

Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, June 9, 2021

11:00 AM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [21-470](#) Minutes of the May 12, 2021 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of May 12, 2021 be adopted as circulated.

Attachments: [Minutes - May 12, 2021](#)

4. Chair's Remarks

5. Presentations/Delegations

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

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

6. Committee Business

6.1. [21-449](#) 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, Anna Kebaïen and Robert Bakewell be appointed as Assistant Bylaw Officers. (NWA)

Attachments: [Staff Report: Appointment of Officers](#)

- 6.2.** [21-331](#) Livestock Injury Compensation Service Separation for Electoral Area Participation
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4416, Animal Control Service Establishing Bylaw, 2021, be read a first, second, and third time;
 2. That Bylaw No. 4416 be referred to the Ministry for approval;
 3. That Bylaw No. 4417, Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021 be read a first, second and third time;
 4. That Bylaw No. 4417 be referred to the Ministry for approval;
 5. That Bylaw No. 4418, Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021 be read a first, second and third time;
 6. That Bylaw No. 4418 be referred to the Ministry for approval;
 7. That Bylaw No. 4419, Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021 be read a first, second and third time;
 8. That Bylaw No. 4419 be referred to the Ministry for approval;
 9. That Bylaw No. 4264, Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 11, 2021, be read a first, second, and third time; and
 10. That staff report back on Ministerial approval of Bylaws No. 4416, 4417, 4418, and 4419 when received.
- (NWA)
- Attachments:** [Staff Report: Livestock Injury Comp Svc Separation-EA Participation](#)
[Appendix A: Bylaw #4416, Animal Control Svc Establishing Bylaw, 2021](#)
[Appendix B: Bylaw #4417, Livestock Injury Compensation-JdF](#)
[Appendix C: Bylaw #4418, Livestock Injury Compensation-SSI](#)
[Appendix D: Bylaw #4419, Livestock Injury Compensation-SGI](#)
[Appendix E: Bylaw #4264, Animal Reg & Impounding Amend Bylaw](#)
- 6.3.** [21-483](#) BC Energy Step Code - Status Update
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That the BC Energy Step Code - Status Update report be received for information.
(NWA)
- Attachments:** [Staff Report: BC Energy Step Code - Status Update](#)
[Appendix A: How the BC Energy Step Code works](#)
- 6.4.** [21-404](#) Previous Minutes of Other CRD Committees and Commissions for Information
- Recommendation:** That the following minutes be received for information:
- a) Galiano Island Parks and Recreation Commission minutes - April 1, 2021
 - b) Galiano Island Parks and Recreation Commission - May 6, 2021
 - c) Mayne Island Parks and Recreation Commission minutes - April 8, 2021
- Attachments:** [Minutes: Galiano Island Parks & Rec Commission-April 1, 2021](#)
[Minutes: Galiano Island Parks & Rec Commission-May 6, 2021](#)
[Minutes: Mayne Island Parks & Rec Commission-April 8, 2021](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is July 14, 2021.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, May 12, 2021

9:30 AM

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

PRESENT

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

Staff: R. Lapham, Chief Administrative Officer (EP); N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services (EP); S. Henderson, Manager, Real Estate; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area (EP); M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director D. Howe

The meeting was called to order at 9:32 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Plant,
That the Energy Step Code be added under New Business to allow a brief discussion.
CARRIED

MOVED by Director Holman, **SECONDED** by Director Plant,
That the agenda for the May 12, 2021 Electoral Areas Committee meeting be approved as amended.
CARRIED

3. Adoption of Minutes

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

MOVED by Director Holman, **SECONDED** by Director Plant,
That the minutes of the Electoral Areas Committee meeting of April 14, 2021 be adopted as circulated.
CARRIED

4. Chair's Remarks

The Chair thanked everyone for attending the meeting.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

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

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

6.2. [21-329](#) Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant - Motion of Support

J. Reimer spoke to Item 6.2.

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

6.3. [21-330](#) Community Resiliency Initiative Grant: FireSmart Economic Recovery Fund

J. Reimer spoke to Item 6.3.

Discussion ensued on allocation of funds.

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

6.4. [21-255](#) 2020 Electoral Areas Grants-in-Aid Annual Report

N. Chan spoke to Item 6.4.

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

CARRIED

6.5. [21-256](#) 2020 Community Works Fund Annual Report

N. Chan spoke to Item 6.5.

Discussion ensued on the approval status of the federal budget commitment for doubling up on gas tax funding.

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

That the 2020 Community Works Fund Annual Report be received for information.

CARRIED

**6.6. [21-396](#) Alternate Approval Process for Bylaw 4408 - Southern Gulf Islands
Harbours Service Loan Authorization**

K. Morley spoke to Item 6.6.

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

CARRIED

6.7. [21-382](#) Southern Gulf Islands Community Economic Sustainability Commission Bylaw Amendment

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

CARRIED

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

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

a) Mayne Island Parks and Recreation Commission minutes - March 11, 2021

CARRIED

7. Notice(s) of Motion

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

R. Lapham spoke to Item 7.1.

MOVED by Director Holman, **SECONDED** by Alternate Director Brent,
That the CRD Board Chair appoints a member of the Electoral Areas Committee as an ICET representative on an annual basis.

CARRIED

8. New Business

BC Energy Step Code (Director Holman)

Discussion ensued on the status of the BC Energy Step Code.

K. Lorette stated that he will report back to the committee on where things are at provincially with the BC Energy Step Code.

9. Adjournment

MOVED by Alternate Director Brent, **SECONDED** by Director Holman,
That the May 12, 2021 Electoral Areas Committee meeting be adjourned at 10:03 am.

CARRIED

Chair

Recorder

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 09, 2021**

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, Anna Kebaïen and Robert Bakewell 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, Anna Kebaïen and Robert Bakewell 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, JUNE 9, 2021

Subject Livestock Injury Compensation Service Separation for Electoral Area Participation

ISSUE

The Electoral Areas Committee (EAC) directed staff to prepare proposed service establishment bylaw amendments to provide for livestock kill compensation service separation within the electoral areas.

BACKGROUND

The Capital Regional District (CRD) operates a livestock-injury-by-dog compensation service as a sub-service under its regulatory animal control service, established by Letters Patent OIC 446/1979 and governed by CRD Bylaw No. 1465, Animal Regulation and Impounding Bylaw No. 1, 1986. Participants are the three electoral areas. Due to the nature of regional district cost apportionment, it is not possible to craft a solution where a single electoral area only pays for compensation within its electoral area. A solution is separation of this livestock injury service from the main animal control compensation service into a regulatory compensation service for each electoral area.

In discussion at the July 8, 2020 EAC, staff were directed to return with details on the service separation process. The earliest this change could have effect is for the 2022 fiscal year.

After consultation with the Province, CRD staff were advised to convert the Letters Patent for the main animal control service, required when modifying service powers under the *Local Government Act*, at the same time as creating the separate livestock injury compensation services.

The following bylaws are proposed, and may be approved by Electoral Area Director consent:

1. Appendix A - Bylaw No. 4416, Animal Control Service Establishing Bylaw, 2021. This converts the supplemental letters patent into an establishing bylaw;
2. Appendix B - Bylaw No. 4417, Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021, which establishes a service for the Juan de Fuca;
3. Appendix C - Bylaw No. 4418, Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021, which establishes a service for Salt Spring Island; and
4. Appendix D - Bylaw No. 4419, Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021, which establishes a service for the Southern Gulf Islands.

To establish the operation of the service – that is, how applications for compensation are received and considered, and to set an annual maximum for each new service – Bylaw No. 4264, Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 11, 2021 (Appendix E), should be read but not yet adopted until after Ministerial approval of the conversion and new service establishment bylaws. The service operation changes come into force on January 1, 2022, a date after it is assumed Ministerial approval will be given for the conversion and new service establishing bylaws. Claims submitted prior to that date will be dealt with under the existing funding model, and claims submitted after that date shall be dealt with by the new services as applicable. An annual maximum, initially set at \$3,000 per year per electoral area, may be changed by the Board by resolution through the Regulation Bylaw on recommendation of the

respective Electoral Area Director. It is anticipated this would be done as part of establishing the annual budget for each compensation service before the commencement of each fiscal year, in order to determine the appropriate amount to requisition each year.

ALTERNATIVES

Alternative 1:

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

1. That Bylaw No. 4416, Animal Control Service Establishing Bylaw, 2021, be read a first, second, and third time;
2. That Bylaw No. 4416 be referred to the Ministry for approval;
3. That Bylaw No. 4417, Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021 be read a first, second and third time;
4. That Bylaw No. 4417 be referred to the Ministry for approval;
5. That Bylaw No. 4418, Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021 be read a first, second and third time;
6. That Bylaw No. 4418 be referred to the Ministry for approval;
7. That Bylaw No. 4419, Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021 be read a first, second and third time;
8. That Bylaw No. 4419 be referred to the Ministry for approval;
9. That Bylaw No. 4264, Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 11, 2021, be read a first, second, and third time; and
10. That staff report back on Ministerial approval of Bylaws No. 4416, 4417, 4418, and 4419 when received.

Alternative 2:

That staff be directed to report back with bylaw amendments as directed by the Electoral Areas Committee.

IMPLICATIONS

Service Delivery and Costing

The one animal control service, three compensation services approach to livestock injury compensation will retain enforcement, operations, and administration with shared costs among all Electoral Areas, but will split payment of livestock kill compensation into each Electoral Area specifically. It is recommended that an annual maximum compensation for each separate service be established that would be allocated to verified eligible claims on a first come first served basis until such time as the annual maximum is reached. An initial amount of \$3,000 per service is recommended by staff. It is unlikely based on historical values to exceed this amount in each electoral area each year. Unused portions of the annual compensation amounts would be carried over to the following year's budget thereby lowering the required requisition to maintain the service.

Effects on Municipal Contracts

No effects should occur on those municipalities who hire CRD to enforce their animal control bylaws or provide animal control services. Those municipal clients have the option under their own animal control bylaws to provide livestock injury compensation services (Metchosin, for example, does this) and can either hire CRD to administer this function to be paid out of dog licensing fees or other revenues from the municipality, or can budget for this amount through their own municipal powers.

CONCLUSION

Splitting the three livestock injury compensation services will fulfil the requests of Electoral Area Directors to only pay livestock injury claims arising from their respective electoral areas. Should the services be split, it will take effect in 2022 due to the nature of local government requisitions.

RECOMMENDATION

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

1. That Bylaw No. 4416, Animal Control Service Establishing Bylaw, 2021, be read a first, second, and third time;
2. That Bylaw No. 4416 be referred to the Ministry for approval;
3. That Bylaw No. 4417, Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021 be read a first, second and third time;
4. That Bylaw No. 4417 be referred to the Ministry for approval;
5. That Bylaw No. 4418, Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021 be read a first, second and third time;
6. That Bylaw No. 4418 be referred to the Ministry for approval;
7. That Bylaw No. 4419, Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021 be read a first, second and third time;
8. That Bylaw No. 4419 be referred to the Ministry for approval;
9. That Bylaw No. 4264, Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 11, 2021, be read a first, second, and third time; and
10. That staff report back on Ministerial approval of Bylaws No. 4416, 4417, 4418, and 4419 when received.

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

ATTACHMENTS

- Appendix A: Bylaw No. 4416, Animal Control Service Establishing Bylaw, 2021
- Appendix B: Bylaw No. 4417, Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021
- Appendix C: Bylaw No. 4418, Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021
- Appendix D: Bylaw No. 4419, Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021
- Appendix E: Bylaw No. 4264, Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 11, 2021

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4416**

**A BYLAW TO CONVERT THE ANIMAL CONTROL FUNCTION OF DIVISION XXII OF THE
SUPPLEMENTARY LETTERS PATENT OF THE CRD TO SERVICES
OPERATED UNDER AN ESTABLISHING BYLAW**

WHEREAS:

- A. Under Supplementary Letters Patent (SLP), Division XXII, OIC 446, dated February 16, 1979, the Regional Board was granted the function of animal control for all electoral areas in the regional district, a regulatory service;
- B. The municipalities of Colwood, Langford, Metchosin, View Royal and Sooke were subsequently incorporated and, as a result, no longer participate in the service as participants, other than as clients by contract, with the only remaining participants being the electoral areas of Salt Spring Island, Southern Gulf Islands, and Juan de Fuca; and
- C. The *Local Government Act* authorizes the Capital Regional District Board to convert a function established by SLP to a service exercised under the authority of a bylaw establishing the service;
- D. The Board wishes by bylaw adopted in accordance with the *Local Government Act*, to convert the service operated under SLP Division XXII to a service exercised under the authority of an establishing bylaw and, by the same bylaw, amend the power to the extent that it could if the power were in fact exercised under the authority of the establishing bylaw;
- E. The written consent of at least two thirds of participants has been obtained in accordance with the *Local Government Act*, by way of Electoral Area Director consenting on behalf of the electors;

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

Service

- 1. The function of animal control as granted by Division XXII of Supplemental Letters Patent dated February 16, 1979 by Order In Council 446/1979 is hereby converted and established as the Regional District Animal Control Service.

Boundaries

- 2. The boundaries of the service area are the boundaries of the Salt Spring Island Electoral Area, Southern Gulf Islands Electoral Area, and Juan de Fuca Electoral Area.

Participating Areas

3. The participants in the service are the Salt Spring Island Electoral Area, Southern Gulf Islands Electoral Area, and Juan de Fuca Electoral Area.

Cost Recovery

4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service, net of grants and revenue, shall be recovered by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*], Part 11 of the *Local Government Act*;
 - (b) Fees and charges imposed under Section 397 of the *Local Government Act*;
 - (c) Revenues raised by other means authorized under the *Local Government Act* or another Act;
 - (d) Revenues received by agreement, enterprise, gift, grant or otherwise.

Cost Apportionment

5. The annual cost of the service, net of grants and other revenues, shall be apportioned on the basis of the converted value of land and improvements in the service area among the participating areas of the service.

Service Powers

6. In providing the service established by this Bylaw, the Regional District may, without limiting the generality of section 1 and in accordance with its powers under the *Local Government Act* and other applicable enactments:
 - (a) Acquire, design, construct, operate, maintain, and administer pounds, kennels, and other animal impoundment or containment facilities;
 - (b) Enter into an agreement with a municipality or public authority on such terms as are mutually agreed to provide animal control services to that municipality or public authority;
 - (c) Make regulations for the purpose of animal control;
 - (d) Operate a system of dog licensing;
 - (e) Seize, impound, detain, and sell unlicensed dogs, and dogs and other animals unlawfully at large which the Regional District has the authority to regulate; and
 - (f) Declare dogs dangerous in accordance with the *Community Charter* and other applicable enactments.

Citation

7. This Bylaw may be cited for all purposes as "Animal Control Service Establishing Bylaw, 2021".

READ A FIRST TIME THIS _____ day of _____ 20__

READ A SECOND TIME THIS _____ day of _____ 20__

READ A THIRD TIME THIS _____ day of _____ 20__

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS _____ day of _____ 20__

APPROVED BY TWO-THIRDS
OF PARTICIPANTS THIS _____ day of _____ 20____

ADOPTED THIS _____ day of _____ 20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4417**

**A BYLAW TO ESTABLISH A LIVESTOCK INJURY COMPENSATION
SERVICE FOR THE JUAN DE FUCA ELECTORAL AREA**

WHEREAS:

- A. Under *Animal Regulation and Impounding Bylaw No. 1*, 1986 (Bylaw No. 1465), the Capital Regional District has a program to compensate livestock owners whose animals are injured or killed by a dog over the age of four months, whose owner cannot be identified after diligent search and where the livestock owner has taken all reasonable precautions to avoid the loss as permitted by the *Local Government Act*;
- B. Whereas the Capital Regional District wishes to continue this program as three separate services, one for each electoral area, while maintaining a single animal control service;

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

Definitions

- 1 In this Bylaw unless the context otherwise requires, the definitions set out in the *Animal Regulation and Impounding Bylaw No. 1*, 1986 (Bylaw No. 1465), as amended, apply.

Livestock Injury Compensation Service

- 2 A service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act*.

Boundaries

- 3 The boundaries of the service area are those of the Juan de Fuca Electoral Area.

Participating Area

- 4 The participating area is the entirety of the Juan de Fuca Electoral Area.

Cost Recovery

- 5 As provided in Section 378 of the *Local Government Act*, the annual costs of providing the service may be recovered by one or more of the following:
 - a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*], Part 11 of the *Local Government Act*;

- b) revenues raised by other means authorized under the *Local Government Act* or another Act;
- c) revenues received by agreement, enterprise, gift, grant or otherwise.

Citation

- 6 This Bylaw may be cited for all purposes as "Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021".

READ A FIRST TIME THIS	___	day of	20__
READ A SECOND TIME THIS	___	day of	20__
READ A THIRD TIME THIS	___	day of	20__
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	___	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	___	day of	20__
ADOPTED THIS	___	day of	20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4418**

**A BYLAW TO ESTABLISH A LIVESTOCK INJURY COMPENSATION
SERVICE FOR SALT SPRING ISLAND**

WHEREAS:

- A. Under *Animal Regulation and Impounding Bylaw No. 1*, 1986 (Bylaw No. 1465), the Capital Regional District has a program to compensate livestock owners whose animals are injured or killed by a dog over the age of four months, whose owner cannot be identified after diligent search and where the livestock owner has taken all reasonable precautions to avoid the loss as permitted by the *Local Government Act*;
- B. Whereas the Capital Regional District wishes to continue this program as three separate services, one for each electoral area, while maintaining a single animal control service;

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

Definitions

- 1 In this Bylaw unless the context otherwise requires, the definitions set out in the *Animal Regulation and Impounding Bylaw No. 1*, 1986 (Bylaw No. 1465), as amended, apply.

Livestock Injury Compensation Service

- 2 A service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act*.

Boundaries

- 3 The boundaries of the service area are those of the Salt Spring Island Electoral Area.

Participating Area

- 4 The participating area is the entirety of the Salt Spring Island Electoral Area.

Cost Recovery

- 5 As provided in Section 378 of the *Local Government Act*, the annual costs of providing the service may be recovered by one or more of the following:
 - a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*], Part 11 of the *Local Government Act*;

- b) revenues raised by other means authorized under the *Local Government Act* or another Act;
- c) revenues received by agreement, enterprise, gift, grant or otherwise.

Citation

6 This Bylaw may be cited for all purposes as "Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021".

READ A FIRST TIME THIS	___	day of	20__
READ A SECOND TIME THIS	___	day of	20__
READ A THIRD TIME THIS	___	day of	20__
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	___	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	___	day of	20__
ADOPTED THIS	___	day of	20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4419**

**A BYLAW TO ESTABLISH A LIVESTOCK INJURY COMPENSATION
SERVICE FOR THE SOUTHERN GULF ISLANDS**

WHEREAS:

- A. Under *Animal Regulation and Impounding Bylaw No. 1*, 1986 (Bylaw No. 1465), the Capital Regional District has a program to compensate livestock owners whose animals are injured or killed by a dog over the age of four months, whose owner cannot be identified after diligent search and where the livestock owner has taken all reasonable precautions to avoid the loss as permitted by the *Local Government Act*;
- B. Whereas the Capital Regional District wishes to continue this program as three separate services, one for each electoral area, while maintaining a single animal control service;

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

Definitions

- 1 In this Bylaw unless the context otherwise requires, the definitions set out in the *Animal Regulation and Impounding Bylaw No. 1*, 1986 (Bylaw No. 1465), as amended, apply.

Livestock Injury Compensation Service

- 2 A service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act*.

Boundaries

- 3 The boundaries of the service area are those of the Southern Gulf Islands Electoral Area.

Participating Area

- 4 The participating area is the entirety of the Southern Gulf Islands Electoral Area.

Cost Recovery

- 5 As provided in Section 378 of the *Local Government Act*, the annual costs of providing the service may be recovered by one or more of the following:
 - a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*], Part 11 of the *Local Government Act*;

- b) revenues raised by other means authorized under the *Local Government Act* or another Act;
- c) revenues received by agreement, enterprise, gift, grant or otherwise.

Citation

6 This Bylaw may be cited for all purposes as "Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021".

READ A FIRST TIME THIS	___	day of	20__
READ A SECOND TIME THIS	___	day of	20__
READ A THIRD TIME THIS	___	day of	20__
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	___	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	___	day of	20__
ADOPTED THIS	___	day of	20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4264**

**A BYLAW TO AMEND THE ANIMAL REGULATION AND IMPOUNDING BYLAW
(BYLAW NO. 1465)**

WHEREAS:

- A. Under Animal Regulation and Impounding Bylaw No. 1, 1986 (Bylaw No. 1465), the Capital Regional District has a program to compensate livestock owners whose animals are injured or killed by a dog over the age of four months, whose owner cannot be identified after diligent search and where the livestock owner has taken all reasonable precautions to avoid the loss;
- B. Whereas the Capital Regional District wishes to continue this program as three separate services, one for each electoral area, while maintaining a single animal control service;
- C. Whereas the Board of the Capital Regional District wishes to amend Bylaw No. 1465 to remove this program on a date the service establishment bylaws for the three new services are adopted;

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

- 1. Bylaw No. 1465, Animal Regulation and Impounding Bylaw No. 1, 1986 is hereby amended as follows:
 - (a) As of January 1, 2022, by replacing sections 19 to 23 in their entirety with the following:

COMPENSATION SERVICES IN EACH ELECTORAL AREA

- 19. (1) Three separate services are established for livestock injury compensation as set out in the *Local Government Act* (collectively the "Compensation Services"):
 - (a) Juan de Fuca Electoral Area – Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021 (Bylaw No. 4417);
 - (b) Salt Spring Island Electoral Area – Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021 (Bylaw No. 4418); and
 - (c) Southern Gulf Islands Electoral Area – Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021 (Bylaw No. 4419).
- 19. (2) For each Compensation Service, the Regional Board shall pay compensation to the owner of any sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals as defined in the *Fur Farm Act* (the "Livestock") killed or injured by any dog apparently over the age of four (4) months, the owner of which is unknown, and after diligent enquiry cannot be found in the amount of the lesser of:
 - (a) SEVENTY-FIVE (75%) PERCENT of the decrease in the market value of the animal as a result of its death or injury, or

- (b) SEVEN HUNDRED AND FIFTY (\$750) DOLLARS.
20. The total annual maximum payable in each Service Area for these Compensation Services shall be as follows:
- (a) The Juan de Fuca Compensation Service: \$3,000
 - (b) The Salt Spring Island Compensation Service: \$3,000
 - (c) The Southern Gulf Islands Compensation Service: \$3,000
21. (1) All claims pursuant to the provisions of this Bylaw shall be filed with the Animal Control Officer within three business days of the discovery of the animal's injuries in the form attached hereto as Schedule "D".
21. (2) No claim shall be authorized under this Bylaw unless:
- (a) The Regional Board is satisfied that the owner submitting the claim has taken all reasonable precautions for protecting such Livestock;
 - (b) The loss is reported to the Animal Control Officer within three (3) business days of the discovery of the animal's injury in the appropriate form; and
 - (c) In the event the claim is more than the amount the Animal Control Officer is permitted to authorize under Section 22, confirmation from a veterinary professional that the injuries were caused by a dog over the age of four months.
22. The Animal Control Officer is hereby authorized to approve any claim under this Bylaw up to the amount of TWO HUNDRED AND FIFTY (\$250) DOLLARS. Any claim in excess of that amount shall be referred to the Regional Board.
23. Claims properly filed under the former compensation program shall be paid by the Regional Board in accordance with sections 19 to 22 if the injury was properly reported on or before December 31, 2021. Claims reported on or after January 1, 2022 shall be handled as claims under the respective Compensation Services.
2. This Bylaw may be cited for all purposes as "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 11, 2021".

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

CHAIR

CORPORATE OFFICER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 9, 2021**

SUBJECT BC Energy Step Code - Status Update

ISSUE SUMMARY

An update on the BC Energy Step Code and the intentions of the Building and Safety Standards Branch to introduce revisions by 2022.

BACKGROUND

The BC Energy Step Code was first introduced into the BC Building Code in April 2017 as an optional standard for increased energy efficiency of new buildings (see attached overview of the Energy Step Code as Appendix A). These voluntary provincial standards are based on incremental steps, whereby for houses and Part 9 buildings Step 1 is considered equivalent to current prescriptive Code requirements and Steps 2, 3, 4 and 5 are 10%, 20%, 40% and 80% respectively more energy efficient than Step 1.

The current 2018 Building Code includes both prescriptive insulation requirements, such as minimum insulation values for a wall system, as well as the performance based options of the Energy Step Code, involving energy modelling to demonstrate an overall efficiency of a building as a whole.

Provincial targets for mandatory energy efficiency requirements for new buildings were originally set at 20% more energy efficient by 2022, 40% by 2027 and 80% by 2032. The 2032 goal of 80% would result in net-zero energy ready buildings.

In recent discussions with the Building and Safety Standards Branch, the CRD was advised that the intention is to still introduce changes to the Building Code within 2022 that will increase energy efficiency requirements by 20%. A draft of the revisions is expected to be prepared by the fall of 2021. Industry consultation and review will take place prior to the expected adoption of the revisions in December 2022. Once the increased energy efficiency requirements have been adopted into the BC Building Code, municipalities and districts must apply, at minimum, the requirements appropriate to buildings of new construction. Details and specific timeframes have not been established at this time.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the BC Energy Step Code – Status Update report be received for information.

Alternative 2

That the BC Energy Step Code - Progress Review report be referred back to staff for further information based on Electoral Areas Committee direction.

IMPLICATIONS

Intergovernmental Implications

At present municipalities and districts may voluntarily implement Step Code requirements within their bylaws. Many districts and municipalities throughout BC have begun varying forms of implementation ranging from initial notification and consultation to mandatory steps for buildings of new construction.

CONCLUSION

The original provincial targets for mandatory energy efficiency under the BC Energy Step Code remain the same with an expected implementation of a 20% energy efficiency increase by 2022. Details and exact timeframes are yet to be determined.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the BC Energy Step Code – Status Update report be received for information.

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

ATTACHMENT

Appendix A - How the BC Energy Step Code works



How the BC Energy Step Code works

The Province of British Columbia first introduced energy efficiency as a BC Building Code objective in 2008. Ever since, designers and builders have had the option to use either “prescriptive” or “performance” approaches to comply with the code’s efficiency requirements.

To date, the vast majority of builders in British Columbia have pursued the prescriptive approach. Following this approach, buildings must meet specific requirements for insulation, windows, furnaces, water heaters, lighting and other equipment and systems. It focuses on individual elements, rather than ensuring the building functions well as a system. The result can be a building that does not perform as well as intended.

Builders have a second option to comply with the energy-efficiency requirements of the BC Building Code: the performance approach. The BC Energy Step Code offers a specific form of this approach.

The performance approach establishes a desired outcome, and leaves it to the design and building team to decide how to achieve it.

To comply with the BC Energy Step Code, builders must use energy software modelling and on-site testing to demonstrate that both their design and the constructed building meet the requirements of the standard. They may use any materials or construction methods to do so.

This approach echoes that taken by many green-building certification programs, including Natural Resources Canada’s Energy Star for New Homes™ and R-2000™ programs, and Passive House Institute (in Darmstadt) certification, as well as the Canadian Home Building Association’s Net Zero Home™ and Net Zero Ready Home™ programs.

A high-performance staircase

As shown below, the regulation sets performance targets for new construction and groups them into “steps” that apply across various building types and regions of the province. The Lower Steps are relatively straightforward to meet; the Upper Steps are more ambitious.

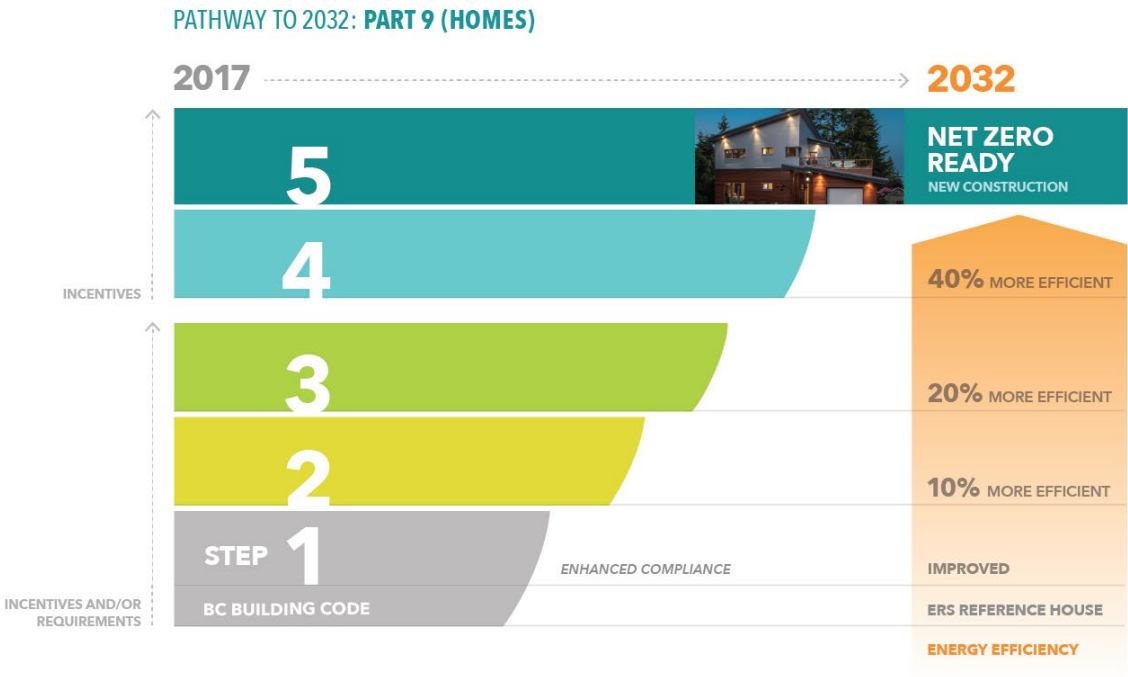
All authorities having jurisdiction over the BC Building Code—including local governments—can choose to require or incentivize builders to meet one or more steps of the BC Energy Step Code as an alternative to the code’s prescriptive requirements.

For governments, the BC Energy Step Code offers assurance that new buildings are performing as billed. Meanwhile, on the other side of the counter, builders have a more flexible option to comply with the energy-efficiency provisions of the provincial legislation. The new standard empowers builders to pursue innovative, creative, cost-effective solutions—and allows them to incorporate leading-edge technologies as they come available.

Local governments can choose to require or incentivize a given step of the BC Energy Step Code in new construction. In addition, beyond the regulatory context, builders and developers can adopt a given step to use across all of their projects, if they wish.

The diagrams below show what the performance improvements look like for simple buildings (those covered under Part 9 of the BC Building Code) and more complex buildings (covered by Part 3 of the code). The first diagram outlines five steps from the current BC Building Code requirements to net-

zero energy ready requirements for Part 9 residential buildings. As shown in the second diagram, the same progression for Part 3, wood-frame residential buildings is four steps.



Over time, as high-performance designs, materials, and systems become increasingly available and cost-effective, the building industry will integrate new techniques into all new buildings. By 2032, the BC Building Code will move toward the higher steps of the BC Energy Step Code as a minimum requirement. The National Building Code of Canada is similarly moving towards this outcome by 2030.

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

Thursday, April 1, 2021 at 8:30 am By Zoom

Present: Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Jim Henshall, Gerald Longson, Barry New, Evelyn Dewinetz, Michael Carrothers (Maintenance Contractor), Emma Davis (Galiano Liaison for the CRD), Susan DeBeck (Recording Secretary)

1. Territorial Acknowledgement

2. Approval of Agenda

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

3. Adoption of Minutes March 4, 2021

MOVED Commissioner Dewinetz, SECONDED Commissioner Longson that the Minutes be adopted. CARRIED

4. Chair's Remarks

4.1. Vault toilet placement as an emergency backup for the school, and to serve recreation facilities, library, and activity centre users is on hold as the school district considers the construction of an outdoor education classroom on the proposed location of the toilet.

4.2. Invasive species- Matthews, Mary Ann, Zuker, Gulfside and Arbutus Point Road are the trails nominated for potential CRD work crew help to remove invasive species.

5. Correspondence - None

6. Presentations/Delegations

6.1. Andrew Loveridge recommended continued progress with the archeological impact assessment for the Zayer Trail.

7. Administration Reports

7.1. Maintenance Contractor's Report To keep natural habitat in place, Contractor Carrothers proceeded with improvements to Matthews trail without machinery, placing gravel and culverts to improve drainage on wet areas at the head of the trail. Graveling dressing for the parking area, wet with mud, is needed. The purchase of an additional battery pack for the power washer was authorized.

7.2. Shore Access Report

7.2.1. Twiss - Chair Rybak recommended consultation with neighbours is needed before redeployment of a porta-potty at Twiss /Deerfield.

7.2.2. Zelter The shore access has been closed pending to enable construction on the bordering property. The owners of this property will be advised the

Commission wishes to reopen the shore access for public use by May 21st, 2021.

- 7.2.3. Shaw's Landing Accessibility Development** As only \$5500 has been allocated for 2021 capital expenditure and with the estimated cost of the project completion at \$26000 and given the project now has to follow the new CRD archeological assessment protocols, it was decided that the \$5500 budgeted would be used to create a new pathway for the trail as per the design. Once this is done, the overall project budget will be reassessed and approval for additional capital funds will be sought for completion.

7.3.Trails Report

- 7.3.1. Bell Bridge** Contractor Carrothers submitted a budget for the removal of the Bell Trail bridge.

MOVED Commissioner Dishaw, SECONDED Commissioner Henshall, that Contractor Carrothers proceed on the removal of the Bell Trail bridge at a cost of \$3000. CARRIED

7.4.Parks Report

- 7.4.1. DL79** Commissioner Longson will proceed with purchasing the Wishbone toilet for the site at a cost of \$10,625. Completion of the parking lot surfacing with compact gravel may not be complete until after the toilet installation.
- 7.4.2. Recreation Report** There will be a Zoom meeting April 6 for all interested applicants, with the grant submission deadline, April 21. All applications will be forwarded to GIPRC commissioners a week in advance of the meeting May 6th.
- 7.4.3. Volunteer Report** All volunteers have received notice asking that they submit an April report on the condition of their trail. This can help determine maintenance needs and assess whether some trails actually need a new "active" volunteer.

8. Treasurer's Report

8.0 Treasurer's Expense Report for Feb 2021 - (Mar 04, 2021 Meeting)						
8.1 Status of Accounts		2021 Operations				
Activity	Excluding GST	2021 Budget	Feb Spent	YTD Spent	Current Balance	
Parks Improvement		7,010.00		322.40	6,687.60	
Parks Maintenance		61,740.00	2,345.25	4,901.33	56,838.67	
Parks Meeting Expense		2,930.00			2,930.00	
Total Operating Expenses		71,680.00	2,345.25	5,223.73	66,456.27	
Recreation Programs		38,904.00	1,500.00	1,500.00	37,404.00	
Recreation Meeting Expense		340.00			340.00	
Total Recreation Expenses		39,244.00	1,500.00	1,500.00	37,744.00	
Imprest Account					679.74	
Cheques Issued -			0.00	0.00		
Capital Funding Status						
Capital Reserve Fund					73,660.00	
General Capital Fund					8,652.00	
Year End Planned Transfer to Cap Res Fund	To Come					
Donations			Feb	YTD		
			0.00	0.00		
8.2 Invoices to Be Approved (GST Incl)						
MC Contract Mtce Charge for Feb 2021			2,362.50			
8.3 Payment of Other Invoices (GST Incl)						
GTC - 2 Invoices			60.42			
GCC Membership			37.50			
8.3.1 Invoices Pending CRD Approval						
Saanich Native Plants - Zuker Webinar	525.00					
Pollinator Partnership Canada - Zuker Webinar	525.00					
8.4 Forecast Expenses for 2021	Original Forecast	Revised Forecast	Feb Spent	YTD Spent	Balance to Spend	2020 ACTUAL
Garbage Removal	320.00				320.00	547.00
Design, Print Brochures	2,000.00				2,000.00	0.00
Parks Maintenance Contract - MC (Labour)	42,780.00		2,070.00	4,410.00	38,370.00	41,742.00
Mileage Allowance - MC Mtce Contract	4,000.00		180.00	335.00	3,665.00	3,988.00
Recording Secretary Charges	2,500.00				2,500.00	1,510.44
Other Meeting Expenses	430.00				430.00	0.00
Cleaning Supplies	1,000.00				1,000.00	1,067.24
Extraordinary Mtce Labour Allowance	2,000.00				2,000.00	0.00
Maintenance Materials Allowance	2,500.00		57.75	118.83	2,381.17	2,218.57
Tools and Equipment	500.00				500.00	747.48
Safety Supplies	500.00				500.00	950.23
Parks Improvement Materials	1,000.00			52.40	947.60	1,228.55
Parks Improvement Labour	6,010.00			270.00	5,740.00	3,017.50
Outside Technical/Maintenance Services	1,000.00		37.50	37.50	962.50	1,450.00
Tree Felling Services	1,500.00				1,500.00	1,281.11
Pump Toilets	1,600.00				1,600.00	1,513.08
Apple Pie	850.00				850.00	812.48
Stewards' Luncheon	600.00				600.00	519.90
Post Box	180.00				180.00	173.00
CRD Labour/Legal	0.00				0.00	0.00
CRD Year End Reconciliation Correction						-63.22
Total Forecast Spending/ Balance Remaining	71,270.00		2,345.25	5,223.73	66,046.27	62,703.36
Contingency Available	410.00					7,776.64
Total Operating Budget/ Funds Unspent to Feb28	71,680.00				66,456.27	70,480.00

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

8.5 GIPRC 2021 Planned and Actual Capital Project Spending Report for Feb 2021 - (Meeting Mar 4, 2021)							
(Based on 2021-2024 Five Year Capital Program)				Excluding GST			
Project Name	Work Description	Total Project Estimate		2021 Spending			
		Original	Current	Budget	Feb	YTD	Balance
DL 79 New Park Completion	Construct New Park-Total	35,500.00	47,959.00	To come			- 12,459.00
WBS CX.039.2015.65	Clearing, construct parking lot			2,389.15			2,389.15
	Purchase Vault Toilet	15,205.00	15,205.00				
	Install Vault Toilet						
	Install Toilet Enclosure	0.00					
	Build Stairs to beach	0.00					
	Install Bike Rack	0.00	18,645.00	18,645.00			18,645.00
	Split Rail Fence	0.00					
	Trail signs	0.00					
	Park Map	0.00					
	Park Entry Name Sign	0.00					
	Trail/Picnic Area Constr	10,800.00	10,800.00	76.91	-	76.91	-
	Misc Materials	650.00	650.00				
	Picnic Tables	2,000.00	2,000.00				
	Signage	200.00	200.00				
	Sub Total	28,855.00	47,500.00		-	76.91	21,034.15
	Contingency remaining	6,645.00	459.00				8,575.15
Zuker Shore Access Restoration	Conduct Restoration	15,500.00	15,500.00	8,000.00	0	0	8,000.00
Access to Shaw Landing for Mobility Impaired	Construct Access, Total	5,500.00	5,500.00	To Come			
Install Vault Toilet at Activity Centre	Construct/Install Toilet	12,000.00	12,000.00	To Come			
Asset Management	Prepare Inventory and plan for replacement	15,000.00	15,000.00	To Come			
TOTALS - All PLANNED 2021 Projects		83,500.00	95,959.00			76.91	
AVAILABLE FUNDING							
Capital Reserve Fund (Jan 1, 2021 Balance)							73,660.00
General Capital Fund (Available remaining to spend now)							8,575.15
Transfers from CRF to GCF				-			

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

9. New Business

9.1. Review of 2020 task assignments. A list of tasks will be emailed to all commissioners and will be reviewed at the May 6th meeting.

9.2. Archeological Assessment policy. The CRD uses RAAD: Remote Access to Archeological Data, to determine sensitive areas on Galiano. This first step determines whether an area has had previous investigations. Galiano Liaison for the CRD, Emma Davis, will have this information available for the GIPRC soon to determine what future actions will be needed for Zayer and Shaw's Landing.

9.3. CRD Transportation Advisory The CRD has established a transportation advisory group to coordinate transportation issues. Input from the GIPRC would pertain to enhanced walking, cycling and biking opportunities that are available on Galiano. Commissioner Dishaw volunteered to sit on the group.

9.4. Shore Cleanup Commissioner Dishaw will coordinate a shore cleanup with the Conservancy for May. Budget can be allotted for garbage disposal. Details will be advertised once the event is organized.

10. Other Business

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

12. Adjournment 10:15 AM

MOVED Commissioner Longson that the meeting be adjourned.

CARRIED

Galiano Island Parks and Recreation Commission

Minutes for Meeting

Thursday, May 6, 2021 at 8:30 am By Zoom

Present: Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Jim Henshall, Gerald Longson, Barry New, Evelyn Dewinetz, Andrew Simon, Michael Carrothers (Maintenance Contractor), Paul Brent (Alternate CRD Director). Emma Davis (Galiano Liaison for the CRD), Susan DeBeck (Recording Secretary)

1. Territorial Acknowledgement

2. Approval of Agenda

MOVED Commissioner Dewinetz, SECONDED Commissioner Byzyna that the agenda be adopted as amended. CARRIED

3. Adoption of Minutes April 1, 2021

MOVED Commissioner Byzyna, SECONDED Commissioner Henshall that the Minutes be adopted. CARRIED

4. Chair's Remarks

4.1. CRD Heritage Site Policy -Chair Rybak, Commissioner Byzyna and Commissioner Longson will review the draft policy to ascertain potential operational concerns including additional resources to develop sites such as Zayer. May recommend changes to draft policy.

4.2. Mapping Requests GIPRC has received two requests for use of maps, one from the CRD who want to use maps in the transportation study and one from the trail society so their maps can accurately tie into GIPRC maps.

5. Correspondence

5.1.Porta-potties-CRD has concerns of human excrement on trails.

MOVED Chair Rybak SECONDED Commissioner Dishaw

MOTION Maintenance contractor Carrothers will check BCDC and CRD covid cleaning protocols to see if the Dewenitz porta- pottie can be re-opened safely until the Silu Park (DL79) toilet is installed.

6. Presentations/Delegations

6.1. Andrew Loveridge was present for the meeting but had no comments.

7. Administration Reports

7.1.Maintenance Contractor's Report Matthews trail has been improved by two loads of gravel. New larger dispenser foam hand sanitizer will be installed to better accommodate high volume use of public toilets.

7.2. Shore Access Report

7.2.1. Zuker – Current work on the trail is outside the buffer zone for archeological site consideration. There is a blanket exemption from the Heritage policy for activities that won't disturb the soil. Fencing and planting for area are being sourced. With

regards potential volunteer work, Emergency Management Unit has restrictions on outdoor volunteer work to groups of 10 or less with adherence to social distancing.

7.2.2. Zelter Commissioner Dishaw will contact owners of the property that borders Zelter shore access informing them that the Commission wishes to reopen the shore access for public use by May 21st, 2021.

7.2.3. Shaw's Landing Maintenance contractor Carrothers will clear a new pathway for the trail as per the design. Commissioner Longson will draft a letter to inform neighbours of this. Heritage site protocol check will be made of the site.

7.3.Trails Report

7.4.Parks Report

7.4.1. Silu Park (DL79) Commissioner Longson has ordered the Wishbone toilet for the site. Other materials to go inside the washroom will need to be procured. Galiano Excavating will install final coat of gravel on parking lot so it can be opened. Interim signing will be information board already constructed.

7.5.Recreation Report 11 funding applications were submitted with two new applicants. Because of covid, some organizations did not use their funding so this funding can be carried forward. Applications will be reviewed at In-Camera meeting.

7.6.Volunteer Report Some volunteers submitted an April report on the condition of their trail as requested. Commissioner Dishaw will follow up on those who did not submit a report to determine who are active volunteers and assess whether some trails need a new trail steward.

8. Treasurer's Report

8.0 Treasurer's Expense Report for April 2021 - (May 6, 2021 Meeting)

8.1 Status of Accounts		2021 Operations			
Excluding GST		2021 Budget	April Spent	YTD Spent	Current Balance
Activity					
Parks Improvement		7,010.00	-	1,322.40	5,687.60
Parks Maintenance		61,740.00	5,951.61	14,217.01	47,522.99
Parks Meeting Expense		2,930.00			2,930.00
Total Operating Expenses		71,680.00	5,951.61	15,539.41	56,140.59
Recreation Programs		38,904.00	-	1,500.00	37,404.00
Recreation Meeting Expense		340.00			340.00
Total Recreation Expenses		39,244.00		1,500.00	37,744.00
Imprest Account					1,000.00
Cheques Issued -			0.00	0.00	
Capital Funding Status					
Capital Reserve Fund (Balance Jan 1: 73,660)					53,201.00
General Capital Fund (Transfer in 20,459 from CRF Mar 31)					29,034.00
Year End Planned Transfer to Cap Res Fund		14,481.00			
Donations			April	YTD	
			0.00	0.00	
8.2 Invoices to Be Approved (GST Incl)					
MC Contract Mtce Charge for April 2021			4,695.60		
8.3 Payment of Other Invoices (GST Incl)					
BUNZL - Cleaning Supplies			270.71		
GEL - Gravel			288.75		
GEL - Gravel			338.80		
GTC - MC - 7 Invoices - Materials for Skate Park Sign Install.			277.39		
MC - Ferry Charge-Materials Pick up			31.70		
MC - Purchase Pressure Washer Spare Battery			281.69		
MC - Materials for Matthews Trail mtce			59.05		
8.4 Forecast Expenses for 2021		Original	Revised	April	YTD
Excluding GST	Forecast	Forecast	Spent	Spent	Balance to Spend
Garbage Removal	320.00				320.00
Design, Print Brochures	2,000.00				2,000.00
Parks Maintenance Contract - MC (Labour)	42,780.00		4,232.00	11,730.00	31,050.00
Mileage Allowance - MC Mtce Contract	4,000.00		240.00	745.00	3,255.00
Recording Secretary Charges	2,500.00				2,500.00
Other Meeting Expenses	430.00				430.00
Cleaning Supplies	1,000.00		258.46	258.46	741.54
Extraordinary Mtce Labour Allowance	2,000.00				2,000.00
Maintenance Materials Allowance	2,500.00		952.04	1,176.94	1,323.06
Tools and Equipment	500.00		269.11	269.11	230.89
Safety Supplies	500.00				500.00
Parks Improvement Materials	1,000.00			52.40	947.60
Parks Improvement Labour	6,010.00			270.00	5,740.00
Outside Technical/Maintenance Services	1,000.00			1,037.50	-37.50
Tree Felling Services	1,500.00				1,500.00
Pump Toilets	1,600.00				1,600.00
Apple Pie	850.00				850.00
Stewards' Luncheon	600.00				600.00
Post Box	180.00				180.00
CRD Labour/Legal	0.00				0.00
CRD Year End Reconciliation Correction					
Total Forecast Spending/Balance Remaining		71,270.00		5,951.61	15,539.41
Contingency Available		410.00			
					55,730.59
					410.00

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

8.5 GIPRC 2021 Planned and Actual Capital Project Spending Report for April 2021 - (Meeting May 6, 2021)								
(Based on 2021-2024 Five Year Capital Program)				Excluding GST				
Project Name	Work Description	Total Project Estimate		2021 Spending				Current Status
		Original	Current	Budget	Mar	YTD	Balance	
DL 79 New Park Completion	Construct New Park-Total	35,500.00	47,959.00	21,034.00			21,034.00	Current Balance of 21,034.00 now in GCF to complete the project, including 2,389.00 to be invoiced by GEL upon completion of parking area top coat of gravel.
WBS CX.039.2015.65	Clearing, construct parking lot	15,205.00	15,205.00	2,389.00			2,389.00	
	Purchase Vault Toilet							
	Install Vault Toilet							
	Install Toilet Enclosure	0.00						
	Build Stairs to beach	0.00						
	Install Bike Rack	0.00	18,645.00	18,645.00			18,645.00	Remaining project completion costs estimated to be 18,645, excluding gravel topcoat. Supplemental budget of 12,459 was approved for completion on Mar 24, 2021
	Split Rail Fence	0.00						Carryover from 2020 was 8,575.00
	Trail signs	0.00						Wishbone Toilet enclosure being ordered.
	Park Map	0.00						
	Park Entry Name Sign	0.00						
	Trail/Picnic Area Constr	10,800.00	10,800.00	76.91	-	76.91	-	
	Misc Materials	650.00	650.00					
	Picnic Tables	2,000.00	2,000.00					Note: Proposed Budget for completion in 2021 now approved by CRD. Approval granted 24 March 2021.
	Signage	200.00	200.00					
	Sub Total	28,855.00	47,500.00	76.91	-	76.91	21,034.00	
	Contingency remaining	6,645.00	459.00				-	
Zuker Shore Access Restoration	Conduct Restoration	15,500.00	15,500.00	8,000.00	0	0	8,000.00	Planned 2 year Project
WBS CX.039.2019.84								The 8,000 budgeted funding for 2021 is now approved and transferred to GCF. Project has been assigned a cost code.
Access to Shaw Landing for Mobility Impaired	Construct Access, Total	5,500.00	25,000.00	5,500.00				Decision made to use the currently approved budget of 5,500 to redefine the trail route in 2021 and to prepare a final design and cost estimate for 2022 capital program.
								Will apply for reimbursement funding/grants as available and appropriate.
Install Vault Toilet at Activity Centre	Construct/Install Toilet	12,000.00	12,000.00	To Come				Project on hold while School District considers construction of other facilities on proposed location for toilet.
Asset Management	Prepare Inventory and plan for replacement	15,000.00	15,000.00	To Come				Prepare Asset Inventory and Replacement plan/strategy for 2021. Asset replacement to commence in 2022. No progress.
TOTALS - All PLANNED 2021 Projects		83,500.00	115,459.00	29,034.00		76.91		
AVAILABLE FUNDING								
Capital Reserve Fund (Jan 1, 2021 Balance - 73,660.00)							53,201.00	
General Capital Fund(Available to spend now)							29,034.00	
Transfers from CRF to GCF				-	20,459.00	20,459.00		

MOVED by Commissioner Longson SECONDED Commissioner Simon to approve the Treasurer's Report. CARRIED

9. New Business

9.1.CRD Transportation Advisory Committee The CRD is developing a transportation integration plan that includes walking, hiking, cycling, biking, busing and inter-island connections. A consultant will draft recommendations and deliver report at the end of the year to CRD. Galiano has community input into the committee.

10.Other Business

11.Unaddressed Thoughts & Concerns (and any input from members of the public)

11.1.Maintenance contractor needs to be aware of burning regulations including that all material must be four months old before burning. Also check BC Venting Index Interactive Map for air quality to see if burning is allowed..

11.2. Recreation grant funding needs to be acknowledged by applicants with proof they have done so.

12.Adjournment to In-Camera Session MOVED Commissioner Henshall SECONDED Commissioner New MOTION: Move meeting to In-Camera Session CARRIED

13. Adjournment of meeting 10:30AM

MOVED Commissioner Dishaw to adjourn the meeting.
CARRIED



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Miners Bay Park Gazebo on April 8, 2021 at 3:00 pm.

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

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

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

1. Territorial Acknowledgement

Acknowledgement and appreciation expressed that the meeting was held on the traditional territory of the Coast Salish people. Additionally, Chair Bell commented that the meeting with representatives of the W̱SÁNEĆ First Nation Leadership Council was interesting and she appreciated the opportunity to attend.

2. Approval of Agenda

Add: 7.2 A request from the Frankie Gowing exercise group to use Adachi Pavilion potentially until the end of May.

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

CARRIED

3. Adoption of Minutes of March 11, 2021

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

CARRIED

4. Chair's Remarks

Commissioner Bell commented that she attended a meeting with W̱SÁNEĆ Leadership Council representatives; that interviews with commissioners will continue for the "Notes from the Park Bench" articles; and also commented on guidelines regarding communication channels with CRD, particularly with respect to land altering projects.

5. Reports

5.1. Treasurer's Report

Treasurer's Report for the period March 1 – 31, 2021 - deferred.

5.2. Administration

5.2.1. Follow up Action Report – (not addressed elsewhere)

- a) Future event suggestions deferred until June.
- b) Investigating beach access on Laura Point Road will be removed from Follow-up report.
- c) Kim Road signage revision with CRD Regional Parks – Commissioner Askin will follow up with Carolyn Stewart, Regional Parks, CRD.
- d) Chain saw use – CRD policy now clearly states that only contractors or commissioners with a Letter Agreement with CRD, who hold CGL insurance and are certified with a chain saw course, may operate chain saws. No volunteers. Certified arborists also allowed. Completed.
- e) Emma and Felix Jack Park sign installation postponed for cultural monitoring advice.

5.2.2. Land Altering Projects – update

- Commissioner Bell reported that the tour of Cotton Park went well; Emma and Felix Jack Park stated as above; Village Bay Park requires cultural monitor present for land altering activities; and that Dinner Bay Park and slide area and water diversion measures viewed..
- Commissioner Bell will follow up with CRD on the outstanding items (footbridge and signs) and hopes to have them addressed in the coming weeks.
- CRD continues to liaise and work with both the Leadership Council and the commissioners regarding processes and cultural monitoring requirements.

5.3. Committees

5.3.1. Sanitation

- a) Library Water System – Motion on Stream Line Plumbing estimate

It was **MOVED** and **SECONDED**,
that the estimate provided by Stream Line Plumbing dated March 31, 2021 for plumbing work at the Miners Bay library building be approved.
CARRIED

- b) No smoking sign installation – will be checked to confirm.

5.3.2. Land Acquisition

- This item discussed with regards to funding for specific property rather than fundraising in general.
- Information gathering is ongoing with regards to a property at Fernhill/Bennett Bay.
- It was suggested CRD be asked for policy clarification with respect to First Nations consultation on land leased or licensed from the private sector.

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5.4. Parks

5.4.1. Miner's Bay

- a) Tree pruning of non-native cypress – review of estimate

The price to shape each tree varies and the quote for the tree closest to Naylor Road is \$100.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin that Mayne Island Parks and Recreation Commission accept estimate of \$100 to do arborist work for the tree closest to Naylor Road for Mayne Island Parks and Recreation Commission's review.

CARRIED

- b) Planning for and timing of gazebo repair

Discussed the work that appears to be required and it was suggested that Commissioners Wright and Shook assess the structure further and formulate a definitive action plan.

- c) Basement clean-up

- Commissioner Wright will contact community groups who have material in storage to do their clean out first.
- The memorial for Anne Wright is in place.

5.4.2. Dinner Bay

- a) Playground update – good progress
- b) Disc Golf course update – not addressed
- c) Vehicle servicing and trailer – Service completed and the trailer removed.
- d) Lions Building License – Lions are making enquiries as to alternative storage for certain supplies.
- e) Stretch classes at Adachi Pavilion and insurance

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission approve payment of the costs of third party insurance in the amount of \$75 for an outdoor exercise class at Dinner Bay Park as indoor fitness classes are currently cancelled pursuant to the provincial health order.

CARRIED

5.4.3. Japanese Garden

An archive photo of the trees in bloom will be posted on Facebook.

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5.4.4. Village Bay

- a) Wishing well – Motion regarding reimbursement of cost of materials

MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper that the cost of materials, only, for construction of the wishing well at Village Bay Park be reimbursed to Gareth Gwilliam in an amount not to exceed \$600.

CARRIED

- b) Seaweed removal update

CRD will provide their position in a letter to the Village Bay Improvement Association with a copy to MIPRC.

5.4.5. Cotton Park

Woodchips distributed and apple and hazelnut tree pruned.

5.4.6. Henderson Park

Mischief at Doreen McLeod Trail - A portion of trail near the parking lot had been toilet papered. No other concerns.

5.4.7. Trail Network Development and Pocket Parks – Report attached

- a) Commercial general liability insurance for volunteer

This item to be removed at this time.

- b) Mt. Parke/Plumper Pass park and easement

- This item was explained as a request for a clarifying summary of the easement document and then to discuss with CRD a partnership for a joint trail network on Summit Ridge.
- Commissioner Askin will bring a map to the next meeting to provide more information.

- c) Discussion regarding right of way on Kim Road

It was agreed that this item will not be pursued.

- d) Trail guardian safety protocol

An interim report with recommendations will be reviewed by both Commissioners Askin and Euper for further consideration and discussion.

- e) Anson Road update

- CRD met with the Harbour Commission and the best outcome is that MIPRC service the pit toilet and be reimbursed by the Harbour Commission. This can be finalized when budget process is done.
- Discussed the need for pump truck access; likelihood of high summer usage; and janitorial staffing challenges.

- f) Report on charity groups offering tree disposal assistance

Deferred to next meeting.

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6. Correspondence

- 6.1. Email correspondence to/from CRD on 'land altering' projects continued.
- 6.2. Email and copy of letter from J. Aitken to Islands Trust regarding rezoning of Emma and Felix Jack Park.
- 6.3. Email correspondence from and telephone discussion with B. Duggan regarding opposition to fallow deer hunting on MIPRC/CRD property. Distributed and on record.
- 6.4. March 12, 2021 report from Ryzuk Geotechnical regarding slope assessment at Dinner Bay Park.
- 6.5. Email correspondence the Quilt Show at the Japanese Garden postponed until 2022.
- 6.6. Email correspondence with F. Gowing regarding stretch classes at the Adachi Pavilion until April 19, 2021 due to recent provincial health order.
- 6.7. Email correspondence from CRD Liaison requesting input from MIPRC on the Transportation Advisory Group for the Southern Gulf Islands.
- 6.8. Telephone call from concerned resident regarding camper in Miners Bay Park.
- 6.9. Email correspondence from concerned resident regarding mischief at Henderson Park.

7. New Business

- 7.1. Discussion on commissioner participation on the Transportation Advisory Group for the Southern Gulf Islands.

The Southern Gulf Islands Economic Sustainability Committee requested a commissioner participate in the advisory group. A Zoom meeting is scheduled on Monday, April 12th at 11:00 a.m. No materials were received. Commissioner Bell will forward the email received.

- 7.2 Request from the Frankie Gowing exercise group to use Adachi Pavilion potentially until the end of May.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That Frankie Gowing can continue to hold classes at the Adachi Pavilion until the end of May 2021 at which time to be reviewed and that participants not be charged a fee except to cover insurance.

CARRIED.

8. Motion to Close the Meeting in accordance with Community Charter (if any) - None

9. Rise and Report (If any) - None

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10. Meeting Adjournment

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

The meeting adjourned at approximately 4:30 pm.

Original signed by

May 13, 2021

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

ATTACHMENT

(1) Ed Williams Trail- Completion of repairs to the Leighton Lane/Willimas Road portion, now open to the public. Thank you Dave Gwilliam, Debra Bell. Adrian Wright, Gareth Gwilliam and Peter Askin. Thanks to Lance Shook for assembling material for the new bridge crossing the drainage ditch.

(2) Isl. Arborist removed a dangerous tree on the Vulture Ridge trail. There was more work on the Trail with the help of Bill Duggan to improve public safety where the giant root ball is. There are on-going improvements to the viewpoint on the Don Herbert trail to improve the view corridor. Note: this is the only viewpoint that offers a view to the N.E. and Punch's meadow. Thank you Bill Duggan for your help on this.

(3) We are waiting for Isl. Arborist to give us an estimate to remove 2+ bushy cedars to enhance the view.

(4) The TNDC has asked the CRD legal counsel, Steve Carey, for a summary of the easement agreement pertaining to the SBA tower property. The vision is to link the S.W. corner of PPP with the expanded Regional Park. Step 2 would be to reach out to CRD Parks to see how we can link the two trail networks.

(5) Checklist for Trail Guardian's pending.

(6) Isl. Arborist asked to give a quote on pruning the (neglected) heritage apple trees at Dinner Bay Park.

(7) The Land Acquisition Committee met with Michael Dunn from MICS who forwarded important documents on the Fernhill Road/Orchard Road property. Waiting for a call-back from Malcolm Scott on the listing of the property.

Submitted by Peter Askin