



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, July 14, 2021

11:05 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. [21-572](#) Minutes of the June 9, 2021 Electoral Areas Committee Meeting

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of June 9, 2021 be adopted as circulated.

**Attachments:** [Minutes - June 9, 2021](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*Due to limited seating capacity, 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. [21-547](#) Salt Spring Island Sheep Kill Compensation Claim - Musgrave Road

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That payment be approved to Mr. Fraser Baldwin and Ms. Julia McKinley, 455 Musgrave Road, Salt Spring Island in the amount of \$1830 which is 75% of the market value of the total losses.  
(NWA)

**Attachments:** [Staff Report: SSI Sheep Kill Compensation Claim-Musgrave Rd](#)  
[Appendix A: Compensation Excerpt from CRD Bylaw No. 1465](#)  
[Appendix B: Compensation Claim-J. McKinley & F. Baldwin](#)  
[Appendix C: Fraser Valley Auctions Market Value Prices](#)

**6.2.**      [21-549](#)      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, Jessie Binning, Austin Deakin, Lanning Kann, Simon Shepherd, Dale Degagne, Marija Dodos, Brady Papathanasiou, Duane Maglaque and Nik Murphy be appointed as Assistant Bylaw Officers.  
(NWA)

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

**6.3.**      [21-574](#)      Bylaw 4441: Contribution Service Establishment for the Pender Islands Health Care Centre

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

1. Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", be introduced and read a first, second, and third time;
2. That CRD staff be directed to implement the elector approval process by way of referendum;
3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
4. That the wording of the referendum question for the purposes of the ballot shall be as follows:  
Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", authorizing the CRD to establish a service to contribute to the costs incurred by the Pender Islands Health Care Society in operating the Pender Islands Health Care Centre and to raise a maximum annual requisition up to the greater of TWO HUNDRED and THIRTY FIVE THOUSAND DOLLARS (\$235,000) or \$0.1803 per ONE THOUSAND DOLLARS (\$1,000.00) of taxable land and improvements for the purpose of funding the operating costs of the service.  
YES or NO?
5. That general voting be held on Saturday, November 20, 2021, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election Officer;
6. That the synopsis of Bylaw No. 4441, attached as Appendix B, be approved for advertising purposes.  
(NWA)

**Attachments:** [Staff Report: Bylaw 4441 - Pender Islands Health Centre](#)  
[Appendix A: PIHCS Request for New Service](#)  
[Appendix B: Synopsis of Bylaw 4441](#)  
[Appendix C: Bylaw 4441](#)

**6.4.**      [21-564](#)      AAP Results & Adoption for Bylaw 4408 - SGI Harbours Service Loan Authorization

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

1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4408 (Appendix B) be received; and (NWA)
2. That Bylaw No. 4408 "Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021" be adopted. (WA)

**Attachments:** [Staff Report: SGI Harbours AAP Results - Bylaw No. 4408](#)  
[Appendix A: Bylaw No. 4408](#)  
[Appendix B: Certificate of Results - Bylaw No. 4408](#)

**6.5.**      [21-535](#)      Amendment to Bylaw No. 1747 to Expand Port Renfrew Water Local Service Area

**Recommendation:** That the Port Renfrew Utility Services Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4442, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021", be introduced and read a first, second, and a third time;
2. That Bylaw No. 4442 be referred to the Inspector of Municipalities for approval;
3. That Bylaw No. 4442 be referred to the Director of the Juan de Fuca Electoral Area for consent;
4. That prior to adoption of Bylaw No. 4442, staff be directed to register a restrictive covenant on the lands to be included in the service area, limiting the number of Single Family Equivalents that can be serviced on the property;
5. That Bylaw No. 4442 be referred to staff for an evaluation of consistency with the Regional Growth Strategy and that staff report back to the Regional Board through the Planning and Protective Services Committee. (NWA)

**Attachments:** [Staff Report: Amendment To Bylaw No. 1747](#)  
[Appendix A: Figure 1 – Proposed Water Service Area Inclusion](#)  
[Appendix B: Proposed Water Service Area Expansion Legal Descriptions](#)  
[Appendix C: Proposed Bylaw No. 4442](#)  
[Appendix D: Draft Water Service Covenant](#)

**6.6.**      [21-592](#)      BC Active Transportation Network Planning Grant Program Application 2021

**Recommendation:** The Electoral Areas Committee recommend to the Capital Regional District Board: That approval be given to submit a 2021 Active Transportation Network Planning grant application for an update of the Pedestrian and Cycling Master Plan - Salt Spring Island edition with a focus on a master transportation plan for Ganges Village.

**Attachments:** [Staff Report: BC Active Transportation Grant Application](#)

**6.7.**      [21-510](#)      Previous Minutes of Other CRD Committees and Commissions for Information

**Recommendation:** That the following minutes be received for information:

- a) Galiano Parks and Recreation Commission minutes - June 3, 2021
- b) Lyall Harbour / Boot Cove Water Local Service Committee minutes - June 19, 2020
- c) Magic Lake Estates Water and Sewer Committee minutes - October 13, 2020
- d) Magic Lake Estates Water and Sewer Committee minutes - November 26, 2020
- e) Magic Lake Estates Water and Sewer Committee minutes - January 12, 2021
- f) Magic Lake Estates Water and Sewer Committee minutes - February 9, 2021
- g) Magic Lake Estates Water and Sewer Committee minutes - March 9, 2021
- h) Magic Lake Estates Water and Sewer Committee minutes - April 20, 2021
- i) Mayne Island Parks and Recreation Commission minutes - May 13, 2021
- j) Southern Gulf Islands Harbours Commission minutes - January 24, 2020
- k) Southern Gulf Islands Harbours Commission minutes - June 26, 2020
- l) Southern Gulf Islands Harbours Commission minutes - September 25, 2020
- m) Southern Gulf Islands Harbours Commission minutes - November 27, 2020
- n) Southern Gulf Islands Harbours Commission minutes - December 22, 2020
- o) Surfside Park Estates Water Service Committee minutes - May 30, 2019
- p) Surfside Park Estates Water Service Committee minutes - November 28, 2019
- q) Wilderness Mountain Water Service Commission minutes - July 30, 2020

**Attachments:**

[Minutes: Galiano Parks & Recreation Commission-June 3, 2021](#)

[Minutes: Lyall Hrbr/Boot Cove Water Local Svc Ctte-June 19, 2020](#)

[Minutes: Magic Lake Estates Water & Sewer Ctte-Oct 13, 2020](#)

[Minutes: Magic Lake Estates Water & Sewer Ctte-Nov 26, 2020](#)

[Minutes: Magic Lake Estates Water & Sewer Ctte-Jan 12, 2021](#)

[Minutes: Magic Lake Estates Water & Sewer Ctte-Feb 9, 2021](#)

[Minutes: Magic Lake Estates Water & Sewer Ctte-March 9, 2021](#)

[Minutes: Magic Lake Estates Water & Sewer Ctte-April 20, 2021](#)

[Minutes: Mayne Island Parks & Rec Commission - May 13, 2021](#)

[Minutes: Southern Gulf Islands Harbours Ctte-Jan 24, 2020](#)

[Minutes: Southern Gulf Islands Harbours Ctte-June 26, 2020](#)

[Minutes: Southern Gulf Islands Harbours Ctte-Sep 25, 2020](#)

[Minutes: Southern Gulf Islands Harbours Ctte-Nov 27, 2020](#)

[Minutes: Southern Gulf Islands Harbours Ctte-Dec 22, 2020](#)

[Minutes: Surfside Park Estates Water Svc Ctte-May 30, 2019](#)

[Minutes: Surfside Park Estates Water Svc Ctte-Nov 28, 2019](#)

[Minutes: Wilderness Mountain Water Svc Commission-July 30, 2020](#)

## 7. Notice(s) of Motion

- 7.1. [21-576](#) Motion with Notice: Business Licensing in the Electoral Areas (Alternate Director Brent)

**Recommendation:** That the Electoral Areas Committee request staff to provide a report outlining the possibility of the Capital Regional District pursuing the power to regulate business through the issuance of business licenses for one or more electoral areas by requesting the Province pass enabling regulation through an Order in Council.

## 8. New Business

## 9. Adjournment

The next meeting is August 11, 2021.

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

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, June 9, 2021

11:00 AM

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

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#### PRESENT

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; S. Carey, Manager of Legal Services; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director D. Howe

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

#### 1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Holman, **SECONDED** by Director Plant,  
That the agenda for the June 9, 2021 Electoral Areas Committee meeting be approved as amended to add a Notice of Motion.  
**CARRIED**

#### 3. Adoption of Minutes

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

**MOVED** by Director Holman, **SECONDED** by Director Plant,  
That the minutes of the Electoral Areas Committee meeting of May 12, 2021 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [21-449](#) Appointment of Officers

K. Lorette spoke to Item 6.1.

Discussion ensued on the following:

- allocation of officers' time to each electoral area
- posting of an auxiliary position dedicated to Salt Spring Island

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

**CARRIED**

### 6.2. [21-331](#) Livestock Injury Compensation Service Separation for Electoral Area Participation

S. Carby spoke to Item 6.2.

Discussion ensued on the following:

- setting an annual maximum compensation in each electoral area
- last assessment of the compensation values per animal
- service charge per electoral area for this service

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

**CARRIED**

**6.3.**     [21-483](#)     BC Energy Step Code - Status Update

M. Taylor spoke to Item 6.3.

Discussion ensued on the following:

- impacts of the pandemic on the cost of goods
- higher expenses deterring new builds within the electoral areas

**MOVED by Director Holman, SECONDED by Director Plant,  
The Electoral Areas Committee recommends to the Capital Regional District  
Board:  
That the BC Energy Step Code - Status Update report be received for information.  
CARRIED**

**6.4.**     [21-404](#)     Previous Minutes of Other CRD Committees and Commissions for Information

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

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

Alternate Director Brent provided the following Notice of Motion for consideration at the July 14, 2021 meeting of the Electoral Areas Committee:  
That the Electoral Area Committee request staff to provide a report outlining the possibility of the Capital Regional district pursuing the power to regulate business through the issuance of business licenses for one or more electoral areas by requesting the Province pass enabling regulation through an Order in Council.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by Director Plant, SECONDED by Alternate Director Brent,  
That the June 9, 2021 Electoral Areas Committee meeting be adjourned at 11:33  
am.  
CARRIED**

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CHAIR

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RECORDER



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

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**SUBJECT: Salt Spring Island Sheep Kill Compensation Claim – Musgrave Road**

**ISSUE SUMMARY**

The purpose of this staff report is to recommend that compensation be approved for the sheep kill by an unidentified dog(s).

**BACKGROUND**

On March 30, 2021, Capital Regional District (CRD) Bylaw and Animal Control were contacted by Fraser Baldwin to report that there had been a sheep kill at 455 Musgrave Road (Falcon Farm) on Salt Spring Island. A CRD Bylaw Officer investigated and was provided photos of six deceased ewe and one deceased lamb along with a statement. Mr. Baldwin and his partner Julia McKinley heard barking at around 11pm on March 29, 2021 and went to investigate but did not locate any dogs and did not hear any further barking or noise once they reached the flock, in the morning the deceased and injured animals were located. The injuries were clearly inflicted by a dog and confirmed by a Veterinarian. The owner had taken all reasonable precautions to prevent an attack. After a thorough investigation and attempt to locate the dogs responsible, it cannot be determined who the owner was of the dogs that were responsible for the attack.

CRD Bylaw No. 1465, sections 19-23 (Appendix A), has provisions to pay compensation to the owner of livestock killed or injured by any dog up to 75% of the fair market value or \$750 per animal. This bylaw states that compensation shall be paid by the Regional Board. Salt Spring Island is part of the CRD Animal Control service so legitimate claims should be paid by the CRD.

The authority for a board or municipality to pass this provision in a bylaw is found in Section 319 (4) of the *Local Government Act*.

**ALTERNATIVES**

*Alternative 1:*

The Electoral Areas Committee recommends to the Capital Regional District Board: That payment be approved to Mr. Fraser Baldwin and Ms. Julia McKinley, 455 Musgrave Road, Salt Spring Island in the amount of \$1830 which is 75% of the market value of the total losses.

*Alternative 2:*

That payment not be approved.

**IMPLICATIONS**

*Financial Implications*

The owners of the ewe (Fraser Baldwin and Julia McKinley) stated in their compensation claim (Appendix B) six ewe and one lamb were killed. They listed the value of the animals as \$480 each for the ewe and \$300 for the lamb, this was not consistent with fair market value therefore the CRD obtained market value for the animals after the attack which listed an ewe at \$360 and a lamb at \$150-\$280 (Appendix C). The owners indicated that the ewe and lamb killed were a special breed of hair sheep therefore their value would be on the higher end of the auction prices, we valued the lamb at the higher end at \$280.

Table 1 shows the compensation amount of 75% of the market value for a total compensation of \$1830. This will be paid from the Bylaw Services Operating Budget.

**Table 1 – Compensation Claim**

<b>Animal</b>	<b>#</b>	<b>Market Value</b>	<b>Total</b>
Ewe	6	\$360	\$2160
Lamb	1	\$280	\$ 280
TOTAL			\$2440
		75%	\$1830

**CONCLUSION**

The owners had taken all reasonable precautions to prevent an attack. After a thorough investigation and attempt to locate the dog(s) responsible, it cannot be determined who the owner was of the dogs that were responsible for the attack. Staff recommends that compensation be paid to the owners at 75% of the market value of the total losses.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board: That payment be approved to Mr. Fraser Baldwin and Ms. Julia McKinley, 455 Musgrave Road, Salt Spring Island in the amount of \$1830 which is 75% of the market value of the total losses.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

Attachments: Appendix A – Compensation Excerpt from CRD Bylaw No. 1465  
Appendix B – Compensation Claim by Julia McKinley and Fraser Baldwin  
Appendix C – Fraser Valley Auctions market value prices

**COMPENSATION:**

19. 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* 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 (\$750.00) DOLLARS.
20. All claims pursuant to the provisions of this Bylaw shall be filed with the Animal Control Officer.
21. No claim shall be authorized under this Bylaw unless:
  - (a) The Regional Board is satisfied that the owner of the 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* submitting the claim has taken all reasonable precautions for protecting such sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals under the *Fur Farm Act*; and
  - (b) The loss is reported to the Animal Control Officer within three (3) business days of the occurrence being discovered.
22. The Animal Control Officer is hereby authorized to approve any claim under this Bylaw up to the amount of ONE HUNDRED (\$100.00) DOLLARS. Any claim in excess of ONE HUNDRED (\$100.00) DOLLARS shall be referred to the Regional Board for authorization of payment.
23. Applications for compensation under this Bylaw shall be in the form attached hereto as Schedule "D".

Appendix B

SCHEDULE "D"

APPLICATION FOR COMPENSATION UNDER THE  
 CAPITAL REGIONAL DISTRICT ANIMAL  
 REGULATION AND IMPOUNDING BYLAW NO. 1465, 1986  
 (Section 19)

1. Name Julia McKinley and Fraser Baldwin
2. Address 455 Musgrave Rd, Salt Spring Island, BC V8K 1V5
3. At 11 a.m. (p.m.) on 29th March 2021 2021  
 the following domestic animals owned by me were killed or injured by dog(s):

Animal	Number	Type	Age	Registered	Value
Poultry for the purpose of providing meat and eggs					
Goat					
Sheep	7 ewes 1 lamb		2-3 yrs	No	\$480.00 ewes x 6 \$300.00 lamb x 1
Animals of the Bovine species					
Domestic Rabbits					
Swine					
Horses					
Fur Bearing Animals as defined in the Fur Farm Act					

- copy of email & photos attached.

4. Within three (3) business days of the date stated above I notified  
CRD officer Wolfgang Brunnwieser photos and incident report to Wolfgang  
& Victoria CRD office. on March 30th, 2021.  
 Carcasses inspected by him on March 31st.

5. The owner of the dog(s) is/are unknown and after diligent enquiry cannot be found.  
 Yes. Could not see a clear view of dogs in the dark. No one has claimed responsibility. Cannot find dogs or whose they are.

6. I understand that, if approved, payment of this claim will be made pursuant to Section 19 of the Animal Regulation Bylaw No. 1465, 1986.

[Signature]  
 Witness

Julia McKinley  
 Owner

Appendix C

## Fraser Valley Auctions (1983) Ltd.

21801- 56th Ave. Langley, BC V2Y 2M9

Phone (604)534-3241 Fax (604)534-4770

**Saturday April 3, 2021**

Item Description	Weight (lbs)	Price per Head
<b>Pigs:</b>		
Weaners		None
Feeders		None
Hogs		\$130.00
Sows		None
Boars		None
<b>Goats:</b>		
Nannies		\$220.00-\$300.00
Billies or Wethers		\$190.00-\$570.00
Kids		\$50.00-\$150.00
Doe / Kid Pairs		None
<b>Sheep:</b>		
Lambs		\$150.00 - \$280.00
Rams		\$420.00
Ewes		\$360.00
Ewe / Lamb Pairs		None
Llamas - Alpacas		None



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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JULY 14, 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*

That 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, Jessie Binning, Austin Deakin, Lanning Kann, Simon Shepherd, Dale Degagne, Marija Dodos, Brady Papathanasiou, Duane Maglaque and Nik Murphy be appointed as Assistant Bylaw Officers.

*Alternative 2*

That the Appointment of Officers report be referred back to staff for further information based on 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**

That 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, Jessie Binning, Austin Deakin, Lanning Kann, Simon Shepherd, Dale Degagne, Marija Dodos, Brady Papathanasiou, Duane Maglaque and Nik Murphy 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:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JULY 14, 2021

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**SUBJECT**     **Bylaw 4441: Contribution Service Establishment for the Pender Islands Health Care Centre**

### **ISSUE SUMMARY**

A new service request from the Pender Islands Health Care Society to establish a contribution service for the Pender Islands Health Care Centre.

### **BACKGROUND**

The Pender Islands Health Care Society ("PIHCS") has requested the Capital Regional District establish a contribution service for contributing to the costs incurred in operating the Pender Islands Health Care Centre, the Pender Islands' health care facility. The PIHCS' request for a new service is attached at Appendix A.

PIHCS has operated successfully for 40 years as a non-profit organization, to provide space for health services provided by the Vancouver Island Health Authority ("Island Health"), such as family physicians, nurse practitioners, community nurses, and urgent treatment care bays, as well as other health services (dental, laboratory, wellness practitioners such as an optometrists, chiropractor, audiologist and massage therapists). The society also operates a medical equipment loan service and facilitates mental health support programming. Other activities include education and community programming, such as a 55+ Lunch, Better-at-Home, Maintain Your Independence, Friday Community Gathering, and Meals on Wheels.

The Health Centre is an 8,400 square-foot facility with an insured value of \$2.6 million. Its programming serves 2,300 permanent residents (2016 census) and many regular part-time homeowners and visitors. The facility logs more than 7,000 primary care visits per year, not including community nursing and ancillary services such as the dental clinic and wellness practitioners.

To proceed with this initiative, a new service must be created by adoption of a service establishment bylaw. This bylaw is subject to elector approval under the *Local Government Act*, which may take the form of a referendum or an alternative approval process in the service area.

### **ALTERNATIVES**

#### *Alternative 1*

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

1. Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", be introduced and read a first, second, and third time;
2. That CRD staff be directed to implement the elector approval process by way of referendum;
3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
4. That the wording of the referendum question for the purposes of the ballot shall be as

follows:

*Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", authorizing the CRD to establish a service to contribute to the costs incurred by the Pender Islands Health Care Society in operating the Pender Islands Health Care Centre and to raise a maximum annual requisition up to the greater of TWO HUNDRED and THIRTY FIVE THOUSAND DOLLARS (\$235,000) or \$0.1803 per ONE THOUSAND DOLLARS (\$1,000.00) of taxable land and improvements for the purpose of funding the operating costs of the service.*

**YES or NO?**

5. That general voting be held on Saturday, November 20, 2021, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election Officer;
6. That the synopsis of Bylaw No. 4441, attached as Appendix B, be approved for advertising purposes.

*Alternative 2*

The Electoral Areas Committee recommends to the Capital Regional District Board that Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", be referred back to staff for more information.

**IMPLICATIONS**

*Social Implications*

Pender Island requires medical services for its population. Without a sustained source of ongoing funding, PIHCS and the Health Centre remain reliant on charitable donations to continue operations. Without the Health Centre, Pender Island residents will need to travel to other islands or the mainland for basic health and wellness services which could otherwise be provided on-island. The Health Centre has operated for 40 years and residents benefit from the on-island health support provided.

*Financial Implications*

The proposed service bylaw includes a maximum requisition equaling the greater of \$235,000 or \$0.1803 per thousand dollars of assessed value. This would result in an estimated annual cost of \$93 per average residential household (2021 Assessment is \$530,479) in the service area. The requisition will be used to provide a contribution payment to the PIHCS for operating costs and cover ongoing CRD administration impacts for managing the service. The funding will not be used for any capital expenditures or fund improvements to the facility in accordance with CRD policy. The service requisition in the first year will also cover the one-time referendum cost estimated at \$20,000. If the referendum is unsuccessful, the one-time costs will be funded from the Electoral Area Administration budget which is recovered from all service areas across the Southern Gulf Islands. The CRD Board will need to adopt the service establishment bylaw by

December 31, 2021 to be included in the 2022 CRD Financial Plan.

The proposed service would be administered under the terms and conditions of a contribution agreement between CRD and the PIHCS, in accordance with the CRD's policy governing contribution funding to non-profit organizations for the delivery of specified services.

### *Service Delivery Implications*

CRD does not currently fund health services on Pender Islands, but has established services to fund non-profit health care societies on Galiano and Saturna Islands. This has proven to be a successful funding model to help sustain delivery of health services on the Southern Gulf Islands. Consistent annual funding will stabilize the operation and ensure residents can plan to age-in-place or young families can access basic health services without having to go off-island.

### **CONCLUSION**

The PIHCS is requesting Board support for the establishment of a contribution service to support the operation of the Pender Islands Health Care Centre. Similar contribution services are currently operating on Galiano Island and Saturna Island. The maximum annual requisition for the service is set at \$235,000. Consistent funding through requisition will reduce the amount of funding that must be raised through charitable donations and will support sustained, on-going health and wellness service delivery on the Pender Islands.

### **RECOMMENDATION**

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

1. Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", be introduced and read a first, second, and third time;
2. That CRD staff be directed to implement the elector approval process by way of referendum;
3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
4. That the wording of the referendum question for the purposes of the ballot shall be as follows:

*Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021", authorizing the CRD to establish a service to contribute to the costs incurred by the Pender Islands Health Care Society in operating the Pender Islands Health Care Centre and to raise a maximum annual requisition up to the greater of TWO HUNDRED and THIRTY FIVE THOUSAND DOLLARS (\$235,000) or \$0.1803 per ONE THOUSAND DOLLARS (\$1,000.00) of taxable land and improvements for the purpose of funding the operating costs of the service.*

### **YES or NO?**

5. That general voting be held on Saturday, November 20, 2021, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election

Officer;

6. That the synopsis of Bylaw No. 4441, attached as Appendix B, be approved for advertising purposes.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services and Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: PIHCS - Request for New Service

Appendix B: Synopsis of Bylaw No. 4441

Appendix C: Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021"



## Pender Island Health Care Society (PIHCS)

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### Request for New Service – Referendum Application

#### 1. What is the purpose of the service?

**Purpose of the service:** The public good created by the Pender Islands Health Care Centre (the Centre) has reached the point where a transition of operational costs to the public purse is warranted. Property taxes are a fair and equitable way to ensure reliable and predictable funding for the quality, local health care the community depends on, now and into the future. This was a conclusion of a Strategic Planning retreat in the summer of 2020.

**Reliable and predictable funding for quality, local health care.**

**A community success story:** When the Centre opened 40 years ago, it marked the culmination of more than a decade of dedicated community effort to build a permanent home to serve the community's health care needs. Over the years, it has grown to provide integrated health and wellness services with space for:

- two doctors and a nurse practitioner with examination rooms and reception;
- community nurses;
- two urgent care treatment bays;
- dental office with reception area and 2-chair treatment room;
- laboratory collection and delivery;
- wellness practitioners, including an optometrist, a chiropractor, an audiologist and massage therapists;
- medical equipment loan service; and
- mental health support workers for families, addictions, and those in crisis.

Programs administered from the facility out in the community include the 55+ Lunch, Better-at-Home, Maintain Your Independence, Friday Community Gathering, and Meals on Wheels.

Alongside this growth in services and programs, the environment in which the facility operated has continued to evolve. Changing building standards, technologies, community expectations, demographics, population growth—and now a pandemic—have challenged the Centre's aging infrastructure as never before. The Board recognized that the responsibility of the Society has expanded to include two main roles: maintaining a facility; and, looking after the operational requirements of that facility. This dual role is not sustainable in its current form.

The Centre's volunteer governing body, the Pender Islands Health Care Society (PIHCS or the Society), pressed on in 2020 to develop a 5-year Strategic Plan. Charting this new path positions the Health

Centre to deal effectively with current and upcoming operational challenges as well as eventual renewal/rebuilding of the Centre.

**Required Revenue:** The tax roll revenue required for this purpose is estimated at \$199,000 - \$255,000 per year over the seven-year period between 2022 and 2029. This funding will cover PIHCS's growing operating deficit (~\$70-90,000) and with tax roll funding in place, other revenues will be used for capital expenses which are substantial and expected to continue. This change will allow the PIHCS to refocus and return to its core mission of securing revenues from other sources aimed at providing outstanding facilities and infrastructure for the delivery of health services. **Revenues from other sources, such as grants, will reduce the annual request from PIHCS to the CRD.**

This purpose for this new service is informed by the following realities:

- **The people we serve:** The Health Centre is an 8,401-square-foot facility with an insured value of \$2.6 million. This facility includes the ambulance bay. This important community asset houses the delivery of an integrated set of health care services and wellness programs that serves 2,302 permanent residents [2016 census] as well as the many regular part-timer homeowners and visitors who come to stay on Pender Island. Among the Southern Gulf Islands, Pender Island's health care centre and services are a key factor in attracting residents to the community which, in turn, contributes to a more viable island economy.
- **The Centre has a long history of public support and involvement.** Starting 50 years ago—and largely without success—the Pender Island community requested recognition that its growing population of year-round residents and visitors required emergency and day-to-day health services in the same manner as the rest of BC.

Out of necessity, islanders built their own clinic. Built by the people of Pender, for the people of Pender, the PIHCS was established in 1981 to own and manage the Health Centre. It officially opened in May 1981, funded with \$65,000 donated by the community, on land donated by the Marler family, and a \$85,000 grant from the BC Lottery Fund. The community provided sweat equity and materials to complete the building.

### Pender Island Health Centre was built from local donations & government

Over time, the community has woven together a patchwork of emergency services, primary care and wellness programs that are much appreciated locally. Nevertheless, people must still go off island for many forms of service which are available in most BC communities. Putting tax roll funding in place will go a long way to ensuring current services are securely financed.

Reflecting community persistence, the Health Centre has expanded several times. A separate Ambulance Building with sleeping quarters was added in 1993. The last, largest expansion was in 2008 when a new Medical Clinic wing was added. It houses space for three practitioners at one time, and a state-of-the-art Emergency Treatment Room with two treatment bays. Another wing was added for allied health service providers, including lab collection and various visiting nurses. The 2008 addition was financed by \$706,000 raised by the community, plus a CRD Grant of \$597,500 and a Vancouver Island Health Authority (VIHA) contribution of \$142,500. Long-term

funding from the tax roll will ensure the Centre can continue to respond to the community's changing health care needs.

VIHA appoints and funds two full-time equivalent (FTE) physician service contracts, the nurse practitioner, a part-time public health nurse, and community health nurses at the Centre. The PIHCS administers VIHA's Closer-to-Home grant to fund a laboratory collection and delivery service, mental health support workers, and a community support worker. As well, Closer-to-Home funds general support for the delivery of health and wellness programs which provides about 15% of the core operating budget.

The United Way's Better-at-Home program—also administered by the PIHCS—is funded from a provincial health grant to help seniors stay in their homes safely as they age by providing non-medical home support.

Finally, several community-based, physical activity programs are made possible through CRD Parks, Recreation and Culture funding.

- ***Donations do not provide reliable and predictable revenues.*** For more than a generation, community generosity has sustained the Health Centre. Donations made up a significant part of the Centre's budget, which until 2020 otherwise would have had an average annual operating deficit of about \$30,000. In some years, direct community investments exceeded the deficit amount, allowing the Society to accumulate some savings for maintenance and repairs. As important as they are, donations do not provide reliable revenue.

If the tax roll referendum is successful, the Society recognizes the ongoing value of donors and volunteers. Secure, predictable funding from the tax roll will allow the Society the time and energy to focus on stewarding community members' direct investment in their health centre.

- ***2020 annual operating budget was a tipping point:*** Issues associated with an aging building became much more apparent in 2020, especially in the context of operating safely during a pandemic. In 2020, the Society had a reserve of \$103,000, accumulated over 12 years, an amount that is neither sufficient nor prudent for a major health care asset which will require significant renovations in the near future.

This reality underpinned the board's determination to address current and projected future deficits. The very notion of reducing the present level of health services for the local community led to a thorough review of various funding options and the decision to pursue the tax roll as a preferred option.

- ***The PIHCS has a firm grasp of its financial situation.*** The consolidated financial statements for the PIHCS have three components:
  1. PIHCS operating
  2. PIHCS capital.
  3. Programs

Programs are funded by various agencies for specific purposes, and apart from transfers to PIHCS for specific services rendered, these funds are not available to fund PIHCS. Revenues for

the PIHCS operating budget come from building rent, transfers from Programs to pay for services PIHCS provides, and community donations. Normally, grants are not available to cover operating expenses, exceptions being during this COVID pandemic, but grants can fund some capital projects.

In 2020-21, PIHCS was faced with an operating deficit of about \$70,000, with no funds for capital projects. This deficit was covered by an extraordinary fundraising campaign: over \$130,000 raised from the community. In 2021-22, the predicted operating deficit was about \$90,000, which has now been covered by a grant from BC Association of Community Health Centres (BCACHC) using Provincial Funding aimed at supporting health programs that are in financial difficulties. The level of donations in 2020-21 is not sustainable, and the BCACHC grant is a one-time event. A variety of funding programs helped to cover many of PIHCS COVID related costs in 2020-21.

In 2020-21, no significant needed capital items were funded. However, in 2021-22 some major items are being addressed because of a large grant from CVRIS (\$164,000), funds from donations in the previous year, and because the operating deficit was covered by the grant from the BC Association of Community Health Centres.

The escalating deficit is attributable primarily to growing administrative and maintenance demands: dealing with COVID 19; the administrative time needed to apply for external funds; implementing a full financial audit; and work associated with organizing contractors to deal with infrastructure problems.

- ***PIHCS is pursuing a variety of funding sources.*** Funds from a variety of sources can be accessed through grant applications, but these sources cannot be relied upon. In 2020-21, PIHCS had no success at receiving funds for a major capital item and was faced with an extraordinary growing list of capital demands, with some estimates exceeding \$1 million. In 2021-22, PIHCS has received a \$164,000 COVID-19 Resilience Infrastructure Stream (CVRIS grant) to fund the HVAC system which broke down this spring and a new emergency generator that can handle the whole building. A request to the Victoria Foundation for \$30,000 is pending to produce architectural drawings needed to apply for grants to help in major renovations needed to bring the building up to code for handicap accessibility and fire safety. To address these issues, applications will be made to BC Gaming and various agencies that support handicap accessibility. **In the budget for this tax roll proposal, grant funding is not included. When PIHCS does have grant success, it should be reflected in a smaller annual request to CRD and thus the tax-payer.**
- ***Summary of service request purpose:*** The Board of Directors of the PIHCS believe the time has come for the Pender Island community to enjoy a more predictable and secure source of funding to cover the operating costs of their Health Centre. Once secured, this will allow the Society to refocus its efforts to solicit individual, business, and other community partners and stakeholders to support a Building Renewal Reserve Fund.

This funding will allow the Society to cover its operating deficit and maintain and/or replace structures and equipment of the Centre, some of which will be 40 years old in 2021. This renewal will require additional manhours and more expertise and is reflected in the revised budget for personnel in 2021 and beyond (Schedule A). Always forward looking, the Board will

in its next Strategic Planning session (2025) consider adding additional services and/or building expansion as our community continues to grow and our financial position permits.

## 2. How does the service relate to the Capital Regional District's Mandate?

The proposed service intersects with the CRD Mission and Vision statements by providing for the public good, ensuring that Pender Island is livable and sustainable, and encourages a caring society.

The CRD is a local government organization which covers a diverse region that includes the large urban area of greater Victoria, as well as rural areas like Pender Island. In general, the CRD has a role of integrating services such as the sewage systems of greater Victoria and providing services to less organized areas of the region such as bylaw enforcement and building inspection. The CRD works with other local governments and communities to augment and foster a variety of services, depending upon local involvement. The CRD and the Islands Trust serve as the local government for the Southern Gulf Islands, including North and South Pender.

The Mission of the CRD states "we are diverse communities working together to serve the public good and build a vibrant, livable and sustainable region, through an effective, efficient and open organization." The CRD Vision states "Our communities strive to achieve exemplary environmental stewardship, a dynamic vibrant economy and an inclusive, caring society. Regional cooperation, mutually beneficial decision making and advancing shared interests shape the essence of the CRD."

The *CRD 2019 – 2022 Corporate Plan*, under Community Needs, lists an initiative to "develop a comprehensive strategy and operational review to reflect the unique needs of electoral areas". Related service plans refer to various Southern Gulf Islands initiatives. The proposed service will deliver on the CRD's mandate in several ways:

### The service will provide for the public good & enable a sustainable community.

- a. **The Public Good:** By providing the community with a convenient location for the delivery of holistic, integrated health services, the Centre serves the public good and helps maintain the health and well-being of Pender Island residents, 40% of whom are over the age of 65. (Indeed, commercial space on Pender is limited and could not accommodate the various service providers currently operating at the Centre.)

The importance of the Centre is reflected in the CRD's membership in Regional Outcomes Monitoring, a Community Health Group for the Capital Region. Accessible health and community services are one of its 10 goal categories, along with inclusive and connected communities, as well as active and healthy living. Each of these is directly supported by programs and services provided by the PIHCS, which in turn delivers on the mandate of the CRD.

- b. **Livable and Sustainable Region:** The Centre enhances livability on Pender by providing a place to deliver essential health services and programs which would be difficult to provide in such a cost-effective manner if the Centre did not exist.

The presence of the Centre and its health and wellness services enhances the attractiveness of Pender as a location for families to come and live, reflecting the post-COVID working-from-home economy, thus adding to the viability and sustainability of the local economy. Broad-based tax roll support of the operating and maintenance cost of our facility makes emergency health care accessible to many visitors and tourists, many of whom are retirees. Access to health care is an important consideration in why people choose Pender as a destination or full-/part-time home. In this way, the Centre supports the delivery of the CRD's economic goals, as well as the province's program to attract travellers to Super, Natural BC and the Gulf Islands in particular.

On the flip side, various health services are currently **not** available on Pender Island which requires some residents to face costly travel expenses, or even force a decision to relocate, causing economic and social upheaval. Having secure, predictable funding from the tax roll will allow the Society to address building maintenance issues in hopes that one day we can explore ways to address these service shortfalls.

While it is crucial to stabilize and sustain operational funding, the organization's 2020-2025 Strategic Plan also identified the importance of building a solid financial base for future medical and wellness services. Expansion will be driven by the regular assessment of community health care needs with a view to "upgrade, expand, and/or rebuild the Health Centre".

- c. **Caring Society.** Sustaining our Health Centre adds to a sense of community, an essential element of a caring society. Forty per cent of island residents are over the age of 65, and the Centre plays a key role in administering grants for services that allow residents to maintain their health and independence, with assistance at home.

A corps of resident volunteers operating out of the Centre facilitate the delivery of health and well-being related services that might otherwise be inaccessible to community members in need. These programs allow elders and those recovering from illness to remain at home and connected to the community, and for many, the capacity to continue to contribute in meaningful ways. All these are the hallmarks of an inclusive and caring society.

### 3. Which type of service is proposed?

The service is for a referendum to put in place a contribution service by which the CRD would levy a property tax to provide predictable and stable funding for the Health Centre's operating costs. Effectively, all future donations to the Centre would be applied to capital costs and repairs, as well as a building reserve.

**The service will provide stable funding for health centre operating costs.**

### 4. Who will benefit from the service? (What electoral area would be contributing to funding the service? If proposed service area is the same as for an existing service, identify that service.)

The proposed service, if successful in gaining majority support, will benefit all full- and part-time residents and visitors to North and South Pender Islands. In calendar year 2019, the clinic had 7,333 visits (appointments). This includes walk-ins, emergencies attended by the clinic, and booked visits.

From Nov 01/19 to Oct 31/20 the clinic serviced 7,052 appointments. The population is estimated to double in the tourist season, and medical appointments include casual visitors.

**The service will benefit all full and part time residents.**

The permanent population of North and South Pender totalled 2,302 [2016 Census]. With a long-term growth rate of 1% per year, it is estimated that the current population on both Pender Islands is now about 2,400. This population will continue to grow and age which will lead to greater demands for access to health care services provided by the Centre.

North and South Pender Islands are part of the Southern Gulf Islands electoral area. The property owners of the Pender Islands will be taxed to fund the service. The BC Assessment list shows there are 2,543 tax folios on Pender Island (both North and South islands). It also includes non-taxable folios whose numbers are not determined but assumed to be few. Magic Lake Estates Water, Magic Lake Estates Sewer, Pender Fire Protection, Pender Community Parks and Pender Community Recreation, and the Library are existing services that the CRD funds with property tax dollars.

**5. Explain how the proposed service will be effective in responding to the identified need.**

The proposed service will be effective by ensuring that the Pender Island community has secure and predictable operational funding for their Health Centre. With stable operating funds, the Society can direct its efforts to securing funding for building repair and replacement, as well as ensuring that the facility meets current standards.

The community made an incredible investment when it initially built the Centre. The proposed service will give the community and medical service providers confidence that the Centre will remain viable for the foreseeable and long-term future.

**The service will ensure the long-term viability of the Health Centre.**

**6. What evidence is there to demonstrate community need and support for the service? (e.g., Petition for Electoral Area services as per Section 337 of the Local Government Act).**

The extensive use of the Health Centre demonstrates the level of community need and support for the service. The number of medical appointments logged annually totals more than 7,000 visits. These numbers do not include the community's usage of the dental clinic, community nurses, lab service, chiropractor, optometrist, mental health support and public health nurses – an aggregate annual total of 10,300 additional interactions. (These numbers have been aggregated to protect commercial information.) The facts illustrate that the services housed in the Health Centre are very well patronized. When canvassing community views about the Centre's health services, 85% gave them a "satisfied" rating.

**The Health Centre has an 85% approval rating.**

**Community support is strong.** Community support for the services housed in the Health Centre has always been very strong, which can be anticipated to translate into support for the proposed tax. In 2020, the Society appealed for additional donations and by late February has received over \$130,000 from the community. When compared with the \$30,000 usually raised annually by traditional donations, it is clear that when asked, this community responds. In 2008, the last big fund-raising drive, the initial goal was to raise \$100,000 in 100 days. In fact, \$200,000 was raised in that time frame for the clinic expansion to the Centre. By the end of the campaign, an impressive \$706,000 had been raised by the community for capital costs.

From its inception, each time the Health Centre needed support to expand, the community responded in a timely fashion with substantial support which has leveraged funders further afield. Clearly, Pender residents, by their actions, recognize and appreciate the contribution that the Centre makes to the quality of life on Pender Island. The donation history for capital costs gives the Society confidence that support for upgrades and eventual rebuilding/expansion will continue. At the same time, the broad and necessary contribution to the public good provided by the Centre makes it appropriate to now move to stable and predictable funding for **operations** from the tax roll.

**7. How would you characterize the community's current understanding/expectations concerning the implications of the service in terms of cost, service level, and service management?**

The community's current understanding and expectations are clear from the results of formal and informal assessments. They suggest that the community is made up of two main groups that can be characterized as known/likely supporters of a positive referendum vote, and those who are currently unaware/undecided. Given this situation, communication planning is under way to reach both audiences, ensuring broad-based community support for the tax service referendum by the fall of 2021.

**A planned communications strategy will ensure a common understanding.**

In a small community like Pender Island, the first group—known/likely supporters—is significant in terms of actual numbers and their wider influence and leadership. This group comprises health and wellness workers and volunteers, current and past donors, supporting service organizations and businesses, and frequent users of health services. The goal is to keep these people well-informed and on side, with a willingness to share their positive views with others.

**Proactive approach to increasing awareness of the Health Centre.** After 40 years, it is perhaps not surprising that the Centre is somewhat taken for granted. On the surface, all appears well. Health and wellness services are highly valued, and the building looks fine. Informal conversations have revealed that a segment of the community is under the mistaken impression that Health Centre operations are already funded entirely through public health care dollars.

A key communication opportunity exists to correct this assumption, engage with those who believe the tax roll option may not be the right/best solution, and reach part-time residents or health centre clients who may not use/benefit directly from current health services on a regular basis. The desired outcome is to move this group of people from awareness to a willingness to vote in favour.

When the CRD approves the request to hold a referendum, the plan is to make detailed information publicly available regarding the operating and capital costs that generate the tax roll application. If

Pender Island receives funds based on the approximate mill rate used for the Galiano Health Service and Saturna Medical Centre, the annual tax cost to an average Pender Island taxpayer would be less than \$100 per property. (This level has been indicated in reports to the public in the *Pender Post* and will be reinforced leading up to the referendum.)

The communication plan is being implemented in two main phases:

- a. Phase 1: Build awareness, understanding and transparency from now to August 2021; and
- b. Phase 2: Launch a focused campaign 2-3 months in advance of the referendum.

This latter phase would include a detailed information package delivered to every household. CRD advice on any required components of such a package would be appreciated.

Awareness building has already begun. In the fall of 2020, the Society published a series of articles in the monthly *Pender Post* to remind the community of the history of the Centre and explaining its current circumstances. As we move forward, the Society will communicate across a variety of mutually reinforcing channels, including print, advertising, social media, and community engagement sessions.

As we prepare to implement communications, the Board has been working to establish the cost of significant and known capital problems. However, the demand on contractors has made this a slower process than had been anticipated in the summer of 2020. At the time of submission of this application, the PIHCS is now able to inform the community of the application and its potential costs, with the proviso that it gains CRD approval to proceed to referendum in late 2021.

## **Service Cost and Operation**

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### **8. Does the new service involve capital expenditures? If YES, specify the expenditures and their approximate costs.**

As outlined in this application, the new service is to cover operating expenses only. The funding of capital expenses remains a separate responsibility of the PIHCS.

**The service will cover only operating expenses.**

### **9. What is the estimated annual operating cost of the service?**

The tax roll revenue required for this purpose is estimated at \$199,000 - \$255,000 per year over the seven-year period between 2022 and 2029. A detailed presentation of current and projected operating costs shows that estimated operational cost deficits for 2022-23 (\$199k) and 2026-27 (\$229k) provides a useful proxy for what will be required from the tax roll.

**PIHCS is confident that grants covering major capital projects will be obtained and will reduce what will be requested in subsequent years.**

*(Note: These estimates do not include the cost of hosting a polling station type referendum in 2021. Subsequent budgets do not include CRD administration fees which will be included in the tax roll.)*

**Estimated average annual operating expenses are \$230,000.**

With this funding in place, other revenues will be used for capital expenses which are substantial and expected to continue. This change will allow the PIHCS to refocus and return to its core mission of securing revenues from other sources aimed at providing outstanding facilities and infrastructure for the delivery of health services.

**10. Please provide as much information as possible concerning ownership, operation and management of the assets of the service.**

The service requested does not contemplate any capital purchase that would become an asset. The service requested is for operational funds that will support the maintenance and operation of the Health Centre building and ancillary buildings which are assets owned by PIHCS.

**11. Will a local organization be involved in the service? If YES, what role would it have?**

The Pender Island Health Care Society is a registered, non-profit organization on Pender Island. It will continue to have complete responsibility for the management and maintenance of the Health Centre. A CRD – PIHCS agreement will specify the terms and conditions of the contribution service.

**12. Describe how the service would be able to respond to the changing needs of as growing community.**

The PIHCS will conduct an annual assessment of the needs of the community so that it can be proactive in addressing these as they change over time. The operating budget will be adjusted accordingly so that the prioritized services are funded accordingly and, if necessary, the strategic plan will be updated. Furthermore, the contribution service budget requisition can be adjusted, as required, to ensure that the CRD – PIHCS contribution service agreement can be met.

Pender Island taxpayers will be able to vote on the Health Centre budget on an annual basis in a manner which will be acceptable to the CRD, presumably at an Annual or Special General Meeting. Only Society members in good standing can vote at PIHCS meetings. Annual dues are zero so there is no obstacle to membership. Individual email updates keep members updated on and informed about Society business.

**A proactive approach will be taken to address the ongoing needs of the community.**

**13. By when is the service required?**

Assuming the referendum receives a positive vote result in the autumn of 2021, the service needs to be included in the 2022 requisition with effect in subsequent years.

**The service is required for the 2022-23 fiscal year.**

**14. Who is the primary contact for this service request?**

Name: Kathleen Lightman, President	Name: Marion Alksne, Executive Director
Organization: Pender Island Health Care Society	Organization: Pender Island Health Care Society
Tel: 250 629-8309	Tel: 250 629-3326
Email: <a href="mailto:kathleenlightman@shaw.ca">kathleenlightman@shaw.ca</a>	Email: <a href="mailto:execdir@penderislandhealth.ca">execdir@penderislandhealth.ca</a>

## **Schedule A: Budget Forecast 2021 – 2028**

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**Health Centre Financial Streams.** The PIHCS financial reporting consolidates three separate streams of financial activity: PIHCS operating costs and capital costs, grants and designated donations, and funding from third parties for programs with specific purposes. This latter program funding is the largest financial component but is separate from PIHCS core funding.

**Tax Roll Aims.** The tax roll request has two principal aims:

- a. To cover a growing operating deficit, now about \$70-90,000/y
- b. To allow PIHCS to address capital funding issues by releasing other revenues (rent, donations, & grants) from covering most of the operating expenses

The Capital budget, which would be paid from the PIHCS' revenues NOT obtained from the CRD, includes:

- a. Building Maintenance that is a capital expense, which includes anything on-site;
- b. Equipment and Furnishings which includes computers, printers, etc.;
- c. Building Reserve.

### **Budget Forecast Assumptions**

To arrive at the budget forecasts in Table 1, the following assumptions have been applied.

#### **1. Staffing**

Several staffing changes have and will occur. Since its inception in 1981, the Society has worked on a “we will get by” attitude and an unwritten expectation that part-time staff should do more than what they are paid to do. The COVID experience clarified that this cannot continue. The Board recognized that the Executive Director position has many demands on her time. The building needs a manager who is more qualified than a handyman to deal with routine and major repair/maintenance issues. As well, the custodians and bookkeeper need additional hours.

In 2020-21, a part-time Assistant to the Executive Director was appointed, whose time has been fully utilized, and will continue for the foreseeable future. In 2021-22, the bookkeeper and custodians will have extra hours, and the facility manager position will be upgraded to manage the extensive capital items in the next 5 years.

#### **2. Capital Budget**

In the next 5 - 7 years, the PHICS will need to address capital issues that may approach \$1 million and will do so with a variety of strategies. First, PIHCS needs to have its operating budget supported by the Tax Roll, thus releasing nearly all other revenues except the Transfers for capital issues. Combined with a modest amount of donations (\$30,000/year), the PIHCS should have about \$140,000/year available for capital projects. Other funds will be

sought from third-party agencies. If needed, PIHCS has assurances from Island Savings that they would advance loans in the \$200-300,000 range.

During 2020, the PIHCS has received two complementary reports, A Health Centre Condition Evaluation carried out by MacLEAN ARCHITECTURE Inc., and A Health Centre Building Assessment-Renewal Plan carried out by BC Building Science Limited which includes a capital plan extending out 30 years. The former report identifies numerous issues with the Health Centre structure, principally code deficiencies that need attention, while the latter deals with the timing of the replacement of the building infrastructure, detailing years 2020 – 2049 and the costs associated with replacement and maintenance.

The Health Centre Condition Evaluation identified code deficiencies can be grouped as handicap accessibility requirements and fire prevention requirements. In addition, many other more minor concerns are identified. These have not been costed in detail, but a professional estimate of the whole report comes to \$500,000. A priority from this report is the installation of a fire wall that meets code separating the ambulance bay from the living quarters in the Ambulance Building, which is scheduled for remediation in 2021.

In addition to the issues identified in the two reports, the PIHCS has had several contractors and experts working on a drainage problem. Despite months of investigation, the Society has yet to receive a final recommendation. Likely costs are about \$50,000. This issue is a priority, as remediation of water entering into the crawl space had to be attended to in 2020 and continues in 2021 and may need further attention.

The handicap accessibility issues will be supported by grant applications. The Health Centre is accessible only with assistance to those who are mobility impaired. It is not accessible to an independent, mobility-impaired person. In addition, none of the washrooms are handicap accessible. PIHCS currently plans to address these issues starting in 2023.

A major code problem relates to the lack of an underfloor fire barrier. PIHCS is seeking a second opinion about this fire safety recommendation for the main Health Centre building, which may be more appropriately done during major renovations in future years. In addition, the report identifies many smaller issues which will be addressed through ongoing maintenance.

### **3. Capital Requirements**

The capital, and some maintenance needs for the next 2021-2028 can be summarized as follows:

Health Centre Condition Evaluation	\$500,000
Health Centre Building Assessment-Renewal Plan	\$300,000
Drainage remediation	\$50,000
Additional needs identified by PIHCS	\$100,000

A tentative schedule of immediate major capital issues, follows:

Year	Item	Cost
2021	Address drainage issues	\$50,000 (est.)
	Ambulance building firewall	\$33,000 (est.)
	HVAC and Emergency Generator Replacement	\$164,000 (grant received)
2022-23	Meeting room renovation, handicap access, universal washroom, exterior ramp & storage	\$100,000 (apply for a grant)
2023-24	Replace exterior doors, build exterior ramp, and replace several internal doors to comply with accessibility standards; make 2 accessible washrooms	\$100,000 (apply for a grant)
	Replace carpeting with new cleanable surface	\$70,000 (est.)
2024	Replace septic system	\$42,000 (quote)

The above is an optimal time frame. Time taken to complete grant applications and difficulties obtaining contractors may delay implementation. Currently, capital projects are experiencing considerable cost increases. From past budget experience and from the Building Assessment-Renewal Plan, PIHCS will have miscellaneous capital expenses of \$30,000-60,000 per year in today's dollars. The Building Assessment-Renewal Plan which goes out 30 years indicates that major expenses for siding replacement and roof replacement will occur in 2035 (~\$250,000) and 2048 (~\$200,000) respectively. These values account for inflation.

It should be noted that replacement of computers and medical equipment is not included in these reports on the building.

When any new service would be established at the Centre, or a major renovation would be needed, it is likely that the Health Centre would need additional space. Currently, the Centre has no spare space, which is compounded by an identified lack of appropriate storage. These matters will presumably be a major focus of the next Strategic Planning retreat scheduled for 2025.

#### 4. Enhanced Financial Reporting

The Board has decided that to fulfill tax roll reporting requirements, a full audit will occur each year which represents a \$5000-per-year increase in costs plus extra administrative time needed to prepare for such annually. These are subsumed above in (1) Staffing.

## **5. Building Reserve**

The PIHCS is responsible for a building insured for \$2.6 million plus a site that has a parking lot, septic system, and significant drainage infrastructure. This value is probably significantly lower than replacement cost for an 8000 square foot building. Replacement cost estimate is currently being obtained. The need to have a significant reserve to deal with repairs and replacement has been demonstrated by the issues that have presented. Moreover, as Pender Island's population grows and the building ages, the need for an expansion and/or renovation is already evident. Thus, the \$50,000 per year contribution to a building reserve is prudent and reasonable. PIHCS has established a target for the reserve as 20% of the replacement value of the building.

## **6. Other Income, Loans and Repayment**

In 2020-21, the PIHCS received \$60,000 from the federal COVID program of which \$20,000 is forgivable and the \$20,000 is recorded as income in 2021-22 as the \$40,000 will be repaid this summer 2021. Use of the remaining \$20,000 will be considered by the Board, and may be applied to increasing the laboratory service, mental health needs, appointment of a facility manager, or some combination of these. This is recorded as "other" in the operating expenses. Included in 2020-21, other income are payments received from insurance claims for the water damage to the crawl space.

## **7. Other Comments.**

Professional fees are high in 2021-22 and 2022-23 due to the costs of an architect to provide drawings for the renovations needed for handicap accessibility and legal costs associated with a major review of our bylaws and leases.

The Communications budget is higher in 2021-22 due to the referendum process.

In 2021-22, several capital and major maintenance items were deferred, and some are now in the 2022-23 capital budget.

## **8. Annual Budget Forecasting**

Expenses and revenues have been forecast to increase by 2% annually, which is the average CPI in the past 5 years, but not including the 2020 COVID year. The two exceptions are:

- Maintenance and building capital costs for materials, parts and contractor services have been set to increase at 5% per year due to current experience with the rate of increasing costs.
- Insurance costs are set to increase another 25% in 2022-23, and 15% per year subsequently. Insurance costs are currently volatile and the PIHCS had a water damage claim in 2020.

**Schedule B: Pender Island Health Care Society Board of Directors (2020/2021)**

---

<u>Executive</u>	<u>Directors</u>
Kathleen Lightman, President Dan Weeks, Vice President Bruce Waygood, Treasurer Allan Shapiro, Secretary	Karen Bell Urs Boxler Howard Cummer Catherine Dawson Keith Gladstone John Ackermans Morlene Tomlinson

**Source Documents Available**

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1. *Pender Island Health Care Society Strategic Plan 2020-2025*
2. Financial Statements for the Pender Island Health Care Society
3. *A Health Centre Condition Evaluation*, MacLEAN ARCHITECTURE Inc., 2020
4. *A Health Centre Building Assessment-Renewal Plan*, BC Building Science Limited, 2020

**Table 1: The PIHCS Budget Projection**

ITEM	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
	<b>ACTUAL</b>								
<b>Revenues</b>									
Building Rent	\$130,000	\$131,000	\$133,620	\$136,300	\$139,000	\$141,800	\$144,600	\$147,500	\$150,500
Programs Users Transfers	\$54,100	\$52,000	\$53,000	\$54,100	\$55,200	\$56,300	\$57,400	\$58,600	\$59,700
Community Group Donations	\$0	\$20,000	\$10,000	\$10,200	\$10,400	\$10,600	\$10,800	\$11,000	\$11,300
Individual Donations	\$119,300	\$50,000	\$20,000	\$20,400	\$20,800	\$21,200	\$21,600	\$22,100	\$22,500
Designated Donations	\$19,400								
Other income	\$28,000	\$5,300	\$5,400	\$5,500	\$5,600	\$5,700	\$5,900	\$6,000	\$6,100
Grants	\$0	\$255,000							
COVID loan		\$20,000							
<b>Total Revenues</b>	<b>\$350,800</b>	<b>\$533,300</b>	<b>\$222,000</b>	<b>\$226,500</b>	<b>\$231,000</b>	<b>\$235,700</b>	<b>\$240,400</b>	<b>\$245,200</b>	<b>\$250,100</b>
<b>Administration/Staff</b>									
Executive Director	\$52,800	\$50,800	\$51,800	\$52,900	\$53,900	\$55,000	\$56,100	\$57,200	\$58,400
Executive Assistant	\$30,400	\$35,300	\$36,000	\$36,700	\$37,500	\$38,200	\$39,000	\$39,800	\$40,500
Bookkeeper Admin Assistant	\$17,400	\$20,100	\$20,500	\$20,900	\$21,300	\$21,800	\$22,200	\$22,600	\$23,100
Facility Manager	\$10,400	\$12,000	\$25,000	\$25,500	\$26,000	\$26,500	\$27,100	\$27,600	\$28,200
Custodian	\$22,200	\$24,700	\$25,200	\$25,700	\$26,200	\$26,700	\$27,300	\$27,800	\$28,400
Office Assistant	\$1,500	\$1,500	\$1,500	\$1,600	\$1,600	\$1,600	\$1,700	\$1,700	\$1,700
Travel	\$0	\$0	\$300	\$300	\$300	\$300	\$300	\$300	\$300
<b>Total</b>	<b>\$134,700</b>	<b>\$144,400</b>	<b>\$160,300</b>	<b>\$163,600</b>	<b>\$166,800</b>	<b>\$170,200</b>	<b>\$173,600</b>	<b>\$177,000</b>	<b>\$180,600</b>
<b>Operations</b>									
BC Ambulance	\$600	\$600	\$600	\$700	\$700	\$700	\$700	\$700	\$700
Emergency Treatment Room	\$1,600	\$3,000	\$3,100	\$3,100	\$3,200	\$3,200	\$3,300	\$3,400	\$3,400
Communications/Fundraising	\$5,700	\$11,200	\$4,200	\$4,300	\$4,400	\$4,500	\$4,500	\$4,590	\$4,682
Computer/Web support	\$3,500	\$5,300	\$5,400	\$5,500	\$5,600	\$5,700	\$5,900	\$6,000	\$6,100
Insurance	\$13,200	\$17,600	\$22,000	\$25,300	\$29,100	\$33,500	\$38,500	\$44,300	\$50,900

ITEM	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Office Supplies	\$3,400	\$4,000	\$4,080	\$4,162	\$4,245	\$4,330	\$4,416	\$4,505	\$4,595
Professional Fees	\$11,600	\$41,000	\$54,000	\$18,300	\$18,700	\$19,000	\$19,400	\$19,800	\$20,200
Property Taxes	\$2,200	\$2,200	\$2,300	\$2,300	\$2,400	\$2,400	\$2,500	\$2,500	\$2,600
Repairs & Maintenance	\$46,400	\$38,500	\$50,000	\$42,000	\$44,100	\$46,300	\$48,600	\$51,100	\$53,600
Telecommunications	\$10,600	\$10,600	\$10,800	\$11,000	\$11,200	\$11,500	\$11,700	\$11,900	\$12,200
Utilities	\$17,000	\$17,300	\$17,700	\$18,000	\$18,400	\$18,800	\$19,100	\$19,500	\$19,900
Other	\$11,400	\$20,000							
<b>Total</b>	<b>\$115,800</b>	<b>\$151,200</b>	<b>\$174,200</b>	<b>\$136,200</b>	<b>\$142,000</b>	<b>\$149,900</b>	<b>\$158,600</b>	<b>\$168,300</b>	<b>\$178,900</b>
<b>Designated Donation Expenses</b>	<b>\$15,300</b>								
<b>TOTAL Non-capital Expenditures</b>	<b>\$276,700</b>	<b>\$295,600</b>	<b>\$334,500</b>	<b>\$299,800</b>	<b>\$308,800</b>	<b>\$320,100</b>	<b>\$332,200</b>	<b>\$345,300</b>	<b>\$359,500</b>
<b>Capital Expenses</b>									
Building Maintenance	\$0	\$43,000	\$60,000	\$63,000	\$66,200	\$69,500	\$72,900	\$76,600	\$80,400
Furnishings, Equipment & IT	\$19,100	\$173,000	\$25,000	\$12,000	\$12,200	\$12,500	\$12,700	\$13,000	\$13,200
Building Reserve	\$40,000	\$10,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total</b>	<b>\$59,100</b>	<b>\$226,000</b>	<b>\$85,000</b>	<b>\$125,000</b>	<b>\$128,400</b>	<b>\$132,000</b>	<b>\$135,600</b>	<b>\$139,600</b>	<b>\$143,600</b>
<b>TOTAL Expenditures</b>	<b>\$335,800</b>	<b>\$521,600</b>	<b>\$419,500</b>	<b>\$424,800</b>	<b>\$437,200</b>	<b>\$452,100</b>	<b>\$467,800</b>	<b>\$484,900</b>	<b>\$503,100</b>
<b>SURPLUS/(Deficit)</b>	<b>\$15,000</b>	<b>\$11,600</b>	<b>-\$197,500</b>	<b>-\$198,300</b>	<b>-\$206,200</b>	<b>-\$216,400</b>	<b>-\$227,400</b>	<b>-\$239,700</b>	<b>-\$253,000</b>
<b>Request to CRD</b>			<b>\$197,500</b>	<b>\$198,300</b>	<b>\$202,300</b>	<b>\$216,400</b>	<b>\$227,400</b>	<b>\$239,700</b>	<b>\$253,000</b>

## **Appendix B**

### Synopsis of Bylaw No. 4441

The intent of Bylaw No. 4441, the “Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021”, is to establish a new service to contribute to the costs incurred by the Pender Islands Health Care Society in operating the Pender Island Health Care Centre. The bylaw permits the CRD to raise a maximum annual requisition for the purpose of funding the operating costs of the service to the greater of two hundred and thirty-five thousand dollars (\$235,000) or \$1.1803 per one thousand dollars (\$1,000) of taxable land and improvements in the service area. It is estimated that the participants will pay an additional \$93.00 per average household on an annual basis if the bylaw is approved.

Please note that this synopsis of Bylaw No. 4441 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at the Capital Regional District offices located at 625 Fisgard Street, Victoria B.C. during business hours. This information may also be viewed on the website at [www.crd.bc.ca](http://www.crd.bc.ca).

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4441

\*\*\*\*\*

A BYLAW TO ESTABLISH A CONTRIBUTION SERVICE FOR  
THE PENDER ISLANDS HEALTH CARE CENTRE

\*\*\*\*\*

**WHEREAS:**

- A. The Capital Regional District may, under section 332 of the *Local Government Act*, RSBC 2015, c 1, establish and provide any service that the Board considers necessary or desirable for all or part of the Capital Regional District;
- B. The Regional Board of the Capital Regional District wishes to establish a service for the purpose of contributing financially to the administration and operation of the Pender Islands Health Care Centre which is owned and managed by the Pender Islands Health Care Society;
- C. Participating area approval is required and assent of the electors will be obtained under Section 336 of the *Local Government Act*;
- D. The approval of the Inspector of Municipalities is required under Section 341(1)(a) of the *Local Government Act*.

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

**Service**

- 1. The Capital Regional District hereby establishes a service for the purpose of contributing to the costs of administration and operation of the Pender Islands Health Care Centre.

**Boundaries**

- 2. The boundaries of the Service Area are shown on the map attached hereto as Schedule A.

**Participating Area**

- 3. The participating areas for the service are North and South Pender Islands, being a portion of the Southern Gulf Islands Electoral Area, as shown in Schedule A.

**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.

**Maximum Requisition**

5. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:
- a) Two Hundred and Thirty Five Thousand Dollars (\$235,000); or
  - b) An amount equal to the amount that could be raised by a property value tax rate of \$0.1803 per One Thousand Dollars (\$1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

**Agreement**

6. A contribution agreement will be established between the Capital Regional District and the Pender Islands Health Care Society.

**Citation**

7. This Bylaw may be cited as the “Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021”.

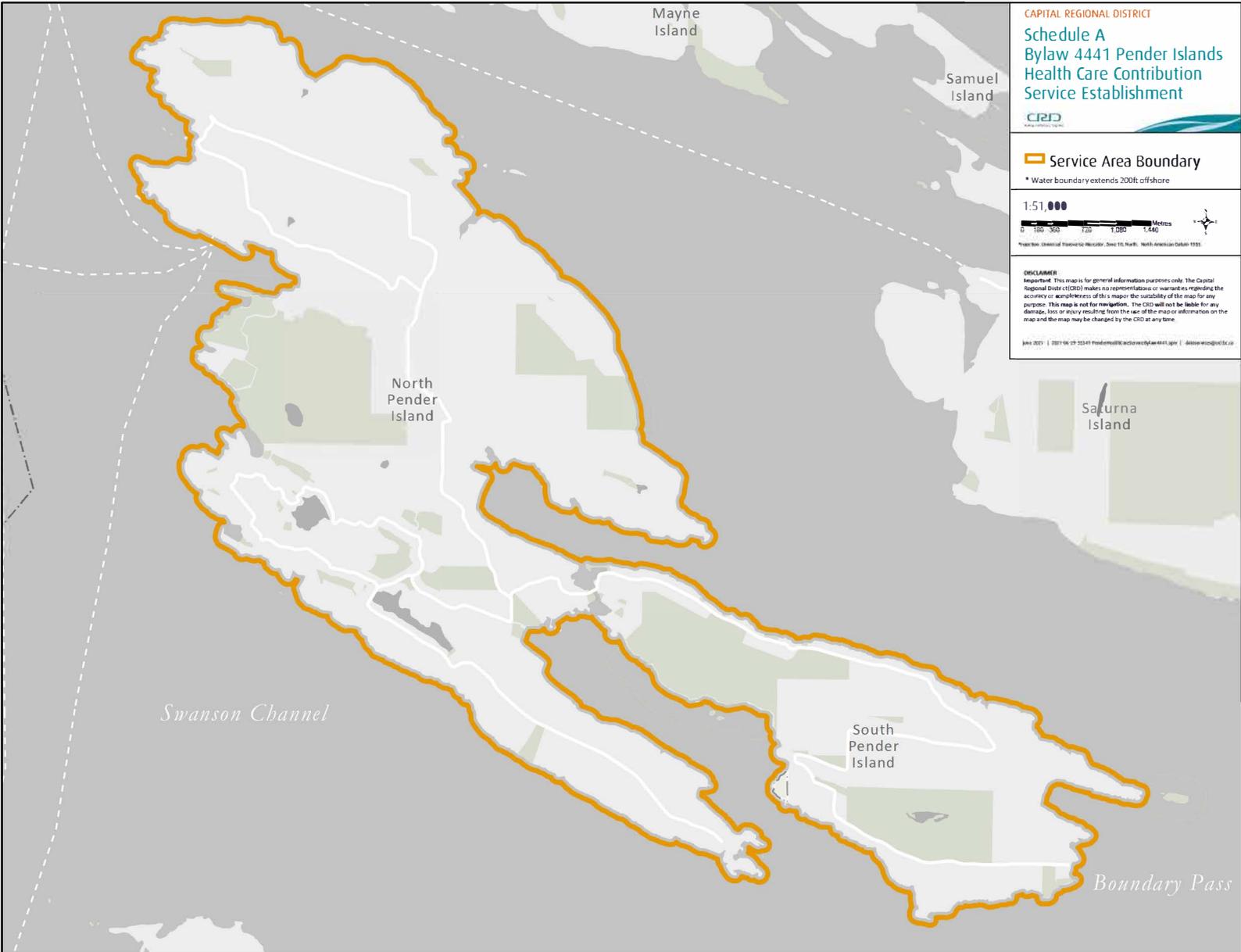
READ A FIRST TIME THIS	day of	2021
READ A SECOND TIME THIS	day of	2021
READ A THIRD TIME THIS	day of	2021
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	202_
RECEIVED THE ASSENT OF THE ELECTORS UNDER SECTION 336 OF THE <i>LOCAL GOVERNMENT ACT</i> THIS	day of	202_
ADOPTED THIS	day of	202_

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS \_\_\_ day of 202\_

# SCHEDULE A





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

---

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

**ISSUE SUMMARY**

To report back on the results of the Alternate Approval Process for Bylaw No. 4408 and advance the bylaw for adoption.

**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.

On May 12, 2021, the CRD Board established that elector assent be obtained by Alternative Approval Process (AAP) for the electors within the Southern Gulf Islands (SGI) Electoral Area in accordance with section 345 of the *Local Government Act (LGA)*. The number of registered electors was determined to be 5224, of which 10% is 523 electors. Notice was published on May 26 and June 2 in the Gulf Islands Driftwood newspaper in accordance with section 345(2) of the *LGA*.

On July 5, 2021, elector approval was received for Bylaw No. 4408. In accordance with section 86(8) of the *LGA*, the Corporate Officer’s certification of results is attached as Appendix B.

**ALTERNATIVES**

*Alternative 1*

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

1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4408 (Appendix B) be received; and
2. That Bylaw No. 4408 “*Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021*” be adopted.

*Alternative 2*

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

**CONCLUSION**

On July 5, 2021, elector approval was obtained by an Alternative Approval Process for Bylaw No. 4408. The purpose of the bylaws is to undertake borrowing to fund improvements within the Small Craft Harbour Facilities Local Service Area in the Southern Gulf Islands Electoral Area. The Bylaw is now ready for adoption, having received approval from the Inspector of Municipalities and the

participating area.

**RECOMMENDATION**

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

1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4408 (Appendix B) be received; and
2. That Bylaw No. 4408 “Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021” be adopted.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
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

Appendix B: Certificate of Results for Bylaw No. 4408

**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	5 <sup>th</sup>	day of	July	2021
ADOPTED THIS	th	day of		202_

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

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



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### CORPORATE OFFICER'S CERTIFICATION

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 236 of the *Local Government Act*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for Capital Regional District **Bylaw No. 4408, "Southern Gulf Islands Harbours Service Loan Authorization Bylaw No. 1, 2021"**, as follows:

5224	Estimated number of eligible electors
27	Number of elector response forms submitted by the deadline
2	Number of elector response forms rejected
25	Number of elector response forms accepted
0.5%	Percentage of estimated electors who validly submitted elector response forms

and in accordance with section 86 of the *Community Charter*, the approval of the electors was obtained.

Dated this 6<sup>th</sup> day of July, 2021

  
 \_\_\_\_\_  
 Kristen Morley, Corporate Officer



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, JUNE 29, 2021**

---

**SUBJECT**     **Amendment to Bylaw No. 1747 to Expand Port Renfrew Water Local Service Area**

**ISSUE SUMMARY**

To amend the Port Renfrew Water Supply Local Service Establishment Bylaw to include Pacific Gateway Marina and Port Renfrew Management Lands.

**BACKGROUND**

At its October 23, 2019 meeting, the Port Renfrew Utility Services Committee (PRUSC) received a report providing an update on the water system improvements being completed by Port Renfrew Management and Pacific Gateway Marina and agreed in principle to the inclusion of the Pacific Gateway Marina Lands into the Port Renfrew Water Service Area No. 1, subject to a new storage tank being built. Port Renfrew Management has also requested inclusion of lands into Port Renfrew Water Service Area No. 1 after the storage tank is constructed.

The legal description of the lands are shown in Figure 1 attached as Appendix A, and as listed in Appendix B.

As per direction from PRSUC, developers are to provide infrastructure improvements that increase capacity at a contribution rate of \$8,000 per Single Family Equivalent (SFE). The agreement for the storage tank construction, for an estimated cost of \$576,000, between the developers and the Capital Regional District (CRD) had the following contributions:

- Pacific Gateway Marina - \$256,000 for 32 SFE's
- Port Renfrew Management - \$256,000 for 32 SFE's (includes 13 SFE's for Beachview Rise Subdivision)
- Port Renfrew Business Park (Port Renfrew Management) - \$64,000 for eight SFE's
- Total of 72 SFE's

The storage tank has been completed and there is an estimated theoretical capacity within the expanded water system of an additional 151 SFE's; as 72 SFE's are allocated as described above, there will be remaining capacity for 79 SFE's. To ensure that the new lands proposed to be included in the service area associated with Pacific Gateway Marina and Port Renfrew Business Park do not exceed the capacity of the water system a covenant (Appendix D) is proposed on the properties limiting the water supply to the identified number of SFE's. If additional SFE's are required this would need additional review by the CRD and approval by the PRUSC to remove the covenant.

In order to include the lands in the water service area, Bylaw No. 4442, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021" has been prepared (Appendix C) for the Port Renfrew Utility Services Committee's consideration.

## **ALTERNATIVES**

### *Alternative 1*

That the Port Renfrew Utility Services Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4442, “Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021”, be introduced and read a first, second, and a third time;
2. That Bylaw No. 4442 be referred to the Inspector of Municipalities for approval;
3. That Bylaw No. 4442 be referred to the Director of the Juan de Fuca Electoral Area for consent;
4. That prior to adoption of Bylaw No. 4442, staff be directed to register a restrictive covenant on the lands to be included in the service area, limiting the number of Single Family Equivalents that can be serviced on the property;
5. That Bylaw No. 4442 be referred to staff for an evaluation of consistency with the Regional Growth Strategy and that staff report back to the Regional Board through the Planning and Protective Services Committee.

### *Alternative 2*

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

## **IMPLICATIONS**

### *Service Delivery Implications*

In order to move to allow the proposed lands into the water service area, the bylaw amendment must be approved by the PRUSC and forwarded to the Electoral Areas Committee and CRD Board. After third reading of the bylaw, it will then be sent to the Inspector of Municipalities for approval and requires written consent of the Electoral Area Director. The new 100,000 lgal storage tank has been installed, improving the storage capacity for the whole service area. A covenant is required to manage development on the lands. The inclusion of the lands into the service area will benefit the existing participants as additional user fees and parcel taxation could then be collected to offset operating and long term capital costs. The covenant will be registered before adoption of the bylaw.

### *Regional Growth Strategy Implications*

Section 445 of the *Local Government Act* requires that all bylaws adopted by a regional district board, after the board has adopted a Regional Growth Strategy (RGS), be consistent with the RGS. Since Bylaw No. 4442 amends a water supply local service establishment bylaw, the bylaw will be considered by the Planning and Protective Services Committee and the CRD Board for a determination of consistency with the RGS prior to adoption. An amendment to the infrastructure policies in the Port Renfrew Comprehensive Community Development Plan (CCDP) will also be required at such time that the CCDP is updated to reflect the water system improvements per RGS policy 2.2(2)(c).

## **CONCLUSION**

The proposed properties currently remain outside, but adjacent to, the Port Renfrew Water Supply Local Service Area No. 1. The inclusion of the properties into the service area will benefit the

existing participants as additional user fees and parcel taxation could then be collected. The inclusion will not adversely impact the existing participants in the water service as the improvements to the system would enhance capacity creating no net loss of service to existing users. A covenant is proposed to be put on the properties limiting development as identified in the agreement.

The Port Renfrew Water Local Service establishing bylaw must be amended to include the lands into the service area to enable the service to be provided. For final approval of this bylaw, the Regional Board must determine it is consistent with the Regional Growth Strategy policy 2.2(2)(c).

**RECOMMENDATIONS**

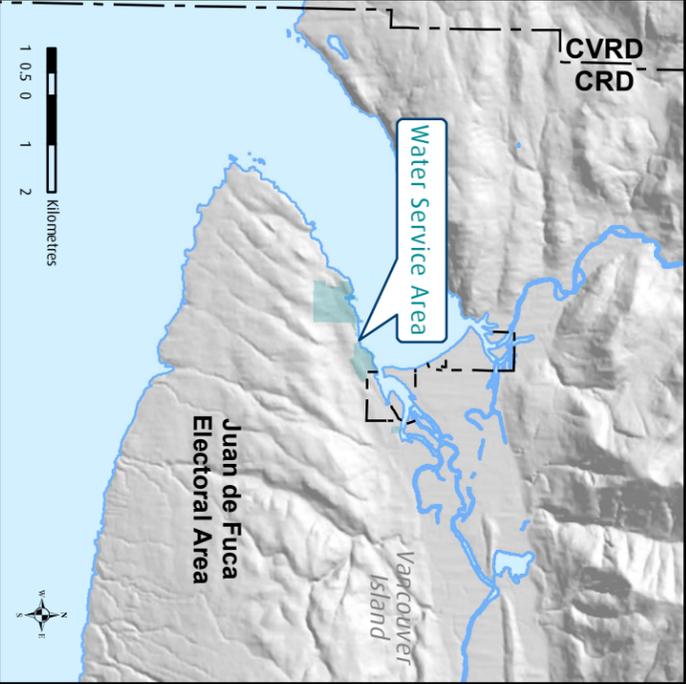
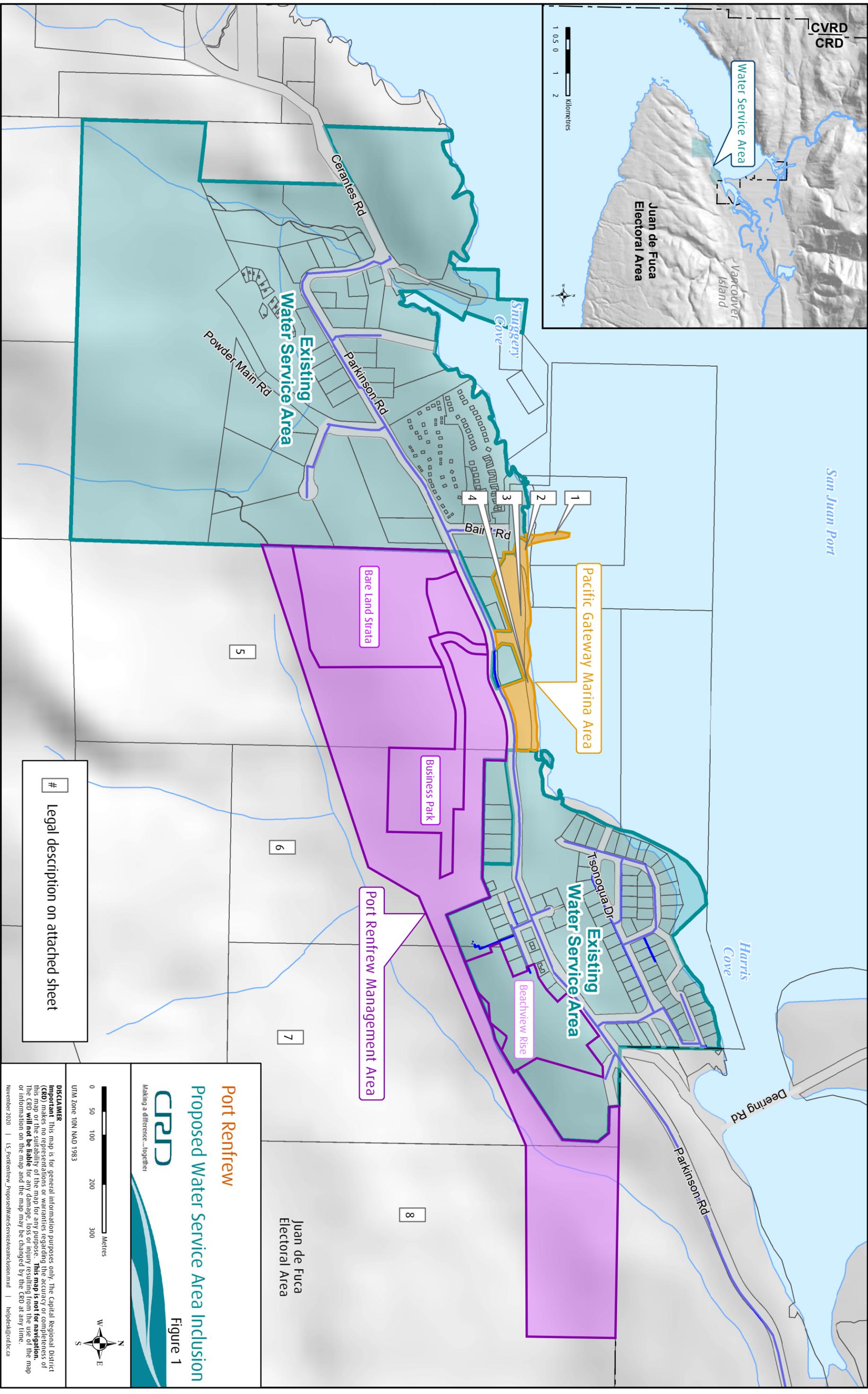
That the Port Renfrew Utility Services Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4442, “Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021”, be introduced and read a first, second, and a third time;
2. That Bylaw No. 4442 be referred to the Inspector of Municipalities for approval;
3. That Bylaw No. 4442 be referred to the Director of the Juan de Fuca Electoral Area for consent;
4. That prior to adoption of Bylaw No. 4442, staff be directed to register a restrictive covenant on the lands to be included in the service area, limiting the number of Single Family Equivalents that can be serviced on the property;
5. That Bylaw No. 4442 be referred to staff for an evaluation of consistency with the Regional Growth Strategy and that staff report back to the Regional Board through the Planning and Protective Services Committee.

Submitted by:	Joseph Marr, P. Eng., Manager, Water Distribution Engineering & Planning
Concurrence:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Figure 1 – Proposed Water Service Area Inclusion
- Appendix B: Proposed Water Service Area Expansion Legal Descriptions
- Appendix C: Proposed Bylaw No. 4442
- Appendix D: Draft Water Service Covenant



#	Legal description on attached sheet
1	
2	
3	
4	
5	
6	
7	
8	

**Port Renfrew**  
**Proposed Water Service Area Inclusion**  
**CRPD**  
 Making a difference...together!

0 50 100 200 300 Metres  
 UTM Zone 10N NAD 1983

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November 2020 | ES:PortRenfrew\_ProposedWaterServiceAreaInclusion.mxd | helpdesk@crd.bc.ca

**Proposed Water Service Area Expansion Legal Descriptions**

- 1) PIN 528031 (Crown Land)  
BLOCK A, DISTRICT LOT 751, RENFREW DISTRICT
- 2) PIN 10247701 (Crown Land)  
BLOCK B, DISTRICT LOT 751, RENFREW DISTRICT
- 3) PID: 028-991-125  
LOT 1, SECTION 97, RENFREW DISTRICT, PLAN EPP24972
- 4) PID: 009-592-342  
THAT PART OF SECTION 97, RENFREW DISTRICT AS SHOWN COLOURED RED ON PLAN 344R
- 5) PID: 009-592-423  
PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT PART IN PLANS 15462, VIP77871 AND EPP24972
- 6) PID: 009-565-787  
THE WEST  $\frac{1}{2}$  OF THE NORTH WEST  $\frac{1}{4}$  OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THOSE PARTS IN PLANS 519, 24267 AND 24755
- 7) PID: 000-468-291  
THE EASTERLY  $\frac{1}{2}$  OF THE NORTH WEST  $\frac{1}{4}$  OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THAT PART SHOWN COLOURED RED ON PLAN 346-R AND EXCEPT THOSE PARTS IN PLANS 22475, 24267, 24755, 29515, 41154, 50819 AND VIP59967
- 8) PID: 009-565-752  
THE NORTH EAST  $\frac{1}{4}$  OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4442

\*\*\*\*\*

PORT RENFREW WATER SUPPLY LOCAL SERVICE ESTABLISHMENT  
BYLAW NO. 1, 1989, AMENDMENT BYLAW NO. 5, 2020

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 1747, Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, the Regional Board established a local water service in the Port Renfrew area;
- B. The Board wishes to amend the service area set out in Bylaw No. 1747 to extend water service to portions of properties legally described in Schedule "A", commonly known as the Pacific Gateway Marina and the Port Renfrew Development Area, with such portions shown in heavy outline in the attached Schedule "B";

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

- 1. Bylaw No. 1747, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989", is hereby amended by deleting Schedule "A" to Bylaw No. 1747 and replacing it with Schedule "C" to this bylaw, to include in the service area portions of the properties legally described in Schedule "A" to this bylaw and more particularly shown in Schedule "B" to this bylaw.
- 2. This Bylaw may be cited as "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021".

READ A FIRST TIME THIS DAY OF

READ A SECOND TIME THIS DAY OF

READ A THIRD TIME THIS DAY OF

CONSENTED TO BY THE DIRECTOR OF THE  
JUAN DE FUCA ELECTORAL AREA THIS DAY OF

APPROVED BY THE  
INSPECTOR OF MUNICIPALITIES THIS DAY OF

ADOPTED THIS DAY OF

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS DAY OF

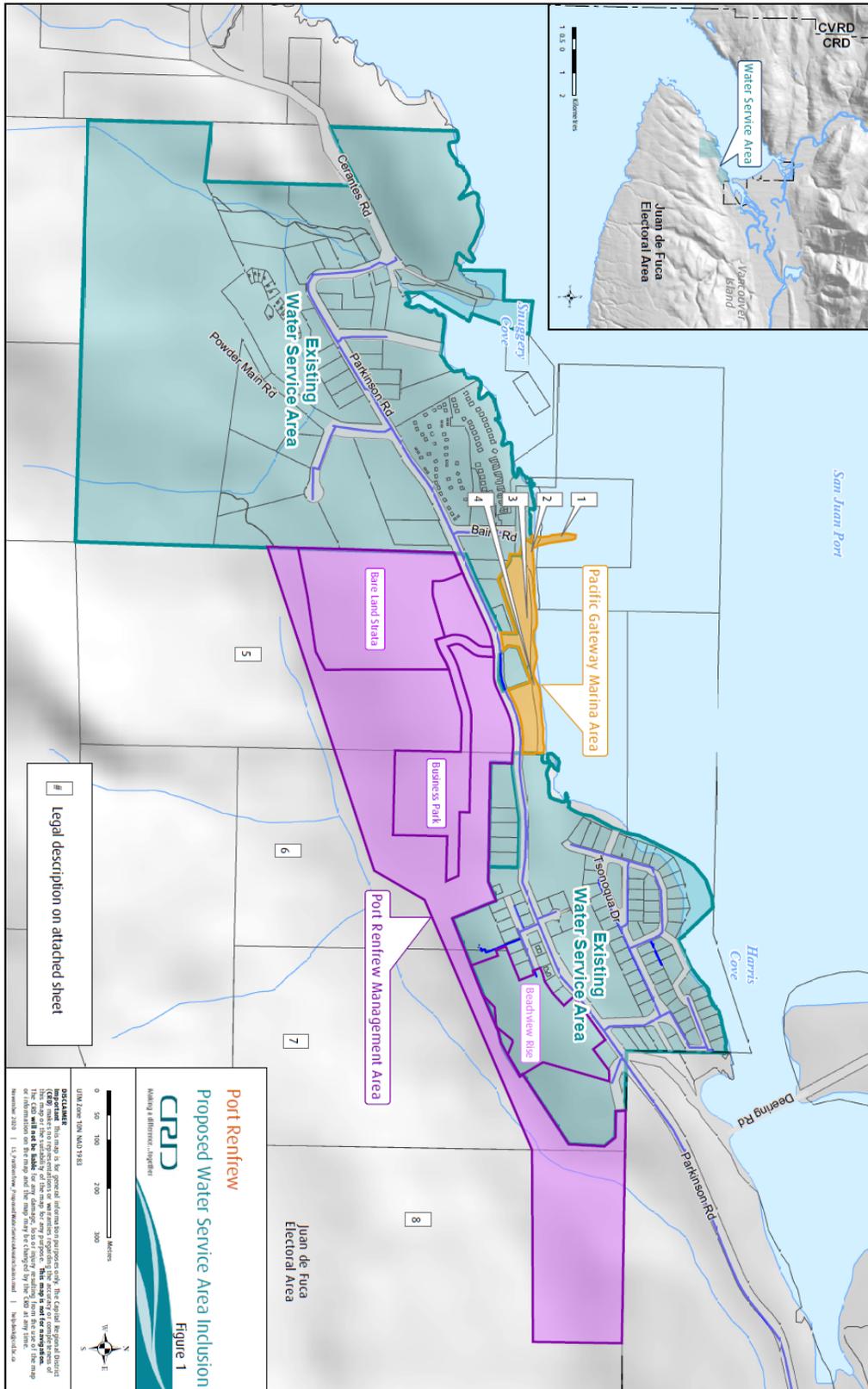
**SCHEDULE "A"**

Legal Description of parcels, portions of which are to be serviced, are:

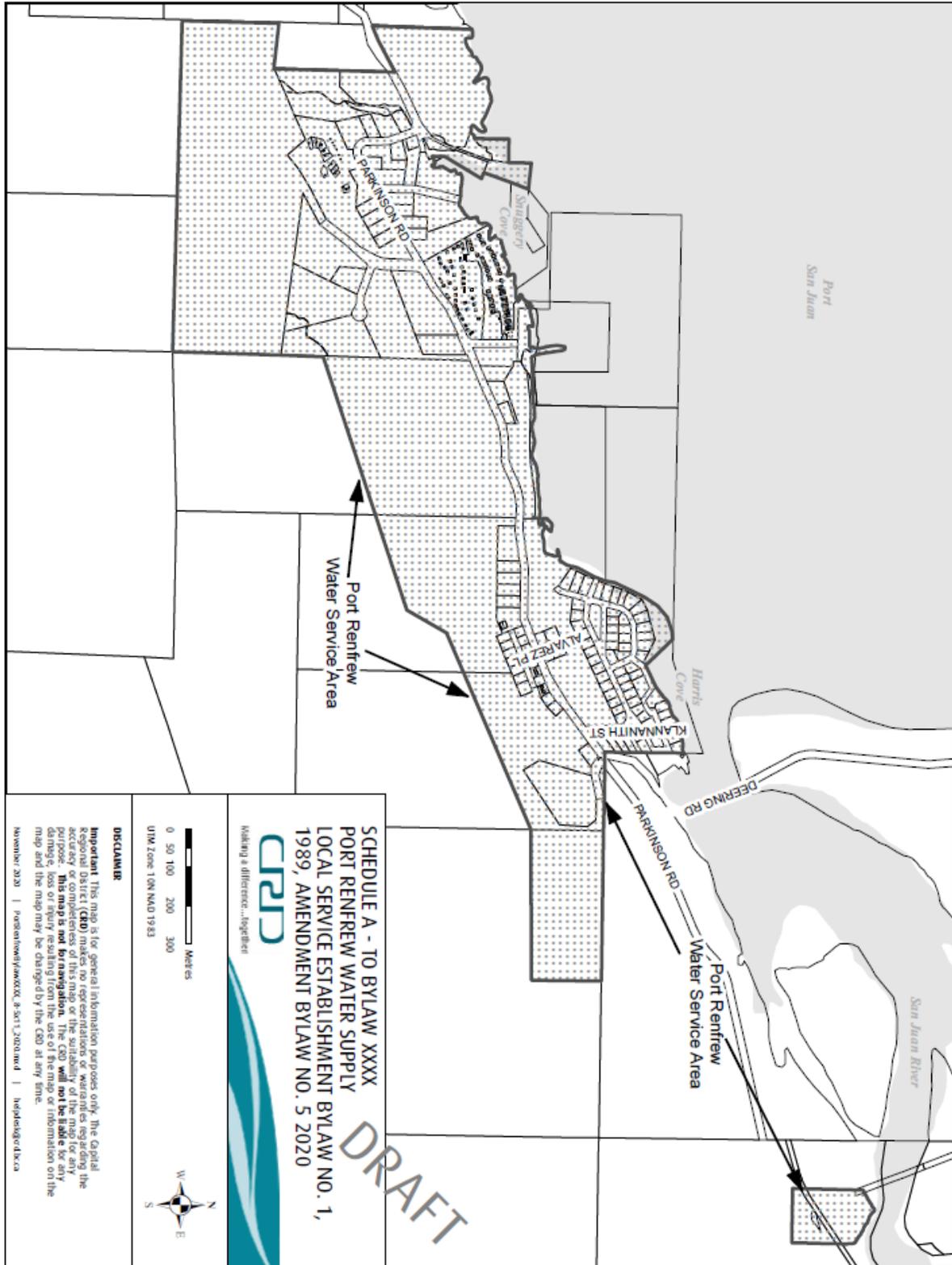
- 1) PIN 528031 (Crown Land), BLOCK A, DISTRICT LOT 751, RENFREW DISTRICT
- 2) PIN 10247701 (Crown Land), BLOCK B, DISTRICT LOT 751, RENFREW DISTRICT
- 3) PID: 028-991-125, LOT 1, SECTION 97, RENFREW DISTRICT, PLAN EPP24972
- 4) PID: 009-592-342, THAT PART OF SECTION 97, RENFREW DISTRICT AS SHOWN COLOURED RED ON PLAN 344R;
- 5) PID: 009-592-423, PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT PART IN PLANS 15462, VIP77871 AND EPP24972
- 6) PID: 009-565-787, THE WEST ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THOSE PARTS IN PLANS 519, 24267 AND 24755
- 7) PID: 000-468-291, THE EASTERLY ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THAT PART SHOWN COLOURED RED ON PLAN 346-R AND EXCEPT THOSE PARTS IN PLANS 22475, 24267, 24755, 29515, 41154, 50819 AND VIP59967
- 8) PID: 009-565-752, THE NORTH EAST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT

The serviced portions are as set out in Schedule "B" to this bylaw, with the complete service area shown in Schedule "C" in heavy outline.

**SCHEDULE "B"**



**SCHEDULE "C"**  
(Replacing the Schedule "A" in Bylaw 1747)



**SCHEDULE A - TO BYLAW XXXX  
PORT RENFREW WATER SUPPLY  
LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1,  
1989, AMENDMENT BYLAW NO. 5 2020**

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November 2020 | PortRenfrewWaterSupply | 8-5811-2020 | info@crd.ca

## TERMS OF INSTRUMENT - PART 2

## WHEREAS:

- A. The Transferor is the registered owner in fee simple of those lands and premises more particularly described as:

[NTD- Include the legal description of lands that will be subject to the covenant]

(the “**Lands**”).

- B. The Transferee is the Capital Regional District.
- C. The Transferor wishes that the Transferee extend the Water Service to include the Lands with the intention of developing the Lands to supply Single Family Equivalent located on the Lands with water.
- D. The Transferor acknowledges that it is in the public interest that the development and use of the Lands be limited and wishes to grant this covenant to the Transferee.
- E. Section 219 of the *Land Title Act* provides that a covenant, whether of negative or positive nature, in respect of the use of land or the use of a building on or to be erected on land may be granted in favour of a regional district and may be registered as a charge against the title to that land.

**NOW THEREFORE** in consideration of the premises and covenants contained herein and for the other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree as follows:

1. In this Agreement, the following words have the following meanings:

“**Single Family Equivalent**” means any building, improvement or structure on the Lands that are supplied with water by the Water Service.

“**Single Family Equivalent Unit**” means the units of water supplied from the Water Service to a Single Family Equivalent as defined in the *Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012*, and as more particularly set out in Schedule “A” attached hereto.

“**Water Service**” means the local area service for the supply, treatment, conveyance, storage and distribution of water to a portion of the Juan de Fuca Electoral Area by Capital Regional District Integrated Water Services as established by the “*Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989*”, as amended.

2. The Transferor covenants and agrees with the Transferee that it shall not use or permit the use of the Lands or any building on the Lands for any purpose, or construct any building on the Lands, except in strict accordance with this Agreement.
3. The Transferor shall not, nor shall it allow any person to construct, install, place, use, or occupy any building, structure or improvement on the Lands if such construction,

## APPENDIX D

installation, use or occupation results in there being more than [NTD- Include the number of permitted units] Single Family Equivalent Units on the Lands, including any subdivided part of the Lands unless the Transferor has obtained the approval of the Transferee, acting in its sole discretion.

4. The Transferee shall not be obliged to issue a building permit or an occupancy permit with respect to any building or structure on the Lands unless the Transferee is, in its sole discretion, satisfied that the Transferor's obligations under section 3 of this Agreement have been fulfilled.
5. The Transferor shall, at its sole expense, do all that is necessary to ensure that this Agreement is registered against the Lands at the Victoria Land Title Office.
6. The Transferor shall reimburse the Transferee for any expense that may be incurred by the Transferee as a result of a breach of a covenant under this Agreement.
7. The Transferee may, at any time, without the consent of the Transferor or anyone, release or cause to be released, this Agreement as a charge against title to the Lands or any portion thereof and, upon such release, this Agreement shall be discharged and of no further force and effect.
8. The Transferor and the Transferee agree that the enforcement of this Agreement shall be entirely within the discretion of the Transferee and that the execution and registration of this Agreement against the title to the Lands shall not be interpreted as creating any duty on the part of the Transferee to the Transferor or to any other person to enforce any provision or the breach of any provision of this Agreement.
9. The Transferor shall indemnify and save harmless the Transferee from any and all claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which anyone has or may have against the Transferee or which the Transferee incurs as a result of any loss or damage or injury, including economic loss, arising out of or connected with:
  - a. the breach of any covenant in this Agreement;
  - b. the use of the Lands contemplated under this Agreement;
  - c. restrictions or requirements under this Agreement.
10. The Transferor hereby releases and forever discharges the Transferee of and from any claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which the Transferor can or may have against the Transferee for any loss or damage or injury, including economic loss, that the Transferor may sustain or suffer arising out of or connected with:
  - a. the breach of any covenant in this Agreement;
  - b. the use of the Lands contemplated under this Agreement;
  - c. restrictions or requirements under this Agreement.
11. At the Transferor's expense, the Transferor must do everything necessary to secure priority of registration and interest for this Agreement and the Section 219 Covenant it creates over all registered and pending charges and encumbrances of a financial nature against the Lands.

## APPENDIX D

12. Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Transferee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Transferor.
13. Time is of the essence of this Agreement.
14. The Transferor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions set out in this Agreement and they shall be binding upon the Transferor as personal covenants only during the period of its respective ownership of any interest in the Lands.
15. It is mutually understood, acknowledged and agreed by the parties hereto that the Transferee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Transferor other than those contained in this Agreement.
16. The Transferor shall pay the legal fees of the Transferee in connection with the preparation and registration of this Agreement. This is a personal covenant between the parties.
17. The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.
18. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
19. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
20. This Agreement shall run with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the *Land Title Act* as covenants in favour of the Transferee as a first charge against the Lands.
21. The Transferor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
22. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
23. This Agreement is to be construed in accordance with and governed by the laws

## APPENDIX D

applicable in the Province of British Columbia.

24. This Agreement may be executed in counterpart with the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. This Agreement may be delivered by electronic means.
25. The \*\*\*, the registered holder of a charges by way of \*\*\*\* against the Lands and registered under No. \*\*\*\*\* (the "**Charge**") in the Land Title Office at Victoria, British Columbia, for and in consideration of the sum of One (\$1.00) Dollar paid by the Transferee to the said Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Transferee, its successors and assigns, that the within section 219 Covenant shall be an encumbrance upon the Lands in priority to the Charge in the same manner and to the same effect as if it had been dated and registered prior to the Charge.

**IN WITNESS WHEREOF** the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (page 1) and Form D (page 2) attached hereto.

## Schedule "A" Single Family Equivalent Units

Use	Number of Single Family Equivalent Units
Residential dwelling unit (including single family, apartment, condominium, duplex or other multi family facility)	1 Unit per dwelling unit
Bed and Breakfast	1 Unit per building
Hotel/Motel	1 Unit per room
Cabin	1 Unit per cabin
Mobile Home Space	1 Unit per space
Commercial Building with 1 Business and up to 3 employees	1.25 Units per building
Commercial Building with 1 Business and 4 or more employees	1.5 Units per building
Commercial Building with more than 1 Business and up to 3 Employees	1.25 Units per building
Commercial Building with more than 1 Business and 4 or more employees	1.5 Units per building
Restaurant	2 Units per building
Church	1 Unit per building
School	1 Unit per classroom
Other	1 Unit for each building with 1360 liters of daily winter consumption of water

If the Single Family Equivalent has not been designated in the table above, the unit calculation will be based on the **Minimum Daily Design Flow** as specified in the Sewerage System Standard Practice Manual, Version 2, September 21, 2007, prepared by the BC Onsite Sewerage Association

Single Family Equivalents shall be verified with the installation of water meter(s) at the proposed property lines.



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

---

**SUBJECT    BC Active Transportation Network Planning Grant Program Application 2021**

**ISSUE SUMMARY**

To seek support to submit a BC Active Transportation Network Planning Grant Program application for an update of the Pedestrian and Cycling Master Plan (PCMP) - Salt Spring Island (SSI) edition with a focus on a master transportation plan for Ganges Village.

**BACKGROUND**

The PCMP – SSI edition was completed in 2013. The plan focused predominately on an island wide cycling vision and cycling infrastructure priorities with limited attention being paid to pedestrian infrastructure.

BC Transit is currently undertaking a local area transit plan for SSI while Islands Trust is undertaking a Ganges Village Area Plan. A focused review of Ganges as the islands transportation and commercial hub is notably absent from the PCMP.

A number of infrastructure projects have been completed since the PCMP was drafted and as such the current priorities established in the plan are no longer necessarily relevant. Since adoption of the PCMP the CRD has declared a climate emergency and the impetus to act on reducing transportation related GHG emissions has been given even greater prominence. An update of the PCMP with a focus on Ganges Village is important so as to reflect the changing values and priorities of the community and to ensure alignment with parallel plans.

Many grants require that the submitted proposal be part of an active transportation network plan or equivalent. SSI is ineligible to apply for pedestrian focussed grants or active transportation not identified in the PCMP. At the same time a number of grants which had previously been focused solely towards cycling have recently broadened their eligibility to include pedestrian infrastructure. Updating the PCMP to include priority pedestrian infrastructure needs would align the plan with funding opportunities.

The CRD may pursue 50% of eligible funding through the Active Transportation Network Planning grant 2021 intake being accepted until July 30, 2021.

The project aligns with the Active Transportation Infrastructure grant criteria to improve:

1. Safety
2. Community connectivity
3. Continuity between existing or planned transportation corridors
4. Linkages to public transit, ferries, airports
5. Local economic opportunities
6. Tourism
7. Partnerships between neighboring jurisdictions

- 8. Physical health
- 9. Mental health

A board motion is required as part of the application process.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommend to the Capital Regional District Board:  
That approval be given to submit a 2021 Active Transportation Network Planning grant application for an update of the Pedestrian and Cycling Master Plan – SSI edition with a focus on a master transportation plan for Ganges Village.

*Alternative 2*

That the Electoral Area Committee not approve the grant application request.

**IMPLICATIONS**

*Financial Implications*

CRD has \$30,000 dedicated funds to match its 50% share of the \$60,000 project budget; and Salt Spring Island Transportation Commission has requested this project be included in their 5 year capital plan to be funded from reserves in 2022.

The project is in alignment with the Board priority for community wellbeing – transportation and housing initiative to work with government/community partners to plan for and deliver an effective, long-term regional multi-modal transportation system and to increase use of public transit, walking and cycling.

**CONCLUSION**

Responding to the CRD Board’s declaration of a climate emergency is of paramount importance to residents of Salt Spring Island. The majority of GHG’s on SSI stem from transportation. Updating the PCMP - SSI edition to include pedestrian priorities and a focus on Ganges Village as the commercial and transportation hub of the island, is vital. Completing the update will open the door to grant eligibility to assist in funding much needed pedestrian and active transportation infrastructure.

**RECOMMENDATION**

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

That approval be given to submit a 2021 Active Transportation Network Planning grant application for an update of the Pedestrian and Cycling Master Plan –SSI edition with a focus on a master transportation plan for Ganges Village.

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Administration
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



**Galiano Parks and Recreation Commission  
Minutes for Meeting By Zoom  
Thursday, June 3 2021 at 8:30 am**

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

**1. Territorial Acknowledgement**

**2. Approval of Agenda**

MOVED Commissioner Simon, SECONDED Commissioner Dewinetz that the agenda be Adopted as amended. CARRIED

**3. Adoption of Minutes May 6 , 2021**

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

MOVED Commissioner Dewinetz SECONDED Commissioner Henshall that the In-Camera minutes be adopted. CARRIED

**4. Chair's Remarks**

**4.1 Protection and Conservation of Heritage Site Policy** Chair Rybak and Commissioners Byzyna and Longson assessed the potential impacts of the new CRD *Protection and Conservation of Heritage Sites Policy on GIPRC facilities, and assets and capital plan*. See Appendix A for report sent to CRD. If GIPRC projects are in areas of high potential impact, then details of work must be submitted and approved by CRD.

**4.2 Pickle Ball Initiative**-local interest has been expressed in building a pickle ball court pending a location and funding. GIPRC could consider supporting operating costs if developed.

**4.3 Portal-pottie re-opening** With increased need for facilities, health officials were consulted but because of requirement for frequent cleaning, the porta potties will remain closed. Commissioner Henshall will consult with CRD parks for current operating standards.

**5. Correspondences-none**

**6. Presentations/Delegations-** Andrew Loveridge encouraged continued progress with the archeological assessment for the Zayer Shore Access.

**7. Administration Reports**

**7.1 Maintenance Contractor's Report** The report identified 4 items from the May 2021 inspection as maintenance items that require attention: Danger Tree Removal, Skate Park Trees, Skate Park Benches and Picnic Tables, Invasive plants. (See attached report Appendix B.) A contractor will be hired to remove dangerous trees. Commissioner New will contact owners near skate park will be notified of danger tree over hanging Skate Park. Maintenance Contractor Carrothers will price replacement vs repair costs of Skate Park benches/tables. Commissioners Dishaw and Henshall will develop an approach for dealing with invasive plant species on GIPRC sites.

**7.2 Shore Access Report**

**7.2.1 Albion-** Regarding concerns that vehicles were using shore access road, vehicles have had legitimate long standing use of the road

**7.2.2 Shaw's Landing update-**Costs of initial work will be presented at future date

**7.2.3 Donation of Benches-** Commissioner Henshall is tracking two initial queries. The new archeological policy may impact the installation of benches once a location has been determined.

7.3 Trails Report

7.3.1 Bell Bridge-Contractor Carrothers reported reported the bridge was safely and successfully removed with salvaged wood and beams in storage for future use.

7.4 Parks Report

7.4.1 Silu Park (DL79)- no update

7.5 Recreation Report

7.5.1 Recreational Funding

MOVED Commissioner Byzyna SECONDED Commissioner Henshall MOTION The proposed allocation of Recreation Funds totaling \$ 32,636, listed below, along with the list of Payees authorized to receive the funds, be approved. It is understood by the Commission that CRD had agreed to allow individuals and related organizations with bank accounts, approved by the Commission, to receive the approved funds on behalf of programs/organizations that do not have banking facilities. CARRIED

<b>Galiano Island Parks and Recreation Commission - Distribution of 2021 Recreation Program Funding GIPRC Meeting 2021-06-03</b>			
<b>Recipient of Funding</b>	<b>Program Description</b>	<b>Approved Funding</b>	<b>Name of Approved Payee for Receipt of Funds</b>
Galiano Golf Club	Golf Camp for Adults and Youth	2,790	Galiano Golf Club
Galiano Conservancy	Adventure Camps	2,500	Galiano Conservancy Association
Galiano Public Library	Youth Publishing	1,000	Galiano Public Library
Galiano Club - Gleaning	Gleaning-Food Program	580	Galiano Club
Galiano Club - Galiano Players	Pantomime	1,365	Galiano Club
Yellowhouse Art Centre	Youth Art Programs	1,100	Yellowhouse Art Centre Society
Galiano Daycare	Children's Activities	821	Galiano Activity Centre
Galiano Activity Centre	Public Recreation Programs	20,000	Galiano Activity Centre
Galiano Needle Guild	Fiber Art Workshop	980	North Galiano Community Association
Galiano PAC	Children's Recreational Activities	1,500	Galiano Parent Advisory Committee
<b>Total Approved Funding</b>		<b>32,636</b>	

7.6 Volunteer report- Still awaiting feedback from trail stewards

<b>8.0 Treasurer's Expense Report for May 2021 - (</b>				
<b>8.1 Status of Accounts</b>	<b>2021 Operations</b>			
<b>Excluding GST</b>	<b>2021</b>	<b>May</b>	<b>YTD</b>	<b>Current</b>
<b>Activity</b>	<b>Budget</b>	<b>Spent</b>	<b>Spent</b>	<b>Balance</b>
Parks Improvement		3,000.00	4,322.40	2,687.60
Parks Maintenance		5,582.95	19,799.96	41,940.04
Parks Meeting Expense				2,930.00
<b>Total Operating Expenses</b>		<b>8,582.95</b>	<b>24,122.36</b>	<b>47,557.64</b>
Recreation Programs		-	1,500.00	37,404.00
Recreation Meeting Expense				340.00
<b>Total Recreation Expenses</b>			<b>1,500.00</b>	<b>37,744.00</b>
<b>Imprest Account</b>				1,000.00
Cheques Issued -		0.00	0.00	
<b>Capital Funding Status</b>				
Capital Reserve Fund				<b>47,701.00</b>
General Capital Fund - Transfer in 20,459				<b>34,534.00</b>
GCF -				
CRF - May 7				
Year End Planned Transfer to				
<b>Donations</b>		<b>May</b>	<b>YTD</b>	
		0.00	0.00	
<b>8.2 Invoices to Be</b>				
MC Contract Mtce Charge for		<b>5,527.20</b>		
MC - Bell Bridge Removal		<b>3,150.00</b>		
<b>8.3 Payment of Other</b>				
BUNZL - Cleaning Supplies		<b>318.04</b>		
GTC - Mtce Materials		<b>15.82</b>		

<b>8.4 Forecast Expenses for</b>	<b>Original</b>	<b>Revised</b>	<b>May</b>	<b>YTD</b>	<b>Balance</b>	<b>2020</b>
<b>Excluding GST</b>	<b>Forecast</b>		<b>Spent</b>	<b>Spent</b>	<b>to Spend</b>	<b>ACTUAL</b>
Garbage Removal	320.00				320.00	547.00
Design, Print Brochures	2,000.00				2,000.00	0.00
Parks Maintenance Contract -	42,780.00		4,784.00	16,514.00	26,266.00	41,742.00
Mileage Allowance - MC Mtce	4,000.00		480.00	1,225.00	2,775.00	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		303.84	562.30	437.70	1,067.24
Extraordinary Mtce Labour	2,000.00				2,000.00	0.00
Maintenance Materials	2,500.00		15.11	1,192.05	1,307.95	2,218.57
Tools and Equipment	500.00			269.11	230.89	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		3,000.00	3,270.00	2,740.00	3,017.50
Outside						
Services	1,000.00			1,037.50	-37.50	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						-63.22
<b>Total Forecast</b>						
<b>Remaining</b>	<b>71,270.00</b>		<b>8,582.95</b>	<b>24,122.36</b>	<b>47,147.64</b>	<b>62,703.36</b>
<b>Contingency Available</b>	<b>410.00</b>				<b>410.00</b>	<b>7,776.64</b>
<b>Total Operating</b>						
<b>Cost to May 31</b>	<b>71,680.00</b>				<b>47,557.64</b>	<b>70,480.00</b>

MOVED Commissioner Byzyna SECONDED Commissioner Henshall  
MOTION Invoices for Contract Maintenance and Bridge Removal be paid.  
CARRIED

8.5 Capital Program

GIPRC CAPITAL PROGRAM 2021 - 2025				Final Rev, Oct 31, 2020				
With Cash Flow Analysis								
Project Title	Scope of Work	Total Proj Budget	C/F from 2020	Planned Spending Timeline				
				2021	2022	2023	2024	2025
DL 79 New Park	Complete Toilet Enclosure	6,645	6,645	6,645				
Accessibility Access to Beaches for Mobility Impaired	Construct Shore Access at Shaw's Landing.	5,500		5,500				
Install Vault Toilet at Activity Centre	Install Vault Toilet at Activity Centre	12,000		12,000				
Asset Management	Conduct Asset Inventory Study	15,000						
	Asset Inventory study		7,500	5,000				
	Asset Replacement		2,000		2,000	2,000	2,000	4,000
New Project	Remove Invasive plants from Zuker Shore Access	15,500		8,000	7,500			
Restoration	Existing Shore Access and Replace with Local Species							
Sturdies Bay Trail Extension to BC Ferries	Engineering Study to determine feasibility and cost	2,000	2,000		2,000			
New Project	Improve 2 more Beach accesses	25,000						
Construct two more Handicap Beach Accesses	Conduct Engineering Study				5,000			
	Construct Accesses					10,000	10,000	
Graham (29) Viewpoint	Asses construction needs	1,000						
	Assess Construction Needs					1,000		
Matthews (15) Stairs to Beach	Construct Stairs to Beach	17,500						
	Engineering Study					3,500		
	Construct Stairs						10,000	4,000
Wesley Road (9) New Shore Access	Construct New Shore Access	3,900						
	Trail						1,000	
	Shore Access Stairs,bench, signs							2,900
Zayer (12) New Shore Access	Construct Shore Access	10,000	7,000					
	Engineering & Archeological Studies					2,000		
	Construct Trail & Stairs						8,000	
Millard Learning Centre New Trail	Assess Construction Requirements (Study)	1,000					1,000	
Install Vault Toilet at Gulfside(69)	Install Vault Toilet at Gulfside (69)	15,000						15,000
<b>Totals</b>		<b>130,045</b>	<b>25,145</b>	<b>37,145</b>	<b>16,500</b>	<b>18,500</b>	<b>32,000</b>	<b>25,900</b>
<b>Cash Flow Analysis/Forecast</b>								
	CRF carryover from Previous Year			50,342	36,842	37,342	35,842	20,842
	New Capital Transfer at Start of Year			12,000	12,000	12,000	12,000	12,000
	Unspent GCF from Previous year			6,645	0	0	0	0
	Operating Expense Surplus from Previous Year			5,000	5,000	5,000	5,000	5,000
	Capital Available at Start of year			73,987	53,842	54,342	52,842	37,842
	Planned Spending			37,145	16,500	18,500	32,000	25,900
	<b>CRF at Year End</b>			<b>36,842</b>	<b>37,342</b>	<b>35,842</b>	<b>20,842</b>	<b>11,942</b>

8.5 Capital Program MOVED Commissioner Dewinetz SECONDED Commissioner Henshall that the financial report be approved. CARRIED

## 9. New Business

## 10. Other Business

GIGHARS (Gulf Islands Galisle Affordable Rental Housing Society) Bylaw Referral MOVED Chair Rybak, SECONDED Commissioner Byzyna MOTION That the GIPRC amend its 04 March 2021 response to the Local Trust Committee By-law 276 and 277 referral to read: *That the proponent consider providing some public parking at any new terminus of the extension of Georgia View roadway.* CARRIED SEE APPENDIX C for By-law Referral Form Response Summary.

## 11. Adjournment MOVED Commissioner Dewinetz 10:25

## **APPENDIX A**

### **Protection and Conservation of Heritage Sites Policy Impacts on GIPRC Facilities and Assets - Capital Investments**

The GIPRC has reviewed and verified the facility, assets and capital plan information provided by the CRD for implementation in accordance with the new Protection and Conservation of Heritage Sites Policy.

The review was undertaken based on RAAD mapping provided from the BC Archeological Branch. It anticipates activities which could involve major soil disturbances and invoke the application of the policy's review mechanisms. This review was separate from the assessment of the Policy on the GIPRC's operational and maintenance activities, which are expected to be only minor subsurface disturbances and generally non-intrusive.

The review was undertaken to ensure consistency with the Commission's Master Plan and its evolving Capital Plan and verification of documentation supplied by the CRD.

#### **Park**

The policy does not affect either Sticks Community Park or Lord Park.

The policy would affect Sticks West and Tricia Community Parks - however no capital projects are planned for these two parks and no short-term impacts are foreseen. Similarly, the Skate Park could be affected if any major projects are planned.

The DL 79 - Silu Park - park management plan and major capital activities/projects were implemented following a Penelakut First Nation representative's determination there were no heritage sites in the Park and prior to the adoption of the CRD policy. Any further works would not exceed the guidelines for minor subsurface disturbances associated with routine maintenance. The only potential impact might be with be the construction of stairs on the sandstone shoreline - if the Commission decides to proceed with the small-scale project.

The Commission is in preliminary discussion with School District 64 regarding the potential placement of a vault toilet on its grounds near the Activity Centre and other recreation facilities. While this project is near the old Centennial Park, it would not be part of the park and would require a separate licence from the School District (similar to that for the section of the Sturdies Bay Trail that traverses the SD property). More detailed RAAD mapping would be required to determine the site-specific Policy impact on this capital project, if the project proceeds. It should not be linked with Centennial Park.

#### **Other**

The facility inventory identifies an endowed property (Lot A) as being the responsibility of the Commission when its current responsibility lies with the CRD itself, until the tenancy changes. A storage shed on Madrona Road is an above ground, portable metal structure: no soil disturbance was created for its placement.

## **Toilets**

Existing vault toilets at the North End Community Hall, Retreat Cove Fire Hall, Recycling Centre, and Montague Harbour and portable toilets at the Dewinetz and Gulfside shore accesses are not affected. Vault toilets at the Skate Park and Morning Beach shore access may be affected if any projects were to be undertaken - none are planned.

## **Trails**

The review mechanisms of the policy would have to be implemented if the proposed improvements to the Sturdies Bay Trail (Burrill Road to the trail head) go beyond an initial engineering feasibility study. If implemented, the project would require funding for a detailed assessment of potential archeological impacts.

RAAD mapping for the Burrill-to-Gardner section of the trail indicates that neighbouring Crown Lands, which contain an upland branch of the Trail, are free of any archeological notations.

As there are no plans to significantly enhance or expand the Sturdies Bay Trail from Gardner Road to the commercial cross roads centre only ongoing operational maintenance is anticipated. It is not expected that RAAD mapping will indicate any impacts on the Grieg Creek/Bell Trail. No projects are planned.

## **Shoreline Accesses**

The majority of the 46 shorelines accesses are not affected by the policy. Comments on the accesses noted in the CRD inventory for potential policy application follow:

- Cain Drive - active, no project planned
- Gulf Drive - active, no project planned (incorrectly identified as in the Capital Plan)
- Whiteware - active, no project planned
- Barbara Close - no plans to develop
- Anna Road - no plans to develop
- Wesley Road - potential development, surveyed; further assessment required
- Scorpion - active, no project planned
- Arbutus Point - active, no project planned
- Zayer - proposed access, requires detailed archeological investigation
- Seatime - active, no project planned
- Matthews/Whipple - active, possible engineering feasibility study
- Zuker - active, ongoing invasives removal and native plant replacement; further stages may require some assessment.
- Graham - potential development of view point, initial assessment of scope of work to be determined
- Shaw's Landing - active, proposed mobility improvements, initial scope of work to be determined
- Gulfside - active, no project planned

- Millard Learning Centre - being developed by Galiano Conservancy prior to turn over to GIPRC; scope of minor enhancements to be determined.

The remaining 30 shore accesses secured by licences of occupation are not expected to be affected by the administration of the Policy. Of those, no improvements have been scheduled for Georgeson Bay, Stewart, Montague, Zitka, Shannon, Harris, Zenner, Murchison, New and Southwind.

The facility list incorrectly places a gazebo at Graham when it should be associated with Zilwood. Future, slow erosion of the Zilwood shoreline/bluff may require the eventual dismantling of the gazebo, but no new infrastructure investment.

### **Insurable Assets**

The GIPRC reviewed the 2202 insurable asset list and does not have any plans to enhance, replace or expand the assets. No impacts beyond routine maintenance are anticipated.

### **Capital Plan**

Application of the policy, requiring expenditures to determine the extent of archeological resources and heritage sites, will affect the implementation of the five-year capital plan's following projects:

- Zayer - consultant investigation to determine feasibility of a shore access to a known midden/beach which is subject to ongoing erosion. Additional project funds will be required.
- Zuker - subsequent stages of invasives removal and native planting in a "buffer zone" may require additional expenditures once the scope of work is determined.
- Shaw's Landing - scope of work will determine requirements for further impact assessment in a "buffer zone" and a potential budget increase for mobility access infrastructure.

The Wesley shore access, Sturdies Bay Trail extension, Matthews stairs and Graham viewpoint projects, identified in the current Master Plan, involve preliminary cost and engineering assessments and do not involve any soil disturbance. The Millard Learning Centre trail is being installed by the Galiano Conservancy, the GIPRC may have to undertake minor soil disturbance works for appropriate signage.

Installation of vault toilets in the vicinity of the Activity Centre and at Gulfside shore access will require an initial assessment of the applicability of the Policy to site specific proposals.

All significant soil disturbance work for the implementation of the DL 79 (Silu) Park management plan was completed prior to the implementation of the Policy. Some minor maintenance soil disturbance work is planned in upland areas. A shoreline stair proposal will require Commission assessment and approval.

Asset management expenditures do not involve new physical works but may involve above ground replacement of like-for-like fixtures and assets.

## APPENDIX B

### Priorities from GIPRC May 2021 Maintenance Inspection

I have identified 4 items from the May 2021 inspection as maintenance items that require attention from the Commission to be dealt with further:

1. Danger Tree Removal
2. Skate Park Trees
3. Skate Park Benches and Picnic Tables
4. Invasives

#### 1. Danger Tree Removal

I would like to ask for approval to have the ISA certified faller over for a day's work, first to deal with the danger trees listed below, followed by removing as many recommended trees as time permits. I have listed the trees below, separated into 3 categories:

Danger Trees - as classified by Provincial regulations, as part of my Wildlife and Danger Tree Assessor's Certification, these trees all need to be fallen

Further Information Required – These are trees that would be classified as Danger Trees based on their proximity to park trails or infrastructure, though it was not clear during my inspection if they are on park property or private property and require further clarification before falling. I will look into these trees and ask Jim for assistance if necessary for clarification

Recommended Trees – These are trees that do not meet the criteria for Danger tree removal, though I would recommend we remove them when we have the ISA certified faller over rather than waiting for them to fall

Danger Trees:

#### Sturdies Bay Trail

- Large dead tree at juncture of Sturdies trail and Bluffs Park trail (One additional tree at this site – see below)
- Dead arbutus near school entrance road
- School section of trail - dead tree near the large one taken down last time the faller was over, leaning towards road out of school

#### 57 Zachary

- 2 trees just after the stone steps mid trail, both leaning towards neighbours driveways

#### 59 Morning Beach

- 2 cedar trees by toilet building (others in this area, see below)

Further Information Required:

**Sturdies Bay Trail** – a second large dead tree near the junction of the Sturdies Trail and Bluffs Park trail, most likely on the neighbouring property

**57 Zachary** – dead arbutus at entrance, possibly on neighbours property, tree is entangled in a cluster of other trees, so low probability of risk, though because of its location it would still be classified as a danger tree

**69 Gulfside** – 2 trees by bench, possibly on neighbours property

Recommended to remove:

**38 Spotlight** – dead Arbutus mid trail

**14 Maryanne** – dead arbutus near parking area

**50 Dewinetz** – leaning tree at the top of the first slope/ditch area

**53 Tricia Way** – dead/rotting tree located mid trail

**Sticks Allison Park** – hung up fir mid area of trail

#### 2. Skate Park Trees

Skate Park – There are two very large dead trees on a neighbouring property,

just across the drainage ditch at the back of the skate park. I have brought these trees up to the Commission in past years and was told they were not on the Skate Park property, so not the responsibility of GIPRC though I have not heard yet that the neighbours have been spoken with. I mention them here again as they are both very large trees with the potential to fall directly onto the concrete skate area, an area where people spend considerable periods of time, which makes these trees high-risk. There are several other tall trees in the area that are not doing well and may die over the next few years. As well, there is a living Fir tree leaning significantly towards the concrete skate structure, that appears to be dropping slightly each year. Due to their proximity to the skate park and the risk they could pose to the public using the skate park I recommend the commission discuss these trees with the neighbouring property owner.

MAY 2021

### **3. Skate Park Benches and Picnic Tables**

The 2 benches and 2 picnic tables at the skate park have become very weathered over the years since their original installation. In particular the two benches will need new support bases in the near future, as they have been rotting to the point of having grass and mushrooms growing out of them. The picnic table supports are not in as urgent a state of repair structurally as the 2 benches.

At a minimum the support bases for the two benches need to be replaced, so I would like some discussion and recommendations from the commission on how to proceed.

Some options:

- Replace the bases of the two existing benches and leave all else as is
- Replace the bases of the benches and resurface the existing wood planks on the benches
- Picnic tables – resurface table and bench planks, paint support structure
- Replace both benches and tables entirely with new ones

### **4. Invasives**

During the May inspection I found a significant increase in the amount of invasive species in many shore accesses. Removal of invasive (exotic) vegetation on shore accesses is not a part of the CRD Maintenance contract. Removal of invasives at the entrance to the trail is included in the contract, though the rest of the invasives were specifically left out of the maintenance contract due to the significant number of hours that would be required annually in order to complete that work. Over the years GIPRC has completed invasive species removal at a number of sites around the island, on an informal as needed basis. As we have recently started to work on removing the invasives at Zucker this seems like a good time to address invasive species at a meeting when time permits, and potentially come up with a plan or policy on how GIPRC will manage invasive species in their parks and trails going forward.

Some possible options include:

- Paid additional work removing invasives, as was done at Zucker, and has been done in years past at other accesses
- Volunteer work parties targeting one or two accesses per year to keep the invasive growth at bay
- Leave it as is, and continue to only trim/remove invasives when they encroach on the trail.

APPENDIX C

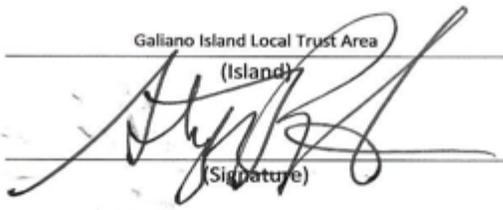
**BYLAW REFERRAL FORM  
RESPONSE SUMMARY**

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

The Galiano Island Parks and Recreation Commission has three Community Parks and two Shore Accesses which are served by the parking lot at the top of Sticks Community Park and have the potential for being affected by the proposed bylaws and subsequent development.

At its meeting March 04, 2021, the GIPRC approved the bylaw 276 and 277 referral subject to the conditions below:

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

Galiano Island Local Trust Area  
\_\_\_\_\_  
(Island)  
  
\_\_\_\_\_  
(Signature)  
  
04 March 2021  
\_\_\_\_\_  
(Date)

276 and 277  
\_\_\_\_\_  
(Bylaw Number)  
  
Stephen Rybak, Chair  
\_\_\_\_\_  
(Name and Title)  
  
Galiano Island Parks and Recreation Commission  
\_\_\_\_\_  
(Agency)



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**MINUTES OF THE OF THE LYALL HARBOUR / BOOT COVE WATER LOCAL SERVICE COMMITTEE held Friday, June 19, 2020 - Goldstream Meeting Room, 479 Island Highway, Victoria BC**

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**PRESENT:** **Committee Members:** J. Crerar (Chair), Alternate Director B. Mabberley; J. Money, I Rowe, J. Sabre-Makofka

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; S. Orr (recorder)

**REGRETS:** M. Fry

The meeting was called to order at 2:00 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by I. Rowe, and **SECONDED** by J. Money,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES OF OCTOBER 29, 2019**

**MOVED** by J. Money, and **SECONDED** by I. Rowe,  
That the minutes of October 29, 2019 be adopted.

**CARRIED**

**3. CHAIRS REMARKS**

The Chair stated that in February the water system had some turbidity issues, and in March staff visited Saturna Island to troubleshoot some of the issues prior to the pandemic.

**4. FINANCIAL DISCUSSION**

I. Jesney answered questions from the Committee regarding:

- Revenue and expense reporting
- Requisition parcel tax
- Hydro service to the water operations equipment
- Insurance coverage
- Municipal Finance Authority borrowing rate

Discussion took place about water rates.

**5. GRANTS DISCUSSION**

I. Jesney provided information regarding infrastructure grants and stated that to acquire community support for grant applications a referendum would be required.

Discussion ensued and staff answered questions regarding:

- Grant application procedures
- Referendums

**6. NEW BUSINESS**

Discussions took place regarding:

- Geo-technical work being done to address dam safety
- Boil water advisories
- Turbidity

**Watershed Park Discussion**

- Discussion ensued regarding the newly dedicated lands for the water service and the impacts from Harris Road and recreational use. Staff stated that they will contact the Ministry of Transportation and Infrastructure regarding run off and debris entering the water source from surrounding roadways.
- Discussion took place about the committee's role in land use decisions for the parks land.

**7. ADJOURNMENT**

**MOVED** by I. Rowe, and **SECONDED** by J. Sabre-Makofka,  
That the meeting be adjourned at 3:38 pm.

**CARRIED**

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Chair

---

Secretary



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**MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Tuesday, October 13, 2020 in the Goldstream Meeting Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members:** M. Fossil (Vice-Chair), D. Reed  
**By WebEx:** K. Heslop (Chair), J. Deschenes, M. Kenwell, W. Foster  
**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; S. Orr (recorder)

**REGRETS:** D. Howe, Southern Gulf Islands Electoral Area Director

The Vice-Chair called the meeting to order at 9:30 am.

**1. APPROVAL OF AGENDA**

The following item was added to the agenda:

5.1 New Business - Annual General Meeting Discussion

**MOVED** by K. Heslop, **SECONDED** by W. Foster,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES OF SEPTEMBER 8, 2020**

**MOVED** by M. Kenwell, **SECONDED** by J. Deschenes,  
That the minutes of the meeting held September 8, 2020 be adopted.

**3. COMMITTEE BUSINESS**

**3.1. Water Update**

I. Jesney provided the following update:

**Water Treatment Plant – Stainless Steel Pipe Replacement**

The situation with pipe replacement has progressed since the last update. Details are as follows:

- Capital Regional District (CRD) staff and the CRD lawyer continue to work on the Stainless Steel Replacement issue involving Rohl/insurer through Rohl's lawyer.
- Currently the insurer is prepared to pay for the work and the contract is being prepared for execution between Rohl Enterprises Ltd. and the CRD. Further, an Interim Release Agreement is being prepared between the CRD and Rohl's Insurer (Travelers Insurance).
- The Contract documents are being updated and will address COVID-19 related issues, including the protection of the plant operators as much as possible during construction, and obligates the Contractor to have a COVID-19 Safety Plan.

**Buck Lake Dam Safety Review**

The Buck Lake Dam Safety Review (DSR) is complete and will be presented at the November Committee meeting. Budget implications from the DSR have been included in the 2021 budget which will also be presented at the November meeting.

### **3.2. Wastewater Update**

I. Jesney provided the following update:

#### Collection System Upgrades

- Stantec was retained in May 2020 to complete the design, tendering and construction of 3 kilometers of sewer replacement work.
- Stantec has submitted the 60% complete design drawings, and CRD reviewed and returned them with comments for Stantec to work towards the 90% complete submittal.
- The design was adjusted to minimize the need for additional right-of-ways, but working space agreements on several private properties are required. Staff plan to meet with the affected home owners in late October to discuss the proposed work and restoration.
- The design should be finalized including all details and specifications by end of November. The tender could be issued in December and close in January 2021.

#### One-time Lump Sum Payment Process

- A Bylaw has been prepared to enable the one-time lump sum payment for a customer to pay for their share of the \$6 million loan versus making debt-servicing payments over 30 years.
- A letter has been sent to all parcel owners to inform them of the process.

Staff answered questions regarding project updates.

The Committee requested that staff report back in November with information regarding the status of the loan pre-repayments.

### **3.3. Operations Update**

I. Jesney provided the following update:

#### Water Operations Highlights:

- Water leak repair – 3727 Bosun Way (Environmental Incident Report issued for this event)
- Water leak repair – 3703 Signal Hill (Environmental Incident Report issued for this event)
- Magic Lake Estates Water Treatment Plant operational adjustment. The raw water blending ratio was changed from 80/20 to 100/0 for Buck Lake/Magic Lake on September 14, 2020 as a result of increased Magic Lake algal activity.
- Corrective maintenance completed on Magic Lake raw water pump.

#### Wastewater Operations Highlights:

- System wide hydro outage on Sept 23, 2020 resulting in increased operational effort/emergency response to various facility alarms.

**Capital Improvement work:**

- Air Valve Replacement Project:
  - Work commenced on air valve replacements for the Magic Lake Water Service project 18-04. Infrastructure Operations is completing this work.

Staff answered questions from the Committee about:

- Water testing and how testing is conducted
- Origin of leaks
- Unmetered water

**3.4. Grants Discussion**

There was no new information to report.

**4. CORRESPONDENCE**

There was no correspondence.

**5. NEW BUSINESS**

**5.1. Annual General Meeting Discussion**

Discussion took place about the scheduling of the Annual General Meeting and upcoming budget presentation scheduled for November.

Staff answered questions from the Committee regarding:

- Member's terms and appointments.
- 2021 budget and report preparation.

**6. ADJOURNMENT**

**MOVED** by D. Reed, **SECONDED** by M. Kenwell,  
That the meeting be adjourned at 10:02 am.

**CARRIED**

---

Chair

---

Secretary



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**MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Thursday, November 26, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

---

**PRESENT:** **Committee Members:** K. Heslop (Chair), M. Fossil, D. Reed

**By WebEx:** J. Deschenes, W. Foster, M. Kenwell, P. Brent, Southern Gulf Islands Alternate Electoral Area Director

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; L. Xu, Manager, Finance Services; D. Dionne, Administrative Coordinator

**By WebEx:** M. Cowley, Manager Wastewater Eng. and Planning; D. Gosper, Engineer; S. Orr (recorder)

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

**1. APPROVAL OF AGENDA**

That the agenda be amended by removing:

1. Election of Chair

**MOVED** by M. Fossil, **SECONDED** by P. Brent

That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES OF OCTOBER 13, 2020**

**MOVED** by D. Reed, **SECONDED** by M. Fossil,

That the minutes of October 13, 2020 be adopted.

**CARRIED**

**3. COMMITTEE BUSINESS**

**3.1. Water Update** (*verbal report with handout*)

The Capital Regional District (CRD) staff and the CRD's lawyer continue to work on the Stainless Steel Replacement issue involving Rohl/insurer through Rohl's lawyer. The Contract documents are being updated to address COVID-19 issues, WorkSafeBC prime-contractor issue, bonding and updated cost estimates.

**3.2. Wastewater Update** (*verbal report with handout*)

**Collection System Upgrades**

- Stantec is finalizing the 95% tender-ready design drawings and specifications. Staff will review them prior to issuing the tender likely in December.
- Staff have met with about 12 property owners where the sewer crosses their properties to discuss the potential working space requirements. Some adjustments were made to the design to accommodate some requests.

- When the final design drawings are complete, they can be sent to the Committee and issued for tender. The tender will likely close in late January 2021.

One-time Lump Sum Payment Process:

- A Bylaw has been prepared to enable the one-time lump sum payment for a customer to pay for their share of the 6 Million dollar loan versus making debt-serving payments over 30 years.
- A letter has been sent to all parcel owners to inform them of the process.
- There has been interest and staff have answered a lot of questions. As of November 20, 2020, 73 payments have been received.

Staff answered questions from the Committee regarding:

- Collection System Upgrades project timeline
- Lump sum payments

**3.3. Operations Update** *(verbal report with handout)*

M. McCrank provided the following update:

Water Operations Highlights:

- Water leak repair – 3725 Privateers Road
- Water service line leak repair – 2616 Crowsnest Drive.
- Magic Lake Estates Water Treatment Plant operational adjustment. The raw water blending ratio was reverted back to normal operation of 80/20 for the Buck Lake/Magic Lake water sources on October 23, 2020 as a result of Magic Lake algal activity declining.
- Replaced failing wooden pigging chamber on Captains Crescent.

Wastewater Operations Highlights:

- Emergency response due to hydro outage October 13, 2020.

Capital Improvement Work:

- Air Valve Replacement Project:
  - Work continued on air valve replacements for the Magic Lake Water Service project 18-04. Infrastructure Operations is completing this work.

Staff answered questions from the Committee regarding Cannon Treatment Plant exceedances.

**3.4. Grants Discussion**

Staff provided an update stating that the results of the grant should be announced in spring 2021.

**4. MLE 20-04 BUCK LAKE DAM 2019 SAFETY REPORT**

I. Jesney introduced the report and stated that a dam safety review was completed for Buck Lake Dam as a requirement under the *B.C. Dam Safety Regulation*. He stated the review identified some deficiencies and will need to be addressed in order to comply with the *B.C. Dam Safety Regulation* and the *Water Sustainability Act*.

Discussion took place and staff answered questions from the Committee regarding:

- Barrier installation
- Dam failure

**MOVED** by D. Reed, **SECONDED** by W. Foster,  
That the Magic Lake Estates Water and Sewer Committee:

- a) Receive the Dam Safety Review report prepared by Hatch for information; and,
- b) Cancel capital project number 19-02 "Buck Lake East Dam Detailed Design".

**CARRIED**

**5. MLE 20-05 2021 OPERATING AND CAPITAL BUDGET**

I. Jesney introduced the report and provided a summary of the key factors influencing the 2021 Operating and Capital Budget.

Discussion took place and staff answered questions from the Committee regarding:

- Water usage
- Maintenance projects
- Existing debt summary
- Tax surplus on wastewater
- Capital reserve amount
- Parcel tax roll

**MOVED** by M. Fossil, **SECONDED** by D. Reed,  
That the Magic Lake Estates Water and Sewer Committee:

1. Approve the 2021 Operating and Capital Budget for the:
  - Magic Lake Estates Water System Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund; and
  - Magic Lake Estates Sewerage System Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund; and
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Magic Lake Estates Water and Sewer Services as presented.

**CARRIED**

**6. CORRESPONDENCE**

There was no correspondence.

**7. NEW BUSINESS**

- M. McCrank answered questions from the Committee regarding 2019 operating costs.
- I. Jesney stated the Annual General Meeting (AGM) will be held December 8, 2020, there were 298 ballots returned, and that the persons with the most ballots will be announced at the AGM.

**8. ADJOURNMENT**

**MOVED** by M. Fossil, **SECONDED** by D. Reed,  
The meeting be adjourned at 10:51 am.

**CARRIED**

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Chair

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Secretary



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**MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Tuesday, January 12, 2021 in the Goldstream Conference Meeting Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members:** K. Heslop, M. Fossil

**By WebEx:** J. Deschenes, W. Foster, M. Kenwell, D. Reed, P. Brent, Southern Gulf Islands Alternate Electoral Area Director

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; S. Orr (recorder)

**By WebEx:** M. Cowley, Manager Wastewater Engineering and Planning

The meeting was called to order at 10 am.

**1. RESOLUTION FOR APPROVAL**

1. That this resolution applies to the Magic Lake Estates Water and Sewer Committee for the **meetings being held January 1, 2021 – December 31, 2021**, and
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Magic Lake Estates Water and Sewer Committee, because:
  - a. The available meeting facilities cannot accommodate more than 8 people in person, including members of the Magic Lake Estates Water and Sewer Committee and staff, and
  - b. There are no other facilities presently available that will allow physical attendance of the Magic Lake Estates Water and Sewer Committee and the public in sufficient numbers; and
3. That the Magic Lake Estates Water and Sewer Committee is ensuring opening, transparency, accessibility and accountability in respect of the open meeting by the following means:
  - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
  - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
  - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
  - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
  - e. By making the minutes of the meeting available on the CRD website following the meeting.

**MOVED** by K. Heslop, **SECONDED** by M. Kenwell

That the Magic Lake Estates Water and Sewer Committee adopt the resolution as presented.

**CARRIED**

The Committee requested that staff provide information regarding subscribing to agenda updates.

**2. APPROVAL OF AGENDA**

The following item was added:

3. Election of Chair

**MOVED** by P. Brent, **SECONDED** by M. Kenwell,  
That the agenda be approved as amended.

**CARRIED**

**3. ELECTION OF CHAIR**

- Nominations were called for Chair of the Magic Lake Estates Water and Sewer Committee for a one-year term.
- M. Fossil and M. Kenwell nominated K. Heslop.
- K. Heslop agreed to stand.
- K. Heslop nominated M. Fossil.
- M. Fossil declined.
- Nominations were called for two additional times, and hearing none, K. Heslop was elected as Chair by acclamation.

**4. ADOPTION OF MINUTES OF NOVEMBER 26, 2020**

**MOVED** by P. Brent, **SECONDED** by M. Kenwell,  
That the minutes of the meeting held November 26, 2020 be adopted.

**CARRIED**

**5. COMMITTEE BUSINESS**

**5.1. Water Update** (verbal report with handout)

Ian Jesney provided the following update:

**Water Treatment Plant – Stainless Steel Pipe Replacement**

- Capital Regional District (CRD) staff and the CRD's lawyer continue to work on the Stainless Steel Replacement issue involving Rohl/insurer through Rohl's lawyer. The Contract documents are being updated to address COVID-19 issues, WorkSafeBC prime-contractor issue, bonding and updated cost estimates.
- There has been no progress with Rohl's lawyer since the last update in November 2020.

**5.2. Wastewater Update** (verbal report with handout)

M. Cowley provided the following update:

**Collection System Upgrades**

- The tender documents were completed in early December and issued for tender on December 10, 2020.
- A pre-tender meeting was held on January 7, 2021. About eight contractors attended the meeting, some left early.

- The tender is scheduled to close on January 28, 2021. Assuming that a contract is awarded in February 2021, it is anticipated that construction could commence March 2021 and be completed by the end of summer 2021.

#### **One-time Lump Sum Payment Process**

- A Bylaw has been prepared to enable the one-time lump sum payment for customers to pay for their share of the \$6 Million loan versus making debt-servicing payments over 30 years.
- A letter has been sent to all parcel owners in August 2020 to inform them of the process.
- The closing date to receive the lump sum payments was November 27, 2020 which was extended to December 4, 2020. A total of 137 lump sum payments have been received.

Staff answered questions from the Committee regarding employing local contractors for upcoming projects.

#### **5.3. Operations Update** (verbal report with handout)

M. McCrank provided the following update:

##### **Water Operations Highlights**

- Water service line leak repair – 3748 Privateers Road.
- Water service line leak repair – 4755 Bosun Way.
- Emergency response to extended power outage as a result of a significant weather event beginning on December 21, 2020.
- Buck Lake and Magic Lake intake screen maintenance and cleaning by diving contractor.

##### **Wastewater Operations Highlights**

- Emergency response due to extended power outage as a result of a significant weather event beginning on December 21, 2020.
- Emergency corrective maintenance on standby generator used primarily at Galleon Way Pump Station.

##### **Capital Improvement work**

- Air Valve Replacement Project: Work continued on air valve replacements for the Magic Lake Water Service project 18-04. Infrastructure Operations is completing this work.

Staff answered questions from the Committee regarding exceedances and outflows.

#### **5.4. Grants Discussion**

Staff provided an update stating that results of the Investing in Canada Infrastructure Program grant application should be announced in the spring of 2021.

### **6. CORRESPONDENCE**

There was no correspondence.

**7. MOTION TO CLOSE THE MEETING**

**MOVED** by M. Fossil, **SECONDED** by M. Kenwell,

That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90(1)(g) litigation or potential litigation affecting the municipality.

**CARRIED**

**8. RISE AND REPORT**

The Committee rose from its Closed session at 10:41 am without report.

**9. NEW BUSINESS**

There was no new business.

**10. ADJOURNMENT**

**MOVED** by M. Fossil, **SECONDED** by M. Kenwell,

The meeting be adjourned at 10:42 am.

**CARRIED**

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Chair

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Secretary



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**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee held Tuesday, February 9, 2021 in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members:** K. Heslop (Chair), M. Fossil, D. Reed

**By WebEx:** J. Deschenes, W. Foster, M. Kenwell (10:08 am)  
P. Brent, Southern Gulf Islands Alternate Electoral Area Director

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M Cowley, Manager Wastewater Engineering and Planning; S. Orr (recorder)

**By WebEx:** D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations

The meeting was called to order at 9:31 am.

**1. APPROVAL OF AGENDA**

**MOVED** by M. Fossil, **SECONDED** by D. Reed,  
That the agenda be approved.

**CARRIED**

**2. ELECTION OF VICE CHAIR**

Chair Heslop called for nominations for the position of Vice Chair of the Magic Lake Estates Water and Sewer Committee for 2021.

Chair Heslop nominated M. Fossil, M. Fossil accepted the nomination.

Chair Heslop called for nominations a second time.

Chair Heslop called for nominations a third and final time.

Hearing no further nominations, Chair Heslop declared M. Fossil Vice Chair of the Magic Lake Estates Water and Sewer Committee for 2021 by acclamation.

**3. ADOPTION OF MINUTES OF JANUARY 12, 2021**

**MOVED** by M. Fossil, **SECONDED** by W. Foster,  
That the minutes of the meeting held January 12, 2021 be adopted.

**CARRIED**

**4. PRESENTATIONS / DELEGATIONS**

There were no Presentations / Delegations.

**5. COMMITTEE BUSINESS**

**5.1. Water Update (verbal report with handout)**

I. Jesney provided the following update:

- The Capital Regional District's (CRD) lawyer has contacted Rohl's lawyer and insurer and are setting a meeting to discuss the plan moving forward. Rohl's lawyer and insurer are aware that the CRD wants to settle the issue.

**5.2. Wastewater Update (verbal report with handout)**

M. Cowley provided the following update:

Collection System Upgrades

- The tender documents were completed in early December 2020 and issued for tender on December 10, 2020.
- A pre-tender meeting was held on January 7, 2021.
- The tender was scheduled to close on January 28, 2021, but was extended to February 3, 2021 at the request of the tenderers.
- A total of eight tenders were received and the unverified amounts are as follows:

<b>Tenderer</b>	<b>Total Tender Amount Not Including Optional Items, Including Contingency (Excluding GST)</b>
Triahn Enterprises Ltd.	\$1,714,285
IWC Excavation Ltd.	\$1,939,840
Don Mann Excavating Ltd.	\$1,989,731
Coast Utility Contracting Ltd.	\$2,480,263.02
Hazelwood Construction Services	\$2,492,677.35
Copcan Civil Ltd.	\$2,772,130
G&E Contracting LP	\$2,883,592
Jacob Brothers Construction Ltd.	\$3,001,755

- The tenders will be checked for any arithmetic errors, completeness and that they are materially compliant with the tender requirements.
- The original budget estimate that was presented at the April 27, 2019 public open house was for 4.6 kilometers (km) of pipe replacement at a cost of \$3.2 million, but based on the 3 km that was designed and tendered, the pro-rated budget for this work would be approximately \$2 million.
- Staff will complete the tender evaluation and prepare a report to the Chief Administrative Officer recommending award of a contract to the lowest qualified and compliant tenderer.
- Assuming that a contract is awarded in late February 2021, it is anticipated that construction could commence in early April 2021, and be completed by the end of summer 2021.

Staff answered questions from the Committee regarding:

- Sewer Replacement Project scope and funding
- Grant funding
- Procurement procedures
- Bid evaluation qualifications

**5.3. Operations Update (verbal report with handout)**

D. Robson provided the following update:

**Water Operations Highlights:**

- Water leak emergency response and repair – Galleon Way.
- Bosun Pump Station/Pressure Control Station hydro service pole replacement.
- Emergency winter storm response and recovery January 13, 2021. Power outages across the service for an extended period.

**Wastewater Operations Highlights:**

- Emergency winter storm response and recovery January 13, 2021. Power outages across the service for an extended period.
- Corrective maintenance at Buccaneers Sewage Pump Station- Electrical kiosk door fell off.

**Capital Improvement work by Infrastructure Operations:**

- Air Valve Replacement Project 18-04.
  - Some work continued on air valve replacements for the Magic Lake Water Service project 18-04. Infrastructure Operations is completing this work.
- Magic Lake Estates Water Treatment Plant Snow Guard Installation project 20-04.
  - Request for quotes issued.
  - Services contract to install approved.
  - Work completed on January 29, 2021.
- Safety Improvements Water Service - Installation of a storm culvert at 47303 Schooner Way to provide a safe vehicle parking pull out area and safe operator access to water infrastructure project 21-03.
  - Ministry of Transportation and Infrastructure permits received.
  - Request for quotes issued and received.
  - Services contract to install approved.
  - Work to commence in early February 2021.

Staff answered questions from the Committee regarding:

- Back-up power at the Schooner pump station
- Snow guard installation
- Exceedances numbers
- Water sampling

**5.4. Grants Discussion**

Staff provided an update stating that results of the Investing in Canada Infrastructure Program grant application should be announced in the spring of 2021.

**6. CORRESPONDENCE**

There was no correspondence.

**7. NEW BUSINESS**

Staff answered questions from the Committee regarding:

- Grant or other funding opportunities to fund subsidy's related to water conservation programs, such as rainwater collection and low flush toilets.
- Short term vacation rentals impact on sewer system.
- Road damage caused by water main break on Galleon Road.
- Aquifer mapping.

**8. ADJOURNMENT**

**MOVED** by D. Reed, **SECONDED** by M. Fossil,  
The meeting be adjourned at 10:36 am.

**CARRIED**

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Chair

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Secretary



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**MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Tuesday, March 9, 2021 in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT: Committee Members:** M. Fossil (Vice Chair), J. Deschenes

**By WebEx:** K. Heslop (Chair), W. Foster, M. Kenwell, D. Reed, D. Howe, Southern Gulf Islands Electoral Area Director

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; S. Orr (recorder)

The Vice Chair called the meeting to order at 9:31 am.

**1. APPROVAL OF AGENDA**

**MOVED** by D. Howe, **SECONDED** by K. Heslop  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES OF FEBRUARY 9, 2021**

**MOVED** by J. Deschenes, **SECONDED** by M. Kenwell,  
That the minutes of the meeting held February 9, 2021 be adopted.

**CARRIED**

**3. PRESENTATIONS / DELEGATIONS**

There were no Presentation or Delegations.

**4. COMMITTEE BUSINESS**

**4.1. Water Update (verbal report with handout)**

I. Jesney provided the following update:

Water Treatment Plant – Stainless Steel Pipe Replacement

- Discussions continue with both Rohl's lawyer and the insurer. A closed report to the Committee should be forthcoming in April 2021.

There were no questions from the Committee.

**4.2. Wastewater Update (verbal report with handout)**

I. Jesney provided the following update:

Collection System Upgrades

- A Notice of Award letter was sent to Triahn Enterprises Ltd. (Triahn) on February 19, 2021.
- Triahn is sending us their bonds and insurance and the contract was sent for execution.
- A kick-off meeting was held on March 4, 2021 to review the administrative requirements.
- Triahn is still completing their paperwork, schedule, ordering materials, etc.

- Triahn is planning to remove the trees (that were identified to be removed) before the end of March 2021 and mobilize to start construction in April 2021.
- Notices will be delivered to residents prior to the commencement of work.
- Pre-construction meetings are being scheduled with Capital Regional District's (CRD) Safety Officer and Operations staff.
- Stantec has retained Dave Kirsop to be their site inspector.
- CRD website will be updated with new information as it is received.

I. Jesney stated that the CRD is not responsible for Temporary Use Permits and that it's the contractual responsibility of the contractor in conjunction with the property owner.

There were no questions from the Committee.

**4.3. Operations Update (verbal report with handout)**

I. Jesney provided the following update:

Water Operations Highlights:

- Emergency leak detection and response.
- Emergency repairs to Buck Lake intake float anchoring system.
- System communication control issues at the Water Treatment Plant. Repair/replaced failed electronic equipment on the communications server.

Wastewater Operations Highlights:

- Fuel storage cabinet purchase and installation Schooner Wastewater Treatment Plant (WWTP).
- Schooner WWTP safety platform installation.
- Replaced failed control float at Cutlass Court Pump Station.

Capital Improvement work by Infrastructure Operations:

- Safety Improvements Water Service: Installation of a storm culvert at 47303 Schooner Way to provide a safe vehicle parking pull out area and safe operator access to water infrastructure project 21-03.
- Ministry of Transportation and Infrastructure permits received.
- Request for quotes issued and received.
- Services contract to install approved.
- Work was to commence in early February. Work has been deferred due to wet weather.

There were no questions from the Committee.

**4.4. Grants Discussion**

I. Jesney stated the Province requested some additional information related to the Canada Infrastructure Program grant application.

Director Howe confirmed that the designation of the Southern Gulf Islands has been changed from an urban to a rural designation.  
There were no questions from the Committee.

**5. CORRESPONDENCE**

There was no correspondence.

**6. NEW BUSINESS**

There was no new business.

**7. ADJOURNMENT**

**MOVED** by D. Howe, **SECONDED** by D. Reed,  
The meeting be adjourned at 9:51 am.

**CARRIED**

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Chair

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Secretary



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## MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Tuesday, April 20, 2021 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

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**PRESENT:** **Committee Members:** K. Heslop (Chair); D. Reed (EP); J. Deschenes (EP); W. Foster (EP); M. Kenwell (EP); P. Brent, Southern Gulf Islands Alternate Electoral Area Director (EP)

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; T. Duthie (recorder)

**Regrets:** M. Fossil, D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:30 am.

### 1. APPROVAL OF AGENDA

**MOVED** by P. Brent, **SECONDED** by M. Kenwell,  
That the Magic Lake Estates and Sewer Committee agenda be approved.

**CARRIED**

### 2. ADOPTION OF MINUTES OF MARCH 9, 2021

**MOVED** by W. Foster, **SECONDED** by P. Brent,  
That the minutes of the March 9, 2021 meeting be adopted.

**CARRIED**

### 3. COMMITTEE BUSINESS

#### 3.1. Water Update (verbal report with handout)

I. Jesney provided the following update:

Progress has been made with Rohl's lawyer and Travellers Insurance. Details to be provided in the Closed meeting of April 20, 2021.

There were no questions from the Committee.

#### 3.2. Wastewater Update (verbal report with handout)

I. Jesney provided the following update:

##### Collection System Upgrades

- A Notice to Proceed letter was sent to Triahn Enterprises Ltd. on March 11, 2021.
- Triahn has removed the trees that were required to be removed before the end of March. A few more trees may need to be removed during the course of construction.
- Triahn has ordered materials and is waiting to receive them.
- Triahn is completing all their submittal documents (i.e., safety plan, traffic control plan, etc.).

- Construction is expected to start around April 26, 2021. Triahn is planning to start at Foc'sle and Galleon first.
- Notices will be delivered to residents prior to the commencement of work in each of the specific work zones.
- The CRD website will be updated with new information as it is received.

There were no questions from the Committee.

**3.3. Operations Update (verbal report with handout)**

M. McCrank provided the following update:

Water Operations Highlights:

- Installation of water service connection at 2640 Shoal Road.
- Water system leak repair 2640 Shoal Road.
- Emergency response to a water system leak repair Dory Road at Lighthouse Lane.
- Installation of water service meter at 4873 Privateers Road.

Wastewater Operations Highlights:

- Emergency response to sewer system backup at 4873 Pirates Road
- Continued work on the Schooner WWTP safety platform installation.
- Cannon WWTP clarifier scum pump replacement.

Capital Improvement work by Infrastructure Operations:

- Nothing to report.

There were no questions from the Committee.

**3.4. Grants Discussion**

I. Jesney advised the Committee that the results from the Investing in Canada Infrastructure grant application may be announced by the Federal Government within the next month. Discussion ensued.

**4. CORRESPONDENCE**

There was no correspondence.

**5. NEW BUSINESS**

There was no new business.

**6. MOTION TO CLOSE THE MEETING**

**MOVED** by P. Brent, and **SECONDED** by W. Foster,

That the meeting be closed for Litigation under Section 90(1)(g) of the *Community Charter*.

**CARRIED**

**7. RISE AND REPORT**

The Committee rose from its Closed session without report.

**8. ADJOURNMENT**

**MOVED** by D. Reed, **SECONDED** by W. Foster,  
That the meeting of the April 20, 2021 Magic Lake Estates Water and Sewer Committee be  
adjourned at 9:48 a.m.

**CARRIED**

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Chair

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Secretary



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Miners Bay Park Gazebo on May 13, 2021 at 3 pm.

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**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 pm

### 1. Territorial Acknowledgement

Recognition and appreciation was expressed for holding the meeting on the traditional Coast Salish Nation lands.

### 2. Approval of Agenda

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin  
that the agenda be approved as presented.

**CARRIED**

### 3. Adoption of Minutes of April 8, 2021

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Euper  
that the minutes of April 8, 2021 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

The Commission recognized the contribution of Harolyn Fryling who is retiring. She has volunteered at the Japanese Garden for over 18 years.

Commissioner Shook, Laura Shook and volunteers were commended for the many months of hard work spent in completing the Dinner Bay playground. Based on photographs, the inspector approved a soft opening of the new playground.

### 5. Reports

#### 5.1. Treasurer's Report

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

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

**CARRIED**

**Mayne Island Parks and Recreation Commission  
Minutes for May 13, 2021**

5.1.2. Treasurer's Report for the period April 1 – 30, 2021

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright that the Treasurer's report for the period April 1 -30, 2021 be approved as presented.  
**CARRIED**

5.2. Administration

5.2.1. Follow up Action Report

- a) Tide Table sponsorship – new rates
- Discussed increased printing costs in the *MayneLiner*.
  - Printing of the table was discussed last fall and no response has yet been received from the Association of Mayne Island Boaters with regards to its usefulness.
  - Suggestion was made to publicize the tides.gc.ca website instead which has tides specific to Mayne Island

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission continue the tide table advertising in the *MayneLiner* up to and including September and after that point move to a smaller advertisement referencing the online website.

**CARRIED**

**Opposed:** Commissioner Askin

- b) Transportation Advisory Group meeting  
Commissioner Euper reported on the meeting and the key items discussed were:
- A right-sized viable proposal for transportation;
  - The differences between regional park trails and a Southern Gulf Islands active transportation trail network;
  - Ultimately, a SGI transportation service will have the authority to hold transportation trail tenures. In the meantime, local CRD Parks Commissions can hold trail tenures;
  - Trail Society partnerships e.g., Salt Spring Island;
  - Construction costs and a referendum; and
  - Timelines and next steps.
- Commissioner Euper will attend the next meeting if invited.
- c) Land Altering Projects - Update
- Archaeological maps picked up today;
  - A list of routine maintenance to be developed for review by the archaeologist;
  - Commissioner Bell will meet with each commissioner to discuss areas impacted;
  - No land altering work will take place at this time;
  - Commissioner Bell will continue communicating with Justine Starke on this issue.

**Mayne Island Parks and Recreation Commission  
Minutes for May 13, 2021**

- It was noted that the Ed Williams trail from Williams Road to the southwest corner is an existing trail to be refurbished and that the southwest corner to the entrance of Japanese Gardens also requires refurbishing.
- d) Exclusion of Parks Master Plan in OCP – update  
This item is on the Local Trust Committee’s Technical Amendments List awaiting the formal process for approval.
- e) Bylaw Enforcement Officer  
Discussed a desire to have a local candidate for this position.

5.3. Committees

5.3.1. Sanitation

- a) Library water system update  
StreamLine Plumbing may start work next week in the library basement and a hot water tank will also be installed.
- b) No smoking sign  
Installation to be confirmed.

5.3.2. Land Acquisition

Follow up with realtor re: Bennett Bay property  
No report.

5.3.3. Memorial Plaques Committee

Follow up as to guideline development by library.  
Commissioner Euper sent email, no response received yet.

5.4. Parks

5.4.1. Miners Bay

- a) Tree pruning of non-native cypress  
The arborist and Commissioner Wright have pruned as necessary and no further work is required at this time.
- b) Library basement cleanup – update
  - It was reported that response has not yet been received from one organization regarding property removal and the deadline is May 15<sup>th</sup>.
  - There has been considerable clean up completed and Commissioner Askin agreed to sort through and dispose of signs.

**Mayne Island Parks and Recreation Commission  
Minutes for May 13, 2021**

- c) Gazebo repair - update  
It was agreed to defer this matter for one month.

5.4.2. Dinner Bay

- a) Playground update
  - This project is complete and was well done.
  - Opening announcement will be posted after inspector approval.
  - It was reported that Commissioner Shook will ensure regular inspections.
- b) Disc golf course tree removal – update  
Not addressed.
- c) Lions building license  
Lions will decide where to store some inventory before agreement finalized.

5.4.3. Japanese Garden

Electronic donations are being investigated and CRD will consider after year end completed.

5.4.4. Village Bay

- a) Wishing well
  - It was reported that a donation for its construction had been made and a photo will be taken of the donors.
  - A locked donation box will be used for accumulated coins from the well.
- b) Footbridge repair/replacement issues

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission invite the WSÁNEĆ Leadership Council to participate in a new and enhanced footbridge project at Village Bay Park and would appreciate their input.

**CARRIED**

- c) Village Bay Improvement Association and residents - seaweed removal
  - CRD advised the Association that they can apply for a grant-in-aid for this year and funding will no longer be provided through the commission.
  - It was commented that the First Nations community may have interests and views on this matter.
  - It is understood that this issue is CRD's responsibility.
- d) Islands Trust hearing on DP and DVP for footbridge on private property

**Mayne Island Parks and Recreation Commission  
Minutes for May 13, 2021**

- MIPRC did not receive the referral until three days before the Local Trust Committee meeting to consider the application and therefore it was too late to provide input.
  - The permit request was rejected by the Local Trust Committee.
  - A subsequent communication was received requesting use of park property for wheelbarrow and plank use in order to move gravel and rocks to level an area on the owner's property for chairs.
  - There may be riparian and archaeological issues.
  - It was determined that MIPRC wishes to work closely with the WSÁNEĆ First Nations regarding any work to Village Bay Park, which is a registered site, and therefore would not approve any activity other than normal recreational park related use.
- e) Notice Board repair and Village Point Improvement District displays  
Volunteers will repair the Notice Board and VPID can use part of the board for notices.

5.4.5. Cotton Park

Well maintained.

5.4.6. Emma and Felix Jack Park

Islands Trust technical amendment to zoning

The Local Trust Committee of Islands Trust has added a change to the zoning of this park to a list of technical amendments and MIPRC will be notified when it moves to the formal process for approval.

5.4.7. Henderson Park

It was reported that there was a successful work party to remove broom from Don Herbert Trail and this will continue as weather permits.

5.4.8. Trail Network Development and Pocket Parks

- a) Plumper Pass/Mt. Parke trail potential – map presentation  
Deferred.
- b) Kim Road/Mt. Parke signage with CRD Regional Parks follow up  
CRD wants to work with MIPRC for signage and Commissioner Askin will follow up.
- c) Trail guardian safety/duties/tree assessment
- A job description for trail guardians has been developed;
  - A volunteer safety list will soon be finalized;
  - A hazard tree checklist to be finalized and trail guardians will notify Commissioner Askin of any trees requiring attention; and
  - Commissioner Wright agreed to work on the Trail Network Development Committee with Commissioner Askin.

**Mayne Island Parks and Recreation Commission  
Minutes for May 13, 2021**

- d) Charity groups offering assistance with tree disposal – check with fire chief  
Deferred
- e) Viewpoint restoration  
Some tree clearing has taken place and Commissioner Askin will assess the site again for increasing the view corridor for Punch’s meadow.

**6. Correspondence**

- 6.1. Email correspondence with CRD regarding Leadership Council visit; follow up and zoom meeting on archaeology policies.
- 6.2. Various email correspondence between CRD, Village Bay Improvement Association and residents concerning seaweed removal and funding at Village Bay.
- 6.3. Email from Mayne Island Early Childhood Education Society and program changes due to Covid-19.
- 6.4. Email from CRD regarding participating in Growing Canada’s Forests Request for Information and potential funding. – forwarded to Conservancy and they are working with CRD
- 6.5. Email from Mayne Island Blazers softball team regarding use of Dinner Bay for practices only.
- 6.6. Referral received from CRD on May 7, 2021 regarding hearing on May 10, 2021 by Islands Trust for DP and DVP regarding footbridge over Deacon Creek adjacent to Village Bay Park and reply to Islands Trust planner.
- 6.7. Email from F. Gowing to continue classes at the Adachi Pavilion during June 2021.
- 6.8. Email from D. Nickoli regarding use of Miners Bay Park on a date to be determined.
- 6.9. Telephone conversation with RCMP regarding abandoned vehicle at Dinner Bay Park.
- 6.10 Telephone conversation with A. Maxwell regarding notice board at Village Bay and VPID displays.

**7. New Business**

- 7.1. Request from the Frankie Gowing exercise group to extend use of the Adachi Pavilion until the end of June 2021.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin that the Mayne Island Parks and Recreation Commission approve an extension to the Frankie Gowing exercise classes held at the Adachi Pavilion, Dinner Bay Park, until the end of June 2021 and that participants not be charged a fee except to cover insurance.

**CARRIED**

**Mayne Island Parks and Recreation Commission  
Minutes for May 13, 2021**

- 7.2. Request from David Nickoli to use Miners Bay Park for a story book walk on a date to be determined. This program is funded by the BC government 'Responsible and Problem Gambling Program'.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin that the Mayne Island Parks and Recreation Commission approve the request by David Nickoli to use Miners Bay Park for a story book walk, on a date and time acceptable to the Commission, subject to provincial health orders in effect at the time and all event requirements are met in advance.

**CARRIED**

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

None

- 9. Rise and Report (If any)**

None

- 10. Meeting Adjournment**

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Wright that the meeting be adjourned at 4:38 pm.

**CARRIED**

**Approved**

\_\_\_\_\_  
**Debra Bell, Chair**

**June 10, 2021**

\_\_\_\_\_  
**DATE**

**Approved**

\_\_\_\_\_  
**Lauren Edwards, Recorder**



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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
Held Friday, January 24, 2020 at the Panorama Recreation Centre Boardroom, 1885 Forest  
Park Drive, North Saanich, BC**

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**PRESENT:**     **Commissioners:** B. Mabberley, Galiano Island; P. Brent, Saturna Island; J. Deschenes, North Pender Island; I. Dow, Mayne Island; Robert Fenton (9:18), South Pender Island; D. Howe, Regional Director (by phone)  
                  **Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; L. Xu; D. Dionne (Recorder)  
                  **Public:** 2

**REGRETS:**     J. Hall, Piers Island

**1. CALL TO ORDER**

T. Robbins called the meeting to order at 9:03 a.m.

**2. ELECTION OF CHAIR**

T. Robbins called for nominations for the position of Chair of the Southern Gulf Islands Harbours Commission for 2020.

J. Deschenes nominated B. Mabberley, B. Mabberley accepted the nomination.

T. Robbins called for nominations a second time.

T. Robbins called for nominations a third and final time.

Hearing no further nominations, T. Robbins declared B. Mabberley Chair of the Southern Gulf Islands Harbours Commission for 2020 by acclamation.

**3. ELECTION OF VICE CHAIR**

Chair Mabberley called for nominations for the position of Vice Chair of the Southern Gulf Islands Harbours Commission for 2020.

Chair Mabberley nominated P. Brent, P. Brent accepted the nomination.

Chair Mabberley called for nominations a second time.

Chair Mabberley called for nominations a third and final time.

Hearing no further nominations, Chair Mabberley declared P. Brent Vice Chair of the Southern Gulf Islands Harbours Commission for 2020 by acclamation.

***D. Howe left the meeting***

**4. APPROVAL OF AGENDA**

“Derelict Vessels” was added under New Business.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
That the January 24, 2020 agenda be approved as amended.

**CARRIED**

## 5. ADOPTION OF MINUTES

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
That the minutes of the September 27, 2019 Southern Gulf Islands Harbours Commission meeting be adopted.

**CARRIED**

## 6. CHAIR'S REMARKS

Introductions of new staff members at the table were made.

## 7. DELEGATIONS / PRESENTATIONS

Presentations

- Western Canada Marine Response Corporation – Michael Lowry

Chair Maberley declared a conflict of interest with the subject matter being presented. The Commission agreed to allow Chair Maberley to remain in the room for the presentation and discussion.

M. Lowry gave a presentation on the Western Canada Marine Response Corp.'s (WCMRC) coastal spill response program.

### ***R. Fenton Joined the meeting***

M. Lowry responded to questions from the Commission regarding:

- Size (dock space usage), elevation and location
- dock expansion
- form of agreement (Custodian agreement), addressing moorage issues, they lease moorage for the float
- WCMRC directs access to the equipment
- WCMRC would identify trainable vessels in the area to contract with
- Proposed dock locations, Lyall Harbour, Port Washington, Montague Harbour, Horton Bay
- Docks will require current engineering assessments for wharfheads for a 20' x 8' container on 14' dock
- Permitting and approval

T. Robbins added that there is some technical work required through marine engineering consultants and inquired whether WCMRC would provide any funding to support that. M. Lowry advised that WCMRC would be open to discussing.

Commissioner Deschene advised that there is a customs dock at Poet's Cove that may be an opportunity and that WCMRC would need to contact Canada Border Services.

M. Lowry advised that there would be public engagement through the local islands to provide information to the community.

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Brent,  
That the presentation be received for information.

**CARRIED**

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
That the Southern Gulf Islands Harbours Commission directs staff to prepare the necessary  
cost reports for all the docks being considered for the installation of the proposed spill  
response units.

**CARRIED**

## 8. COMMISSION BUSINESS

### 9. SGIHC 20-01 2020 OPERATING AND CAPITAL BUDGET

Staff reviewed the proposed Operating and Capital Budget and a correction was noted on Page 22 of the Budget package, under the 2020 Budget “Expenditures” column, there was an empty cell for Port Washington. The missing number is \$11,210 making the total \$148,410.

The Commission discussed parcel tax fees and the estimated \$800,000 loan that will be required to support the cost of four projects beginning in 2021 to 2023. Commissioners raised concerns with ending up with little capital reserve and implementing the proposed 11.9% parcel tax increase in 2022 to offset the loan. The Commission proposed splitting the 11.9% increase by beginning to increase the parcel tax in 2020 and building the capital reserve.

The Commission discussed dock improvements and upgrades at Spanish Hills. The dock itself is not showing signs of breaking up; there is concern with the anchoring system. The Commission suggested conducting a thorough inspection of the anchoring systems in 2020 and doing the marine assessment in 2021, thereby splitting the \$75,000 expenditure by \$20,000 in 2020 and \$55,000 in 2021.

The recommendation was amended as follows:

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
That the Southern Gulf Islands Harbours Commission:

1. Approve the 2020 operating and capital budget as amended, which includes:
  - a. adjusting the planned transfer to the capital reserve fund from \$150,000 to \$170,000, by increasing the parcel tax by \$20,000;
  - b. adjusting the Spanish Hills capital project budget as follows: \$20,000 (2020) and \$55,000 (2021); and
  - c. direct staff to balance the 2020 actual surplus or deficit on the 2019 transfer to the Capital Reserve Fund; and
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and five year Financial Plan as amended for the Southern Gulf Islands Harbours Service.

**CARRIED**

## 10. SGIHC 20-02 PROJECT UPDATE

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Fenton,  
That the Southern Gulf Islands Harbours Commission receive this report for information.

**CARRIED**

## 11. DOCK INSPECTION REPORTS

D. Robson advised that Seair Seaplanes reported safety concerns regarding passengers slipping on docks. Seaair provided a recommendation for some non-slip rubber matting. D. Robson has purchased some of the matting, which is being installed at some of the dock airports on a trial basis.

The Commission expressed concern with the communication protocol between the wharfinger, the dock inspector and CRD staff. Staff were requested to provide explicit instructions regarding chain of command related to the dock inspector contacting the wharfinger for repair-related issues, including a written memo with clear emergency response protocol.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Fenton,  
That the Dock Inspection Reports be received for information.

**CARRIED**

## 12. NEW BUSINESS

## 13. DERELICT VESSELS

The Commission raised concerns related to the issue of derelict vessels being abandoned at docks and discussion ensued regarding:

- The new Transport Canada abandoned and derelict boat regulation and whether the Commission could adopt it.
- The concern at Hope Bay, where a derelict boat began to sink.
- The Deadboat Society's funding for the removal of a derelict boat, once the boat is at dockyard.
- The risks related with towing and dismantling.
- The need for more stringent policy around derelict boats being moored at the docks.
- The possible need for a bylaw review.

Staff advised they would:

1. Bring the new Transport Canada regulations to the next meeting for review and discussion.
2. Confirm with the Deadboat Society where the Hope Bay boat will be taken, Pat Bay or the Hope Point Shipyard, the boat is currently in the Deadboat Society's name.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
The Southern Gulf Islands Harbours Commission recommends that the Electoral Areas Committee recommends that the CRD Board consider establishing a budget for recovery, transport and disposal of abandoned and derelict boats in the Capital Regional District.

**CARRIED**

#### 14. MOTION TO CLOSE THE MEETING

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Choose Name,  
That the Southern Gulf Islands Harbours Commission close the meeting **In accordance with the Community Charter, Part 4, Division 3, 90(1)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality. **90(1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

**CARRIED**

#### 15. RISE AND REPORT

The Southern Gulf Islands Harbours Commission rose from its closed session at 12:09 p.m. and reported that the Supply of Wharfing Services for Lyall Harbour, Saturna Island contract (RFP NO. 2019-554) will be awarded to Tristan Claxton.

#### 16. ADJOURNMENT

The Commission discussed meeting dates and confirmed there would be no meeting in February and that it would reconvene March 27, 2020.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Deschenes,  
That the meeting be adjourned at 12:12 p.m.

**CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary



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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
Held Friday, June 26, 2020 at the Panorama Recreation Centre Boardroom, 1885 Forest  
Park Drive, North Saanich, BC**

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**PRESENT:**     **Commissioners:** B. Maberley (Chair), Galiano Island; D. Howe, Regional Director  
                  **Electronic:** B. Dearden, Mayne Island; J. Deschenes, North Pender Island;  
                  R. Fenton, South Pender Island; D. Howe, Regional Director  
  
                  **Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas,  
                  Manager, Capital Works; D. Dionne (Recorder)  
                  **Electronic:** D. Robson, Manager, Saanich Peninsula and Gulf Islands  
                  Operations

**REGRETS:**     P. Brent, Saturna Island; J. Hall, Piers Island

The meeting was called to order at 9:02 a.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Fenton,  
That the June 26, 2020 agenda be approved as circulated.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Deschenes,  
That the minutes of the January 24, 2020 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

Thanked everyone for their efforts in attending these meetings virtually.

**4. DELEGATIONS / PRESENTATIONS**

There were no delegations or presentations. T. Robbins advised that committees and commissions are able to receive phone-in delegations.

**5. CORESPONDENCE**

**5.1. L. Vallee, AMIB President, Anson Road Dock, Letter to CRD**

The Commission thanked staff for their response to the letter and noted that they will be looking for further updates as the work progresses.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Fenton,  
That the letter be received for information.

**CARRIED**

**5.2. Ted Robbins, CRD, Anson Road Dock, Email to L. Vallee, AMIB President**

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Fenton,  
That the letter be received for information.

**CARRIED**

**6. COMMISSION BUSINESS**

**6.1. Service Impacts – COVID-19 Pandemic (Verbal)**

• **Operational / Capital Project Impacts**

T. Robbins provided an update noting that:

- Operations and capital projects have been maintained throughout the pandemic,
- There were no real impacts on delays of material and supplies, however staff are seeing some delays now.
- Staff have been working through the pandemic.

• **Commission Business Procedures (Verbal)**

T. Robbins advised on procedures for conducting business going forward noting that:

- Meetings will be conducted electronically.
- There is a requirement to hold meetings in a public place and the Capital Regional District (CRD) Board is encouraging committee and commission Chairs to attend in person.
- The Panorama Recreation Centre meeting room has a maximum capacity of five people.

Discussion ensued regarding:

- Conference call participation and WebEx electronic meeting software.
- Procedures for in camera business.
- Holding the meetings at a larger venue.
- Holding some meetings on the Islands, allowing community participation.

The Commission requested that staff look at holding meetings on Mayne Island and Pender Island by the end of the year. T. Robbins suggested the September meeting could be held on Mayne Island as the agenda item will be directly related to that community.

**6.2. SGIHC 20-04 Project Update**

D. Puskas reviewed each project as presented in the staff report.

Discussion ensued regarding:

- Archaeological site assessments at Miners Bay and Anson Road.
- Traditional harvesting area identified at Piers Island.
- The feasibility of Wharfingers or on-island contractors to perform some of the various repairs works.

- The challenge for smaller contractors to meet the CRD's liability insurance requirements.
- Replacement of aluminum notice boards.

Staff responded to questions from the Commission and was provided the following direction:

- The Commission approved using the constructed float for Piers Island to replace the failing float at Swartz Bay, provided it is acceptable to Commissioner Hall.
- That the CRD to look into whether the Wharfingers can do some of the various repairs works, and staff were directed to issue a Request for Standing Offer to get a list of qualified contractors together for the various repairs.
- That signage be updated with a vinyl sticker on the maps until all the facilities are complete, where then they will all be updated. Spanish Hills is to get a temporary CRD sign until the updates are complete.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Dearden,  
That the Project Update be received for information.

**CARRIED**

### 6.3. SGIHC 20-03 Alternative Approval Process (AAP)

D. Puskas introduced the report highlighting the projects that require borrowing and outlined the two options for financing: Alternative Approval Process and Referendum.

The Commission discussed the two options considering:

- Funding the 2023 Dock Improvements (\$350,000) from the Capital Reserve.
- Continuing to evaluate projects annually and, as projects are completed, utilizing any surplus funds.
- Holding meetings on the Islands to have the AAP discussion so that the public could attend.
- Parcel tax implications.

Chair Maberley recommended amending the staff recommendation to remove the 2023 Dock Improvements at this time, bringing the recommended borrowing amount down from \$881,423 to \$530,000.

**MOVED** by Commissioner Fenton, **SECONDED** by Commissioner Dearden,  
The Southern Gulf Islands Harbours Commission directs staff to proceed with planning of an Alternative Approval Process for borrowing \$530,000, and present detailed next steps with a proposed schedule and estimated parcel tax implications.

**CARRIED**

#### 6.4. Dock Inspections Reports

D. Robson spoke to the reports noting that they were completed in May and that there were no inspections conducted in June.

He advised that the rubber matting procured has been installed at Miners Bay, Montague Harbour, Lyall Harbour and Port Washington. Feedback from the seaplanes is positive. Staff will monitor how the product works out and will review installing for slip protection at other facilities.

Discussion ensued regarding having the matting installed where the school boats dock as a safety measure and noted they would like to see it in the budget.

The Commission also discussed handrail painting and identifying the docks by colour, making sure the paint is compatible on treated wood. Treated wood railings have a longer life with less maintenance. Staff suggested that to reduce long term painting maintenance that the ramps be painted instead.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Dearden,  
That the Dock Inspection Reports be received for information.

**CARRIED**

#### 6.5. Sturdies Bay Facility (BC Ferries) Update (Verbal)

T. Robbins reported that there is a potential to partner with, or be involved with, BC Ferries for upgrades at Sturdies Bay Facility. Staff are working to connect with BC Ferries on this potential partnership.

Discussion ensued regarding:

- The need for only a dock for school boats, mail and water taxis and that 80% of the space is unused. The Commission would like to discuss with BC Ferries the option for them to take over the approach to allow them to expand their docking facility.
- Inter-island transportation.

#### 6.6. Western Canada Marine Response Corporation Update (WCMRC) (Verbal)

T. Robbins reported that since the presentation in February WCMRC has visited some islands and engaged the public.

D. Robson reported that the Custodian Agreement has been received and is over to the legal department for review.

Chair Maberley advised that he spoke with WCMRC yesterday and they are going slow on this and don't foresee anything moving ahead anytime soon.

### 7. NEW BUSINESS

There was no new business

**8. ADJOURNMENT**

The Commission confirmed receiving project updates by email from staff over the summer and to meet on Mayne Island in September.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Dearden,  
That the meeting be adjourned at 11:31 a.m.

**CARRIED**

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CHAIR

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SECRETARY



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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION**  
**Held Friday, September 25, 2020 at the Panorama Recreation Centre Boardroom, 1885 Forest Park Drive, North Saanich, BC**

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**PRESENT:**     **Commissioners:** B. Maberley (Chair), Galiano Island; D. Howe, Regional Director  
**Electronic:** P. Brent, Saturna Island; B. Dearden, Mayne Island; J. Deschenes, North Pender Island; R. Fenton, South Pender Island; J. Hall, Piers Island  
**Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; D. Dionne (Recorder)  
**Electronic:** D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations

The meeting was called to order at 9:03 a.m.

**1. TERRITORIAL ACKNOWLEDGEMENT**

**2. APPROVAL OF AGENDA**

The following item was added under New Business:

9.1 Western Canada Marine Response Corp. Update

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Brent,  
That the September 25, 2020 agenda be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Dearden,  
That the minutes of the June 26, 2020 meeting be adopted.

**CARRIED**

**4. APPROVAL OF RESOLUTION**

1. That this resolution applies to the Southern Gulf Islands Harbours Commission for the meetings being held between September 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Saanich Peninsula Wastewater Commission, because:
  - a. The available meeting facilities cannot accommodate more than (5) people in person, including members of the Southern Gulf Islands Harbours Commission and staff, and
  - b. There are no other facilities presently available that will allow physical attendance of the Southern Gulf Islands Harbours Commission and the public in sufficient numbers; and
3. That the Southern Gulf Islands Harbours Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
  - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
  - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
  - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,

- d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
- e. By making the minutes of the meeting available on the CRD website following the meeting.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the Southern Gulf Islands Harbours Commission adopt the resolution as presented.

**CARRIED**

## **5. CHAIR'S REMARKS**

The Chair made no remarks.

## **6. DELEGATIONS / PRESENTATIONS**

There were no delegations or presentations.

## **7. COMMISSION BUSINESS**

### **7.1. SGIHC 20-05 Project Update**

D. Puskas reviewed the project updates and provided the following additional information:

- Piers Island – staff continue to work with the North Cowichan Tribe on the permitting process, their concerns are primarily with the traditional harvesting areas and staff believe this work is outside of those areas.
- Miners Bay – Department of Fisheries and Oceans Canada (DFO) has stated that a new Request for Project Review would be required for working outside the Fisheries window. This process typically takes a few weeks, by the time it is completed it would be close to the next Fisheries window which is December 1, 2020. The contractor was scheduled to mobilize September 28, 2020 to finish on October 9, 2020. Due to materials delay, the contractor has stated that they can't start until October 1, 2020, which makes the Request for Project Review a requirement from DFO. This now puts the Contractor starting December 1, 2020 and finishing December 15, 2020 – within the next Fisheries window.

Discussion ensued regarding risk and safety concerns related to the Miners Bay dock. Staff were asked to arrange a meeting between B. Mabblerley, B. Dearden, a School Board representative, the school boat Captain, the ambulance boat Captain and CRD's Risk Manger to discuss the safety concerns.

- Horton Bay – T. Robbins advised that there has been some interest from various groups to acquire the dock and there may be a need for Request for Expressions of Interest around acquiring that facility. More information will come as this continues to evolve.
- Spanish Hills – Due to the small number of respondents to the Request for Standing Offers, staff propose to issue a Request for Qualifications (RFQ) which will allow more opportunity for local contractors to respond. With an approved list of qualified local contractors staff can then tailor agreements with them according to their qualifications and have a pool of contractors that would benefit all Southern Gulf Island docks. Staff will forward the links to the RFQs once they have been posted to the website, along with the contact information for CRD's Purchaser responsible for issuing the RFQs, so that contractors can contact her directly for questions or assistance as needed.

Discussion ensued regarding on-island resources and utilizing the currently unemployed for some of the minor dock maintenance. Staff was asked to connect with CRDs Southern Gulf Island Planning department, to review opportunities to connect local, on-Island contractors for some of the Various Repairs works.

- Swartz Bay – There are some structural issues with the first float, the contractor will be checking if there are adjustments they can make in the short term, until the replacement is received next year.

**9:58 J. Hall left the meeting**

- Anson Road – The draft Development Permits have been received from Islands Trust for the works on the docks. There is a Zoom meeting on Monday regarding these.

Discussion ensued with staff responding to questions regarding the number of proponents, the Budget shortfall, potential cost to rate payers, concerns with onshore construction, outstanding variance that needs to be resolved and the increasing material costs.

T. Robbins advised that the recommendation in the report is to address a budget revision in 2020 in order to have the offshore and onshore budgets amended so that contracts can be legally awarded with adequate budget in place.

The onshore tender doesn't close until October 8, 2020 and is valid for 90 days.

Staff proposed that, due to the uncertainty of the onshore tender, the onshore contract could be awarded to Luxton today as it is within the available budget.

Staff will then bring back a recommendation to consider amending the budget based on the offshore tender price received. As the budget will be insufficient, the contract for the offshore work won't be able to be awarded until the budget is amended.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dearden,  
That the Onshore Construction works project at Anson Road dock be awarded to Luxton.

**CARRIED**

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Deschene,  
That staff defer any budget amendments related to the Anson Road dock project, until the tenders for the Offshore Construction works have been received.

**CARRIED**

**7.2. Dock Inspections Reports**

D. Robson advised that two inspection reports were missing, Swartz Bay and Piers Island. He advised that staff are working with Peter Binner and island contractors to complete some of the dock maintenance and repairs.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the Dock Inspection Reports be received for information.

**CARRIED**

**8. SOUTHERN GULF ISLANDS HARBOURS COMMISSION – EXPIRING TERMS  
(DECEMBER 31, 2020)**

- John Hall, Piers Island
- Brian Dearden, Mayne Island
- Jean Deschenes, North Pender Island
- Paul Brent, Saturna Island

T. Robbins advised that each of the members listed are able to stand for another term. And stated that members can advise Director Howe if they wish to stand another term or not. The term would begin January 2021.

**9. NEW BUSINESS**

**9.1. Western Canada Marine Response Corp. (WCMRC) Update**

P. Brent submitted a sketch showing the results of Saturna Island community consultation regarding potential placement of the two WCMRC Oil Spill docks (with containers) at Lyall Harbour. He advised that the end result being the dock/cans proposed to be placed perpendicular to the two far set of pilings at Lyall Harbour, maximizing the available space elsewhere for emergency and larger vessel use, using areas unpopular with boaters and maximizing the structural strength where the dock/cans would be attached to the Lyall Harbour facility.

D. Robson advised that WCMRC would like to proceed with the Custodian Agreement, which is still with the CRD's legal team.

**10. ADJOURNMENT**

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the meeting be adjourned at 10:50 a.m.

**CARRIED**

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CHAIR

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SECRETARY



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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION**  
**Held Friday, November 27, 2020 in the Goldstream Meeting Room, Integrated Water**  
**Services at 479 Island Highway, Victoria, BC**

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**PRESENT:**     **Commissioners:** B. Mabblerley (Chair), Galiano Island; D. Howe, Regional Director P. Brent (EP), Saturna Island; B. Dearden (EP), Mayne Island; J. Deschenes (EP), North Pender Island; R. Fenton (EP), South Pender Island

**Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; S. Henderson, Manager, Real Estate Services; Lia Xu, Manager, Finance Services; D. Dionne (Recorder)

**Also in Attendance:** M. Lowry, Western Canada Marine Response Corp.

**REGRETS:**     J. Hall, Piers Island

EP - Electronic Participation

The meeting was called to order at 9:07 a.m.

**1. TERRITORIAL ACKNOWLEDGEMENT**

**2. APPROVAL OF AGENDA**

Western Canada Marine Corp. Update was added to the agenda as Item 6.1

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the November 27, 2020 agenda be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

A correction to the minutes was made to Item 7.1, paragraph 7.

"offshore contract could be awarded to Luxton"

Should read

"onshore contract could be awarded to Luxton"

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Brent,  
That the minutes of the November 27, 2020 meeting be adopted as amended.

**CARRIED**

**4. CHAIR'S REMARKS**

Chair Mabblerley welcomed staff around the table and made not further remarks.

## 5. GENERAL MANAGER'S REPORT

There was no report.

## 6. DELEGATIONS / PRESENTATIONS

### 6.1. Western Canada Marine Response Corp. Update

D. Puskas advised that Western Canada Marine Response Corp. (WCMRC) has shared an engineering report (on file) with the Capital Regional District (CRD), which was sent to Commissioners by e-mail, for information. He noted an error in paragraph two (Description) of the report that states "*Pacific Industrial and Marine Ltd. has been engaged by CRD*". This should read "*...has been engaged by WCMRC*".

The report provides structural assessment of three facilities, Lyall Harbour, Montague Harbour and Port Washington. The three facilities were proposed for the moorage of the WCMRC coastal response sea cans and the report makes the following recommendations:

- Float system should not be used for mooring the proposed WCMRC response units in the as-found condition.
- The mooring system recommended to be upgraded if the WCMRC response units are to be used.
- It is recommended that the WCMRC response units are not moored to a float which is moored by chain and anchor.
- It is recommended that the WCMRC response units be moored parallel to the existing floats (proposed to be moored perpendicular at Lyall Harbour, which we do not recommend).

He reviewed the recommendations with the Commission and invited further input from M. Lowry, WCMRC representative.

M. Lowry acknowledged the work that Commissioner Brent did with the community outreach on Saturna Island and advised that the outreach that was planned for Pender Island was put on hold due to Covid-19. He requested the Commission's feedback on the recommendations in the report.

Discussion ensued and the Commissioners agreed that the marine response sea cans are important for the communities, Lyall Harbour in particular is a vital location. Commissioners agreed that Port Washington would be a challenging location.

WCMRC to connect with Thieves Bay Marina on Pender Island as a potential option.

Staff to meet with WCMRC to discuss alternative options for placement of the Coastal Marine Package sea cans at Montague and Lyall Harbours.

## 7. COMMISSION BUSINESS

### 7.1. SGIHC 20-06 Southern Gulf Islands Harbours Service 2021 Operating and Capital Budget

Staff reviewed the 2021 Operating and Capital budget, providing details of proposed expenditures and revenue for the upcoming year.

Discussion ensued regarding:

- Raising moorage fees
- Parcel tax increases
- Fee collection at Spanish Hills
- Annual provisional dock improvements
- Maximum requisition amount
- Loan amortization options
- Funding required for awarding the tender for Anson Road project

Staff to review options for the collection of user fees from users of the Spanish Hills dock who do not reside within the Parcel Tax service area.

Staff to prepare an options analysis report providing the implications for both a 20 year and a 25 year amortization for borrowing and present the report to the Commission at a special meeting in December.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
The Southern Gulf Islands Harbours Commission:

1. Approve the 2021 Operating and Capital Budget as presented;
2. Direct staff to balance the 2020 actual surplus or deficit on the 2020 transfer to the Capital Reserve Fund; and
3. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and five year Financial Plan for the Southern Gulf Islands Harbours Service.

**CARRIED**

### 7.2. SGIHC 20-07 Alternative Approval Process (AAP) – Next Steps

D. Puskas provided a summary of the report.

Discussion ensued and the Commission agreed that staff should move forward with the AAP process and provide an update to the Commission regarding the option of increasing moorage fees.

The Commission amended the staff recommendation to include proceeding progress with the APP.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dearden,  
That the Southern Gulf Islands Harbours Commission receive this report for information and direct staff to proceed progress with the Alternative Approval Process.

**CARRIED**

### 7.3. SGIHC 20-08 Project Update

D. Puskas presented the report and provided the following additional information:

- Painting at Spanish Hills is complete
- Luxton has begun falling trees on site at Anson Road

Discussion ensued regarding the outstanding tender for Anson Road project and the funds required to award the contract. The Commission discussed options for proceeding, such as delaying other projects to use those funds and working with the contractor to purchase materials and store them.

The Commission requested that staff delay projects for Horton Bay, Piers Island and Swartz Bay and use the funds for those projects to begin the work on Anson Road, by working with the Contractor to discuss what steps are needed to begin building the floats.

**MOVED** by Commissioner Dearden, **SECONDED** by Commissioner Brent,  
That the Southern Gulf Islands Harbours Commission receive this report for information.

**CARRIED**

### 7.4. Dock Inspections Reports

D. Robson spoke to the November dock reports, reviewing some of the comments noted within them and advised that the replacement of notice boards at some of the docks is proceeding.

Commissioner Fenton raised a concern regarding parking at Port Browning, noting that some of the parking spaces have historically been provided by the adjacent property owner. The property is now up for sale and there is concern that those spots will no longer be available for use with a new owner.

S. Henderson advised that a potential buyer had been in contact with him regarding the parking spots and noted that staff had attempted to get an agreement with the existing owner, however she asked that staff speak with the new owners.

Staff to review the parking issue at Port Browning where two spots may be affected by the sale of a property adjacent them.

Commissioner Dearden advised that he had discussions with Peter Binner regarding the placement of a padlock on bollards at Miners Bay to prohibit traffic. He stated that he spoke with the ambulance boat and the school boat captains who both objected to have a padlock as they freeze in the winter and are difficult to remove.

Staff to review with CRD Risk Management as to the risks associated with placing a padlock on the bollards at Miners Bay to stop traffic.

**MOVED** by Commissioner Dearden, **SECONDED** by Commissioner Brent,  
That the Dock Inspection Reports be received for information.

**CARRIED**

**8. NEW BUSINESS**

Commissioner Dearden requested that the Commission consider holding a special meeting to discuss the development of a dock management plan to discuss the current model with the wharfinger and potential for raising moorage rates. Chair Maberley advised to wait until the AAP process has concluded and review at that time.

Chair Maberley confirmed that the election of Chair and Vice Chair will occur at the first meeting in the New Year, and asked Commissioners to consider their interest in either role.

The Commission confirmed holding a special meeting on December 22, 2020 at 9:00 a.m.

**9. ADJOURNMENT**

**MOVED** by Commissioner Dearden, **SECONDED** by Commissioner Brent,  
That the meeting be adjourned at 11:54 a.m.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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## MINUTES OF A SPECIAL MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION

Held Tuesday, December 22, 2020 in the Goldstream Meeting Room, Integrated Water Services at 479 Island Highway, Victoria, BC

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**PRESENT:**     **Commissioners:** P. Brent (EP), Saturna Island (Vice Chair); J. Deschenes (EP), North Pender Island; J. Hall (EP), Piers Island; D. Howe, Regional Director  
                  **Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; S. Henderson, Manager, Real Estate Services; Lia Xu, Manager, Finance Services; D. Dionne (Recorder)

**REGRETS:** B. Maberley (Chair), Galiano Island; B. Dearden, Mayne Island; R. Fenton, South Pender Island

Electronic Participation - (EP)

The meeting was called to order at 9:02 a.m.

Vice Chair Brent provided a territorial acknowledgement.

### 1. APPROVAL OF AGENDA

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Hall,  
That the Agenda for the special meeting be approved as circulated.

**CARRIED**

### 2. DELEGATIONS / PRESENTATIONS

There were no presentations or delegations.

### 3. SPECIAL MEETING BUSINESS

#### 3.1. SGIHC 20-09 Revised 2021 5-Year Operating and Capital Plan

Discussion ensued and staff responded to questions from the Commission regarding:

- The Federal requirement to complete the Anson Road project and how to fund the project should the Alternative Approval Process (AAP) not be successful.
- How staff will work with Capital Regional District's (CRD) Legislative Services department in prioritizing the multiple AAP's scheduled for 2021.
- The Parcel Tax increase for 2022/2023.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the following motion from the November 27, 2020 meeting of the Southern Gulf Islands Harbours Commission be rescinded:

That the Southern Gulf Islands Harbours Commission:

1. Approve the 2021 Operating and Capital Budget as presented;
2. Direct staff to balance the 2020 actual surplus or deficit on the 2020 transfer to the Capital Reserve Fund; and

3. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and five year Financial Plan for the Southern Gulf Islands Harbours Service.

**CARRIED**

The staff recommendation was amended to include the following sentence as Item 2: Direct staff to balance the 2020 actual surplus or deficit on the 2020 transfer to the Capital Reserve Fund.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Brent,  
The Southern Gulf Islands Harbours Commission:

1. Approve the revised 2021 Operating and Capital Budget as presented;
2. Direct staff to balance the 2020 actual surplus or deficit on the 2020 transfer to the Capital Reserve Fund; and
3. Direct staff to use the 20 year amortization for the Loan Authorization Bylaw; and
4. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and five year Financial Plan for the Southern Gulf Islands Harbours Service.

**CARRIED**

#### **4. ADJOURNMENT**

**MOVED** by Commissioner Hall, **SECONDED** by Commissioner Deschene,  
That the meeting be adjourned at 9:21 a.m.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE SURFSIDE PARK ESTATES  
WATER SERVICE COMMITTEE Held Thursday, May, 30, 2019 at the Mayne Island  
Agricultural Hall, 430 Fernhill Road, Mayne Island, BC**

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**PRESENT:** **Committee Members:** L. Vallee (Chair), J. Sutherland, R. Bougie, B. Maberley, Southern Gulf Islands Regional Alternate Director

**Staff:** M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, S. Orr (recorder)

**PUBLIC:** 1

**REGRETS:** D. Howe, Southern Gulf Islands Regional Director

The meeting was called to order at 12:01 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by J. Sutherland, **SECONDED** by B. Maberley,  
That the agenda be approved as distributed.

**CARRIED**

**2. ADOPTION OF MINUTES OF MAY 31, 2018**

**MOVED** by J. Sutherland, **SECONDED** by B. Maberley,  
That the minutes of May 31, 2018 be adopted as circulated.

**CARRIED**

**3. CHAIRS REPORT**

The Chair reported that he is happy to see the financial debt will be retired within a year but there is still some concern about leakage. He stated that the water quality is great and everything seems to be going well.

**4. ANNUAL REPORT**

M. McCrank presented the annual report and advised that all local service annual reports are available on the Capital Regional District (CRD) website.

Staff answered questions from the committee.

**MOVED** by J. Sutherland, **SECONDED** by B. Maberley,  
That the 2018 Annual Report be received for information.

**CARRIED**

**5. APPOINTMENT OF COMMITTEE MEMBERS**

Nominations were called for two positions for a term beginning July 1, 2019 and expiring on June 30, 2021. The following nominations were received:

- Louis Vallee
- Wesley Mulvin

Both agreed to stand for election. Nominations were called a second time and third time and there were no further nominations. Their names will be forwarded to the CRD Board for appointment.

**MOVED** by J. Sutherland, **SECONDED** by B. Maberley,

That the following names be forwarded to the Capital Regional District Board for appointment:

- Louis Vallee
- Wesley Mulvin

**CARRIED**

**6. NEW BUSINESS**

Discussions took place regarding:

- Individual billing
- Water conservation signage
- Current debt and operating budget
- Water tank replacement

**7. ADJOURNMENT**

**MOVED** by L. Vallee, **SECONDED** by J. Sutherland,

That the meeting be adjourned at 12:34 p.m.

**CARRIED**

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Chair

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Secretary



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**MINUTES OF A MEETING OF THE SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE Held Thursday, November 28, 2019 in the Main Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** L. Vallee (Chair), R. Bougie, W. Mulvin (*via-teleconference*)

**Staff:** M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; L. Xu, Manager Finance Services; S. Orr (recorder)

**ABSENT:** J. Sutherland, Director Dave Howe

**PUBLIC:** 1 member

The meeting was called to order at 9:55 a.m.

**1. ELECTION OF CHAIR**

M. McCrank called for nominations for Chair of the Surfside Park Estates Water Service Committee for a one-year term. Louis Vallee was nominated and agreed to stand. Nominations were called two more times, and hearing none, Louis Vallee was elected as Chair by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by R. Bougie, **SECONDED** by W. Mulvin,  
That the agenda be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES OF OCTOBER 30, 2018**

**MOVED** by W. Mulvin, **SECONDED** by R. Bougie,  
That the minutes of October 30, 2018 be adopted as circulated.

**CARRIED**

**4. 2020 OPERATING AND CAPITAL BUDGET**

M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2020 Operating and Capital Budget as presented in the report.

Staff answered questions from the committee.

**MOVED** by R. Bougie, **SECONDED** by W. Mulvin,  
That the Surfside Park Estates Water Service Committee:

1. Approve the 2020 operating and capital budget as presented, and recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfer to the capital reserve fund and operating reserve fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Surfside Park Estates Water Service as presented.

**CARRIED**

A discussion took place about tank replacement and capital projects.

Staff answered questions from the committee about the capital projects and five year financial plan.

**5. MOTION TO CLOSE THE MEETING**

**MOVED** by R. Bougie, **SECONDED** by W. Mulvin,  
That the Surfside Park Estates Water Service Committee close the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

**CARRIED**

The Committee rose from its closed meeting without report at 10:58 a.m.

**6. NEW BUSINESS**

There was no new business.

**7. ADJOURNMENT**

**MOVED** by R. Bougie, **SECONDED** by W. Mulvin,  
That the meeting be adjourned at 10:59 a.m.

**CARRIED**

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Chair

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Committee Clerk



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**MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION Held Thursday July 30, 2020 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Commissioners:** Director M. Hicks (Chair); D. Pepino; D. Tallyn; M. Lechowicz

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Acting Senior Manager, Water Infrastructure Operations; S. Orr (recorder)

The meeting was called to order at 2:00 pm.

**1. APPROVAL OF RESOLUTION**

1. That this resolution applies to the Wilderness Mountain Water Service Commission for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Wilderness Mountain Water Service Commission because:
  - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Wilderness Mountain Water Service Commission and staff, and
  - b. There are no other facilities presently available that will allow physical attendance of the Wilderness Mountain Water Service Commission and the public in sufficient numbers; and
3. That the Wilderness Mountain Water Service Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
  - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
  - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
  - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
  - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
  - e. By making the minutes of the meeting available on the CRD website following the meeting.

**MOVED** by Commissioner Pepino, and **SECONDED** by Commissioner Lechowicz,  
That the Wilderness Mountain Water Service Commission adopt the resolution as presented.

**CARRIED**

**2. APPROVAL OF AGENDA**

The following items were added:

8. New Business
  - 8.1 - 2020 Annual General Meeting
  - 8.2 - Correspondence

- 8.3 - Debt Repayment

**MOVED** by Commissioner Tallyn, and **SECONDED** by Commissioner Pepino,  
That the agenda be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES OF JUNE 15, 2020**

**MOVED** by Commissioner Pepino, and **SECONDED** by Commissioner Tallyn,  
That the Minutes of June 15, 2020 be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair did not have any remarks.

**5. WM 20-03 PROPOSED PROJECTS UPDATE**

I. Jesney provided a summary of the report and updated the Commission on some unplanned projects required for ongoing water system operation.

Discussion took place and staff answered questions from the Commission regarding:

- Hazardous tree removal
- Access road improvement
- Mold remediation at the treatment buildings
- Budget process and project funding

**MOVED** by Director Hicks, and **SECONDED** by Commissioner Tallyn,

That the Wilderness Mountain Water Service Commission approve projects #1, #3 and #4 to be funded in 2020 by the Community Works Fund.

**CARRIED**

**6. WM 20-04 RURAL AND NORTHERN COMMUNITIES FUND GRANT OPPORTUNITY**

I. Jesney provided a summary of the report as presented and stated that a provincial grant funding opportunity is available, *Investing in Canada Infrastructure Program – British Columbia - Rural and Northern Communities Infrastructure Grant*, and the closing date is October 22, 2020.

Discussion took place and staff answered questions from the Commission regarding:

- Island Health Filtration Deferral and water quality
- Source Water Vulnerability Study
- Project funding
- Consultant procurement

**MOVED** by Commissioner Tallyn, and **SECONDED** by Commissioner Pepino,

That the Wilderness Mountain Water Service Commission recommends to the Electoral Areas Committee and the Capital Regional District Board:

That staff be directed to prepare and submit an application for an Investing in Canada Infrastructure Program – British Columbia - Rural and Northern Communities Infrastructure.

**CARRIED**

**7. WM 20-05 WILLIAM BROOK DAM- DISPOSITION OF IMPROVEMENTS TO LANDS**

I. Jesney provided a summary of the report and stated the last direction from the Wilderness Mountain Water Service Commission was to dispose of the William Brook Dam reservoir and related improvements.

Discussion took place and staff answered questions from the Commission regarding:

- Property access and liability
- Water quality
- Emergency water supply
- Source Water Vulnerability Study

The Commission decided that more information was needed regarding source water vulnerability study and water quality.

**MOVED** by Commissioner Pepino, **and SECONDED** by Commissioner Lechowicz,

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

**CARRIED**

**8. NEW BUSINESS**

**8.1 Annual General Meeting**

Discussion took place and staff answered questions from the Commission about the upcoming nomination and voting process.

**8.2 Correspondence**

I. Jesney introduced copies of correspondence as circulated:

- Letter from Island Health, dated July 19, 2017, re: Wilderness Mountain Water System 706 Cains Way
- 
- Letter from Island Health, dated November 15, 2017, re: Wilderness Mountain Water System, 706 Cains Way
- Letter from Island Health, dated December 6, 2017, re: Wilderness Mountain Water System, 706 Cains Way
- Permit to Operate, Island Health, dated January 11, 2018
- Wilderness Mountain Drinking Water System Inspection Report, Island Health, dated March 3, 2020
- Letter from Island Health, dated July 21, 2020, re: Wilderness Mountain Water System, 706 Cains Way
- Drinking Water Treatment Objectives, Version 1.1, dated November 2012

- Copy of Thurber Engineering Ltd. report to Doug Funk, dated June 30, 2020, re: William Brook Dam Geotechnical Assessment

**MOVED** by Commissioner Pepino, and **SECONDED** by Commissioner Lechowicz,  
That the correspondence be received for information.

**CARRIED**

**8.3 Debt Repayment**

Commissioner Pepino stated he would like information regarding the debt repayment schedule and the time frame to start paying it back.

**MOVED** by Commissioner Pepino, and **SECONDED** by Commissioner Tallyn,  
That the Wilderness Mountain Water Service Commission direct staff to report back to the Commission on the anniversary date of the debt.

**CARRIED**

**9. ADJOURNMENT**

**MOVED** by Commissioner Pepino, and **SECONDED** by Commissioner Tallyn,  
That the meeting be adjourned at 3:50 pm.

**CARRIED**

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Chair

---

Secretary



December 6, 2017

Ted Robbins  
General Manager, Integrated Water Services  
Capital Regional District  
479 Island Highway  
Victoria, BC V9B 1H7

Dear Mr. Robbins,

**Re: Wilderness Mountain Water System (Capital Regional District),  
706 Cains Way, Sooke, BC, V9Z 1C5**

Further to the letter dated November 15, 2017 submitted to this office, the filtration deferral will remain in place provided the following operating permit conditions are accepted:

1. A minimum UV dosage of 40 mJ/cm<sup>2</sup> and a residual of no less than 0.5 mg/L chloramines are to be maintained throughout the water supply to ensure adequate levels of disinfection are being achieved.
2. The water supplier is required to develop and implement a drinking water source (watershed) protection plan for the Wilfred Reservoir.

The suggested alternative to condition No. 2 noted above is the feasibility study of the current source versus connection to the CRD municipal system, which has been accepted by this office. Moreover, the CRD shall provide updates to this office on the progress of the suggested completion timelines listed in your November 15, 2017 letter.

Section 8(4) of the Drinking Water Protection Act states:

*The drinking water officer or an issuing official may change the terms and conditions of an operating permit if the officer or issuing official considers this advisable, but must first consult with the water supplier respecting the proposed changes and must consider any comments of the water supplier in response.*

As an issuing official, I have proposed the aforementioned operating permit conditions to update Wilderness Mountain Water System Operating Permit (No.: 64006902).

Please respond in writing within 30 days of receiving this notice if you wish to comment on the proposed changes to your permit. Your comments will be considered before a final decision is made.

---

**Gateway Office**

201 - 771 Vernon Avenue, Victoria, BC V8X 5A7

Tel: 250-519-3401 | Fax: 250-519-3402

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Be advised that, short of judicial review, this is your only opportunity to influence the outcome of this process. Changes to the terms and conditions of an operating permit are not subject to reconsideration or review under Section 39.1 of the *Drinking Water Protection Act*.

Note that compliance with dates in the timeline is required regardless of funding availability.

Moreover,

It is expected that this office is provided with any updates towards completion of each of the Activity required on the permit's Terms and Conditions.

If you have any questions, please contact the undersigned.



Kazuhiro Takeuchi, B.Sc., B.Tech., CPHI(C)  
Environmental Health Officer

c.c.: Dr. Richard S. Stanwick, M.D., M.Sc., F.R.C.P.C., F.A.A.P. – Chief Medical Health Officer,  
Fort Royal Medical Centre  
Dr. Murray Fyfe, M.D., M.Sc., F.R.C.P.C. – Medical Health Officer, Fort Royal Medical Centre  
Christoph Moch – CRD Manager Water Quality Operations, 479 Island Highway, Victoria, BC  
Craig Nowakowski, B.Tech (EnvH), CPHI(C) – Supervisor,  
Health Protection and Environmental Services, Gateway Office  
Rory Beise, BSc, B.Tech (EnvH), CPHI(C) – Drinking Water/Land Use Consultant, Gateway Office  
Joanne Lum, B.Tech, BSc, CPHI(C) – Senior Environmental Health Officer, Gateway Office

KT/jj



island health

HEALTH PROTECTION

**PERMIT**  
**to OPERATE**  
**A WATER SUPPLY SYSTEM**

Water System Name: **WILDERNESS MOUNTAIN WATER SYSTEM**  
Premises Number: **64006902**  
  
Premises Address: **706 Cains Way**  
**Sooke, BC**  
**V9Z 1C5**  
  
Water System Owner: **Capital Regional District Water**

Capital Regional District Water is hereby permitted to operate the above potable water supply system and is required to operate this system in accordance with the Drinking Water Protection Act and in accordance with the conditions set out in this operating permit and conditions established as part of any construction permit.

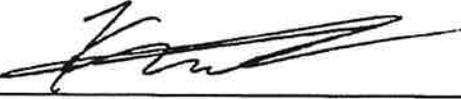
The water supply system for which this operating permit applies is generally described as:

Service Delivery Area: **Wilderness Mountain Water System**  
Source Water: **Wilfred Reservoir**  
Water Treatment methods are: **Cartridge Filtration**  
Water Disinfection methods are: **UV & Chlorine**

Number of Connections **15-300 (DWC) (71)**

Operating conditions specific to this water supply system are in Appendix A.

Date: January 11, 2018

Issued By:   
Kazuhiro Takeuchi, Environmental Health Officer

**This permit must be displayed  
in a conspicuous place and is not transferable**



**APPENDIX A**

**WATER SYSTEM OPERATING CONDITIONS FOR**

**WILDERNESS MOUNTAIN WATER SYSTEM**

**706 Cains Way**

**Sooke, BC, V9Z 1C5**

1. A minimum UV dosage of  $40 \text{ mJ/cm}^2$  and a residual of no less than 0.5 mg/L chloramines are to be maintained throughout the water supply to ensure adequate levels of disinfection are being achieved.
2. The water supplier is required to conduct the feasibility study, which has been accepted by this office, of the current source supply versus connection to the CRD municipal system. The feasibility study shall be completed in accordance with the timelines set out in the November 15, 2017 letter sent to this office. Moreover, updates on the progress of the aforementioned timelines shall be provided to this office.

Date: Jan 11, 2018



**Kazuhiro Takeuchi, Environmental Health Officer**

# DRINKING WATER SYSTEM INSPECTION REPORT

Health Protection

SYSTEM NAME <i>Wilderness Mountain Water System</i>	E.H.O. NAME <i>KAZ Takewick</i>
ADDRESS <i>706 Cairns Way, Sooke</i>	POSTAL CODE SYSTEM NUMBER
OPERATOR <i>CPD Water</i>	INSPECTION DATE (DMY) TIME SPENT (Hrs. - nearest 1/4) <i>03 / Mar / 2020</i>

<b>SYSTEM TYPE (CHECK One)</b> <input type="checkbox"/> > 20,000 (DWP) <input type="checkbox"/> 10,001 - 20,000 (DWM) <input type="checkbox"/> 301 - 10,000 (DWT) <input checked="" type="checkbox"/> 15 - 300 (DWC) <input type="checkbox"/> 2 - 14 (DWS) <input type="checkbox"/> 1 - SERVES PUBLIC (DWQ) <input type="checkbox"/> 1 HAULER (DWH)	<b>TYPE OF INSPECTION</b> <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ROUTINE <input type="checkbox"/> COMPLAINT <input type="checkbox"/> FOLLOW-UP
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**CRITICAL HAZARD**

These items relate to Public Health Safety & MUST RECEIVE IMMEDIATE ATTENTION

Microbiological Contamination of Raw Water Supply Due to:

301 Flood

302 Sewage

303 Industrial

304 Agriculture

305 Other (Specify) \_\_\_\_\_

306 Chemical Contamination of Raw Water Supply

307 Contamination of Finished Water - Reservoir

308 Contamination of Finished Water - Mains

309 Cross-Connection

310 Use of Unapproved Source

311 Interruption of Treatment

312 Inadequate Treatment

313 Other (Specify) \_\_\_\_\_

**SANITATION & MAINTENANCE**

These items must be corrected within a designated time period

314 Improper Maintenance of Distribution System

315 Improper or No Disinfection of New or Repaired Main

316 Source Unprotected and Subject to Contamination

317 Inadequate or Improper Construction of Water Works

318 Inadequate Microbiological Analysis Data

319 Inadequate Chemical Analysis Data

320 Interruption of Treatment

321 Inadequate Treatment

322 Emergency Response Plan

323 Other (Specify) \_\_\_\_\_

CODE	FINDINGS AND ACTIONS REQUIRED
	<ul style="list-style-type: none"> <li>• Routine inspection conducted. Pre-filters has been changed to a 20 micron then a 5 micron followed by another set of 20 and a 5 micron cartridge filters; no other changes to this system since the last routine inspection conducted in June of 2018.</li> <li>• 706 lots are serviced</li> <li>• UV dosage kept at 40 mJ/cm<sup>2</sup> or higher</li> <li>• Turbidity at 0.6 NTU during site visit.</li> <li>• Good sampling history. Water is tested for bacteria at least 4x a month.</li> <li>• Good documentation (turbidity, chlorine and UV dosage data available)</li> <li>• Annual Report for 2018 is available. (See CPD website)</li> </ul>
*	<p>As per condition "2" on this system's Operating Permit, ensure the timelines on the Nov 15, 2017 letter are followed through in order to achieve Surface Water Treatment Objectives (SWTO) compliance. At time of inspection, update on timelines were discussed with the Manager of Water Distribution Engineering. Inland Health will follow-up with the CPD at the end of May, 2020.</p>

At the time of inspection this system has a hazard rating of  HIGH  MODERATE  LOW  Issue Permit  Conditions of Permit

**FOLLOW UP**  VISIT  PHONE Date *30 / May / 2020*

Sent to: \_\_\_\_\_

RECEIVED BY: *m. weaver @ CPD . BC . OR* PRINT NAME: *Michael Weaver* E.H.O. *[Signature]*

HAZARDOUS DRINKING WATER SYSTEM INSPECTION REPORT - JUNE 2012    WHITE COPY - OPERATOR    YELLOW COPY - INTERNAL    PINK COPY - E.H.O.

July 21, 2020

File: 5240-20  
Wilderness Mountain Water System

Mr. Kazuhiro Takeuchi, BSc, BTech, CPHI(C)  
Environmental Health Officer  
Island Health, Gateway Village Health Unit  
Suite 201 – 771 Vernon Avenue  
Victoria, BC V8X 5A7

Dear Mr. Takeuchi,

**RE: WILDERNESS MOUNTAIN WATER SYSTEM (CAPITAL REGIONAL DISTRICT),  
706 CAINS WAY, SOOKE, BC**

This letter is to provide your office with an update to the Capital Regional District's (CRD) letter of November 15, 2017 in regard to the Wilderness Mountain Water System (WMWS) and revised plans to meet the *Drinking Water Treatment Objectives (microbiological) for Surface Water Supplies in British Columbia* (SWTO). The original plan and timeline proposed to achieve the SWTO included an options and feasibility study beginning in 2018, which would have resulted in the design, construction and commissioning of improvements by June 2020. Unfortunately, the CRD is unable to meet this timeline.

The CRD retained Colquitz Engineering Ltd. to prepare the options and feasibility study for water supply to the WMWS which was completed November 2018. Colquitz Engineering Ltd. conducted a high-level evaluation of the following options for supplying water:

Option 1

Construction of a new treatment plant (Dissolved Air Flotation) to comply with Island Health's requirement, with raw water still supplied by the Wilfred Reservoir.

Option 2

Water Supply from the Juan de Fuca Water Distribution System, with four sub-options:

- a) Rocky Point supply via Beecher Bay with the new water main following the existing roadway and going through the Beecher Bay First Nation (longest alignment at 10.3 km).
- b) Rocky Point supply via Matheson Lake Park Road with the new water main aligned through private property adjacent to the Matheson Lake Regional Park (shortest alignment at 2.5 km).
- c) East Sooke System supply with the water main aligned along the road (second longest alignment at 7.7 km).

- d) Sooke System supply with the water main aligned along existing easements and roadways (third longest alignment at 9.8 km).

Option 3

Groundwater source to replace the surface water source.

Options 2a & 2d were eliminated from further review as they were considered cost prohibitive due to the anticipated costs associated with the long water main. Option 3 was also removed from further consideration as a cursory review of existing well yield data in the area indicated there would likely be inadequate groundwater sources. The consultant prepared preliminary capital cost estimates for Options 1, 2b & 2c and the net present value (NPV) for the 50 year life cycle costs. The NPV included expected capital, operational and maintenance costs. The capital costs below are based on Class D estimates that include the design and construction of the infrastructure, 40% project contingency, 15% engineering allowance, and 10% CRD administrative and operational costs. Capital and NPV costs for the three options are summarized below:

Option	Capital Cost	50-year NPV
Option 1, New Treatment Plant	\$4,230,000	\$9,330,000
Option 2b, Rocky Point Supply via Matheson Lake	\$5,660,000	\$6,310,000
Option 2c, East Sooke System Supply	\$14,830,000	\$15,640,000

Based on the analysis, it was recommended that the CRD pursue Option 2b and it was proposed that the WMWS infrastructure would become part of the Juan de Fuca Water Distribution Service. The operational costs would be encompassed within the Juan de Fuca water rates (paid by each customer based on volume of water consumed) and the debt associated with the new capital costs to fund the connection would be borne by the properties within the WMWS area.

The report and recommendation was presented to the WMWS Commission on November 27, 2018 and members of the public at the Annual General Meeting of November 28, 2018. All options were seen as cost prohibitive to the public and the WMWS Commission without grant funding.

The CRD on direction from the WMWS Commission applied for the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities grant for up to 100% funding for eligible costs on January 22, 2019. The CRD was notified March 18, 2020 that they were not successful with the Grant Application.

The CRD and the WMWS commission plan to meet the *Drinking Water Treatment Objectives (microbiological) for Surface Water Supplies in British Columbia (SWTO)* with the following updated schedule:

- 1) Source Water Vulnerability Study to determine the vulnerability of the source water and its viability as an ongoing water source. (currently being undertaken)
- 2) Examine less costly options to provide conventional filtration on the existing treatment plant and water source to meet Island Health objectives if the existing water source is viable long term. (Fall 2020)
- 3) Apply for the second intake of Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities grant for up to 100% funding for eligible costs for either a conventional filtration option (if viable) or connection to the Juan de Fuca Water System.

(Grant Submission Deadline October 22, 2020; grant announcement waiting period November 2020 – May 2021)

- 4) Referendum to borrow funds to design and construct improvements. Timing dependent on when CRD receives grant results (June 2021 – December 2021)
- 5) Design, construction and commissioning of improvements (January 2022 - July 2023 for Option 2b or January 2022 – July 2022 for Conventional Filtration Upgrade Option)

Note that the proposed revised plan and timeline is subject to funding availability, results of grant application and approval by the CRD Board.

Please confirm Island Health's acceptance of this revised plan. Should you wish to discuss this plan or the CRD's current operating permit, or if you have any questions or require additional information, please contact me at [trobbsins@crd.bc.ca](mailto:trobbsins@crd.bc.ca) or 250.360.3061

Yours truly,



Ted Robbins, B.Sc., C.Tech.  
General Manager, Integrated Water Services