



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, February 10, 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. [21-134](#) Minutes of the January 13, 2021 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of January 13, 2021 be adopted as circulated.

Attachments: [Minutes - January 13, 2021](#)

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. [21-102](#) Electoral Area Volunteer Fire Service Regulatory Review

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

- a) That staff be directed to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance; and
- b) That \$65,000 be reallocated from operational reserves for 2021 to be available for a temporary increase in staff resources to support fire services to attain compliance. (WP - JDF, SSI, SGI)

Attachments: [Staff Report: EA Volunteer Fire Service Regulatory Review](#)
[Appendix A: Fire Service Review Report](#)

- 6.2. [21-110](#) Community Funding and Support Program Grant: Evacuation Route Planning
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for evacuation route planning and direct staff to provide overall grant management.
(NWA)
- Attachments:** [Staff Report: EA Emerg Prgm Grant-Evacuation Route Planning](#)
- 6.3. [21-130](#) Proposed Revisions to Capital Regional District Bylaw No. 3741 - Building Regulation Bylaw No. 5, 2010
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
a) That Bylaw 4403, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time; and
b) That Bylaw No. 4403 be adopted.
(NWA, 2/3 on adoption)
- Attachments:** [Staff Report: Proposed Revisions to CRD Bylaw No. 3741, Bldg Reg](#)
[Appendix A: Redlined Version of Existing Bylaw No. 3741](#)
[Appendix B: Amendment Bylaw No. 4403](#)
- 6.4. [21-129](#) Review of Separation of Building Inspection Services for Each Electoral Area
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Building Inspection service to the three Electoral Areas remain as a single shared service with a single budget.
(NWA)
- Attachments:** [Staff Report: Review Separation-Bldg Inspection Svcs for Each EA](#)

6.5. [21-048](#) Investing in Canada Infrastructure Program; COVID-19 Resilience Infrastructure Stream [Electoral Area Projects]

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District support the three submitted grant applications, as endorsed in the following resolutions:

1. That the Capital Regional District Board (the Board) supports an application for grant funding for the JDF: Willis Point Water Tank Project through the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
2. That the Capital Regional District Board (the Board) supports an application for grant funding for the SSI: Drake Road Trail Upgrades Project through the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns; and
3. That the Capital Regional District Board (the Board) supports an application for grant funding for the SGI: Einar's Hill By-Pass Route (Multi Use Trail) Project through the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

(NWA)

Attachments: [Staff Report: ICIP COVID-19 Resilience Infrastructure EAs](#)
[Appendix A: Juan de Fuca - Willis Pt Fire Dept Water Supply Expansion](#)
[Appendix B: Salt Spring Island - Drake Road Trail Upgrades](#)
[Appendix C: Southern Gulf Islands - Einar's Hill By-Pass Route \(Multi Use Trail\)](#)
[Appendix D: Investing in Canada Infrastructure Program Funding History](#)

6.6. [21-109](#) CleanBC Funding and Salt Spring Island Composting Project

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

1. That the Capital Regional District's CleanBC Organic Infrastructure and Collection Program grant application be supported;
2. That staff be directed to work with representatives of the Salt Spring Island Composting Project to further pursue CleanBC Organic Infrastructure and Collection Program funding based on the conditional application that has been submitted by staff in support of the Salt Spring Island Farmland Trust initiative; and
3. That the CleanBC Organic Infrastructure and Collection Program grant application be conditional upon the successful establishment of a new Salt Spring Island local area service, approved by the electors, for the development and operation of a composting facility.

(NWA)

Attachments: [Staff Report: CleanBC Funding and Salt Spring Island Composting Project](#)
[Appendix A: Bylaw No. 1903](#)

6.7. [21-078](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: That the following minutes be received for information:

- a) Beddis Water Service Commission Annual General Meeting minutes - April 15, 2019
- b) Cedar Lane Water Service Commission Annual General Meeting minutes - April 18, 2019
- c) Cedars of Tuam Water Service Commission Annual General Meeting minutes - April 17, 2019
- d) Fulford Water Service Commission Annual General Meeting minutes - April 16 2019
- e) Galiano Island Parks and Recreation Commission minutes - December 3, 2020
- f) Ganges Sewer Local Service Commission Annual General Meeting minutes - April 18, 2019
- g) Highland/Fernwood, Highland and Fernwood Local Water Service Commissions Annual General Meeting minutes - April 17, 2019
- h) Maliview Sewer Service Commission Annual General Meeting minutes - April 17, 2019
- i) Mayne Island Parks and Recreation Commission minutes - December 10, 2020
- j) Salt Spring Island Liquid Waste Disposal Local Service Commission Annual General Meeting minutes - April 15, 2019

Attachments:

[Minutes: Beddis Water Service Commission AGM-Apr 15/19](#)

[Minutes: Cedar Lane Water Service Commission AGM-Apr 18/19](#)

[Minutes: Cedars of Tuam Water Service Commission AGM-Apr 17/19](#)

[Minutes: Fulford Water Service Commission AGM-Apr 16/19](#)

[Minutes: Galiano Island Parks & Rec Commission-Dec 3/20](#)

[Minutes: Ganges Sewer Local Service Commission AGM-Apr 18/19](#)

[Minutes: Highland/Fernwood Local Water Svce Commissions AGM-Apr 17/19](#)

[Minutes: Maliview Sewer Service Commission AGM-Apr 17/19](#)

[Minutes: Mayne Island Parks & Rec Commission-Dec 10/20](#)

[Minutes: SSI Liquid Waste Disposal Local Service Commission AGM-Apr 15/19](#)

7. Notice(s) of Motion

- 7.1. [21-132](#) AVICC Resolution: COVID Safe Restart Grant Inequity for Electoral Areas (Directors Holman & Howe)
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That the following resolution be submitted to AVICC:
Whereas the Capital Regional District, received a funding allocation of \$1.421M under the Safe Restart grant based on two per capita amounts formulae: \$8.13 for rural populations and \$3.10 for all populations, and a flat funding amount.
And whereas, the Safe Restart program takes into account the unique structure of regional districts as a service provider, with differing per capita amounts, there is a significant disparity between the per capita allocation for Electoral Areas versus local municipalities with a similar population.
Therefore be it resolved that AVICC and UBCM advocate to the Ministry of Municipal Affairs and Housing to provide additional Safe Restart Grant funding to Regional District Electoral Areas to equal the funding provided to local municipalities.
(NWA)
- Attachments:** [Briefing Note: COVID Safe Restart Grant Inequity for Electoral Areas](#)
[Appendix: Briefing Note Covid Safe Restart](#)
- 7.2. [21-131](#) AVICC Resolution: Inclusion of Salt Spring Island and Southern Gulf Islands in the Islands Coastal Economic Trust (Directors Holman & Howe)
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That the following resolution be submitted to AVICC:
Whereas the Capital Regional District has advocated for a change in the rural designation from urban to rural for the Electoral Areas of Salt Spring Island, Southern Gulf Islands, and Juan de Fuca as they are not eligible to participate in support programs to help diversify their economy;
And whereas the province made a regulation change in 2020 to include only the unincorporated Electoral Area of Juan de Fuca, in the Islands Coastal Economic Trust territory;
Therefore be it resolved that AVICC and UBCM request that the provincial government include the Salt Spring Island Electoral Area and the Southern Gulf Islands Electoral Area within the North Island-Coast Development Trust Region Regulation.
(NWA)
- Attachments:** [Briefing Note: SSI and SGI Inclusion in ICET](#)
[Appendix: A to M - SSI and SGI Inclusion in ICET](#)

8. New Business

9. Adjournment

The next meeting is March 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, January 13, 2021

11:00 AM

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

PRESENT

Directors: M. Hicks (Chair) (EP), G. Holman (Vice Chair), P. Brent (for D. Howe) (EP), C. Plant (Board Chair, ex-officio) (11:03 am)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Acting Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets Director D. Howe

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

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
That the agenda for the January 13, 2021 Electoral Areas Committee meeting be
approved.**

**MOVED by Director Holman, SECONDED by Alternate Director Brent,
That the agenda be amended to allow two (2) items of new business: Regional
Arts Facilities Select Committee Report, and COVID-19 Relief Funding Advocacy.
CARRIED**

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
That the agenda for the January 13, 2021 Electoral Areas Committee meeting be
approved as amended.
CARRIED**

3. Adoption of Minutes

- 3.1. [21-029](#) Minutes of the October 14, 2020 and November 4, 2020 Electoral Areas Committee Meetings

MOVED by Alternate Director Brent, **SECONDED** by Director Holman,
That the minutes of the Electoral Areas Committee meetings of October 14, 2020
and November 4, 2020 be adopted as circulated.
CARRIED

4. Chair's Remarks

The Chair stated how remarkable it is that we are able to meet virtually today as the wind storm has prevented in person attendance.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

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

K. Morley spoke to item 6.1.

MOVED by Director Holman, **SECONDED** by Alternate Director Brent,
That the Electoral Areas Committee receive the 2021 Terms of Reference
attached as Appendix A.
CARRIED

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

J. Starke spoke to Item 6.2.

Discussion ensued on the following:

- the importance of allowing open access to all internet providers
- including the names of the staff who created the report should it be published

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
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.

CARRIED

6.3. [21-018](#) Previous Minutes of Other CRD Committees and Commissions for Information

**MOVED by Director Holman, SECONDED by Alternate Director Brent,
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

CARRIED

7. Notice(s) of Motion

There were no Notice(s) of Motion.

8. New Business

Director Holman provided an update from the Regional Arts Facilities Select Committee meeting earlier today.

The recommendation to the Board was that committee continues in order to make a recommendation to the Board regarding the establishment of a regional arts service. The concern Director Holman raised was around the voting process to establish this service, potentially preventing regions from opting out of the service.

Director Holman requested an update on the COVID-19 Relief Funding.

Staff have been drafting the letter for the Board Chair to send to the appropriate parties. It is in the final review stage. The Chair will be meeting with Premier Horgan in the next few days. There is an open invitation to discuss issues of regional interest at that meeting. The Capital Regional District has put aside \$300 000 for Regional Emergency expenses from 2020. Some of those funds may be allocated to the electoral areas.

9. Adjournment

**MOVED by Alternate Director Brent, SECONDED by Board Chair Plant,
That the January 13, 2021 Electoral Areas Committee meeting be adjourned at
11:40 am.
CARRIED**

Chair

Recorder

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021**

SUBJECT Electoral Area Volunteer Fire Service Regulatory Review

ISSUE SUMMARY

The Office of the Fire Commissioner (OFC) has requested confirmation that the Capital Regional District (CRD) verify fire services compliance with the OFC Structure Firefighters Competency and Training Playbook. An independent review of volunteer fire departments in CRD Electoral Areas (EAs) found that many struggle to meet minimum OFC and WorkSafeBC requirements. Non-compliance with regulations puts firefighters at risk and is a significant liability to fire departments and the CRD. The report recommends operational improvement and administrative capacity increases to protect firefighters and ensure service sustainability.

BACKGROUND

Volunteer-based fire departments provide vital public safety services through the CRD Electoral Areas. The CRD is the “authority having jurisdiction” (AHJ) for nine fire departments in the Juan de Fuca and the Southern Gulf Islands EAs: North Galiano, Saturna, Pender, Willis Point, Port Renfrew, Otter Point, East Sooke, Shirley, and South Galiano. The Province sets out minimum safety standards for fire services through the *Fire Services Act*, *Workers Compensation Act*, and the Office of the Fire Commissioner’s Structure Firefighters Competency and Training Playbook, all of which have been updated in past years.

The CRD Board formally declared fire service levels in June 2016 based on an independent assessment completed the previous year. A July 2018 staff report to the EA Committee reported fire services had achieved, or were close to achieving, training program compliance. That assessment did not evaluate equipment maintenance or workplace safety programs.

In December 2019, the OFC contacted the CRD and other AHJs in BC to verify fire service compliance. In response, Protective Services commissioned an independent review of electoral area fire service training, safety, equipment maintenance, and record-keeping programs. Protective Services contracted a former EA Fire Chief to visit each department, meet with departmental leadership, and evaluate training, safety, equipment maintenance, and record-keeping programs.

The Fire Services Review found that volunteer-based fire departments require increased support to meet regulatory and administrative demands. At the time of the report, six departments were not fully compliant with the OFC Playbook training program regulations and eight were not compliant with Occupational Health and Safety Regulations of the *Workers Compensation Act*. All departments required improvements in one or more areas. The report recommends Fire Chiefs and staff form a working group to share best practices and develop record-keeping, maintenance, governance, and operational improvements to bring departments into compliance.

The report was presented to Commissions, Societies, and Fire Chiefs in December 2020. All participants expressed a will to work collaboratively on achieving compliance and there was a clear desire for increased support from Protective Services staff. Several departments have

begun corrective actions. Staff have also launched initiatives to streamline existing fire department support, such as overhauling the legacy record-keeping system and developing a single-window access to fire departments.

Following the report's presentation, Fire Chiefs and Commissions requested increased staff support for the following areas:

- data entry
- record management
- financial procedures
- equipment testing and maintenance
- shared asset procurement
- operational guideline creation
- orientating fire chiefs and commissioners
- human resource management
- safety program support
- reducing fire insurance payments for residents
- bylaw and fire protection area amendments
- streamlining fire permit and open burning enforcement processes
- mutual aid agreements with First Nations

The CRD is actively working with the departments to remedy this situation and has already initiated steps to bring the fire services into compliance. A follow-up review of departmental regulatory compliance will be conducted to verify the success of these initiatives.

ALTERNATIVES

Alternative 1

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

- a) That staff be directed to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance; and
- b) That \$65,000 be reallocated from operational reserves for 2021 to be available for a temporary increase in staff resources to support fire services to attain compliance.

Alternative 2

That the Fire Services Regulatory Review report be received for information.

IMPLICATIONS

Social Implications

EA residents expect first responders to respond safely and effectively to emergencies, which requires appropriate training and equipment. The provision of fire rescue services is not a legislated requirement and some smaller communities in the electoral areas are not covered by Fire Services. However, once established, decreases in service levels face significant community resistance.

Service Delivery Implications

CRD fire departments provide critical life safety services to rural communities in the Southern Gulf Islands and Juan de Fuca EAs. Provincial and federal regulations require that firefighters be properly trained and equipped to undertake the tasks that they are requested to perform. Non-compliance is a significant liability to volunteers, departmental leadership, and the CRD itself. Penalties can range from workplace shutdowns to monetary fines or imprisonment and could

apply at all levels of leadership, including fire department supervisors and individual commissioners and society directors. The CRD is actively engaged with the departments to bring them into compliance.

Financial Implications

It is recommended that \$65,000 be allocated from operating reserve to temporarily increase staff resources through the retaining of a consultant or a term position to facilitate the increased administrative support to fire departments and achieve regulatory compliance. This funding can be supported through a transfer to operating from EA Fire Services operational reserve budget as a contingency without negatively impacting the budget or operations.

CONCLUSION

The CRD supports nine volunteer-based fire departments in the Southern Gulf Islands and Juan de Fuca EAs. The recent Fire Services Review report identified administrative and operational improvements required to bring departments into compliance with provincial legislation. Staff are collaborating with fire department leadership to bring all departments into full compliance.

RECOMMENDATION

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

- a) That staff be directed to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance; and
- b) That \$65,000 be reallocated from operational reserves for 2021 to be available for a temporary increase in staff resources to support fire services to attain compliance.

Submitted by:	Jonathan Reimer, MSC, Manager EA Fire and Emergency Programs
Concurrence:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

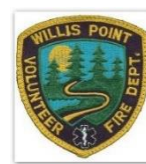
Appendix A: Fire Service Review Report

CAPITAL REGIONAL DISTRICT



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Fire Services Review



Report

October 2020

Prepared by: Kevan Brehart

Executive Summary

At the end of November 2019, The Office of the Fire Commissioner (OFC) sent a letter to all fire services in the province of BC, including the Capital Regional District (CRD). The subject of the letter was the Office of the Fire Commissioner BC Fire Service Minimum Training Standards Structure Firefighters Competency and Training “Playbook”.

That letter contains in part: “As the Playbook has now been in effect for five years, the Office of the Fire Commissioner is contacting all fire services in BC to update our records to ensure each department or local Authority Having Jurisdiction has identified and declared their fire service level (Exterior, Interior, or Full Service), and that the corresponding training programs are in place to meet the respective service levels. Please reply to ofc@gov.bc.ca outlining the declared service level for your jurisdiction, and the status of your corresponding training program.”

The Playbook identifies the minimum competencies required to provide established levels of service and is a requirement of the Fire Commissioner under paragraph 3(3)(b) of the *Fire Services Act* (B.C.).

The Playbook applies to all fire services in BC regardless of size or location including municipal, regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act* (B.C.).

The Capital Regional District is the Authority Having Jurisdiction” (AHJ) over the nine fire departments identified in this report and the AHJ must ensure that the appropriate training level as identified in the Playbook is being met by the fire department.

In addition, the Fire Services Act (B.C.) and The Worker’s Compensation Act, 2015 and Part 31 of the Occupational Health and Safety Regulations also apply to the nine fire departments under CRD jurisdiction.

In response to the above, a review of the nine CRD fire departments was undertaken with these references in mind. The fire departments were consulted, and this report summarizes the results of that consultation. Included are recommendations to the Capital Regional District (CRD) on potential ways that CRD Protective Services staff can help and support these fire departments.

Volunteer fire departments continue to face many challenges: recruitment, retention, and training of firefighters. As result of changing standards and legislation over time, the administration and operations of a volunteer fire department has in many cases become a daunting and often discouraging task for the Fire Chief. In particular, administrative overhead seems to be increasing exponentially.

The project scope did not include a comprehensive review of each fire department within the CRD jurisdiction, rather the objectives in this study included:

- Confirming current service levels in community departments.
- Evaluating whether the departments are in compliance with regulatory requirements (provincial legislation and the British Columbia Fire Service Minimum Training Standards (Playbook)).
- Identifying opportunities for CRD Protective Services staff to aid in providing support to community-based fire departments.
- Identifying improvements or efficiencies to operations and training to meet the service levels and regulatory compliance

The recommendations in this report are based upon the information supplied by the Protective Services, information supplied by the individual fire departments, confirmation of service levels currently being provided by the fire departments, a review of the Playbook (May 2015 version) and other applicable regulatory requirements.

A review was conducted at the fire stations regarding equipment, apparatus, training facilities, records, and Standard Operating Guidelines (SOGs).

Meetings with the fire chiefs and other members of their organization were held to discuss service levels and how they aligned with the Playbook, training goals and objectives, the type of record keeping by each fire department, SOGs, replacement plans for equipment, PPE and apparatus, and to identify the immediate challenges of each fire department.

Based on this survey of the nine CRD fire departments, only 3 of 9 departments are fully compliant with the OFC Playbook and 1 of 9 is fully compliant with the Occupational Health and Safety Regulations.

There are three recommendations to aid in achieving compliance and improving the level of service and support for the departments. The Capital Regional District Board, staff, commissions, societies, and fire chiefs are responsible to work together to achieve full compliance with the Provincial regulations.

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Appendices

- Appendix A: Fire Service Standards Referenced in OFC Playbook and WorkSafeBC Regulations
- Appendix B: Playbook Compliance Checklist
- Appendix C: Playbook – May 2015, 2nd Edition
- Appendix D: WorkSafeBC – Part 31 – Firefighter – April 2020

Synopsis of the Fire Departments

Under provincial legislation, fire departments are not required. Therefore, every community that establishes a fire department determines the level of service it is willing to pay for. This can pose challenges for fire departments because the service is expected but the financial resources and availability of volunteers continues to pose recruitment, retention, and equipment acquisition difficulties.

As the AHJ, the CRD has identify a specific level of service, as defined in the Playbook, that is provided to each of the nine communities covered by this report. The task of meeting the training competencies identified in the Playbook will require a coordinated effort between each fire department and the CRD Protective Services staff.

The nine fire service areas for which the CRD is the AHJ are: Port Renfrew, Otter Point, Shirley, East Sooke, Willis Point in the Juan De Fuca Electoral Area and North Galiano, South Galiano, Pender Island, Saturna Island in the Southern Gulf Islands Electoral Area.

There were certain broad-based observations made with the current level of fire protection services within the nine fire service areas which are identified below.

General Observations

It is not the intent of this report to find fault with any fire department, Society or Commission. It was apparent that the individuals interviewed at each department take their role within their department seriously and endeavour to provide the best service possible within the limits of their resources. There are constant challenges for volunteer fire departments regarding the acquisition of appropriate fire apparatus, equipment, and personal protective equipment. The following general observations will be addressed more specifically in the recommendation section.

Service Levels

Each fire department has confirmed their level of service as declared by the CRD Board several years ago. There are a few that still do not have a clear official statement or operational guideline for their level of service and corresponding training levels. The OFC Playbook states, “The declared Service Level must be established as formal policy for the Department (whether by bylaw, policy or in contract) *and needs to be fully reflected in the fire department’s operating guidelines and policies.*” Although the CRD board has officially declared the service levels for the nine fire departments, the individual fire departments need to have operational guidelines or policies that clearly reflect the intent of the statement contained in the Playbook in relation to their service level and related training standard.

Training Records and Record Keeping

There were inconsistencies among the nine fire departments when it came to recording or producing firefighter training records. For the fire departments that were using FDM provided by the CRD Corporate Services before it transitioned to Langford Fire Dispatch, there is a gap in their training records as not all the records in the CRD FDM were made available by Langford to the departments.

Some of the fire departments had no trouble producing training records, while there was room for improvement with other departments and, as noted above, the issues with the transition of FDM posed some obstacles for tracking this legislated requirement.

Lack of available time and resources is the most common concern when talking about the administrative side of fire department operations and record keeping seems to suffer the most. Record keeping is of the most concern as without good records it is difficult if not impossible to verify that firefighters have been trained and meet the competencies required.

Compliance to WorkSafeBC Requirements

While all the fire departments were aware of the Playbook and its requirements, some were not so familiar with their other legislated requirements under WorkSafeBC regulations.

Tracking of PPE, equipment and apparatus maintenance and testing, although excellent in some departments, was lacking or non-existent in others. Many are challenged just to find the resources to do the inspections and maintenance let alone creating the requisite records associated with the inspections and maintenance.

Although all equipment used by a fire department is important, the critical ones identified in the WorkSafeBC regulations that require documented maintenance and testing are Personal Protective Equipment (PPE), Self Contained Breathing Apparatus (SCBA), fire hose, ladders, apparatus and fire pumps. These are the common areas that posed challenges for some of the fire departments in this report.

Fire Chief Duties

Particularly in the full volunteer fire departments, the Fire Chiefs express concern and frustration with the administrative workload placed upon them. Often an individual becomes the Fire Chief because he/she is the only one willing to volunteer to take on that role, not because they have the knowledge or experience regarding the duties or expectations required. Having said that, each Fire Chief interviewed exhibited a strong desire to uphold the responsibilities of their office to the best of their abilities and resources.

Capital Regional District Role

The Capital Regional District employs a unique and somewhat complicated network of roles and responsibilities. Of the nine fire departments where the CRD is the Authority Having Jurisdiction, six are operated by commissions and three by societies. Fire commissions are delegated authority to administrate all aspects of the fire service by the CRD Board, including overseeing budgets, strategic planning, and hiring a Fire Chief. The three departments operated by independent Societies are contracted to deliver fire services by CRD staff. Fire Chiefs are responsible for all day-to-day operations, including administration, recruitment, training, maintenance, and overseeing emergency response.

Many CRD staff spend some portion of their time supporting Fire Chiefs, commissions, and societies, including Finance, Risk & Insurance, Fleet, Real Estate, Occupational Health & Safety, Human Resources, Legislative Services, and Corporate Services. The Protective Services division is responsible for supporting fire department operations and is the primary point of contact for departments. There are no CRD staff members dedicated exclusively to Fire Department support, but the Manager of Fire and Emergency Services and the Protective Services Administrative Assistant both play an important role in liaising with departments.

Most Fire Chiefs understand Provincial legislation and the role of the CRD Board, commissions, societies, and staff in ensuring departments meet the minimum requirements. Some chiefs are concerned that liability concerns can overshadow practical considerations of the sustainability or quality of service provided in communities. There are opportunities for the CRD staff to engage more meaningfully with fire chiefs to understand volunteer's needs and the strengths and weakness of their programs. Staff and Fire Chiefs should work together to find innovative ways to manage the growing administrative and logistical burdens placed on volunteers. These solutions are likely to include centralizing time-consuming administrative tasks and may require increased staff capacity.

Compliance Findings

Not all non-compliant departments require the same amount of corrective actions. Some departments will need relatively minor improvements to record keeping or policy updates; others require a major investment of resources. To reflect these differences, a rating system was developed to reflect the current state of compliance. While evaluating regulatory compliance is rather objective, however a degree of judgement is inevitably involved when assigning degrees of non-compliance.

Compliance Scale	
Full	Fully compliant
Most	Nearly all areas compliant, minor improvements required
Many	Many areas compliant, but improvements required
Few	Significant improvements needed to achieve compliance

Compliance Rating		
FIRE DEPARTMENT	PLAYBOOK	WORKSAFE
East Sooke		
North Galiano Island		
Otter Point		
Pender Island		
Port Renfrew		
Saturna Island		
Shirley		
South Galiano Island		
Willis Point		

PLAYBOOK – Office of the Fire Commissioner BC Fire Service Minimum Training Standards Structure Firefighters Competency and Training Playbook.

WORKSAFE – The Worker’s Compensation Act, 2015 and Part 31 of the Occupational Health and Safety Regulations.

Recommendations

Based on this survey of the nine CRD fire departments, work remains for each to meet all OFC Playbook and Occupational Health and Safety Regulations. These regulations are in place to protect firefighter and public safety, and the Capital Regional District board, staff, commissions, societies, and fire chiefs are required to work together to ensure full compliance.

The administrative and regulatory environment for volunteer fire services has become increasing onerous in recent years. These trends are unlikely to reverse in the future. The CRD is fortunate to have a large number of dedicated volunteers as commission and society members, chiefs, and firefighters, but this survey found that many will require increased support to maintain sustainable public safety services. Additional support could be provided by CRD staff, particularly in Protective Services division, although it is likely to require increased staff capacity. Given this, two of the three recommendations in this report are primarily directed towards CRD Protective Service staff.

- 1) To ensure due diligence, all departmental training records for each firefighter must include the name, date, hours of practice, topic, apparatus / equipment used and the instructor name.
- 2) Protective Services should form a working group with select fire chiefs to share best practices and develop strategies to bring all department into compliance. These strategies may include the following:
 - a Develop a unified training record system. Where possible, this should include the recovery and re-entry of FDM records lost during previous software transitions.
 - b Develop a record system for PPE inspections, maintenance and repairs. Protective Services staff could either do spot checks or have the departments supply these records directly.
 - c Develop a service level appropriate training program template that covers the minimums to meet both the Playbook Competency Requirements and other services that the departments have identified.
 - d Assemble a package of service level specific sample documents defining minimum content for Service Level policy/operational guidelines.
 - e Assemble a set of sample documents defining minimums for records related to training records, operational guidelines, and maintenance record forms for SCBA, PPE, Hose, Ladders, Apparatus, pumps. This package should include sample record forms for the various requirements.
 - f Develop a system to ensure that all Personal Protection Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) are replaced as per the manufacturer's recommendations. For example, each fire department could submit a report identifying PPE and SCBA that has exceeded its service life and include a replacement plan for such equipment.

- g Investigate the provision of Risk Management Officer functions by Protective Services staff for the Exterior Operations fire departments to ensure ongoing compliance with the Playbook.
- 3) CRD staff should engage fire departments and ensure volunteers fully understand the regulatory environment and all aspects of their duties in fire service delivery. This includes the following:
 - a Provide training for fire commission members in relation to their role as commissioners and their responsibilities and liabilities.
 - b Engage with contracted fire societies to ensure they fully understand their responsibilities and liabilities and that they are capable of fulfilling their duties.
 - c Provide training for Fire Chiefs in relation to their leadership role overseeing department operations, including the supervision of staff, best practices in human resources, and responsibilities during incident command.
 - d Identify the job requirements and legislated responsibility for a Fire Chief. A basic training package could be compiled and distributed to each Fire Chief to ensure that the expectations of Protective Services and legislated requirements will be met.



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Community Funding and Support Program Grant: Evacuation Route Planning**

ISSUE SUMMARY

The Capital Regional District (CRD) is responsible for providing emergency management support to the Electoral Areas (EAs) including planning, training and mitigation. To augment the capacity to provide these services, the CRD is applying to the Union of British Columbia Municipalities (UBCM) for funding to align the EAs' Evacuation Route Plans with the new Coastal Flood Inundation Mapping project completed in 2020. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for many community-based projects including emergency programs, particularly projects that support community resiliency and emergency preparedness. A 2021 grant opportunity is available to ensure that previously developed evacuation plans are informed by updating information about tsunami hazard across the capital region. It is expected that there will be modifications made to each area's Emergency Evacuation Plan as a result of the new tsunami inundation zone information.

The Evacuation Route Planning grant funds will benefit all three EA Emergency Programs equally and a consultant will be employed to compare current plans with the information produced by the Capital Region Coastal Flood Inundation Mapping Project.

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

ALTERNATIVES

Alternative 1

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

Alternative 2

That staff be directed not to pursue an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for evacuation route planning.

IMPLICATIONS*Operational Implications*

Under the *Emergency Program Act*, the CRD is obligated to provide emergency management services to residents including managing overarching emergency management programs. This includes ensuring capacity in each of the areas of prevention, mitigation, preparedness, response and recovery. Grants provide opportunity for additional funding to EA emergency programs to increase community resilience and improve capacity to support EAs residents who may be impacted by future disasters. Given the expense and complexity associated with ensuring safe and functional evacuation routes, this grant provides the CRD with the opportunity to provide EAs with updated and functional plans.

Financial Implications

Grant funding provides opportunities to accomplish one-time projects but does not otherwise impact EA Emergency Program annual operational budgets. The proposed grant application is for \$21,863.

CONCLUSION

The CRD is responsible for supporting emergency management programs in the EAs. The UBCM's Evacuation Route Planning Community Funding and Support Program grant is an opportunity to increase emergency preparedness and resident safety in the EAs. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

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

That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for evacuation route planning and direct staff to provide overall grant management.

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



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Proposed Revisions to Capital Regional District Bylaw No. 3741 - Building Regulation Bylaw No. 5, 2010**

ISSUE SUMMARY

The Building Regulation Bylaw was last updated in 2010 and is now in need of review to address legislative changes, revision to ensure accuracy with respect to division practices and updating of permit fee requirements. Building permit fee calculations specified in the bylaw are an important part of this review in order for fee values to be more reflective of today's industry and of the cost of service to the three Electoral Areas.

The Building Inspection Division has also been asked to review potable water regulations and to consider means to encourage deconstruction of buildings to allow for recycling and repurposing of materials as opposed to demolition.

BACKGROUND

Building bylaws need to be reviewed and updated from time to time to ensure the requirements are current with respect to legislative changes, to accurately reflect practices within the Division and to address changes in the industry. Permit fees collected by the Building Inspection Division declined in 2020 from previous years and it was decided to review the fee structure within this Bylaw to ensure it reflects the ever-increasing cost of construction. Outside legal counsel have reviewed the Bylaw and recommended needed changes, shown in redlined version of existing Bylaw No. 3741 (Appendix A) and Amendment Bylaw No. 4403 (Appendix B). During this review counsel advised that we consider a complete rewrite of the Bylaw, and to follow the format of the model Building Bylaw recently created by the Municipal Insurance Association. A complete revision of our current bylaw will take considerable time, so it was decided to make changes considered to be immediately necessary at this point and at a later date to perform a more thorough review.

Revisions have been proposed to not only make necessary legal or legislative changes that have come about since the last review in 2010, but to add clarity and simplification. Further protection for the Capital Regional District (CRD) from matters of liability has been added. Requirements for permit renewal and reapplication have been simplified to ensure a consistent application and to reduce the number of incomplete permits. Tables and forms within the appendix have also been reviewed and revised where needed.

Currently the Building Regulation Bylaw specifies building permit fees based on the value of construction of the project. The determined construction value is then applied to a formula to calculate the permit fee. The formula specified in the Bylaw appears to be in line with those of other local municipalities and is not considered to be in need of adjustment.

The method of determination of the construction value however, is in need of revision. Most local Building Inspection departments base permit fees on the higher of the construction value provided by the applicant or other means to calculate fair market construction value, whereas the CRD Bylaw for single family projects does not make allowance for fees based on construction value provided by the applicant. It is recommended that this be changed.

The CRD Bylaw lists costs per square foot that are applied to the building design and used to calculate the construction value. The square foot costs in the Bylaw have not been adjusted in more than 10 years and no longer reflect today's construction costs. Proposed updated costs per square foot (Appendix A – Table M) have been derived from a review of local building departments and reflect construction value of an average house within our region. Construction cost assessment programs may also be considered for use by the Building Inspection Division to more accurately calculate realistic project values.

When considering permit fees within the three Electoral Areas, it is important to consider the additional cost of extended travel and staff time needed to deliver building inspection service within the areas.

Rain Harvesting Potable Water Regulations

Staff were directed at the September 9, 2020 CRD Board meeting as follows:

Be it resolved that the Regional Water Supply Commission recommends that the Electoral Area Service Committee recommends to the CRD Board: that staff be requested to review the building bylaw with respect to onsite water collection to align with the CSA B805-18 Canadian National Rainwater Harvesting Standard and report back.

Staff considered the possibility to eliminate the current need for Professional Engineering approval of these systems due to a newly established national standard (Canadian National Rainwater Harvesting Standard CSA B805) and a certification program for designers and installers. This question was put to legal counsel and the advice given is to not withdraw the requirement for engineering approval as the referenced standard has not yet been incorporated into the BC Building Code and counsel believes the Province has not yet recognized the training and certification program. A further reason to continue to require professional certification is the liability protection for the CRD, provided through Section 743 of the *Local Government Act* when a professional engineer or architect certifies an aspect of a project.

Deconstruction and Demolition

Staff have also been asked to consider incentives to encourage the deconstruction of buildings and structures in order to allow for material reuse and recycling. In accordance with our current Bylaw demolition fees range from \$42 to \$95 and deconstruction fees range from \$21 to \$47. For further incentive for deconstruction, it is recommended that demolition fees be increased to a range from \$100 to \$200 and deconstruction fees be eliminated. Although this is a modest incentive, the CRD does support deconstruction and the reuse or recycling of materials but the infrastructure must be in place to make this a practical and successful option.

ALTERNATIVES

Alternative 1

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

- a) That Bylaw 4403, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time; and
- b) That Bylaw No. 4403 be adopted.

Alternative 2

That the Proposed Revisions to Capital Regional District Bylaw No. 3741 – Building Regulation Bylaw No. 5, 2010 be referred back to staff for further information based on direction from the Electoral Areas Committee.

IMPLICATIONS

Financial Implications

During the recent provisional budget approval process staff advised the Electoral Areas Committee that in order to address lower revenue expectations and offset a high potential increase to the requisition an increase to the permit fees of 10% was factored in to the revenue projections and that staff would bring forward a change to the permit fees early in 2021 to enable this. Permit fees based on realistic and fair market values of construction will allow the Building Inspection Division to meet service delivery at times of reduced construction activity.

Legal Implications

Should the Building Bylaw not be updated where needed for legal and legislative purposes the CRD could be subject to an increased amount of liability exposure or may have a reduced ability to enforce building regulations.

CONCLUSION

Updating of the Building Regulation Bylaw is overdue and necessary as determined by legal counsel in order to address needed legal and legislative changes and to ensure it is clear and accurate with respect to division practices. A more thorough review of this Bylaw will follow in the near future to address further recommendations from legal counsel.

As proposed during the 2021 provisional budget approval process, building permit fee requirements have been adjusted to address the needed permit revenue increase to reflect the current value of construction and to be more in line with other local building departments.

RECOMMENDATION

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

- a) That Bylaw 4403, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 2, 2021” be introduced and read a first, second, and third time; and
- b) That Bylaw No. 4403 be adopted.

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

ATTACHMENTS

Appendix A: Redlined Version of Existing Bylaw No. 3741

Appendix B: Amendment Bylaw No. 4403

**CAPITAL REGIONAL DISTRICT (CRD) BYLAW
NO. 3741**

BUILDING REGULATION BYLAW NO. 5, 2010

*A Bylaw to Regulate the Construction, Alteration, Repair or Demolition of
Buildings and Structures in the Electoral Areas of the Capital Regional
District*

For further details, please contact

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Victoria, BC V8W 2S6

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**CAPITAL REGIONAL
DISTRICT BYLAW NO. 3741**

**A BYLAW TO REPEAL EXISTING BUILDING REGULATIONS AND TO
ADOPT NEW BUILDING REGULATIONS IN AREAS OF THE CAPITAL
REGIONAL DISTRICT NOT WITHIN A CITY, DISTRICT, TOWN OR VILLAGE**

WHEREAS:

- A. Section 298(1) ~~Section 694 (1)~~ of the *Local Government Act* and Section 53 of the *Community Charter* authorizes the Capital Regional District, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw.
- B. The Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the province.
- C. It is deemed necessary to provide for the administration of the building code.

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

PART 1 SCOPE AND DEFINITIONS

1.1 SCOPE

1.1.1 Electoral Areas

The provisions of this Bylaw shall apply in all parts of Juan de Fuca, Southern Gulf Islands, and Salt Spring Island electoral areas in the Capital Regional District ~~not within a city, district, town or village.~~

1.1.2 Other Legislation

Nothing contained in this Bylaw relieves any person from complying with all other applicable legislation or enactments respecting health, safety and the protection of persons and property.

1.1.3 Application

The provisions of this Bylaw shall apply to the:

- (1) design and construction of new buildings or structures; and
- (2) alteration, reconstruction, demolition, deconstruction and change in use or class of occupancy of existing buildings or structures.

1.2 DEFINITIONS

1.2.1 Non-defined Terms

Definitions of words or phrases used in this Bylaw that are not specifically defined under Section 1.2 and are not defined under the *Building Code* shall have the meanings which are commonly assigned to them in the context in which they are used in this Bylaw, consistent with the specialized use of terms within the various trades and professions to which the terminology applies.

1.2.2 Definitions:

In this Bylaw:

"Accessory Building" means a building or structure, the use or intended use of which is ancillary, subordinate, customarily incidental and exclusively devoted to the principal use.
~~Human habitation is not permitted in an accessory building.~~

"Alteration" means a change or extension to any matter or thing or to any occupancy regulated by the Building Code.

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

"Building Code" means the British Columbia Building Code as adopted from time to time by the Minister pursuant to Part 2 of the Building Act.

~~"Building Code" means the British Columbia Building Code 2006 as adopted by the minister pursuant to Section 692(1) of the Local Government Act, or Part 3 of the Community Charter as amended or re-enacted from time to time.~~

"Building Official" means a Building Inspector appointed by the Capital Regional District to administer this Bylaw.

"Complex Building" means:

- (a) a building classified as a post-disaster building;
- (b) a building used for major occupancies classified as:
 - (i) assembly occupancies,
 - (ii) care or detention occupancies,
 - (iii) high hazard industrial occupancies; and
- (c) a building exceeding 600 square meters in building area or exceeding three storeys in building height used for major occupancies classified as:
 - (i) residential occupancies,
 - (ii) business and personal services occupancies,
 - (iii) mercantile occupancies,
 - (iv) medium and low hazard industrial occupancies.

"Construct" includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

"Construction Value" means the fair market value of the work proposed to be undertaken, including the value of all labour and materials whether contracted, volunteered or provided by the owner, together with the value of all design and professional consulting services, construction management services, and contractor's profit and overhead, as determined in accordance with section 2.4.4 of this Bylaw.

"Deconstruction" means the taking apart of a building or structure whereby at least 70% of the framing members of the building or structure are removed in salvageable form and are capable of being reused as framing members.

"Excavation" means ~~as the space created by~~ the removal of soil, rock or fill for the purpose of construction requiring a permit.

"Health and Safety Aspects of the Work" means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code*, and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

~~**"Health and Safety Aspects of the Work"** means design and construction regulated by Part 3, Part 4, Part 7, Part 8, and Part 9 of the *Building Code*.~~

"Owner" includes a person who has been authorized by the owner to act as the owner's agent.

"Permit" means a Permit as required in Section 2 and may include a building permit, a plumbing permit, a demolition permit or a deconstruction permit, a permit for a change of occupancy, and a fireplace/chimney/woodstove/oil furnace/oil tank permit.

"Registered Professional" means a person who is registered or licensed to practice as an architect under the *Architects Act*, or a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Act*.

"Simple Building" means a building of three storeys or less in building height, having a building area not exceeding 600 square meters and used for major occupancies classified as:

- (a) residential occupancies,
- (b) business and personal services occupancies,
- (c) mercantile occupancies, or
- (d) medium and low hazard industrial occupancies.

"Structure" means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.

~~**"Structure"** means a building used or intended for supporting or sheltering any use or occupancy and retaining structures greater than 1.2 meters in height.~~

"Wetland" means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal conditions supports vegetation typically adapted for life in saturated soil conditions, including marshes, swamps and bogs.

1.3 PURPOSE OF BYLAW

1.3.1 Interpretation

This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.3.2 General

This Bylaw is enacted for the purpose of regulating construction within all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas ~~the Capital Regional District~~ in the general public interest. The activities undertaken by or on behalf of the Capital Regional District pursuant to this Bylaw are for the sole purpose of providing a limited spot check for health, safety, and protection of persons and property. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- (1) to the protection of owners, owner/builders or constructors from economic loss;
- (2) to the assumption by the Capital Regional District or any building official of any responsibility for ensuring the compliance by an owner, his or her representatives or any employees, constructors or designers retained by him or her, with the *Building Code*, the requirements of this Bylaw or any other applicable codes, enactments or standards;
- (3) to providing to any person a warranty of design or workmanship with respect to any building or structure for which a Permit or a Certificate of Occupancy is issued under this Bylaw;
- (4) to providing to any person a warranty or assurance that construction undertaken pursuant to a Permit issued by the Capital Regional District is free of latent defects.

PART 2 PERMITS AND PERMIT FEES

2.1 GENERAL

2.12.1.1 A Permit is required whenever work regulated under the Building Code and this Bylaw is to be undertaken.

~~2.1.1 (1) Permit is required whenever work regulated under this Bylaw is to be undertaken.~~

~~(2) The *Building Code* does not apply to the following:~~

- ~~a) sewage, water, electrical, telephone, rail or similar public infrastructure systems located in a street or a public transit right of way;~~
- ~~b) utility towers and poles, television and radio or other communication aerials and towers, except for loads resulting from those located on or attached to buildings;~~
- ~~c) mechanical or other equipment and appliances not specifically regulated in these regulations;~~
- ~~d) flood control and hydro-electric dams and structures;~~
- ~~e) accessory buildings less than 10 m² in building area that do not create a hazard;~~

- ~~f) temporary buildings such as construction site offices, seasonal storage buildings, special events facilities, emergency facilities, and such similar structures as authorized by the authority having jurisdiction;~~
 - ~~g) factory built housing and components certified by a Standards Council of Canada, accredited agency, prior to placement on the site, as complying with Canadian Standards Association Standard A277, "Procedure for Certification of Factory Built Houses", or CAN/CSA-Z240 MH Series, "Mobile Homes", but this exemption does not extend to onsite preparations (foundations, basements, mountings), interconnection of modules, connection to services and installation of appliances; and~~
 - ~~h) those areas that are specifically exempted from provincial building regulations or by federal statutes or regulations.~~
- ~~(3) Notwithstanding 2.1.1(2), a permit is required whenever work is regulated under this Bylaw, except for work exempted from a building permit under 2.1.3.~~

2.1.2 Permits Required

Every person shall apply for and obtain:

- (1) a building permit before commencing:
 - (a) site excavation ~~or blaster~~ blasting;
 - (b) construction, repairing or altering a building or structure;
 - (c) moving a building; or
 - (d) changing an occupancy;
- (2) a plumbing permit prior to commencing the installation of any plumbing;
- (3) a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a solid fuel burning appliance or factory/masonry chimney unless the works are encompassed by a valid building permit;
- ~~(4) an oil burning appliance or oil tank permit prior to installation;~~
- ~~(5)~~(4) a demolition permit before demolishing a building or structure;
- ~~(6)~~(5) a deconstruction permit prior to commencing the deconstruction or removal of a building.

2.1.3 Permits Not Required

A Permit is not required in the following circumstances:

- (1) for minor repairs or alterations to non-structural components of the building;
- (2) when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required;

- (3) ~~for accessory buildings less than 10 square meters in area that do not create a hazard~~~~for an accessory building less than 10 m² that is used for utility purposes that do not create a hazard;~~
 - (4) retaining structures less than 1.2 meters in height;
 - (5) other retaining structures more than 1.2 meters in height and greater than 30° off vertical.
- 2.1.4 Neither the issuance of a Permit under this Bylaw nor the acceptance or review of plans or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in accordance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.
- 2.1.5 It shall be the full and sole responsibility of the owner and where the owner is acting through a representative, the representative to carry out the work in respect of which the Permit was issued in compliance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.
- 2.1.6 Neither the issuance of a Permit, Certificate of Occupancy under this Bylaw nor the acceptance or review of plans, drawings, specifications, or supporting documents, nor any inspections made by or on behalf of the Capital Regional District constitute in any way a representation, warranty, assurance or statement that the *Building Code*, this Bylaw or any other applicable enactments, codes and standards have been complied with, nor does it constitute a representation or warranty that the building or structure meets any standard of materials or workmanship.
- 2.1.7 Essential Services
- No Permit shall be issued for the construction of any residential, commercial, institutional or industrial buildings until the following essential services are provided for:
- (1) **Water (Potable)** A community water service or other source of potable water, approved by the medical health officer, public health inspector or the authority having jurisdiction, shall be provided;
 - (2) **Sanitary Sewer** A community sewer or other method of sewage disposal, provided that, for a sewerage system, the owner has submitted to the building official all documents to be filed with the Vancouver Island Health Authority as prescribed in Section 8(2) of the Sewerage System Regulation BC Reg. 326/04; and for a holding tank, the owner has submitted to the building official a holding tank permit as prescribed in the Sewerage System Regulation BC Reg. 326/04;
 - (3) **Storm Drainage** An approved method of storm drainage disposal shall be available to service the building or structure;
 - (4) **Access to Property** A driveway of sufficient strength, grade and width for access and egress to all principal buildings by fire and emergency vehicles within 30 meters of a building;
 - (5) Water supply as per NFPA 1142 "standard for Water Supply for Suburban and Rural Fire Fighting" or equivalent documents for adequate water supply for fire fighting; and

- (6) Site visit to be completed by a registered professional or building official to determine if land is subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock-fall, subsidence or avalanche.

2.2 COMPLIANCE

- 2.2.1 No person shall rely upon any Permit as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms.

2.3 APPLICATIONS

- 2.3.1 An application for a Permit shall be made on the appropriate form attached as Appendix A to this Bylaw.
- 2.3.2 All plans submitted with Permit applications shall bear the name and address of the designer of the building or structure.
- 2.3.3 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of the building or structure as determined in accordance with ~~appendices K, L and M attached to this Bylaw.~~

2.3.4 Applications for Complex Buildings

- (1) An application for a building permit with respect to a complex building shall:
 - (a) be made on the appropriate form attached as Appendix A to this Bylaw, signed by the owner, or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;
 - (b) include a copy of a title search made within 30 days of the date of this application, complete with copies of all easements, statutory rights of way and covenants;
 - (c) include a site plan prepared by a registered professional or British Columbia land surveyor showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.

- (d) include floor plans showing the dimensions and uses of all areas; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights, the dimensions and height of crawl and roof spaces, and construction systems;
 - (f) include elevations of all sides of the building or structure to confirm that it substantially conforms to the *Building Code* and any other applicable enactments;
 - (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
 - (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal permits, Highway Access permits and Ministry of Health Services approval;
 - (i) include a letter of assurance in the form of Schedule A, as referred to in Division C of Part 2 of the *Building Code*, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional;
 - (j) ~~U~~ include letters of assurance in the form of Schedule B as referred to in Division C of Part 2 of the *Building Code*, each signed by such registered professionals as the building official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure;
 - (k) include two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands) at a scale of $\frac{1}{4}" = 1'$ or 1:50 (or other appropriate scale) of the design prepared by each registered professional and including the information set out in Section 2.3.4(1) (d) to (g) of this Bylaw.
- (2) In addition to the requirements of Section 2.3.4(1), the following may be required by a building official to be submitted with a building permit application for the construction of a complex building where the complexity of the proposed building or structure or siting circumstances warrant:
- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional;
 - (b) a section through the site showing grades, buildings, structures, parking areas and driveways; and
 - (c) any other information required by the building official or the *Building Code* to establish substantial compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.5 Applications for Simple Buildings

- (1) An application for a building permit with respect to a simple building shall:
 - (a) be made on the appropriate form attached as Appendix A to this Bylaw, signed by the owner or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;
 - (b) include a copy of a title search made within 30 days of the date of the application, complete with copies of all easements, statutory rights of way and covenants;
 - (c) include a site plan showing:
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.
 - (d) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
 - (f) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, natural or finished grade as applicable and building height;
 - (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
 - (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal permits, Highway Access permits and Ministry of Health Services approval;
 - (i) include two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands) at a scale of $\frac{1}{4}" = 1' 0"$ or 1:50 (or other appropriate scale) of the design including the information set out in Section 2.3.5(1) (d) to (g) of this Bylaw;

- (i) ~~U~~—include any other information required by the building official or the *Building Code* to establish substantial compliance with this Bylaw the *Building Code* and other bylaws and enactments relating to the building or structure.

2.3.6 Applications for Moved Buildings or Structures

- (1) A Permit is required for the rehabilitation of a moved building or structure on the property to which it is to be moved.
- (2) Before issuing a Permit under Section 2.3.6(1), the building official may require certification from a registered professional that the building meets the requirements of this Bylaw, the *Building Code* and any other applicable enactment.

2.3.7 Professional Plan Certification

- (1) The letters of assurance in the form of Schedules A, Band C-A and C-B referred in Division C of Part 2 - Administrative Provisions of the *Building Code* and provided pursuant to this Bylaw are relied upon by the Capital Regional District and its building officials as certification that the design and plans to which the letters of assurance relate comply with the *Building Code* and other applicable enactments. Any failure on the part of the building official to provide the owner with the written notice will not diminish or invalidate the reliance by the Capital Regional District or its building officials on the registered professionals.
- (2) A Permit issued pursuant to Section 2.3.4 or Section 3.4.1 of this Bylaw shall include a notice to the owner that the Permit is issued in reliance upon the certification of the registered professionals that the building complies with the *Building Code* and other applicable enactments relating to safety.
- (3) When a Permit is issued in accordance with Section 2.3.4 or Section 3.4.1 of this Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to Appendix K to this Bylaw, up to a maximum reduction of \$1000 (one thousand dollars).

2.4 PERMIT FEES AND PLAN PROCESSING FEES

2.4.1 A Permit fee for any of the following work, calculated in accordance with the forms attached as appendices C, D, E, or F to this Bylaw, shall be paid in full prior to issuance of:

- (1) a plumbing Permit pursuant to section 2.1.2(2) of this Bylaw;
- (2) a Permit for the installation of a fireplace, chimney, or wood stove pursuant to section 2.1.2(3) of this Bylaw;
- (3) a Permit for the demolition or deconstruction of a building or structure, pursuant to section 2.1.2(4) or (5) of this Bylaw.

2.4.2 A Permit fee, calculated in accordance with Appendix K of this Bylaw, and based upon the construction value of the proposed work as determined in accordance with section 2.4.4 of this Bylaw, shall be paid in full prior to the issuance of a Permit for the construction, alteration or repair of a building or structure pursuant to section 2.1.2(1) of this Bylaw.

2.4.3 An application for a Permit pursuant to section 2.1.2(1) of this Bylaw must be accompanied by the owner's declaration of the value of the proposed work.

2.4.4 For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:

- (1) the value of the proposed work, as declared by the owner under section 2.4.3;
- (2) the construction value of the proposed work, as determined by the building inspector using one of the following sources:
 - (a) the construction values set out in Appendix L and M to this Bylaw; or
 - (b) a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook.

~~2.4.1~~ A Permit fee calculated in accordance with the forms attached as appendices C, D, E, F, K, L or M to this Bylaw, shall be paid in full prior to issuance of any Permit under this Bylaw.

~~2.4.22.4.5~~A plan processing fee, as set out below, shall accompany an application made for a building permit to this Bylaw.

- (1) The plan processing fee for a building or structure with a construction value as established ~~in either Appendix L or M under section 2.4.4~~ of less than \$50,000 (fifty thousand dollars) shall be \$100 (one hundred dollars).
- (2) The plan processing fee for a building or structure with a construction value as established ~~in either Appendix L or M under section 2.4.4~~ between \$50,000 (fifty thousand dollars) and \$200,000 (two hundred thousand dollars) shall be \$200 (two hundred dollars).
- (3) The plan processing fee for a building or structure with a construction value as established ~~in either Appendix L or M under section 2.4.4~~ of greater than \$200,000 (two hundred thousand dollars) shall be \$300 (three hundred dollars).

~~2.4.32.4.6~~The plan processing fee is non-refundable and shall be credited against the building permit fee when the Permit is issued.

2.4.42.4.7 Cancellations and Refunds

- (1) An application shall be cancelled and the plan processing fee forfeited if the Permit has not been issued within six months of the date that the Permit application was received.
- (2) When an application is cancelled, the plans and related documents submitted with the application may be destroyed.
- (3) The owner may obtain a refund of the Permit fee set out in Section 2.4.1 of this Bylaw, by way of a written request, when a Permit is surrendered and cancelled within six months of the Permit being issued and before any excavation or construction begins.
- (4) At the written request of the owner, after six months from the date of issuing the Permit and if the work has not commenced, including excavation, the Permit shall be cancelled and a refund to the Permit holder of 60% of the fees paid for the Permit.

~~2.4.52.4.8~~ Where, due to non-compliance with this Bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge of \$100 (one hundred dollars) shall be paid prior to additional inspections being performed.

~~2.4.62.4.9~~ The fee for a special inspection or consultation with the building inspector for work which is not addressed by an existing Permit shall be at the charge-out rate of \$92 (ninety-two dollars) per hour and prorated in the case of a partial hour to the nearest quarter hour.

~~2.4.72.4.10~~ The fee for a letter report on the status of an existing building or structure shall be \$30 (thirty dollars).

~~2.4.82.4.11~~ The fee for removing a notice that has been placed on title to land in accordance with Section 57 of the *Community Charter* shall be \$500 (five hundred dollars).

~~2.4.52.4.12~~ The fee for the review of a 219 Restrictive Covenant required in accordance with Section 219 of the *Local Government Act* and/or Section 56 of the *Community Charter* shall be \$300 (three hundred dollars) and, when requested, the fee for the execution of the approved covenant shall be \$200 (two hundred dollars).

2.5 CONDITIONS OF A PERMIT

2.5.1 A building official shall issue the Permit for which the application is made when:

- (1) a completed application in compliance with Section 2.1.2 and with Section 2.3.4 or Section 2.3.5 of this Bylaw, including all required supporting documentation, has been submitted and the review of the application has been completed;
- (2) the owner has paid all applicable fees set out in Section 2.4 of this Bylaw;
- (3) the owner has paid all charges and met all regulations and requirements imposed by any other bylaw or enactment;
- (4) the proposed construction does not contravene any covenant under Section 219 of the *Land Title Act*; and
- (5) no enactment authorizes the Permit to be withheld.

2.5.2 Every Permit is issued upon the condition that the Permit shall expire and the rights of the owner under the Permit shall terminate if:

- (1) work authorized by the Permit is not commenced within six months from the date of issuance of the Permit;
- (2) work is discontinued for a period of 12 months or no inspection as listed in Section 3.5.4 has been requested during that period;
- (3) work has not been completed within 24 months from the date of the issuance of the Permit; or
- (4) there is a sale or transfer of the property in respect of which the Permit is issued, unless the owner has first notified the building inspector in writing and the building inspector has authorized the transfer or assignment of the Permit to the new owner~~there is a proposed sale or transfer of the property in respect of which the Permit is issued, in which case Section 2.5.10 Renewal will apply.~~

2.5.3 Reapplication

- (1) Except as provided in 2.5.9, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work.
- (2) An application under section 2.5.3(1) must be accompanied by any of the information referred to in sections 2.3.4 or 2.3.5 that the building inspector considers is necessary to verify that the health and safety aspects of the work that has yet to be completed substantially will conform with the requirements of the then-current *Building Code*, this Bylaw and any other applicable enactment.
- (3) The fee for a Permit issued under section 2.5.3(1):
 - (a) will be based upon the value of the work that remains to be completed, as determined by the building inspector in accordance with section 2.4.4 of this Bylaw;
 - (b) will in no event be less than \$300.00.

~~Where a permit expires under Section 2.5.2 an owner may reapply for a permit and the permit fee for work that was the subject of a previous Permit, which has been expired, will be based upon the value of the work that remains to be completed.~~

~~**2.5.4** A building official may extend the period of time set out under Section 2.5.2 where construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages. The maximum period of an extension is 12 months.~~

2.5.52.5.4 Revocation of a Permit

The building official may revoke a Permit where there is a violation of:

- (1) a condition under which the Permit was issued; or
- (2) a provision of the *Building Code*, this Bylaw or other applicable bylaws or enactments.

The revoking of the Permit shall be in writing and transmitted to the Permit holder by registered mail, and deemed served at the expiration of three days after the date of mailing.

2.5.62.5.5 Denial of Permits

Any person who has been notified in writing that work done by him or her or on his or her behalf is a violation referred to in Section 2.5.54, shall have no Permit issued to him or her in respect of the same property, until he or she has complied, corrected the violation or satisfied the building official of his or her ability to do so.

2.5.72.5.6 Partial Permit

A building official may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to the Capital Regional District to demonstrate to the building official that the portion authorized to be constructed substantially complies with this Bylaw and other applicable bylaws and the Permit fee applicable to that portion of the building or structure has been paid. The issuance of the Permit, notwithstanding the requirements of this Bylaw, applies to the remainder of the

building or structure as if the Permit for the portion of the building or structure had not been issued. This section does not apply to single family dwellings and accessory buildings.

2.5.82.5.7 No person shall rely on the review or acceptance of the design, drawings, or specifications nor any inspection made by a building official as establishing compliance with the *Building Code*, this Bylaw, any other enactment or any standard of construction.

2.5.92.5.8 An owner shall arrange for transportation of a building official to the property on which a building or structure is being constructed, where the location of the property is remote or not accessible by motor vehicle. Vessels used for the marine transportation of a building official shall comply with Transport Canada's Small Commercial Vessel Safety Guide.

2.5.102.5.9 Permit Renewal

(1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.

(2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building inspector within 12 months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.

(3) The fee for an application under sections 2.5.9(1) or (2) shall be \$300.00.

(4) Upon receipt of an application under sections 2.5.9(1) or (2), a building inspector may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed 12 months.

(5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.9.

~~Where the rights of an owner under a Permit terminate under Section 2.5.2, and the Permit is expired because of the sale or transfer of the property in respect of which the Permit is issued or where all of the deficiencies listed on the Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building inspector, the owner may apply to renew the permit and the permit fee for such an application shall be \$300 (three hundred dollars);~~

2.6 CERTIFICATE OF OCCUPANCY

2.6.1 An owner must obtain a Certificate of Occupancy, on the form attached as Appendix I to this Bylaw, prior to occupying a building or structure. Certificates of Occupancy are not required for accessory buildings.

2.6.2 A building official shall not issue a Certificate of Occupancy unless:

- (1) all letters of assurance have been submitted (when required) in accordance with Section 2.3.4 and Section 3.4.2 of this Bylaw, and
- (2) all aspects of the work requiring inspection and an acceptance pursuant to Section 3.5.4 of this Bylaw have been inspected and accepted.

Notwithstanding Sections 2.6.2(1) and 2.6.2(2), where owing to strikes, lock-outs or other emergencies, one or more of the inspections of buildings or structures required by this Bylaw have not been carried out, the building official may issue a Certificate of Occupancy stating the building or structure is substantially complete and suitable for occupancy if satisfied, after a final inspection, that the building is fit for occupancy, but the certificate shall list those inspections which were not carried out and shall state that the Certificate does not imply approval of such stages of construction.

2.6.3 Conditional Certificate of Occupancy

- (1) A building official may issue a Conditional Certificate of Occupancy, on the form attached as Appendix J to this Bylaw, for part of a building or structure when that part of the building or structure is self-contained, provided with essential services and meets requirements set out in Section 2.6.2 of this Bylaw.
- (2) A Conditional Certificate of Occupancy may be issued for a single family dwelling and is valid for a period of 12 months from date of issue.
- (3) If at a date 12 calendar months from the date a Conditional Certificate of Occupancy is issued, all of the deficiencies listed on the Certificate have not been addressed to the satisfaction of the building inspector Section 2.5.10 Renewal shall apply.

~~(4) A renewal fee of \$300 (three hundred dollars) shall be charged for each renewal, to a maximum of three renewals, after which the permit will expire and the Capital Regional District may register a notice against the title of the land, referring to the outstanding deficiencies.~~

~~(5)~~(4) If upon expiry of a Permit, an owner desires to obtain a Certificate of Occupancy for a single family dwelling, he or she may apply for a new Permit under Section 2.5.3

PART 3 PROHIBITIONS AND OBLIGATIONS

3.1 GENERAL

3.1.1 Work Without Permits

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure or other work related to construction, for which a Permit is required under this Bylaw, unless a building official has issued a valid and subsisting Permit for the work.

3.1.2 Demolish or Deconstruct

No person shall demolish or deconstruct a building or structure unless a building official has issued a valid and subsisting demolition or deconstruction permit for the work.

3.1.3 Occupancy

No person shall occupy or use any building or structure unless a valid and subsisting Certificate of Occupancy has been issued by a building official for the building or structure. No person shall occupy or use any building contrary to the terms of any Permit issued or contrary to any notice given by a building official.

3.1.4 Tampering with Notices

No person shall, unless authorized in writing by a building official, reverse, alter, deface, cover, remove or in any way tamper with any notice, Permit or certificate posted upon or affixed to a building or structure pursuant to this Bylaw.

3.1.5 Approved Plans

No person shall do any work that is substantially at variance with the approved design, plans or specifications of a building, structure or other works for which a Permit has been issued, unless that variance has been accepted in writing by a building official.

3.1.6 Obstruction to Entry

No person shall obstruct the entry of a building official or other authorized official of the Capital Regional District on a property in the administration of this Bylaw.

3.1.7 Cessation of Work

No person shall continue to do any work upon a building or structure or any portion of it after the building official has ordered cessation or suspension of work on it.

~~3.1.8 Work Contrary to Requirements~~~~Contrary~~

No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw, the *Building Code* or any other applicable enactment.

3.2 BUILDING OFFICIALS

3.2.1 Each building official ~~shall~~may:

- ~~(1) administer this Bylaw, but owes no public duty to do so; and~~
- ~~(2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and may retain copies of all documents related to the administration of this Bylaw.~~
- ~~(1) Administer this Bylaw;~~
- ~~(2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this Bylaw;~~
- ~~(3) carry proper credentials.~~

3.2.2 Authority

The building official:

- (1) is hereby authorized to enter, at all reasonable times, and in accordance with section 16 of the *Community Charter*, upon any property subject to the regulations of this Bylaw and the *Building Code*, in order to ascertain whether the regulations of or directions under them are being observed;

- (2) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice 24 hours in advance of entry pursuant to Section 3.2.2(1);
- (3) may order the correction of any work which is being or has been improperly done under any Permit;
- (4) may order the cessation of work that is proceeding in contravention of this Bylaw, the *Building Code* or any other applicable bylaw by advising the Permit holder by letter or by a written notice on a card posted adjacent to the work;
- (5) may direct that tests of materials, devices, construction materials, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted, at the expense of the owner, where such evidence is necessary to determine whether the materials, devices, construction or foundation meet the requirements of this Bylaw, the *Building Code*, or any other applicable enactment. The records of such tests shall be kept available for inspection during the construction of the building as required by the building official.

3.3 RESPONSIBILITY OF THE OWNER

3.3.1 Every owner shall ensure that all construction complies with the *Building Code*, this Bylaw and other applicable enactments.

3.3.2 Every owner to whom a Permit is issued shall, during construction:

- (1) post and maintain the Permit in a dry and conspicuous place on the property in respect of which the Permit was issued;
- (2) keep a copy of the accepted designs, plans and specifications on the property; and
- (3) post the civic address on the property in a location visible from any adjoining streets.

3.3.3 Every owner shall, when notified of deficiencies by the building official, perform such alterations, corrections or replacements as may be necessary to ensure the work complies with this Bylaw, the *Building Code*, or any other applicable enactment or regulation, and advise the building official when the work is ready for re-inspection.

3.4 PROFESSIONAL DESIGN AND FIELD REVIEW

3.4.1 When a building official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional to provide design and plan certification and field *review* supported by letters of assurance in the form of Schedule B referred to in of Part 2 - Administrative Provisions of the *Building Code*.

3.4.2 Prior to the issuance of a Certificate of Occupancy for a complex building, or simple building in circumstances where letters of assurance have been required in accordance with sections 2.3.4 or 3.4.1 of this Bylaw, the owner shall provide the building official with letters of assurance in the form of Schedule C-A and C-B as is appropriate, referred to in of Part 2 - Administrative Provisions of the *Building Code*.

3.4.3 When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, he or she shall also provide proof of professional liability insurance to the building official.

3.4 A PROFESSIONAL DESIGN (POTABLE WATER SYSTEMS)

Note: Provisions added by Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 1, 2011 are not reproduced here, but are not affected by these amendments.

3.4.3

3.5 INSPECTIONS

- 3.5.1** When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, the Capital Regional District will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 3.4.2 of this Bylaw as certification that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *Building Code*, this Bylaw and other applicable enactments.
- 3.5.2** Notwithstanding Section 3.5.1 of this Bylaw, a building official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.
- 3.5.3** A building official may attend periodically at the site of the construction of simple buildings or structures to ascertain whether the health and safety aspects of the work are carried out in substantial conformance with the portions of the *Building Code*, this Bylaw and any other applicable enactment.
- 3.5.4** The owner, or his or her representative, shall *give* at least 24 hours notice to the Capital Regional District when requesting an inspection of the following aspects of the work and, in the case of a simple building, shall obtain an inspection and receive a building official's acceptance prior to concealing any aspect of the work:
- (1) the foundation and footing forms, ~~after~~ before concrete is poured; location to be verified by legal survey;
 - (2) installation of perimeter drain tiles, roof water leader system and damp-proofing, prior to backfilling;
 - (3) the preparation of ground, including ground cover and insulation, when required, prior to the placing of a concrete slab (as applicable);
 - (4) rough-in of all chimneys and fireplaces and solid fuel and oil burning appliances;
 - (5) framing inspection, after the roof, all framing, fire blocking and bracing is in place, and all pipes, vents, chimneys, electrical wiring, roof space and crawlspace vents are completed;
 - (6) water and sewer connections (as applicable);
 - (7) rough-in plumbing;
 - (8) ventilation;
 - (9) building envelope;
 - (10) lath;

- (11) stucco (1", 2nd final) (as applicable);
- (12) insulation and vapour barrier;
- (13) chimney (as applicable);
- (14) solid fuel burning appliance, fireplace (as applicable);
- (15) health and safety aspects of the work when the building or structure is substantially complete and ready for a Conditional Certificate of Occupancy
- (16) final inspection/Certificate of Occupancy.

3.5.5 The requirements of Section 3.5.4 of this Bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance provided in accordance with sections 2.3.4, 3.4.1 or 3.4.2 of this Bylaw.

PART 4 ADMINISTRATIVE PROVISIONS

4.1 PENALTIES AND ENFORCEMENT

4.1.1 Stop Work Notice

A building official may order the cessation of any work that is proceeding in contravention of the *Building Code* or this Bylaw by posting a Stop Work Notice.

- (1) The owner of a property on which a Stop Work Notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work Notice has been rescinded in writing by a building official.
- (2) Every person who commences work requiring a Permit without first obtaining such a Permit shall, if a Stop Work Notice is issued, pay an additional charge equal to 100% of the required Permit fee prior to obtaining the required building permit.

4.1.2 Do Not Occupy

Where a person occupies a building or structure or part of a building or structure in contravention of Section 3.1.3 of this Bylaw a building official may post a Do Not Occupy Notice on the affected part of the building or structure.

4.1.3 Penalty

Every person who contravenes any provision of this Bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than \$10,000 (ten thousand dollars) or to imprisonment for not more than six months.

PART 5 GENERAL

5.1 SCHEDULES

The schedules annexed hereto shall be deemed to be an integral part of this Bylaw.

5.2 SEVERABILITY

If any section of this Bylaw is for any reason held to be invalid, by the decision of any court, such decision shall not affect the validity of the remaining portions of this Bylaw.

5.3 REPEAL OF BYLAWS

Capital Regional District Bylaw 2990, "Building Regulation Bylaw No. 4, 2002, and amendment bylaws 3099, 3172, 3265 and 3394, are hereby repealed.


5.4 CITATION

This Bylaw may be cited for all purposes as "Building Regulation Bylaw No. 5, 2010.

READ A FIRST TIME THIS	13th	day of	October	2010
READ A SECOND TIME THIS	13th	day of	October	2010
READ A THIRD TIME THIS	9th	day of	March	2011
ADOPTED THIS	9th	day of	March	2011

CHAIR

ER

Appendix A  <small>Making a difference... together</small>	<h2 style="margin: 0;">Building Permit Application</h2>	Hold No. Permit No.									
SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1000 (625 Fisgard Str.) Victoria, BC, V8W 2S8 (250)360-3230 FAX (250)360-3232 Toll Free: 1-866-475-1581	JUAN DE FUCA BUILDING INSPECTION Mail to: P.O. Box 283 Z - 6868 West Coast Rd. Sooke, BC, V9Z 0S9 (250)642-1500 FAX (250)642-5274	SALT SPRING ISLAND BUILDING INSPECTION 208 - 118 Fulford Ganges Rd. Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-9633									
PENDER ISLAND BUILDING INSPECTION Driftwood Centre, Box 46 Pender Island, B.C., V0N 2M0 (250)629-3424 FAX (250)629-3502											
PLEASE PRINT CLEARLY: Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:											
I, _____, address _____ being the owner or representing the owner, hereby make application to, (Check one in box 1 and one in box 2 below)											
<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; font-weight: bold; font-size: 1.5em;">1</div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> REACTIVATE <input type="checkbox"/> CONSTRUCT <input type="checkbox"/> ALTER <input type="checkbox"/> REPAIR </div> <div style="width: 50%;"> <input type="checkbox"/> DECONSTRUCT <input type="checkbox"/> ADD TO <input type="checkbox"/> MOVE <input type="checkbox"/> DEMOLISH </div> </div> </div>	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; font-weight: bold; font-size: 1.5em;">2</div> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> TWO FAMILY DWELLING <input type="checkbox"/> MOBILE Complete form 1A <input type="checkbox"/> OTHER </div> <div style="width: 50%;"> <input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> MULTI-FAMILY DWELLING <input type="checkbox"/> COMMERCIAL </div> </div> </div>										
The above project is located at _____ <div style="text-align: center; font-size: 0.8em;">Complete Address</div>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">LEGAL DESCRIPTION</td> <td style="width: 40%; border-bottom: 1px solid black;">FOLIO No.</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <div style="display: flex; justify-content: space-between;"> LOT SECTION BLOCK PLAN LAND DISTRICT </div> </td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			LEGAL DESCRIPTION	FOLIO No.	<div style="display: flex; justify-content: space-between;"> LOT SECTION BLOCK PLAN LAND DISTRICT </div>						
LEGAL DESCRIPTION	FOLIO No.										
<div style="display: flex; justify-content: space-between;"> LOT SECTION BLOCK PLAN LAND DISTRICT </div>											
Other Pertinent Information Contact Email: _____											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">OWNER</td> <td style="width: 40%; border-bottom: 1px solid black;">FIRST & LAST NAME</td> <td style="width: 40%; border-bottom: 1px solid black;">ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)</td> </tr> <tr> <td>ARCHITECT</td> <td style="border-bottom: 1px solid black;">FIRST & LAST NAME</td> <td style="border-bottom: 1px solid black;">ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)</td> </tr> <tr> <td>CONTRACTOR</td> <td style="border-bottom: 1px solid black;">FIRST & LAST NAME</td> <td style="border-bottom: 1px solid black;">ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)</td> </tr> </table>			OWNER	FIRST & LAST NAME	ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)	ARCHITECT	FIRST & LAST NAME	ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)	CONTRACTOR	FIRST & LAST NAME	ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)
OWNER	FIRST & LAST NAME	ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)									
ARCHITECT	FIRST & LAST NAME	ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)									
CONTRACTOR	FIRST & LAST NAME	ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)									
LIMITATION OF LIABILITY Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.											
FREEDOM OF INFORMATION WAIVER Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix. All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.											
NOTE: An Occupancy Permit will not be issued without either a holding tank permit issued by the Vancouver Island Health Authority or a letter of certification, as described in section 9 of the Sewerage System Regulation, B.C. Reg. 326/2004, from a registered practitioner or a professional confirming that an appropriate sewerage system has been constructed.											
Phone Number _____	Date _____	Signature of Applicant _____									
THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING: <ol style="list-style-type: none"> 1. Plan processing fee. 2. Copy of ASSESSMENT NOTICE (Tax Notice). 3. Copy of a current TITLE SEARCH, including copies of all covenants, easements and rights of way. 4. Site Plan drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of proposed building, ground elevations, location of all existing buildings, details of site drainage. 5. Copy of documents filed with the Vancouver Island Health Authority under section 8(2) of the Sewerage System Regulation, B.C. Reg. 326/2004 and proof of potable water supply and well log. 6. Include specifications and scale drawings (three sets for the Southern Gulf Islands; two sets for Salt Spring Island) of the building with respect to which the work is to be carried out showing: foundation plan (fully dimensioned), floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and or existing uses of all rooms shown on floor plans. 7. Reverse printed plans not acceptable. 8. Documentation as required by Homeowner Protection Office. 		Date Received _____									

Added
Construction
Value

Note: Permit duration period is two years or permit to complete will be required.

Appendix B



Mobile Home Information Sheet

To be used in conjunction with BUILDING PERMIT APPLICATION (Appendix A)

Hold
No.Permit
No.

Owner _____ Address _____

Details of Mobile Home

Name and Address of Manufacturer

NAME

ADDRESS

Model # _____ Serial # _____

Oil Approval # _____ Gas Approval # _____

Electrical Approval # _____ Z240 Series # _____

Year Built _____ Number of Bedrooms _____

Number of Plumbing Fixtures _____ Floor Area _____

Contractor _____

ADDRESS

Engineer _____

ADDRESS

Note

1. An approved mobile home may be permanently installed in the Electoral Area of the Capital Regional District on property zoned for a Single Family Dwelling as long as all other requirements of the particular zone are met. Zoning Bylaws vary in their requirements depending on the location within the Capital Regional District. Please check with your local Building Inspection Office.
2. Factory built "Mobile Homes" must be certified as complying with Canadian Standards Association Standard "CAN/CSA-Z240 MH Series Mobile Homes". This standard does not apply to site preparations (foundations, basements, mountings), interconnection of modules, connection to services and installation of appliances. Mobile homes that do not meet the above standard will require the inspection and approval from a British Columbia registered professional engineer. It may be necessary for the Building Official to inspect the Mobile Home as well.
3. A completed Building Permit Application (form 1) must accompany this Information Sheet.
4. Include with the application a letter from the owner of the Mobile Home Park, the Tenant's Association or other relevant group or individual, confirming that there are no objections to the establishment of the mobile home, including any addition, on the proposed site.
5. The applicant will be notified of the permit fee when all aspects of the application have been approved.

For inspection purposes where is the mobile now located?

ADDRESS

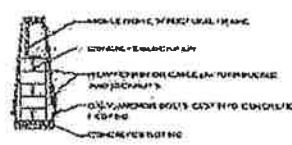
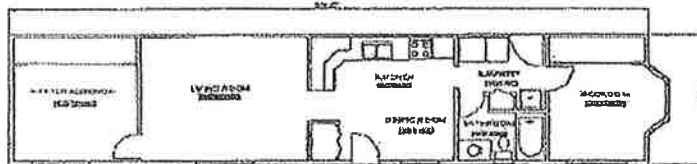
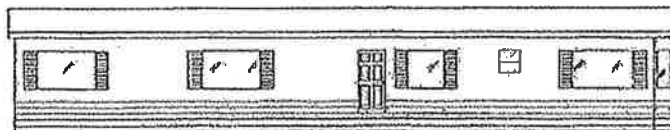
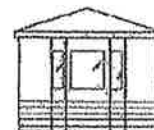
Telephone No. _____

Date _____

Signature of Owner _____



OR

TYP. FOUNDATION PLANS
NOT TO SCALETYP. ANCHOR PLATE
NOT TO SCALEFLOOR PLAN
NOT TO SCALEFRONT ELEVATION
NOT TO SCALEEND ELEVATION
NOT TO SCALE

Appendix C



Fireplace-Chimney-Wood Stove-Oil Furnace Application

 Hold No.
 Permit No.

SOUTHERN GULF ISLANDS
 WILLIS POINT & MAHAAT
 BUILDING INSPECTION
 Mail to: P.O. Box 1000 (625 Fisgard Str.)
 Victoria, BC, V8W 2S6
 (250)360-3230 FAX (250)360-3232
 Toll Free: 1-866-475-1581

JUAN DE FUCA
 BUILDING INSPECTION
 Mail to: P.O. Box 283
 2 - 6868 West Coast Rd.
 Sooke, BC, V9Z 0S9
 (250)642-1500 FAX (250)642-5274

SALT SPRING ISLAND
 BUILDING INSPECTION
 205 - 118 Fulford Ganges Rd.,
 Salt Spring Island, BC, V8K 2S4
 (250)537-2711 FAX (250)537-9633

PENDER ISLAND
 BUILDING INSPECTION
 Driftwood Centre, Box 45
 Pender Island, B.C., V0N 2M0
 (250)620-3424 FAX (250)620-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

First Name Surname

being the owner or representing the owner hereby

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

make application to (Check the options below) located at:

Site address: House Number Street

LEGAL DESCRIPTION

FOLIO No.

LOT SECTION BLOCK PLAN LAND DISTRICT

 Other Pertinent Information Location: sfd ☐ Garage ☐ Workshop ☐ other ☐
 New chimney ☐ Replace Existing Unit ☐

Owner

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

Contractor

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

FEE CALCULATIONS FOR PROPOSED WORK

Check the appropriate options below	Fees	Number	Totals
Oil Furnace	22. X	=	=
Construct CHIMNEY-- one single flue (masonry or metal)	44. X	=	
Each additional flue in masonry chimney above	22. X	=	
Construct FIREPLACE connected to single flue	22. X	=	
SOLID FUEL BURNING APPLIANCE connected at time of construction	22. X	=	
SOLID FUEL BURNING APPLIANCE connected to existing acceptable chimney	44. X	=	
CHIMNEY reline, repair or alter (masonry)	44. X	=	
* APPLIANCES CONNECTED TO CHIMNEYS MUST COMPLY WITH AND BE INSTALLED TO ALL APPLICABLE REGULATIONS. (See Building Inspector)	TOTAL PERMIT FEE		

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Contact email:

Phone Number

Date

Signature of Applicant

NOTE: Design details of the fireplace and or chimney may be requested for approval by the Building Inspector. An inspection must be requested for the reinforcement of the hearth before the concrete is poured.



Plumbing Permit Application (RESIDENTIAL)

Hold
No.Permit
No.

SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
Mail to: P.O. Box 283
2 - 6868 West Coast Rd.
Sooke, BC, V9Z 0S9
(250)642-1500 FAX (250)642-5274

SALT SPRING ISLAND
BUILDING INSPECTION
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

PENDER ISLAND
BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-350

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____

First Name

Surname

Apt. # House #

Street

City

Postal Code

, being the owner or representing the owner hereby

make application to, **INSTALL OR ALTER**
PLUMBING SYSTEM OR SEWERS located at:

Site address:

House Number

Street

LEGAL DESCRIPTION

FOLIO No.

LOT

SECTION

BLOCK

PLAN

LAND DISTRICT

Other Pertinent Information

Owner

FIRST & LASTNAME

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

Contractor

FIRST & LASTNAME

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE)

FEE SCHEDULE	Total No. of Fixtures:	VALUE	UNITS	FEE
Fee (first 10 fixtures)		\$ 22. per fixture	X =	0
Fee (additional fixtures)		17. per fixture	X =	0
Hot Water Tank (domestic)		22. per tank	X =	0
Lawn Sprinkler System		49.	X =	
Hot Water Heating Boiler Connection		17.	X =	
Connect to Existing Rough-in		12. per fixture	X =	
Alter Waste Lines (no additional fixtures)		44.	X =	
Water Connection		22.	X 1 =	
Alter Water Lines or Add Special Valve		22.	X =	
Sanitary Sewer Connection		22.	X 1 =	
Storm or Sewage Lift Station		17.	X =	
Remove or Make Safe Private Sewage System		17.	X =	
Installation of Floor Drain		12. each	X =	
Install or Alter Rain Water Leads or Roof Drain		12.	X =	
Install or Replace Cistern For Potable Water		34.	X =	
Lawn Service Stand Pipe (not part of building plumbing)		22.	X =	
Area Drains, Sumps, Catch Basins		22.	X =	
Fire Protection Sprinkler System		22. each of	X =	
Each Group of 10 Sprinklers or Portion Over First 10		17.	X =	

TOTAL FEES

Payment received by way of

cash

date

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Telephone No.

Date

Signature of Applicant

Appendix E



Plumbing Permit Application (COMMERCIAL)

Hold
No.Permit
No.
**SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION**

Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S8
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

**JUAN DE FUCA
BUILDING INSPECTION**

Mail to: P.O. Box 283
2 - 6888 West Coast Rd.
Sooke, BC, V0Z 0S0
(250)642-1500 FAX (250)642-5274

**SALT SPRING ISLAND
BUILDING INSPECTION**

206 - 118 Fulford Gauges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-9633

PENDER ISLAND

BUILDING INSPECTION
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

First Name _____ Surname _____

, being the owner or representing the owner hereby

Apt. # _____ House # _____

Street _____

City _____

Postal Code _____

make application to, **INSTALL OR ALTER**

PLUMBING SYSTEM OR SEWERS located at:

Site address: _____

House Number _____

Street _____

LEGAL DESCRIPTION _____

FOLIO No. _____

LOT _____

BLOCK _____

PLAN _____

LAND DISTRICT _____

Other Pertinent Information

OWNER

FIRST & LAST NAME _____

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE) _____

CONTRACTOR

FIRST & LAST NAME _____

ADDRESS (UNIT#, HOUSE #, STREET, CITY, POSTAL CODE) _____

FEE SCHEDULE	Total No. of Fixtures	VALUE	UNITS	FEE
Fee (First 10 fixtures)		\$ 22. per fixt.	X =	
Fee (Additional fixtures)		17. per fixt.	X =	
Hot Water Tank (domestic)		22. per tank	X =	
Lawn Sprinkler System		49. per zone	X =	
Hot Water Heating Boiler Connection		17.	X =	
Connect to Existing Rough-in		12. per fixt.	X =	
Alter Sanitary/Storm Drainage System (existing)		42.	X =	
Water Connection		22.		
Sanitary Sewer Connection		22.		
Alter or Add to Water System		22.	X =	
Install Floor Drain or Funnel Drain		12. each	X =	
Install or alter Rain Water Leads or Roof Drain		12.	X =	
Install or Replace Cistern For Potable Water		34.	X =	
Installation of Building Sanitary Sewer		21. per 100'	X =	
Installation of Building Storm Sewer		21. per 100'	X =	
FIRE PROTECTION				
Fire Protection Sprinkler System		21. each first 10 heads	X =	
Each Group of 10 Sprinklers or Portion Over First 10		21.	X =	
Fire Stand Pipe		21.	X =	
Fire Hydrant		32. each	X =	
OUTSIDE SERVICES				
Pumping Station other than for S.F.O.		32. each	X =	
Lawn Service Stand Pipe (not part of building piping)		21.	X =	
Storm or Sanitary Lift Station		32. each	X =	
Remove or Make Safe Private Sewage System		16.	X =	
Area Drains / Catch Basins / Sumps		21.	X =	
Manholes and Interceptors (all kinds)		21.	X =	
Acid neutralizers or Special Control Valve or Cap Off Sanitary, Storm, Water Connections		21.	X =	
		TOTAL FEES		

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments.

**FREEDOM OF INFORMATION
WAIVER**

Personal Information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Payment received by way of
cheque ☐cash ☐

date _____

Telephone No. _____

Date _____

Signature of Applicant _____

Appendix F



Demolition - Deconstruction Permit Application

Hold
No.Permit
No.

**SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION**
Mail to: P.O. Box 1000 (625 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

**JUAN DE FUCA
BUILDING INSPECTION**
Mail to: P.O. Box 283
2 - 6868 West Coast Rd.
Sooke, BC, V9Z 0S0
(250)642-1500 FAX (250)642-5274

**SALT SPRING ISLAND
BUILDING INSPECTION**
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX (250)537-96

**PENDER ISLAND
BUILDING INSPECTION**
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3507

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

I, _____ Address _____ Being the owner or representing the owner

hereby make application to DEMOLISH or DECONSTRUCT _____ located at: _____
single family dwelling, accessory buildings, etc.

Site address: _____
House Number Street

Reason for Demolition _____ Age of Building _____

LEGAL DESCRIPTION

FOLIO No. _____

Lot _____ Section _____ Block _____ Plan No. _____ District _____

Other Pertinent Information

Owner _____ Address _____
Street City Postal Code

Contractor _____ Address _____
Street City Postal Code

All work relating to this application, including rendering sewage disposal system safe, and providing a safe demolition site shall meet the requirements of the Capital Regional District and the British Columbia Building Code and be completed by _____.

LIMITATION OF LIABILITY

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

FREEDOM OF INFORMATION WAIVER

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Telephone Number _____

Date _____

Signature of Applicant _____

FEE SCHEDULE

Check one of the following	Demolition Fee	Deconstruction Fee	Totals
<input type="checkbox"/> Buildings up to 400 square feet in area	\$42.00	\$21.00	\$63.00
<input type="checkbox"/> Buildings over 400 square feet in area	95.00	47.00	\$142.00
<input type="checkbox"/> Rendering private sewage disposal system safe	21.00	21.00	
<input type="checkbox"/> Cap building sewer	16.00	16.00	
Total Permit Fee			

Payment received by way of

cheque ☐cash ☐

date _____

Hold
No.



Abstract

Permit.
No.

**SOUTHERN GULF ISLANDS
WILLIS POINT & MALAHAT
BUILDING INSPECTION**
Mail to: P.O. Box 1000 (025 Fisgard Str.)
Victoria, BC, V8W 2S6
(250)360-3230 FAX (250)360-3232
Toll Free: 1-866-475-1581

JUAN DE FUCA
BUILDING INSPECTION
Mail to: P.O. Box 283
2-6868 West Coast Rd.
Sooke, BC, V9Z 0S9
(250)642-1500 FAX (250)642-6274

**SALT SPRING ISLAND
BUILDING INSPECTION**
206 - 118 Fulford Ganges Rd.
Salt Spring Island, BC, V8K 2S4
(250)537-2711 FAX: (250)537-9833

**PENDER ISLAND
BUILDING INSPECTION**
Driftwood Centre, Box 45
Pender Island, B.C., V0N 2M0
(250)629-3424 FAX (250)629-3502

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:

Address		City		Postal Code
#	Street			

the owner hereby make application to

CHANGE THE OCCUPANCY CLASSIFICATION

of the building or a portion of the building located at:

LEGAL DESCRIPTION

FOLIO No.

Lot _____ Section _____ Block _____ Plan No. _____ District _____

Present use of Building or Part of Building: _____
Proposed Change to: _____ Use _____


Telephone No.	Date	Signature of Applicant	Signature of Property Owner
---------------	------	------------------------	-----------------------------

Office Use Only

FROM	<input type="checkbox"/>	Group A, Division 1	<input type="checkbox"/>	Group A, Division 2	<input type="checkbox"/>	Group A, Division 3	<input type="checkbox"/>	Group A, Division 4
	<input type="checkbox"/>	Group B, Division 1	<input type="checkbox"/>	Group B, Division 2	<input type="checkbox"/>	Group C	<input type="checkbox"/>	Group b
	<input type="checkbox"/>	Group E	<input type="checkbox"/>	Group F, Division 1	<input type="checkbox"/>	Group F, Division 2	<input type="checkbox"/>	Group F, Division 3

TO ☐ Group A, Division 1 ☐ Group A, Division 2 ☐ Group A, Division 3 ☐ Group A, Division 4
☐ Group B, Division 1 ☐ Group B, Division 2 ☐ Group C ☐ Group D
☐ Group E ☐ Group F, Division 1 ☐ Group F, Division 2 ☐ Group F, Division 3

AUTHORITY	REJECTED	APPROVED	SIGNATURE	DATE	COMMENTS
BUILDING INSPECTION					
PLANNING ZONING					
HEALTH					
FIRE DEPARTMENT					

Appendix H  BUILDING PERMIT CAPITAL REGIONAL DISTRICT Building Inspection Division G.S.T. Registration No. R121299836		Hold No. Permit No.	
SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1090 (625 Fisgard Str.) Victoria, BC, V8W 2S8 (250)360-3230 FAX (250)360-3232 Toll Free: 1-866-475-1581	JUAN DE FUCA BUILDING INSPECTION Mail to: P.O. Box 283 2 - 6868 West Coast Rd. Sooke, BC, V9Z 0S9 (250)642-1500 FAX (250)642-5274	SALT SPRING ISLAND BUILDING INSPECTION 206 - 118 Fulford Ganges Rd. Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-9633	PENDER ISLAND BUILDING INSPECTION Driftwood Centre, Box 45 Pender Island, B.C. V0N 2M0 (250)629-3424 FAX (250)629-3502
PURSUANT TO REGULATIONS APPLICABLE TO THE CAPITAL REGIONAL DISTRICT: Mr. / Mrs. / Ms. _____ # _____ Street _____ City _____ Postal Code _____ Being the owner is hereby granted a PERMIT to Located at _____ and as shown by the accompanying plan. Telephone Number _____			
LEGAL DESCRIPTION		FOLIO No.	
LOT	SECTION	BLOCK	PLAN
LAND DISTRICT			
Owner _____		Address _____ # _____ Street _____ City _____ Postal Code _____	
Builder _____		Address _____ # _____ Street _____ City _____ Postal Code _____	
THIS PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
Notes: 1. Permit issued according to the above SPECIAL REQUIREMENTS, the accompanying plans and the applicable regulations. 2. Inspections must be requested in accordance with Building Regulation Bylaw requirements. At least 24 hours notice is required. 3. A re-inspection fee will be charged in accordance with the Building Regulation Bylaw. 4. Work related to this permit must be started within 6 months of the date of issue and must not be discontinued or suspended for more than one year. Separate permits are required for plumbing installations, and fireplace / chimney construction. 5. A CERTIFICATE OF OCCUPANCY MUST BE APPLIED FOR AND OBTAINED PRIOR TO THE OCCUPANCY OF ANY BUILDING.		LIMITATION OF LIABILITY Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards. FREEDOM OF INFORMATION WAIVER Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix. All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.	
FEE SUMMARY			
AREA OF BUILDING	FEE	BUILDING INSPECTOR CAPITAL REGIONAL DISTRICT	
ESTIMATED COST			
PLUMBING PERMIT (residential)			
PLUMBING PERMIT (commercial)			
CHIMNEY / APPLIANCE PERMIT			
DEMOLITION / DECONSTRUCTION PERMIT			
OTHER			
Total Permit Fee		Payment By <input type="checkbox"/> cheque <input type="checkbox"/> cash date _____	
		DATE PERMIT GRANTED _____	

Appendix I

Conditional Certificate of Occupancy

Permit No. _____

ISSUED BY THE BUILDING INSPECTION DIVISION OF THE
CAPITAL REGIONAL DISTRICT

FOLIO No. _____

Owner _____

Address _____

Street _____

LEGAL DESCRIPTION

LOT _____

SECTION _____

BLOCK _____

PLAN _____

LAND DISTRICT _____

THE CONDITIONAL CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS:

1. The deficiencies listed below shall be rectified to the satisfaction of the building inspector.
2. Upon satisfactory completion of all deficiencies the building inspector may issue a CERTIFICATE OF OCCUPANCY for the building.
3. If at a date 12 calendar months from the date of issue of this CONDITIONAL CERTIFICATE OF OCCUPANCY, all of the deficiencies listed below have not been addressed to the satisfaction of the building inspector, the permit will need to be renewed for an additional one year period. A renewal fee of \$300 shall be charged for each renewal, to a maximum of three years after which the permit will expire and the Capital Regional District will register a notice against the title of the land, referring to the outstanding deficiencies. The notice will remain in place until the deficiencies have been rectified to the satisfaction of the building inspector. Upon expiry of a building permit and in order for the building inspector to conduct the required final inspection and issue the CERTIFICATE OF OCCUPANCY, it will be necessary for the owner to apply for a permit to complete the outstanding work. Upon completion of all deficiencies the notice will be removed and the building inspector may issue a permanent CERTIFICATE OF OCCUPANCY for the building.
4. The CONDITIONAL CERTIFICATE OF OCCUPANCY confirms only that the building is believed to meet the minimum level of health and safety requirements and is not a representation, warranty, assurance or statement that the building complies with the Building Code, the Building Regulation Bylaw of the CRD, or any other applicable enactments, codes or standards.

The following list of deficiencies should not be construed as a definitive list of all requirements. Known deficiencies outstanding at date of issue of CONDITIONAL CERTIFICATE OF OCCUPANCY are:

Date of Sewerage System Certification _____

Authorized Use

☐ SFD☐ Other _____

APPROVED FOR OCCUPANCY _____

Building Inspector

DATE _____



Certificate of Occupancy

ISSUED BY THE BUILDING INSPECTION DIVISION OF THE
CAPITAL REGIONAL DISTRICT
PURSUANT TO THE BRITISH COLUMBIA LOCAL GOVERNMENT ACT

Hold
No.

Permit
No.

THIS IS TO CERTIFY

that the premises named herein have been constructed under the authority of a valid Building Permit and have received the final inspection.

THIS BUILDING IS NOW COMPLETED AND READY FOR OCCUPANCY.

FOLIO No.

Owner

Address

#

Street

LEGAL DESCRIPTION

LOT

SECTION

BLOCK

PLAN

LAND DISTRICT

No action may be brought against the Capital Regional District or its officials or servants for anything done or left undone in good faith in the performance or intended performance of any authority conferred or duty imposed under this or any other Bylaw adopted by the Capital Regional District pursuant to the British Columbia Local Government Act.

NO REPRESENTATION BY CRD

Neither the issuance of a permit, Certificate of Occupancy or Conditional Certificate of Occupancy under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or any other applicable enactments, codes, and standards have been complied with.

All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Date

Signature of Owner

Date

Signature Building Inspector

Appendix K



Permit Fees Schedule

for
Capital Regional District

TOTAL CONSTRUCTION VALUE AS PRESCRIBED IN APPENDIX "L" OR "M".	FEE
Less than \$100.00	\$ NIL
Over \$100.00 and not over \$1,000.00	50.00
Each additional \$1,000.00 or fraction thereof and not exceeding \$5,000.00	25.00
Each additional \$1,000.00 or fraction thereof not exceeding \$400,000.00	13.00
Each additional \$1,000.00 or fraction thereof over \$400,000.00	10.00

Appendix L



Construction Values*

for

Buildings Other Than Single Family Dwellings, Factory Built Homes
Mobile Homes and Moved Buildings

The construction value for buildings shall be the contract price or, where there is no contract price, the value shall be calculated according to the following schedule. Refer to Bylaw No. 3741 where there is more than one building.

Language revised

TYPE OF BUILDING	TYPE OF CONSTRUCTION	VALUE		
		PER SQ. FT.	PER METER SQ.	
Hotel / Motel	Wood frame	200 \$ -180.00	\$ 1937.56	2152.00
Hotel / Motel	Reinforced masonry or concrete	260 -240.00	2583.42	2797.60
Hotel / Motel	Steel frame	Contract	Value	
Town House or Apartment	Wood frame	200 -180.00	1937.56	2152.00
Town House or Apartment	Reinforced masonry or concrete	260 -240.00	2583.42	2797.60
Town House or Apartment	Steel frame	Contract	Value	
Commercial Building (shell only)	Wood frame or heavy timber	150 -120.00	1291.70	1614.00
Commercial Building (shell only)	Steel frame	150 -120.00	1291.70	1614.00
Commercial Building (shell only)	Reinforced masonry or concrete	200 -180.00	1937.56	2152.00
Commercial Buildings Except Offices and Restaurant	Completion of interior	80 -60.00	645.85	860.80
Commercial Buildings Restaurants	Completion of interior	110 -90.00	968.78	1183.60
Commercial Building Office Interiors	Completion of interior	80 -72.00	775.02	860.80
Industrial Buildings (shell only)	Wood frame or heavy timber	110 -90.00	968.78	1183.60
Industrial Buildings (shell only)	Steel frame	110 -90.00	968.78	1183.60
Industrial Buildings	Reinforced masonry or concrete	150 -120.00	1291.70	1614.00
Industrial Buildings (interiors)	Completion of interior	35 -30.00	322.92	376.60
Temporary Buildings	Wood frame	70 -60.00	645.85	753.20

Appendix M



Construction Values*

for

Single and Two Family Dwellings, Factory Built Homes, Mobile Homes, and Moved Buildings
in the Electoral Areas of Juan de Fuca, Salt Spring Island, Southern Gulf Islands

Language added

FLOOR AREA OR TYPE OF STRUCTURE	VALUE		added
	PER SQ. FT.	PER METER SQ.	
Finished Main* Floor Areas 200	\$ -150.00	\$ -1614.64	2152.00
Finished Areas Other than Main* Floor 150	-100.00	1076.42	1614.00
Finishing Previously Unfinished Basement**, Attics, or Other Floors 45	-35.00	376.74	484.20
Garages and or Workshops, Barns, or Sheds (Semi-detached) floor + roof + wall 90	-75.00	-807.31	968.40
Carports (roof) 35	25.00	-269.11	376.60
Sundecks (floor) 35	-25.00	-269.11	376.60
Additions Where an Existing Wall Forms Part of the Addition 200	-150.00	1614.64	2152.00
Finished Floor Areas of Factory Built Homes, Mobile Homes or Moved Dwellings	100.00	1076.42	1076.00

* Main floor shall be defined as the floor area where the main activity takes place, usually the floor where the living room, dining room and/or kitchen are located.

** Basement shall be defined as in the British Columbia Building Code.

For renovations, and for other construction work not in this appendix or elsewhere in this bylaw, the permit fees shall be based on the value of the works that are subject to the British Columbia Building Code as submitted by the owner.

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4403**

A BYLAW TO AMEND BYLAW NO. 3741, “BUILDING REGULATION BYLAW No. 5, 2010”

WHEREAS the Capital Regional District wishes to amend Bylaw No. 3471, “Building Regulation Bylaw No. 5, 2010”;

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

1. Building Regulation Bylaw No. 5, 2010 is amended in Paragraph A of the Recitals by deleting the reference to section 694(1) of the *Local Government Act* and substituting a reference to section 298(1) of the *Local Government Act*.
2. Building Regulation Bylaw No. 5, 2010 is amended in section 1.1.1 by deleting the words “not within a city, district, town or village”.
3. Building Regulation Bylaw No. 5, 2010 is amended in section 1.1.3(2) by adding the words “use or” after the words “change in” in the first line.
4. Building Regulation Bylaw No. 5, 2010 is amended in section 1.2.2 by:
 - (a) deleting the words “Human habitation is not permitted in an accessory building.” from the definition of “Accessory Building”;
 - (b) deleting the words “as the space created by” from the definition of “Excavation”;
 - (c) deleting the definitions of “Building Code”, “Health and Safety Aspects of the Work”, and “Structure” and substituting the following definitions in their place:

“Building Code” means the *British Columbia Building Code* as adopted from time to time by the Minister pursuant to Part 2 of the *Building Act*.

“Health and Safety Aspects of the Work” means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code*, and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

“Structure” means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.

- (d) adding the following definitions in alphabetical order:

“Alteration” means a change or extension to any matter or thing or to any occupancy regulated by the Building Code.

“Construct” includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

“Construction Value” means the fair market value of the work proposed to be undertaken, including the value of all labour and materials whether contracted, volunteered or provided by the owner, together with the value of all design and professional consulting services, construction management services, and contractor’s profit and overhead, as determined in accordance with section 2.4.4 of this Bylaw.

5. Building Regulation Bylaw No. 5, 2010 is amended in section 1.3.2 by deleting the words “within the Capital Regional District” in the first sentence and substituting the words “within all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas”.

6. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.1.1 in its entirety and substituting:

“2.1.1 A Permit is required whenever work regulated under the Building Code and this Bylaw is to be undertaken.”

7. Building Regulation Bylaw No. 5, 2010 is amended in section 2.1.2 by:

(a) by deleting sub-section (4), and renumbering sub-sections (5) and (6) as sub-sections (4) and (5).

8. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.1.3(3) and substituting the following:

“(3) for accessory buildings less than 10 square meters in area that do not create a hazard;”

9. Building Regulation Bylaw No. 5, 2010 is amended in section 2.1.6 by adding the following at the end of that section:

“, nor does it constitute a representation or warranty that the building or structure meets any standard of materials or workmanship”.

10. Building Regulation Bylaw No. 5, 2010 is amended in section 2.3.3 by deleting the words “appendices K, L and M attached to”.

11. Building Regulation Bylaw No. 5, 2010 is amended in section 2.3.7(1) by adding the following at the end:

“Any failure on the part of the building official to provide the owner with the written notice will not diminish or invalidate the reliance by the Capital Regional District or its building officials on the registered professionals.”

12. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.4.1, by renumbering sections 2.4.2 through 2.4.9 as sections 2.4.5, 2.4.6, 2.4.7, 2.4.8, 2.4.9., 2.4.10, 2.4.11, and 2.4.12, and by adding the following sections:

“2.4.1 A Permit fee for any of the following work, calculated in accordance with the forms attached as appendices C, D, E, or F to this Bylaw, shall be paid in full prior to issuance of:

(1) a plumbing Permit pursuant to section 2.1.2(2) of this Bylaw;

- (2) a Permit for the installation of a fireplace, chimney, or wood stove pursuant to section 2.1.2(3) of this Bylaw;
- (3) a Permit for the demolition or deconstruction of a building or structure, pursuant to section 2.1.2(4) or (5) of this Bylaw.

2.4.2 A Permit fee, calculated in accordance with Appendix K of this Bylaw, and based upon the construction value of the proposed work as determined in accordance with section 2.4.4 of this Bylaw, shall be paid in full prior to the issuance of a Permit for the construction, alteration or repair of a building or structure pursuant to section 2.1.2(1) of this Bylaw.

2.4.3 An application for a Permit pursuant to section 2.1.2(1) of this Bylaw must be accompanied by the owner's declaration of the value of the proposed work.

2.4.4 For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:

- (1) the value of the proposed work, as declared by the owner under section 2.4.3;
- (2) the construction value of the proposed work, as determined by the building inspector using one of the following sources:
 - (a) the construction values set out in Appendix L and M to this Bylaw; or
 - (b) a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook."

13. Building Regulation Bylaw No. 5, 2010 is amended in section 2.4.5 by deleting the words "in either Appendix L or M" where they appear in subsections (1), (2) and (3), and by substituting the words "under section 2.4.4."

14. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.5.2(4) and substituting the following:

- "(4) there is a sale or transfer of the property in respect of which the Permit is issued, unless the owner has first notified the building inspector in writing and the building inspector has authorized the transfer or assignment of the Permit to the new owner."

15. Building Regulation Bylaw No. 5, 2010 is amended by deleting sections 2.5.3 and 2.5.4 and substituting the following:

2.5.3 Reapplication

- (1) Except as provided in 2.5.9, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work.
- (2) An application under section 2.5.3(1) must be accompanied by any of the information referred to in sections 2.3.4 or 2.3.5 that the building inspector

considers it necessary to verify that the health and safety aspects of the work that has yet to be substantially completed will conform with the requirements of the then-current *Building Code*, this Bylaw and any other applicable enactment.

(3) The fee for a Permit issued under section 2.5.3(1):

(a) will be based upon the value of the work that remains to be completed, as determined by the building inspector in accordance with section 2.4.4 of this Bylaw;

(b) will in no event be less than \$300.00.

16. Building Regulation Bylaw No. 5, 2010 is amended by renumbering sections 2.5.5 through 2.5.10 as sections 2.5.4, 2.5.5, 2.5.6, 2.5.7, 2.5.8. and 2.5.9.

17. Building Regulation Bylaw No. 5, 2010 is amended in section 2.5.5 by deleting "Section 2.5.5" and substituting "Section 2.5.4".

18. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.5.9 and substituting the following:

2.5.9 Permit Renewal

(1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.

(2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building inspector within 12 months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy, provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.

(3) The fee for an application under sections 2.5.9(1) or (2) shall be \$300.00.

(4) Upon receipt of an application under sections 2.5.9(1) or (2), a building inspector may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed 12 months.

(5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.9.

19. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 2.6.3(4) and by renumbering section 2.6.3(5) as section 2.6.3(4).

20. Building Regulation Bylaw No. 5, 2010 is amended in section 3.1.1 by adding ", for which a Permit is required under this Bylaw," after the word "construction" in the third line.

21. Building Regulation Bylaw No. 5, 2010 is amended by deleting the sub-heading to section 3.1.8 and substituting "**Work Contrary to Requirements**".

22. Building Regulation Bylaw No. 5, 2010 is amended by deleting section 3.2.1 and substituting the following:

“3.2.1 Each building official may:

(1) administer this Bylaw, but owes no public duty to do so; and

(2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and may retain copies of all documents related to the administration of this Bylaw.”

23. Building Regulation Bylaw No. 5, 2010 is amended in section 3.2.2(1) by adding “and in accordance with section 16 of the *Community Charter*,” after the words “at all reasonable times,” in the first line.

24. Building Regulation Bylaw No. 5, 2010 is amended in section 3.5.4(1) by deleting the word “after” and substituting the word “before”.

25. Building Regulation Bylaw No. 5, 2010 is amended in section 3.5.4(2) by adding “, roof water leader system” after the words “drain tiles”.

26. Building Regulation Bylaw No. 5, 2010 is amended in section 3.5.4(3) by deleting the comma after “ground cover”, and by adding “and insulation” after the words “ground cover”.

27. Building Regulation Bylaw No. 5, 2010 is amended by deleting Appendices A, C, F, L and M and substituting the Appendices A, C, F, L and M that are attached as Schedule “A” to this Bylaw.

28. This Bylaw may be cited for all purposes as the “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 2, 2021”.

READ A FIRST TIME THIS	day of	2021
READ A SECOND TIME THIS	day of	2021
READ A THIRD TIME THIS	day of	2021
ADOPTED THIS	day of	2021

Chairperson


Corporate Officer

Schedule "A"
Building Regulation Bylaw No. 5, 2010 Amendment Bylaw No. 2, 2021

Appendices A, C, F, L and M

Appendix A 		Building Permit Application		Hold No. _____ Permit No. _____
SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1000 (625 Fisgard St.) Victoria BC, V8W 2S6 (250) 360-3230, Fax-3232 Toll Free: 1-866-472-1381		JUAN DE FUCA BUILDING INSPECTION Mail to: P.O. Box 283 2 - 6868 West Coast Rd. Sooke BC, V9Z 0S9 (250) 642-1300, Fax-5274		SALT SPRING ISLAND BUILDING INSPECTION 206 - 118 Fulford Ganges Rd. Salt Spring Island BC, V8K 2S4 (250) 537-2711, Fax-9633
PENDER ISLAND BUILDING INSPECTION Driftwood Centre, Box 46 Pender Island BC, V0N 2M0 (250) 629-3424, Fax-3502				
PLEASE PRINT CLEARLY: Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____, address _____, being the owner or representing the owner hereby make application to, (check one in box 1 and one in box 2 below)				
1 <input type="checkbox"/> REACTIVATE <input type="checkbox"/> CONSTRUCT <input type="checkbox"/> ALTER <input type="checkbox"/> REPAIR		2 <input type="checkbox"/> DECONSTRUCT <input type="checkbox"/> ADD TO <input type="checkbox"/> MOVE <input type="checkbox"/> DEMOLISH		<input type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> TWO FAMILY DWELLING <input type="checkbox"/> MULTI-FAMILY DWELLING <input type="checkbox"/> OTHER: <input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> MOBILE <input type="checkbox"/> COMMERCIAL
Construction Value: _____ Total Cost of Construction _____ The above project is located at: _____ Complete address _____				
LEGAL DESCRIPTION LOT _____ SECTION _____ BLOCK _____ PLAN _____ LAND DISTRICT _____				
Other Pertinent Information _____ Contact Email: _____				
OWNER _____ FIRST & LAST NAME _____ ADDRESS (UNIT, HOUSE, STREET, CITY, POSTAL CODE) _____ ARCHITECT _____ FIRST & LAST NAME _____ ADDRESS (UNIT, HOUSE, STREET, CITY, POSTAL CODE) _____ CONTRACTOR _____ FIRST & LAST NAME _____ ADDRESS (UNIT, HOUSE, STREET, CITY, POSTAL CODE) _____				
LIMITATION OF LIABILITY Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.				
FREEDOM OF INFORMATION WAIVER Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.				
All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.				
NOTE: An Occupancy Permit will not be issued without either a holding tank permit issued by the Vancouver Island Health Authority or a letter of certification, as described in section 9 of the Sewerage System Regulation, B.C. Reg. 326/2004, from a registered practitioner or a professional confirming that an appropriate sewerage system has been constructed.				
Phone Number _____		Date _____		Signature of Applicant _____
THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING: 1. Plan Processing Fee. 2. Copy of ASSESSMENT NOTICE (Tax Notice). 3. Copy of current TITLE SEARCH, including copies of all covenants, easements and rights of way. 4. Site Plan drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of proposed building, ground elevations, location of all existing buildings, details of site drainage. 5. Copy of documents filed with the Vancouver Island Health Authority under section 8(2) of the Sewerage System Regulation, B.C. Reg. 326/2004 and proof of potable water supply and well log. 6. Include specifications and scale drawings (three sets for the Southern Gulf Islands; two sets for Salt Spring Island) of the building with respect to which the work is to be carried out showing: foundation plan (fully dimensioned), floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and or existing uses of rooms shown on floor plans. 7. Reverse printed plans not acceptable. 8. Documentation as required by the Homeowner Protection Office.				Date Received _____

Appendix C		Fireplace-Chimney-Wood Stove Application		Hold No.
				Permit No.
SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1000 (625 Fagard St.) Victoria, BC, V8W 2S6 (250)360-3230 FAX (250)360-3232 Toll Free: 1-866-475-1581	JUAN DE FUCA BUILDING INSPECTION 3-7450 Butler Rd. Sooke, BC V9Z 1N1 (250)642-8109 FAX (250)642-5274	SALT SPRING ISLAND BUILDING INSPECTION 206 - 118 Fulford Ganges Rd., Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-8883	PENDER ISLAND BUILDING INSPECTION P.O. BOX 1000 VICTORIA BC V8W 2S6 (250)360-3230	
PLEASE PRINT CLEARLY Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT: I, _____, _____ _____, being the owner or representing the owner hereby _____ ADDRESS (UNIT #, HOUSE #, STREET, CITY, POSTAL CODE)				
make application to (Check the options below) located at:		Site address: _____ _____ _____		
LEGAL DESCRIPTION		FOLIO No.		
LOT	SECTION	BLOCK	PLAN	LAND DISTRICT
Location: <input type="checkbox"/> shed <input type="checkbox"/> garage <input type="checkbox"/> workshop <input type="checkbox"/> other <input type="checkbox"/> _____ Other Pertinent Information New chimney <input type="checkbox"/> Replace Existing Unit <input type="checkbox"/>				
Owner: _____ _____ ADDRESS (UNIT #, HOUSE #, STREET, CITY, POSTAL CODE)				
Contractor: _____ _____ ADDRESS (UNIT #, HOUSE #, STREET, CITY, POSTAL CODE)				
FEE CALCULATIONS FOR PROPOSED WORK				
Check the appropriate options below		Fees	Number	Totals
Construct CHIMNEY-- one single flue (masonry or metal)		44. X		=
Each additional flue in masonry chimney above		22. X		=
Construct FIREPLACE connected to single flue		22. X		=
SOLID FUEL BURNING APPLIANCE connected at time of construction		22. X		=
SOLID FUEL BURNING APPLIANCE connected to existing acceptable chimney		44. X		=
CHIMNEY reline, repair or alter (masonry)		44. X		=
* APPLIANCES CONNECTED TO CHIMNEYS MUST COMPLY WITH AND BE INSTALLED TO ALL APPLICABLE REGULATIONS. (See Building Inspector)		TOTAL PERMIT FEE = _____		
LIMITATION OF LIABILITY Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.				
FREEDOM OF INFORMATION Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.				
All building in the Capital Regional District Electoral Area is regulated by Building Regulation Bylaw No. 3741.				
Contact email: _____				
Phone Number _____		Date _____		Signature of Applicant _____
NOTE: Design details of the fireplace and/or chimney may be requested for approval by the Building Inspector. An inspection must be requested for the reinforcement of the hearth before the concrete is poured.				

Appendix F  <small>Building a Better Future</small>		Demolition - Deconstruction Permit Application		Hold No. Permit No.																								
SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION Mail to: P.O. Box 1000 (525 Flanagan St.) Victoria, BC, V8W 2S6 (250) 380-3230 FAX (250) 380-3232 Toll Free: 1-888-475-1581	JUAN DE FUCA BUILDING INSPECTION 3-7450 Builer Rd. Sooke, BC V9Z 1N1 (250) 642-6109 FAX (250) 642-5274	SALT SPRING ISLAND BUILDING INSPECTION 206 - 118 Fulford Ganges Rd. Salt Spring Island, BC, V8K 2S4 (250) 537-2711 FAX (250) 537-485	PENDER ISLAND BUILDING INSPECTION PO BOX 1000 VICTORIA BC V8W 2S6 (250) 380-3230																									
PLEASE PRINT CLEARLY Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:																												
I, _____ Address _____ Being the owner or representing the owner hereby make application to DEMOLISH or DECONSTRUCT _____ located at: _____ single family dwelling, accessory buildings, etc. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Site address: _____ <div style="display: flex; justify-content: space-between;"> House Number Street </div> </div>																												
Reason for Demolition _____ Age of Building _____																												
LEGAL DESCRIPTION				FOUO No. _____																								
Lot _____ Section _____ Block _____ Plan No. _____ District _____ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																												
Other Pertinent Information																												
Owner _____ Address _____ <div style="display: flex; justify-content: space-between;"> # Street City Postal Code </div>																												
Contractor _____ Address _____ <div style="display: flex; justify-content: space-between;"> # Street City Postal Code </div>																												
All work relating to this application, including rendering sewage disposal system safe, and providing a safe demolition site shall meet the requirements of the Capital Regional District and the British Columbia Building Code and be completed by _____																												
LIMITATION OF LIABILITY Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.																												
FREEDOM OF INFORMATION WAIVER Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix. All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.																												
Telephone Number _____ Date _____ Signature of Applicant _____																												
FEE SCHEDULE																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Check one of the following</th> <th style="width: 15%;">Demolition Fee</th> <th style="width: 15%;">Deconstruction Fee</th> <th style="width: 10%;">Totals</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Buildings up to 400 square feet in area</td> <td>\$ 100.00</td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Buildings over 400 square feet in area</td> <td>\$ 200.00</td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Rendering private sewage disposal system safe</td> <td>\$ 21.00</td> <td>\$ 21.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Cap building sewer</td> <td>\$ 16.00</td> <td>\$ 16.00</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Total Permit Fee</td> <td></td> <td></td> </tr> </tbody> </table>				Check one of the following	Demolition Fee	Deconstruction Fee	Totals	<input type="checkbox"/> Buildings up to 400 square feet in area	\$ 100.00	\$ 0.00		<input type="checkbox"/> Buildings over 400 square feet in area	\$ 200.00	\$ 0.00		<input type="checkbox"/> Rendering private sewage disposal system safe	\$ 21.00	\$ 21.00		<input type="checkbox"/> Cap building sewer	\$ 16.00	\$ 16.00		Total Permit Fee				Payment received by way of cheque <input type="checkbox"/> cash <input type="checkbox"/> date _____
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Total Permit Fee																												

Appendix L			
Construction Values			
for Buildings Other than Single Family Dwellings, Factory Built Homes, Mobile Homes and Moved Buildings			
For the use and application of this schedule, see section 2.4.4 of the Bylaw.			
TYPE OF BUILDING	TYPE OF CONSTRUCTION	VALUE	
		PER SQ. FT.	PER METER SQ.
Hotel / Motel	Wood frame	\$ 200.00	\$ 2,152.00
Hotel / Motel	Reinforced masonry or concrete	260.00	2797.60
Hotel / Motel	Steel frame	Contract	Value
Town House or Apartment	Wood frame	200.00	2152.00
Town House or Apartment	Reinforced masonry or concrete	260.00	2797.60
Town House or Apartment	Steel frame	Contract	Value
Commercial Building (shell only)	Wood frame or heavy timber	150.00	1614.00
Commercial Building (shell only)	Steel frame	150.00	1614.00
Commercial Building (shell only)	Reinforced masonry or concrete	200.00	2152.00
Commercial Buildings Except Offices and Restaurants	Completion of interior	80.00	860.80
Commercial Buildings Restaurants	Completion of interior	110.00	1183.60
Commercial Buildings Offices Interiors	Completion of interior	80.00	860.80
Industrial Buildings (shell only)	Wood frame or heavy timber	110.00	1183.60
Industrial Buildings (shell only)	Steel frame	110.00	1183.60
Industrial Buildings	Reinforced masonry or concrete	150.00	1614.00
Industrial Buildings (interiors)	Completion of interior	35.00	376.60
Temporary Buildings	Wood frame	70.00	753.20

Appendix M		
Construction Values		
for Single and Two family Dwellings, Factory Built Homes, Mobile Homes, and Moved Buildings in the Electoral Areas of Juan de Fuca, Salt Spring Island, Southern Gulf Islands		
For the use and application of this schedule, see section 2.4.4 of the Bylaw.		
FLOOR AREA OR TYPE OF STRUCTURE	VALUE	
	PER SQ. FT.	PER METER SQ.
Finished Main* Floor Areas	\$ 200.00	\$ 2,152.00
Finished Areas other than Main* Floor	150.00	1614.00
Finishing Previously Unfinished Basement**, Attics, or Other Floors	45.00	484.20
Garages and/or Workshops, Barns, or Sheds (semi-detached) floor + roof + wall	90.00	968.40
Carports (roof)	35.00	376.60
Sundecks (floor)	35.00	376.60
Additions Where an Existing Wall Forms Part of the Addition	200.00	2152.00
Finished Floor Areas of Factory Built Homes, Mobile Homes or Moved Dwellings	100.00	1076.00
* Main floor shall be defined as the floor area where the main activity takes place, usually the floor where the living room, dining room and/or kitchen are located.		
** Basement shall be defined as in the British Columbia Building Code.		



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **Review of Separation of Building Inspection Services for Each Electoral Area**

ISSUE SUMMARY

At the April 10, 2019 Electoral Areas Committee (EAC) meeting staff were directed to provide a report on separating by Electoral Area the Building Inspection services and implications, both financially and operationally, and advise on required bylaw amendments and operational impacts.

BACKGROUND

The three Electoral Areas (EAs), Juan de Fuca (JdF), Salt Spring Island (SSI) and the Southern Gulf Islands (SGI) are served by the Capital Regional District (CRD) with respect to building inspection services. CRD Building Inspection's four offices are located within each of the three EAs (JdF, SSI, Pender Island and an office at the CRD building in Victoria). Within the four offices building inspectors and administrative staff perform the functions of issuing and managing permits, performing building inspections and serving the public. The Fisgard office is the headquarters (HQ) and provides supervision and management to all offices, although it also provides direct service delivery to a portion of JdF as well as some of the Gulf Islands. This is done to ensure that building construction complies with the BC Building Code, the CRD Building Bylaw and related standards, as addressed in the *Building Act*.

At the request of the EA directors, staff have reviewed the proposal of separating the three EAs both financially and operationally. The current operation involves a considerable amount of travel time and cost in order to deliver the service to all parts of the EAs including the smaller remote islands as well as some remote parts of the western side of the JdF. Although the three offices are located within each of the three EAs there is some staff travel from Victoria to serve some of the islands. The Pender Island office has a resident Building Inspector that also travels to Mayne Island on a regular basis. As well, some of building inspectors serve more than one area on a regular basis and therefore, their time and costs are not specific to a single EA.

Bylaw No. 1750 in 1989 provided the CRD with the authority to deliver Building Inspection service to the EAs. Should the three EAs separate their operations new establishing bylaws and legal and legislative changes must be carried out to ensure compliance with provincial requirements.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Building Inspection service to the three Electoral Areas remain as a single shared service with a single budget.

Alternative 2

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Building Inspection service be separated into three separate services with three separate budgets and a prescribed shared internal allocation to ensure effective management and corporate and financial administration.

IMPLICATIONS

Operational Implications

As the EA offices are separated by considerable distances and bodies of water, travel time and cost have a major impact on service delivery.

Work performed by the Manager and Senior Administrative Coordinator covers all three EAs and the legislative and regulatory requirements for the operation of the building inspection service requires significant oversight by the Chief Building Official (Manager) and specialized administrative oversight for statutory notifications, orders, notices and record keeping processes. Currently in order to provide consistent service delivery, leave coverage and address fluctuations in activity, Building Officials are not exclusively assigned to each of the three electoral areas. While the building officials are stationed out of the individual offices and perform the majority of their work for an electoral area, they remain flexible to cover requirements in the other electoral areas and shift their schedules to accommodate requests for service. Work demands can change from week to week and year to year affecting staffing allocations. Monitoring of staff time and expenses to individual EA budgets will become much more challenging with separate services.

It is also important, especially in times of staff shortages, that each EA maintains a high level of Building Inspection service to the communities as new regulations in effect February 28 of this year legally restrict a building inspector to making decisions only on project types that he or she is qualified for. There are three certification levels for building inspectors and two for plumbing inspectors. Not all CRD inspectors are fully qualified for all buildings. In order to address this individual inspector's expertise and abilities will need to be shared throughout the three EAs. To maintain a consistent level of service careful staff planning, training and financial agreements must be in place within the three EAs and costs between services will require additional tracking. Due to the challenges of managing inspectors' qualification levels and application to appropriate projects increasing administration and costs, separation is not recommended.

Legal Implications

The legal process of the separation of the three EAs would be as follows:

- EAC would decide by majority vote to recommend to the Board to split the building inspection services;
- The CRD Board would endorse this approach and instruct staff to draft the appropriate bylaws.
- Following this, three new service establishment bylaws would be drafted, one for each EA. These bylaws must, among other things, indicate the method of cost recovery.
- CRD would remain with a single Building Bylaw, which would be modified to ensure its applications to all areas and consistency for CRD staff and builders as well as ensure that the approach to legislative and regulatory compliance is consistently administered, given the CRD's corporate responsibilities and liabilities.
- On drafting of the three service establishment bylaws, the CRD Board would need to approve three readings of each of the service establishment bylaws. Each EA director would need to consent in writing to the creation of the relevant EA's service.
- Ministerial approval is then required. Ministerial review will closely examine the manner or formula for requisition share to ensure fairness to all, and may require splitting of the service to go to a different elector approval process, though this is unlikely.
- After Ministerial approval, the CRD Board would adopt each service bylaw with a coming in-force date and bring in changes to the Building Bylaw with the same in-force date. Three reserve funds would be created to serve each of the three EAs.

This process could take up to 8 months as Ministerial review alone can take 8-12 weeks. New services must meet the approval deadline of April 10 of each year and based on this timeline the deadline for 2021 cannot be met. CRD's legal services staff have discussed this service arrangement with the Governance branch of the Ministry, who confirm such an approach is available to the CRD.

Careful thought must be given to the effect of transitioning between two service systems as there will be legal, administrative and financial implications. Files and permits that bridge between the current system and a revised system with separate EAs must be appropriately handled. For this situation it would be recommended that the existing Service Establishment Bylaw 1750 be left in place for two to three years to address legal matters related to the previous system that may arise.

Financial Implications

Currently, the Building Inspection Service is a three EAs joint service with a single service budget. All service costs are mainly recovered by building permit fees and tax requisition. The tax requisition is cost apportioned by converted assessment among the three EAs.

If this single Building Inspection service is to be separated by each EA through individual service establishment bylaws, the current single budget will need to be split into four separate budgets: one for each of the three EAs and one for the HQ overhead administrative budget. The HQ budget would include administrative costs applicable to all three EAs and would be fully recovered by allocating the HQ cost into the individual EA budgets. The budget for each individual EA would be developed and administered separately and would include only the EA specific operating costs and a share of the HQ total costs. The total costs for each EA would then be recovered through building permit fees and tax requisition from each of the respective EAs.

Historically, the single Building Inspection service budget has included the costs and revenues for the entire service without segregating these costs separately between EA and HQ. In order to simulate the financial implications of separating the service by EA, staff have developed the proposed budget structure (Table 2) to track the costs and revenue separately for each EA and HQ using the 2021 budget forecast for analytical purposes only.

Table 1 below provides the requisition apportionment summary under the current single budget model for 2021 budget forecast.

Table 1 – Requisition Summary – Current Single Budget

Electoral Area	2021 Converted Assessments(\$)	% of Apportionment	Requisition(\$)
Salt Spring Island (SSI)	501,294,566	44.61%	195,150
Southern Gulf Island (SGI)	364,128,798	32.41%	141,752
Juan de Fuca (JdF)	258,183,066	22.98%	100,508
Total	1,123,606,430	100%	437,410

Table 2 below provides the simulation of the requisition requirement for each EA under the proposed separate budget structure of each EA and HQ for 2021 budget forecast. Since the HQ costs are applicable to all three EAs in delivering the Building Inspection service, the total costs would be fully recovered by allocating the costs into individual EA budgets based on converted assessment in alignment with the majority of the CRD services for cost apportionment methodology. Staff did analyze other cost apportionment structures that looked at an equal division among the EAs as well as by number of permits in each EA, however the use of the converted assessment structure had the least impact.

Table 2 – Requisition Simulation – Proposed Separate Budgets of EAs and HQ

Electoral Area	EA Specific Cost(\$)	Net HQ Cost Allocation(\$)*	Total Cost(\$)	EA Specific Fee Revenue(\$)	Requisition(\$)	Total Revenue (\$)
SSI	385,421	198,674	584,095	398,554	185,541	584,095
SGI	344,229	144,312	488,541	362,794	125,747	488,541
JDF	318,372	102,323	420,695	294,574	126,122	420,695
Total	1,048,022	445,309	1,493,331	1,055,922	437,410	1,493,331

*Cost apportioned by converted assessment, refer to Table 1 for %. Fee revenue split based on historical actuals.

Table 3 below provides the comparison of the requisition requirement between the current single budget model and proposed three separate EA budgets using 2021 budget forecast. The requisition does not include a projection of the additional legal, administrative and financial implications.

Table 3 – Requisition Comparison Proposed Separate EA Budgets vs Single Budget

Electoral Area	Requisition Single Budget*	Requisition Separate EA Budgets**	Increase/(Decrease)
SSI	195,150	185,541	(9,609)
SGI	141,752	125,747	(16,005)
JDF	100,508	126,122	25,614
Total	437,410	437,410	0

*Requisition detail from Table 1

**Requisition detail from Table 2

The above analysis indicates that the separate EA budgets model will allow the three EAs to be financially independent. The requisition requirement, however, for each EA will be highly dependent upon the EA specific permit revenue and costs and will likely change and fluctuate year to year due to the changes in the economy, building industry and specific development activity within each EA. To attempt to mitigate the requisition fluctuation, separate operating reserve funds can be created through bylaw for each EA and the service surplus can be held in the respective EA operating reserve fund. Three additional Equipment Replacement funds should also be created to support the vehicle and equipment replacement needs for each respective EA.

Due to the fact that administrating three additional EA budgets with separate operating reserve funds and Equipment Replacement funds will result in increased demands on staff capacity on an ongoing basis staff are not recommending separation. Future additional resources will be required. The benefits of having a single service are that any fluctuations year to year in one EA can be offset within the combined portfolio.

CONCLUSION

Staff have been asked by the EAC to report on the option of creating separate Building Inspection services for each of the three EAs in order to create increased financial and operational independence.

Costs associated with service delivery in the three EAs reflects the geographical location of the offices and areas to be served. Some resources, including staff and equipment, are shared within the overall operation and therefore managing this will become very challenging in order to maintain consistent and equitable services throughout and to ensure appropriate costing.

Legislative processes including the creation of new establishment bylaws would need to be followed to legally complete the separation. This process would take several months or more to complete.

It is likely that additional staff time and resources will be necessary to manage the three separate operations, particularly four budgets instead of one. Budget fluctuations within each separate EA are expected from year to year. The benefits of having a single service are that any fluctuations year to year in one EA can be offset within the combined portfolio.

Due to the challenges, operationally and financially, of separating the three services staff recommend the operation remain as status quo.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Building Inspection service to the three Electoral Areas remain as a single shared service with a single budget.

Submitted by:	Mike Taylor, RBO, Manager and Chief Building Inspector, Building Inspection
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021**

SUBJECT Investing in Canada Infrastructure Program; COVID-19 Resilience Infrastructure Stream [Electoral Area Projects]

ISSUE SUMMARY

A Capital Regional District (CRD) Board resolution is required for grant applications to the Investing in Canada Infrastructure Program (ICIP); COVID-19 Resilience Infrastructure Stream (CVRIS).

BACKGROUND

On December 1, 2020, BC and Canada announced the intake of the CVRIS stream to support infrastructure projects in response to COVID-19. For this stream, the program has \$80.29M available in funding for eligible projects.

Regional Districts (RD) are an eligible recipient under the grant program. RD are permitted to submit one application for a regional/sub-regional service, and one application from each Electoral Area (EA).

Funding is available for 100% of eligible project costs, with 80% of funding from the Government of Canada and 20% from the province. Projects must start by September 30, 2021, and be completed by December 31, 2021.

Eligible projects may include:

1. Retrofits, repairs, and upgrades;
2. Active transportation;
3. COVID-19 response infrastructure; and
4. Disaster mitigation and adaptation infrastructure (excluding flood mitigation).¹

Applications for CVRIS were due January 27, 2021 and must be supported by a Board resolution. Applicants will be notified of the grant program's outcome in late spring 2021. EA Directors have given their support to three projects in the EAs that meet eligibility requirements. Three projects were submitted for the grant program's consideration (see Appendices A–C).

Additional information and grant history on past ICIP applications is summarized in Appendix D.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District support the three submitted grant applications, as endorsed in the following resolutions:

¹ Flood mitigation projects were eligible under the sub-stream under ICIP-CVRIS: Adaptation, Resilience and Disaster Mitigation, which had an application deadline of January 11, 2021.

1. That the Capital Regional District Board (the Board) supports an application for grant funding for the JDF: Willis Point Water Tank Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
2. That the Capital Regional District Board (the Board) supports an application for grant funding for the SSI: Drake Road Trail Upgrades Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns; and
3. That the Capital Regional District Board (the Board) supports an application for grant funding for the SGI: Einar's Hill By-Pass Route (Multi Use Trail) Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

Alternative 2

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

That the Board does not endorse the three grant applications for the Investing in Canada Infrastructure Program-COVID-19 Resilience Infrastructure Stream, and withdraws the three projects for the funding program's consideration.

IMPLICATIONS

Financial Implications

The three proposed projects will be included in each service's 2021 Capital Plan. Services will indicate the grant as a potential funding source.

Table 1 – Grant Applications Submitted

ELECTORAL AREAS	SERVICE NAME	PROJECT	REQUEST (\$)	INELIGIBLE EXPENSES (CRD CONTRIBUTION)	TOTAL PROJECT COST	APPENDIX
Juan de Fuca (JDF)	Willis Point Fire Protection and Recreation Commission	Willis Point Fire Department Water Supply Expansion	\$41,865	\$0	\$41,865	A
Salt Spring Island (SSI)	Community Parks	Drake Road Trail Upgrades	\$90,127	\$19,873	\$110,000	B
Southern Gulf Islands (SGI)	Pender Island Parks and Recreation Commission	Einar's Hill By-Pass Route (Multi Use Trail)	\$243,963	\$7,600	\$251,563	C

*This excludes in-kind contributions.

If the JDF Willis Point Water Supply Expansion grant application is successful, the service is proposing that the project's eligible expenses be fully funded by the grant for \$41,865. The project is contingent upon receiving the grant funds, and will not proceed if funding is not secured through the grant.

If the SSI Drake Road Trail Upgrades grant application is successful, the service is proposing to use the grant to fund \$90,127 of eligible expenses. The service is proposing to use their Capital Reserve Fund (CRF) to fund the ineligible expenses of \$19,873. The project is not contingent upon receiving the grant fund, and will proceed with the service's CRF if funding is not secured through this grant.

If the SGI Einar's Hill By-Pass Route (Multi Use Trail) grant application is successful, the service is proposing to use the grant to fund \$243,963 of eligible expenses and the service's CRF for the ineligible expenses of \$7,600. The project is contingent upon receiving the grant funds, and will not proceed if funding is not secured through the grant.

CONCLUSION

The Investing in Canada Infrastructure Program provides funding to public infrastructure projects in BC. This new stream was developed in an effort to provide immediate funding to eligible recipients, including local governments, to help address the impacts of COVID-19, and fund other infrastructure projects. Factors that impact successful grant applications include availability of funds and their equitable distribution across the province as well as program alignment. The CRD has prioritized its projects at each service level.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District support the three submitted grant applications, as endorsed in the following resolutions:

1. That the Capital Regional District Board (the Board) supports an application for grant funding for the JDF: Willis Point Water Tank Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
2. That the Capital Regional District Board (the Board) supports an application for grant funding for the SSI: Drake Road Trail Upgrades Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns; and
3. That the Capital Regional District Board (the Board) supports an application for grant funding for the SGI: Einar's Hill By-Pass Route (Multi Use Trail) Project through the Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Rianna Lachance, BCom, CPA, CA, Acting Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: JDF: Willis Point Fire Dept Water Supply Expansion

Appendix B: SSI: Drake Road Trail Upgrades Project

Appendix C: SGI: Einar's Hill By-Pass Route (Multi Use Trail) Project

Appendix D: Investing in Canada Infrastructure Program Funding History

CRD GRANT PROPOSAL REVIEW

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

SECTION 1: APPLICANT AND GRANT INFORMATION			
CRD DEPT. PPS	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL. Willis Point Fire Protection and Recreation Commission		SERVICE NO.:
WHAT SERVICE TYPE COULD BENEFIT? Local	WHICH ELECTORAL AREA? JDF	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT. Willis Point	
GRANT PROGRAM NAME Investing in Canada Infrastructure (ICIP) - COVID-19 Resilience Infrastructure Stream			APPLICATION DUE (MM/DD/YYYY) 01/27/2021
PROPOSED PROJECT TITLE Willis Point Fire Dept Water Supply Expansion		PROJECT TYPE Climate Adaptation Infrastructure	
DESCRIBE THE OUTCOME OF THE PROJECT: 30,000 gallon water storage tank to provide water supply for fire-fighting in event of forest fire. Given the present climate related wildland fire potential, the Willis Point Community needs to be able to protect from any or all wildland fire disasters. The most likely wildland fire potential comes from Gowland Tod Provincial Park, and even more so, Mt Work Regional Park (CRD park), where large numbers of people visit from throughout the region on a daily basis during the summer fire season. This water tank infrastructure will provide added capacity to address the most critical part of preventing a major fire disaster; that is, having sufficient water storage to quickly extinguish a small fire before it spreads.			
SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?			
Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.			
ALIGNMENT WITH A CRD BOARD PRIORITY? Not Applicable	ALIGNMENT WITH A CORPORATE PRIORITY? Not Applicable	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY? Protect manage eco-system health	
ALIGNMENT WITH THE SERVICE PLAN? Choices	ALIGNMENT WITH THE CAPITAL PLAN? Choices	ALIGNMENT WITH THE ASSET MANAGEMENT PLAN? Choices	
IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE: This project is being undertaken by the Willis Point Fire Commission			
THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE .			
HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL PREPARING THE GRANT APPLICATION TAKE? <input checked="" type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+		HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL GRANT ADMINISTRATION TAKE IF AWARDED? <input checked="" type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+	
GRANT REQUEST: \$ 41,865	CRD COSTS: ELIGIBLE AND INELIGIBLE \$ 0	TOTAL PROJECT COST (EST.) \$ 41,865	EVIDENCE OF SECURED FUNDS Choices
WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN? 1-Low: Applying is not disruptive to the Service's workplan		WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN? 1-Low: This grant is not disruptive to the Service's workplan	
IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT.			
IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION.			
WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:	Choices		
IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS.			
WHAT SPILLOVER BENEFITS, ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES, COULD RESULT FROM THIS GRANT EFFORT? SEE INTANGIBLE BENEFIT EXPLANATION HERE . <input type="checkbox"/> INNOVATION <input type="checkbox"/> PARTNERSHIP/COLLABORATION <input checked="" type="checkbox"/> SUPPORT OF RURAL COMMUNITIES <input type="checkbox"/> MITIGATION OF A SEVERE RISK			

CRD GRANT PROPOSAL REVIEW

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

SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.		
FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN?	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN? No	WHAT IS THE ASSET'S REMAINING SERVICE LIFE? New Asset
WHAT IS THE ASSET'S CONDITION RATING? Excellent - New Asset		WHAT IS RISK OF ASSET FAILURE? Not Applicable
USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS) Asset to be maintained by Willis Point Fire Department under Willis Point Fire Protection and Recreation Commission		
SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program?		
DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA. Willis Point Community borders Gowland Tod Provincial Park, which has steep terrain and massive fuel loading. As a community with an existing Volunteer Fire Department and a single point of entry and egress, water tanks placed in strategic locations are required in order to help prevent a wildland fire from spreading within Gowland Tod Park or Mt. Work Regional Park, and to the homes and properties that lie immediately adjacent to the Park. Early attack on a wildland fire in the forested areas of Willis Point is critical in preventing an uncontrollable disaster spreading into the Willis Point community.		
SECTION 5: ATTESTATION AND APPROVALS In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst.		
PROJECT LEAD ATTESTATION		
<input checked="" type="checkbox"/> I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT; <input type="checkbox"/> I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS; <input type="checkbox"/> I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE; <input type="checkbox"/> I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL.		
NAME Joel Cotter, Willis Pt Fire and Rec. Commission	TITLE Commission Member	DATE (MM/DD/YYYY) 01/15/2021
MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT		
NAME Jonathan Reimer	TITLE Manger, EA Fire and Emergency Programs	DATE (MM/DD/YYYY) 01/15/2021
SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT		
NAME Shawn Carby	TITLE Senior Manager, Protective Services	DATE (MM/DD/YYYY) 01/28/2021
GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT		
NAME Kevin Lorette	TITLE General Manager, Planning and Protective Services	DATE (MM/DD/YYYY) 01/28/2021
THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS. ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst		

CRD GRANT PROPOSAL REVIEW

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SECTION 1: APPLICANT AND GRANT INFORMATION			
CRD DEPT. Executive Services	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL. Salt Spring Island Community Parks		SERVICE NO.: 1.455
WHAT SERVICE TYPE COULD BENEFIT? Local	WHICH ELECTORAL AREA? SSI	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT. Salt Spring Island	
GRANT PROGRAM NAME Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream			APPLICATION DUE (MM/DD/YYYY) 01/27/2021
PROPOSED PROJECT TITLE Drake Road Trail Upgrades		PROJECT TYPE Infrastructure Assets - New or Renew	
DESCRIBE THE OUTCOME OF THE PROJECT. To upgrade and provide storm water management to an established pedestrian trail leading from Cypress View Road and 24 new affordable housing units to Ganges Village and Mouat's Park. The existing trail was built without proper drainage or storm water management causing the trail to flood and become impassable during the wetter months. The entrance to the trail off of Cypress Road is heavily sloped causing a barrier for users with mobility issues, walker, wheelchairs or strollers.			
SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?			
Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.			
ALIGNMENT WITH A CRD BOARD PRIORITY? Not Applicable	ALIGNMENT WITH A CORPORATE PRIORITY? Not Applicable	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY? Not Applicable to SSI SGI	
ALIGNMENT WITH THE SERVICE PLAN? Yes - for the current year	ALIGNMENT WITH THE CAPITAL PLAN? Yes-for current year	ALIGNMENT WITH THE ASSET MANAGEMENT PLAN? Not Applicable	
IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE: 2019 Salt Spring Island Parks and Recreation Strategic Plan			
THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE .			
HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL PREPARING THE GRANT APPLICATION TAKE? <input checked="" type="checkbox"/> 1-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+		HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL GRANT ADMINISTRATION TAKE IF AWARDED? <input checked="" type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+	
GRANT REQUEST: \$90,127	Ineligible costs \$19,873	Total project costs \$110,000	MAIN SOURCE OF CRD FUNDING SHARE Capital Reserve Fund
EVIDENCE OF SECURED FUNDS Yes-funding evidence is available now		WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN? 1-Low: This grant is not disruptive to the Service's workplan	
WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN? 1-Low: Applying is not disruptive to the Service's workplan			
IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT.			
IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION.			
WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:		1. TYPICAL-Executing/amending agreement, claims, project reports	
IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS.			
WHAT SPILLOVER BENEFITS, ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES, COULD RESULT FROM THIS GRANT EFFORT? SEE INTANGIBLE BENEFIT EXPLANATION HERE .			
<input type="checkbox"/> INNOVATION <input type="checkbox"/> PARTNERSHIP/COLLABORATION <input checked="" type="checkbox"/> SUPPORT OF RURAL COMMUNITIES <input type="checkbox"/> MITIGATION OF A SEVERE RISK			

CRD GRANT PROPOSAL REVIEW

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SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.		
FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN? 2020/2021	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN? No	WHAT IS THE ASSET'S REMAINING SERVICE LIFE?
WHAT IS THE ASSET'S CONDITION RATING? Poor-Beyond service life major deficiencies		WHAT IS RISK OF ASSET FAILURE? Low
USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS)		
SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program? DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA. The project will support the development of active transportation and provide an off road alternative for pedestrians traveling to the Ganges Village core. Detailed designs and Class B cost estimates have already been completed for this project.		
SECTION 5: ATTESTATION AND APPROVALS In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst.		
PROJECT LEAD ATTESTATION		
<input checked="" type="checkbox"/> I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT; <input checked="" type="checkbox"/> I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS; <input checked="" type="checkbox"/> I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE; <input checked="" type="checkbox"/> I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS/OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL.		
NAME	TITLE	DATE (MM/DD/YYYY)
MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT		
NAME	TITLE	DATE (MM/DD/YYYY)
Dan Ovington	Manager, Salt Spring Island Parks and Recreation	12/07/2020
SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT		
NAME	TITLE	DATE (MM/DD/YYYY)
Karla Campbell	Senior Manager, Salt Spring Island Administration	12/08/2020
GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT		
NAME	TITLE	DATE (MM/DD/YYYY)
Robert Lapham	CRD Chief Administrative Officer	12/11/2020
THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS.		
ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO <u>CRD Corporate Asset and Grant Management Analyst</u>		

CRD GRANT PROPOSAL REVIEW

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SECTION 1: APPLICANT AND GRANT INFORMATION			
CRD DEPT. Corporate Services	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL. Pender Island Parks and Recreation		SERVICE NO.: 1.485
WHAT SERVICE TYPE COULD BENEFIT? Local	WHICH ELECTORAL AREA? SGI	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT. Pender Island	
GRANT PROGRAM NAME Investing in Canada Infrastructure Program			APPLICATION DUE (MM/DD/YYYY) 01/27/2021
PROPOSED PROJECT TITLE Einar's Hill By-Pass Route (Multi Use Trail)		PROJECT TYPE Infrastructure Assets - New or Renew	
<p>DESCRIBE THE OUTCOME OF THE PROJECT:</p> <p>To develop a safe and scenic multimodal, active transport trail north of the Driftwood Commercial Centre.</p> <p>The current connection is a stretch of road that has been identified as significantly dangerous for cyclists and pedestrians due to its steep, tightly curved, narrow and partially blind nature. This lack of a safe corridor limits active transport opportunities between the Driftwood Commercial Centre and the Community Hall, as well as the residential communities beyond those hubs.</p> <p>The proposed by-pass follows a historic Ministry of Highways right of way (Alice - Church) which skirts around the west end of the airstrip adjacent to Liberto Rd.</p>			
SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?			
<p>Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.</p>			
ALIGNMENT WITH A CRD BOARD PRIORITY? Community Wellbeing - Housing & Transportation	ALIGNMENT WITH A CORPORATE PRIORITY? Business Capacity & Continuity	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY? Not Applicable to SSI SGI	
ALIGNMENT WITH THE SERVICE PLAN? Yes - for year 2	ALIGNMENT WITH THE CAPITAL PLAN? Yes-for year 2	ALIGNMENT WITH THE ASSET MANAGEMENT PLAN? No-New Asset	
IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE: Pender Island Community Parks and Recreation			
THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE .			
HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL PREPARING THE GRANT APPLICATION TAKE? <input type="checkbox"/> 1-10 <input checked="" type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+		HOW MANY HOURS, <u>APPROXIMATELY</u> , WILL GRANT ADMINISTRATION TAKE IF AWARDED? <input type="checkbox"/> 1-10 <input checked="" type="checkbox"/> 11-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-70 <input type="checkbox"/> 71-90 <input type="checkbox"/> 91-110 <input type="checkbox"/> 111-130 <input type="checkbox"/> 131-170 <input type="checkbox"/> 171+	
GRANT REQUEST: \$ 243,963	CRD COSTS: ELIGIBLE AND INELIGIBLE Includes in-kind \$ 15,280	TOTAL PROJECT COST (EST.) \$ 259,243	MAIN SOURCE OF CRD FUNDING SHARE Capital Reserve Fund EVIDENCE OF SECURED FUNDS Yes-funding evidence will be available by :
WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN? 1-Low: Applying is not disruptive to the Service's workplan		WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN? 3-High: This grant is unusual and complex; and disruptive to the workplan	
IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT. N/A			
IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION. The project will be completed with the services of a trail development firm, such as Valhalla Trail Ltd. Following completion maintenance of the trail will fold into the regular maintenance program. The PIPRC has also struck a Project Committee to complete the application and see the project to completion. The Committee members include: Barry Mathias is a founding member and past President of Moving Around Pender (MAP). MAP establishes and maintains active			
WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:		1. TYPICAL-Executing/amending agreement, claims, project reports	
IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS. n/a			
WHAT SPILLOVER BENEFITS, ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES, COULD RESULT FROM THIS GRANT EFFORT? SEE INTANGIBLE BENEFIT EXPLANATION HERE .			
<input checked="" type="checkbox"/> INNOVATION	<input checked="" type="checkbox"/> PARTNERSHIP/COLLABORATION	<input checked="" type="checkbox"/> SUPPORT OF RURAL COMMUNITIES	<input checked="" type="checkbox"/> MITIGATION OF A SEVERE RISK

CRD GRANT PROPOSAL REVIEW

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

FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN? N/A	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN? Not Applicable	WHAT IS THE ASSET'S REMAINING SERVICE LIFE? N/A
WHAT IS THE ASSET'S CONDITION RATING? Choices	WHAT IS RISK OF ASSET FAILURE? Choices	

USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS)

This application would enable a new asset to be developed, then owned and managed by the CRD Pender Island Parks and Recreation Service.

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

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

This 1.5 km multi-modal trail meets the following grant outcome: "Active Transportation Infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths".

It is a shovel ready project that can be completed by 2021 as a comprehensive development plan and quote are already on file from Valhalla Trails Ltd. The proposed trail is located on existing MOTI right of way with a very short section crossing the Gulf Islands National Park Reserve. GINPR have indicated a willingness to grant a License of Occupation.

PIPRC has a demonstrable capacity to operate and maintain the resulting infrastructure over the long term. PIPRC currently operates and maintains 80 parks and trails on both North and South Pender Islands through long-term skilled contractors supervised by a diversely skilled Volunteer Board. Future maintenance and operation of this trail will be included in the annual budget planning for this Commission.

This trail serves a broad public benefit by joining the Driftwood Commercial Centre to the Community Hall. These are key hubs for commerce, recreation, and tourism on the island. Currently active transport between these hubs is significantly limited due to the dangers of the Einer's Hill section of public road. By bypassing this dangerous corridor, the trail also improves overall safe active transportation between the BC Ferry dock and the densely populated Magic Lake subdivision.

SECTION 5: ATTESTATION AND APPROVALS

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

PROJECT LEAD ATTESTATION

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

NAME Rob Fawcett	TITLE Commissioner PIPRC	DATE (MM/DD/YYYY) 12/20/2020
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MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME Justine Starke	TITLE Manager, Service Delivery, Southern Gulf Islands	DATE (MM/DD/YYYY) 12/18/2020
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SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME N/A	TITLE	DATE (MM/DD/YYYY)
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GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME Kristen Morley	TITLE General Manager, Corporate Services	DATE (MM/DD/YYYY) 01/04/2021
------------------------	--	---------------------------------

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

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

APPENDIX D: INVESTING IN CANADA INFRASTRUCTURE PROGRAM FUNDING HISTORY

PROGRAM STREAMS	PROJECT	GRANT REQUEST	STATUS
1. Community, Culture, and Recreation Stream			
Intake 1: January 23, 2019	Mayne Island Regional Trail	\$ 2,778,393	Approved
	SSI: Fernwood Elementary School Athletic Field Upgrades	\$ 584,850	Declined
Intake 2: October 1, 2020	SSI: Fernwood Elementary School Athletic Field Upgrades	\$ 646,587	Submitted
	Elk/Beaver Lake Oxygenation System	\$ 700,000	Submitted
2. Rural and Northern Communities			
Intake 1: January 23, 2019	JDF: Wilderness Mountain Supply Improvements	\$ 4,566,673	Declined
	SGL: Miners Bay Dock at Mayne Island	\$ 247,423	Declined
Intake 2: October 22, 2020	SSI: Maliview Wastewater Treatment Plant Upgrade	\$ 1,989,000	Submitted
	SGL: Lyall Harbour Boot Cove Water Service Improvements	\$ 1,110,600	Submitted
	JDF: Port Renfrew Water Supply Line Replacement	\$ 1,573,918	Submitted
3. A. Green Infrastructure-Environmental Quality			
Intake 1: August 18, 2018	N/a	N/a	N/a
Intake 2: February 26, 2020	JDF: Anderson Cove Water Distribution	\$ 1,460,000	Submitted
	SGL: Magic Lake Estates Wastewater System Renewal	\$ 5,390,000	Submitted
3. B. Green Infrastructure-CleanBC Communities			
Intake 1: March 27, 2019	Hartland Landfill Renewable Natural Gas Initiative	\$ 17,311,790	Declined
Intake 2: November 12, 2020	Panorama Energy Recovery Project	\$ 1,972,430	Submitted
4. A. COVID-19 Resilience Infrastructure Stream			
Intake 1: January 27, 2021	Accepting grant applications		
4. B. COVID-19 Resilience Infrastructure Stream: Adaptation, Resilience, & Disaster Mitigation			
Intake 1: January 11, 2021	N/a	N/a	N/a
5. Public Transit			

SUMMARY OF GRANT APPLICATION REQUESTS		
STATUS	APPLICATIONS	REQUEST (\$)
Approved	1	\$ 2,778,393
Declined	4	\$ 22,710,736
Submitted	8	\$ 14,842,535
Grand Total	13	\$ 40,331,664

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 10, 2021**

SUBJECT **CleanBC Funding and Salt Spring Island Composting Project**

ISSUE SUMMARY

To seek direction regarding the request from Salt Spring Island Composting Project (SSICP) to partner with the Capital Regional District (CRD) on the submission of an application to the CleanBC Organic Infrastructure and Collection Program (CleanBC) funding, to be used for construction of a not-for-profit composting facility on Salt Spring Island (SSI).

BACKGROUND

The CleanBC program was developed to reduce greenhouse gas emissions by diverting organic waste from material that is currently sent to landfills. To achieve this objective, CleanBC will provide a grant for up to two-thirds of eligible project costs to facilitate diversion and processing of organic waste. The SSICP is a proposed collaboration of three well-established organizations of Salt Spring Island: the SSI Farmland Trust, the Salt Spring Abattoir Society and SSI Community Services. SSICP is interested in applying for funding through this program to build and operate a composting facility on Salt Spring Island. However, as only regional districts, municipalities and indigenous governing bodies are eligible to apply to the program, SSICP representatives have approached CRD Environmental Resource Management division staff requesting that the CRD partner with them in their application.

Assuming the CRD wishes to partner with the SSICP on this initiative, the CRD Board will need to approve a resolution of support for the CleanBC funding application, and SSICP will need to provide the CRD with a variety of project details, including:

- confirmation that its share of funding has been secured (funding may include monies from the Gas Tax Agreement Community Works Fund)
- confirmation that the project will divert organic waste from landfills and result in quantifiable greenhouse gas emission reductions
- a detailed project timeline that shows the facility will be operational by March 31, 2024
- a project cost estimate
- a demonstrated commitment to being operational until at least March 31, 2034; and
- confirmation that funds have been committed to operate and maintain the project until at least 2034.

A contribution or service agreement could be utilized to manage the relationship with SSICP as a service provider, depending on the level of involvement.

Given that the deadline to apply to CleanBC for funding was February 4, 2021, staff have submitted a basic application for this project that is conditional upon CRD Board direction to further proceed. As the applicant, the CRD would ultimately be responsible and liable for all of the project deliverables and the long-term delivery of the project. Recipients may be required to return funding if projects are not completed or the infrastructure is not retained in service by the intended recipient.

The facility would be subject to CRD Bylaw No. 2736, *Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004*, and would likely need to secure a license to operate under that bylaw. The CRD would need to exempt itself from the requirement to license its own facilities and instead comply with the *Organic Matter Recycling Regulation*, the applicable provincial regulation for such facilities.

ALTERNATIVES

Alternative 1

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

1. That the Capital Regional District's CleanBC Organic Infrastructure and Collection Program grant application be supported;
2. That staff be directed to work with representatives of the Salt Spring Island Composting Project to further pursue CleanBC Organic Infrastructure and Collection Program funding based on the conditional application that has been submitted by staff in support of the Salt Spring Island Farmland Trust initiative; and
3. That the CleanBC Organic Infrastructure and Collection Program grant application be conditional upon the successful establishment of a new Salt Spring Island local area service, approved by the electors, for the development and operation of a composting facility.

Alternative 2

1. That the Capital Regional District's CleanBC Organic Infrastructure and Collection Program grant application be supported;
2. That staff be directed to work with representatives of the Salt Spring Island Composting Project to further pursue CleanBC Organic Infrastructure and Collection Program funding based on the conditional application that has been submitted by staff in support of the Salt Spring Island Farmland Trust initiative; and
3. That the existing authority under Capital Regional District's Solid Waste Bylaw No. 1903 for the development and operation of a composting facility on Salt Spring Island be used.

IMPLICATIONS

Environmental & Climate Implications

Establishing a composting facility on Salt Spring Island will divert organic waste from disposal at Hartland Landfill. The facility would also have the potential to produce a valuable soil amendment that could be beneficially used. As there are existing composting facilities on Vancouver Island that have the capacity to manage organic waste from Salt Spring Island, it is unclear what the net environmental and climate benefits of the proposed facility would be.

Financial Implications

Without the proposed project business plan and budget from SSICP, the full financial implications to the CRD cannot be determined, but by accepting CleanBC funding, the CRD would ultimately be responsible and liable for meeting the obligations tied to receiving that funding, including paying back CleanBC funding, if the project deliverables are not met.

Any costs associated with this facility that are not recovered through user fees or other charges would either have to be recovered by requisition from Salt Spring Island ratepayers under the authority granted under a discrete new service as outlined in Alternative 1, or through a broad region-wide funding using the authority granted under Bylaw No. 1903.

Service Delivery Implications

Partnering with SSICP will require the CRD to create a new facility on Salt Spring Island, either through Bylaw No. 1903 or through a new service with a discrete solid waste service area that encompasses Salt Spring Island only.

At present, the CRD could establish a composting site on SSI under the authority of the regional solid waste service, pursuant to Bylaw No. 1903. However, under this service authority, any costs not recovered through user fees or other charges would be funded by all municipalities and electoral areas in the region, not just the Salt Spring Island Electoral Area. This is because the local service area participants under Bylaw No. 1903 are the entire region.

Alternatively, a new service could be created with a discrete solid waste service area that encompasses Salt Spring Island only, but the consent of the electorate would be required before such a service could be established, or alternatively, a separate site included in a publicly consulted solid waste management plan with provincial approval.

Alignment with Board & Corporate Priorities

Establishing a composting facility on Salt Spring Island aligns in principle with the CRD Board's climate emergency declaration, though the estimated net benefits are not currently available.

CONCLUSION

The provincial CleanBC program is offering funding of up to two-thirds of eligible project costs to divert and process organic waste in BC. The Salt Spring Island Composting Project is interested in applying for this funding to establish a composting facility on Salt Spring Island and has asked the CRD to partner with it, as it cannot do so on its own. Subject to CRD Board direction, it is possible for the CRD to partner on this project and apply for CleanBC funding by establishing a composting facility on the island under Bylaw No. 1903, or through the creation of a new service with a discrete solid waste service area that encompasses Salt Spring Island only.

RECOMMENDATION

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

1. That the Capital Regional District's CleanBC Organic Infrastructure and Collection Program grant application be supported;
2. That staff be directed to work with representatives of the Salt Spring Island Composting Project to further pursue CleanBC Organic Infrastructure and Collection Program funding based on the conditional application that has been submitted by staff in support of the Salt Spring Island Farmland Trust initiative; and
3. That the CleanBC Organic Infrastructure and Collection Program grant application be conditional upon the successful establishment of a new Salt Spring Island local area service, approved by the electors, for the development and operation of a composting facility.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 1903 – A Bylaw to Convert a Solid Waste Disposal Function to a Local Service for all of the Regional District (including amendments No. 1 and No. 2).

CAPITAL REGIONAL DISTRICT

BYLAW NO. 1903

**A BYLAW TO CONVERT A SOLID WASTE DISPOSAL FUNCTION TO A LOCAL SERVICE FOR
ALL OF THE REGIONAL DISTRICT**

WHEREAS by Letters Patent, Division X, dated October 4th, 1973, as amended by further Supplementary Letters Patent, the Capital Regional District was granted the function of providing refuse disposal facilities for all of the Capital Regional District;

AND WHEREAS the Board of the Capital Regional District wishes to exercise the function granted to it by the Letters Patent in accordance with Part 24 of the Municipal Act subject to all the terms and conditions contained in the Letters Patent and including all the powers granted by the Letters Patent;

AND WHEREAS the Board of the Capital Regional District wishes to proceed under section 767 of the Municipal Act and establish the service as a local service by bylaw under sections 767(4) and 794 of the Municipal Act;

AND WHEREAS the Board of the Capital Regional District has elected to obtain the assent of the electors under Section 797 of the Municipal Act.

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

1. The function of waste disposal granted by Letters Patent dated October 4th, 1973, as amended by further Supplementary Letters Patent, is hereby established as a local service.
2. The boundaries of the Local Service Area shall be the boundaries of the Capital Regional District.
3. The Electoral Areas of Langford, Sooke, Saltspring Island and Outer Gulf Islands and the municipalities of North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood and Metchosin include the participating areas for this local service.
4. The annual operating costs for the service and debt servicing costs shall be recovered:
 - (a) by the imposition of fees and other charges by bylaw;
 - (b) the balance after deducting the revenue obtained from the fees or other charges shall be recovered by the requisition of money under sections 809 and 809.1 of the Municipal Act to be collected by a property value tax in the Local Service Area to be levied and collected under sections 810(1) and 810.1(1).

5. The annual net cost attributable to this Local Service shall be apportioned among the participating Municipalities and Electoral Areas on the basis of 75% on population as defined in the Municipal Act and 25% on the converted value of improvements for Regional Hospital District purposes.
6. The maximum amount that may be requisitioned under Section 804(1) for the service will be zero (0).
7. Every person disposing of waste within the Local Service Area shall make use of the Solid Waste Disposal Facility provided under this bylaw when disposing of such waste under the terms and conditions imposed for the use of the Waste Disposal Facility.
8. The Capital Regional District may, without limiting the generality of Section 1, in providing the Local Service hereby established, acquire, construct, establish, maintain, operate and regulate;
 - (a) transfer depots and facilities for receiving collected waste for packing, processing, loading and transporting the waste to disposal grounds,
 - (b) facilities for collecting, processing, storing, marketing and disposing of recyclable waste,
 - (c) facilities for composting waste,
 - (d) facilities for collection, storage and disposal of hazardous, biomedical or special waste,
 - (e) facilities for carrying out resource recovery from waste, and
 - (f) waste disposal grounds and facilities.
9. The Capital Regional District may in providing the Local Service hereby established enter into contracts;
 - (a) to provide the waste disposal service, and resource recovery from waste including the services and facilities set out in Section 8, and
 - (b) to provide for the transportation of waste from any transfer depot to any place for disposal.
10. This Bylaw may be cited as the "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991."

READ A FIRST TIME THIS 13TH day of March , 1991.

READ A SECOND TIME THIS 13TH day of March , 1991.

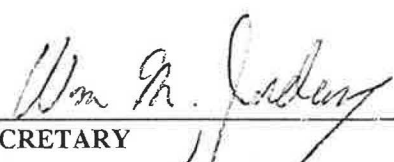
READ A THIRD TIME THIS 13TH day of March , 1991.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS 20th day of June , 1991.

RECONSIDERED AND FINALLY ADOPTED THIS 26th day of June , 1991.



CHAIRPERSON



SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 4th day of July , 1991.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2654

**A BYLAW TO AMEND BYLAW NO. 1903 "SOLID WASTE DISPOSAL LOCAL SERVICE
ESTABLISHMENT BYLAW NO. 1, 1991"**

WHEREAS:

- A. The Board of the Capital Regional District wishes to amend Capital Regional District Bylaw No. 1903, the Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991, to establish the service of the regulation, storage and management of municipal solid waste and recyclable material, including the regulation of facilities and commercial vehicles used in relation to these matters under section 798 (1)(d);
- B. The Capital Regional District by its Solid Waste Local Service Establishment Bylaw No. 1, 1991 established as a local service the function of waste disposal granted by Letters Patent dated October 4, 1973 in accordance with section 798 (1)(c);
- C. Section 798(5) provides that if the Board adopts a bylaw under section 798(1)(d) the Board must exercise its authority in accordance with the *Waste Management Act* and Regulations under that Act;
- D. Section 798(6) of the *Municipal Act* provides that where the Board establishes services under section 798(1)(c) and (d) they are deemed to be a single service for the purposes of Part 24 of the *Municipal Act*;
- E. The amendment to Capital Regional District Bylaw No. 1903, the Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991 is necessary to implement the Waste Management Plan and section 18(9) of the *Waste Management Act* provides that this bylaw does not require the Board of the Capital Regional District to provide an opportunity for electors to petition against it, or the assent of the electors, a petition, an initiative plan or consent on behalf of the electors referred to in the *Municipal Act*;
- F. The approval of the Inspector of Municipalities is required and obtained under section 813(9) of the *Municipal Act*.

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

- 1. Capital Regional District Bylaw No. 1903, cited as "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991", is amended as follows:
 - a. Section 1 is amended by inserting "(1)" after "1". and by adding the following:
 - "(2) The regulation, storage and management of municipal solid waste and recyclable material including the regulation of facilities and commercial vehicles used in relation to these matters is established as a local service in accordance with section 798(1)(d) of the *Municipal Act*."
 - b. Section 3, is amended by adding after "Colwood", the phrase "Highlands, Langford".
 - c. Section 4 is amended by replacing the references to Section 809, 809.1, 810(1), and 810.1(1) with 822, 823, 824(1), and 825(1) respectively;

- d. Section 5 is amended by deleting "Regional Hospital District" and replacing it with "hospital";
 - e. Section 6 is amended by replacing "804(1)" with "816(1)".
2. This Bylaw may be cited as the "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 1999".

READ A FIRST TIME THIS	27th	day of	January	1999
READ A SECOND TIME THIS	27th	day of	January	1999
READ A THIRD TIME THIS	27th	day of	January	1999
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	2nd	day of	March	1999
ADOPTED THIS	10th	day of	March	1999


CHAIR


SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 12th day of March 1999

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 16th day of August 2013



Making a difference...together

**Minutes of the Annual General Meeting of the Beddis Water Service Commission
Held April 15, 2019 at the Creekside Meeting Room, #108 121 McPhillips Ave Salt Spring
Island, BC**

Present: **Director:** Gary Holman
Commission Members: Simon Wheeler, Ruth Waldick, Geoff Bartol
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Amber Donaldson, Manager, Finance Services; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Tracey Shaver, Recording Secretary
Absent: Doreen Hewitt
Present: Several Beddis Water Service rate payers

1. Call to Order

Chair Wheeler called the meeting to order at 1:02 PM

2. Approval of Agenda

MOVED by Commissioner Bartol, **SECONDED** by Commissioner Waldick,
That the Beddis Water Service Commission 2018 Annual General Meeting agenda of April 15, 2019 be approved and amended by adding item 7.1 Sky Valley Delegation and item 7.2 Communications.

CARRIED

3. Adoption of Minutes of the 2017 Annual General Meeting held on June 4, 2018

MOVED by Commissioner Waldick, **SECONDED** by Commissioner Bartol,
That the Beddis Water Service Commission 2017 Annual General meeting minutes of June 4, 2018 be approved.

CARRIED

4. Chair's Report

- Treatment plant performed well
- Storm events identified need for resilience and emergency back up
- Asset management plan (AMP) will provide direction

5. Report

5.1 Annual Report for 2018 Fiscal Year

Staff presented report.

- Non-revenue water production levels high at 26%
- Water loss considered 21%; two major leaks
- Treated water quality; what are the parameters used to measure TTHM samples over the 100 µg/L limit?

- Low water pressure events for house on Beddis may require property owner to install booster as pressure is correct at roadside and house is up on a hill.
- Component of AMP is to assign costs and prioritize capital projects
- Seek ways to lower operating costs of treatment plant; beneficial use of sludge

6. Election of Officers

Chair Wheeler informed the Beddis Water Commission that Doreen Hewitt has stepped down.

Laurie Jacques has been nominated for the remainder of Doreen Hewitt's term till Dec 31, 2019. Hearing no other nominations, Laurie Jacques's name will be forwarded to the CRD Board for appointment.

Chair Wheeler called for two nominations for terms beginning in 2020.

Both Ruth Waldick and Laurie Jacques agreed to stand for these positions. Hearing no other nominations their names will be forwarded to CRD Board prior to the end of this year for appointment to terms starting in 2020.

7. New Business

7.1 Sky Valley Delegation

Various rate payers from the Sky Valley area voiced frustrations with lack of capital work started for the Sky Valley booster pump and dismantling of the Lautman tank.

7.2 Communications

- Discussion surrounding the process of Island Trust referrals
- CRD Commission input on land use decisions which may have impact on water system

8. Adjournment

MOVED by Commissioner Bartol, **SECONDED** by Commissioner Waldick,
That the meeting be adjourned at 2:58 pm.

CHAIR

SENIOR MANAGER



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Minutes of the Annual General Meeting

of the CEDAR LANE WATER SERVICE COMMISSION

Held Thursday April 18, 2019 in the Creekside Meeting Room 108 121 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Gary Holman
Commission Members: Lynda Wilcox, Jason Griffin, Cathy Lenihan
Staff: Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations;
Dan Ovington, Manager, Parks and Recreation; Tracey Shaver, Recording Secretary

1. Call to Order

Chair Griffin called the meeting to order at 1:08 pm.

2. Approval of Agenda

MOVED by Commissioner Wilcox, **SECONDED** by Commissioner Lenihan,
That the Cedar Lane Water Service Commission 2018 Annual General Meeting Agenda of April 18, 2019 be approved with the addition of item 7.1 Pumping Protocol.

CARRIED

3. Adoption of Minutes of the 2017 Annual General Meeting held on June 5, 2018

MOVED by Commissioner Wilcox, **SECONDED** by Commissioner Lenihan,
That the Cedar Lane Water Service Commission approve the 2017 Annual General Meeting Minutes dated June 5, 2018 with the correction that Lynda Wilcox was in attendance.

CARRIED

4. Chair's Report

Chair Griffin submitted a written report

- Stressed aquifer
- Continuation of water conservation efforts
- Asserting rights to protect ground water
- Wise fiscal oversight of system

5. Report

5.1 Annual Report for 2018 Fiscal Year

- Staff reviewed the various sections of the annual report which included water production/demand, water quality, operations, capital projects and financial information.
- Noted that CRD is aware that the service has two separate power feeds and during emergencies contacts BC Hydro on behalf of the water service

- Continue to investigate use of unused Cedar Lane well on private property
- CRD labour and operating costs increased significantly; corrective maintenance and additionally requested administrative time.

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That the Cedar Lane Water Service Commission request that staff provide a breakdown of costs associated with the line item on the 2018 year end Statement of Operations "CRD Labour and Operating costs".

CARRIED

6. Election of Officers

Lynda Wilcox agreed to an additional term starting in 2020. Hearing no other nominations Lynda was appointed by acclamation.

7. New Business

7.1 Pumping Protocol

- Ralph Dom provided a suggestion hoping to ease the strain on pumps and aquifer during the summer months.
- Dan Robson provided some information on how the pumps are regulated and already slowed down "throttled" during summer months
- Additionally one of the pumps has recently been moved out of the depth where raw water turbidity was causing problems.
- Potential to consider Cusheon Lake under the Beddis Water System as a CRD alternative source of treated bulk water.
- Director Holman willing to support emergency water needs with Community Works Funding

8. Adjournment

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That the meeting be adjourned at 2:30 pm.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the 2018 Annual General Meeting of the Cedars of Tuam Water Service Commission

Held Wednesday April 17, 2019 in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Gary Holman
Commission Members: Peter Wypkema
Staff: Dan Ovington, Manager Parks and Recreation; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Amber Donaldson, Manager, Financial Planning and Performance Financial; Jeremy Rilkoff, Financial Analyst; Tracey Shaver, Recording Secretary.
Present: Ron Bain, Julian Edwards

1. Call to Order

Chair Wypkema called the meeting to order at 2:04 pm

2. Approval of Agenda

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman,
That the Cedars of Tuam Water Service Commission 2018 Annual General Meeting agenda of April 17, 2019 be amended and approved with the addition of Item 7.1 Ronald Bain and Item 7.2 Julian Edwards.

CARRIED

3. Adoption of Minutes of the 2017 Annual General Meeting held on June 7, 2018

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman,
That the Cedars of Tuam Water Service Commission 2017 Annual General Meeting Minutes of June 7, 2019 be approved.

CARRIED

4. Chair's Report

Chair Wypkema briefly commented:

- Labour and operating costs increased
- Increase in water demand as new families are moving into area
- Conservation education and getting to the new well project becoming urgent.

5. Report

5.1 Annual Report for 2018 Fiscal Year

Staff reviewed the various sections of the annual report which included water production/demand, water quality, operations, capital projects and financial information.

- Excess turbidity causes malfunction in raw water meter
- Preliminary design for new well connection`

- Debit servicing expired in 2018
- Labour increases due to emergency responses to high turbidity water quality issues

6. Election of Officers

Peter Wypkema agreed to another two year term beginning in 2020. Hearing no other nominations he was appointed by acclamation.

7. New Business

7.1 Ronald Bain – Mr. Bain address the commission and staff

- Keep educating residents on need for careful water use; draft information sheets
- Obtain a real working knowledge base of existing well water production and loss
- Continuous risk of old well failing; need to hook up to new well

7.2 Julian Edwards – Mr. Edwards owns the property in the Cedars of Tuam subdivision which was affected by the fees and charges bylaw change to single family equivalent hookup. He has one water line which services a main house and a small cottage on the property.

- Paying two fixed user charges and consumption rates.
- Suggests more emphases on consumption rates.

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman,
That the Cedar of Tuam Water Service Commission reconsider the change to Bylaw 4236 for a fixed fee per single family equivalent based on equitability and fairness versus the impact on the budget of 2020 from an increase in user fee charges.

CARRIED

8. Adjournment

MOVED by Commissioner Wypkema, **SECONDED** by Director Holman
That the meeting adjourn at 2:52 pm.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Annual General Meeting of the FULFORD WATER SERVICE COMMISSION
Held Tuesday April 16, 2019 in the Creekside Room, 108 121 McPhillips Ave, Salt Spring
Island, BC**

Present: **CRD Director:** Gary Holman
Commission Members: Carole Eyles, Gord Singbeil, Alan Martin, Anthony Maude
Staff: Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Amber Donaldson, Manager, Financial Planning and Performance; Tracey Shaver, Recording Secretary.

1. **Call to Order:** Chair Eyles called the meeting to order at 1:00 pm.

2. **Approval of Agenda**

MOVED by Commissioner Maude, **SECONDED** by Commissioner Martin,
That the Fulford Water Service Commission Annual General meeting agenda of
April 16, 2019 be approved.

CARRIED

3. **Adoption of Minutes from the 2017 Annual General Meeting held on June 4, 2018**

MOVED by Commissioner Eyles, **SECONDED** by Commissioner Singbeil,
That the Fulford Water Service Commission Annual General meeting minutes of
June 4, 2018 be amended and approved by changing item 5.1 "2022" to "2020".

CARRIED

4. **Chair's Report**

Chair Eyles provided a written report.

- System functioned well, leak under road continues to be bothersome
- Frustration over water main repair project and communications
- Request for educational information to be distributed to rate payers regarding amount of stored water available during power outages.

5. **Report**

5.1 **Annual Report for 2018 Fiscal Year**

Staff reviewed the various sections of the annual report which included water production/demand, water quality, operations, capital projects and financial information.

- Better way to track water leaks and consumption rates

- Water production spike in 2013 from water main break, flooded Rock Salt
- Capacity of lake in relation to licenced withdrawal
- Treated water stored in reservoir gravity feed is divided into levels for emergency, fire storage and balancing.
- Empty reservoir would cause boil water advisory and VIHA testing to get systems back online
- Water main replacement construction tenders are under review
- Draft asset management plans to inform and prioritize infrastructure replacement under review
- Request for easier to understand R&E expense reports

MOVED by Commissioner Maude, **SECONDED** by Commissioner Martin, That the Fulford Water Service Commission request staff identify strategic areas where meters can be placed to assist in detecting leaks and to quantify the costs of implementation.

CARRIED

6. Election of Officers

Carole Eyles and Gord Singbeil will be stepping down from the Fulford Water Service Commission at the end of 2019.

Anthony Maude agreed to a nomination for another two years and hearing no other nominations was elected by acclamation.

7. New Business

Update on request for service extension and connection to Fulford Water Service by property now identified as Vortex (old Fulford Inn Property)

- Request letter received from developer to connect
- CRD responded by outlining the process and responsibilities of the developer
- Developer to pay costs of feasibility study, engineering, and construction of line extension and hookup to system
- Community reports that development project is now on hold

8. Adjournment

MOVED by Commissioner Eyles, **SECONDED** by Commissioner Maude, That the Fulford Water Service Commission adjourn the meeting at 2:31 pm.

CARRIED

CHAIR

SENIOR MANAGER

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on December 3, 2020 via Zoom

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 8:35 am.

Chair Rybak moved and Commissioner Dishaw seconded that the Galiano Island Parks and Recreation Commission's meetings for 07 January, 04 February and 04 March 2021 be held in an electronic format as:

The attendance of the publication the place of meeting cannot be accommodated in accordance with the application of requirements or recommendations under the Public Health Act, despite the best efforts of the Commission, because the available meeting facilities cannot accommodate more than 4 people in person, including members of the commission and staff, and

That there are no other facilities presently available that will allow the physical attendance of the Commission and the public in sufficient numbers, and

That the Commission is ensuring openness, transparency , accessibility and accountability in respect of the open meeting by the following means:

- by allowing the public to hear and participate via electronic meeting software;
- by providing notice of the meeting on local notice boards, including the methods for providing written or electronic submissions,
- by providing additional social media notice of the meeting,
- by making the meeting agenda available on the CRD website and directing interested persons to the website by means of notices provided in respect of the meeting, and
- by making the minutes of the meeting available on the CRD website following the meeting.

CARRIED

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

Moved by Commissioner Dishaw, seconded by Commissioner Byzyna, that the agenda be approved.

CARRIED

3. Adoption of the Minutes

Moved by Commissioner Dishaw, seconded by Commissioner Byzyna that the minutes of November 5, 2020 be adopted.

CARRIED

4. Chair's Remarks

Six vests ordered and should be delivered for the new year. Also purchased a surveyor's

measuring wheel, now stored in the Trust office. Susan DeBeck has been hired as the new Recording Secretary and Justine is preparing the contract.

Chair Rybak moved and Commissioner Byzyna seconded that following a public call for applications for a Recording Secretary, the recommendation that Susan DeBeck be hired. CARRIED

Chair Rybak clarified that the Commission no longer have to go into an in camera session to recommend applicants for Commission vacancies.

Chair Rybak moved and Commissioner Henshall seconded the recommendation to the CRD that Andrew Simon, Charlene Dishaw and Gerald Longson be appointed for two-year terms. CARRIED

There is one vacant Commissioner position still to be filled and applications are welcomed.

5. Correspondence

None.

6. Presentations/Delegations

Lorelei Allen and Andrew Loveridge appeared before the Commission to reiterate interest in developing the shore access Zayer #12. They submitted a petition in May 2018 and noted that the 7 families with children at the time have now increased by 3 more families in the neighbourhood. In answer to their question about the status of the archeologist's assessment of our plan for the site, the Commission responded that it is still part of the 5 year Capital Plan. It was originally identified as a project for next year pending an archeological report. If it is received, it can be brought back for further investigation and possible funding in 2021. Commissioner Longson will provide the name of the contact person at the Archeologist Branch. Discussion of possible parking solutions. Also noted that the Regional Trail was to go up Burrill, but it could now be diverted across the Lions' property to Penfold, by passing Zayer. Gerry reminded the delegation that there would be significant work ahead to proceed with this shore access.

7. Administration Reports

7.1 Maintenance Contractor's Report

The November inspection report was distributed. The Bell Trail bridge decommissioning is the only urgent safety issue. Contractor Carrothers will provide an estimate of time and cost. January, February and March are slower time so would have time to deal with this then. Gerry obtained the costs previously for removal and construction of aluminum bridge and will review that. Danger trees have all been dealt by Brian Hennegan from Mayne who was very good to work with. It was noted that at Spotlight Cove, a blocked culvert caused flooding and Contractor Carrothers cleared it. Shea Morgan will be called to deal with anything further and to visit the nearby landowners whose landscaping may have resulted in the flooding to remind them to be careful about not blocking the culvert. Jim will visit the site.

Commissioner Byzyna moved and Commissioner Longson seconded getting cost estimates on removing the bridge. CARRIED

7.2 Shore Access Report

Zuker #17 - Recommendation from Contractor Carrothers that he will proceed with removing plant material with budget allocated for this year and reassess volunteer needs in the new year. Covid prevented a youth program from being implemented. Commissioner Dishaw offered to assist with any volunteer supervision. Commissioner Simon and Commissioner Dishaw met with the Pollinator group and thinks it will be exciting to have them involved as a community engagement program. \$1000 in the budget for that. The plan is for a series of webinars based around restoring habitat for pollinators. He will bring a plan forward for January. \$3000 has been set aside in the park Improvement budget for this year. Will have to have the project put in capital reserve fund for next year if not spent this year. Commissioner Simon and Commissioner Dishaw will submit a plan.

Shaw's Landing #34 – Commissioner Longson sent Spectrum Ability a letter outlying design concerns re: size and location of viewing platform, use of treated wood, parking and design not in keeping with surroundings. Gerry will be submitting more information. Municipal grants could be used for Shaw's Landing development. Commissioner Dishaw will investigate. Question about invoice for the study and Commissioner Longson will follow up.

7.3 Trails Report

None.

7.4 Parks Report

DL 79- Photos sent of work to date. Machine work on parking lot, concrete vault is arriving today for the toilet, road crush will be added to the parking lot. Good work on Contractor Carrothers part. Trail 5 is the biggest trail. Working on picnic area and picnic table will arrive shortly. Investigating a set of rock stairs. Bike rack will be installed. Question about closing the gate. Seems it is rusted solid. Suggestion for a name - Siliu which means honour and respect. Waiting to hear back from the chief of the Penelakut band. Need a sign program for the entire park. Gerry will check with the CRD. Gerry will check with toilet manufacturers and compile a list of options and prices.

Skatepark - Sign is being worked on. Access to the Lions Field is being changed so sign location will be determined in the new year.

7.5 Community Forest Management Plan

The Heritage Forest Management Plan has been circulated for our consideration as a partner in the cooperative environmental management of our contiguous properties.

Chair Rybak moved and Commissioner Longson seconded whereas the GIPRC is the steward for three park properties contiguous to the Community/Heritage Forest and was a partner in the development of the 2007 Heritage Forest Management Plan, that the GIPRC approve the 2020 Heritage Forest Management Plan's management objectives and strategies as they apply to the lands under the stewardship of the Commission.
CARRIED

Chair Rybak commented that such a resolution will fulfill our management partnership obligations while giving the Commission leeway to comment on any land use proposals the Galiano Club may bring forward for lands under its management in the Heritage Forest. The Plan does recognize all trails as multi-use. Question about flooding on a property beside the Sticks Community Park as there is nothing in the Plan regarding water flow. Concern about the

installation of a culvert across Mistletoe that did redirect water through our park. Chair Rybak will discuss with Keith Erickson.

7.6 SGI Tourism Partnership

Agreed to leave the relationship as it is.

7.7 Bylaws

Charlene talked to Justine. The Commission could hire a bylaw person to work part-time or have CRD come to the island. Commissioner Dishaw will follow up on the discussions.

7.8 Volunteer Report

Commissioner Dishaw reported that cards and gift certificates are in the mail to park Stewards. She is going to suggest Stewards take photos of their accesses for the FaceBook page and people can guess where they are.

7.10 Recreation Report

None.

8. Treasurer's Report – December 2020

Treasurer Byzyna presented the treasurer's report. He reported that we will end the year with a \$5-6000 surplus that will go into the Capital Reserve.

8.1 Status of Accounts

ACTIVITY	SPENT NOV.	SPENT YTD	BALANCE
Parks Improvement		\$3045.19	\$3844.91
Parks Maintenance	\$4411.55	\$53728.73	\$6981.27
Meeting Expense Allowance	2880.00	1040.44	\$1839.56
Recreation		\$29765	\$4105
Recreation Meeting Expense			\$330
Imprest Account	99.00	\$399.32	580.74
Capital Reserve			\$50342.00
General Capital Fund	\$2997.93	\$10036.90	\$27078.16
Transfer CRF to GCF	\$30500.00	\$30,500.00	
Transfer to Cap Reserve			\$12000

Donations		\$300	\$300
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8.2 Invoices to be Approved

Commissioner Byzyna moved, Commissioner Henshall seconded approval of the monthly payment \$2583 to Contractor Carrothers for monthly maintenance, payment of \$3118.50 to Contractor Carrothers for work on DL79 and \$1334.01 to Brian Henneberg for tree falling. CARRIED.

8.3 Payment of Invoices

S. Rybak	Survey Wheel	\$99
Galiano Trading	Miscellaneous Materials	\$29.24
Columbia Promotions	Vests	\$573.79

8.4 Projected Operating Expenses for 2020

	SPENT NOV	SPENT YTD	BALANCE
Garbage Removal - Nadia		\$43	\$257
Garbage Removal /19-late		\$229	
Design, Print Brochures			\$2000
Park Maintenance Contract	\$2205	\$40347	\$1503
Mileage Allowance – MC	\$225	\$3978	\$22
Park Meeting Expenses		\$1040.44	\$959.56
Cleaning Supplies		\$783.71	\$16.29
Maint. Materials Allowance		\$2218.57	\$781.43
Tools & Equipment	\$99	\$747.48	\$252.52
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	\$4411.55	\$57814.36	\$8694.64
Contingency Available			\$3971
Total Operating Budget			\$12665.64

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

9. New Business

None.

10. Other Business

Andrew Loveridge asked about checking on the Turtle Island Ecological Reserve.

11. Adjournment

Moved by Commissioner Dishaw and seconded by Commissioner Byzyna that the meeting be adjourned at 10:45am.

CARRIED

Stephen Rybak, Chair, Galiano Parks and Recreation Commission



Making a difference...together

Minutes of the 2018 Annual General Meeting of the Ganges Sewer Local Service Commission

Held April 18, 2019 at 108 121 McPhillips Ave, Salt Spring Island, BC

PRESENT:

Director: Gary Holman

Commission Members: Gary Utter, David Toynbee, Rod Scotvold, Mike de Carle (via telephone at 10:45 am)

Staff: Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Malcolm Cowley, Manager, Regional Wastewater, Core Area, SPWWC, Small Sewers; Amber Donaldson, Manager, Financial Planning and Performance; Dan Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary

1. Call to Order

Chair Utter called the meeting to order at 10:04 am.

2. Approval of Agenda

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Toynbee, That the Ganges Sewer Local Service Commission 2018 Annual General Meeting agenda for April 18, 2019 be amended and approved with the inclusion of item 6.1 Appointment to Liquid Waste Commission.

CARRIED

3. Adoption of Minutes of the 2017 Annual General Meeting held on June 7, 2018

MOVED by Commissioner Toynbee, **SECONDED** by Commissioner Scotvold, That the 2017 Ganges Sewer Local Service Commission Annual General meeting minutes of June 7, 2018 be approved as submitted.

CARRIED

4. Chair's Report – no report

4.1 Director Holman briefly reported:

- The Liquid Waste Commission is considering options for dewatering on island with reed beds to save shipping costs.
- SD64 reclaimed water study found concentration of heavy metals to be unacceptable for field use due to location of creeks. Use of reclaimed water does not appear to be an available option. Would need additional treatment process. Director Holman willing to use Community Works Funding to help move project forward.

5. Report

5.1 Annual Report for 2018 Fiscal Year

Staff reviewed the various sections of the annual report which included waste water compliance, annual flow, operations, capital projects and financial information.

- Annual flows appear to be stable; possibly due to changes in plumbing fixtures
- Consider press release regarding success of capital project
- Healthy operating and capital reserves will allow eventual replacement of MBR membranes without additional borrowing.

Commissioner de Carl phones into meeting at 10:45 am

6. Election of Officers

Commissioners Toynbee and de Carle agreed to another two year term starting in 2020. Hearing no other nominations they were both appointed by acclamation.

6.1 Appointment to Liquid Waste Commission

Commissioner Scotvold agreed to continue as the Ganges Sewer representative on the Liquid Waste Commission and was voted in by acclamation.

7. New Business

Director Holman questioned if there was any plans for a sani-dump location on the island for motorhomes or campers. None identified.

8. Adjournment

MOVED by Commissioner Utter, **SECONDED** by Commissioner Toynbee,
That the meeting adjourn at 10:54 pm.

CHAIR

SENIOR MANAGER



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Minutes of the 2018 Annual General Meeting of the Highland/Fernwood, Highland and Fernwood Local Water Service Commissions
Held Wednesday April 17, 2019, in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Gary Holman
Commission Members: Eli Trory, Lorrie Hunt, Laura Travelbea
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Amber Donaldson, Manager, Financial Planning and Performance Financial; Jeremy Rilkoff, Financial Analyst; Tracey Shaver, Recording Secretary
Absent: Brian Travelbea

1. Call to Order

Chair Hunt called the meeting to order at 10:05 am

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Travelbea,
That the combined Highland/Fernwood Water Service Commission 2018 Annual General agenda of April 17, 2019 be approved.

CARRIED

3. Adoption of Minutes from the 2017 Annual General Meeting held on June 11, 2018

MOVED by Commissioner Trory, **SECONDED** by Commissioner Travelbea,
That the combined Highland/Fernwood Water Service Commission Minutes of 2017 Annual General Meeting be approved.

CARRIED

4. Chair's Report

Chair Hunt briefly commented:

- Lots of leaks, large and small
- Age of the treatment plant; repairs and increase in maintenance
- Raw water intake needs fixing
- Need to demolish the old water treatment plant

5. Report

5.1 Annual Report for 2018 Fiscal Year

Staff reviewed the various sections of the annual report which included water production/demand, water quality, operations, capital projects and financial information.

- water leaks influencing the production graft; loss estimated at 35%
- water demand stable over several years
- storm damage; leak caused reservoir tank to be drained and access was not possible for immediate repair

6. Election of Officers

Eli Trory will be stepping down at the end of this year. No new nominations were brought forward.

7. New Business - none

8. Adjournment

MOVED By Commissioner Trory, **SECONDED** by Commissioner Travelbea,
That the meeting adjourn at 10:57 am.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

Minutes of the FY 2018 AGM Maliview Sewer Service Commission
Held Wednesday April 17, 2019, in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC

Present: **CRD Director:** Gary Holman
 Commission Members: Laura Travelbea,
 Staff: Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations;
 Amber Donaldson, Manager, Financial Planning and Performance Financial;
 Jeremy Rilkoff, Financial Analyst; Tracey Shaver, Recording Secretary.
 Absent: Brian Travelbea

1. **Call to Order** - Meeting called to order at 12:02 by Chair L. Travelbea.

2. **Approval of Agenda**

MOVED by Commissioner Director Holman, **SECONDED** by L. Travelbea,
That the 2018 Annual General Meeting agenda of April 17, 2019 for Maliview Sewer Service
Commission be approved.

CARRIED

3. **Adoption of Minutes of the 2017 Annual General Meeting held on June 11, 2018**

MOVED by Director Holman, **SECONDED** by Commissioner L. Travelbea,
That the 2017 Annual General Maliview Sewer Service Commission June 11, 2018 meeting
minutes be approved.

CARRIED

4. **Chair's Report** – no report

5. **Report**

5.1 **Annual Report for 2018 Fiscal Year**

Staff reviewed the various sections of the annual report which included waste water
compliance, annual flow, operations, capital projects and financial information.

6. **Election of Officers** - No terms expiring in 2019.

7. **New Business**

8. **Adjournment**

MOVED by Commissioner L Travelbea, **SECONDED** by Director Holman,
That the Maliview Sewer Service Commission meeting be adjourned at 12:50 pm.

CARRIED

CHAIR

SENIOR MANAGER



Minutes for a meeting of the Mayne Island Parks and Recreation Commission held at the Mayne Island Community Centre on December 10, 2020

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

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

The meeting was called to order at 3:00 p.m.

1. Territorial Acknowledgement - Debra

Commissioner Bell acknowledged the meeting was held on the traditional lands of the Coast Salish people and asks that members consider what this means going forward.

2. Approval of Agenda

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

Commissioners agreed to move Mayne Island Pickle Ball Club discussion to last item under Administration.

3. Adoption of Minutes of November 12, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
That the minutes of November 12, 2020 be approved as presented.
CARRIED

4. Chair's Remarks

Commissioner Bell remarked on the challenges of 2020 and expressed hope for a better new year. She reported that Trisha Glatthaar's term is finished at the end of December and thanked her for her service. Trisha has offered her continued support to MIPRC for First Nations and invasive/native species issues. Commissioner Bell asked that commissioners consider running for chair, vice chair or treasurer in the upcoming January election.

5. Reports

5.1. Administration

5.1.1. Treasurer's Report

- a) For the period November 1, 2020 – November 30, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the Treasurer's report for the period November 1, 2020 – November 30, 2020 be
approved as presented.

CARRIED

- b) Five Year Capital Plan

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
That the Mayne Island Parks and Recreation Commission's preliminary Five-year
Capital Expenditure Plan for 2021 to 2025 be approved as amended.

CARRIED

5.1.2. Recording secretary contract renewal

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
That the contract for recording secretary services be renewed for another year ending
November 2021.

CARRIED

5.1.3. Tide Table renewal in *MayneLiner*

MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell,
That the Tide Table in the *MayneLiner* be sponsored by Mayne Island Parks and Recreation
Commission for the year 2021; and that Mayne Island Parks and Recreation will contact the
Association of Mayne Island Boaters in 2021 for their views on whether this is worthwhile
to continue sponsoring.

CARRIED

5.1.4. Follow-Up Action Report

- a) Agreement with Association of Mayne Island Boaters

The agreement has been signed and circulated to Commissioners Askin and Euper.

- b) Other Items

- Commissioners agreed that another ad in the January *MayneLiner* for vacancies was not necessary. This topic is included in the January article "Notes from the Park Bench".
- Certificates of appreciation were sent to Jerry Wise and Kris Sigurdson as there was no opportunity to get together. Jerry sent a thank you email.
- Santa Ship was cancelled but there is a substitute event at the school. Any excess funds to be used for future events.

Mayne Island Parks and Recreation Commission
Minutes for December 10, 2020

- Public is forbidden to attend commission meetings in person pursuant to the provincial health order. A committee was formed with Commissioners Euper and Bell to determine how best to keep access, input and information available to the public.

7.1 Mayne Island Pickleball Club – Letter of Support; Location; Funding
(Moved from New Business)

7.1.1. Letter of support request

It was moved and seconded that the Mayne Island Parks and Recreation Commission provide the Mayne Island Pickleball Club with a letter of support in principle for permanent pickleball courts on Mayne Island. Support is dependent upon a location MIPRC considers appropriate.

CARRIED

- Commissioner Bell will draft the letter and circulate for review.

7.1.2. Review of Dinner Bay Park as potential court site

Email correspondence with the Mayne Island Pickleball Club and letters of support were consolidated and circulated to commissioners.

Issues discussed included:

- Available green space, increasing number of park users (residents, weekenders, and visitors), and numerous activities available in the park currently (putting green, playground, disc golf, etc.) putting pressure on this park.
- Impacts discussed were:
 - Loss of space for other park users and groups;
 - Noise;
 - Environmental impact of paving and water run-off;
 - Paving and fencing will detract from the sight lines and natural beauty of the park;
 - There will be less parking for current park users;
 - In addition to the pickleball courts, more parking will further reduce the available park space that is currently utilized in other ways;
 - A reduction in park space would impact existing community events such as the Easter egg hunt, the Lions Salmon BBQ, Mayne Island charitable groups, the quilt show, baseball group gatherings, etc.
 - The park is the only wedding park and it is also a popular venue for community and private celebrations with the Adachi Pavilion;
 - The importance of open space for children in a community where the school population has doubled and which will be busier post Covid; and
 - Benches and picnic tables provide areas for viewing scenery, enjoying quiet moments, and reading.
- Relocation of volleyball and badminton court is in progress.
- MIPRC worked extensively on a Five-year Master Plan and action plan which was developed in consultation with residents, weekenders, and visitors whose feedback was that people like the parks and value nature and green space. Only one survey response mentioned pickleball.

Mayne Island Parks and Recreation Commission
Minutes for December 10, 2020

- MIPRC requested funding to redevelop the playground and install a fitness circuit, and only one half of that funding request was approved. Completion of these projects is a priority.
- The annual recreational funding MIPRC receives to distribute to community groups is for operational expenses only and must not be used to fund capital expenditures. MIPRC did support the Club with a recreational funding grant in 2020.
- The CRD commissioned a Sustainable Service Delivery Plan which it issued in 2020. That Plan concluded there are insufficient resources to provide for asset maintenance, renewal, and replacement long term. One strategy proposed in that Plan is to refrain from increasing park assets until the situation is rectified.

MOVED by Commissioner Shook and **SECONDED** by Commissioner Bell,
That Dinner Bay Park remain as is except for the completion of the volleyball and
badminton court and the fitness circuit as set out in the Five-Year Master Plan.
CARRIED

7.1.3. Support for partnership with the school district

- Concerns were raised about MIPRC's involvement in a partnership.
- Commissioner Bell will communicate that the Pickleball Club can again contact MIPRC when the Club has found an appropriate space.

7.1.4 Support for the easement site next to the Community Centre

- The commissioners did not support MIPRC's involvement in securing a site, but will suggest the Club consider the school site as there appear to be some benefits.
- It was noted that CRD Regional Parks will not permit the development of pickleball courts in Mount Parke and the new Mount Parke areas.

5.2. Committees

5.2.1. Parks Master Plan

- The Plan is with CRD and waiting response.
- Commissioners agreed to include some photographs including local art in the document in anticipation of online publication.

5.2.2. Memorial Plaques Committee

- Commissioner Askin will follow up with Justine Starke, CRD, in January to clarify process for memorials and contributions for park land acquisitions.
- The library enquired about a memorial tree for Ann Wright. Commissioners again discussed memorial pavers and Commissioner Bell will propose the idea to the library.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper,
That the Mayne Island Parks and Recreation Commission establish a land acquisition
committee.
CARRIED

Mayne Island Parks and Recreation Commission
Minutes for December 10, 2020

- Commissioners Askin and Euper will establish a new committee for acquiring land for community parks.

5.2.3. Sanitation Committee

- No concerns were raised and water tests are good.
- A recommendation was made for a chlorine injection system.

5.3. Parks

5.3.1. Miner's Bay

- a) Tree pruning
 - Commissioners agreed, as regular park maintenance, to prune the non-native cypress trees in the spring; they also encroach on the library's basement entry.
 - It was considered whether a memorial bench should be moved away from a tree which obstructs views. Commissioner Bell will raise this with the party objecting to the tree's location.
- b) Water system
 - Commissioner Shook will contact the contractor to discuss including a 30 gallon hot water tank and a water meter.
 - This item is deferred until the next meeting to receive and review an estimate.

5.3.2. Dinner Bay

- Fencing was completed with help from four ball club members and several hours welding time.
- Playground work expected to begin next week to move the pole, put drain tiles in and build concrete forms. The zip line should be done by mid-January. Commissioner Shook will purchase the necessary materials.
- The removal of trees on the disc golf course was discussed. If the big fir tree is dropped on the beach, the fire department can have it for firewood charity sales while other large material will be left for decomposition (forest progression).
- It was reported that the softball room was broken into and bats were stolen. The commissioners discussed creating a license agreement for the Lion's building. Commissioner Bell will investigate this further.
- Adachi pavilion contents inventory is pending with Commissioner Shook and Bill Warning.

5.3.3. Japanese Garden

The Christmas light display is cancelled.

5.3.4. Village Bay

Commissioner Askin is waiting for a response to his request for a date for the wishing well build.

Mayne Island Parks and Recreation Commission
Minutes for December 10, 2020

5.3.5.Cotton Park/ Don Herbert Park

- A written report (attached) was received for information.
- Assessment of Don Herbert Park was done by Brian Henneberg, Arborist.

5.3.6.Emma and Felix Jack Park

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the Emma and Felix Jack Park sign be replaced with a new sign as per the quote
provided by D. Grant in the amount of \$800.00.

CARRIED

5.3.7.Trail Network Development/Youth Employment Program

- A written report (attached) was received for information.
- Trail guardian safety protocol development is deferred to another meeting date.
- No new reporting for beach access on Laura Point Road.
- Commissioner Askin will contact the contractor to remove the tree on Wilks Road.

6. Correspondence

- 6.1. Emails with CRD and AMIB regarding Letter of Understanding for boat ramp maintenance
- 6.2. Request to use Miners Bay Park gazebo for Parade of Lights
- 6.3. Email from Mayne Island Pickleball Club regarding establishing permanent courts and support
- 6.4. Emails with CRD regarding insurance coverage for workers under the Youth Employment Program
- 6.5. Telephone call regarding break-in of the baseball equipment storage shed at Dinner Bay Park
- 6.6. Emails with Library staff regarding planting of memorial tree

7. New Business

- 7.1 Mayne Island Pickleball Club – Letter of Support; Location; Funding
(Moved to last item under 5.1 Administration)

8. 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

9. Rise and Report

Mayne Island Parks and Recreation Commission will recommend to CRD the appointment of
Adrian Wright as a commissioner.

Mayne Island Parks and Recreation Commission
Minutes for December 10, 2020

10. Meeting Adjournment

MOVED by Commissioner Euper and **SECONDED** by Commissioner Askin,
That the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED

The meeting ended at 4:41 pm.

Debra Bell

original signed January 14, 2021

CHAIR

DATE

Lauren Edwards

RECORDER

Cotton Park Report for the period November 13 - December 10, 2020

1. Large arbutus tree fell from D. Maude's property onto Cotton Park on the corner nearest the eagle nesting tree. Fairly major clean-up required - ongoing. Did not reach the lawn area. Looks like a natural bridge over the edge of the shoreline.
2. Islands Trust meeting November 30, 2020 addressed the rezoning of the park to Community Park (P) zone. Received third reading including site specific restrictions of no buildings or structures greater than the existing 474 square feet.
3. Islands Trust will request CRD to conduct an archaeological impact assessment; CRD does not perform assessments for educational purposes.
4. A First Nation contacted CRD concerned that the park would be developed into a tourist destination for weddings. Follow-up and potential site visit to be arranged.
5. Met with stone mason regarding work on the boulder; hopefully to be completed by year end.
6. Lawns top dressed with soil and sand. Concerns expressed that this was damaging to moss in the lawn. Contacted R. Underhill, biologist, Mayne Island Conservancy who had no concerns if the area is to be left as an open area to accommodate visitors. He recommended parks should identify areas that are to be 'conserved' however this particular lawn area was not one he would focus on.
7. Started work on flagstone path in Circle Garden.
8. Gardens tidied with help from L. Brown and J. Siemens.
9. Native plant guardians working on huckleberry; salal and brush tidy up.

Don Herbert Park Report

1. Pocket park tree assessment performed and report received. Due to safety issues remedial work ordered and completed.

Submitted by Debra Bell

Trail and Network Development Report for December 2020

This is, I'm afraid, more of a non-report. Because of the high transmission rate for Covid-19 on the Lower Mainland & the lack of restrictions on travel between here and there, we've declared a stop work on the Felix Jack Road/Kim Road ROW project and on the linking trail through Mary Jeffery Park. The stop work order also applies to the youth employment projects at Dinner Bay Park and Conconi Reef Park. (I was shocked to hear about the pandemic outbreak at the Saan-Pen hospital where I was a patient early in the year).

On the plus side, our wonderful trail guardian, Bill Duggan, has done thorough trail patrols at Henderson Park & Plumper Pass Park and reported everything is in good order (except for a blowdown close to Kim Road).

A problem for solution is how do we handle smaller blowdowns on our trails when Matt Bolla's minimum charge for a call-out is \$200.00? (Isl. Arborist & Josh Howieson may charge less).

Submitted by,
Peter Askin TNDC



Making a difference...together

**Minutes of the Annual General Meeting of the
Salt Spring Island Liquid Waste Disposal Local Service Commission
Held Monday April 15, 2019 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **Director:** Gary Holman
 Commissioners: Rod Scotvold, Mary Richardson, Sandra Ungerson, Rob Pingle
 Staff: Karla Campbell, Senior Manager SSI Electoral Area; Amber Donaldson, Manager, Finance Services; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Dan Ovington, Manager, Parks and Recreation; Tracey Shaver, Recording Secretary

1. Call to Order

Chair Richardson called the meeting to order at 10:01 am.

2. Approval of Agenda

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Pingle,
That the Salt Spring Island Liquid Waste Disposal Commission approved the 2018 Annual General Meeting agenda for April 15, 2019 with the addition of item 7.1 Dewatering Option.

CARRIED

3. Adoption of Minutes of the 2017 Annual General Meeting held on June 5, 2018

MOVED by Commissioner Pingle, **SECONDED** by Commissioner Richardson,
That the Salt Spring Island Liquid Waste Disposal Commission approved the meeting minutes of the 2017 Annual General meeting held on June 5, 2018.

CARRIED

4. Chair's Report – no report

5. Report

5.1 Annual Report for 2018 Fiscal Year

Staff reviewed the various sections of the annual report which included, operations, sewage and septage volumes, sludge monitoring, capital projects and financial information.

- Working towards changes in operations by updating bylaw
- Restrict hours of access to facility
- Thicker sludge product takes longer to off load
- Water conservation could be creating thicker sludge from household septic tanks
- Consider additional education for property owners "septic savy"

6. Election of Officers

Rob Pingle and Rod Scotvold agreed to accept another term starting in 2020. Hearing no other nominations both will be appointed by acclamation.

7. New Business

7.1 Dewatering Option

- Environmental Resource Management staff tasked with developing a strategy for beneficial use of biosolids; and may require a liquid waste management plan.
- Liquid Waste Commission recommends options analysis study be brought forward to 2022 in the 5 year financial plan.

8. Adjournment

MOVED by Commissioner Pingle, **SECONDED** by Commissioner Scotvold,
That the meeting be adjourned at 10:49 am.

CARRIED

CHAIR

SENIOR MANAGER



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BRIEFING NOTE
WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **AVICC RESOLUTION: COVID SAFE RESTART GRANT INEQUITY FOR ELECTORAL AREAS (Directors Holman & Howe)**

ISSUE SUMMARY

The adjusted COVID Safe Restart per capita amount provided to municipalities is greater than the per capita amount provided to electoral areas.

BACKGROUND

The Capital Regional District (CRD), as a regional district, received an allocation of \$1.421M under the grant. The provincial formulae was based on two per capita amounts: \$8.13 for rural populations and \$3.10 for all populations (including rural), and a flat funding amount. While the grant program takes into account the unique structure of regional districts as a service provider, with differing per capita amounts, the per capita allocation for Electoral Areas versus local municipalities is vast. The adjusted per capita amount provided to municipalities resulted in a much higher allocation for larger municipalities when compared to regional districts and rural populations. The ceiling limit also resulted in a reduced per capita rate for the regional population.

As a local service provider in the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands EA, the communities were significantly impacted by COVID-19. Rural areas, such as EA and First Nations, with smaller populations received a smaller amount which has impacted their restart and recovery efforts for local government operations.

RECOMMENDATION:

Whereas the Capital Regional District, received a funding allocation of \$1.421M under the Safe Restart grant based on two per capita amounts formulae: \$8.13 for rural populations and \$3.10 for all populations, and a flat funding amount.

And whereas, the Safe Restart program takes into account the unique structure of regional districts as a service provider, with differing per capita amounts, there is a significant disparity between the per capita allocation for Electoral Areas versus local municipalities with a similar population.

Therefore be it resolved that AVICC and UBCM advocate to the Ministry of Municipal Affairs and Housing to provide additional Safe Restart Grant funding to Regional District Electoral Areas to equal the funding provided to local municipalities.

CONTACT

Robert Lapham, Chief Administrative Officer
Capital Regional District | Email: rlapham@crd.bc.ca | Tel: (250) 360-3124

ATTACHMENT(S)

Appendix A: December 2, 2020 Staff Report: COVID-19 Safe Restart Grants for Local Government

Appendix B: Letter dated January 14, 2021 from Colin Plant, Chair, CRD Board



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REPORT TO GOVERNANCE AND FINANCE COMMITTEE MEETING OF WEDNESDAY, DECEMBER 02, 2020

SUBJECT **COVID-19 Safe Restart Grants for Local Governments**

ISSUE SUMMARY

To provide recommendations on the allocation of the grant received by the Capital Regional District (CRD) from the COVID-19 Safe Restart Grants for Local Governments.

BACKGROUND

In September 2020, the Province announced joint Provincial and Federal funding to support local government operations as part of BC's Economic Recovery Plan. This plan identified a number of initiatives to help support communities and local governments in responding to COVID-19, including \$540 million summarized below.

The Safe Restart Funding for Local Governments includes:

1. Development Services: \$15 million
 - i. for work identified through Development Approvals Process Review
 - ii. application based
 - iii. details expected to be released before year end
2. Strengthening Communities: \$100 million
 - i. addressing the needs of vulnerable populations
 - ii. application based
 - iii. details expected to be released before year end
3. COVID-19 Safe Restart Grants for Local Governments: \$425 million
 - i. for local government operations impacted by COVID-19

This staff report details the CRD's portion of the \$425 million COVID-19 Safe Restart Grants for Local Governments, which totals \$1.4 million. The allocation letter from the Ministry of Municipal Affairs and Housing is provided in Appendix A, which further outlines the Province's formula, eligible expenses, and reporting requirements. The funding is unconditional and was received on November 19, 2020. Appendix B details grant allocations for other Regional Districts (RD) and Municipalities across the Province.

Eligible Expenses

The Province provided the following eligible expense categories for the COVID-19 Safe Restart Grant:

1. Addressing revenue shortfalls;
2. Facility reopening and operating costs;
3. Emergency planning and response costs;
4. Bylaw enforcement and protective services like fire protection and police;
5. Computer and other electronic technology costs (to improve interconnectivity and virtual communications);

6. Services for vulnerable persons (i.e., persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
7. Other related costs.

Program Stipulations

The funding must be fully allocated (not expensed) to services by December 31, 2021. Funding can be used for expenses in 2020 and beyond; there is no deadline by which the funds must be spent. The CRD is required to track and report use of funds. The Province has provided two reporting requirements:

1. Include how the funds were allocated as part of the audited financial statements.
2. Complete an annual report (as a schedule of the audited financial statements), to include funding received, how the funds were used, and balance of any unspent funds. The CRD will continue to provide annual reporting until funds are fully expended.

Province Funding Allocation Formulae for Regional Districts

The Ministry of Municipal Affairs and Housing sets the amount of the grant to each local government using various formulae. The grant for Regional Districts is based on three components: a flat rate of \$300,000, plus two per capita formulae; \$3.10 per capita for total RD population (with a cap of \$900,000) and \$8.13 per capita for total Unincorporated Areas (UA) within the RD. Table 1 summarizes the CRD calculations.

Table 1 – CRD Grant Funding Calculation per Provincial Formulae

Basis of Formula	Population	\$ Per Capita	Funding Formula	Funding Ceiling	Grant
Flat Rate					\$300,000
RD Population	412,220	\$3.10 ²	\$1,277,000	\$900,000	\$900,000
UA Population	27,211 ¹	\$8.13	\$221,000		\$221,000
Total Funding					\$1,421,000

¹ UA population includes JDF, SSI, SGI, and First Nation Reserves.

² Funding ceiling results in an effective per capita rate of \$2.18 for the RD population.

Population was derived through BC Stats and Statistics Canada data from 2018. Appendix C details population for each municipality and unincorporated area within the CRD from the same source data. Following the Provincial formulae, Table 2 summarizes the per capita funding to each unincorporated area.

Table 2 – Unincorporated Area (UA) Grant Funding per Provincial Formula

\$8.13 Per Capita	%	Population	Grant
Juan de Fuca (JDF)	19.5%	5,309	\$43,000
Salt Spring Island (SSI)	41.8%	11,374	\$92,000
Southern Gulf Islands (SGI)	17.9%	4,865	\$40,000
First Nation Reserves	20.8%	5,663	\$46,000
Total UA Funding	100.0%	27,211	\$221,000

Refer to Appendix D for the summary of the grant funding distribution to both Regional Services and Local Area Services.

ALTERNATIVES

Alternative 1

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services.

Alternative 2

The COVID-19 Safe Restart Grants for Local Governments report be referred back to staff with specific amendments.

IMPLICATIONS

Financial Implications – Alternative 1

On March 18, 2020, Emergency Management BC (EMBC) issued an event task number for the COVID-19 pandemic and confirmed funding would be available to local governments for eligible emergency response expenses. Eligible expenditures incurred by the CRD have and will be claimed through EMBC. Reimbursement claims are based on a comprehensive set of guidelines with detailed eligibility requirements. Due to the overwhelming quantity of claims EMBC is processing, it is unknown to what extent or when funds will be reimbursed. The estimated total EMBC claim for the CRD is approximately \$300,000 for 2020 expenses.

Based on initial review and in alignment with eligible categories of the COVID-19 Safe Restart Grant, staff recommends Regional Funds be allocated to support CRD's regional emergency management service and the Emergency Operations Center (EOC, which includes support of Electoral Areas). Table 3 below summarizes the estimated 2020 expenses and grant balance to be carried forward into future years.

Table 3 – Grant Allocation for Regional and Sub-Regional Services

Service	Eligibility Category	2020 Estimated Net Impact ¹
1.025 Corporate Emergency	Corporate EOC costs	\$302,200
Balance Remaining for Future Years		\$943,800

¹ Excludes EMBC claims of approximately \$300,000.

The 2020 estimated impact is driven by incremental EOC operations and COVID-19 related costs including labour, vehicle and equipment rentals, operating supplies, computer and other

technology costs to enhance interconnectivity and virtual communication, protective equipment and facilities management. Staff will continue to consult with Electoral Area directors on impacts and allocation to specific Local Area services.

CONCLUSION

As part of BC's Economic Recovery Plan, the Province has made a commitment to help local governments and their recovery from the impacts of COVID-19. The CRD is receiving an unconditional grant of \$1.4 million through the COVID-19 Safe Restart Grant for Local Governments. The allocation is based on per capita, with differing amounts for the total CRD population and unincorporated population. The allocation of the grant to the specific service is at the discretion of the Board within the eligible parameters set by the province.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Ministry of Municipal Affairs and Housing Allocation Letter for Safe Restart Funding
Appendix B: Regional and Municipal Allocations for Safe Restart Funding
Appendix C: Demographics, Population Estimates, July 1 Capital Region
Appendix D: Summary of the Grant Allocation



November 2, 2020

Ref: 257735

Bob Lapham
Chief Administrative Officer
Capital Regional District
PO Box 1000
Victoria BC V8W 2S6

Dear Bob Lapham:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

.../2

As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Capital** is the recipient of a **\$1,421,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be \$300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide \$3.10 per person. There will be a funding limit on this first per capita amount. The limit is \$1.8 million for Metro Vancouver and \$900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide \$8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **412,220** and rural population of **27,211** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kaye Krishna', with a long horizontal flourish extending to the right.

Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Nelson Chan, Chief Financial Officer, Capital Regional District

Attachment 1: Example Calculation for a Regional District with 65,000 People

Rockridge Regional District

Variables:

	Population	Per Capital Amount	Funding Limit	Flat Funding Amount
Total RD	65,000	\$3.10	\$900,000	n/a
Rural Part of RD	20,000	\$8.13	n/a	n/a
Other	n/a	n/a	n/a	\$300,000

Calculation:

	A	B	C=AxB	D	E=min(C or D)
Cost Item	Population	Per Capital Amount	Pop-Based Funding	Ceiling	Funding
Total Population	65,000	\$3.10	201,500	900,000	201,500
Rural Population	20,000	\$8.13	162,600	n/a	162,600
Flat Amount	-----				300,000

TOTAL

664,100

Funding is based on a flat amount (\$300,000) plus two per capita amounts.

One per capita amount is based on total RD population times \$3.10 per person. This first per capita amount is subject to a funding ceiling of \$0.9M (or \$1.8M for Metro). In the above example, this amount equals **\$201,500**.

The second per capital amount is based on the rural population (i.e. outside municipal boundaries) times \$8.13 per person. In the above example, this equals **\$162,600**.

The total funding is the sum of these three amounts. In the above example, this equals **\$664,100**.

The RD population data is for 2018 (from BC Stats as at Oct 1, 2020)
<https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>
"Municipal and sub-provincial areas population, 2011 to 2019.xls"

Summary of Regional District Allocations: COVID-19 Safe Restart Grant

Regional Districts	Total Funding
Alberni-Clayoquot	485,000
Bulkley-Nechako	583,000
Capital	1,421,000
Cariboo	837,000
Central Coast	340,000
Central Kootenay	760,000
Central Okanagan	1,107,000
Columbia Shuswap	645,000
Comox Valley	723,000
Cowichan Valley	903,000
East Kootenay	641,000
Fraser Valley	1,362,000
Fraser-Fort George	747,000
Kitimat-Stikine	559,000
Kootenay Boundary	489,000
Metro Vancouver	2,325,000
Mount Waddington	367,000
Nanaimo	1,169,000
North Coast	390,000
North Okanagan	741,000
Okanagan-Similkameen	773,000
Peace River	700,000
Qathet	424,000
Squamish-Lillooet	502,000
Strathcona	539,000
Sunshine Coast	521,000
Thompson-Nicola	947,000

Demographics

Population Estimates, July 1st Revised, Capital Region



	2011 Pop'n Estimate	2016 Pop'n Estimate	2017 Pop'n Estimate	2018 Pop'n Estimate	2019 Pop'n Estimate	2020 Pop'n Estimate	% Growth 16-18
Central Saanich	16,134	17,464	17,722	18,011	18,089		3.6%
Colwood	16,440	17,665	17,941	18,321	18,867		6.8%
Esquimalt	16,594	18,533	18,469	18,758	18,716		1.0%
Highlands	2,167	2,320	2,391	2,437	2,481		6.9%
Langford	30,156	37,234	39,002	40,557	42,653		14.6%
Metchosin	4,859	4,894	4,989	5,117	5,168		5.6%
North Saanich	11,195	11,605	11,618	11,745	11,876		2.3%
Oak Bay	18,164	18,660	18,466	18,564	18,568		-0.5%
Saanich	111,818	119,211	120,258	121,055	122,173		2.5%
Sidney	11,252	11,991	12,097	12,172	12,235		2.0%
Sooke	11,702	13,608	14,013	14,300	14,657		7.7%
Victoria	82,348	90,159	91,288	92,689	94,005		4.3%
View Royal	9,568	10,865	11,163	11,283	11,567		6.5%
Unincorporated Areas	25,220	26,353	26,859	27,211	27,456		4.2%
Juan De Fuca E.A.	4,536	5,066	5,200	5,309	5,363		5.9%
Salt Spring Is. E.A.	10,345	10,883	11,073	11,374	11,592		6.5%
Southern Gulf Is. E.A.	4,869	4,836	4,902	4,865	4,888		1.1%
First Nation Reserves	5,470	5,568	5,684	5,663	5,613		0.8%
CAPITAL REGION	367,617	400,562	406,276	412,220	418,511		4.5%

Source: Statistics Canada, Table 17-10-0142-01 and 17-10-0139-01

Factsheet Updated: Nov 2020



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Summary of Municipal Allocations: COVID-19 Safe Restart Grant

Municipalities	Total Funding
100 Mile House	752,000
Abbotsford	8,338,000
Alert Bay	315,000
Anmore	882,000
Armstrong	1,608,000
Ashcroft	659,000
Barriere	730,000
Belcarra	380,000
Bowen Island	1,273,000
Burnaby	9,827,000
Burns Lake	732,000
Cache Creek	461,000
Campbell River	4,618,000
Canal Flats	381,000
Castlegar	2,184,000
Central Saanich	3,455,000
Chase	879,000
Chetwynd	955,000
Chilliwack	6,488,000
Clearwater	894,000
Clinton	373,000
Coldstream	2,623,000
Colwood	3,476,000
Comox	3,067,000
Coquitlam	8,293,000
Courtenay	4,149,000
Cranbrook	3,765,000
Creston	1,648,000
Cumberland	1,312,000
Dawson Creek	2,793,000
Delta	7,059,000
Duncan	1,570,000
Elkford	938,000
Enderby	1,062,000
Esquimalt	3,538,000
Fernie	1,597,000
Fort St. James	666,000
Fort St. John	3,778,000
Fraser Lake	485,000
Fruitvale	787,000
Gibsons	1,512,000
Gold River	557,000
Golden	1,263,000
Grand Forks	1,359,000
Granisle	264,000
Greenwood	381,000
Harrison Hot Springs	675,000
Hazelton	268,000
Highlands	897,000
Hope	1,833,000
Houston	1,066,000
Hudson's Hope	499,000
Invermere	1,181,000
Jumbo Glacier	-

Municipalities	Total Funding
Kamloops	6,680,000
Kaslo	480,000
Kelowna	7,884,000
Kent	1,826,000
Keremeos	659,000
Kimberley	2,087,000
Kitimat	2,176,000
Ladysmith	2,343,000
Lake Country	2,947,000
Lake Cowichan	1,158,000
Langford	4,878,000
Langley (C)	4,151,000
Langley (D)	7,608,000
Lantzville	1,220,000
Lillooet	880,000
Lions Bay	603,000
Logan Lake	816,000
Lumby	764,000
Lytton	248,000
Mackenzie	1,244,000
Maple Ridge	6,417,000
Masset	429,000
McBride	366,000
Merritt	2,005,000
Metchosin	1,540,000
Midway	377,000
Mission	4,964,000
Montrose	485,000
Nakusp	692,000
Nanaimo	6,693,000
Nelson	2,613,000
New Denver	323,000
New Hazelton	357,000
New Westminster	6,052,000
North Cowichan	4,419,000
North Saanich	2,711,000
North Vancouver (D)	6,484,000
North Vancouver (C)	5,434,000
Northern Rockies	1,507,000
Oak Bay	3,589,000
Oliver	1,591,000
Osoyoos	1,539,000
Parksville	2,861,000
Peachland	1,650,000
Pemberton	987,000
Penticton	4,711,000
Pitt Meadows	3,656,000
Port Alberni	3,536,000
Port Alice	386,000
Port Clements	259,000
Port Coquitlam	5,622,000
Port Edward	317,000
Port Hardy	1,376,000
Port McNeill	888,000

Municipalities	Total Funding
Port Moody	4,647,000
Pouce Coupe	426,000
Powell River	2,928,000
Prince George	6,110,000
Prince Rupert	2,799,000
Princeton	1,013,000
Qualicum Beach	2,359,000
Queen Charlotte	435,000
Quesnel	2,503,000
Radium Hot Springs	459,000
Revelstoke	2,105,000
Richmond	9,331,000
Rossland	1,257,000
Saanich	7,453,000
Salmo	533,000
Salmon Arm	3,598,000
Sayward	268,000
Sechelt	2,563,000
Sechelt (IG)	387,000
Sicamous	927,000
Sidney	2,758,000
Silverton	231,000
Slocan	262,000
Smithers	1,656,000
Sooke	2,981,000
Spallumcheen	1,604,000
Sparwood	1,282,000
Squamish	3,760,000
Stewart	366,000
Summerland	2,724,000
Sun Peaks	387,000
Surrey	14,769,000
Tahsis	249,000
Taylor	644,000
Telkwa	602,000
Terrace	2,728,000
Tofino	822,000
Trail	2,115,000
Tumbler Ridge	827,000
Ucluelet	764,000
Valemount	501,000
Vancouver	16,371,000
Vanderhoof	1,438,000
Vernon	4,997,000
Victoria	6,522,000
View Royal	2,613,000
Warfield	710,000
Wells	241,000
West Kelowna	4,602,000
West Vancouver	5,068,000
Whistler	2,685,000
White Rock	3,769,000
Williams Lake	2,618,000
Zeballos	200,000

Appendix D: Summary of the Grant Allocation

Total Funding	Allocated Funding
Regional District Services	\$1,200,000
First Nation Services	\$46,000
Allocation for Regional Services	\$1,246,000
Juan de Fuca Services	\$43,000
Salt Spring Island Services	\$92,000
Southern Gulf Islands Services	\$40,000
Allocation for Local Area Services	\$175,000
Total COVID-19 Safe Restart Grant	\$1,421,000

January 14, 2021

File: 1850-20

The Honourable John Horgan
Premier, Province of British Columbia
Room 156 Parliament Buildings
Victoria BC V8V 1X4
Via email: premier@gov.bc.ca

Dear Premier:

RE: CAPITAL REGIONAL DISTRICT: SAFE RESTART GRANTS FOR LOCAL GOVERNMENT

At the December 9, 2020 meeting of the Capital Regional District (CRD), members of the CRD Board passed a motion recommending that the CRD Board Chair, write and meet with the Premier and Minister responsible to advocate for additional funding for the COVID-19 Safe Restart Grants for Local Government for Electoral Areas (EA) and First Nations.

The CRD, as a regional district, received an allocation of \$1.421M under the grant. The provincial formulae was based on two per capita amounts: \$8.13 for rural populations and \$3.10 for all populations (including rural), and a flat funding amount. While the grant program takes into account the unique structure of regional districts as a service provider, with differing per capita amounts, the per capita allocation for EA versus local municipalities is vast. The adjusted per capita amount provided to municipalities resulted in a much higher allocation for larger municipalities when compared to regional districts and rural populations. The ceiling limit also resulted in a reduced per capita rate for the regional population.

As a local service provider in the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands EA, the communities were significantly impacted by COVID-19. We recognize that regional districts were kept whole due to tax requisitions in 2020, and as such there is a greater emphasis on municipalities. However, rural areas, such as EA and First Nations, with smaller populations received a smaller amount which has impacted their restart and recovery efforts for local government operations.

The CRD Board requests that the province consider providing equal funding to regional districts and municipalities.

Yours sincerely,



Colin Plant
Chair, Capital Regional District Board

cc: CRD Board
Robert Lapham, Chief Administrative Officer, CRD





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BRIEFING NOTE
WEDNESDAY, FEBRUARY 10, 2021

SUBJECT **AVICC RESOLUTION: INCLUSION OF SALT SPRING ISLAND AND SOUTHERN GULF ISLANDS IN THE ISLANDS COASTAL ECONOMIC TRUST (Directors Holman & Howe)**

ISSUE SUMMARY

Since 2014 the Capital Regional District (CRD) has advocated for a change in the rural designation from urban to rural for Electoral Areas within the CRD to be included in the Islands Coastal Economic Trust in order to diversify their economy.

BACKGROUND

The small rural communities of Salt Spring Island and Southern Gulf Islands continue to struggle with economic sustainability and are excluded from some rural economic development and infrastructure funding programs as a result of being a part of the Capital Regional District (CRD), which is otherwise characterized by mostly urban municipalities.

The Capital Regional District has requested the BC government classify the electoral areas as rural so that they may qualify and receive the benefits from Provincial and Federal Government rural funding programs. Only Juan de Fuca has been granted that inclusion in 2020.

RECOMMENDATION

Whereas the Capital Regional District has advocated for a change in the rural designation from urban to rural for the Electoral Areas of Salt Spring Island, Southern Gulf Islands, and Juan de Fuca as they are not eligible to participate in support programs to help diversify their economy;

And whereas the province made a regulation change in 2020 to include only the unincorporated Electoral Area of Juan de Fuca, in the Islands Coastal Economic Trust territory;

Therefore be it resolved that AVICC and UBCM request that the provincial government include the Salt Spring Island Electoral Area and the Southern Gulf Islands Electoral Area within the North Island-Coast Development Trust Region Regulation.

CONTACT

Robert Lapham, Chief Administrative Officer
Capital Regional District | Email: rlapham@crd.bc.ca | Tel: (250) 360-3124

ATTACHMENT(S)

- Appendix A: May 8, 2019 Staff Report: Update on Rural Definition and Western Diversification
- Appendix B: July 30, 2020 letter from SSI, SGI, and Juan de Fuca Electoral Area Directors
- Appendix C: March 19, 2019 letter from Colin Plant, Chair, CRD Board
- Appendix D: November 13, 2019 letter from SSI, SGI, and Juan de Fuca Electoral Area Directors
- Appendix E: January 4, 2018 letter from Steve Price, former Chair, CRD Board
- Appendix F: February 21, 2018 letter from Honourable Selena Robinson, Ministry of Municipal

Affairs and Housing

- Appendix G: February 28, 2018 letter from Claudia Trudeau, Director, Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Appendix H: June 19, 2018 letter from Steve Price, former Chair, CRD Board
- Appendix I: July 11, 2018 letter from Susan Morrison, former Acting Chair, Islands Trust Council
- Appendix J: July 30, 2018 letter from Honourable Selina Robinson, Ministry of Municipal Affairs and Housing
- Appendix K: January 31, 2014 letter from Robert Lapham, Chief Administrative Officer, CRD
- Appendix L: August 2, 2013 letter from Alastair Bryson, former Chair, CRD Board
- Appendix M: December 23, 2013 letter from Honourable Shirley Bond, Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF MAY 8, 2019

SUBJECT **UPDATE ON RURAL DEFINITION AND WESTERN DIVERSIFICATION**

ISSUE

The unincorporated electoral areas of the Southern Gulf Islands, Juan de Fuca, and Salt Spring Island are within the Capital Regional District but contain communities that are rural by character, geography, population size, and capacity to sustain services. These small communities struggle with economic sustainability and the ability to improve community infrastructure. The electoral areas are excluded from some rural economic development and infrastructure funding programs as a result of being a part of the Capital Regional District (CRD), which is otherwise characterized by mostly urban municipalities.

BACKGROUND

In recognition that rural areas lack the service capacity or base to sustain services, the Federal and Provincial governments have established grant programs, criteria, and policy specifically targeting rural communities. Within British Columbia, the distribution of federal and provincial funding through grant program offers critical support to rural areas and smaller communities. The inclusion of the three electoral areas within the CRD does not provide for regional subsidies or the redistribution of funds to support local services. Further, the *Islands Trust Act*, applicable to the Salt Spring Island and Southern Gulf Islands Electoral Areas, establishes an obligation to preserve and protect the islands and their rural character on behalf of all the people of British Columbia.

The Capital Regional District has requested the BC government classify the electoral areas as rural so that they may qualify and receive the benefits from Provincial and Federal Government rural funding programs.

In 2016, the Union of British Columbia Municipalities passed a resolution asking the Provincial Government to officially recognize and classify the three CRD electoral areas as rural communities.

On July 11, 2018, the Electoral Areas Committee passed the following relevant resolutions:

That the subject of CRD Southern Gulf Islands Electoral Area Broadband Internet Connectivity be deferred until the issue of rural definition can be clarified.

That the Electoral Area Services Committee recommend to the Capital Regional District Board: That the attached late resolution be submitted to UBCM for consideration at this fall's AGM.

That the Capital Regional District Board write a letter to the Federal Government requesting that the three Electoral Areas be declared as rural for the purposes of economic development funding.

On February 13, 2019, the Electoral Areas Committee passed the following resolution:

That staff explore options to do business with Western Economic Diversification Canada to pursue funding in the Southern Gulf Islands and Salt Spring Island Electoral Areas.

On March 13, 2019, the Electoral Areas Committee passed the following resolution:
That the Capital Regional District Board Chair send a letter to MLA Olson to request clarification of the current position of the Province regarding the rural definition and confirm inclusion in the Island Coastal Economic Trust (ICET) program.

A letter dated March 14, 2019 was sent from Chair Plant to MLA Olsen (attached). The MLA's staff confirmed he has received the letter and is committed to working towards resolving the issue.

ALTERNATIVES

Alternative 1:

That the Electoral Areas Committee receive this report for information.

Alternative 2:

That this item be referred back to staff for more information.

DISCUSSION

Western Economic Diversification Canada

Western Economic Diversification Canada (WD) sponsors Community Futures, a community and economic development program focused on creating jobs outside of major urban centres. Community Futures programs are run by non-profit corporations with volunteer boards of directors, and supported by salaried staff. There is not a Community Futures centre serving the Southern Gulf Islands or Salt Spring Island. The closest WD service centre is the Cowichan Community Futures Office, but the office does not include the Electoral Areas in their stated service area.

On August 2, 2018, the CRD Office of the Board Chair sent a letter to the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development in the House of Commons requesting that, "the three Electoral Areas be declared as "rural" for eligibility for economic development funding."

On August 30, 2018, the office of Minister Bains responded with confirmation that, "the WDP welcomes project proposals from organizations that promote economic growth in response to changing and challenging economic circumstances in their communities. Eligibility is not based on a community's rural or urban classification; rather, proposals are evaluated on the potential for the project to contribute to the community's economic development."

The Salt Spring Island Economic Development Commission Chair has also been advocating for inclusion of the SSI and SGI Electoral Areas in Provincial and Federal funding programs. She requested to present a delegation to the Cowichan Futures board but has so far not been successful.

CRD staff have consulted with staff from Western Economic Diversification Canada (WD). The following information has been clarified:

- Community Futures is open to applicants from the Salt Spring and Southern Gulf Islands Electoral Areas, despite the mapped service boundaries on the Cowichan Community Futures website.

- Community Futures provides loans to entrepreneurs, it is not a granting agency.
- WD's Regional Innovation Ecosystem (RIE) program is geared to assisting small businesses focussed on innovation, clustered business development, and inclusiveness (programs that target underrepresented groups such as women and indigenous youth). WD staff can help applicants understand how to gear their projects towards the WD priorities.
- The WD staff would be pleased to assist entrepreneurs and businesses from the island communities to make applications for funding from the programs they run, including the RIE program.

Province of British Columbia Rural Dividend and Island Coastal Economic Trust

The Province of British Columbia has been requested to make the CRD Electoral Areas permanently eligible for the Rural Dividend Program and to advance an Order in Council recommending cabinet approval to include them in the Island Coastal Economic Trust (ICET).

The Island Coastal Economic Trust (ICET) provides funding for economic diversification, planning and regional revitalization in the Vancouver Island and Sunshine Coast region. To date, over \$50 million in funding has been approved to support more than 200 projects resulting in total regional investments of more than \$280 million. The Capital Regional District is not included in the Vancouver Island ICET program. A change in legislation is required to enable inclusion.

At the January 9, 2019 Electoral Areas Committee meeting, the EAC received a verbal update from Corporate Administrative Officer (CAO) Lapham which clarified the rural definition issue is a result of restrictive eligibility criteria for individual funding programs and not the result of any general Provincial or Federal legislation classifying the Electoral Areas as urban or rural. In late 2018, the CAO and the Director of the Southern Gulf Islands Electoral Area attended a meeting with the Provincial Minister of Municipal Affairs and Housing, where the Minister committed to advancing the Order in Council to amend provincial legislation and include the CRD Electoral Areas in the ICET program. It is felt that such commitments from the Minister reduce the need for any further request for consideration of this issue by the Union of British Columbia Municipalities, if such a resolution would even be accepted for consideration, given UBCM's existing resolution on the same issue. Please see the correspondence attached to this report.

CONCLUSION

Funding for economic development in the CRD Electoral Areas is available on a project by project basis. While the CRD Electoral Areas are currently excluded from the ICET program, the Province of BC has committed to amending legislation to remedy this. The Province has been continuing to include the CRD Electoral Areas in the Rural Dividend program as evidenced in the attached letter from Minister Robinson.

While the SSI and SGI Electoral areas are not included in the mapped catchment area of the Cowichan Community Futures Office, entrepreneurs from these communities are eligible and able to make application for Community Future loans. There are also other programs run by Western Economic Diversification Canada that community businesses and projects from within the Electoral Areas may take advantage of.

It is understood that the economic struggles of the EAs differ and are distinct from those of the CRD's member municipalities, but there is not a general legislative amendment required at the Provincial or Federal levels to change the classification of the CRD Electoral Areas to be "rural." CRD staff can continue to assist the SSI and SGI communities by facilitating Federal and Provincial infrastructure and economic development funding as opportunities arise.

RECOMMENDATION

That the Electoral Areas Committee receive this report for information.

Submitted by:	Justine Starke, Manager, SGI Service Delivery, Corporate Services
Concurrence:	Kristen Morley, JD, General Manager, Corporate Service and Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

WRITERS INITIALS:js

Attachments: Appendix 1 – Relevant correspondence



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July 30, 2020

The Honourable Michele Mungall
Minister of Jobs, Economic Development and Competitiveness
PO BOX 9060, Station Provincial Government
Victoria, BC V8W 9E2
Via email: JTT.Minister@gov.bc.ca

Dear Minister Mungall:

RE: INCLUSION OF THE CRD ELECTORAL AREAS IN THE ISLANDS COASTAL ECONOMIC TRUST

The Electoral Area Directors of the Capital Regional District (CRD) are writing to urge your support for inclusion of the CRD Electoral Areas in the Islands Coastal Economic Trust (ICET). As you know, we have been advocating for inclusion in ICET for years as a matter of consistency and fairness. More recently however, the economic impact of the COVID pandemic on many of our constituents has been as serious as on any other jurisdiction within ICET's current area, reinforcing the rationale for access to this important funding source.

MLA Adam Olsen kindly shared the transcript of your discussion of this issue in a recent session of legislative Estimates. We applaud the constructive tone of the discussion and your statement that CRD electoral areas are rural in nature. This is an important acknowledgment. The designation of CRD electoral areas seems to have been an obstacle to our inclusion in ICET.

It is our understanding that the Board of ICET were consulted by your government and has expressed concern about dilution of the fund with inclusion of more participants. This is understandable, but in our view, our constituents have been unfairly precluded from access to ICET funding since its inception over a decade ago. Due to the economic impacts of necessary provincial and federal measures to stop the spread of COVID, we also urge you to renew funding for ICET as part of your proposed COVID Economic Recovery Plan.

Our request is a matter of fairness and economic urgency. If we are truly "all in this together" we hope you will support a consistent treatment of rural areas in the Vancouver Island region, and include refurbishment of ICET funding as part of your proposed Economic Recovery Plan.

Thank you for your leadership during these extraordinary times.

Yours sincerely,

Gary Holman
Salt Spring CRD Director

Dave Howe
Southern Gulf Islands CRD Director

Mike Hicks
Juan de Fuca CRD Director

cc: CRD Board
Robert Lapham, Chief Administrative Officer, CRD
Adam Olsen, MLA, Saanich North and the Islands



November 13, 2019

File: 0400-20

The Honourable John Horgan, M.L.A.
Premier of British Columbia
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1
Via email: premier@gov.bc.ca

Dear Premier Horgan:

RE: REQUEST FOR ORDER IN COUNCIL – CRD ELECTORAL AREAS

We are writing to request an Order in Council be advanced to include the Capital Regional District (CRD) Electoral Areas of Salt Spring Island, Southern Gulf Islands and Juan de Fuca in the regions approved for investment by Islands Coastal Economic Trust (ICET).

The Islands Coastal Economic Trust's (ICET) was established in 2006 with a mandate to build a diverse, innovative and sustainable island and coastal economy for British Columbia. Despite being rural, coastal communities, the CRD Electoral Areas have been excluded from the benefits of ICET programs since 2006.

In July of 2018, representatives of the Southern Gulf Islands and Salt Spring Island Economic Development Commissions were informed by the Ministry of Jobs, Trade and Technology, (JTT) Office of Economic Partnerships, that inclusion of the CRD Electoral Areas in the ICET program would require a regulatory change with BC Cabinet approval – an Order in Council decision.

The Director of the Office of Economic Partnerships, JTT was asked by the JTT Ministry to move forward with the consultation process regarding this request. This Office arranged for consultation with the ICET Board, the CRD Electoral Area Directors, Islands Trust Trustees and leaders of organizations including VIEA, VICEDA, AVICC and UBCM. These consultations were concluded in November – December 2018. In February of 2019, the JTT Office informed CRD Electoral Area representatives that their Office continued to move forward with preparing a package for Cabinet – and that an exact timeline for presentation to Council had not been set.

In May of 2019, MLA Adam Olsen and the Office of Economic Partnerships, JTT confirmed the consultation process was complete, was satisfactory, and should lead to a positive decision to include the CRD Electoral Areas in the ICET territory. However, to this day no action has been taken by the government to address this inequity.



On October 9, 2019, the Capital Regional District Board passed a resolution to request a timely decision to include the CRD unincorporated Electoral Areas of Salt Spring Island, Southern Gulf Islands and Juan de Fuca in the Islands Coastal Economic Trust Territory.

We look forward to your response and a resolution to this issue that is of primary importance to the residents of the CRD Electoral Areas.

Sincerely,



Gary Holman
Salt Spring Island Electoral
Area Director



Dave Howe
Southern Gulf Islands Electoral
Area Director



Mike Hicks
Juan de Fuca Electoral
Area Director

cc: Francine Carlin, Chair, Salt Spring Island Community Economic Development Commission
Deb Goldman, Chair, Southern Gulf Islands Community Economic Sustainability
Commission

March 19, 2019

File: 0400-20

Mr. Adam Olsen
MLA Saanich North and the Islands
Parliament Buildings
Victoria BC V8V 1X4
Via email: adam.olsen.MLA@leg.bc.ca

Dear Mr. Olsen:

RE: CRD ELECTORAL AREAS RURAL STATUS

I am writing on behalf of the Capital Regional District (CRD) Board to convey the CRD's request for clarification of the current position of the Provincial government regarding the rural definition for the three CRD Electoral Areas (Juan de Fuca, Southern Gulf Islands and Salt Spring Island) as well as confirmation of their inclusion in the Island Coastal Economic Trust.

Please see correspondence related to the request attached.

Sincerely,



Colin Plant
Chair, Capital Regional District Board

Attachment: Correspondence

cc: Honourable Bruce Ralston, Minister of Jobs, Trade & Technology
CRD Board
Robert Lapham, Chief Administrative Officer, CRD

January 4, 2018

File: 0400-50 Premier

Premier John Horgan
West Annex Parliament Buildings
Victoria, BC V8V 1X4

Dear Premier Horgan:

RE: DISTRIBUTION OF FEDERAL AND PROVINCIAL FUNDING THROUGH GRANT PROGRAMS TO SUPPORT RURAL AREAS AND SMALLER COMMUNITIES

Within British Columbia the distribution of Federal and Provincial funding through grant programs is critical to support rural areas and smaller communities. The Federal and Provincial governments have recognized that rural areas lack the service capacity or base to sustain services and have established specific grant programs or grant criteria and policy to enable rural areas to access these funds.

The Juan de Fuca, Salt Spring Island and Southern Gulf Islands electoral areas of the Capital Regional District (CRD) have been wrongfully classified as urban centers due to their inclusion with the CRD. As you know, the decision to exclude these rural districts from rural programs and funding does not reflect their geography, land use or capacity to sustain services. The inclusion of the electoral areas with the CRD does not provide for subsidies or the redistribution of funds to support local services. Further, the Islands Trust Act applicable to the Salt Spring Island and Southern Gulf Islands electoral areas establishes an obligation to preserve and protect the islands and their rural character on behalf of all the people of British Columbia.

The CRD Board has considered this issue and has resolved to request that your government correctly classify the CRD's three electoral areas as rural, so that they may qualify and receive the benefits from Provincial and Federal Government programs that are directed at rural communities.

Currently the CRD's three electoral areas are excluded from the provincially funded Island Coastal Economic Trust (I.C.E.T) and the federally funded Community Futures program. I.C.E.T. alone has contributed over 50 million dollars to coastal communities from Lake Cowichan to Port Hardy and from Gabriola Island to Lund. Every Gulf Island and rural community outside the CRD has been included. Although Nanaimo is considered a rural center, Salt Spring Island, Mayne Island, Pender Island, Port Renfrew, Shirley and Otter Point are considered urban.

In addition to I.C.E.T., programs such as the HST exclusion on rural cottages, BC Rural Dividend grant program and specific grant programs directed at Provincial rural communities have specifically excluded the three electoral areas of the CRD. Community Futures, sponsored by the Federal Government has excluded the three electoral areas because they follow the Provincial classification.



In 2016, UBCM passed a resolution asking the Provincial Government to officially recognize and classify the three CRD electoral areas as rural communities. I would respectfully ask that your government include the Juan de Fuca, Salt Spring and Southern Gulf Islands electoral areas in I.C.E.T., include them in all rural programs and grant opportunities and inform the Federal Government of your re-classification so that they may receive the benefits of the Community Futures program.

I understand that you have arranged for the Minister of Municipal Affairs and Housing to meet with the Juan de Fuca Electoral Area Director, Mike Hicks, to discuss this request and that he has invited the other two electoral area Directors and our CAO to attend. On behalf of the CRD Board we appreciate your quick action to resolve this issue.

Sincerely,



Steve Price
Board Chair, Capital Regional District

cc: The Honourable Selina Robinson, Minister of Municipal Affairs and Housing
Mike Hicks, Director, Juan de Fuca Electoral Area, CRD
David Howe, Director, Southern Gulf Islands Electoral Area, CRD
Wayne McIntyre, Director, Salt Spring Island Electoral Area, CRD
Robert Lapham, Chief Administrative Officer, CRD





February 21, 2018

Ref: 231875

Adam Olsen, MLA
Saanich North and the Islands
215 – 2506 Beacon Ave
Sidney BC V8L 4T9

Mike Hicks, Director
Juan de Fuca Electoral Area
Capital Regional District
3-7450 Butler Rd
Sooke BC V9Z 1N1

Dear Mr. Olsen and Director Hicks:

I appreciate your concerns regarding your communities' access to the Rural Dividend, the Island Coastal Communities Economic Trust and Community Futures programs. I also appreciated the opportunity to hear your perspectives respecting how senior government grant programs may exclude your rural communities.

The Rural Dividend Program (RDP) is under the responsibility of my colleague, the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resources Operations and Rural Development. I am pleased that the RDP's goal is to assist small rural communities across British Columbia. Rural is defined as a community with a population of 25,000 or less, located outside the geographic boundaries of Metro Vancouver and the Capital Regional District (CRD). However, I understand that, following an initial request to the program, the RDP has consistently provided exceptions for the communities within the Juan de Fuca Electoral Area, Salt Spring Island Electoral Area and Southern Gulf Islands Electoral Area.

Over the three intakes to date, the RDP has funded multiple projects in these areas. I have enclosed a list of approved projects for rural areas of the CRD. I also understand that Minister Donaldson is currently reviewing the Program, and to ensure that he is aware of your views, I will share with him your correspondence and I also encourage you to connect with him directly.

The Island Coastal Communities Trust (ICET) is the responsibility of the Honorable Bruce Ralston, Minister of Jobs, Trade and Technology. The boundaries of the ICET are defined in legislation and regulation. Any changes would need to consider the views of the Trust Board and other stakeholders. I am pleased to bring your concerns to the attention of Minister Ralston.

.../2

Mr. Olsen and Director Hicks

Page 2

Community Futures is a federal program which promotes socio-economic development across Canada and provides funds to community societies. Please note that societies created to access federal resources under this program umbrella are eligible for provincial Rural Dividend grants as well. I will discuss this issue with Minister Ralston, and suggest that he consider your concerns as he engages with his federal counterpart. I will also send a copy of this letter to the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development, to ensure an appreciation for including small rural communities in any future programs.

Provincially, we will also ensure the consideration of small rural communities' eligibility in future grant programs. I look forward to working with both of you in the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Robinson', with a stylized flourish at the end.

Selina Robinson
Minister

Enclosure

Honourable John Horgan, MLA
Langford - Juan De Fuca

The Honourable Navdeep Bains
Minister of Innovation, Science and Economic Development

Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural Development

Honourable Bruce Ralston
Minister of Jobs, Trade and Technology

List of Grants Provided to CRD Rural Communities

1. Port Renfrew Tourism Trail
 - Organization: Capital Regional District: Juan de Fuca Electoral Area Parks and Recreation
 - Funding Provided: \$10,000
 - Project Description: This project will include a feasibility study for Port Renfrew Tourism Trail. This trail will link the San Juan River Bridge to the Community Pier at Snuggery Cove, connecting tourists to local businesses.
2. Rural Accelerator
 - Organization: Capital Regional District: Salt Spring Island
 - Funding Provided: \$72,080
 - Project Description: This project will launch a structured program to support local businesses by offering training, mentoring, and access to capital.
3. Pacheedaht Campground Improvement & Expansion
 - Organization: Pacheedaht First Nation
 - Funding Provided: \$100,000
 - Project Description: The project is for improvement and additions to the Pacheedaht "North End" Campground to increase the service and experience offerings for customers.
4. Experience the Gulf Islands – Concept Plan Implementation
 - Organization: Salt Spring Island Chamber of Commerce & Southern Gulf Islands Tourism Consortium
 - Funding Provided: \$10,000
 - Project Description: This project will support a previously developed tourism strategy by: (1) completing outreach/engagement; (2) developing an inter-island committee and committee coordination for the tourism initiative; (3) secure a formal endorsement of the tourism initiative; and (4) develop an application for a larger project for the Rural Dividend to implement the tourism initiative.
5. Building Pender Islands Economy Through Edu-Tourism
 - Organization: Southern Gulf Islands Community Resource Centre Society
 - Funding Provided: \$77,760
 - Project Description: Project will develop and implement an Edu-Tourism project on the Pender Islands. The project will include Youth and Seniors Advisory Councils.
6. Port Renfrew Tourism Trail – Phase 1
 - Organization: Capital Regional District: Juan de Fuca Electoral Area Parks and Recreation
 - Funding Provided: \$89,194
 - Project Description: This project will fund Phase 1 construction of the Port Renfrew Tourism Trail project. The project will achieve an off-street trail route through the town of Port Renfrew, linking the Community Centre to Beach Camp, the waterfront and a range of tourism attractions and small businesses, with a clear focus on highlighting the recreation and scenic values of the community.

7. Salt Spring Island Farm Centre Program Development

- **Organization:** Salt Spring Island Farmland Trust Society
- **Funding Provided:** \$100,000
- **Project Description:** This project will support the development of the Salt Spring Island Farm Centre, which will provide future program and services to increase local food production, value-added processing, food education, and consumption of locally grown foods. Project activities include the refinement of business and financial plans, marketing and training.



CLIFF 236033

February 28, 2018

Steve Price
Board Chair, Capital Regional District
625 Fisgard Street
Victoria B.C. V8W 2S6

Dear Mr. Price:

Thank you for your letter dated January 4, 2018, regarding the issue of rural classification for the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands electoral areas. I always appreciate the chance to hear from leaders working to improve their communities.

For the purposes of the Rural Dividend program, the B.C. government defines rural communities as those with populations of 25,000 or less outside of the Capital Regional District and Greater Vancouver Regional District.

However, given the unique circumstances of some communities within the geographic boundaries of urban areas, the program has made exceptions to these criteria where appropriate. This is true for the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands electoral areas, as all are considered eligible for Rural Dividend funding.

In the coming months we will be examining opportunities to improve the Rural Dividend as part of a larger initiative to create a new Rural Development Strategy. I would welcome your input into this process, and encourage you to provide your advice on this and other rural development issues by visiting our website www.engage.gov.bc.ca/ruraldevelopment before February 28 at 4 p.m.

In regards to funding opportunities from the Island Coastal Economic Trust and Community Futures, I would encourage you to follow up with those organizations directly, as these entities determine the eligibility requirements of their programs.

Once again thank you for your letter.

Sincerely,

Claudia Trudeau
Director

pc: Premier Office
Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource
Operations and Rural Development

June 19, 2018

File: 0400-20

Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310 Parliament Buildings
Victoria, BC V8V 1X4
MAH.Minister@gov.bc.ca

Dear Honourable Robinson:

RE: Reclassification of the three CRD Electoral Areas as Rural Communities

Thank you for meeting with Wayne McIntyre, Mike Hicks and Robert Lapham on January 23, 2018 to discuss the reclassification of the three CRD electoral areas as rural communities so that they may qualify and receive the benefits from Provincial and Federal Government programs that are directed at rural communities.

I was advised that the take away from that meeting was that your office would be taking steps to make this change so that the Juan de Fuca, Salt Spring and Gulf Islands electoral areas could be included in the Island Coastal Economic Trust (I.C.E.T.) and any other Provincial or Federal Programs available to rural communities in British Columbia.

It would be appreciated if you could provide an update on any additional measures being taken to include the three CRD electoral areas in I.C.E.T. as well as including them in all rural programs and grant opportunities.

Sincerely,



Steve Price
Board Chair, Capital Regional District

cc: Hon. John Horgan, Premier, MLA Langford-Juan de Fuca
Wayne McIntyre, Director, Salt Spring Island Electoral Area
Mike Hicks, Director, Juan de Fuca Electoral Area
David Howe, Director, Southern Gulf Islands Electoral Area
Robert Lapham, Chief Administrative Officer, Capital Regional District





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Email information@islandstrust.bc.ca

Web www.islandstrust.bc.ca

July 11, 2018

File Number: 0400-30; 4700-20

via e-mail: premier@gov.bc.ca

The Honourable John Horgan
Premier of BC
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Dear Premier Horgan:

Re: Designate Islands Trust Area for Rural Dividend Program Funding

On behalf of the Islands Trust Council I am writing to request that the Province designate all islands in the Islands Trust Area as permanently eligible for Rural Dividend Program funding and other granting programs for rural communities, including the Island Coastal Economic Trust.

It has been a long-standing concern that the Salt Spring Island and Southern Gulf Islands electoral areas and Bowen Island have been ineligible for economic development and infrastructure programs intended for rural communities due to their inclusion within the Capital Regional District (CRD) and Metro Vancouver Regional District. The decision to exclude these rural areas from rural programs and funding does not reflect the islands' rural character, geography, land use or capacity to sustain services. Without access to these funding sources, rural island communities find it difficult to sustain community resiliency in the face of social and economic changes and to execute projects that improve community infrastructure.

In 2016, the Union of British Columbia Municipalities passed a resolution asking the Province to officially recognize and classify the three CRD electoral areas as rural communities. The three CRD electoral areas are now eligible for the Rural Dividend Program and I understand Bowen Island has been granted temporary eligibility. However, they remain ineligible for grants from the Island Coastal Economic Trust. We are requesting that the Province of BC make all islands in the Islands Trust Area permanently eligible for the Rural Dividend Program and the Island Coastal Economic Trust, and any other existing or future granting programs intended for rural communities.

The object of the Islands Trust as set out in the *Islands Trust Act* is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

.../2

The Honourable John Horgan
July 11, 2018
Page 2

We appreciate your consideration of this request. There are many First Nations who have asserted Aboriginal interests in the Trust Area and many who have established harvesting rights. Although we copy First Nations on all correspondence such as this, we have not directly heard their positions on rural funding programs. Given our commitment to establishing and maintaining a mutually respectful relationship with First Nations, we offer the Islands Trust position while being ready to respectfully consider their positions.

Yours sincerely,



Susan Morrison
Acting Chair, Islands Trust Council
smorrison@islandstrust.bc.ca

cc: The Honourable Selina Robinson, Minister of
Municipal Affairs and Housing
Islands Trust Area MLAs
Island Coastal Economic Trust Board of Directors
Union of British Columbia Municipalities Executive
Capital Regional District Board
Bowen Island Municipal Council
Cowichan Tribes
Esquimalt First Nation
Halalt First Nation
Homalco First Nation
Hul'qumi'num Treaty Group
K'omoks First Nation
Klahoose First Nation
Laich-kwil-tach Treaty Society
Lake Cowichan First Nation
Lyackson First Nation
Malahat Nation
Musqueam First Nation
Nanwakolas Council
Pauquachin First Nation
Penelakut Tribe

Qualicum First Nation
Scia'new (Beecher Bay) First Nation
Semiahmoo First Nation
Shíshálh (Sechelt) First Nation
Snaw-naw-as (Nanoose) First Nation
Snuneymuxw (Nanaimo) First Nation
Songhees First Nation
Squamish First Nation
Stz'uminus (Chemainus) First Nation
Te'mexw Treaty Association
Tla'amin (Sliammon) First Nation
T'Sou-ke (Sooke) First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseil-Waututh (Burrard Inlet) First Nation
Tseycum First Nation
We Wai Kai (Cape Mudge First Nation)
Wei Wai Kum (Campbell River First Nation)
Islands Trust Council
Islands Trust website



July 30, 2018

Ref: 238236

His Worship Mayor Steve Price, Chair
Capital Regional District
625 Fisgard St
Victoria BC V8W 2S6

Dear Chair Price:

Thank you for your letter of June 19, 2018, regarding the reclassification of the Juan de Fuca, Salt Spring and Gulf Islands Electoral areas as rural communities. I appreciate that the Capital Regional District (CRD) is looking for an update on any additional measures being taken.

The Province of British Columbia is committed to meeting the unique needs of small, rural and remote communities. As such, my meeting with Wayne McIntyre, Mike Hicks and Robert Lapham was a valuable opportunity to hear their perspectives on how senior government grant programs may exclude certain communities. During our meeting, concerns were brought forward regarding their access to the Rural Dividend Program (RDP), the Island Coastal Economic Trust (ICET) and the Community Futures program.

It is important to note that these programs are not under the responsibility of the Ministry of Municipal Affairs and Housing. The RDP is under the responsibility of the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resources Operations and Rural Development. The ICET is under the responsibility of the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology and is governed by an independent board. And lastly, Community Futures is a federal program which promotes socio-economic development across Canada and provides funds to community societies.

Nevertheless, our discussions remained productive and the Ministry determined that the three rural areas within the CRD, which have been previously considered urban for purposes of eligibility, in fact have all the characteristics of rural areas. I brought this assessment forward to both of my provincial colleagues as well as Minister Ralston's federal counterpart, the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development. My Deputy Minister, Jacqueline Dawes, also encouraged her colleagues across government that in the design of any future funding programs, to recognize that these electoral areas have rural development challenges in providing services and developing their economies.

.../2

His Worship Mayor Steve Price, Chair
Page 2

You may be pleased to know that the RDP was amended and communities within the Juan de Fuca, Salt Spring Island and the Southern Gulf Islands Electoral areas are eligible to apply for funding. On the other hand, the boundaries of the ICET are defined in legislation and regulation. Any changes would need to consider the views of the Trust Board and other stakeholders. I encourage you to contact Minister Ralston if you have not already done so.

As you are likely aware, the Province signed an integrated bilateral agreement with the federal government for the Investing in Canada Infrastructure Program (ICIP). The ICIP will provide opportunities for communities to apply for new project funding, a valuable tool which will support long-term economic growth, the advancement of sustainable communities, and continued movement to a low carbon, green economy.

The ICIP includes the Rural and Northern Communities Stream which is dedicated to supporting British Columbia's rural communities and their wide-range of infrastructure priorities. Information regarding this program will be made available later this year. If you have any questions, I encourage you to contact the Local Government Infrastructure and Finance Branch by telephone at: 250 387-4060, or by email at: infra@gov.bc.ca.

Thank you again for writing.

Sincerely,



Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resources Operations
and Rural Development
Honourable Bruce Ralston, Minister of Jobs, Trade and Technology
Mike Hicks, Director, Juan de Fuca Electoral Area
Wayne McIntyre, Director, Salt Spring Island Electoral Area
David Howe, Director, Southern Gulf Islands Electoral Area
Robert Lapham, Chief Administrative Officer, Capital Regional District



Making a difference...together

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January 31, 2014

File: 0400-20

Ms Line Robert
Chief Executive Officer
Island Coastal Economic Trust
#201A - 2435 Mansfield Drive
Courtenay, BC, Canada V9N 2M2

Dear Ms. Robert:

**RE: ISLAND COASTAL ECONOMIC TRUST – BOUNDARY EXPANSION TO INCLUDE
CAPITAL REGIONAL DISTRICT**

In August 2013, you were copied on correspondence from the Capital Regional District (CRD) Board Chair, Alastair Bryson, to Minister Coralee Oakes regarding the limitations of the current Island Coastal Economic Trust geographical boundaries on the eligibility of the CRD to receive funding and the resulting challenges faced by the three CRD Electoral Areas. A copy of the correspondence is attached for your information (Attachment A).

On January 3, 2014, the CRD received a response from Minister Shirley Bond (Attachment B) recommending that we approach the Island Coastal Economic Trust (ICET) and prepare a joint recommendation from the CRD and ICET for consideration of Government.

I would like to request a meeting with you in the near future to discuss how best to prepare and move forward with a joint recommendation from the CRD and ICET boards. My Executive Assistant, Treace Alton will be in touch with your office to arrange the details. Alternatively, she may be reached by phone 250-360-3125 or email talton@crd.bc.ca.

I look forward to meeting with you soon to discuss this matter which is of great concern to the electoral areas of the CRD.

Yours truly,



Robert Lapham, MCIP, RPP
Chief Administrative Officer

Attachment A: August 22, 2013 correspondence from CRD Board Chair to Minister C. Oakes
Attachment B: December 23, 2013 correspondence from Minister S. Bond to CRD Board

cc: Hon. Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible
for Labour
CRD Board of Directors

August 22, 2013

File: 0400-20

The Honourable Coralee Oakes
Minister of Community, Sport and Cultural Development
PO Box 9056
STN PROV GOVT
Victoria, BC V8W 9E2

Dear Minister Oakes:

ISLAND COASTAL ECONOMIC TRUST – BOUNDARY EXPANSION TO INCLUDE CAPITAL REGIONAL DISTRICT

At its meeting held August 14, 2013, the Capital Regional District (CRD) Board considered a staff report regarding the limitations of the current Island Coastal Economic Trust geographical boundaries on the eligibility of the CRD to receive funding. The electoral areas located within the CRD, namely Salt Spring Island, Southern Gulf Islands and Juan de Fuca, are a blend of rural and small town centres that have suffered from a loss of resource related industries over the years. Economic Development Commissions have been established by the CRD Board in each of the electoral areas in an effort to preserve and strengthen existing business, attract new business and coordinate local economic development initiatives. The electoral areas rely on grant funding from the Province to help achieve these objectives.

As you are aware, Island Coastal Economic Trust was established by the Provincial government in 2006 to help smaller communities develop their economic strategies, develop the tools to attract economic investment and collaborate with other communities to develop regional economic strategies and marketing initiatives. Unfortunately the geographic boundaries, established by founding legislation, do not include the CRD thereby making the CRD ineligible for funding. The rationale for exclusion of the CRD from the geographical boundaries is unclear with the exception of the CRD being considered a metropolitan area. There are a number of smaller communities within the CRD, including communities that are comparable in size to other communities in the province that are part of the service area for Community Futures British Columbia and are eligible for funding. For example the City of Prince George (est. pop. 76,000) is similar in size to the City of Victoria (est. pop. 80,000) and the City of Kelowna (est. pop. 117,000) is similar in size to the District of Saanich (est. pop. 110,000); both Prince George and Kelowna are eligible for funding.

Ineligibility to obtain funding from major sources such as the Island Coastal Economic Trust results in the electoral areas facing additional challenges to achieve their economic development objectives. As such, the CRD Board adopted a resolution to request the Federal government to make the necessary amendments to expand the boundaries of the Island Coastal Economic Trust to include the CRD.

Our three electoral area directors would also like to request a meeting with representatives from the Province and Island Coastal Economic Trust to discuss the implications of exclusion of the CRD from the geographical boundaries on economic development in this region.

My Executive Assistant, Treace Alton will be in touch with your office to arrange the details. Alternatively, she may be reached by phone 250-360-3125 or email talton@crd.bc.ca.

On behalf of the CRD, thank you for taking the time to consider our request. We look forward to meeting with you.

Yours sincerely,



Alastair Bryson
Chair, Capital Regional District Board

cc: Line Robert, Chief Executive Officer, Island Coastal Economic Trust
Mike Hicks, Juan de Fuca Electoral Area Director
David Howe, Southern Gulf Islands Electoral Area Director
Wayne McIntyre, Salt Spring Island Electoral Area Director
Robert Lapham, Chief Administrative Officer, CRD
Diana Lokken, General Manager, Corporate Services, CRD
Sonia Santarossa, Manager Legislative Services, CRD

CRD EXECUTIVE OFFICE

Received

JAN 03 2013



☒ Chair *KY* ☐ Board
☒ CAO ☒ Communications
☐ GM
☒ For action / resp. by *Legislative Panel*
☐ Corresp. for Board / Committee meeting
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☒ Copies to *FM directors*
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Ref: 100731

Mr. Alastair Bryson, Chair
Capital Regional District
625 Fisgard Street
PO Box 1000
Victoria, BC V8W 2S6

Dear Chair Bryson:

I am in receipt of your letter addressed to my colleague, the Honourable Coralee Oakes, regarding your resolution to include the Capital Regional District (CRD) within the region allocated to the Island Coastal Economic Trust (ICET). As Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour, I am pleased to respond on behalf of Minister Oakes.

The regional boundaries for ICET are mandated under the regulation accompanying the *North Island Economic Trust Act (2005)*, and fall under the mandate of the Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour.

During these times of fiscal restraint I can understand your desire to have the CRD included within ICET boundaries, and the importance of that inclusion for the smaller and more remote communities within the CRD. At this point in time, I would like to recommend that you approach ICET with this request and together with the backing of the ICET Board, prepare a joint recommendation for the consideration of Government. I will be pleased to receive this joint recommendation and can assure you it will be given full consideration upon receipt.

Thank you again for writing.

Sincerely,

Shirley Bond
Minister

pc: Honourable Coralee Oakes
Minister of Community, Sport and Cultural Development

Ministry of Jobs,
Tourism and Skills Training
and Minister Responsible for Labour

Office of the Minister

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