



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, March 10, 2021

11:00 AM

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

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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. [21-200](#) Minutes of the February 10, 2021 Electoral Areas Committee Meeting

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of February 10, 2021 be adopted as circulated.

**Attachments:** [Minutes - February 10, 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](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

- 6.1.**      [21-130](#)      Proposed Revisions to Capital Regional District Bylaw No. 3741 - Building Regulation Bylaw No. 5, 2010
- Recommendation:** [At the February 10, 2021 Electoral Areas Committee, this item was deferred to the March 10th meeting:]  
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.
- [At the February 10, 2021 Electoral Areas Committee, a motion arising carried asking staff to provide a verbal or written report on potential ways to regularly update the regulation bylaw and fees.]
- 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](#)
- 6.2.**      [21-183](#)      Community Funding and Support Program Grant: Emergency Support Services
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board:  
That the CRD 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 the Emergency Support Services Grant and direct staff to provide overall grant management.
- Attachments:**      [Staff Report: Community Funding & Support Prgm Grant: ESS](#)
- 6.3.**      [21-203](#)      2021 Electoral Area Budget Review
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the 2021 Electoral Area budgets be approved as presented.
- Attachments:**      [Staff Report: 2021 Electoral Area Budget Review](#)  
[Appendix A: Juan de Fuca Electoral Area](#)  
[Appendix B: Salt Spring Island Electoral Area](#)  
[Appendix C: Southern Gulf Islands Electoral Area](#)  
[Appendix D: Assessment Data](#)
- 6.4.**      [21-201](#)      TELUS Request for Letter of Support to the Universal Broadband Fund
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the Board approve a letter of support for the TELUS application to the Universal Broadband Fund to improve cellular service in the Southern Gulf Island and Salt Spring Island Electoral Areas.
- Attachments:**      [Staff Report: TELUS Rqst for Letter of Support to Universal Broadband Fund](#)  
[Appendix A: Letter from Brian Gregg, agent for TELUS](#)

**6.5.      [21-205](#)      Cash-in-Lieu of Park Land Dedication for Subdivision of James Island**

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
That staff notify Islands Trust  
1. That a 5% cash-in-lieu of park land dedication of \$2,077,250 is acceptable to the CRD for the proposed 79 lot bareland strata subdivision of James Island presented as Strata Plan EPS6912.  
2. That if the subdivision is not completed by the end of 2021, that staff be permitted to request a new appraisal be undertaken and the cash-in-lieu adjusted accordingly.

**Attachments:**      [Staff Report -James Island cash-in-lieu](#)  
[Appendix A: Plan](#)  
[Appendix B: PLA](#)  
[Appendix C: Covenant](#)

**6.6.      [21-157](#)      Previous Minutes of Other CRD Committees and Commissions for Information**

**Recommendation:** That the following minutes be received for information:  
a) Galiano Island Parks and Recreation Commission minutes - January 7, 2021  
b) Mayne Island Parks and Recreation Commission minutes - January 14, 2021

**Attachments:**      [Minutes: Galiano Island Parks & Rec Commission - January 7, 2021](#)  
[Minutes: Mayne Island Parks & Rec Commission - January 14, 2021](#)

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

The next meeting is April 14, 2021.

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

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, February 10, 2021

11:00 AM

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

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#### PRESENT

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; R. Smith, Senior Manager, Environmental Resource Management; D. Brown, Manager, Bylaw Enforcement and Animal Control; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Finance Services; M. Lagoa, Acting Deputy Corporate Officer; T. Phillipow, Committee Clerk (Recorder)

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 February 10, 2021 Electoral Areas Committee meeting be  
approved.  
CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [21-134](#) Minutes of the January 13, 2021 Electoral Areas Committee Meeting

**MOVED by Director Plant, SECONDED by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of January 13, 2021  
be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [21-102](#) Electoral Area Volunteer Fire Service Regulatory Review

S. Carby spoke to Item 6.1.

Discussion ensued on having administrative support for the fire services.

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

**CARRIED**

### 6.2. [21-110](#) Community Funding and Support Program Grant: Evacuation Route Planning

S. Carby spoke to Item 6.2.

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

**CARRIED**

### 6.3. [21-130](#) Proposed Revisions to Capital Regional District Bylaw No. 3741 - Building Regulation Bylaw No. 5, 2010

M. Taylor spoke to Item 6.3.

Discussion ensued on the following:

- consultation with the public and stakeholders
- building permit cost increases per square foot

**MOVED by Director Hicks, SECONDED by Alternate Director Brent,  
This item be deferred to the March 10, 2021 Electoral Areas Committee meeting.**

**CARRIED**

**MOVED by Director Plant, SECONDED by Director Holman,  
That staff bring back a written or verbal report to this committee on potential ways to regularly update the regulation bylaw and fees.**

**CARRIED**

**6.4.**     [21-129](#)     Review of Separation of Building Inspection Services for Each Electoral Area

K. Lorette spoke to Item 6.4.

**MOVED** by Director Holman, **SECONDED** by Alternate Director Brent,  
That this item be deferred to the April meeting.  
**CARRIED**

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

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

**CARRIED**

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

**MOVED** by Director Holman, **SECONDED** by Alternate Director Brent,  
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 confirmation of local share of capital funding, that all regulatory requirements are met, and final CRD Board approval of the service delivery model, for the development and operation of a composting facility.

**CARRIED**

**6.7. [21-078](#)**

Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) 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

**CARRIED**

**7. Notice(s) of Motion****7.1. [21-132](#)**

AVICC Resolution: COVID Safe Restart Grant Inequity for Electoral Areas  
(Directors Holman & Howe)

**MOVED** by Director Holman, **SECONDED** by Director Plant,  
That the Notice of Motion be considered at this meeting.  
**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Alternate Director Brent,  
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 more equitable Safe Restart Grant funding to Regional District Electoral Areas in comparison to the funding provided to local municipalities.

**CARRIED**

- 7.2. [21-131](#) AVICC Resolution: Inclusion of Salt Spring Island and Southern Gulf Islands in the Islands Coastal Economic Trust (Directors Holman & Howe)

**MOVED** by Director Plant, **SECONDED** by Director Holman,  
That the Notice of Motion be considered at this meeting.  
**CARRIED**

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

**CARRIED**

## 8. New Business

There was no new business.

## 9. Adjournment

**MOVED** by Director Plant, **SECONDED** by Director Holman,  
That the February 10, 2021 Electoral Areas Committee meeting be adjourned at 12:14 pm.  
**CARRIED**

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Chair

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Recorder



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

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**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

Robert Lapham  
at (250) 360-3285  
Planning and Protective Services Department  
Capital Regional District  
P.O. Box 1000, 625 Fisgard Street  
Victoria, BC V8W 2S6

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### Bylaw Schedules

Appendix A	Building Permit Application
Appendix B	Mobile Home Information Sheet
Appendix C	Fireplace-Chimney-Wood Stove-Oil Furnace Application
Appendix D	Plumbing Permit Application (Residential)
Appendix E	Plumbing Permit Application (Commercial)
Appendix F	Demolition - Deconstruction Permit Application
Appendix G	Change of Occupancy Classification
Appendix H	Building Permit
Appendix I	Conditional Certificate of Occupancy
Appendix J	Certificate of Occupancy
Appendix K	Permit Fees Schedule
Appendix L	Construction Values
Appendix M	Construction Values

**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 m<sup>2</sup> 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 m<sup>2</sup> 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", 2<sup>nd</sup> 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.
<b>SOUTHERN GULF ISLANDS</b> 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	<b>JUAN DE FUCA</b> BUILDING INSPECTION Mail to: P.O. Box 283 Z - 6868 West Coast Rd. Sooke, BC, V9Z 0S9 (250)642-1500 FAX (250)642-5274	<b>SALT SPRING ISLAND</b> BUILDING INSPECTION 208 - 118 Fulford Ganges Rd. Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-9633
<b>PENDER ISLAND</b> 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;"> <b>1</b>  <input type="checkbox"/> REACTIVATE  <input type="checkbox"/> CONSTRUCT  <input type="checkbox"/> ALTER  <input type="checkbox"/> REPAIR         </div>	<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> DECONSTRUCT  <input type="checkbox"/> ADD TO  <input type="checkbox"/> MOVE  <input type="checkbox"/> DEMOLISH         </div>	<div style="border: 1px solid black; padding: 5px;"> <b>2</b>  <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="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> GARAGE  <input type="checkbox"/> CARPORT  <input type="checkbox"/> MULTI-FAMILY DWELLING  <input type="checkbox"/> COMMERCIAL         </div>		

The above project is located at \_\_\_\_\_

Complete Address

LEGAL DESCRIPTION	FOLIO No.
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
--------------	------	------------------------

<p><b>THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING:</b></p> <ol style="list-style-type: none"> <li>1. Plan processing fee.</li> <li>2. Copy of ASSESSMENT NOTICE (Tax Notice).</li> <li>3. Copy of a current TITLE SEARCH, including copies of all covenants, easements and rights of way.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>7. Reverse printed plans not acceptable.</li> <li>8. Documentation as required by Homeowner Protection Office.</li> </ol>	<p><b>Date Received</b></p>
---	-----------------------------

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 \_\_\_\_\_

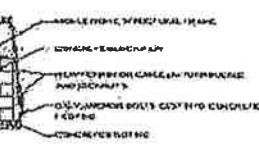
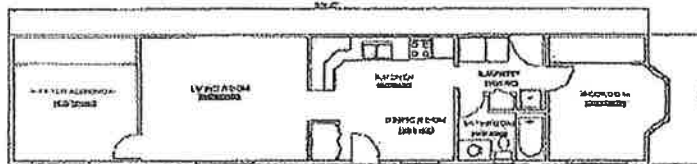
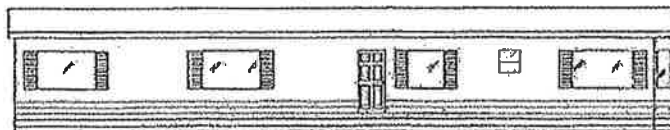
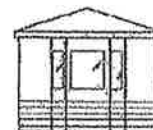
Telephone No. \_\_\_\_\_

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

TYP. FOUNDATION PLANS  
NOT TO SCALE

OR

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

# 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:

 I, \_\_\_\_\_  
 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
<del>Oil Furnace</del>	<del>22. X</del>	<del>=</del>	<del>=</del>
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

\_\_\_\_\_ 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

SECTION

BLOCK

PLAN

LAND DISTRICT

## Other Pertinent Information

Owner

FIRST &amp; LASTNAME

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

Contractor

FIRST &amp; 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 &amp; LAST NAME \_\_\_\_\_

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

CONTRACTOR

FIRST &amp; 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 =	
<b>FIRE PROTECTION</b>				
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 =	
<b>OUTSIDE SERVICES</b>				
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 =	
		<b>TOTAL FEES</b>		

**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	<del>\$42.00</del> \$100	<del>\$21.00</del> \$21.00	\$100
<input type="checkbox"/> Buildings over 400 square feet in area	95.00	<del>47.00</del> \$21.00	\$100
<input type="checkbox"/> Rendering private sewage disposal system safe	21.00	21.00	
<input type="checkbox"/> Cap building sewer	16.00	16.00	
<b>Total Permit Fee</b>			

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
	<input type="checkbox"/>							

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					

<b>Appendix H</b>  <b>BUILDING PERMIT</b> <b>CAPITAL REGIONAL DISTRICT</b> <b>Building Inspection Division</b> G.S.T. Registration No. R121299836		Hold No.  Permit No.	
<b>SOUTHERN GULF ISLANDS</b> <b>WILLIS POINT &amp; MALAHAT</b> <b>BUILDING INSPECTION</b> 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	<b>JUAN DE FUCA</b> <b>BUILDING INSPECTION</b> Mail to: P.O. Box 283 2 - 6868 West Coast Rd. Sooke, BC, V9Z 0S9 (250)642-1500 FAX (250)642-5274	<b>SALT SPRING ISLAND</b> <b>BUILDING INSPECTION</b> 206 - 118 Fulford Ganges Rd. Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-9633	<b>PENDER ISLAND</b> <b>BUILDING INSPECTION</b> 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 _____			
<b>LEGAL DESCRIPTION</b>		<b>FOLIO No.</b>	
LOT	SECTION	BLOCK	PLAN
LAND DISTRICT			
<b>Owner</b> _____		<b>Address</b> _____ # _____ Street _____ City _____ Postal Code _____	
<b>Builder</b> _____		<b>Address</b> _____ # _____ Street _____ City _____ Postal Code _____	
<b>THIS PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
<b>Notes:</b> 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.		<b>LIMITATION OF LIABILITY</b> 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.  <b>FREEDOM OF INFORMATION WAIVER</b> 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.	
<b>FEE SUMMARY</b>			
<b>AREA OF BUILDING</b>	<b>FEE</b>	<b>BUILDING INSPECTOR</b> <b>CAPITAL REGIONAL DISTRICT</b>	
<b>ESTIMATED COST</b>			
<b>PLUMBING PERMIT (residential)</b>			
<b>PLUMBING PERMIT (commercial)</b>			
<b>CHIMNEY / APPLIANCE PERMIT</b>			
<b>DEMOLITION / DECONSTRUCTION PERMIT</b>			
<b>OTHER</b>			
<b>Total Permit Fee</b>		<b>Payment By</b> <input type="checkbox"/> cheque <input type="checkbox"/> cash date _____	
		<b>DATE PERMIT GRANTED</b>	

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

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Chairperson

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Corporate Officer

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

**Appendices A, C, F, L and M**

<b>Appendix A</b> 		<b>Building Permit Application</b>		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)				
<b>1</b> <input type="checkbox"/> REACTIVATE <input type="checkbox"/> CONSTRUCT <input type="checkbox"/> ALTER <input type="checkbox"/> REPAIR		<b>2</b> <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 _____				
<b>LEGAL DESCRIPTION</b> 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) _____				
<b>LIMITATION OF LIABILITY</b> 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.				
<b>FREEDOM OF INFORMATION WAIVER</b> 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 _____
<b>THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:</b> 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.				<b>Date Received</b> _____

Appendix C		<b>Fireplace-Chimney-Wood Stove Application</b>		Hold No.
				Permit No.
<b>SOUTHERN GULF ISLANDS</b> <b>WILLIS POINT &amp; MALAHAT</b> <b>BUILDING INSPECTION</b> Mail to: P.O. Box 1000 (625 Fagard Str.) Victoria, BC, V8W 2S6 (250)360-3230 FAX (250)360-3232 Toll Free: 1-866-475-1581	<b>JUAN DE FUCA</b> <b>BUILDING INSPECTION</b> 3-7450 Butler Rd. Sooke, BC V9Z 1N1 (250)642-8109 FAX (250)642-5274	<b>SALT SPRING ISLAND</b> <b>BUILDING INSPECTION</b> 206 - 118 Fulford Ganges Rd., Salt Spring Island, BC, V8K 2S4 (250)537-2711 FAX (250)537-8883	<b>PENDER ISLAND</b> <b>BUILDING INSPECTION</b> P.O. BOX 1000 VICTORIA BC V8W 2S6 (250)360-3230	
<b>PLEASE PRINT CLEARLY</b> 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: _____ House Number Street		
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 _____ 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) _____				
<b>FEE CALCULATIONS FOR PROPOSED WORK</b>				
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 =		
<b>LIMITATION OF LIABILITY</b> 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.				
<b>FREEDOM OF INFORMATION</b> 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
<b>NOTE:</b> 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.				

<b>Appendix F</b>  <b>Demolition - Deconstruction Permit Application</b>		Hold No.  Permit No.																									
<b>SOUTHERN GULF ISLANDS</b> 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	<b>JUAN DE FUCA</b> BUILDING INSPECTION 3-7450 Builer Rd. Sooke, BC V9Z 1N1 (250) 642-6109 FAX (250) 642-5274	<b>SALT SPRING ISLAND</b> BUILDING INSPECTION 206 - 118 Fulford Ganges Rd. Salt Spring Island, BC, V8K 2S4 (250) 537-2711 FAX (250) 537-485	<b>PENDER ISLAND</b> 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-top: 5px;">           Site address : _____  <div style="display: flex; justify-content: space-between;"> <span>House Number</span> <span>Street</span> </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%; margin-top: 5px;"></div>																											
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 _____																											
<b>LIMITATION OF LIABILITY</b> 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.																											
<b>FREEDOM OF INFORMATION WAIVER</b> 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 _____																									
<b>FEE SCHEDULE</b> <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="3" style="text-align: center;"><b>Total Permit Fee</b></td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px;">           Payment received by way of            cheque <input type="checkbox"/>            cash <input type="checkbox"/>            date _____         </div>				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		<b>Total Permit Fee</b>			
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																									
<b>Total Permit Fee</b>																											

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, MARCH 10, 2021

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**SUBJECT**      **Community Funding and Support Program Grant: Emergency Support Services**

### **ISSUE SUMMARY**

The Capital Regional District (CRD) is applying to the Union of British Columbia Municipalities (UBCM) Emergency Support Services (ESS) grant stream for funding to provide reception center and group lodging training and to purchase equipment. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

### **BACKGROUND**

ESS is a provincial program delivered by local governments that meets the basic needs of British Columbians impacted by disasters by providing short-term support. Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including coordinating emergency support services. ESS programs are largely dependent on volunteers to coordinate these services. The CRD provides emergency management services to the Electoral Areas (EAs), including delivering emergency support services to residents displaced from their homes during a disaster.

The UBCM provides funding for many community-based projects, including local government emergency programs. The CRD is applying for a 2021 grant opportunity that is available to support each of the EA Emergency Programs to augment their equipment and training capacity for ESS volunteers and program staff.

The ESS grant funding will benefit the three CRD EA Emergency Programs equally: Juan de Fuca, Southern Gulf Islands, and Salt Spring Island. Improved ESS equipment includes cots, blankets, and emergency rations. Additionally training will be provided to community volunteers on the mobilization and demobilization of group lodging and evacuee reception centers. The grant request totals \$24,954.80.

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 (CRD) Board: That the CRD 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 the Emergency Support Services Grant and direct staff to provide overall grant management.

#### *Alternative 2*

That staff be directed to not submit a grant application to the Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for the Emergency Support Services funding stream.

**IMPLICATIONS***Financial Implications*

The grant will have no impact on annual Emergency Program budgets, but provides opportunity for one-time projects that allow EA Emergency Program programs to build community resilience to disasters and emergency. Under the *Emergency Program Act*, the CRD is obligated to provide ESS to EA residents, including lodging, food, clothing and transportation to access these services. The grant request totals \$24,954.80.

**CONCLUSION**

The CRD is responsible for providing emergency support services in its Electoral Areas. The UBCM Emergency Support Services funding stream is an opportunity to increase disaster resilience 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 (CRD) Board: That the CRD 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 the Emergency Support Services Grant 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

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

---

**SUBJECT**     **2021 Electoral Area Budget Review**

**ISSUE SUMMARY**

To present the 2021 Electoral Area (EA) budgets and obtain recommendation from the Electoral Area Committee (EAC) to forward the budgets for final approval to the Capital Regional District Board (Board).

**BACKGROUND**

The EAC combines the three unincorporated areas within the Capital Regional District: Juan de Fuca (JDF) EA, Salt Spring Island (SSI) EA and Southern Gulf Islands (SGI) EA.

The Capital Regional District (CRD) provides a range of regional, sub-regional, and local services to its residents. Regional services are provided to the entire region; sub-regional services are provided to groups of participating municipalities, First Nations, and EAs; and local services are provided to individual municipalities, EAs, or to groups of residents within local service areas. It is estimated that the CRD currently provides services to over 21,000 Electoral Area residents (2020 population estimation).

The EA services delivered are guided by the *Local Government Act*, service establishment bylaws, the Board strategic plan, and corporate service plans.

**Budget Approval Process**

Under direction provided by the Board, review and recommendation of all EA service budgets, including local services commission budgets, will flow through the EAC. On October 14, 2020, the EAC approved the preliminary budgets for all regional and sub-regional budgets. These budgets were included in the provisional 2021 CRD Financial Plan approved by the CRD Board on October 28, 2020. The budgets have now been updated for all known factors through February 23, 2021, and are presented for review and recommendation by the EAC to the Board approval on March 24, 2021.

The provisional budget approval process included a comprehensive review of operating and capital expenditures for all EA services. Changes to the plans since provisional approval are driven by year end results, BC Assessment adjustments (impacting cost apportionment), new information or direction from commissions or EA Directors. This report addresses all changes in EA financial plans since provisional approval in October 2020.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the 2021 Electoral Area budgets be approved as presented.

*Alternative 2*

The Electoral Areas Committee recommends to the Capital Regional District Board:  
 That the 2021 Electoral Area budgets be approved with amendments.

**IMPLICATIONS**

*Financial Implications*

**Tax Requisition**

Final requisition reflects all known factors to date, including updates for year-end adjustments, assessment values, and committee, commission, or EA Director direction.

Table 1 compares the 2021 Final to Provisional requisition for each EA. Details of changes from the provisional budget are included in Appendix A.1 and A.3 (JDF), B.1 and B.3 (SSI) and C.1 and C.3 (SGI).

**Table 1: 2021 Final vs Provisional Requisition**

	2021 Final (2021 Assessment)		2021 Provisional (2020 Assessment)		\$ Change		% Change	
	\$	Cost / Avg HH	\$	Cost / Avg HH	\$	Cost / Avg HH	\$	Cost / Avg HH
<b>JDF</b>	2.5M	\$599	2.4M	\$571	0.03M	\$27.58	1.1%	4.8%
<b>SSI</b>	6.9M	\$1,033	6.8M	\$1,026	0.01M	\$6.96	0.1%	0.7%
<b>SGI</b>	3.3M	\$481	3.2M	\$469	0.06M	\$12.01	1.9%	2.6%

Table 2 compares the 2021 Final to 2020 Final requisition for each EA. Detailed requisition summaries by service area for each EA are included in Appendix A.2 (JDF), B.2 (SSI) and C.2 (SGI).

**Table 2: 2021 Final vs 2020 Final Requisition**

	2021 Final (2021 Assessment)		2020 Final (2020 Assessment)		\$ Change		% Change	
	\$	Cost / Avg HH	\$	Cost / Avg HH	\$	Cost / Avg HH	\$	Cost / Avg HH
<b>JDF</b>	2.5M	\$599	2.4M	\$569	0.04M	\$29.58	1.5%	5.2%
<b>SSI</b>	6.9M	\$1,033	6.8M	\$1,015	0.08M	\$18.06	1.2%	1.8%
<b>SGI</b>	3.3M	\$481	3.1M	\$457	0.15M	\$24.13	4.6%	5.3%

Tables 1 and 2 include changes in regional, sub-regional, joint EA, individual EA services and Capital Regional Hospital District (CRHD), but exclude local-specified-defined area services.

**Impact of Assessment**

Requisition for each EA is driven by changes in budget and changes in assessment values.

Based on data from BC Assessments, the region experienced an average increase in assessment of 3.8% in 2021. The JDF EA, SSI EA and SGI EA all experienced a higher increase in assessment with 5.7%, 7.3%, and 6.2% respectively. The majority of CRD services are cost

apportioned on the basis of converted assessments. As a result, all EAs assume a larger proportion of service delivery costs. A summary of regional assessment impacts and distribution are included in Appendix D.

Cost per average residential assessment (Cost / Avg HH) is a theoretical calculation that provides a directional indicator on impacts to a rate payer. The Cost / Avg HH does not reflect factors that vary by home, such as service participation and actual value. This calculation is most directly impacted by changes in apportionment, folios and assessed values.

As is the case in 2021, when assessed values grow at a higher rate compared to folios, the % change in Cost / Avg HH will be higher than the % change in requisition as shown in table 2. Table 3 aims to isolate the impact driven by assessment changes vs budget impacts.

**Table 3: Change in Cost/Avg HH by Cost Driver (2021 Final vs 2020)**

	Changes in Assessment		Changes in Budget		Total Change 2021 Final vs 2020 Final*	
	Cost / Avg HH	%	Cost / Avg HH	%	Cost / Avg HH	%
<b>JDF</b>	\$24.42	4.3%	\$5.16	0.9%	\$29.58	5.2%
<b>SSI</b>	\$14.40	1.4%	\$3.66	0.4%	\$18.06	1.8%
<b>SGI</b>	\$6.28	1.4%	\$17.85	3.9%	\$24.13	5.3%

\*Cost/Avg HH includes CRD and CRHD services, but excludes local/specified/defined services

Reconciliations from 2021 provisional to final, by driver, are included in Appendix A.3 (JDF), B.3 (SSI) and C.3 (SGI).

## **Capital Budget**

2021 Capital Plan changes greater than \$100,000 that have been recommended through commissions or identified by staff since provisional approval are summarized below and grouped into three categories: Carryforward, Deferrals, and New or Revised Projects.

### *Carryforward from 2020 to 2021:*

Carryforwards are projects or purchases started in 2020 that will be completed in 2021.

- JDF – Otter Point Fire Service: Fire Truck Replacement
- SGI – Pender Island Fire Protection Service: Fire Truck Replacement

### *Deferrals from 2021 to 2022:*

- JDF – East Sooke Fire Service: Replacement of Squad Car
- SGI – Small Craft Harbour Service: Port Washington Dock Improvement
- SGI – Small Craft Harbour Service: Retreat Cove Dock Facility Upgrades

### *New Addition and Revised Project Budget in 2021:*

- JDF – Community Parks Service: Tennis Court Resurfacing project new addition
- SGI – Small Craft Harbour Service: Anson Road Dock Facility Upgrade revised project budget
- SGI – Small Craft Harbour Service: Swartz Bay Improvements advanced from 2022 to 2021

- SGI – Pender Island Community Parks Service: Einar's Hill By-Pass Route (Multi Use Trail) new addition contingent on the success of the grant application—Investment Canada Infrastructure Program(ICIP), COVID-19 Resilience Infrastructure Stream
- SGI – Magic Lake Sewer Service: Wastewater Treatment Plant Upgrade Phase 2 advanced contingent on the success of the grant application—Investment Canada Infrastructure Program (ICIP), Green Infrastructure Environmental Quality Stream

For a complete listing of the capital plan changes since provisional approval see Appendices A.4 (JDF), B.4 (SSI), and C.4 (SGI).

### **Safe Restart Grant**

In November 2020, the CRD received a \$1.4M allocation from the COVID-19 Safe Restart Grants for Local Government. The program was created to assist local governments impacted by COVID-19. At the December CRD Board meeting, it was resolved the regional grant would be allocated to Regional and Local Area services in alignment with the provincial funding formula summarized in Table 4. For the Regional services, allocation would reside in the Corporate Emergency service.

**Table 4: Safe Restart Grant Allocation by Service**

<b>Service Area</b>	<b>Grant Allocation (\$)</b>
Regional services	1,246,000
Juan de Fuca	43,000
Salt Spring Island	92,000
Southern Gulf Islands	40,000
<b>Total</b>	<b>1,421,000</b>

Staff have engaged EA Directors to determine their allocation to the following services for each EA. Funds have been fully allocated for all three EAs, as per Tables 5–7 below. All initiatives have been incorporated into 2021 Final budgets.

**Table 5: JDF Safe Restart Approved Projects**

<b>Service</b>	<b>Initiative</b>	<b>\$</b>
1.325 Community Planning	JDF Electronic Meeting Room Equipment	7,500
1.357 East Sooke Fire	East Sooke Community Hall Revenue Shortfall	3,690
1.408 Community Recreation	Port Renfrew Community Hall Revenue Shortfall	3,982
1.114 JDF Grants-in-Aid	One Time Supplementary GIA Safe Restart	27,828
<b>Total</b>		<b>43,000</b>

**Table 6: SSI Safe Restart Approved Projects**

<b>Service</b>	<b>Initiative</b>	<b>\$</b>
1.458 SSI Recreation Program	Recreation Program Revenue Shortfall	1,335
1.455 SSI Community Parks	Saturday Market Revenue Shortfall	55,937
1.111 SSI Administration	Electronic Virtual Meeting Improvements	4,800
1.459 SSI Park Land & Pool	Revenue Shortfalls for Pool service	29,928
<b>Total</b>		<b>92,000</b>

**Table 7: SGI Safe Restart Approved Projects**

Service	Initiative	\$
1.117 SGI Grants-in-Aid	One Time Supplementary GIA Safe Restart 2021	40,000
<b>Total</b>		<b>40,000</b>

### **Financial Plan Bylaw**

The 2021 Financial Plan summaries for each EA can be found in the attached appendices A–C. The summaries highlight changes over the prior year and are driven by year-end results, assessment changes, service delivery impacts, inflation, and new initiatives directed through commissions or EA directors. The EA Financial Plan summaries will be incorporated for final approval in the consolidated CRD Financial Plan at the special Board meeting on March 24, 2021.

As in prior years, final adjustments are made ahead of billing with the release of BC Assessment Final data for the region. This is typically distributed at the end of March. No material changes or impacts are expected.

### **CONCLUSION**

The 2021 Electoral Area budgets have been delegated to the Electoral Areas Committee by the CRD Board for review and recommendation. All budgets will be forwarded to the CRD Board for final approval on March 24, 2021.

Overall, the 2021 Electoral Area budgets have been prepared based on the service plans and they provide ongoing CRD services which respond to the varying needs of the three Electoral Area communities.

### **RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the 2021 Electoral Area budgets be approved as presented.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

### **ATTACHMENT(S)**

Appendix A: Juan de Fuca Electoral Area  
Appendix B: Salt Spring Island Electoral Area  
Appendix C: Southern Gulf Islands Electoral Area  
Appendix D: Assessment Data

**Appendix A.1: JDF - Change in Requisition from Provisional to Final - Budget Review 2021**

**Change in Requisition (2021 Final vs Provisional) - Juan de Fuca**  
**(Changes > \$1,000) by Services**

Electoral Area Juan de Fuca		2021 Requisition \$		2021 Per Avg HH \$		Requisition Change		Per Avg HH Change		Comments
		Final	Provisional COW	Final	Provisional COW	Final vs Provisional \$	%	Final vs Provisional \$	%	
1.010	Legislative & General Government	143,730	142,147	34.88	33.27	1,583	1.1%	1.62	4.9%	Increase related to change in assessment values
1.280	Regional Parks	182,954	179,691	44.40	42.05	3,263	1.8%	2.35	5.6%	Increase related to change in assessment values
1.280A	Regional Parks - Land Acquisition	67,240	66,041	16.32	15.46	1,199	1.8%	0.86	5.6%	Increase related to change in assessment values
1.313	Animal Care Services	63,391	64,622	15.38	15.12	(1,231)	-1.9%	0.26	1.7%	Decrease related to change in assessment values
1.377	JDF Search and Rescue	68,663	64,579	16.66	15.11	4,084	6.3%	1.55	10.3%	Increase due to 2020 deficit carried forward to 2021
1.924	Emergency Comm - Crest - J.D.F.	121,249	106,974	29.43	25.03	14,275	13.3%	4.39	17.5%	Increased payments to CREST due to new P25 radio equipment for fire and emergency services
CRHD	Capital Regional Hospital District	466,837	460,822	113.30	107.84	6,015	1.3%	5.45	5.1%	Increase related to change in assessment values
	Other <\$1,000	1,347,707	1,350,057	328.44	317.33	(2,350)	-0.2%	11.10	3.5%	
<b>Total JDF Electoral Area</b>		<b>2,461,772</b>	<b>2,434,934</b>	<b>598.81</b>	<b>571.22</b>	<b>26,838</b>	<b>1.1%</b>	<b>27.58</b>	<b>4.8%</b>	

1.119	Vancouver Island Regional Library	310,394	308,702	85.45	80.66	1,692	0.5%	4.80	5.9%	Increase in payment to VIRL
1.121	Sooke Regional Museum	71,653	73,158	19.73	19.12	(1,505)	-2.1%	0.61	3.2%	Decrease related to change in assessment values
1.353	Otter Point Fire Protection	520,046	485,161	464.49	394.67	34,885	7.2%	69.82	17.7%	Increase in transfer to reserve funds for future capital needs
1.357	East Sooke Fire Protection	429,928	435,783	491.17	502.19	(5,855)	-1.3%	(11.02)	-2.2%	Decrease due to lower operating expenses
1.360	Shirley Fire Protection	162,041	164,964	490.72	499.69	(2,923)	-1.8%	(8.97)	-1.8%	Decrease due to lower operating expenses
1.40X	SEAPARC	687,297	700,855	210.24	183.12	(13,559)	-1.9%	27.12	14.8%	Decrease related to change in assessment values
2.691	Wilderness Mountain	59,520	68,150	763.96	874.73	(8,630)	-12.7%	(110.77)	-12.7%	Increase in User Fees and deficit carryforward lower than projected
3.850	Port Renfrew Sewer	59,456	57,309	711.88	686.17	2,147	3.7%	25.71	3.7%	Increase due to deficit carryforward as the result of emergency outfall repairs
	Other <\$1,000	492,116	492,398			(282)	-0.1%			
<b>Total Local/Specified/Defined Services</b>		<b>2,792,451</b>	<b>2,786,481</b>			<b>5,970</b>	<b>0.2%</b>			

**Appendix A.2: Requisition Summary - Juan de Fuca**

Electoral Area Juan de Fuca		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)		Change in cost per avg household/Parcel	
		2021		2020				\$	%
1.010	Legislative & General Government	143,730	34.88	135,196	31.64	8,534		3.24	10.25%
1.101	G.I.S.	1,077	0.26	1,038	0.24	39		0.02	7.57%
1.224	Community Health - Homeless Sec.	9,880	2.40	10,012	2.34	(132)		0.05	2.34%
1.280	Regional Parks	182,954	44.40	176,647	41.34	6,307		3.06	7.40%
1.280A	Regional Parks - Land Acquisition	67,240	16.32	62,896	14.72	4,344		1.60	10.87%
1.309	Climate Action and Adaptation	6,751	1.64	6,610	1.55	141		0.09	5.92%
1.310	Land Banking & Housing	22,191	5.39	20,897	4.89	1,294		0.50	10.12%
1.324	Regional Planning Service	19,382	4.70	19,036	4.45	346		0.25	5.59%
1.335	Geo-Spatial Referencing System	2,719	0.66	2,642	0.62	77		0.04	6.73%
1.374	Regional Emergency Program Support	1,903	0.46	1,896	0.44	8		0.02	4.13%
1.375	Hazardous Material Incident Response	4,666	1.13	4,586	1.07	80		0.06	5.52%
1.911	Call Answer	1,973	0.48	1,968	0.46	4		0.02	3.93%
1.921	Regional CREST Contribution	21,026	5.10	20,893	4.89	133		0.21	4.36%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	654	0.15	(654)		(0.15)	-100.00%
<b>Total Regional</b>		<b>\$485,492</b>	<b>\$117.82</b>	<b>\$464,970</b>	<b>\$108.82</b>	<b>\$20,521</b>		<b>\$9.01</b>	<b>8.28%</b>
1.126	Victoria Family Court Committee	229	0.06	224	0.05	5		0.00	6.11%
1.128	Greater Victoria Police Victim Services	757	1.54	691	1.51	66		0.03	1.97%
1.230	Traffic Safety Commission	1,233	0.30	1,209	0.28	24		0.02	5.80%
1.313	Animal Care Services	63,391	15.38	63,755	14.92	(363)		0.46	3.11%
1.330	Regional Growth Strategy	5,202	1.26	5,078	1.19	124		0.07	6.24%
1.912A	Call Answer - RCMP	-	-	(824)	(0.19)	824		0.19	-100.00%
1.913	Fire Dispatch	43,672	10.60	43,462	10.17	209		0.43	4.20%
3.701	Millstream Remediation	7,220	1.75	13,086	3.06	(5,866)		(1.31)	-42.79%
<b>Total Sub-Regional</b>		<b>\$121,704</b>	<b>\$30.90</b>	<b>\$126,681</b>	<b>\$31.00</b>	<b>(\$4,976)</b>		<b>(\$0.10)</b>	<b>-0.33%</b>
1.103	Elections	5,593	1.36	4,549	1.06	1,044		0.29	27.50%
1.104	U.B.C.M.	1,753	0.43	3,215	0.75	(1,463)		(0.33)	-43.48%
1.318	Building Inspection	100,475	24.38	94,657	22.15	5,818		2.23	10.08%
1.320	Noise Control	8,935	2.17	8,875	2.08	60		0.09	4.40%
1.322	Nuisances & Unsanitary Premises	11,876	2.88	11,773	2.76	103		0.13	4.61%
1.372	Electoral Area Emergency Program	33,300	8.08	33,053	7.74	247		0.35	4.48%
<b>Total Joint Electoral Area</b>		<b>\$161,932</b>	<b>\$39.30</b>	<b>\$156,123</b>	<b>\$36.54</b>	<b>\$5,809</b>		<b>\$2.76</b>	<b>7.56%</b>
1.109	Electoral Area Admin Exp-JDF	56,682	13.76	58,034	13.58	(1,352)		0.17	1.29%
1.114	Grants in Aid - Juan de Fuca	-	-	9,859	2.31	(9,859)		(2.31)	-100.00%
1.122	JDF Economic Development Commission	-	-	-	-	-		-	0.00%
1.317	JDF Building Numbering	12,789	3.10	12,639	2.96	150		0.15	4.93%
1.319	Soil Deposit Removal	5,621	1.36	5,534	1.30	87		0.07	5.33%
1.325	Electoral Area Services - Planning	684,025	166.01	672,654	157.42	11,371		8.59	5.46%
1.370	Juan de Fuca Emergency Program	86,603	21.02	85,204	19.94	1,399		1.08	5.41%
1.377	JDF Search and Rescue	68,663	16.66	63,603	14.88	5,060		1.78	11.95%
1.405	JDF EA - Community Parks	190,175	46.15	186,996	43.76	3,179		2.39	5.47%
1.924	Emergency Comm - Crest - J.D.F.	121,249	29.43	105,475	24.68	15,774		4.74	19.21%
<b>Total JDF Electoral Area</b>		<b>\$1,225,807</b>	<b>\$297.49</b>	<b>\$1,199,998</b>	<b>\$280.83</b>	<b>\$25,809</b>		<b>\$16.66</b>	<b>5.93%</b>
<b>Total Capital Regional District</b>		<b>\$1,994,935</b>	<b>\$485.51</b>	<b>\$1,947,772</b>	<b>\$457.18</b>	<b>\$47,163</b>	<b>2.4%</b>	<b>\$28.33</b>	<b>6.20%</b>
Cost/average residential property		\$485.51		\$457.18		\$28.33			
CRHD	Capital Regional Hospital District	466,837	113.30	478,790	112.05	(11,953)		1.25	1.11%
<b>Total CRD and CRHD</b>		<b>\$2,461,772</b>	<b>\$598.81</b>	<b>\$2,426,562</b>	<b>\$569.23</b>	<b>\$35,210</b>		<b>\$29.58</b>	<b>5.20%</b>

Average residential assessment (2020/2021)

\$626,588

\$571,443

1.45%

**Major Impacts (Avg HH>±\$1.00)**

**Change in Cost per Average Household**

	\$ Change	% of Total Increase
<b>REGIONAL</b>		
Legislative & General Government	3.24	0.57%
Regional Parks	3.06	0.54%
Regional Parks - Land Acquisition	1.60	0.28%
<b>SUB-REGIONAL</b>		
Millstream Remediation	(1.31)	-0.23%
<b>JOINT EA</b>		
Building Inspection	2.23	0.39%
<b>JDF EA</b>		
Grants in Aid - Juan de Fuca	(2.31)	-0.41%
Electoral Area Services - Planning	8.59	1.51%
Juan de Fuca Emergency Program	1.08	0.19%
JDF Search and Rescue	1.78	0.31%
JDF EA - Community Parks	2.39	0.42%
Emergency Comm - Crest - J.D.F.	4.74	0.83%
Capital Regional Hospital District	1.25	0.22%
Other	3.23	0.57%
<b>Total</b>	<b>\$29.58</b>	<b>5.20%</b>

Juan de Fuca Local/Specified/Defined Services		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2021		2020			\$	%
1.119	Vancouver Island Regional Library	310,394	85.45	304,078	79.45	6,316	6.00	7.56%
1.121	Sooke Regional Museum	71,653	19.73	71,925	18.79	(271)	0.93	4.97%
1.133	Langford E.A. - Greater Victoria Public Library	30,985	63.14	30,589	66.98	396	(3.83)	-5.72%
1.232	Port Renfrew Street Lighting	3,321	39.72	3,763	45.01	(442)	(5.29)	-11.75%
1.350	Willis Point Fire Protection	136,066	578.73	132,660	570.41	3,405	8.32	1.46%
1.353	Otter Point Fire Protection	520,046	464.49	520,563	423.47	(517)	41.02	9.69%
1.354	Malahat Fire Protection	63,810	680.90	61,430	667.38	2,380	13.52	2.03%
1.355	Durrance Road Fire Protection	2,990	349.66	2,939	343.70	51	5.96	1.74%
1.357	East Sooke Fire Protection	429,928	491.17	430,286	495.86	(358)	(4.69)	-0.95%
1.358	Port Renfrew Fire Protection	92,300	239.06	91,513	239.30	787	(0.24)	-0.10%
1.360	Shirley Fire Protection	162,041	490.72	161,440	489.01	601	1.70	0.35%
1.40X	SEAPARC	687,297	210.24	700,197	182.95	(12,900)	27.29	14.92%
1.408	JDF EA - Community Recreation	68,310	20.90	67,301	17.58	1,009	3.31	18.83%
1.523	Port Renfrew Refuse Disposal	33,324	86.13	32,855	85.73	469	0.40	0.47%
2.650	Port Renfrew Water	60,016	320.52	58,327	311.50	1,689	9.02	2.90%
2.655	Snuggery Cove Water	-	-	(8,034)	(43.36)	8,034	43.36	-100.00%
2.691	Wilderness Mountain	59,520	763.96	63,859	819.65	(4,339)	(55.69)	-6.79%
3.700	Septage Disposal - JDF Service Area	297	0.08	388	0.10	(91)	(0.02)	-20.08%
3.755	Regional Source Control - Port Renfrew Sewer	698	7.62	722	7.80	(24)	(0.18)	-2.32%
3.850	Port Renfrew Sewer	59,456	711.88	48,210	577.23	11,246	134.65	23.33%
<b>Total JdF Local/Specified/Defined Requisition</b>		<b>\$2,792,451</b>		<b>\$2,775,011</b>		<b>\$17,440</b>		
<b>Average residential assessment (2020/2021)</b>		<b>\$626,588</b>		<b>\$571,443</b>				

**Appendix A.3**

**Change in Requisition (2021 Final vs Provisional) by Cost Driver - Juan de Fuca**

Requisition Change >±1,000

Cost Driver	Service	Service Name	Requisition \$		Requisition per Avg HH \$		Comments
			% Increase over 2020	\$ Requisition	% Increase over 2020	\$/HH	
Provisional - COW (CRD&CRHD)*			0.4%	2,434,934	0.4%	571.22	
Change in Assessment	1.010	Legislative & General Government	0.1%	2,676	0.3%	1.87	
	1.280	Regional Parks	0.1%	3,263	0.4%	2.35	
	1.280A	Regional Parks - Land Acquisition	0.0%	1,199	0.2%	0.86	
	1.313	Animal Care Services	0.0%	(1,036)	0.1%	0.31	
	CRHD	Hospital	0.3%	8,326	1.1%	5.99	
	Others	<1,000	0.0%	(1,105)	2.3%	13.04	
	Subtotal		0.5%	13,323	4.3%	24.42	
Budget Changes	1.377	JDF Search and Rescue	0.2%	4,084	0.1%	0.96	Increase in requisition due to 2020 deficit carryforward
	1.924	Emergency Comm - Crest - J.D.F.	0.6%	14,275	0.6%	3.34	Increase in payment to CREST due to new P25 radio equipment charges for JDF fire and emergency services
	Others	<1,000	-0.2%	(4,844)	-0.2%	(1.14)	Changes related to 2020 surplus/deficit, GILT and minor budget changes
	Subtotal		0.6%	13,515	0.5%	3.16	
Final - CRD&CRHD*			1.5%	2,461,772	5.2%	598.80	
Change - Final over Provisional (COW)			1.1%	26,838	4.8%	27.58	

\*Requisition excludes Local/Specified/Defined Services

#### Appendix A.4: JDF - Change in Capital Plan from Provisional to Final - Budget Review 2021

##### Change in Capital Plan (2021 Final vs Provisional) - Juan de Fuca

Service	Service Name	Project Description	Amount \$			Notes
			Provisional	Final	Change	
1.353 Otter Point Fire		Building Expansion Construction	-	20,000	20,000	Project carryforward updated for 2021
		Replace Water Tender	-	286,692	286,692	Project carryforward updated for 2021
		Replace Hall Siding	30,000	40,000	10,000	Higher estimated project budget
1.357 East Sooke Fire		Replace Squad Car	160,000	-	(160,000)	Moved from 2021 to 2022
		Fire Hall Energy Renovation	-	30,000	30,000	Project carryforward updated for 2021
		Turnout Gear	8,800	7,000	(1,800)	Lower estimate for equipment costs
		Landscaping	-	10,000	10,000	Fire Hall yard landscaping
		Roof for Training Area	-	14,000	14,000	Roof for Training Area
1.358 Port Renfrew Fire		Firefighting Equipment	28,000	10,000	(18,000)	Reduced planned spending; narrowed scope of equipment replacement
1.405 JDF EA Community Parks & Recreation		Tennis Court Resurfacing	-	120,000	120,000	Grant funded project to upgrade the Tennis Court
1.523 Port Renfrew Refuse Disposal		Fencing	-	15,000	15,000	Replace aged fencing
		Site Storage Capacity	-	15,000	15,000	Purchase on-site metal storage container
2.691 Wilderness Mountain Water Service		Referendum	25,000	-	(25,000)	Referedum no longer required
		Source Water Protection Plan	-	34,000	34,000	Water Source Protection Plan funded by reserve (15%) and grant (85%)
Total Changes - Juan de Fuca			251,800	601,692	349,892	

**Appendix B.1: SSI - Change in Requisition from Provisional to Final - Budget Review 2021**

**Change in Requisition (2021 Final vs Provisional) - Salt Spring Island**  
(Requisition Changes > \$1,000) by Services

Electoral Area Salt Spring Island	2021 Requisition \$		2021 Per Avg HH \$		Requisition Change		Per Avg HH Change		Requisition Change Comments
	Final	Provisional COW	Final	Provisional COW	Final vs Provisional \$	%	Final vs Provisional \$	%	
1.010 Legislative & General Government	279,070	272,077	41.55	40.26	6,993	2.6%	1.29	3.2%	Increase related to changes in assessment values
1.280 Regional Parks	355,228	343,937	52.89	50.90	11,291	3.3%	1.99	3.9%	Increase related to change in assessment values
1.280A Regional Parks - Land Acquisition	130,554	126,405	19.44	18.71	4,150	3.3%	0.73	3.9%	Increase related to change in assessment values
1.310 Land Banking & Housing	43,087	41,717	6.42	6.17	1,370	3.3%	0.24	3.9%	Increase related to change in assessment values
1.913 Fire Dispatch	90,881	92,370	13.53	13.67	(1,490)	-1.6%	(0.14)	-1.0%	Decrease related to change in assessment values
1.318 Building Inspection	195,084	193,859	29.05	28.69	1,225	0.6%	0.36	1.2%	Increase related to change in assessment values
1.111 Electoral Area Admin Exp-SSI	517,576	521,375	77.06	77.16	(3,799)	-0.7%	(0.10)	-0.1%	Surplus carryforward higher than planned
1.141 Salt Spring Island Public Library	661,352	660,235	98.47	97.71	1,117	0.2%	0.76	0.8%	Increase related to SSI Library Society funding requirement
1.238A Community Transit (S.S.I.)	182,252	240,847	27.13	35.64	(58,595)	-24.3%	(8.51)	-23.9%	Decrease related to utilizing funding BC Transit Safe Restart Grant
1.459 Salt Spring Island Park, Land & Rec Prog	1,468,919	1,500,046	218.70	221.99	(31,127)	-2.1%	(3.29)	-1.5%	Decrease related to utilizing funding CRD SSI Safe Restart Grant
1.925 Emergency Comm - Crest - S.S.I.	141,771	90,551	21.11	13.40	51,220	56.6%	7.71	57.5%	Increase in payment to CREST due to new P25 radio equipment charges for SSI emergency and fire services
CRHD Capital Regional Hospital District	906,422	882,036	134.95	130.53	24,386	2.8%	4.42	3.4%	Increase related to change in assessment values
Other <\$1,000	1,881,559	1,880,489	292.51	291.01	1,070	0.1%	1.50	0.5%	
<b>Total SSI Electoral Area</b>	<b>6,853,755</b>	<b>6,845,945</b>	<b>1,032.80</b>	<b>1,025.84</b>	<b>7,810</b>	<b>0.1%</b>	<b>6.96</b>	<b>0.7%</b>	
2.624 Beddis Water	73,470	77,576	564.43	595.97	(4,106)	-5.3%	(31.54)	-5.3%	Decrease due to lower deficit carryforward from 2020
2.626 Fulford Water	37,500	60,405	386.97	623.33	(22,905)	-37.9%	(236.36)	-37.9%	Decrease due to debt retirement
2.628 Cedar Lane Water	10,024	12,024	285.14	342.04	(2,000)	-16.6%	(56.89)	-16.6%	Decrease due to reduction in transfer to Capital Reserve Fund
2.660 Fernwood Water	13,493	14,693	179.76	195.75	(1,200)	-8.2%	(15.99)	-8.2%	Decrease due to surplus carry forward from 2020
3.755 Regional Source Control - Maliview Estates / Gange	6,270	7,404	14.75	16.07	(1,134)	-15.3%	(1.32)	-8.2%	Decrease due to higher Grant in Lieu revenue
3.820 Maliview Estates Sewer System	4,670	-	49.54	-	4,670		49.54		Increase due to new MFA debt servicing costs planned for Treatment Plan upgrade project
Other <\$1,000	185,646	186,660			(1,014)	-0.5%			
<b>Total Local/Specified/Defined Services</b>	<b>331,073</b>	<b>358,762</b>			<b>(27,689)</b>	<b>-7.7%</b>			

**Appendix B.2: Requisition Summary -Salt Spring Island**

Electoral Area Salt Spring Island	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference (Decrease)	Change in cost per avg household/Parcel	
	2021		2020			\$	%
1.010 Legislative & General Government	279,070	41.55	258,772	38.30	20,298	3.25	8.50%
1.101 G.I.S.	2,091	0.31	1,987	0.29	104	0.02	5.87%
1.224 Community Health - Homeless Sec.	19,184	2.86	19,163	2.84	21	0.02	0.72%
1.280 Regional Parks	355,228	52.89	338,112	50.04	17,116	2.85	5.70%
1.280A Regional Parks - Land Acquisition	130,554	19.44	120,385	17.82	10,169	1.62	9.11%
1.309 Climate Action and Adaptation	13,519	2.01	13,117	1.94	402	0.07	3.69%
1.310 Land Banking & Housing	43,087	6.42	39,999	5.92	3,088	0.50	8.37%
1.324 Regional Planning Service	37,632	5.60	36,436	5.39	1,196	0.21	3.91%
1.335 Geo-Spatial Referencing System	5,279	0.79	5,056	0.75	223	0.04	5.04%
1.374 Regional Emergency Program Support	3,812	0.57	3,762	0.56	50	0.01	1.94%
1.375 Hazardous Material Incident Response	9,344	1.39	9,100	1.35	244	0.04	3.30%
1.911 Call Answer	4,105	0.61	4,079	0.60	26	0.01	1.25%
1.921 Regional CREST Contribution	43,755	6.51	43,298	6.41	456	0.11	1.67%
21.ALL Feasibility Study Reserve Fund - ALL	-	-	1,251	0.19	(1,251)	(0.19)	-100.00%
<b>Total Regional</b>	<b>\$946,659</b>	<b>\$140.94</b>	<b>\$894,517</b>	<b>\$132.38</b>	<b>\$52,142</b>	<b>\$8.57</b>	<b>6.47%</b>
1.230 Traffic Safety Commission	2,395	0.36	2,314	0.34	81	0.01	4.12%
1.311 Regional Housing Trust Fund	35,024	5.21	34,408	5.09	615	0.12	2.41%
1.313 Animal Care Services	123,082	18.33	122,029	18.06	1,053	0.27	1.47%
1.912A Call Answer - RCMP	-	-	(1,708)	(0.25)	1,708	0.25	-100.00%
1.913 Fire Dispatch	90,881	13.53	90,072	13.33	809	0.20	1.51%
<b>Total Sub-Regional</b>	<b>\$251,381</b>	<b>\$37.43</b>	<b>\$247,115</b>	<b>\$36.57</b>	<b>\$4,266</b>	<b>\$0.86</b>	<b>2.34%</b>
1.103 Elections	10,860	1.62	8,707	1.29	2,153	0.33	25.48%
1.104 U.B.C.M.	3,403	0.51	6,154	0.91	(2,751)	(0.40)	-44.37%
1.318 Building Inspection	195,084	29.05	181,178	26.81	13,906	2.23	8.33%
1.320 Noise Control	17,348	2.58	16,988	2.51	361	0.07	2.74%
1.322 Nuisances & Unsightly Premises	23,059	3.43	22,534	3.33	524	0.10	2.95%
1.372 Electoral Area Emergency Program	64,657	9.63	63,265	9.36	1,392	0.26	2.82%
<b>Total Joint Electoral Area</b>	<b>\$314,411</b>	<b>\$46.81</b>	<b>\$298,827</b>	<b>\$44.22</b>	<b>\$15,584</b>	<b>\$2.59</b>	<b>5.85%</b>
1.111 Electoral Area Admin Exp-SSI	517,576	77.06	512,280	75.81	5,296	1.25	1.65%
1.116 Grants in Aid - Salt Spring Island	50,052	7.45	45,397	6.72	4,655	0.73	10.92%
1.124 SSI Economic Development Commission	77,008	11.47	77,028	11.40	(20)	0.07	0.58%
1.141 Salt Spring Island Public Library	661,352	98.47	660,235	97.71	1,117	0.76	0.78%
1.236 Salt Spring Island Fernwood Dock	31,283	5.64	31,283	5.64	-	-	0.00%
1.238A Community Transit (S.S.I.)	182,252	27.13	232,253	34.37	(50,001)	(7.24)	-21.05%
1.238B Community Transportation (S.S.I.)	170,232	25.35	167,496	24.79	2,736	0.56	2.25%
1.299 Salt Spring Island Arts	118,512	17.64	116,005	17.17	2,507	0.48	2.78%
1.316 SSI House Numbering	9,458	1.41	9,266	1.37	192	0.04	2.69%
1.371 S.S.I. Emergency Program	127,913	19.04	111,308	16.47	16,605	2.57	15.62%
1.378 SSI Search and Rescue	23,336	3.47	22,034	3.26	1,302	0.21	6.55%
1.455 Salt Spring Island Community Parks	417,511	62.16	380,308	56.28	37,203	5.88	10.45%
1.458 Salt Spring Island Community Rec	53,511	7.97	49,918	7.39	3,593	0.58	7.85%
1.459 Salt Spring Island Park, Land & Rec Prog	1,468,919	218.70	1,541,158	228.07	(72,239)	(9.37)	-4.11%
1.535 Stormwater Quality Management - S.S.I.	27,500	4.09	22,502	3.33	4,998	0.76	22.95%
1.925 Emergency Comm - Crest - S.S.I.	141,771	21.11	88,573	13.11	53,198	8.00	61.03%
3.705 S.S.I. Liquid Waste Disposal	356,696	64.50	348,805	63.07	7,891	1.43	2.26%
<b>Total SSI Electoral Area</b>	<b>\$4,434,882</b>	<b>\$672.67</b>	<b>\$4,415,849</b>	<b>\$665.96</b>	<b>\$19,033</b>	<b>\$6.71</b>	<b>1.01%</b>
<b>Total Capital Regional District</b>	<b>\$5,947,333</b>	<b>\$897.85</b>	<b>\$5,856,308</b>	<b>\$879.13</b>	<b>\$91,025</b>	<b>\$18.72</b>	<b>2.13%</b>
					<b>1.6%</b>		
Cost/average residential property	\$897.85		\$879.13		\$18.72		
CRHD Capital Regional Hospital District	906,422	134.95	916,428	\$135.62	(10,005)	(0.67)	-0.49%
<b>Total CRD and CRHD</b>	<b>\$6,853,755</b>	<b>\$1,032.80</b>	<b>\$6,772,736</b>	<b>\$1,014.75</b>	<b>\$81,019</b>	<b>\$18.06</b>	<b>1.78%</b>

Average residential assessment (2020/2021)

\$746,360

\$691,653

1.20%

Major Impacts (Avg HH≥\$1.00)

Change in Cost per Average Household

	\$ Change	% of Total Increase
<b>REGIONAL</b>		
Legislative & General Government	3.25	0.32%
Regional Parks	2.85	0.28%
Regional Parks - Land Acquisition	1.62	0.16%
<b>JOINT EA</b>		
Building Inspection	2.23	0.22%
<b>SSI EA</b>		
Electoral Area Admin Exp-SSI	1.25	0.12%
Community Transit (S.S.I.)	(7.24)	-0.71%
S.S.I. Emergency Program	2.57	0.25%
Salt Spring Island Community Parks	5.88	0.58%
Salt Spring Island Park, Land & Rec Prog	(9.37)	-0.92%
Emergency Comm - Crest - S.S.I.	8.00	0.79%
S.S.I. Liquid Waste Disposal**	1.43	0.14%
Capital Regional Hospital District	(0.67)	-0.07%
Other	6.24	0.61%
<b>Total</b>	<b>\$18.06</b>	<b>1.78%</b>

Salt Spring Island Local/Specified/Defined Services		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2021		2020			\$	%
1.234	Salt Spring Island Street Lighting	22,527	3.44	25,401	3.85	(2,874)	(0.41)	-10.70%
2.620	SSI Highland Water System	31,119	128.95	30,514	126.44	605	2.51	1.98%
2.621	Highland / Fernwood Water - SSI	75,000	237.06	56,822	179.60	18,178	57.46	31.99%
2.624	Beddis Water	73,470	564.43	72,240	554.98	1,230	9.45	1.70%
2.628	Cedar Lane Water	10,024	285.14	11,951	339.96	(1,927)	(54.82)	-16.12%
2.660	Fernwood Water	13,493	179.76	16,138	215.00	(2,645)	(35.24)	-16.39%
3.755	Regional Source Control - Maliview Estates / Ganges Sewer	6,270	14.75	7,280	15.80	(1,011)	(1.05)	-6.66%
3.810	Ganges Sewer	57,000	143.86	54,128	136.61	2,872	7.25	5.31%
3.820	Maliview Estates Sewer System	4,670	49.54	-	-	4,670	49.54	0.00%
<b>Total Local/Specified/Defined Services</b>		<b>331,073</b>		<b>340,833</b>		<b>(9,761)</b>		

Average residential assessment (2020/2021)

\$746,360

\$691,653

**Appendix B.3****Change in Requisition (2021 Final vs Provisional) by Cost Driver - Salt Spring Island**

Requisition Change &gt;±1,000

Cost Driver	Service	Service Name	Requisition		Requisition per Avg HH		Comments
			% Increase over 2020	\$ Requisition	% Increase over 2020	\$/HH	
Provisional - COW (CRD&CRHD)*			1.1%	6,845,945	1.1%	1,025.84	
Change in Assessment	1.010	Legislative & General Government	0.1%	9,086	0.2%	1.60	
	1.280	Regional Parks	0.2%	11,291	0.2%	1.99	
	1.280A	Regional Parks - Land Acquisition	0.1%	4,150	0.1%	0.73	
	1.310	Land Banking & Housing	0.0%	1,370	0.0%	0.24	
	CRHD	Hospital	0.4%	28,811	0.5%	5.08	
	Others	<1,000	0.0%	3,307	0.5%	4.75	
	Subtotal		0.8%	58,015	1.4%	14.39	
Budget Changes	1.111	Electoral Area Admin Exp-SSI	-0.1%	(3,799)	-0.1%	(0.56)	Decrease in requisition due to higher 2020 surplus carryforward to fund one-time IBC
	1.141	Salt Spring Island Public Library	0.0%	1,117	0.0%	0.17	Increase in interest costs due to early contribution payment to the SSI Library Society
	1.238A	Community Transit (S.S.I.)	-0.9%	(58,595)	-0.9%	(8.67)	Decrease in requisiton by utilizing BC Transit Safe Restart Grant
	1.925	Emergency Comm - Crest - S.S.I.	0.7%	51,220	0.7%	7.58	Increase in payment to CREST due to new P25 radio equipment charges for SSI fire and emergency services
	1.459	Salt Spring Island Park, Land & Rec Prog	-0.5%	(31,127)	-0.5%	(4.61)	Decrease in requisiton by utilizing CRD SSI Safe Restart Grant
	Others	<1,000	-0.1%	(9,021)	-0.1%	(1.34)	Changes related to 2020 surplus/deficit, GILT and minor budget changes
	Subtotal		-0.7%	(50,205)	-0.7%	(7.43)	
Final - CRD&CRHD*			1.2%	6,853,755	1.8%	1,032.80	
Change - Final over Provisional (COW)			0.1%	7,810	0.7%	6.96	

\*Requisition excludes Local/Specified/Defined Services

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**Appendix B.4: SSI - Change in Capital Plan from Provisional to Final - Budget Review 2021**

**Change in Capital Plan (2021 Final vs Provisional) - Salt Spring Island**

Service	Service Name	Project Description	Amount			Notes
			Provisional	Final	Change	
1.455 SSI Community Parks		Improve Beach Access	10,000	15,000	5,000	Revised project budgete spending in 2021
2.626 Fulford Water (SSI)		Public Engagement for Future Projects	15,000	-	(15,000)	Moved from 2021 to 2022
		Referendum or Alternative Approval Process - Funding for Future Projects	10,000	-	(10,000)	Moved from 2021 to 2022
3.705 SSI Septage / Composting		Lagoon Site Investigation for Delicensing	30,000	37,700	7,700	Revised project budget spending in 2021
<b>Total Changes - Salt Spring Island</b>			<b>65,000</b>	<b>52,700</b>	<b>(12,300)</b>	

**Appendix C.1: SGI - Change in Requisition from Provisional to Final - Budget Review 2021**

**Change in Requisition (2021 Final vs Provisional) - Southern Gulf Islands  
(Requisition Changes > \$1,000) by Services**

Electoral Area Southern Gulf Islands	2021 Requisition \$		2021 Per Avg HH \$		Requisition Change		Per Avg HH Change		Requisition Change Comments
	Final	Provisional c/w	Final	Provisional c/w	Final vs Provisional \$	%	Final vs Provisional \$	%	
1.010 Legislative & General Government	202,710	199,670	29.31	28.68	3,040	1.5%	0.63	2.19%	Increase related to change in assessment values
1.280 Regional Parks	258,030	252,406	37.30	36.25	5624	2.2%	1.05	2.90%	Increase related to change in assessment values
1.280A Regional Parks - Land Acquisition	94,832	92,765	13.71	13.32	2,067	2.2%	0.39	2.90%	Increase related to change in assessment values
1.313 Animal Care Services	89,404	90,773	12.93	13.04	(1,369)	-1.5%	(0.11)	-0.86%	Increase related to change in assessment values
1.913 Fire Dispatch	39,773	41,656	5.75	5.98	(1,883)	-4.5%	(0.23)	-3.90%	Decrease related to change in assessment values
1.138 Southern Gulf Islands - Public Library	224,053	204,275	32.39	29.34	19,778	9.7%	3.05	10.40%	Increase in contribution payment to SGI Library Society
1.235 SGI Small Craft Harbour Facilities**	291,104	281,113	49.67	47.97	9,991	3.6%	1.70	3.55%	Increase due to new MFA debt servicing cost and new dock commission expenditures
1.923 Emergency Comm - Crest - S.G.I.	178,188	162,607	25.76	23.36	15,581	9.6%	2.41	10.30%	Increase due to increased payments to CREST for new P25 radio equipment for SGI fire and emergency services
CRHD Capital Regional Hospital District	658,404	647,302	95.19	92.97	11,102	1.7%	2.21	2.38%	Increase related to change in assessment values
Other <\$1,000	1,238,758	1,240,477	179.09	178.17	(1,720)	-22.5%	0.92	-27.30%	
<b>Total SGI Electoral Area</b>	<b>3,275,255</b>	<b>3,213,044</b>	<b>481.09</b>	<b>469.08</b>	<b>62,211</b>	<b>1.9%</b>	<b>12.01</b>	<b>2.56%</b>	
1.227 Saturna Island Medical Clinic	32,180	13,838	49.22	21.07	18,342	132.5%	28.15	133.61%	Increase in contribution payment to Saturna Health Medical Clinic
1.228 Galiano Health Service	129,029	125,080	84.33	80.52	3,949	3.2%	3.81	4.73%	Increase in contribution payment to Galiano Health Care Society
1.352 South Galiano Fire Protection	443,290	405,009	479.06	432.32	38,280	9.5%	46.73	10.81%	Increase in volunteer honorarium budget
1.356 Pender Fire Protection	1,035,974	1,029,018	413.91	408.96	6,955	0.7%	4.95	1.21%	Increase in software licensing fees
1.359 N. Galiano Fire Protection	206,186	222,730	513.25	554.44	(16,544)	-7.4%	(41.18)	-7.43%	Decrease due to higher surplus carry forward from 2020
1.363 Saturna Is. Fire Protection	157,672	165,749	238.83	249.91	(8,077)	-4.9%	(11.08)	-4.43%	Decrease in contribution payment to Saturna Fire Society
1.488 N & S Pender Community Rec	64,157	60,847	25.43	23.99	3,310	5.4%	1.44	6.00%	Increase due to higher group insurance costs
2.640 Lyall Harbour/Boot Cove Water	127,738	133,257	772.67	806.05	(5,519)	-4.1%	(33.38)	-4.14%	Decrease due to lower deficit carry forward from 2020
2.665 Slacks Allision Water	5,000	10,000	138.49	276.98	(5,000)	-50.0%	(138.49)	-50.00%	Decrease due to increase in User Fees and decrease in transfer to Capital Reserve Fund
3.830 Magic Lake Estates Sewer System	576,831	579,396	851.49	855.28	(2,565)	-0.4%	(3.79)	-0.44%	Decrease due to higher Grant in Lieu revenue and decrease in transfer to Capital Reserve Fund
3.830D Magic Lake Estates Sewer System - 6M Debt	79,210	93,740	123.26	145.42	(14,530)	-15.5%	(22.16)	-15.24%	Decrease due to lower MFA debt servicing costs
Other <\$1,000	1,172,984	1,174,238			(1,254)	-68.5%			
<b>Total Local/Specified/Defined Services</b>	<b>4,030,251</b>	<b>4,012,903</b>			<b>17,348</b>	<b>0.43%</b>			

**Appendix C.2: Requisition Summary - Southern Gulf Islands**

Electoral Area Southern Gulf Islands		Cost per Avg. Res Asst/ Parcel	2020	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2021	2020			\$	%
1.010	Legislative & General Government	202,710	189,906	27.28	12,804	2.03	7.44%
1.101	G.I.S.	1,519	1,458	0.21	61	0.01	4.83%
1.224	Community Health - Homeless Sec.	13,935	14,063	2.02	(129)	(0.01)	-0.27%
1.280	Regional Parks	258,030	248,131	35.64	9,898	1.66	4.67%
1.280A	Regional Parks - Land Acquisition	94,832	88,348	12.69	6,484	1.02	8.04%
1.309	Climate Action and Adaptation	8,048	7,904	1.14	144	0.03	2.49%
1.310	Land Banking & Housing	31,297	29,354	4.22	1,943	0.31	7.32%
1.324	Regional Planning Service	27,335	26,739	3.84	596	0.11	2.90%
1.335	Geo-Spatial Referencing System	3,834	3,710	0.53	124	0.02	4.02%
1.374	Regional Emergency Program Support	2,269	2,267	0.33	3	0.00	0.77%
1.375	Hazardous Material Incident Response	5,563	5,483	0.79	79	0.02	2.11%
1.911	Call Answer	1,797	1,839	0.26	(43)	(0.00)	-1.70%
1.921	Regional CREST Contribution	19,149	19,526	2.80	(377)	(0.04)	-1.29%
21.ALL	Feasibility Study Reserve Fund - ALL	-	918	0.13	(918)	(0.13)	-100.00%
<b>Total Regional</b>		<b>\$670,317</b>	<b>\$639,648</b>	<b>\$91.87</b>	<b>\$30,669</b>	<b>\$5.04</b>	<b>5.48%</b>
1.230	Traffic Safety Commission	1,740	1,698	0.24	41	0.01	3.11%
1.297	Arts Grants	21,899	21,344	3.07	555	0.10	3.27%
1.311	Regional Housing Trust Fund	20,778	20,651	2.97	127	0.04	1.27%
1.313	Animal Care Services	89,404	89,554	12.86	(150)	0.06	0.49%
1.912A	Call Answer - RCMP	-	(770)	(0.11)	770	0.11	-100.00%
1.913	Fire Dispatch	39,773	40,619	5.83	(846)	(0.08)	-1.44%
<b>Total Sub-Regional</b>		<b>\$173,593</b>	<b>\$173,097</b>	<b>\$24.86</b>	<b>\$497</b>	<b>\$0.23</b>	<b>0.94%</b>
1.103	Elections	7,888	6,390	0.92	1,498	0.22	24.26%
1.104	U.B.C.M.	2,472	4,516	0.65	(2,045)	(0.29)	-44.92%
1.318	Building Inspection	141,705	132,962	19.10	8,743	1.39	7.27%
1.320	Noise Control	12,602	12,467	1.79	135	0.03	1.74%
1.322	Nuisances & Unsanitary Premises	16,749	16,537	2.38	212	0.05	1.94%
1.372	Electoral Area Emergency Program	46,965	46,428	6.67	537	0.12	1.82%
<b>Total Joint Electoral Area</b>		<b>\$228,381</b>	<b>\$219,301</b>	<b>\$31.50</b>	<b>\$9,080</b>	<b>\$1.52</b>	<b>4.82%</b>
1.110	Electoral Area Admin Exp-SGI	341,564	342,385	49.18	(821)	0.20	0.41%
1.117	Grants in Aid - Southern Gulf Islands	102,981	62,791	9.02	40,190	5.87	65.08%
1.138	Southern Gulf Islands - Public Library	224,053	200,278	28.77	23,775	3.63	12.60%
1.235	SGI Small Craft Harbour Facilities**	291,104	273,347	46.64	17,757	3.03	6.50%
1.314	SGI House Numbering	9,203	9,059	1.30	144	0.03	2.25%
1.373	Southern Gulf Islands. Emergency Program	242,608	242,888	34.89	(280)	0.19	0.54%
1.533	Stormwater Quality Management - Southern Gulf Is.	37,875	44,488	6.39	(6,613)	(0.91)	-14.31%
1.923	Emergency Comm - Crest - S.G.I.	178,188	159,461	22.90	18,727	2.86	12.48%
<b>Total Capital Regional District</b>		<b>\$2,616,851</b>	<b>\$2,457,573</b>	<b>\$360.36</b>	<b>\$159,278</b>	<b>\$25.54</b>	<b>7.09%</b>
Cost/average residential property		\$385.90	\$360.36		\$25.54		
CRHD	Capital Regional Hospital District	658,404	672,541	96.60	(14,137)	(1.41)	-1.46%
<b>Total CRD and CRHD</b>		<b>\$3,275,255</b>	<b>\$3,130,114</b>	<b>\$456.96</b>	<b>\$145,141</b>	<b>\$24.13</b>	<b>5.28%</b>

4.64%

Average residential assessment (2020/2021)

\$526,419

\$492,635

Major Impacts (Avg HH&gt;±\$1.00)

Change in Cost per Average Household

REGIONAL	\$ Change	% of Total Increase
Legislative & General Government	2.03	0.44%
Regional Parks	1.66	0.36%
Regional Parks - Land Acquisition	1.02	0.22%
<b>JOINT EA</b>		
Building Inspection	1.39	0.30%
<b>SGI EA</b>		
Grants in Aid - Southern Gulf Islands	5.87	1.28%
SGI Economic Development Commission	3.87	0.85%
Southern Gulf Islands - Public Library	3.63	0.79%
SGI Small Craft Harbour Facilities**	3.03	0.66%
Emergency Comm - Crest - S.G.I.	2.86	0.63%
Capital Regional Hospital District	(1.41)	-0.31%
Other	0.19	0.04%
<b>Total</b>	<b>\$24.13</b>	<b>5.28%</b>

Southern Gulf Islands Local/Specified/Defined Services		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2021		2020			\$	%
1.137	Galiano Island Community Use Building	61,715	40.33	60,616	39.02	1,099	1.31	3.37%
1.170	Gossip Island Electric Power Supply	56,848	1,068.44	57,079	1,072.78	(231)	(4.34)	-0.40%
1.227	Saturna Island Medical Clinic	32,180	49.22	5,686	8.66	26,494	40.57	468.55%
1.228	Galiano Health Service	129,029	84.33	122,684	78.98	6,345	5.35	6.78%
1.352	South Galiano Fire Protection	443,290	479.06	397,892	424.73	45,397	54.33	12.79%
1.356	Pender Fire Protection	1,035,974	413.91	1,007,568	400.43	28,405	13.48	3.37%
1.363	Saturna Is. Fire Protection	157,672	238.83	162,741	245.38	(5,069)	(6.55)	-2.67%
1.465	Saturna Is Community Parks	22,866	34.79	17,554	26.59	5,312	8.21	30.87%
1.468	Saturna Is Community Recreation	12,971	19.74	11,621	17.60	1,350	2.14	12.13%
1.475	Mayne Is Community Parks	83,215	48.56	81,263	47.27	1,952	1.29	2.73%
1.478	Mayne Is Community Rec	34,209	19.96	32,797	19.08	1,412	0.89	4.64%
1.485	N & S Pender Community Parks	155,349	61.58	153,720	60.61	1,629	0.97	1.59%
1.488	N & S Pender Community Rec	64,157	25.43	58,653	23.13	5,504	2.30	9.96%
1.495	Galiano Parks	92,073	69.41	90,020	66.64	2,053	2.78	4.17%
1.498	Galiano Community Recreation	36,705	27.67	35,894	26.57	811	1.10	4.15%
2.630	Magic Lakes Estate Water System	568,517	497.39	568,517	497.39	-	-	0.00%
2.640	Lyll Harbour/Boot Cove Water	127,738	772.67	131,030	792.58	(3,292)	(19.91)	-2.51%
2.642	Skana Water	22,885	329.95	23,070	332.62	(185)	(2.67)	-0.80%
2.665	Sticks Allison Water	5,000	138.49	5,000	138.49	-	-	0.00%
2.667	Surfside Park Estates Water	22,000	220.52	27,843	279.09	(5,843)	(58.57)	-20.99%
3.755	Regional Source Control - Magic Lake Estates	3,631	5.09	3,769	5.26	(138)	(0.18)	-3.36%
3.830	Magic Lake Estates Sewer System	576,831	851.49	698,611	1,031.26	(121,780)	(179.77)	-17.43%
3.830D	Magic Lake Estates Sewer Debt	79,210	123.26	-	-	79,210	123.26	0.00%
Total Local/Specified/Defined Services		\$4,030,251		\$3,964,144		\$66,107		
Average residential assessment (2020/2021)		\$526,419		\$492,635				

**Appendix C.3**

**Change in Requisition (2021 Final vs Provisional) by Cost Driver - Southern Gulf Islands**

Requisition Change >±1,000

Cost Driver	Service	Service Name	Requisition \$		Requisition per Avg HH \$		Comments
			% Increase over 2020	\$ Requisition	% Increase over 2020	\$/HH	
Provisional - COW (CRD&CRHD)*			2.7%	3,213,044	2.7%	469.08	
Change in Assessment	1.010	Legislative & General Government	0.1%	3,040	0.1%	0.63	
	1.280	Regional Parks	0.2%	5,623	0.2%	1.05	
	1.280A	Regional Parks - Land Acquisition	0.1%	2,067	0.1%	0.39	
	CRHD	Hospital	0.3%	11,102	0.5%	2.21	
	Others	<1,000	0.1%	2,330	0.4%	2.00	
	Subtotal		0.8%	24,162	1.4%	6.28	
Budget Changes	1.138	Southern Gulf Islands - Public Library	0.6%	19,778	0.6%	2.84	Increase in contribution funding to SGI Library Society
	1.235	SGI Small Craft Harbour Facilities	0.3%	9,991	0.4%	1.70	Increase in operating and new debt servicing cost
	1.923	Emergency Comm - Crest - S.G.I.	0.5%	15,581	0.5%	2.24	Increase in payment to CREST due to new P25 radio equipment charges for SGI fire and emergency services
	Others	<1,000	-0.2%	(7,301)	-0.2%	(1.05)	Changes related to 2020 surplus/deficit, GILT and minor budget changes
	Subtotal		1.2%	38,049	1.3%	5.73	
Final - CRD&CRHD*			4.6%	3,275,255	5.3%	481.09	
Change - Final over Provisional (COW)			1.9%	62,211	2.6%	12.01	

\*Requisition excludes Local/Specified/Defined Services

Electoral Areas Committee - March 10, 2021  
2021 Final Electoral Area Budget Review

**Appendix C.4: SGI - Change in Capital Plan from Provisional to Final - Budget Review 2021**

Change in Capital Plan (2021 Final vs Provisional) - Southern Gulf Islands

Service	Service Name	Project Description	Amount			Notes
			Provisional	Final	Change	
1.235 SGI Small Craft Harbour Facilities		Port Washington	195,000	-	(195,000)	Moved from 2021 to 2022
		Retreat Cove	185,000	-	(185,000)	Moved from 2021 to 2022
		Horton Bay	100,000	82,000	(18,000)	Revised budgeted spending in 2021
		Miners Bay Upgrades	276,000	277,000	1,000	Revised budgeted spending in 2021
		Spanish Hills	50,000	60,000	10,000	Revised budgeted spending in 2021
		Swartz Bay Improvements & Dock Replacement	-	100,000	100,000	Advanced from 2022 to 2021
		Annual Provisional: Dock Improvements	50,000	-	(50,000)	Removed for new funding from year 2021 due to carryforward from year 2020
		Anson Road	100,000	970,000	870,000	Project carryforward updated and amended project budget, funding sources: Reserves (57%), Capital on Hand (31%), and Debt (12%)
1.356 Pender Island Fire		Hall 3 Painting - Hall #3 - Paint - upgrades	6,000	-	(6,000)	Moved from 2021 to 2022
		Replace R38 with mini-pumper 1500 IGPM pump	75,000	-	(75,000)	Moved from 2021 to 2025
		Fire hoses	8,000	2,500	(5,500)	Revised budget spending in 2021
		Hall 1 Driveway paving	-	53,000	53,000	Project carryforward updated for 2021
		New Pumper Truck - Replace E27 pumper	-	625,000	625,000	Project carryforward updated for 2021, funding sources: Short-term loan (87%) and ERF (13%)
		Hall 1 Firewall - Occupancy change	12,000	-	(12,000)	Project removed from 2021
		Turnout Gear	12,000	8,000	(4,000)	Portion of 2021 budget deferred to future years
1.373 SGI Emergency Program		Computer	-	12,000	12,000	Computer replacement for Island coordinators
		Shipping Containers	-	35,000	35,000	Storage for emergency program
1.465 Saturna Island Community Parks		Park upgrades	10,000	33,000	23,000	Revised budget spending in 2021
1.475 Mayne Island Community Parks		Cotton Park fencing	-	3,000	3,000	Replace garden fencing at Cotton Park
		Emma and Felix Jack Park	-	15,000	15,000	Cultural and Heritage improvements
1.485 Pender Island Community Parks		Maintenance Shed Roof replacement	-	15,000	15,000	Roof replacement for the shed
		Einar's Hill By-Pass Route (Multi Use Trail)	-	251,563	251,563	ICIP grant opportunity, funding: Grant (93%) and Reserves (3%)
1.495 Galiano Community Parks		New Trail at Millard Learning Centre	1,000	-	(1,000)	Moved from 2021 to 2024
		Matthews Stairs to Beach	10,000	-	(10,000)	Moved from 2021 to 2023
		Asset Management Inventory	2,000	5,000	3,000	Revised budget spending in 2021
		Vault Toilet Enclosures	-	30,645	30,645	Advanced from 2022 to 2021
		Shaw Landing Access Improvement	-	5,500	5,500	Project to improve access for mobility impaired
		Zuker Shore Access Restoration	-	8,000	8,000	Project to have a safe access to the shore
2.642 Skana Water (Mayne)		Public Engagement/Referendum	25,000	-	(25,000)	Moved from 2021 to 2023
		Well Decommissioning	-	50,000	50,000	Advanced from 2022 to 2021
2.665 Sticks Allison Water (Galiano)		Aquifer Impact Study	5,000	-	(5,000)	Moved from 2021 to 2023
3.830 Magic Lake Estates Sewer Utility (Pender)		Wastewater Improvements - Phase II	-	3,000,000	3,000,000	Advanced from 2024 to 2021 subject to grant approval
<b>Total Changes - Southern Gulf Islands</b>			<b>1,122,000</b>	<b>5,641,208</b>	<b>4,519,208</b>	

Electoral Areas Committee - March 10, 2021  
 2021 Final Electoral Area Budget Review

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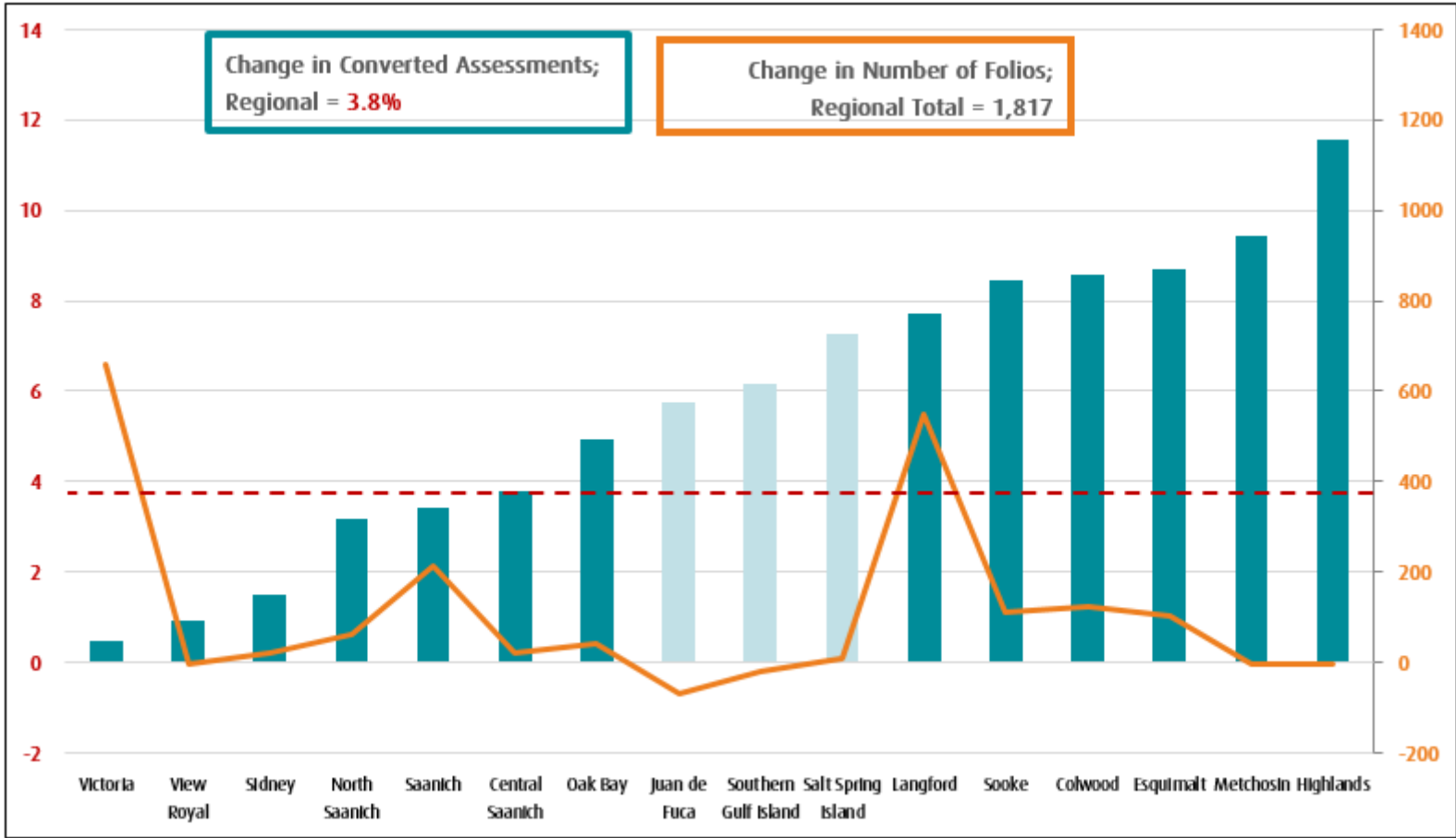
**Appendix D: Assessment Data - Electoral Areas**

<b>Juan de Fuca</b>	<b>2021</b>	<b>2020</b>	<b>Change</b>	<b>% Change</b>	
<b>Total Converted Assessment</b>	258,183,066	244,178,800	14,004,266	5.7%	*
<b>Actual Residential Assessment</b>	1,992,549,200	1,856,046,337	136,502,863	7.4%	
<b>Residential Folios</b>	3,180	3,248	(68)	-2.1%	
<b>Average Residential Assessment</b>	626,588	571,443	55,145	9.7%	

<b>Salt Spring Island</b>	<b>2021</b>	<b>2020</b>	<b>Change</b>	<b>% Change</b>	
<b>Total Converted Assessment</b>	501,294,566	467,369,988	33,924,578	7.3%	*
<b>Actual Residential Assessment</b>	4,553,543,846	4,214,240,062	339,303,784	8.1%	
<b>Residential Folios</b>	6,101	6,093	8	0.1%	
<b>Average Residential Assessment</b>	746,360	691,653	54,707	7.9%	

<b>Southern Gulf Island</b>	<b>2021</b>	<b>2020</b>	<b>Change</b>	<b>% Change</b>	
<b>Total Converted Assessment</b>	364,128,798	342,990,218	21,138,580	6.2%	*
<b>Actual Residential Assessment</b>	3,464,891,345	3,251,881,250	213,010,095	6.6%	
<b>Residential Folios</b>	6,582	6,601	(19)	-0.3%	
<b>Average Residential Assessment</b>	526,419	492,635	33,784	6.9%	

\*Regional average increase is 3.8% in 2021 over 2020



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

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**SUBJECT**     **TELUS Request for Letter of Support to the Universal Broadband Fund**

**ISSUE SUMMARY**

To consider a letter of support for an application by TELUS to the Federal Universal Broadband Fund for increased cellular service in the Southern Gulf Islands and Salt Spring Island.

**BACKGROUND**

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

TELUS is proposing to apply to the mobile stream of the UBF to improve existing cellular sites with wireless service. The TELUS request for support has been attached. Subsequent communication with TELUS has provided the following additional information:

- The Telus application will be submitted under the mobile internet stream of the UBF
- The focus will be on upgrading equipment on existing cell towers to a N78 band (3.5 GHz 5G band), or any other technology that will become available to enable speeds of 50/10mbps or faster (which is the lowest threshold the Federal government would like to have for Canadians).
- Telus does not have additional spectrum under existing licences to implement service improvements; for this project to be implemented they will have to be successful at a future spectrum auction.
- TELUS does not have a confirmed timeline for these upgrades to be implemented, but notes the funding program extends until 2027.

Locations proposed for improvements:

- Saturna Island
- Pender Island
- Mayne Island
- Salt Spring Island (Mt. Bruce)
- North Salt Spring

**Connectivity Planning in the Southern Gulf Islands**

As previously reported, the CRD has been conducting connectivity planning for the Southern Gulf Islands. This work has been focused on broadband internet and not cellular or mobile service, although the lack of reliable cell service did come up as an economic and safety issue during the community engagement phase of the project. The report demonstrated how improved connectivity is a fundamental need for Southern Gulf Islands communities to attract and retain young families, support low carbon economic development, and to improve access to social, educational, government, and health services.

*Alternative 1:*

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

1. That the Board approve a letter of support for the TELUS application to the Universal Broadband Fund to improve cellular service in the Southern Gulf Islands and Salt Spring Island Electoral Areas.

*Alternative 2:*

1. That the Electoral Areas Committee recommend CRD not provide a letter of support to TELUS for the Universal Broadband Fund at this time.

## **IMPLICATIONS**

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

On January 11, 2021, the Capital Regional District Board approved a letter of support for the Connected Coast project to apply to the same UBF program. If successful, Connected Coast would bring two additional landing sites for sub-sea fibre to Mayne and Galiano Island, as well as last mile fibre to the home for the SGI communities.

TELUS has provided limited information about its proposal, however, have indicated the focus is on wireless and mobile technology. Nevertheless, TELUS proponents have also clarified the application will also be for “any other technology that will become available to enable to speeds of 50/10mbps or faster,” and the sample letter they provide uses very broad language. The funders have said the CRD can support multiple applications, however past experience with other grant programs raises a concern that there is low likelihood more than one application would be approved for the same region. CRD’s grant application guidelines discourage supporting multiple competing applications by the CRD to the same funding program. A strategic approach may be to only support one application.

## **CONCLUSION**

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

TELUS is requesting a letter of support from the CRD to make an application to the Federal UBF. The focus will be on upgrading equipment on existing cell towers to a N78 band (3.5 GHz 5G band) or any other technology that will become available to enable to speeds of 50/10mbps or faster.

**RECOMMENDATIONS**

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

1. That the Board approve a letter of support for the TELUS application to the Universal Broadband Fund to improve cellular service in the Southern Gulf Island and Salt Spring Island Electoral Areas.

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

**ATTACHMENT(S)**

Appendix A: Letter from Brian Gregg, agent for TELUS



TELUS Communications Inc.  
3-4535 Canada Way  
Burnaby, BC  
Canada V5G1J9  
telus.com  
briangregg@sitepathconsulting.com

Dear Mr. Lapham:

I hope this message finds you well. My name is Brian Gregg and I am a Land Use Consultant representing TELUS. I am reaching out today as TELUS has identified an exciting opportunity to expand wireless cellular coverage to the Capital Regional District and would like to make an application to the federal government's Universal Broadband Fund for funding to connect your community to the TELUS Wireless network. This would include the building, operation and long-term maintenance of the infrastructure. This investment will ensure that the network can withstand the demand of new technologies which will be realized over future generations.

Improving connectivity within communities enables residents to engage in numerous aspects of the digital economy, including those residents from underrepresented groups. Internet has become an essential service and provides access for residents to numerous benefits such as tele-health, distance learning, and telework. Today, reliable internet access has become a virtual requirement for commercial and industrial businesses, whether small or large, to operate and develop.

Access to reliable internet also supports social services within communities and enables valuable avenues to serve residents. The internet has made connecting key social service institutions with the residents who use those institutions much easier. Furthermore, this access, expedited through the Universal Broadband Fund, will contribute to a multitude of government strategies that have become easiest to access via the internet.

The opportunity for the Capital Regional District to participate in this project comes at **no cost to your regional district**. Assuming we are successful in our application, funds to build the network would be committed by TELUS and the Government of Canada.

TELUS is seeking support from the Capital Regional District in the form of a letter of support (attached), by **February 19, 2021**. We would be happy to discuss further with you over the phone at your convenience.

If you have any questions, or would like to discuss further, please don't hesitate to reach out at 778-870-1388.

Respectfully,

A handwritten signature in blue ink that reads 'Brian Gregg'.

Brian Gregg  
Agent for TELUS



Making a difference...together

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

**SUBJECT**      **Cash-in-lieu of park land dedication for subdivision of James Island**

**ISSUE SUMMARY**

To consider the valuation of cash-in-lieu, pursuant to Section 510 of the Local Government Act (LGA), for the proposed 79 lot bareland strata subdivision of James Island presented as Strata Plan EPS6912.

**BACKGROUND**

James Island (LEL'TOS) is a 311 +/- hectare (ha) island east of Sidney, in the Capital Regional District's (CRD) Southern Gulf Island Electoral Area (SGI). The owner of James Island has applied to Islands Trust to subdivide the property into 79 lots under Strata Plan EPS6912 (Appendix A). The proposal has recently received Preliminary Layout Approval (PLA) from the Ministry of Transportation and Infrastructure (Appendix B). The conditions in the PLA include: First Nations approval; an Archaeological Impact Assessment; proof of suitable in ground septic disposal; proof of water quality and quantity; and a Section 219 covenant to be registered on title restricting construction until certain geotechnical matters are addressed.

Under the Local Government Act (LGA), (Section 510(6)), park dedication in the form of 5% of land, or cash-in-lieu, is also required as a condition of subdivision. Previously, in 2008, a Section 219 Covenant was registered on title by the Islands Trust, with an agreement that cash-in-lieu would be provided (Appendix C).

James Island is not within the boundaries of any of the Community Parks Services for the individual islands of Pender, Mayne, Saturna or Galiano, however, the island is within the jurisdiction of the greater CRD's Southern Gulf Island Community Park Service. The subdivision approving officer for James Island is the Ministry of Transportation and Infrastructure, and the planning authority is the Islands Trust. The Islands Trust does not have authority to operate a parks service and relies on the CRD to accept and administer park dedication on its behalf. Respectfully, the Islands Trust acknowledges the CRD is the recipient of any cash-in-lieu of parkland and requests the CRD to accept a derived value prior to their consideration.

To confirm the value of the cash-in-lieu, two appraisals were completed by the landowner based on the methodology provided in the Local Government Act. They derived values of \$36,560,000 and \$41,545,000. Following discussions with the landowner, they have agreed to use the higher value for the calculation of the cash-in-lieu. Based on the higher appraisal, 5% of the value is calculated to be \$2,077,550.

If the subdivision is not completed in 2021, staff recommend that a new appraisal should be completed as the value of the subdivision may change.

## **ALTERNATIVES**

### *Alternative 1:*

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

That staff notify Islands Trust

1. That a 5% cash-in-lieu of park land dedication of \$2,077,250 is acceptable to the CRD for the proposed 79 lot bareland strata subdivision of James Island presented as Strata Plan EPS6912.
2. That if the subdivision is not completed by the end of 2021, that staff be permitted to request a new appraisal be undertaken and the cash-in-lieu adjusted accordingly.

### *Alternative 2:*

That the application be referred back to staff for more information.

## **IMPLICATIONS**

### *Intergovernmental Implications*

The Provincial Ministry of Transportation and Infrastructure (MoTI), through the Provincial Approving Officer, is responsible for approving subdivisions of unincorporated areas of BC. MoTI has issued Preliminary Layout Approval (PLA) for the subject parcel.

The Provincial Approving Officer under MOTI is responsible for First Nations Consultation. Staff understand that MOTI continues to complete its consultation obligations and the CRD is not directly involved with this part of the subdivision process.

Within the Islands Trust Area, land use planning is under the authority of Local Trust Committees. Islands Trust receives parallel applications for subdivision and confirms compliance with zoning and Official Community Plan requirements for MoTI. Such requirements are usually incorporated as PLA conditions. James Islands is an associated island within the North Pender Local Trust Area; the North Pender Local Trust Committee is therefore responsible for determining the amount of land or cash-in-lieu to be accepted as park dedication. The Islands Trust, however, does not have authority to operate a parks service and relies on the CRD to accept and administer park dedication on its behalf. The Islands Trust acknowledges the CRD will be the recipient of the cash in lieu of parkland, and has requested the CRD accept the derived value prior to its consideration.

### *Financial Implications*

Under the LGA, if an owner is to pay cash-in-lieu of park dedication, the value of the land is based on the average market value of all land in the proposed subdivision, calculated as the value on the date of preliminary approval of the subdivision, before any works or services are installed, or as a value agreed upon by all parties.

Any money received for park land must be deposited in a reserve dedicated for the purpose of acquiring park lands in the Southern Gulf Islands.

When the cash in lieu is received, it will fall within the SGI Community Parks Service Area which covers the entire electoral area. As mentioned, although James Island is within the Islands Trust Pender Island Local Trust Area, the CRD has different jurisdictional boundaries for the Community Parks Commission and James Island is not within any of the specific SGI Community Parks Commission boundaries. The decision on the use or final distribution of the funds has not been determined and will require further staff analysis and consultation.

### **CONCLUSION**

The landowner is proposing to subdivide the 311 +/- ha property on James Island, pursuant to Section 510 of the Local Government Act. To derive the cash in lieu amount there have been two appraisals recently completed by the landowner. The higher of the two appraised values is being accepted, which will result in a cash in lieu amount of \$2,077,250.00 to the SGI Community Parks Service. Receipt of the cash-in-lieu is conditional upon the agreement of the Islands Trust, and MOTI's approval of the subdivision.

If the subdivision is not completed within 2021, a new valuation may need to be completed as the value of the subdivision may have changed.

### **RECOMMENDATION**

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

That staff notify Islands Trust

1. That a 5% cash-in-lieu of park land dedication of \$2,077,250 is acceptable to the CRD for the proposed 79 lot bareland strata subdivision of James Island presented as Strata Plan EPS6912.
2. That if the subdivision is not completed by the end of 2021, that staff be permitted to request a new appraisal be undertaken and the cash-in-lieu adjusted accordingly.

Submitted by:	Stephen Henderson, BSc, PG.Dip.Eng, MBA, Manager of Real Estate
Submitted by:	Justine Starke, Manager, Southern Gulf Islands
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

### **ATTACHMENT(S)**

Appendix A: Strata Plan EPS6912

Appendix B: PLA James Island

Appendix C: Covenant

**SURVEY PLAN CERTIFICATION  
PROVINCE OF BRITISH COLUMBIA**

PAGE 1 OF 28 PAGES

Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

**Minda Riley**  
**QD4QG9**DN: c=CA, cn=Minda Riley  
QD4QG9, o=BC Land  
Surveyor, ou=Verify ID at  
www.juricert.com/  
LKUP.cfm?id=QD4QG9

## 1. BC LAND SURVEYOR: (Name, address, phone number)

**Minda C. Riley, BCLS**  
**#113-2244 Sooke Road**Tel: 250-474-5538  
Email: [minda@mrls.ca](mailto:minda@mrls.ca)

Victoria

BC V9B 1X1

☐ Surveyor General Certification [For Surveyor General Use Only]

## 2. PLAN IDENTIFICATION:

Control Number: **161-351-2185**Plan Number: **EPS6912**This original plan number assignment was done under Commission #: **925**

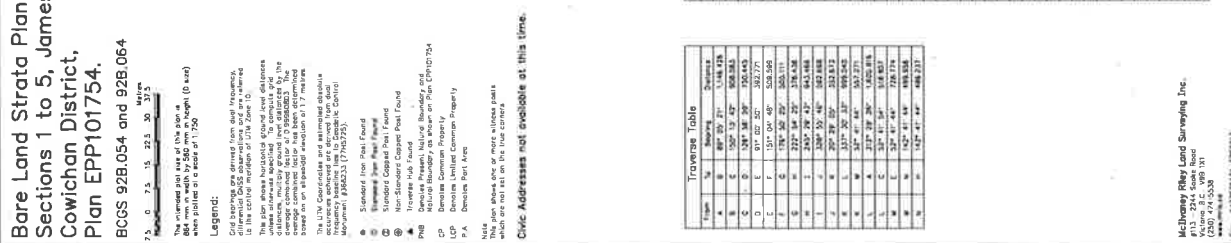
## 3. CERTIFICATION:

☒ Form 9 ☐ Explanatory Plan ☐ Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on:	2020	October	28	(YYYY/Month/DD)	The checklist was filed under ECR#:
The plan was completed and checked on:	2020	October	30	(YYYY/Month/DD)	243536

☒ None ☐ Strata Form S☒ None ☐ Strata Form U1 ☐ Strata Form U1/U2Arterial Highway ☐Remainder Parcel (Airspace) ☐4. ALTERATION: ☐

[illegible]

Bare Land Strata Plan of Lot A, Sections 1 to 5,  
James Island, Cowichan District,  
Plan EPP101754.

BCRS 928.054 and 928.064

The enclosed plan is the plan as  
shown on the map of the area  
when parcelled in a strata at 1:750 scale (D. 200)

See Sheet 1 for Legend

Ties to Natural Boundary		Ties to Natural Boundary		Ties to Natural Boundary		Ties to Natural Boundary	
From	To	From	To	From	To	From	To
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3	4	3	4	3	4	3	4
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Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.

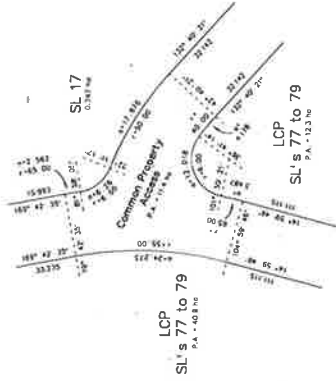
BCGS 92B.054 and 92B.064

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The intended use of this plan is for  
information only. It is not to be used  
for any other purpose without the  
written consent of the Surveyor.

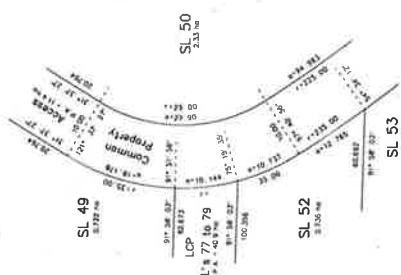
See Sheet 1 for Legend



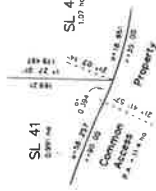
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(See Sheets 16 and 17)



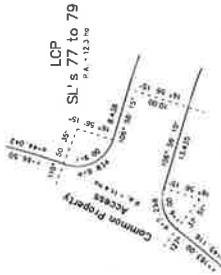
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(See Sheet 5)



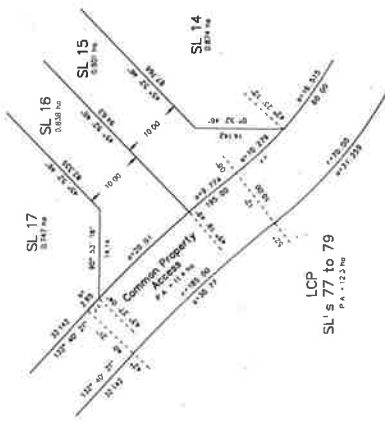
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Exaggerated for Clarity  
(See Sheet 6)



Detail 7  
Not to Scale  
(See Sheet 23)



Detail 5  
Not to Scale  
(See Sheets 17 and 20)

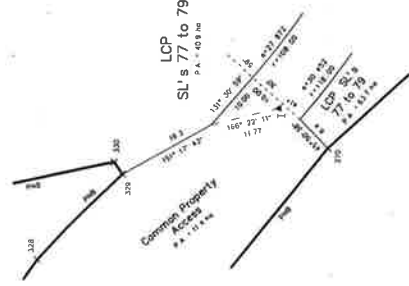


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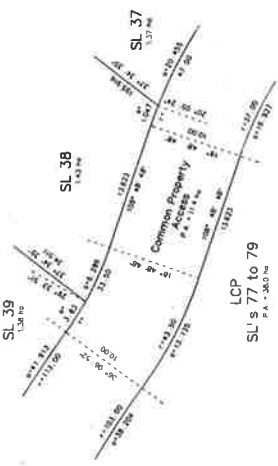
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Sec 5

Detail 10  
Not to Scale  
(See Sheet 27)



Detail 8  
Not to Scale  
Exaggerated for Clarity  
(See Sheet 5)



Detail 12  
Not to Scale  
Exaggerated for Clarity  
(See Sheet 14)



This field survey represented by this plan was  
completed and approved by the Surveyor on October 2020  
under the authority of the Survey Act, R.S.B.C. 1996, c. 243  
and the Survey Regulation, R.S.B.C. 1996, c. 243, s. 10.

McIntyre Riley Land Surveying Inc.  
#13-2244 Glen Road  
Victoria, B.C. V8N 4S8  
Phone: 250.734.1234  
Fax: 250.734.1235



DL 101

Sidney Channel

Source: ONTARIO GOVT 1:50,000 LQSD  
Reprojection: 1:250,000 LQSD  
Horizontal Accuracy: 5.0m  
Vertical Accuracy: 5.0m



Common Property  
(Total Area = 50.3 ha)  
Covenant Plan  
VPS5133

From EPP101754:

Section 4

Cordova Channel

See Sheet 5

Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District,  
Plan EPP101754.

BCGS 928.054 and 928.064

The horizontal scale of this plan is  
1:250,000. The vertical scale is  
1:50,000. All measurements are in  
metres unless otherwise stated.

See Sheet 1 for Legend

Covenant Plan  
EPP104975

LCP  
SL's 77 to 79  
P.A. - 40.8 ha

SL 52  
0.3 ha

Common Property  
Covenant Plan VPS5133

This plan was prepared by the City of  
Victoria on the 28th day of October, 2023  
under the authority of the City of Victoria

McDermott Riley Land Surveying Inc.  
#113 - 2244 Smead Road  
Victoria, BC V8M 1K1  
www.mrls.ca  
File: EPS6912\_04.dwg

Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.  
BCOS 928.054 and 928.064

Sidney Channel

7.5 0 7.5 15 22.5 30 37.5  
Metres  
The enclosed site area of this plan is  
when plotted at a scale of 1:250 (approx.)  
See Sheet 1 for Legend



See Sheet 6

Common Property  
(Total Area: 50.3 ha)  
Covenant Plan  
VIPBS133

See Sheet 4

Section 4

Plan EPP101754

LCP  
SL's 77 to 79  
P.A. 283.0 ha

See Sheet 7

The field survey represented by this plan was  
conducted by the Surveyor General of British Columbia  
on or about 15 May 2013. P.O. 2013/010

McIntyre Riley Land Surveying Inc.  
P.O. Box 224, Sooke, B.C.  
(250) 775-5338  
www.mrls.ca  
File: EPS6912-01-A-010001

Cordova Channel

Common Property  
P.A. 1.1 ha

Common Property  
EPP104675

LCP  
SL's 77 to 79  
P.A. 140.9 ha

See  
Detail 9  
(Sheet 3)

LCP SL 77 to 79  
P.A. 140.9 ha

SL 52  
0.728 ha

SL 53  
2.763 ha

SL 54  
5.784 ha

SL 55  
3.846 ha

SL 56  
3.867 ha

SL 57  
3.867 ha

SL 51  
2.14 ha

SL 50  
2.733 ha

SL 49  
0.722 ha

SL 48  
2.897 ha

SL 47  
1.231 ha

SL 46  
1.13 ha

SL 45  
1.384 ha

SL 44  
1.329 ha

SL 43  
1.24 ha

SL 42  
1.24 ha

Bare Land Strata Plan of Lot A, Sections 1 to 5,  
James Island, Cowichan District, Plan EPP101754.

BCGS 928.054 and 928.064

The strata plan size of this plan is  
864 mm in width by 568 mm in height (2 size)  
when printed at a scale of 1:250

See Sheet 1 for Legend

Sidney Channel

LCP SL 77 to 79

SL 37

SL 38

SL 39

SL 40

SL 41

SL 42

SL 43

SL 44

SL 45

SL 46

SL 47

SL 48

SL 49

SL 50

SL 51

SL 52

SL 53



See Sheet 5

See Detail 13  
(Sheet 3)

See Detail 8  
(Sheet 3)

Limited Common Property  
SL's 77 to 79  
P.A. 1.380 ha

Section 4

Plan: EPP101754

SL 51  
2.79 ha

SL 52  
2.79 ha

SL 53  
2.79 ha

SL 54  
2.79 ha

SL 55  
2.79 ha

SL 56  
2.79 ha

SL 57  
2.79 ha

SL 58  
2.79 ha

SL 59  
2.79 ha

SL 60  
2.79 ha

SL 61  
2.79 ha

SL 62  
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SL 63  
2.79 ha

SL 64  
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SL 65  
2.79 ha

SL 66  
2.79 ha

SL 67  
2.79 ha

SL 68  
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SL 69  
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SL 70  
2.79 ha

SL 71  
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SL 72  
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SL 73  
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SL 74  
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SL 75  
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SL 76  
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SL 77  
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SL 78  
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SL 79  
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SL 80  
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SL 81  
2.79 ha

SL 82  
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SL 83  
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SL 84  
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SL 85  
2.79 ha

SL 86  
2.79 ha

SL 87  
2.79 ha

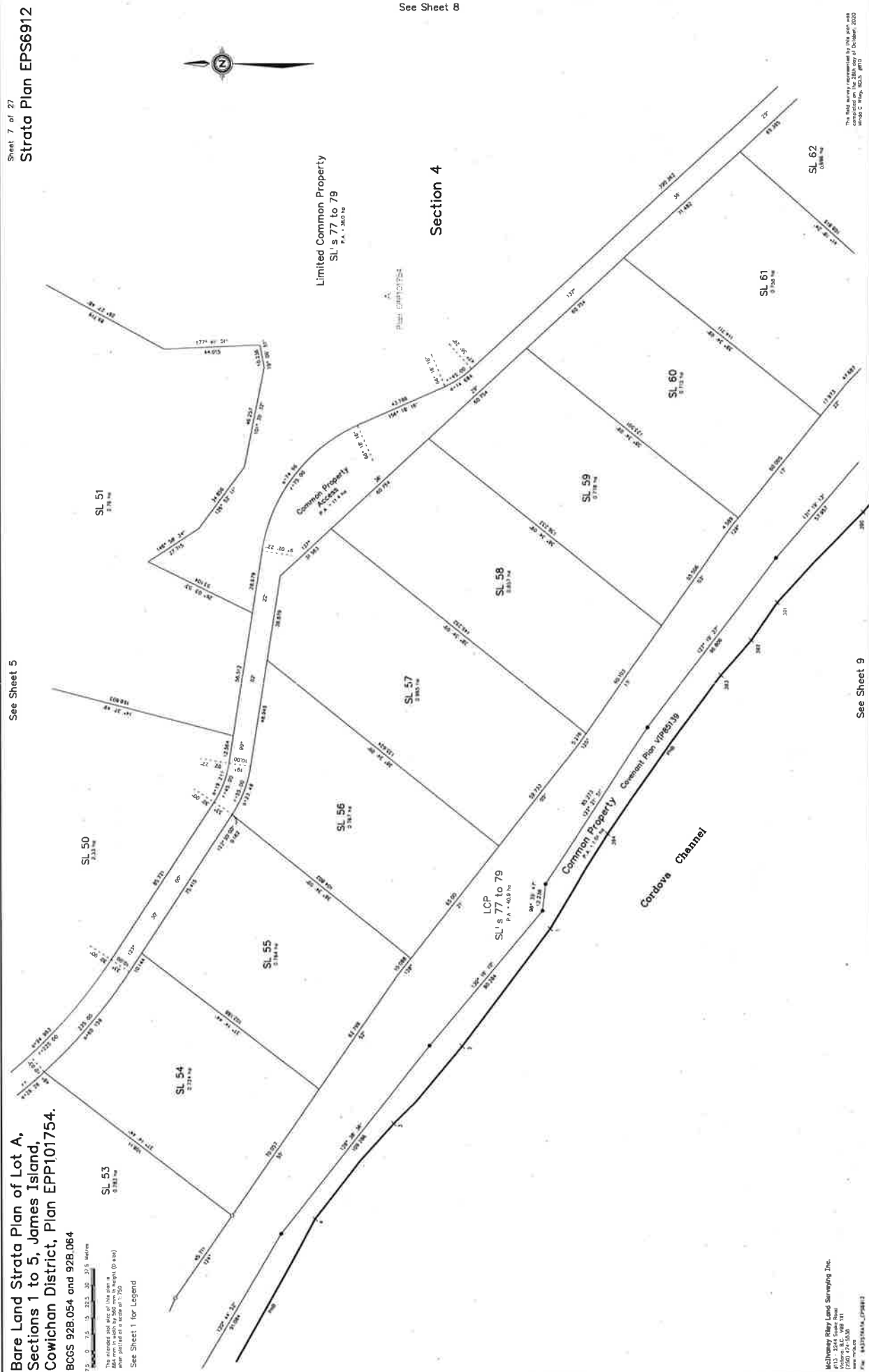
SL 88  
2.79 ha

Mathew Riley Land Surveying Inc.  
#13-2141 Seale Road  
Victoria, BC V8M 1K1  
Tel: 250-363-4444  
Fax: 250-363-4445

See Sheet 8

This field survey represented by this plan was  
completed on the 25th day of October, 2020  
at 4000 C. Hwy, SLC, BC V8T 1P7

See Sheet 1 for Legend





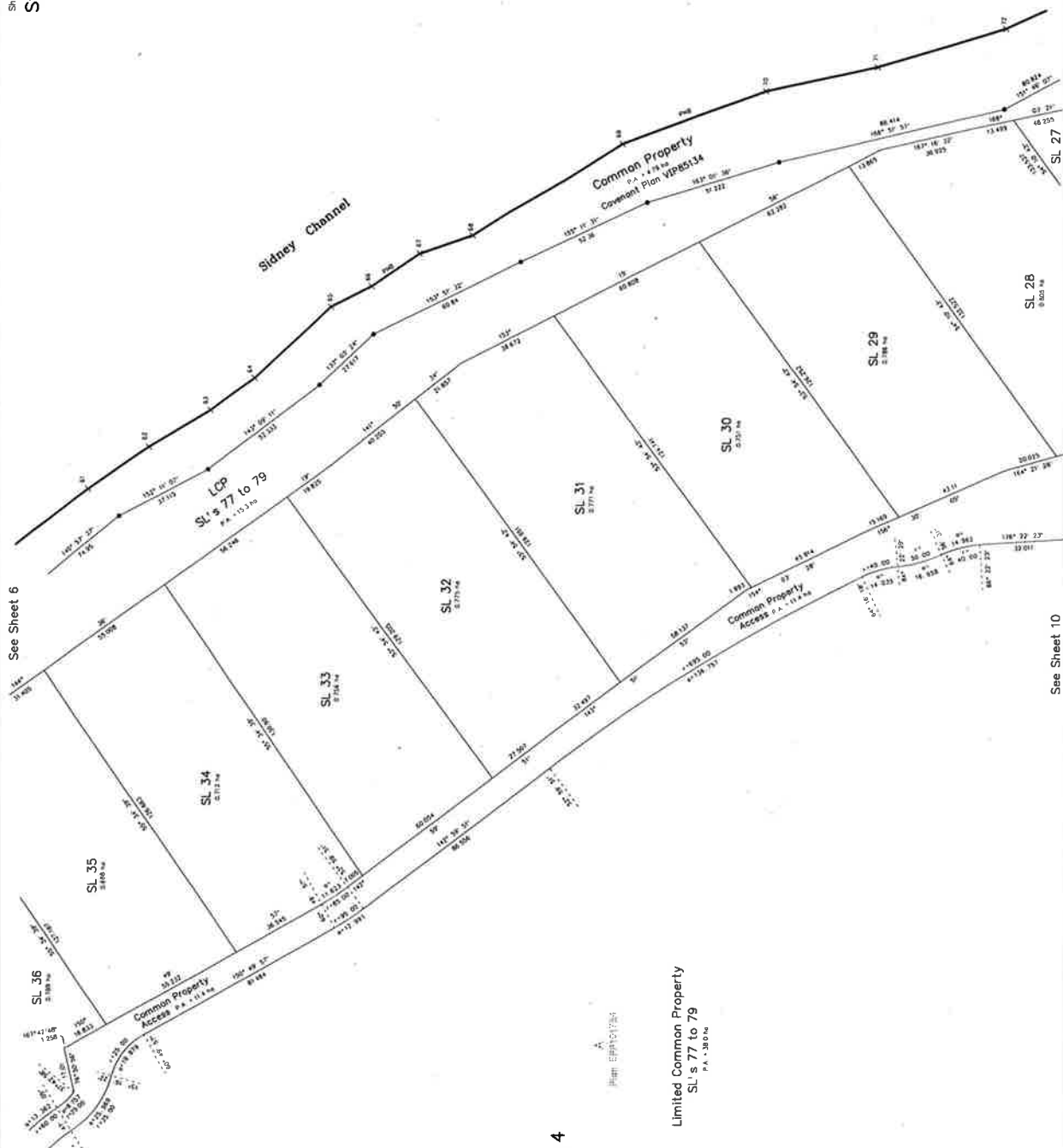
Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.

BCGS 92B.054 and 92B.064

7.5 0 7.5 15 22.5 30 37.5

The proposed lot area of this plan as  
shown on the plan is 10.0000 ha.

See Sheet 1 for Legend



Section 4

Limited Common Property  
SL's 77 to 79  
P.A. 38.0 ha

See Sheet 7

See Sheet 10

This plan was prepared by M.R.L.S. Inc.  
complying with the 28th day of October, 2025.  
M.R.L.S. Inc. 2025

See Sheet 7

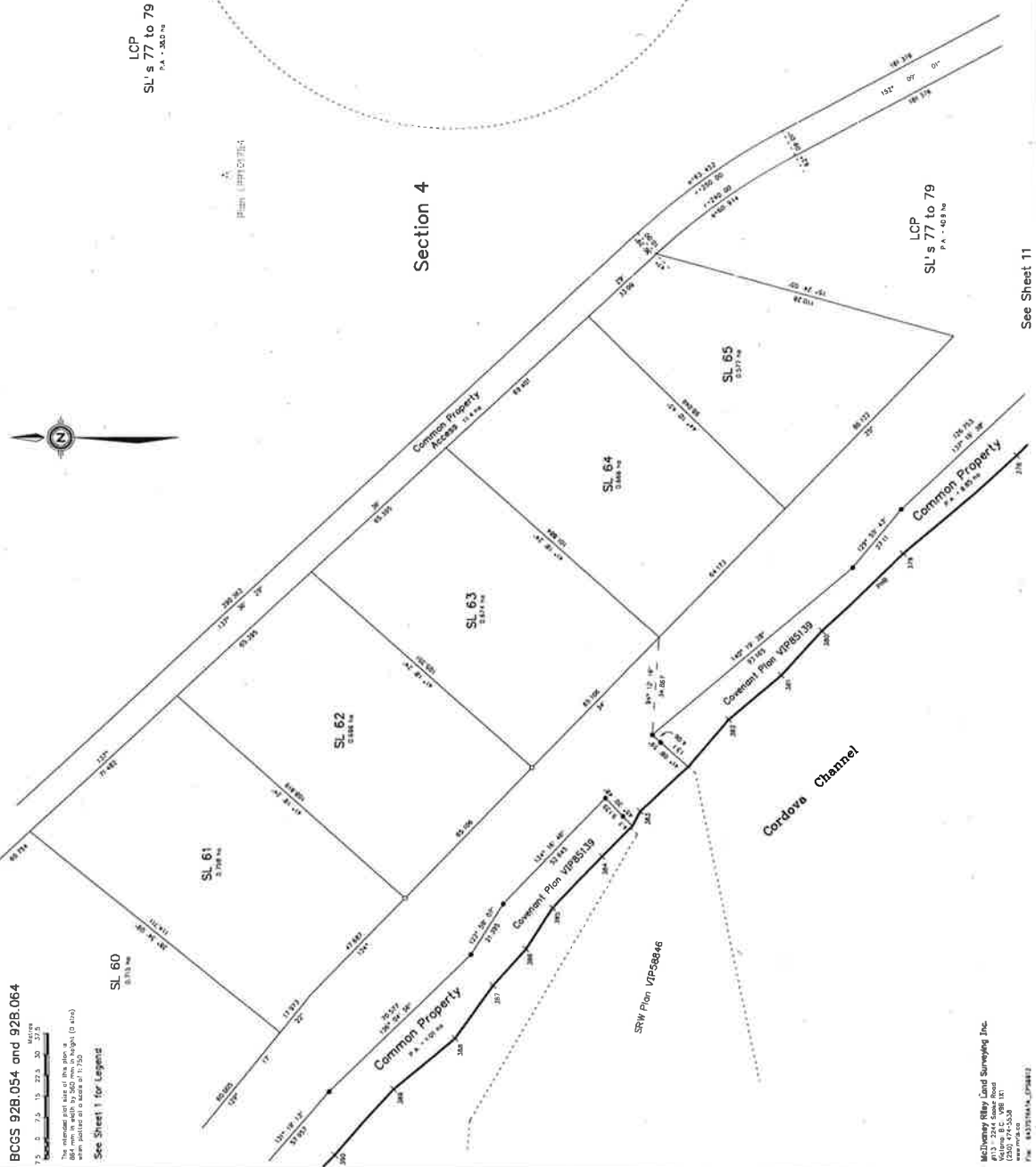
Bare Land Strata Plan of Lot A, Sections 1 to 5,  
James Island, Cowichan District,  
Plan EPP101754.

BCGS 928.054 and 928.064

Scale  
1:500  
1" = 500'  
1:1000  
1" = 1000'  
1:2000  
1" = 2000'

See Sheet 1 for Legend

Sheet 9 of 27  
Strata Plan EPS6912



See Sheet 10

This field survey represented by this plan and  
the accompanying map was conducted on 10 October, 2020  
by C. Remy, B.Sc., P.E., P.S.

See Sheet 11

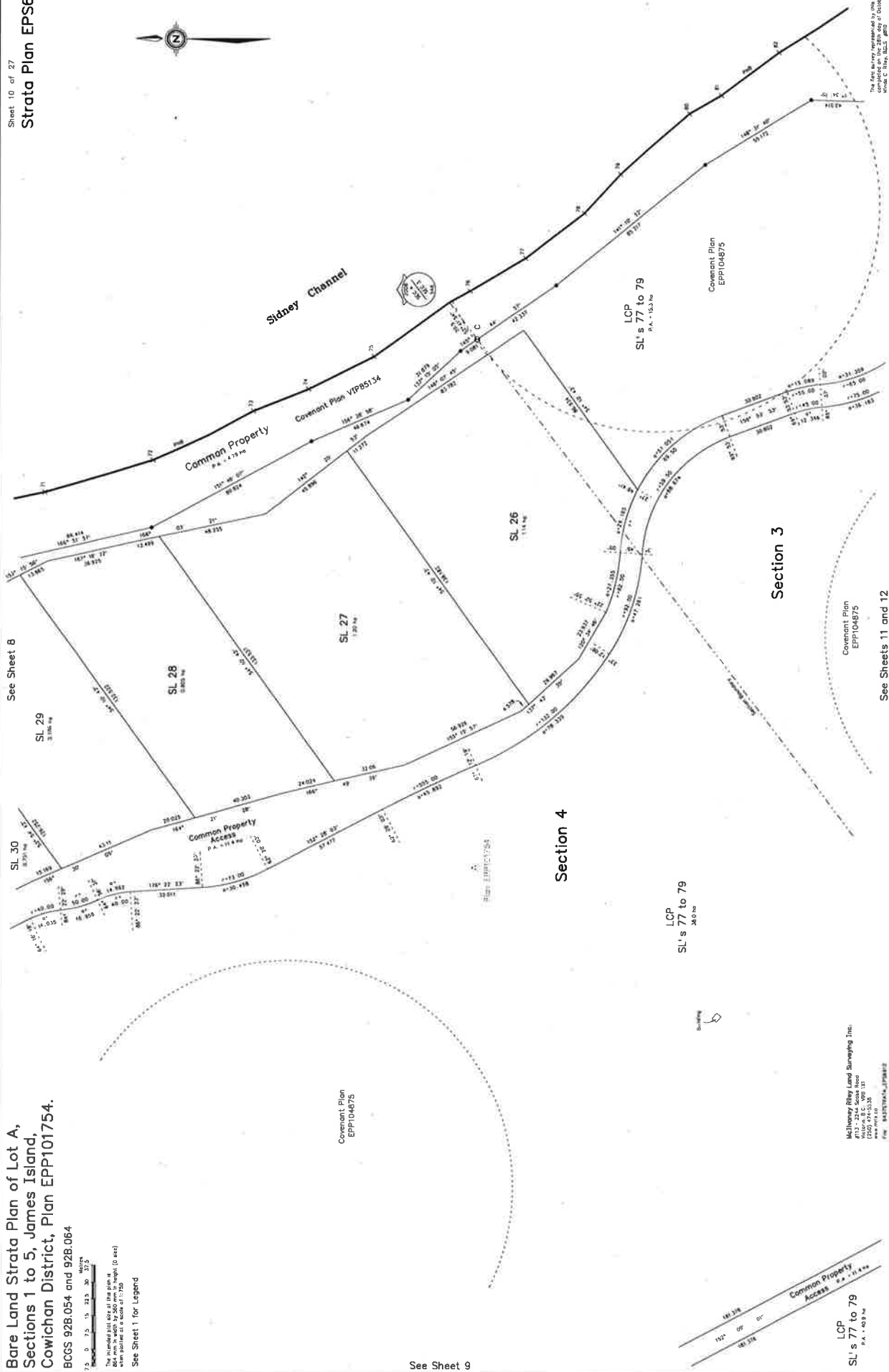
McDermott Remy Land Surveying Inc.  
#13 - 2544 Sand Road  
Victoria, BC V8N 4G1  
(250) 744-5538  
Fax: (250) 744-5539

Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.  
BCGS 928.054 and 928.064

The included full date of this plan is  
the date of registration of the plan (0.000)  
when published in a date of 17/00

See Sheet 1 for Legend

See Sheet 9



This plan survey represented by this plan was  
completed on the 28th day of October 2020  
at the City of Victoria, B.C.

McKenney River Land Surveying Inc.  
#112 - 2244 Sooke Road  
Sooke, B.C. V9C 1S1  
(250) 644-5338  
www.mrls.ca  
Reg. #12777-001-00000000

See Sheets 11 and 12



Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.

BCGS 928.054 and 928.064

The included part map of this plan is  
an enlargement of the plan of the  
entire plan of a scale of 1:500

See Sheet 1 for Legend

See Sheet 10

LCP  
SL's 77 to 79  
P.A. - 15.3 m

See  
Detail 14  
(Sheet 2)

Common Property  
Covenant Plan VP85134  
P.A. - 15.3 m

Sidney Channel

DL 94

Section 3

See Sheet 11

LCP  
SL's 77 to 79  
P.A. - 28.1 m

LCP  
SL's 77 to 79  
P.A. - 45.8 m

Common Property  
Access  
P.A. - 11.4 m

SL 21  
1.3 m

SL 22  
1.3 m

SL 23  
0.8 m

SL 24  
2.7 m

SL 25  
1.3 m

Covenant Plan  
EPP104875



From EPP101754

Common Property  
Access  
P.A. - 11.4 m

LCP  
SL's 77 to 79  
P.A. - 15.3 m

McKenney & Sons Land Surveying Inc.  
P.O. Box 204, V8B 1N1  
Victoria, B.C.  
www.mks.ca

File: 843578/ML\_EPS6912

See Sheets 13 and 14

This field survey is represented by this plan and  
completed on the 28th day of October, 2020  
at 10:00 A.M. SLS 6912

**Bare Land Strata Plan of Lot A, Sections 1 to 5,  
James Island, Cowichan District,  
Plan EPP101754.**

BCGS 928 054 and 928 064

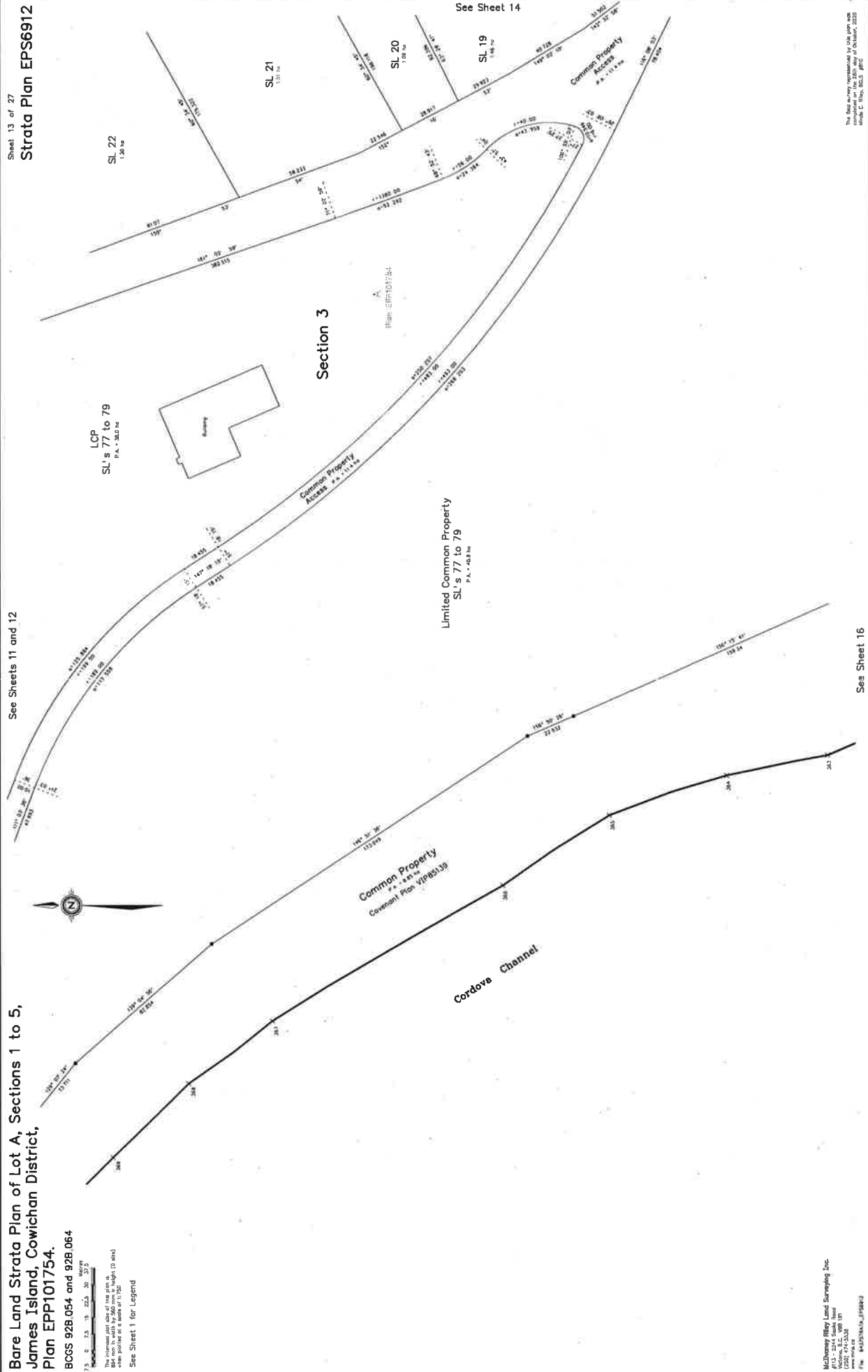
See Sheet 1 for Legend

Scale  
7.5 5 2.5 10 25.0 50 75.0  
metres  
The scale shown is for reference only and should not be used for any other purpose.  
The scale is based on a datum of 1984 (D.A.S.)  
when plotted at a scale of 1:1750

See Sheet 1 for Legend

See Sheets 11 and 12

Sheet 13 of 27  
**Strata Plan EPS6912**





Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.  
BCGS 92B.054 and 92B.064

The horizontal and vertical dimensions shown on this plan are in metres and are rounded to the nearest millimetre.  
See Sheet 1 for Legend

SL 79  
1:1000



Section 3

Sidney Channel

Limited Common Property  
SL's 77 to 79  
Total Area = 18.4 ha

Section 2

Section 5

Common Property  
P.A. 18570  
Covenant Plan VIP65136

See Sheet 18

McDonnell Riley Land Surveying Inc.  
613-234-0000  
1250-474-5328  
P.O. Box 44251, Victoria, B.C. V8M 1K2

This field survey represented by this plan was completed by the Surveyor General of British Columbia on October 2, 2005.  
Surveyor's Name: B.C.S. 1992

See Sheet 14

See Sheets 13 and 14

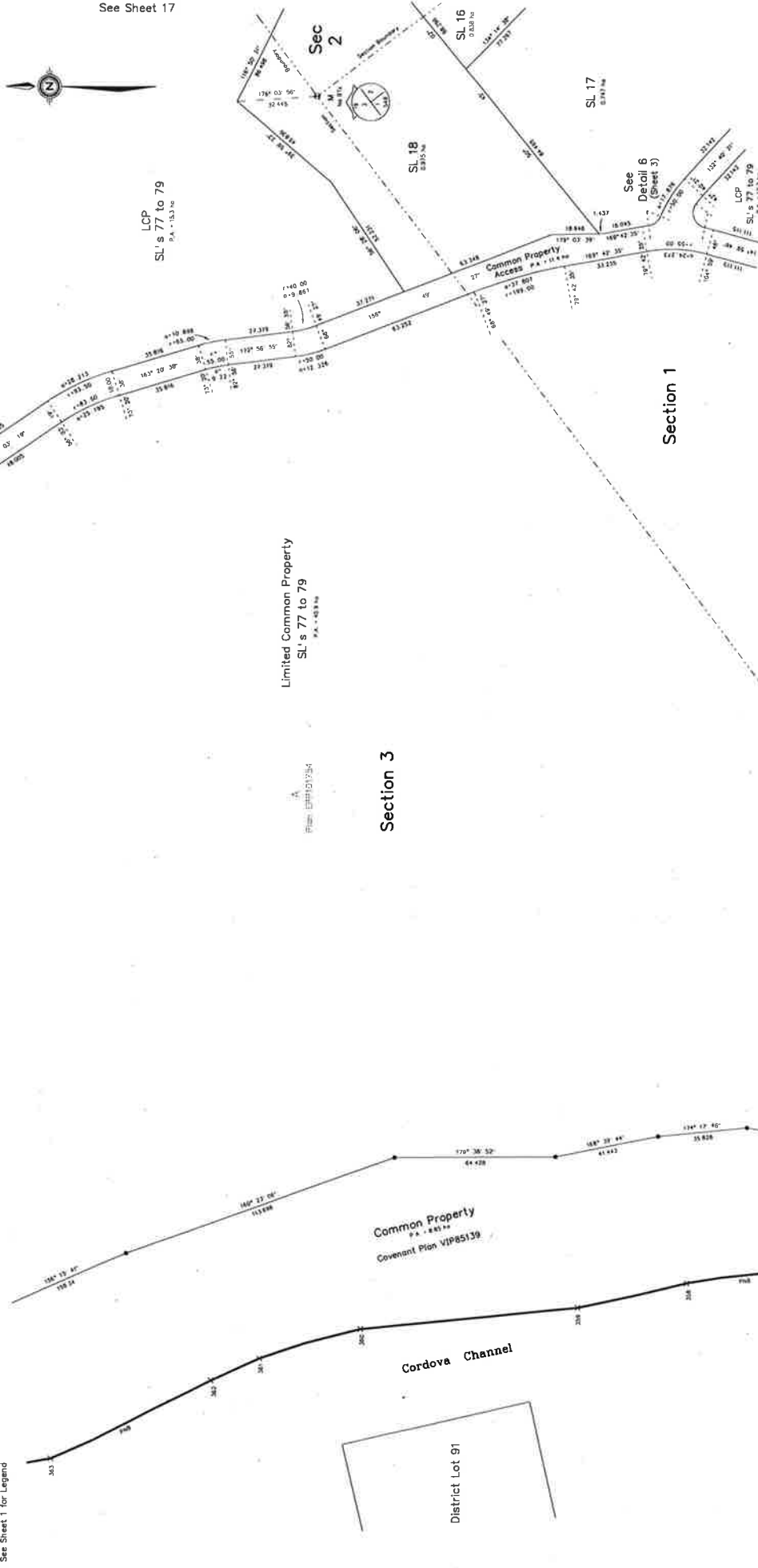
Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.

BCGS 92B.054 and 92B.064

Scale: 1" = 100'

The horizontal and vertical dimensions shown on this plan are in feet and inches (D and I).

See Sheet 1 for Legend



Matheson River Land Surveying Inc.  
P.O. Box 224, Cowichan, BC V9P 1T1  
Tel: 250-335-1111  
Fax: 250-335-1112  
www.matheson.ca

See Sheet 19

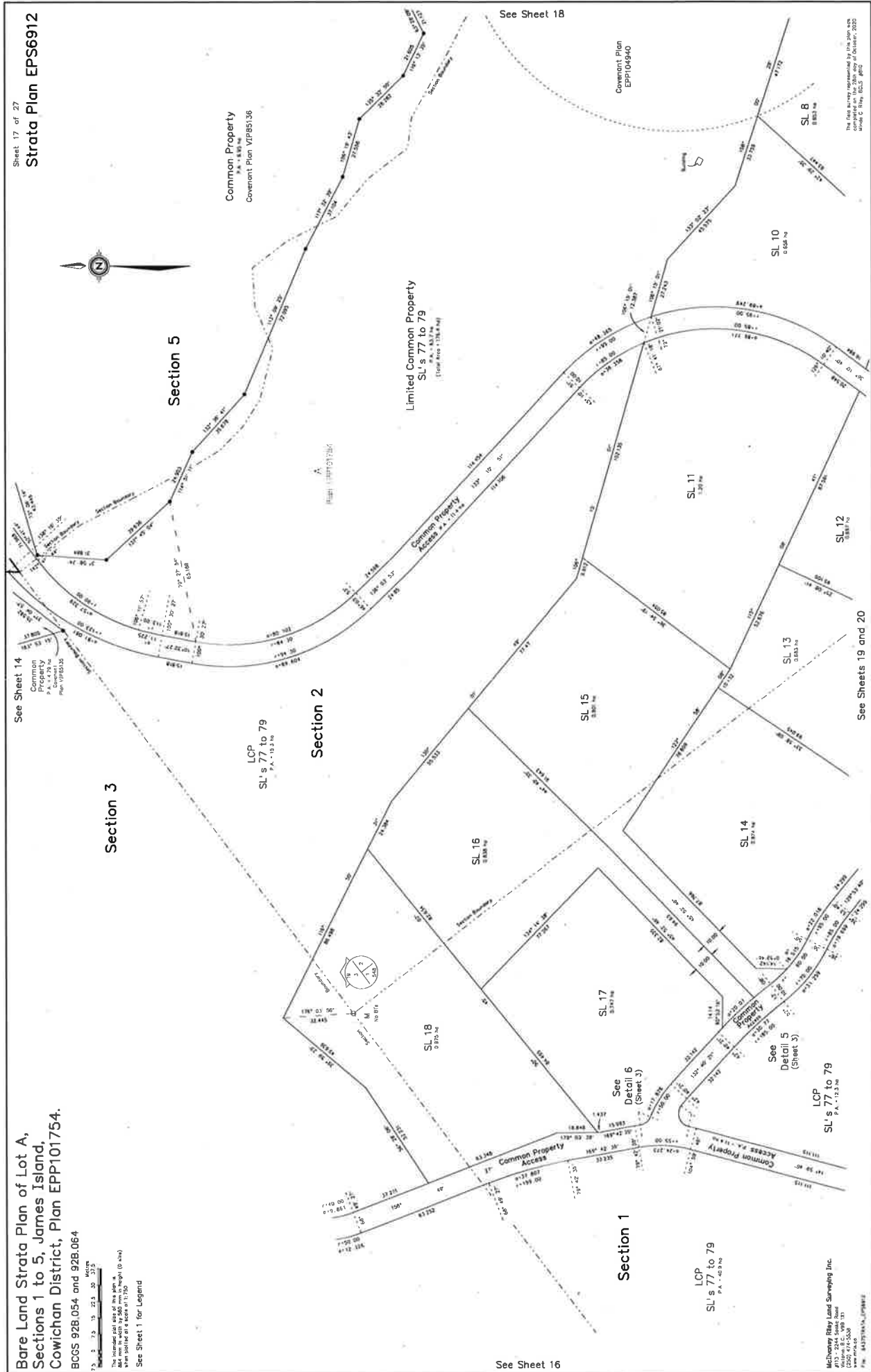
The field survey represented by this plan was completed on 11 October 2007.  
B.C. Reg. BCUS 8817

Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.

BCGS 928.054 and 928.064

The intended pixel size of this plot is 564 mm in width by 580 mm in height (0.242 mm/pixel).

See Sheet 1 for Legend



The field survey represented by this plot was completed on the 26th day of October, 2020  
 Linda C Rife, BCLS #810

**McIlveney Riley Land Surveying Inc.**  
 #113 - 2244 Sooke Road  
 Victoria, B.C. V9B 1X1  
 (250) 474-5538  
 www.mrls.co  
 Fax: 8437514454, 84388112

See Sheet 15

Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.

BCGS 928.054 and 928.064

The intended joint king of this plan is  
shown at a scale of 1:250

See Sheet 1 for Legend

Common Property  
P.A. - 928.054  
Covenant Plan VIP85136

Section 5

Section 2

Limited Common Property  
SL's 77 to 79  
(Total Area - 1.18 ha)

Limited Common Property  
SL's 77 to 79  
(Total Area - 1.18 ha)

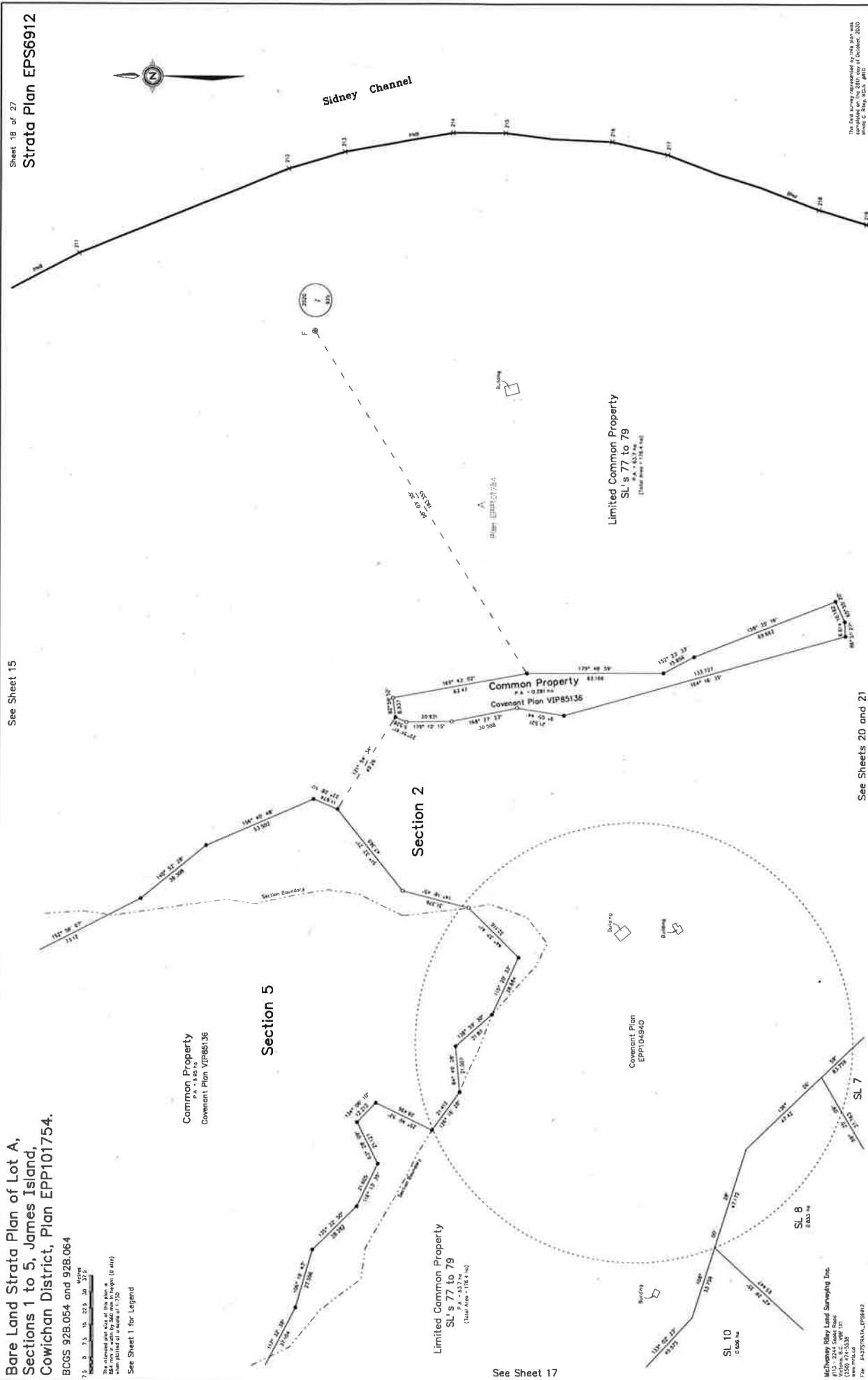
Covenant Plan  
EPP104940

McKenzie Bay Land Surveying Inc.  
113 - 2844 Oak Road  
Victoria, B.C. V8N 3Y1  
Phone: 251-1234  
Fax: 251-1234  
www.mbsi.ca  
P.P. 643757815A\_EPS6912

See Sheet 17

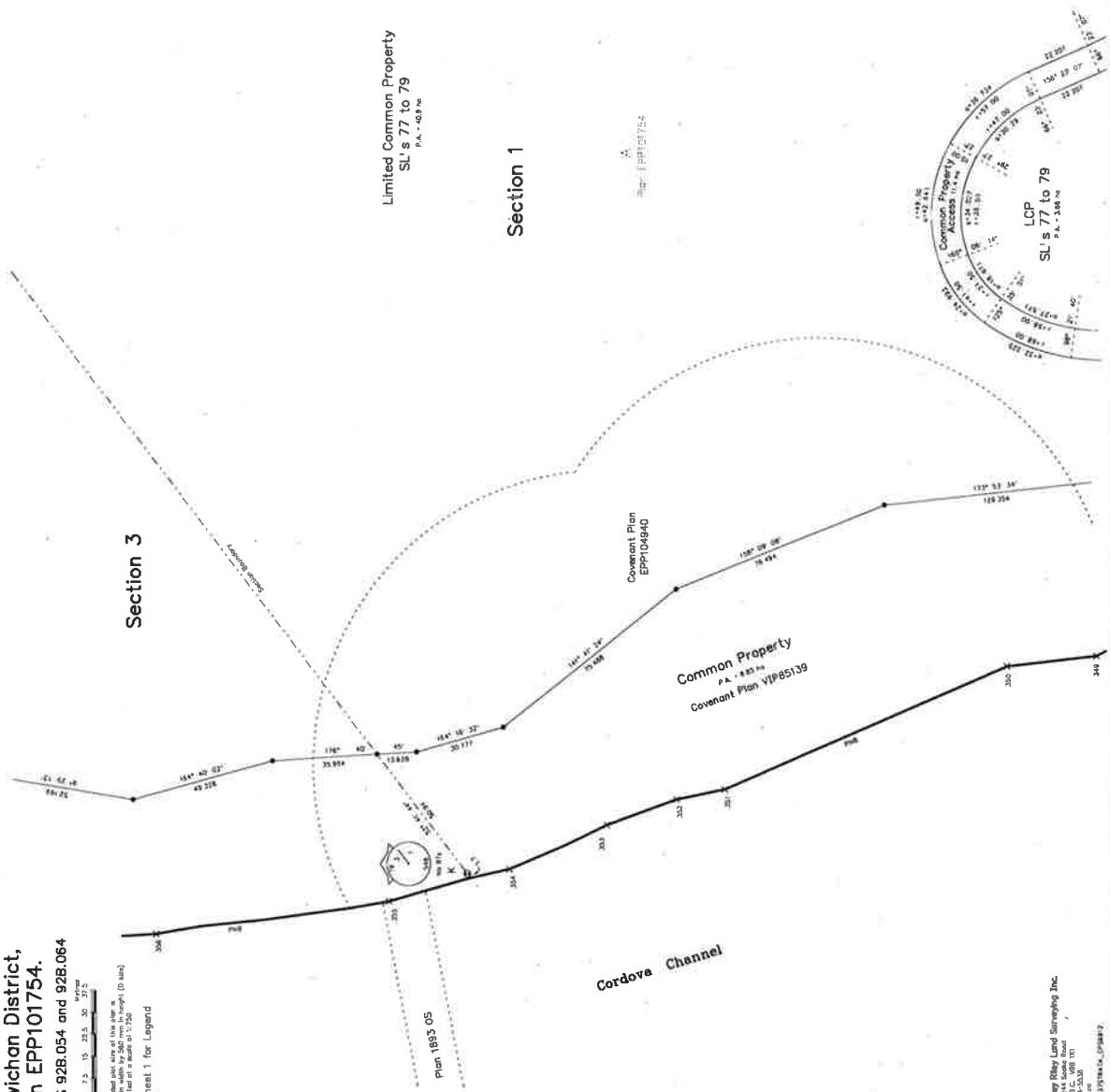
See Sheets 20 and 21

The map is not to be used for any purpose other than that for which it was prepared by the Surveyor General of British Columbia.



Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District,  
Plan EPP101754.  
BCGS 928.054 and 928.064

BCGS 928.054 and 928.064  
The horizontal distance of this plan is  
844 mm in width by 540 mm in height (D size)  
and printed at a scale of 1:1,250  
See Sheet 1 for Legend



The field survey represented by this plan was  
conducted on 12th July 2020  
under E-Plan Survey No. 2020-001

See Sheets 22 and 23

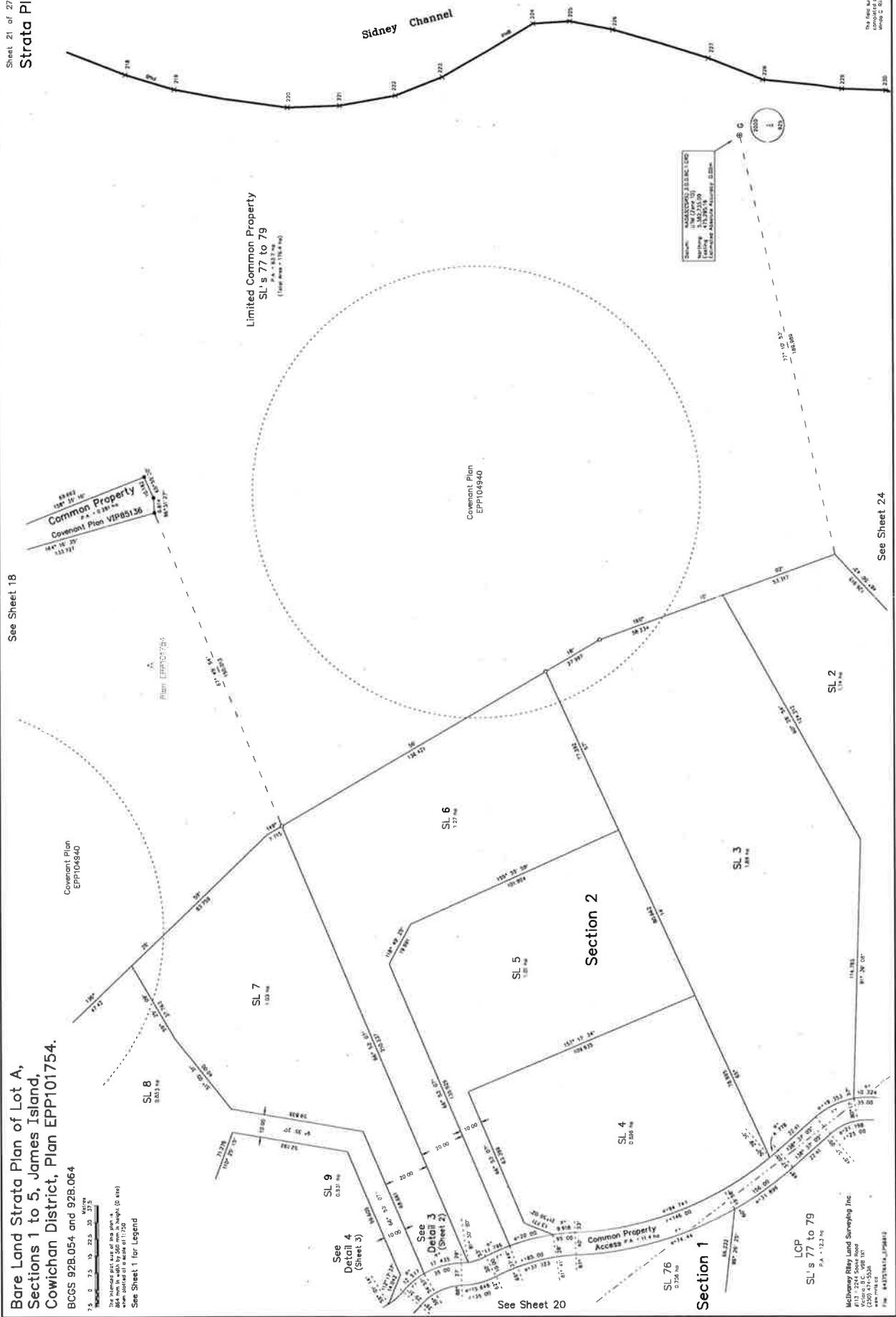
McDermott Blue Land Surveying Inc.  
#112 - 2244 Sable Road  
V2S 1G1  
www.mlsinc.com  
Tel: 604.734.1414 / 604.734.1415



See Sheet 18

Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.  
BCGS 928.054 and 928.064

The horizontal grid lines of this plan are  
based on the datum of the 1984 datum  
and are in width by 200 feet in height (0 feet)  
See Sheet 1 for Legend



See Sheet 24

See Sheet 20

Section 1

LCP  
SL's 77 to 79  
P.A. = 12.2 ha

McKenzie Bay Land Surveying Inc.  
111-12222 Hwy 101  
Victoria, B.C. V8B 1G1  
Tel: 250-363-2020  
Fax: 250-363-2021  
www.mbls.ca

**Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.**

BCOS 928.054 and 928.064

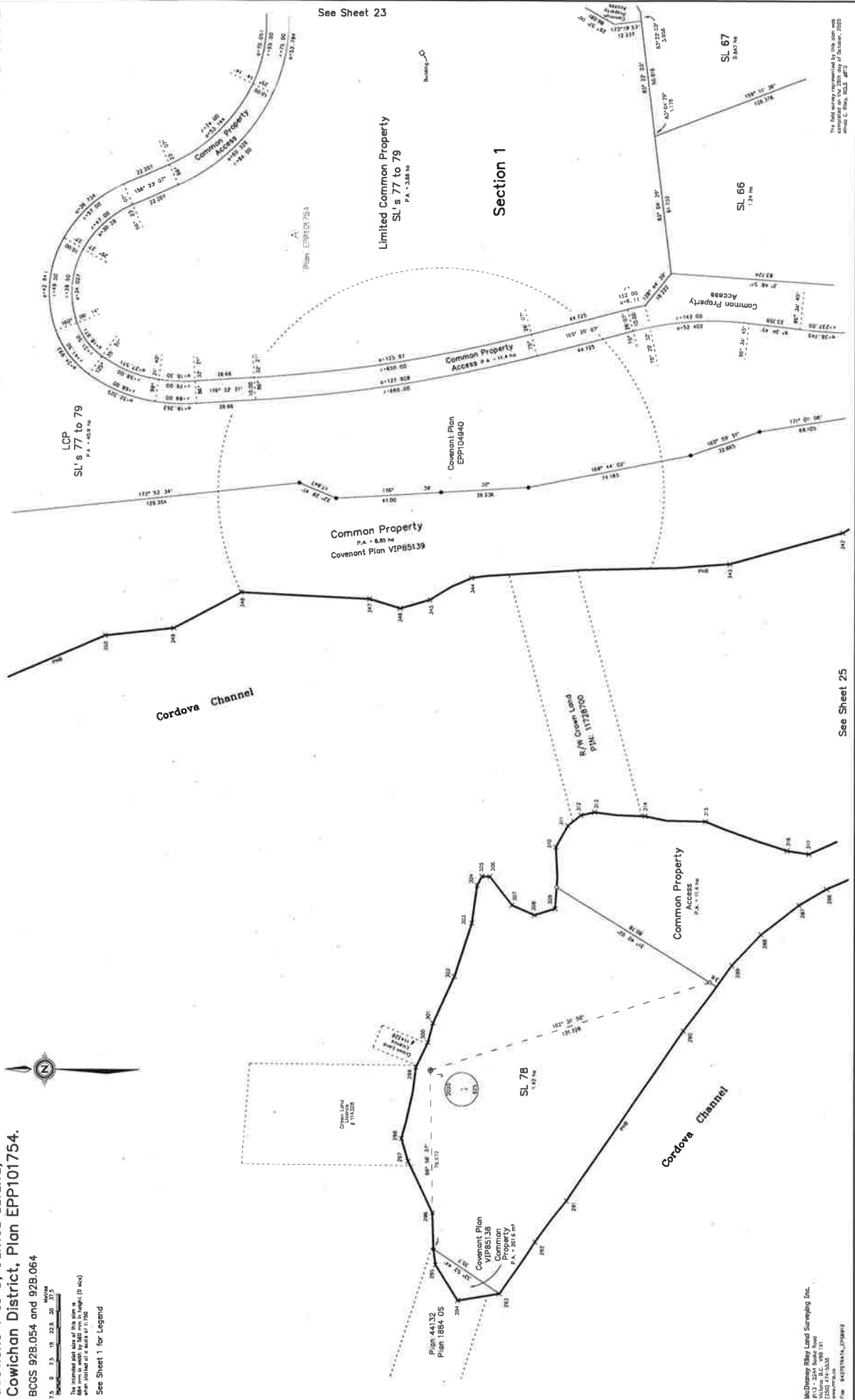
The intended plan area of this plan is shown in red. The plan area shown in red is the area of the plan when printed at a scale of 1:1250.

See Sheet 1 for Legend

See Sheet 19

Sheet 22 of 27

**Strata Plan EPS6912**

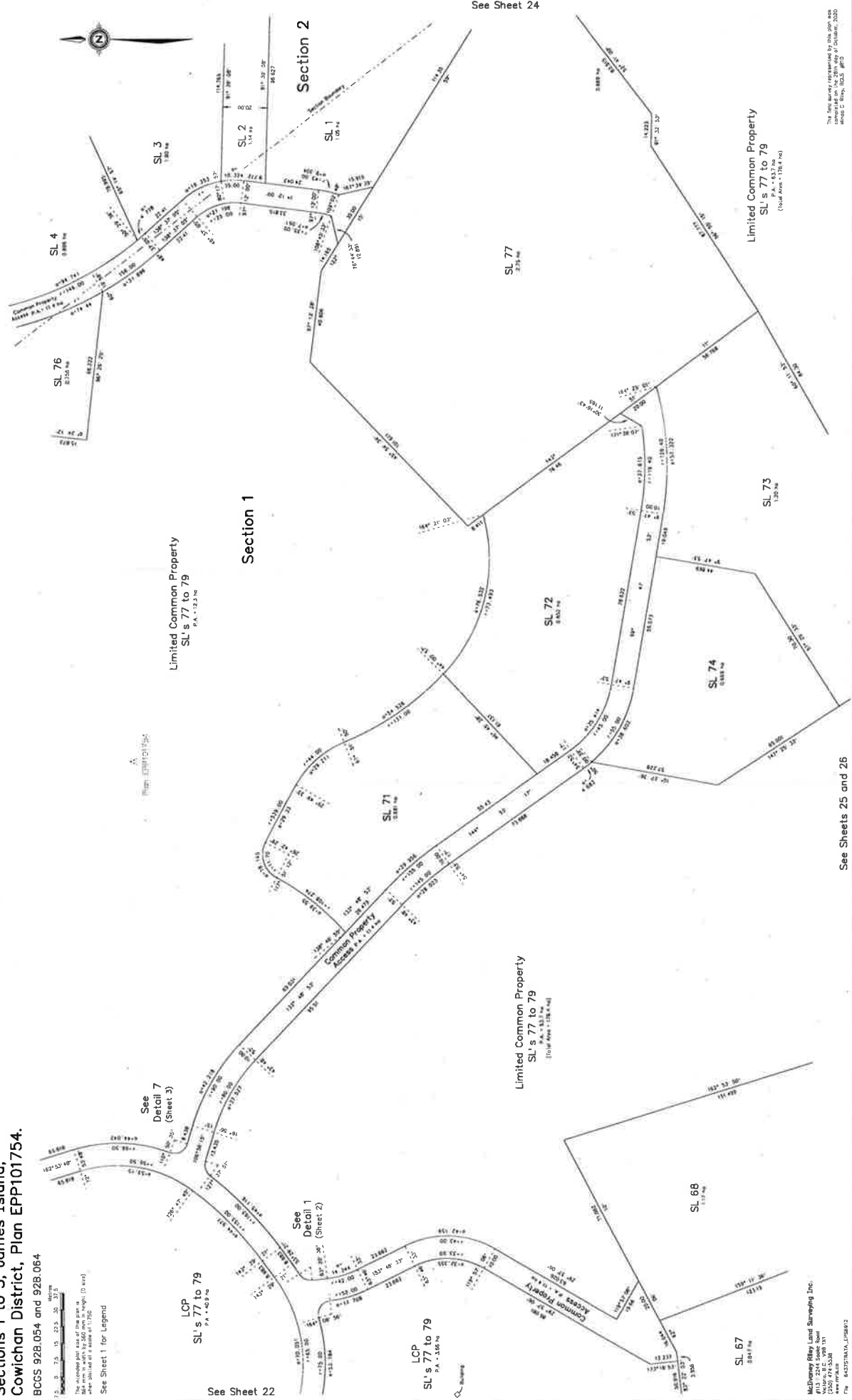


See Sheet 25

The boundaries shown on this plan are based on the information provided by the owner and are not guaranteed by the surveyor.

Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.  
BCGS 928.054 and 928.064

The intended plan area of this plan is  
shown in red by 500 feet (0.47)  
and shown in green by 500 feet (0.47).  
See Sheet 1 for Legend



The field survey represented by this plan was  
completed on 28th May 2009 by a Licensed  
Surveyor, B.S. 100, P.E. 100, P.E. 100, P.E. 100

Multimedia Survey Land Surveying Inc.  
#113 2244 Street East  
V2S 2G5 V4 5538  
www.msls.ca  
File: BCGS\DATA\_LPS6912

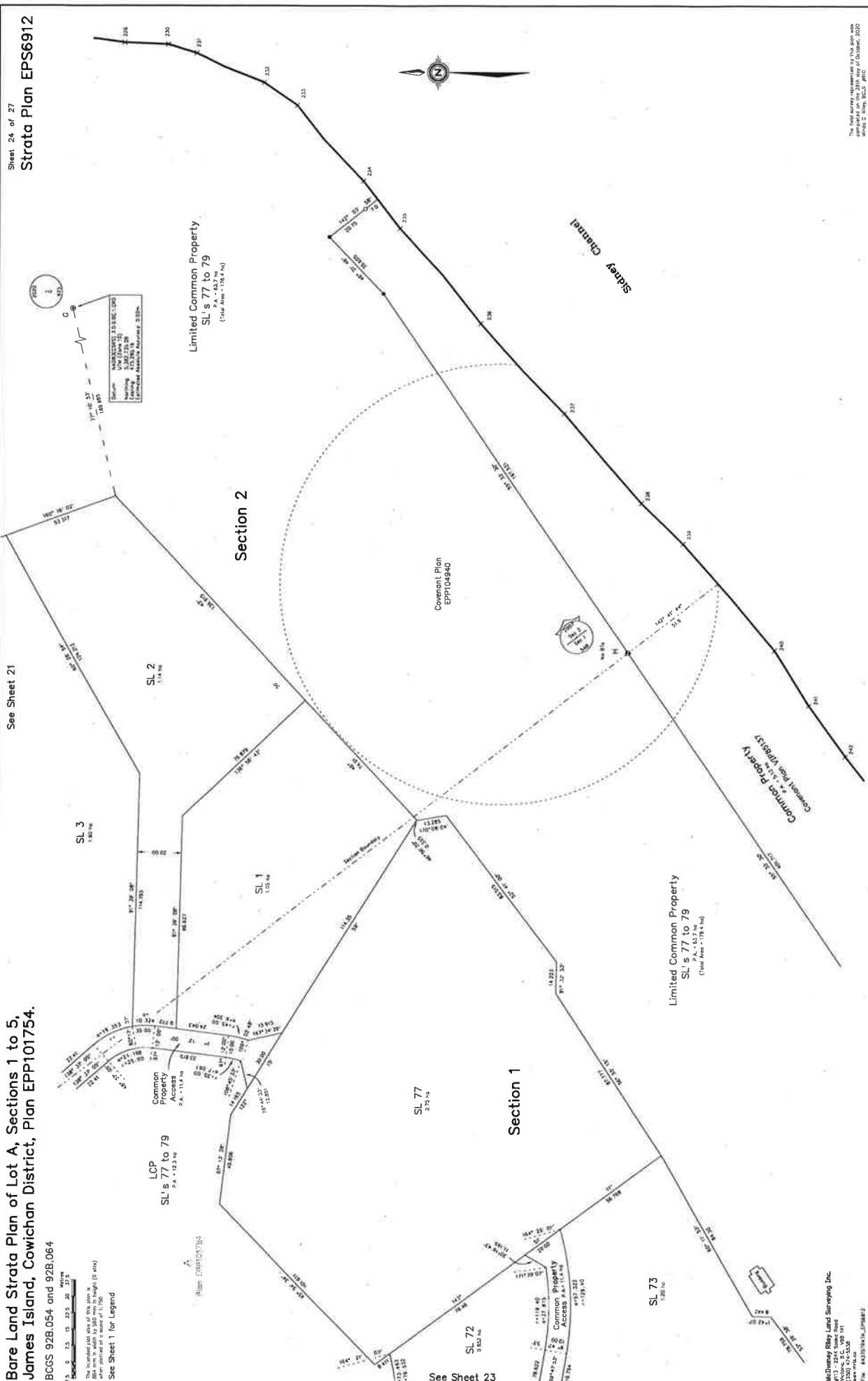
BCGS 928.054 and 928.064

The boundaries of this plan are shown by solid lines, and the boundaries of the lots are shown by dashed lines.

where shown at a scale of 1:750

See Sheet 1 for Legend

See Sheet 21





Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.

BCCS 92B.054 and 92B.064

The intended plot area of the plan is  
shown in the legend. The area shown  
is not intended to be a legal description  
and should not be used as such.

See Sheet 1 for Legend

See Sheet 23

SL 72

Common Property  
Access

SL 74

SL 73

SL 77

SL 69

SL 75

SL 76

SL 78

SL 79

SL 80

SL 81

SL 82

SL 83

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SL 371

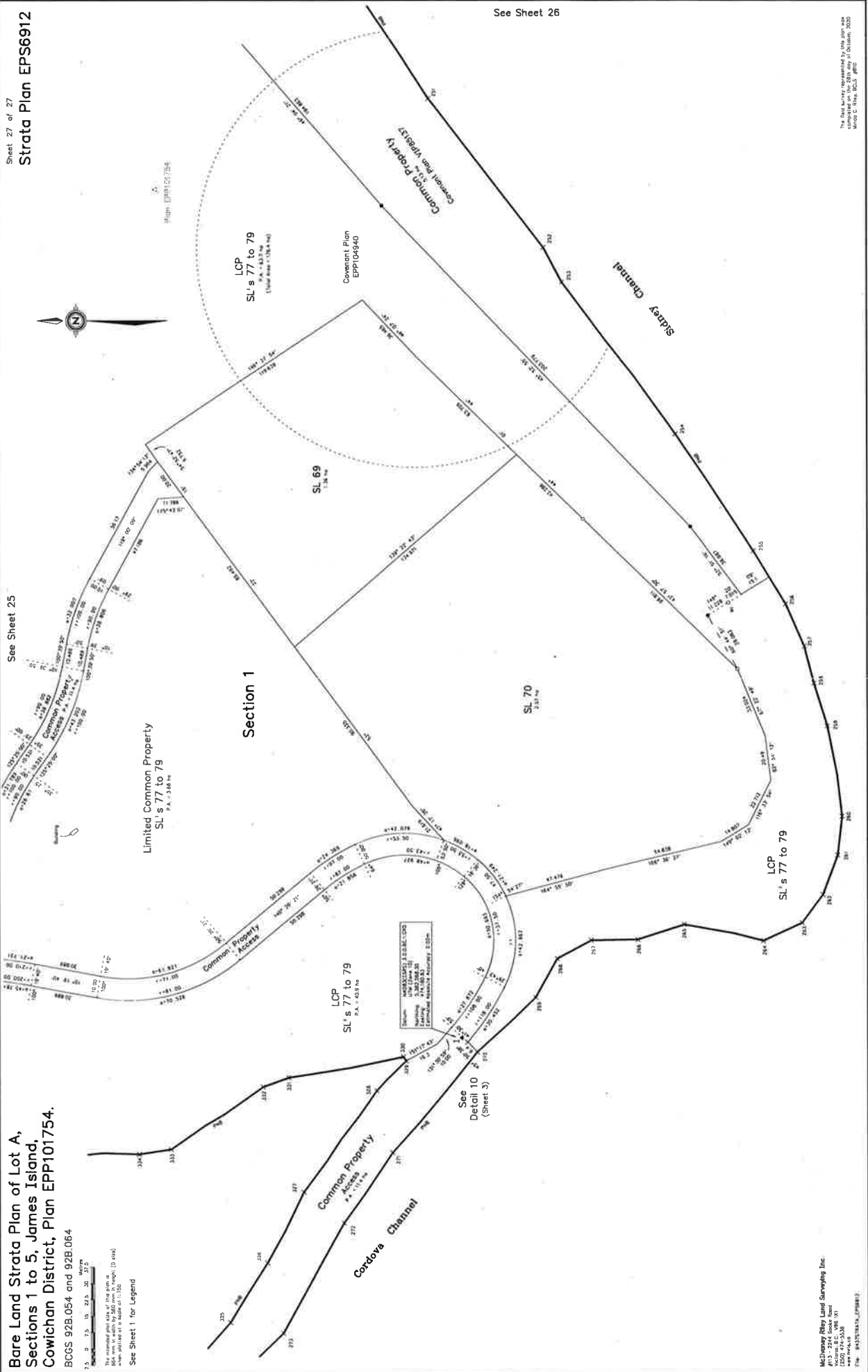
SL 372

Bare Land Strata Plan of Lot A,  
Sections 1 to 5, James Island,  
Cowichan District, Plan EPP101754.

BCGS 928.054 and 928.064

The intended plan size of this plan is  
A4 and shall be printed on A4 paper (210 mm x 297 mm) (D 414)

See Sheet 1 for Legend



See Sheet 26

The final survey represented by this plan was  
completed on the 28th day of October, 2020  
and is in accordance with the  
Survey Act, R.S.B.C. 1996, c. 368

McGowan Plan Land Surveying Inc.  
7115 - 22nd Street, Suite 101  
Victoria, B.C. V8N 1K1  
www.mcgowan.ca  
Tel: 250.733.7333 / 250.733.7334



**PROPOSED SUBDIVISION  
PRELIMINARY LAYOUT  
REVIEW**

JI Properties Inc;  
[REDACTED]  
3000-1055 West Georgia  
Street Vancouver, BC V6E 3R3

Your File #:  
Our eDAS #: 2014-01343  
Date: Feb/11/2020

Attention [REDACTED]

**Please use this updated Preliminary Layout Review Letter per the attached site plan revision dated 2020/05/25.**

**Re: Proposed Subdivision of Lots 1, 2, 3, 4, & 5, Section 1, James Island, Cowichan District, Plan VIP85132, James Island**

**PID(s): 027-534-588, 027-534-596, 027-534-618, 027-534-553, & 027-534-570**

**Location: James Island**

**Proposal: 79 Lot Bareland Strata Subdivision**

Your application for preliminary review of the proposed subdivision as detailed above has been considered and this letter summarizes the additional information and requirements that are required for consideration of approval of the subdivision.

Although we have sought to list all the conditions, this letter does not constitute an approval. Upon further consideration, or review of additional information, changes or additions may occur.

1. As per previous communications, the Province has a constitutional duty to consult with and, where appropriate, accommodate Indigenous groups whose asserted or proven Aboriginal or treaty rights ("Aboriginal Interests") may be adversely impacted by the subdivision application. The Province has initiated consultation with the potentially affected First Nations.

To date, the only First Nation who has expressed an interest in proceeding with consultation on the subdivision application is the Tsawout First Nation (Tsawout).

The Province may seek to involve you in the procedural aspects of consultation. Proponent engagement with First Nations can facilitate effective and timely information exchange and may include the modification of plans to mitigate and avoid impacts to Aboriginal Interests. Provincial staff will work with you to ensure that Provincial and proponent activities are coordinated.

**Local District Address**

Saanich Area Office  
Suite 240 – 4460 Chatterton Way  
Victoria, BC V8X 5J2  
Canada  
Phone: (250) 952-4508

Tsawout raises preliminary questions about: archaeological sensitivity; the effect of subdivision on its ability to continue practicing its asserted Aboriginal rights and its treaty rights; and the environment. If you submit information about the environmental or the archaeology matters, it will be shared with Tsawout for their further review and comment. Consultation with Tsawout is at a preliminary stage and there may be other concerns raised by Tsawout as the consultation process continues.

Many proponents ensure that the concerns of potentially affected Indigenous groups are appropriately captured and considered by involving Indigenous groups in the design of any environmental or archeological studies, inviting Indigenous groups to participate in or monitor the execution of the study, and/or to provide opportunity for Indigenous groups to review and comment on a draft study prior to finalization. You have advised that you have adopted an approach to your archeological work thus far as outlined in your letter dated November 22, 2019.

If additional comments are received from Tsawout or any other First Nations regarding any Aboriginal rights or treaty rights that may be impacted by this proposed subdivision, additional requirements regarding consultation, accommodations and/or mitigation may be required.

2. Provincial records indicate that development associated with this application may be in conflict with archaeological sites protected under the Heritage Conservation Act. It should be noted that there is a site identified as Borden Number: DdRu 10, 40, 45, 128, 129, 130 & 131 on or near the proposed development.

Therefore, the Provincial Approving Officer requires that as a condition of PLA, the applicant hire a qualified archaeologist to determine the need for an archaeological impact assessment of the subject property. The purpose of the archaeological impact assessment would be to accurately identify the location(s) of the known archaeological site(s), to record any additional sites that may be present, and to recommend any action that may be needed to manage archaeological values in conflict with future development. This might include the placement of covenants to ensure that such sites are not disturbed without proper authorization from the Archaeology Branch.

If the archaeologist determines that an archaeological impact assessment is not required, the archaeologist must forward a written statement to this office and copy to the Archaeology Branch containing the reasons for eliminating this requirement.

If an archaeological impact assessment is required, you should be aware that applications for Heritage Conservation Act permits take in the order of 6 weeks to process. This includes allowance for a 30 day comment period from local First Nation(s). Processing time can be shortened accordingly if, at the time of application, supporting letter(s) are received from local First Nations.

Information on archaeological consultants may be obtained by calling the B.C. Association of Professional Archaeologists at 604 924-3155 or by checking their web site (<http://www.bcapa.ca/>). Archaeological consultants are also listed in the Yellow Pages.

Applicant to note that portions of these registered archaeological sites may already reside within the areas of established conservancy Covenants. Should all portions of the registered sites fall within these covenant areas, to be confirmed by surveyor, no further action will be required.

3. Compliance with all applicable bylaws regulating the subdivision of land and zoning with the Islands Trust. The applicant is encouraged to discuss applicable bylaw requirements with the Islands Trust. The Islands Trust will advise us when compliance is complete.
4. Written confirmation from the Islands trust that all applicable development permit and development variance permits have been issued. Please provide a copy of these documents with any final survey plan submission.
5. Compliance with all requirements of Agricultural Land Commission resolution #0008/2007.
6. Proof that each lot is capable of supporting a suitable in ground septic disposal system. Proof will need to be provided by either the Vancouver Island Health Authority or by the provision of a suitable report prepared by a qualified Professional Engineer that addresses onsite sewage disposal to the satisfaction of the Provincial Approving Officer. Proof will need to be provided to show that each lot is capable of supporting an in-ground septic disposal system and reserve areas. The report will also need to take into account the appropriate setbacks from water, wells, lot lines, building areas etc.

Existing systems are to be shown to be in working order and have the appropriate operating permits in place.

Testing results can be done within the last three years. Please be advised that additional conditions may arise from the review of this report.

7. Proof of water quantity in the amount of 2500 liters per day per dwelling must be provided for all lots and any remainders. For groundwater, please provide a Well Construction report (well log) from a registered Well Driller or Pump test report from a Registered Pump Installer. If surface water is being proposed, written confirmation may be in the form of an existing water license or approval in principle from the Water Stewardship Branch of the Ministry of Environment. Written confirmation from an accredited laboratory to be provided showing that all lots created, including any remainders, has availability of water that meets the parameters of the Guidelines for Canadian Drinking Water Quality published by Health Canada, including at the minimum the microbiological, chemical and aesthetic parameters (See attached Schedule A).

Any existing wells shall provide documentation, done within the last three years; that the quantity and quality is still being met. Representational documentation can be considered for proof of water if less than 500 metres away from proposed subdivision lots. Reasonable assurances to be provided that the representational documentation is from the same water source.

Please submit the water quantity and quality testing results to the Ministry of Transportation and Infrastructure for review at least two weeks prior to submission for final approval. Based on the testing results and need for subsequent treatment for future lot owners may necessitate a restrictive covenant registered against the title as a condition of final approval.

8. Applicant to provide a geotechnical study, conducted by a qualified Professional Geotechnical Engineer registered in the Province of British Columbia, which identifies safe building sites on all proposed waterfront lots. Report to be submitted to the Ministry for review and acceptance prior to creation of covenant in condition #5.
  9. Provision of an acceptable covenant, registrable pursuant to Section 219 of the Land Title Act, that prohibits building on proposed waterfront Lots outside of building sites supported by geotechnical study (condition #4). Covenant to state that proposed building sites are to be reviewed and approved by a qualified Professional Geotechnical Engineer prior to construction. Covenant to be in favour of the Capital Regional District and Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Transportation and Infrastructure. Capital Regional District to provide confirmation that covenant is acceptable prior to final approval.
  10. Strata roads are to be built to good gravel road construction engineering practices. Proposed design is to be submitted for review and approval to the Ministry prior to construction.
  11. The Provincial Approving Officer is prepared to grant relief, in this instance, pursuant to Section 75(1)(c) of the Land Title Act, subject to submission of a suitable statutory declaration and notification on the final plan.
  12. Applicant to comply with all requirements of the Strata Property Act.
  13. Recent State of Title is to be submitted along with final paperwork.
  14. Surveyor to ensure that all constructed roads are within a publicly dedicated road allowance (with the exception of any internal strata roads).
- Note:** Applicant to note the established nature conservancy areas established by registered covenant FB180722 & FB180723, as these restricted areas may impact proposed lot creation.

**Note:** Applicant to submit a completed contaminated site waiver form (attached) for all parent parcels involved with this subdivision prior to final approval.

**Note:** As covenants are required to address concerns raised by the Ministry and/or other agencies, the necessary notation listing the covenant holders and the number of covenants for each shall be included on the Schedule of Owners and Witnesses of the Application to Deposit Plan at Land Titles Office. A notation on the plan image listing the covenants is not required.  
The necessary Approving Officer statement in the covenants required as a condition of approval of the proposed subdivision must be included on the Form D of the covenant document.

Within the covenant document, the Minister shall be identified as Her Majesty the Queen in right of the Province of British Columbia as represented by the Minister of Transportation and Infrastructure, Parliament Buildings, Victoria, BC, V8V 1X4.

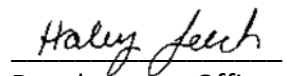
**Completion of the matters outlined above will not automatically bring approval. Changes to acts, regulations, bylaws, fees, or other matters happen from time to time and may impact your proposal. This preliminary review of the subdivision proposal is valid for one year however it may be reconsidered at any time. After one year the applicant is advised to make written request for an extension.**

Submission of final plans and documents to be accompanied by a current tax certificate to show proof all property taxes are paid, together with a plan examination fee of \$50 plus \$100 per lot for a total of \$7,950.00. If paying by cheque, make payable to the Minister of Finance.

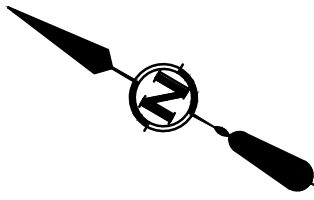
If you have any questions or wish to set up an appointment, please do not hesitate to call Haley Leech at 778-974-3752.

Please quote file number 2014-01343 when contacting this office. We encourage you to make use of our online file system eDAS to track the progress of your application.

Signed on behalf of Provincial Approving Officer by

  
Development Officer

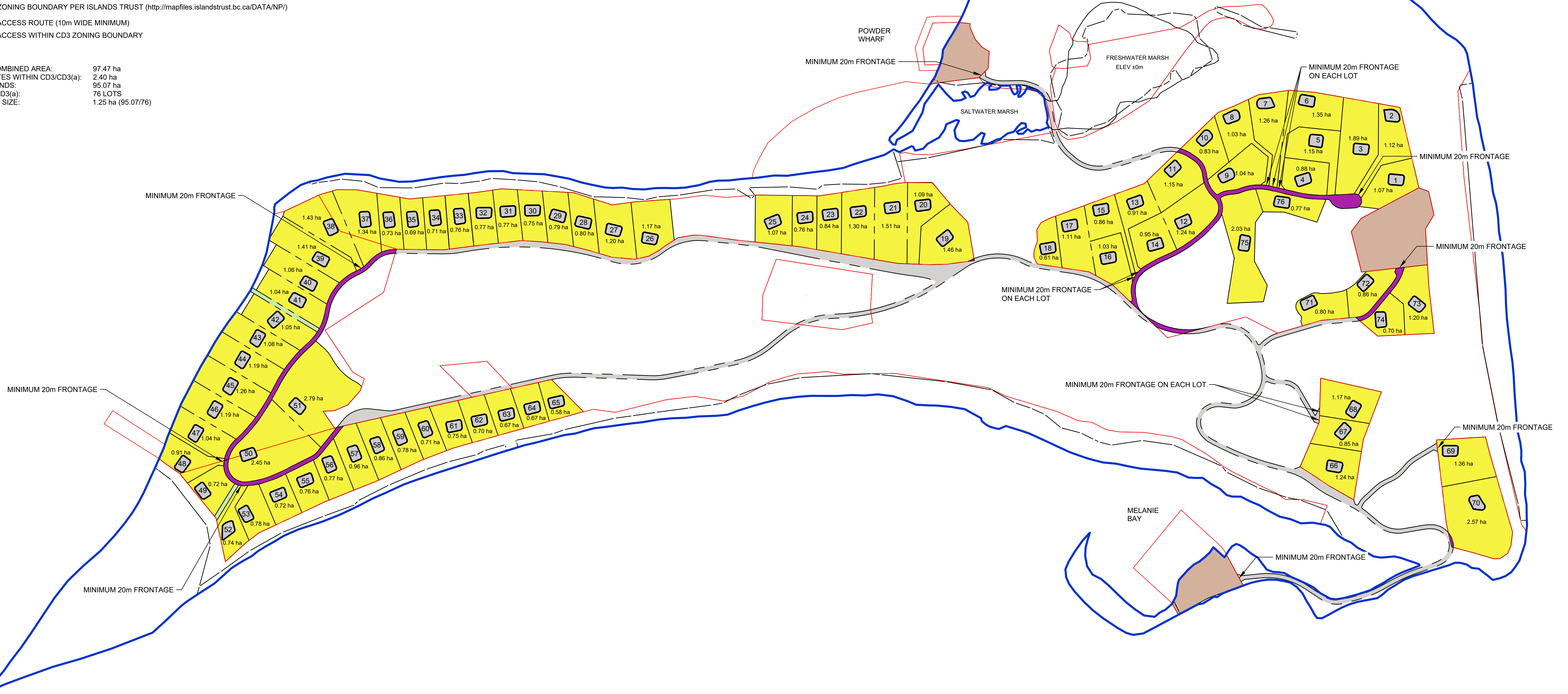
cc: Islands Trust



- 76 RESIDENTIAL LOTS  
3 COMMERCIAL LOTS

- ZONING BOUNDARY PER ISLANDS TRUST (<http://mapfiles.islandstrust.bc.ca/DATA/NP/>)  
--- ACCESS ROUTE (10m WIDE MINIMUM)  
--- ACCESS WITHIN CD3 ZONING BOUNDARY

CD3/CD3(a) COMBINED AREA: 97.47 ha  
ACCESS ROUTES WITHIN CD3/CD3(a): 2.40 ha  
CD3/CD3(a) LANDS: 95.07 ha  
LOTS IN CD3/CD3(a): 76 LOTS  
AVERAGE LOT SIZE: 1.25 ha (95.07/76)



PLOT DATE: 2020-05-25 10:13:47 AM  
SAVE DATE: 2020-05-25 10:13:35 AM  
DWG PATH: P:\2018\2339\001\Discovery\26working\dwgs\100\_svil\2339-00-c-7006.dwg



PRELIMINARY/  
FOR DISCUSSION  
NOT FOR CONSTRUCTION

I	2020-05-25	MD	AKS	REVISED PER ISLAND TRUST COMMENTS
H	2020-05-01	MD	AKS	REVISED PER CLIENT COMMENTS/REQUESTS
G	2020-04-30	MD	AKS	REVISE ROADS
F	2020-04-03	MD	AKS	AREAS SHOWN TO 2 DECIMALS
E	2020-03-11	MD	AKS	ADDED SETBACK LINE
D	2020-03-05	MD	AKS	REVISED LOT LAYOUT
REV	DATE	DESIGN	DRAWN	DESCRIPTION

J.I. PROPERTIES INC.

JAMES ISLAND  
DISCOVERY DEVELOPMENT

2018-2339-00

SCALE: 1:5000

CIVIL  
PLAN  
PRELIMINARY LOT LAYOUT

DRAWING	REVISION	SHEET
2339-C-7006	I	/

## LAND TITLE ACT

## FORM C

(Section 233)

Province of

British Columbia

10 JUN 2008 14 51

FB180725

## GENERAL INSTRUMENT - PART 1

(This area for Land Title Office Use)

PAGE 1 of 28 pages

## 1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

BULL, HOUSSEY & TUPPER LLP, Barristers & Solicitors, 3000 - 1055 West Georgia Street, Vancouver,  
British Columbia, V6E 3R3 604. 687.6575 (LTO File No. 11299) (File No. 95-2977) (Section 219 Covenant)

Per:

LARRY R. SANDRIN

Submitted by  
KLA Registry Services

## 2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:\*

(PID)

(LEGAL DESCRIPTION)

SEE SCHEDULE

KM 08/06/10 14:52:53 01 VI 806667  
CHARGE \$66.15

## 3. NATURE OF INTEREST:\*

DESCRIPTION

DOCUMENT REFERENCE  
(page and paragraph)

PERSON ENTITLED TO INTEREST

Section 219 Covenant

Page 6, paragraph 2.1

Transferee

## 4. TERMS: Part 2 of this instrument consists of (select one only):

(a) Filed Standard Charge Terms

☐

D.F. Number:

(b) Express Charge Terms

☒

Annexed as Part 2

(c) Release

☐

There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

## 5. TRANSFEROR(S):\*

J.I. PROPERTIES, INC., c/o 3000 - 1055 West Georgia Street, Vancouver, British Columbia, V6E 3R3

## 6. TRANSFEREE(S): (including postal address(es) and postal code(s))\*

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE, a local trust committee under the *Islands Trust Act*,  
200 - 1627 Fort Street, Victoria, British Columbia, V8R 1H8

## 7. ADDITIONAL OR MODIFIED TERMS:\*

N/A

**GENERAL INSTRUMENT**

PAGE 2

8. EXECUTION(S):\*\* This instrument creates, assigns, modifies, enlarges, discharges, or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

EXECUTION DATE

Party(ies) Signature(s)



Name:

LARRY R. SANDRIN  
BARRISTER & SOLICITOR  
BULL, HOUSSEY & TUPPER LLP  
#3000, 1055 WEST GEORGIA  
VANCOUVER, B.C. V6E 3R3  
(604) 641-4873

Y	M	D
08	05	26

TRANSFEROR:

J.I. PROPERTIES, INC. by its authorized signatory:



Name: HOWARD G. TROTT

**OFFICER CERTIFICATION:**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

\* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.

\*\* If space insufficient, continue executions on additional page(s) in Form D.

## LAND TITLE ACT

## FORM D

## EXECUTIONS CONTINUED

PAGE 3

Officer Signature(s)

EXECUTION DATE

Party(ies) Signature(s)



Name:


(as to both signatures)

**LINDA JOAN ADAMS**  
 Commissioner for Taking Affidavits  
 for British Columbia  
 200 - 1627 Fort Street  
 Victoria, BC V8R 1H8  
 Ph (250) 405-5151

Y	M	D
08	06	03.

TRANSFEEE:

NORTH PENDER ISLAND LOCAL  
 TRUST COMMITTEE by its authorized  
 signatories:



Name: CRYSTIEUES



Name: ROSE WILLOW

## OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

## LAND TITLE ACT

## FORM E

## SCHEDULE

PAGE 4

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM OR GENERAL INSTRUMENT FORM

## 2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:

(PID)	(LEGAL DESCRIPTION)
1. <u>027 - 534 - 553</u>	Lot 1 of Parcel 1, James Island, Cowichan District, Plan VIP <u>85132</u>
2. <u>- - 570</u>	Lot 2 of Parcel 2, James Island, Cowichan District, Plan VIP <u>85132</u>
3. <u>- - 588</u>	Lot 3 of Parcel 3, James Island, Cowichan District, Plan VIP <u>85132</u>
4. <u>- - 596</u>	Lot 4 of Parcel 4, James Island, Cowichan District, Plan VIP <u>85132</u>
5. <u>- - 618</u>	Lot 5 of Parcel 5, James Island, Cowichan District, Plan VIP <u>85132</u>

**TERMS OF INSTRUMENT - PART 2****SECTION 219 COVENANT**

THIS AGREEMENT, made with effect as of May 29, 2008,

BETWEEN:

**J.I. PROPERTIES, INC.**, c/o 3000 - 1055 West Georgia Street,  
Vancouver, British Columbia, V6E 3R3

(the "**Owner**")

AND:

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE**, a local  
trust committee under the *Islands Trust Act*, 200 - 1627 Fort  
Street, Victoria, British Columbia, V8R 1H8

(the "**Local Trust Committee**")

WITNESSES WHEREAS:

- A. The Owner is the registered owner of the Lands;
- B. The Owner wishes to grant to the Local Trust Committee a covenant under Section 219 of the *Land Title Act*, R.S.B.C. 1996 Chapter 250, as amended; and
- C. The Local Trust Committee has required the execution and registration of the covenant set out in Section 2.1 of this Agreement as a condition of the adoption of Bylaw 170,

NOW THEREFORE in consideration of the sum of TEN DOLLARS (\$10.00) now paid by the Local Trust Committee to the Owner and for other good and valuable consideration (the receipt and sufficiency of which the Owner hereby acknowledges), the Owner and the Local Trust Committee covenant each with the other as follows:

**1. DEFINITIONS**

- (a) "**Conservation Covenant**" means that agreement registered at the Land Title Office under numbers F3180722 and F3180723;
- (b) "**Educational Access SRW**" means that agreement registered at the Land Title Office, under number F3180724;
- (c) "**Existing Park Covenants**" means those agreements registered against title to the Lands under Land Title Office Nos. EC78596 and EC78597;

- (d) **"Land Title Office"** means the Victoria Land Title Office;
- (e) **"Lands"** means the lands and premises legally described in Item 2 of the Form C General Instrument Part 1 to which these Terms of Instrument are attached;
- (f) **"Raptor Nesting Protection Covenant"** means a covenant under Section 219 of the *Land Title Act* in the form attached hereto as Schedule A; and
- (g) **"Wildlife Trees Protection Covenant"** means a covenant under Section 219 of the *Land Title Act* in the form attached hereto as Schedule B.

## 2. SECTION 219 COVENANT RE: FUTURE SUBDIVISION CONTROL

2.1 The Owner hereby covenants and agrees with the Local Trust Committee, as a covenant in favour of the Local Trust Committee pursuant to Section 219 of the *Land Title Act* (it being the intention and agreement of the Owner that the provisions hereof be annexed to and run with and be a charge upon the Lands) that the Lands may only be subdivided by way of a bare land strata plan under the *Strata Property Act* designating all of the Lands either as strata lots or common property and only if all of the following requirements have first been satisfied:

- (a) the Raptor Nesting Protection Covenant has been registered against title to the Lands in the Land Title Office, in priority to all financial legal notations, liens, charges and encumbrances;
- (b) the Wildlife Trees Protection Covenant has been registered against title to the Lands in the Land Title Office, in priority to all financial legal notations, liens, charges and encumbrances;
- (c) arrangements satisfactory to the Local Trust Committee have been made to cause the strata corporation that will be created upon the deposit of the bare land strata plan to enter into a written agreement with the covenant holders under the Conservation Covenant whereby the strata corporation assumes all of the "owner's" obligations under Article 9 of the Conservation Covenant (the "Assumption Agreement"); and
- (d) the Conservation Covenant has been amended, in a form satisfactory to the Local Trust Committee, to incorporate an updated Report (as that term is defined in the Conservation Covenant), prepared by The Nature Conservancy of Canada, provided that the restriction contained in this paragraph (d) shall not apply after December 31, 2008 if the NCC has not prepared the Report by that date.

2.2 The Local Trust Committee covenants and agrees that the Owner may satisfy the conditions set out in paragraphs (a), (b) and (c) if the Owner causes it solicitor to provide to the Local Trust Committee a solicitors undertaking, in a form pre-approved in writing by the Local Trust Committee, to register the Raptor Nesting Protection Covenant and Wildlife Trees Protection Covenant concurrently with the registration of the proposed bare land strata plan and to deliver the executed Assumption Agreement to the Local Trust Committee immediately following registration of the bare land strata plan.

### 3. PAYMENT UNDER SECTION 941 OF THE LOCAL GOVERNMENT ACT

3.1 The Owner agrees that in connection with a bare land subdivision as contemplated in Article 2 of this Agreement, the Owner shall, and hereby does, elect to pay money under Section 941 of the *Local Government Act* and shall pay to the Capital Regional District a minimum amount of \$1,500,000.00, with the Owner and the Local Trust Committee hereby agreeing that for the purposes of calculating the amount payable under Section 941(1)(b) of the *Local Government Act* the market value of the Lands shall be at least equal to \$30,000,000.00 and the amount of land to be used to establish the amount payable shall be equal to 5% of the Lands.

3.2 In connection therewith, the Local Trust Committee acknowledges and agrees that upon payment by the Owner of the payment described in Section 3.1 above, the Owner will have satisfied all requirements of the Local Trust Committee under Section 941 of the *Local Government Act* as to the provision of parks and open space in effect as of the date of execution of this Agreement.

### 4. GENERAL

4.1 The Local Trust Committee agrees that upon performance by the Owner of the obligations set out in Section 2.1 and upon payment by the Owner of the payment described in Section 3.1 above, the Local Trust Committee will, promptly upon receipt of written request by the Owner, execute and deliver registrable discharges of this Agreement and the Existing Park Covenants for the purposes of registration of such discharges concurrently with the deposit of the plan of subdivision contemplated in this Agreement.

4.2 The Owner will do or cause to be done at its expense all acts reasonably necessary for the Local Trust Committee to gain priority for this Agreement over all liens, charges and encumbrances which are or may be registered against the Lands save and except those in favour of the Local Trust Committee and those specifically approved in writing by the Local Trust Committee.

4.3 Nothing contained or implied herein will prejudice or affect the rights and powers of the Local Trust Committee in the exercise of its functions under any statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered.

4.4 The Owner covenants and agrees that in addition to any remedies which are available under this Agreement or at law, the Local Trust Committee will be entitled to all equitable remedies, including specific performance, injunction and declaratory relief, or any combination thereof, to enforce its rights under this Agreement. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

4.5 The covenants contained in this Agreement will enure to the benefit of and be binding upon the Local Trust Committee and its successors and assigns and will enure to the benefit of and be binding upon the Owner and its successors and assigns and (subject to the following provisions of this Section 4.5) will run with the Lands and enure to the benefit of and be binding

upon the Owner's successors in title and their respective heirs, executors, administrators, trustees and successors; PROVIDED THAT:

- (a) every reference to the parties is deemed to include the respective successors and assigns of such parties;
- (b) neither the Owner named in this Agreement nor any future owner is liable for a breach of this Agreement after the Owner named herein or any future owner, as the case may be, ceases to have any interest in the relevant portions of the Lands which are charged by this Agreement;
- (c) if and to the extent that the covenant set out in Section 2.1 of this Agreement relates specifically to the use of any bare land strata lot created by the subdivision of the Lands by way of a bare land strata plan, then the respective obligations of any owner or owners of any such bare land strata lots will be limited to any such bare land strata lot owned by any such Owner;
- (d) if and to the extent that the covenant contained in Section 2.1 of this Agreement relates to common property created by the subdivision of the Lands by way of a bare land strata plan, then each respective Owner of the bare land strata corporation so created will be liable for such covenants to the extent of such Owner's respective unit entitlement in such common property as established by virtue of such bare land strata plan; and
- (e) nothing contained in Sections 4.5(c) or (d) above will limit or modify the obligations of any Owner of any bare land strata lot with respect to limited common property expressly designated for any such Owner's respective exclusive or shared use or enjoyment.

4.6 Wherever the singular or masculine is used herein the same will be construed as meaning the plural, feminine or the body corporate or politic where the contents or the parties so require.

4.7 If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion will be severed and the decision that it is invalid will not affect the validity of the remainder of this Agreement.

4.8 The parties hereto will do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by signing the "Form C - General Instrument - Part 1" attached hereto.

**LIST OF ATTACHMENTS:**

Schedule A	Approved Form of Raptor Nesting Protection Covenant
Schedule B	Approved Form of Wildlife Trees Protection Covenant

## SCHEDULE A

## APPROVED FORM OF RAPTOR NESTING PROTECTION COVENANT

LAND TITLE ACT

RAPTOR NESTING PROTECTION COVENANT

## FORM C

(Section 233)

Province of  
British Columbia

## GENERAL INSTRUMENT - PART 1

(This area for Land Title Office Use)

PAGE 1 of 8 pages

1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

BULL, HOUSSEY & TUPPER LLP, Barristers & Solicitors, 3000 - 1055 West Georgia Street, Vancouver,  
British Columbia, V6E 3R3 604. 687.6575 (LTO File No. 11299) (File No. 95-2977) (Section 219 Covenant)

Per:

LARRY R. SANDRIN

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:\*

(PID)

(LEGAL DESCRIPTION)

3. NATURE OF INTEREST:\*

DESCRIPTION

DOCUMENT REFERENCE  
(page and paragraph)

PERSON ENTITLED TO INTEREST

Section 219 Covenant over those  
areas within Reference  
Plan BCP \_\_\_\_\_

Page 6, paragraph 2.1

Transferee

4. TERMS: Part 2 of this instrument consists of (select one only):

(a) Filed Standard Charge Terms

☐

D.F. Number:

(b) Express Charge Terms

☒

Annexed as Part 2

(c) Release

☐

There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):\*

J.I. PROPERTIES, INC., c/o 3000 - 1055 West Georgia Street, Vancouver, British Columbia, V6E 3R3

6. TRANSFEREE(S): (including postal address(es) and postal code(s))\*

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE, a local trust committee under the *Islands Trust Act*,  
200 - 1627 Fort Street, Victoria, British Columbia, V8R 1H8

7. ADDITIONAL OR MODIFIED TERMS:\*

N/A

**GENERAL INSTRUMENT**

8. EXECUTION(S):\*\* This instrument creates, assigns, modifies, enlarges, discharges, or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

EXECUTION DATE

Party(ies) Signature(s)

Name: \_\_\_\_\_

Y	M	D
08		

TRANSFEROR:

J.I. PROPERTIES, INC. by its authorized signatory:

Name: \_\_\_\_\_

**OFFICER CERTIFICATION:**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

\* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.

\*\* If space insufficient, continue executions on additional page(s) in Form D.

LAND TITLE ACT  
FORM D

## EXECUTIONS CONTINUED

Officer Signature(s)

EXECUTION DATE

Party(ies) Signature(s)

Y	M	D
08		

\_\_\_\_\_  
Name:

(as to both signatures)

TRANSFeree:

NORTH PENDER ISLAND LOCAL  
TRUST COMMITTEE by its authorized  
signatory(ies):\_\_\_\_\_  
Name:\_\_\_\_\_  
Name:

## OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

**TERMS OF INSTRUMENT - PART 2**

**SECTION 219 COVENANT**

THIS AGREEMENT, made with effect as of \_\_\_\_\_, 20\_\_\_\_,

BETWEEN:

**J.I. PROPERTIES, INC.**, c/o 3000 - 1055 West Georgia Street,  
Vancouver, British Columbia, V6E 3R3

(the "**Owner**")

AND:

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE**, a local  
trust committee under the *Islands Trust Act*, 200 - 1627 Fort  
Street, Victoria, British Columbia, V8R 1H8

(the "**Local Trust Committee**")

WITNESSES WHEREAS:

- A. It is understood and agreed that this instrument should be read as follows:
- (a) the Transferor, J.I. Properties, Inc., is called "the Owner"; and
  - (b) the Transferee, North Pender Island Local Trust Committee, is called "the Local Trust Committee";
- B. The Owner is the registered owner of the Lands;
- C. Subsections 219(2) and 219(4) of the *Land Title Act*, R.S.B.C. 1996 Chapter 250, as amended, permit registration of a covenant in favour of a local trust committee under the *Islands Trust Act* in respect of the use of land or the use of a building on or to be erected on land and that land is or is not to be built on except in accordance with the covenant; and
- D. The Local Trust Committee has required the execution and registration of the covenant set out in Section 2.1 of this Agreement as a condition of the adoption of Bylaw 170,

NOW THEREFORE in consideration of the sum of TEN DOLLARS (\$10.00) now paid by the Local Trust Committee to the Owner and for other good and valuable consideration (the receipt and sufficiency of which the Owner hereby acknowledges), the Owner and the Local Trust Committee covenant each with the other as follows:

## 5. DEFINITIONS

- (a) **"Lands"** means the lands and premises legally described in Item 2 of the Form C General Instrument Part 1 to which these Terms of Instrument are attached;
- (b) **"Noise Control Area"** means any portion of the Lands located within 100 metres from any Raptor Nesting Tree and as shown on the Reference Plan;
- (c) **"Qualified Biologist"** means any Registered Professional Biologist (registered with the College of Applied Biology pursuant to the British Columbia *College of Applied Biology Act*) retained by and at the expense of the Owner (or any other party on behalf of the Owner), having experience acceptable to the Local Trust Committee (acting reasonably) with the evaluation of habitat requirements of raptors on or in the vicinity of James Island;
- (d) **"Raptor Breeding Periods"** means the period during each year following the date of execution and registration of this Agreement commencing on January 15 and ending on June 30 of each relevant year;
- (e) **"Raptor Nesting Trees"** means those trees, so labeled and located as of the date of execution of this Agreement by the Owner as shown on the Reference Plan;
- (f) **"Reference Plan"** means that Reference Plan deposited at the Victoria Land Title Office described in Section 3 of Part 1 of this General Instrument, a photo-reduced copy of which is attached hereto as Schedule A; and
- (g) **"Restricted Activity Area"** means any portion of the Lands located within 100 metres from any Raptor Nesting Tree and as shown on the Reference Plan.

## 6. SECTION 219 COVENANT RE: PROTECTION OF RAPTOR NESTS

6.1 The Owner hereby covenants and agrees with the Local Trust Committee, as a covenant in favour of the Local Trust Committee pursuant to Section 219 of the *Land Title Act* (it being the intention and agreement of the Owner that the provisions hereof be annexed to and run with and be a charge upon the Lands) that the Lands will be used and built on only in strict compliance with the terms and conditions of this Agreement and, more specifically, that:

- (a) the Owner will not (unless otherwise approved in writing by the Local Trust Committee following receipt and reasonable consideration of the recommendations of any Qualified Biologist relating to the removal or trimming of any Raptor Nesting Tree) fell, trim or otherwise remove any Raptor Nesting Tree;
- (b) the Owner will not place nor construct any new building or man-made structure intended to be occupied for residential or commercial purposes (nor, place or construct any other buildings or structures, unless otherwise approved in writing by the Local Trust Committee following receipt and reasonable consideration of

the recommendations of any Qualified Biologist relating to the placement or construction of any such building or structure) within any Restricted Activity Area;

- (c) the Owner will not generate nor knowingly permit to be generated within any Noise Control Area and during any Raptor Breeding Periods, any significant noise in the nature of blasting, fireworks or disruptive construction activities producing noise above 65 decibels in volume;
- (d) the Owner will not apply nor release pesticides, insecticides nor fungicides within the Restricted Activity Area; and
- (e) the Owner will not, within any portion of the Lands located within 30 metres from any Raptor Nesting Tree, remove any natural vegetation growing therein;

PROVIDED THAT, in connection with the interpretation of the covenants set out in Sections 6.1(b), (c), (d) and (e) above:

- (f) nothing herein contained will prohibit any Owner from occupying any building existing upon any portion of the Lands prior to the date of execution of this Agreement by the Owner; and
- (g) nothing herein contained will prohibit the operation of automobiles on roads or pathways nor of golf carts, golf maintenance equipment or electric vehicles nor any pedestrian movement nor the playing of golf upon any golf course existing prior to the date of execution of this Agreement by the Owner, notwithstanding that such activities may occur during Raptor Breeding Periods.

## 7. GENERAL

7.1 The Owner will do or cause to be done at its expense all acts reasonably necessary for the Local Trust Committee to gain priority for this Agreement over all liens, charges and encumbrances which are or may be registered against the Lands save and except those in favour of the Local Trust Committee and those specifically approved in writing by the Local Trust Committee.

7.2 Nothing contained or implied herein will prejudice or affect the rights and powers of the Local Trust Committee in the exercise of its functions under any statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered.

7.3 The Owner covenants and agrees that in addition to any remedies which are available under this Agreement or at law, the Local Trust Committee will be entitled to all equitable remedies, including specific performance, injunction and declaratory relief, or any combination thereof, to enforce its rights under this Agreement. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

7.4 The covenants contained in this Agreement will enure to the benefit of and be binding upon the Local Trust Committee and its successors and assigns and will enure to the benefit of and be binding upon the Owner and its successors and assigns and (subject to the following provisions of this Section 4.5) will run with the Lands and enure to the benefit of and be binding upon the Owner's successors in title and their respective heirs, executors, administrators, trustees and successors; PROVIDED THAT:

- (a) every reference to the parties is deemed to include the respective successors and assigns of such parties;
- (b) neither the Owner named in this Agreement nor any future owner is liable for a breach of this Agreement after the Owner named herein or any future owner, as the case may be, ceases to have any interest in the relevant portions of the Lands which are charged by this Agreement;
- (c) if and to the extent that the covenants set out in Section 2.1 of this Agreement relate specifically to the use of any bare land strata lot created by the subdivision of the Lands by way of a bare land strata plan, then the respective obligations of any owner or owners of any such bare land strata lots will be limited to any such bare land strata lot owned by any such Owner;
- (d) if and to the extent that the covenants contained in Section 2.1 relate to common property created by the subdivision of the Lands by way of a bare land strata plan, then each respective Owner of the bare land strata corporation so created will be liable for such covenants to the extent of such Owner's respective unit entitlement in such common property as established by virtue of such bare land strata plan; and
- (e) nothing contained in Sections 4.5(c) or (d) above will limit or modify the obligations of any Owner of any bare land strata lot with respect to limited common property expressly designated for any such Owner's respective exclusive or shared use or enjoyment.

7.5 Wherever the singular or masculine is used herein the same will be construed as meaning the plural, feminine or the body corporate or politic where the contents or the parties so require.

7.6 If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion will be severed and the decision that it is invalid will not affect the validity of the remainder of this Agreement.

7.7 The parties hereto will do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by signing the "Form C - General Instrument - Part 1" attached hereto.

**SCHEDULE A**  
**REFERENCE PLAN**

END OF DOCUMENT

## SCHEDULE B

## APPROVED FORM OF WILDLIFE TREES PROTECTION COVENANT

LAND TITLE ACT

WILDLIFE TREES PROTECTION COVENANT

## FORM C

(Section 233)

Province of  
British Columbia

## GENERAL INSTRUMENT - PART 1

(This area for Land Title Office Use)

PAGE 1 of 11 pages

1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

BULL, HOUSSEY & TUPPER LLP, Barristers & Solicitors, 3000 - 1055 West Georgia Street, Vancouver,  
British Columbia, V6E 3R3 604. 687.6575 (LTO File No. 11299) (File No. 95-2977) (Section 219 Covenant)

Per:

LARRY R. SANDRIN

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:\*

(PID)

(LEGAL DESCRIPTION)

3. NATURE OF INTEREST:\*

DESCRIPTION

DOCUMENT REFERENCE  
(page and paragraph)

PERSON ENTITLED TO INTEREST

Section 219 Covenant

Page 6, paragraph 2.1

Transferee

4. TERMS: Part 2 of this instrument consists of (select one only):

(a) Filed Standard Charge Terms

[ ]

D.F. Number:

(b) Express Charge Terms

[ X ]

Annexed as Part 2

(c) Release

[ ]

There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):\*

J.I. PROPERTIES, INC., c/o 3000 - 1055 West Georgia Street, Vancouver, British Columbia, V6E 3R3

6. TRANSFEREE(S): (including postal address(es) and postal code(s))\*

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE, a local trust committee under the *Islands Trust Act*,  
200 - 1627 Fort Street, Victoria, British Columbia, V8R 1H8

7. ADDITIONAL OR MODIFIED TERMS:\*

N/A

**GENERAL INSTRUMENT**

8. EXECUTION(S):\*\* This instrument creates, assigns, modifies, enlarges, discharges, or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

EXECUTION DATE

Party(ies) Signature(s)

Y

M

D

08

TRANSFEROR:

J.I. PROPERTIES, INC. by its authorized signatory:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**OFFICER CERTIFICATION:**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

\* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.

\*\* If space insufficient, continue executions on additional page(s) in Form D.

LAND TITLE ACT  
FORM D

## EXECUTIONS CONTINUED

Officer Signature(s)

EXECUTION DATE

Party(ies) Signature(s)

Y	M	D
08		

\_\_\_\_\_  
Name:

(as to both signatures)

TRANSFeree:

NORTH PENDER ISLAND LOCAL  
TRUST COMMITTEE by its authorized  
signatory(ies):

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

## OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

**TERMS OF INSTRUMENT - PART 2****SECTION 219 COVENANT**

THIS AGREEMENT, made with effect as of \_\_\_\_\_, 20\_\_\_\_,

BETWEEN:

**J.I. PROPERTIES, INC.**, c/o 3000 - 1055 West Georgia Street,  
Vancouver, British Columbia, V6E 3R3

(the "**Owner**")

AND:

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE**, a local  
trust committee under the *Islands Trust Act*, 200 - 1627 Fort  
Street, Victoria, British Columbia, V8R 1H8

(the "**Local Trust Committee**")

WITNESSES WHEREAS:

- A. It is understood and agreed that this instrument should be read as follows:
  - (a) the Transferor, J.I. Properties, Inc., is called "the Owner"; and
  - (b) the Transferee, North Pender Island Local Trust Committee, is called "the Local Trust Committee";
- B. The Owner is the registered owner of the Lands;
- C. Section 219 of the *Land Title Act*, R.S.B.C. 1996 Chapter 250, as amended, permits registration of a covenant in favour of a local trust committee under the *Islands Trust Act* in respect of the use of land or the use of a building on or to be erected on land and that land is or is not to be built on except in accordance with the covenant; and
- D. The Local Trust Committee has required the execution and registration of the covenant set out in Section 2.1 of this Agreement as a condition of the adoption of Bylaw 170,

NOW THEREFORE in consideration of the sum of TEN DOLLARS (\$10.00) now paid by the Local Trust Committee to the Owner and for other good and valuable consideration (the receipt and sufficiency of which the Owner hereby acknowledges), the Owner and the Local Trust Committee covenant each with the other as follows:

## 8. DEFINITIONS

- (a) **"Lands"** means the lands and premises legally described in Item 2 of the Form C General Instrument Part 1 to which these Terms of Instrument are attached;
- (b) **"Protected Wildlife"** means those species listed in Table 1, Table 2 and Table 3 of Schedule A to this Agreement;
- (c) **"Qualified Biologist"** means any Registered Professional Biologist (registered with the College of Applied Biology pursuant to the British Columbia *College of Applied Biology Act*) retained by and at the expense of the Owner (or any other party on behalf of the Owner), having experience acceptable to the Local Trust Committee (acting reasonably) with the evaluation of habitat requirements of Protected Wildlife upon or in the vicinity of James Island; and
- (d) **"Wildlife Trees"** means any trees located upon the Lands which are determined by any Qualified Biologist to offer significant habitat to any Protected Wildlife at any time from and after the date of execution of this Agreement by the Owner.

## 9. SECTION 219 COVENANT RE: PROTECTION OF WILDLIFE TREES

9.1 The Owner hereby covenants and agrees with the Local Trust Committee, as a covenant in favour of the Local Trust Committee pursuant to Section 219 of the *Land Title Act* (it being the intention and agreement of the Owner that the provisions hereof be annexed to and run with and be a charge upon the Lands) that the Lands will be used and built on only in strict compliance with the terms and conditions of this Agreement and, more specifically, that the Owner will not (unless otherwise approved in writing by the Local Trust Committee following receipt and reasonable consideration of the recommendations of any Qualified Biologist (relating to the felling or removal of any Wildlife Tree) engage in or knowingly permit the falling or removal of any Wildlife Tree from any portion of the Lands unless a Qualified Biologist has provided an opinion as to the continued availability of suitable wildlife habitat for Protected Wildlife through other existing Wildlife Trees located elsewhere upon the Lands. In connection with the provision of any relevant opinion contemplated under this Section 9.1, the Qualified Biologist shall have reference to and shall consider that report dated June, 2006 and entitled "*A Conservation Assessment of the Bird and Mammal Fauna of James Island, British Columbia*", a copy of which is attached hereto as Schedule B.

9.2 If the Owner of any relevant legal parcel of the Lands breaches the covenants contained in Section 9.1, with the result that any Wildlife Tree is felled or removed from any portion of the Lands without the provision of a supporting opinion from a Qualified Biologist as to the continued availability of suitable wildlife habitat for Protected Wildlife through other existing Wildlife Trees located elsewhere upon the Lands (unless mitigation measures to the reasonable satisfaction of the Local Trust Committee are implemented), such Owner will, promptly upon demand by the Local Trust Committee, pay to the Local Trust Committee the sum of \$1,000.00 as liquidated damages for each Wildlife Tree which is felled or removed in breach of the covenant contained in Section 9.1 of this Agreement.

## 10. GENERAL

10.1 The Owner will do or cause to be done at its expense all acts reasonably necessary for the Local Trust Committee to gain priority for this Agreement over all liens, charges and encumbrances which are or may be registered against the Lands save and except those in favour of the Local Trust Committee and those specifically approved in writing by the Local Trust Committee.

10.2 Nothing contained or implied herein will prejudice or affect the rights and powers of the Local Trust Committee in the exercise of its functions under any statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered.

10.3 The Owner covenants and agrees that in addition to any remedies which are available under this Agreement or at law, the Local Trust Committee will be entitled to all equitable remedies, including specific performance, injunction and declaratory relief, or any combination thereof, to enforce its rights under this Agreement. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

10.4 The covenants contained in this Agreement will enure to the benefit of and be binding upon the Local Trust Committee and its successors and assigns and will enure to the benefit of and be binding upon the Owner and its successors and assigns and (subject to the following provisions of this Section 4.5) will run with the Lands and enure to the benefit of and be binding upon the Owner's successors in title and their respective heirs, executors, administrators, trustees and successors; PROVIDED THAT:

- (a) every reference to the parties is deemed to include the respective successors and assigns of such parties;
- (b) neither the Owner named in this Agreement nor any future owner is liable for a breach of this Agreement after the Owner named herein or any future owner, as the case may be, ceases to have any interest in the relevant portions of the Lands which are charged by this Agreement;
- (c) if and to the extent that the covenant set out in Section 2.1 of this Agreement relates specifically to the use of any bare land strata lot created by the subdivision of the Lands by way of a bare land strata plan, then the respective obligations of any owner or owners of any such bare land strata lots will be limited to any such bare land strata lot owned by any such Owner;
- (d) if and to the extent that the covenant contained in Section 2.1 of this Agreement relates to common property created by the subdivision of the Lands by way of a bare land strata plan, then each respective Owner of the bare land strata corporation so created will be liable for such covenants to the extent of such Owner's respective unit entitlement in such common property as established by virtue of such bare land strata plan; and

- (e) nothing contained in Sections 4.5(c) or (d) above will limit or modify the obligations of any Owner of any bare land strata lot with respect to limited common property expressly designated for any such Owner's respective exclusive or shared use or enjoyment.

10.5 Wherever the singular or masculine is used herein the same will be construed as meaning the plural, feminine or the body corporate or politic where the contents or the parties so require.

10.6 If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion will be severed and the decision that it is invalid will not affect the validity of the remainder of this Agreement.

10.7 The parties hereto will do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by signing the "Form C - General Instrument - Part 1" attached hereto.

ATTACHMENTS:

SCHEDULE A	LIST OF PROTECTED WILDLIFE
SCHEDULE B	COPY OF REPORT: "A CONSERVATION ASSESSMENT OF THE BIRD AND MAMMAL FAUNA OF JAMES ISLAND, BRITISH COLUMBIA"

**SCHEDULE A****LIST OF PROTECTED WILDLIFE****TABLE 1: PRIMARY CAVITY EXCAVATORS THAT LIKELY BREED ON JAMES ISLAND.**

<b>Species</b>	<b>Evidence of Breeding on James Island</b>
Red-breasted Sapsucker	Present during breeding season = probable breeder.
Downy Woodpecker	Not recorded but probably occurs at least seasonally, may breed.
Hairy Woodpecker	Not recorded but high probability that this species breeds on the island.
Northern Flicker	Nest found in wildlife tree.
Pileated Woodpecker	Present during breeding season = probable breeder.
Chestnut-backed Chickadee	Adults found carrying food to fledglings – confirmed breeder.
Red-breasted Nuthatch	Present during breeding season = probable breeder.

**Explanatory Commentary Re: Primary Cavity Excavators**

On James Island, the primary cavity excavators that could be expected to occur are all birds that use their beaks excavate their own nest or roost cavities in wildlife trees. They range from strong (e.g., Pileated Woodpecker) to weak excavators (e.g., Red-breasted Nuthatch), however all select trees with some level of decay for cavity excavation.

**TABLE 2: SECONDARY CAVITY USERS THAT MAY USE CAVITIES IN WILDLIFE TREES ON JAMES ISLAND.**

<b>Species</b>	<b>Probability of cavity use on James Island</b>
Wood Duck	Possible breeder dependant on cavity availability.
Hooded Merganser	An active nest found in an artificial cavity in 2006. This species will also use natural cavities if available.
Common Merganser	Possible breeder dependant on cavity availability.
American Kestrel	Present during breeding season = high probability of cavity nest user.
Western Screech-Owl	Present during breeding season = high probability of cavity nest user.
Northern Pygmy-Owl	Possible breeder dependant on cavity availability.
Barred Owl	Probable breeder.
Vaux's Swift	Possible breeder dependant on cavity availability.
Tree Swallow	Present during breeding season = probable breeder.
Violet Green Swallow	An active nest was found in a natural cavity in an arbutus tree in 2006.
Brown Creeper	Present during breeding season = probable breeder.
House Wren	Breeding confirmed
Western Bluebird	Currently unlikely as this species is considered extirpated in the Georgia Depression. Reintroduction possibilities are currently being explored, therefore this species may turn up in the future.
Big Brown Bat	Roosts in tree cavities, probably occurs on James Island.
Silver Haired Bat	Roosts in tree cavities and under loose bark, may occur on James Island.
Hoary Bat	Roosts in tree foliage, may occur on James Island.
California Myotis	Roost in trees and other crevices, likely occurs on James Island.
Long-eared Myotis	Roost in trees and other crevices, may occur on James Island.
Keen's Myotis	Roosts in trees and other crevices, this rare species could occur on James Island.
Little Brown Myotis	Roosts in trees and other crevices, probably occurs on James Island.
Long-legged Myotis	Roosts in trees and other crevices, likely occur on James Island.
Yuma Myotis	Roosts in trees and other crevices, probably occur on James Island.

**Explanatory Commentary Re: Secondary Cavity Users**

Secondary cavity users are birds or animals that require cavities for a critical component of their life cycle (i.e., nesting, roosting, food storage) but are unable to create these cavities themselves. They therefore use abandoned cavities of primary excavators or cavities that have been created naturally through decay or breakage (e.g., large limbs broken by wind often lead to decay and natural cavity development).

**TABLE 3: WILDLIFE TREE DEPENDANT OPEN-NESTERS THAT MAY OCCUR ON JAMES ISLAND.**

<b>Species</b>	<b>Evidence of Breeding on James Island</b>
Great Blue Heron	Occurs during breeding season foraging on the shore line, but currently unlikely to breed on the island due to the high population of Bald Eagles, a known predator of herons.
Osprey	Present during breeding season, may currently breed or breed at some time in the future, although no active nests found in 2006.
Bald Eagle	Confirmed breeding species with four active nests found on the island in 2006.
Red-tailed Hawk	Probable breeder – adults and immature birds found during the breeding season.
Great-horned Owl	Probable breeder – juveniles heard during the breeding season.

**Explanatory Commentary Re: Open nesters that depend on Wildlife Trees**

Many species of birds build open, cup-shaped or platform nests in trees of varying sizes. A few species, however, require very large trees to support their nests, and these trees often have broken tops, or are otherwise classified as wildlife trees.

**SCHEDULE B**

**COPY OF REPORT: "A CONSERVATION ASSESSMENT  
OF THE BIRD AND MAMMAL FAUNA OF JAMES ISLAND, BRITISH COLUMBIA"**

END OF DOCUMENT

END OF DOCUMENT

**Minutes of a Meeting of the Galiano Island Parks & Recreation Commission**  
**Held on January 7, 2021 via Zoom**

**Present:** Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Jim Henshall, Gerald Longson, Barry New, Andrew Simon, Paul Brent (Alternate CRD Director), Michael Carrothers (Maintenance Contractor), Susan DeBeck (Recording Secretary)

The meeting was called to order at 8:00 am.

**1. Territorial Acknowledgement**

Chair Rybak provided a territorial acknowledgement.

**2. Approval of Agenda**

MOVED by Commissioner Byzyna , SECONDED by Commissioner Longson, that the agenda be approved.  
CARRIED

**3. Adoption of the Minutes**

MOVED by Commissioner Byzyna, SECONDED by Commissioner Henshall that the minutes of November 5, 2020 be adopted.  
CARRIED

**4. Election of Table Officers: Chair and Vice-Chair.**

Chair Rybak offered to run again for chair. A call was made by **CRD Alternate Director Brant** for other nominations. On hearing no further nominations, **Stephen Rybak** was acclaimed as chair. Chair Rybak nominated Charlene Dishaw for vice-chair. Hearing no further nominations for the position, **Commissioner Dishaw** remains vice-chair by acclamation. If needed, shift of portfolios will be made at the next meeting.

**5. Chair's Remarks**

Commissioner vacancy: A formal application for the position must be submitted by January 31, 2021. One application has been received to date. Vests will be given to Commissioners Dishaw, Henshall, and Longson. Vests are to be worn by Commissioners when dealing with members of the public or contractors. Three vests remain with Chair Rybak. For use as required.

**6. Correspondence**

Correspondence regarding Zayer has been passed on to Andrew Loverage. The "missing" February 2020 minutes have been posted.

**7. Presentations/ Delegations**

None

**8. Administration Reports**

**8.1 Maintenance Contractor's Report**

December Maintenance Report was distributed. Highlights include:

**15 Matthews** has water issues requiring ongoing drainage maintenance to establish long-term solutions for erosion and water flow. Chair Rybak offered to donate logs if needed

**17 Zucker** Challenges with new drainage are being worked out. Restoration work on site is underway and burlap will be placed over designated planting area within a month.

**Trees** downed as a result of storms present an ongoing maintenance and safety issue.

Commissioners **Dishaw** and **Henshall** will come up with storm check protocols for volunteers to

inspect trails and beach access so hazard trees can be flagged. Yellow paint dots will be used to identify trees for removal by an approved arborist.

## 8.2 Shore Access Report

**34 Shaw's Landing** A sketch design based on Spectrum Ability's mobility enhancement proposal will be brought forward at the next meeting. Financing includes the processing of design options. Grants will be sought to cover the capital costs of development.

**12 Zayer** Negotiations are underway with the Archaeological Branch for the development of the shore access. Dr. Colin Grier will be asked if he will continue as the Commission's archaeologist and apply for a HCA Section 12.4 Heritage Inspection Permit to allow assessment of any impacts on the midden site. Before the development can move forward design components (drawings and specifications) must be completed including: parking lot, trail improvement, notification of neighbours and surrounding community, improvement of fences on both sides of the trail, signage and stairs from the base of the trail to the beach. These must meet Branch approval. Approval will also be sought for a HCA Section 12.2 site alteration permit to allow installation of the stairs and any other permanent changes to site DfRt-16. When approvals are in place, the construction will be tendered to at least three qualified contractors. The cost of the project (consultants, permits, materials, and labour) will need to be prepared and in the Capital plan by March if it is to be completed in 2021.

### 17 Zuker

**Moved by Commissioner Dishaw, seconded by Commissioner Byzyna that the \$1000 in the budget for Zuker community engagement be approved for payment to the Pollinator Partnership for their participation in the community engagement webinars on the pollinators to be held from February to June 2021.**

## 8.3 Trails Report

None.

## 8.4 Parks Report

**DL 79** As per maintenance report, deficiencies in water drainage will be monitored and addressed. Water channels have been dug to reroute water. Pooling water at picnic area needs attention. Picnic tables will be attached and secured with rebar and metal strapping. Once the parking lot gets top course of gravel, it will be ready for parking. Commissioner Dishaw will seek a volunteer steward for the trail. Commissioner Longson will put together a supplemental budget for toilet, signage, stairs, and an official opening.

### Skate Park

Skate Park sign has been refurbished. Commission will work with Lions Club to determine where it will be mounted.

## 8.5 Community Forest Management Plan

**Commissioner Henshall** expressed concern that proposed road construction may divert seasonal water flows that may impact the Sticks Community Park and Shore Access 69. The Galiano Club has been verbally notified of the concerns.

## 8.6 SGI Tourism Partnership

None

## 8.7 Bylaws

The CRD is looking to see if Salt Spring and Juan de Fuca bylaws may apply generally or whether there are conditions specific to Galiano that the GIPRC may want to add, if the Commission decides to adopt such bylaws.

## 8.8 Volunteer Report

Commissioner **Dishaw** sent cards of thanks to all volunteers for their service keeping an eye out on the trails.

## 8.10 Recreation Report None

### 9. Treasurer's Report – December 2020

<b>9.0 TREASURER'S REPORT FOR Dec 2020 - ( Jan 7, 2021 Meeting ) Rev 01 Jan 21, 2021</b>				
<b>9.1 Status of Accounts</b>		<b>2020 Operations</b>		
<b>Excluding GST</b>	<b>2020</b>	<b>Dec</b>	<b>YTD</b>	<b>Current</b>
<b>Activity</b>	<b>Budget</b>	<b>Spent</b>	<b>Spent</b>	<b>Balance</b>
Parks Improvement	6,890.00	1,620.00	4,665.19	2,224.81
Parks Maintenance	60,710.00	2,862.22	56,590.95	4,119.05
Parks Meeting Expense	2,880.00	470.00	1,510.44	1,369.56
<b>Total Operating Expenses</b>	<b>70,480.00</b>	<b>4,952.22</b>	<b>62,766.58</b>	<b>7,713.42</b>
Recreation Programs	33,870.00	-	29,765.00	4,105.00
Recreation Meeting Expense	330.00	-	330.00	-
<b>Total Recreation Expenses</b>	<b>34,200.00</b>		<b>30,095.00</b>	<b>4,105.00</b>
<b>Imprest Account</b>				<b>679.74</b>
Cheques Issued -		-	300.32	
<b>Capital Funding Status</b>				
Capital Reserve Fund ( Jan 1, 2020 Balance 80,842 )				50,342.00
<b>General Capital Fund (June 23 Balance - 5,593.06 )</b>	<b>37,115.06</b>	<b>2,997.93</b>	<b>10,036.90</b>	<b>27,078.16</b>
Transfer CRF to GCF June 24 - 30,500.00				
Year End Planned Transfer to Cap Res Fund	12,000.00			
<b>Donations</b>		<b>Dec</b>	<b>YTD</b>	
		0.00	300.00	300.00
<b>9.2 Invoices to Be Approved (GST Incl)</b>				
M Carrothers- Dec 31 -Park Mtce		1,475.25		
M Carrothers Dec 31 - DL 79 Trail Building		1,545.00		
M Carrothers - Dec 31- Zuker Invasives Removal		1,701.00		
DL 79 Picnic Tables		1,995.00		
<b>9.3 Payment of Other Invoices (GST Incl)</b>				
MC Materials- Spot Purchase		418.47		
C Dishaw - Appreciation Gifts for Stewards		521.67		
Nadia-Garbage Removal		275.00		

MOVED by Commissioner Dishaw, SECONDED by Commissioner Byzyna to approve the payment of four invoices. CARRIED.

<b>9.4 Projected Operating Expenses for 2020</b>	<b>Forecast</b>	<b>Dec</b>	<b>YTD</b>	<b>Balance</b>
<b>Excluding GST</b>	<b>Spending</b>	<b>Spent</b>	<b>Spent</b>	<b>to Spend</b>

Garbage Removal	320.00	275.00	318.00	2.00
Garbage Removal 2019 - Late Invoice	229.00	-	229.00	-
Design, Print Brochures	0.00	0.00	0.00	0.00
Parks Maintenance Contract - MC (Labour)	41,850.00	1,395.00	41,742.00	108.00
Mileage Allowance - MC Mtce Contract	4,000.00	10.00	3,988.00	12.00
Parks Meeting Expenses	2,000.00	470.00	1,510.44	489.56
Cleaning Supplies	1,200.00	283.53	1,067.24	132.76
Maintenance Materials Allowance	2,500.00	-	2,218.57	281.43
Tools and Equipment	1,000.00	-	747.48	252.52
Safety Supplies	1,000.00	378.79	950.23	49.77
Parks Improvement Materials	2,000.00	-	1,228.55	771.45
Parks Improvement Labour	4,800.00	1,620.00	3,017.50	1,782.50
Outside Technical/Maintenance Services	1,500.00		1,450.00	50.00
Tree Felling Services	1,300.00	-	1,281.11	18.89
Pump Toilets	1,600.00		1,513.08	86.92
Apple Pie	850.00	-	812.48	37.52
Stewards' Luncheon	600.00	519.90	519.90	80.10
Post Box	180.00	-	173.00	7.00
CRD Labour/Legal				-
<b>Total Forecast Spending/Balance Remaining</b>	<b>66,929.00</b>	<b>4,952.22</b>	<b>62,766.58</b>	<b>4,162.42</b>
<b>Contingency Available</b>	<b>3,551.00</b>			<b>3,551.00</b>
<b>Total Operating Budget/Funds Unspent to Dec 31</b>	<b>70,480.00</b>			<b>7,713.42</b>

1	<b>9.5 GIPRC 2020 CAPITAL PROJECT SPENDING REPORT FOR Dec 2020 - (Meeting Jan 7, 2021)</b>								Rev 01 Jan 21, 2021
2	(Based on 2020-2024 Five Year Capital Program)				Excluding GST				
3	<b>Project Name</b>	<b>Work Description</b>	<b>Total Project Estimate</b>		<b>2020 Spending</b>			<b>Current Status</b>	
4			<b>Original</b>	<b>Current</b>	<b>Budget</b>	<b>Dec</b>	<b>YTD</b>	<b>Balance</b>	
5	<b>DL 79 NEW PARK</b>	<b>Construct New Park-Total</b>	<b>18,500.00</b>	<b>35,500.00</b>	<b>35,500.00</b>	<b>16,260.85</b>	<b>26,296.25</b>	<b>9,203.75</b>	Current Carryover to 2021 of 9,203.75
6	WBS CX.039.2015.65	Clearing, parking lot, Stairs to Beach	3,000.00	15,205.00	15,205.00	12,815.85	12,815.85	2,389.15	to complete the project, including 2,389.15 to be invoiced by GEL upon completion of parking area top coat of gravel and
7		Purchase Vault Toilet							
8		Install Vault Toilet	12,000.00						contingency of 6,645 to cover the rest of
9		Trail/Picnic Area Constr	1,000.00	10,800.00	10,800.00	1,545.00	11,220.00	- 420.00	completion costs for Vault Toilet
10		Misc Materials	0	650.00	650.00	-	327.93	322.07	Enclosure, Park Signage, and stairs to the
11		Signage	500.00	200.00	200.00	-	32.47	167.53	beach from the picnic area.
12		Picnic Tables	2,000.00	2,000.00	2,000.00	1,900.00	1,900.00	100.00	Carry over of 9,203.75 will be insufficient to
13		Sub Total	18,500.00	28,855.00	28,855.00	16,260.85	26,296.25	2,558.75	cover all the completion items and a
14		Contingency	0	6,645.00				6,645.00	supplemental budget will be requested.
15									
16	<b>Sturdies Bay Trail</b>	<b>Trail Upgrade/ Extension</b>	<b>3,500.00</b>	<b>3,500.00</b>					Up Grade completed in 2019.
17	Existing Trail Work	Upgrade Existing Trail	1,500.00	1,500.00					Study for trail extension now
18	Extension to BC Ferries	Engineering Study	2,000.00	2,000.00					deferred to 2022.
19	WBS CX.039.2016.65								Project now closed. Will open
20									new project for study in 2022
21	<b>Matthews/Whipple (15)</b>	<b>Build Stairs to Beach</b>	<b>16,000.00</b>	<b>16,000.00</b>					Improvements completed in
22	<b>Shore Access Trail</b>	<b>Improve Trail</b>	<b>1,000.00</b>	<b>1,000.00</b>					2019. Study for stairs now deferred
23	WBS CX.039.2017.65	Engineering Study(Stairs)	1,000.00	1,000.00					to 2023. Project now closed.
24		Construct Stairs	14,000.00	14,000.00					Will open new project in 2023.
25	<b>Shore Access Accessibility</b>	<b>Accessibility Study-Total</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,380.95</b>	<b>1,380.95</b>	<b>119.05</b>	Study completed and invoiced in
26	<b>Improvement for Disabled</b>	<b>Conduct Study</b>			1,500.00	1,380.95	1,380.95	119.05	2020. Study Project closed. Will
27	WBS CX.039.2018.31								open new project in 2021 to construct
28									
29	<b>Zayer (12) Shore Access</b>	<b>Construct Shore Access</b>	<b>7,000.00</b>	<b>7,000.00</b>					Project now deferred to 2023-2024.
30		Eng & Archeological Studies		1,000.00					
31		Construct Trail & Stairs		6,000.00					
32	<b>Asset Management</b>	<b>Asset Management</b>	<b>17,500.00</b>	<b>17,500.00</b>					Study now deferred to 2021
33		Conduct Asset Inventory	7,500.00	7,500.00					
34		Asset Replacement	10,000.00	10,000.00					
35									
36	<b>TOTALS - All Active</b>				<b>37,000.00</b>	<b>17,641.80</b>	<b>27,677.20</b>	<b>9,322.80</b>	
37	<b>2020 Projects</b>								
38	<b>AVAILABLE FUNDING</b>								
39	Capital Reserve Fund (Jan 1, 2020 Balance 80,842)							50,342.00	
40	General Capital Fund(Available remaining to spend now)				37,115.06	-	27,677.20	9,437.86	
41	Transfers from CRF to GCF ( June 24 )				-	30,500.00	30,500.00		
42									
43									

Treasurer's Notes: There were three errors in section 9.4 of the treasurers operating expense report. In the Dec Spent column the entries for Tree Felling Services should have been zero instead of 1,281.11 and in Tools and Equipment column should have been zero and not 99.00. The original entries were November expenses which I failed to delete when I prepared December report. The third error then occurred in December Total Spent which is now corrected to 4,952.22. There is no change to any of the other month/year end figures or carry overs. On the Capital report, I have included the details of a late GEL invoice of 12,815.85 ex GST for DL 79 project.

**Moved by Commissioner Byzyna, seconded by Commissioner Henshall to approve the Treasurer's Report.**

## 10. New Business

Chair **Rybak** noted that it may be opportune to examine the impact of operating budgets and contracts posed by the addition of additional toilet facilities identified in the Master Plan. questioning the future role of the Commission regarding the provision and maintenance of toilets; eliminating port-a-potties are issues to be addressed. He also noted the next Master Plan will likely have to balance further expansion versus strengthening existing facilities.

## 11. Other Business None

**12. Adjournment**

**Moved Commissioner Dishaw, seconded Commissioner Byzyna that the meeting be adjourned at 10:30am.**

**CARRIED**

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Stephen Rybak, Chair GIPRC



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Mayne Island Community Centre on January 14, 2021

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

**Absent:** David Howe, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

It was acknowledged that the Commission is honoured to meet on the traditional territory of the Coast Salish people.

### 2. Approval of Agenda

Added to agenda: Letter from L. Scobbie dated January 7, 2021

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

### 3. Election of Officers

- Debra Bell accepted the nomination for Chair and was elected by acclamation.
- Peter Askin accepted the nomination for Vice Chair and was elected by acclamation.
- Debra Bell accepted the nomination for Treasurer and was elected by acclamation.

### 4. Adoption of Minutes of December 10, 2020

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Shook,  
That the Mayne Island Parks and Recreation Commission minutes of December 10, 2020 are  
approved as presented.  
**CARRIED**

### 5. Chair's Remarks

- Commissioner Bell welcomed new Commissioner Adrian Wright and stated that Commissioner Askin will provide guidance and all commissioners are also available to assist.
- Commissioner Bell asked commissioners to consider possible future events such as a strategy session.

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**6. Reports**

6.1. Treasurer's Report

Treasurer's Report for the period December 1, 2020 – December 31, 2020

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook,  
That the Treasurer's report for the period December 1, 2020 to December 31, 2020 be approved  
as presented.

**CARRIED**

- It was reported that fewer expenses due to event cancellations in 2020 created a surplus.

6.2. Follow-Up Action Report

6.2.1. Public Access for MIPRC Meetings

- Due to Covid restrictions, a notice will be posted on the bulletin board at Miners Bay Park to inform those interested in attending MIPRC meetings to contact Commissioner Bell who will endeavour to accommodate their request.
- It was reported that the CRD website shows the Commission meets at the library and it was therefore suggested this be temporarily amended to state: If interested in attending MIPRC meetings, please check the bulletin board at Miners Bay Park for time, location and date.

6.3. Supplement to Commissioner's Handbook

- The document is currently being updated and Commissioner Euper will review when completed and distribute to members.
- Commissioner Euper will take responsibility to manage the Complaints Log.
- Commissioner Shook confirmed he has the playground inspection forms.

6.4. Committees

6.4.1. Parks Master Plan - Resolution

- Including MIPRC's Master Plan in the Islands Trust's Official Community Plan will be brought up for further discussion.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper  
That the following resolution be adopted:

**Whereas**, The Mayne Island Parks and Recreation Commission prepared a Five-Year Master Plan ("the Plan") covering the years 2021 - 2025 after extensive consultation with the community; and

**Whereas**, Subsequently and in order to improve transparency, the Mayne Island Parks and Recreation Commission requested the Plan be published on the Capital Regional District website; and

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**Whereas**, The Capital Regional District then reviewed the Plan and requested minor amendments to the Plan; now therefore be it

**Resolved**, That the Plan, including minor amendments and as presented today, be approved as the Mayne Island Parks and Recreation Commission Master Plan 2021-2025; and

**Resolved**, That the Capital Regional District be requested to publish the Mayne Island Parks and Recreation Commission Master Plan 2021-2025 on the Capital Regional District's website.

**The resolution was adopted.**

6.4.2. Memorial Plaques Committee

- a) Memorial Pavers at the Library
  - Commissioner Bell corresponded on the matter of placing a memorial paver instead of a tree at the library.
  - The Library Board will meet today and then the Committee and Commissioner Shook will consult further on this matter.

6.4.3. Sanitation Committee

- a) Estimate for Miners Bay water system
  - Estimate for Basement
    - It was reported that the pumps needed to be reset due to the power outage, that a fine orange particulate was originating due to copper pipe erosion and that the chlorination system needed attention.
    - It was noted that the current contract limit falls short of the estimate for the work required and options were discussed.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook, That the contract between Mayne Island Parks and Recreation Commission and Matt Hyndman Plumbing, Section B, be increased to a maximum of \$25,000; however, all plumbing services greater than \$500 are subject to review and approval of a written estimate to be approved by Sanitation Committee members, Lance Shook and Debra Bell and no further motions are required.

**CARRIED**

- It was agreed that this option allows those Sanitation Committee members to review and agree to estimates.
- It was stated that Bill Warning, a water system operator, should be involved in the process.
- Estimate for washrooms
  - Commissioners discussed the work necessary, expenses and possible cost savings.

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- Commissioners Bell and Shook will discuss the estimate further.

**6.4.4.Land Acquisition Committee**

- Commissioners discussed attempts to address this issue with CRD and agreed that Commissioner Askin will clarify MIPRC's objectives with Justine Starke.

**6.5. Parks**

**6.5.1.Miners Bay**

- a) Review Commissioners Shook's and Wright's responsibilities
  - The division of responsibilities to maintain Miners Bay Park were discussed.
  - Commissioner Shook is heavily involved in the sanitation aspect and Commissioner Wright was asked if he would be willing to take responsibility to ensure other maintenance is addressed (pruning trees, cutting back blackberry bushes, gardens around the building as well as some exterior building maintenance).
  - Currently Bill Duggan organizes volunteers for garden work and the Christmas lights on the building and there are volunteers who do the mowing.
  - A volunteer schedule board is situated at Dinner Bay.
  - Equipment has received maintenance in the fall.
  - Commissioner Wright agreed to take responsibility for Miners Bay Park as noted above.
- b) Gazebo
  - R. Iredale is unavailable
  - Commissioners Shook and Wright agreed to investigate gazebo repairs.
- c) Moving bench
  - This item will be addressed when the concerned letter writer returns to the island.

**6.5.2.Dinner Bay – Lance**

- a) Letter Agreement executed between Commissioner Shook and CRD for using equipment and insurance invoice submitted for payment.
- b) Landslide – Motion for geotechnical report
  - Commissioner Bell provided the information from Ryzuk Geotechnical regarding the slope.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Shook,  
That the Mayne Island Parks and Recreation Commission engage Ryzuk Geotechnical Ltd. to conduct a slope stability assessment and report for Dinner Bay Park for an amount not exceeding \$3,000. Given the relatively time sensitive nature of the situation Mayne Island Parks and Recreation Commission seeks a direct award for this work.

**CARRIED**

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- (i) Removal of staircase and relocate beach access
  - This is still underway.
  - Several large trees have fallen in the last couple of days and eventually 20 or 30 trees will be involved.
  - Water will continue taking embankment away and may eventually become a winter creek.
  - The source of the water should be investigated and questioned whether this could be part of Ryzuk's scope of work.
- (ii) License of Occupation at the end of Williams Road
  - Suggestion was made that Ministry of Transportation and Infrastructure (MoTI) may have some responsibility with drainage issue.
  - Commissioner Bell will contact MOTI after Ryzuk does their assessment.
- c) Tree removal on Disc Golf course
  - Tree removal has been put on hold as half the trees are in the slope and arborist has been advised.
  - Another area has been taped off and other trees will wait until after Ryzuk work is complete.
- d) Playground
  - New equipment ordered to be shipped on February 1<sup>st</sup>

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

**Whereas**, The Minutes of July 9, 2020 state motions are not required to approve spending on playground improvements provided for in the Allocated Capital Account for the playground; and

**Whereas**, Mayne Island Parks and Recreation Commission subsequently received a Community Works Fund Grant for playground and sports field improvements which is in a separate Allocated Capital Account;

**Resolved**, That the Playground Committee members Lance Shook and Debra Bell may jointly approve expenditures for the playground and sports field improvements provided for in the two Allocated Capital Accounts and Motions are not required.

**CARRIED**

- This allows playground work to proceed without having to go to the Commission for every expenditure.
  - Form work is being done in increments and mindful of increased expenses for materials.
- e) Adachi Pavilion inventory of contents
    - Combination lock needs a new battery to allow access.
  - f) Investigate a license agreement for the Lion's building
    - Information received will be provided to Commissioner Euper to discuss with Steve Carey, CRD.

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6.5.3. Japanese Garden

- Lenn Epp, volunteer who also takes care of the pumps, ponds and maintenance, is retiring in the spring.
- Volunteers donated \$600 for the three remaining bamboo panels.

6.5.4. Village Bay

- a) Wishing well started
  - Commissioner Askin circulated last response letter and will follow up again.
- b) Email to Ross Cameron re: agreement to harvest seaweed
  - Ross Cameron, CRD, indicated that seaweed should not be harvested unless permits in place.
  - Commissioner Euper will review background information from Ross Cameron before further discussion.

6.5.5. Cotton Park

- a) Need to get permit for driveway as a result of rezoning and possible improvements required
  - Commissioner Bell has sent photographs to CRD to get permit for driveway.
- b) Arbutus branches available
  - There is a stack of arbutus branches available for the taking.

6.5.6. Henderson Park

- a) Fallow Deer and motion to form a committee
  - The Parks Master Plan contains a fallow deer management program at Henderson Park.
  - Commissioner Askin participated in a Zoom call regarding fallow deer hunting and requested information on protocols and permissions required.
  - Proposal was made to form a committee to assess fallow deer management at Henderson Park.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Bell  
That a three-person committee be formed to develop a policy on deer management in Henderson Park (and by extension other community parks) and that the Committee shall articulate questions for protocols and permissions required to the Capital Regional District and pertaining to the proposed fallow deer management.

**CARRIED**

6.5.7. Trail Network Development and Pocket Parks (Report attached)

- a) Conconi Reef
  - Estimates from arborists were provided.

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It was **MOVED** and **SECONDED**

That the Mayne Island Parks and Recreation Commission accept Island Arborist's estimate of \$887.51 to remove the tree at Conconi Reef.

**CARRIED**

- Discussed options for removing debris.
- b) Volunteer commercial general liability insurance
  - Commissioners Askin and Shook will discuss specifics for acquiring similar insurance for a volunteer who uses his machinery to distribute gravel on paths.
  - This will be further discussed at next meeting.
- c) Kadonaga Bay
  - Commissioner Askin provided a report and emails prior to the meeting.
  - Bill Duggan has secured and cut up all the rebar and the 4x4's for steps going up to the pond on the Pond Spur Trail at Henderson Park which will be done in the next few days when weather is clear.
  - The other boardwalks can use the staircase material that has been removed from Dinner Bay Park.
- d) Danger Tree Wilks Road
  - No liability for MIPRC.
  - Homeowner would like to fall a tree on her property onto the right of way.
  - If the tree crosses where the path will be then it may need to be bucked.
- e) Development of trail guardian safety protocol
  - Commissioner Askin will draft information for communication to volunteers regarding trail guardian protocols and Commissioner Euper will review.
- f) Anson Road

Major work underway and support from J. Starke that Harbours Commission participate in responsibilities.

  - This will be addressed in detail at another time.

**7. Correspondence**

- 7.1. Email dated December 14, 2020 to Mayne Island Pickleball Club
  - Additional correspondence received from Robyn Yeldon.
  - Only the Board of the Pickleball Club was advised of MIPRC's decision and they are waiting to review December minutes when released.
- 7.2. Email correspondence and telephone calls re: fallow deer
- 7.3. Email from Early Childhood Education Society re: timing of recreational program
  - Commissioner Bell informed them that funding must be spent by July 31<sup>st</sup>.
- 7.4. Email correspondence from Library regarding memorials
- 7.5. Letter regarding proposal to move memorial bench at the library
- 7.6. Email correspondence regarding Dinner Bay slide; geotechnical report and CRD

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- 7.7. Telephone call re wedding at Lighthouse Park and Cotton Park from Evan Mitchell  
➤ Advised Cotton Park still in the process of being rezoned. .
- 7.8. Letter from L. Scobbie dated January 7, 2021 re Miners Bay trees and bench.

**8. New Business**

No new business.

**9. Motion to Close the Meeting in accordance with Community Charter (if any)**

None

**10. Rise and Report (If any)**

None

**11. Meeting Adjournment**

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

The meeting adjourned at 4:35

Debra Bell  
Original signed

February 11, 2021

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**CHAIR**

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**DATE**

Lauren Edwards  
Original Signed

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**MEETING RECORDER**

**ADOPTED**

**TNDC Report for the Jan. 14, 2021 MIPRC Meeting**

- (1) As reported by separate email, the Vulture Ridge staircase with 56 steps & four landings have had protective steel mesh installed in two sessions. Thank you Bill Duggan for your help.
- (2) As reported by separate email, the cradle steps on the Loop Trail in Plumper Pass Park also had the protective steel mesh installed in two sessions. Thank you Bill Duggan for your help.
- (3) A blowdown at the end of Kim Road on the shared panhandle with CRD Parks was removed by Marc Soloman from the CRD.
- (4) The last 20-30 feet on the Pond Spur trail is very dangerous and we'll be installing 4" X 4" steps very soon. (The heavy rains have resulted in a heavier than usual amount of seepage & run-off on the Doreen McLeod Trail, but not much we can do about it).
- (5) Another section of boardwalk (about 20 feet) required at the Punch's Alley end of the Doreen McLeod trail is required, but it can wait until recycled material from Dinner Bay Park becomes available.
- (6) I have an appointment to meet with the two youths (Tavish and Justine) on Jan. 20th who shall be doing the trail upgrades on the Ed Williams Trail (part II), and on the viewpoint trail at Conconi Reef Park, and pursuant to the youth employment grants.
- (7) A serious drainage problem on the Kadonaga Beach Access trail was resolved with the help of Bill Duggan and Adrian Wright.
- (8) Another 20 foot section of boardwalk on the aforementioned trail is required but we can wait for the surplus material from the trashed Dinner Bay Park staircase is available.

Submitted by Peter Askin