



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, September 8, 2021

11:05 AM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [21-616](#) Minutes of the July 14, 2021 Electoral Areas Committee Meeting.

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

Attachments: [Minutes - July 14, 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.

6. Committee Business

6.1. [21-613](#) Community Works Fund Program Overview

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the Community Works Fund Program Overview be received for information. (NWA)

Attachments: [Staff Report: Community Works Fund Program Overview](#)
[Appendix A: 2014-2024 Gas Tax Agreement](#)
[Appendix B: CWF Process Overview](#)
[Appendix C: Summary of Funding & Average Rate of Projects Awarded](#)

6.2. [21-618](#) Canada Community Revitalization Fund - Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board authorize staff to submit an application for grant funding (\$599,940) for the Revitalization of Centennial Park in Ganges Village project through the Canada Community Revitalization Fund; and that the Board supports the project and commits to its share (\$200,000) of the project.
(NWA)

Attachments: [Staff Report: CCRF Motion of Support](#)

6.3. 21-653 Bylaw 4441: Contribution Service Establishment for the Pender Islands Health Care Centre - Amendment to Bylaw 4441 Synopsis

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the revised synopsis of Bylaw No. 4441, attached as Appendix B, be approved for advertising purposes.
(NWA)

Attachments: Staff Report: Pender Health Care Centre - AMD to Bylaw 4441 Synopsis
Appendix A: Synopsis of Bylaw 4441 - Original
Appendix B: Synopsis of Bylaw 4441 - Revised
Appendix C: Bylaw 4441 - Third Reading

6.4. [21-594](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: That the following minutes be received for information:

- a) Galiano Island Parks and Recreation Commission minutes - July 8, 2021
- b) Galiano Island Parks and Recreation Commission minutes - August 5, 2021
- c) Magic Lake Estates Water and Sewer Committee minutes - June 8, 2021
- d) Mayne Island Parks and Recreation Commission minutes - June 10, 2021
- e) Mayne Island Parks and Recreation Commission minutes - July 8, 2021
- f) Salt Spring Island Community Economic Development Commission minutes - January 18, 2021
- g) Salt Spring Island Parks and Recreation Commission minutes - April 20, 2021
- h) Salt Spring Island Parks and Recreation Commission minutes - May 18, 2021
- i) Salt Spring Island Parks and Recreation Commission minutes - June 1, 2021
- j) Salt Spring Island Parks and Recreation Commission minutes - June 15, 2021
- k) Salt Spring Island Transportation Commission minutes - March 29, 2021
- l) Salt Spring Island Transportation Commission minutes - April 26, 2021
- m) Salt Spring Island Transportation Commission minutes - May 31, 2021
- n) Southern Gulf Islands Harbours Commission minutes - April 23, 2021

Attachments:

[Minutes: Galiano Island Parks & Rec Commission-July 8, 2021](#)

[Minutes: Galiano Island Parks & Rec Commission-August 5, 2021](#)

[Minutes: MLE Water & Sewer Committee-June 8, 2021](#)

[Minutes: Mayne Island Parks & Rec Commission-June 10, 2021](#)

[Minutes: Mayne Island Parks & Rec Commission-July 8, 2021](#)

[Minutes: SSI Community Econ Dvlmt Commission-January 18, 2021](#)

[Minutes: SSI Parks & Recreation Commission-April 20, 2021](#)

[Minutes: SSI Parks & Recreation Commission-May 18, 2021](#)

[Minutes: SSI Parks & Recreation Commission-June 1, 2021](#)

[Minutes: SSI Parks & Recreation Commission-June 15, 2021](#)

[Minutes: SSI Transportation Commission-March 29, 2021](#)

[Minutes: SSI Transportation Commission-April 26, 2021](#)

[Minutes: SSI Transportation Commission-May 31, 2021](#)

[Minutes: SGI Harbours Commission-April 23, 2021](#)

7. Notice(s) of Motion

7.1. [21-631](#) Motion with Notice: Electoral Areas Exclusion from New Regional Arts Facility Service (Director Holman)

Recommendation: The Electoral Areas Committee recommend to the Capital Regional District Board:
Whereas electoral areas would not have arts facilities with sufficient scale or accessibility to be considered regionally significant, and;
Whereas regional arts facilities located in Greater Victoria would not generally be easily accessible to residents of electoral areas;
Therefore be it resolved that the proposed new regional arts facility service exclude electoral areas, while leaving open the possibility that they can opt into the service voluntarily.
(NWA)

8. New Business

9. Adjournment

The next meeting is October 13, 2021.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, July 14, 2021

11:05 AM

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

PRESENT

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective 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 11:06 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Holman, SECONDED by Alternate Director Brent,
That the agenda for the July 14, 2021 Electoral Areas Committee meeting be
approved.
CARRIED**

3. Adoption of Minutes

3.1. [21-572](#) Minutes of the June 9, 2021 Electoral Areas Committee Meeting

**MOVED by Director Plant, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meeting of June 9, 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. [21-547](#) Salt Spring Island Sheep Kill Compensation Claim - Musgrave Road

S. Carby spoke to Item 6.1.

Discussion ensued on the following:

- reimbursement funding source
- converted assessed value

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

CARRIED

6.2. [21-549](#) Appointment of Officers

Discussion ensued on where these positions are to be allocated.

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

CARRIED

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

K. Morley spoke to Item 6.3.

Discussion ensued on the procedure of moving this motion at the Board meeting.

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

CARRIED

6.4. [21-564](#)

AAP Results & Adoption for Bylaw 4408 - SGI Harbours Service Loan Authorization

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

CARRIED

6.5. [21-535](#)

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

T. Robbins spoke to Item 6.5.

Discussion ensued on the process of this expansion.

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

CARRIED

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

K. Campbell spoke to Item 6.6.

Discussion ensued on what types of things are eligible for funding.

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

CARRIED

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

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

CARRIED

7. Notice(s) of Motion

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

P. Brent spoke to Item 7.1.

Discussion ensued on other measures such as the speculation and vacancy tax, as options in the electoral areas.

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

MOVED by Director Holman, **SECONDED** by Alternate Director Brent,
That the motion be amended to add the wording "measures to restrict or control tourism accommodation, including the power to regulate" after the wording "Capital Regional District pursuing..."
CARRIED

MOVED by Alternate Director Brent, **SECONDED** by Director Holman,
That the Electoral Areas Committee request staff to provide a report outlining the possibility of the Capital Regional District pursuing measures to restrict or control tourism accommodation, including the power to regulate, the power to regulate business through the issuance of business licenses for Salt Spring Island and Southern Gulf Islands by requesting the Province pass enabling regulation through an Order in Council.
CARRIED

7.2. 21-596

Notice of Motion: Electoral Areas Exclusion from New Regional Arts Facility Service (Director Holman)

Director Holman Notice of Motion for consideration at the September 8, 2021 meeting.

Whereas electoral areas would not have arts facilities with sufficient scale or accessibility to be considered regionally significant, and;
Whereas regional arts facilities located in Greater Victoria would not generally be easily accessible to residents of electoral areas;
Therefore be it resolved that the proposed new regional arts facility service exclude electoral areas, while leaving open the possibility that they can opt into the service voluntarily.

8. New Business

There was no new business.

9. Adjournment

MOVED by Alternate Director Brent, **SECONDED** by Director Holman,
That the July 14, 2021 Electoral Areas Committee meeting be adjourned at 11:44 am.
CARRIED

Chair

Recorder

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 08, 2021**

SUBJECT **Community Works Fund Program Overview**

ISSUE SUMMARY

This report provides an update on the administration and the upcoming expiry of the Community Works Fund (CWF) Program.

BACKGROUND

Overview

Community Works Funds are provided under the Administrative Agreement of the Canada Community Building Fund (formerly, Federal Gas Tax Fund). This is a tripartite agreement between the federal government, Province of BC, and Union of BC Municipalities (UBCM) to administer the program. Funding is delivered through three programs: the Community Works Fund (CWF), the Strategic Priorities Fund, and the Greater Vancouver Regional Fund.

This report details the CWF program, which distributes funding to local governments on a per capita model. To receive funding in BC, local governments are required to enter into a funding agreement with UBCM (Appendix A). The program supports local government infrastructure and capacity building projects through eligible project categories. Project categories include recreation, wastewater, and drinking water, among others. A list of project categories is detailed in Appendix A (pp. 13-14). Recently, the program was amended to include fire halls and fire-station infrastructure as an eligible project category.

The Capital Regional District (CRD) has been a recipient of CWF under two agreements of 2005–2014 and 2014–2024. The program is approaching the expiry of the current agreement; it is anticipated a third agreement may be announced during the upcoming Federal election. CWF received by the District is re-allocated to the three Electoral Areas (EA): Juan de Fuca (JDF), Salt Spring Island (SSI), and Southern Gulf Islands (SGI), on a per capita basis, in accordance with CRD Board direction (August 2014).

Process

Within the parameters of the agreement, local governments have autonomy to make decisions about what projects to fund. Once the funds are allocated to EAs, CRD staff administer the program through applications from CRD services and third parties. Local governments are unable to use CWF to fund program administration costs under the current agreement.

Since 2020, to determine EA project eligibility and ensure compliance with the agreement, applicants undergo a two-step review process to better assess projects under the terms of the agreement. Proposed projects begin with a joint pre-screening process involving UBCM and the CRD. The pre-screening process was introduced in spring 2020 to provide advice and guidance on eligibility. Due to broad definitions in the agreement, interpretation often included negotiation with the plan administrator. Introduction of the pre-screening process has improved the downstream approval process.

Additionally, feedback from local governments has resulted in changes to project categories and eligible expenses, as mentioned, with fire halls and station infrastructure. Both the pre-screening process changes and amendments to categories, while mutually beneficial, have added volume and work content to staff and applicants.

When a project is deemed eligible, applicants proceed to the full application phase. Applications undergo an internal review by the grant management team and internal approval from the Chief Financial Officer through the delegation bylaw. Upon approval, funds are transferred to services or, for third parties, upon execution of the third party agreement. Appendix B details the application review and approval process.

Communications Protocol

As required by the funding agreement, the CRD participates in communications announcements of Canada Community Building Fund projects. Two compliance letters have been received since March 2020 for both project signage and media releases. In 2021, CRD staff worked with the federal government and UBCM to promote 2020 projects through joint media releases. Schedule D in the agreement outlines CRD's Communications Protocol, which is also provided to third parties in the third party agreement.

Reporting

As a recipient of the Canada Community Building Fund, the CRD is required to complete an Annual Expenditures Report (AER) by June 1 detailing projects for the previous calendar year. Projects continue to be reported until completed. UBCM releases guidelines to follow when reporting. Compliance is a mandatory requirement of the program. In addition to expenses, the CRD reports on project category, outcome, total cost, etc. The AER is accompanied by a signed declaration from the Chief Financial Officer confirming compliance with the funding agreement terms. This year, the CRD was required to forecast unspent funds. In consultation with the EA Directors, all funds are expected to be allocated to projects by March 31, 2024.

For third party projects, once payment is issued, the CRD considers the project to be 100% completed and funds fully spent. The third party agreement outlines the parameters for reporting. The CRD reserves the right to request this information when needed.

As the agreement nears its expiration date, staff have experienced and are expecting a higher level of reporting, audits, and compliance enforcement with the program.

IMPLICATIONS

Service Delivery Implications

As stipulated in the agreement, local governments are subject to program audits at the discretion of the plan administrator. From 2016 to 2020, the CRD was selected three times. When non-compliance is raised, staff work with UBCM to determine next steps and corrective action. Outcomes may include: reduction in future payments and/or penalties, re-allocation of funds to another eligible project, and removal from the AER. Since 2016, three CRD projects were deemed ineligible, which ultimately resulted in a negotiated reduction in the next payment to the EAs.

To help mitigate compliance risks, UBCM and staff began a collaborative pre-screening process to optimize downstream approvals and reporting. Over the last year, staff and UBCM have gained

a much better understanding of EA needs and program limitations to inform the upcoming consultation for future agreements. While the collaborative process has been beneficial to all parties, the work content has been temporarily absorbed within current resourcing levels.

In addition to incrementally adding work content to the process, staff continue to experience increases in volume of applications and forecast this trend to continue at least for the next three years. The CRD is entering the final years of the current agreement (2024), and is proceeding with the assumption all funds will be allocated. Historically, on average the amount awarded to projects each year is \$0.8M. To fully allocate the nearly \$9.1M in funding remaining, this would involve awarding \$3.0M to projects for the final three years of the agreement. Based on future projections, this would involve awarding 3.75 times more to projects than the average amount awarded from 2014-2020 (See Appendix C for details). To meet this future demand, resourcing of the program may need to be increased.

CONCLUSION

The administration of CWF has evolved to better determine EA project eligibility and ensure program compliance. Since the adoption of the prescreening process, staff have continued to work with UBCM to better understand the program and eligibility under the agreement. Both the remaining allocations and the prescreening process has incrementally added work to the review and reporting process. The volume of applications is anticipated to increase as the CRD approaches the end of the agreement.

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2014-2024 Gas Tax Agreement

Appendix B: CWF Process Overview

Appendix C: Summary of CWF Funding and Average Rate of Projects Awarded

Appendix A: 2014-2024 Gas Tax Agreement

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia



Administration provided
By UBCM

Funding provided by:
Government of Canada



In partnership with:
The Province of BC



Gas Tax Program
Services

Local Government House
525 Government St
Victoria BC V8V 0A8

Phone: 250-356-5134
Fax: 250-356-5119

Website:

www.ubcm.ca
under
Funding Programs

Renewed Gas Tax
Agreement

September 17, 2014

Bob Lapham
Chief Administrative Officer
Capital Regional District
PO BOX 1000
Victoria, BC V8W 2S6

Dear Bob Lapham:

RE: COMMUNITY WORKS FUND AGREEMENT

Thank you for managing the approval of the Community Work Fund (CWF) Agreement with UBCM. Our review of your materials is now complete and we have enclosed one fully executed copy of your CWF Agreement for your records.

Provided UBCM has received your 2013 Gas Tax annual expenditure report, UBCM will release your first of two Community Works Fund payments for 2014 shortly, and you will be notified via mail of the Electronic Fund Transfer date.

Please feel free to contact me if you have any questions about the CWF Agreement or other aspects of the Gas Tax Agreement. I can be reached by phone at 250-356-0893 or by e-mail at bfelker@ubcm.ca.

Thank you for your participation in this program.

Yours truly,

Brant Felker
Gas Tax Policy & Program Manager

☐ Chair
☒ CAO *KL*
☒ GM *FT*
☐ For action / resp. by _____
☐ Corresp. for Board / Committee meeting
☐ For Information Only
☒ Copies to *R. Ferrel*
original agr. to Finance for vault
File: 2320-20 (agreements)

☐ Board
☐ Communications

CRD EXECUTIVE OFFICE

Received

SEP 22 2014

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2014-2024 COMMUNITY WORKS FUND AGREEMENT
under the
ADMINISTRATIVE AGREEMENT
ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA

This Agreement made as of September 16, 2014,

BETWEEN:

Capital Regional District (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act* RSBC 2006, c.1, as represented by the President

WHEREAS:

- A. Canada, British Columbia and UBCM wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities;
- B. Canada, British Columbia and UBCM have entered into the Agreement setting out the roles and responsibilities of the Parties for the administration of the Federal Gas Tax Fund (GTF) in British Columbia;
- C. The Agreement provides for delivery of funding that may be received by UBCM from Canada, including interest thereon, through three programs, one of which is Community Works Fund;
- D. The Agreement sets out the purpose, terms and conditions of the Community Works Fund, and requires that in order to receive Community Works Fund funding, a Local Government must sign a Funding Agreement with UBCM;

NOW THEREFORE, in consideration of the mutual promises herein, UBCM and the Local Government agree as follows:

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM:

2. SCHEDULES

The following Schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A - Definitions
- Schedule B - Eligible Project Categories
- Schedule C - Eligible and Ineligible Expenditures

Schedule D - Reporting and Audits
Schedule E - Communications Protocol

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

A. receive GTF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;

B. report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

C. fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.

4.2 Payments under section 4.1 are subject to UBCM receiving sufficient GTF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the First Agreement.

4.3 Annual allocation is based on a formula set out in section 3.4 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$1,043,748.80, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and November 15, 2014.

4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 4.3 due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.

4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:
- A. Ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon are expended and used in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
 - B. Treat any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon as federal funds with respect to other federal infrastructure programs.
 - C. Over the term of this Community Works Fund Agreement, ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon result in incremental spending as measured by the methodology, which will include a Base Amount, approved by the Partnership Committee.
 - D. Comply with all Ultimate Recipient requirements outlined in Schedule E (Communications Protocol).
 - E. During the term of this Community Works Fund Agreement work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee.
 - F. Invest, in a distinct account, GTF funding received from UBCM in advance of paying Eligible Expenditures.
 - G. With respect to Contracts, award and manage all Contracts in accordance with the Local Government's relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.
 - H. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
 - I. Submit a report to UBCM, in a format acceptable to UBCM, by June 1 in each year, which includes:
 - GTF transactions of the Local Government for the previous calendar year, in sufficient detail to allow UBCM to produce the Annual Report required by Schedule D (Reporting and Audits);
 - a declaration from the Chief Financial Officer that the Local Government has complied with all Funding Agreements between it and UBCM; and

- any other information required by UBCM to fulfill its responsibilities under the Agreement, including, but not limited to project outcomes in relation to anticipated program benefits, expenditures made for tangible capital assets, and progress made towards Asset Management improvements.

J. Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of any Unspent Funds and any GTF funding, as well as any interest earned thereon, and all other relevant information and documentation requested by Canada or UBCM or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Community Works Fund Agreement.

K. Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF funding, Unspent Funds and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

L. Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada or UBCM.

M. Ensure actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada, British Columbia, or UBCM and the Local Government, or between Canada, British Columbia, or UBCM and a Third Party.

N. Ensure the Local Government does not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada, British Columbia or UBCM.

O. Ensure that the Local Government will not, at any time, hold the Government of Canada or British Columbia or any of their respective officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate the Government of Canada or British Columbia and their respective officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the negligence of an officer, employee, or agent of Canada in the performance of his or her duties.

P. Ensure that the Local Government will not, at any time, hold UBCM or any of its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate UBCM and its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the act of negligence of an officer, employee, or agent of UBCM in the performance of his or her duties.

Q. Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement will extend beyond such expiration or termination.

7. TRANSITION

- 7.1 As of the effective date of this Community Works Fund Agreement, the First Community Works Fund Agreement is terminated.
- 7.2 Notwithstanding section 7.1, the Parties agree that prior to its termination, the First Community Works Fund Agreement is amended to add to section 6.2 of that agreement: Schedule A (Eligible Project Categories and Project Examples); Schedule B (Eligible Costs for Eligible Recipients) and Schedule E (Reporting and Audit).
- 7.3 Notwithstanding section 7.1, the Parties agree that the survival rights and obligations in Section 6.2 of the First Community Works Fund Agreement (including those added to that section by virtue of Section 7.2), and any other section of the First Community Works Fund Agreement that is required to give effect to that survival section, will continue to apply beyond the termination of the First Community Works Fund Agreement subject to the following:
- A. Regardless of any wording in the First Community Works Fund Agreement with another effect, Unspent Funds, including interest earned thereon, will, as of the effective date of this Community Works Fund Agreement, be subject to this Community Works Fund Agreement;
 - B. Unspent Funds that fall within the reporting period of the 2013 Annual Expenditure Report (as defined in the First Community Works Fund Agreement) will be reported by the Local Government to UBCM in accordance with the First Community Works Fund Agreement;
 - C. Unspent Funds that fall within the reporting period that includes January 1, 2014 to the effective date of this Community Works Fund Agreement will be reported by the Local Government to UBCM in accordance with this Community Works Fund Agreement;
 - D. The survival of the reporting obligations under Section 3.2 and section 1.1 of Schedule E (Reporting and Audits) of the First Community Works Fund Agreement extends only until these obligations are fulfilled by the Local Government for the 2013 reporting year, after which, the reporting obligations under Section 6.1(i) and Schedule D of this Community Works Fund Agreement will apply; and
 - E. Any matters that Section 3.1 (iv) and Schedule G of the First Community Works Fund Agreement would have applied to will be dealt with under Section 6.1(d) and Schedule E (Communications Protocol) of this Community Works Fund Agreement.

8. TERM

This Community Works Fund Agreement will be effective as of April 1, 2014 and will be in effect until March 31, 2024 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any GTF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2024 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

9. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

10. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

11. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

12. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

13. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by facsimile or email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director
525 Government Street
Victoria, British Columbia
V8V 0A8
Facsimile: 250 356-5119
Email: ubcm@ubcm.ca

Any notice to the Local Government will be addressed to:


The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Capital Regional District

Original signed by:


Chair Alastair Bryson

Deputy

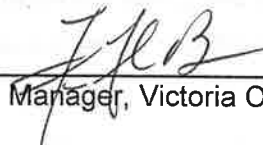
S. M. Norton
Corporate Officer

Signed by Capital Regional District on the
15th day of August, 2014

UNION OF BC MUNICIPALITIES

Original signed by:


Corporate Officer


General Manager, Victoria Operations

The Community Works Fund Agreement have
been executed by UBCM on the 15 day
of SEPTEMBER, 2014.

Schedule A – Definitions

“Agreement” means the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

“Annual Report” means the duly completed annual report to be prepared and delivered by UBCM to Canada and British Columbia, as described in Schedule D (Reporting and Audits).

“Asset Management” (AM) includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management) of the Agreement, and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

“Base Amount” means an amount established over a time-period, reflecting non-federal investments in Infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Communications Protocol” means the protocol by which all communications activities related to GTF funding will be delivered as described in Schedule E (Communications Protocol).

“Community Works Fund” means the fund provided from the Federal gas tax revenues to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“First Agreement” means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

“First Community Works Fund Agreement” means the agreement entered between UBCM and Local Government in order to administer the Community Works Fund under the First Agreement.

“Funding Agreement” means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient as entered under the First Agreement or the Agreement.

“GTF” means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Outcomes Report” means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting and Audits).

“Partnership Committee” means the Committee required to be established by the Agreement to govern the implementation of the Agreement and further described in Annex C of the Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Third Party” means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Ultimate Recipient” means a Local Government.

“Unspent Funds” means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) prior to the effective date of the Agreement.

Schedule B – Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

- A. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- B. Highways – highway infrastructure.
- C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- D. Short-line rail – railway related infrastructure for carriage of passengers or freight.
- E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).
- F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.
- H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.
- L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
- M. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- N. Recreational infrastructure – recreational facilities or networks.

O. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.

P. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.

Q. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

R. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Schedule C – Eligible and Ineligible Expenditures

1. ELIGIBLE EXPENDITURES

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

A. the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

B. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

- studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
- training directly related to asset management planning; and,
- long-term infrastructure plans.

C. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- the arrangement is approved in advance and in writing by UBCM.

1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).

2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

- A. project expenditures incurred before April 1, 2005;
- B. project expenditures incurred before April 1, 2014 for the following investment categories:
 - highways;
 - regional and local airports;
 - short-line rail;
 - short-sea shipping;
 - disaster mitigation;
 - broadband connectivity;
 - brownfield redevelopment;
 - cultural infrastructure;
 - tourism infrastructure;
 - sport infrastructure; and
 - recreational infrastructure.
- C. the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- D. taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- E. purchase of land or any interest therein, and related costs;
- F. legal fees; and
- G. routine repair and maintenance costs.

Schedule D –Reporting and Audits

1. REPORTING

Reporting requirements under the GTF will consist of an Annual Report and an Outcomes Report that will be submitted to Canada and British Columbia for review and acceptance. The reporting year is January 1st to December 31st.

1.1 ANNUAL REPORT

By September 30th of each year, UBCM will provide to Canada and British Columbia an Annual Report in an electronic format deemed acceptable by Canada consisting of the following in relation to the previous reporting year:

Financial Report Table: The financial report table will be submitted in accordance with the following template.

Annual Report Financial Table	Annual	Cumulative
	20xx - 20xx	2014 - 20xx
UBCM		
Opening Balance ³³	\$xxx	
Received from Canada	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Administrative Cost	(\$xxx)	(\$xxx)
Transferred to Ultimate Recipients	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	
Ultimate Recipients in aggregate		
Opening Balance ³⁴	\$xxx	
Received from UBCM	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Spent on Eligible Expenditures	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	

³³ For the 2014 Annual Report this means the amount reported as unspent by UBCM the 2013 Annual Expenditure Report (as defined under the First Agreement).

³⁴ For the 2014 Annual Report this means the amount reported as unspent by Eligible Recipients (as defined under the First Agreement) in the 2013 Annual Expenditure Report (as defined under the First Agreement).

Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by British Columbia and UBCM, as to:

- A. the accuracy of the information submitted in the Financial Report Table; and
- B. that Funds were expended for the purposes intended.

Project List

UBCM will maintain, and provide to Canada and British Columbia a project list submitted in accordance with the following template.

Annual Report - GTF Project List Template

Project ID	Ultimate Recipient	Project Title	Project Description	Investment category	Total Project Cost	Funds (GTF) Spent	Completed

1.2 OUTCOMES REPORT

By March 31, 2018 and March 31, 2023, UBCM will provide to Canada and British Columbia and make publicly available, an Outcomes Report that will report in aggregate on the degree to which investments are supporting the progress in British Columbia towards achieving the following program benefits:

- A. Beneficial impacts on communities of completed Eligible Projects;
- B. Enhanced impact of GTF as a predictable source of funding including incremental spending; and
- C. Progress made on improving Local Government Asset Management.

The Outcomes Report will present performance data and a narrative on program benefits. The partnership committee will develop and approve a methodology for reporting on performance in respect of each of the program benefits

2. AUDITS

Canada may, at its expense, carry out any audit in relation to the Agreement, and for this purpose, reasonable and timely access to all documentation, records and accounts that are related to the Agreement and the use of GTF funding, and any interest earned thereon, and to all other relevant information and documentation requested by Canada or its designated representatives, will be provided to Canada and its designated representatives by:

- British Columbia and UBCM, as applicable, where these are held by British Columbia, UBCM, or their respective agents or Third Parties; and
- Ultimate Recipients where these are held by the Ultimate Recipient or a Third Party or their respective agents.

Canada may, at its expense, complete a periodic evaluation of the GTF to review the relevance and performance (i.e. effectiveness, efficiency and economy) of the GTF. British Columbia and UBCM will provide Canada with information on program performance and may be asked to participate in the evaluation process. The results of the evaluation will be made publicly available.

Schedule E – Communications Protocol

1. PURPOSE

1.1 The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

2. JOINT COMMUNICATIONS APPROACH

2.1 The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.

2.2 The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.

2.3 The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.

2.4 The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

3. INFORM CANADA ON ALLOCATION AND INTENDED USE OF GTF FUNDING FOR COMMUNICATIONS PLANNING PURPOSES

3.1 UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

4. PROJECT SIGNAGE

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

6. PROGRAM COMMUNICATIONS

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

7. OPERATIONAL COMMUNICATIONS

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

Appendix B: CWF Process Overview

COMMUNITY WORKS FUND – CRD GRANT PROCESS



LEGEND



Applicant



CRD (i.e., Electoral Area Administrators (EA Administrators) and Grant Management Team (GMT), Legal, other CRD Services, etc.).



Program Administrator (UBCM)



Pre-screening Form



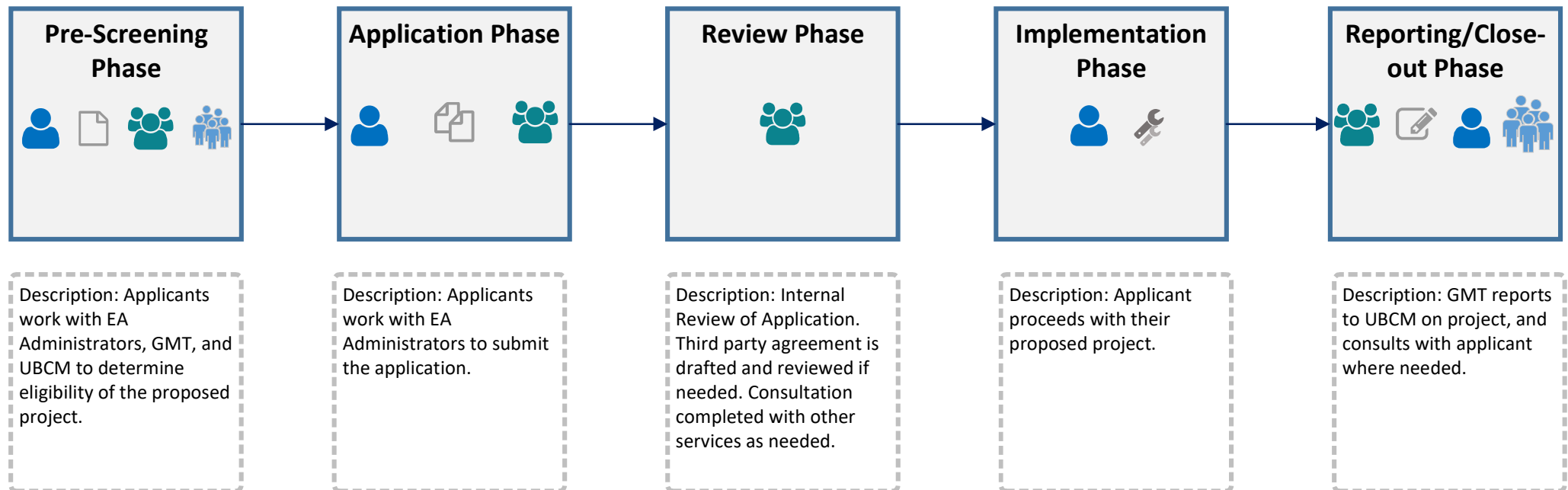
Application Form



Develop/Build/Acquisition



Report



Appendix C: Summary of CWF Funding and Average Rate of Projects Awarded

Table 1 – Summary of CWF Funding with Future Projections (\$ in Millions).

Table 1 provides a summary of CWF funding remaining at the end of 2020, and includes funds received in 2021, and future allocation projections as the CRD enters the remaining years of the agreement (2024).

EA	31-Dec-20 Year-end Balance	2021*	2022 (projection)	2023 (projection)	Total
JDF	1.1	0.6	0.3	0.3	2.3
SSI	3.0	1.2	0.6	0.6	5.4
SGI	0.3	0.5	0.3	0.3	1.4
Total	4.4	2.3	1.2	1.2	9.1

*2021 includes payment and top-up.

Table 2 – Average Amount of Projects Awarded (\$ in Millions)

Table 2 provides a summary of the average amount of projects awarded (\$0.8M) in the last seven years (2014-2020). To fully allocate CWF funds by the end of the agreement (2024), this will involve increasing the average amount awarded to \$3.0M a year. Comparing this increase to the \$0.8M average awarded, this represents a 3.75 times increase.

EA	2014-2020		2021-2024		
	Total Amount Awarded (\$)	Average Awarded/Year (\$)	Total Remaining to Award (\$)	Projected Average Awarded/Year (\$)	Increased Rate to Award
JDF	1.3	0.2	2.3	0.8	4.0
SSI	2.4	0.3	5.4	1.8	6.0
SGI	2.4	0.3	1.4	0.4	1.3
Total	6.1	0.8	9.1	3.0	3.75 (Average)



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY SEPTEMBER 8, 2021

SUBJECT Canada Community Revitalization Fund - Motion of Support

ISSUE SUMMARY

To seek support to submit a Canada Community Revitalization Fund grant application for the Revitalization of Centennial Park in Ganges Village, Salt Spring Island.

BACKGROUND

The Salt Spring Island Parks and Recreation 2019 Strategic Plan identified the following as a top priority: “continue implementing the Centennial Park Master Plan through a phased approach to replace aging infrastructure, improve the parks visibility, accessibility, safety and aesthetics for all park users.” Further, both the Provincial and Federal Government have budgeted for and prioritized supporting people and businesses to build a strong resilient community and more secure future through a robust and resilient economic recovery plan in response to the Covid-19 pandemic.

Salt Spring Island is a small rural community with a population of approximately 10,000. Centennial Park is located in the core of Ganges Village, is the jewel of Salt Spring Island, and the most frequently used park. It hosts a number of events, concerts and most notably the Saturday Market which can see over 1500 visitors on a busy day. During the Covid-19 pandemic, the Market was shut down and once open was scaled back to provide adequate social distancing. The economic impacts to this reached a number of independent artisans and businesses. The Revitalization of Centennial Park in Ganges Village project will support the economic recovery and resiliency of this rural community by bringing increased traffic and tourists to the Tuesday and Saturday market as well as surrounding businesses in the Village core.

In addition, Centennial Park requires significant upgrades to address the age and deterioration of infrastructure. The current plaza hardscape includes a mix of different patchwork materials. The surface is lifting due to eroded tree root systems and needs improvements to meet accessibility standards. The plan is to upgrade and revitalize the open space, walkway and parking lot, including accessibility features for barrier-free mobility.

The Canada Community Revitalization Fund is intended to help communities across Canada build and improve community infrastructure so they can rebound from the effects of the Covid-19 pandemic. With a national allocation of \$500 million over two years, the Fund's purpose is to support not-for-profit organizations, municipalities and other public institutions, as well as Indigenous communities on the road to economic recovery. The focus of the funding will be for projects that assist with community vitality, support social and economic cohesion and help reanimate communities. The Revitalization of Centennial Park in Ganges aligns with two main priorities of the program: 1) Priority will be given to projects that aim to revitalize main streets or downtown cores. This priority directly coincides with supporting and rebuilding the social and economic recovery of the community of Salt Spring as Centennail Park is centrally located

downtown and provides economic support to local market vendors and small businesses. 2) Increase accessibility to public spaces for everyone to enjoy inclusive of people with disabilities. This project will address upgrades to accessibility standards at the park.

In 2016, Salt Spring Island Parks and Recreation Commission (PARC) completed a 20 year Master Plan for Centennial Park. The process included extensive community consultation and resulted in conceptual designs of the future park with work to be done in a phased approach. Two of the five phases have already been completed, these include: replacement of the washroom building, and the construction of a new playground facility.

The remaining phases include:

- Construction of a new entrance plaza, increased lighting and parking restoration.
- Construction of a new band shell/public stage and all associated items.
- Constructing a new loop pathway, extending the existing boardwalk and creating a new soft lawn along with all associated items.

This staff report seeks approval to make an application to the Canada Community Revitalization Fund grant program. The grant funds would be used to address the following issues:

- Removal of the existing plaza hardscape
- Underground ditching to address eroded tree root systems
- Replacement of the hardscape with a permeable surface (interlocking brick with Coast Salish design)
- The design will emphasize the entry and exit points as well as provide more/adequate space for the vendor stalls
- Replace and relocate the band shell/ public stage
- Address topography and drainage issues at the park that occur during rainy season
- Improve circulation and pedestrian flow of traffic
- Improve accessibility standards for barrier-free mobility
- Install additional and improved lighting
- Restoration of parking lot

ALTERNATIVES

Alternative 1

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

That the Board authorize staff to submit an application for grant funding (\$599,940) for the Revitalization of Centennial Park in Ganges Village project through the Canada Community Revitalization Fund; and that the Board supports the project and commits to its share (\$200,000) of the project.

Alternative 2

That staff be directed to report back with additional information.

Social Implications

Salt Spring Island is a community of independent artisans and small business. This community was disproportionately impacted by the Covid-19 pandemic. Rebuilding the economic resiliency of Salt Spring is a priority and this grant funding provides the opportunity to revitalize Centennial Park which is the central hub for community events and most notably the markets.

Financial Implications

The Salt Spring Island Community Parks Service has planned \$200,000 towards Centennial Park Upgrades project in 2021 Capital Plan, funded by \$100,000 of Capital Reserve Fund (CRF) and \$100,000 of Community Works Funds. A project charter has been approved by PARC to use this funding for designs and costing for the park plaza and to fund a portion of construction. If our grant application for an additional \$599,940 is approved, the scope of this project will be increased to include full construction costs of the plaza, replacement of the band shell and upgrades to existing pathways in the park. Table below outlines the project costs estimation for revised project scope. If the grant application is not successful, we will proceed with the original project scope for total project budget of \$200,000 as approved.

Project Costs Estimation	Amount
Materials and Supplies	\$95,300
Contractors/Professional Fees/Consulting Fees	\$58,000
Capital Costs	\$542,360
Incremental Salaries and Benefits	\$34,780
Other (contingency)	\$69,500
Total	\$799,940

CONCLUSION

Canada Community Revitalization Fund is offering grant funding to build and improve infrastructure in an effort to rebound from the effects of the Covid-19 pandemic. Salt Spring Island is a small rural community of independent artisans and small business owners who rely on a vibrant community as well as tourism for their financial vitality. The Revitalization of the Centennial Park in Ganges Village project would address deficiencies, end of life infrastructure and provide necessary upgrades to the park bringing traffic and tourism back to the park which is the central hub and gathering place for events, activities and the Markets.

RECOMMENDATION

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

That the Board authorize staff to submit an application for grant funding (\$599,940) for the Revitalization of Centennial Park in Ganges Village project through the Canada Community Revitalization Fund; and that the Board supports the project and commits to its share (\$200,000) of the project.

Submitted by:	Dan Ovington, Manager, Parks and Recreation
Concurrence:	Karla Campbell, Senior Manager, Salt Spring Electoral Area
Concurrence:	Nelson Chan, Chief Financial Officer, Acting Chief Administrative Officer

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 08, 2021**

SUBJECT **Bylaw 4441: Contribution Service Establishment for the Pender Islands Health Care Centre – Amendment to Bylaw 4441 Synopsis**

ISSUE SUMMARY

The Pender Islands Health Care Society has requested the CRD establish a contribution service for the Pender Islands Health Care Centre.

BACKGROUND

On July 14, 2021 the CRD Board approved proceeding to a referendum on North and South Pender Islands to seek approval of Bylaw No. 4441, a bylaw to establish a contribution service to fund the Pender Islands Health Care Centre, operated by the Pender Islands Health Care Society ("PIHCS"). At that meeting, the Board approved a synopsis of Bylaw No. 4441 that will be used for the purpose of statutory advertising. The approved synopsis is attached as Appendix A to this report.

On review, staff detected an error in the approved synopsis in the description of the property tax rate. Where the synopsis states, "\$1.1803 per one thousand dollars (\$1,000)" it should instead state, "\$0.1803 per one thousand dollars (\$1,000)" in accordance with the maximum requisition specified in the bylaw. A corrected version of the synopsis of Bylaw No. 4441 is attached as Appendix B.

CONCLUSION

The Board-approved synopsis of Bylaw No. 4441 requires a correction prior to publishing statutory advertisements related to the Pender Islands Health Care Centre referendum. A corrected version of the synopsis is attached at Appendix B.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the revised 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:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Original Synopsis of Bylaw No. 4441
Appendix B: Revised Synopsis of Bylaw No. 4441
Appendix C: Bylaw No. 4441 (at third reading)

Appendix A

Synopsis of Bylaw No. 4441 - ORIGINAL

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.

Appendix B

Synopsis of Bylaw No. 4441 - REVISED

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 **\$0.1803** 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.

**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	14 th	day of	July	2021
READ A SECOND TIME THIS	14 th	day of	July	2021
READ A THIRD TIME THIS	14 th	day of	July	2021

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS		day of		202_
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RECEIVED THE ASSENT OF THE ELECTORS UNDER SECTION 336 OF THE <i>LOCAL GOVERNMENT ACT</i> THIS		day of		202_
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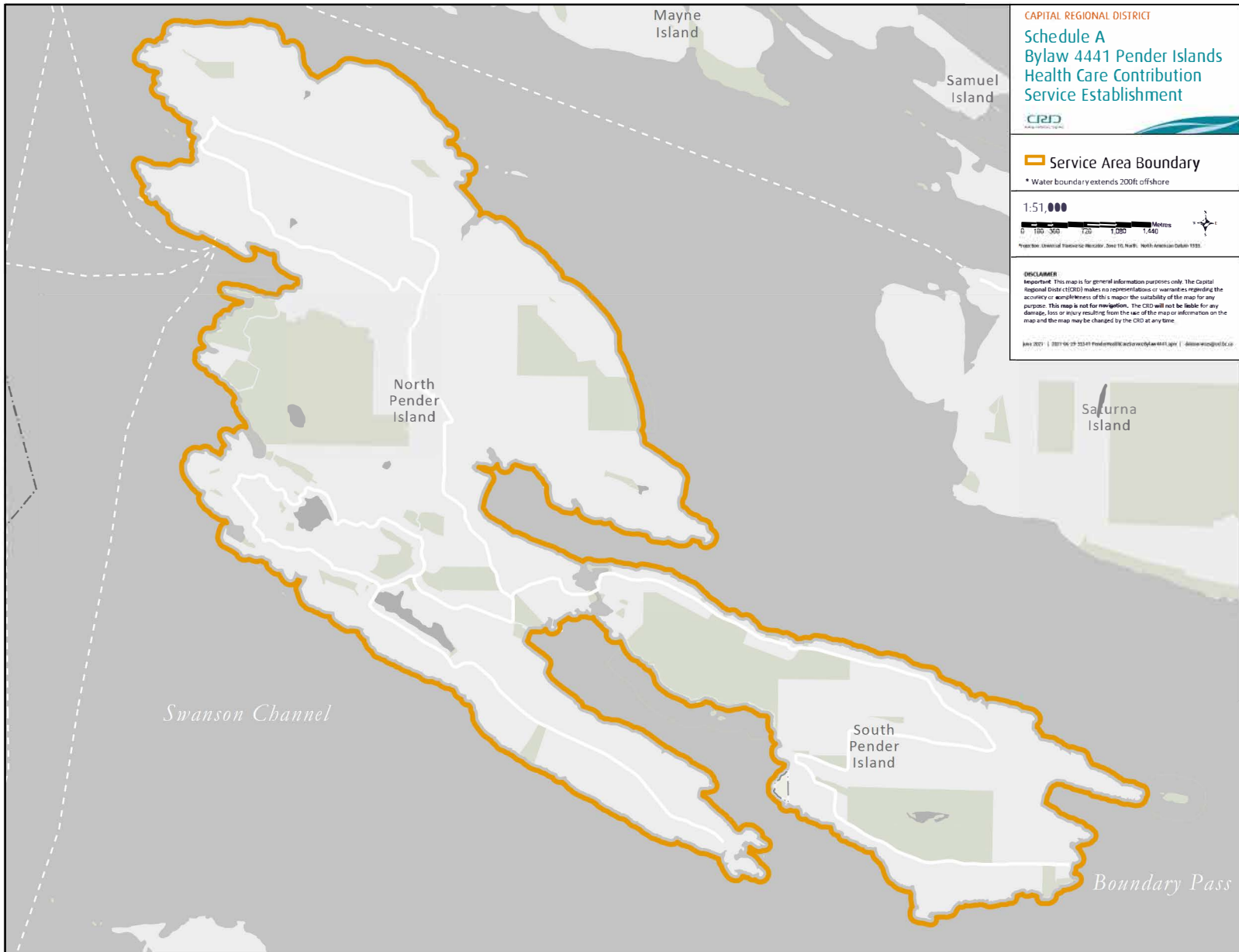
ADOPTED THIS		day of		202_
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CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS	__	day of		202_
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SCHEDULE A



Galiano Island Parks and Recreation Commission
Minutes
Thursday, July 8, 2021 at 8:30 am
At Skateboard Park, Lions Field

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

1. Territorial Acknowledgement

2. Approval of Agenda

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

3. Adoption of Minutes June 3, 2021 MOVED Commissioner Byzyna, SECONDED Commissioner Dewinetz that the minutes be adopted as amended. CARRIED

4. Chair's Remarks

- 4.1 Several CRD facilities were visited by a contract insurance assessor to determine replacement value including the Skate Park and Kennedy property.
- 4.2 The asset list will be tied to archeological maps locating assets that may have archeological impacts if replaced. There is a possibility of getting a blanket approval to maintain current infrastructure. Maps will be made available when compiled.

5. Correspondence None

6. Presentations/Delegations None

7. Administration Reports

7.1 Maintenance Contractor's Report

7.1.1 Toilets- increased maintenance is occurring over the summer. With changes in covid protocols, all toilets will now be open again. Skateboard toilet has fly problems so will attempt to use flytraps in area.

7.1.2 Danger Trees- A number of danger trees were removed on Sturdies Bay Trail. A tall dead Grand Fir still needs felling which requires a dead cedar be taken down first. Commissioner Henshall will arrange for faller to return as soon as there is a moderation in the fire rating.

7.1.3 Zelter-reopening may require some access work. Contractor Carrothers will work with neighbouring property owners to repair the step in a cooperative way.

7.2 Shore Access Report

- 7.2.1 Shaw's Landing- Stewards and neighbours will be consulted on the proposed reconfiguration for mobility access. A budget of \$600 has been set for initial brush removal when permitted by fire restrictions. A more detailed archeological assessment on a finalized reconfiguration may be required.
- 7.2.2 Zuker- GIPRC sponsored pollinator series will conclude in September. Information on the webinar will be made available. TD application for a \$6500 grant to cover costs of replanting has been submitted. GIPRC has budget includes deer fencing and gate. Signage to acknowledge Indigenous heritage is being considered.
- 7.2.3 Zayer- potential development of the shore access will likely be affected by both the high tides and ferry wakes as well as archeological impacts. Establishing beach access is challenging given the impact water will have on stair access. A site visit for commissioners to better assess the potential means of maintaining a safe beach access is being arranged.
- 7.3 Trails Report None
- 7.4 Parks Report
 - 7.4.1 Silu Park (DL79) Wishbone will provide toilet@ \$10,880, which will accommodate handicapped users. The commission will assume responsibility for freight to the site. The formal opening of Silu will occur when the toilet is installed and parking lot top dressing of gravel is in place.
MOTION That Commissioner Longson submit the order to Wishbone for the toilet with shipping to be arranged later. MOVED Chair Rybak, SECONDED Commissioner Dishaw CARRIED
 - 7.4.2 Skate Park Trees -the designation of the bordering property as an Ecological Zone was a mapping error. Dangerous trees can be taken down with the neighbour concurrence and when the fire hazard moderates.
- 7.5 Recreation Report- North Community Hall applied for a recreation grant application of \$1520.
MOTION To approve the North Community Hall recreation grant of \$1520. MOVED Commissioner New, SECONDED Commissioner Dishaw CARRIED (See Appendix A)
- 7.6 Volunteer Report- The usual note went out to volunteers to report with only two not responding. Some stewards are unable to walk the trail to make their check each month so additional stewards will be added to these trails so they can help out as needed.

8. Treasurer's Report

8.0 Treasurer's Expense Report for June 2021 - (July 8, 2021 Meeting)

8.1 Status of Accounts		2021 Operations				
Excluding GST		2021 Budget	June Spent	YTD Spent	Current Balance	
Activity						
Parks Improvement		7,010.00	-	4,322.40	2,687.60	
Parks Maintenance		61,740.00	6,434.60	26,234.56	35,505.44	
Parks Meeting Expense		2,930.00	1,375.00	1,375.00	1,555.00	
Total Operating Expenses		71,680.00	7,809.60	31,931.96	39,748.04	
Recreation Programs		38,904.00	-	1,500.00	37,404.00	
Recreation Meeting Expense		340.00			340.00	
Total Recreation Expenses		39,244.00		1,500.00	37,744.00	
Imprest Account					1,000.00	
Cheques Issued -			0.00	0.00		
Capital Funding Status						
Capital Reserve Fund (Balance Jan 1: 73,660)					47,701.00	
General Capital Fund - Transfer in 20,459 from CRF - Mar 31					34,534.00	
GCF -						
Transfer in 5,500 from CRF - May 7						
Year End Planned Transfer to Cap Res Fund		14,481.00				
Donations			June	YTD		
			0.00	0.00		
8.2 Invoices to Be Approved (GST Incl)						
MC Contract Mtce Charge for June 2021			5,880.00			
Secretarial Charges to June			1,375.00			
8.3 Payment of Other Invoices (GST Incl)						
Tree Felling - Island Arborist			854.75			
GTC - Mtce Materials			20.15			
8.4 Forecast Expenses for 2021						
Excluding GST	Original Forecast	Revised Forecast	June Spent	YTD Spent	Balance to Spend	2020 ACTUAL
Garbage Removal	320.00				320.00	547.00
Design, Print Brochures	2,000.00				2,000.00	0.00
Parks Maintenance Contract - MC (Labour)	42,780.00		5,060.00	21,574.00	21,206.00	41,742.00

Mileage Allowance - MC Mtce Contract	4,000.00		540.00	1,765.00	2,235.00	3,988.00
Recording Secretary Charges	2,500.00		1,375.00	1,375.00	1,125.00	1,510.44
Other Meeting Expenses	430.00				430.00	0.00
Cleaning Supplies	1,000.00			562.30	437.70	1,067.24
Extraordinary Mtce Labour Allowance	2,000.00				2,000.00	0.00
Maintenance Materials Allowance	2,500.00			1,192.05	1,307.95	2,218.57
Tools and Equipment	500.00			269.11	230.89	747.48
Safety Supplies	500.00		19.25	19.25	480.75	950.23
Parks Improvement Materials	1,000.00			52.40	947.60	1,228.55
Parks Improvement Labour	6,010.00			4,270.00	1,740.00	3,017.50
Outside Technical/Maintenance Services	1,000.00			37.50	962.50	1,450.00
Tree Felling Services	1,500.00		815.35	815.35	684.65	1,281.11
Pump Toilets	1,600.00				1,600.00	1,513.08
Apple Pie	850.00				850.00	812.48
Stewards' Luncheon	600.00				600.00	519.90
Post Box	180.00				180.00	173.00
CRD Labour/Legal	0.00				0.00	0.00
CRD Year End Reconciliation Correction						-63.22
Total Forecast Spending/Balance Remaining	71,270.00		7,809.60	31,931.96	39,338.04	62,703.36
Contingency Available	410.00				410.00	7,776.64
Total Operating Budget/Funds Unspent to June 30	71,680.00				39,748.04	70,480.00

8,2 Invoices to be approved

MOTION To pay maintenance and secretarial invoices . MOVED

Commissioner Byzyna Byzyna SECONDED Commissioner Dewinetz

CARRIED

8.4 Projected Operating Expenses- Additional dangerous tree removal work will be required this year.

1	8.5 GIPRC 2021 Planned and Actual Capital Project Spending Report for June 2021 - (Meeting July 8, 2021)							
2	(Based on 2021-2024 Five Year Capital Program)				Excluding GST			
3	Project Name	Work Description	Total Project Estimate		2021 Spending			Current Status
4			Original	Current	Budget	May	YTD	Balance
5	DL 79 New Park	Construct New Park-Total	35,500.00	47,959.00	21,034.00			21,034.00
6	Completion	Clearing, construct			2,389.00			2,389.00
7	WBS CX.039.2015.65	parking lot	15,205.00	15,205.00				
8		Purchase Vault Toilet						
9		Install Vault Toilet						
10		Install Toilet Enclosure	0.00					
11		Build Stairs to beach	0.00					
12		Install Bike Rack	0.00	18,645.00	18,645.00			18,645.00
13		Split Rail Fence	0.00					
14		Trail signs	0.00					
15		Park Map	0.00					
16		Park Entry Name Sign	0.00					
17		Trail/Picnic Area Constr	10,800.00	10,800.00	76.91	-	76.91	-
18		Misc Materials	650.00	650.00				
19		Picnic Tables	2,000.00	2,000.00				
20		Signage	200.00	200.00				
21		Sub Total	28,855.00	47,500.00	76.91	-	76.91	21,034.00
22		Contingency remaining	6,645.00	459.00				-
23	Zuker Shore Access	Conduct Restoration	15,500.00	15,500.00	8,000.00	0	0	8,000.00
24	Restoration							
25	WBS CX.039.2019.84							
26								
27								
28	Access to Shaw Landing	Construct Access, Total	5,500.00	25,000.00	5,500.00			5,500.00
29	for Mobility Impaired							
30	WBS CX.039.2020.65							
31								
32								
33								
34								
35	Install Vault Toilet at	Construct/Install Toilet	12,000.00	12,000.00	To Come			
36	Activity Centre							
37								
38								
39	Asset Management	Prepare Inventory and	15,000.00	15,000.00	To Come			
40		plan for replacement						
41								
42								
43	TOTALS - All PLANNED		83,500.00	115,459.00	34,534.00		76.91	34,534.00
44	2021 Projects							
45	AVAILABLE FUNDING							
46	Capital Reserve Fund (Jan 1, 2021 Balance - 73,660.00)							47,701.00
47	General Capital Fund(Available to spend now)					-		34,534.00
48	Transfers from CRF to GCF				-	5,500.00	25,959.00	
49								

8.5 Capital Program There were no changes to the Capital Spending picture from the previous month.

8.6 Financial Report Approval
 MOVED Commissioner Dewinetz SECONDED Commissioner Henshall that the financial report be approved. CARRIED

9 New Business

9.1 Invasive species- a proposal for controlling invasive plant species on GIPRC properties was presented, establishing that this task should not be undertaken solely on a volunteer basis. Funds of between \$3000 to \$5000 would be required with spending flexible depending on budget- A sub-committee to develop a management structure for removing invasive species and possible replanting as required will be formed at the August meeting. The suggestion was made to provide a workshop for trail stewards so they could monitor invasive species.

CRD has included three GIPRC sites in their invasive species removal program on the Gulf Islands. There is no action timeline.

9. Other Business

9.1 Reprinting GIPRC brochure- although the Silu community park has not been officially opened, there was agreement to go ahead with printing brochures with the park added. The Trail Society will be consulted to have their new trails added. Display maps will also be reprinted. Forward other suggested changes or additions to the Chair.

9.2 Cigarette butts- concern has been voiced about the litter of cigarette butts and the extreme fire hazard of smoking at shore accesses. The Active Page article will draw attention to these concerns.

10. **Unaddressed Thoughts & Concerns** (and input from members of the public) None

11. **Adjournment** MOVED by Commissioner Dishaw. Meeting adjourned at 10:45.

APPENDIX A

<div> GIPRC Recreation Funding Distribution Status - 2021 <div>As of June 30, 2021</div> </div>						
Invoice Number	Requesting Organization	Approved Funds	Date Funds Requested	Date Request Sent to CRD	Funds Disbursed	Funds Remaining
GRF-9	Galiano PAC - Late Request from 2020	1,500.00	15-Feb-21	15-Feb-21	1,500.00	0.00
GRF-21-01	Galiano Golf Club	2,790.00	3-Jun-21	9-Jun-21	2,790.00	0.00
GRF-21-02	Galiano Conservancy Association	2,500.00	3-Jun-21	9-Jun-21	2,500.00	0.00
GRF-21-03	Galiano Public Library	1,000.00	3-Jun-21	9-Jun-21	1,000.00	0.00
GRF-21-04	Galiano Club (Gleaning)	580.00	3-Jun-21	9-Jun-21	580.00	0.00
GRF-21-05	Galiano Club (Galiano Players)	1,365.00	3-Jun-21	9-Jun-21	1,365.00	0.00
GRF-21-06	Yellowhouse Art Centre Society (Pending Insurance)	1,100.00			-	1,100.00
GRF-21-07	Galiano Activity Centre (Daycare)	821.00	3-Jun-21	9-Jun-21	821.00	0.00
GRF-21-08	Galiano Activity Centre (Daycare)	20,000.00	3-Jun-21	9-Jun-21	20,000.00	0.00
GRF-21-09	Nth Gal Comm Assoc (Needle Guild)	980.00	3-Jun-21	9-Jun-21	980.00	0.00
GRF-21-10	Galiano Parent Advisory Committee	1,500.00	3-Jun-21	9-Jun-21	1,500.00	0.00
GRF-21-11	Nth Gal Comm Assoc (Craft Workshops)					
	Asking for 1,520.00 on July 3, 2021 (Pending approval)					
	Total Funds Approved to Date	34,136.00			33,036.00	1,100.00
	Total Budgeted Funds for 2021	38,904.00			33,036.00	5,868.00

Minutes
Galiano Parks and Recreation Commission
Thursday, August 5, 2021, 8:30 AM
Skateboard Park, Lions Field

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

1. **Territorial Acknowledgement**
2. **Approval of Agenda** MOVED Commissioner Longson, SECONDED Commissioner Dishaw that the agenda be adopted as amended. CARRIED
3. **Adoption of Minutes July 8, 2021** MOVED Commissioner Henshall, SECONDED Commissioner Simon that the minutes be adopted. CARRIED
4. **Chair's Remarks**
 - 4.1 Mary Ann Point Road subdivision application to MOTI- There was limited information in the application referred to the commission by the CRD, Discussion focused on the viability of a proposed park dedication. The current dedication would require a trail to be put through from Mary Ann Point Road to join the Matthews/Whipple shore access at its midpoint. A preferred park dedication at the seaward base of the shore access would better serve the public interest.
MOVED Chair Rybak, SECONDED Commissioner Longson
MOTION To support the approval subject to conditions: "That the proponent's proposed park dedication of 0.307 ha be shifted from the Northern boundary of the property to the Southern end of the Whipple Shore Access License of Occupation that abuts the high-water mark on Active Pass. A relocated park dedication would be in the public interest and would help ensure continuing safe, but challenging public access to Matthews Beach on Active Pass. The Galiano Island Parks and Recreation Commission has no interest in the proposed park dedication." CARRIED
 - 4.2 Brochure revisions and reprint
Additional suggestions were made regarding changes and additions to the current GIPRC brochure. Commissioners and CRD will submit final input for a revised draft of the brochure. 6000 copies of the brochure will be printed.
5. **Correspondences** None
6. **Presentations/Delegations**
 - 6.1 Justine Starke Introduction
 - 6.1.1 She explained her CRD role as manager service delivery Southern Gulf Islands as an oversight function, balancing policy implementation and operational needs of commissions. She reviewed the impacts of the Heritage Act and CRD policies on maintenance. Soil disturbance maintenance within 100 meters of a known heritage site will require permit approval. An exemption for routine maintenance is being sought. Capital spending planning should include archeological consultant costs for projects within the 100 metre buffer. Including a cultural accommodation budget item (\$2000) would be prudent.

6.1.2 By-law enforcement

With recent camping at Silú Park, concern was expressed regarding the Commission's role in enforcing day use only without by-laws. GIPRC could request the CRD Board to pass a regulatory by-law, similar to other island's commissions which would require off- island CRD's by-law enforcement. Timely response and other issues were discussed, including Galiano Fire Departments' responses regarding fire restrictions. A more fulsome future discussion is needed.

7. **Administration Reports**

7.1 Maintenance Contractor's Report

Usual summer activities of mowing, trimming, attending to toilets, clearing garbage occurred. Need to replace signage in particular at the skatepark. List will be drafted of all signs needing replacement with money identified for both new signs and replacement of old.

7.2 Shore Access Report

7.2.1 Zayer- Sanctioning Volunteer Maintenance- A request by neighbourhood volunteers to do minor maintenance on the Zayer shore access was discussed. Zayer is still an undeveloped shore access with historic unsanctioned local use. Commissioner Byzyna will draft a response outlining the status of Zayer.

7.2.2 Zuker- Shore Access Restoration

7.2.2.1 The timing of planting was discussed. A grant application which if received will pay for planting at the restoration project.

7.2.2.2 Honouring the Indigenous history of Georgeson Bay- As the Georgeson family has had an historical presence in the neighbourhood, the family is being consulted regarding a formal acknowledgement.

7.3 Trails Report

7.3.1 Sturdies Bay Trail – Remaining danger trees are within GIPRC LOO. There is no need to seek a LOO for the branching trail to the Bluffs Trail network.

7.4 Parks Report

7.4.1 Silú (pronounced sila) The Thera Village Community is closing public access across their lands to Dionisio Park so more pressure can be expected on use. A park signage plan will be submitted to the CRD for approval in accordance with the heritage policy. Wording for signage will be developed at future meeting. Wishbone Toilet delivery to Silú has been delayed until November. Method of delivery still under investigation.

7.5 Recreation Report-\$3200 recreation grant money is still available for 2021.

Yellow House grant is still on hold until insurance is obtained.

7.6 Volunteer Report

7.6.1 Volunteer position description is being developed with input from stewards. Stewards are requested to check their trail a minimum of once a month, working in a team of two if needed. Reporting any maintenance problems apparent on a check allows the maintenance contractor to attend to trails in a timely manner.

8. Treasurer's Report

	A	B	C	D	E	F	G
1	8.0 Treasurer's Expense Report for July 2021 - (Aug 5, 2021 Meeting)						
2	8.1 Status of Accounts		2021 Operations				
3	Excluding GST		2021	July	YTD	Current	
4	Activity		Budget	Spent	Spent	Balance	
5	Parks Improvement		7,010.00	0.00	4,322.40	2,687.60	
6	Parks Maintenance		61,740.00	5,238.46	31,473.02	30,266.98	
7	Parks Meeting Expense		2,930.00	200.00	1,575.00	1,355.00	
8	Total Operating Expenses		71,680.00	5,438.46	37,370.42	34,309.58	
9	Recreation Programs		38,904.00	1,520.00	34,556.00	4,348.00	Less 1,100
10	Recreation Meeting Expense		340.00			340.00	Pending
11	Total Recreation Expenses		39,244.00	1,520.00	34,556.00	4,688.00	Insurance
12	Imprest Account					1,000.00	
13	Cheques Issued -			0.00	0.00		
14	Capital Funding Status						
15	Capital Reserve Fund (Balance Jan 1: 73,660)					47,701.00	
16	General Capital Fund - Transfer in 20,459 from CRF - Mar 31			11,641.60	11,641.60	22,892.40	
17	GCF - Transfer in 5,500 from CRF - May 7						
18	Year End Planned Transfer to Cap Res Fund		14,481.00				
19	Donations			July	YTD		
20				0.00	0.00		
21	8.2 Invoices to Be Approved (GST Incl)						
22	MC - Mtce Contract - Monthly Charges			5,191.20			
23	8.3 Payment of Other Invoices (GST Incl)						
24	Wishbone - Toilet - DL 79 Capital Project			12,185.60			
25	GTC - 3 Invoices Mtce Materials			16.78			
26	BUNZL - Cleaning Supplies			231.54			
27	S DeBeck - Secr Charges - July			200.00			
28	MC - Mtce Mterials			58.55			
29	8.4 Forecast Expenses for 2021	Original	Revised	July	YTD	Balance	2020
30	Excluding GST	Forecast	Forecast	Spent	Spent	to Spend	ACTUAL
31	Garbage Removal	320.00				320.00	547.00
32	Design, Print Brochures	2,000.00				2,000.00	0.00
33	Parks Maintenance Contract - MC (Labour)	42,780.00		4,324.00	25,898.00	16,882.00	41,742.00
34	Mileage Allowance - MC Mtce Contract	4,000.00		620.00	2,385.00	1,615.00	3,988.00
35	Recording Secretary Charges	2,500.00		200.00	1,575.00	925.00	1,510.44
36	Other Meeting Expenses	430.00			0.00	430.00	0.00
37	Cleaning Supplies	1,000.00		221.08	783.38	216.62	1,067.24
38	Extraordinary Mtce Labour Allowance	2,000.00			0.00	2,000.00	0.00
39	Maintenance Materials Allowance	2,500.00		73.38	1,265.43	1,234.57	2,218.57
40	Tools and Equipment	500.00			269.11	230.89	747.48
41	Safety Supplies	500.00			19.25	480.75	950.23
42	Parks Improvement Materials	1,000.00			52.40	947.60	1,228.55
43	Parks Improvement Labour	6,010.00			4,270.00	1,740.00	3,017.50
44	Outside Technical/Maintenance Services	1,000.00			37.50	962.50	1,450.00
45	Tree Felling Services	1,500.00			815.35	684.65	1,281.11
46	Pump Toilets	1,600.00				1,600.00	1,513.08
47	Apple Pie	850.00				850.00	812.48
48	Stewards' Luncheon	600.00				600.00	519.90
49	Post Box	180.00				180.00	173.00
50	CRD Labour/Legal	0.00				0.00	0.00
51	CRD Year End Reconciliation Correction						-63.22
52	Total Forecast Spending/Balance Remaining	71,270.00		5,438.46	37,370.42	33,899.58	62,703.36
53	Contingency Available	410.00				410.00	7,776.64
54	Total Operating Budget/Funds Unspent to July 31	71,680.00				34,309.58	70,480.00

8.4 Payment of Invoices

MOVED Commissioner Byzyna SECONDED Commissioner Denshaw

MOTION Invoices for Contract Maintenance be paid. CARRIED

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	8.5 GIPRC 2021 Planned and Actual Capital Project Spending Report for July 2021 - (Meeting Aug 5, 2021)												
2	(Based on 2021-2024 Five Year Capital Program) Excluding GST												
3	Project Name	Work Description	Total Project Estimate	2021 Spending				Current					
13		Split Rail Fence	0.00										completion cost for 2022 budget or reduce the project scope.
14		Trail signs	0.00										
15		Park Map	0.00										
16		Park Entry Name Sign	0.00										
17		Trail/Picnic Area Constr	10,800.00	10,800.00	76.91	-	76.91	-					
18		Misc Materials	650.00	650.00									
19		Picnic Tables	2,000.00	2,000.00									
20		Signage	200.00	200.00									
21		Sub Total	28,855.00	47,500.00	21,034.00	11,641.60	11,718.51	9,392.40					
22		Contingency remaining	6,645.00	459.00				-					
23	Zuker Shore Access Restoration	Conduct Restoration	15,500.00	15,500.00	8,000.00			8,000.00	Planned 2 year Project				
24									The 8,000 budgeted funding for 2021 is now approved and transferred to GCF. Project has been assigned a cost code. TD grant has been applied for.				
25	WBS CX.039.2019.84												
26													
27													
28	Access to Shaw Landing for Mobility Impaired	Construct Access, Total	5,500.00	25,000.00	5,500.00			5,500.00	Decision made to use the currently approved budget of 5,500 to redefine the trail route in 2021 and to prepare a final design and cost estimate for 2022 capital program. Will apply for reimbursement funding/grants as available and appropriate. 5,500 Transferred to GFC May 7				
29													
30	WBS CX.039.2020.65												
31													
32													
33													
34													
35	Install Vault Toilet at Activity Centre	Construct/Install Toilet	12,000.00	12,000.00					Project on hold while School District considers construction of other facilities on proposed location for toilet.				
36													
37													
38													
39	Asset Management	Prepare Inventory and plan for replacement	15,000.00	15,000.00					Prepare Asset Inventory and Replacement plan/strategy for 2021. Asset replacement to commence in 2022. No progress.				
40													
41													
42													
43	TOTALS - All PLANNED 2021 Projects		83,500.00	115,459.00	34,534.00			76.91	22,892.40				
44													
45	AVAILABLE FUNDING												
46	Capital Reserve Fund (Jan 1, 2021 Balance - 73,660.00)											47,701.00	
47	General Capital Fund(Available to spend now)											22,892.40	
48	Transfers from CRF to GCF									25,959.00			
49													
50													

8.6 Treasurers Report

MOVED Commissioner Byzyna SECONDED Commissioner Simon
MOTION That the Treasurer's Report be approved. CARRIED

8.7 Proposed Revisions to Operating Budget Forecast Spending Allocation for 2021 -Treasurer presented proposed changes to the forecast spending for 2021 to accommodate additional danger tree felling and some removal of invasive species for commission consideration and discussion. The changes will be reflected in the Financial Reports for August.

8.8 First Draft of 2022 Budget for Consideration- Treasurer presented first revisions of the working documents for preparation of the 2022 operating budget and 2022-2026 Capital Program. These will be the basis for the planning and developing by the commission of the 2022 Budget Submission to CRD over the next three months. Deadline for submission is end of October

9 New Business

9.7 Asset Update- A 2021 insurable asset update was circulated. The Zelter shore bench needs to be struck from the list.

9.8 Signage-See Administrative Reports

9.9 Firefighting- A Fire Smart request was made asking if the GIPRC could help with the purchase of water bladders for fire protection. This would not fall under recreation funding and capital cost investments are restricted to GIPRC property.

9.10 SGI Active Transportation Initiative -The next Zoom meeting, August 11 from 2 to 4, will look at trail and park accesses. Commissioner Dishaw is unable to attend. Another GIPRC commissioner will substitute.

10 Other Business None

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

12 Adjournment

MOVED by Commissioner Dishaw. Meeting adjourned at 11:35AM.



Making a difference...together

MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Tuesday, June 8, 2021 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members:** K. Heslop (Chair); M. Fossil, D. Reed; J. Deschenes (EP); W. Foster (EP); M. Kenwell (EP); P. Brent (EP)

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

Regrets: 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

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

5.1 Roles and Responsibilities of Committee Members

5.2 Dog Park

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

That the Magic Lake Estates and Sewer Committee agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES OF APRIL 20, 2021

MOVED by W. Foster, **SECONDED** by D. Reed,

That the minutes of the April 20, 2021 meeting be adopted.

CARRIED

3. COMMITTEE BUSINESS

3.1. Water Update (verbal report with handout)

I. Jesney provided the following update:

Water Treatment Plant – Stainless Steel Pipe Replacement

Documentation has been executed by Rohl, Travellers and the CRD. The process is now in the closing stages with final sign off by Lloyd's. Discussion ensued.

3.2. Wastewater Update (verbal report with handout)

I. Jesney provided the following update:

Collection System Upgrades

- Triahn Enterprises Ltd. started installing pipe on the Galleon/Foc'sle section on May 10, 2021.
- Triahn had all of their gravel delivered by Barge on May 3, 2021 and transported it via Oak Road to 5706 Canal Road where it is being stored.
- The property owner at 5706 Canal Road and Gulf Excavating had initiated a Temporary Use Permit (TUP) on March 27 to store the gravel on that property but apparently it wasn't completed properly so it didn't make it on the April 27

Islands Trust Committee Agenda. It was presented to the Committee on May 27 and they approved the TUP (with one trustee opposed).

- As of May 31, 2021 Triahn has completed the Galleon/Foc'sle section and about half of the Spyglass section equaling about 400m of total pipe being installed (about 13% complete). They are within their original schedule to have all work completed by November 2021. See attached photos provided by Triahn on Spyglass Road.
- Rock was encountered and removed on both those sections (totaling about 56 m3). It is likely that the actual quantities of rock removed could exceed the estimate. Any additional cost for Rock Removal or other changes will be paid from the construction contingency.
- Currently the project is within its original \$2 million budget estimate.
- The Ministry of Transportation has indicated that Oak Road was damaged due to truck traffic. However, Stantec's inspector has indicated that the gravel trucks were not overloaded, this road is used to bring houses to Pender (by barge) and it lacks sub-surface support. There are numerous other roads on Pender Island that are in poor condition and this was brought to MoTI's attention. It remains to be determined what MoTI's expectations will be for Triahn to fix poor condition roads. A meeting will be arranged with MoTI to discuss this further.
- Notices are being delivered to residents prior to the commencement of work in each of the specific work zones. Triahn is planning to work on the next section from Galleon pump station up to Gunwhale and Spyglass.
- Our website has been updated with new information as it is received. The new link is:

<https://www.crd.bc.ca/project/capital-projects/magic-lake-estates-wastewater-system-infrastructure-replacement-project-infrastructure-replacement-project>

The Committee expressed their concerns with respect to the following:

- The speed at which Triahn Enterprises Ltd. staff are driving; and
- Repairs required where road has been dug up.

I. Jesney advised the Committee that he will follow-up with Triahn Enterprises Ltd. to resolve their concerns.

3.3. Operations Update (verbal report with handout)

I. Jesney provided the following update:

Water Operations Highlights:

- Installed a dechlorinating chamber on the Captains Reservoir overflow pipeline.
- Magic Lake Estates Water Treatment Plant dissolved air floatation air saturator troubleshooting.
- Buck Lake Dam inspection frequency increased from weekly to daily due to recent abnormal seepage observations.
- Buck Lake intake screen cleaning and check valve replacement by contract diving operation.
- Emergency response to a watermain break at 37148 Galleon Way.
- Water service line repairs for 2616, 2620 and 2622 Spyglass due to being hit by the contractor performing the sewer capital work for the service.

Wastewater Operations Highlights:

- Schooner Wastewater Treatment Plant:
 - air blower #2 electrical drive motor replacement including blower teardown and inspection.
 - oxidation ditch zone 2 dissolved oxygen probe replacement.
- Cannon Wastewater Treatment Plant air supply system repairs.

Capital Improvement work by Infrastructure Operations:

- Sewer Collection System (Phase 1) Project:
 - Operational staff attended construction start-up meeting along with Infrastructure Engineering Project Management Team.

3.4. Grants Discussion

I. Jesney advised the Committee that the results from the Investing in Canada Infrastructure grant application have not been released. Discussion ensued.

4. CORRESPONDENCE

There was no correspondence.

5. NEW BUSINESS

5.1. Roles and Responsibilities of Committee Members

W. Foster raised the question as to what the role and level of involvement committee members should have interacting with Utility Operators. He also inquired how suggestions for improvements to the water and sewer system are brought forward by staff. Discussion ensued.

I. Jesney advised the Committee that the operational function and maintenance of the water and sewer systems are the responsibility of the CRD and not the committee. He stated that all direction to the Utility Operations regarding the operation and maintenance of the water and sewer systems come from their direct supervisor. He also advised the committee that there is an internal process for Utility Operators to bring forward their suggestions for water and sewer system improvements in the form of a Statement of Work (SOW). SOW's are reviewed by supervisory staff when they are submitted. He also advised the committee that any suggestions regarding improvement can be brought forward through the Chair to Senior Management for discussion.

In order to better understand the system and answer questions from the community, the committee requested an annual facility tour. I. Jesney advised the committee that he would arrange a tour at the end of summer.

5.2. Dog Park

I. Jesney advised the Committee that there is a proposal for a dog park on the land located on the upper portion of the water treatment plant. In order for this conversion to take place, a substantial amount of pipe would need to be re-routed. The cost to re-route the pipe would be approximately \$200,000. For this reason, staff will not support this proposal as it is not in the best interest of the Magic Lake Estates Water and Sewer customers. Discussion ensued.

6. ADJOURNMENT

MOVED by M. Fossil, **SECONDED** by W. Foster,
That the meeting of the June 8, 2021 Magic Lake Estates Water and Sewer Committee be
adjourned at 10:39 a.m.

CARRIED

Chair

Secretary



Adopted Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Miners Bay Park Gazebo on June 10, 2021 at 3 pm.

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

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

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

2. Approval of Agenda

Add: 6.9 and 7.3 - MI Chamber of Commerce request for water service at the public library
Add: 6.10 and 7.4 - MI Conservancy Society request for use of Miners Bay and Dinner Bay

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

CARRIED

3. Adoption of Minutes of May 13, 2021

MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper,
That the minutes of May 13, 2021 be approved as presented.

CARRIED

4. Chair's Remarks

In honour of the 215 children whose remains were found at a former residential school in Kamloops, flags have been lowered to half-mast until further notice from CRD.

Two appreciation cards were circulated to acknowledge support for the CWF grant and the donation towards the new wishing well.

5. Reports

5.1. Treasurer's Report

Treasurer's Report for the period May 1 – 31, 2021

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

5.2. Administration

5.2.1. Follow up Action Report (not addressed elsewhere)

a) Tide Table sponsorship

A pricing error for *MayneLiner* ads had been communicated and it is now confirmed that there is no increase to the advertising rate. The tide table posting was again discussed and it was agreed that after 2021 a small ad referencing the tides.gc.ca website will replace the tide table posting.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook
that the motion made May 13, 2021 regarding the tide table sponsorship in the *Mayneliner* be rescinded and the motion made on December 10, 2020 be reinstated.
CARRIED

b) Future Event/Strategy sessions

Suggestions were requested for an event or planning session to be held outside of the regular meeting. An afternoon retreat by boat to Saturna was agreeable to all. The following were discussion suggestions:

- Review past activities and assess their value;
- Review the archaeological matrix;
- In the context of MI Parks, consider what was learned from the Covid-19 pandemic experience and what might be done differently going forward or in the event of another wave of the virus; and
- Other topics are welcomed.

c) Land Altering Projects – update; Ed Williams Trail; Conconi Reef viewpoint

- Discussed the archaeological matrix and the land altering risk levels as it relates to sign installations. Alternative options were discussed and will be pursued for Emma and Felix Jack Park that would not disturb the soil and allows MIPRC to budget appropriately.
- With regards to the Ed Williams and Conconi Reef Trails, Commissioner Askin will provide a proposal for the work which will be dependent on how prohibitive costs may be in relation to land altering inspection. Commissioners Askin and Bell will review the necessary maps.

Mayne Island Parks and Recreation Commission
Adopted Minutes for June 10, 2021

- Commissioners Askin, Shook and Bell will visit Dinner Bay Park on Saturday to review trail issues.

5.2.2. July 1 celebration at Miners Bay Park

At this time, a flag raising ceremony is acceptable.

5.2.3. Volunteer BBQ 2021

- Given Covid-19 concerns, it was agreed to tentatively schedule in August.
- It will be advertised in the August *MayneLiner*.
- Sign-up will be required to keep capacity and safety practices within health orders.
- Coordination with the Lions is necessary.

5.3. Committees

5.3.1. Sanitation

- a) Library water system update
 - Work is underway to change pipes and install a chlorine injection system with a premix system to avoid corrosion and water pump damage.
 - Dinner Bay has corrosion due to the same issue.
 - The urinal problem is still to be identified.
- b) No smoking sign installation at Miners Bay
To be installed.

5.3.2. Land Acquisition

- a) Follow up with realtor re: Bennett Bay property
Commissioners Askin and Euper agreed to schedule discussion and possible site visit after June 15th.
- b) General update
None discussed.

5.3.3. Memorial Plaques Committee

Memorial recognition recommendations

- Pavers or other physical memorials were not supported.
- Other suggestions discussed and Commissioners Askin and Euper will provide proposals at the next meeting.

5.3.4. Recreational Funding Committee

Formation of committee

- Commissioners Askin and Euper will meet to review applications.
- The deadline to receive applications is July 24th.

Mayne Island Parks and Recreation Commission
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- An ad will be placed in the July *MayneLiner*.

5.4. Parks

5.4.1. Miners Bay

- a) Library basement cleanup and policy on community group storage
Clean up is completed. Storage concerns identified were:
- Increased fire hazard;
 - CRD insurance requirements;
 - unknown boxed items with no ability to monitor for hazards;
 - security and building access control;
 - user safety;
 - risk of water damage;
 - adequate space for workers for maintenance and repairs;
 - liability; and
 - stored hazardous material, i.e. chlorine.

MOVED by Commissioner Shook and **SECONDED** by Commissioner Askin that storage will no longer be available in Park facilities at both Miners Bay and Dinner Bay.

CARRIED

- b) Gazebo repair - update

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook
That the Board of the CRD be requested to approve an amendment to the capital plan of the Mayne Island Parks and Recreation Commission ("MIPRC") to move the Miners Bay gazebo repair project number 22-02 from the year 2022 to 2021, and the total project budget be increased to \$15,000. The funding source for this capital project will be from the capital reserve fund;
and

That the estimate received from Storybook Stone Design Ltd. ("Storybook") dated June 8, 2021 to complete the Miners Bay gazebo repair project be approved and a contract between CRD and Storybook be entered into with a maximum value of \$15,000;

and

That the CRD be requested to approve a direct award to Storybook as the architect and engineer who designed and donated the Miners Bay gazebo to the community initially has spent a considerable amount of time with Storybook to develop a safe, feasible and cost-effective plan; provided detailed drawings and will continue to consult with Storybook at no cost to MIPRC. Storybook has the time and expertise to complete the project on a timely basis to ensure the continued safe use of the gazebo by the public.

CARRIED

Mayne Island Parks and Recreation Commission
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5.4.2.Dinner Bay – Lance

- a) Playground/volleyball/walking circuit update
 - Work on the playground is near completion and is used daily by many.
 - A volleyball net will be installed.
 - It was questioned whether to pursue installation of the fitness circuit or baseball outfield fencing. Responses were that:
 - A fence along first base would protect spectators;
 - The Lions Club will meet July 1st and has funds to contribute towards equipment along the fitness circuit. They have requested MIPRC provide a proposal for the equipment installation.
 - It was commented that the fitness track would have a broad range of community users.
 - Exercise equipment should be placed in shaded and discreet areas so as not to affect sight lines for park users and events such as weddings, etc.
 - Water is pooling in the field and may be caused by a leak.
 - A horse sculpture and a sea lion sculpture will be donated to the park.
 - Several gallons of grey floor paint have been acquired at no cost for the washrooms.
 - The Adachi Pavilion requires painting this summer.
 - The Blazer softball league will be using the park on Wednesdays and some Sundays.
- b) Lions building license – Debra
This should be ready to be finalized.

5.4.3.Japanese Garden
No report.

5.4.4.Village Bay

- Footbridge removed and First Nations position on replacement bridge
- Report received for information and await First Nations response.

5.4.5.Cotton Park

- a) First Nations recognition

Moved by Commissioner Bell and **SECONDED** by Commissioner Shook
That the Mayne Island Parks and Recreation Commission is a strong supporter of reconciliation with First Nations, particularly those with close ties to Mayne Island, and given the historical and current importance of the land known as the Fred and Bette Cotton Community Park to First Nations, an amount of \$2,500 (plus ancillary expenses incurred, if any, to a maximum of \$750) be allocated to honour First Nations. The funding source will be from the current allocated capital project 'Cotton Park'.

CARRIED

Mayne Island Parks and Recreation Commission
Adopted Minutes for June 10, 2021

5.4.6.Emma and Felix Jack Park

- a) Sign installation update
Discussed 5.2.1(c)
- b) Meadow areas in parks
Discussed a suggestion received to allow grass growth in parks to create meadow parkland. It was commented that:
 - While the Mayne Island situation might be quite different, a meadow parkland pilot project in Vancouver to let grass grow resulted in a park site appearing and being perceived as abandoned space with garbage issues;
 - Uncut grass eventually grows to become unhealthy;
 - Uncut grass creates a fire hazard; and
 - Cutting grass stirs up insects for birds to eat.

Consultation with the Mayne Island Fire Chief will take place before responding.

5.4.7.Trail Network Development and Pocket Parks

- a) Plumper Pass/Mt. Parke trail potential – map presentation
No report. Remove from agenda.
- b) Kim Road/Mt. Parke signage with CRD Regional Parks follow up
No report. Remove from agenda.
- c) Charity groups offering assistance with tree disposal – check with fire chief
 - There appear to be two separate charity groups.
 - Rob Underhill, MI Conservancy, recommended that fallen timber be left on the forest floor to naturally decompose and feed the forest.

6. Correspondence

- 6.1. Email correspondence with CRD regarding archaeology policy and Leadership Council agreement.
- 6.2. Email and application from Mayne Island Blazers softball team regarding use of Dinner Bay for practices and games.
- 6.3. Email from F. Gowing requesting classes be held at the Adachi Pavilion until Ag Hall is vacant.
- 6.4. Email to D. Nickoli approving use of Miners Bay Park for a Story Walk on a date to be determined.
- 6.5. Email from Library requesting use of Miners Bay Park for two or more Story Walks.
- 6.6. Facebook comment requesting meadow areas at Emma and Felix Jack Park and other parks.

Mayne Island Parks and Recreation Commission
Adopted Minutes for June 10, 2021

- 6.7. Email from Mayne Island Quilter's Guild requesting July 22 and 23, 2022 for Quilt Show at Dinner Bay.
- 6.8. Email correspondence with School District 64 regarding recipients of 2021 Dave Bentham award. There were three recipients and they will share the award.
- 6.9. Email from MI Chamber of Commerce re connection of water bottle refill station to the library water system.
- 6.10 MI Conservancy Society request for use of Miners Bay and Dinner Bay.

7. New Business

- 7.1. Request from the Frankie Gowing exercise group to extend use of the Adachi Pavilion until the Ag Hall is vacant.

Approved until the end of July, but flexibility is requested to allow use should special request be received from a group.

- 7.2. Request from Library to use Miners Bay Park for Story Walks.

Approved.

- 7.3. MI Chamber of Commerce suggestion for connection of water bottle refill station to the library water system.

Discussed this suggestion and concerns raised were:

- Added pressure on the well which is aging;
- Ongoing maintenance and expense;
- Guaranteeing water is potable at all times;
- After hours problem fixes;
- CRD concerns regarding insufficient resources for regular maintenance and support for existing infrastructure; and
- Misuse during dry summer months.

It was generally thought that:

- After-hours visitors have accommodation where water is available; and
- Cyclists travel with adequate hydration.

Commissioners unanimously agreed not to support the Chamber of Commerce's enquiry to provide potable water through the library's water system.

Mayne Island Parks and Recreation Commission
Adopted Minutes for June 10, 2021

7.4 MI Conservancy Society request for use of Miners Bay and Dinner Bay

Subject to compliance with Covid safety, the following have been approved:

- Use of the pavilion for AGM in August; and
- Use of Dinner Bay during one of last two weekends in August.

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 Shook ,
That the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED

The meeting adjourned at approximately 5:00 pm

Original signed by

August 12, 2021

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

MIPRC Park Reports as at June 10, 2021

Cotton Park

- Roof scrubbed; gutters, skylight and windows cleaned by Jakob D. Excellent attention to detail and carries all required insurance and WCB in case needed at Dinner Bay or Miners Bay.
- Gardens and trail in good shape; assistance from Lorie B. in garden using funds donated for this purpose last year. Continuing issue with grass in the circular driveway.
- Draft Motion regarding honouring First Nations.

Village Bay Park

- Peter, Gareth and Brian H. removed the rotting footbridge carefully and leaving the stub ends of the logs intact in the ground so absolutely no land altering whatsoever.
- Picnic table repaired and refinished (Gareth).
- Vault toilet scrubbed inside and out; new hardware; ready to be painted
- A few donations in the wishing well.

Emma and Felix Jack Park

- Second picnic table repaired and refinished (Gareth).

Miners Bay

- Picnic table outside library rebuilt and refinished (Gareth).

Submitted by Debra Bell



Report for a meeting of the Mayne Island Parks and Recreation Commission at the Miners Bay Park Bandstand on July 8, 2021 at 3 pm. [No Quorum]

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

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

Call to Order

The meeting was called to order at 3:00 pm. Quorum was not established and the meeting proceeded for information purposes only.

1. Territorial Acknowledgement

2. Approval of Agenda

Not addressed.

3. Adoption of Minutes of June 10, 2021

Not addressed.

4. Chair's Remarks

None

5. Reports

5.1. Treasurer's Report

Only significant expenditure was for the plumbing work. The plumber will discuss bathroom flush system recommendations with Commissioner Shook.

5.2. Administration

5.2.1. Follow up Action Report (not addressed elsewhere)

- a) Schedule Commissioner Retreat
Not addressed
- b) Land Altering Projects – update
 - Information provided to archaeological branch for Conconi Reef and Ed Williams Trail.
 - CRD would like to present on the mapping work at the next meeting.
 - The Leadership Council are visiting St. John's Point and several parks on July 17th and 18th.

Mayne Island Parks and Recreation Commission
Report for a meeting held July 8, 2021

5.2.2. Schedule Volunteer BBQ 2021 and responsibilities

- Discussed scheduling the event in September.

5.2.3. CRD Appraiser Tour

- The library and Dinner Bay Park were toured with CRD insurance appraiser for structure replacement cost insurance.

5.3. Committees

5.3.1. Sanitation

- a) Library water system update
Discussed in 5.1
- b) No smoking sign installation at Miners Bay
Not addressed

5.3.2. Land Acquisition – Peter/Veronica

- a) Bennett Bay property
 - An information meeting was held with Michael Dunn, Mayne Island Conservancy, regarding the processes, challenges and lessons learned from increasing public lands.
 - Commissioner Askin will report on information regarding Bennett Bay at next meeting.
 - Commissioners Askin and Euper will develop a priority list for property acquisitions, including this property, which was brought to MIPRC's attention by the Mayne Island Conservancy.
 - This item to be put on the Follow-up Action Report.
- b) General update
None

5.3.3. Memorial Plaques Committee – Peter/Veronica

- a) Memorial recognition recommendations
Commissioners Euper and Askin visited the Miners Bay Notice Board and were in favour of the cedar structure for memorial plaques.

5.4. Parks

5.4.1. Miners Bay

- a) Window replacement and long-term solution
Security glass replacement on the library window was recommended by the insurance appraiser so as to avoid more window chips.

Mayne Island Parks and Recreation Commission
Report for a meeting held July 8, 2021

- b) Bandstand repair – update
Direct award was approved and response on contract to be received by August.
- c) Flags
Flags should remain half-mast until further direction from CRD.

5.4.2.Dinner Bay – Lance

- a) Playground inspection/volleyball/walking circuit update
New equipment to come.
- b) Lions contribution to fitness circuit
Unknown at this time.
- c) Lions building license
The lean-to structure behind the shed may be included in the license agreement.

5.4.3.Japanese Garden

- a) Donations
The donation and commemoration of Mrs Adachi's father was reported on.

5.4.4.Village Bay

- Weed whacking work continues and the vault toilet has been painted.
- Ideally someone takes on responsibility for this park.

5.4.5.Cotton Park

It was reported that:

- The CRD First Nations manager sent a budget for interpretive panels as an example and a celebration should be included in any project undertaken.
- There is support for adding First Nations language to the Hiking and Walking parks brochure.
- A draft policy for park events will be circulated for input.
- The pot hole will be fixed.

5.4.6.Emma and Felix Jack Park

- a) Sign installation update
Rock base is being considered.
- b) Meadow areas in parks update
 - Fire chief consulted on allowing grass to overgrow.
 - Commissioner Bell will respond to the letter writer.

Mayne Island Parks and Recreation Commission
Report for a meeting held July 8, 2021

5.4.7. Trail Network Development and Pocket Parks

It was reported that:

- Broom removal was successful and will resume in the fall.
- Stewardship mandate is being met.
- Conservancy focus has shifted to St. John Point.
- There had been a good work program focussed on environmental restoration.
- New volunteers are required to replace retired volunteers.
- CRD is considering several issues concerning Conconi Reef and Viewpoint Trail.

6. Correspondence

- 6.1. Email correspondence with CRD regarding archaeology policy.
- 6.2. Email from Library requesting use of Miners Bay Park for first Story Walk on July 15, 2021.
- 6.3. Telephone call from resident requesting MIPRC reconsider pickleball courts on park property.
- 6.4. Telephone call requesting use of Cotton Park for a wedding in September 2022.
- 6.5. Email correspondence with Chamber of Commerce regarding decision not to support the provision of potable water to tourists and residents through the library's water system.
- 6.6. Correspondence regarding Anson Road dock and access area.
- 6.7. Email correspondence from CRD regarding 2022-2026 budget process.
- 6.8. Email correspondence from Mayne Island Assisted Living Society (MIALS) requesting Adachi Pavilion booking on July 18, 2021.

7. New Business

- 7.1. Anson Road meeting regarding operations
The project manager will develop a vegetation plan and Rob Underhill of the Conservancy has provided input.
- 7.2. MIALS event on July 18, 2021 including drive-by for long serving MIALS member
No concerns noted for the MIALS event supported by the Lions at Dinner Bay Park.

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

9. Rise and Report (If any) - none

10. Meeting Adjournment

The meeting adjourned at approximately 4:30 pm

Original signed by

August 12, 2021

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

APPROVED



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held Monday January 18, 2021, 108 121 McPhillips Ave, Salt Spring Island, BC
Electronic Meeting**

Present: **CRD Director:** Gary Holman
Commission Members: Francine Carlin, Holly MacDonald, Jason Griffin, Daniel Wood, Kya Dalton, Inga Michaelson, Dr. Daniel Muzyka, Bryan Young
Staff: Karla Campbell, Senior Manager; Tracey Shaver, Recording Secretary.
Participants: Jesse Brown, SSI Chamber; Laura Patrick, Islands Trust; Margaret Thomson, Agricultural Alliance; Elizabeth FitzZaland, Salt Spring Solutions.

1. Territorial Acknowledgement/Call Meeting to Order

Francine Carlin provided the territorial acknowledgement and staff called the meeting to order at 3:04 pm.

2. ELECTRONIC MEETING RESOLUTION

MOVED by Commissioner Wood, **SECONDED** by Commissioner MacDonald,
That this resolution applies to the Salt Spring Island Community Economic Development Commission (SSICEDC) for the meeting being held on January 18, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the SSICEDC is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting,
- c. By offering the ability to attend the electronic meeting by invitation.

CARRIED

3. Welcome New Commissioners

Quick round table of introductions.

4. Election of Chair and Vice Chair

Staff called for nominations of Commission Chair.

- Holly MacDonald nominated Francine Carlin; calling three times and hearing no other nominations Francine Carlin accepted the role of Chair.

Chair Carlin called for nominations of Commission Vice Chair.

- Jason Griffin nominated Holly MacDonald; calling three times and hearing no other nominations Holly MacDonald accepted the role of Vice Chair.

Salt Spring Island Community Economic Development Commission Minutes January 18, 2021

5. Recognize Guests

Chair Carlin introduced invited participants and their roles.

6. Approval of Agenda

MOVED by Commissioner MacDonald, **SECONDED** by Commissioner Dalton,
That the Salt Spring Island Economic Development Commission agenda of January 18,
2021 be approved.

CARRIED

7. Adoption of Minutes of October 19, 2020

MOVED by Commissioner MacDonald, **SECONDED** by Commissioner Griffin,
That the Salt Spring Island Economic Development Commission Minutes of October 19,
2020 be approved.

CARRIED

8. Director and Commissioner Reports

8.1 Director Holman briefly reported

- BC Housing has committed to keeping local shelter open year round 24/7.
- RCMP working together with Bylaw to increase presence in parks; PARC considering some crime prevention ideas.
- Transportation Commission setting priorities; to participate in Islands Trust Ganges Village planning process with development of a traffic plan.

8.2 Vice Chair- Communication and Digital Media

- Commissioner MacDonald provided report on status of media/digital presence

9. Community Reports

9.1 Islands Trust Update - Laura Patrick

Trustee Patrick briefly reported:

- See reports on the online media source "SSI Exchange"
- Creating full spectrum Housing Task Force to consider in tandem local housing needs, Ganges Village and sustainable use of limited natural resources.
- SSIWPA can do more with use of climate action plans
- Consideration of working with CRD for business licences as tool to control short term rentals

9.2 Chamber of Commerce Update - Jesse Brown, Executive Director

- Working with CEDC to host webinar on Covid recovery programs available for small businesses.

9.3 Transitions Salt Spring – Commissioner Brian Young

- Climate Action Plan (version 2) soon to be released.

Salt Spring Island Community Economic Development Commission Minutes January 18, 2021

9.4 Agriculture Alliance – Margaret Thomson

- CEDC to become members of the Agriculture Alliance.
- New Area Farm Plan to be released soon.

10. Salt Spring Island Community Economic Development Commission

Chair Carlin provided a presentation and overview of the past year as well as an evolution of the Commission's accomplishments and what is coming up.

11. Delegation Presentation

11.1 Salt Spring Solutions- Elizabeth FitzZaland

Elizabeth was not able to stay for the meeting but provided information and Commissioner MacDonald briefly reported on:

- Current focus of Salt Spring Solutions
 - Housing solutions
 - Working with Non Profits
 - Completion of the Salish Sea Trail
 - Save Mount Maxwell trails

12. Outstanding Business

12.1 Action to operationalize UBCM resolution confirming BC Rural Property Tax relief for Salt Spring Island and Southern Gulf Islands

- Continuation of lobbying for rural status rights and benefits

12.2 Continued Advocacy- Rural Designation and Island Coastal Economic Trust

- Director Holman briefly reported on continued efforts

12.3 Island COMEBACK – Update

- CEDC provided support for community campaign to “support local” rural islands
- Program developed quickly and successfully under Covid Conditions
- Assisting small island businesses with tech support and promotion

12.4 Shared Business Services Project – Update

- Discussed earlier in meeting

12.5 Agricultural Alliance Membership

- Discusses earlier in meeting

13. New Business

13.1 Just in Time Economic Recovery – Info Sessions

- Cohosting grant recovery options with Chamber

13.2 Islands 2050 – Islands Trust Survey Participation

- Survey is now open

Salt Spring Island Community Economic Development Commission Minutes January 18, 2021

- First round of public feedback
- Policy statement is tool to provide guidance for trust areas
- Need for broader socially diverse representations

13.3 Ganges Village Planning Task Force

- The process for Commission participation was outlined
- Islands Trust will refer for comments from the Capital Regional District whom will gather and provide feedback from all of the local Commissions.

13.4 Salt Spring Island Community Economic Development Staffing

- Need and request for economic development coordinator
- Terms of Reference to be developed to assist with scope of work
- Funding through operational reserves and year end surplus
- Possible timeline for invitations to quote in 2nd quarter after CRD final budgets approved.

14. Next Meetings - Monday – May 17, 2021

*location and participation format TBD under the Order of the B.C. Public Health Officer.

15. Adjournment

MOVED By Commissioner Griffin, **SECONDED** by Commissioner MacDonald,
That the meeting adjourn at 4:35 pm.

CARRIED



CHAIR



SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held April 20, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC**

****Electronic Meeting****

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, Brian Webster, John Gauld, Colin Walde, Drew Bodaly, Sean Norgard, Drew Takahashi, Randy Cunningham
 Staff: Dan Ovington, Parks and Recreation Manager; Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Chair Collombin provided a Territorial Acknowledgement and called the meeting to order at 3:02 pm.

2. ELECTRONIC MEETING RESOLUTION

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Walde,
That this resolution applies to the Salt Spring Island Parks and Recreation Commission (PARC) for the meeting being held on April 20, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the PARC is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting,
- c. By offering the ability to listen to the electronic meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Walde,
That the Salt Spring Island Parks and Recreation Commission agenda of April 20, 2021 be approved as amended with the addition of item 5.2 RCMP Detachment Commander Clive Seabrook re: Crime Prevention in Community Parks and 9 Late Correspondence.

CARRIED

4. Adoption of Minutes of March 16, 2021

MOVED by Commissioner Takahashi, **SECONDED** by Commissioner Norgard,
That the Salt Spring Island Parks and Recreation Commission Minutes of March 16, 2021
be approved.

CARRIED

5. Delegation/Presentation

5.1 Rebecca Nygard re: Graffiti Theater Facility Needs Assessment & Feasibility Study - Multi-Purpose Facility for Salt Spring Island

Rebecca Nygard, Graffiti Theater Executive Director, presented an overview of the report and highlighted:

- History behind space issues in the community
- Process of the study
- Deficit of available indoor space identified
- SIMMS or new indoor space needs
- Community support
- 16 organization with over 600 community members

It was asked about financial feasibility for the maintenance of the facility.

- Arts Council has applied for funding to gather additional information and identify space requirements

5.2 RCMP Detachment Commander Clive Seabrook re: Crime Prevention in Community Parks

Director Holman introduced Commander Seabrook and noted the community outreach and efforts to connect with the community.

RCMP Detachment Commander Clive Seabrook, presented information on:

- Crime Prevention through Environmental Design.
- Maintaining and controlling areas where people congregate.
- Noted Ganges core is extremely dark due to lack of ambient lighting.
- Expressed support for video surveillance in Centennial Park.

It was asked if there was other locations where video access helped with investigations to which Commander Seabrook confirmed.

It was asked if there were issues regarding surveillance and privacy rights and Commander Seabrook clarified case law concerns.

6. Director and Chair Reports

6.1 Director Holman – None

6.2 Chair Collombin

- Introduced Shayla Burnham, Committee Clerk

7. Outstanding Business

7.1 Centennial Park Plaza Replacement Project Charter

- Discussion ensued regarding timelines and the importance of the commission endorsing the Project Charter to allow staff to move forward with community consultation, conceptual designs and costing.
- It was requested that the project charter include three park plaza preliminary design options.
- It was asked what the likelihood of the grant application funding was with discussion regarding the need for conceptual designs and more detailed cost estimates.
- It was noted that if the grant application was unsuccessful there is the option to minimize the budget or allocate funds from reserves.
- It was noted there is gas tax allocated to the project and additional federal funding available.

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Walde
That the Salt Spring Island Parks and Recreation Commission agrees to sign off on the Centennial Park Plaza Upgrade Project Charter as authorization for the project to proceed as presented.

CARRIED

8. New Business

8.1 Crime Prevention in Community Parks

- Staff noted a Privacy Impact Assessment would need to be completed.
- Additional Covid relief funding may be applicable for Bylaw Enforcement.
- An application will be submitted through the CRD in partnership with Community Services through UBCM to assist with community outreach and Bylaw Enforcement.
- Concern was expressed regarding funding.
- It was requested to reduce project funding from \$50,000 to \$30,000

MOVED by Commissioner Gauld **SECONDED** by Commissioner Norgard
That the Salt Spring Island Parks and Recreation Commission recommend that \$10,000 from capital reserves and \$20,000 from Community Works Funds be allocated to proceed with detailed designs and cost estimates, as well as preliminary privacy assessments to determine the viability of the project.

CARRIED

Opposed Commissioner Webster

8.2 2021/2022 Proposed Fees and Charges

The staff report on fees and charges was separated into two segments (A, B) to allow for participation by Commissioner Webster as he declared a conflict of interest with the Market in the Park fees due to being a market vendor.

Staff referenced the fees and charges guideline which frames how additional subsidies are applied.

8.2 A Pool, Park Land and Community Parks

- Recommended adult rate of \$5.96 (2% increase).
- It was noted the commission voted against the rate increase for the 2020/21 year and that the rate increase would go into effect through the September 2021/22 year.
- Concern was raised regarding rate increase due to hardship experienced through the pandemic.
- It was noted that the majority of recreation centres in Greater Victoria voted not to do an increase last year but the majority are now increasing rates to avoid enhancing the gap in user funding revenues.

MOVED by Walde **SECONDED** by Commissioner Takahashi,
That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Areas Committee that the Capital Regional District Board approve the Salt Spring Island Parks and Recreation Fees and Charges Policy with the exception of the Saturday Market in the Park in Appendix A.

CARRIED

Opposed Commissioner Webster

Commissioner Webster left the meeting at 3:38 p.m.

8.2 B Saturday Market in the Park

- It was noted that there was no increase made last year to the market fees and that the CRD ran at a deficit because of the limited capacity in the park.
- Vendors reported extremely high sales.
- A recommendation made for a daily and footage fee increase from \$26.63 to \$28.00 (5% increase).

MOVED by Gauld **SECONDED** by Commissioner Takahashi,
That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Areas Committee that the Capital Regional District Board approve the Salt Spring Island Parks and Recreation Fees and Charges Policy in Appendix A with the Saturday Market in the Park.

CARRIED

Commissioner Webster entered the meeting at 3:43 p.m.

8.3 Drummond Park Renewal License of Occupation

MOVED by Commissioner Walde, **SECONDED** by Commissioner Bodaly That the Salt Spring Island Parks and Recreation Commission recommends that staff negotiate a renewal of the Drummond Park License of Occupation for a further five (5) year term, subject to the same terms and conditions as the current license of occupation; and further that staff be authorized to execute the agreement.

CARRIED

RCMP Detachment Commander Clive Seabrook entered the meeting at 3:46 p.m.

RCMP Detachment Commander Clive Seabrook left the meeting at 4:04 p.m.

8.4 Centennial Park Aquatic Crown Foreshore Lease Renewal (Boardwalk)

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Bodaly That the Salt Spring Island Parks and Recreation Commission recommends that staff negotiate a renewal of the Centennial Park Aquatic Crown foreshore lease agreement for further 30 year term, subject to the same terms and conditions as the current lease agreement; and staff be further authorized to execute the agreement.

CARRIED

8.5 SSI Parks and Recreation Maintenance Facility

- Both lots are within the Agricultural Land Reserve (ALR) but given the size of the lots, staff have confirmation that both lots would be exempt from non-status farm applications.
- CRD can apply to the Islands Trust for a rezoning Community Facilities 1 (CF1) zoning and funds for the application are around \$5,000. Staff also noted that application is a lengthy process as the application will likely be forwarded to the Islands Trust Advisory Planning Commission (APC) and Agricultural Advisory Planning Commission (AAPC).
- Concerns were raised regarding the lots being within residential areas.
- It was noted both lots may be suitable for Affordable Housing.
- It was asked if both lots are needed.
- It was asked if CRD could sell both lots and acquire land that is more properly zoned.
- Staff noted future need for both lots as service levels increase.
- Staff recommended completing a site visit for commissioners.

MOVED by Commissioner Takahashi, **SECONDED** by Commissioner Walde That the Salt Spring Island Parks and Recreation Commission recommend that staff proceed with an application to rezone 210 and 220 Kanaka Road to Community Facilities 1 (CF1) with a zone variation to CF1(d) to include public works yard as a permitted use.

CARRIED

Opposed Commissioner Gauld and Webster

9. Correspondence

- (a) Letter Dated March 18, 2021, re: Donation of TSS Electric Vehicle Chargers at ArtSpring to the CRD.

MOVED by Director Holman, **SECONDED** by Commissioner Gauld that the Salt Spring Parks and Recreation Commission recommend that the report be referred back to staff for additional information.

CARRIED

- (b) Email Dated March 25, 2021, re: New Dock at Cusheon Lake.

MOVED by Commissioner Walde, **SECONDED** by Commissioner Gauld that the Salt Spring Parks and Recreation Commission recommend that the report be referred back to staff for additional information.

CARRIED

10. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 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;

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Norgard, That the Salt Spring Island Parks and Recreation Commission Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1): (n) the considerations of whether a council meeting should be closed under a provision of this subsection;

CARRIED

The Commission returned from the closed meeting at 5:31 with the below rise and report.

11. Rise and Report

MOVED by Commissioner Webster, **SECONDED** by Commissioner Gauld, That the Park Acquisition Proposal for Hwmet'utsum (Mount Maxwell) Lands be further considered and that assessments be completed to identify areas of interest for ecological and recreation benefit and that fair market value be determined for the purchase of a portion of the land; And recommend that the CRD Board approve a five year financial plan amendment to include additional funding of \$50,000 for associated fees and staff time to complete these studies and inform next steps.

CARRIED

12. Next Meeting:

May 18, 2021, 3 PM, Public Library,
Public attendance to be determined by Order of the B.C. Public Health Officer.

13. Adjournment

MOVED By Commissioner Takahashi, **SECONDED** by Commissioner Norgard,
That the meeting adjourn at 5:38 pm.

CARRIED

Sonya Collobin

CHAIR

H. Campbell

SENIOR MANAGER



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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held May 18, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC**

****Electronic Meeting****

Present: **Commission Members:** Sonja Collombin, Brian Webster, John Gauld, Drew Bodaly, Sean Norgard, Drew Takahashi, Randy Cunningham
Absent: Director: CRD Director Gary Holman, Colin Walde
Staff: Dan Ovington, Parks and Recreation Manager; Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Chair Collombin provided a Territorial Acknowledgement and called the meeting to order at 3:02 pm.

2. Public Prohibited Meeting Resolution

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Takahashi, That this resolution applies to the Salt Spring Island Parks and Recreation Commission (PARC) for the meeting being held on May 18, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting.
- c. By offering the ability to listen to the meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, That the Salt Spring Island Parks and Recreation Commission agenda of May 18, 2021 be approved with the addition of item 7.6 Brinkworthy Pathway, moving item 7.3 2021/2022 Proposed Saturday Market Fees and Charges to become the new item 7.6., and on page 20, under the Economic Implications header, update the second paragraph that states "May 2022" to read "May 2021".

CARRIED

4. Adoption of Minutes of April 20, 2021

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Norgard,
That the Salt Spring Island Parks and Recreation Commission Minutes of April 20, 2021
be approved as amended by updating item 8.5 SSI Parks and Recreation Maintenance
Facility, second bullet, by replacing the word “variance” to “rezoning”.

CARRIED

5. Delegation/Presentation – none

6. Director and Chair Reports

6.1 Director Holman – none

6.2 Chair Collombin briefly reported:

- Met with Chair Gayle Baker, Transportation Commission, Chair Francine Carlin, Community Economic Development Commission (CEDC), CRD Director Gary Holman, and Karla Campbell, CRD Senior Manager to discuss island matters.
- CEDC and Salt Spring Chamber of Commerce (The Chamber) collaborating on working to establish a Community Economic Resilience Leaders Group for cross sector economic capacity building through the pandemic and beyond.
- Transportation Commission reported funding for shovel ready design plans through the Island Coastal Economic Trust Funding.
- CEDC reported consideration of the possibility of a multi-purpose trail from Vesuvius to Fulford.
- Discussion was had regarding the condition and responsibility of the Mount Maxwell road noting that once the road enters provincial park land the responsibility is no longer that of the Ministry of Transportation and Infrastructure (MoTI). Transportation Commission exploring the options for signage to warn of current road conditions.
- Continued conversation regarding the Harbour Walk progress.
- Implications of a possible Community Acquisition of the current fire hall location.

7. Outstanding Business

7.1 Salt Spring Island Parks and Recreation External Grant Update

- Fall 2019 approved for a Special Events Coordinator to assist in 2020 with community events. Due to the global pandemic, an extension was given to the fall of 2021 at which time, another application for extension will be made.
- Applied for \$100,000 grant for the Centennial Park Plaza upgrades which was denied. To apply for a second round of funding that has become available.
- Centennial Park Gazebo application denied but moving forward with alternative funding to complete repairs in June 2021.

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Takahashi That the Salt Spring Parks and Recreation Commission External Grants Update be received for information.

CARRIED

7.2 Salt Spring Tree Removal Guideline

- Transportation Commission considering adopting the Salt Spring Tree Removal Guideline based on input from the PARC.
- Concerns regarding wording within the guideline were expressed.
- A suggestion was made for longer public notification periods to be made available regarding the take-down of dangerous trees.

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Takahashi that the Salt Spring Parks and Recreation Commission recommend that the Salt Spring Island Tree Removal Guideline be adopted as amended by updating item 5. Tree Removal, subsection D. from "any other reasons" to "a valid reason" and updating "Considerations should be given to trees identified for removal which have been identified as having very high wildlife value" to "every effort will be made to avoid trees identified for removal which have been identified as having very high wildlife value." Lastly, updating Mitigation methods could include: "identification of wildlife trees during project planning".

CARRIED

7.3 Child Care Space Creation Project – License Agreement

- Funding requirement to provide space to a not for profit child care provider.
- Requests for proposals were distributed ahead of the construction start or completion dates due to scheduling start times as well as input from the child care provider regarding details for the space.
- Grant Funding specified for supplies for the child care provider.
- Anticipating cost estimates to be over budget due to higher construction costs however, Director Holman has indicated he will support with some additional Community Work Funds.
- A question was raised regarding clarifications around hours and days of operation.
- Take down of the infant equipment every day not feasible. CRD exploring the option to have access to Room B outside of the facilities operating hours and allowing equipment to remain in place outside of operating hours.
- A question was raised regarding the possibility of having the equipment taken down over the duration of the weekends.
- Required to offer the space to not for profit for 15 years.
- In the event the provider decided to no longer utilize the space, CRD would issue request for proposals.
- If no proposals received, CRD would be required to continue advertising requests for proposals to utilize the space.
- It was noted that a child care facility can operate within the space and it was noted that Westshore facility is operating all of their child care programs.

- Building security and access concerns raised.
- Space rented out below market value.
- A revised budget will be brought forward to PARC for consideration.

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Takahashi that the Salt Spring Parks and Recreation Commission recommend entering into a five (5) year non-exclusive license for the use of the multipurpose room (multipurpose Room One and Multipurpose Room Two) within the facility and the fenced outdoor play area located at 262 Rainbow Road with Gulf Island Early Learning Society to operate a licensed child care; and grant a renewal license for the License Area for a further term of five (5) years only on the same terms and conditions.

CARRIED

7.4 Salt Spring Island Middle School Business Case – deferred to Special Business Meeting (date TBA)

7.5 Brinkworthy Pathway Update

- Moving forward with securing Statutory Right of Way.
- To be brought forward at the Capital Planning meeting to discuss construction funding.
- Completed a survey and identified a trail location agreed to by the owner.
- CRD completed costing out the project and a report will be brought forward to the Commission in June 2021.

7.6 2021/2022 Proposed Saturday Market Fees and Charges

Commissioner Webster left the meeting at 5:23 p.m.

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Gauld that the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Areas Committee that the Capital Regional District Board approve the Salt Spring Island Parks and Recreation Fees and Charges Bylaw in Appendix A.

8. New Business - None

9. Correspondence – None

10. Next Meeting

TBA – Special Business Meeting

June 15, 2021 Parks and Recreation Commission Meeting

June 29, 2021 Parks and Recreation Commission Capital Planning Meeting

Public attendance to be determined by Order of the B.C. Public Health Officer.

11. Adjournment

MOVED By Commissioner Bodaly, **SECONDED** by Commissioner Gauld,
That the meeting adjourn at 4:12 pm

CARRIED

Forya Collobin

CHAIR

K Campbell

SENIOR MANAGER



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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held June 1, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC
****Electronic Meeting******

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, John Gauld, Colin Walde, Drew Bodaly, Sean Norgard, Drew Takahashi, Randy Cunningham
 Regrets: Brian Webster, Commissioner
 Staff: Dan Ovington, Parks and Recreation Manager; Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Collombin and the meeting was called to order at 3:05 pm.

2. ELECTRONIC MEETING RESOLUTION

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, That this resolution applies to the Salt Spring Island Parks and Recreation Commission (PARC) for the meeting being held on June 1, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the PARC is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting,
- c. By offering the ability to attend and listen to the electronic meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Walde, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission agenda of June 1, 2021 be approved.

CARRIED

4. **Adoption of Minutes of May 18, 2021**

MOVED by Commissioner Takahashi, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission approve the minutes of May 18, 2021.

CARRIED

5. **Director and Chair Reports - None**

6. **Motion to Close the meeting**

MOVED by Commissioner Walde, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1): (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED

The Commission closed the meeting at 3:07 pm.

The Commission returned from the closed meeting at 4:21 p.m.

7. **Rise and Report**

MOVED by Commissioner Gauld, **SECONDED** by Director Holman, that the Salt Spring Island Parks and Recreation Commission recommends approval in principal to enter into a five year lease agreement with School District 64 for the Salt Spring Island Middle School building located at 122 Rainbow Road (PID 002351226).

CARRIED

8. **Next Meeting**

June 15, 2021 Parks and Recreation Commission Meeting.

June 29, 2021 Parks and Recreations Commission Capital Planning Meeting.

****Public attendance to be determined by Order of the B.C. Public Health Officer.**

9. **Adjournment**

MOVED by Commissioner Collombin, **SECONDED** by Commissioner Gauld, that the meeting adjourn at 4:25 p.m.

Sonya Collombin

CHAIR

K. Campbell

SENIOR MANAGER



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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held June 15, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC**

**** Electronic Meeting****

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, John Gauld, Colin Walde, Drew Bodaly, Sean Norgard, Drew Takahashi, Randy Cunningham
 Regrets: Brian Webster
 Staff: Dan Ovington, Parks and Recreation Manager; Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Chair Collombin provided a Territorial Acknowledgement and called the meeting to order at 3:02 pm.

2. Public Prohibited Meeting Resolution

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Walde,
That this resolution applies to the Salt Spring Island Parks and Recreation Commission (PARC) for the meeting being held on June 15, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting.
- c. By offering the ability to listen to the meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Takahashi, **SECONDED** by Commissioner Norgard,
That the Salt Spring Island Parks and Recreation Commission agenda of June 15, 2021 be approved as amended by removing item 7.5 Drake Road Trail Update.

CARRIED

4. Adoption of Minutes of June 1, 2021

MOVED by Commissioner Walde, **SECONDED** by Commissioner Gauld,
That the Salt Spring Island Parks and Recreation Commission minutes of June 1, 2021 be
approved.

CARRIED

5. Delegation/Presentation - None

6. Director and Chair Reports

6.1 Director Holman – None.

6.2 Chair Collombin – None.

7. Outstanding Business

7.1 Rainbow Road Pool and Multipurpose Room Expansion Project Update

MOVED by Commissioner Takahashi, **SECONDED** by Commissioner Norgard, that
the Salt Spring Island Parks and Recreation Commission receives this report for
information.

- Contract awarded and construction to start summer 2021.

CARRIED

7.2 Project Charter – Centennial Park Plaza

- It was asked if the security camera and lighting part of the project was for the entire park and staff reported it was only for the plaza.
- Staff noted that in discussion with the engineer upgrades to the foundation were not recommended and that a full replacement was planned but considerations would be given where feasible.
- It was noted that the SS Exchange has an existing camera in gasoline alley that records the Saturday Market location.

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that
the Salt Spring Island Parks and Recreation Commission agrees to sign off on the
Centennial Park Plaza Replacement Project as authorization for the project to
proceed as presented.

CARRIED

Commissioner Gauld Opposed

7.3 Park Maintenance Facility

- Inclusion of the Rainbow Road property as a possible location for the maintenance facility.
- Rainbow Road property only location zoned for an indoor recreation facility.
- It was asked if the access road to the Kanaka Road property was public and staff reported it was not.
- Residential area traffic concerns raised for the Kanaka Road property.
- Maintenance facility to include new lunch room, washroom, storage for tools and an outdoor covered work area.

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Walde, that the Salt Spring Island Parks and Recreation Commission recommend proceeding with an application to rezone 210 and 220 Kanaka Road to Community Facilities 1 (CF1) with a zone variation to CF1 (d) to include a parks maintenance facility as a permitted use.

DEFEATED

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Bodaly, That the Salt Spring Island Parks and Recreation Commission recommend that the report be referred back to staff for additional information and that the commission participate in a site visit at 262 Rainbow Road.

CARRIED

7.4 Project Charter – Park Maintenance Facility

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Bodaly that the Salt Spring Island Parks and Recreation Commission recommend that item 7.4 Project Charter – Park Maintenance Facility be deferred to a future meeting.

7.5 Subdivision Referral – 445 Blackburn Road, PID 009-131-418

- Staff provided verbal update regarding the request for a five meter dedication for statutory right of way for the purpose of a pedestrian pathway for a connection from Wright Road to Frazier Road and noted it is with the approving officer.
- It was asked if the pathway would go around the property or through the property and staff responded it would go along the property line boundary.

8. New Business

8.1 Electric Vehicle Charging Unit - 100 Jackson Avenue, PID 025-907-221

MOVED by Commissioner Walde, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommend accepting the Level 2 electric charger donation and allocate operating and capital funding for the repairs and replacement of the unit.

CARRIED

Commissioner Gauld Opposed
Commissioner Bodaly Opposed

9. Correspondence - None

10. Motion to Close the meeting

MOVED by Commissioner Walde, **SECONDED** by Commissioner Bodaly, That the Salt Spring Island Parks and Recreation Commission Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 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

The Commission closed the meeting at 4:08 pm.

The Commission returned from the closed meeting at 5:04 pm.

11. Rise and Report – None

12. Next Meeting:

Tuesday, June 29, 2021, 3 PM, Public Library.

13. Adjournment

MOVED By Commissioner Walde, **SECONDED** by Commissioner Bodaly, That the meeting adjourn at 5:05 p.m.

CARRIED

Tonya Collombin

CHAIR

J. Campbell

SENIOR MANAGER



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Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission Held March 29, 2021, CRD Meeting Room, 129 McPhillips Ave, Salt Spring Island, BC **electronic meeting

Present:

In Person: Karla Campbell, Robin Soles

Electronic Participation: Director Holman, Gayle Baker, Gary Lehman, Myna Lee Johnstone, Peter Meyer, Mitchell Sherrin, Maxine Leichter

Electronic Guests: Various members of the public.

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Commissioner Sherrin and the meeting was called to order at 1:00 pm.

2. ELECTRONIC MEETING RESOLUTION

MOVED by Commissioner Baker, **SECONDED** by Commissioner Sherrin, That this resolution applies to the Salt Spring Island Transportation Commission (SSITC) for the meeting being held on February 22, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the SSITC is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting,
- c. By offering the ability to attend and listen to the electronic meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Baker, **SECONDED** by Commissioner Leichter, That the Salt Spring Island Transportation Commission agenda of March 29, 2021 be approved and amended by moving item 8.1 to 5.2, item 7.2 to 5.3, and adding new item 8.1 Flag Stops at Ganges Crosswalks.

CARRIED

4. Adoption of Minutes of February 22, 2021

MOVED by Commissioner Lehman, **SECONDED** by Commissioner Meyer, That the Salt Spring Island Transportation Commission approve and amend the February 22, 2021 minutes by removing the wording in item 7.4 first bullet from "trail project" onwards.

CARRIED

5. Delegation/Presentations

5.1 Ericka Amador – BC Transit Service Design Standards and Performance Guidelines

- Service Design Standards and Performance Engagement Survey available for commissioners.
- Survey will launch for public on April 6, 2021.
- Public will be notified by Driftwood ads, in-bus pamphlets, Facebook ads, and mail-outs. Salt Spring Exchange ad to be looked into.
- Paper surveys will be available at the Salt Spring CRD office.
- Ferry/bus connections continue to be worked on.

5.2 BC Transit – Annual Performance Summary

Received.

5.3 Bus Shelter Location

- More data to be collected from bus drivers regarding routes and direction of riders.
- Possible locations include Central, Cusheon Lake, Blackburn Lake, and Horel Road.

ITEM TABLED

6. Report of the Director and Commissioners

- Director Holman reported:
 - The CRD approved 2021 Budget on March 24, 2021.
 - 1.2% requisition increase, less than inflation.
 - Transit portion of the requisition was reduced; funding replaced with Covid Relief funding, which reflects impact on revenue.
 - \$234,000 from Federal Covid Recovery funding went to BC Transit.
 - Federal government doubling gas tax transfer to local governments, \$600,000 for Salt Spring.
 - Provincial Covid Relief funding for local governments brings \$540,000 to the CRD to address revenue shortfalls and cost increases; distribution between the Electoral Areas to be worked out.
 - Regarding motion to return half of Martin Ogilive's funds, Director Holman says there is no legal obligation and it sets an unwanted precedent. Ogilive's funds were received for re-zoning his property, which was done. The Director will work with the Island's Trust to clarify policies and make sure they are consistently applied.
- Chair Baker reported:
 - The Salish Sea Trail was discussed in a ZOOM meeting with Adam Olsen.
 - Grant opportunities need to be taken advantage of with plans and preparations ready to go.

7. Outstanding Business

7.1 Project Updates:

- Ganges Hill Project
 - Money will be leftover. Funds can be used for the downtown area.
 - MOTI and staff agree that the pathway issue would be better addressed after the paving project is complete.
 - Commission agrees to MOTI re-paving prior to pursuing an additional pathway.
 - MOTI is hoping to finalize negotiations with property owners soon.
 - Director Holman requested a letter outlining commitments and timelines for the re-paving.
- Booth Canal-Vesuvius Pathway
 - Signage and reflectors needed for corners and visibility.
 - MOTI responsible for road sweeping and catch basin maintenance.
 - Sight issues if taking a left-hand turn from Baker Road onto Fulford-Ganges.
 - Grafitti might become an issue on the cement blocks.
 - Slope might be a concern for users with less mobility.
 - Commission requests staff to review concerns.
- Advocacy Strategic Priorities
 - Advocate for shoulder/road sweeping and line painting to happen more frequently.

7.2 Petition from Curt Firestone: Incorporate Car Stops in the Ganges Transportation Plan

- RCMP will not stop ridesharing.
- 80 people signed petition, 100-150 attended protest when Embe ridesharing signs were removed.
- The Transportation Commission was not involved in the removal of signs.
- Ridesharing has a long history on Salt Spring.

8. New Business

8.1 Flag Stops at Crosswalks in Ganges

MOVED by Commissioner Baker, **SECONDED** by Commissioner Sherrin,
That the Salt Spring Island Transportation Commission recommend trying a flag stop at a crosswalk in downtown Ganges.

8.2 Speed Reader Boards at Entry Points to Ganges

Item deferred to April 26, 2021 meeting.

9. Correspondence:

Email dated March 05, 2021 re: Vesuvius to Booth Canal Pathway from Rita Archer.
Received.

10. Next Meeting: Monday April 26, 2021 at 1PM

*location and participation format TBD under the Order of the B.C. Public Health Officer.

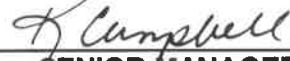
11. Adjournment

Moved by Commissioner Leichter, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission March 29, 2021 meeting adjourn at
3:46pm.

CARRIED



CHAIR



SENIOR MANAGER



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held April 26, 2021, CRD Meeting Room, 129 McPhillips Ave, Salt Spring Island, BC**

****electronic meeting**

Present:

In Person: Karla Campbell, Shayla Burnham, Doug Weihing

Electronic Participation: Director Holman, Gayle Baker, Gary Lehman, Myna Lee Johnstone, Peter Meyer, Mitchell Sherrin, Maxine Leichter, Aubrey Smith

Electronic Guests: Elizabeth Nolan from the Driftwood publication and various members of the public

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 12:58 pm.

2. ELECTRONIC MEETING RESOLUTION

MOVED by Sherrin, **SECONDED** by Commissioner Meyer, that this resolution applies to the Salt Spring Island Transportation Commission (SSITC) for the meeting being held on April 26, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the SSITC is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting,
- c. By offering the ability to attend and listen to the electronic meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve and amend the agenda of April 26, 2021 by accepting six (6) late delegations, updating item 7.2 Booth Canal Vesuvius Bay Pathway: Cycling Lane to item 7.1 and to include "Safety Issues", adding 7.4 Cross Walks at Jackson Avenue, removing item 8.2 Active Transportation Planning Grant Application and removing item 8.4 Curb at Seaview and Fulford-Ganges Roads.

CARRIED

Commissioner Johnstone Opposed

4. Adoption of Minutes of March 29, 2021

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Lehman, to defer the approval of the March 29, 2021 minutes to the meeting of May 31, 2021 and to include the following motions:

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Lehman to add “to be referred to the Islands Trust Ganges Village Planning Task Force” to item 7.2 Petition from Curt Firestone: Incorporate Car Stops in the Ganges Transportation for input on locations for car stops.

MOVED by Commissioner Lehman, **SECONDED** by Commissioner Leichter to update item 6. Report of the Director and Commissioners, fifth bullet, to read: Federal government gas tax transfer to local governments doubling from \$600,000 to \$1.2 million for Salt Spring Island.

CARRIED

5. Delegation/Presentations

5.1 Bill Cote re: Road Safety at Baker Road and Lower Ganges Road Intersection

- Included a written statement distributed to commissioners.

5.2 Jan Fellenius re: Road Safety at Baker Road Lower Ganges Road Intersection

5.3 Late Delegations:

- **Ken Jackson re: Road Safety at Baker Road and Lower Ganges Road Intersection**
- **Gay Utter re: Road Safety at Baker Road and Lower Ganges Road Intersection**
- **David Rapport re: Road Safety at Baker Road and Lower Ganges Road Intersection**
- **Luisa Maffi re: Road Safety at Baker Road and Lower Ganges Road Intersection**

6. Report of the Director and Commissioners

Chair Baker reported:

- To remove item 8.2 Active Transpiration Planning Grant Application from the April 26, 2021 agenda due to the Transportation Commission not applying for the UBCM Active Transportation Planning Grant.
- To remove item 8.4 Curb at Seaview and Fulford-Ganges Road from the April 26, 2021 agenda due to no further discussion.
- Confirmation from EMCON Services Inc. regarding annual road sweeping for major roads on or before May 15, 2021 and minor roads on or before June 15, 2021.
- EMCON Services Inc. may consider more road sweepings per year.

MOVED by Commissioner Baker, **SECONDED** by Director Holman that the Salt Spring Island Transportation Commission recommends that the Booth Canal Vesuvius Bay Pathway: Cycling Lane Safety Issues be moved to item 7.1.

CARRIED

7. Outstanding Business

7.1. Booth Canal Vesuvius Bay Pathway: Cycling Lane Safety Issues

- Visibility and speed control noted as the main concerns.
- Pedestrian pathway design was brought forward by Island Pathway as a proposed project.
- CRD contracted a specialized engineering firm to create the pathway design.
- CRD clarified that the pathway is not a cycling lane project but a pedestrian pathway project.
- Pathway built according to the Ministry of Transportation and Infrastructure (MoTI)'s British Columbia Active Transpiration Design Guide.
- Clarification on sign placements, distance and speed reduction zones.
- A question was asked regarding the monitoring of cyclists using the pedestrian pathway.
- CRD clarified there is no prohibition of cyclists on this or any other CRD pathway on Salt Spring Island.
- Discussion regarding hiring a safety consultant to provide the commission with information to determine the safety measures.
- Configured designs for the pathway project were not provided to the commission prior to the project start date.
- Requested that future projects involving transportation be presented to the Transportation Commission for review.
- There was a question regarding the removal of two cement barriers to improve visual concerns.
- It was suggested the situation be reviewed by a third party consultant for recommendations.
- Grant timing concerns were noted.
- Safety concerns were expressed from all members of the commission.

MOVED by Director Holman, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission recommend that staff immediately exam the feasibility of removing the last two blocks in the retaining wall north of Baker Street.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Johnston that the Salt Spring Island Transportation Commission recommend that the pathway be completed as soon as possible in order to ensure the \$490,000 in funding from Ministry of Transportation and Infrastructure (MoTI) and that staff immediately report to the Commission on options to address safety concerns for cyclists and drivers regarding the recently placed cement curbs and retaining walls.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Johnston that the Salt Spring Island Transportation Commission recommend That all future pathway designs take into account pedestrian, motorist, and cycling safety as key objectives and that all future pathway designs be presented to the commission for their recommendations before finalizing.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Leichter that the Salt Spring Island Transportation Commission recommend staff immediately implement safety measures to reduce safety risks for cyclist and motorist related to the Booth Canal pathway project.

CARRIED

7.2. Speed Boards

- Cost concerns expressed.
- Benefits to portable speed boards discussed.
- RCMP speed watch program being implemented and commissioner interest in volunteer services expressed.

MOVED by Director Holman, **SECONDED** by Commissioner Leichter that the Salt Spring Island Transportation Commission recommends that the Speed Board report be referred back to staff for more information on adding portable speed boards to the consideration of options.

CARRIED

7.3. Bus Shelter Locations

- Long term priority areas include Blackburn/Cushion Lake area and Embe Bakery area, to follow the completion of the Ganges Repaving Project.
- Current, short term priorities include Mobrae Street and Vesuvius Bay Road (suggested in the 2018 BC Transit Recommendations and by the bus drivers), across from the old Fulford Inn location, and to relocate the existing shelter across from Country Grocer Moon Snail, and construct an art inspired bus shelter.
- Concern expressed for the future Embe Bakery location due to an incline in the road.
- A suggestion for a future bus location on Drake Road was made.

- The potential for an 80% discount for the standard BC Transit bus shelter was made with a comment regarding specific location(s) to be provided within the application process.
- Transportation Commission to inform the community with proposal information.

MOVED by Commissioner Baker, **SECONDED** by Commissioner Leichter that Commissioner Baker will contact the Island Bus Shelter Group and that the Salt Spring Island Transportation Commission welcome proposals for any of the following three locations for art inspired bus shelters:

1. Mobrae Street and Vesuvius Bay Road.
2. Across from the old Fulford Inn location.
3. Across from Country Grocer Moon Snail.

CARRIED

MOVED by Commissioner Sherrin, **SECONDED** by Commissioner Leichter that the Salt Spring Island Transportation Commission apply for a discounted bus shelter at the north bound on Fulford-Ganges Road at the intersection of West Horal Road subject to a staff assessment of the site for feasibility.

CARRIED

Commissioner Johnstone Opposed

MOVED by Commissioner Baker, **SECONDED** by Commissioner Sherrin to request Commissioner Johnstone to bring back information regarding used bus shelters to the Transportation Commission at the May 31, 2021 meeting.

CARRIED

7.4. Cross Walks at Jackson Avenue

- Deferred to May 31, 2021 Transportation Commission Meeting.

8. New Business

8.1. Islands Trust Referral Concerning El Loco Taco

- Pedestrian safety concerns regarding the crosswalks out front of Taco Loco.
- The Transportation Commission will provide feedback when requested by the Ganges Village Planning Task Force.
- Suggestion to hire a third party consultant to develop a transportation plan for Ganges Village Planning.

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission defer item 8.1 Islands Trust Referral Concerning Taco Loco to the May 31, 2021 Transportation Commission meeting.

CARRIED

8.2. Street Lighting

- Deferred to May 31, 2021 Transportation Commission Meeting.

8.3. Salt Spring Island Community Transit Monthly Revenue Report

- Deferred to May 31, 2021 Transportation Commission Meeting.

9. Correspondence – None

10. Project Updates

- Deferred to May 31, 2021 Transportation Commission Meeting.

11. Next Meeting: Monday, May 31, 2021 at 1PM

*location and participation format TBD under the Order of the B.C. Public Health Officer.

12. Adjournment

The meeting adjourned at 3:35pm.



CHAIR



SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held May 31, 2021, CRD Meeting Room, 129 McPhillips Ave, Salt Spring Island, BC**

****electronic meeting**

Present:

Electronic Participation: Gary Lehman, Myna Lee Johnstone, Peter Meyer, Maxine Leichter, Director Holman, Gayle Baker, Karla Campbell, Shayla Burnham, Mitchell Sherrin, Aubrey Smith

Electronic Guests: Elizabeth Nolan from the Driftwood publication and various members of the public

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 1:01 pm.

2. ELECTRONIC MEETING RESOLUTION

MOVED by Director Holman, **SECONDED** by Commissioner Leichter,
That this resolution applies to the Salt Spring Island Transportation Commission (SSITC) for the meeting being held on May 31, 2021, and that in-person attendance of the public is prohibited by Order of the B.C. Public Health Officer.

That the SSITC is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. 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,
- b. By making the minutes of the meeting available on the CRD website following the meeting,
- c. By offering the ability to attend and listen to the electronic meeting by invitation.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission agenda of May 31, 2021 be approved as amended by adding a Used Bus Shelter update under section 6. Report of the Director and Commissioners, adding 8.4 GradPASS, adding 9.3 Email Dated May 28, 2021 re: Mobility Concerns for El Loco Taco, moving item 8.2 Street Lighting to 8.1, and amending the Tree Removal Guideline motion to read: That the Salt Spring Island Transportation Commission recommend that the Salt Spring Island Tree Removal Guideline be adopted as presented.

CARRIED

4. Adoption of Minutes of March 29, 2021

MOVED by Commissioner Smith, **SECONDED** by Commissioner Meyer,
That the Salt Spring Island Transportation Commission approve the minutes of March 29, 2021.

CARRIED

Adoption of Minutes of April 26, 2021

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission approve the minutes of April 26, 2021 as amended by updating page 10, paragraph 2, from "That" to "that", updating 7.3, motion 3 to read: "North bound on Fulford-Ganges Road at the intersection of West Horal Road," and updating 8.1 Islands Trust Referral Concerning "Taco Loco" to Islands Trust Referral Concerning "El Loco Taco."

CARRIED

5. Delegation/Presentations

5.1 Curt Firestone re: Vehicle Safety on Vesuvius Bay Road

- Referenced the 3 ½ kilometres of Vesuvius Bay Road between Portlock Park and the Vesuvius Bay ferry terminal.
- Spoke to safety concerns regarding 14 curves, 6 hills and 8 streets that are on or enter Vesuvius Bay Road.
- Suggested that the Ministry of Transportation and Infrastructure (MoTI) install warning signs for motorists and requested the Transportation Commissions support.
- Major curves cause blind spots for motorists.
- There was a question regarding painted lines on Vesuvius Bay Road.
- Confirmation of double yellow lines painted on Vesuvius Bay Road with an exception between Mobrae Avenue and Brodwell Road where a broken yellow line indicates that you may cross it to pass.

5.2 Tom Boekbinder re: El Loco Taco

- Owner of El Loco Taco.
- Expressed acknowledgement to the Transportation Commission for recommended suggestions regarding safety surrounding El Loco Taco and pedestrian walkways.
- Owners of the building express support for safety upgrades.

6. Report of the Director and Commissioners

Director Holman – no report.

Chair Baker briefly reported:

- Acknowledgement for CRD Staff.
- Ask Salt Spring meeting occurred Friday, May 28, 2021 and Chair Baker will provide the commissioners with a copy of the report.

Commissioner Johnstone briefly reported:

- Used glass bus shelter in Pioneer Village originally came from BC Ferries.

- Used glass bus shelters are being replaced by BC Transit with metal bus shelters due to vandalism issues.
- Commissioner Johnstone will report back to the Transportation Commission on Art Inspired bus shelters at a future meeting.

7. Outstanding Business

7.1 Booth Canal Pathway Safety Concerns

- CRD Staff met with MoTI on site.
- MoTI provided suggested changes such as a stop strip on the corner of Baker Road on the other side of the pedestrian crosswalk, signage warning motorists of the approaching intersection, and removed some shrubbery that may be interfering with sight lines.
- Potential in removing no post barriers south of Baker Road adjacent to the cemetery, except for ones put in place to secure infrastructure.
- Staff Indicated barriers towards Booth Canal Road are a requirement of MoTI.
- CRD staff to return to the Transportation Commission with cost estimates for installing the stop strip and removing the barriers approved by MoTI.
- A separate project needed for the addition of a cycling lane.
- A question was raised regarding the removal of the concrete retaining wall north of Baker Road and CRD staff confirmed that was a retaining wall that would have to be considered for a future project.
- CRD Director Holman indicated that MoTI will consider moving and/or removing the the curb side barriers north of Booth Canal Road.
- Commissioner Lehman provided the Transportation Commission the results of his walk-about with other engineers regarding improvements to Booth Canal safety, beautification and ongoing maintenance.

MOVED by Director Holman, **SECONDED** by Commissioner Leichter, That the Transportation Commission recommend improving sightlines, subject to consultation with the families associated with the burial plots, that the pathway fronting the north side Baker Road cemetery be lowered by removing the top course of retaining wall blocks, or alternatively, lowered to road grade level by moving the retaining wall back to the cemetery edge; and also that a retaining wall more appropriate in a rural setting be considered.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Lehman, that the Transportation Commission recommend that all of the cement curbs south of Baker Road and adjacent to the cemetery, be moved or removed. Any moving of curbs to provide a wider cycling lane may require extension of the shoulder pavement.

CARRIED

- Installation of a 1.8 meter bikeway would comply with the Active Transportation guideline and assist with completion of the future Salish Sea Trail.
- A recommendation was made to have a cyclist lane constructed in between the pedestrian pathway and the roadway.

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Transportation Commission recommend that other low cost measures include painting a stop bar on the road side of the crosswalk, installing two parabolic mirrors across from Baker Road both north and south, signage warning pedestrians and cyclists of the Baker Road intersection, and by requesting greater RCMP enforcement in the area to reduce speed to improve safety at the Baker Road intersection, be implemented as soon as possible.

CARRIED

7.2 Islands Trust Referral Concerning El Loco Taco

- Transportation Commission making a request to Islands Trust to ensure safety for pedestrian walkways separate from the traffic.
- The pedestrian walkway, as well as handicapped parking and access to El Loco Taco, should be "Accessible." It is suggested that community members be consulted concerning accessibility issues.

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Transportation Commission recommends to Islands Trust a clearly-delineated pedestrian walkway on the entire perimeter of El Loco Taco. It is recommended that the business owner, the property owners and the Ministry of Transportation and Infrastructure determine the best location for this pedestrian pathway. The pedestrian walkway be clearly-designated as well as made attractive for amenities such as planters and/or benches.

CARRIED

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Transportation Commission recommends on-site parking consist of four parking spaces abutting the Pharmasave building and painting the additional on-street parking on McPhillips with an increased angle to provide more room for a pedestrian pathway at the front while also decreasing extension of cars into the road and that the owner be allowed to use a small portion of the landscape reserve to complete painting.

CARRIED

7.3 Tree Removal Guideline

- Recommend pathways be constructed by going around trees if possible and not removing trees unless absolutely necessary.
- No construction should occur that would cause extensive tree root removal.
- Dead trees play an important role in wildlife habitats.

MOVED by Director Holman, **SECONDED** by Director Smith, that the Transportation Commission refer the guidelines back to staff to strengthen language regarding the policy and commissions intent to avoid tree and vegetation removal unless absolutely necessary.

CARRIED

7.4 Project Updates:

- **Island Bus Shelters** – deferred
- **North Ganges Transportation Project, Phase 2** – deferred
- **Ganges Hill** – deferred
- **Advocacy Strategic Priorities** – deferred
- **Salish Sea Working Group** – Discussion in item 9. Correspondence

8. New Business

8.1 Street Lighting

MOVED by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Transportation Commission request staff to send a letter to BC Hydro requesting that street lighting be replaced with the lowest, most yellow (softest) wattage possible to keep with the rural character of the island and to add night shields were possible.

CARRIED

Commissioner Johnstone opposed

8.2 Summer Schedule – Including Time for BC Transit Report and Recommendations, Strategic Planning, and Budget

- Commissioners recommend electronic meeting platform throughout summer months.
- No meeting in August 2021.

8.3 Zero Emissions Vehicle Infrastructure Program

- Grant application funding would cover up to 50%
- If grant is approved, the province will provide additional 25% funding.
- Level three chargers are expensive.
- CRD staff to meet with owners of Country Grocer and volunteers to prepare an application.
- Possibility of third party contractors to maintain chargers.
- Gas tax funds can be used to stack remaining funding.
- Country Grocer offering four parking spots.

MOVED by Director Holman, **SECONDED** by Commissioner Baker, That the Transportation Commission recommend staff proceed with grant applications for Electronic Vehicle (EV) Chargers and negotiation of license of occupation for these chargers with Country Grocer.

CARRIED

Commissioner Leichter opposed

8.4 GradPASS

MOVED by Commissioner Johnstone, **SECONDED** by Commissioner Lehman, that the Transportation Commission recommend support to BC Transit in providing temporary bus passes to the Salt Spring Island high school graduate students.

CARRIED

9. Correspondence

9.1 Letter Dated May 21, re: Salish Sea Trail Working Group

- Commissioner Baker and Director Holman to return to the Transportation Commission with more information.

MOVED by Commissioner Baker, **SECONDED** by Commissioner Lehman, that the Transportation Commission support Curt Firestone in writing a letter to the Ministry of Transportation and Infrastructure regarding vehicle safety on Vesuvius Bay Road.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission task Director Holman and Commissioner Baker to explore some alternate bicycle routes and to bring additional information forward at a future meeting.

CARRIED

9.2 Letter Dated May 23, re: Island Bus Shelters

MOVED by Director Baker, **SECONDED** by Director Holman, That the Transportation Commission recommend that staff provide a survey for the Mobrae Avenue and West Horel Road for the possible bus shelter locations.

CARRIED

9.3 Email Dated May 31, re: El Loco Taco Accessibility Issues

10. Next Meeting: Monday, June 28, 2021 at 1PM

*location and participation format TBD under the Order of the B.C. Public Health Officer.

- Commissioners requested staff to consider early start times for future meetings.

11. Adjournment

MOVED by Director Holman, **SECONDED** by Commissioner Meyer,
That the meeting be adjourned at 3:51 pm.

CARRIED



CHAIR



SENIOR MANAGER



Making a difference...together

MINUTES OF A MEETING OF THE Southern Gulf Islands Harbours Commission, Held Friday, April 23, 2021 at 9 a.m., Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Commissioners: B. Dearden (Chair) (EP), Mayne Island; P. Brent (Vice Chair) (EP), Saturna Island; J. Deschenes (EP), North Pender Island; R. Fenton (EP), South Pender Island; J. Hall (EP), Piers Island/Swartz Bay; D. Howe, Electoral Area Director; B. Mabberley, Galiano Island

Staff: D. Puskas, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations (EP); S. Henderson, Manager, Real Estate Services; D. Dionne (Recorder)

EP = Electronic Participation

1. CALL TO ORDER

The meeting was called to order at 9:05 a.m. by D. Puskas, Manager, Capital Projects, Integrated Water Services.

2. ELECTION OF CHAIR

D. Puskas called for nominations for the position of Chair of the Southern Gulf Islands Harbours Commission for 2021.

- Commissioner Brent nominated Commissioner Dearden, Commissioner Dearden accepted the nomination.
- D. Puskas called for nominations a second time.
- Director Howe nominated Commissioner Mabberley, Commissioner Mabberley declined the nomination.
- D. Puskas called for nominations a third and final time.

Hearing no further nominations, D. Puskas declared Commissioner Dearden Chair of the Southern Gulf Islands Harbours Commission for 2021 by acclamation.

3. ELECTION OF VICE CHAIR

Chair Dearden called for nominations for the position of Vice Chair of the Southern Gulf Islands Harbours Commission for 2021.

- Chair Dearden nominated Commissioner Brent, Commissioner Brent accepted the nomination.
- Chair Dearden called for nominations a second time.
- Chair Dearden called for nominations a third and final time.

Hearing no further nominations, Chair Dearden declared Commissioner Brent Vice Chair of the Southern Gulf Islands Harbours Commission for 2021 by acclamation.

4. APPROVAL OF AGENDA

Two items were added to the agenda:

1. Item 9.1 - Anson Road Management Plan
2. Item 10.2 - Inter-Island Transportation Study Update

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabblerley,
That the agenda be approved as amended.

CARRIED

5. ADOPTION OF MINUTES

MOVED by Commissioner Mabblerley, **SECONDED** by Commissioner Brent,
That the minutes of the November 27, 2020 meeting and December 22, 2020 special meeting
be adopted.

CARRIED

6. APPROVAL OF RESOLUTION

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

CARRIED

1. That this resolution applies to the Southern Gulf Islands Harbours Commission for the meetings being held between January 1, 2021 and December 31, 2021.
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 Southern Gulf Islands Harbours Commission, because:
 - a. The available meeting facilities cannot accommodate more than (8) 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.

7. CHAIR'S REMARKS

Chair Dearden responded to questions from the Commission and provided the following remarks:

- During his term he would like to see the completion of ongoing projects.
- He would like to see more community communication around projects – involve the communities in some of the details.
- He noted that he sees an end to a lot of the “heavy lifting” that the Commission has been doing with a lot of these projects.
- He acknowledged the Commission’s accomplishments to date, solving the issues at Miners Bay, the Anson Road project, Saturna Island, he also recognized the work Commissioner Mabberley has done as Chair of the Commission with his marine expertise being a crucial part of these accomplishments.

The Commission expressed its gratitude for Commissioner Mabberley for being an outstanding Chair and guiding the Commission to a very positive place and thanked him for his service on the Commission.

Commissioner Mabberley thanked the Commission and noted that the Commission has made a lot of progress over the last number of years, and that he looks forward to continuing on to ensure that it continues to move forward.

8. PRESENTATIONS/DELEGATIONS

There were none.

9. COMMISSION BUSINESS

9.1. Anson Road Management Plan

Chair Dearden spoke to the item noting that Anson Road dock will be a very different facility and it is important to get a Management Plan in place. The dock will be more than just a service dock and questions are being raised:

- Who is going to manage the toilet facility?
- There will be a lot more winter moorage.
- Will there be assigned spots? And if so, who gets them, what’s the criteria?
- Are the boats going to be required to have liability insurance?
- What will be the moorage rates?
- What are the wharfing expectations? It’s a much bigger facility with land and marine components.
- Future development opportunities?

He suggested that a committee be struck to discuss these issues, and potentially have something in place before the facility is operable.

D. Puskas provided an update on the status of the Alternative Approval Process (AAP) noting that the Legislative Services department has indicated that there has been a slow response from the Inspector of Municipalities. He advised that staff are currently

putting together the communication package for the project website for the yes or no questions for the approval process, as well as the notification that goes out in all the local newspapers and publications.

He also noted that the way the 5 year capital plan was put together was that, even if the AAP was unsuccessful come January 1, 2022, provided there weren't any unforeseen expenditures, there would be money in the capital reserve fund to complete the project.

It was suggested that a review of Bylaw No. 2844, for things like updating insurance requirements, moorage fees etc., would be a good place to start.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Fenton,
That the Southern Gulf Islands Harbours Commission form a Bylaw Review Committee, that includes a Capital Regional District (CRD) staff representative, to review CRD Bylaw No. 2844, to look for proposed amendments and report back to the Commission later this year.

CARRIED

Staff will discuss available resources to support a bylaw review committee. It was further noted that CRD staff have been meeting regarding the parks and the harbours components and this recommendation is in line with those discussions. There will be better coordination between this Commission and the Parks Commission.

Staff will forward the most current bylaws out to the Commissioners for their review.

Chair Dearden and Commissioner Brent will sit on the Bylaw Review Committee and it is open to others who are interested as well.

9.2. Sturdies Bay, BC Ferries Dock Upgrade – sketches for discussion

Additional info can be found on the BC Ferries project website here:

<https://www.bcferriesprojects.ca/sturdies>

Commissioner Mabberley advised that BC Ferries plans on upgrading the Sturdies Bay facility on Galiano Island within the next five years. He reviewed BC Ferries proposed changes and advised that he suggested further changes that would benefit both the Commission and BC Ferries.

BC Ferries changes show a new waiting room on the right side of the terminal. It was suggested that the new waiting room could be moved to the left side, on the platform that the CRD maintains, allowing BC Ferries to construct a new lane outside of the existing lane straight onto the berth.

He also noted the following:

- BC Ferries can construct most of the facility right up to the existing waiting room, without interfering with ferry traffic. The shutdown would be to construct the last bit from the waiting room to the ramp.

- Moving the waiting room to the left side, allows BC Ferries to take over the ramp portion of CRD's facility which is not used anymore and is blockaded.
- The facility is not really suited to moorage, but rather more to transient or emergency services access.
- As long as the facility maintains access for the ambulance and school boats etc. to load and unload, there could be an option of moving the dock further up the trestle allowing BC Ferries more options for future construction.
- Would be at BC Ferries expense.
- The existing waiting room currently has washrooms, these will be being moved to the upland portion.

D. Puskas added that moving the dock further up the trestle would mean less maintenance costs and would make it less bouncy.

Commission approval is required to allow staff to continue discussions with BC Ferries.

MOVED by Commissioner Mabberley, **SECONDED** by Commissioner Brent,
That Capital Regional District staff proceed with discussions with BC Ferries regarding taking over the ramp portion at the Sturdies Bay facility.

CARRIED

9.3. Project Update – April 2021

D. Puskas provided an overview and further noted the following:

- **Anson Road:** the contractor didn't follow its environmental plan, the contractor has rectified this, the CRD has continued with its environmental monitor. CRD is working with Islands Trust to ensure we continue being good neighbours.
- **Miners Bay:** there have been some safety issues related to the float plane dock. Not enough room for them to maneuver and the tail of the plane was hitting the dock. When there are health and safety issues these should be brought to Staff's attention in order to get addressed immediately.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
That the Southern Gulf Islands Harbours Commission confirms extending the area of yellow paint by 8 feet (extending the length from 32 feet to 40 feet), on both sides of Miners Bay dock to allow for safer seaplane access to the dock.

CARRIED

- **Swartz Bay:** Improvements required. Commissioner Hall asked how to initiate a review of Swartz Bay, as the needs have outgrown the facility. Staff advised that this would be a good discussion point for when the review of the bylaws are underway.

Inter-Island Transportation Study Update (*Item 10.2*)

D. Puskas advised that he and other CRD staff have been contacted by a consultant, retained by the CRD to do a survey on CRD docks. Once there is more information staff will provide a more fulsome update. He noted that CRD Regional Parks have been looped into the conversation with BC Ferries as well. The docks are more comprehensive than just the dock itself, and starting with a review of what services each dock provides along with the review of the bylaw will help the Commission guide the direction on this. Staff will discuss the raising of a capital plan for the review.

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

CARRIED

9.4. Dock Inspection Reports

D. Robson responded to questions from the Commission regarding:

- Major work that has been identified will be implemented soon.
- There is a problem with some docks sinking. Further inspection is needed to determine the cause and to form a recommendation of what may need to be done. It is possible that the fibreglass floatation may need to be pumped out.

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

CARRIED

10. CORRESPONDENCE

10.1. Cetacean Conservation Sign Template

D. Robson advised that staff were approached by Galiano Conservancy to get permission to post some of their education and awareness signs at all of the CRD dock facilities. If approved staff would review existing signage at the docks and evaluate placement of the new signs.

Discussion ensued and the Commission raised concerns with the following:

- The signage would have to be hung by the wharfingers and not by Galiano Conservancy.
- There needs to be appropriate wording for each dock facility, wording should be consistent with each area, there may be different circumstances for each Island to consider.
- The Conservancy should liaise with each Island's Commissioner in order to proof the signs for accuracy.
- Lack of information related to Indigenous and First Nations use.

MOVED by Commissioner Mabblerley, **SECONDED** by Commissioner Brent,
That the Southern Gulf Islands Harbours Commission postpone the item until further information is received.

CARRIED

10.2. Inter-Island Transportation Study Update [Verbal]

Reported under Item 9.3

11. NEW BUSINESS

There was no new business

12. ADJOURNMENT

MOVED by Director Howe, **SECONDED** by Commissioner Brent,
That the April 23, 2021 meeting be adjourned at 10:33 a.m.

CARRIED

CHAIR

SECRETARY