

## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, May 12, 2021

9:30 AM

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

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

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

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [21-402](#) Minutes of the April 14, 2021 Electoral Areas Committee Meeting

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of April 14, 2021 be adopted as circulated.

**Attachments:** [Minutes - April 14, 2021](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

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

*To participate electronically, complete the online application for "Addressing the Board" on our website. Alternatively, you may email the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

#### 6.1. [21-328](#) Appointment of Officers

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Rick Sutherland, Spencer Navarrete, Morgan Shott, Kim Misick, Jeremy Restall and Barry Holland be appointed as Assistant Bylaw Officers.  
(NWA)

**Attachments:** [Staff Report: Appointments of Officers](#)

- 6.2.**      [21-329](#)      Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant - Motion of Support
- Recommendation:**      The Electoral Areas Committee recommends to the Capital Regional District Board: That the 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. (NWA)
- Attachments:**      [Staff Report: CEPF: EOC & Training Grant-Motion of Support](#)
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- 6.3.**      [21-330](#)      Community Resiliency Initiative Grant: FireSmart Economic Recovery Fund
- Recommendation:**      The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Economic Recovery Fund and direct staff to provide overall grant management. (NWA)
- Attachments:**      [Staff Report: CRIG-FireSmart Economic Recovery Fund-Support](#)  
[Appendix A: UBCM FireSmart Economic Recovery Fund Application](#)
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- 6.4.**      [21-255](#)      2020 Electoral Areas Grants-in-Aid Annual Report
- Recommendation:**      The Electoral Areas Committee recommends to the Capital Regional District Board: That the 2020 Electoral Areas Grants-In-Aid Annual Report be received for information. (NWA)
- Attachments:**      [Staff Report: 2020 Electoral Areas Grants-in-Aid Annual Report](#)  
[Appendix A: 2020 Electoral Areas Grants-In-Aid Awarded](#)
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- 6.5.**      [21-256](#)      2020 Community Works Fund Annual Report
- Recommendation:**      The Electoral Areas Committee recommends to the Capital Regional District Board: That the 2020 Community Works Fund Annual Report be received for information. (NWA)
- Attachments:**      [Staff Report: 2020 Community Works Fund Annual Report](#)  
[Appendix A: 2020 CWF Balance Remaining](#)  
[Appendix B: 2020 CWF Grants Awarded](#)  
[Appendix C: 2020 CWF Detailed Breakdown by Electoral Area](#)

- 6.6.**      [21-396](#)      Alternate Approval Process for Bylaw 4408 - Southern Gulf Islands Harbours Service Loan Authorization
- Recommendation:**      That the Electoral Areas Committee recommends to the Capital Regional District Board:
1. That in accordance with section 86(3) of the Community Charter, the date of July 5, 2021 be confirmed as the deadline by which electoral response, under the Alternate Approval process for CRD Bylaw No. 4408, must be submitted to the Capital Regional District by the qualified electors of Southern Gulf Islands Electoral Area;
  2. That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
  3. That the total number of registered electors within the service area is 5,224 and that 10% of that number is 523 electors.
- (NWA)

**Attachments:**      [Staff Report: AAP for Bylaw 4408 - SGI Harbours Service Loan Authorization](#)  
[Appendix A: Bylaw No. 4408](#)  
[Appendix B: Notice AAP Bylaw 4408](#)  
[Appendix C: Elector Response Form SGI Harbours AAP](#)

- 6.7.**      [21-382](#)      Southern Gulf Islands Community Economic Sustainability Commission Bylaw Amendment
- Recommendation:**      The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be directed to report back with amendments to Bylaw 3038, the "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012" to increase the number of commissioners from five (5) to nine (9), with the additional members considered commissioners at large to represent the Southern Gulf Islands Electoral Area as a whole, and to enable the commissioners at large to be appointed for one (1) or two (2) year terms.
- (NWA)

**Attachments:**      [Staff Report: SGICESC Bylaw Amendment](#)  
[Appendix A: Bylaw 3038, SGICESC Bylaw No. 1, 2012](#)

- 6.8.**      [21-304](#)      Previous Minutes of Other CRD Committees and Commissions for Information

**Recommendation:**      That the following minutes be received for information:  
a)    Mayne Island Parks and Recreation Commission minutes - March 11, 2021

**Attachments:**      [Minutes: Mayne Island Parks & Rec Commission-March 11/21](#)

## 7. Notice(s) of Motion

- 7.1.**      [21-315](#)      Motion with Notice: Representation on Island Coastal Economic Trust (Director Holman)

**Recommendation:**      That staff report back to the Electoral Areas Committee on appointment options for a Capital Regional District representative on the Island Coastal Economic Trust - Central South Island Regional Advisory Committee.

## 8. New Business

## 9. Adjournment

The next meeting is June 9, 2021.

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

## **Meeting Minutes**

### **Electoral Areas Committee**

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**Wednesday, April 14, 2021**

**11:05 AM**

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

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#### **PRESENT**

Directors: M. Hicks (Chair) (EP), G. Holman (Vice-Chair), P. Brent (11:27 am) (EP) (for D. Howe),  
C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carey, Manager, Legal Services; S. Carby, Senior Manager, Protective Services; L. Xu, Manager, Financial Services; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Finance Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder); S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director Howe

The meeting was called to order at 11:10 am.

#### **1. Territorial Acknowledgement**

A Territorial Acknowledgement was provided in the preceding meeting.

#### **2. Approval of Agenda**

The following items were added to the agenda under New Business:

**8.1 Representation on the Island Coastal Economic Trust - Central South Island  
Regional Advisory Committee (ICET)**

**8.2 Proposed Regional Arts Facility Service**

**MOVED by Board Chair Plant, SECONDED by Director Holman,**

**That the agenda for April 14, 2021 be approved as amended.**

**CARRIED**

#### **3. Adoption of Minutes**

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

**MOVED by Board Chair Plant, SECONDED by Director Holman,**

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

**CARRIED**

#### 4. Chair's Remarks

The Chair thanked everyone for attending.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Committee Business

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

K. Lorette spoke to item 6.1.

Discussion ensued on the following:

- Building Inspection Services
- Budget methodology

Alternate Director Brent joined the meeting at 11:27 am.

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

**CARRIED**

**Opposed: Holman**

**6.2.     [21-128](#)**       Amendments to CRD Ticket Information Authorization Bylaw, 1990, Bylaw No. 1857

S. Carby spoke to item 6.2.

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

**CARRIED**

**6.3.**     [21-270](#)     Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant - Motion of Support

J. Reimer spoke to item 6.3.

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

**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.**

**CARRIED**

**6.4.**     [21-279](#)     AGMs and Nomination Procedures for Local Service Committees & Commissions

K. Morley spoke to item 6.4.

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

**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.**

**CARRIED**

**6.5.**     [21-219](#)     Previous Minutes of Other CRD Committees and Commissions for Information

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

**CARRIED**

**7. Notice(s) of Motion**

Director Holman provided a Notice of Motion under New Business, Item 8.1.

**8. New Business**

**8.1** Representation on the Island Coastal Economic Trust - Central South Island Regional Advisory Committee (ICET)

Director Hicks stated that he attended the last meeting of the Island Coastal Economic Trust - Central South Island Regional Advisory Committee and agreed to be the CRD representative.

Discussion took place about future representation.

Director Holman provided the following Notice of Motion:

**That staff report back to the Electoral Areas Committee on appointment options for a Capital Regional District representative on the Island Coastal Economic Trust - Central South Island Regional Advisory Committee.**

**8.2** Proposed Regional Arts Facility Service

Discussion took place about the inclusion of electoral areas in the proposed Regional Arts Facility Service and potential impacts to the voter approval process.

**9. Adjournment**

**MOVED by Board Chair Plant, SECONDED by Chair Hicks**

**That the April 14, 2021 Electoral Areas Committee meeting be adjourned at 12:14 pm.**

**CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recorder



**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MAY 12, 2021**

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**SUBJECT**     **Appointment of Officers**

**ISSUE SUMMARY**

This report is to update bylaw enforcement appointments to reflect staff changes and to provide auxiliary relief in the Capital Regional District Bylaw and Animal Care Services Division.

**BACKGROUND**

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, the Electoral Areas Committee must from time to time make resolutions for persons in new positions.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Rick Sutherland, Spencer Navarrete, Morgan Shott, Kim Misick, Jeremy Restall and Barry Holland be appointed as Assistant Bylaw Officers.

*Alternative 2*

That the Appointment of Officers report be referred back to staff for further information based on Electoral Areas Committee direction.

**IMPLICATIONS**

*Service Delivery Implications*

These appointments ensure consistent bylaw enforcement in the CRD service areas.

**CONCLUSION**

The bylaw enforcement appointments reflect staff changes and provides auxiliary relief in the Capital Regional District Bylaw and Animal Care Services Division.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Rick Sutherland, Spencer Navarrete, Morgan Shott, Kim Misick, Jeremy Restall and Barry Holland be appointed as Assistant Bylaw Officers.

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



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MAY 12, 2021

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**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 EA 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 reviewed 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 EAs, 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 Board:  
That the 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.

*Alternative 2*

That staff be directed to rescind the application to UBCM 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. 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.

**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 EAs.

**RECOMMENDATION**

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

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MAY 12, 2021**

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**SUBJECT**      **Community Resiliency Initiative Grant: FireSmart Economic Recovery Fund**

**ISSUE SUMMARY**

The Capital Regional District (CRD) provides emergency coordination to member municipalities and electoral areas (EAs). This includes helping communities prepare for wildfire through public education, vegetation management, emergency planning, and cross-agency training. The CRD is applying to the Union of British Columbia Municipalities (UBCM) for funding to increase wildfire resilience in the EAs and to support collaborative FireSmart committee work across the capital region. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

**BACKGROUND**

UBCM provides funding for a range of community based projects, including wildfire preparedness. A 2021 grant opportunity is available to build local capacity in EAs and support regional coordination amongst municipalities and EAs. The intent of the FireSmart Economic Recovery Fund is to support immediate employment and build local wildfire resiliency. Wildfire preparedness includes all seven FireSmart disciplines: education, vegetation management, legislation and planning, development considerations, interagency cooperation, cross-training, and emergency planning.

This grant opportunity was announced in February 2021. Protective Services staff launched a series of engagements with EA fire departments and the Regional FireSmart Resiliency Committee which informed this grant application. The resulting grant application was submitted to UBCM by the March 19 deadline. As part of the application process, UBCM requires a motion of support to receive and manage grant funding.

Fire departments operated by improvement districts and independent societies were eligible to apply for this grant opportunity independently. Protective Services notified all eligible EA departments of the opportunity, encouraged them to apply, and provided guidance during the application process.

The CRD has applied for this grant to improve wildfire resiliency in rural EA communities. Community resiliency will be built through increasing local capacity and collaboration, facilitated by a FireSmart Program Coordinator contract position. The position would be funded for one year and responsible for coordinating home assessments, establishing FireSmart educational outreach programs, coordinating FireSmart projects, overseeing reporting and information sharing, supporting activities required for FireSmart Canada Neighbourhood Recognition, and related tasks. While the proposed position would report to Protective Services, the work is conducted in and on behalf of EA communities. The ideal candidate would be an experienced resident of the EAs. Further EA employment would be created through FireSmart home assessments and community woody debris disposal events.

The CRD facilitated a Regional FireSmart Resiliency Committee in 2020, as a result of motion 19-146 passed by the Parks and Environment committee in February 2019. This group enables regional efficiencies and provides a forum for sharing best practices. The grant project would provide some funding support for future committee meetings and the furthering of action items.

The grant fund requested in the application totals \$127,907. Of this, \$108,100 is directed to the three EAs: Juan de Fuca, Southern Gulf Islands, and Salt Spring Island. These grant funds would facilitate homeowner risk assessments, public education, first responder collaboration, and increased options for rural woody debris disposal, such as community chipping events. The remaining \$19,807 is to provide support for Regional FireSmart Resiliency Committee Coordination.

## **ALTERNATIVES**

### *Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Economic Recovery Fund and direct staff to provide overall grant management.

### *Alternative 2*

That staff be directed to rescind the grant application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Economic Recovery Fund.

## **IMPLICATIONS**

### *Financial Implications*

The grant will have no impact on annual Fire Department or Emergency Program budgets, but provides an opportunity for one-time projects that increase community resilience to wildfire, such as homeowner education and chipping events in addition to an employment opportunity to support the community during COVID.

## **CONCLUSION**

The CRD is responsible for community wildfire preparedness in its EAs and coordinates with member municipalities. The UBCM FireSmart Economic Recovery funding stream is an important opportunity to increase wildfire resilience and provide employment opportunity in the Capital Region. If supported by the Board, UBCM will consider the CRD's grant application.

## **RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Economic Recovery Fund 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

## **ATTACHMENT**

Appendix A: UBCM FireSmart Economic Recovery Fund Application

# Community Resiliency Investment Program

## 2021 FireSmart Economic Recovery Fund

### Application Form

Please complete and return the application form and all required attachments by March 19, 2021.

All questions are required to be answered by typing directly in this form. If you have any questions, contact [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca) or (250) 356-2947.

SECTION 1: Applicant Information	CRI- <i>(administrative use only)</i>
Name of Eligible Applicant: Capital Regional District	Complete Mailing Address: PO Box 1000 Victoria, BC V8W 2S6
Contact Person*: Jonathan Reimer	Position: Manager, EA Fire and Emergency Programs
Phone: 250-360-3137	E-mail: <a href="mailto:jreimer@crd.bc.ca">jreimer@crd.bc.ca</a>

\* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).

<p><b>SECTION 2: Type of Application</b> – Please identify the type of application you are submitting and provide the required information. Refer to Section 4 in the Program &amp; Application Guide for eligibility.</p>
<p><b>1. Type of Application</b> (select one only):</p> <p><input checked="" type="checkbox"/> Single applicant</p> <p><input type="checkbox"/> Regional Project. Please list all of the partnering eligible applicants included in this application:</p>
<p><b>2. Rationale for Regional Projects</b> (only). Please provide a rationale for submitting a regional project application and describe how this approach will support cost-efficiencies in the total funding request.</p>

<p><b>SECTION 3: Project Summary</b></p>
<p><b>3. Name of the Project:</b></p> <p>Capital Regional FireSmart Economic Recovery</p>

**4. Project Summary.** Please provide a summary of your project in 150 words or less.

Capital Regional District (CRD) is seeking to provide greater regional FireSmart coordination and improved resources to Electoral Area Residents. The CRD has 13 municipalities with a range of wildfire urban interface and intermix hazards. To increase regional effectiveness, the CRD launched a Regional FireSmart Resiliency Committee in late 2020. This project would enable coordination and facilitation of 12 committee meetings and the furthering of action items.

The CRD is developing sustained local resiliency in our rural Electoral Area communities, home to over 20,000 residents who were disproportionately impacted by the COVID-19 Pandemic. Community Resiliency will be facilitated through the creation of local capacity and new employment, namely a FireSmart Program Coordinator. The position will be responsible for coordinating home assessments, establishing FireSmart educational outreach programs, coordinating FireSmart projects, overseeing reporting and information sharing, supporting activities required for FireSmart Canada Neighbourhood Recognition, and related tasks.

**5. Fire Centre (use check boxes).** Indicate which Fire Centre the proposed activities are located in (check all that apply).

☐ Cariboo Fire Centre

☒ Coastal Fire Centre

☐ Kamloops Fire Centre

☐ Northwest Fire Centre

☐ Prince George Fire Centre

☐ Southeast Fire Centre

**6. Project Cost & Funding Request:**

Total project cost: \$127,907

Total project funding request: \$127,907

Have you applied for or received funding for this project from other sources? If yes, please provide details below.

No.

**7. Engagement Prior to Submitting an Application.** If you engaged with a BCWS Wildfire Prevention Officer or FNESS Fuel Management Specialist before submitting this application, please indicate the name(s) and title(s) of the person(s) you engaged with and describe the extent of that engagement.

Yes, this application is the result of engagement with BCWS through multiple phone calls with CFC Wildfire Prevention Officers Tony Botica and Jessica Duncan

**SECTION 4: Detailed Project Information**

**8. Proposed Activities for Job Creation for FireSmart Projects & Fuel Management Demonstration Projects**

Please refer to Table 1 in the Program & Application Guide for eligible activities and complete each section only if you are applying for funding in that category. For each, please describe how the proposed activities will support local recovery from the economic impacts of the COVID-19 pandemic.

Note that the purchase of FireSmart supplies and equipment required for FireSmart projects or fuel management demonstration projects is limited to no more than \$3,000 of the total grant request.

**a) Fire Smart Projects for Residential Areas.** Refer to Appendix 2 in the Program & Application Guide for additional information.

Detailed proposed activities and expenditures, limited to labour costs: \$27,500

Estimated per person days for this activity, including calculation: Est. 1100 assessments \* 0.5 hours = 550 hrs x 7 hrs/day = 78 person days

Other proposed outcomes and performance measures: Proposed measurable: Baseline assessment for communities and neighbours. Future outcome: quantifiable improvement in FireSmart ratings.

**b) FireSmart Projects for Farms & Ranches.** Refer to Appendix 2 in the Program & Application Guide for addition information.

Detailed proposed activities and expenditures, limited to labour costs:

Estimated per person days for this activity, including calculation:

Other proposed outcomes and performance measures:

**FireSmart Projects for Community Assets.** The maximum funding request for building materials and labour is \$50,000 per eligible structure. Refer to Appendix 3 in the Program & Application Guide for additional information.

Detailed proposed activities and expenditures, including labour and building material costs:

Estimated per person days for this activity, including calculation:

Other proposed outcomes and performance measures:

**c) FireSmart Projects for Critical Infrastructure.** The maximum funding request for building materials and labour is \$50,000 per eligible structure. Refer to Appendix 3 in the Program & Application Guide for additional information.

Detailed proposed activities and expenditures, including labour and building material costs:

Estimated per person days for this activity, including calculation:

Other proposed outcomes and performance measures:

**d) Fuel Management Demonstration Projects.** All fuel management demonstration projects are required to have a completed prescription and to include educational signage. Refer to Appendix 4 in the Program & Application Guide for more information.

Description of project location, fuel reduction objectives, treatment type (mechanical vs manual) including proposed hectares, visibility and accessibility, and estimated number of visitors per year:

Detailed proposed activities and expenditures:

- Prescription development:
- Operational treatment:
- Education and media (e.g. signage etc.):

Estimated per person days for this activity, including calculation:

Other proposed outcomes and performance measures:



## 9. Proposed Activities for Job Creation for Sustained Wildfire Resiliency

Please refer to Table 1 in the Program & Application Guide for eligible activities and complete this section only if you are applying for funding in this category. *Please describe how the proposed activities will support local recovery from the economic impacts of the COVID-19 pandemic.*

Detailed proposed activities and expenditures: FireSmart Program Coordinator position will be responsible for coordinating home assessments, establishing FireSmart educational outreach programs, coordinating FireSmart projects like providing community wood waste disposal events, forming Community Resiliency Committee, overseeing reporting and information sharing, supporting activities required for FireSmart Canada Neighbourhood Recognition, and related tasks.

Community FireSmart Resiliency Committee Coordination will administer CFRC meetings, minutes and agendas, determine topics, set meetings and further action items for the Committee, share information with the BC FireSmart Committee, and related activities.

Estimated per person days for this activity, including calculation: FireSmart Program Coordinator: 52 weeks x 5 days a week = 260 person days. Community FireSmart Resiliency Committee Coordination: 174 hours x 7hrs/day = 25 person days

Other proposed outcomes and performance measures: There are currently little to no FireSmart program in the most of the 12 communities in the Capital Regional Electoral Areas, and volunteer fire departments have limited capacity to launch these initiatives. This funding would enable the Regional District to establish an sustainable Electoral Area FireSmart program, including formation of new community resiliency committees and the delivery of public educational campaigns and stakeholder coordination events. Outcome will be increased public awareness and sense of control over their exposure to wildfire emergencies.

## 10. Proposed Activities for Skills Development that Leads to Employment

Please refer to Table 1 in the Program & Application Guide for eligible activities and complete this section only if you are applying for funding in this category. *Please describe how the proposed activities will support local recovery from the economic impacts of the COVID-19 pandemic.*

Detailed proposed activities and expenditures:

Estimated per person days for this activity, including calculation:

Other proposed outcomes and performance measures:

## 11. Total per person days per project. Please include the proposed per person days for the overall project.

$260 + 25 + 78 = 363$  person days

## 12. Capacity Building. Please describe how the proposed activities will lead to increased capacity in your community. This may include information on increased employability of local populations, improved capacity for future wildfire risk reduction activities, etc.

FireSmart Program Coordinator is new employment opportunity that will build project management and stakeholder collaboration skills. This position will collaborate closely with the existing Community Wildfire Resiliency Plan update project to identify local populations disproportionately impacted by COVID-19, such as First Nations, who could benefit socially and

economically from an engagement with community FireSmart Programs. These conversations are taking place at community- and regional-level FireSmart Resiliency Committees.

**13. Rationale.** What rationale or evidence is there for undertaking the proposed project? This may include information on local wildfire risk, economic impact of the COVID-19 pandemic, etc.

Best practices from North American jurisdictions have demonstrated the critical importance of unified messaging and homeowners preparedness and mitigation. The balkanization of the Capital Region has led to difficulty coordinating wildfire prevention, mitigation, and response operations. Coordination is critical to the success of these programs.

Remote CRD rural communities are often accessible by ferry only, are closely integrated with neighbouring First Nations, and frequently represent poorer and older demographics than the general population. This means the communities were disproportionately impacted by COVID-19 pandemic and also have limited resources to build robust and sustainable FireSmart programs. Particular struggles including training qualified personnel and capacity to manage coarse woody debris on private lands. Much of the rural Electoral Areas are in areas of extreme fire hazard, such as Jordan River and SaltSpring Island.

**14. Increasing Wildfire Resiliency.** Please indicate how the proposed project will increase community wildfire resiliency.

This project addresses the two major risks that the Capital Region faces in regards to wildfire. First: the capital region includes 13 municipalities and 3 electoral areas, which has created public confusion, a diversity of regulatory approaches, and a lack of coordination in emergency messaging and response agencies. These issues will be addressed through the Regional FireSmart Resiliency Committee. Secondly, our 12 rural communities are geographically isolated and have limited resources to build community resiliency, understand wildfire risk, and manage coarse woody debris. These issues will be addressed through the creation of a FireSmart Program Coordinator role to administrate rural programs.

**15. Partnerships & Collaboration.** Please identify any other authorities you will collaborate with on the proposed project (e.g. community or resident organizations, First Nation or Indigenous organizations, or other local governments) and outline how you intend to work together.

The Regional FireSmart Resiliency Committee includes representatives from North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, Langford, Colwood, Metchosin, Saanich, and has invited representatives from Beecher Bay FN, T-souke FN, and Pacheedaht FN. The FireSmart Program Coordinator will be meet frequently with land manager representatives such as Parks Canada, Provincial Parks, private timber companies, BC Wildfire, Beecher Bay FN, T-souke FN, and Pacheedaht FN.

**16. Additional Information.** Please share any other information you think may help support your submission.

**SECTION 5: Application Check List.** Refer to Section 7 of the Program & Application Guide for more information.

☒ Application Form.

<input checked="" type="checkbox"/> Detailed budget for each component identified in the application. This must clearly identify the funding request, applicant contribution, and/or other grant funding.
<input checked="" type="checkbox"/> Resolution or motion indicating support for the current proposed activities and willingness to provide overall grant management.
<input type="checkbox"/> <u>For FireSmart projects for community assets only</u> : evidence that the building is owned by a legally incorporated society-run fire department, local non-profit group, or community association.
<input type="checkbox"/> <u>For fuel management demonstration projects only</u> : PDF map and Google Earth compatible KML file, at appropriate scale, outlining the location, proposed treatments units, and if not phased, the signed and sealed prescription.
<input type="checkbox"/> <u>For regional projects only</u> : Resolution or motion from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf
<input type="checkbox"/> <u>Legally incorporated society-run fire department applicants only</u> : Current Certificate of Good Standing
Submit the completed Application Form and all required related attachments as e-mail attachments to <a href="mailto:cri-swpi@ubcm.ca">cri-swpi@ubcm.ca</a> and note “ <b>2021 CRI FERF</b> ” in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

<b>SECTION 6: Signature</b> – Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and the BC FireSmart Committee.	
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the approved project is within the applicant’s jurisdiction (or appropriate approvals are in place).	
Name: Jonathan Reimer	Title: Manager, EA Fire and Emergency Programs
Signature*:  <i>An electronic or original signature is required.</i>	Date: March 18, 2021

\* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).

**REPORT TO THE ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MAY 12, 2021**

**SUBJECT     2020 Electoral Areas Grants-in-Aid Annual Report**

**ISSUE SUMMARY**

This report provides a summary of the Electoral Areas (EA) Grants-in-Aid (GIA) activity for the period of January 1, 2020, to December 31, 2020.

**BACKGROUND**

Under authority of the Supplementary Letters Patent, the Capital Regional District (CRD) provides one-time grants through tax requisition to community non-profit organizations that deliver projects in the Electoral Areas (EA): Juan de Fuca (JDF), Salt Spring Island (SSI), and Southern Gulf Islands (SGI). Applications are accepted on a rolling basis and are reviewed continually throughout the year. Appendix A details GIA applications that were awarded in 2020.

EA Directors support eligible applications. Projects are selected based upon their demonstrated benefit to the community and alignment with GIA guidelines. The purpose of GIA is to fund special projects and activities that go beyond the scope of CRD services, and are not already funded by requisition.

**IMPLICATIONS**

*Financial Implications*

Since GIA is available to fund one-time requests, community organizations were able to access GIA funds to address one-time impacts driven by COVID-19. This provided much needed support to organizations who were impacted by COVID-19. Also in the year, two approved projects (events) were cancelled and funds returned as a result of COVID-19 health guidelines. Out of the 30 projects awarded, 6 projects were COVID-19 related.

**GIA Activity Overview**

The following table provides a summary of grants awarded to EAs in 2020, with a comparison to projects funded in 2019.

Table 1: GIA Awarded for 2020

EA	2020			2019		
	Budget	# of Applications	Amount Awarded	Budget	# of Applications	Amount Awarded
JDF	\$40,000	2	\$3,500	\$40,000	8	\$9,000
SSI	\$43,000	10	\$36,350	\$45,000	13	\$45,000
SGI	\$60,000	16	\$59,905	\$85,000	23	\$84,895
<b>Total</b>	<b>\$143,000</b>	<b>28<sup>1</sup></b>	<b>\$99,755</b>	<b>\$170,000</b>	<b>44</b>	<b>\$138,895</b>

<sup>1</sup>This number does not include the two projects that were cancelled and GIA funds returned in 2020.

### **CONCLUSION**

Grants-in-Aid are available to non-profit agencies and societies who put forth projects in the Electoral Areas. Throughout the year, community organizations submit requests for funding for one-time projects and special events. EA Directors review support GIA requests and staff assess applications using GIA guidelines to ensure they meet eligibility criteria.

### **RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the 2020 Electoral Areas Grants-in-Aid Annual Report be received for information.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

### **ATTACHMENT(S)**

Appendix A: 2020 Electoral Areas Grants-In-Aid Awarded

## Appendix A 2020 Electoral Areas Grants-In-Aid Awarded

Grants Awarded: Total Grants-In-Aid (\$99,755)

### JUAN DE FUCA

No.	Applicant	Project	Amount Awarded (\$)
1	Willis Point Community Association	Community Hall Floor Replacement	3,000
2	Port Renfrew Chamber of Commerce	Canada Day Fireworks	500
<b>Total</b>			<b>3,500</b>

### SALT SPRING ISLAND

No.	Applicant	Project	Amount Awarded (\$)
1	Salt Spring and Southern Gulf Islands Community Services Society	Expansion of Day Service Program*	5,000
2	Salt Spring Island Foundation	SSI COVID-19 Emergency Preparedness and Relief Fund*	5,000
3	Transition Salt Spring Society	Climate Action Plan Implementation (Start-Up Phase)	5,000
4	Wagon Wheel Housing Society	The Laundromat & SSI Soap Exchange	3,850
5	Copper Kettle Community Partnership	COVID-19 Self-Isolation Equipment*	3,500
6	Salt Spring Island Chamber of Commerce	Computer Replacements and Touch Screen Computer	3,000
7	Salt Spring Island Agricultural Alliance	Implementation of the Response and Recovery Plan to COVID-19*	3,000
8	Stqeeye' Learning Society	Tree Protection and Awareness Program	3,000
9	Islanders Working Against Violence	Mental Health Initiative	3,000
10	Salt Spring Community Health Society	Mental Health First Aid Training	2,000
<b>Total</b>			<b>36,350</b>

\*COVID-19-related projects

### SOUTHERN GULF ISLANDS

No.	Applicant	Project	Amount Awarded (\$)
1	Pender Island Health Care Society	Phone System Replacement	7,500
2	The Galiano Club	Galiano Food Bank and for Trees for Tomorrow*	5,500
3	Gulf Islands Food Co-op	Pender SquashFest & Local Growers Development	5,000
4	South Pender Historical Society	Tree Removal and Stream Remediation Project	5,000
5	Pender Island Recreational and Agricultural Hall Association	Youth Leadership Training Series	5,000
6	Coast Salish Peoples of Galiano Society	Non-Affiliated Indigenous Peoples of the Gulf Islands	5,000
7	Southern Gulf Islands Community Resource Centre	TETACES Climate Action Project-Evaluation and Workshop	4,360
8	Moving Around Pender	Magic Lake Estates Survey Trail Costs	4,000
9	Salish Sea Marine Rescue Society	Replacement of Multi-Function Display for Vessel	3,000
10	Ptarmigan Arts Society	2020 Mosaic Festival	3,000
11	Pender Island Junior Sailing Association	Junior Sailing Equipment	2,977
12	Saturna Club	Expansion of Cooked Meals Program for Seniors and Vulnerable Residents due to COVID-19*	2,500
13	Access to Media Education Society	Dust 'n Bones Film Screening and Media Promotion	2,442
14	Moving Around Pender	Surveying of the Trail from Medicine Beach to Pender School	2,000
15	Piers Island Association	Piers Island Workshops Series: Going Green	1,625
16	Mayne Island Health Centre Association	Medical Equipment at Mayne Island Health Centre	1,000
<b>Total</b>			<b>59,905</b>

\*COVID-19-related projects

### PROJECTS CANCELLED

No.	Applicant	Project Title	Amount Returned (\$)
1	SGL: Active Pass Arts in Nature Regional Festival Society	Festival Active Pass 2020	(4,500)
2	JDF: Sooke Lions Club	Sookarama Business and Trade Show Event	(500)
<b>Total</b>			<b>(5,000)</b>

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MAY 12, 2021**

**SUBJECT     2020 Community Works Fund Annual Report**

**ISSUE SUMMARY**

This report provides a summary of the Community Works Fund (CWF) activity for the period of January 1, 2020 to December 31, 2020.

**BACKGROUND**

Community Works Funds are provided under the Administrative Agreement of the Federal Gas Tax Fund in BC (Gas Tax Agreement) with funding distributed to local governments based on population. The Union of BC Municipalities (UBCM) is the program administrator. The CRD has been recipients of CWF under two agreements from 2006–2013 and 2014–2024. Appendix A provides a current summary of funds and balances.

CWF received by the District is re-allocated to the three Electoral Areas (EA): Juan de Fuca (JDF), Salt Spring Island (SSI), and Southern Gulf Islands (SGI) on a per capita basis. To distribute CWF funding, the CRD reviews applications from third parties and CRD services in their respective EA throughout the year. Applications are subject to meeting the program's eligibility criteria, availability of funds, and must receive EA Director support. CWF funds are not required to be spent in the year they are received.

**IMPLICATIONS**

*Financial Implications*

To help communities recover from COVID-19, in 2020 the federal government accelerated payment and provided funds in a single payment rather than the customary two payments.

**Grants Activity Overview**

Tables 1 and 2 provide an overview of CWF allocations and activity to EAs in 2020 comparative to 2019. Appendix B details CWF applications that were awarded in 2020. Appendix C provides a further breakdown of CWF awarded by eligible project category and recipient type.

**Table 1: Distribution of CWF Funds to EAs**

EA	Population	%	2020 Allocation	2019 Allocation
JDF	4,860	24%	\$271,227	\$548,026
SSI	10,557	52%	\$589,165	\$1,190,436
SGI	4,732	24%	\$244,083	\$533,593
<b>Total</b>	<b>20,149<sup>1</sup></b>	<b>100%</b>	<b>\$1,104,475</b>	<b>\$2,272,055<sup>2</sup></b>

<sup>1</sup> These numbers are derived using 2016 population statistics.

<sup>2</sup> 2019 CWF funding included two installments and a bonus payment.

**Table 2: CWF Funding Awarded to Projects**

EA	2020		2019	
	# of Applications	Amount Awarded	# of Applications	Amount Awarded
JDF	11	\$722,555	6	\$156,500
SSI	8	\$436,400	11	\$559,734
SGI	8	\$244,449	15	\$420,889
<b>Total</b>	<b>27</b>	<b>\$1,403,404</b>	<b>32</b>	<b>\$1,137,123</b>

### **CONCLUSION**

The 2020 Community Works Fund Annual Report provides a summary of funding activity in 2020. CRD services and eligible third parties can access CWF funding through an application process. Funds are used within the framework that sets out project categories, eligibility, and requirements.

### **RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the 2020 Community Works Fund Annual Report be received for information.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

### **ATTACHMENT(S)**

Appendix A: CWF Funding Assigned to Projects and Balance Remaining by Electoral Area, April 1, 2006 – December 31, 2020

Appendix B: 2020 Community Works Fund Grants Awarded

Appendix C: 2020 Community Works Fund Detailed Breakdown by Electoral Area



**Appendix A CWF Funding Assigned to Projects and Balance Remaining by Electoral Area  
April 1, 2006 – December 31, 2020**

<b>CWF Overview</b>	<b>Juan de Fuca (\$)</b>	<b>Salt Spring Island (\$)</b>	<b>Southern Gulf Islands (\$)</b>
CWF Allocation by Electoral Area	3,144,172	6,936,140	3,281,109
LESS: Funding Assigned to Projects	(2,234,555)	(4,418,209)	(3,234,558)
PLUS: Project Surpluses	51,800	169,698	153,368
PLUS: Interest Earnings	194,556	288,277	84,119
<b>CWF Balance Remaining</b>	<b>1,155,974</b>	<b>2,975,905</b>	<b>284,038</b>

## Appendix B 2020 Community Works Fund Grants Awarded

Grants Awarded: Total Community Works Fund (\$1,403,404)\*

### Juan de Fuca (\$722,555)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	JDF Community Parks	Port Renfrew Tennis Court Resurfacing Project	Recreation Infrastructure	120,000
2	Port Renfrew Sewer Service	Port Renfrew Sewer Upgrades	Wastewater	30,000
3	Wilderness Mountain Water Service	Source Water Vulnerability Study	Drinking Water	25,000
4	Wilderness Mountain Water Service	2020 Water Service Projects	Drinking Water	20,000
5	JDF Community Parks	Earthen Dam Risk Assessment	Capacity Building	20,000
6	JDF Water Distribution	Current State of Assets Assessment Seagirt Waterworks	Capacity Building	4,300
7	Wilderness Mountain Water Service	Geotechnical Assessment of William Brook Dam	Capacity Building	3,255
Total				222,555

No.	Third Party	Project	Eligible Category	Amount Awarded (\$)
1	Sheringham Water Works Ltd.	Water Storage Expansion	Drinking Water	260,000
2	Kemp Lake Waterworks District	Kemp Lake Waterworks CRD Connection Pumping Station	Drinking Water	200,000
3	Willis Point Community Association	Picnic Shelter and Covered Space for Playground and Ball Field	Recreation Infrastructure	30,000
4	Fred Milne Park Society	Washroom Upgrades at Fred Milne Park	Recreation Infrastructure	10,000
Total				500,000

### Salt Spring Island (\$436,400)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	SSI Island Pool and Park Land	Pool Electrical Upgrades	Recreation Infrastructure	176,500
2	Maliview Estates Sewer	Maliview Outfall Emergency Enhancements	Wastewater	51,000
3	SSI Public Library	Library Renovation	Cultural Infrastructure	50,000
4	SSI Community Parks	Centennial Parks Playground Replacement	Recreation Infrastructure	45,000
5	SSI Septage/Composting	Septage/Composting - Salt Spring	Capacity Building	7,700
Total				330,200

No.	Third Party	Project	Eligible Category	Amount Awarded (\$)
1	SSI Farmland Trust Society	The Root	Recreation Infrastructure	46,200
2	Island Arts Centre Society (ArtSpring)	ArtSpring Theatre LED Retrofit	Cultural Infrastructure	30,000
3	Salt Spring and Southern Gulf Islands Community Services Society	Core Inn Building Accessibility Renovation Energy Efficiency Measures	Recreation Infrastructure	30,000
Total				106,200

### Southern Gulf Islands (\$244,449)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	SGL Administration	SGL Transportation Service Planning	Capacity Building	60,000
2	Mayne Island Parks and Recreation	Dinner Bay Playground and Sports Fields Upgrade	Recreation Infrastructure	30,000
Total				90,000

No.	Third Party	Project	Eligible Category	Amount Awarded (\$)
1	Galiano Association for Internet Access	Galiano Community Broadband Initiative - Phase I	Broadband Connectivity	46,000
2	Galiano Lions Park Society	Galiano Lions Park Hall and Parking Enhancement	Recreation Infrastructure	40,220
3	Mayne Island Agricultural Society and Fall Fair	Mayne Island Heritage Revitalization Initiative - Phase One	Cultural Infrastructure	30,000
4	Galiano Estates Improvement District	GEID Waterworks Upgrades & Enhancements - Phase Two	Drinking Water	15,000
5	The Galiano Club	Maximizing Energy Efficiency	Recreation Infrastructure	13,529
6	North Galiano Community Association	North Galiano Community Hall Repairs and Improvements	Recreation Infrastructure	9,700
Total				154,449

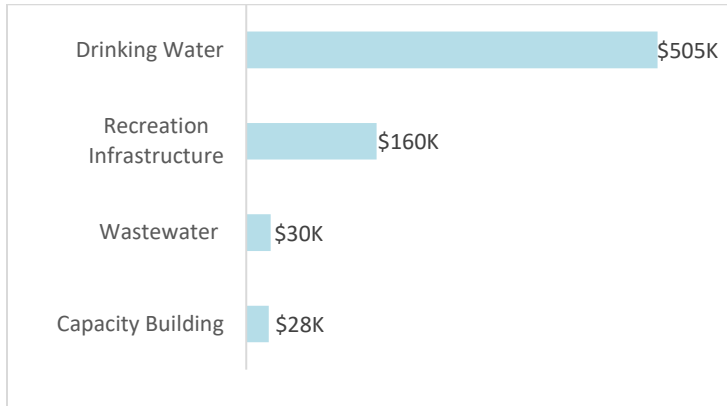
\*These projects have been approved by the CRD and remain subject to provincial / federal approval through completion of the Annual Expenditures Report.

## Appendix C 2020 Community Works Fund Detailed Breakdown by Electoral Area

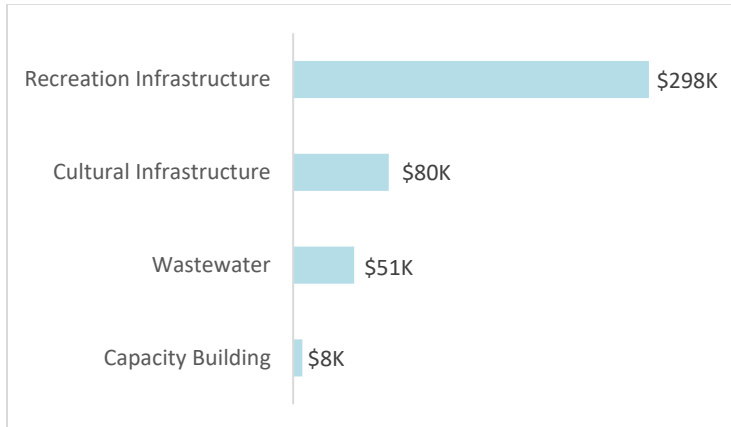
### ***Electoral Area by Project Category***

To be eligible under CWF, as per the Agreement, a proposed project must meet the “Ultimate Recipient” and “Infrastructure” definitions, and reflect one of the Eligible Project Categories.

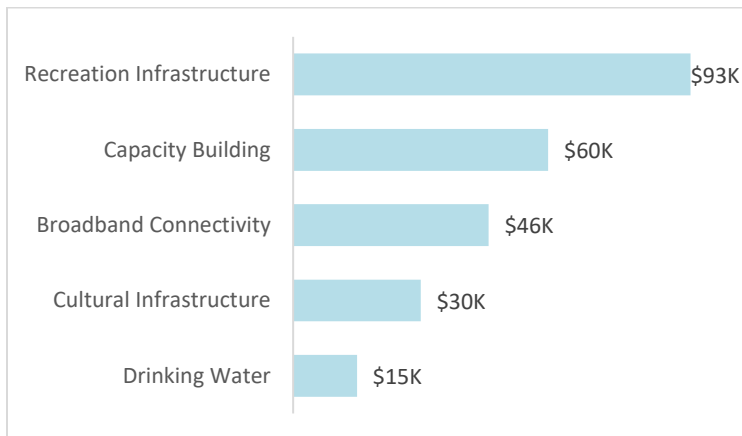
#### **JDF**



#### **SSI**



#### **SGI**

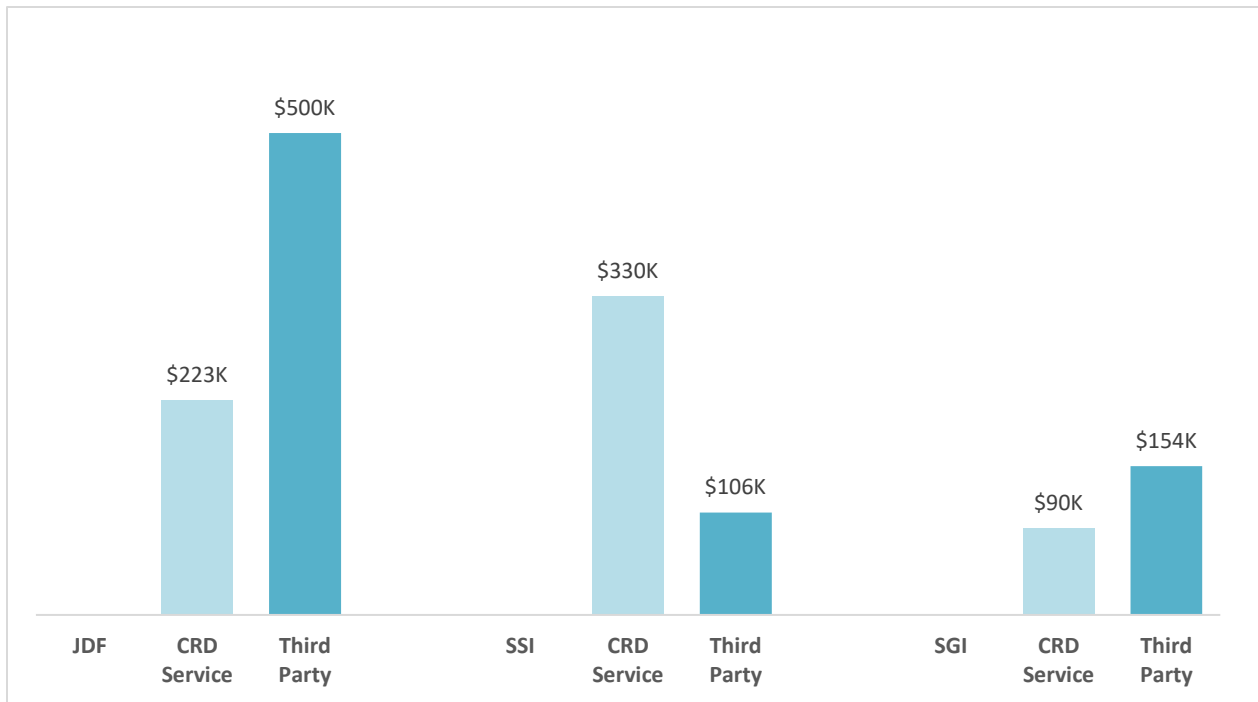


#### **Eligible Project Categories**

Local roads, bridges
Short-sea shipping
Short-line rail
Regional and local airports
Broadband connectivity
Public transit
Drinking water
Wastewater
Solid waste
Community energy systems
Brownfield redevelopment
Sport infrastructure
Recreational infrastructure
Cultural infrastructure
Tourism infrastructure
Disaster mitigation
Capacity building

### ***Electoral Area by Recipient Type***

The following graph provides a summary of grants provided to CRD Services and Third Parties in each EA for 2020.



**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MAY 12, 2021**

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**SUBJECT     AAP for Bylaw 4408 – SGI Harbours Service Loan Authorization**

**ISSUE SUMMARY**

To conduct an Alternate Approval Process for Bylaw No. 4408 by confirming the deadline to receive elector responses, establish the total number of electors, and approve the Notice of Alternative Approval Process and the Electoral Response Form.

**BACKGROUND**

At its meeting held March 24, 2021, the CRD Board gave three readings to the following bylaw attached as Appendix A:

- Bylaw No. 4408, “Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021” to authorize the borrowing of one million one hundred eighty thousand dollars (\$1,180,000) for Southern Gulf Islands harbours improvements.

The bylaw obtained Inspector of Municipalities approval on April 15, 2021. The next step prior to adopting the bylaw is to obtain elector assent. The CRD Board directed elector assent be obtained via alternate approval process (AAP) for the electors of Southern Gulf Islands Electoral Area.

In order to conduct the AAP, the attached Notice (Appendix B) and Elector Response Form (Appendix C) have been prepared in accordance with the applicable sections of the *Local Government Act* and the *Community Charter*. With an AAP, the Board may proceed with adopting the bylaw unless more than 10% of electors indicate that the Board must obtain the assent of the electors by way of assent voting (referendum). The proposed deadline to receive elector responses is July 5, 2021.

The total number of registered resident electors and registered non-resident property electors is determined to be 5224, of which 10% is 523 electors.

**ALTERNATIVES**

*Alternative 1*

- 1) That in accordance with section 86(3) of the *Community Charter*, the date of July 5, 2021 be confirmed as the deadline by which electoral response, under the Alternate Approval process for CRD Bylaw No. 4408, must be submitted to the Capital Regional District by the qualified electors of Southern Gulf Islands Electoral Area;
- 2) That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
- 3) That the total number of registered electors within the service area is 5224 and that 10% of that number is 523 electors.

*Alternative 2*

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

**CONCLUSION**

The CRD Board has previously approved obtaining elector approval for an Alternative Approval Process for Bylaw No. 4408 to borrow one million one hundred eighty thousand dollars (\$1,180,000) for Southern Gulf Islands harbours improvements. To conduct the Alternative Approval Process, the Board has to confirm the deadline to receive elector responses, establish the number of electors, and approve the Notice of Alternative Approval Process and the Elector Response Form.

**RECOMMENDATION**

- 1) That in accordance with section 86(3) of the Community Charter, the date of July 5, 2021 be confirmed as the deadline by which electoral response, under the Alternate Approval process for CRD Bylaw No. 4408, must be submitted to the Capital Regional District by the qualified electors of Southern Gulf Islands Electoral Area;
- 2) That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
- 3) That the total number of registered electors within the service area is 5224 and that 10% of that number is 523 electors.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Steve Carey, Manager, Legal Services, Corporate Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Bylaw No. 4408 at Third Reading  
Appendix B: Notice of Alternative Approval Process  
Appendix C: Elector Response Form

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4408**

\*\*\*\*\*

**A BYLAW TO AUTHORIZE THE BORROWING OF  
ONE MILLION ONE HUNDRED EIGHTY THOUSAND DOLLARS (\$1,180,000)  
FOR SOUTHERN GULF ISLANDS HARBOURS IMPROVEMENTS**

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 2614, "Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998", the Capital Regional District established a local service for the acquisition and operation of small craft harbor facilities to serve the Southern Gulf Islands Electoral Area;
- B. It is deemed desirable to fund works relating to the designing and constructing of harbour improvements, and the work shall include capital renewal and upgrade of the Retreat Cove, Horton Bay, Miners Bay Upgrades, Port Washington, Swartz Bay dock facilities, as well as supply and construction of an additional float for the Piers Island dock facility, and construction of the Anson Road dock facility as well as other related works, facilities and equipment purchases;
- C. The estimated cost of the Projects, including expenses incidental thereto to be funded from debt servicing, is the sum of One Million One Hundred Eighty Thousand Dollars (\$1,180,000);
- D. Pursuant to section 407 of the *Local Government Act*, participating area approval is required and shall be obtained by alternative approval process under section 345 of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities is required under section 403 of the *Local Government Act*; and
- F. The financing is to be undertaken by the Municipal Finance Authority of British Columbia

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the planning, study, design, equipment purchase and construction of works related to the provision of small craft harbor facilities, including, among other related works, capital renewal and upgrade of the Retreat Cove, Horton Bay, Miners Bay Upgrades, Port Washington, and Swartz Bay dock facilities, as well as supply and construction of an additional float for the Piers Island dock facility, and construction of the Anson Road dock facility and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - (a) to borrow upon the credit of the Capital Regional District a sum not exceeding One Million One Hundred Eighty Thousand Dollars (\$1,180,000); and
  - (b) to acquire and dispose of all such real property, easements, rights-of-way, leases,

licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of harbour systems and all related ancillary works, studies and equipment deemed necessary in connection with the Southern Gulf Islands Harbours Improvements.

2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is twenty years.
3. This Bylaw may be cited as the "Southern Gulf Islands Harbours Loan Authorization Bylaw No. 1, 2021".

READ A FIRST TIME THIS	24 <sup>th</sup>	day of	March	2021
READ A SECOND TIME THIS	24 <sup>th</sup>	day of	March	2021
READ A THIRD TIME THIS	24 <sup>th</sup>	day of	March	2021
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	15 <sup>th</sup>	day of	April	2021
RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 342(2) OF THE <i>LOCAL GOVERNMENT ACT</i> THIS		day of		
ADOPTED THIS	<sup>th</sup>	day of		202_

---

 CHAIR

---

 CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS <sup>th</sup> day of 202\_





Making a difference...together

## **NOTICE TO ELECTORS**

### **WITHIN THE SOUTHERN GULF ISLANDS ELECTORAL AREA**

#### **Alternative Approval Process for Bylaw No. 4408**

#### **Borrowing for Improvements to Southern Gulf Islands Small Craft Harbour Facilities**

**Notice is hereby given** that the Board of Directors of the Capital Regional District ("CRD") proposes to adopt:

- Bylaw No. 4408, "Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021" to authorize the borrowing of one million one hundred eighty thousand dollars (\$1,180,000) for improvements to the Southern Gulf Islands small craft harbour facilities.

The intent of Bylaw No. 4408 is to authorize the borrowing of \$1,180,000 over 20 years to fund improvements within the Small Craft Harbour Facilities Local Service Area in the Southern Gulf Islands Electoral Area in the Capital Regional District.

**Take further notice** that the CRD may proceed with Bylaw No. 4408 unless at least 523 electors within the Southern Gulf Islands Electoral Area indicate, by signing the elector response form, that the Board must obtain the assent of the electors by way of an assent vote (referendum) before proceeding to adopt Bylaw No. 4408.

The elector response must be in the form as established by the CRD and is available from the CRD on request or from the CRD website. The only persons entitled to sign elector response forms are electors of the area to which the alternative approval process opportunity applies. The Alternative Approval Process opportunity applies to electors within the Small Craft Harbour Facilities Local Service Area which is comprised of all the Southern Gulf Islands Electoral Area in the Capital Regional District.

The deadline for delivering the original signed elector response forms, in relation to Bylaw No. 4408, to the CRD is **4:00 pm on Monday, July 5, 2021**. Forms must be received by the deadline to be counted.

The CRD has determined that the total number of electors within the service area is 5224 and that 10% of that number or 523 electors must submit elector response forms to prevent the CRD from enacting Bylaw No. 4408 without the assent of the electors by referendum.

Questions regarding the proposed Southern Gulf Islands harbours improvement may be directed to Dale Puskas, Manager, Capital Projects, 479 Island Hwy, Victoria, BC, 250.474.9648, dpuskas@crd.bc.ca, from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until July 5, 2021.

#### **Qualifications for Resident and Non-Resident Property Electors**

**Resident Elector:** You are entitled to submit an elector response form as a Resident Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months and in the Southern Gulf Islands Electoral Area for at least 30 days prior to signing the elector response form.

**Non-Resident Property Elector:** You may submit an elector response form as a Non-Resident Property Elector if you are 18 years or older on the date of submission of the elector response form, are

a Canadian citizen, have resided in British Columbia for 6 months, have owned and held registered title to property in the Southern Gulf Islands Electoral Area for 30 days and do NOT qualify as a Resident Elector. If there is more than one registered owner of the property (either as joint tenants or tenants in common) only one individual may, with the written consent of the majority, submit an elector response form.

To obtain an elector response form, or for questions about the alternative approval process, contact CRD Legislative Services, PO Box 1000, 625 Fisgard Street, 5<sup>th</sup> Floor, Victoria, BC V8W 2S6, email [legserv@crd.bc.ca](mailto:legserv@crd.bc.ca), telephone 250.360.3127 or toll free 1.800.663.4425 local 3127 from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays).

A copy of the elector response form may be downloaded from: [www.crd.bc.ca/SGIHarboursAAP](http://www.crd.bc.ca/SGIHarboursAAP)

Elector response forms, a copy of Bylaw No. 4408, and a copy of this Notice may be inspected during regular office hours, 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until July 5, 2021 at the following CRD locations:

- CRD headquarters, 625 Fisgard Street, Victoria
- on the CRD website: [www.crd.bc.ca/SGIHarboursAAP](http://www.crd.bc.ca/SGIHarboursAAP)

Given under my hand at Victoria, BC this th day of May, 2021

Kristen Morley  
Corporate Officer

**Alternative Approval Process for Bylaw No. 4408 – to authorize the borrowing of one million one hundred eighty thousand dollars (\$1,180,000) to fund improvements to Southern Gulf Islands Small Craft Harbour Facilities.**

By completing this elector response form I, the undersigned elector, residing or owning real property within the Southern Gulf Islands Electoral Area, as defined below, of the Capital Regional District ("CRD"), do hereby present my name on this elector response form for purposes of **OPPOSING** the CRD adopting Bylaw No. 4408, to authorize the borrowing of \$1,180,000 over 20 years to fund harbour improvements in the Southern Gulf Islands Small Craft Harbour Facilities Service, unless a vote is held.

**I acknowledge that I am a person who would otherwise be entitled to register and vote in respect of this matter, had the assent of the electors by voting been required. I hereby certify that:**

1. I am 18 years of age or older;
2. I am a Canadian citizen;
3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form;
4. I have lived in the Southern Gulf Islands Electoral Area of the CRD as defined below for at least 30 days before signing this elector response form;
5. In the case of a Non-Resident Property Elector:
  - a) I am not entitled to vote as a Resident Elector in the CRD for purposes of this matter;
  - b) I have been a registered owner of real property in the Southern Gulf Islands Electoral Area of the CRD as defined below for at least 30 days before signing this elector response form;
  - c) I acknowledge that I may sign this elector response form on behalf of only one property that I own in the Regional District;
  - d) If there is more than one individual who is the registered owner of the property, only one of those individuals may sign this elector response form in relation to the property, assuming the Non-Resident Property Elector has the written consent of the number of individuals who, together with the person signing this elector response form constitutes a majority of the registered owners.
  - e) The only persons who are registered owners of the real property are individuals who do not hold the property in trust for a corporation or another trust.
6. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

The Southern Gulf Islands Small Craft Harbour Facilities Local Service area is comprised of all the **Southern Gulf Islands Electoral Area** in the Capital Regional District.

I understand and acknowledge that I may not sign an elector response form against Bylaw No. 4408 more than once and may not withdraw my name from an elector response form after **July 5, 2021**. I understand and acknowledge that this elector response form must be received by the CRD no later than **4:00 pm on July 5, 2021**. In an effort to obtain signatures with respect to this matter, I declare that I have not knowingly made any false or misleading statements to another person with respect to this elector response form, action or other matter to which this elector response form relates.

**Signed original elector response forms must be returned to the CRD, from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays), on or before 4:00 pm on Monday, July 5, 2021 at the following CRD office location:** Legislative Services, 625 Fisgard Street, 5<sup>th</sup> Floor, PO Box 1000, Victoria, BC, V8W 2S6.

<b>FULL NAME OF ELECTOR</b> (please print):	
<b>FULL RESIDENTIAL ADDRESS OF ELECTOR</b> Street Address including Town/City (please print):	
<b>FOR NON-RESIDENT PROPERTY ELECTOR</b> Address of Property in CRD service area (please print):	
<b>SIGNATURE OF ELECTOR:</b>	

*Section 86(7) of the Community Charter requires the elector's full name and residential address or the address of the property in relation to which the person is entitled to register as a Non-Resident Property Elector in order for this response form to be counted.*

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MAY 12, 2021**

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**SUBJECT** Southern Gulf Islands Community Economic Sustainability Commission Bylaw Amendment

**ISSUE SUMMARY**

To consider a request by the Southern Gulf Islands Community Economic Sustainability Commission (CESC) to amend Bylaw 3803 to add up to four (4) commissioners and increase the number of commissioners from five (5) to a maximum of nine (9).

**BACKGROUND**

At the April 20, 2021 meeting of the CESC, the following motion was carried:

**MOVED** by Commissioner Hoebel, Commissioner Brent **SECONDED** that the CESC requests the Electoral Area Director request the CRD board amend the bylaw to allow for the appointment of four additional commissioners, who would be commissioners at large.

The SGI CESC was established in 2011 through Bylaw No. 3803 as an advisory committee of the CRD (Appendix A). The CESC is comprised of the Electoral Area Director or Alternate and a member representing Galiano Island, Mayne Island, Pender Islands and Saturna Island. Administration support is provided by the Assistant to Electoral Area Director, the CRD Manager for Service Delivery in the Southern Gulf Islands and the General Manager, Corporate Services.

According to the commission bylaw (Bylaw No. 3803), the CESC is an advisory commission that should work towards achieving a resilient and sustainable local economy that improves and maintains the SGI's economic prosperity, social equity, and environmental quality. The Commission is to assist in preserving and strengthening existing business, attracting new business, and coordinating local economic development initiatives that contribute to economic prosperity, social equity, and environmental quality.

The Commission has indicated an interest in broadening the diversity of its membership to bring a greater range of perspectives to its work. It was discussed that having more voices around the table would deepen the understanding of the region's economic sustainability and increase the accountability of the Commissions' deliberations.

The Commission has requested the membership be increased from five (5) to a maximum of nine (9) commissioners, with up to four (4) additional members to be considered "commissioners at large." The commissioners at large would represent a regional perspective in addition to the Regional Director and the existing four members that are appointed as representatives of each of Mayne, Galiano, Saturna, and Pender Islands.

The Commission has also indicated it would be beneficial to have flexibility in the term of the appointments, so these additional commissioners could be appointed for one or two year terms. This would enable those with specific expertise to be appointed to support a special project for a shorter term.

## **ALTERNATIVES**

### *Alternative 1:*

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

1. That staff be directed to report back with amendments to Bylaw 3038, the “Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012” to increase the number of commissioners from five (5) to nine (9), with the additional members considered commissioners at large to represent the Southern Gulf Islands Electoral Area as a whole, and to enable the commissioners at large to be appointed for one (1) or two (2) year terms.

### *Alternative 2:*

That the Electoral Areas Committee request staff report back with additional information.

## **IMPLICATIONS**

This request supports CRD Board priorities and the corporate plan priorities for Advocacy, Governance & Accountability.

The addition of commissioners at large will broaden the diversity of voices and allow different perspectives to inform the work of the CESC. Flexibility in the term of appointments will allow individuals with specific expertise to be appointment for shorter terms to serve special projects.

Administratively, this request will increase the number of appointments that require advertising and tracking, but does not represent a significant increase in work load.

## **CONCLUSION**

The request by the Southern Gulf Islands Community Economic Sustainability Commission (CESC) to amend establishing Bylaw 3803 to increase the number of commissioners from five (5) to nine (9), will improve governance in the SGI EA. An increase in the number of commissioners to represent SGI's economic interests will bring a greater range of perspectives and broaden the diversity of deliberations of the CESC.

## **RECOMMENDATIONS**

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

That staff be directed to report back with amendments to Bylaw 3038, the “Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012” to increase the number of commissioners from five (5) to nine (9), with the additional members considered commissioners at large to represent the Southern Gulf Islands Electoral Area as a whole, and to enable the commissioners at large to be appointed for one (1) or two (2) year terms.

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

**ATTACHMENT(S)**

Appendix A: Bylaw 3038, Southern Gulf Islands Community Economic Sustainability  
Commission Bylaw No. 1, 2012.

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 3803**

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**A BYLAW TO ESTABLISH A COMMUNITY ECONOMIC DEVELOPMENT  
COMMISSION FOR THE SOUTHERN GULF ISLANDS ELECTORAL AREA**

\*\*\*\*\*

***CONSOLIDATED FOR PUBLIC CONVENIENCE***

***With Bylaw No. 4072***

**WHEREAS:**

- A.** Supplementary Letters Patent dated the 7<sup>th</sup> day of June 1979 and Bylaw No. 1824 cited as the “Economic Development Commission Establishing Bylaw No. 1, 1990” provides that the Regional Board, may, by bylaw, establish an economic development commission;
- B.** The Southern Gulf Islands Electoral Area Director wishes to establish a Community Economic Development Commission for the Southern Gulf Islands;
- C.** The Commission may wish to work cooperatively with adjacent local governments on economic development projects;
- D.** Section 774.2 of the *Local Government Act* provides the Capital Regional District with the authority to continue to offer an economic development service.

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

**1. COMMISSION OBJECTIVES**

- (a) The Commission will work toward achieving a resilient and sustainable local economy that improves and maintains the Southern Gulf Islands’ economic prosperity, social equity, and environmental quality;
- (b) The Commission will assist in preserving and strengthening existing business, attracting new business, and coordinating local economic development initiatives that contribute to economic prosperity, social equity, and environmental quality.
- (c) The name of the commission shall be “Southern Gulf Islands Community Economic Sustainability Commission.

*Bylaw No. 4072*

**2. DUTIES**

- (a) The preparation of an economic development strategy to achieve a triple bottom line sustainable local economy; this includes tasks such as:
  - i. Analyzing the current economic base by profiling the commercial, industrial and other business activity on the Southern Gulf Islands;
  - ii. Assessing the Southern Gulf Islands’ advantages and opportunities for current and prospective residents to establish viable businesses;

- iii. Identifying resilient and year-round business opportunities that diversify the range of locally available products and services;
  - iv. Supporting training and technical assistance to existing and potential local businesses, including but not necessarily limited to: apprenticeship, mentoring and entrepreneurial programs;
  - v. Exploring and explaining the potential for Social Enterprise approaches for existing business and potential for establishment of new Social Enterprises that provide meaningful employment while meeting social and environmental needs of the islands.
- (b) Coordinating economic development activities within the service area including consideration of an active marketing program to encourage support for local businesses and attract new businesses to the islands;
  - (c) Collaborating with the CRD on liaison with other levels of government, community leaders, and other stakeholders in respect of economic development within the service area.

### **3. COMPOSITION**

- (a) The Commission shall consist of five (5) members, including:
  - i. The Director representing the Southern Gulf Islands Electoral Area;
  - ii. Four (4) other individuals: one each representing Galiano Island, Mayne Island, Saturna Island, and the Pender Islands.
- (b) Advisory groups may be established for each of Galiano Island, Mayne Island, Saturna Island, and the Pender Islands. These groups will work in collaboration with their respective Commission member to help deliver the Commission's mandate.

### **4. ELIGIBILITY FOR APPOINTMENT**

- (a) All persons appointed to the Commission must represent the interests of the Southern Gulf Islands.

### **5. TERM OF OFFICE**

*Bylaw No. 4072*

- (a) The terms of office of Commission members other than the Southern Gulf Islands Electoral Area Director shall be for a two-year period as follows:
- (b) Appointments shall expire on the 31<sup>st</sup> day of December of the second year of appointment;
- (c) No appointee may serve more than three (3) consecutive terms.

### **6. NEW APPOINTMENTS**

- (a) Commission vacancies will be advertised by the 1<sup>st</sup> day of October. Applications must be submitted to the CRD Corporate Officer by the 1<sup>st</sup> day of November. Applications will be reviewed by the Southern Gulf Islands Electoral Area Director.
- (b) On the recommendation of the Southern Gulf Islands Electoral Area Director, the Capital Regional Board may appoint individuals to fill



Commission vacancies, and shall re-appoint members, on or before the 31<sup>st</sup> day of December, whose term is to expire.

**7. DEATH, RESIGNATION, DISQUALIFICATION AND TERMINATION**

- (a) In the event of the death, resignation, termination or disqualification of a member of the Commission, the Capital Regional Board will appoint a successor for the remainder of the term as outlined in Section 5 of this bylaw;
- (b) The Capital Regional Board may, upon the recommendation of the Southern Gulf Islands Electoral Area Director, terminate the appointment of any member of the Commission;
- (c) Without limiting the intent of Section 7 of this bylaw, except for the Electoral area Director, if any member of the Commission is absent from three (3) consecutive meetings of the Commission without the Commission's approval, the Capital Regional Board may, upon the recommendation of the Southern Gulf Islands Electoral Area Director, terminate the appointment of such member thereby creating a vacancy on the Commission.

*Bylaw No. 4072*

**8. QUORUM**

- (a) A majority of members of the Commission constitutes a quorum.

**9. MEETINGS SCHEDULE AND PROCEDURES**

- (a) The Commission must hold at least four meetings per year to conduct their business, which must be open to the public;
- (b) The Commission Chair, or in their absence the Vice Chair, must follow the CRD Procedural Bylaw when conducting a Commission meeting;
- (c) For the conduct of business each member of a Commission shall have one vote.
- (d) All meetings of the Commission must be held in a public facility and must be open to all members of the public. No in-camera meetings are allowed.

*Bylaw No. 4072*

**10. BUDGET**

- (a) The Commission budget must be submitted to the Southern Gulf Islands Electoral Area Director and to the Capital Regional District's Financial Officer by September 1st of each year;
- (b) This budget may be amended, modified or adopted as the Capital Regional Board requires, based upon input received from the Southern Gulf Islands Electoral Area Director.

**11. ELECTION OF CHAIR OR VICE CHAIR**

- (a) The Chair and Vice Chair must be elected for a one-year term. The election for these positions must take place during the first meeting of the year.

**12. CITATION**

- (a) This Bylaw may be cited for all purposes as the "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012".

*Bylaw No. 4072*

READ A FIRST TIME THIS                      11<sup>th</sup>              day of              April                      2012

READ A SECOND TIME THIS                      11<sup>th</sup>              day of              April                      2012

READ A THIRD TIME THIS                      11<sup>th</sup>              day of              April                      2012

ADOPTED THIS                      11<sup>th</sup>              day of              April                      2012

Original signed by Geoff Young  
CHAIR

Original signed by Sonia Santarossa  
CORPORATE OFFICER



## Adopted Minutes of the Mayne Island Parks and Recreation Commission meeting at the Mayne Island Community Centre on March 11, 2021

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

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

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

Acknowledgement and appreciation was expressed for the opportunity to meet on the land of the Coast Salish people.

### 2. Approval of Agenda

Add 5.4.1(c) Store property of Mayne Island Little Theatre

Add 5.4.1(d) Purchase of new rope for the Christmas tree.

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

**CARRIED**

### 3. Adoption of Minutes of February 11, 2021

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Euper,  
That the minutes of February 11, 2021 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

No remarks.

### 5. Reports

#### 5.1. Treasurer's Report

##### 5.1.1. Amended Treasurer's Report for the period January 1 – January 31, 2021

- Amended to show opening budget figures provided by CRD and one correction

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

**CARRIED**

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

5.1.2. Treasurer's Report for the period February 1 – 28, 2021

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook,  
That the Treasurer's report for the period February 1 to February 28, 2021 be approved as presented.  
**CARRIED**

5.2. Administration

5.2.1. Hydro for Miners Bay Christmas Tree and Tru Valu Community Spirit account

- The Community Spirit account will not cover hydro this year.
- An ad will be posted for the fund in the October *MayneLiner*.

5.2.2. Next meeting

It was agreed that the next meeting will be held at the gazebo at Miners Bay, but moved indoors if necessary.

5.3. Committees

5.3.1. Parks Master Plan

- The Master Plan has been distributed to 13 First Nations and two acknowledgements have been received.
- Letter sent to Islands Trust requesting outdated Master Plan be removed from Official Community Plan.

5.3.2. Sanitation

a) Library water system – Stream Line Plumbing

- A quote was requested again.
- Commissioner Shook will assist with opening wall for access.
- The filter needs regular cleaning due to rust coloured film and there is a leaking valve.
- It was suggested that a quote be requested with contingency for any unforeseen issues to facilitate the quotation process.

b) Miners Bay washroom

- “No smoking” sign was ordered and smoke alarm will not be installed.

5.3.3. Land Acquisition -update

- Commissioner Askin will arrange to meet with Michael Dunn.
- Discussed land acquisition fund focus and fundraising.

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

5.4. Parks

5.4.1. Miners Bay

- a) Memorial tree  
A spot has been selected for a small type maple tree close to the patio on the planted hillside.
- b) Tree pruning of non-native cypress and estimate
  - Discussed selective cutting and overall symmetrical shaping.
  - Commissioners Wright, Shook and Askin will meet with arborist.
- c) Storage request from Mayne Island Little Theatre
  - Discussed storage of items for island organizations and setting policy on this issue.
  - Will determine library's needs first.
  - The theatre group to be advised the basement is being cleaned before excess storage capacity is assessed.
- d) New rope for Christmas tree  
Commissioner Bell approved the cost which will be less than \$500.

5.4.2. Dinner Bay

- a) Playground update:
  - Containment barrier in progress;
  - Drain tile will be put in on Saturday;
  - Purchase of pea gravel in a couple of weeks;
  - Grass seed purchase this week for area around park;
  - New equipment goes in before pea gravel; and
  - Estimate two months to completion.
- b) Association of Mayne Island Boaters and storage room  
No report.
- c) Adachi Pavilion – lock and upcoming meeting
  - Lock fix is done.
  - Village Point Improvement District reserved Adachi Pavilion for their election meeting on March 27<sup>th</sup>.
- d) Lions Building license
  - CRD were to review 2011 minutes for an updated agreement between MIPRC and the Lions and are working on a current license agreement.
  - The softball group received a quote for \$450 to replace the damaged exterior door. The group offered to contribute to the costs.
  - The building is on MIPRC asset list.
  - Commissioner Bell will check on the building insurance coverage.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission pay the costs of replacing the door on the baseball shed if Mayne Island Parks and Recreation Commission cannot claim it under the insurance policy.

**CARRIED**

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

- e) Geotechnical update
  - The current slope angle does not appear to be a slide concern.
  - Commissioner Shook reported that he could not acquire water containment culverts from Highways.
- f) Active Pass Auto account
  - There was an incorrect charge.
  - Commissioner Shook will be the only authorized user of the account.

**5.4.3. Japanese Garden**

- Discussed acknowledgement of a long-time volunteer who is leaving and the responsibilities taken on by other volunteers.
- All commissioners agreed the volunteer should be given a token of appreciation in recognition of his over 18 years of service.

**5.4.4. Village Bay**

- a) Wishing well

The build was reassigned and will be completed by another volunteer.
- b) Seaweed removal
  - MIPRC awaiting CRD input on this issue.
  - This will be put on the agenda for the next meeting.
- c) Wooden bridge information
  - Commissioners Askin and Euper investigated the site and reported that:
    - An aquifer leads into the parking lot drainage ditch where there is free flowing water at this time along with various grasses and possibly some fauna although none observed.
    - Environmental literature seems to support wooden bridges that do not disturb the natural area.
    - There may also be other applicable legislation.
  - After discussion, it was agreed a few replacement supports for one footbridge will be an adequate repair to last many years.
  - Guidance from CRD is being sought on culverts and advice received will be useful for future reference.
  - The footbridge repair will wait until CRD response received.

**5.4.5. Cotton Park and Felix Jack Park (report attached)**

- New sign was picked up and will be installed.
- The grant was denied.

**5.4.6. Henderson Park**

- a) Fallow Deer Committee
  - Commissioner Shook agreed to be the contact person for interested parties.
  - Commissioner Wright will participate on this committee.

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

- Shelley Marshall, Fish and Wildlife, Ministry of Forests, Lands and Natural Resources, is interested in discussing fallow deer issue with MIPRC.

5.4.7. Trail Network Development/ Pocket Parks/ Shore access (report attached)

- a) Trail guardian safety protocol
  - Safety checklist to be developed.
  - A new volunteer available for assignment.
- b) Commercial general liability insurance for volunteer  
For discussion at next meeting.
- c) Danger tree Wilkes Road update  
Completed.
- d) Anson Road update  
Justine Starke, CRD will meet with Harbour Commission to discuss pit toilet management.

**6. Correspondence**

- 6.1. Email correspondence from CRD regarding reporting on ‘land altering’ projects and agreement with Leadership Council.
  - The definition is extensive – any altering such as a trail or digging is to be reported.
  - This will be done going forward and it is unclear whether this is for preapproval or for information purposes.
  - The CRD and WSÁNEĆ First Nation Leadership Council have held one meeting.
  - Commissioner Bell will get more information.
  - Justine Starke, CRD, has trained in archeological mapping and will check for any sensitive areas.
- 6.2. Email from CRD regarding CERIP grants.  
The new roof project that the application was bundled with received funding. A better fit with the goal of job creation.
- 6.3. Email from Village Point Improvement District to hold elections at Adachi Pavilion, Dinner Bay Park, March 27, 2021 and cancel AGM on March 20, 2021.
- 6.4. Email correspondence with CRD regarding electronic ‘learning’ sessions/commonality meeting substitute.
  - Galiano supports ‘orientation’ sessions for new commissioners.
  - Leave commonality planning up to the commissions.
- 6.5. Email correspondence with Gulf Island Centre for Ecological Learning and use of Dinner Bay Park.
- 6.6. Email request from CRD for volunteer statistics for insurance purposes.
- 6.7. Email inquiry from Community Garden group and availability of parks to hold a meeting.

**7. New Business**

- 7.1. Disposal of trees
  - Discussed groups willing to buck up firewood for charity.
  - Larger pieces of felled trees will be left on the forest floor, but the branches can be taken.
  - Discussed fire department’s advice to clear areas around trail proximity.

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

- Commissioner Shook will confirm the firewood charity groups with the fire chief.

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

None

**9. Rise and Report**

February 11, 2021 closed meeting:

**MOVED** by Commissioner Bell, and **SECONDED** by Commissioner Askin,  
That the Mayne Island Parks and Recreation Commission renew the contract with the janitorial contractor for the term April 1, 2021 – March 31, 2022 under the terms as agreed upon by the Sanitation Committee.

**CARRIED**

**10. Meeting Adjournment**

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Euper  
That at 4:45 pm the meeting be adjourned.

**CARRIED**

Original signed by

April 8, 2021

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**Debra Bell, Chair**

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**DATE**

Original signed by

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**Lauren Edwards, Recorder**



Cotton Park:

- Orca Trail patrolled and lightly groomed
- Several days working on the Mexican feathergrass and rosemary bed - nearly finished. To be top dressed with wood chips from Dinner Bay.
- New Canadian flag ordered as current flag is frayed - pick up next week
- New Bette's Garden Guardian - Pam S.
- lime applied

Felix Jack Park:

- Bench refurbished and installed (Gareth)
- Picnic table refurbished (Gareth)
- New Emma and Felix Jack Park sign picked up and ready for installation
- Meeting with John A. regarding 'zoning' of the park

Submitted by Commissioner Bell

(1) Bill Duggan did a patrol of the Kadonaga Beach access Trail & it's in good shape (and the drainage improvement is holding up well).

(2) Bill and I did an assessment of a wet stretch on the Doreen McLeod trail close to our existing boardwalks at the Punch's Alley end. The conclusion is that improvements can be made to the drainage without the necessity of a further boardwalk, and Bill has done this.

(3) The Doreen McLeod trail overall is in very good shape.

(4) Lance and I met on Wed. at Dinner Bay Park to flag the Ed Williams trail diversion made necessary by the collapse of the bank. The diversion will be 53 metres long and I hope to have it completed by month end. A part of it by necessity will go through a large patch of swamp grass.

(5) Lance and I also had a preliminary discussion about using a backhoe (and he has one it appears with the required insurance) to restore the portions on the Ed Williams trail from the pavilion to the stretch in the southwest corner and to the Japanese Garden entrance. The excavation would be backfilled with gravel. This work would restore the entire 600 metre trail, and be a large part of the planned fitness trail circumnavigating Dinner Bay Park.

(6) Veronica and I shall be taking a view at Village Bay Park prior to the meeting to look at the possible installation of culverts replacing the wooden bridges crossing the drainage ditch between Callaghan Road and the pocket park (one of which has partially collapsed & is a danger to the public).

(7) I'm studying the easement document from CRD Real Estate and as it pertains to a trail between the Plumper Pass Viewpoint Trail and the new addition to the Regional Park (Glen Echo Lot #7).

Finally, (8) I'm still collecting volunteer hours from the Trail Guardians for the required report to the CRD for insurance purposes.

Best wishes, Peter TNDC