themes such as economy, transportation, community resilience, conservation, emergency response, education, health care, etc. Examples from the sector interviews were shared with workshop participants and each island was assigned a different coloured dot to vote for statements they agreed with (Mayne –red; Pender- blue; Saturna- yellow; Galiano-green).



The format included:

- Presentation and background information
- Short video highlighting the experience of Port McNeil, Bella Bella, or Cumberland
- Open house – Dotmocracy/Flip Chart milling stations
- Group Discussion

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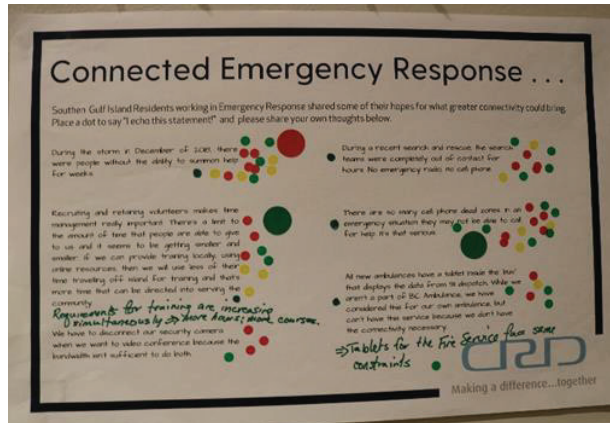
Flip Charts Transcribed

Health and Wellness

"Hot line health answers to common concerns and conditions."

"Connectivity allows transmission of photos of skin/swelling/other medical conditions to support diagnosis and triage."

"Telehealth—online consultations with medical specialists would save money and time."



Emergency Response

"CAD (Computer and Dispatch) with accurate location."

"Training of volunteer ambulance and fire responders is very expensive for our community. Online training would save our community money and time and would help to recruit newer/younger volunteers."



"Emergency Program uses numerous online protocols to exchange information in case of disaster. For the most part these require robust hydro supply just to ensure connectivity on Saturna and Galiano. We do not at present have this reliability."

"Cell service would provide us range to reach out if in trouble on roads or trails not currently served by cell service."

"Requirements for training are increasing simultaneously—more hours, more courses."

Economy

"Solid, reliable internet forms the foundation for small to medium sized businesses in the SGIs."

"Take part in distance education careers."

"Young working families could live here and "renew" the community. Lots of good jobs are now done mainly online—graphic design, writing jobs, etc."

"If I'm doing something which requires a good connection, like teaching or video conferencing then I cannot risk coming here."

"If I can work from home it reduces the cost of living for my family."

As Residents

"Helping seniors stay at home supported by remote family members."

"Paying for a service that doesn't deliver is a waste of money."

"All Service Canada submissions require internet connectivity: submitting taxes, checking pension and child tax benefit info, etc. Not having good connectivity creates second class Canadians."

"It reduces costs to use internet for entertainment and not having to add satellite tv."

"We could download and stream music, tv and movies."

"Improves quality of life."

"Affordable housing (compared to city)—if one had a real income from a full-time job that could be done mostly online."

"Why live in the country if you want city amenities?"

"People living with principles intact."

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"Deliver online training."

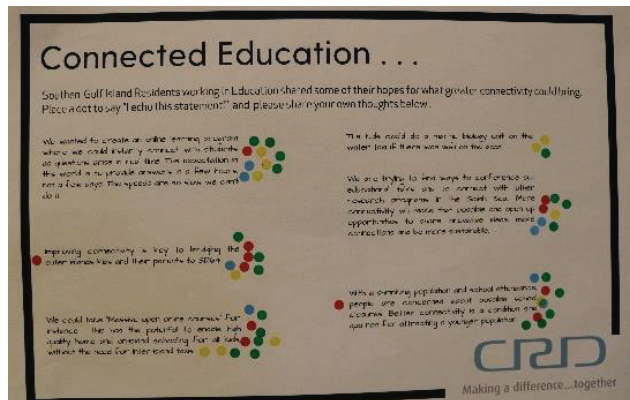
Conservation

"Monitoring via webcam: the SRKWs [Southern Resident Killer Whales], birds, marine life."

"Better ability to share data."

"Ability to tap into broader support—funding for land conservation and marine conservation."

"Perhaps we could attract scientific research to Saturna to help improve our understanding of the environment."



Education

"Online education programs"

"Access to SIDES (South Island Distance Education) that is consistent."

"As a practicing music teacher I access YouTube, etc. in lessons. At my download speed presently, this is impractical."

"Getting the answers quickly, and the culture that goes with this expectation does not cultivate or encourage critical thinking."

"Provide online education opportunity for all residents—not just K-12."

"Lifelong education access."

"Can the library hook up with the school's high speed internet?"

Internet Service Providers

"ISPS need to be a part of this conversation."

"We don't have any competition for Shaw. They operate as a gouging monopoly."

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"No service from Shaw or Telus at all—never will be."

"Need fibre cables."

"Need good hard wired connections for privacy/security; reasonable service and prices from ISPs."

Arts and Culture

"Shaw limits access to programs (TV)—costs increase if one chooses certain channels."

"Most art shows are now juried digitally."

"All graphic art/illustration jobs are computer based."

"Large presentations to whole community for interaction and discussion after presentation."

"Actually stream concerts, programs, etc."

"Someone who is ill or home-based could be a part of entertainment, learning, books etc. with connectivity and streaming."

"Artists can't maintain their websites."

Community Resiliency: Climate Change and Diversity

"Critical community information sharing in emergency—a crisis in one area of the Island brings help from other areas and support."

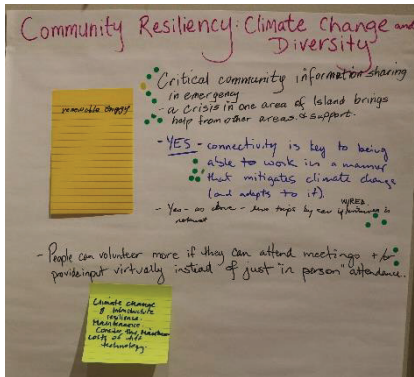
"Connectivity is key to being able to work in a manner that mitigates climate change (and adapts to it)."

"People can volunteer more if they can attend meetings and/or provide input virtually instead of just "in person" attendance."

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"Climate change and infrastructure resilience. Maintenance—consider the maintenance costs of different technology."

"Less trips by car if wired internet is robust."

"Renewable energy."

Hopes and Fears

"Keep in touch with family and friends."

"Emergency Public Notifications."

"Do not need another bureaucracy eating up resources that should go toward infrastructure."

"Fear—excessive costs ever climbing."

"Hope—that this time it will actually get done."

"Effects of wireless and cell phone technologies on health of animals and people."

"Health issues."

"Concerns about the fracturing of human contact because of too much wire connection. Also if there's not contact except for in-person. Effects can be both positive and negative."

"Our community 'disconnected.' "

"Wireless technology has not been proven to have any negative effects on health of people or animals. Risk vs. benefit scenario—benefits far outweigh potential risks."



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Public Service

"Partner children with seniors."

"BC Ferries is moving to only online schedule, this will disenfranchise islanders without reliable internet access."

"As a senior, the internet keeps me sane and keeps me connected to friends and family and the bigger world."

"Not all seniors have or want access to the internet."

"Often I have several meetings on Vancouver Island per month (sometimes multiple in a week). Each time I must spend 12+ hours off-island to attend—would prefer to videoconference."

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on October 1, 2020 at the Lions' Hall, Burrill Road

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

Absent: Dave Howe (Regional Director)

The meeting was called to order at 8:35 am.

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Henshall, SECONDED by Commissioner Dishaw, that the agenda with amendments be approved.

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Byzyna and seconded by Commissioner Longson that the minutes Sept. 3, 2020 be adopted.

CARRIED

Adoption of the In Camera Minutes

Moved by Commissioner Henshall and seconded by Commissioner Byzyna that the in camera minutes Sept. 3, 2020 be adopted.

CARRIED

4. Chair's Remarks

Proposed vault toilet on the school property could be accessed for pump out. Library board will be concerned about odor. A plumbed toilet may be a possibility.

New Regional Matthews Point Park - significant work is being undertaken there without any notice to GIPRC. Chair Rybak emailed Justine Starke asking for a notification protocol. Vault is now installed. Late October for toilet building. Bike rack and 4 stall parking lot will be built as soon as MOTI agreement obtained.

Reported on meeting with Mike Hoebel and Ed, Economic Development Commission about funds to upgrade Sturdies Bay trail.

Even though a full compliment of Commissioners is available to stand for next year, GIPRC is required to advertise the opportunity publicly..

Unsure if there will be a Commonality meeting.

Nov. 15 is the deadline for Recording Secretary applications. Decision by the Dec. meeting.

5. Correspondence

A request was received for a delegation to appear before the Commission regarding the rezoning of a portion of the Heritage Forest for an affordable housing development but prefer to wait until a

referral has been received from the Trust. Chair Rybak has asked the LTC for a referral on this matter. Cautioned that interests of GIPRC will be narrow in scope.

Stephen will inform neighbour of bench policy who inquired about a plaque on a bench; - that the full cost of bench must be paid even if putting a plaque on an existing bench.

6. Presentations/Delegations

None.

7. Administration Reports

7.1 Maintenance Contractor's Report

Toilet at Gulfside was broken into. Discussion of whether or not to open the toilet. Concern with safety cleaning small plastic toilets - no ventilation and difficult to clean. Discussion of whether we should be in the port-a-pottie business at all and relocating #69 toilet.

Commissioner Dishaw asked to send a message to Park Stewards to remind them to notify her about any drainage problems on the trails.

South Galiano Fire Chief Sean Luttmer came back with the recommendation on emergency communications - a portable device through satellite that could be used. Jim will send recommendation to Michael. Will decide at the next meeting.

7.2 Shore Access Report

Zuker #17 – Commissioner Simon confirmed that there is precedence for doing spurge laurel removal work with volunteer work parties and there is a webinar on best practices. In late October, there may be an opportunity to engage students on the restoration program. Will write to Shea and get his agreement in writing. Commissioner Simon and Contractor Carrothers will setup a meeting with Shea or at least a record of agreement through email.

Shaw's Landing #34 – Commissioner Longson reported on mobility access. Should have a design and verification that budget is adequate shortly.

7.3 Trails Report

None.

7.4 Parks Report

Skatepark – Chair Rybak talked to the Prevedoros who were instrumental in getting the skatepark built and who have offered to refurbish and install the sign for the cost of materials. Contractor Carrothers will remove the sign and drop it off to the Prevedoros. Sign should be installed in a better location and Contractor Carrothers is willing to help.

Commissioner Henshall moved and Commissioner Simon seconded accepting the Prevedoros' offer to refurbish the sign.

CARRIED

DL79 – Contractor Carrothers is working on the trails. Commissioner Dishaw had a First Nations walkabout there and they confirmed there is nothing of significance. The contract is in place with Galiano Excavating; however discussion about whether we should be looking for anyone else as this work has been so delayed. Should be prepared by Nov. meeting to find someone else.

7.5 Rental of CRD Park lands for Private Special Events

Commissioner Dishaw confirmed that research work on park lands would not involve a rental fee. Insurance policy can be up to 6 months/\$15 day. A researcher would put a rider on their own insurance agreement. Charlene will circulate the final policy.

7.6 Hazard Trees

Tree near the school property looks very dangerous. Chair Rybak will contact Justine and Commissioner Henshall will contact Bear. Contractor Carrothers will flag tree.

7.7 CRD Vests or Other Designation

CRD has a contract with a company that supplies promotional equipment. Commissioner Rybak will continue to investigate.

7.8 Volunteer Report

Discussion of volunteer recognition in lieu of luncheon.

**Commissioner Henshall moved and Commissioner Byzyna seconded spending up to \$600 on a card and \$20 gift certificates to be mailed to the Park Stewards,
CARRIED**

7.10 Recreation Report

None.

8. Treasurer's Report – October 2020

Treasurer Byzyna presented the treasurer's report.

8.1 Status of Accounts

ACTIVITY	SPENT SEPT	SPENT YTD	BALANCE
Parks Improvement		\$3045.19	\$3844.91
Parks Maintenance	\$4272.49	\$47017.99	\$3692.01
Meeting Expense Allowance			\$2880
Recreation	\$1700	\$26265	\$7605
Recreation Meeting Expense			\$330
Imprest Account		\$300.32	
Capital Reserve			\$50342.00
General Capital Fund	\$2385	\$3405	\$3710.06

Transfer CRF to GCF	\$30500.00	\$30,500.00	
Transfer to Cap Reserve			\$12000
Donations		\$300	\$300

8.2 Invoices to be Approved

Commissioner Byzyna moved and Commissioner Dishaw seconded approval of the monthly payment \$2814 to Contractor Carrothers for monthly maintenance, payment of \$2504.25 to Contractor Carrothers for work on DL79 and \$1585.79 for septic tank pumpout. CARRIED

8.3 Payment of Invoices

Galiano Trading	\$30.65
McCleaving Supplies	\$52.48

8.4 Projected Operating Expenses for 2020

	SPENT SEPT	SPENT YTD	BALANCE
Garbage Removal - Nadia		\$43	\$257
Garbage Removal /19-late		\$229	
Park Maintenance Contract	\$2340	\$36090	\$5760
Mileage Allowance – MC	\$340	\$3495	\$505
Park Meeting Expenses			\$2880
Cleaning Supplies	\$50.13	\$783.71	\$16.29
Maint. Materials Allowance	\$29.28	\$2199.38	\$800.62
Tools & Equipment		\$648.48	\$351.52
Parks Improvement Materials		\$1228.55	\$771.45
Parks Improvement Labour		\$1397.50	\$3402.50
Outside Maint. Services Allowance		\$1450.00	\$550
Pump Toilets	\$1513.08	\$1513.08	\$86.92
Apple Pie	\$812.48	\$812.48	\$37.52

Stewards' Lunch			\$600
Post Box	\$173	\$173	\$7
CRD Labour/Legal			
Total Projected Spending	\$4272.49	\$50063.18	\$19525.82
Contingency Available			\$891
Total Operating Budget			\$20416.82

**Commissioner Goar moved and Commissioner Henshall seconded approval of the Treasurer's Report.
CARRIED**

8.5 Review of Capital Program Budget

Lorne commented that he thinks we are a bit over-ambitious about being able to spend what is projected in 2021 due to time and availability of contractors. Discussion. Some adjustments made to which year work will likely be done. Would be ideal to spend \$20-25,000 a year.

9. New Business

9.1 Parks Bylaw

Has been suggested by the CRD that we could come up with a parks bylaw similar to ones on Mayne and Pender. Chair Rybak asked Commissioners to look at the draft bylaw from Mayne. However, if we have a bylaw, how do we enforce it? Signs imply that there are bylaws now. Could be used as insurance. Commissioner Dishaw will contact Mayne and Pender to see how they enforce their bylaws

9.2 Asset Management and Youth Employment Program

Chair Rybak received an inventory list of insurable assets from the CRD. Commissioners New, Goar and Chair Rybak will confer on drafting a proposal for submission. Purchasing a survey measurement wheel would be helpful for this project.

10. Other Business

Chair Rybak has reserved the South Hall for Nov-February monthly meetings.

11. Adjournment

Moved by Commissioner Simon and seconded by Commissioner Dishaw that the meeting be adjourned at 10:40

CARRIED

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on November 5, 2020 at the South Hall, Sturdies Bay Road

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

Absent: Dave Howe (Regional Director)

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

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

Moved by Commissioner Longson, seconded by Commissioner Simon, that the agenda with amendments be approved.

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Simon, seconded by Commissioner Dishaw that the minutes of October 1, 2020 be adopted with amendments.

CARRIED

4. Chair's Remarks

Now obligated by the CRD to do contact tracing on anyone who comes into our meetings, information to be kept for 14 days.

Revisions will be made to the Heritage Forest Management Plan before the Plan will come to GIPRC for endorsement due to two small contiguous parks and shore accesses. GIPRC has been invited to join the South Galiano Tourism Partnership. Chair Rybak will forward the information and put this on agenda for the next meeting. The CRD is applying to the UBCM for funding to develop an online mapping platform as part of an Active Transportation Planning initiative: the Commission is listed as a partner, based on our interest in extending the Sturdies Bay Trail.

There is now a vacancy on the Commission due to Commissioner Goar's resignation. He was looking after electronic outreach and youth employment so will need Commissioners to pick up those tasks.

5. Correspondence

None.

6. Presentations/Delegations

None.

7. Administration Reports

7.1 Maintenance Contractor's Report

Contractor Carrothers highlighted estimated hours for November and December. He has been focusing on things that are more of an emergency nature. He has been in discussion with the CRD about the contract and it was clarified that maintenance issues should go through a single

Commissioner (Henshall).

Commissioner Byzyna emphasized that if there are things that need to be done, funds are available to direct to that. Commissioner Henshall will contact Commissioner Byzyna for critical work that cannot be deferred.

Contractor Carrothers has been trying to contact Bear re: trees. The main issue is finding people who are professionally licensed (licensed tree faller and an arborist's certification); there are none on Galiano who have the credentials required by the CRD. **Commissioner Henshall** will check with Justine about licensed fallers on other Islands.

7.1.1 Safety Communication

The SPOT device is \$12-15 per month for subscription and the device is about \$200.

Commissioner Henshall moved, Commissioner Byzyna seconded the purchase of a Spot device and a monthly subscription. Commissioner Henshall will order.
CARRIED

7.2 Shore Access Report

Zuker #17 - Commissioner Simon reported on some changes to the budget - \$3368 for 2020. Meeting coming up re: community engagement with Pollinator Partnership Canada and has asked Commissioner Dishaw to attend that meeting.

Commissioner Simon moved, Commissioner Dishaw seconded initiating work on Restoration Zone 1. There is a budget for Maintenance Contractor to do the work with volunteer assistance possible. Commissioner Simon will review best practices.
CARRIED.

Shaw's Landing #34 – Commissioner Longson reported on the design work here. Recommendation that parking lot would be paved. Estimate is \$4700 plus design drawings and contractor's fee to monitor the construction. Commissioner Longson will revisit the design and budget. Concerned aspects of the design are not compatible with the rural nature of the site.

7.3 Trails Report

Millard Learning Centre - Chair Rybak walked the area with Chessie Milner, ED of the Conservancy. The Learning Centre has secured funding to build the 1.7 km trail in its entirety. Believe they can complete the boardwalk and stone stair work with the funding and then would turn it over to GIPRC for maintenance. If there is a shortfall in trail construction and signage, a request for funding assistance could come to GIPRC. Trail construction must meet appropriate standards if we are charged with maintaining it. Question of why GIPRC is involved - condition of rezoning of the property once the right-away was transferred.

7.4 Parks Report

Skatepark – Waiting to hear about the sign rehabilitation.

DL79 – Commissioner Longson reported on progress here following a walk through. Pleased in particular with the shore trail. Trail 6 and 9 were challenging to create, however they could now be looped. Trail #5 will be a bigger project as it needs a switchback. Commissioner Longson will approach the neighbour again about dirt bike trespass. Question about getting gate across the skidder road closed and additional signage prohibiting biking on trails, which are not designed for dirt bike use. Additional signage may be needed. Need to look at a name for the park and for the

trails in preparation for park opening. **Commissioner Dishaw** will follow up with a formal request to First Nations. Commissioner Henshall noted significant areas of coral root, a beautiful native plant on one trail and suggested consideration could be given to that as a name for one trail. Design and construction of stairs down to the shoreline in one spot are not included in the existing budget.

Matthews Point Regional Park - CRD did vault toilet preparation work in house.

7.5 Rental of CRD Park Lands for Private Special Events

Commissioner Dishaw distributed the policy. A Commission contact will be needed. The policy will not be promoted, but can now be used where and when warranted.

**Commissioner Dishaw moved, Commission Longson seconded approval of the rental policy.
CARRIED.**

7.6 Bylaws

Commissioner Dishaw spoke to Mayne but they have not done any work on their bylaws since 1987. Discussion about a Gulf islands-wide set of bylaws with addendums for specific island needs. Should be discussed at a Commonality meeting. Pender can enforce bylaws as they have an RCMP detachment posted there. **Commissioner Dishaw** will call Justine to follow up on her by-law email query to say as it is difficult to have bylaws we cannot enforce, guidelines may be another option.

7.7 CRD Vests/Designation

Commissioner Rybak reported that purchasing 6 high visibility vests (with a logo patch) to be worn over outerwear would cost about \$600.

**Commissioner Henshall moved and Commissioner Longson seconded purchasing the vests as described.
CARRIED.**

7.8 Volunteer Report

Cards have been signed for Park Stewards and suggestion made to purchase gift certificates from the Bakery .

7.10 Recreation Report

None.

8. Treasurer's Report – November 2020

Treasurer Byzyna presented the treasurer's report.

8.1 Status of Accounts

ACTIVITY	SPENT Oct	SPENT YTD	BALANCE
Parks Improvement		\$3045.19	\$3844.91
Parks Maintenance	\$2299.19	\$49317.18	\$11392.82

Meeting Expense Allowance			\$2880
Recreation	\$3500	\$29765	\$4105
Recreation Meeting Expense			\$330
Imprest Account		\$300.32	379.84
Capital Reserve			\$50342.00
General Capital Fund	\$3600	\$7005	\$30110.06
Transfer CRF to GCF	\$30500.00	\$30,500.00	
Transfer to Cap Reserve			\$12000
Donations		\$300	\$300

8.2 Invoices to be Approved

Commissioner Byzyna moved, Commissioner Simon seconded approval of the monthly payment \$2520 to Contractor Carrothers for monthly maintenance, payment of \$3780 to Contractor Carrothers for work on DL79 and \$1307.30 for Jan-Oct secretarial fees. CARRIED.

8.3 Payment of Invoices

Galiano Trading	\$20.09
Apple Pie Advertising	\$45.41

8.4 Projected Operating Expenses for 2020

	SPENT OCT	SPENT YTD	BALANCE
Garbage Removal - Nadia		\$43	\$257
Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$2052	\$38142	\$3708
Mileage Allowance – MC	\$228	\$3723	\$277

Park Meeting Expenses	\$1040.44	\$1040.44	\$1839.56
Cleaning Supplies	\$50.13	\$783.71	\$16.29
Maint. Materials Allowance	\$19.19	\$2218.57	\$781.43
Tools & Equipment		\$648.48	\$351.52
Parks Improvement Materials		\$1228.55	\$771.45
Parks Improvement Labour		\$1397.50	\$3402.50
Outside Maint. Services Allowance		\$1450.00	\$550
Pump Toilets			\$1500
Apple Pie		\$812.48	\$37.52
Stewards' Lunch			\$600
Post Box		\$173	\$7
CRD Labour/Legal			
Total Projected Spending	\$3339.63	\$53402.81	\$16186.19
Contingency Available			\$891
Total Operating Budget			\$17077.19

Some recreation funding may not be expended. Unclaimed recreation funding cannot be added to the new annual allocation; Commissioner Byzyna reported that these funds would likely be returned to the CRD to reduce taxpayer draw.

Forecasting an operating budget surplus of \$6326 but could be more depending on work we get done by the end of the year. Surplus has traditionally been rolled over into the Capital Fund and recommending that again.

Commissioner Byzyna moved Commissioner Simon seconded: 1. approval of the 2021 budget 2. approval of the surplus forecast for next year 3. approval to carryover our operation surplus to the capital fund 4. if allowed within CRD regulations, approval to carryover any recreation surplus from this year to add to next year's recreation fund. CARRIED.

**Commissioner Byzyna moved, Commissioner Henshall seconded approval of the Treasurer's Report.
CARRIED**

8.5 Review of Capital Program Budget

**Commissioner Byzyna moved, Commissioner Dishaw seconded approved the Capital Year program.
CARRIED.**

9. New Business

None.

10. Other Business

Commissioner Byzyna will take over the maintenance of the Face Book post and encouraged commissioners to send information and photos. Commissioner New will assist with the Youth Employment initiatives.

**Commissioner Rybak moved, Commissioner Simon seconded that restoration that restoration work at Zuker proceed with a budget limit of \$3000 in 2020 with the work to be coordinated by Commissioner Henshall.
CARRIED.**

10:30

**Moved by Commissioner Rybak, Commissioner Longson seconded going in camera in accordance with Section 90 of the Community Charter as provided for by Section 90 a) of the Community Charter to consider "personal information about an identifiable individual who holds, or is being considered for, a position as an officer, employee or agent of the Board or another position appointed by the Board".
CARRIED**

11. Adjournment

**Moved by Commissioner Henshall and seconded by Commissioner Simon that the meeting be adjourned at 10:45am.
CARRIED**

Stephen Rybak, Chair, Galiano Parks and Recreation Commission



Minutes for a meeting of the Mayne Island Parks and Recreation Commission on October 8, 2020 at the Agricultural Hall, Mayne Island

Present: Debra Bell (Chair) Peter Askin (Vice Chair) Veronica Euper
Lance Shook Lauren Edwards via Zoom (Recorder)

Absent: Kris Sigurdson Trisha Glatthaar
David Howe, Director, CRD, Southern Gulf Islands

Guests: Presentation by Ross Cameron, Manager, Risk and Insurance, CRD
Kat Ferneyhough, CRD Liaison for Mayne Island

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Commissioner Bell gratefully acknowledged the meeting was held on the traditional lands of the Coast Salish First Nations and expressed our obligation to protect and respect their ancient homeland.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
That the agenda be approved as amended.
CARRIED

2.1. Additions to Agenda:

New Business: Request from Mayne Island Healthcare Centre for a meeting.

2.2. Deletions to Agenda: None

3. Adoption of Minutes of September 10, 2020

MOVED by Commissioner Shook and **SECONDED** by Commissioner Euper,
That the minutes of September 10, 2020 be approved as presented.
CARRIED

4. Chair's Remarks

Commissioner Bell welcomed Kat Ferneyhough in her new position as CRD Liaison and Ross Cameron from CRD to present on risk and insurance issues.

ADOPTED

Mayne Island Parks and Recreation Commission
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5. Presentations – Ross Cameron, B.SC., CRM, ABCP, Manager, Risk and Insurance, CRD

Ross Cameron expressed an understanding of the challenges to finding services, obtaining insurance and setting up contracts on the islands.

With regards to chainsaw work, he advised that:

- Volunteers cannot use their own equipment.
- Chainsaw users must be with CRD or certified.
- Personal protective equipment is required, e.g. falling pants, proper boots, hardhat and ear and eye protection.
- A safe work site would have only one chain saw in use with others standing back.
- There are no restrictions for hand tools so good quality pruning sheers can be used for small growth.
- A certified arborist could do a blanket sweep of an area.
- A system to track certification and confirm renewal one month prior to expiry could be used.
- Certified arborists from other islands could be used to share in the work.
- Professionals have the required skillset which in turn protects CRD, commissioners and the public.
- If MIPRC is aware that a volunteer has used a chainsaw and an accident resulted, then CRD would be legally liable.
- A blade cutter is in the same category as a chainsaw.

With regards to general safety and liability issues, he advised that:

- Volunteers using weed whackers or lawnmowers should be properly trained and risks identified.
- A standard safety talk should be given to new volunteers or volunteers using equipment for the first time.
- To reduce liability, volunteers should be gathered together at the start of a project for an overarching safety talk to go over information and safety such as hydration, keeping distance, gear, underlying medical conditions, heavy lifting, etc.
- With the exception of gross criminal negligence, there is no liability to commissioners.
- An email can serve as a legal document.
- Volunteers should follow the same standards as CRD employees who are not allowed to work alone without a check-in at the start of work and then every couple of hours until the end.
- There is a safety aspect for people working in pairs or in a group.
- Another option for the check-in is an agreement for a spouse or partner to be available for the check-in.
- Someone should know where the volunteer is working if they don't check in.
- A schedule of where the volunteer is going and what they will be doing might be something to consider.
- If the volunteer has no one at home to report in with, then making alternate arrangements with another volunteer or neighbour would suffice.
- The courts look at everything as what a reasonable person would do under the same circumstance.
- The expectation is clear, if someone is requested to work in complete isolation, and no one knows about them, that could be negligence.

Mayne Island Parks and Recreation Commission
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Other issues discussed were: culture change; privacy protection; purchase orders vs honorariums; incorporating “recreation” into trail signage; a sustainable delivery plan; and the importance of documenting actions taken.

Ross Cameron left the meeting directly after the presentation.

5.1. Administration

5.1.1. Treasurer

- a) Treasurer’s Report for the period September 1 – September 30, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the Treasurer’s Report for the period of September 1 to September 30, 2020 be approved.
CARRIED

- b) Community Works Fund Application: Motion re: Revision to project name; amendment to capital plan and funding

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook, That the capital project Dinner Bay Playground be renamed the Dinner Bay Playground and Sports Field Project; The Capital Plan is amended to add an additional \$30,000 to this project and the funding for this addition is a Community Works Fund Grant in the amount of \$30,000.
CARRIED

- c) Budget and five-year capital plan
Commissioners were asked to send a list of items to include in the plan.

- d) Plumbing expense

MOVED by Commissioner Shook and **SECONDED** by Commissioner Bell That Mayne Island Parks and Recreation Commission accept the contractor invoice for labour and plumbing supplies for Miners Bay and Dinner Bay Parks in the amount of \$1981.14.
CARRIED

5.1.2. Follow-up Action Report

- a) Facebook photo – Deferred
- b) Clean Air signage
 - Report received.
 - Eleven of the new clean air signs have been installed and five to be installed in less accessible spots.

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- c) By-law amendment to reduce number of commissioners
It was reported that there will be a review of all the commissions.

5.1.3. Commissioner vacancies and advertisement in MayneLiner

- Discussed placing an ad in the November MayneLiner.
- Commissioner Askin and Commissioner Bell will develop a job description.

5.1.4. Contract renewals for arborists

Not addressed.

5.2. Committees

5.2.1. Parks Master Plan

- a) Draft Finalization and distribution

The Master Plan was distributed for review and it was noted that Commissioner Bell has done a good deal of work on this item. Commissioners to review one last time before distribution.

- b) First Nations and terminology – Not addressed.

5.2.2. Commercial/Non-Commercial Activities Committee

Terms of use and policy revision

Discussed special event application form and minor changes to the Terms of Use Policy which includes clean up requirements and a reference to the Covid-19 Safety Plan.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Bell

That the revised Commercial/Non-Commercial Park Uses Policy and attached Terms and Conditions be approved.

CARRIED

5.2.3. Memorial Plaques Committee

- Commissioner Askin will discuss with CRD the creation of a land acquisition fund as a way for people to make memorial donations.
- Two sites were found for memorial benches.

5.2.4. Youth Employment Program Committee

- Discussed phase two of Ed Williams trail and upgrade of Conconi Reef trail.
- It was reported that two projects were submitted that will employ four people for two days.

5.2.5. Sustainable Service Delivery Plan Committee

The Committee met with Ross Cameron, CRD, to discuss next steps and will prepare a detailed asset list.

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5.2.6. Sanitation Committee

- a) Plumbing/septic update
 - Raw water test results – Dinner Bay and Miner’s Bay
There were no results that were outside parameters for safety, but there were slightly elevated salt levels; the next stage is to find a professional to advise on what to install in order to mitigate potential future problems.
 - Women’s motion detector – Dinner Bay
To be installed.
- b) Garbage and recycling
 - Status unchanged.
 - A garbage/recycling unit to be built and installed for approximately \$300.
- c) Adachi Pavilion issues
Discussed rodent issue.

5.3. Parks

5.3.1. Miner’s Bay

- a) Gazebo Repairs / contact R. Iredale
To be followed up.

5.3.2. Dinner Bay

- a) Bleacher fencing update
Update provided: Posts in place; Commissioner Shook is cutting all pipes; welding to be done on October 15th; and work should be finished at end of the month.
- b) Playground Updates
Ongoing.
- c) Community Economic Recovery Infrastructure Program application
It was reported that an application for a new grant for \$25K for a fitness walking trail at Dinner Bay Park was submitted before the October 2nd deadline. As CRD obtained funding for the Village Bay Trail, this may impact this application.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That an application for a Community Economic Recovery Infrastructure Program Grant be made through the Capital Regional District for the walking/fitness circuit at Dinner Bay Park in an amount no greater than \$30,000.

CARRIED

- d) Adachi Pavilion Inventory
Deferred

Mayne Island Parks and Recreation Commission
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5.3.3. Japanese Garden

Donations are doing well.

5.3.4. Village Bay

a) VBIA and seaweed removal – update

- It was reported that the CRD Finance manager advised MIPRC receives an additional tax requisition of \$4,500 for the seaweed removal and \$10,500 for Cotton Park every year.
- Ross Cameron will inquire as to whether the original agreement regarding seaweed removal is still in place.

b) Vault toilet interior painting

This will be attended to soon.

5.3.5. Cotton Park

- a) Islands Trust meeting September 28, 2020 and rezoning of Cotton Park
Commissioner Bell attended the meeting and requested no square footage restrictions, but the Local Trust Committee approved the planner's report to limit buildings to approximately 450 square feet.

b) Honorarium

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
That a donation will be made to the CRD for the purposes of the Cotton Park Gardens.
Lorie Brown and Jennifer Siemens will receive an honorarium for work on the Cotton
Park Gardens, the total amount not to exceed the amount of the donation.

CARRIED

5.3.6. Henderson Park

Written report provided.

5.3.7. Emma and Felix Jack Park

a) Community Economic Recovery Infrastructure Program application

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That an application for a Community Economic Recovery Infrastructure Program Grant
be made through the Capital Regional District for habitat restoration and cultural
heritage improvements to Emma and Felix Jack Park in an amount no greater than
\$5,000.

CARRIED

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5.3.8.Trail Network Development

- a) Felix Jack – Kim Road trail update
Written report provided.
- b) Linking trail through Mary Jeffery to Plumper Pass
Written report provided.
- c) Status of application to MOTI
No update.

5.3.9.Pocket Parks/Beach Access – Peter

- a) Beach access on Laura Point Road
No update
- b) Danger Tree Wilks Road
Still following up – arborist contract is circulating within CRD for signing.

6. Correspondence

- 6.1. Email and letter from recipients of Recreational Funding
- 6.2. Telephone and email correspondence regarding VPID AGM at Adachi Pavilion October 16,2020
- 6.3. Email regarding Garland birthday party October 4, 2020 at Adachi Pavilion
- 6.4. Letter dated September 25, 2020 from B. Baker regarding Celebration of Life August 7, 2021
- 6.5. Email notification of Islands Trust meeting September 28, 2020 and rezoning of Cotton Park
- 6.6. Email correspondence with CRD regarding grant application and other grant opportunities
- 6.7. Email correspondence from Mayne Island Pickleball Club requesting presentation at next available meeting
- 6.8. Email correspondence to/from CRD regarding joint management of Mary Jeffery Area.
- 6.9. Email correspondence from John Aitken regarding Red Dress installation at Emma & Felix Jack Park October 4, 2020
- 6.10. Email correspondence to Mark Allison and Lynn Casey regarding footbridge in Village Bay Park
- 6.11. Email correspondence to/from J. Starke and SGI Parks Commissioners regarding Commonality Meeting
Discussed and suggestion will be made that this occur next spring on Saturna in person.

7. New Business

- 7.1. VPID request for AGM at Adachi Pavilion October 16, 2020 approved by unanimous consent..
- 7.2. Request from Mayne Island Healthcare Centre for meeting in Adachi Pavilion on October 14, 2020 approved by unanimous consent.
- 7.3. B. Baker request regarding Celebration of Life August 7, 2021 approved by unanimous consent.

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- 7.4. Mayne Island Pickleball Club request to present at November meeting approved by unanimous consent.
- 7.5. John Aitken request regarding Red Dress installation on October 4, 2020 previously agreed to via email and approved by unanimous consent.

8. **Motion to Close the Meeting** (if any) - None

9. **Rise and Report** (If any) - None

10. **Meeting Adjournment.**

MOVED by Commissioner Askin and **SECONDED** by Commissioner Shook,
To adjourn the meeting.
CARRIED

The meeting adjourned at 5:52 pm.

APPROVED

November 12, 2020

CHAIR

DATE

Lauren Edwards

RECORDER



Minutes for a meeting of the Mayne Island Parks and Recreation Commission on November 12, 2020 at 795 Steward Drive, Mayne Island

Present: Debra Bell (Chair) Peter Askin (Vice Chair) Lance Shook
Veronica Euper (via telephone) Lauren Edwards (Recorder)

Absent: Trisha Glatthaar
David Howe, Director, CRD, Southern Gulf Islands

Guests: Presentation by Mayne Island Pickleball Club – Doug and Leslie Peers and Kirsty Legge

The meeting was called to order at 3:03 p.m.

1. Territorial Acknowledgement

Commissioner Shook offered thanks and acknowledged that the meeting was held on the territorial lands of the Coast Salish First Nations.

2. Approval of Agenda

2.1. Additions to Agenda: None

2.2. Deletions to Agenda : None

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin
That the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of October 8, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook
That the minutes of October 8, 2020 be approved as presented.

CARRIED

4. Chair's Remarks

Kris Sigurdson resigned from the Commission and Chair Bell expressed thanks for her contributions and particularly for chairing the Recreation Funding Committee.

5. Presentations: Mayne Island Pickleball Club – Doug & Leslie Peers and Kirsty Legge

The club representatives provided a brief update since the last MIPRC meeting they attended:

- They reported that a 10-member board was formed;
- The Club is in the process of forming a society;
- They are searching for a feasible location;
- There are 97 members signed up and there is an active winter group;

ADOPTED

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- The current court site cannot accommodate the number of players; and
- Covid protocols were introduced for winter.

The purpose of attendance at this meeting was to request MIPRC partnership and advocacy in the development of pickleball on Mayne Island and the following was discussed:

- Three sites under consideration for pickleball courts;
- The club would like to obtain capital funds through CRD as well as provide tax receipts for charitable donations;
- MIPRC typically provides support through the Recreational Funding Grant which the club received;
- Information was exchanged on funding and operations as well as the availability for public use of park assets such as the disc golf course and softball field and pickleball courts in other jurisdictions;
- The club requested a letter of support from MIPRC to assist their efforts in obtaining capital funding through CRD; and
- Issues under consideration are location, space required and neighbourhood impact.

This item will be put on the next agenda and Commissioner Bell will discuss this with CRD.

6. Reports

6.1. Administration

6.1.1. Treasurer's Report

For the period October 1, 2020 – October 31, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin
That the Treasurer's report for the period October 1 -31, 2020 be approved as presented.
CARRIED

6.1.2. Budget and five-year capital plan

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That the 2020 operating surplus, if any, be transferred into the capital reserve fund for parks service.
CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook
That the 2020 community recreation surplus, if any, be **CARRIED** forward and transferred into the surplus account of the community recreation service if possible. Otherwise it is to be **CARRIED** forward to next year to offset the requisition for recreation service.
CARRIED.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That Mayne Island Parks and Recreation Commission approve the preliminary operating funds budget for 2021 to 2025.
CARRIED

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MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook
That Mayne Island Parks and Recreation Commission approve the preliminary recreation
funds budget for 2021 to 2025.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That Mayne Island Parks and Recreation Commission approve the preliminary 5-year
capital expenditure plan for 2021 to 2025.

CARRIED

6.1.3. Commissioner Christmas party

All agreed to hold a Covid safe December meeting followed by a catered meal.
Commissioner Bell will check availability of the Community Centre.

6.1.4. Follow-Up Action Report

- a) Commissioner ad in MayneLiner
One application received.
- b) Facebook photo – deferred
- c) Agreement with Association of Mayne Island Boaters
 - An amended letter of understanding was received and to be discussed with CRD.
 - Commissioner Bell will circulate the draft.

6.2. Committees

6.2.1. Parks Master Plan

- a) Draft distribution
 - Eric Kelch, CRD, is reviewing First Nations content after which the document will be formatted and distributed.
 - Commissioner Glaathaar has drafted a new letter to send to First Nations representatives.
 - A new CRD parks acquisition will be added.

6.2.2. Memorial Plaques Committee

- a) CRD and MIPRC Land Acquisition fund
Commissioner Askin will write letter to Justine Starke on this matter.

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6.2.3. Youth Employment Program Committee

- Commissioner Askin reported on the status of the youth program involvement with Mayne Island Pathways and Trails Association (MIPATA) as well as the recent zoom conference.
- Commissioner Askin will provide a list of hand tools that should be purchased and stored at the library or tractor shed.

6.2.4. Sustainable Service Delivery Plan Committee

No further action occurred.

6.2.5. Sanitation Committee

- a) Water consultant – update
 - An experienced water consultant assessed Miners Bay water system.
 - Several plumbing improvements were suggested.
 - A suggestion to reconfigure the bathrooms to meet handicap standards was discussed as well as peak bathroom usage concerns.
 - A written report from the water consultant will be requested.
- b) Women's washroom motion detector installation
Installed at Dinner Bay.
- c) Miners Bay women's closed washroom – update
 - Malfunctions on occasion
 - The Dinner Bay handicap bathroom has all parts available for the flush valve replacement.
- d) Dinner Bay septic field location
Plan received and reviewed.

6.3. Parks

6.3.1. Miner's Bay – Lance

- a) New flag
The new BC flag is up.
- b) Garden maintenance
Volunteers are doing some work.

6.3.2. Dinner Bay – Lance

- a) Bleacher fencing update
The work is underway.

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- b) Pump house insulation
 - Completed and heat tracing to be installed.
 - The plumbing joints will be repaired.
 - No issues with the pump and it is insulated.
- c) Playground Updates
 - Rebar no longer a safety concern.
 - New plan detailed for building the surround.
 - The zip line post will be moved.
- d) Community Economic Recovery Infrastructure Program application
The fitness walking circuit did not receive approval.
- e) Adachi Pavilion Inventory
Bill Warning will do the inventory with Commissioner Shook.

6.3.3. Japanese Garden

Pathway work has been done.

6.3.4. Village Bay

- a) VBIA and seaweed removal and status of original agreement from Ross Cameron
 - Ross Cameron is awaiting response from CRD environmental staff.
 - VBIA sent the last bill.
 - Commissioner Bell will provide history to Justine Starke.
- b) Vault toilet interior painting
Deferred to better weather.
- c) Wishing well update
Commissioner Askin will follow up with one further email and request a timeline for completion before MIPRC looks at other options.

6.3.5. Cotton Park

- a) Bylaw Referral Response to Bylaws 177 and 178 and Notice of Public Hearing
 - Commissioner Bell reported on this item and Islands Trust has scheduled a public hearing for November 30th.
- b) The plaque is finished.

6.3.6. Henderson Park

No concerns to report.

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6.3.7.Emma and Felix Jack Park

- a) Community Economic Recovery Infrastructure Program application and motion to amend grant amount

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the motion made October 8, 2020 to apply for a Community Economic Recovery
Infrastructure Program Grant for habitat restoration and cultural heritage improvements
to Emma and Felix Jack Park be amended from an amount of \$5000 to \$15,700.

CARRIED

Discussed the proposed changes as:

- adding a footbridge and pathway
- removing some grass and adding native plants; and
- replacing sign.

6.3.8.Trail Network Development – Peter

- a) Felix Jack – Mary Jeffery Trail update
- No response was received to the MayneLiner ad requesting name suggestions.
 - A suggestion was made to name the trail Flag Hill Trail which has historical reference to Mount Parke, but more suggestions can be sought.
 - Suggestion had been made to name the section of the trail through Mary Jeffery Park a Coast Salish name which translates to Little Trail.
 - Commissioner Askin reported next step will be to install pressure treated posts on either side of Mary Jeffrey Park.
- b) Development of trail guardian safety protocols
- Trail guardians will be advised that use of power tools is not permitted except by certified contractors.
 - Discussed CRD training necessary to acquire chainsaw certification for volunteers.
 - Commissioner Askin will write a letter in draft for CRD and provide it to Chair Bell to bring forward in the spring.

6.3.9.Pocket Parks/Beach Access

- a) Standard reporting requirements for park assessments by arborists
This was discussed under item 8.4
- b) Danger Tree Wilks Road
This item is still pending.

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7. Correspondence

- 7.1. Telephone call from Commissioner Dishaw, Galiano Parks and Recreation re: Bylaws
It was reported that Galiano Parks and Recreation received a copy of MIPRC's draft bylaws.
CRD is supposed to be working on a standard set of bylaws for the commissions.
- 7.2. Bylaw Referral for Bylaws 177 and 178 from Islands Trust re: Cotton Park rezoning
- 7.3. Thank you card from Terry Fox Organizing Committee
- 7.4. Correspondence dated October 20, 2020 from L. Scobbie regarding trees at Miners Bay
- 7.5. Telephone conversation with Bill Warning regarding Santa Ship and Miners Bay

8. New Business

- 8.1. Mount Parke Bluffs (Glen Echo) acquisition by CRD Regional Parks
CRD has acquired a new regional park.
- 8.2. Lions update regarding Santa Ship and celebration at Miners Bay
This event is unlikely to occur.
- 8.3. Commercial General Liability insurance coverage for commissioner using equipment
Commissioner Bell provided background in an email to commissioners.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That Mayne Island Parks and Recreation Commission approve the purchase of commercial
general liability insurance for Lance Shook to use equipment at parks.

CARRIED

- The insurance will cover use of personal backhoe as well as other power and hand tools.
 - Commissioner Shook will make a listing of tools used under this coverage.
 - Commissioner Bell will discuss this item with Justine Starke, CRD
- 8.4. Consideration of request to relocate and prune trees at Miners Bay
 - Discussed a request to move a young tree which blocks the view from a memorial bench.
 - It was agreed that this item should be deferred until insurance is available for backhoe use.
 - Commissioner Bell will respond to the letter writer on this matter.
 - A request was also made for MIPRC to prune trees in the park to a height of six feet as they block the view from the letter writer's property.
 - Commissioner Bell will discuss this item with the Garden Club and bring forward for discussion at the next meeting.

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8.5. Danger trees and branches at Dinner Bay Disc Golf Course

MOVED by Commissioner Shook and **SECONDED** by Commissioner Bell,
That Mayne Island Parks and Recreation Commission hire Matt Bolla to take down the danger
trees identified as per his estimate for Dinner Bay Disc Golf.

CARRIED

It was agreed that standard report format is a non-issue given that the arborists use different
methods to estimate their work.

8.6. Volunteer for MayneLiner monthly article

Commissioners agreed that Megan Coyle will commence writing MayneLiner articles starting
January 2021.

9. Motion to Close the Meeting

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
That the meeting be closed 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.

CARRIED

10. Rise and Report (If any)

- Kris Sigurdson has resigned from MIPRC.
- Trisha Glaathaar will not seek reappointment after her term expires December 31, 2020.
- Lance Shook will be recommended for reappointment as a commissioner for the term
commencing January 1, 2021.

11. Meeting Adjournment

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
That the meeting be adjourned.

The meeting adjourned at 5:38 p.m.

Debra Bell

Original signed December 10, 2020

CHAIR

DATE

Lauren Edwards

RECORDER