

Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, April 14, 2021

11:05 AM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [21-277](#) Minutes of the March 10, 2021 Electoral Areas Committee Meeting

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

Attachments: [Minutes - March 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.

6. Committee Business

6.1. [21-129](#) Review of Separation of Building Inspection Services for Each Electoral Area

Recommendation: [At the February 10, 2021 Electoral Areas Committee meeting, this item was deferred to the April meeting:]

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

Attachments: [Staff Report: Review Separation-Bldg Inspection Svcs for Each EA](#)
[Updated: Additional Information Requested from Feb 10/21 EAC mtg](#)

- 6.2.** [21-128](#) Amendments to CRD Ticket Information Authorization Bylaw, 1990, Bylaw No. 1857
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1) That Bylaw No. 4401, "Capital Regional District Ticket information Authorization Bylaw 1990, Amendment Bylaw No. 70, 2021" be introduced and read a first, second, and third time; and
2) That Bylaw No. 4401 be adopted.
- Attachments:** [Staff Report: Amend'ts to CRD Ticket Info Auth'n Bylaw, 1990, Bylaw #1857](#)
[Appendix A: Proposed Bylaw No. 4401](#)
[Appendix B: Consolidated Bylaw No. 1857](#)
- 6.3.** [21-270](#) Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant - Motion of Support
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board:
That the CRD Board support an application to Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant and direct staff to provide overall grant management.
- Attachments:** [Staff Report: CEP Fund: EOCs & Training Grant-Motion of Support](#)
- 6.4.** [21-279](#) AGMs and Nomination Procedures for Local Service Committees & Commissions
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the bylaw requirement that CRD local service committees and commissions hold Annual General Meetings be waived for 2021.
2. That new appointments to local service committees and commissions be made by the CRD Board based on the Electoral Area Director recommendation for 2021.
- Attachments:** [Staff Report: AGM and Nominating Procedures for Local Services](#)
[Appendix A: Local Service Committees and Commissions with AGMs](#)
[Appendix B: Staff Report to EAC on September 9, 2020](#)
- 6.5.** [21-219](#) 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 - February 4, 2021
b) Galiano Island Parks and Recreation Commission minutes - March 4, 2021
c) Mayne Island Parks and Recreation Commission minutes - February 11, 2021
- Attachments:** [Minutes: Galiano Island Parks & Rec Commission-February 4, 2021](#)
[Minutes: Galiano Island Parks & Rec Commission-March 4, 2021](#)
[Minutes: Mayne Island Parks & Rec Commission-February 11, 2021](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is May 12, 2021 at 9:30 am.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, March 10, 2021

11:00 AM

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

PRESENT

Directors: M. Hicks (Chair), G. Holman (Vice-Chair), D. Howe (EP), 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. Lachance, Senior Manager, Financial Services; S. Henderson, Manager, Real Estate; 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, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder); L. Young, Committee Clerk (Recorder)

EP - Electronic Participation

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

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Howe, **SECONDED** by Director Holman,
That the agenda for the March 10, 2021 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [21-200](#) Minutes of the February 10, 2021 Electoral Areas Committee Meeting

MOVED by Director Holman, **SECONDED** by Director Howe,
That the minutes of the Electoral Areas Committee meeting of February 10, 2021 be adopted as circulated
CARRIED

4. Chair's Remarks

Chair Hicks welcomed everyone to the Committee meeting.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [21-130](#) Proposed Revisions to Capital Regional District Bylaw No. 3741 - Building Regulation Bylaw No. 5, 2010

K. Lorette spoke to item 6.1

Discussion ensued on the following:

- permit costs compared to other municipalities in CRD
- potable water standards
- deconstruction fees being lower than demolition fees

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

CARRIED

6.2. [21-183](#) Community Funding and Support Program Grant: Emergency Support Services

J. Reimer spoke to Item 6.2.

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

CARRIED

6.3. [21-203](#) 2021 Electoral Area Budget Review

N. Chan spoke to Item 6.3

Discussion ensued on the following:

- request that Directors meet with staff ahead of budget
- CREST radio costs allocations

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

That the 2021 Electoral Area budgets be approved as presented.

CARRIED

6.4. [21-201](#) **TELUS Request for Letter of Support to the Universal Broadband Fund**

J. Sparke spoke to Item 6.4

Discussion ensued on the following:

- public health concerns re: cell towers
- potential conflict with Connected Coast application
- current quality of cell service on the gulf islands

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

**MOVED by Director Holman, SECONDED by Director Howe,
That the motion be amended by adding "on condition that there is no
competition with the Connected Coast grant application" following "Electoral
Areas".**

CARRIED

A vote was then taken on the motion as amended.

**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 on condition that there is no competition
with the Connected Coast grant application.**

CARRIED

OPPOSED: Holman

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

Discussion ensued on allocation of monies.

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

CARRIED

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

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

- a) Galiano Island Parks and Recreation Commission minutes - January 7, 2021
 - b) Mayne Island Parks and Recreation Commission minutes - January 14, 2021
- CARRIED**

7. Notice(s) of Motion

There were no Notice(s) of Motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director Howe, That the March 10, 2021 Electoral Areas Committee meeting be adjourned at 11:55 am.
CARRIED

Chair

Recorder



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

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

ISSUE SUMMARY

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

BACKGROUND

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

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

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

ALTERNATIVES

Alternative 1

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

Alternative 2

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

IMPLICATIONS

Operational Implications

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

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

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

Legal Implications

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

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

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

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

Financial Implications

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

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

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

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

Table 1 – Requisition Summary – Current Single Budget

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

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

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

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

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

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

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

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

*Requisition detail from Table 1

**Requisition detail from Table 2

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

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

CONCLUSION

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

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

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

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

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

RECOMMENDATION

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

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

Additional Information Requested from February 10, 2021 Electoral Areas Committee Meeting

Current Model*

2021-Requisition Apportioned by 2021 Assessment		
EA	Requisition	% of Total
SSI	195,150	45%
SGL	141,752	32%
JDF	100,508	23%
Total	437,410	100%

* Table 1 - Staff Report, Feb 10, 2021

Option A**

2021-Apportion HQ Cost by 2021 Converted Assessment							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	198,674	45%	185,542	195,150	(9,608)
SGL	(362,794)	344,229	144,312	32%	125,747	141,752	(16,005)
JDF	(294,574)	318,372	102,323	23%	126,121	100,508	25,613
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

** Tables 2 & 3- Staff Report, Feb 10, 2021

Option B

2021-Apportion HQ Cost Equally							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	148,436	33%	135,305	195,150	(59,845)
SGL	(362,794)	344,229	148,436	33%	129,871	141,752	(11,881)
JDF	(294,574)	318,372	148,436	33%	172,234	100,508	71,726
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

Option C

2021-Apportion HQ Cost by EA Specific Cost							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	163,767	37%	150,635	195,150	(44,515)
SGL	(362,794)	344,229	146,264	33%	127,699	141,752	(14,053)
JDF	(294,574)	318,372	135,278	30%	159,076	100,508	58,568
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

Option D

2021-Apportion HQ Cost by 2020 EA Specific Population							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	232,152	52%	219,020	195,150	23,870
SGL	(362,794)	344,229	101,599	23%	83,034	141,752	(58,718)
JDF	(294,574)	318,372	111,558	25%	135,356	100,508	34,848
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

Population by EA

EA	Population	
	Amount***	% Total
SSI	11,329	52%
SGL	4,958	23%
JDF	5,444	25%
Total	21,731	100%

*** Population estimate provided by CRD Regional Planning

Option E

2021-Apportion HQ Cost by 5-Yr Average of Permit No. and Revenue							
EA	EA Specific Revenue	EA Specific Cost	HQ Cost (Allocated)	% of HQ Cost	Proposed Requisition	Current Requisition	Increase/ (Decrease)
SSI	(398,554)	385,421	174,030	39%	160,898	195,150	(34,252)
SGL	(362,794)	344,229	163,920	37%	145,355	141,752	3,603
JDF	(294,574)	318,372	107,359	24%	131,157	100,508	30,649
Total	(1,055,922)	1,048,022	445,309	100%	437,410	437,410	-

Summary of Permits Issued by EA, 2016-2020

EA	# of Permits Issued					5-Yr Average
	2016	2017	2018	2019	2020	
SSI	350	351	392	333	322	350
SGL	272	279	354	321	334	312
JDF	219	272	257	212	202	232
Total	841	902	1,003	866	858	894

Summary of Permit Revenue by EA, 2016-2020

EA	Permit Revenue					5-Yr Average
	2016	2017	2018	2019	2020	
SSI	322,606	361,585	454,538	426,393	305,790	374,182
SGL	350,434	325,070	496,327	373,655	309,376	370,972
JDF	162,939	272,418	213,811	216,275	199,054	212,899
Total	835,979	959,073	1,164,676	1,016,323	814,220	958,054

Calculation of HQ Cost Allocation

EA	# of Permits Issued		Permit Revenue		% HQ Cost Allocation*
	5-Yr Average	% Total	5-Yr Average	% Total	
SSI	350	39%	374,182	39%	39%
SGL	312	35%	370,972	39%	37%
JDF	232	26%	212,899	22%	24%
Total	894	100%	958,054	100%	100%

* Average of the % Total of # of Permits Issued and Permit Revenue



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 14, 2021**

**SUBJECT Amendments to CRD Ticket Information Authorization Bylaw, 1990,
Bylaw No. 1857**

ISSUE SUMMARY

The Capital Regional District (CRD) Ticket Information and Authorization Bylaw schedules for the CRD Building Bylaw, Malahat Land Use Bylaw, Juan de Fuca (JdF) Land Use Bylaw, and the JdF Soil Removal or Deposit Bylaw are out-of-date and require updating in order to improve deterrence and enhance effectiveness as a tool for Bylaw Enforcement Officers to achieve compliance with CRD bylaws.

BACKGROUND

The ticketing schedule for the Malahat Land Use Bylaw has not been updated since the land use bylaw was first adopted in 1981. Since that time the Bylaw has been updated several times and the offences listed under Schedule 2 do not include the more common offences to which JdF Planning and CRD Bylaw Enforcement currently respond. Similarly, the offences listed under Schedule 3 for the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, do not currently include the list of more common offences to which JdF Planning and CRD Bylaw Enforcement respond.

The CRD Building Inspection presently relies on the registration of notices on the title and the penalty of increased permit fees for construction without a permit to enforce violations of the Building Regulation Bylaw. However, the issuance of tickets may help achieve more expedient and consistent compliance with the Bylaw, and potentially reduce the overall number of notices that are required or that remain on title. Staff have prepared a change to Schedule 1 to include CRD Building Inspectors as a designated bylaw enforcement officer for the purpose of issuing tickets and have updated the fines listed under Schedule 5.

The current JdF Soil Removal or Deposit Bylaw repealed and replaced the previous soil bylaw for the JdF in 2015, and the associated ticketing schedules were not updated at that time to reflect the changes to the Bylaw. The labour costs associated with bylaw enforcement for the deposit of soil in contravention of the Bylaw can be significant and the application of tickets may serve as both a deterrent and a means by which to offset some of those costs.

With regards to practice of enforcement, CRD Bylaw Enforcement Officers initiate contact with individuals that are the subject of a bylaw complaint and work towards voluntary compliance through education and verbal warnings. Some enforcement files, however, can be more difficult, and the issuance of tickets may be an appropriate intermediate measure prior to seeking a remedy through the courts. Tickets may also serve as a deterrent from future bylaw contravention on the same property and reduce the number of repeated offences. Staff have prepared new ticketing schedules that update the citations and ticket amounts, and that provide reduced fines for early payment. In many cases, the reduced fine amount is similar or the same as the current fine amount for a given infraction. See Appendix A (Proposed Bylaw No. 4401) for amendments to the Bylaw and Schedules. Appendix B (Bylaw No. 1857) is the current consolidated CRD Ticket Information Authorization Bylaw, 1990.

To support the updated Ticket Information and Authorization Bylaw schedules, the CRD's Bylaw Enforcement Policy was revised to align with other municipalities and regional districts by updating our 2014 policy to include recommendations from the 2016 BC Ombudsperson's Special

Report titled *Bylaw Enforcement Best Practices Guide for Local Governments*. The policy places an emphasis on fairness and working with the subjects of bylaw enforcement action before resorting to more punitive measures such as ticketing and legal prosecution.

ALTERNATIVES

Alternative 1

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

- 1) That Bylaw No. 4401, “Capital Regional District Ticket information Authorization Bylaw 1990, Amendment Bylaw No. 70, 2021” be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4401 be adopted.

Alternative 2

That the Amendments to CRD Ticket Information Authorization Bylaw Schedule 1: Designated Bylaws and Enforcement Officers; Schedule 2: Malahat Land Use Bylaw, 1981, Bylaw No. 980; Schedule 3: Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule 5: CRD Building Bylaw, 2010, Bylaw No. 3741; and Schedule 7: Juan de Fuca Soil Removal and Deposit Bylaw, 2015, Bylaw No. 3941 report be referred back to staff for additional information based on Electoral Areas Committee direction.

IMPLICATIONS

Legislative Implications

Section 413 of the *Local Government Act* and Section 264 of the *Community Charter* authorize local government to designate those bylaws for which the municipal ticket information may be used as a means of bylaw enforcement. Upon the adoption of bylaws that regulate land use, building construction, and the removal or deposit of soil, the associated offence designations must be included in the ticket information authorization bylaw.

Environmental & Climate Implications

Various bylaw infractions can have significant impacts on the environment, including streamside habitat destruction and land contamination. The potential for fines through ticketing may bring about quicker compliance with applicable bylaws and potentially act as a deterrent for future contravention. The proposed fines vary depending on the severity of the infraction.

Social Implications

The contravention of land use, soil or building bylaws reported by residents is often accompanied by a high amount of distress in the surrounding neighbourhood. Updating the fine schedules to allow for the issuance of tickets for additional offences and to properly word existing language for offences, will enhance the ability of CRD staff to resolve more difficult bylaw enforcement files.

The updated CRD Bylaw Enforcement Policy places emphasis on Bylaw Enforcement Officers, Building Inspectors and Community Planning staff prioritizing voluntary compliance before implementing more severe enforcement measures. However, the issuance of tickets can serve as an appropriate intermediate measure before stepped-up enforcement involving legal action, is pursued.

Financial Implications

The proposed fines have been updated to consider the cost of issuing a ticket, as well as ongoing enforcement. Reduced fine amounts have been added to encourage early payment and to avoid additional collection efforts and costs. The fine amounts proposed are in keeping with neighbouring municipalities.

Service Delivery Implications

Juan de Fuca Community Planning and CRD Building Inspection primarily rely on voluntary compliance, the registration of a Notice on Title, or potential legal action to bring about compliance where land use or building regulations have been contravened. The potential issuance of tickets can improve service delivery by improving the effectiveness of Bylaw Enforcement Officers responding to more serious bylaw contraventions.

Schedule 1 of Bylaw No. 1857, which designates Bylaw Enforcement Officers, has been updated to allow a CRD Building Inspector to issue a ticket under certain circumstances, such as cases where due to time and travel, requesting a Bylaw Enforcement Officer would significantly add to enforcement costs.

Alignment with Board & Corporate Priorities

Updated fine schedules for the CRD Building Bylaw and Juan de Fuca Electoral Area Land Use and Soil bylaws, will provide CRD Bylaw Enforcement with additional enforcement tools and addresses Community Need 7b of the Corporate Plan to effectively respond to municipal and CRD operations’ requests for bylaw enforcement services.

CONCLUSION

The Schedules describing bylaw offences and related fines for the Malahat Land Use Bylaw, Juan de Fuca Land Use Bylaw, Juan de Fuca Soil Removal or Deposit Bylaw and the CRD Building Bylaw are outdated. Staff recommend updating the Schedules to reference current bylaws and to include more appropriate fines to enhance deterrence, assist Bylaw Enforcement Officers in resolving more difficult files, and to recover some of the costs incurred as a result of bylaw contravention.

RECOMMENDATION

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

- 1) That Bylaw No. 4401, “Capital Regional District Ticket information Authorization Bylaw 1990, Amendment Bylaw No. 70, 2021” be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4401 be adopted.

Submitted by:	Iain Lawrence, MCIP, RPP, Manager, Juan de Fuca Community Planning
Submitted by:	Mike Taylor, RBO, Manager, Building Inspection
Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
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: Proposed Bylaw No. 4401
- Appendix B: Consolidated Bylaw No. 1857

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4401

**A BYLAW TO AMEND BYLAW NO. 1857, THE “CAPITAL REGIONAL DISTRICT
TICKET INFORMATION AUTHORIZATION BYLAW, 1990”**

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

1. Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw 1990” is amended as follows:

Updating Bylaw Names and References

- (a) In Schedule 1, section 1, by replacing the reference to “Langford Zoning Bylaw 1981” with “Malahat Land Use Bylaw, 1981, Bylaw No. 980”.
- (b) In Schedule 1, section 2, by replacing the reference to “Sooke Land Use Bylaw, 1992” with “Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040”.
- (c) In Schedule 1, section 4:
 - i. In column 1, by replacing the reference to “Building Regulation Bylaw No. 4, 2002” with “Building Regulation Bylaw No. 5, 2010”;
 - ii. In column 2, by replacing the reference to “Senior Building Inspector” with “Building Inspector”.
- (d) In Schedule 1, section 6, by replacing the reference to “Deposit of Soil, Prohibition Bylaw No. 2, 1986” with “Juan de Fuca Soil Removal or Deposit Bylaw, 2015, Bylaw No. 3941”.
- (e) In Schedule 1, section 7, by removing the reference to “Soil Removal, Prohibition Bylaw No. 2, 1986” and inserting the words “Intentionally deleted – reserved for future use”.

Updating Schedules

- (f) By replacing Schedule 2 with a new Schedule 2 attached to this Bylaw as Appendix A.
- (g) By replacing Schedule 3 with a new Schedule 3 attached to this Bylaw as Appendix B.
- (h) By replacing Schedule 5 with a new Schedule 5 attached to this Bylaw as Appendix C.
- (i) By replacing Schedule 7 with a new Schedule 7 attached to this Bylaw as Appendix D.
- (j) By replacing the content of Schedule 8 in its entirety with “Intentionally deleted – reserved for future use”.

APPENDIX A

SCHEDULE 2 TO BYLAW NO. 1857

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE if Paid on or Before the 30th day from the date on which the ticket is served	FINE if Paid after the 30th day from the date on which the ticket is served
1. Contrary land, building or structure use	1.3.01	\$100.00	\$200.00
2. Altering non-conforming building	1.3.02	\$100.00	\$200.00
3. Principal/Accessory building within setbacks	2.1.02(1)	\$100.00	\$200.00
4. Swimming pool in front yard or contrary to setbacks	2.1.02(2)	\$100.00	\$200.00
5. Building within flood control setback	2.1.05(1)(a)(i)-(v) & (b)(i)-(v)	\$100.00	\$200.00
6. Accessory building without principal building	2.1.06(1)(a)	\$100.00	\$200.00
7. Accessory building as dwelling	2.1.06(1)(c)	\$125.00	\$250.00
8. Accessory Building contrary to front yard setback	2.1.06(1)(d)	\$100.00	\$200.00
9. Accessory building contrary setback to principal building	2.1.06(1)(e)	\$100.00	\$200.00
10. Satellite dish contrary to height	2.1.06(1)(f)	\$100.00	\$200.00
11. Accessory building exceed height	2.1.06(2)(a)	\$100.00	\$200.00
12. Accessory building exceed floor area	2.1.06(2)(b)	\$100.00	\$200.00
13. Accessory building contrary side and rear setback	2.1.06(2)(c)	\$100.00	\$200.00
14. Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	\$100.00	\$200.00
15. Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	\$100.00	\$200.00
16. Accessory building flanking street setback	2.1.06(3)(a)	\$100.00	\$200.00
17. Accessory building setback rear lot line	2.1.06(3)(b)	\$100.00	\$200.00

18. Home Based Business alters appearance	2.1.07(1)	\$125.00	\$250.00
19. Home Based Business – Excess non-resident employee	2.1.07(2)	\$125.00	\$250.00
20. Home Based Business – Excess Area	2.1.07(3)	\$125.00	\$250.00
21. Home Based Business – non-conforming sign	2.1.07(4)	\$125.00	\$250.00
22. Home Based Business – Not contained	2.1.07(5)	\$125.00	\$250.00
23. Home Based Business creates nuisance	2.1.07(6)	\$125.00	\$250.00
24. Dog kennel accessory building setback	2.1.07(8)	\$125.00	\$250.00
25. Contrary to permitted uses	2.1.09(1)	\$100.00	\$200.00
26. Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	\$100.00	\$200.00
27. Unenclosed vehicle parts	2.1.09(2)(b)	\$125.00	\$250.00
28. Illegally sited vehicles	2.1.09(2)(c)	\$125.00	\$250.00
29. Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	\$125.00	\$250.00
30. Obstruct visibility at intersections	2.1.12	\$125.00	\$250.00
31. Temporary building exceed duration	2.1.13	\$125.00	\$250.00
32. Secondary suite not permitted	2.1.16(1)	\$100.00	\$200.00
33. Secondary suite not permitted	2.1.16(2)	\$100.00	\$200.00
34. Secondary suite exceed habitable area	2.1.16(3)	\$100.00	\$200.00
35. Secondary suite exceeds floor area	2.1.16(4)	\$100.00	\$200.00
36. Excess secondary suites	2.1.16(5)	\$100.00	\$200.00
37. Not owner occupied	2.1.16(6)	\$100.00	\$200.00
38. Boarders/lodgers not permitted	2.1.16(7)	\$100.00	\$200.00

39. No building permit secondary suite	2.1.16(8)	\$100.00	\$200.00
40. Secondary suite insufficient parking	2.1.16(9)	\$100.00	\$200.00
41. Secondary suite not permitted	2.1.16(11)	\$100.00	\$200.00
42. Detached suite not permitted	2.1.17(1)	\$100.00	\$200.00
43. Excess detached or secondary suite	2.1.17(2)	\$100.00	\$200.00
44. No building permit detached suite	2.1.17(4)	\$100.00	\$200.00
45. Detached suite non-conforming floor area	2.1.17(6)	\$100.00	\$200.00
46. Detached suite exceed maximum height	2.1.17(7)	\$100.00	\$200.00
47. Detached suite does not meet setbacks	2.1.17(8)	\$100.00	\$200.00
48. Detached suite insufficient parking	2.1.17(9)	\$100.00	\$200.00
49. Not owner occupied	2.1.17(12)	\$100.00	\$200.00
50. Boarders lodgers not permitted	2.1.17(13)	\$100.00	\$200.00
51. Bed and Breakfast not permitted	2.1.17(14)	\$100.00	\$200.00
52. Secondary suite not permitted	2.1.17(15)	\$100.00	\$200.00
53. Bed and Breakfast alters appearance	2.1.18(1)	\$100.00	\$200.00
54. Bed and Breakfast exceeds regulations	2.1.18(2)	\$100.00	\$200.00
55. Bed and Breakfast insufficient parking	2.1.18(3)	\$100.00	\$200.00
56. Bed and Breakfast units (3)/persons(10) exceeded	2.1.18(6)	\$100.00	\$200.00
57. Bed and Breakfast units (4)/persons(12) exceeded	2.1.18(7)	\$100.00	\$200.00
58. Bed and Breakfast only allows breakfast meals	2.1.18(8)	\$100.00	\$200.00
59. Bed and Breakfast exceeds vehicular traffic allowance	2.1.18(9)	\$100.00	\$200.00

60. Bed and Breakfast unenclosed storage	2.1.18(10)	\$100.00	\$200.00
61. Bed and Breakfast accessory setbacks not met	2.1.18(11)	\$100.00	\$200.00
62. Bed and Breakfast floor area exceeded	2.1.18(12)	\$100.00	\$200.00
63. Bed and Breakfast unpermitted cooking facilities	2.1.18(13)	\$100.00	\$200.00
64. Bed and Breakfast not permitted	2.1.18(14)	\$100.00	\$200.00

APPENDIX B

SCHEDULE 3 TO BYLAW NO. 1857

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE if Paid on or Before the 30th day from the date on which the ticket is served	FINE if Paid after the 30th day from the date on which the ticket is served
1. Unlawful accessory building	Part 1, 4.01(1)(a)	\$100.00	\$200.00
2. Accessory building as dwelling	Part 1, 4.01(1)(c)	\$125.00	\$250.00
3. Accessory Building occupied no permits	Part 1, 4.01(2)(b)(i)	\$100.00	\$200.00
4. Home Based Business alters appearance	Part 1, 4.06(1)(a)	\$125.00	\$250.00
5. Home Based Business creates nuisance	Part 1, 4.06(1)(d)	\$125.00	\$250.00
6. Home Based Business – Insufficient parking	Part 1, 4.06(1)(f)	\$100.00	\$200.00
7. Home Based Business – Unlawful Traffic/Parking	Part 1, 4.06(1)(h)	\$125.00	\$250.00
8. Home Based Business – Not contained	Part 1, 4.06(2)(a)(ii)	\$125.00	\$250.00
9. Home Based Business – Excessive area	Part 1, 4.06(2)(c)	\$100.00	\$200.00
10. Home Based Business – Excess non-resident employee	Part 1, 4.06(2)(e)	\$100.00	\$200.00
11. Home Based Business – Unlawful storage	Part 1, 4.06(2)(f)	\$125.00	\$250.00
12. Bed & Breakfast – Exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	\$100.00	\$200.00
13. Bed & Breakfast – Exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	\$100.00	\$200.00
14. Bed & Breakfast – Excess meals served	Part 1, 4.06(3)(c)	\$100.00	\$200.00
15. Bed & Breakfast – Unlawful traffic	Part 1, 4.06(3)(d)	\$100.00	\$200.00
16. Bed & Breakfast – Unlawful storage	Part 1, 4.06(3)(e)	\$125.00	\$250.00

17. Bed & Breakfast – Exceed setback requirements	Part 1, 4.06(3)(f)	\$100.00	\$200.00
18. Bed & Breakfast – Exceed lawful floor area	Part 1, 4.06(3)(g)	\$100.00	\$200.00
19. Home Industry – Unlawful Home industry	Part 1, 4.06(4)(a)	\$150.00	\$300.00
20. Home Industry – Excess non-resident employee	Part 1, 4.06(4)(b)	\$100.00	\$200.00
21. Home industry in setback/not screened	Part 1, 4.06(4)(c)	\$125.00	\$250.00
22. Home Industry – Unlawful portable sawmill	Part 1, 4.06(4)(d)	\$100.00	\$200.00
23. Home Industry – Unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	\$125.00	\$250.00
24. Home Industry – Unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	\$125.00	\$250.00
25. Home Industry – Unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	\$125.00	\$250.00
26. Home Industry – Portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	\$100.00	\$200.00
27. Home Industry – Material storage in setback	Part 1, 4.06(4)(d)(iv)	\$125.00	\$250.00
28. Home Industry – Unscreened material storage	Part 1, 4.06(4)(d)(iv)	\$125.00	\$250.00
29. Home Industry – Exceeds authorized area	Part 1, 4.06(4)(e)	\$100.00	\$200.00
30. Home Industry – Unscreened materials storage	Part 1, 4.06(4)(f)	\$125.00	\$250.00
31. Home Industry – Parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	\$100.00	\$200.00
32. Garbage container in setback	Part 1, 4.07(3)	\$100.00	\$200.00
33. Contrary to Permitted Uses	Part 1 4.09(1)	\$100.00	\$200.00
34. Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	\$100.00	\$200.00
35. Unenclosed vehicle parts	Part 1, 4.09(2)(b)	\$125.00	\$250.00

36. Illegally sited vehicles	Part 1, 4.09(2)(c)	\$125.00	\$250.00
37. Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	\$125.00	\$250.00
38. Unenclosed unsightly material	Part 1, 4.09(2)(e)	\$125.00	\$250.00
39. Recycle depot – Unenclosed storage	Part 1, 4.11	\$100.00	\$200.00
40. Obstructed visibility	Part 1, 4.16	\$100.00	\$200.00
41. Exceed allowed fence height	Part 1, 4.17(2)(a)	\$100.00	\$200.00
42. Exceed allowed fence height	Part 1, 4.17(2)(b)	\$100.00	\$200.00
43. Exceed allowed fence height	Part 1, 4.17(2)(c)	\$100.00	\$200.00
44. Exceed allowed fence height	Part 1, 4.17(3)(a)	\$100.00	\$200.00
45. Exceed allowed fence height	Part 1, 4.17(3)(b)	\$100.00	\$200.00
46. Prohibited animals	Part 1, 4.18(1)	\$100.00	\$200.00
47. Excess rabbits	Part 1, 4.18(2)	\$100.00	\$200.00
48. Secondary suite not permitted	Part 1, 4.19(1)(a)	\$100.00	\$200.00
49. Secondary suite not permitted	Part 1, 4.19(1)(b)	\$100.00	\$200.00
50. Excess secondary or detached suite	Part 1, 4.19(1)(e)	\$100.00	\$200.00
51. Not owner occupied	Part 1, 4.19(1)(f)	\$100.00	\$200.00
52. Boarders lodgers not permitted	Part 1, 4.19(1)(g)	\$100.00	\$200.00
53. No building permit secondary suite	Part 1, 4.19(2)	\$100.00	\$200.00
54. Secondary suite insufficient parking	Part 1, 4.19(3)	\$100.00	\$200.00
55. Secondary suite not permitted	Part 1, 4.19(4)	\$100.00	\$200.00
56. Unpermitted detached suite	Part 1, 4.20(a)	\$100.00	\$200.00
57. Excess detached or secondary suite	Part 1, 4.20(b)	\$100.00	\$200.00
58. No building permit detached suite	Part 1, 4.20(d)	\$100.00	\$200.00
59. Detached suite no parking	Part 1, 4.20(i)	\$100.00	\$200.00

60. Not owner occupied	Part 1, 4.20(l)	\$100.00	\$200.00
61. Boarders or Lodgers not permitted	Part 1, 4.20(m)	\$100.00	\$200.00
62. Illegal Bed and Breakfast	Part 1, 4.20(n)	\$100.00	\$200.00
63. Detached suite not permitted	Part 1, 4.20(o)	\$100.00	\$200.00
64. Zone A Excess RVs	Part 2, 2.01(i)	\$100.00	\$200.00
65. Zone A-1 Excess RVs	Part 2, 2A.02(i)	\$100.00	\$200.00
66. Zone AG Excess RVs	Part 2, 4.01(g)	\$100.00	\$200.00
67. Zone AG-1 Excess RVs	Part 2, 4C.02(f)	\$100.00	\$200.00
68. Zone RR-WI Excess RVs	Part 2, 4D.02(d)	\$100.00	\$200.00
69. Zone RR-2 Excess RVs	Part 2, 6.01(i)	\$100.00	\$200.00
70. Zone RR-2A Excess RVs	Part 2, 6A.01(e)	\$100.00	\$200.00
71. Zone WT-1 Excess RVs	Part 2, 6B.01(e)	\$100.00	\$200.00
72. Zone WT-2 RVs	Part 2, 6C.01(e)	\$100.00	\$200.00
73. Zone WT-3 Excess RVs	Part 2, 6D.01(e)	\$100.00	\$200.00
74. Zone RR-6 Excess RVs	Part 2, 10.01(i)	\$100.00	\$200.00
75. Parking not provided	Part 3, 1.0	\$100.00	\$200.00
76. Visitor parking requirement	Part 3, 9.0	\$100.00	\$200.00
77. Handicapped parking requirement	Part 3, 10.0(1)-(5)	\$100.00	\$200.00
78. Non-permitted sign	Part 4, 1.01(1)	\$100.00	\$200.00
79. Prohibited Sign	Part 4, 1.02(a)-(e)	\$100.00	\$200.00
80. No sign permit	Part 4, 1.05(1)	\$100.00	\$200.00
81. Poorly maintained sign	Part 4, 1.09	\$100.00	\$100.00
82. Sign affecting visibility	Part 4, 1.10	\$100.00	\$200.00

APPENDIX C

SCHEDULE 5 TO BYLAW NO. 1857

BUILDING REGULATION BYLAW NO. 5, 2010

Words or Expressions Designating Offence	Section	Fine if Paid on or Before the 30th day from the date on which the ticket is served	Fine if Paid after the 30th day from the date on which the ticket is served
1. Fail to obtain building permit	3.1.1	\$250.00	\$300.00
2. Fail to obtain demolition/deconstruction permit	3.1.2	\$250.00	\$300.00
3. Occupy without occupancy certificate	3.1.3	\$250.00	\$300.00
4. Tamper with posted notice/permit/certificate	3.1.4	\$250.00	\$300.00
5. Build contrary to approved plans	3.1.5	\$250.00	\$300.00
6. Obstruct entry of authorized building official	3.1.6	\$250.00	\$300.00
7. Continue work on structure after order	3.1.7	\$400.00	\$500.00
8. Construct contrary to building regulations	3.1.8	\$250.00	\$300.00

APPENDIX D

SCHEDULE 7 TO BYLAW NO. 1857

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 1, 2015

Words or Expressions Designating Offence	Section	Fine if Paid on or Before the 30th day from the date on which the ticket is served	Fine if Paid after the 30th day from the date on which the ticket is served
1. Removal of soil without permit	7.0(a)	\$250.00	\$500.00
2. Deposit soil without permit	7.0(b)	\$250.00	\$500.00
3. Deposit unsuitable material or soil	7.0(c)	\$750.00	\$1,000.00
4. Remove/deposit soil in or about a watercourse	7.0(d)	\$500.00	\$750.00
5. Unlawful removal/deposit of soil ALR land	7.0(e)	\$500.00	\$750.00
6. Failure to provide Site Profile/waiver	8.3	\$100.00	\$150.00
7. Remove or deposit soil on Sunday or Holiday	12.2(a)	\$125.00	\$250.00
8. Remove/deposit soil outside permitted hours	12.2(b)	\$125.00	\$250.00
9. Remove/deposit soil in contravention of permit	12.3	\$250.00	\$500.00
10. Failure to post permit/sign	12.5	\$100.00	\$150.00
11. Failure to maintain road	12.6	\$100.00	\$150.00

CAPITAL REGIONAL DISTRICT BYLAW NO. 1857

(As amended by Bylaws Nos. 1999, 2055, 2130, 2163, 2219, 2225, 2281, 2293, 2359, 2372, 2411, 2509, 2511, 2565, 2658, 2669, 2698, 2713, 2722, 2806, 2863, 2879, 2898, 2987, 3020, 3062, 3111, 3140, 3195, 3264, 3287, 3379, 3385, 3393, 3418, 3442, 3453, 3555, 3609, 3650, 3683, 3701, 3703, 3773, 3796, 3818, 3880, 3899, 3909, 4003, 4027, 4051, 4094, 4098)

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

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

*A bylaw to authorize Capital Regional District Bylaw Enforcement Officers
to issue tickets for fines for offences against bylaws*

For reference to original bylaws and amendments, or for further details,
please contact Legislative Services, Capital Regional District,
PO Box 1000, 625 Fisgard Street, Victoria, B.C., V8W 2S6
T: 250-360-3129

CAPITAL REGIONAL DISTRICT

BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

WHEREAS:

- A. Pursuant to Section 266.1 of the *Local Government Act* and Section 264(1)(a) of the *Community Charter*, the Regional Board may, by bylaw, designate those bylaws for which the municipal ticket information may be used as a means of bylaw enforcement; *(BI 2879, 3264)*
- B. Pursuant to Section 264(1)(b) of the *Community Charter*, the Regional Board may, by bylaw, designate a person who comes within a class of persons, as a bylaw enforcement officer; *(BI 2879, 3264)*
- C. Pursuant to Section 264(1)(c) of the *Community Charter*, the Regional Board may, by bylaw, authorize the use of any word or expression on a municipal ticket information to designate an offence against a bylaw; *(BI 2879, 3264)*
- D. The Regional Board deems it expedient to authorize the use of the municipal ticket information for the enforcement of certain bylaws, to designate persons as bylaw enforcement officers, to authorize the use of certain words or expressions to designate certain bylaw offences and to set certain fine amounts. *(BI 3264)*

NOW, THEREFORE, the Regional Board of the Capital Regional District, in open meeting assembled, ENACTS AS FOLLOWS:

- 1. The bylaws listed in Column 1 of Schedule 1 to this Bylaw as amended from time to time, may be enforced by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter*. *(BI 2879, 3264)*
- 2. The persons appointed to the job positions or titles listed in Column 2 of Schedule 1 to this bylaw are designated as bylaw enforcement officers pursuant to Section 264(1)(b) of the *Community Charter* for the purpose of enforcing the bylaws listed in the Column opposite the respective job positions. *(BI 2879, 3264)*
- 3. The words or expressions set forth in Column 1 of Schedules 2 through 36 to this Bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions. *(BI 2806, 3264, 3379, 3418, 3453, 3703, 4003,4094)*
- 4. The amounts appearing in Column 3 of Schedules 2 through 36 to this Bylaw are fines set pursuant to Section 265 of the *Community Charter* for the corresponding offences designated in Column 1. *(BI 2879, 3264, 3379, 3418, 3453, 3703, 4003,4094)*

5. This Bylaw may be cited as "Capital Regional District Ticket Information Authorization Bylaw, 1990."
6. This Bylaw shall take effect upon the date of its adoption.

READ A FIRST TIME THIS 10th day of October 1990

READ A SECOND TIME THIS 10th day of October 1990

READ A THIRD TIME THIS 9th day of January 1991

FINES APPROVED BY THE CHIEF JUDGE OF THE PROVINCIAL COURT ON THE
5th day of February, 1991.

His Hon. Chief Judge William J. Diebolt

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 27th day of February, 1991.

F. Leonard
CHAIRPERSON

W.M. Jordan
SECRETARY

This Bylaw is a copy of Capital Regional District Ticket Information Authorization Bylaw, 1990, consolidated under section 139 of the *Community Charter* and is printed on the authority of the Corporate Officer of the CRD.



Sonia Santarossa, Corporate Officer

SCHEDULE 1 TO BYLAW NO. 1857

<u>DESIGNATED BYLAW</u>	<u>DESIGNATED BYLAW ENFORCEMENT OFFICER</u>
1. Langford Zoning Bylaw 1981	Bylaw Enforcement Officer
2. Sooke Land Use Bylaw, 1992	Bylaw Enforcement Officer (BI 2225)
3. Unsightly Premises Bylaw No.1, 1991	Bylaw Enforcement Officer (BI 2055)
4. Building Regulation Bylaw No. 4, 2002	Bylaw Enforcement Officer Senior Building Inspector (BI 3020)
5. Amusement Machine and Games Room Regulation Bylaw 1983	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer
6. Deposit of Soil, Prohibition Bylaw No. 2, 1986	Bylaw Enforcement Officer
7. Soil Removal, Prohibition Bylaw No. 2, 1986	Bylaw Enforcement Officer
8. Animal Regulation and Impounding Bylaw No. 1, 1986	Bylaw Enforcement Officer Animal Control Officer Assistant Animal Control Officer
9. Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006	Bylaw Enforcement Officer (BI 3379) Royal Canadian Mounted Police Officer
10. Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007	Bylaw Enforcement Officer (BI 3442) Royal Canadian Mounted Police Officer
11. Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006	Bylaw Enforcement Officer (BI 3385) Royal Canadian Mounted Police Officer
12. Capital Regional District Idling Control Bylaw No.1, 2008	Bylaw Enforcement Officer (BI 3442,3609) Environmental Health Officer
13.	(BI 3379)
14. Langford Sign Bylaw 1987	Bylaw Enforcement Officer

SCHEDULE 1 TO BYLAW NO. 1857 CONTINUED

<u>DESIGNATED BYLAW</u>	<u>DESIGNATED BYLAW ENFORCEMENT OFFICER</u>
15. Capital Regional District Clean Air Bylaw No. 1, 1996	Environmental Health Officer Public Health Educator Tobacco Enforcement Officer Bylaw Enforcement Officer (BI 2698)
16. Food Handler Bylaw No. 1, 1991	Director, Health Protection and Environmental Programs Environmental Health Officer Environmental Health Educator (BI 1999)
17. Capital Regional District Parks Regulation Bylaw No. 1, 2010	Park Officer (BI 2722, 3683) Members of Municipal Police Forces Members of the R.C.M.P. Animal Control Officer Bylaw Enforcement Officer Watershed Security Officer
18. Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013	Bylaw Enforcement Officer (BI 3140, 3899)
19. Capital Regional District Recycling Bylaw No. 2, 1995	Bylaw Enforcement Officer (BI 2293)
20. Capital Regional District Sewer Use Bylaw No. 5, 2001	Bylaw Enforcement Officer Municipal Sewage Control Officer Sewage Control Manager (BI 2863, 2987)
21. Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000	Bylaw Enforcement Officer Ports Manager Wharfinger RCMP Officer (BI 2898, 3287,3650)
22. Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012	Park Officer (BI 2411,3796) RCMP Officer Bylaw Enforcement Officer Animal Control Officer
23. Salt Spring Island Liquid Waste Disposal Local Service Area Fee and Charge Bylaw No. 1, 2012	Bylaw Enforcement Officer (BI 2669) Deputy Sewage Control Manager Municipal Sewage Control Officer

SCHEDULE 1 TO BYLAW NO. 1857 CONTINUED

DESIGNATED BYLAWDESIGNATED BYLAW
ENFORCEMENT OFFICER

- | | | | |
|-----|---|---|------------------------|
| 24. | Capital Regional District
Septage Disposal Bylaw
No. 2, 2000 | Bylaw Enforcement Officer
Municipal Sewage Control Officer
Sewage Control Manager | (BI 2863) |
| 25. | Capital Regional District Water
Conservation Bylaw No. 1, 2016 | Bylaw Enforcement Officer
Municipal Bylaw Enforcement Officer | (BI 3062, 4098) |
| 26. | Water Supply Area Regulations Bylaw
No. 1, 2000 | Animal Control Officer
Bylaw Enforcement Officer
Conservation Officer
Parks Officer
Peace Officer
Watershed Security Officer | (BI 2806) |
| 27. | Salt Spring Island House Numbering
Bylaw No. 1, 1992 | Bylaw Enforcement Officer | (BI 3195) |
| 28. | Civic Addressing Bylaw (Juan de Fuca
Electoral Area) No. 1, 2004 | Bylaw Enforcement Officer | (BI 3195) |
| 29. | | | (BI 3195,3796) |
| 30. | Capital Regional District Composting
Facilities Regulation Bylaw No. 1, 2004 | Bylaw Enforcement Officer | (BI 3418) |
| 31. | Salt Spring Island Transfer Station
Regulation Bylaw No. 1, 2001 | Bylaw Enforcement Officer | (BI 3418) |
| 32. | Fire Regulation Bylaw No. 1, 2007 | Fire Chief
Bylaw Enforcement Officer
Royal Canadian Mounted Police Officer | (BI 3453) |
| 33. | Onsite Sewage System Maintenance
Bylaw, 2007 | Bylaw Enforcement Officer | (BI 3703) |
| 34. | Capital Regional District Tanning Facility
Regulation Bylaw No. 1, 2010 | Bylaw Enforcement Officer
Environmental Health Officer | (BI 3818) |
| 35. | Capital Regional District Cross Connection
Control Bylaw No. 1, 2008 | Bylaw Enforcement Officer
Cross Connection Control Officer
Cross Connection Control Inspector | (BI 4094) |

SCHEDULE 2 TO BYLAW NO. 1857

LANGFORD ZONING BYLAW 1981

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Occupation altering appearance	2.1.07 (1)	\$100.00
2. Too many employees	2.1.07 (2)	\$100.00
3. Outdoor occupation	2.1.07 (3)	\$100.00
4. Excessive sign	2.1.07 (4)	\$100.00
5. External storage	2.1.07 (5)	\$100.00
6. Prohibited occupation	2.1.07 (6)	\$100.00
7. Unenclosed unlicensed vehicles	2.1.09 (2) (a)	\$100.00
8. Vehicle parts	2.1.09 (2) (b)	\$100.00
9. Vehicle on vacant lot	2.1.09 (2) (d)	\$100.00

SCHEDULE 3 TO BYLAW NO. 1857

(BI 2225)

SOOKE LAND USE BYLAW 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Unlawful accessory building	Part 1 4.01 (1) (a)	\$100.00
2. Accessory building as dwelling	Part 1 4.01 (1) (c)	\$100.00
3. Accessory building as dwelling	Part 1 4.01 (2) (b) (ii)	\$100.00
4. Home Occupation alters appearance	Part 1 4.06 (1) (a)	\$100.00
5. Home Occupation creates nuisance	Part 1 4.06 (1) (d)	\$100.00
6. Insufficient parking	Part 1 4.06 (1) (f)	\$100.00
7. Unlawful Traffic	Part 1 4.06 (1) (h)	\$100.00
8. Home Occupation in accessory building	Part 1 4.06 (2) (a) (ii)	\$100.00
9. Home Occupation - excessive area	Part 1 4.06 (2) (c)	\$100.00
10. Non resident employee	Part 1 4.06 (2) (e)	\$100.00
11. Unlawful storage	Part 1 4.06 (2) (f)	\$100.00
12. Bed & Breakfast in accessory building	Part 1 4.06 (3) (a) (ii)	\$100.00
13. Exceed 3 Bed & Breakfast units	Part 1 4.06 (3) (b) (i)	\$100.00
14. Bed & Breakfast exceeding 10 persons	Part 1 4.06 (3) (b) (i)	\$100.00
15. Exceed 4 bed & breakfast units	Part 1 4.06 (3) (b) (ii)	\$100.00
16. Bed & Breakfast exceeding 12 persons	Part 1 4.06 (3) (b) (ii)	\$100.00
17. Excess meals served	Part 1 4.06 (3) (c)	\$100.00
18. Unlawful traffic	Part 1 4.06 (3) (d)	\$100.00
19. Exceed lawful floor area	Part 1 4.06 (3) (g)	\$100.00

SCHEDULE 3 TO BYLAW NO. 1857

(BI 2225)

SOOKE LAND USE BYLAW 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
20. Unlawful Home industry	Part 1 4.06 (4) (a)	\$100.00
21. Non-resident employee	Part 1 4.06 (4) (b)	\$100.00
22. Home industry in setback	Part 1 4.06 (4) (c)	\$100.00
23. Screening requirement not met	Part 1 4.06 (4) (c)	\$100.00
24. Portable sawmill outside rural zones	Part 1 4.06 (4) (d)	\$100.00
25. Unlawful portable sawmill	Part 1 4.06 (4) (d) (I) (a)	\$100.00
26. Unlawful portable sawmill	Part 1 4.06 (4) (d) (I) (b)	\$100.00
27. Unlawful portable sawmill	Part 1 4.06 (4) (d) (ii)	\$100.00
28. Portable sawmill in setback	Part 1 4.06 (4) (d) (iii)	\$100.00
29. Material storage in setback	Part 1 4.06 (4) (d) (iv)	\$100.00
30. Unscreened material storage	Part 1 4.06 (4) (d) (iv)	\$100.00
31. Home industry exceeds authorized area	Part 1 4.06 (4) (e)	\$100.00
32. Unscreened materials storage	Part 1 4.06 (4) (f)	\$100.00
33. Park prohibited vehicle	Part 1 4.06 (4) (g)	\$100.00
34. Garbage container in setback	Part 1 4.07 (3)	\$100.00
35. Unenclosed unlicensed vehicle	Part 1 4.09 (2) (a)	\$100.00
36. Unenclosed vehicle parts	Part 1 4.09 (2) (b)	\$100.00
37. Unlicensed vehicle on vacant lot	Part 1 4.09 (2) (d)	\$100.00
38. Vehicle parts on vacant lot	Part 1 4.09 (2) (d)	\$100.00
39. Unenclosed junk	Part 1 4.09 (2) (e)	\$100.00

SCHEDULE 3 TO BYLAW NO. 1857

(BI 2225)

SOOKE LAND USE BYLAW 1992

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
40. Obstruct visibility	Part 1 4.16	\$100.00
41. Exceed allowed fence height	Part 1 4.17 (2) (a)	\$100.00
42. Exceed allowed fence height	Part 1 4.17 (2) (b)	\$100.00
43. Exceed allowed fence height	Part 1 4.17 (2) (c)	\$100.00
44. Exceed allowed fence height	Part 1 4.17 (3) (a)	\$100.00
45. Exceed allowed fence height	Part 1 4.17 (3) (b)	\$100.00
46. Prohibited animals	Part 1 4.18 (1)	\$100.00
47. Too many rabbits	Part 1 4.18 (2)	\$100.00
48. Unauthorized land use	Part 2 2.01 (b)	\$100.00
49. Unauthorized land use	Part 2 2.01 (i)	\$100.00
50. Unauthorized land use	Part 2 4.01 (f)	\$100.00
51. Unauthorized land use	Part 2 6.01 (i)	\$100.00
52. Unauthorized land use	Part 2 8.01 (a)	\$100.00
53. Unauthorized land use	Part 2 10.01 (i)	\$100.00
54. Visitor parking requirement	Part 3 9.0	\$100.00
55. Handicapped parking requirement	Part 3 10.0 (1)-(5)	\$100.00
56. Prohibited Sign	Part 4 1.02 (a)-(e)	\$100.00
57. No sign permit	Part 4 1.05 (1)	\$100.00
58. Poorly maintained sign	Part 4 1.09	\$100.00
59. Sign affecting visibility	Part 4 1.10	\$100.00

SCHEDULE 4 TO BYLAW NO. 1857

(Bl 2055, 4027)

UNSIGHTLY PREMISES BYLAW NO. 1,1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Accumulated debris	2. (1)	\$250.00
2. Littering	2. (2)	\$250.00
3. Unsightly property	2. (3)	\$250.00
4. Graffiti	2. (4)	\$250.00
5. Property not cleaned	3.	\$250.00

SCHEDULE 5 TO BYLAW NO. 1857

BUILDING REGULATION BYLAW NO. 4, 2002

(BI 3020)

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to obtain a building permit before construction / alteration/reconstruction/demolition/removal/ relocation of a building	3.1.1	\$100
2. Fail to obtain a demolition /deconstruction permit before demolishing a building	3.1.2	\$100
3. Fail to obtain a Certificate of Occupancy before occupying a building	3.1.3	\$100
4. Tamper with notice or permit posted by a Building Official.	3.1.4	\$50
5. Build contrary to approved plan	3.1.5	\$100
6. Obstruct entry of Building Official	3.1.6	\$100
7. Continue to work after Building Official orders cessation of work	3.1.7	\$100
8. Construct contrary to building regulations	3.1.8	\$100

SCHEDULE 6 TO BYLAW NO. 1857

AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Under age employee	3. (a)	\$100.00
2. Violate hours of operation	4. (b)	\$100.00
3. Excess amusement machines	5.	\$100.00
4. Minor on premises	6. (a)	\$100.00
5. Permit minor on premises	6. (b)	\$100.00
6. Child under 15 on premises during prohibited hours	6. (d)	\$100.00

SCHEDULE 7 TO BYLAW NO. 1857

DEPOSIT OF SOIL, PROHIBITION BYLAW NO. 2, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Deposit in restricted area	3. (a) (i)	\$200.00
2. Unsuitable material	3. (a) (ii)	\$100.00
3. No permit	3. (a) (iii)	\$100.00
4. Prohibited times	6. (g)	\$100.00
5. Disobey order	7. (b) (iv)	\$200.00

SCHEDULE 8 TO BYLAW NO. 1857

SOIL REMOVAL, PROHIBITION BYLAW NO. 2, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Restricted area	3. (a) (i)	\$200.00
2. No permit	3. (a) (ii)	\$100.00
3. Below water table	3. (b)	\$100.00
4. Prohibited times	7. (g)	\$100.00
5. Fail to stop removal	8. (a)	\$200.00
6. Contravene permit	8. (b) (iii)	\$200.00

SCHEDULE 9 TO BYLAW NO. 1857

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

(BI 3111, 3195, 3909)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. No kennel licence	2 (1) (a)	\$75.00
2. Harboring dogs in excess of kennel licence	2 (1) (b)	\$50.00
3. Operating kennel contrary to zoning	2 (2) (a)	\$50.00
4. Failure of kennel to provide adequate fencing	2 (2) (c)	\$75.00
5. No licence	3	\$100.00
6. No licence on dog	7	\$50.00
7. Unauthorized removal of licence tag	10	\$75.00
8. Failure to display “dangerous dog” sign	14 (c)	\$50.00
9. Animal at large	24 (1)	\$100.00
10. Uncontrolled Dangerous Dog	24 (2)	\$150.00
11. Obstructing Animal Control Officer	24 (3)	\$150.00
12. Bitch in heat unenclosed	25	\$75.00
13. Noisy Dog	26 (1)	\$100.00
14. Noisy Animal	26 (2)	\$100.00
15. Animal on beach	29	\$50.00
16. Fail to provide water or food	27 (1) (a)	\$100.00
17. Fail to provide sanitary receptacle	27 (1) (b)	\$100.00
18. Fail to provide sufficient exercise	27 (1) (c)	\$100.00
19. Fail to provide veterinarian care	27 (1) (d)	\$100.00
20. Fail to provide adequate shelter	27 (2)	\$100.00
21. Animal tied to fixed object by neck	27 (3)	\$100.00
22. Animal tied to fixed object for extended period	27 (4)	\$100.00
23. Animal kept in confined space without ventilation	27 (5)	\$100.00
24. Fail to adequately confine animal in vehicle	27 (6)	\$100.00

SCHEDULE 10 TO BYLAW NO. 1857

NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006 (Bl 2565, 3379)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Noise which disturbs	2	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
2. Loading noise	3(1)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
3. Construction noise	3(2)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
4. Amplified music - outdoors	3(3)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
5. Amplified music - indoors	3(4)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
6. Vehicle noise	3(5)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
7. Firearms noise	3(6)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)

SCHEDULE 11 TO BYLAW NO. 1857

(BI 2225, 3418, 3442, 3701)

NOISE SUPPRESSION (JUAN DE FUCA ELECTORAL AREA) BYLAW NO. 1, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Noise which disturbs	2	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
2. Loading/Unloading noise	3.1	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
3. Construction noise	3.2	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
4. Construction noise on Sundays or Holidays	3.3	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
5. Leaf Blower noise	3.4	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
6. Amplified music outdoors	3.5	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
7. Amplified music indoors	3.6	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
8. Noisy vehicle	3.7	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
9. Noise from firearms	3.8	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)
10. Noise from electrical equipment	3.9	\$100 (first offence) \$200 (second offence) \$500 (subsequent offences)

SCHEDULE 12 TO BYLAW NO. 1857

(Bl 2565, 3385, 3418, 3442)

NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Noise which disturbs	2	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
2. Loading/Unloading noise	3(1)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
3. Construction noise	3(2)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
4. Amplified music – outdoors	3(3)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
5. Amplified music – indoors	3(4)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
6. Vehicle noise	3(5)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)
7. Firearms noise	3(6)	\$100.00 (first offence) 200.00 (second offence) 500.00 (subsequent offences)

SCHEDULE 13 TO BYLAW NO. 1857

(BI 2565, 3442,3609)

CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO.1, 2008

**WORDS OR EXPRESSIONS
DESIGNATING OFFENCE**

SECTION FINE

- | | | |
|--|---|---|
| 1. Causing or permitting a vehicle engine to
idle for more than three consecutive minutes | 2 | \$100.00 (first offence)
\$200.00 (second offence)
\$500.00 (subsequent offences) |
|--|---|---|

SCHEDULE 14 TO BYLAW NO. 1857

(BI 3379)

SCHEDULE 15 TO BYLAW NO. 1857

LANGFORD SIGN BYLAW 1987

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Non-conforming sign	3. (2) (a)	\$100.00
2. Abandoned sign	3. (3) (a)	\$100.00
Billboard sign	3. (3) (b)	\$100.00
Moving sign	3. (3) (c)	\$100.00
Roof sign	3. (3) (d)	\$100.00
3. No permit	3. (6) (a)	\$100.00
4. Obstructs view	3. (12)	\$100.00

SCHEDULE 16 TO BYLAW NO. 1857

(BI 2698, 3555)

CLEAN AIR BYLAW NO. 1, 1996

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Smoking in a building	2. (1)	\$50.00
2. Smoking in a Vehicle	2. (1)	\$50.00
3. Smoking in a School Yard	2. (1)	\$50.00
4. Permitting smoking in a building	2. (2)	\$100.00
5. Permitting smoking in a vehicle	2. (2)	\$100.00
6. Permitting smoking in a business place	2. (2)	\$100.00
7. Failing to post sign	3.	\$100.00
8. Removing or defacing a sign	4. (3)	\$50.00

SCHEDULE 17 TO BYLAW NO. 1857

(BI 1999)

FOOD HANDLERS BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Uncertified Supervisor	2.	\$200.00
2. Certificate not posted	3.	\$100.00

SCHEDULE 18 TO BYLAW NO. 1857

(*BI 2722, 3683, 3773, 3880*)

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2010

**WORDS OR EXPRESSIONS
DESIGNATING OFFENCE**

	SECTION	FINE
1. Obstruction of Park or Peace Officer	4(1)	\$100.00
2. Failure to Obey Sign or Posted Notice	4(3)	\$100.00
3. Possession or Consumption of Liquor	4(4)	\$200.00
4. Urinate or Defecate in Public	4(5)	\$ 50.00
5. Breach of Curfew	4(6)	\$ 50.00
6. Undue Noise	4(8)	\$100.00
7. Disorderly or Dangerous Conduct	4(11)	\$100.00
8. Cause Disturbance Between 10 PM and 7 AM	6(1)(b)	\$100.00
9. No Camping	6(4)	\$ 50.00
10. Destroying or Damaging Park Property	7(1)	\$100.00
11. Littering	7(3)	\$100.00
12. Illegal Dumping	7(4)	\$200.00
13. Illegal Fire	7(5)	\$100.00
14. Cut or Remove Tree	7(9)	\$500.00
15. No Cycling	7(10)	\$ 50.00
16. Domestic Animal Not Under Control	8(1)	\$100.00
17. Dog on Beach or Picnic Area	8(3)	\$ 50.00
18. Dog Faeces Not Removed	8(6)(a)	\$100.00
19. Vehicle Off Road	10(1)	\$100.00
20. Illegal Parking	10(3)	\$ 50.00
21. Commercial Activity Without Permit	11(1)(b)	\$100.00
22. Special Use Event Without Permit or Failure to Comply with Terms of a Permit	12(1)	\$100.00

SCHEDULE 19 TO BYLAW NO. 1857

(BI 3140, 3899, 4003)

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Disobey Site Regulations.	2.1	\$100.00
2. Fail to follow Site Regulations	2.2	\$100.00
3. Non-district waste	2.3	\$100.00
4. Deposit Prohibited waste	2.5	\$200.00
5. Deposit Hazardous waste	2.8	\$100.00
6. Improper disposal asbestos	2.11	\$200.00
7. Deposit controlled waste	2.12 (a to j)	\$200.00
8. Deposit recyclable material	2.14	\$100.00
9. Improper deposit mandatory recyclable	2.15	\$50.00
10. Improper deposit voluntary recyclable	2.16	\$50.00
11. Improper deposit weeds	2.18	\$50.00
12. Deposit EPR material	2.19	\$200.00
13. Improper deposit EPR material	2.20	\$50.00
14. Deposit HHW by commercial hauler	2.21	\$200.00
15. Deposit HHW	2.22	\$100.00
16. Improper deposit of HHW	2.23	\$50.00
17. Deposit contaminated demo waste	2.25	\$200.00
18. Improper deposit demo waste	2.26	\$100.00
19. Improper deposit kitchen scraps	2.27	\$200.00
20. Fail to source separate solid waste	2.28	\$100.00
21. Fail to pay fee	3.1	\$300.00
22. Deposit while charge unpaid	3.2 (b)	\$100.00
23. Uncovered/unsecured load	Sch. B, Reg. 2.1	\$100.00
24. Load not ready for disposal	Sch. B, Reg. 2.3	\$100.00
25. Drive off designated roads	Sch. B, Reg. 3.1	\$100.00
26. Fail to obey signs	Sch. B, Reg. 3.2	\$100.00
27. Fail to follow directions	Sch. B, Reg. 3.3	\$100.00
28. Scavenging	Sch. B, Reg. 3.5	\$100.00
29. Loitering on site	Sch. B, Reg. 3.6	\$100.00

30.	Vehicle washing	Sch. B, Reg. 3.7	\$100.00
31.	Disorderly conduct	Sch. B, Reg. 3.8	\$100.00
32.	Overweight vehicle	Sch. B, Reg. 3.9	\$100.00
33.	Children at site	Sch. B, Reg. 4.2	\$50.00
34.	Pets at site	Sch. B, Reg. 4.3	\$50.00
35.	Smoking at disposal site	Sch. B, Reg. 4.4	\$100.00
36.	Use electronic device while driving	Sch. B, Reg. 4.7	\$100.00
37.	No protective equipment	Sch. B, Reg. 4.8	\$50.00

SCHEDULE 20 TO BYLAW NO. 1857

(BI 2293)

CAPITAL REGIONAL DISTRICT RECYCLING
BYLAW NO. 2, 1995

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Scavenging from Blue Box	2. (b) (ii)	\$100.00
2. Scavenging from Wheeled Container/ Drop Box	2. (b) (iii)	\$100.00

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

(BI 2987, 3393)

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Discharge prohibited waste	2.1(a)	\$1,000
2. Discharge restricted waste	2.1(b)	\$500
3. High volume discharge	2.1(c)	\$200
4. Discharge without a permit and contrary to code of practice	2.1(d)	\$200
5. Unauthorized discharge of excess uncontaminated water	2.1(e)	\$200
6. Unauthorized discharge of septage	2.3	\$500
7. Unauthorized discharge of trucked liquid waste	2.4	\$500
8. Discharge to dilute non-domestic waste	2.5	\$500
9. Fail to provide spill containment	2.8(a)	\$150
10. Fail to post name and phone number as required	2.8(b)	\$50
11. Unauthorized discharge of recreational vehicle waste	2.9	\$750
12. Unauthorized discharge of carpet cleaner waste	2.10	\$750
13. Unauthorized discharge of ship and boat waste	2.11	\$750
14. Unauthorized discharge of kitchen equipment cleaning waste	2.12	\$500
15. Fail to adjust pH	2.13 (a)	\$500
16. Fail to maintain complete records	2.13 (b)	\$100
17. Fail to apply for permit	3.3	\$250
18. Bypass waste control works	5.2	\$500
19. Fail to maintain complete records, monitoring	6.1(a)	\$200
20. Fail to maintain complete records, administrative	6.1(b)	\$200
21. Fail to report unlawful discharge to a manager or officer	7.1(a)	\$250
22. Fail to report unlawful discharge to owner	7.1(b)	\$250
23. Fail to provide information to manager on premises	7.2 (a)	\$250
24. Fail to provide information on location	7.2 (b)	\$250
25. Fail to provide information on contact person	7.2 (c)	\$250

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
26. Fail to provide information on time, date and duration	7.2 (d)	\$250
27. Fail to provide information on type	7.2 (e)	\$250
28. Fail to provide information on volume	7.2 (f)	\$250
29. Fail to provide information on corrective action	7.2 (g)	\$250
30. Fail to confine unlawful discharge	7.3(a)	\$500
31. Fail to dispose of substance properly	7.3(b)	\$500
32. Fail to give 90 days notice of new activity	7.4(a)	\$250
33. Fail to give 90 days notice of activity change	7.4(b)	\$250
34. Inaccessible monitoring point	9.6	\$250
35. Hinder/prevent inspection	13.1	\$500
36. Discharge of restricted waste	Sch. I, 2.1 (a)	\$200
37. Discharge of prohibited waste	Sch. I, 2.1 (b)	\$200
38. Discharge of excess uncontaminated water	Sch. I, 2.1 (c)	\$200
39. Fail to install grease interceptor	Sch. I, 2.2	\$500
40. Fail to maintain grease interceptor	Sch. I, 2.3	\$150
41. Accumulation of excessive grease or solids	Sch. I, 2.4	\$100
42. Disposal of oil and grease to sewer	Sch. I, 2.5	\$150
43. Use of chemical agents	Sch. I, 2.6	\$150
44. Fail to connect fixture to grease interceptor, sink	Sch. I, 2.7 (a)	\$150
45. Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.7 (b)	\$150
46. Fail to connect fixture to grease interceptor, drain	Sch. I, 2.7 (c)	\$150
47. Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.7 (d)	\$150
48. Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.7 (e)	\$150
49. Fail to connect fixture to grease interceptor, floor drain	Sch. I, 2.7 (f)	\$150
50. Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.7 (g)	\$150

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
51. Connection of fixture discharging solids	Sch. I, 2.9 (a)	\$100
52. Connection of a toilet	Sch. I, 2.9 (b)	\$100
53. Connection of a garburator	Sch. I, 2.9 (c)	\$100
54. Fail to connect dishwasher	Sch. I, 2.10	\$150
55. Fail to install properly sized grease interceptor	Sch. I, 2.12	\$150
56. Fail to connect floor drains	Sch. I, 2.14	\$150
57. Fail to have required equipment on the grease interceptor	Sch. I, 2.17	\$100
58. Fail to install flow control device	Sch. I, 2.18	\$100
59. Fail to properly size or install flow control device	Sch. I, 2.19 (a)	\$100
60. Flow control cannot be verified	Sch. I, 2.19 (b)	\$100
61. Fail to install correct flow control device	Sch. I, 2.20	\$100
62. Inaccessible grease interceptor	Sch. I, 2.21	\$100
63. Fail to correctly install sampling tee, as required	Sch. I, 2.22 (a)	\$100
64. Improper sampling tee	Sch. I, 2.22 (b)	\$100
65. Inaccessible sampling tee	Sch. I, 2-22 (c)	\$150
66. Fail to keep records available for inspection	Sch. I, 2.22 (d)	\$100
67. Fail to label equipment	Sch. I, 2.23	\$50
68. Garburator connected to sewer	Sch. I, 2.24	\$150
69. Fail to disconnect garburator or install solids separator	Sch. I, 2.25	\$150
70. Fail to properly size solids separator	Sch. I, 2.26	\$150
71. Fail to remove cover on request	Sch. I, 2.27	\$200
72. Fail to maintain complete records, date	Sch. I, 3.1 (a)	\$100
73. Fail to maintain complete records, maintenance	Sch. I, 3.1 (b)	\$100
74. Fail to maintain complete records, material removed	Sch. I, 3.1 (c)	\$100
75. Fail to maintain complete records, location of disposal	Sch. I, 3.1 (d)	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
76. Discharge prohibited waste	Sch. J, 2.1 (a)	\$200
77. Discharge restricted waste	Sch. J, 2.1 (b)	\$200
78. Discharge excessive tetrachlorethene	Sch. J, 2.1 (c)	\$200
79. Discharge residue	Sch. J, 2.1 (d)	\$200
80. Discharge of excess uncontaminated water	Sch. J, 2.1 (e)	\$200
81. Unauthorized discharge of stormwater	Sch. J, 2.2	\$150
82. Fail to install second separator	Sch. J, 2.4 (a)	\$500
83. Fail to install filter	Sch. J, 2.4 (b)	\$500
84. Fail to install alarm	Sch. J, 2.4 (c)	\$500
85. Fail to install second filter	Sch. J, 2.4 (d)	\$500
86. Fail to install works in correct order	Sch. J, 2.5	\$150
87. Fail to inspect separator	Sch. J, 2.6 (a)	\$100
88. Fail to clean separator	Sch. J, 2.6 (b)	\$100
89. High level tetrachlorethylene	Sch. J, 2.7 (a)	\$150
90. Fail to clean separator	Sch. J, 2.7 (b)	\$150
91. Fail to recover solvent	Sch. J, 2.7 (c)	\$150
92. Fail to replace filter before expiry date	Sch. J, 2.8 (a)	\$100
93. Fail to replace filter after alarm	Sch. J, 2.8 (b)	\$100
94. Fail to replace filter after breakthrough	Sch. J, 2.8 (c)	\$100
95. Unauthorized discharge to treatment works	Sch. J, 2.9	\$100
96. Fail to correctly install monitoring point	Sch. J, 2.10 (a)	\$100
97. Improper monitoring point	Sch. J, 2.10 (b)	\$100
98. Inaccessible monitoring point	Sch. J, 2.10 (c)	\$150
99. Fail to protect sewer against spills	Sch. J, 3.1	\$150
100. Improper monitoring point	Sch. J, 2.10 (b)	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
101. Inaccessible monitoring point	Sch. J, 2.10 (c)	\$150
102. Fail to protect equipment against spills	Sch. J, 3.1	\$150
103. Fail to install spill containment system	Sch. J, 3.2	\$150
104. Undersized containment	Sch. J, 3.3	\$100
105. Open drains in containment	Sch. J, 3.4	\$150
106. Fail to block drains in contamination area	Sch. J, 3.5	\$150
107. Discharge untested water from containment	Sch. J, 3.6	\$100
108. Fail to prepare spill response plan	Sch. J, 4.1	\$100
109. Fail to prepare spill response plan within 30 days	Sch. J, 4.2	\$100
110. Fail to post spill response plan	Sch. J, 4.3	\$50
111. Fail to stock spill response materials	Sch. J, 4.4	\$100
112. Fail to include plugs	Sch. J, 4.5	\$100
113. Fail to follow spill response plan	Sch. J, 4.6	\$200
114. Fail to maintain complete records, date	Sch. J, 5.1 (a)	\$100
115. Fail to maintain complete records, inspection	Sch. J, 5.1 (b)	\$100
116. Fail to maintain complete records, carbon replaced	Sch. J, 5.1 (c)	\$100
117. Fail to maintain complete records, material removed	Sch. J, 5.1 (d)	\$100
118. Fail to maintain disposal records	Sch. J, 5.2	\$100
119. Fail to retain records	Sch. J, 5.3	\$100
120. Discharge excess contaminants, silver	Sch. K, 2.1 (a)	\$200
121. Discharge prohibited waste, excess contaminants, water	Sch. K, 2.1 (b)	\$200
122. Fail to treat wastes	Sch. K, 2.2 (b)	\$500
123. Fail to install and maintain equipment	Sch. K, 2.3	\$100
124. Fail to use metering pump	Sch. K, 2.4	\$100
125. Fail to calibrate metering pump	Sch. K, 2.5	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
126. Fail to properly locate recovery system as required	Sch. K, 2.6	\$100
127. Fail to install spill containment or cap drains	Sch. K, 2.7	\$150
128. Fail to test effluent	Sch. K, 2.8	\$100
129. Fail to install flow meter	Sch. K, 2.9 (a)	\$100
130. Fail to test flow meter	Sch. K, 2.9 (b)	\$100
131. Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10 (a)	\$100
132. Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10 (b)	\$100
133. Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10 (c)	\$100
134. Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10 (d)	\$100
135. Fail to replace both silver recovery cartridges	Sch. K, 2.11	\$100
136. Fail to keep maintenance manual	Sch. K, 3.1	\$ 50
137. Fail to maintain complete records, serial number	Sch. K, 3.2 (a)	\$100
138. Fail to maintain complete records, date	Sch. K, 3.2 (b)	\$100
139. Fail to maintain complete records, expiry date	Sch. K, 3.2 (c)	\$100
140. Fail to maintain complete records, capacity	Sch. K, 3.2 (d)	\$100
141. Fail to maintain complete records, calibrator	Sch. K, 3.2 (e)	\$100
142. Fail to maintain complete records, tests	Sch. K, 3.2 (f)	\$100
143. Fail to maintain complete records, operational problems	Sch. K, 3.2 (g)	\$100
144. Fail to maintain complete records on electrolytic unit	Sch. K, 3.3 (a)	\$100
145. Fail to record date of silver removal	Sch. K, 3.3 (b)	\$100
146. Fail to record date of maintenance	Sch. K, 3.3 (c)	\$100
147. Fail to record operational problems	Sch. K, 3.3 (d)	\$100
148. Discharge prohibited waste	Sch. L, 2.1 (a)	\$200
149. Discharge of excess uncontaminated water	Sch. L, 2.1 (b)	\$200
150. Fail to use a certified amalgam separator	Sch. L, 2.3 (b)	\$500

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICTSEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
151. Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	\$150
152. Fail to install certified amalgam separator	Sch. L, 2.6	\$150
153. Fail to treat wastewater with amalgam separator	Sch. L, 2.7 (a)	\$150
154. Fail to correctly install monitoring point	Sch. L, 2.7 (b)	\$100
155. Fail to include total flow	Sch. L, 2.7 (c)	\$100
156. Inaccessible monitoring point	Sch. L, 2.7 (d)	\$150
157. Fail to install internal flow control fitting	Sch. L, 2.8	\$100
158. Fail to properly size flow control fitting	Sch. L, 2.9	\$100
159. Fail to properly locate amalgam separator	Sch. L, 2.10	\$100
160. Fail to install spill containment or cap drains	Sch. L, 2.11	\$150
161. Fail to replace collecting container on time	Sch. L, 2.12 (a)	\$100
162. Fail to replace collecting container when full	Sch. L, 2.12 (b)	\$100
163. Fail to replace collecting container on breakthrough	Sch. L, 2.12 (c)	\$100
164. Disposal of collected waste dental amalgam to sewer	Sch. L, 2.13	\$200
165. Fail to keep maintenance manual	Sch. L, 3.1	\$ 50
166. Fail to post ISO standard test report	Sch. L, 3.2	\$50
167. Fail to maintain complete records, date of install	Sch. L, 3.3 (a)	\$100
168. Fail to maintain complete records, serial number	Sch. L, 3.3 (b)	\$100
169. Fail to maintain complete records, maximum flow rate	Sch. L, 3.3 (c)	\$100
170. Fail to maintain complete records, date of inspection	Sch. L, 3.3 (d)	\$100
171. Fail to maintain complete records, description of problems	Sch. L, 3.3 (e)	\$100
172. Fail to maintain complete records, service provider	Sch. L, 3.3 (f)	\$100
173. Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3 (g)	\$100
174. Discharge prohibited waste	Sch. M, 2.1 (a)	\$200
175. Discharge restricted waste	Sch. M, 2.1 (b)	\$200

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
176. Discharge excess oil and grease	Sch. M, 2.1 (c)	\$200
177. Discharge excess uncontaminated water	Sch. M, 2.1 (d)	\$200
178. Discharge fuel-water	Sch. M, 2.1 (e)	\$200
179. Discharge from parts washer	Sch. M, 2.1 (f)	\$200
180. Discharge from oily rag washing	Sch. M, 2.1 (g)	\$200
181. Discharge from engine washing	Sch. M, 2.1 (h)	\$200
182. Unauthorized discharge of stormwater	Sch. M, 2.2	\$100
183. Unauthorized discharge of groundwater	Sch. M, 2.3	\$150
184. Fail to install treatment works	Sch. M, 2.4	\$500
185. Fail to install properly sized separator	Sch. M, 2.6	\$150
186. Fail to treat discharge	Sch. M, 2.7	\$150
187. Unauthorized discharge to treatment works	Sch. M, 2.8	\$100
188. Use of chemical agents	Sch. M, 2.9	\$150
189. Fail to correctly install monitoring point	Sch. M, 2.10 (a)	\$100
190. Improper monitoring point	Sch. M, 2.10 (b)	\$100
191. Inaccessible treatment works	Sch. M, 2.11	\$100
192. Accumulation of excessive oil and grease	Sch. M, 2.12	\$100
193. Accumulation of excessive solids	Sch. M, 2.13	\$100
194. Fail to inspect separator	Sch. M, 2.14	\$100
195. Fail to clean separator	Sch. M, 2.15	\$150
196. Fail to conduct annual cleaning	Sch. M, 2.16	\$150
197. Fail to provide spill containment, used batteries	Sch. M, 3.1 (a)	\$150
198. Fail to provide spill containment, used solvents	Sch. M, 3.1 (b)	\$150
199. Fail to provide spill containment, fuel tanks	Sch. M, 3.1 (c)	\$150
200. Fail to provide spill containment, prohibited waste	Sch. M, 3.1 (d)	\$150

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
201. Fail to supervise discharge	Sch. M, 3.2	\$150
202. Fail to prepare spill response plan	Sch. M, 4.1	\$100
203. Fail to prepare spill response plan within 30 days	Sch. M, 4.2	\$100
204. Fail to post spill response plan	Sch. M, 4.3	\$ 50
205. Fail to follow spill response plan	Sch. M, 4.4	\$200
206. Fail to inspect following spill	Sch. M, 4.5	\$150
207. Fail to remove spilled materials	Sch. M, 4.6	\$150
208. Fail to stock spill response materials	Sch. M, 4.7	\$100
209. Fail to maintain complete records, date of inspection	Sch. M, 5.1 (a)	\$100
210. Fail to maintain complete records, maintenance	Sch. M, 5.1 (b)	\$100
211. Fail to maintain complete records, material depth	Sch. M, 5.1 (c)	\$100
212. Fail to maintain complete records, quantity removed	Sch. M, 5.1 (d)	\$100
213. Fail to maintain complete records, service provider	Sch. M, 5.1 (e)	\$100
214. Fail to maintain design information	Sch. M, 5.2	\$100
215. Fail to maintain record of waste disposal, name	Sch. M, 5.4 (a)	\$100
216. Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4 (b)	\$100
217. Fail to maintain record of waste disposal, amount	Sch. M, 5.4 (c)	\$100
218. Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4 (d)	\$100
219. Fail to retain records	Sch. M, 5.5	\$100
220. Discharge prohibited wastes	Sch. N, 2.1 (a)	\$200
221. Discharge restricted waste	Sch. N, 2.1 (b)	\$200
222. Discharge of excess uncontaminated water	Sch. N, 2.1 (c)	\$200
223. Discharge from engine washing	Sch. N, 2.1 (d)	\$200
224. Discharge of trucked liquid waste	Sch. N, 2.1 (e)	\$200
225. Discharge of carpet cleaning waste	Sch. N, 2.1 (f)	\$200

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
226. Discharge of recreational vehicle waste	Sch. N, 2.1 (g)	\$200
227. Discharge from oily rag washing	Sch. N, 2.1 (h)	\$200
228. Unauthorized discharge of stormwater	Sch. N, 2.2	\$100
229. Unauthorized discharge of groundwater	Sch. N, 2.3	\$150
230. Fail to install treatment works	Sch. N, 2.4	\$500
231. Fail to install treatment works	Sch. N, 2.6	\$500
232. Fail to install properly designed and sized interceptor	Sch. N, 2.7 (a)	\$150
234. Fail to install properly designed three chamber interceptor	Sch. N, 2.7 (b)	\$150
235. Fail to treat discharge	Sch. N, 2.8	\$150
236. Unauthorized discharge to treatment works	Sch. N, 2.9	\$100
237. Use of chemical agents	Sch. N, 2.10	\$150
238. Fail to correctly install monitoring point	Sch. N, 2.11 (a)	\$100
239. Improper monitoring point	Sch. N, 2.11 (b)	\$100
240. Inaccessible treatment works	Sch. N, 2.12	\$100
241. Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	\$100
242. Accumulation of excessive solids in treatment works	Sch. N, 2.14	\$100
243. Fail to inspect treatment works	Sch. N, 2.15	\$100
244. Fail to clean treatment works	Sch. N, 2.16	\$150
245. Fail to conduct required cleaning of treatment works	Sch. N, 2.17	\$150
246. Fail to display signs	Sch. N, 2.18	\$50
247. Engine washing	Sch. N, 2.19	\$150
248. Fail to prepare spill response plan	Sch. N, 3.1	\$100
249. Fail to prepare spill response plan within 30 days	Sch. N, 3.2	\$100
250. Fail to post spill response plan	Sch. N, 3.3	\$ 50

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
251. Fail to follow spill response plan	Sch. N, 3.4	\$200
252. Fail to inspect treatment works following spill	Sch. N, 3.5	\$150
253. Fail to remove spilled materials	Sch. N, 3.6	\$150
254. Fail to stock materials	Sch. N, 3.7	\$100
255. Fail to maintain complete records, date of inspections	Sch. N, 4.1 (a)	\$100
256. Fail to maintain complete records, maintenance	Sch. N, 4.1 (b)	\$100
257. Fail to maintain complete records, material depth	Sch. N, 4.1 (c)	\$100
258. Fail to maintain complete records, quantity removed	Sch. N, 4.1 (d)	\$100
259. Fail to maintain complete records, service provider	Sch. N, 4.1 (e)	\$100
260. Fail to maintain design information	Sch. N, 4.2	\$100
261. Fail to maintain record of waste disposal, name	Sch. N, 4.4 (a)	\$100
262. Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4 (b)	\$100
263. Fail to maintain record of waste disposal, amount	Sch. N, 4.4 (c)	\$100
264. Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4 (d)	\$100
265. Fail to retain records	Sch. N, 4.5	\$100
266. Discharge prohibited waste	Sch. O, 2.1 (a)	\$200
267. Discharge hazardous waste	Sch. O, 2.1 (b)	\$200
268. Discharge restricted waste	Sch. O, 2.1 (c)	\$200
269. Discharge stormwater	Sch. O, 2.1 (d)	\$200
270. Discharge of excess uncontaminated water	Sch. O, 2.1 (e)	\$200
271. Discharge excess total suspended solids	Sch. O, 2.1 (f)	\$200
272. Fail to treat waste	Sch. O, 2.2 (b)	\$500
273. Fail to visually inspect	Sch. O, 2.3 (a)	\$150
274. Fail to maintain screen	Sch. O, 2.3 (b)	\$150
275. Discharge unscreened waste	Sch. O, 2.4	\$150

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
276. Fail to install spill containment	Sch. O, 2.5	\$150
277. Fail to inspect equipment for leaks, hoses	Sch. O, 2.7 (a)	\$100
278. Fail to inspect filter gaskets	Sch. O, 2.7 (b)	\$100
279. Fail to inspect pumps	Sch. O, 2.7 (c)	\$100
280. Fail to inspect holding tanks	Sch. O, 2.7 (d)	\$100
281. Fail to prevent discharge to sewer	Sch. O, 2.8 (a)	\$100
282. Fail to repair leak within 72 hours	Sch. O, 2.8 (b)	\$100
283. Fail to keep records, inspections	Sch. O, 3.1 (a)	\$100
284. Fail to keep records, leaks	Sch. O, 3.1 (b)	\$100
285. Fail to keep records, screen replacement	Sch. O, 3.1 (c)	\$100
286. Fail to keep records, maintenance	Sch. O, 3.1 (d)	\$100
287. Fail to retain records	Sch. O, 3.2	\$100
288. Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	\$200
289. Fail to neutralize pH waste	Sch. P, 2.2	\$150
290. Fail to remove solids	Sch. P, 2.3	\$500
291. Fail to filter waste	Sch. P, 2.4 (b)	\$500
292. Fail to correctly install sampling tee	Sch. P, 2.7 (a)	\$100
293. Improper sampling tee	Sch. P, 2.7 (b)	\$100
294. Inaccessible sampling tee	Sch. P, 2.9	\$150
295. Fail to keep records, mash tun	Sch. P, 3.1 (a)	\$100
296. Fail to keep records, kettle wash	Sch. P, 3.1 (b)	\$100
297. Fail to keep records, back flush	Sch. P, 3.1 (c)	\$100
298. Fail to keep records, yeast residue	Sch. P, 3.1 (d)	\$100
299. Fail to keep records, location of sampling tee	Sch. P, 3.1 (e)	\$100
300. Fail to keep records, pH adjustment	Sch. P, 3.1 (f)	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
301. Fail to keep records, date of testing	Sch. P, 3.1 (g)	\$100
302. Fail to retain records	Sch. P, 3.2	\$100
303. Discharge prohibited waste	Sch. Q, 2.1 (a)	\$200
304. Discharge hazardous waste	Sch. Q, 2.1 (b)	\$200
305. Discharge restricted waste	Sch. Q, 2.1 (c)	\$200
306. Discharge solvent rinse	Sch. Q, 2.1 (d)	\$200
307. Discharge inks	Sch. Q, 2.1 (e)	\$200
308. Discharge etching solution	Sch. Q, 2.1 (f)	\$200
309. Discharge cleaning solvents	Sch. Q, 2.1 (g)	\$200
310. Discharge of excess uncontaminated water	Sch. Q, 2.1 (h)	\$200
311. Unauthorized discharge of stormwater	Sch. Q, 2.2	\$100
312. Fail to install trade waste interceptor	Sch. Q, 2.3	\$500
313. Fail to install works	Sch. Q, 2.4	\$500
314. Fail to install and calibrate metering pump	Sch. Q, 2.6	\$150
315. Fail to replace treatment works as recommended	Sch. Q, 2.8 (a)	\$150
316. Fail to replace treatment works at 80% capacity	Sch. Q, 2.8 (b)	\$150
317. Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8 (c)	\$150
318. Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8 (d)	\$150
319. Fail to properly size trade waste interceptor	Sch. Q, 2.11	\$150
320. Bypass of treatment equipment	Sch. Q, 2.12	\$150
321. Fail to divert domestic waste	Sch. Q, 2.13	\$150
322. Use of chemical agents	Sch. Q, 2.15	\$150
323. Fail to correctly install monitoring point	Sch. Q, 2.16 (a)	\$100
324. Inaccessible monitoring point	Sch. Q, 2.16 (b)	\$150
325. Inaccessible treatment works	Sch. Q, 2.17	\$150

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
326. Accumulation of excessive floatables	Sch. Q, 2.18	\$150
327. Accumulation of excessive solids	Sch. Q, 2.19	\$150
328. Fail to inspect trade waste interceptor	Sch. Q, 2.20	\$100
329. Fail to maintain trade waste interceptor	Sch. Q, 2.21	\$150
330. Fail to clean trade waste interceptor	Sch. Q, 2.22	\$150
331. Fail to provide spill containment for solvents	Sch. Q, 3.1 (a)	\$150
332. Fail to provide spill containment for waste solvents	Sch. Q, 3.1 (b)	\$150
333. Fail to prepare spill response plan	Sch. Q, 4.1	\$100
334. Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	\$100
335. Fail to follow spill response plan	Sch. Q, 4.3	\$200
336. Fail to inspect following spill	Sch. Q, 4.4	\$150
337. Fail to remove spilled materials	Sch. Q, 4.5	\$150
338. Fail to stock materials	Sch. Q, 4.6	\$100
339. Fail to maintain complete records, inspections	Sch. Q, 5.1 (a)	\$100
340. Fail to maintain complete records, maintenance	Sch. Q, 5.1 (b)	\$100
341. Fail to maintain complete records, material removed	Sch. Q, 5.1 (c)	\$100
342. Fail to maintain complete records, service provider	Sch. Q, 5.1 (d)	\$100
343. Fail to keep equipment records, installation date	Sch. Q, 5.2 (a)	\$100
344. Fail to keep equipment records, serial numbers	Sch. Q, 5.2 (b)	\$100
345. Fail to keep equipment records, expiry date	Sch. Q, 5.2 (c)	\$100
346. Fail to keep equipment records, capacity	Sch. Q, 5.2 (d)	\$100
347. Fail to keep equipment records, calibration dates	Sch. Q, 5.2 (e)	\$100
348. Fail to keep equipment records, problems	Sch. Q, 5.2 (f)	\$100
349. Fail to maintain design information	Sch. Q, 5.3	\$100
350. Fail to maintain spill response plan	Sch. Q, 5.4	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
351. Fail to maintain record of waste disposal, name	Sch. Q, 5.5 (a)	\$100
352. Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5 (b)	\$100
353. Fail to maintain record of waste disposal, amount	Sch. Q, 5.5 (c)	\$100
354. Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5 (d)	\$100
355. Fail to retain records	Sch. Q, 5.6	\$100
356. Discharge prohibited waste	Sch. R, 2.1 (a)	\$200
357. Discharge restricted wastes	Sch. R, 2.1 (b)	\$200
358. Discharge chlorides	Sch. R, 2.1 (c)	\$200
359. Discharge pool filter media	Sch. R, 2.1 (d)	\$200
360. Discharge of excess uncontaminated water	Sch. R, 2.1 (e)	\$200
361. Unauthorized discharge of stormwater	Sch. R, 2.2	\$100
362. Fail to dechlorinate	Sch. R, 2.3	\$150
363. Fail to filter waste	Sch. R, 2.4	\$500
364. Fail to prevent discharge of leaked refrigerant	Sch. R, 2.6	\$100
365. Fail to correctly install monitoring point	Sch. R, 2.7 (a)	\$100
366. Improper monitoring point	Sch. R, 2.7 (b)	\$100
367. Fail to install monitoring point	Sch. R, 2.8	\$100
368. Inaccessible monitoring point	Sch. R, 2.9	\$150
369. Fail to maintain records, dates and results	Sch. R, 3.1 (a)	\$100
370. Fail to maintain records, method	Sch. R, 3.1 (b)	\$100
371. Fail to maintain records, method of solids removal	Sch. R, 3.1 (c)	\$100
372. Fail to maintain records, date of melting	Sch. R, 3.1 (d)	\$100
373. Fail to maintain records, date of leaks	Sch. R, 3.1 (e)	\$100
374. Fail to maintain records, location of monitoring point	Sch. R, 3.1 (f)	\$100
375. Fail to retain records	Sch. R, 3.2	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
376. Discharge prohibited waste	Sch. S, 2.1 (a)	\$200
377. Discharge restricted waste	Sch. S, 2.1 (b)	\$200
378. Discharge waste containing mercury	Sch. S, 2.1 (c)	\$200
379. Discharge waste containing PCB	Sch. S, 2.1 (d)	\$200
380. Discharge waste containing TEQ	Sch. S, 2.1 (e)	\$200
381. Discharge waste containing halogenated solvents	Sch. S, 2.1 (f)	\$200
382. Discharge waste containing chlorinated phenols	Sch. S, 2.1 (g)	\$200
383. Discharge waste containing pesticides	Sch. S, 2.1 (h)	\$200
384. Discharge seawater	Sch. S, 2.1 (i)	\$200
385. Discharge of excess uncontaminated water	Sch. S, 2.1 (j)	\$200
386. Unauthorized discharge of stormwater	Sch. S, 2.2	\$100
387. Fail to correctly install monitoring point	Sch. S, 2.4	\$100
388. Fail to install monitoring point following improvement, lab	Sch. S, 2.5 (a)	\$100
389. Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5 (b)	\$100
390. Fail to install monitoring point after exceeding criteria	Sch. S, 2.5 (c)	\$100
391. Fail to use proper methods	Sch. S, 2.6	\$150
392. Fail to install spill containment	Sch. S, 3.1	\$150
393. Discharge unauthorized waste	Sch. S, 3.2	\$150
394. Fail to prepare spill response plan	Sch. S, 4.1	\$100
395. Fail to prepare spill response plan within 30 days	Sch. S, 4.2	\$100
396. Fail to post spill response plan	Sch. S, 4.3	\$50
397. Fail to maintain spill response equipment	Sch. S, 4.4	\$100
398. Fail to carry out spill response plan	Sch. S, 4.5	\$200
399. Fail to removed spilled materials	Sch. S, 4.6	\$150
400. Fail to keep records, name	Sch. S, 5.1 (a)	\$100

SCHEDULE 21 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
401. Fail to keep records, type of waste	Sch. S, 5.1 (b)	\$100
402. Fail to keep records, amount	Sch. S, 5.1 (c)	\$100
403. Fail to keep records, date of transfer	Sch. S, 5.1 (d)	\$100
404. Fail to list procedures	Sch. S, 5.2	\$100
405. Fail to maintain inventory	Sch. S, 5.3	\$100
406. Fail to maintain written procedures	Sch. S, 5.4	\$100
407. Fail to maintain test records	Sch. S, 5.5	\$100
408. Fail to retain records	Sch. S, 5.6	\$100

SCHEDULE 22 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS SMALL CRAFT
HARBOURS REGULATION BYLAW NO. 1, 2000

(Bl 3650)

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to obey order to leave dock	3	\$150.00
2. Hinder authorized personnel	4	\$200.00
3. Interfere with lawful use of dock	7	\$100.00
4. Disorderly behaviour	8	\$100.00
5. Noise which disturbs	9	\$100.00
6. Possession of open liquor	10	\$100.00
7. Unlawful sign	11	\$100.00
8. Cause damage to dock	12	\$100.00
9. Damage CRD sign	13	\$100.00
10. Littering	14	\$50.00
11. Unlawful storage	15	\$100.00
12. Unattended vessel in loading zone	16	\$100.00
13. Vessel in loading zone more than 15 minutes	17	\$50.00
14. Unlawful mooring in airport zone	18	\$100.00
15. Failure to vacate airport zone	19	\$75.00
16. Unlawful driving on dock	20(1)	\$100.00
17. Unattended vehicle on dock	21	\$50.00
18. Unauthorized business on dock	22	\$100.00

SCHEDULE 22 TO BYLAW NO. 1857 CONTINUED

CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS SMALL CRAFT
HARBOURS REGULATION BYLAW NO. 1, 2000

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
19. Unauthorized structure on dock	24	\$100.00
20. Fail to pay moorage fees	25(4)	\$100.00
21. Fail to obtain licence	25(6)	\$100.00
22. Lingering while unloading dangerous goods	26	\$150.00
23. Unattended vessel carrying dangerous goods	27	\$200.00
24. Fail to obey order to alter position	30	\$100.00
25. Fail to obey order not to moor	31	\$100.00
26. Abandon vessel at dock	33	\$100.00
27. Obstruct movement of other vessels	36	\$100.00
28. Crossing dock with moorage lines	37	\$75.00
29. Use dock for major repairs	38(1)	\$100.00
30. Impede use of dock	38(2)	\$100.00
31. Disobey order of Ports Manager/Wharfinger	49(2)(a)	\$200.00
32. Disobey posted sign	49(2)(b)	\$100.00

SCHEDULE 23 TO BYLAW NO. 1857

COMMUNITY PARKS REGULATIONS
(JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)
BYLAW NO. 1, 2012

Bl 2411, 2511,3796)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Obstruction of Park or Peace Officer	4(1)	\$150.00
2. Failure to Obey Sign or Posted Notice	4(3), 12(1)	\$100.00
3. Consumption of Alcohol	4(4)	\$200.00
4. Urinate or Defecate in Public	4(5)	\$ 50.00
5. In park when closed	4(6)	\$ 50.00
6. Undue Noise	4(8)(9)	\$100.00
7. Disorderly or Dangerous Conduct	4(11)	\$100.00
8. Illegal Camping	6(1)	\$100.00
9. Destroying or Damaging Park Features or Property	7(1)	\$300.00
10. Littering	7(3)	\$100.00
11. Illegal Dumping	7(4)	\$300.00
12. Illegal Fire	7(5)	\$200.00
13. Unattended Fire or Camp Stove	7(6)	\$100.00
14. Illegal Deposit of Burning Substance	7(7)	\$100.00
15. Illegal Smoking	7(8)	\$100.00
16. Cut or Remove Tree	7(9)	\$500.00
17. Illegal Cycling	7(10)	\$ 50.00
18. Domestic Animal Not Under Control	8(1)(a)	\$100.00
19. Dog Faeces Not Removed	8(4)	\$100.00
20. Possess or Discharge Firearm	9(1)	\$200.00
21. Possess or Discharge Fireworks	9(2)	\$100.00
22. Possess or Discharge a Slingshot	9(3)	\$100.00
23. Possess or Discharge a Bow or Crossbow	9(4)	\$200.00
24. Vehicle Off Road	10(1)	\$200.00
25. Illegal Parking	10(3)	\$ 50.00

SCHEDULE 23 TO BYLAW NO. 1857 CONTINUED

COMMUNITY PARKS REGULATIONS
(JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)
BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
26. Commercial Activity Without Permit	11(1)	\$100.00
27. Interference in Lawful Use of Property	12(2)	\$100.00
28. Special Use Event Without A Permit	14(1)	\$100.00
29. Failure to Comply with Terms of a Permit	14(9)	\$100.00

SCHEDULE 24 TO BYLAW NO. 1857

SALT SPRING ISLAND LIQUID WASTE DISPOSAL LOCAL SERVICE AREA FEES AND CHARGES BYLAW NO. 1, 1996 **(BI 2669)**

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Discharging at other than designated facility	4. (a)	\$100.00
2. Fail to deposit declaration	4. (e)	\$100.00
3. Unauthorized parking	Sch "C" Sec 2	\$ 50.00
4. Spilling septage	Sch "C" Sec 6	\$100.00
5. Fail to record flow meter reading	Sch "C" Sec 8	\$100.00

SCHEDULE 25 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT
SEPTAGE DISPOSAL BYLAW NO. 2, 2000

(Bl 2863)

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Discharging at other than disposal facility	2.1	\$200
2. Fail to provide information	2.7(b)	\$100
3. Fail to contain load	2.7(c)	\$150
4. Fail to discontinue discharge	2.8	\$200
5. Fail to provide information	2.9	\$100
6. Fail to clean equipment	2.10	\$100
7. Discharge without permit	3.1	\$100
8. Unlisted vehicle	3.2	\$100
9. Fail to display company name as required	3.4	\$50
10. Fail to allow entry	4.1	\$200
11. Fail to allow sampling	5.1	\$200
12. Using unauthorized sampling and analysis methods	5.3	\$100
13. Fail to use independent agency/authorized laboratory	5.4	\$100
14. Hinder/prevent inspection	8.1	\$200

SCHEDULE 26 TO BYLAW NO. 1857

(BI 3062,4098)

CAPITAL REGIONAL DISTRICT WATER CONSERVATION NO. 1, 2016

**WORDS OR EXPRESSIONS
DESIGNATING OFFENCE**

	SECTION	FINE
1. Deterioration of appliance resulting in waste of water	3.(2)	\$200.00
2. Wasting water	3.(3)	\$200.00
3. Wasting water during Stage 1	3.(3)	\$200.00
4. Wasting water during Stage 2	3.(3)	\$300.00
5. Wasting water during Stage 3	3.(3)	\$400.00
6. Once Through Cooling Equipment Use	3.(5)	\$250.00
7. Once Through Cooling Equipment Use During Stage 1	3.(5)	\$350.00
8. Once Through Cooling Equipment Use During Stage 2	3.(5)	\$450.00
9. Once Through Cooling Equipment Use During Stage 3	3.(5)	\$500.00
10. Stage 1 – water lawn contrary to even address dates/times	Sch. A 1.(1)(a)(i)	\$200.00
11. Stage 1 – water lawn contrary to odd address dates/times	Sch. A 1.(1)(a)(ii)	\$200.00
12. Stage 1 – water playing field contrary to dates/times	Sch. A 1.(1)(b)(v)	\$100.00
13. Stage 1 – operate Public Spray Park contrary to restrictions	Sch. A 1.(1)(c)	\$100.00
14. Stage 1 – Public Authority watering contrary to dates/time	Sch. A 1.(2)(c)	\$100.00
15. Stage 1 – watering golf courses contrary to dates/times	Sch. A 1.(2)(d)	\$200.00
16. Stage 2 – water lawn contrary to even address dates/times	Sch. A 2.(1)(a)(i)	\$250.00

SCHEDULE 27 TO BYLAW NO. 1857

(Bl 2806, 4051)

WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Unauthorized entry on water supply area lands	9.	\$200.00 (first offence) \$400.00 (second offence) \$1,000.00 (third offence)
2. Obstruct persons or traffic	10.	\$100.00
3. Disorderly behavior	11.	\$100.00
4. Unlawful use of liquor	12.	\$100.00
5. Fail to obey sign	14.	\$100.00
6. Damage to property/natural feature in water supply area	15.	\$200.00 (first offence) \$400.00 (second offence) \$1,000.00 (third offence)
7. Foul water supply area lands/water bodies	16.	\$200.00
8. Remove posted notices	17.	\$100.00
9. Interfere with wildlife	18.	\$200.00
10. Deposit garbage	19.	\$200.00 (first offence) \$400.00 (second offence) \$1,000.00 (third offence)
11. Introduce alien or weed species	20.	\$200.00
12. Introduce organic material without authorization	21.	\$200.00
13. Unlawful fire	22.	\$1,000.00
14. Deposit burning substance	23.	\$1,000.00

SCHEDULE 27 TO BYLAW NO. 1857 CONTINUED

(Bl 2806, 4051)

WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

	WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
15.	Damage tree	24.	\$100.00
16.	Cut down tree	24.	\$200.00
17.	Unauthorized cycling	25.	\$100.00
18.	Unauthorized camping	26.	\$100.00
19.	Prohibited storage	27.	\$100.00
20.	Prohibited animal	28.	\$200.00 (first offence) \$400.00 (second offence) \$1,000.00 (third offence)
21.	Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29.	\$200.00
22.	Unauthorized operation of aircraft	30.	\$200.00
23.	Unauthorized operation of vessel or watercraft	31.	\$200.00
24.	Unauthorized fishing	32.	\$200.00
25.	Driving off road	33.(1)	\$200.00
26.	Driving contrary to posted signs or traffic control devices	35.(2)	\$100.00
27.	Unlawful sign	36.	\$100.00
28.	Prohibited public address system	37.	\$100.00
29.	Prohibited temporary structure	38.	\$100.00
30.	Prohibited permanent structure	39.	\$200.00

31.	Entry into closed area	43.	\$200.00
32.	Prohibited activity	44.	\$200.00

SCHEDULE 28 TO BYLAW NO. 1857

SALT SPRING ISLAND HOUSE NUMBERING BYLAW NO. 1, 1992

(Bl 3195)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to display street number, designated area	6.	\$100.00
2. Fail to display street number, outside of designated area	7.	\$100.00
3. Fail to display street number in a proper manner	8. (1)	\$50.00
4. Fail to display street number in a visible manner	8. (2)	\$50.00

SCHEDULE 29 TO BYLAW NO. 1857

CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2004 (Bl 3195)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to display civic number	6. (1)	\$100.00
2. Fail to display civic number in proper manner	6. (1) (i) (ii) (iii) (iv) 6. (3) (i) (ii)	\$50.00
3. Fail to display correct civic number	7. (1)	\$50.00
4. Alter or change civic number without authority	7. (2)	\$50.00

SCHEDULE 30 TO BYLAW NO. 1857

(BI 3195,3796)

SCHEDULE 31 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION
BYLAW NO. 1, 2004

(BI 3418)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to obtain recycler licence	3.1	\$500
2. Operating without recycler licence	3.2	\$500
3. Store materials improperly	5.1	\$500
4. Fail to operate according to regulations	5.2	\$500
5. Fail to operate to control nuisances	6.1	\$500
6. Creating or discharging leachate	6.2	\$500
7. Fail to operate in accordance with licence	6.5	\$200
8. Hinder inspection	11.1	\$250
9. Exceed storage limits	Sch. B 1	\$200
10. Fail to pay licence application fee	Sch. C 1.1 (a)	\$200
11. Fail to pay licence renewal fee	Sch. C 1.2 (a)	\$200
12. Fail to pay licence amendment fee	Sch. C 1.3 (a)	\$200
13. Fail to pay annual administration fee	Sch. C 1.4 (a)	\$200
14. Fail to pay provisional licence fee	Sch. C 1.5 (a)	\$200
15. Handle restricted organic matter improperly	Sch. D 1.1	\$200
16. Cure restricted organic matter improperly	Sch. D 1.2	\$200
17. Fail to use impermeable surface	Sch. D 1.3	\$500
18. Receive unauthorized material	Sch. D 1.4	\$500
19. Exceed combined storage limits	Sch. D 2.2	\$200
20. Fail to report beginning of operation	Sch. D 3.1	\$200

SCHEDULE 32 TO BYLAW NO. 1857

SALT SPRING ISLAND TRANSFER STATION
REGULATION BYLAW NO. 1, 2001

(BI 3418)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to obtain operator licence	2 (a)	\$500
2. Hinder inspection	10 (a)	\$250
3. Fail to pay licence fee	Sch. C 1.1 (a)	\$200
4. Fail to pay licence renewal fee	Sch. C 1.2 (a)	\$200
5. Fail to pay licence amendment fee	Sch. C 1.3 (a)	\$200
6. Fail to pay annual administration fee	Sch. C 1.4 (a)	200
7. Fail to use impermeable surface	Sch. D (a) (i)	\$500
8. Store waste improperly \ Class 1 station	Sch. D (a) (ii)	\$200
9. Store fibre improperly \ Class 1 station	Sch. D (a) (iii)	\$200
10. Store waste improperly \ Class 2 station	Sch. D (b) (i)	\$200
11. Store fibre improperly \ Class 2 station	Sch. D (b) (ii)	\$200
12. Fail to prohibit public access	Sch. D (b) (iii)	\$200
13. Fail to maintain facility	Sch. D (c)	\$200
14. Receive unauthorized materials	Sch. D (d)	\$500
15. Detectable odour beyond site boundary	Sch. D (e)	\$500
16. Fail to submit odour management plan	Sch. D (f)	\$200
17. Discharge leachate	Sch. D (g)	\$500
18. Deposit garbage	Sch. D (h)	\$200
19. Exceed storage limit	Sch. D. (i)	\$200

SCHEDULE 33 TO BYLAW NO. 1857

FIRE REGULATION BYLAW NO. 1, 2007

(BI 3453)

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Hindering an officer	4. (a)	\$200.00
2. Cross fire line	4. (b)	\$100.00
3. Drive over hose or equipment	4. (c)	\$500.00
4. Obstruct access to fire hydrant	4. (d)	\$100.00
5. Damage of fire department property	4. (e)	\$300.00
6. Failure to properly secure unoccupied building	6.	\$100.00
7. Class A burning within restricted area	7. (a)(ii)	\$500.00
8. Class A burning more than 3 consecutive days	7. (a)(iii)	\$100.00
9. Class B burning within restricted area	7. (b)(i)	\$100.00
10. Burning green debris	7. (b)(ii)	\$100.00
11. Class B burning more than 4 consecutive days	7. (b)(iii)	\$100.00
12. Class C burning within restricted area	7. (c)(ii)	\$100.00
13. Burning without a valid permit	8. (a)	\$100.00
14. Open burning during prohibited period	8. (b)	\$500.00
15. Failure to extinguish beach or camp fire	8. (c)	\$100.00
16. Failure to extinguish fire	8. (d)	\$100.00
17. Failure to control and/or supervise open burning fire	8. (e)	\$100.00
18. Burning Prohibited Materials	10.	\$100.00
19. Failure to supervise incinerator fire	11. (a)(ii)	\$100.00
20. Improper location of incinerator	11. (a)(iii)	\$100.00
21. Beach fire or campfire in excess of size limits	12. (a)	\$ 50.00
22. Beach fire or campfire not properly contained	12. (b)	\$100.00
23. Beach fire or campfire not properly supervised and controlled	12. (c)	\$ 50.00
24. Operation of industrial or high risk activity when Fire Danger Class at 'Extreme' level without exemption	13. (a)	\$ 500.00
25. Insufficient fire fighting tools on site	13. (b)	\$300.00
26. Failure to provide fire watcher	13. (d)	\$300.00
27. Failure to maintain sufficient fuel break	13. (e)	\$300.00
28. Operation of engine without taking necessary precautions	13. (f)(i)	\$300.00
29. Failure to notify Fire Chief of mill waste deposit	14 (a)	\$200.00
30. Mill waste deposit greater than 3 metres	14. (b)	\$300.00
31. Failure to cover mill waste	14. (c)	\$100.00

SCHEDULE 34 TO BYLAW NO. 1857

(BI 3703)

ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Fail to pump out Type 1 system before December 31, 2010	3.1 (a)	\$150
2. Fail to pump out Type 1	3.1 (b)	\$150
3. Fail to maintain Type 2 or Type 3 system	3.2	\$150
4. Fail to retain and provide records	3.3	\$100

SCHEDULE 35 TO BYLAW NO. 1857

(BI 3818)

TANNING FACILITY REGULATION BYLAW NO.1, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE	
		First Offence	Second and Subsequent Offence(s)
1. Fail to comply with bylaw regulations	2. (2)(a)	\$500.00	\$1000.00
2. Non-compliant tanning equipment	2. (2)(b)	\$500.00	\$1000.00
3. Fail to allow entry for inspection	3. (1)	\$500.00	\$1000.00
4. Fail to provide adequate washing water	4. (1)	\$500.00	\$1000.00
5. Fail to maintain clean premises	4. (2)	\$500.00	\$1000.00
6. Fail to display warning signs	5. (1)(a)	\$500.00	\$1000.00
7. Fail to display proper sign	5. (1)(b)	\$500.00	\$1000.00
8. Fail to provide protective eye wear	5. (2)(a)	\$500.00	\$1000.00
9. Allowing customer to not wear protective eye wear	5. (2)(b)	\$500.00	\$1000.00
10. Improperly designed tanning equipment	5. (3)(a)	\$500.00	\$1000.00
11. Allowing self-service tanning equipment	5. (3)(b)	\$500.00	\$1000.00
12. Fail to maintain tanning equipment	5. (3)(c)	\$500.00	\$1000.00
13. Fail to sanitize eye wear	5. (4)(a)	\$500.00	\$1000.00
14. Fail to sanitize tanning equipment	5. (4)(b)	\$500.00	\$1000.00
15. Allowing customer to sanitize equipment	5. (4)(c)	\$500.00	\$1000.00
16. Fail to provide information to customers	5. (5)(a)	\$500.00	\$1000.00
17. Allow minor to use tanning equipment	6. (1)	\$500.00	\$1000.00
18. Fail to check age identification	6. (2)	\$500.00	\$1000.00

SCHEDULE 36 TO BYLAW NO. 1857

(Bylaw 4094)

CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Prohibited cross connection	5.1	\$1,000.00
2. Connection to unacceptable plumbing system	5.2	\$1,000.00
3. Fail to report discovered cross connection	6.1	\$250.00
4. Fail to ensure testing of backflow preventer	7.1	\$1,000.00
5. Fail to report backflow preventer test results	7.2	\$250.00
6. Fail to notify customer of test failure	7.3	\$250.00
7. Fail to notify of repair or replacement	7.4	\$500.00
8. Fail to display proof of testing	7.5	\$100.00
9. Fail to maintain file of test results	7.6	\$100.00
10. By-pass of backflow preventer	8.1	\$1,000.00
11. Removal of backflow preventer	8.2	\$1,000.00
12. Tampering with backflow preventer	8.3	\$1,000.00
13. Fail to install backflow preventer on temporary water service	10.1	\$1,000.00
14. Fail to submit design level survey form	11.	\$250.00
15. Turning on water service without premises isolation	12.	\$1,000.00
16. Fail to provide premises isolation for new severe hazard	13.1	\$1,000.00
17. Fail to provide premises isolation for new unknown occupancy	13.2	\$1,000.00
18. Fail to provide premises isolation for new moderate hazard	13.3	\$500.00
19. Fail to provide premises isolation for new minor hazard	13.4	\$500.00
20. Fail to provide premises isolation for existing severe hazard	14.1 (a) or (b)	\$1,000.00
21. Fail to provide premises isolation for existing moderate hazard	14.2 (a) or (b)	\$500.00
22. Fail to provide premises isolation for existing minor hazard	14.3 (a) or (b)	\$500.00
23. Fail to provide premises isolation for restricted access premises	15.	\$1,000.00
24. Inadequate or expired credentials	29.1 (a), (b) or (c)	\$250.00
25. Fail to register as certified tester	29.2	\$100.00

26. Fail to maintain testing equipment	29.3	\$250.00
27. Fail to calibrate testing equipment	29.4 or 29.5	\$250.00
28. Fail to register as survey specialist	30.1	\$250.00
29. Fail to install or maintain a backflow preventer	31.5	\$1,000.00
30. Fail to comply with direction of Officer	31.6	\$1,000.00



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 14, 2021**

**SUBJECT Community Emergency Preparedness Fund: Emergency Operations
Centres and Training Grant - Motion of Support**

ISSUE SUMMARY

The Capital Regional District (CRD) is responsible for emergency preparedness in the Electoral Areas (EAs). The CRD is applying to the Union of British Columbia Municipalities (UBCM) for funding to exercise and improve emergency response plans and train Electoral Area volunteers. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for many community based projects, including projects that support community resiliency and emergency preparedness. A 2021 grant opportunity is available to provide training opportunities for emergency program volunteers in all three EAs. Emergency planning and training exercises will be held with the goal of improving and validating emergency response plans.

In December 2018, the Auditor General for Local Government (AGLG) reviewed the CRD's Emergency Program and offered the following recommendation: "The Capital Regional District should consider conducting full-scale and/or larger-scale joint exercises that test the collaboration of all relevant parties involved in responding to a major emergency in the region. Staff should continue completing progressive, smaller, in-house exercises to further increase familiarity with their roles and responsibilities and to validate emergency plans in preparation for the larger scale joint exercise". This grant opportunity facilitates meeting this recommendation.

Emergency Operation Centre and Training grant funding would benefit all CRD EA Emergency Programs: Juan de Fuca, Southern Gulf Islands, and Salt Spring Island. The maximum grant amount is \$25,000, which permits the CRD to facilitate two full-scale functional emergency exercises in the Electoral Areas, including participation from relevant first responder agencies, such as fire departments, police, ambulance, coast guard, search-and-rescue, and BC Ferries. Locations will be finalized upon grant approval.

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 the Emergency Operations Centres and Training grant and direct staff to provide overall grant management.

Alternative 2

That staff be directed to rescind the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant.

IMPLICATIONS

Financial Implications

The grant will have no impact on annual Emergency Program budgets, but provides an opportunity for one-time projects that increase community resilience to emergencies.

Operational Implications

Under the *Emergency Program Act*, the CRD is obligated to provide Emergency Management Services to residents. Grants provide opportunity for one-time projects that increase emergency program capacity to support residents impacted by a disaster. These full-scale exercises validate emergency plans and allows the identification of opportunities for improvement when coordinating with external agencies. Due to the expense and complexity of facilitating successful functional emergency exercises, this grant offers the CRD an important opportunity to provide staff and volunteers with experience while meeting regulatory and accreditation requirements and fulfilling recommendations from the 2018 AGLG Audit Report.

CONCLUSION

The CRD is responsible for supporting emergency management programs in the EAs. The UBCM Emergency Operation Centres and Training grant is a key opportunity to improve emergency plans and offer training and development in the Electoral Areas. 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 Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centres and Training 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



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 14, 2021

SUBJECT **AGMs and Nomination Procedures for Local Service Committees & Commissions**

ISSUE SUMMARY

The holding of annual general meetings (AGMs), including the nomination and polling of attendees for commission appointments, is impractical due to the current COVID-19 health orders excluding members of the public from attending in-person meetings.

BACKGROUND

In 2020, the Capital Regional District (CRD) Board responded to the challenges presented by COVID-19 and the health orders of the day by passing two separate resolutions dealing with AGMs and the nomination procedure for local service area committees and commissions.

On July 8, 2020, the CRD Board gave the following direction:

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

Following that direction, a mail-in ballot process was completed for the following 6 local service areas:

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

On September 9, 2020, the CRD Board revised its direction following growing concerns with the cost and staff capacity to administer mail-in ballots for the remaining 15 committees and commissions required to hold AGMs in 2020, as follows:

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

The Province of British Columbia is currently experiencing a third wave of COVID-19 which will continue to make the AGM process challenging. While local government meetings are an exception to the order for no indoor gatherings, members of the public are not permitted to attend those meetings in-person. AGMs are typically large gatherings as they are open to all ratepayers

in a local service area. Elections of new members are usually done by secret ballot which is not feasible in an electronic meeting format. Therefore, staff recommend waiving the bylaw requirement to hold AGMs for local service area committees and commissions in 2021 and that nominations for new members to those committees and commissions be received by the Electoral Area (EA) Director and forwarded to the CRD Board for appointment.

A table of the local service committee and commissions that hold an AGM where nominations are received is attached as Appendix A.

ALTERNATIVES

Alternative 1

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

1. That the bylaw requirement that CRD local service committees and commissions hold Annual General Meetings be waived for 2021.
2. That new appointments to local service committees and commissions be made by the CRD Board based on the Electoral Area Director recommendation for 2021.

Alternative 2

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

IMPLICATIONS

Annual General Meeting

The bylaws for local service committees and commissions require that an annual general meeting be held, however the Board may waive the bylaw requirement by resolution until such time as the bylaws can be formally amended. At the AGM, nominations for new members of the Committee or Commission are accepted, and if required, attendees are polled prior to the names being forwarded to the CRD Board for appointment. The bylaws require that notice be given in writing stating when the AGM will be held and that nomination of new members will be conducted.

In practice, the agendas for AGM include the following items:

- Adoption of previous AGM Minutes
- Annual report for previous fiscal year
- Nominations for new appointments

For AGMs that are waived in 2021, notice of AGM cancellation will still be distributed to ratepayers in accordance with the current bylaw requirement for providing notice of the AGM.

Mail-in Balloting

In accordance with the July 8, 2020 Board direction, mail ballot processes were completed for the six local services identified in this report. Concerns over cost, response rate and amount of work for staff resulted in a Board resolution in September 2020 allowing EA Directors to make nominations to the Board on appointments as an alternative to mail-in ballots.

Nomination Procedure

Current appointment processes for those CRD commissions that do not have a requirement to hold an AGM involve advertising upcoming vacancies locally, then the commission reviews and

shortlists applications and makes a recommendation for appointment to the EA Director. The EA Director then forwards the selected nominee(s) to the Board for appointment.

It is proposed that committees and commissions that are required to hold AGMs follow a similar appointment process as outlined above. For those local service committees and commissions that do not meet on a regular schedule, review of applications and selections may be done by the EA Director without a committee or commission recommendation.

In the future, staff will be reviewing the value of holding AGMs and whether to update the nomination procedure to be more aligned with other CRD committees and commissions.

CONCLUSION

Due to COVID-19, the bylaw requirement to hold local service committee and commission AGMs will be waived for 2021 and that recommendations for new appointments will be by recommendation of the EA Director to the CRD Board.

RECOMMENDATION

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

1. That the bylaw requirement that CRD local service committees and commissions hold Annual General Meetings be waived for 2021.
2. That new appointments to local service committees and commissions be made by the CRD Board based on the Electoral Area Director recommendation for 2021.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Local Service Committees and Commissions with AGMs

Appendix B: Staff Report September 9, 2020

Local Service Committees and Commissions with AGMs

Bylaw #	Local Service Committees & Commissions
1875	<ul style="list-style-type: none"> • Lyall Harbour – Boot Cove Water Local Service Committee*
2339	<ul style="list-style-type: none"> • Magic Lake Estates Water and Sewer Committee*
2558	<ul style="list-style-type: none"> • Sticks Allison Water Local Service Committee*
3131	<ul style="list-style-type: none"> • Surfside Park Estates Water Local Service Committee*
3133	<ul style="list-style-type: none"> • Skana Water Service Committee*
3281	<ul style="list-style-type: none"> • Port Renfrew Utility Services Committee
3511	<ul style="list-style-type: none"> • Wilderness Mountain Water Service Commission*
3654	<ul style="list-style-type: none"> • Otter Point Fire Protection and Emergency Response Service Commission • East Sooke Fire Protection and Emergency Response Service Commission • North Galiano Fire Protection and Emergency Response Service Commission • Port Renfrew Fire Protection and Emergency Response Service Commission • Shirley Fire Protection and Emergency Response Service Commission • Willis Point Fire Protection and Recreation Facilities Commission
3693	<ul style="list-style-type: none"> • SSI – Beddis Water Service Commission • SSI – Cedar Lane Water Service Commission • SSI – Cedars of Tuam Water Service Commission • SSI – Fernwood and Highland Water Service Commission • SSI – Fulford Water Service Commission • SSI – Ganges Sewer Local Services Commission • SSI – Maliview Sewer Local Service Commission • SSI – Salt Spring Island Liquid Waste Disposal Local Service Commission

**Mail-in Balloting conducted in 2020*

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

SUBJECT Annual General Meetings & Nomination Procedures for Commissions

ISSUE SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

Alternative 1

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

Alternative 2

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

IMPLICATIONS

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

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

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

CONCLUSION

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

RECOMMENDATION

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

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

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

ATTACHMENT(S)

Appendix A: Staff Report July 8, 2020

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

SUBJECT COVID Meeting Procedures

ISSUE SUMMARY

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

BACKGROUND

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

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

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

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

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

meetings without the public present:

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

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

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

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

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

ALTERNATIVES

Alternative 1

That the CRD Board:

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

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

Alternative 2

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

CONCLUSION

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

RECOMMENDATION

That the CRD Board:

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

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

ATTACHMENTS

Appendix A: Ministerial Order No. M192

Appendix B: Draft Committee & Commission Resolution

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

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

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

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

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

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

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

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

Date

17/06/2020

Minister of Public Safety and Solicitor General



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

Authority under which Order is made:

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

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

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

Division 1 – General

Definitions

1 In this order:

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

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

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

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

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

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

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

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

“**trust body**” means

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

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

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

Application

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

Division 2 – Open Meetings

Open meetings – municipalities

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

Open meetings – regional districts

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

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

Open meetings – Vancouver

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

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

Open meetings – trust bodies

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

Division 3 – Electronic Meetings

Electronic meetings – municipalities

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

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

Electronic meetings – regional districts

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

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

Electronic meetings – Vancouver

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

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

Electronic meetings – improvement districts

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

Electronic meetings – trust bodies

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

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

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

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

Division 5 – Public Hearings

Public hearings – Local Government Act

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

Public hearings – Vancouver Charter

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

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

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

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

Appendix B: Draft Committee & Commission Resolution

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

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission

Held on February 4, 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), Emma Davis (Galiano Liaison for the CRD), Michael Carrothers (Maintenance Contractor), Susan DeBeck (Recording Secretary)

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

1. Territorial Acknowledgement

Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Byzyna , SECONDED by Commissioner Dishaw that the agenda be adopted as amended.

CARRIED

3. Adoption of the Minutes January 7 2021

MOVED by Commissioner Byzyna, SECONDED by Commissioner Henshall that the minutes of January 7, 2021 meeting be adopted with the amendment to Section 9.4 where the Treasurer's Notes explain three errors in the Operating Expenses.

CARRIED

4. Chair's Remarks

Task assignments will be deferred to the next meeting to incorporate tasks for the new commissioner.

5. Correspondence

None.

6. Presentations/ Delegations

Andrew Loveridge was present to voice his continuing advocacy of the Zayer shore access project.

7. Administration Reports

7.1 Maintenance Contractor's Report

Michael Carrothers January Maintenance Report was distributed.

Bell Trail- Contractor Carrothers is still obtaining cost information on the removal of the Bell Trail bridge. Main beams could be salvaged for other use.

15 Matthews Contractor Carrothers advised the commission of erosion above the Active Pass public beach from the CRD Matthews Point Regional Park. Signage and the potential liability concerns were raised. Commissioner Brendt advised the CRD. Note - post meeting the CRD advised no action was necessary.

Zuker Material regarding the Grant programs will be reviewed as the Zuker project will need funding. Invoicing information for the pollinators webinars needs to be addressed.

7.2 Shore Access Report

34 Shaw's Landing Shaw's Landing: the cost for the revised design will be reviewed along with its compatibility for capital reimbursement programs (Hansen Foundation); if costs exceed current capital ceiling of \$5500, a increase in budget approval will be sought by mid-summer.

7.3 Trails Report

MOVED by Commissioner Rybak, SECONDED Commissioner Dishaw
MOTION: "The GIPRC approved the Licence of Occupation for Greig Creek (Licence 113845, DL66), known in our nomenclature as the Bell Trail."
CARRIED

Matthews Point Trail Contractor Carrothers will investigate the costs of mechanical gravel placement along the length of the shore access. More permanent drainage improvements will be required for the initial sections of the trail once the ground dries out.

7.4 Parks Report

DL 79 - Completion of the contract for the internal park trail system was confirmed. The budget for completion was reviewed and revised. Major work needed to complete the park project includes vault toilet and installation (\$10600), bike rack, park and trail signage (\$3000), stone stairs (\$1200), and split rail fencing (\$1600) in addition to the completion of the parking area. A request to supplement the existing budget capital budget of \$6000 by an additional \$14,000 for 2021 was discussed.

MOVED Commissioner Longson, SECONDED Commissioner Simon
MOTION: Prepare a revised supplemental budget to present to the CRD for up to a maximum additional amount of \$14 000 to be allocated for the DL 79 Park Budget.
CARRIED

Skate Park Confirmed that Contractor Carrothers will re-install the refurbished Skate Park sign with the relocation of the gate to the Lion's Field in mind.

8.0 Treasurer's Report

9.0 Treasurers Expense Report for Jan 2020 - (Feb 04, 2021 Meeting)					
9.1 Status of Accounts		2021 Operations			
Excluding GST		2021 Budget	Jan Spent	YTD Spent	Current Balance
Activity					
Parks Improvement		7,010.00	322.40	322.40	6,687.60
Parks Maintenance		61,740.00	2,556.08	2,556.08	59,183.92
Parks Meeting Expense		2,930.00			2,930.00
Total Operating Expenses		71,680.00	2,878.48	2,878.48	68,801.52
Recreation Programs		38,904.00			38,904.00
Recreation Meeting Expense		340.00			340.00
Total Recreation Expenses		39,244.00			39,244.00
Imprest Account					679.74
Cheques Issued -			0.00	0.00	
Capital Funding Status					
Capital Reserve Fund					73,660.00
General Capital Fund					8,652.00
Year End Planned Transfer to Cap Res Fund		To Come			
Donations			Jan	YTD	
			0.00	0.00	
9.2 Invoices to Be Approved (GST Incl)					
MC Contract Mtce Charge for January			2,619.75		
9.3 Payment of Other Invoices (GST Incl)					
GTC - 3 Invoices			63.94		
MC-Pick up Burlap Sacks-Zuker			283.50		
MC - Ferry Fare			31.00		
Burlap Sacks Fee			22.40		
9.3.1 Invoices Pending CRD Approval					
Saanich Native Plants - Zuker Webinar	525.00				
Pollinator Partnership Canada - Zuker Webinar	525.00				

MOVED by Commissioner Dishaw SECONDED by Commissioner Byzyna to approve the payment of M. Carrothers invoices. CARRIED.

There was discussion whether the Treasurer needed to continue to get the GIPRC approval for cheques over \$1000. It was agreed that the internal approval process would remain the same.

33	9.4 Forecast Expenses for 2021	Original	Revised	Jan	YTD	Balance	2020
34	Excluding GST	Forecast	Forecast	Spent	Spent	to Spend	ACTUAL
35	Garbage Removal	320.00				320.00	547.00
36	Design, Print Brochures	2,000.00				2,000.00	0.00
37	Parks Maintenance Contract - MC (Labour)	42,780.00		2,340.00	2,340.00	40,440.00	41,742.00
38	Mileage Allowance - MC Mtce Contract	4,000.00		155.00	155.00	3,845.00	3,988.00
39	Recording Secretary Charges	2,500.00				2,500.00	1,510.44
40	Other Meeting Expenses	430.00				430.00	0.00
41	Cleaning Supplies	1,000.00				1,000.00	1,067.24
42	Extraordinary Mtce Labour Allowance	2,000.00				2,000.00	0.00
43	Maintenance Materials Allowance	2,500.00		61.08	61.08	2,438.92	2,218.57
44	Tools and Equipment	500.00				500.00	747.48
45	Safety Supplies	500.00				500.00	950.23
46	Parks Improvement Materials	1,000.00		52.40	52.40	947.60	1,228.55
47	Parks Improvement Labour	6,010.00		270.00	270.00	5,740.00	3,017.50
48	Outside Technical/Maintenance Services	1,000.00				1,000.00	1,450.00
49	Tree Felling Services	1,500.00				1,500.00	1,281.11
50	Pump Toilets	1,600.00				1,600.00	1,513.08
51	Apple Pie	850.00				850.00	812.48
52	Stewards' Luncheon	600.00				600.00	519.90
53	Post Box	180.00				180.00	173.00
54	CRD Labour/Legal	0.00				0.00	0.00
55	CRD Year End Reconciliation Correction						-63.22
56	Total Forecast Spending/Balance Remaining	71,270.00		2,878.48	2,878.48	68,391.52	62,703.36
57	Contingency Available	410.00					7,776.64
58	Total Operating Budget/Funds Unspent to Jan 31	71,680.00					70,480.00
59							

8.5 GIPRC 2021 Planned and Actual Capital Project Spending Summary Report for Jan 2021 - (Meeting Feb 4, 2021)												
(Based on 2021-2024 Five Year Capital Program)										Excluding GST		
Project Name	Work Description	Total Project Estimate		2021 Spending				Current Status				
		Original	Current	Budget	Jan	YTD	Balance					
DL 79 New Park Completion	Construct New Park-Total	35,500.00	to Come	To come			8,652.00	Current revised balance Of 8,652.00 available to complete the project, including 2,389.15 to be invoiced by GEL upon completion of parking area top coat of gravel and remaining contingency of 6,262.85 to cover the completion costs for Vault Toilet Enclosure, Park Signage, Stairs to the beach beach from the picnic area and safety fence. Carry over of 8,652.00 will be insufficient to cover all the completion items and a supplemental budget will be requested. Note: Proposed Budget for completion in 2021 not yet approved by GIPRC or CRD First opportunity to submit request to CRD for supplemental Budget is Feb 5.				
WBS CX.039.2015.65	Clearing, construct parking lot	15,205.00	15,205.00	2,389.15			2,389.15					
	Purchase Vault Toilet											
	Install Vault Toilet											
	Install Toilet Enclosure	0.00										
	Build Stairs to beach	0.00	Completion									
	Install Bike Rack	0.00	Budget	Budget								
	Split Rail Fence	0.00	to come	To Come								
	Trail signs	0.00										
	Park Map	0.00										
	Park Entry Name Sign	0.00										
	Trail/Picnic Area Constr	10,800.00	10,800.00	76.91	76.91	76.91						
	Misc Materials	650.00	650.00	Complete								
	Picnic Tables	2,000.00	2,000.00									
	Signage	200.00	200.00									
	Sub Total	28,855.00		To come	76.91		2,389.15					
	Contingency remaining	6,645.00	To come	To come			6,262.85					
Zuker Shore Access Restoration	Conduct Restoration	15,500.00	15,500.00	To Come				Planned 2 year Project				
Access to Shaw Landing for Mobility Impaired	Construct Access, Total	5,500.00	5,500.00	To Come				Potential for reimbursement from Rick Hansen Foundation				
Install Vault Toilet at Activity Centre	Construct/Install Toilet	12,000.00	12,000.00	To Come				Type of toilet and exact location still to be determined.				
Asset Management	Prepare Inventory and plan for replacement	15,000.00	15,000.00	To Come				Prepare Asset Inventory and Replacement plan/strategy for 2021. Asset replacement to commence in 2022.				
TOTALS - All PLANNED 2021 Projects		83,500.00										
AVAILABLE FUNDING												
	Capital Reserve Fund (Jan 1, 2021 Balance)						73,660.00					
	General Capital Fund(Available remaining to spend now)				-	-	8,652.00					
	Transfers from CRF to GCF											

2020 Capital Spending Summary +

Treasurer Notes: The review of the Year End Reconciliation with the CRD financial numbers was presented and included with the Minutes as Appendix A .

MOVED by Commissioner Simon, SECONDED by Commissioner Dishaw to approve the Treasurer’s Report.

CARRIED

10. New Business

10.1 Recreation Grants Commissioner New and Commissioner Dishaw will look at the year's recreational spending and develop time-lines for applications.

10.2 Vault Toilets The pros and cons of various vault toilets were considered. Wishbone vault toilets, used by the BC Parks and CRD, was the favoured choice including that it comes in a range of colours. Commissioner Dishaw will investigate the fate of the Dewinetz porta-pottie decommissioned with the vault toilet installation at DL 79

MOVED Commissioner Longson, SECONDED Commissioner

MOTION That Wishbone vault toilet also used by the BC Parks and CRD becomes the standardized toilet used by the GIPRC.

CARRIED

MOVED Commissioner Byzyna, SECONDED Commissioner Dishaw

MOTION A Wishbone vaulted toilet be purchased for DL79.

CARRIED

11. Other Business None

12. Adjournment

MOVED Commissioner Dishaw that the meeting be adjourned for the In-camera session.

CARRIED

Stephen Rybak, Chair GIPRC

APPENDIX A

Finance Related Items for Discussion/Information at Feb 4 Meeting

Year End Reconciliation with CRD for Key Financial Numbers:

Operating Expense Carryover to the Capital Reserve Fund (CRF) – At the end of October 2020 we forecast an operating surplus of 6,236.00 for the year. By our (my) accounting we ended the year showing an actual surplus of 7,713.42. CRD accounting, which of course takes precedence, shows a surplus of **7,776.64**. This then is our official carry over of unspent budget from our 2020 operations to the Capital Reserve Fund. The numbers are amazingly close. Our(my) accounting final numbers would never agree with CRD because they have other items to account for such as interest earned on unspent balances (+) and WCB payments on contractor labour(-) which we do not deal with.

This amount of 7,776.64 along with 14,594.00 set aside at the beginning of our 2020 budget, when added to the reserve balance of about 50,000 at the end of the year brings our current Capital Reserve Fund total at the start of 2021 to **73,660.00**. This is the amount of money we currently have available as of Jan 1 to carry out our capital project program.

It is from this pool of money that we formally request funds from CRD along with project cost codes to carry out the current years capital projects from the list of approved capital projects from our 5 year program. The funds are transferred to our General Capital Fund (GCF) and assigned to specific projects. We can then draw on these funds to carry out our projects. The current balance remaining in our **GCF**, to complete DL 79 project is **8,652.00**.

Remaining GCF Balance to Complete DL 79 Project: Our(my) year end accounting showed a remaining balance of 9,203.75 to complete DL 79 project as compared to just received CRD year end figure of **8,652.00**. I have now revised our Capital Report accounts to use the CRD figure. Again this difference was mainly due to WCB payments made by CRD to cover our contractor. As we know our remaining budget is insufficient to complete DL 79 project, and Gerald is preparing a detailed scope of items with cost estimates to finish things up. When reviewed and approved by the commission, we can then request a supplemental budget to complete DL 79 project. If we can have this request ready by Friday, we can get it to CRD in time for approval at their mid March meeting. Otherwise we must wait until mid June for the next CRD board meeting.

Recreation Program Funding: Our original budget from CRD for 2021 was set to be **34,450**. We had unspent funds from 2020 of **4,105.00** according to my accounting. The CRD number for unspent funds carried over from 2020 is higher at **4,454.00**, probably due to earned interest. This amount has been added to our original budget bringing our revised program budget for 2021 to **38,904**.

Zuker Restoration Project Funding: Based on our current 5 year plan, submitted to CRD last October, we have 8,000 budgeted for 2021 and 7,500 budgeted for 2022 for this project. This is reflected in the current CRD version of our 5 year program as well as our own. Our 5 year plan has not yet been approved by the CRD board. This will be done at a board meeting in mid March. We cannot apply for any funding to start the project until that approval is granted.

We have committed/spent some money on Zuker from both last year's and this year's operating budgets under Parks Improvement category. We agreed I believe to spend up to 3,000 from our operating budget under Parks Improvement category to do this. It would allow us to get a good head start on the project before capital funding became available. This was for some invasive removal and procuring/installing burlap sacks, and commissioning a joint preparation of educational webinars for the project by Pollinator Partnership Canada and Saanich Native

Plants. I don't believe we should spend any further operational funds on the project unless it is absolutely essential.

CRD has so far refused to pay the invoices of 525 from each of the partners for lack of information, such as scope of services provided, contractual agreement, consideration of other providers. I need Andrew's help to get some information put together for Justine to get this back on track. I did not think this was a significant enough commitment to warrant this, but Justine has said in the past that some form of contract should be in place for all work to be done. I guess she means it. My fault for not requesting this beforehand.

2021 Operating Budget Categories and Spending Forecasts: I have put together a list of sub categories for our 2021 Operating Budget plan, similar to last year, along with initial forecasts of what we may need to spend in each category over the course of this year. This was always included in our monthly Operating Expense Report last year. This year's forecasts are based a lot on last year's performance plus anticipation. Last year I periodically revised the forecast spending over the course of the year based on new knowledge or needs so as to have a good up to date estimate of our contingency or unallocated spending. This allows us to better stay on budget and also take on extra spending commitments if it looks like our budget can handle it.

I have modified this a bit for this year (Section 9.4 of the Report) to include the starting or original forecasts, plus a new column for any revised forecasts we may make as the year progresses.

I would encourage all of you to review this 2021 Operating Expense Forecast now or at any time during the course of the year and suggest any additional cost categories that could be beneficial to track and allow budget for, as well as any changes to be made to any of the forecast cost estimates. I have attached a separate page of just this section 9.4 as one of the tabs in the Operating Expense Spreadsheet to track changes made during the year.

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission

Thursday, March 4, 2021 at 8:30 am By 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), Emma Davis (Galiano Liaison for the CRD), Susan DeBeck (Recording Secretary)

1. Territorial Acknowledgement

2. Approval of Agenda

MOVED Commissioner Dishaw, SECONDED Commissioner Longson that the agenda be adopted as amended. CARRIED

3. Adoption of Minutes February 4, 2021

MOVED Commissioner Dishaw, SECONDED Commissioner Longson that the Minutes be adopted as amended. CARRIED

MOVED Commissioner Simon, SECONDED Commissioner Longson that the In-Camera Minutes be adopted. CARRIED

4. Chair's Remarks

4.1. Welcome Commissioner Evelyn Dewinetz

4.2. Future Commission Zoom meetings beyond March 2021

MOVED Commissioner Longson SECONDED Commissioner Dishaw

MOTION Extend Zoom format meetings until September or until we get advice from Health Officials to safely resume personal public meetings. CARRIED

5. Correspondences

5.1. Post meeting update regarding Matthews Point Regional Park: the CRD advised that no action was necessary regarding signage for erosion.

5.2. CRD requested project information for their protocol of engagement with WSANEC Council, whose traditional territory is south of Galiano .

5.3. CRD has adopted a new archeological protocol to ensure any project that could potentially disturb soil gets the archeological branch's approval before the project begins. The protocol is linked to CRD reconciliation initiatives.

5.4. CRD Learning Sessions Arrangements will be made for all commissioners to attend Zoom sessions on common subjects.

6. Presentations/Delegations

6.1. Andrew Loveridge inquired on progress with the archeological impact assessment for the Zayer Trail. Chair Rybak noted that the new CRD protocols would need to be followed. Commissioner Brend advised that a recent professional archeological assessment for a Saturna project cost \$9000.

7. Administration Reports

7.1. Maintenance Contractor's Report

Concern was expressed over the vandalism of the skateboard park. Commissioner Henshall will contact RCMP for their advice on the matter. The incident will be publicized.

Contractor Carrothers will submit a budget for removal of Bell Trail bridge.

Contractor Carrothers will have gravel delivered for trail surfacing of Matthews trail.

7.2. Shore Access Report

Shaw's Landing Accessibility Development The contingency budget is approximately \$26000 (Parking Lot \$8,500, Pathway with Railing \$10,500; Viewing Platform \$2,400; Ramp to Viewing Platform \$3,600; Steps to the Beach \$250) . Once estimates have been firmed up and presented to the Commission, a request to the CRD to increase the Capital budget will be considered.

This project is now part of the new CRD archeological assessment protocol. Emma Davis reported it will be initially screened through the RAAD system.

7.3. Trails Report

Renewal of Grieg Creek LoL/Bell Trail- GIPRC is in the queue for renewing the license of occupation for Grieg Creek and current license is extended on a month-by- month basis.

7.4. Parks Report

Fire smart projects - Commissioner Henshall reported only crown lands qualify for funding though need to reduce potential for fire is needed. GIPRC will contact CRD to see if there is provincial funding for areas that do not qualify under fire smart program.

Commissioner Longson will confirm the pricing of the Wishbone toilet building for DL79.

7.5. Volunteer Report

Volunteers will be asked to report back on their trail and checks made if additional volunteers are needed.

Commissioner Dishaw reported that the CRD list of Volunteers, who are covered by insurance, has been confirmed.

8. Treasurer's Report

8.0 Treasurer's Expense Report for Feb 2021 - (Mar 04, 2021 Meeting)					
8.1 Status of Accounts		2021 Operations			
Excluding GST		2021 Budget	Feb Spent	YTD Spent	Current Balance
4	Activity				
5	Parks Improvement	7,010.00		322.40	6,687.60
6	Parks Maintenance	61,740.00	2,345.25	4,901.33	56,838.67
7	Parks Meeting Expense	2,930.00			2,930.00
8	Total Operating Expenses	71,680.00	2,345.25	5,223.73	66,456.27
9	Recreation Programs	38,904.00	1,500.00	1,500.00	37,404.00
10	Recreation Meeting Expense	340.00			340.00
11	Total Recreation Expenses	39,244.00	1,500.00	1,500.00	37,744.00
12	Imprest Account				679.74
13	Cheques Issued -		0.00	0.00	
14	Capital Funding Status				
15	Capital Reserve Fund				73,660.00
16	General Capital Fund				8,652.00
17	Year End Planned Transfer to Cap Res Fund	To Come			
18	Donations		Feb	YTD	
19			0.00	0.00	
20	8.2 Invoices to Be Approved (GST Incl)				
21	MC Contract Mtce Charge for Feb 2021		2,362.50		
22					
23	8.3 Payment of Other Invoices (GST Incl)				
24	GTC - 2 Invoices		60.42		
25	GCC Membership		37.50		
26	8.3.1 Invoices Pending CRD Approval				
27	Saanich Native Plants - Zuker Webinar	525.00			
28	Pollinator Partnership Canada - Zuker Webinar	525.00			
29					

MOVED Commissioner Byzyna, SECONDED Commissioner Dishaw to approve the maintenance payment to M. Carrothers. CARRIED.

8.4 Forecast Expenses for 2021 Excluding GST	Original Forecast	Revised Forecast	Feb Spent	YTD Spent	Balance to Spend	2020 ACTUAL
Garbage Removal	320.00				320.00	547.00
Design, Print Brochures	2,000.00				2,000.00	0.00
Parks Maintenance Contract - MC (Labour)	42,780.00		2,070.00	4,410.00	38,370.00	41,742.00
Mileage Allowance - MC Mtce Contract	4,000.00		180.00	335.00	3,665.00	3,988.00
Recording Secretary Charges	2,500.00				2,500.00	1,510.44
Other Meeting Expenses	430.00				430.00	0.00
Cleaning Supplies	1,000.00				1,000.00	1,067.24
Extraordinary Mtce Labour Allowance	2,000.00				2,000.00	0.00
Maintenance Materials Allowance	2,500.00		57.75	118.83	2,381.17	2,218.57
Tools and Equipment	500.00				500.00	747.48
Safety Supplies	500.00				500.00	950.23
Parks Improvement Materials	1,000.00			52.40	947.60	1,228.55
Parks Improvement Labour	6,010.00			270.00	5,740.00	3,017.50
Outside Technical/Maintenance Services	1,000.00		37.50	37.50	962.50	1,450.00
Tree Felling Services	1,500.00				1,500.00	1,281.11
Pump Toilets	1,600.00				1,600.00	1,513.08
Apple Pie	850.00				850.00	812.48
Stewards' Luncheon	600.00				600.00	519.90
Post Box	180.00				180.00	173.00
CRD Labour/Legal	0.00				0.00	0.00
CRD Year End Reconciliation Correction						-63.22
Total Forecast Spending/Balance Remaining	71,270.00		2,345.25	5,223.73	66,046.27	62,703.36
Contingency Available	410.00					7,776.64
Total Operating Budget/Funds Unspent to Feb28	71,680.00				66,456.27	70,480.00

8.5 GIPRC 2021 Planned and Actual Capital Project Spending Report for Feb 2021 - (Meeting Mar 4, 2021)								
(Based on 2021-2024 Five Year Capital Program)				Excluding GST				
Project Name	Work Description	Total Project Estimate		2021 Spending				Current Status
		Original	Current	Budget	Feb	YTD	Balance	
DL 79 New Park Completion	Construct New Park-Total	35,500.00	47,959.00	To come			- 12,459.00	Current Balance of 8,575.15 remains in GCF to complete the project, including 2,389.15 to be invoiced by GEL upon completion of parking area top coat of gravel.
WBS CX.039.2015.65	Clearing, construct parking lot	15,205.00	15,205.00	2,389.15			2,389.15	
	Purchase Vault Toilet							Remaining project completion costs estimated to be 18,645, excluding gravel topcoat. Supplemental budget of 12.459 requested for completion.
	Install Vault Toilet							
	Install Toilet Enclosure	0.00						
	Build Stairs to beach	0.00						
	Install Bike Rack	0.00	18,645.00	18,645.00			18,645.00	
	Split Rail Fence	0.00						
	Trail signs	0.00						
	Park Map	0.00						
	Park Entry Name Sign	0.00						
	Trail/Picnic Area Constr	10,800.00	10,800.00	76.91	-	76.91	-	
	Misc Materials	650.00	650.00					Note: Proposed Budget for completion in 2021 not yet approved by CRD. Approval of 12,459 Supplemental Budget expected in mid March
	Picnic Tables	2,000.00	2,000.00					
	Signage	200.00	200.00					
	Sub Total	28,855.00	47,500.00		-	76.91	21,034.15	
	Contingency remaining	6,645.00	459.00				8,575.15	
Zuker Shore Access Restoration	Conduct Restoration	15,500.00	15,500.00	8,000.00	0	0	8,000.00	Planned 2 year Project Expect 8,000 funding for 2021 to be in place by end of March
Access to Shaw Landing for Mobility Impaired	Construct Access, Total	5,500.00	5,500.00	To Come				Potential for reimbursement from Rick Hansen Foundation
Install Vault Toilet at Activity Centre	Construct/Install Toilet	12,000.00	12,000.00	To Come				Type of toilet and exact location still to be determined.
Asset Management	Prepare Inventory and plan for replacement	15,000.00	15,000.00	To Come				Prepare Asset Inventory and Replacement plan/strategy for 2021. Asset replacement to commence in 2022.
TOTALS - All PLANNED 2021 Projects		83,500.00	95,959.00			76.91		
AVAILABLE FUNDING								
Capital Reserve Fund (Jan 1, 2021 Balance)							73,660.00	

MOVED by Commissioner Henshal, SECONDED by Commissioner Dishaw to approve the Treasurer's Report. CARRIED

9. New Business

9.1. Review of 2020 task assignments. Postponed until next meeting.

9.2. Disposal of 2 GIPRC port-a-potties will involve following the CRD protocol for disposal of public assets. A porta-pottie could possibly redeployed to the Twiss Shore Access, a very popular family summer destination.

9.3. Commissioner Dishaw offered to update historical USB GIPRC contents to provide accessible information for commissioners. Former recorder Jennifer Margison has provided a searchable electronic data base of 11 years of Commission minutes to complement the hard copy records.

10. Other Business

10.1. LTC Bylaw 276 and 277 referral regarding the Gulf Island Galisle Affordable Rental Housing Society zoning change from Forestry to Community Housing for potential effects on nearby Commission Parks and Shore Access interests

MOVED Chair Rybak SECONDED Commissioner Simon
MOTION That the GIPRC approve the recommended bylaw changes subject to these conditions:

1. That the proponent ensure a safe route for pedestrians and cyclists from the parking lot at the head of Sticks Community Park to the new terminus of the extended Georgia View roadway to access Sticks West Community Park.
2. That the proponent consider providing some public parking at the terminus of the extension of Georgia View roadway.
3. That the proponent ensure that surface runoff into the seasonal stream that runs through Stick Community Park and Gulfside shore access does not increase as a result of the proposed housing development or the extension of the Georgia View roadway.

CARRIED

Note: Commissioners Longson and Henshall recused themselves from the vote.
Commissioner Dewinetz was absent from the discussion and vote.

10.2 Recreation grants- Notice of the grants will be in the April Active Page and on Facebook and previous participants will be notified. Requests must be in by April 15. A summary of reports will be presented at the May meeting for vote on the approval of grants.

11. Unaddressed Thoughts & Concerns (and any input from members of the public)
None.

12. Adjournment 10:30AM

MOVED Commissioner Dishaw, SECONDED Commissioner Longson
CARRIED



Adopted Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Mayne Island Community Centre on February 11, 2021

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

Absent: Lance Shook
David Howe, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:03 pm

1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional territory of the Coast Salish First Nation people.

2. Approval of Agenda

It was agreed to defer items 5.4.4(c) and 7.1 to the next meeting.

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

CARRIED

3. Adoption of Minutes of January 14, 2021

MOVED by Commissioner Wright and **SECONDED** by Commissioner Askin,
That the minutes of January 14, 2021 be approved as presented.

CARRIED

4. Chair's Remarks

None

5. Reports

5.1. Treasurer's Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright,
That the Treasurer's report for the period December, 2020 be approved as amended.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
That the Treasurer's report for the period January 1, 2021 – January 31, 2021 be approved as presented.

CARRIED

**Mayne Island Parks and Recreation Commission
Adopted Minutes for February 11, 2021**

5.2. Follow-Up Action Report

5.2.1. Suggestions for special sessions
Deferred until April meeting.

5.3. Committees

5.3.1. Parks Master Plan

a) The Master Plan and the Official Community Plan

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the Mayne Island Parks and Recreation Commission request the Islands Trust to amend the Mayne Island Official Community Plan to remove the Mayne Island Parks and Recreation Commission Master Plan as it is no longer in effect. The replacement plan, Mayne Island Parks and Recreation Commission Master Plan 2021 – 2025, is not to be included in the Mayne Island Official Community Plan to allow for flexibility in updating the plan.

CARRIED

Opposed: Commissioner Askin

Abstained: Commissioner Wright

b) Distribution to First Nations

Commissioner Bell will distribute the Parks Master Plan to approximately 13 interested First Nations.

5.3.2. Sanitation

a) Library water system status

- Commissioner Bell reported that discussions are being held with Stream Line Plumbing to complete the work.
- Vancouver Island Health Authority has approved the proposed work.
- An estimate is expected in about two weeks.

b) Janitorial matters including contract renewal; smoking

- Contract discussed in closed session.
- Vinyl no smoking signs will be posted and a smoke alarm may be installed in the men's washroom.

5.3.3. Land Acquisition

a) Update

- An email from Justine Starke, CRD, was circulated which indicates that CRD does have provision for the Commission to have a land acquisition fund.
- Discussed land acquisition from memorial donations and fundraising campaigns as well as engaging assistance from Mayne Island Conservancy Society.
- No new committee is necessary.

**Mayne Island Parks and Recreation Commission
Adopted Minutes for February 11, 2021**

5.3.4. Youth Employment Program- Report received for information (attached).

5.4. Parks

5.4.1. Miner's Bay - Report received for information (attached)

- a) Tree pruning of non-native cypress
Commissioners Wright and Shook will discuss the issue with the arborist and obtain an estimate.

5.4.2. Dinner Bay

- a) Playground update
Two concrete pours are complete and two new pieces of equipment were delivered.
- b) Geotechnical firm update
Anticipate the assessment will be done next week.
- c) Lions' building agreement
 - MIPRC information indicates a 10-year timeframe for agreement renewal.
 - CRD will investigate their records.
 - The objective is to put in place an agreement for the Lions building.
- d) AMIB and storage room
The Association of Mayne Island Boaters agreed to remove their items from the storage room and they were asked to discuss this issue with Commissioner Shook.

5.4.3. Japanese Garden

Nothing to report.

5.4.4. Village Bay

- a) Wishing well decision
If the structure is not installed by the end of March, alternative plans will be made.
- b) Wooden Bridge
 - It was proposed to investigate the cost to remove the two wooden bridges and install culverts covered with gravel.
 - Commissioner Euper will review the Dalton maps.
 - Commissioner Bell will discuss with CRD.
- c) Seaweed removal
Deferred

5.4.5. Cotton Park / Felix Jack Park - Report received for information (attached)

5.4.6. Henderson Park

- a) Fallow deer committee update
It was agreed that this item will be discussed at the next meeting.

**Mayne Island Parks and Recreation Commission
Adopted Minutes for February 11, 2021**

5.4.7. Trail Network Development and Pocket Parks - Report received (attached) for information

- a) Trail guardian safety protocol
Deferred to next meeting.
- b) Commercial general liability insurance for volunteer
Commissioner Askin will ask if the volunteer who uses his equipment for trail development already has CGL insurance.
- c) Update on meeting with CRD re: Village Bay – Miners Bay trail
Commissioner Askin did not attend the meeting, but will distribute the minutes and email received.

6. Correspondence

- 6.1. Emails to/from Mayne Island Pickleball Club regarding potential location of courts at school and MIPRC letter of support.
- 6.2. Telephone inquiry by contractor regarding use of Village Bay Boat Ramp. Not proceeding.
- 6.3. Emails to/from CRD regarding land acquisition fund
- 6.4. Emails to/from AMIB regarding dinghies, Tide Table and storage room

7. New Business

- 7.1. Discussion and development of policy regarding disposal of trees
Deferred.
- 7.2. Anson Road developments including use of boat ramp
 - It was reported that the CRD supports continued collaboration between MIPRC and SGI Harbour Commission and that the CRD offered to pursue a cost sharing agreement for what is considered an asset retained under MIPRC.
 - Communications will be reviewed and this item will be brought forward for further discussion.

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright ,
That the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

CARRIED

9. Rise and Report (If any)

None

**Mayne Island Parks and Recreation Commission
Adopted Minutes for February 11, 2021**

10. Meeting Adjournment

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

The meeting adjourned at 4:40 p.m.

Original signed by Debra Bell

March 11, 2021

CHAIR

DATE

Original signed by Lauren Edwards

RECORDER

The gazebo is in need of TLC shortly. Rotting beams etc. and poor rainwater management. Also:

1. Picnic tables showing deterioration, one repaired last week.
2. No communication received regarding tree planting request.

Submitted by Adrian Wright

Cotton Park:

- Most of the arbutus branches hauled away
- Spoke to Emcon for the third time about filling the pothole at the driveway entrance. Advised it would be done soon but an opportunity came up to have delivered a 1/2 yard of road base so took it and the hole is filled (for now).
- Plaque is installed
- Additional flagstone for circle garden purchased and ready for laying
- Orca Trail patrolled

Felix Jack Park:

- The park sign toppled over and has been placed in the understory to rot by the park guardian. New sign expected to arrive March/April
- Old bench removed and Gareth has built a new one to be installed when it warms up
- Park guardian has raised the issue of possibly rezoning to 'passive park'

Submitted by Debra Bell

- (1) Steps were installed on the last 20 feet of the pond spur trail in Henderson Park. Thank you to Bill Duggan for his help.
- (2) We also constructed a run-off ditch from the pond, now 100% full. (Thank you Bill).
- (3) Two sections of boardwalk totaling 20 feet were installed on the Kadonaga Beach Access trail. Thank you Bill Duggan, Adrien Wright, Gareth Gwilliam and Debra Bell for your help.
- (4) Eight youth from four islands, Mayne, Pender, Galiano and Saturna completed the upgrade of the 68 metre section of the Ed Williams trail in the SW corner of Dinner Bay Park on Feb.8th., and pursuant to the youth employment grant program. (As this was their last day in the program, the other project involving an upgrade of the viewpoint trail in Conconi Reef Park will have to wait for a month or two). Thank you also to Irene Barrett from MIPATA for assisting with this project.
- (5) Bill Duggan completed patrols of the Vulture Ridge, Doreen McLeod trail and the PED ROW in Henderson Park. All are in good order.
- (6) A huge dangerous arbutus tree in Conconi Reef Park was taken down and bucked by Isl. Arborist, Brian Henneberg.
- (7) The TNDC is having an active discussion with Stephen Henderson, CRD Real Estate, concerning the recent acquisition of Lot #7 in Glen Echo. The maps I received from Debra and Stephen indicate the scope of the lot is much bigger than I'd previously understood, and has ramifications for the Plumper Pass Viewpoint, and how our park will connect with the new, expanded regional park.
- (8) Though not of direct concern to the TNDC/MIPRC, Dean MacKay, owner of Punch's farm will be having a trail network on the upper forty acres of the farm. The trail system will go from Gallagher Bay road and provide access to/from the John Halliday Park in Mt. Parke Regional Park. The trails (roughly one kilometre) will be on a system of fire roads. I believe this is both a community service by Mr. MacKay, and a recognition of the reality of hikers on the Mt. Parke Park trails looking for additional hiking opportunities and going onto his property. I was there for the initial look and for the mapping done by MICS. This is by way of information.

Submitted by Peter Askin, TNDC