



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, February 9, 2022

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. [22-061](#) Minutes of the December 8, 2021 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of December 8, 2021 be adopted as circulated.

Attachments: [Minutes - December 8, 2021](#)

4. Chair's Remarks

5. Presentations/Delegations

In keeping with directives from the Province of BC, there is limited space for the public to attend CRD Board meetings in-person at this time. However, the public may continue to view meeting materials and Live Webcasts online. If you wish to attend a meeting in-person, please email legserv@crd.bc.ca.

CRD encourages delegations to participate electronically. Please complete the online application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

- 6.1. [22-021](#) 2022 Electoral Areas Committee Terms of Reference
- Recommendation:** That the Electoral Areas Committee receive the 2022 Terms of Reference attached as Appendix A.
- Attachments:** [Staff Report: 2022 Electoral Areas Committee Terms of Reference](#)
 [Appendix A: 2022 Electoral Areas Committee Terms of Reference](#)
 [Appendix B: 2022 EAC Terms of Reference \(Redlined\)](#)
- 6.2. [22-090](#) Bylaw No. 4480 - Building Permit Information Reports - Fee Increase
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
 1) That Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022" be introduced and read a first, second, and third time; and
 2) That Bylaw No. 4480 be adopted.
 (NWA, 2/3 on adoption)
- Attachments:** [Staff Report: Bylaw No. 4480 Bldg Permit Info Rpts. Fee Increase](#)
 [Appendix A: Bylaw No. 4480](#)
- 6.3. [22-084](#) Grant Application for Anderson Cove (East Sooke) Water Service Extension
- Recommendation:** The Juan de Fuca Water Distribution Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:
 That staff be directed to prepare and submit an application for an Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality grant for the water service extension to the Anderson Cove area of the Juan de Fuca Water Distribution service area.
 (NWA)
- Attachments:** [Staff Report: Grant Application for Anderson Cove \(E.Sooke\) Water Svc. Ext.](#)
 [Attachment 1: Water Main Extension Map](#)
 [Attachment 2: JDF Electoral Area Director Letter to Residents](#)
 [Attachment 3: RGS Map 5 – JDF Water Svc. Area \(East Sooke & Otter Point\)](#)

- 6.4.** [22-098](#) Cedars of Tuam Water New Well Grant Application, Loan Authorization and Water Conservation Plan
- Recommendation:** The Cedars of Tuam Water Service Commission recommends the Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the Board supports an application for grant funding for the SSI: Cedars of Tuam - New Well and Water Treatment Plant Project through the Investing in Canada Infrastructure Program - Green Infrastructure - Environmental Quality Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
 2. That the Board review, accept and endorse the Cedars of Tuam Water Conservation Plan, Revised January 2022.
 3. That staff be directed to proceed with preparing the Loan Authorization Bylaw, authorizing the borrowing up to \$600,000 with the amortization term of 30 years.
 4. That staff be directed to present the project and funding option to the ratepayers; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.
- (NWA)
- Attachments:** [Staff Report: Cedars of Tuam Water Commission New Well Grant Application](#)
[Appendix A: Cedars Of Tuam Water Conservation Plan - Revised Jan 2022](#)
- 6.5.** [22-093](#) Investing in Canada Infrastructure Program - Green Infrastructure - Environment Quality Grant Application for the Skana Water System Storage Tank Replacement
- Recommendation:** The Skana Water Service Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:
- That staff be directed to submit an application for an Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality grant for the project's grant-eligible costs for the Skana Water System Storage Tank Replacement.
- (NWA)
- Attachments:** [Staff Report: Green Infra. Env. Quality Appl. for Skana Tank Replacement](#)
- 6.6.** [22-111](#) Request for Governance Study by the Magic Lake Property Owners' Society, North Pender Island
- Recommendation:** That the Electoral Areas Committee recommend to the Capital Regional District Board:
- That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.
- (NWA)
- Attachments:** [Staff Report: Request for Governance Study by the MLPOS North Pender Isl.](#)
[Appendix A: Letter from Magic Lake Property Owners Association](#)

6.7. [22-125](#) Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island

Recommendation: That the Electoral Areas Committee recommends to the Capital Regional District Board:
That the Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island report be received for information.
(NWA)

Attachments: [Staff Report: Regulation of Vacation Rentals on the SGIs and SSI](#)
[Appendix A: Letter from Islands Trust, Nov. 9, 2021](#)
[Appendix B: UBCM Priorities for Action on Short-Term Rentals](#)

6.8. [21-908](#) Previous Minutes of Other CRD Committees and Commissions for Information

- Recommendation:** That the following minutes be received for information:
- a) Galiano Parks and Recreation Commission minutes November 4, 2021
 - b) Galiano Parks and Recreation Commission minutes of December 2, 2021
 - c) Galiano Parks and Recreation Commission minutes of January 13, 2022
 - d) Magic Lake Estates Water and Sewer Committee minutes of October 26, 2021
 - e) Magic Lake Estates Water and Sewer Committee minutes of December 14, 2021
 - f) Mayne Island Parks and Recreation Commission minutes of November 11, 2021
 - g) Mayne Island Parks and Recreation Commission minutes of December 9, 2021
 - h) Salt Spring Island Community Economic Development Commission minutes of May 17, 2021
 - i) Salt Spring Island Community Economic Development Commission minutes of September 20, 2021
 - j) Salt Spring Island Parks and Recreation Commission minutes of June 29, 2021
 - k) Salt Spring Island Parks and Recreation Commission minutes of September 21, 2021
 - l) Salt Spring Island Parks and Recreation Commission minutes of October 19, 2021
 - m) Salt Spring Island Transportation Commission minutes of June 28, 2021
 - n) Salt Spring Island Transportation Commission minutes of July 26, 2021
 - o) Salt Spring Island Transportation Commission minutes of September 27, 2021
 - p) Salt Spring Island Transportation Commission minutes of October 25, 2021
 - q) Southern Gulf Islands Harbours Commission minutes of November 18, 2021

- Attachments:**
- [Minutes: Galiano Parks & Recreation Commission-Nov 4, 2021](#)
 - [Minutes: Galiano Parks & Recreation Commission-Dec 2, 2021](#)
 - [Minutes: Galiano Parks & Recreation Commission-Jan 13, 2022](#)
 - [Minutes: Magic Lake Estates Water & Sewer Cttee-Oct 26, 2021](#)
 - [Minutes: Magic Lake Estates Water & Sewer Cttee-Dec 14, 2021](#)
 - [Minutes: Mayne Island Parks & Rec Commission-Nov 11, 2021](#)
 - [Minutes: Mayne Island Parks & Rec Commission-Dec 9, 2021](#)
 - [Minutes: SSI Community Economic Dev'l Commiss-May 17, 2021](#)
 - [Minutes: SSI Community Economic Dev'l Commiss-Sep 20, 2021](#)
 - [Minutes: SSI Parks and Recreation Commission-June 29, 2021](#)
 - [Minutes: SSI Parks and Recreation Commission-Sep 21, 2021](#)
 - [Minutes: SSI Parks and Recreation Commission-Oct 19, 2021](#)
 - [Minutes: SSI Transportation Commission-June 28, 2021](#)
 - [Minutes: SSI Transportation Commission-July 26, 2021](#)
 - [Minutes: SSI Transportation Commission-Sep 27, 2021](#)
 - [Minutes: SSI Transportation Commission-Oct 25, 2021](#)
 - [Minutes: SGI Harbours Commission-Nov 18, 2021](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is March 9, 2022.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, December 8, 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), C. Plant (Board Chair, ex-officio)

Staff: K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Henderson, Manager, Real Estate; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area (EP); 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 11:11 am.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

**MOVED by Alternate Director Brent, SECONDED by Director Plant,
That the agenda for the December 8, 2021 Electoral Areas Committee meeting be
approved.
CARRIED**

3. Adoption of Minutes

3.1. [21-863](#) Minutes of the November 10, 2021 Electoral Areas Committee Meeting

**MOVED by Alternate Director Brent, SECONDED by Director Plant,
That the minutes of the Electoral Areas Committee meeting of November 10, 2021
be adopted as circulated.
CARRIED**

4. Chair's Remarks

Chair Hicks thanked everyone for attending today's meeting.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [21-858](#) Community Resiliency Initiative Grant: FireSmart Community Funding & Supports

J. Reimer spoke to Item 6.1.

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

That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding & Supports program and direct staff to provide overall grant management.

CARRIED

6.2. [21-846](#) Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation Bylaw

S. Henderson spoke to Item 6.2.

Discussion ensued on the following:

- number of marinas managed by the Southern Gulf Islands Harbours Commission
- moorage charges per lineal foot

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:**

1. That Bylaw No. 4469, "Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021" be introduced and read a first, second, and a third time.

2. That Bylaw No. 4469 be adopted.

CARRIED

- 6.3. [21-879](#) Amendment to Bylaw No. 2452, "Southern Gulf Islands Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996."

J. Starke spoke to Item 6.3.

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

1. That Bylaw No. 4472, "Southern Gulf Islands Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 1, 2021" be introduced and read a first, second, and third time.
2. That Bylaw No. 4472, "Southern Gulf Islands Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 1, 2021" be referred to the SGI Electoral Area Director for consent; and,
3. That Bylaw No. 4472, "Southern Gulf Islands Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 1, 2021" be advanced to the Inspector of Municipalities for approval.

CARRIED

- 6.4. [21-885](#) Bylaw No. 4441: Pender Islands Health Care Centre Contribution Service Establishment Bylaw - Assent Voting (Referendum) Results and Adoption

K. Morley spoke to Item 6.4.

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

- 1) That the Chief Election Officer's declaration of official assent voting results be received for information.
- 2) That Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021" be adopted.

CARRIED

- 6.5. [21-860](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) Mayne Island Parks and Recreation Commission minutes of October 14, 2021
- b) Southern Gulf Islands Harbours Commission minutes of June 25, 2021
- c) Southern Gulf Islands Harbours Commission minutes of September 24, 2021

CARRIED

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Alternate Director Brent, **SECONDED** by Director Holman,
That the December 8, 2021 Electoral Areas Committee meeting be adjourned at
11:23 am.

CARRIED

CHAIR

RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 09, 2022**

SUBJECT 2022 Electoral Areas Committee Terms of Reference

ISSUE SUMMARY

This report is to provide the 2022 Electoral Areas Committee Terms of Reference for the Committee's review.

BACKGROUND

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

On December 8, 2021, the Regional Board approved the 2022 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members.

Housekeeping updates were made to the Committee's TOR. A redlined copy of the 2022 Electoral Areas Committee TOR is attached as Appendix B.

The TOR are being provided for review by the Committee. Any proposed revisions to the TOR will require ratification by the Board.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members.

RECOMMENDATION

That the Electoral Areas Committee receive the 2022 Terms of Reference attached as Appendix A.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Michael Barnes, MPP, Acting General Manager, Planning & Protective Services
Concurrence:	Larisa Hutcheson, P. Eng., Acting Chief Administrative Officer

ATTACHMENTS

Appendix A: 2022 Electoral Areas Committee Terms of Reference

Appendix B: 2022 Electoral Areas Committee Terms of Reference (Redlined)

Terms of Reference



ELECTORAL AREAS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Electoral Areas Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding services in the electoral areas.

The Committee's official name is to be:

Electoral Areas Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding services in the electoral areas including, but not limited to:
 - i. Building inspection
 - ii. Bylaw enforcement
 - iii. Animal control
 - iv. Grants-in-aid
 - v. Soil deposit and removal
 - vi. Stormwater quality
 - vii. Fire protection
 - viii. Local emergency management
 - ix. Local economic development
- b) The Committee also has the authority as delegated by the Board to:
 - i. Hold a hearing to file or cancel a Notice on Title (s. 57 & 58 of the *Community Charter*)
 - ii. Modify, assign or release a covenant registrable under s. 219 of the *Land Title Act*
- c) The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.
- d) The local service area committees and commissions as outlined in Appendix A will report through the Electoral Areas Committee.
- e) Any other matter that relates to the electoral areas may be referred to the Committee for consideration.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will include the Director from each of the electoral areas: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis, except August, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Managers of the Planning & Protective Services and Finance & Technology departments will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board December 8, 2021

APPENDIX A

Juan de Fuca Electoral Area Local Service Area Commissions/Committees:

- East Sooke Fire Protection & Emergency Response Service Commission
- Juan de Fuca Electoral Area Parks & Recreation Advisory Commission
- Otter Point Fire Protection & Emergency Response Service Commission
- Port Renfrew Fire Protection & Emergency Response Service Commission
- Port Renfrew Utility Services Committee
- Shirley Fire Protection & Emergency Response Service Commission
- Wilderness Mountain Water Service Commission
- Willis Point Fire Protection & Recreation Facilities Commission

Salt Spring Island Electoral Area Local Service Area Commissions/Committees:

- Beddis Water Service Commission
- Cedar Lane Water Service Commission
- Cedars of Tuam Water Service Commission
- Fulford Water Service Commission
- Ganges Sewer Local Services Commission
- Fernwood and Highland Water Service Commission
- Maliview Sewer Local Service Commission
- Salt Spring Island Community Economic Development Commission
- Salt Spring Island Liquid Waste Disposal Local Service Commission
- Salt Spring Island Parks & Recreation Advisory Commission
- Salt Spring Island Transportation Commission

Southern Gulf Islands Electoral Area Local Service Area Commissions/Committees:

- Galiano Island Parks & Recreation Commission
- Lyall Harbour/Boot Cove Water Local Services Committee
- Magic Lake Estates Water & Sewer Committee
- Mayne Island Parks & Recreation Commission
- North Galiano Fire Protection & Emergency Response Service Commission
- Pender Island Community Parks & Recreation Commission
- Saturna Island Parks & Recreation Commission
- Skana Water Service Committee
- Southern Gulf Islands Community Economic Sustainability Commission
- Southern Gulf Islands Electoral Area Emergency Advisory Commission
- Southern Gulf Islands Harbour Commission
- Southern Gulf Islands Public Library Commission
- Sticks Allison Water Local Service Committee
- Surfside Park Estates Water Service Committee

Terms of Reference



ELECTORAL AREAS COMMITTEE

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 - viii. Local emergency management
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- b) The Committee also has the authority as delegated by the Board to:
 - i. Hold a hearing to file or cancel a Notice on Title (s. 57 & 58 of the *Community Charter*)
 - ii. Modify, assign or release a covenant registrable under s. 219 of the *Land Title Act*
- c) The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.
- d) The local service area committees and commissions as outlined in Appendix A will report through the Electoral Areas Committee.
- e) Any other matter that relates to the electoral areas may be referred to the Committee for consideration.

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- a) The Committee will make recommendations to the Board; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

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- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
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- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

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- a) The General Managers of the Planning & Protective Services and Finance & Technology departments will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

APPENDIX A

Juan de Fuca Electoral Area Local Service Area Commissions/Committees:

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- Juan de Fuca Electoral Area Parks & Recreation Advisory Commission
- Otter Point Fire Protection & Emergency Response Service Commission
- Port Renfrew Fire Protection & Emergency Response Service Commission
- Port Renfrew Utility Services Committee
- Shirley Fire Protection & Emergency Response Service Commission
- Wilderness Mountain Water Service Commission
- Willis Point Fire Protection & ~~Emergency Response Service~~ Recreation Facilities Commission

Salt Spring Island Electoral Area Local Service Area Commissions/Committees:

- Beddis Water Service Commission
- Cedar Lane Water Service Commission
- Cedars of Tuam Water Service Commission
- Fulford Water Service Commission
- Ganges Sewer Local Services Commission
- ~~Highland/Fernwood~~ Fernwood and Highland Water ~~Local~~ Service Commission
- Maliview Sewer Local Service Commission
- Salt Spring Island Community Economic Development Commission
- Salt Spring Island Liquid Waste Disposal Local Service Commission
- Salt Spring Island Parks & Recreation Advisory Commission
- Salt Spring Island Transportation Commission

Southern Gulf Islands Electoral Area Local Service Area Commissions/Committees:

- Galiano Island Parks & Recreation Commission
- Lyall Harbour/Boot Cove Water Local Services Committee
- Magic Lake Estates Water & Sewer Committee
- Mayne Island Parks & Recreation Commission
- North Galiano Fire Protection & Emergency Response Service Commission
- Pender Island Community Parks & Recreation Commission
- Saturna Island Parks & Recreation Commission
- Skana Water Service Committee
- Southern Gulf Islands Community Economic Sustainability Commission
- Southern Gulf Islands Electoral Area Emergency Advisory Commission
- Southern Gulf Islands Harbour Commission
- Southern Gulf Islands Public Library Commission
- Sticks Allison Water Local Service Committee
- Surfside Park Estates Water Service Committee

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 9, 2022**

SUBJECT **Bylaw No. 4480 - Building Permit Information Reports – Fee Increase**

ISSUE SUMMARY

Increasing fees for a Building Permit Information Report to \$100 from \$30.

BACKGROUND

On October 13, 2021, the Electoral Areas Committee directed staff to review and report on the current fees charged for Building Permit Information Reports.

The Building Inspection Division has seen steady increases in most types of information requests over the past several years. Information requests come to the Division as Freedom of Information and Protection of Privacy (FOI) requests, for which we may only charge for staff time beyond 3 hours, and property file requests by owners must be provided at little to no cost. These requests are most frequently requested by real estate agents or parties interested in purchasing a property. Building Permit Information Reports have been more stable, are restricted to permit statuses, and cost \$30 under Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010".

In order to ensure costs for the staff time needed to prepare these reports is recovered, Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022", now increases the cost of these reports to \$100.

The fee recommended includes actual staff cost per hour and an estimate of associated time spent per report by the Administrative Clerk and, when necessary, the Administrative Coordinator or Division Manager. In establishing a recommended fee, consideration was made to ensure that the fee not be so high as to discourage these requests and to inadvertently encourage the submitting of FOI requests instead, at a higher cost to the Division and a slower rate of fulfillment to the applicant.

ALTERNATIVES

Alternative 1

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

- 1) That Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022", be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4480 be adopted.

Alternative 2

That the Bylaw No. 4480 - Building Permit Information Reports – Fee Increase report be referred back to staff for further information based on Electoral Areas Committee direction.

IMPLICATIONS

Service Delivery Implications

Requests for all types of information reports will continue to increase as we have seen over recent years. The increase will continue to demand more staff time, with associated costs, and less time will be available for staff to perform other needed Division duties. An increase in Building Permit Information Report fees will lead to more realistic cost recovery.

Financial Implications

Staff time associated with the preparation of each of these reports includes 2 hours of administrative work and 0.2 hours of supervisory review resulting in a total cost of approximately \$100. This is expected to increase the cost recovery, or revenue, by approximately \$20,000 per year (from \$10,000 to \$30,000).

Recent changes to the *Freedom of Information and Protection of Privacy Act* relating to permissible fees for other records are being examined by the Capital Regional District's Corporate Services Department.

CONCLUSION

Information requests to the Building Inspection Division have increased steadily over the past few years resulting in an increased demand on staff time and less availability for other necessary duties. Building Permit Information Reports' associated fee does not reflect the actual cost. A \$100 fee per request rather than \$30 will better cover direct staff costs. Bylaw No. 3741 should be revised to reflect the proposed fee.

RECOMMENDATION

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

- 1) That Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022" be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4480 be adopted.

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

ATTACHMENT

Appendix A – Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022"

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4480**

**A BYLAW TO AMEND BUILDING REGULATION BYLAW NO. 5, 2010
(BYLAW NO. 3741)**

WHEREAS:

- A. Under Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010", the Regional Board established a service to regulate construction of buildings and structures;
- B. The Board wishes to amend Bylaw No. 3741 to increase fees for permit information reports;

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

1. Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010" is hereby amended replacing section 2.4.10 in its entirety:
 - 2.4.10 The fee for a letter report on the status of an existing building or structure shall be \$100 (one hundred dollars).
2. This Bylaw may be cited for all purposes as "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

CHAIR

CORPORATE OFFICER

**REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION
MEETING OF TUESDAY, FEBRUARY 1, 2022**

SUBJECT **Grant Application for Anderson Cove (East Sooke) Water Service Extension**

ISSUE SUMMARY

The Juan de Fuca Electoral Area Director has requested that a grant application be submitted for the proposed Anderson Cove water service extension to provide project funding. The grant program is *Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality* which has an application deadline of February 23, 2022.

BACKGROUND

The Anderson Cove area of East Sooke, which represents approximately 30 single family residential properties, relies on ground water sources for domestic water supply. To date, the Juan de Fuca Water Distribution system has not been extended to the area to allow connection.

In January, 2020, the Juan de Fuca Water Distribution Commission (the Commission), and subsequently the Capital Regional District (CRD) Board, approved a grant application under the *Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality*, requesting project funding to extend the Juan de Fuca water distribution system to the Anderson Cove area. The project budget was set at \$2.055 million with grant program funding of up to 73.33% of the project costs. The remaining 26.67% would have been funded by the benefitting property owners. While the grant application was unsuccessful, there is now another funding stream available in the same grant program and the Juan de Fuca Electoral Area Director is requesting that another application be submitted for the Anderson Cove project.

The latest intake of the grant program, *Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality* (the Grant), will continue to fund up to 73.33% of eligible costs with the 30 benefitting property owners funding the remaining eligible costs of 26.67% plus any ineligible project costs. The 2022 intake is the third intake under this program and is to support cost-sharing of infrastructure projects in communities across the province. In particular, the Grant program requires that certain outcomes be met, one of which is "increased access to potable water". The project scope remains the same as in 2020 but the project budget has been updated to reflect cost escalation and is now \$2.484 million.

Project Overview

In order to extend the Juan de Fuca water distribution system to Anderson Cove, the project would encompass the following:

- 1,855 metres of 250 millimetre (mm) diameter and 150mm diameter water main and appurtenances. (See Attachment 1 for location).

The project scope remains the same as the 2020 grant request for the following reasons referenced on Attachment 1:

- 500 metres of water main was twinned on East Sooke Road in 2019 at a cost of \$530,000 and funded by the “Mine Road Utilities Deferred Capacity Trust Fund”.
- As a result of the twinning work on East Sooke Road, another project to connect the pressure zones on East Sooke Road became viable which requires 430 metres of water main at an estimated cost of \$500,000 including engineering and contingency. Regardless of the success of the Anderson Cove grant application, this project was approved by the Commission in the 2022 capital program as an enhancement to the Juan de Fuca water distribution system to connect pressure zones and increase fire and domestic storage in the area.

Project Costing

- Total eligible costs are estimated at \$2.41 million including engineering and contingency amounts.
- Reimbursable costs are estimated at \$1.767 million (73.33% of \$2.41 million).
- Ineligible costs are estimated at \$74,000.
- Total costs to be borne by the benefitting property owners are estimated at \$643,000 (26.67% of \$2.41 million) plus ineligible costs of \$74,000 which totals \$717,000.

Project Funding

As noted, the grant program would provide up to \$1.767 million in funding and the benefitting property owners would provide up to \$717,000 in funding. If the grant application is successful, in order to finance the benefitting property owners’ share, subject to CRD Board approval, a CRD local service area would be established for the purpose of funding a CRD loan. (See Attachment 2 for service area boundary).

To reaffirm the property owners’ support for the project and their funding contribution, the Juan de Fuca Electoral Area Director has carried out the following tasks:

- Sent a letter to all affected residents to ask them to confirm that they would be willing to pay up to \$25,000 per property to fund their part of the project (see Attachment 3).
- Received 100% support to his request for funding from all 30 property owners.

As a result of the property owners’ support, if the grant is approved, the project is anticipated to have full funding.

ALTERNATIVES

Alternative 1

The Juan de Fuca Water Distribution Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

That staff be directed to prepare and submit an application for an *Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality* grant for the water service extension to the Anderson Cove area of the Juan de Fuca Water Distribution service area.

Alternative 2

The Juan de Fuca Water Distribution Commission directs staff not to proceed with a grant application to the *Investing in Canada Infrastructure Program-British Columbia-Green Infrastructure-Environmental Quality* program.

FINANCIAL IMPLICATIONS

The grant application nor the project as a whole will result in any capital costs for the Juan de Fuca Water Distribution Service. If the project is completed, on-going infrastructure operating costs will be funded through the water rate revenue.

LAND USE POLICY IMPLICATIONS

Leading up to the 2016 grant application, at its October 12, 2016 meeting, the CRD Board resolved to permit the extension of water service to the Anderson Cove area, deeming the extension in accordance with Action 1.1 (5) of the 2003 Regional Growth Strategy (RGS). The RGS has since been updated (January 2018). The proposed Anderson Cove water service extension aligns with RGS Objective 2.2 (Manage Regional Infrastructure Services Sustainably) and the principles and policies set out thereunder, namely:

- The service extension will service existing dwellings/lots only, replacing ground water wells for domestic water supply;
- The negative financial impacts to those currently serviced will be minimized as the benefitting property owners will be funding the initial capital (in excess of grant funding) and on-going operating costs; and,
- The proposed service extension falls within the Juan de Fuca Electoral Area outside the Urban Containment Policy Area, but within the East Sooke water service area referenced under RGS Objective 2.2, Policy 2.b (See Attachment 3 – RGS Map 5).

CONCLUSION

At the request of the Juan de Fuca Electoral Area Director, approval for a grant application to install water service to the Anderson Cove area of East Sooke is required. The grant program, *Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality*, provides up to 73.33% funding with 26.67% funding coming from 30 benefitting property owners. The total project budget has been set at \$2.484 million. If the CRD receives the grant, the project would be funded through \$1.767 million in grant funds and \$717,000 in funding from the benefitting property owners. Project and funding support was sought from the property owners and all of the owners have agreed through an informal petition process, to pay their portion (estimated at up to \$25,000 per property). Other than grant funds, the full capital cost of the project will be borne by the benefitting property owners and the on-going operating costs will be funded through the water rate revenue. The deadline for submitting the grant application is February 23, 2022.

RECOMMENDATION

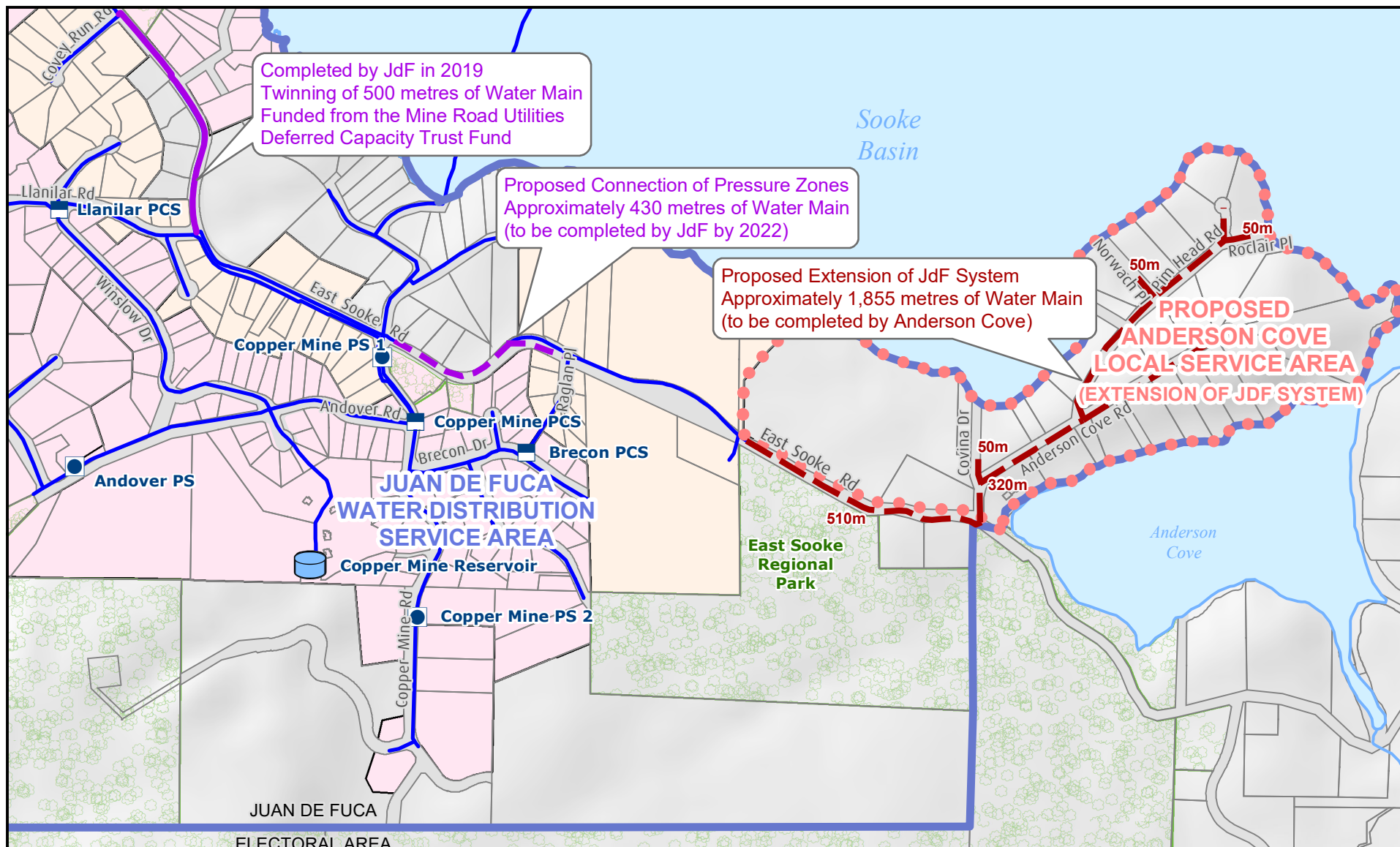
The Juan de Fuca Water Distribution Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

That staff be directed to prepare and submit an application for an *Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality* grant for the water service extension to the Anderson Cove area of the Juan de Fuca Water Distribution service area.

Submitted by:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

- Attachment 1: Water Main Extension Map
- Attachment 2: Juan de Fuca Electoral Area Director Letter to Residents
- Attachment 3: Regional Growth Strategy Map 5 – Juan de Fuca Water Service Area (East Sooke & Otter Point)



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DISCLAIMER
Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

December 2019 | EastSookeAndersonCove_11x17.mxd | helpdesk@crd.bc.ca

- Juan de Fuca Water Distribution Service Area
- Proposed Anderson Cove Local Service Area
- Existing JdF Water Main
- Completed JdF Twinning of Main
- Proposed JdF Connection
- Proposed Anderson Cove Extension

Anderson Cove - East Sooke - JdFEA Water Mains Required for Extension

December 2019

CRD
Making a difference...together

Attachment 1



Mike Hicks
Regional Director
Juan de Fuca Electoral Area
#3 – 7450 Butler Road
Sooke, BC V9Z 1N1
250 216 5802
directorjdf@crd.bc.ca

November 19, 2019

Dear Anderson Cove resident,

We have another chance to apply for a Federal Government grant to extend water from the East Sooke Fire Department to the Anderson Cove area. Before submitting the application we must complete the engineering and cost analysis and get approval from the JDF Water Commission and CRD Board. As they only meet once a month and with Xmas holidays coming soon, I need your immediate reply to my letter if possible.

If successful the grant Federal Government will cover 70% of the costs leaving 30% to the Anderson Cove area property owners. The cost to extend the water will be somewhere between \$ 20,000 and \$ 25,000 per property. Family owning 2 properties will have to pay 2 parcel taxes or \$ 40-50,000. There are 30 properties affected. The project would not happen for at least a year and financing options would be available.

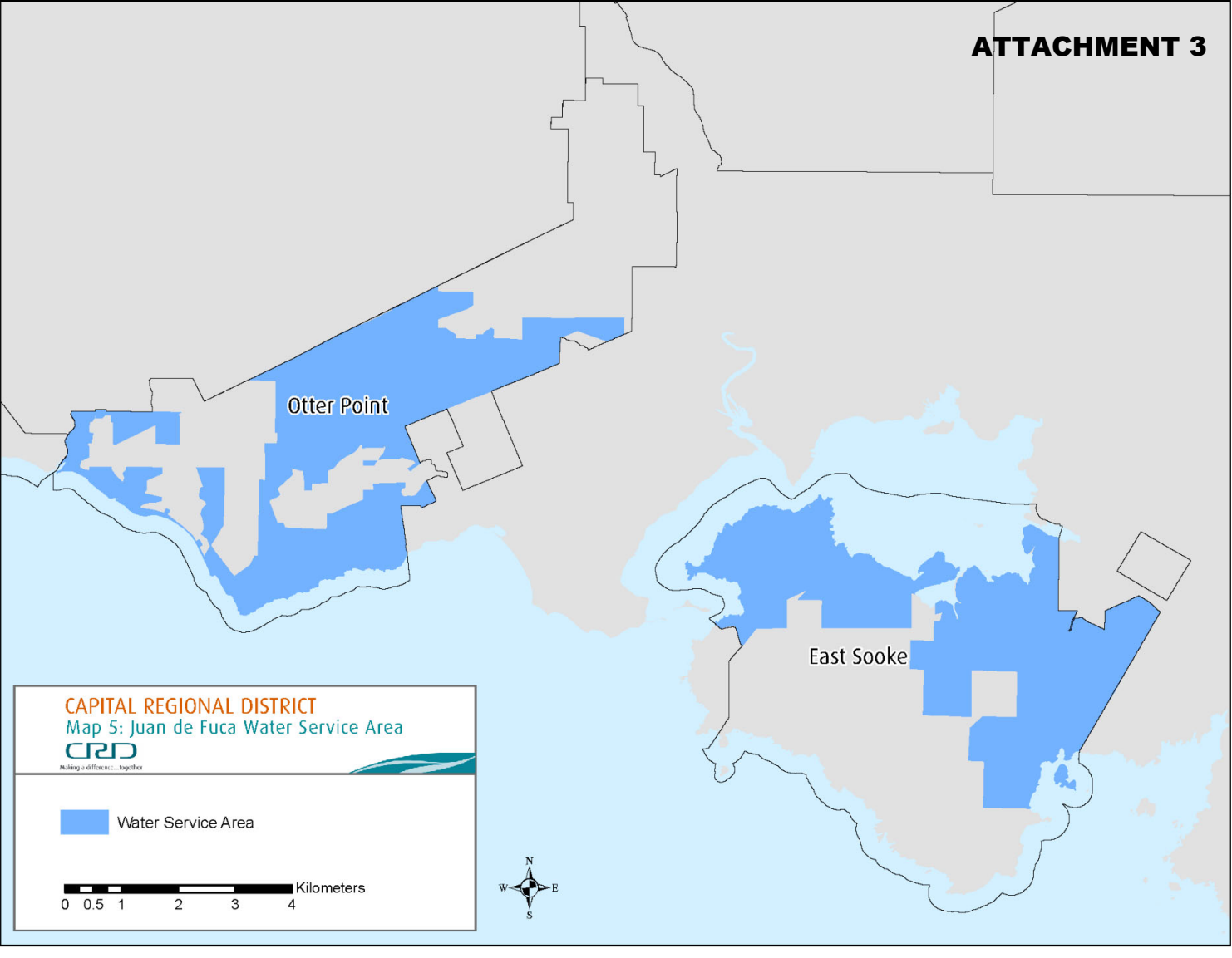
At this time, I need to know if you want us to proceed with the grant application. I need to know if you are willing to contribute your share. This is not legally binding but there are many folks needing water in the Juan de Fuca Electoral Area and as we only have one application, I must feel comfortable that most if not all of Anderson Cove want to proceed.

Please send me an e-mail to: directorjdf@crd.bc.ca with your name, phone number and Yes or No to proceed. Give me a call if you have questions please 250 216 5802

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mike Hicks', is placed over a large, light grey, stylized 'CRD' watermark.

Mike Hicks
Regional Director
Juan de Fuca Electoral Area



Otter Point

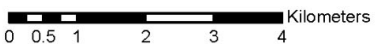
East Sooke

CAPITAL REGIONAL DISTRICT

Map 5: Juan de Fuca Water Service Area



 Water Service Area



**REPORT TO CEDARS OF TUAM WATER SERVICE COMMISSION
MEETING OF, FEBRUARY 4th, 2022**

SUBJECT **Cedars of Tuam Water New Well Grant Application, Loan Authorization and Water Conservation Plan**

ISSUE SUMMARY

To seek approval to proceed with preparing the Loan Authorization Bylaw, community consultation, and electoral assent process to advance the Cedars of Tuam Investing in Canada Infrastructure Program grant application (ICIP). A Capital Regional District (CRD) Board resolution is required for the grant application. The ICIP application also requires Service Commission and CRD Board endorsement of a current Water Conservation Plan.

BACKGROUND

The CRD is submitting an ICIP grant under the Green Infrastructure – Environmental Quality Sub-Stream. The ICIP-EQ program targets capital infrastructure projects in communities that will protect public health and environment, promote climate change resilience and support broad public benefits and service sustainability. The Cedars of Tuam new well and water treatment plant (WTP) meets one of the federal outcomes for green infrastructure – environmental quality that will support increased access to potable water. Projects must start within 2 years of the date of application and be completed by December 31st, 2026. The ICIP deadline for submission is **February 23, 2022**.

As a requirement of the ICIP application, a Board resolution supporting the project and commitment to its share of the project is required together with endorsement of a current Water Conservation Plan. The Cedars of Tuam had developed a Water Conservation Plan in October of 2011. Although the underlying strategies for water conservation have remained unchanged, it has been revised with new information and data added to bring it forward to 2022 as the Plan must be endorsed within the last five (5) years. Further, “A Manual for Owners and Residents of the Cedars of Tuam Water System”, developed in January of 2010 will be submitted with the ICIP application. The Water Conservation Plan is attached as Appendix A to this report.

The funding provided towards infrastructure projects is a three-way cost share between federal and provincial partners and the local government. Applicants must be prepared to finance project construction and their cost-share of the project, as well as cover any cost over-runs. The funding split is as follows:

Table 1: Program Funding Splits

<i>Ultimate Recipient</i>	<i>Federal</i>	<i>Provincial</i>	<i>Total Senior Gov't Contribution (up to)</i>	<i>Ultimate Recipient Contribution (up to)</i>
Local government	40%	33.33%	73.33%	26.67%

One of the requirements of the ICIP is a resolution/bylaw identifying the source of the proponent's share of the project costs including sufficient funds for cost overruns. The resolution is to be submitted as part of the application package, or within **one month** after the submission deadline

due to timing of CRD Board meetings.

The CRD must also submit evidence that their full share of funding has been or will be secured. This evidence may be in the form of staff reports and/or resolutions of board/council directing the use of reserve funds, or a loan authorization bylaw that has **received third reading**, and/or a date that borrowing has been approved through a formal public approval process and a copy of the related bylaw.

The Cedars of Tuam new well and WTP conceptual designs have a construction cost of approximately \$1,743,500 (Class D cost estimate with up to $\pm 40\%$). If the grant is awarded and the project budget is approved, staff will proceed with detailed design and Class A cost estimate of $\pm 10\%$ - 15% will be provided from final drawings and specifications for a tender ready project.

To fund the local government's share of the ICIP is as follows:

Cedars of Tuam Well and WTP Project Cost Estimate	
WTP Construction (Labour and Materials) ^{1 and 3}	\$1,054,010
Engineering, Quality Assurance and Project Management	\$193,990
Contingency (25%) ²	\$312,000
CRD Project Management, Internal Costs and Legal Costs	\$183,500
Total Estimated Cost	\$1,743,500

1. Cost Estimation is based on conceptual/preliminary design as of September 2019 (Class D, $\pm 40\%$)
2. 25% contingency is allowed due to uncertainties and risks associated with regulatory approval as well as preliminary analysis and design from conceptual/preliminary design project.
3. To allow for cost increases from the 2019 estimate until current date a factor of 20% was added.

There are currently insufficient funds in the Capital Reserve (\$18,697 as of December 31, 2021) to fund the proposed work; therefore, it is recommended to fund the project through a loan authorization bylaw as follows:

Cedars of Tuam Well and WTP Loan Authorization Amount	
Total Eligible Costs	\$1,560,000
ICIP Portion of Eligible Costs (73.33%)	<\$1,143,948>
CRD Project Management and Internal Costs	\$183,500
Total Loan Authorization Amount (Rounded from \$599,552)	\$600,000

Recipients of grant funding will be responsible for ineligible costs, managing project risks, including cost increases, as the ICIP is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be disclosed. Applicants who have confirmed or identified potential sources of other senior government funding for their project should note that the ICIP program is subject to federal stacking rules. Federal funding towards the project is limited to the Government of Canada contribution in Table 1, from all federal sources. Community Works Funds cannot be utilized for the Ultimate Recipient's funding contribution to the project.

ALTERNATIVES

Alternative 1

The Cedars of Tuam Water Service Commission recommends the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the Board supports an application for grant funding for the SSI: Cedars of Tuam – New Well and Water Treatment Plant Project through the Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
2. That the Board review, accept and endorse the Cedars of Tuam Water Conservation Plan, Revised January 2022.
3. That staff be directed to proceed with preparing the Loan Authorization Bylaw, authorizing the borrowing up to \$600,000 with the amortization term of 30 years.
4. That staff be directed to present the project and funding option to the ratepayers; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

Alternative 2

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

IMPLICATIONS

Financial Implications

Currently there is no parcel tax within the Cedars of Tuam water service area, the service budget is funded by user charge only from the properties connected to the system. The estimated new debt servicing cost is proposed to be funded by a new parcel tax requisition from all the taxable folios in the service area (16 taxable folios and 17 SFEs as of December 2021 (one lot has a home and a cottage)).

Long-term debt for all BC municipalities, including regional districts, must be arranged through the Municipal Finance Authority (MFA). MFA issues debenture debt for different terms from 5 years to a maximum 30 years.

For analytic purposes only, the estimated debt servicing cost alternatives under four different amortization term scenarios are simulated and shown below based on the indicative interest rates published on MFA website as of January 27, 2022.

Loan	Amortization Term			
Loan Authorization \$600,000	15 year	20 year	25 year	30 year

Indicative Interest Rate	2.86%	2.99%	2.99%	2.99%
Cost of Borrowing \$	168,497	240,505	302,040	364,788
Annual Debt Payment \$	51,233	42,025	36,082	32,160
Annual Parcel Tax per taxable folio \$	3,202	2,627	2,255	2,010

The longer amortization term will minimize the annual debt payments, but results in higher total cost of borrowing and higher future interest risk exposure. A debt term of 15 years mitigates interest rate risk to only one subsequent renewal period. CRD staff consider multiple guidelines on each issue with respect to term maturity, including the interest risk exposure, estimated useful life of the infrastructure and the overall impact of both the annual debt payment costs and total cost of borrowing when bringing forward recommendations.

Service Establishment

The Cedars of Tuam system was established as a specified area in 2002 to operate a water supply system (the CRD took over the service which was originally installed in ~ 1970). The existing Cedars of Tuam well and water treatment plant are at the end of their useful life and the well itself has been failing to produce enough water to meet demand, particularly over the drought in the summer of 2021. Water had to be trucked in to meet the demand of the residents. The CRD may levy a tax requisition on the ratepayers in the Cedars of Tuam service area to fund the annual operating costs and transfers to reserves for the service. The current maximum tax levy is the greater of \$25,425 or \$6.75/\$1,000 on actual assessed value of land and improvements to a maximum of \$81,899 based on 2021 assessment. The Cedars of Tuam service has sufficient room in the tax levy to meet the debt servicing costs for the proposed \$600,000 loan authorization.

Water Conservation Plan

One of the requirements of the ICIP grant program is Board endorsement of a water conservation plan for any drinking water and wastewater projects. In order to meet the grant application requirements, the Board endorsement for the Water Conservation Plan must be submitted with the application.

The Cedars of Tuam Water Conservation Plan contemplates population and potential growth, current water demand, water supply capacity and climate change adaptation and mitigation and in this context sets out water demand reduction targets as well as measures for current and planned water conservation. Measures include universal metering, reporting usage on water bills, consumption based billing as well as community awareness and education. Further, the Plan is periodically reviewed. The benefit of having a Plan is that it creates a sense of community responsibility, accountability, awareness and to a certain extent creates peer pressure for water conservation. Water, particularly on Salt Spring Island, is a precious resource and a formal Water Conservation Plan, when implemented and followed ensures it will always be available.

Alternative 1

It is recommended the Commission proceed with Alternative 1 and seek electoral assent for borrowing the total of the amount not covered by the ICIP grant (26.67% of eligible costs) plus all of the ineligible costs with a thirty (30) year amortization and adopt the Cedars of Tuam Water Conservation Plan.

1. The grant is not guaranteed and will be very competitive.
2. If the grant is not awarded some other solution must be developed to provide an adequate supply of water to the community.
3. ICIP requires a secured funding plan for the replacement within the application to support the cost of the project. The funding plan is to include sufficient funds to cover all eligible costs, cost overruns beyond budget contingencies, ongoing operational costs associated with the project.
4. ICIP may not consider applications if the project represents a risk to the program funder, including, but not limited to, if there is a potential for the project not to proceed should there be applicant funding difficulties; the project does not have public support; and the applicant does not demonstrate they are able to manage, maintain, and finance the project over the long term.
5. The loan authorization bylaw can be held at third reading until grant award.

Alternative 2

Alternative 2 will require the further development of options to provide an adequate supply of water. Options other than trucking water, an extension of the pipeline from the Fulford Water Service or dissolution of the Water Service with taxpayers drilling their own wells all will still require further development and exploration.

Funding Approval Options

There are three options for approval of a loan authorization bylaw under the LGA to undertake this project:

1. Electoral Participating Area Petition Process
2. Alternative Approval Process
3. Referendum Process

Electoral Participating Area Petition Process

The owners of parcels within the service can sign and submit a petition under section 408 of the LGA to give their consent to borrowing and maximum term for the debt in relation to the infrastructure works. This is used for services where there are a small number of parcels. The petition must be signed by the owners of at least 50% of the parcels liable to be charged in relation to the proposed borrowing, and the persons signing must be the owners of parcels that in total represent 50% of the net taxable value of all land and improvements within the participating area.

An Electoral Participating Area Petition and would cost approximately \$1,000.

Alternative Approval Process (AAP)

Local/regional governments can use the Alternative Approval Process under Section 345 of the LGA to obtain participating area approval of a loan authorization bylaw. It is most commonly used in relation to long-term borrowing bylaws as it is a less expensive option than using a referendum.

If more than 10% of the affected electors sign a counter-petition opposing the bylaw, a referendum must be held if the Committee still wishes to adopt it. Proceeding to referendum voting must occur no later than 80 days after the deadline established for submitting elector response forms during the AAP.

An AAP would take approximately six (6) months, and would cost approximately \$5,000.

Referendum Process

The referendum process is typically used to seek approval by assent of the electors, Section 407 of the LGA, where for a participating area, a majority of the valid votes are counted in favour of the bylaw to fund a project. Typically, a referendum question is developed and then reviewed by the Inspector of Municipalities at the province, requesting the electors to approve the borrowing of a specified amount of funds for the project. If electoral assent is not received, local government must wait at least six (6) months before seeking elector assent on another bylaw for the same purpose in a referendum. In special circumstances, the local government may request approval from the Minister to hold another assent voting opportunity sooner.

Based on the above tentative schedule, the referendum would take approximately seven (7) months and cost approximately \$10,000.

Public Engagement

Due to the financial impact of the alternatives on the taxpayers, there is a need for public engagement to inform the stakeholders of the issues, alternatives, impacts and timeline for the process. The exact form and extent of this process will be developed once the Commission decides on the preferred borrowing alternative.

The CRD follows the Public Participation Spectrum developed by the International Association for Public Participation (IAP2) as a model for developing our public engagement strategy. The Spectrum outlines varying levels of public participation: inform, consult, involve, collaborate and empower. Even though the taxpayers are empowered by default through an electoral assent process, at this point in the public engagement process, staff advise focusing on informing and consulting with the ratepayers to provide them with information needed to assist them in making an informed decision. During the process, a method of obtaining public feedback will be an important factor in order to determine the community understanding of the project, gauge their support for borrowing, and their preference for the method to seek electoral assent.

CONCLUSION

The Cedars of Tuam well and WTP was originally constructed in the early 1970s. Since its original construction, there were modifications and upgrades to the system to address performance issues. The well has been failing to produce enough water to meet the demand of the residents, particularly this past summer (2021) where water had to be trucked in from both Vancouver Island and locally from Salt Spring Island. The total cost of the project is estimated at \$1,743,500 and staff will be submitting an application for up to 73.33% ICIP grant funding towards the cost of the project that is intended to provide an adequate, safe and secure supply of quality potable water. Should the CRD be successful in an ICIP grant award it will allow the project to proceed. The

Cedars of Tuam Water Service Water Conservation Plan is an important and integral component of the ICIP application and its timely endorsement will fulfill the requirement in the application.

RECOMMENDATION

The Cedars of Tuam Water Service Commission recommends the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the Board supports an application for grant funding for the SSI: Cedars of Tuam – New Well and Water Treatment Plant Project through the Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
2. That the Board review, accept and endorse the Cedars of Tuam Water Conservation Plan, Revised January 2022.
3. That staff be directed to proceed with preparing the Loan Authorization Bylaw, authorizing the borrowing up to \$600,000 with the amortization term of 30 years.
4. That staff be directed to present the project and funding option to the ratepayers; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Electoral Area
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Cedars of Tuam Water Service Water Conservation Plan, Revised January 2022



Making a difference...together

Cedars of Tuam Water Service WATER CONSERVATION PLAN

C. Sunderland
October 2011

Updated: Dean Olafson, January 2022

As a condition of the British Columbia Community Water Improvement Program grant awarded for upgrades to the Cedars of Tuam water system, this Water Conservation Plan identifies targets and opportunities for sustainable water use in the Cedars of Tuam community.

2022 Update - As a requirement for the Canada - British Columbia, Investing in Canada Infrastructure Program grant application for the Cedars of Tuam new water well and water treatment plant, this Water Conservation Plan has been reviewed and updated. Since the original date of this plan in 2011, there are very few changes to the plan, strategy, well performance, number of users, demand, supply, conservation measures and targets however this summer's past drought conditions, which necessitated the trucking of water to meet demand, has highlighted the need for a new well and water treatment plant. A new section, **"Water Production and Demand – 2022 Update"** (below) has been added to update the plan with currently available information.

This plan supplements the *Manual for Owners and Residents of the Cedars of Tuam Water System* (Bain et. al., 2010), which was adopted by the Cedars of Tuam Water Service Commission at its Annual General Meeting of September 27, 2010.

Population and Potential Growth

The Cedars of Tuam Water Service Area includes 16 taxable folios, all of which are connected to the water system. Each connection serves a single-family dwelling. Population fluctuates seasonally. For the purpose of this analysis, the population is assumed to average 24 residents (Bain et. al., 2010).

There is limited potential for population growth in the Cedars of Tuam Water Service Area. There are no undeveloped folios in the area, and based on the relatively small lot sizes, steep topography and lack of a sewer system, subdivision is extremely unlikely. Secondary dwellings are allowed on residential parcels on Salt Spring Island; however, the Islands Trust (which has jurisdiction for land use) restricts the approval of secondary dwellings where drinking water supply capacity or wastewater facilities are constrained. Thus it is estimated that the area has already achieved its maximum number of households.

Expansion of the service area is subject to the approval of the Capital Regional District Board (normally following a recommendation by the local service commission). There are several dwellings in immediate proximity to the Cedars of Tuam water system, served by individual private wells. It is possible that the owners of some of those dwellings may seek inclusion in the Cedars of Tuam water service area in the future. Inclusion of additional properties in the service area would be contingent upon sufficient water supply capacity, which does not currently exist.

There is potential for an increase in average household size, although there are no apparent drivers for such an increase in order to predict a significant change. For the purpose of this study, it is assumed that the maximum population of the service area is 32, or two residents per existing dwelling.

Current Water Demand (2011)

Water treated and supplied to the distribution system is measured monthly. Total annual water production and water production per capita for the years 2006-2010 is shown in Figure 1. Customer water meters were read March 31, June 30, September 30 and December 31, 2010. Quarterly water production, retail demand and non-revenue water for April-December 2010 are shown in Figure 2 (total cubic metres) and Figure 3 (litres per capita per day).

The annual average retail water demand in the Cedars of Tuam Water Service Area in 2010 is estimated to have been 192 litres per capita per day (l/c/d). Seasonal variation in water demand is primarily the result of the changes in occupancy of part-time dwellings. Landscape irrigation also accounts for a portion of summer demand.

Figure 1. Water Production

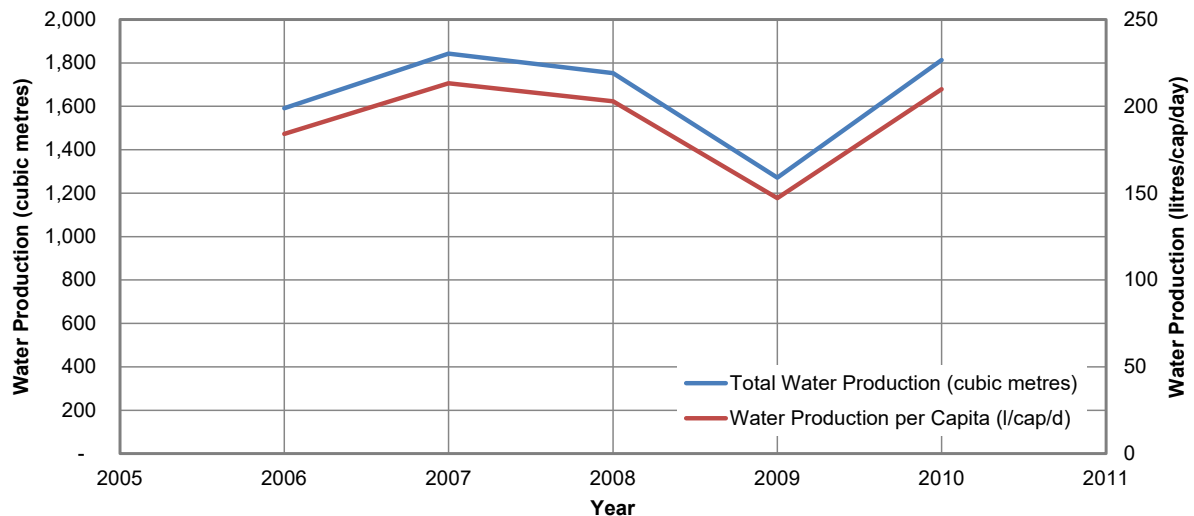


Figure 2. Quarterly Water Production, Retail Use and Non-Revenue Water (2010)

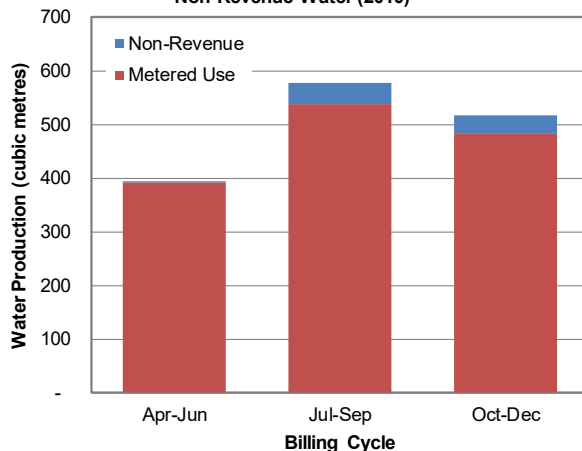


Figure 3. Water Production, Retail Use and Non-Revenue Water Per Capita (2010)

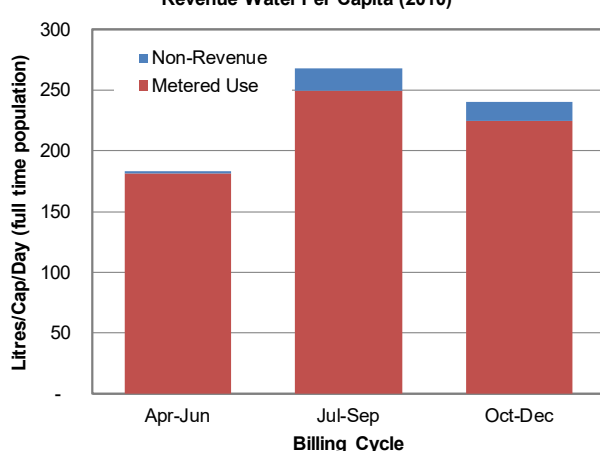
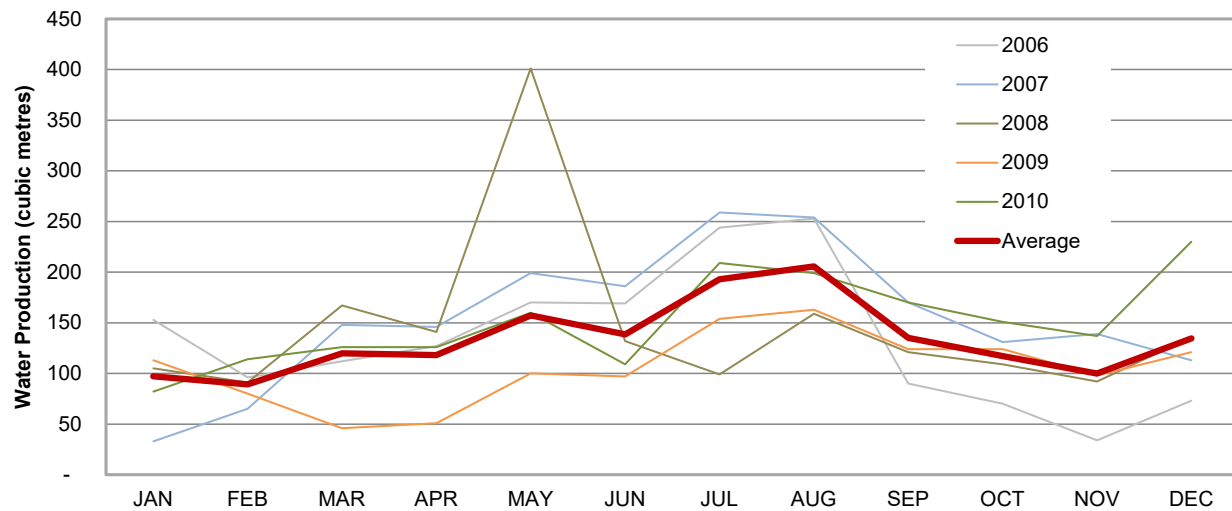


Figure 4. Monthly Average Water production



Water Supply Capacity

Well drawdown test records are not available; however, operational experience indicates that the Cedars of Tuam well currently operating is able to sustain demands typically in excess of 7 m³/day (1 lgpm) in late summer and early fall in an average year although shortfalls have been experienced in dry years and under unusually high demands (e.g. significant leak or irrigation system malfunction). The seasonal period of lowest well yield (and lowest groundwater level) corresponds with maximum seasonal demand. Well yield is greater at other times of year; however, storing a sufficient volume of water to significantly increase water supply capacity during the period of low well yield is impracticable.

For the purpose of this analysis, it is assumed that the seasonal minimum yield of the existing well is 10 m³/day (1.5 lgpm) in an average year. Based on historical climate data for Mayne Island, precipitation in the driest year on record was 69% of average. Assuming well yield is directly related to annual precipitation (likely worst-case scenario), the seasonal minimum well yield in a drought is assumed to be 7 m³/day (1.0 lgpm).

The community has developed and secured access to a new well near the service area that will provide a sufficient quantity and quality of water to meet the long term needs of the community; however, the cost to develop a pump house and pipeline to connect the new well to the service area will be substantial, and it will benefit the community to defer this project as long as possible.

Water Production and Demand – 2022 Update

Referring to Figure 5, the amount of water extracted (water production) from the ground water in 2020 is unfortunately unknown. This is the result of inaccurate water meter readings due to sand intrusion from the ground water source. Sand builds up in the meter creating a false low reading. Water demand (customer water billing) for the service totaled 1,476 m³ of water; a 2% decrease from the previous year and an 18% increase from the 5 year rolling average.

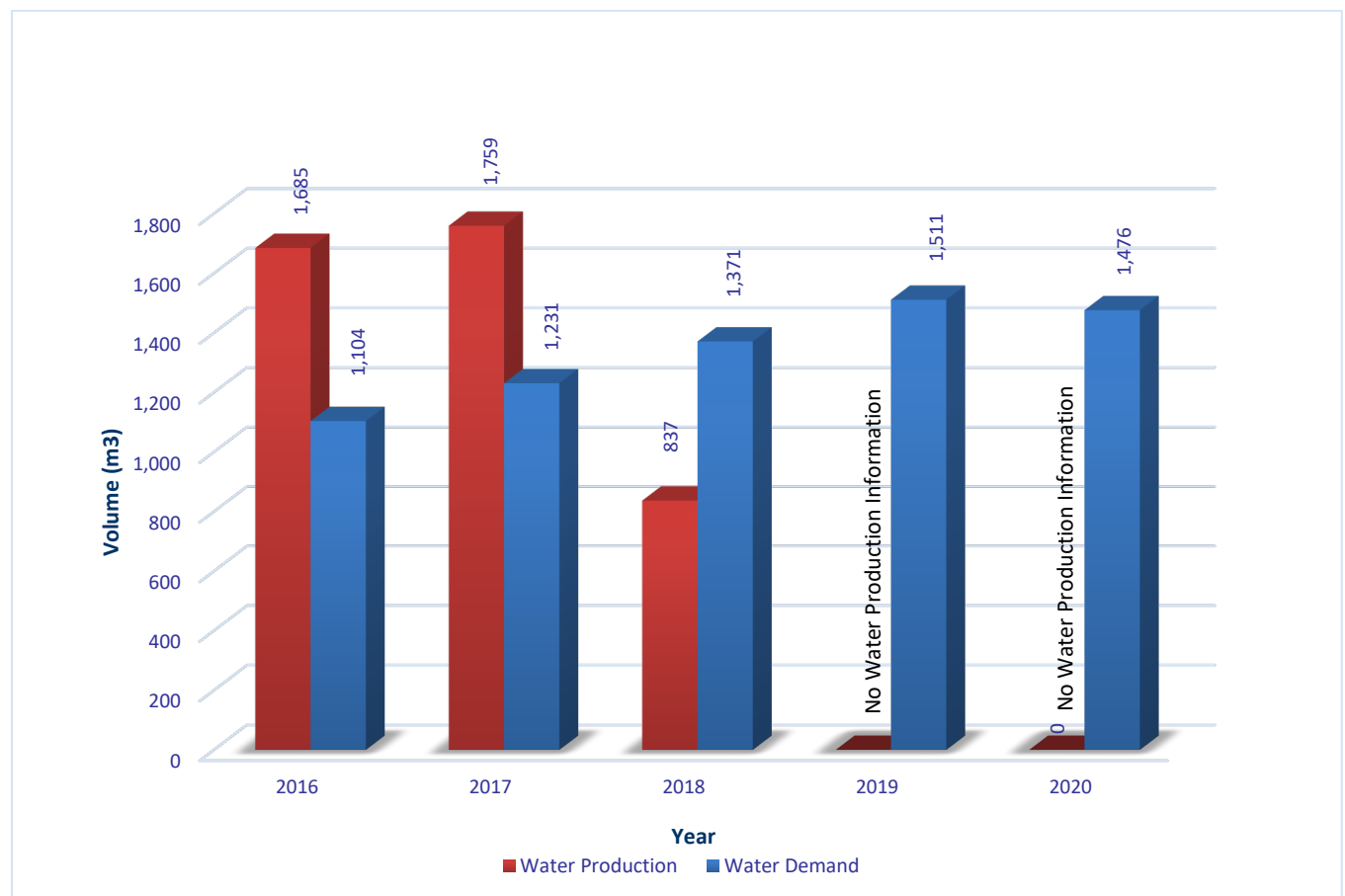


Figure 5: Cedars of Tuam Water Service Annual Water Production and Demand

The Cedars of Tuam Water System is fully metered, and water meters are read quarterly. Water meter information enables water production and consumption to be compared in order to estimate leakage losses in the distribution system. The difference between water produced and water demand (total metered consumption) is called non-revenue water and includes distribution leaks, meter error, and unmetered uses such as standpipe usage, distribution system maintenance and process water for the treatment plant. For 2020, the non-revenue water cannot be calculated due to the erroneous raw water meter production information. This inaccurate water production information will need to be resolved by either replacing the water meter with a different technology that is not influenced by sand or grit in the raw water source or investigating and eliminating the sand intrusion into the well. Capital improvements are planned in 2022 to address this issue.

Climate Change Adaptation and Mitigation

Precipitation patterns are expected to change in coming decades. For the CRD region, by the 2050s, annual precipitation is likely to increase, but probable scenarios based on Global Climate Model projections range from a decrease of 3 percent to an increase of 12 percent (Pacific Climate Impacts Consortium). For the purpose of this analysis, it is assumed that the worst case annual precipitation would be 3% less than the driest year on historical record. Again, assuming well yield is proportional to annual precipitation, climate change within the next 50 years may further reduce the seasonal minimum yield to 6.7 m³/day.

The Cedars of Tuam water system has a relatively low carbon footprint due to its elevated source. However, reducing water use per capita will benefit the community and the environment by:

- reducing the costs and carbon emissions of expanding the infrastructure to accommodate growth (e.g. manufacturing, transporting and installing larger water mains)
- reducing the carbon emissions associated with trucking in water to overcome supply shortfalls in drought years
- maintaining more water storage in reserve for emergencies such as wildfires or extreme drought, which may increase due to climate change

Water Demand Reduction Target

Peak monthly water demand in the Cedars of Tuam Water Service Area occurs in August, coinciding with the seasonal minimum well yield. The average daily water production for August between 2006 and 2010 was 6.6 m³/day. If the population of the area increases to 32 without corresponding changes in usage per capita, water demand in August would increase to 8.8 m³/day, possibly exceeding available supply in the worst case drought year by up to 2.1 m³/day. Peak month water demand would need to decrease to 207 l/c/d (72% of the 2006-2010 average) to avoid a water supply shortfall under the worst case scenario.

In order to minimize the risk of a supply shortfall in a drought year and to defer the need to develop and connect the new well, the following water conservation targets are proposed:

- Maintain total annual water supply and peak month water supply flows at or below the 2006-2010 averages of 1,650 m³ and 206 m³, respectively
- By 2020, reduce annual average water demand to 147 l/c/d
- By 2020, reduce peak month (August) water demand to 206 l/c/d

These targets can be achieved if the following occur by 2020:

- High efficiency toilets and front loading washing machines replace most existing fixtures and appliances.
- Leaks are found and repaired promptly in the distribution system and customer plumbing systems.
- Rainwater is harvested and stored by customers for non-potable uses, including all irrigation uses.

Current and Planned Water Conservation Measures

A planned adaptive strategy for water conservation is proposed for Cedars of Tuam, enabling conservation measures to be tailored to meet the changing needs of the community over time. This approach has proven successful for the CRD Greater Victoria water system. The following conservation measures are proposed as elements of a water conservation plan for Cedars of Tuam:

1. **Universal metering** (current) – Each customer connection to the water system is fitted with a water meter, which is read quarterly.

The meters are estimated to be approaching the end of their service lives. The ongoing annual cost to read the meters and to replace them every 15 years is estimated to be \$1,000, of which \$500 (meter reading cost) is currently budgeted. Recovery of the replacement cost is expected to be addressed as an outcome of a Strategic Asset Management Plan for the service, scheduled to be completed in 2011.

2. **Reporting usage and water budgets on water bills** (current) – Information about water use has been displayed on water bills since January 2011, raising customer awareness about their water use. Further information is presented at annual general meetings and in community newsletters, enabling customers to compare their own usage with the range and average in their community and others. The following annual water budget target could be displayed on water bills:

Billing Period	Water Budget (cubic metres)
January-March (Q1)	20
April-June (Q2)	25
July-September (Q3)	33
October-December (Q4)	22
Annual Total	100

The cost of reporting usage and providing conservation messages on the water bills is currently budgeted.

3. **Consumption based water billing** (current) – Water is billed using a two-tier inclining block structure. Water for basic household needs (up to 75 m³ every three months) is billed at \$0.90/m³, and water use in excess of 75 m³ every three months is billed at \$7.70/m³. The upper tier rate is approximately equivalent to the cost of trucking in water, ensuring that the cost of very high usage is not passed on to careful water users. Customers very seldom use more than the quarterly water budget of 75 m³. The consumption charges recover about 5% of the cost of water service, and the remaining 95% is recovered through a fixed annual charge.

This structure maintains stable revenue for fixed costs (almost all costs unless trucked water is required), provides a sufficient quantity of water at an affordable cost for essential customer needs, and provides a strong price signal to reduce excessive usage in any of the four billing cycles. This structure has proven well suited to Gulf Island communities with a large proportion of seasonal or occasional users. Based on recent implementation of this structure in other CRD water services, an overall demand reduction of 5-10% may be reasonably expected. A third (middle) tier could be added to the consumption charge structure to provide a financial incentive to maintain water use below 25 cubic metres per quarter.

The cost of consumption based billing is currently budgeted.

4. **Community Awareness and Education** (current; expand as needed to meet target) – Information about water use and conservation is provided in community newsletters and at typically well attended annual general meetings. Members of the community have prepared a *Manual for Owners and Residents of the Cedars of Tuam Water System* (attached) that includes water conservation advice. The manual has been endorsed by the Cedars of Tuam Water Service Commission and distributed to all residents in the service area. A more formal conservation awareness program may be implemented by linking information presented by mail and at the AGM with a community homepage on the CRD website that includes:
 - a. water use statistics, and comparison with other areas and benchmarks/targets
 - b. best practice guides (e.g. fixture and appliance standards, rainwater harvesting, leak prevention)
 - c. links to CRD regional water conservation resources
 - d. links to other organizations that provide water conservation resources tailored to the Gulf Islands (e.g. Mayne Island Integrated Water Systems Society, Salt Spring Island Water Council).

The cost of a modest community awareness program including the AGM, newsletters and website content, is currently budgeted.

5. **Water Conservation Plan Renewal** (2016, and every five years thereafter) – A review of this plan will be conducted approximately every five years to update forecasts and targets, consider new information, and adjust program activities as required to meet targets.

The cost to review and update this conservation plan is anticipated to be roughly \$1,000 every five years, which would require a new annual contribution of \$200 to the capital reserve fund.

Program Implementation Responsibility, Cost and Schedule

This Water Conservation Plan will be implemented by CRD staff, under the authority of the Cedars of Tuam Water Service Commission. The Commission has administrative authority delegated by the CRD Board under CRD Bylaw No. 3693, “Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010” for provision of the water service.

The following implementation schedule is proposed:

Item No.	Implementation Year	New Budget Requirement	Note
1	2009 (completed)	\$ 500	Estimated annual cost of asset maintenance and renewal
2	2011 (completed)	\$ 0	Included in current budget
3	2012	\$ 0	Included in current budget
4	2012	\$ 0	Included in current budget
5	2016	\$ 200	Annual contribution to reserve for plan renewal

Linkages to Other Plans and Policies

Water Conservation Plans for CRD electoral area water services will adhere to a similar format. Targets, program measures and knowledge will be shared between these service areas. Where the CRD provides sewer services, the benefits of water conservation for these services will be taken into account. Water Conservation Plans will be linked to Strategic Plans for the services. Where practicable, planning and program implementation will also be linked with the Greater Victoria water conservation and climate action services delivered by the CRD. Knowledge will be shared, and policies and programs will be coordinated, with other stakeholders such as improvement districts, other regional districts, the Islands Trust and the Mayne Island Integrated Water Systems Society and the Salt Spring Island Water Council.

References

1. Hendren, Gary and Richard H. Edwards. Cedars of Tuam Feasibility Study, Salt Spring Island, BC – Preliminary Report for Comment. Capital Regional District. May 2000.
2. Walker, Deborah and Colwyn Sunderland. Water Use and Conservation Update 2008. Capital Regional District. 2008.
3. Bain, Ronald et.al. A Manual for Owners and Residents of the Cedars of Tuam Water System. Salt Spring Island. January 2010.
4. www.plan2adapt.ca website. “Summary of Climate Variables – Climate Change for CRD Region in 2050s Period”. Pacific Climate Impacts Consortium. Accessed 24 June 2011.



Making a difference...together

REPORT TO SKANA WATER SERVICE COMMITTEE MEETING OF TUESDAY, FEBRUARY 01, 2022

SUBJECT Investing in Canada Infrastructure Program – Green Infrastructure – Environment Quality Grant Application for the Skana Water System Storage Tank Replacement

ISSUE SUMMARY

A Capital Regional District (CRD) Board resolution is required to endorse the *Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – Environmental Quality*, grant application for the Skana Water System Storage Tank Replacement project.

BACKGROUND

The Skana water system has two horizontal steel water storage tanks. The tanks were installed in the 1970's, mounted on concrete cradles, on a gravel pad adjacent to the primary water source.

Operations staff noted increased rust coloured sediment when flushing the water storage tanks prompting a condition assessment in 2015. A structural consultant was retained to conduct an assessment consisting of visual inspections, ultrasonic thickness testing from the exterior, and estimate of remaining service life. Exterior and interior corrosion was observed, and the storage tanks were beyond their estimated service life of 40 years based on industry standards. Additionally, the foundations required retrofits or replacements if the tanks were to remain in service.

Project Overview

The proposed scope of work is to complete the replacement of the two steel tanks with a bolted steel tank and seismically appropriate foundation with proper water level control.

The new grant program will fund portions of the consulting and construction costs for design, supply and construction of the bolted steel tank and associated piping, and removal of the old steel tanks and concrete cradles.

The Skana water service will be responsible for ineligible costs such as CRD staff time associated with managing the project and operations staff facilitating design and construction. Additionally, the *Green Infrastructure – Environmental Quality* grant funds to a maximum of 73.33% of eligible costs.

Project Costing

- Total eligible costs are estimated at about \$729,950 including engineering and contingency amounts.
- Reimbursable costs are estimated at \$535,272 (73.33% of \$729,950).
- Ineligible costs are estimated at \$19,170 (for staff time associated with managing the project).
- Total costs to be borne by the Skana Water Service property owners are estimated at \$194,678 (26.67% of \$729,950) plus ineligible costs of \$19,170 which totals \$213,848.

Project Funding

As noted, the grant program could provide up to \$535,272 and the Skana Water Service property owners would be responsible for \$213,848. An alternative approval process or referendum would be required for voter assent to borrow required funds.

ALTERNATIVES

Alternative 1

The Skana Water Service Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

That staff be directed to submit an application for an *Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality* grant for the project's grant-eligible costs for the Skana Water System Storage Tank Replacement.

Alternative 2

That the Skana Water Service Committee directs staff not to proceed with a grant application to the *Investing in Canada Infrastructure Program (ICIP) - Green Infrastructure – Environmental Quality* program.

IMPLICATIONS

If the recommendation is approved, staff will complete and submit the grant for the February 23, 2022 submission deadline. Should the grant be approved, there could be up to a \$535,272 benefit to the community. Should the grant not be approved, the project can still commence at an estimated cost of \$749,120 to be approved via an alternative approval process or referendum. Replacement of the water storage tanks are required and will improve system resilience.

CONCLUSION

An opportunity for grant funding to replace the deteriorating water storage tanks is available through the *Investing in Canada Infrastructure Program*. A resolution from the Capital Regional District Board is required to endorse the application. The deadline for submitting the grant application is February 23, 2022.

RECOMMENDATION

The Skana Water Service Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

That staff be directed to submit an application for an Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant for the project's grant-eligible costs for the Skana Water System Storage Tank Replacement.

Submitted by:	Dale Puskas, P.Eng., Manager Capital Projects
Concurrence:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence	Matt McCrank, P.Eng., Senior Manager,
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, M.C.I.P., R.P.P., Chief Administrative Officer

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 09, 2022**

SUBJECT **Request for Governance Study by the Magic Lake Property Owners' Society, North Pender Island**

ISSUE SUMMARY

To consider a request by the Magic Lake Property Owners' Society to the Province for a formal governance study that considers the incorporation of Magic Lake Estates as an island municipality.

BACKGROUND

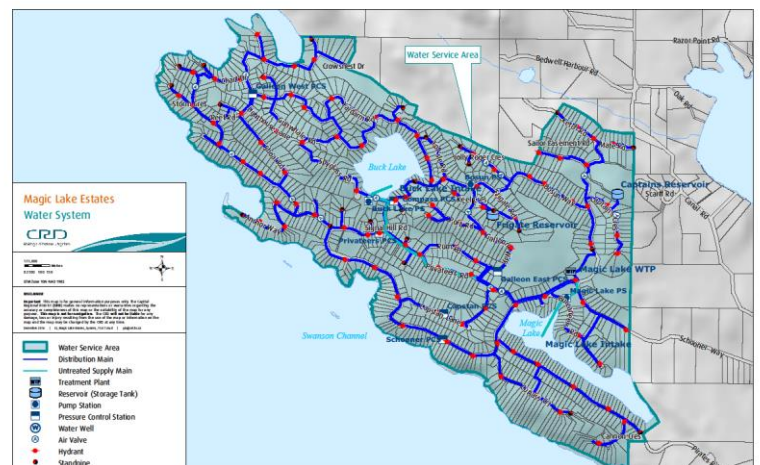
The Magic Lake Property Owners' Society (MLPOS) has identified issues of taxation, service delivery, and local governance and seeks the support of the CRD Board in requesting the BC Ministry of Municipal Affairs issue a Restructure Planning Grant to fund a Local Governance Study. The study's purpose would be to investigate the feasibility of incorporating Magic Lake Estates as an Island Municipality, as defined by the Local Government Act, Section 6. At the October 2, 2021 meeting of the MLPOS, the following resolution was passed:

"... that the membership of the Magic Lake Property Owners' Society (MLPOS), agrees with the MLPOS Board of Directors that the Society, along with other interested parties, will formerly request, through the Capital Regional District, as well as other avenues if necessary, that the Minister of Municipal Affairs "Restructure Planning Grants" as outlined in the government's publications and on its website, fund a formal governance study for our community. And that, the MLPOS will facilitate the formation of a committee to guide the undertaking of the study, along with communications with various agencies."

Governance of the Southern Gulf Islands Electoral Area

Magic Lake Estates (MLE) is a residential neighbourhood on North Pender Island within the Southern Gulf Islands Electoral Area (SGIEA) of the CRD. For the EA, the Capital Regional District (CRD) is the local government along with the Islands Trust, a special purpose agency responsible for land use and conservation within the Islands Trust Area.

Magic Lake Estates is comprised of around 1200 small lots (+/- .5 acre), predominantly occupied by single family dwellings, with a population of approximately 2000 people. (The MLPOS uses a population estimate of 1930 in its proposal).



Developed in the 1960s, the subdivision that created MLE is well known for inspiring the creation of the Islands Trust and the establishment of the Island Trust Act. MLE is still highest density residential development in the Islands Trust Area.

Within the Magic Lake neighborhood there is not a commercial centre, but there is a fire hall, a baseball field, parks, and a marina. Originally serviced by a private water utility, MLE now receives water and wastewater service by CRD through the CRD Magic Lake Estates local area water and sewerage system.

Other services provided by the CRD in Magic Lake Estates (and on all of North and South Pender Islands) include parks and recreation, library services, economic development, emergency preparedness, building inspection, SGI Harbours, and by-law enforcement (animal and noise control). The CRD administers Community Works Fund (Gas Tax) grants on behalf of the Union of BC Municipalities and the Federal Government and issues CRD grants-in-aid for community groups.

SGI political representation on the twenty-four member CRD Board is through the election of one Director for the Southern Gulf Islands Electoral Area (SGIEA). Many CRD services are guided by volunteer commissions such as the Magic Lake Water and Sewer Committee, the Pender Island Parks and Recreation Commission, and EA wide services such as the SGI Harbours Commission and the Economic Sustainability Commission. These Commissions are comprised of local residents to advise the CRD Board on delivery of the service.

Under the Islands Trust Act and the Local Government Act, the Island Trust Council has 26 trustees from 13 Trust Areas (extends as far south as Saturna Island in the SGI to as far north as Denman/Hornby Islands in the Comox Valley Regional District). A Local Trust Committee, consisting of the two locally elected Trustees and Chaired by one member of the Islands Trust Executive Committee of Trust Council, makes land-use and planning decisions for each island.

The North Pender Local Trust Committee is responsible for community planning and land use (Official Community Plans and zoning) on North Pender Island. There is also a Local Trust Committee for South Pender Island (connected to North Pender by a canal/bridge), and as such representation on the governing body of the Islands Trust Council is provided through the election of four Trustees for North/South Pender Island.

In MLE, like in all unincorporated areas of the Province, the Ministry of Transportation and Infrastructure has authority over the roads.

MLE and North Pender are also served by many services provided by volunteer community groups and the private sector. Examples include waste management, social services, medical societies, and community hall societies.

ALTERNATIVES

Alternative 1:

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

1. That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates

neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.

Alternative 2:

1. That the CRD Board not advance the request from the Magic Lake Property Owners' Society for a restructure planning grant to the Ministry of Municipal Affairs.

IMPLICATIONS

Restructure Grants

The Provincial government has some funding for municipalities and regional districts that wish to examine their governance structure with an independent and credible examination of the impacts of governance restructuring. Restructure planning grants may be available to support the following initiatives:

- *Assess existing services and community issues*
- *Study governance options, such as the implications of municipal incorporation or restructure*
- *Undertake the public consultation process associated with incorporation or restructure*

Principles of the Restructure Process:

Restructure processes can be lengthy and complex, and cause division and have other impacts both inside and outside the community. The Province has established the following principles of restructure:

- *The process is initiated and supported by the elected local government representatives*
- *Understanding the problem precedes developing a solution*
- *All sectors of the community, including First Nations and other local governments, need to be involved in the discussion*
- *Changes emerging from the process should be supported by the elected local government representatives*
- *For municipal restructure, the electorate should be well-informed on the implications of change before making a decision*

Based on the restructure principles, the nature of the proposed restructure and on community circumstances, the restructure process generally follows six phases:

1. *Preliminary exploration - responding to signals from the community, local governments make their first contact with the Ministry. The Ministry evaluates the local context and provides general information on the restructuring process.*
2. *Process design - if the Minister sanctions the study process, the Ministry assists the local government with developing terms of reference and restructure planning grants to assist with hiring a consultant with expertise in local governance, services and finance to undertake a study.*

3. *Process initiation - the local government creates an oversight body and hires a consultant. The study is then conducted with the goal of obtaining information on the impact of restructuring on fiscal, political representation, and service delivery issues.*
4. *Community engagement - the study findings are shared with the community and, based on the results and public input, a recommendation is made on proceeding to restructure decision.*
5. *Decision and implementation - local (elector and/or local government) and Provincial decisions are made on whether to restructure, and the necessary documents developed to give the restructure legal effect (bylaw, Cabinet Order, Letters Patent) and implemented.*
6. *The local government(s) adapt to the new structure, which may involve transition or hiring of new staff, reconfiguring service delivery, and revision of local bylaws and community plans. The Ministry may provide some financial assistance with this transition.*

Staff have engaged in preliminary discussions with Ministry staff and received feedback that MLE does not have many of the characteristics that the Ministry would look for in a community seeking incorporation, however, the Ministry advised that the restructure process does not begin with an incorporation study, rather the Province first needs to understand the broader context of the area in question. This is done via a Governance and Services Study. This type of study is designed to educate the community on the nature of its current situation (e.g., who provides services and governance) and to encourage a local conversation about motives for change. This is an opportunity for the community to begin an important and complex discussion about local governance without immediate pressure to decide on a potential outcome. The study would also explore what the community issues are and the possible pathways for solving issues. A study does not necessarily lead to municipal incorporation, as it may identify alternative ways to address community concerns. One of the important elements of restructure work is to educate residents about their current system, its variations and provide local context for alternative local government forms. This process, from drawing up the study terms of reference to completing it, typically takes around 12-18 months.

If the Governance and Services Study indicates however that incorporation may address some of the local issues, and the Electoral Area Director, Regional District Board, and community are in support, the next step would be undertaking a more detailed and focused restructure study. This may take the form of a boundary study (if it is necessary to focus in more closely on a specific area) or an incorporation study. An incorporation study would examine the taxation, revenue, infrastructure and service implications for the CRD and Magic Lake residents. In addition to local government support, there must be a broad base of resident support that is demonstrated through surveys, open houses and community forums before the Province commits funding to undertake such a restructure study, which is likely to take 1 to 2 years to complete. The study would provide residents with a clear understanding of the implications in order to have an informed understanding. An incorporation study would then culminate in an assent vote.

Alignment with Board Priorities

Advancing the request of the MLEOS supports the CRD Board priority of Accountability and the Corporate Plan Priority 15a: Develop a comprehensive strategy & operational review to reflect the unique needs of electoral areas.

The MLPOS has provided its analysis of the costs and benefits to the residents of incorporating as an Island Municipality. The assumptions and data used for these conclusions need to be evaluated by an independent and credible third party. A clear understanding of the problem needs to be advanced in the context of a detailed review of the current governance system and its challenges. This is the purpose of a restructure study. All sectors of the community, including First Nations and other local governments, need to be involved in the discussion.

CONCLUSION

The MLPOS has asked the CRD Board to advance its request to the Provincial Government for funding a governance restructure study for the community. The Provincial process provides that only local governments are eligible to apply to governance grants, and that Board support is necessary for Provincial staff to reach out and begin preliminary discussions to understand the rationale for the request and undertake an assessment of viability to receive funding for a study.

RECOMMENDATIONS

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

1. That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.

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

ATTACHMENT(S)

Appendix A: Letter from Magic Lake Property Owners Association



P.O. Box 65,
Pender Island, BC
V0N 2M0

Mr. David Howe
Southern Gulf Islands Electoral Area Director
Capital Regional District
625 Fisgard Street
Victoria, British Columbia
Canada V8W 1R7

Mr Paul Brent
Southern Gulf Islands Electoral Area Alternate Director
Capital Regional District
625 Fisgard Street
Victoria, British Columbia
Canada V8W 1R7

Dear David Howe and Paul Brent:

Re: Magic Lake Property Owners' Society Governance Motion

This is to advise that, at the duly constituted meeting of the Magic Lake Property Owners' Society (MLPOS) Annual General Meeting on October 2, 2021, the membership of the MLPOS passed the following motion:

Moved: Bob Coulson, Seconded: Jean Deschenes

... that the membership of the Magic Lake Property Owners' Society (MLPOS), agrees with the MLPOS Board of Directors that the Society, along with other interested parties, will formally request, through the Capital Regional District, as well as other avenues if necessary, that the Minister of Municipal Affairs authorize "Restructure Planning Grants" as outlined in the government's publications and on its website, fund a formal governance study for our community.

And that, the MLPOS will facilitate the formation of a committee to guide the undertaking of the study, along with communications with various agencies.

The MLPOS has identified what it believes to be benefits to the residents of Magic Lake Estates in the areas of taxation, service delivery, and local governance.

We are requesting your assistance with having the Capital Regional District advocate on our behalf for a Restructure Planning Grant to fund a Local Governance Study of the feasibility of incorporating Magic Lake Estates as an Island Municipality as defined by the Province of British Columbia's Local Government Act, Section 6.

Thank you for your kind assistance so far and for the continuing support you can provide as we go forward with our endeavour.

We are in the process of forming a steering committee to guide this project along. If you haven't received an invitation to take part, you will shortly.

Sincerely

A handwritten signature in black ink, appearing to read 'Bob Coulson', with a stylized, cursive script.

Robert (Bob) Coulson
President
Magic Lake Property Owners' Society
PO Box 65
Pender Island, BC, Canada, V0N 2M0

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 09, 2022**

SUBJECT Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island

ISSUE SUMMARY

To provide information on measures to restrict or control tourism accommodation, including 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.

BACKGROUND

On July 14, 2021, the Electoral Areas Committee passed the following resolution:

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 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.

The Capital Regional District has received a similar request by way of resolutions from the Islands Trust Salt Spring Island Local Trust Committee, North Pender Island Local Trust Committee, South Pender Island Local Trust Committee, and the Galiano Island Local Trust Committee. While Local Trust Committees are the land use authorities for the islands, the LTCs lack the full range of tools for enforcement and administration of vacation rentals that can be utilized by municipalities. Please see the letter from Islands Trust, dated November 9, 2021 and attached as Appendix A.

In addition, in 2019, the Union of B.C. Municipalities (UBCM) and the Province convened a Joint Advisory Group on Short-Term Rentals. In 2021, the advisory group released a report with 13 priorities for action for the Province to consider in order to establish a regulatory framework for the short-term accommodations industry (see Appendix B). Key among the requests for action include greater regulatory tools for local government:

- *Amend the Local Government Act to allow regional districts to implement business licensing, by approval of the regional district board, as a tool to regulate short-term rentals.*
- *Increase the allowable fines that local governments can levy against short-term rental hosts operating out of compliance.*
- *Explore whether provincial bylaw notice adjudicators have sufficient information and awareness of short-term rental issues to understand these offences, preventing undue cancellation of violation notices.*

As discussed in the UBCM report, short-term vacation rentals can be problematic for communities by reducing the available long-term rental housing stock for residents. It can also encourage

buyers to acquire secondary homes in popular tourist destinations, such as the Gulf Islands, by offering a revenue stream to non-resident owners while still allowing them flexibility to access the property for personal use. The introduction of the Provincial Speculation and Vacancy Tax was designed in part to address some of these issues, however, the SSI and the SGI are exempt from the tax.

ALTERNATIVES

Alternative 1:

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

That the Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island report be received for information.

Alternative 2:

That the Capital Regional District Board request the Province of British Columbia bring forward an Order in Council to grant the Capital Regional District the authority to regulate business in the Salt Spring Island and Southern Gulf Islands Electoral Areas.

IMPLICATIONS

The regulatory tools available to local governments to regulate vacation rentals in residential zones include zoning bylaws, temporary use permits, and business licensing, all of which can be enforced by ticketing, fines or a court-issued injunction.

Regulation by Land Use Bylaw

On Salt Spring Island and in the Southern Gulf Islands, land use regulation is under the authority of the Islands Trust. Under the *Islands Trust Act*, Local Trust Committees (LTCs) have land use authority to adopt Official Community Plans and zoning regulations to regulate short-term vacation rentals. LTCs can permit or prohibit vacation rentals outright in accordance with zoning requirements within land use bylaws.

A contravention of a land use bylaw can be enforced by issuing a municipal ticket or a bylaw adjudication notice, or in more serious cases, obtaining a statutory injunction order from BC Supreme Court to prevent the continued use of the property in contravention of the bylaw. In cases where the rental is occurring in a secondary suite or guest cottage that is not authorized by zoning, the injunctive order can include the power to dismantle and remove the unauthorized suite at the owner's expense. Many local governments in BC use some or all of these enforcement tools under their land use bylaw to effectively regulate unauthorized vacation rentals.

While land use bylaws can be effective in regulating vacation rentals and are relatively simple to enforce, there are some limitations due to the fact that land use bylaw provisions are typically general and permissive in nature, rather than site-specific. Once a vacation rental use is permitted in a zone, the LTCs no longer have control over how the specific use is carried out at an individual property level. Some LTCs get around this by continuing to prohibit short-term vacation rental uses, but allowing them under temporary use permits and controlling the use on a conditional, case by case basis. Where there is a desire to further regulate how the use is carried out, to

monitor the extent of the use, or to collect data to inform adaptive management of vacation rental use, business licenses may be a more effective regulatory tool.

Regulation by Business Licensing

Under the *Local Government Act*, Regional Districts do not have business licensing authority. Regional Districts are different from municipalities in this respect, as municipalities have authority to regulate business by imposing a system of licenses, permits or approvals under section 15 of the *Community Charter*.

Regional Districts can request business licensing authority from the Province. If granted, it is enabled by an order-in-council or regulatory change. The UBCM request would enable this authority outright through a change to the *Local Government Act* and remove this as a barrier for Regional Districts that want to use business licensing to manage issues such as short-term rentals. However, currently, if the CRD would like business licensing powers, it must first be granted the authority by the Province.

Once granted the authority to regulate business by the Province, the CRD would have to adopt a business licensing bylaw which would then be used to define which categories of business it would regulate and set the conditions and requirements of the licensing regime. Normal provision of a business licensing bylaw would include the following:

- a requirement to obtain an annual permit for a fee (usually \$100-\$150);
- appointment of a License Inspector or Director;
- assignment of powers to the Inspector to set conditions on the issuance or cancellation of licenses and the appeal process for those decisions;
- power to conduct inspections;
- general conditions on the license such as the form, requirement to display, requirements to update information, renewal and transfer;
- specific conditions based on business type, such as home-based, commercial, personal services or inter-municipal.

If CRD were to regulate vacation rentals through business licensing, all vacation rental owners would need to purchase an annual business license issued by the CRD. Owners would need to comply with any of the terms and conditions placed on the license, which may include a requirement for an inspection of the property. Typically a business license would not be issued for any vacation rentals that are not compliant with the applicable zoning bylaws, so only those rental properties that are authorized by zoning would be licensed.

One of the benefits of licensing is that it can provide consumer protection by establishing minimum standards for businesses that are licensed. It also provides the local government a way to track and compile metrics on the number of businesses operating in the region.

Enforcement of License Contraventions

Business licensing would provide another avenue for enforcement against unauthorized vacation rental properties. Fines could be issued to a business that is operating without a license, or is operating in contravention of the terms and conditions of a license. Where a business is not complying with the requirements of a business license, the license can also be revoked by the License Inspector, however, under the *Community Charter* revocation of the license is a decision

that is subject to a right of appeal to the Regional Board. In addition, prior to revoking a license, the License Inspector must observe the rules of procedural fairness and provide the business owner an opportunity to be heard and make submissions before a decision is rendered, similar to what is required when a local government files a Section 57 Notice of Building Contravention on title of a landowner's property. The administrative law requirements that are triggered by revocation of a business license can make enforcement of a license contravention a more challenging and expensive process than enforcing compliance with a land use bylaw.

Financial Implications of Establishing a Business Licensing Function

A business license function would require new funding from the SGI and SSI electoral area for the administration and overhead of the regulatory service, as well as funding to enable Bylaw Enforcement Officers to enforce the provisions of the business licensing bylaw. A software system, such as Tempest, would be necessary to track and issue licenses, automate the renewal process and generate invoices. Business owners would need access to payment options to pay the annual license fee. Systems currently utilized by CRD Bylaw Enforcement staff could be customized to administer business licenses, however, it would require an estimated 2.0 additional FTEs for administration, operation and enforcement of the new regulatory service, depending upon the scope of the regulation. Some of the costs of the new service could be offset by the revenue generated from collection of the license fees, however, the offset would depend on the number of businesses subject to the licensing requirement. For example, if all business in the SGI and SSI electoral area required annual business licenses, the revenue offset would be greater than if the regulation was limited to vacation rentals. If Islands Trust zoning continued to prohibit vacation rentals, uptake of a business license program would be limited further.

CONCLUSION

Short-term vacation rentals can be regulated by land use bylaws or through business licensing. CRD does not currently have the authority under the *Local Government Act* to regulate business, however, the authority can be granted by the Province by an order-in-council, and enabled by the Board through the adoption of a business licensing bylaw. Establishing a business license function would require new funding be raised from the SGI and SSI electoral areas for increased staffing associated with administration and enforcement of the business license function. It is anticipated that some of the increased costs could be offset by the revenue generated from annual license fees. Staff recommend further analysis on financial impacts would be required prior to implementation.

RECOMMENDATIONS

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

That the Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island report be received for information.

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

ATTACHMENT(S)

Appendix A: Letter from Islands Trust, dated November 9, 2021

Appendix B: Priorities for Action on Short-Term Vacation Rentals (Report of the Joint UBCM-Province Advisory Group on Short-Term Rentals).



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November 9, 2021

File Number: 12-14-6500-20

Justine Starke
Manager, Southern Gulf Islands Service Delivery
Capital Regional District
Via email

Dear Justine:

Re: Local Trust Committee Business Licensing Resolutions

I am writing to you concerning a number of resolutions recently adopted by local trust committees encouraging the Capital Regional District to explore business licensing. Trustees and residents in the Trust Area have been grappling with the impacts of short term vacation rentals for years, and most LTCs have policies and regulations in place to attempt to mitigate those impacts. However, it has become apparent to many trustees and residents that zoning and other land use regulations are insufficient to manage the impacts of vacation rentals. Consequently, a number of LTCs have adopted resolutions (please see attached) requesting that the CRD consider the implementation of business license regulations within the Salt Spring and Southern Gulf Islands electoral areas for tourist accommodation, specifically for enforcement and administration of vacation rentals.

Sincerely

Robert Kojima,
Regional Planning Manager
Islands Trust

Attachment: Table of Resolutions

Local Trust Committee	Date	Resolution
Galiano Island Local Trust Committee	July 5, 2021	GL-2021-065 It was Moved and Seconded, that the Galiano Island Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. <u>CARRIED</u>
Mayne Island Local Trust Committee	June 21, 2021	MA-2021-042 It was Moved and Seconded, that the Mayne Island Local Trust Committee request that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. <u>CARRIED</u>
North Pender Island Local Trust Committee	June 24, 2021	NP-2021-078 It was Moved and Seconded, WHEREAS the North Pender Island Local Trust Committee is implementing additional policies and zoning to regulate and manage short term vacation rentals on North Pender island, the Local Trust Committee lacks the full range of tools for enforcement and administration of vacation rentals; THEREFORE the North Pender Island Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. <u>CARRIED</u>
Salt Spring Island Local Trust Committee	May 25, 2021	2021-108 It was MOVED and SECONDED, Whereas the Salt Spring Island Local Trust Committee wishes to see appropriate regulation and management of short term vacation rentals on Salt Spring Island but lacks the full range of tools for enforcement and administration of vacation rentals; Therefore the Salt Spring Island Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. <u>CARRIED</u>
South Pender Island Local Trust Committee	May 7, 2021	SP-2021-044 It was Moved and Seconded, that whereas the South Pender Island Local Trust Committee is implementing additional policies and zoning regulations to regulate and manage short term vacation rentals on South Pender Island, the Local Trust Committee lacks the full range of tools for enforcement and administration of vacation rentals; therefore, the South Pender Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. <u>CARRIED</u>

PRIORITIES FOR ACTION ON SHORT-TERM RENTALS

Report of the Joint UBCM-Province Advisory Group on Short-Term Rentals

FINAL REPORT

June 30, 2021

Supported by

Housing Policy Branch

Office of Housing and Construction Standards

Ministry of Attorney General and Minister responsible for Housing

Executive Summary

The Province's Rental Housing Task Force recommended in December 2018 that the Province work with local governments to develop, implement, and enforce short-term rental rules to better protect long-term rental stock (Recommendation #11). In the May 2019 response to the Task Force recommendations, the Province agreed to address this recommendation in 2020 through further consultation with stakeholders and local governments. In fall 2019 the Province and UBCM established a Joint Advisory Group on Short-Term Rentals. The purpose of this group was established as follows:

The Advisory Group will facilitate discussions with local governments about the impacts of STRs and tools for addressing them. Information generated by the Advisory Group will help **inform the Province's consideration of potential policy approaches to STRs**, including possible measures to support local governments interested in taking further actions to address STR impacts.

Housing affordability and availability are topics of utmost concern for all levels of government in British Columbia. The Advisory Group is particularly concerned about impacts of short-term rentals on long-term rental housing. While these impacts are hard to measure with available data set, the diversion of housing units from long-term supply is a significant problem affecting housing in many communities. The Advisory Group's work is informed by the need to take sensible precautionary steps to avoid negative outcomes for British Columbians.

The Advisory Group considered input from experts in various aspects of provincial legislation, research on short-term rental activity and broader rental housing data, and a series of stakeholder organizations. Through the Advisory Group's discovery and discussion process, a series of principles and outcomes were articulated that guided the identification of possible measures for the Province to consider. These principles were: recognition of regional differences, subsidiarity, fairness, future-proofing, and evidence-based policy balanced by precaution. The outcomes address various stakeholder viewpoints and seek to recognize both the opportunities and drawbacks presented by short-term rental platforms.

The priorities and requests to the Province in this report are intended to spark further discussion and exploration of potential policy approaches in the areas of platform accountability or regulation, data sharing, taxation, local government regulatory tools, capacity, and broader efforts to improve data sources and analysis on rental housing.

This Report represents the work done by the Advisory Group to understand the impacts of short-term rentals and suggest priorities and ideas to inform the Province's future work in this area. This report does not indicate formal endorsement by UBCM or the Province of these proposals.

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Background

Short-term rentals are the rental of a home, or room within a home, for a temporary stay (usually fewer than 30 consecutive nights). While vacation rentals and in-home bed-and-breakfasts have been a part of tourism accommodation for decades, the short-term rental industry saw significant growth with the advent of online platforms such as Airbnb and HomeAway (now VRBO).

The broad access and ease of transactions provided by these platforms led to a shift in the frequency of use and types of accommodation being listed for short-term use, with units not previously considered “tourism-oriented” being made available to travellers. The online accommodation bookings industry continues to evolve and grow despite the COVID-19 pandemic reducing worldwide travel, and hosts are now able to offer broader “experiences” and adjacent services via these platforms.

This shifting landscape in the accommodations industry has affected communities differently throughout the province. Impacts causing concern include:

- **Housing Availability:** The use of housing units for travellers has reduced long-term rental housing capacity at a time when housing availability and costs are already under pressure. While many short-term rental hosts use part of their primary residences for hosting, other types of spaces such as basement suites or accessory dwelling units also appear frequently on the platforms. Existing data on vacancy in the primary rental market (purpose-built apartments) shows no consistent correlation with short-term rental listings or bookings activity, but the true impact of short-term rentals is in the secondary market (other housing forms), which is more fluid and difficult to measure. The lack of consistent definition of what constitutes a “permanent dwelling” and limited capacity of local governments to monitor listings makes it nearly impossible to determine the actual scale of diversion from rental housing stock in a statistical sense, but observations by local governments indicate there is a significant unmeasured threat to long-term housing. As 70% of B.C.’s renter households rely on secondary rental market housing, and in some communities up to 100% of rental housing is in the secondary market, there is a strong case for responding to the potential impacts of short-term rentals even in lieu of appropriate data sources.
- **Housing Affordability:** The potential for earning revenue from short-term rental use of properties (whole or in part) often supports higher property prices than local incomes can support. This impacts housing cost in the rental market due to price competition and may be driving up the purchase price of homes in the resale market, as buyers are willing to pay a premium for units (especially condos) with potential for short-term rental use. Data to isolate and attribute this impact is not readily available, but anecdotal evidence appears in numerous B.C. communities.
- **Land Use:** In some cases, previously residential-use properties have been converted to commercial use despite local land use policies. Where short-term rentals represent a full-time business model, these properties are no longer serving their intended purpose as dwellings for local residents. In other communities (especially remote areas), the ease of promoting vacation rentals of properties has attracted tourism for which local governments are not equipped to regulate or support with infrastructure.

- **Public Impacts:** Increasing transient use of properties without oversight by hosts has contributed to noise, parking, garbage, safety, and disruption complaints. In some cases, short-term rental activity has been linked to public health risks via out-of-region visitors contributing to COVID-19 outbreaks.
- **Local Government Capacity:** Between the staff and Council time required to consult, evaluate options, and adopt short-term rental policies, and the licensing and enforcement staff time required to monitor listings and properties, regulating short-term rentals represents a significant (and new) imposition on local government capacity.

Short-term rentals also offer some benefits to communities and travellers:

- **Interim Worker Housing:** Employees arriving in a community for new employment, or for a temporary assignment, may use short-term rental housing while arranging for a permanent residence or to avoid occupying a rental unit only for a short period, freeing that unit up for a long-term residential tenant.
- **Tourism:** Short-term rentals provide some benefits to communities that are seeking to expand their tourism economies as a diversification strategy:
 - Short-term rentals expand tourist accommodation capacity, particularly in places with emerging tourism sectors where traditional lodging businesses have not yet established sufficient capacity.
 - Family travel: short-term rental units may be larger and provide more facilities that support families with children or specific accommodation needs, compared to hotels/motels. This opens up tourism in a community to different demographic segments.
 - Sports/group travel: teams or groups wishing to travel together may find an entire home with several bedrooms a more affordable way to travel for tournaments or events compared to the cost of booking multiple hotel rooms. Kamloops and Burnaby are two examples of communities with significant special event facilities where attendance may exceed local hotel capacity.
- **Economic Activity:** Hosts earn additional income on their short-term rentals (which may or may not be reported on tax returns) and visitors contribute in other ways to local economies through hospitality and experiences in the host community.

The challenge for the Province and local governments is to find a balance in regulating short-term rental activity to enhance the benefits and opportunities presented by the industry while reducing the detrimental effects on housing and neighbourhood livability.

An increasing number of local governments in B.C. have developed policies, or are in the process of doing so, to respond to the new opportunities, challenges, and impacts that short-term rentals bring to their communities. The Union of BC Municipalities (UBCM) identified short-term rentals as an ongoing issue of concern for local governments in 2016. Workshops and resolution discussions on the topic were featured at UBCM conventions in 2016, 2017, and 2018. A UBCM Special Committee on Housing included a series of

recommendations to address short-term rental regulation and taxation in the January 2018 report “*A Home for Everyone: A Housing Strategy for British Columbians*”.

Participating Organizations

The Advisory Group formed in January 2020 with representatives of nine local governments and participants from UBCM and the Ministry of Municipal Affairs and Housing (as it was then), and now also includes the Ministry of Attorney General and Minister responsible for Housing. Communities represented on the group were (in alphabetical order):

- City of Burnaby
- Islands Trust
- City of Kelowna
- City of Nelson
- Regional District of Thompson-Nicola
- Village of Tofino
- City of Vancouver
- City of Victoria
- Resort Municipality of Whistler

Process

The Advisory Group held in-person meetings in February and early March 2020, including presentations and discussions to inform the group’s members about community objectives, housing impacts as measured by available data, and legislative context. The group heard presentations from:

- Housing Policy Branch (Ministry of Municipal Affairs and Housing)
- Residential Tenancy Branch (Ministry of Municipal Affairs and Housing)
- Property Tax and Assessment Branch (Ministry of Municipal Affairs and Housing)
- Tax Policy (Ministry of Finance)

The onset of the COVID-19 pandemic put the Advisory Group’s process on hold during the spring and summer of 2020. Group members shared, via email, updates on the impacts of the pandemic on their communities and observations about how the short-term rental activity in their community changed (or not) while travel was affected by public health orders. Following the fall 2020 election, housing policy moved under the mandate of the Ministry of Attorney General and Minister responsible for Housing. The Advisory Group reconvened in April 2021.

Virtual meetings comprised the second stage of the Advisory Group’s deliberations. In addition to local government representatives sharing the expertise and experiences from their own communities, the Advisory Group received presentations and written submissions from:

- Housing Policy Branch (Ministry of Attorney General and Minister responsible for Housing)

- Tourism Vancouver
- BC Hotel Association
- BC Real Estate Association
- Harvard Business School (on the evolution of short-term rentals and online accommodation platforms)

The Advisory Group participated in a virtual collaboration session on May 12 which captured and delved into numerous themes that had emerged from the presentation and discussions held throughout this process. A draft of this report was provided to government relations personnel from Airbnb and Expedia (owner of the VRBO platform) for comment and feedback to the panel prior to this report being finalized.

Principles

The Advisory Group identified five principles that inform the outcomes and priorities presented in this report.

- **Recognition of Regional Differences:** Economic and housing conditions vary among regions and communities. Any proposed outcomes or actions need to recognize and allow for these differences, including the need to balance needs within a community (e.g. tourism, economic development, housing).
- **Subsidiarity:** Law-making and implementation are often best achieved at a level of government that is most effective and closest to the issues affected. The federal, provincial, and local governments have different but overlapping roles in housing policy and land use planning. Subsidiarity as a guiding principle encourages complementary legislation while accommodating local circumstances.
- **Fairness:** As much as possible and where feasible, all businesses operating in an industry within a given market should be subject to the same restrictions and requirements under the law. Similarly, residents in a community should be subject to the same expectations and have access to the same types of protections or benefits.
- **Future-Proof:** The travel industry was evolving prior to the COVID-19 pandemic, which caused an abrupt and dramatic change to how and why people seek and use accommodation. The online accommodation booking industry is dynamic and any legislation or programs implemented in 2021 or 2022 need to consider the rapid changes and market reach of this platform-based industry. Relying only on local governments to adopt bylaws and pursue enforcement of this industry has already produced a fragmented regulatory landscape.
- **Evidence Based Policy balanced by Precaution:** Outcomes and priorities should be informed by multiple types of evidence, including quantitative data, qualitative research, observations, and experiences of governments in B.C., Canada, and elsewhere. Where the available data or evidence falls short of the reliability necessary for conclusive analysis, governments should exercise caution but also act to prevent likely harms.

Outcomes

Drawing from the perspectives and experience of local government representatives from a diverse range of communities, the Advisory Group identified a series of important outcomes of potential legislation or programs for various stakeholders. These outcomes will be achieved by complementary and collaborative work across orders of government.

- B.C. households seeking rental housing are not excluded from finding and affording housing that meets their needs as a result of suitable units being repurposed or developed specifically for short-term rentals instead of long-term tenancies.
- Local governments are able to set and enforce land use policies that designate residential property primarily for the purpose of providing long-term residences, while allowing ancillary uses that are aligned with community objectives.
- Local governments have sufficient and timely access to short-term rentals data, and capacity to enforce the land use policies and regulatory schemes set in their jurisdiction.
- All operators within the industry are subject to a clear and consistent regulatory structure, with the same level of accountability to B.C. communities.
- Businesses operating accommodation services via online platforms are held accountable for the same safety, labour practices, neighbourhood impacts, and taxes as accommodation providers operating in more traditional business models (e.g. hotels, motels, B&Bs, campgrounds, etc).
- Hosts, travellers, and neighbours are kept safe and have enjoyable experiences (or fewer negative experiences) resulting from short-term rental accommodations.
- Local governments and the Province have improved capability, through data sources and analysis, to understand the interaction between short-term rentals and the housing market.
- The Province continues to monitor and report on trends and impacts from the short-term rental industry to inform and support local governments.

Priorities

The following needs and ideas emerged during the Group's process as the most likely actions to lead to the desired Outcomes, while being informed by and respectful of the Principles described above. The Advisory Group acknowledges these ideas and priorities will likely require further analysis and collaboration to determine feasibility. Numerous other jurisdictions have introduced more stringent legislation and requirements for the short-term rental industry. Actions to address the impact of short-term rentals in British Columbia may carry some risk, but this needs to be balanced against the significant pressures facing rental housing in many communities.

Provincial Platform Regulation and Accountability

Priority: Where local governments have enacted regulatory tools, such as requiring business licenses for the operation of a short-term rental, these policies are only as strong as the capacity of the local government to enforce them. Platforms have a direct business relationship with their hosts which provides a greater opportunity to detect and deter non-compliant activity.

The Province has greater capacity to use legislative authority to regulate all online accommodation platforms offering services within the province. This framework could echo the provincial regulation of other travel or real-estate related industries such as travel agencies, home inspectors, and ride-hailing (e.g. Lyft, Uber, etc.). The parameters of a provincial framework need to be explored further, but the Advisory Group considers there to be many potential inclusions that would significantly address negative impacts of the short-term rental industry:

- Commercial operators (hosts with numerous short-term rental properties possibly listed across platforms and across communities) could be required to register as businesses through the B.C. Corporate Registries.
- While some platforms provide a field where hosts can display their business license or permit information, this could become a mandatory inclusion for all listings in B.C. where local governments have permit or license requirements. There needs to be validation of this information so that hosts are not providing false data simply to get their listing online. The Province could hold platforms accountable through provincial regulation to validate this information with local governments.
- Hosts could be asked to commit to a statutory declaration to the Province, via their platform, that their listing is compliant with provincial and local government requirements.
- Hosts could be held accountable to the province for standards regarding safety/hygiene, insurance, and consumer protection.

Rationale: Regulation of an industry at the provincial level, to the extent where common objectives exist, provides for greater clarity for the industry and efficiency for enforcement. A provincial regulatory framework is more future-proofed than relying on individual local governments to

keep abreast of advances in the technology and business models of online accommodation platforms and then update bylaws or policies in a patchwork form across the province.

Provincial regulation of other industries, such as ride-sharing, travel agencies, payday loans, and home inspections among others, provide standards that are intended to protect all British Columbians from safety and financial hazards that could be common if business activities are left unregulated. This applies to the customers in an industry as well as labour practices.

Requests:

1. Introduce a **provincial regulatory framework**, similar to those in place for ride-sharing and other regulated industries, for platform accountability and information validation for online accommodation platforms and short-term rental hosts.

Data Sharing

Priority: Local governments need data on short-term rentals that allows them to understand STR activity in their community, develop bylaws or policies to support community objectives, and enforce those bylaws or policies. The Province needs data on short-term rentals to understand trends across the province, monitor impacts on the housing market, and enforce tax policy.

Types of data that are needed include property information (address, ownership, unit type, legal tenure), host details (including multiple-property hosts), bookings (frequency of use and income), licensing information (if any), and information on complaints relating to public safety or neighbourhood impacts such as noise or standards of property maintenance.

In addressing this priority, governments need to consider appropriate protection for the personal privacy of short-term rental hosts, as data collected for a business purpose may not be redacted under FOIPPA as personal information. As short-term rental activity indicates potential vacancy of properties, it presents a security and safety threat to hosts if their property information or demographic details are released through a Freedom of Information Request.

Rationale: Current practices require governments to contract with third-party data providers or assign staff to manually scan online accommodation platforms, which are costly and inefficient approaches that may not always yield accurate and complete data. Requiring all participants in the online accommodation industry to adhere to common standards of data-sharing provides fairness in the industry and reduces the burden of tracking property listings across multiple platforms.

Requests:

2. Require all online accommodation platforms to **make data available through a provincial interface** from which local governments can pull information on property listings, hosts, bookings, and complaints in their community.

3. Require online accommodation platforms to **validate business license or permit information** with local governments to avoid false information in listings.

Taxation

Priorities: Undertaking a business activity, regardless of locale, should be subject to consistent taxation according to the law. Taxation provides revenue to governments to financially support (in part) the infrastructure and programs that create tourism opportunities and offset the potential negative impacts of the business activity, such as the pressures placed on local housing markets by short-term rentals. The collection and remittance of taxes does not prevent negative impacts on housing affordability and availability but is part of a coherent and aligned regulatory framework.

Tax Collection and Remittance

The Province regulates that the process by which Provincial Sales Tax (PST) and Municipal and Regional District Tax (MRDT) are collected and remitted as applicable on sales of short-term accommodation provided in B.C., including all accommodation listed on an online accommodation platform. Short-term rental hosts are required to register for the PST and MRDT (if applicable) unless they only list their accommodation on a platform that is registered to collect PST and MRDT.

The Province has negotiated with Airbnb to collect and remit taxes on behalf of hosts, but there are numerous other platforms not participating in these agreements, and current legislation does not allow the Province to require platforms to collect PST and MRDT (only to register voluntarily). All platforms operating in this industry should be subject to the same requirements for short-term rental bookings in the province.

Using Tax Revenues to Address Short-term Rental Impacts

Areas that have the MRDT in place can opt to direct tax revenues from online accommodation providers to housing purposes in their community, but not to the compliance and enforcement of short-term rental policies. Non-MRDT communities have more limited means to raise revenues to offset compliance and enforcement costs. Options to direct PST revenues from short-term rentals to the originating communities would support compliance and enforcement efforts.

The Advisory Group heard from industry stakeholders that the differing rates and coverage of MRDT is challenging for tourism operators and short-term rental hosts; making the MRDT consistent throughout the province could simplify administration and reduce confusion. Revisions to the MRDT could also yield tax revenue from short-term rentals that could support local communities to offset neighbourhood impacts by enabling more personnel to be allocated towards enforcement.

Addressing Commercial Use of Residential Property in Taxation

UBCM has previously endorsed a members' resolution calling for the Province to amend legislation so that properties used for short-term rental accommodation may be eligible for split classification between Class 1 and Class 6 under the Assessment Act. This would be consistent with the split classification of strata accommodation properties and "bed and breakfast" residential properties. The Advisory Group acknowledges the challenges involved in applying classification to short-term rental listings, and in keeping with the principle of fairness, supports a wider use of split classification so that commercial accommodation activities are taxed fairly. Higher property tax rates for commercial properties raise revenue directly for local governments to apply to the regulation and enforcement of the industry.

Rationale: Applying a consistent expectation across the industry to collect tax at the point of booking provides for tax fairness among all accommodation hosts (short-term rentals, traditional B&Bs, hotels, etc). This promotes accurate and complete collection of tax revenues which may be applied towards compliance and enforcement efforts.

Requests:

4. Introduce legislation to **make tax collection at the point of booking a requirement** for online accommodation platforms.
5. **Share PST revenues from short-term rentals with the local governments** affected by the taxed business activity.
6. Investigate further changes to the MRDT to **increase consistency across the province** and expand the uses of tax revenue to offset impacts to housing and neighbourhoods.
7. Explore options to **expand split classification of properties** so that commercial use of property for short-term rental accommodation is reflected in property tax assessments.

Regulatory Tools for Local Governments

Priority: Local governments have a variety of objectives that inform their policies on short-term rentals and need a flexible yet comprehensive suite of regulatory tools to help achieve those objectives. One of the most effective tools for addressing the impact of short-term rentals on housing availability and affordability is to prohibit listings that aren't within a host's principal residence. Additional conditions are used by local governments in response to specific community concerns, including having on-site or on-call property oversight, limiting the number of nights per year, and requiring off-street parking. The resource "Regulating Short-Term Rentals" published by Generation Squeeze provides an excellent reference for local governments seeking to identify options for their jurisdictions.

Some of the regulatory tools in use to implement this requirement include business licensing, temporary use permits, zoning bylaw definitions, and ticketing/fines. Yet not all local governments have access to the same tools, or some of these tools could be improved:

- Regional districts are currently required by the *Local Government Act* to request authority from the Province to issue business licenses. Enabling this authority by default would remove a barrier for regional districts wishing to adopt business licensing bylaws by choice, as a tool to manage short-term rentals and other industries as identified by the regional district. (The Province may also consider configuring the *Local Government Act* so that regional districts could adopt a licensing framework for specific industries instead of having to license all businesses).
- Increasing the allowable fines that can be levied through the Municipal Ticket Information system or Bylaw Enforcement System will enable local governments to apply deterrents to illegal short-term rental activity. Strata corporations are able to levy fines of up to \$1,000 *per day* for contraventions of strata bylaw prohibiting short-term rentals. This is a high fine in the context of a strata corporation, though it may be insufficient in other environments; some jurisdictions outside Canada are levying fines of \$1,000 for a first offence, \$5,000 for a second offence, and \$10,000 for a third offence.
- The Bylaw Enforcement Notice Adjudication process (Ministry of Attorney General) provides an avenue for citizens to dispute tickets; some communities have noted that after pursuing investigation and levying a bylaw notice to a short-term rental host who is not complying with local laws, the Provincial adjudicator may cancel the violation notice.

Rationale: Enabling local governments to use regulatory tools that fit their community's objectives acknowledges regional differences between communities and supports the principle of subsidiarity (placing regulations at the point closest to the resident/business that allows for efficient implementation).

Requests:

8. Amend the *Local Government Act* to **allow regional districts to implement business licensing**, by approval of the regional district board, as a tool to regulate short-term rentals.
9. **Increase the allowable fines** that local governments can levy against short-term rental hosts operating out of compliance.
10. Explore whether provincial bylaw notice adjudicators have sufficient information and awareness of short-term rental issues to understand these offences, **preventing undue cancellation of violation notices**.

Capacity Supports for Local Governments

Priority: Local governments vary widely in their objectives for regulating short-term rentals and the extent or impact of short-term rental activity in their communities. They also vary in size, and organizational capacity to develop, consult on, implement and enforce policies relating to short-term rentals. Building on past collaboration and outreach, the Province and UBCM can continue to jointly support all local governments in learning about, implementing and enforcing short-term rental policies by providing opportunities for knowledge sharing and community-to-community peer support.

A useful model for this is the [BC Ideas Exchange](#), which focuses on local economic development practices and knowledge-sharing activities such as web-based toolkits, webinars and conference workshops. The [“Regulating Short Term Rentals” Toolkit](#) written by Third Space Planning with support from the Federation of Canadian Municipalities and others is an example of the type of content that can be shared with local governments.

Local governments have indicated the value of having knowledgeable people available to consult directly in addition to the plethora of written and online resources. Direct outreach to local governments helps bridge the capacity gap; this model is demonstrated by the Regional Economic Development Managers that support local governments through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Rationale: Capacity for policy development and implementation is a major constraint facing local governments. Simply having the legislative authority to pass bylaws and implement licensing does not mean a local government (especially a small one) has the staff time or expertise to carry out research and consultation prior to policy implementation, to respond to public pressure from short-term rental hosts opposed to policies that limit their business opportunities, or to enforce policies that are passed by Council. The Province and UBCM can act jointly to support capacity development.

Requests:

11. Allocate Provincial resources to collaborate with UBCM on an **outreach program to support local governments** in identifying and implementing policy options that address housing priorities and needs, including short-term rental regulation and enforcement.

Improve Availability of Data on Short-Term Rentals and the Rental Market

Priority: Local governments and the Province need better data on both the availability and cost of housing in the rental market. Rental market data from CMHC pertains predominantly to the primary (purpose-built rental) market, and is only available at an annual frequency, which poses serious challenges and limitations to understanding the impacts of short-term rentals on the rental market. Data on the secondary rental market (i.e. basement suites, rental houses, etc.) is largely non-existent, thus measuring the impacts of short-term rentals more broadly remains an impossible task. Even where data exists, a further challenge comes in

distinguishing rental units that could potentially form permanent housing from properties that are unlikely to be used as permanent housing, even if removed from short-term rental use (e.g. temporary listings, remote vacation properties or residences located in designated tourist accommodation zones).

The Advisory Group is aware of the challenge of establishing data sources on the secondary rental market and raises this as a priority for the Province to work on with CMHC and using municipal data where available.

In addition to improving data on the secondary rental market, the Advisory Group noted that data on short-term rentals are not incorporated into the Housing Needs Reports required for all communities. If data-sharing becomes a requirement for online accommodations providers, this information can be included in Housing Needs Reports to help Councils recognize trends or challenges and adapt policies according to local needs.

Rationale: Through the Advisory Group process it became evident that gaps in data on the rental market made it difficult to measure and compare the impacts of short-term rentals on rental housing availability and cost in communities. Existing rental housing data from Canada Mortgage and Housing Corporation (CMHC) varies in coverage among communities, with data coverage of up to 55% in some larger metropolitan areas, but as little as 10% coverage in smaller communities. By contrast, it is known from Census data that roughly 70% of all renter households in British Columbia occupy rented dwellings in the secondary rental market, yet there are very few reliable data sources available to understand this very large segment of the rental market.

These data gaps confound meaningful discussions of what policies are really needed to address housing affordability across the spectrum of housing. The gaps also increase the risk that local government policies targeting short-term rentals will fail to respond to emerging trends in housing (or developing industries) or provide the necessary housing to meet future demands.

Requests:

12. Allocate Provincial resources and collaborate with the federal government (Statistics Canada and CMHC) and local governments **to improve the collection and analysis of data on secondary rental housing**, particularly as relates to short-term rental impacts.
13. **Expand the Housing Needs Reports data requirements** to include showing data on short-term rental listings and usage, utilizing platform data collected through a provincial regulatory framework.

Approved Minutes
Galiano Library Meeting Room
Galiano Parks and Recreation Commission
Thursday, November 4, 2021, 8:30 AM

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

1. **Territorial Acknowledgement**
2. **Approval of Agenda-** MOVED Commissioner Henshall, SECONDED Commissioner Dewinetz that the agenda be adopted as amended. CARRIED
3. **Adoption of Minutes October 7, 2021**
MOVED Commissioner Henshall, SECONDED Commissioner Dewinetz that the minutes be adopted as amended. CARRIED
4. **Chair's Remarks None**
5. **Correspondences-** GIPRC received a request from South Galiano Fire Department for updated map files. Chair Rybak provided the SGFD with the most recent map files used for the published brochure.
6. **Presentations/Delegations-** Emma Davis gave an update on the Southern Gulf Islands Transportation Integration Plan. A survey on various aspects of the project was circulated to all SGI residents and is available online:
<https://getinvolved.crd.bc.ca/> The deadline for responding is November 14. To date there have been 420 responses, 108 from Galiano. Of interest is the map link on the site where you can indicate where you think specific changes are needed.
7. **Administration Reports**
 - 7.1 Maintenance Contractor's Report Highlights
 - 7.1.1 Graffiti on Skateboard park bathroom-there was concern that leaving the graffiti may lead to more, but everyone agreed that the graffiti was not offensive so repainting will wait until the dry weather.
 - 7.1.2 Contactor Carrothers reviewed the removal of danger trees by the faller/arborist. The trees bordering the Skate Park were left as they were judged not be of danger to the Skate Park area. Neighbour will be informed of the assessment by Commissioner New.
 - 7.2 Shore Access Report-None
 - 7.3 Trails Report -None
 - 7.4 Parks Report -None
 - 7.5 Recreation Report-
 - 7.5.1 Update to Recreation Grant submissions: PAC applied for funding their soccer program including cleaning supplies. Some commissioners questioned whether cleaning supplies would qualify under the grant

requirements, but it was suggested Covid protocols may require extra cleaning supplies.

MOTION That the GIPRC accept the PAC application for \$1474 funding for cleaning supplies and football program. MOVED Commissioner New, SECONDED Commissioner Byzyna. CARRIED 5 for, 2 opposed

7.6 Volunteer Report-

7.6.1 In a "Time to Check Your Trail" email many of the 32 trail and shore access stewards responded. The updated and corrected volunteer position description including the benefits of the position was presented.

MOTION that we formally adopt the updated and corrected volunteer position description. MOVED Commissioner Dishaw SECONDED Commissioner Longson CARRIED

7.6.2 Volunteer Recognition- December meeting will begin at 8:15AM to give time to recognize that GIPRC commissioners volunteer their time. Goodies and special coffees will be provided. Because covid prevents a gathering of other volunteers, a \$20 gift card will be provided to Trail and Shore stewards

8. Treasurer's Report

8.1 Status of Accounts

Account Category	Current Budget	Past Month	YTD Total	Balance Remaining
Operations Spending	71,680.00	6298.31	56,046.04	15,633.96
Recreation Program Spending	39,244.00	1250.00	35,993.50	3,250.50
Forecast YE Operating Surplus/Deficit			2,087.26	
Capital Spending (GCF)	39,534.00	7,921.03	20,065.57	19,468.43
Capital Reserve Fund (CRF)	73,660.00			57,642.12

8.2 Payment of Invoices Total amount of invoices paid for the month \$14,916.12

8.3 Forecast Operating Expenses Operations spending on track. Forecast surplus for the year increased to 2,087.26

8.4 Capital Program Spending Spending of 7,921.03 incurred for the month on Zuker-Georgeson Bay Restoration project. The 2021 portion of the project has now been completed on time and within the 8,000 project budget.

MOTION that the Treasurers report be accepted with updated data. MOVED Commissioner Byzyna, SECONDED Commissioner Dewinetz CARRIED

9. Update Status of Capital Projects

- 9.1 Project Management- the need to provide good financial planning was reviewed. Commissioners responsible for the project are initially to submit a budget estimating the cost of the project including a start-up fund if needed, right at the start of the project.
- 9.2 Silú Park Completion-Because of supply issues, delivery of the vault toilet is now forecast for January. Galiano Excavating can pick up and deliver the toilet to the site when it is ready. Parking will be opened as cars can help compress the newly laid gravel.
- 9.3 Zuker-Georgeson Bay Shore Access Restoration- Native species planting was completed October 28th as planned. The fencing was completed for the top section of the project. Flags were placed to mark plantings. They could be removed next spring or summer. Rock drilling may be required to stabilize the lower fence. The Commission commended Commissioner Simon for all the work he has done on the project recognizing that his final project report can be used as a case study for similar restoration projects.
- 9.4 Shaws Landing Access for Mobility Impaired- Commissioner Longson submitted a revised budget and design, the result of numerous site visits. Discussion ensued over the proposed improvements. Concerns were expressed regarding water flow from Jack Creek. Commissioner Rybak noted that Jack Creek has never been a salmon bearing creek. The adjusted plan will keep some of the vegetation along the roadway drainage. The viewing platform has been removed. The relocated path would be longer to keep the slope to a minimum. Some cut & fill will be required. When the project is approved, budget for it will be included as a capital cost in the five-year plan.

MOTION We proceed with the creation a formal proposal for Shaws Landing, including consultation with neighbours. The LTC and MOTI will be kept informed. MOVED Chair Rybak, SECONDED Commissioner Longson CARRIED

- 9.5 Asset Renewal Project- The insurable asset inventory identifies assets that may need to be replaced. An annual capital expenditure will be budgeted and accessed accordingly.
- 9.6 Activity Centre Vault Toilet- Chair Rybak reported the school district has been asked to confirm their preferred licencing instrument and their preference for tree trimming. The need for the vault toilet was reaffirmed as it would serve the school, library, day care and Activity Centre in emergencies, as well as users of the Fitness Centre, tennis court, soccer pitch, playground, ball diamond, school/community garden and Sturdies Bay trail users. Chair Rybak will draft an implementation plan and capital budget for presentation.
- 9.7 Matthews Beach Access Trail Improvements-Commissioner Henshall presented Contractor Carrother's assessment of initial improvements to the beach trail due

to heavy summer use and recent extreme weathering. Initial priority repairs on the top section of the trail and the bottom reach were identified. The need for longer term permanent improvements, potential engineering and technical assistance and the involvement of CRD Regional Parks was discussed. Commissioner Henshall will inquiry if the CRD has any technical engineering resources available. He will also check to determine if we have access to any slope survey information. More detailed information is needed to firm up a fully funded capital project in 2022. In the interim, the Commission approved in principle, interim priority repairs pending approval of a more detailed work plan and budget up to \$3000.

MOTION Carry out improvements to the top and bottom parts of the Mathews slope over the winter months not to exceed \$3000. MOVED Commissioner New, SECONDED Commissioner Henshall CARRIED

9.8 Zayer Shore Access- The Heritage Review Form has gone to the BC Archeological Branch to determine whether further archeological assessment is needed before the Zayer Shore development proceeds. This project is in the budget for potential development in 2023.

9.9 Other Projects- None

10. Other Business-

10.1 Invasive Species removal- Contractor Carrothers sought direction for the priority and timing of work. Commissioner Henshall will confirm invasive removal assistance is no longer available. Commissioner Henshall, Dewinetz, and Dishaw will determine priorities for removal.

10.2 Maintenance Contract Renewal Request -Contractor Carrothers, through Commissioner Henshall, sought the commissioner's support for revisions to the maintenance contract for 2022.

10.2.1 Helper's Budget: Contractor Carrothers sought the inclusion of a \$3000 inclusion helper's budget in his maintenance contract to expedite hiring of help when required. In the discussion, Treasurer Byzyna noted an existing "extraordinary labour allowance" budget provision could and should be used for help when needed. It has not been accessed this year. Treasurer Byzyna will liaise with CRD finance to determine the preferred protocol to be followed in using this budgetary provision.

10.2.2 Maintenance Materials- The current contract requires permission from the authorized commissioner to spend over \$100 on maintenance materials. Second, Contractor Carrothers felt this prevented him from using his time efficiently and sought support for a working budget of \$5000. Treasurer Byzyna noted a current 2021 budget allowance for purchase of maintenance materials has not been fully used. No impediments to use this budget were identified. Discussion regarding amending Clause 6 in the Shore Access Trail and Community Park Maintenance Section of the Contract to increase the material spending limit ensued.

MOTION that the Commission support Contractor Carrother's request that Clause 6 be amended to increase the preapproved maintenance materials limit to \$500. MOVED Chair Rybak, SECONDED Commissioner Dishaw

10.2.3 Hourly Rate - Contractor Carrothers noted the anticipated 2% inflation increase would increase his hourly rate to just under \$47. He sought commission support to rounding up to \$47. In the ensuing discussion it was noted that surpassing this allowable inflation increase may not be possible.

MOTION that the Commission support the request to increase the hourly approve maintenance contract for 2022 by \$1 to \$47 an hour. MOVED Commissioner Dishaw SECONDED Commissioner Dewinetz

11. **Unaddressed Thoughts & Concerns** (input from members of the public) NONE

12. **Motion to Adjourn 11:45** MOVED by Commissioner Dewinetz CARRIED

Approved Minutes
Galiano Parks and Recreation Commission
Thursday, December 2, 2021, 8:30 AM
Galiano Library Meeting Room

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

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 November 4, 2021 MOVED Commissioner Dewinetz
SECONDED Commissioner Dishaw that the minutes be adopted. CARRIED

4. Chair's Remarks None

5. Correspondences

5.1.A small bike rack has been offered to the GIPRC. The offer which has also been made to the Trails Society will be declined as the rack is too small.

5.2.Letter from CRD re: well registration in 2022. The well on the Silú Park site was discussed under 9.1.2

5.3.A letter from Activity Centre supporting the installation of vault toilet in area was received.

6. Presentations/Delegations

7. Administration Reports

7.1. Maintenance Contractor's Report- the parks weathered the recent volumes of rain relatively well with no major damage. In future GIPRC can consider installing larger replacement culverts (from 4 to 6 inch) to accommodate increasing water volumes from climate change.

7.1.1. Contractor Carrothers delivered the November 2021 Maintenance Inspection Report for all Trails, Parks and Toilet Facilities. No priorities were identified.

7.2.Shore Access Report-None

7.3.Trails Report -None

7.4.Parks Report -None

7.5.Volunteer Report- gift cards and thank you notes have been purchased and will go out to all active volunteers as a year-end thank you.

8. Treasurer's Report

8.1. Status of Accounts

Account Category	Current Budget	Past Month	YTD Total	Balance Remaining
Operations Spending	71,680.00	4107.25	60153.29	11,526.72
Recreation Program Spending	39,244.00	1250.00	37467.50	1776.50
Forecast YE Operating Surplus/Deficit			2,087.26	
Capital Spending (GCF)	39,534.00		20,065.57	19,468.43
Capital Reserve Fund (CRF)	73,660.00			57,642.12

8.2. Payment of Invoices- Total amount of invoices paid for the month \$4297.30

8.3. Forecast Operating Expenses Operations- spending on track.

8.4. Capital Program Spending No change

MOTION that the Treasurers report be accepted. MOVED Commissioner Byzyna, SECONDED Commissioner Simon CARRIED

9. Update Status of Capital Projects

9.1. Silú Park Completion

9.1.1. Parking Lot- sign removed and logs unlocked logs allowing public parking. Still awaiting toilet components along with toilet delivery in January. Volunteers will be needed to assemble.

9.1.2. Well on Silú Park- discussion on the merits of maintaining well especially for fire protection. Commissioner Dewinetz will check well map index and records and will report back so a decision can be made before the spring deadline to register the well.

9.2. Zuker-Georgeson Bay Shore Access Restoration- fall planting work is complete with 400 plants of 40 species planted. Next step will focus on slope and potential tree planting, with deer fencing to reduce erosion.

9.3. Shaws Landing Access for Mobility Impaired- Commissioner Longson will draft a letter to neighbours regarding the project.

9.4. Asset Renewal Projects

9.4.1. Skate Park Bench Replacement

MOTION That Gordon Palmberg construct two replacement benches to be installed in the skate park. MOVED Commissioner Dishaw, SECONDED Commissioner Dewinetz CARRIED

- 9.4.2. Skate Park Sign-** Contractor Carrothers will pursue ways of redoing donor list sign.
- 9.5.Activity Centre Vault Toilet-** Still awaiting word from the School Board to confirm their preferred licensing instrument to provide GIPRC access to toilet site.
- 9.6.Matthews Beach Access Trail Improvement**
CRD's Environmental Engineering Department does not have Geotechnical expertise. Commissioner Longson will contact a Geotech engineer for a quote on providing an assessment of reinforcing the Matthews trail. The Chair will liaise with CRD to discuss implication of their plans for nearby Regional Park and trail development. Contractor Carrothers will continue as per maintenance directions for November.
- 9.7.Zayer Shore Access** The estimate for an Archeological Impact Assessment (\$12,000) puts into question the future development of the site. The engineering challenges of making the site accessible with bank erosion and ferry wake impacts was discussed. Commissioner Dishaw will reach out to the Penelakut First Nation for input.
- 9.8.** Other projects - none
- 10.Unaddressed Thoughts & Concerns** (input from members of the public)
- 11.In-Camera Session** MOTION to go into an "in-camera" session. MOVED Chair Rybak, SECONDED Commissioner Longson. CARRIED
- 12.Other business- Invasive Removal** Direction to Contractor Carrothers to proceed with removal before years end was confirmed.
MOTION That Contractor Carrothers can spend up to \$3000 on invasive species removal until the end of the year. MOVED Commissioner Byzyna SECONDED Chair Rybak CARRIED
- 13. Adjournment 10:50AM –** MOTION to adjourn. MOVED Commissioner Dishaw. CARRIED

Stephen Rybak, Chair GIPRC

Minutes
Galiano Parks and Recreation Commission
RESCHEDULED AFTER CANCELLATION JANUARY 6 FOR
Thursday, January 13, 2022, 9:00 AM
Galiano South Community Hall
Also via Zoom

Present:

Commissioners: Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Evelyn Dewinetz, Jim Henshall, Gerald Longson, Barry New, Andrew Simon, (Other participants: Michael Carrothers (Maintenance Contractor), Emma Davis ((Galiano Liaison for the CRD), Shelly Lawson (School District #64 Board Trustee), David Howe (Director CRD), Paul Brent (Alternate Director CRD), Susan DeBeck (Recording Secretary)

1. **Territorial Acknowledgement-** Chair Rybak
2. **Approval of Agenda** MOVED Commissioner Byzyna SECONDED Commissioner Longson that the agenda be adopted as amended. CARRIED
3. **Adoption of Minutes for December 2, 2021** MOVED Commissioner Henshall SECONDED Commissioner Dishaw that the minutes be adopted as amended. CARRIED
4. **Chair's Remarks**
 - 4.1. Director Howe advised he would not seek re-election and asked if there are any issues that Commissioners would like to raise with him while he was present at the meeting. No commissioners had questions for him but gave assurance they would contact him if they did. Chair Rybak thanked Director Howe for his steadfast support of the Commission and SGI community initiatives over his long tenure.
 - 4.2. Contracts
 - 4.2.1. The CRD has awarded the Maintenance Contract to Michael Carrothers for one more year. As per CRD rules, the contract will be tendered in the fall of 2022.
 - 4.2.2. Recording Secretary contract has been extended for an additional year.
 - 4.3. Chamber of Commerce Membership will be renewed for \$75
 - 4.4. CRD has asked that all danger trees be reported in the monthly maintenance report as well as inspection reports so they can be tracked for potential liability.
 - 4.5. CRD is organizing a Zoom orientation for Commissioners. Emma Davis will keep members posted on details of this.
5. **Correspondences** None
6. **Presentations/Delegations**
 - 6.1. School Trustee for School District #64 (Gulf Islands) Shelly Lawson attended reporting on amending the SBT licence to permit GIPRC will access/use of school property for a vault toilet. (See 9.5)
 - 6.2. Update on the SGI Transportation Integration Plan- Emma Davis informed the commission after consulting stakeholder organizations and the public that the "Round 1 Engagement: What We Heard Report" is now complete.
https://getinvolved.crd.bc.ca/sji-transportation/news_feed?category=What+We+Heard+-+Report

Results of the study indicated that in the top 10 community desires on the SGI, # 5 was Sturdies Bay Trail Extensions and #6 was Sturdies Bay Trail Safety. A priority on Galiano was given to "create more space for safe walking and cycling along existing roadways as well as for taxi and ride hailing options." Most important on Galiano in terms of public

transportation support was: “Improved information within the community and at transportation hubs to communicate what public transportation options are available.” Q and A meetings to discuss plan options are being held from January 17 to 28th.

7. Administration Reports

7.1. Maintenance Contractor’s Report- Michael Carrothers

- 7.1.1. Considerable work on various sites was done to clear drainage blockages and remove debris resulting from rain and snow. Because of the safety concerns to remove downed trees, a second part, Good Reimer, was sub-contracted to assist Contractor Carrothers . Commissioner Byzyna will discuss with CRD (including checking on 3rd party liability) to see if a standing contract can be set up with local contractors so separate billing can occur.
- 7.1.2. New skateboard park benches are complete. Gord Palmberg will install them using t-posts for better water protection so they will be set back from pavers.
- 7.1.3. 9 new shore access identifier signs have been ordered from Bill Shields to replace faded signs.
- 7.1.4. Contractor Carrothers is ready to remove invasive plants at Arbutus Point and Mary Ann Shore Access.

MOTION That GIPRC spend up to \$3000 in 2022 for the removal of invasive species out of parks improvement budget. MOVED Commissioner Henshall SECONDED
Commissioner Byzyna CARRIED

7.2.Shore Access Report- None

7.3.Trails Report -None

7.4.Parks Report-None

7.5.Volunteer Report-None

8. Treasurer’s Report

8.1.Status of Accounts

Account Category	Current Budget	Past Month	YTD Total	Balance Remaining
Operations Spending	71,680.00	3524.22	64217.51	7462.49
Recreation Program Spending	39,244.00	1325.00	38792.50	449.00
Forecast YE Operating Surplus/Deficit				7,462.49
Capital Spending (GCF)	39,534.00	3205.00	23270.57	16,263.43
Capital Reserve Fund (CRF)	73,660.00			57,642.12

8.2.Capital Program Spending – 16,263.43 of our planned 2021 spending will be carried forward into 2022.

8.3.Forecast Operating Expenses – Year End surplus of 7,462.49 will be rolled over into 2022 Capital Reserve Fund. The exact amount will be reconciled with CRD accounting before the end of January.

8.4.Payment of Invoices- Total amount of invoices paid for the month \$6970.30

8.5.2022-2026 Capital Program – Commissioners should review the program with a view to discussing 2022 project priorities at February meeting.

MOTION that the Treasurers report be accepted. MOVED Commissioner Byzyna,
SECONDED Commissioner Dishaw CARRIED

9. Update Status of Capital Projects

9.1. Silú Park Completion-

9.1.1. Vault Toilet- was delivered to site by Galiano Excavating January 13.

Commissioner Longson has a list of additional items needed to be purchased before toilet is assembled and operational. Whether the assembly is done using a volunteer work party or hired help will be made upon assessment of the unassembled building.

9.1.2. Site well- Commissioner Dewinetz reported that the well on Lot 79 was completed for domestic use in 1995. It is 240 feet deep yielding 2 gallons per minutes. This information will be forwarded to the CRD to ensure it is on the BC Registration of domestic wells. Commissioner Longson will assess the damaged lock and cap to see what needs replacing to ensure the well is secured. Water quality testing has not been done.

9.2. Zucker-Georgeson Bay Shore Access Restoration-Project is going well. To ensure availability of plants for the next phase of the project, a plant order will be drawn up soon.

9.3. Shaws Landing Access for Mobility Impaired- no report

9.4. Asset Renewal Project-Activity- no report

9.5. Activity Centre Vault Toilet School Trustee Shelly Lawson reported that School District #64 secretary treasurer is working with the CRD on an amendment of the user agreement to include land where the GIPRC toilet is to be sited. Once this agreement is in place, the site will be further assessed and plans made for building preparation.

9.6. Matthews Beach Access Trail Improvements-Commissioner Longson will investigate the availability of geotechnical expertise to advise on trail improvements needed.

9.7. Zayer Shore Access-Given the archeological significance of the site, it was agreed the best next step to take regarding developing the site was to consult with First Nations and get their input. Commissioner Dishaw will initiate discussion with First Nations.

10. Election of Table Officers- Director Brent presided over the election of table officers for 2022. Charlene Dishaw was acclaimed Chair; Jim Henshall was acclaimed Vice Chair. Director Brent, on behalf of David Howe and the CRD, extended his appreciation and thanks to Stephen Rybak, for his great service as the past chair of the Galiano Parks and Recreation Commission.

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

12. Adjournment 10:15 AM MOTION to adjourn. MOVED Chair Dishaw. CARRIED



Making a difference...together

MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, October 26, 2021 at 9:30 a.m., Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members:** K. Heslop (Chair); M. Fossil; J. Deschenes (EP); D. Reed; P. Brent (EP); W. Foster (EP) (10 am); M. Kenwell (EP)
Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; M. Cowley, Manager, Regional Wastewater (EP); L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk
REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:33 am.

1. APPROVAL OF AGENDA

MOVED by D. Reed, **SECONDED** by P. Brent
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

Item 7.2 on page 4 of the minutes was amended as follows:

- Strike the first bullet.
- Strike the second sentence in the paragraph following the bullets.

MOVED by P. Brent, **SECONDED** by M. Kenwell,
That the minutes of the September 14, 2021 meeting be adopted as amended.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. COMMITTEE BUSINESS

5.1. Magic Lake Estates Water and Sewer Service 2022 Capital and Operating Budget

I. Jesney and M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Discussion ensued and staff responded to questions from the Committee regarding:

- Water system leak repairs. Staff advised if this becomes more common, budget adjustments may be required to account for emergencies and contingency planning.
- Individual water storage and the possibility of using reserve funds to subsidize personal water storage. Staff advised that the reserve funds cannot fund a capital asset that is not under the control of the Capital Regional District (CRD).

- Climate patterns, effectiveness of increasing the systems rainwater collection. Staff advised there is available storage in Magic Lake that has reduced over the years due to silt and vegetation. There is a possibility of using funds to improve raw water storage capacity.
- Parcels of land that are “lost” or deemed non-taxable. Staff advised that one parcel was sold to the Crown, deeming it exempt from taxation. Two other parcels were consolidated as one, resulting in it now being one parcel.
- Progressing with Schooner Treatment Plant construction and cleaning of the ditch. Staff are planning to issue a request for proposals (RFP) to design upgrades at Schooner Wastewater Treatment Plant. Construction is likely to commence in fall of 2022. Cleaning of the ditch is dependent on construction scheduling as it would be preferable to clean once there’s a redundant ditch to keep online while the other is cleaned.
- The timeframe as to when the generator will be installed. Staff advised it is part of the Capital upgrade.

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

1. Approves the 2022 Operating and Capital Budget for the:
 - Magic Lake Estates Water System Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and the recovery from the Operating Reserve Fund; and
 - Magic Lake Estates Sewerage System Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the recovery from the Operating Reserve Fund; and
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Magic Lake Estates Water and Sewer Services as presented.

CARRIED

5.2. Water Update [verbal]

I. Jesney provided a verbal update on the following:

Water Treatment Plant – Stainless Steel Pipe Replacement

All releases have been executed and funds have been released to the CRD. The funds have been set up in a separate capital reserve fund specifically for the water treatment plant.

5.3. Wastewater Update [verbal]

M. Cowley provided a verbal update on the following:

Collection System Upgrades

- Triahn Enterprises Ltd. is currently installing pipe on Pirates Road, (the last section), and should have that section completed by November 5, 2021. Once that section is complete, they will have installed about 3,000m of pipe (100% complete).
- Final clean-up and restoration will then commence Triahn has tried to schedule Island Asphalt for paving the road crossings, but they have deferred this work a couple of times. It is now scheduled to be complete by mid-November.

- More rock has been encountered than anticipated as the rock profile is very undulating and the existing sewer pipe meanders from the original as-constructed drawings.
- The actual construction cost to end of September date is \$1,631,765. The estimated cost to complete the contract is about \$2.25 million depending on the final road restoration requirements. The cost is higher than the initial \$2 million (M) budget estimate primarily because of increased rock removal and house connection quantities (many properties have two connections).

M. Cowley responded to questions from the Committee regarding cleaning the storm water ditches, and advised that clean-up and re-dressing the road shoulders will be completed when construction is finished. Concerns regarding the level of treatment and any affects to the ocean were also answered, advising the plant still has UV disinfection, and is unlikely to impact the shellfish harvesting areas.

Investing in Canada Infrastructure Program Grant – Phase 2 and 3

- The CRD was successful in receiving a \$5.65M grant to help fund most of Phase 2 and 3.
- The scope of work to be completed under the grant generally includes:
 - Renewing 6 pump stations (Buccaneer, Galleon, Schooner, Capstan, Cultass, Masthead)
 - Replacing Cannon WWTP with a new pump station
 - Upgrading Schooner WWTP (new headworks, Equalization Tank (EQ tank), aeration tank, clarifiers, genset)
- All remaining funds left from the \$6M loan (after paying for the \$2.056M grant share and \$2.25M estimated sewer installation cost) will be used to complete as much sewer pipe replacement as possible.
- A RFP will be issued shortly to request proposals from consultants to design the upgrades. The plan is to hire a consultant in December who will then start the preliminary design in January 2022.
- We have commenced with the required First Nations consultation process and have received some initial feedback requesting more information on the treated effluent and any effects on the seaway. We will be following up to provide additional information.

5.4. Operations Update [verbal]

M. McCrank provided a verbal update on the following:

Water Operations Highlights:

- Sept 9th – Fire safety inspection performed by the Pender Island Fire Chief of the Magic Lake Water Treatment Facility. Several corrective actions required as a result of the inspection.
- Sept 14th – Captains Reservoir electrical kiosk replaced due to damage from being struck.

Wastewater Operations Highlights:

- Sept 17th – Further corrective maintenance completed on the Schooner Wastewater Treatment Plant Return Activated Sludge (RAS) pumps.

M. McCrank responded to a question from the Committee regarding no exceedances at Cannon during the month of September, and advised the ground soaks up a lot of initial rain through the winter.

5.5. Grants Discussion [verbal]

There is nothing to discuss at this time.

6. NEW BUSINESS

I. Jesney advised the Committee on upcoming vacancies. As terms expire October 31, 2021, there is no need for a November meeting. The next meeting is scheduled for December 14, 2021. Staff acknowledged comments from the Committee regarding the methods used for advertising for future Committee vacancies.

7. ADJOURNMENT

MOVED by D. Reed, **SECONDED** by M. Fossil,
That the October 26, 2021 meeting be adjourned at 10:33 am.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, December 14, 2021 at 9:30 a.m., Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** M. Fossil (Chair); K. Heslop; J. Deschenes; P. Brent (EP)
Staff: I. Jesney, Senior Manager, Infrastructure Engineering; Matt McCrank, Senior Manager, Wastewater Infrastructure Operations (EP); Malcolm Cowley, Manager, Regional Wastewater; Denise Dionne, Administrative Coordinator; Mikayla Risvold, Committee and Administrative Clerk (recorder)

REGRETS: D. Howe, Electoral Area Director; W. Foster; D. Reed

EP = Electronic Participation

The meeting was called to order at 9:30 a.m.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Magic Lake Estates Water and Sewer Committee for the term ending October 31, 2022.

K. Heslop nominated M. Fossil. M. Fossil accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared M. Fossil Chair of the Magic Lake Estates Water and Sewer Committee for the term ending October 31, 2022 by acclamation

2. APPROVAL OF AGENDA

MOVED by K. Heslop, **SECONDED** by P. Brent,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by J. Deschenes, **SECONDED** by K. Heslop,
That the minutes of the October 26, 2021 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair thanked K. Heslop for her many years as service as Chair.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. COMMITTEE BUSINESS

6.1. Water Update [verbal]

I. Jesney provided a verbal update on the following:

Design and Construction Buck Lake & Magic Lake Adjustable Intakes

Conceptual design drafted and circulated with Operations staff on operational requirements. Detailed design started on anchoring design with tendering in the spring.

Safety Improvements (Undertaken by Operations)

Minor improvements, such as danger tree removal, completed, with major improvements, such as vehicle pull-out for sampling in progress. Works completed to date within budget, with remaining work anticipated to be within remaining budget.

WTP SCADA Hot Standby (Undertaken by Operations)

Equipment installed, and functional, completed within budget.

Shingle Creek Diversion Channel

During the recent rain event, Shingle Creek overtopped the diversion structure used to direct water into Buck Lake. The diversion channel subsequently overflowed its banks creating flooding on an adjacent property. There are no remedial actions planned at this time.

The Committee asked if there was any flooding damage to the adjacent property. Staff advised they are not aware of any damage, however the owner advised there was minor flooding of an outbuilding. Sandbags were placed along a part of the channel by the property owner.

6.2. Wastewater Update [verbal]

M. Cowley provided a verbal update on the following:

Collection System Upgrades

- Triahn Enterprises Ltd. has completed all of the pipe installation and paving work and is now completing deficiencies and clean-up work.
- The extreme rain events caused some damage to work that was nearly completed and identified some tie-in manholes that were not yet plugged and sealed from the old sewer system. This interim state did result in allowing some inflow and infiltration into the system.
- Staff shared photos with the Committee of rainwater damage due to rain events.
- The new pipe and manholes look good with no signs of infiltration. However, there are about 8 tie-in manholes that need to be better sealed. The contractor has been given a deficiency list and is working on completing them. He may have to come back in the spring to complete some items like ground settlement, seeding, etc. under the one-year warranty.
- The actual construction cost to end of October is \$1,823,391. The estimated cost to complete the contract is about \$2.25 million depending on the final quantities. The cost is higher than the initial \$2 million budget estimate primarily because of increased rock removal and house connection quantities (many properties have two connections).

Investing in Canada Infrastructure Grant – Pump Station and Wastewater Treatment Plant Upgrades - Phase 2 and 3

- A Request for Proposal (RFP) was issued on October 29 and closed on December 6 to request proposals from consultants to design the upgrades. Staff are currently evaluating the four proposals that were received and will provide a recommendation to the Committee and our CAO in January 2022.
- The scope of work to be completed under the grant generally includes:
 - Renewing 6 pumpstations (Buccaneer, Galleon, Schooner, Capstan, Cutlass, Masthead)
 - Replacing Cannon Wastewater Treatment Plant (WWTP) with a new pumpstation
 - Upgrading Schooner WWTP (new headworks, Equalization Tank (EQ tank), aeration tank, clarifiers, genset)
- The plan is to complete the design by summer 2022, tender in late summer, and start construction in the fall.

Updates will be posted on the CRD website and can be included in the Pender Post as the design work progresses.

Discussion ensued and staff responded to questions from the Committee regarding:

- The inflow and infiltration (I&I) impacts on both Cannon and Schooner WWTP's. Staff advised that slightly higher flows are being seen in both locations. Staff observed that majority of the I&I is coming from the Cutlass section, which flows down to Cannon. Staff observed a defect on the existing pipes underneath Cutlass Road beneath the pump station which is being repaired this week, noting there was an excessive amount of water flow during the storms.
- Excessive flows coming in from private connections. Staff advised the best way to address the private excessive flows is primarily by education.
- Technology or monitoring to see the flow, and where it is coming from. Staff advised there are flow meters at the plants. There are currently no flow meters at the pumpstation. There are temporary meters that can be installed to measure flows on an interim basis.
- Swamp area on phase three pipe replacement. Staff advised remaining funds from the grant will go towards the final pipe replacement project, subject to costs of the plant and funds being available.

6.3. Operations Update [verbal]

M. McCrank provided a verbal update on the following:

Water Operations Highlights:

- Oct 18th – Hydrant Inspections completed.
- Nov 1st – Frigate Reservoir draining, cleaning and inspection.
- Nov 4th – Captains Reservoir draining, cleaning and inspection.
- Nov 5th – Water system leak repairs and environmental reporting 2711 Privateers Road.

Wastewater Operations Highlights:

- Oct 25th – Windstorm response; extended hydro outage resulting in pump station septage hauling services to prevent sewage spills
- Nov 14/15th – Rainfall storm response; overflows at Schooner and Cannon WWTPs resulting in flooding of the facilities.
- Nov 24th – Chart Drive Pump Station site ground well pump replacement.

Capital Improvement work by Infrastructure Operations:

- Nov 10th – Water Service Connection for 27138 Schooner Way completed.

6.4. Grants Discussion [verbal]

Staff advised the CRD received the final agreement from the Province, which has been executed.

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

There was no new business.

9. ADJOURNMENT

MOVED by K. Heslop, **SECONDED** by J. Deschenes,
That the December 14, 2021 meeting be adjourned at 10:06.

CARRIED

CHAIR

SECRETARY



ADOPTED

Minutes for a Meeting of the Mayne Island Parks and Recreation Commission at the Community Centre on November 11, 2021 at 3 pm.

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

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

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

2. Approval of Agenda

MOVED by Commissioner Wright and **SECONDED** by Commissioner Euper,
that the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of October 14, 2021

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis,
that the minutes of October 14, 2021 be approved as presented.

CARRIED

4. Chair's Remarks

- Commissioner Banelis was welcomed as a new park commissioner.
- Remembrance Day recognized with flags flown at half-mast in parks and Commissioner Banelis will check whether the Kippen Road park flag is in place.
- MIPRC acknowledged the receipt of two thank you cards.

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period October 1 - 31, 2021

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

CARRIED

Mayne Island Parks and Recreation Commission
Minutes for November 11, 2021

- 5.1.2. Budgeting for cultural monitoring
The budget request for cultural monitoring has been approved by CRD.

5.2. Administration

- 5.2.1. Follow up Action Report (not covered elsewhere)
It was agreed that W̱SÁNEĆ Leadership Council Society will be asked to consider First Nation names for the hiking and walking trails brochure.
- 5.2.2. SGI Active Transportation update
There have been no further meetings to report on.
- 5.2.3. Meeting location availability
MIPRC members can meet in the library in small committee groups. The Commission is scheduled to meet at the Community Centre until next spring.
- 5.2.4. Recreational funding: Youth Night
Commissioner Euper will follow up on this item.
- 5.2.5. Flag policy
MIPRC will follow provincial guidelines until CRD guidelines are developed.

5.3. Committees

- 5.3.1. Land Acquisition
Priority list for property acquisitions:
- A draft guideline document was distributed for review and comments by November 20th.
 - The draft guidelines were prepared through researching other small communities and adapted for Mayne Island.
 - The guidelines encompass parks, trails, water access and affordability.
 - Once finalized, a brief introduction will tie it to the Parks Master Plan and it was recommended it be included in the supplement to the Commissioners' Handbook.

5.4. Parks

- 5.4.1. Miners Bay - Report received for information (attached)
The no smoking sign has been installed.
- 5.4.2. Dinner Bay
- a) Commissioner Bell will continue to follow up on the Lions building license.
 - b) Adachi Pavilion has been cleaned out and winterized. Commissioner Wright will follow up to replace the outdated fire extinguisher.
 - c) Commissioner Banelis will check on the park regularly while Commissioner Shook is away.

Mayne Island Parks and Recreation Commission
Minutes for November 11, 2021

- 5.4.3. Japanese Garden
Initiatives put forward by garden volunteers raise questions pertaining to commercial activities and allowable social media. Commissioner Bell will follow up and liaise with Justine Starke as necessary.

- 5.4.4. Cotton Park – Report received for information (Attached)

- 5.4.5. Emma and Felix Jack Park

Sign installation update:

The cultural monitor was on site when post holes were dug. A photo was taken and will be posted. The sign should be installed by November 18th.

- 5.4.6. Anson Road/Pocket parks

- a) Revegetation and sign update:

- Some signs are up, but there were no pack in/out garbage signs and no smoking signs available.
- Discussed the CRD contracted work for this site and the liaison required with MIPRC commissioners as this is a unique situation.

- b) Pocket park assessment

- It was decided that assessing pocket parks will continue and Commissioner Banelis will contact the arborist to assess next the pocket park at Charter Road and Club Crescent.
- Discussed the requirement that the arborist report should provide advice for the timing of follow-up assessments and that this advice can be added to the completed Don Herbert Pocket Park assessment.
- Commissioner Banelis will inquire whether the standard Arborist Association report may be used.

- 5.4.7. Beechwood Drive

It was reported that CRD had been consulted on the path forward regarding dedicated recreational usage for park properties and the recommendation was for neighbourhood consultation. Islands Trust advised park zoning (P) allows for recreational development.

- 5.4.8. Trail Network Development – Report received for information (attached)

6. Correspondence/Meetings

- 6.1. Card of appreciation from recreational funding recipient.
- 6.2. Email application to become a commissioner of MIPRC.
- 6.3. Email request for family reunion at the Adachi Pavilion summer 2022.
- 6.4. Emails to/from CRD re: Village Bay Boat ramp tenure.
- 6.5. Emails regarding Japanese Garden donations.
- 6.6. Draft agreements received from CRD re: Mt. Parke Improvement District and BC Hydro.

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

6.7. Application for a wedding August 27, 2022 at the Adachi Pavilion.

7. New Business

Transportation Integration Plan:

- It was recommended that each commissioner complete the online survey individually.
- It was stated that the Active Transportation Integration Plan will set up a new commission to address services provided for water, bus, bike and pedestrian access and that a community referendum will be necessary.
- Discussed concerns for informing the research on this project.

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.

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

CARRIED

8.1. New commissioner applications

8.2. Reappointments

9. Rise and Report (If any)

Motions were passed to recommend the appointment of Jane Schneider and Michael Kilpatrick as new MIPRC commissioners.

Motions were passed to recommend the reappointment of Adrian Wright, Peter Askin, Veronica Euper and Debra Bell as MIPRC commissioners.

10. Meeting Adjournment

MOVED by Commissioner Wright and **SECONDED** by Commissioner Euper,
that the Mayne Island Parks and Recreation Commission meeting be adjourned.

CARRIED

The meeting adjourned at 4:53

Original signed by

December 9, 2021

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

Miners Bay Park Report

1. Bandstand painting half complete. To be continued as weather permits.
2. Bandstand flooring project in limbo.
3. Christmas lights to go up as weather permits.
4. Evestrough clearing ongoing.
5. Awaiting windows for replacement.

Cotton Park Report for the period ended November 11, 2021

- Fall cleanup in progress including leaf blowing; deadheading and mulching garden beds;
- Lawn cut (Gareth) and all edging done (Mitch);
- Irrigation lines blown out with assistance from Michael K. from Japanese Garden;
- Cleaned the gutters;
- Planted 2 camas lilies; and 35 tulip and other bulbs.

Trail Network Development Committee Report

- (1) The chip distribution for the 68 metre linking trail through Mary Jeffery Park, and joining the Flag Trail & the Mt. Parke trail network has been completed. The last short stretch was completed on 11/10 with a trailer load from the remaining leftover chips from the Edith Point Road donor. (Thanks to Irene for her help this morning).
- (2) The signage for the aforementioned trail was picked up this afternoon and shall be installed asap.
- (3) I'll be picking up more cut rebar for the split rail fence (but the official dedication can proceed without the completion of said fence).
- (4) Trail Guardian Debra wants chips for the Orca Trail (& I presume for the Seal Point trail as well). If she wants fine chips, we can get permission from the Fire Dept. to donate from the pile of chips behind the firehall. If she wants larger chips, we can get a load from arborists Ben and Adam.
- (5) Trail guardian Jan Wherly reports the Chu-an trail is in good shape.
- (6) Trail Guardian Steve Mathison reports the Loop Trail in PPP is in good shape.
- (7) Not strictly TNDC news, but there will soon be new signage provided by the CRD for the Anson Road beach access, now known as the Anson Road dock.

Submitted by: Peter Askin TNDC



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Community Centre on December 9, 2021 at 3 pm.

PRESENT: Debra Bell (Chair/Treasurer) Peter Askin (Vice-Chair) Veronica Euper
Adrian Wright Kestutis Banelis Lance Shook
Lauren Edwards (Recorder)

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

PUBLIC PRESENT: Jane Schneider

The meeting was called to order at 3:00 pm.

1. Territorial Acknowledgement

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

2. Approval of Agenda

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

CARRIED

Add: 5.2.6 Transportation Advisory Committee

3. Adoption of Minutes of November 11, 2021

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

CARRIED

4. Chair's Remarks

Commissioner Bell welcomed Jane Schneider who will be starting as a parks commissioner in January. She reminded commissioners that the January meeting will include elections for positions of Chair, Vice chair and Treasurer and to advise if interested in one of these positions.

5. Reports

5.1. Treasurer's Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
That the Treasurer's report for the period November 1 to 30, 2021 be approved as presented.

CARRIED

Mayne Island Parks and Recreation Commission
Minutes for December 9, 2021

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Motions were made in November that Commissioners Wright, Euper, Askin and Bell renew for two-year terms. The new commissioner positions for Jane Schneider and Michael Kilpatrick are from January to December 2022.
- Lance Shook will provide written notice that he is resigning his commission position which ends in December 2022. He stated he is still interested in supporting the parks.
- The glass for the library windows was reordered and is not expected before spring.
- Commissioner Shook will install the new UV light for the library water system.
- It was reported that three new fire extinguishers were purchased for the Adachi Pavilion, tractor shed and the library basement. These should be recharged annually and should be added as a task to the Supplement to the Handbook.

5.2.2. Update Supplement to the Commissioner's Handbook

- Discussed various responsibilities available for Jane Schneider including park bookings; social media and recreational funding and activities.
- Discussed the addition of property acquisition guidelines as well as Cotton Park policy for events.

5.2.3. Publishing Tide Table – update

- Discussed the printing of the Tide Table in the *MayneLiner* and the challenges to creating data specific to Georgina Point and Village Bay.
- It was noted that the full page ad is not too expensive, may be good public service and it advertises MIPRC.
- Discussed the usefulness of publishing the tables and determined that publishing will continue for the time being.

5.2.4. Washroom floor repainting during closure

- Commissioner Bell will enquire for a contractor.

5.2.5. CRD position on commissioner vaccination status

- The issue of vaccination verification was discussed and it was agreed that masks be required for indoor gatherings.

5.3. Committees

5.3.1. Land Acquisition

- A draft Guideline was circulated and there were no comments for changes. A short introduction was prepared for the draft document.
- Commissioners Askin and Euper met with Rob Underhill, MI Conservancy, to discuss land acquisition for natural environment conservation and reported that:
 - The Conservancy is working on modelling for investment purposes.
 - Rob Underhill provided an overview of a terrestrial mapping system to classify and numerically value rank ecological areas. If this system is used, he will ask whether the results can be shared with MIPRC.
 - Once the Conservancy's position is known, the timeline can be confirmed.

Mayne Island Parks and Recreation Commission
Minutes for December 9, 2021

- It was suggested that the committee of the whole meet for broader perspectives.
- It was requested that commissioners provide some thought on priorities at the January meeting.
- Commissioner Euper will circulate the Guideline again as well as notes from meeting with Rob Underhill.

5.4. Parks

5.4.1. Miners Bay

- Some work to finish up the bandstand will be done in the spring, but the area is safe for walking on.
- Commissioner Wright will hang the fire extinguisher.

5.4.2. Dinner Bay

- Lions building license still underway with feedback received from the Lions.
- A lock will be put on the green digester cone.

5.4.3. Japanese Garden

- The holiday light display is open from December 18th to January 1st.

5.4.4. Cotton Park

Removal of deadfall trees on Orca Trail

5.4.5. Emma and Felix Jack Park

The ground was too wet to install the sign.

5.4.6. Anson Road/Pocket parks

a) Anson Road

- Private property signs were put up and Commissioner Banelis will check with Rob Underhill whether or not to remove old signs from the trees.
- Remediation work continues and a new culvert was installed.
- Salvaging plants was not considered urgent at this time.

b) Charter Road and Club Crescent assessments

- It was reported that the arborist has done an assessment and a report is expected at the end of the week.
- The arborist advised that it would be difficult to recommend a solid schedule for reassessments.

5.4.7. Beechwood Drive

- It was reiterated that CRD had advised MIPRC to consult with neighbours prior to pursuing any specific recreational activity and to limit infrastructure for better budget control.
- Discussed possible multi-purpose recreational use for asphalt surface.

Mayne Island Parks and Recreation Commission
Minutes for December 9, 2021

- Further discussion on this matter to occur in January.

5.4.8. Trail Network Development

- Commissioner Askin reported on the current state of the slope at Conconi Reef after the heavy rainfall with two significant rock falls:
 - 1) Nearby the Mount Parke Improvement District waterline going through the park panhandle and washed away soil exposing pipes. This should fall within the responsibility of MP Improvement District and BC Hydro; and
 - 2) The 90 degree slope which comes down from the viewpoint with a lot of rock on the road. This is the responsibility of the Ministry of Transportation.
- The Viewpoint Trail was discussed and it was agreed that, as a precaution, the trail should be closed until further assessed.
- It was reported that the split rail fence is to be completed for the Flag Hill Trail, and that the trail is usable.

6. Correspondence/Meetings

- 6.1. November 12, 2021 correspondence regarding trees in front of memorial bench at library from J. Scobbie.
- 6.2. Email request for the Adachi Pavilion for VPID AGM on March 26, 2021
- 6.3. Application received for family reunion at the Adachi Pavilion August 13, 2022.
- 6.4. Email correspondence with CRD regarding Anson Road signage and remediation.
- 6.5. Email correspondence with Bob Unetich regarding noise assessments and testing.
- 6.6. Correspondence with CRD regarding groundwater licenses for Dinner Bay, Miners Bay and Cotton Park.
 - 2016 legislation – deadline for applications is March 1st.
- 6.7. Telephone and email correspondence with Mayne Island Fire Department and meeting with Rob Underhill regarding access road to Henderson Park.
 - It was reported that Rob Underhill will supervise tree removal.
 - An estimated cost would be approximately \$1500 for gravel, spread/pack where the washout was and possibly installing a culvert.
 - A motion to be made at the next meeting and gravel supplier to be sourced.
- 6.8. Request from Mayne Island Chamber of Commerce for information as they consolidate donation and membership renewal information for island organizations.
- 6.9. CRD correspondence regarding commissioner vaccination status.
- 6.10. CRD correspondence regarding Conconi Reef and Anson Road slope failure.
- 6.11. CRD correspondence regarding Asset Retirement Obligations affecting financial disclosure required pursuant to provincial legislation.
 - Commissioner Bell is responding to this item.
- 6.12. Telephone and email correspondence with various parties regarding bonfire at Miners Bay.

7. New Business

- 7.1. December 24, 2021 bonfire at Miners Bay; wood donation.
 - Chamber of Commerce would like to provide hot chocolate but not the bonfire
 - Historically, MIPRC has always acquired the burn permit, but did not manage the fire.

Mayne Island Parks and Recreation Commission
Minutes for December 9, 2021

- The requirement to hold an event is completion of an application form and provision of event insurance
- Commissioner Bell will discuss this with MI Fire and Rescue as well as the MI Firefighters Association.
- A resident has volunteered to supply some wood.

7.2. Request regarding trees in front of memorial bench at library

- MIPRC's suggestion to move the bench was responded to with a request to move the trees.
- Discussed the recent obligation to ensure no land altering activities occur without the observance of a cultural monitor and it was agreed that a less intrusive solution would be to prune the trees regularly.

- 5.2.6. Transportation Advisory Committee (discussed at this point in the meeting)
Commissioner Euper reported that a meeting was held on December 6th, that the community consultation will occur in January and that a final report will follow in February or March.

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.

None

9. Rise and Report (If any)

None

10. Meeting Adjournment

By unanimous consent, the meeting be adjourned at 5:54 pm.

Original signed by

Debra Bell, Chair

Thursday, January 13, 2022

DATE

Original signed by

Lauren Edwards, Recorder



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held Monday May 17, 2021, in the Public Library 129 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; Shayla Burnham, Recording Secretary
Participants: Anne Macey, Chair SS Agricultural Alliance, Yael Wand, Director SS Arts Council, Elizabeth FitzZaland, SSI Solutions, Jesse Brown, SSI Chamber, Darryl Martin, SSI Chamber, Laura Patrick, Islands Trust, Elizabeth White, Transitions Enterprise Coop, Gayle Baker, Transitions Salt Spring, Sherese Johnson, Island Comeback, Randy Cunningham, Chair Southern Gulf Islands Tourism Partnership.

1. Territorial Acknowledgement/Call Meeting to Order

Francine Carlin provided the territorial acknowledgement and staff called the meeting to order at 3:02 p.m.

2. ELECTRONIC MEETING RESOLUTION

MOVED by Commissioner Dalton, **SECONDED** by Commissioner Michaelson,
That this resolution applies to the Salt Spring Island Community Economic Development Commission (SSICEDC) for the meeting being held on May 17, 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. Approval of Agenda

MOVED by MacDonald, **SECONDED** by Commissioner Dalton, that the Salt Spring Island Economic Development Commission agenda of May 17, 2021 be approved.

CARRIED

4. Adoption of Minutes of January 18, 2021

MOVED by Commissioner MacDonald, **SECONDED** by Commissioner Dalton, that the Salt Spring Island Economic Development Commission Minutes of January 18, 2021 be approved as amended by updating 8.1 bullet 1 to read "BC Housing has committed to keeping local shelter open year round 24/7."

CARRIED

5. Delegation/Presentations

5.1 Community Partner Updates

- Platform for collaborations across all sectors for leveraging shared goals.

SSI Arts Council – Yael Wand:

- Preparing for Art Craft opening on June 11, 2021 dependant on the Provincial Health Officer (PHO) under the Public Health Act.
- Spring Art Show showed a decrease in visitors due to Covid-19.
- Concerns expressed around lack of tourism.
- Launching an online store in fall 2021.
- Indigenous outreach through Art Craft expanded beyond Southern Gulf Islands.
- Part of the Digital Innovations Group (DIG) which is a collaboration of six arts councils and groups across the Southern Vancouver Island and Southern Gulf Island region.
- Launching an island wide Arts Impact Assessment Survey.
- Launching an Arts Facility Frame Work.
- Exploring art use options at Salt Spring Island Middle School (SIMS).
- It was noted that young artists are leaving due to lack of affordable housing.

Agricultural Alliance – Anne Macey:

- Established in 2008 and made up of nine members:
 - Islands Natural Growers
 - SSI Farmers Institute
 - Salt Spring Chamber of Commerce
 - SS Community Market Society
 - SSI Farmland Trust
 - SSI Poultry Club
 - Salt Spring Abattoir
 - CEDC
 - Transition Salt Spring
- To oversee implementation of SSI Area Farm Plan.
- To represent local agricultural interest to governments and government agencies.
- To locate and secure funding and resources to support agriculture and local food production on SSI.
- Concerned was expressed regarding hiring of staff.
- Composting project at Burgoyne Bay Community Farm.
- Meeting three times a year with the Islands Trust and the Agricultural Advisory Planning Commission (AAPC) to discuss agriculture issues and priorities on SSI.

Transitions Salt Spring – Gayle Baker:

- Network of world-wide towns working for environmental leadership since 1997.
- Eco-Home Tour, Earth Festival and Green Drinks events postponed due to Covid-19.
- Electric Vehicle Group #1 per capita in North America.
- Native Plants Stewardship broom drop off.
- Rainbow Road allotment gardens with 50 gardeners.
- Ecological Research Network carbon sequestration and regeneration of First Nation's shellfish aquaculture.
- Climate Action Network (CAN) governmental and non-profit organizations working together to develop partnerships.
- Coach program funded by Van City and partnership with CRD Victoria.

Salt Spring Solutions – Elizabeth FitzZaland:

- Non-profit organization completing research, education and advocacy around climate action and equity.
- Positive change in a timely matter for housing issues on SSI.
- Currently campaigning to protect land on Mount Maxwell for multi-use trails.
- Part of the Salish Sea Trail Working Group working towards a multi-use trail from Vesuvius to Fulford with Island Pathways and CRD Transportation Commission.

Transitions Enterprise Co-op – Elizabeth White:

- Volunteer run Community Investment Co-op.
- For profit registered B.C. Co-op association owned by its membership.
- Provides financing to businesses, individuals and non-profit organizations that reduce fossil fuels and support the goals of Transitions Salt Spring.
- Member of Salt Spring Chamber of Commerce, B.C. Cooperative association, and B.C. Community Impact Investment Coalition.
- Tool to address interlinked environmental economic and social challenges at the local level.
- Urgent need to shift SSI economy and activities towards carbon neutrality and adapt to climate change.
- Role in assisting with financing through Green Business Loans and Climate Action Loans.

Salt Spring Chamber of Commerce – Jesse Brown and Darryl Martin:

- 75 years serving SSI businesses.
- Collaborating with more organizations.
- Provided information from the Economic Development and B.C. Economic Development agencies regarding Recovery Programs through the global pandemic and provided the information to business on SSI.
- CHEER Challenge to encourage SSI to buy local to assist with recovery.
- Housing advocacy due to major constraint on SSI.

Southern Gulf Island (SGI) Tourism Partnership – Randy Cunningham:

- 3 years of operation.
- Board of 9 stakeholder members from across the islands in tourism related businesses.
- Main source of funding through Municipal Regional District Tax (MRDT).
- Received special funding through Destination B.C.
- 2021 branding, built infrastructure such as video, photos and website.
- Building and expanding non-profit stakeholder membership.
- Currently promoting to stay local while also promoting shoulder seasons with spring and fall as the primary focus.
- Ongoing effort to identify who visitors are and where they come from.

Islands Trust – Trustee Laura Patrick:

- Expressed appreciation for the CEDC on working collaboratively together.
- Business licenses as a potential tool for Short Term Vacation Rentals (STVRs) following a meeting between Trustees from all of the Local Trust Area which showed strong support for the idea.
- Commercial operators expressing complaints for loss of business.
- Each Trust Area passed a resolution requesting the CRD to explore the implementation of business licenses.
- Ganges Village Planning Task Force and Ganges Housing Task Force have both been appointed.
- Policy statement going through review process.
- Discussion regarding the Speculation and Vacancy Tax Act and if pursued, for money to stay in region.
- Engagement scheduled for the fall 2021 for the Policy Statement.

6. Director and Commissioner Reports

Director Holman briefly reported:

- Confirmed with CRD legal staff as well as Directors for the Southern Gulf Islands that the CRD does not have authority to implement business licenses. Would need Order in Council or Change of Legislation.
- Initiative at CRD establishing a new regional arts facility service, voter approval process.
- SIMS another potential for art services building.

7. Chair and Vice Chair Reports

Chair Carlin – No update.

Vice Chair MacDonald briefly reported:

- Increased website traffic and social media impacts.
- Announcement of Inclusion into Island Coastal Economic Trust (ICET) had over 7,000 viewers.

- The information hub is continuously refreshed with updated grants, funding, supplements and government sources.

8. Outstanding Business

8.1 Economic Development Coordinator

MOVED by Commissioner Carlin, **SECONDED** by Commissioner MacDonald that the Community Economic Development Commission:

1. Supports submitting an application for \$10,000 COVID-19 Safe Restart Grant and to enter into an agreement with Salt Spring Island Chamber of Commerce in receiving \$25,000 contribution towards the contract for EDC;
2. Approves the redirection of \$20,000 funding from Operating Reserve Fund planned for Regulatory Roadmap Phase 2 towards the contract for EDC;
3. Recommends to the Capital Regional District Board to amend the five-year financial plan to include the additional cost for the new initiative of EDC in total of \$55,000, funded by \$10,000 COVID-19 Safe Restart Grant, \$25,000 contribution from SSI Chamber of Commerce and \$20,000 Operating Reserve Fund from redirection of Regulatory Road Map Phase 2 project.

CARRIED

8.2 Community Economic Development Commission and Chamber of Commerce Collaboration re: Salt Spring Island Economic Leaders Group

- Initial meetings determined potential areas for collaboration.
- To develop a memorandum of understanding (MOU) between the CEDC and the SS Chamber of Commerce.
- SS Chamber of Commerce Ganges Village Coordinator 1 year contact position funded.

8.3 2021 Economic Development Commission Budget

- Break down of budget approved by the CRD Board in March 2021.

8.4 Regulatory Roadmap Roll-Out Update

- Video shared will CEDC will be completed and available on the website June 2021 as a productive public education piece.

8.5 Rising Tide Business Services Launch and Island Comeback Update

- CEDC introduced Sherese Johnson, Business Development & Marketing Manager who provided a presentation on digital marketing solutions for rural island businesses.

8.6 Community Reports

- 2020 EB86 Home Owner Grant Program in Electoral Areas
- February, March, April 2021 Community Economic Development Commission Opportunity Salt Spring Analytics Report

9. New Business

9.1 ICET Engagement Opportunities

9.2 Join Rural Island Economic Partnership - \$50.00

9.3 Rural Designation

- Discussion to pursue permanent Rural Designation for Salt Spring Island due to CRD-Urban Designation.
- CRD Board has written to the Province.
- CRD staff to report back to CEDC with an update.

MOVED by Commissioner Muzkya, **SECONDED** by Commissioner Dalton, that the Community Economic Development Commission write a letter to the CRD Board requesting the Salt Spring Island and Southern Gulf Islands CRD Directors to support the commission's request for an order-in-council for a permanent rural designation.

CARRIED

9.4 CRD Building Permit Fees

Where do the funds go?

- All revenues from CRD building permit fees go to fund the service.

10. Next Meetings - Monday – September 20, 2021

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

11. Adjournment

MOVED By Commissioner Griffin, **SECONDED** by Commissioner MacDonald,
That the meeting adjourn at 5:12 pm.

CARRIED



CHAIR



SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held Monday, September 20, 2021, in the Public Library 129 McPhillips Ave, Salt Spring
Island, BC**

Present: **CRD Director:** Gary Holman
Commission Members: Francine Carlin, Holly MacDonald, Jason Griffin, Inga Michaelson, Bryan Young, Daniel Wood
Absent: Dr. Daniel Muzyka
Staff: Karla Campbell, Senior Manager; Shayla Burnham, Recording Secretary
Participants: Laura Patrick, Islands Trust, Darryl Martin, Chamber of Commerce (COC)
Electronic Participants: Jacqueline East, Southern Gulf Islands Tourism Partnership, Jesse Brown, COC

1. Territorial Acknowledgement/Call Meeting to Order

Chair Carlin called the meeting to order at 3:02 p.m.

2. Approval of Agenda

MOVED by Commissioner Young, **SECONDED** by Commissioner Wood, that the Salt Spring Island Economic Development Commission agenda of September 20, 2021 be approved.

CARRIED

3. Adoption of Minutes of May 17, 2021

MOVED by Commissioner Young, **SECONDED** by Commissioner Wood, that the Salt Spring Island Economic Development Commission minutes of May 17, 2021 be approved.

CARRIED

4. Delegation/Presentations

4.1 Southern Gulf Islands Tourism Partnership (SGITP)

- Jacqueline East presented an Activity Report for Fall 2021 which included a 5-year strategic Plan and Annual Tactical Plans approved by Destination B.C.
- Special Initiatives included a Labour Market Study, Housing, Inter-island Mobility and Reconciliation.
- AquaLink is a southern Gulf Islands pilot project funded by SGITP with Gulf Islands Water Taxi.

- Travel related businesses have been challenged in 2021 due to Covid-19 and the lack of staffing across North America.

4.2 Salt Spring Island Chamber of Commerce (COC)

- Adapting to the realities of the Covid-19 business environment.
- Administering two grants:
 1. BC Rural Dividend focused on strategy and Island wide economic planning because of COVID-19.
 2. Islands Economic Coastal Trust that focuses on tangible efforts to improve the vibrancy of Ganges Village.
- Requested the CEDC continue to promote local businesses.
- Visitor Information Centre recently renovated with support from SGITP and CRD.

4.3 Islands Trust

- Islands Trust Policy Statement engagement to begin in November.
- Steps being taken to protect working family housing on SSI:
 - Salt Spring Housing Action Program Task Force.
 - Task Force recommended immediate actions to the LTC.
 - Salt Spring LTC recommended that the Southern Gulf Island Forum make housing and live-a-boards a priority initiative for the region.
 - Salt Spring's elected officials working together with other levels of government.
- Ganges Village Planning engagement to begin soon.
- Trust must work in cooperation with regional districts to achieve its preserve and protect mandate.
- Trustee Laura Patrick noted that the CEDC is well positioned to take a leading role to ensure the economic needs of community are balanced with ecological and social needs and proactively included in plans.
Examples:
 - Home Based Business
 - Village Area Plans
 - Commercial Accommodation
 - Commercial and Industrial Zoning
 - Agribusiness

5. Report of the Chair and Director

Director Holman briefly reported:

- Budget Proposal meetings underway.

6. Commission Updates:

6.1 Overview To Date

- A PowerPoint presentation on items 6.2 through 6.5. was presented.

6.2 Digital Media - June, July and August 2021 Community Economic Development Commission Opportunity Salt Spring Analytics Reports

- Increased activity on Facebook and Twitter sites.

6.3 Regulatory Roadmap

- Video now complete with a soft launch expected before the end of 2021 and a hard launch expected in early 2022.

6.4 Research Project

- Bryan Young spoke to the idea of a centralized data warehouse for important demographic data to be used by various clients to help shape policy, opportunities and initiatives.
- The need for housing and real estate data was expressed.

6.5 Housing Advocacy

- Unable to staff local businesses due to housing shortages.
- The need was expressed for all governing organizations to work together.
- Salt Spring Solutions to complete an employer impact survey.
- New ways of looking at data (what are we losing for housing and what are we gaining?)
- Islands Trust has requested the CRD make business licenses an option on SSI.
- Electoral Areas Committee has directed staff to present a report on the pros and cons of the implications of business licencing.
- CRD and Islands Trust met with the Minister of Finance to initiate discussion regarding the applicability of Speculation and Vacancy Tax.
- It was asked if the Housing Task Force had considered BC Housing financing on working with employers to facilitate the purchasing of houses for employees (that share a kitchen and do not require a rezoning through Islands Trust) and it was confirmed that option had not yet been explored.

7. Outstanding Business

7.1 Economic Development Coordinator Update

- Chamber of Commerce (COC) requested a Memorandum of Understanding (MOU) with the CRD to outline roles, responsibilities and how the COC funding will be disbursed.

8. New Business

8.1 CEDC Name Change

MOVED Commissioner Carlin, **SECONDED** by Commissioner MacDonald, that the Salt Spring Island Economic Development Commission request staff to prepare a bylaw to rename the commission to the Salt Spring Island Community Economic Sustainability Commission.

CARRIED

8.2 Community Partner Engagement Process

- The purpose of a Quarterly Update is to share information about initiatives that are or will impact the economic and social well-being of Salt Spring.
- Each quarterly meeting will have 3 Community Partner updates in addition to the standing agenda.
- Invitations to Community Partners will be on a rotating basis so that during each meeting there's time for discussion and feedback.
- These presentations will be held during quarterly CEDC meetings in January, May, September and November.
- CEDC will provide a template of questions as a content guide for updates.

8.3 Rural Islands Economic Forum – October 20-21

- Virtual event on October 20 and 21 from 9:00 a.m. – 1:00 p.m.
- Virtual event on November 30 from 7:00 p.m. – 8:30 p.m.
- Strengthening connections across BC's rural islands.
- Links to access the events to be provided at a future date.

9. Next Meeting

Monday, November 22, 2021, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC at 1:00 p.m.

10. Adjournment

The meeting adjourned at 4:47 p.m.



CHAIR



SENIOR MANAGER



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**Minutes of the Regular Meeting of the
Salt Spring Island Parks and Recreation Commission
Held June 29, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC**

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

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Commissioner Collombin and the meeting was called to order at 3:00 pm.

2. Approval of Agenda

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Cunningham, that the Salt Spring Island Parks and Recreation Commission agenda of June 29, 2021 be approved.

CARRIED

3. Adoption of Minutes of June 15, 2021

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission approve the minutes of June 15, 2021.

CARRIED

4. Delegations/Presentation

4.1 Anne May and Callum Crawford re: Kanaka Skatepark Proposal

- An expansion of the skateboard park would allow room for growing demand which has increased due to Covid-19.
- Inexpensive activity for those who may not have the ability to participate in more structured sports.
- A need for garbage pickup and maintenance.
- Safety concerns noted.
- Volunteers are interested in fundraising possibilities.
- It was noted it is a valuable amenity.

5. Chair Remarks – None.

6. Commission Business

6.1 Cusheon Lake Beach Upgrades and Dock Replacement

- Strategic plan includes updating existing beach accesses.
- It was asked if the dock could be removed and only an upgrade to the beach made but staff noted the beach access is limited and a dock upgrade would allow for more space for visitors.
- Staff noted CRD does not currently have a license on the existing dock but in order to have a safe, properly maintained beach access and dock, the CRD could apply for a foreshore lease and install an engineered designed dock.

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

CARRIED

6.2 Centennial Park and Grace Point Boardwalk Structural Assessment

- It was asked if the gazebo was included in the overall cost and staff confirmed it was.

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

CARRIED

6.3 131 Brinkworthy Statutory Right of Way

MOVED by Commissioner Walde, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission accept this report for information.

CARRIED

6.4 Salt Spring Island Parks and Recreation Maintenance Facility

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Cunningham that the Salt Spring Island Parks and Recreation Commission recommend including the parks and recreation maintenance facility as a design option in one of the three preliminary designs of the rainbow road site master plan to be used for community consultation.

CARRIED
Commissioner Gauld Opposed

7. New Business

7.1 Operating and Capital Budget Planning 2022-2026

- An overview was provided for the Organization Chart, Strategic Plan, Community Parks & Trails, Recreation Programs, Rainbow Road Aquatic Centre, Fernwood Dock, Centennial Park Master Plan, Ongoing Supplementary Items, 5 Year Capital Planning and 5 Year Equipment Replacement.

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

CARRIED

8. Correspondence – None.

9. Next Meeting:

Tuesday, September 21, 2021, 3PM Public Library.

10. Adjournment

MOVED by Commissioner Walde, **SECONDED** by Commissioner Cunningham, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 5:06 pm.

Sonya Collombini

CHAIR

H. Campbell

SENIOR MANAGER



Held September 21, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC

EXEC-1295039085-2837

5. Report of the Chair and Director

Director Holman briefly reported:

- Estimated requisition increases for 2022 much higher than previous years and ways to lower overall increases will be explored.
- Transportation Commission planning to hire a consultant to assist with transportation planning for Ganges Village.
- Expressed appreciation towards BC Transit for providing a shuttle service to and from the Fall Fair with limited notice.

Chair Collombin briefly reported:

- Acknowledged the number of ongoing PARC projects and expressed the importance of ongoing prioritization of current projects before bringing new business to the table.

6. Outstanding Business

6.1 Salt Spring Island Parks and Recreation External Grants Update

- Staff requested an update be made to replace “500” with “400” on page 6 of the agenda, under header New Grants / Contributions Awarded, subsection 3.
- Drake Road Trail contract awarded.
- SSI Foundation received \$400 to support local youth in obtaining lifeguard certifications.
- Centennial Park Plaza and Upgrades approved. Staff put forward an application for additional funding that is pending.

MOVED by Commissioner Bodaly, **SECONDED** by Commissioner Gauld, that the Salt Spring Island Parks and Recreation Commission External Grants Update be received for information.

CARRIED

6.2 Request for a Loaner Personal Floatation Device Program at Fernwood

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

CARRIED

7. New Business

7.1 Subdivision Referral – 244 Rainbow Road, PID 006-158-005

- Staff confirmed that Kanaka Road connects to 244 Rainbow Road Site.

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

CARRIED

7.2 Rainbow Road Aquatic Centre Wall Rot

- An additional handout was provided to the commission for information.
- Structural engineer to complete an assessment on site and make recommendations to staff.
- Pool building is 13 years old and the life cycle maintenance costs to be expected.

7.3 Rainbow Road Site Master Plan Update

- Press release scheduled for Monday, September 27, 2021. Staff will forward the link to commissioners for their review.
- Public and stakeholder consultation will be held through an online platform called "Bang the Table".
- Online public survey will be available for five weeks with hard copies available at both the library and the pool.
- Online forum scheduled for October through November will allow questions to be answered as well as a section for comments.
- Virtual open house in January to review three conceptual designs which will include the maintenance facility for the public to provide feedback on.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Gauld, that the Salt Spring Island Parks and Recreation Commission request staff to organize a meeting for the commission to review responses from the public survey and provide input/direction to the development of design options for the Rainbow Road Site Master Plan.

CARRIED

7.4 SSI Foundation Fall Grant Cycle

MOVED by Commissioner Walde, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission authorize staff to submit an application for grant funding for the Salt Spring Island Child Care Space Creation Project through the Salt Spring Island Foundation in the amount of \$5000, for the purchase of children's play equipment.

CARRIED

7.5 Hydro Fields

- Hydro fields noted as a cheaper alternative to Fernwood proposal.
- Staff confirmed grant funding for Fernwood was denied due to a lack of detailed designs with detailed cost estimates.
- It was noted that the hydro field is not large enough to accommodate both baseball fields and a soccer field.
- Commissioners expressed the need for a single Master Plan for all field locations as opposed to separate plans.
- Support was expressed for the Fernwood site proposal.

8. Correspondence

- Letter dated August 20, 2021 from Rob Grant, Salt Spring Island Community Services re: Closure of THE WALL indoor recreational climbing facility.

9. **MOVED** by Commissioner Walde, **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):** (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

10. Rise and Report - None

11. Next Meeting:

Tuesday, October 19, 2021, 3PM Public Library.

12. Adjournment

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 4:52 pm.

Sonya Collobin

CHAIR

Hampshire

SENIOR MANAGER



Held October 19, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC

EXEC-1295039085-2866

Chair Collombin – No report

6. Outstanding Business

6.1 Mouats Park Horse Riding Ring License of Use

- Salt Spring Island Farmers' Institute holds a License of Use over the property.
- Salt Spring Island Farmers' Institute to transfer the lease to Gulf Islands Horse Association (GIHA).
- CRD and GIHA to complete a Memorandum of Understanding (MOU) prior to completing the lease transfer.
- Access to riding ring through Salt Spring Island Farmers' Institute property.
- Continued community use confirmed.
- GIHA to make improvements to the property.

MOVED by Commissioner Norgard, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommends that a memorandum of understanding with the Gulf Island Horse Association for the purpose of operating a riding ring in the licensed area identified in (Appendix A; Schedule A) be drafted for consideration.

CARRIED

7. New Business

7.1 Financial Literacy

- Staff presented an overview of the slides provided on page 19 – 22 of the agenda package.

7.2 2022 Budget Review and Approval Process – Salt Spring Island Parks and Recreation

- Past and future Covid-19 relief funding discussed.
- The overall requisition for all four parks and recreation budgets is 5.8%
- \$50,000 is budgeted to fund potential acquisition of the Ganges Fire Hall.
- Ganges Boardwalk project on hold due to current staffing capacity.
- Staff to update Project Number 20-10 "Sport Field Development" Total Project Budget from \$550,000 to \$540,000 on page 39 of the agenda package.
- Staff confirmed that the final balance of the pool debt was paid off in 2021.
- It was noted that the reserves are underfunded.
- Staff confirmed a 0% increase in 2021 for all PARC services due to Covid-19.
- The Commission expressed support in including the Hydro field and Fernwood field into the Portlock Park Master Plan discussion.
- The pool fees and charges review will be undertaken in May 2022 and expressed the need for more amenities and facilities on-site to support an increase to fees.
- It was noted the importance of completing the Ganges Boardwalk.

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission recommends to the Capital Regional District Board that the attached 2022-2026 operating and capital budgets for the Salt Spring Island Pool & Park Land, Community Recreation, Community Parks and Fernwood Dock be approved as presented; and balance any 2021 actual revenue and expenditures as transfers to capital reserves.

CARRIED
Commissioner Webster Opposed

MOVED by Commissioner Gauld, **SECONDED** by Commissioner Webster that the Salt Spring Island Parks and Recreation Commission request staff to come back to the Commission with options to address concerns discussed within the meeting including but not limited to; transfers to capital, revenue projections, and the increase to Bylaw Enforcement.

CARRIED

Commissioner Norgard left the meeting at 4:44 p.m.

- The Commission requested staff to include an update on the Ganges Harbour Walk at the November 16, 2021 meeting.

7.3 Centennial Park Graffiti

- Graffiti issues ongoing.

7.4 Staffing Shortages

- Greater Victoria shortage of lifeguards.
- Cancelled swim times due to no staffing availability.
- Lost three regular recreation staff.
- Lost Recreation Technician.
- Lost Front Desk Clerk at the Administration Office.
- May be an impact on services due to CRD mandatory Covid-19 vaccination mandate.
- Staff noted the importance and urgency in prioritizing PARC projects.

7.5 Salt Spring Island Middle School (SIMS) Update – deferred

8. Correspondence – None

9. **Next Meeting:** Tuesday, November 16, 2021 from 2:30 p.m. – 4:30 p.m. at the Salt Spring Island Public Library, 129 McPhillips Avenue, SSI, BC
10. **Adjournment**
MOVED by Commissioner Takahashi, **SECONDED** by Commissioner Gauld, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 4:52 pm.

Sonya Collombini

CHAIR

K. Campbell

SENIOR MANAGER



Making a difference...together

Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission Held June 28, 2021, 103 Bonnet Avenue, Salt Spring Island, BC

Present:

In Person: Director Gary Holman, Gayle Baker, Gary Lehman, Myna Lee Johnstone, Peter Meyer, Aubrey Smith, Maxine Leichter, Karla Campbell, Dan Ovington, Shayla Burnham, various members of the public.

Regrets: Mitchell Sherrin.

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 8:58 am.

An introduction to Dean Olafson provided, new CRD Engineer.

2. Delegation/Presentations

2.1 Donald McLennan, Emmanuel Roy and Jon Scott re: StrongPrint3D & Island Bus Shelters:

- D. McLennan spoke to the presentation regarding a proposed bus shelter build with 3D printing technology.

3. Approval of Agenda

MOVED by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission agenda of June 28, 2021 be approved as amended by updating item 5 "Chair Remarks" to "Director, Chair and Commissioner Reports", updating item 6.2 "Planning Priorities" to "Strategic Planning Priorities" and add new item 6.1 Island Bus Shelters, moving item 6.1 Salt Spring Island Tree Removal Guideline to item 6.2 and Strategic Planning Priorities from item 6.2 to item 6.3.

CARRIED

4. Adoption of Minutes of May 31, 2021

MOVED by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission minutes of May 31, 2021 be adopted as amended by updating item 7.1 with an additional bullet stating: "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." Updating item 7.1, fourth bullet to: "Staff indicated barriers towards Booth Canal Road are a requirement of MoTI." Updating item 8.1 Street Lighting to include "most yellow (softest)" as one of the three requests to BC Hydro. Updating item 9.1, first bullet to: "Commissioner Baker and Director Holman to return to the Transportation Commission with more information."

CARRIED

5. **Chair Remarks** – none.

6. **Commission Business**

6.1 Island Bus Shelters

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve in principal the proposal from StrongPrint3D and Island Bus Shelters for a printed 3D bus shelter at Mobrae Avenue and Vesuvius Bay Road with a maximum cost of \$25,000 and further recommends a more detailed proposal meeting the requirements of the art inspired bus shelter guidelines and that staff make a recommendation on the proposal at the next Transportation Commission meeting.

CARRIED

6.2 Salt Spring Island Tree Removal Guideline

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommend that the Salt Spring Island Tree Removal Guideline be referred back to staff for additional information and return to the Transportation Commission with recommendations following a meeting between Commissioner Leichter, Commissioner Meyer and staff.

CARRIED

6.3 Strategic Planning Priorities

Commissioner Baker distributed an information package titled “Annual Strategic Planning.”

MOVED by Director Holman, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission recommend discussing pathways first.

CARRIED

Pathways:

- It was noted to prioritize projects according to anticipated year(s) of completion.
- Commissioners reviewed the Pathway Construction Process, Roles, and Responsibilities document provided by Partners Creating Pathways/Islands Pathways (IP).
- Staff can provide a scope of work outlining pathway project requirements and IP can submit a proposal that meets those requirements.

MOVED by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission recommend that the detailed engineering designs, related studies and permits for construction of the Merchant Mews pathway, be sole sourced to Island Pathways with CRD staff to oversee the design and permitting; and further that the 2021-2026 Financial Plan be amended as required in order to fund the project, and that the construction contract be tendered as soon as possible in the fall of 2021.

CARRIED

Commissioner Lehman opposed

- It was asked to clarify pathway maintenance, and staff confirmed mowing, weeding and snow removal.
- Concerns expressed regarding additional pathways in need of maintenance and staff suggested the commission identify those pathways, provide the list to staff and staff will provide the commission with a report outlining funding and work program details.

Long-Term Capital Projects:

MOVED by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommends that in the unlikely situation for a B.C. Active Transportation Infrastructure Grant application, commissioners authorize automatic approval through electronic consent.

CARRIED

Ganges Active Transportation Plan:

- It was stated that the Ganges Active Transportation Plan is part of the Islands Trust Ganges Village Planning (GVP) project.
- 2 year planning process.
- Transportation Commission to provide recommendations to GVP in regards to the Ganges down town core.
- Staff to provide a report to the commission regarding an independent consultant to assist with the concept plan for the Ganges Active Transportation Plan.
- Commissioner Leichter to create list of priorities with status updates for the Commissioners review.
-

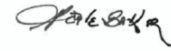
MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend staff begin developing detailed designs for sidewalks and cycle lanes on south Rainbow Road and portions of the harbour side on Lower Ganges Road.

CARRIED

7. Next Meeting: TBD

8. Adjournment

The meeting adjourned at 11:12 am.



CHAIR



SENIOR MANAGER



Making a difference...together

**Minutes of the Special Meeting of the Salt Spring Island Transportation Commission
Held July 26, 2021, 103 Bonnet Ave, Salt Spring Island, BC V8K 2K8**

Present:

In Person: Director Holman, Gayle Baker, Gary Lehman, Peter Meyer, Maxine Leichter, Karla Campbell, Dean Olafson, Shayla Burnham
Frank Arellano (BC Transit) Myrna Moore (BC Transit) Shirley Bunyan, Jenny McClean
Regrets: Aubrey Smith, Mitchell Sherrin, Myna Lee Johnstone

1. Territorial Acknowledgement / Call Meeting to Order

Territorial Acknowledgement was provided by Shayla Burnham and the meeting was called to order at 9:01 am.

2. Approval of Agenda

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission agenda of July 26, 2021 be approved as amended by updating item 5. Chair Remarks to "Director and Commissioner Reports" and adding four additional items:

1. Correcting the safety hazard at the intersection of Baker Road and Lower Ganges Road created by the new pathway retaining wall.
2. Salt Spring Island Capital Regional District Tree Removal Guidelines.
3. Coordinating with the Islands Trust Ganges Village Task Force regarding installing pedestrian safety measures in Ganges Village.
4. To add the Safety Report from the Baker Road and Booth Canal Road walkabout to the September 27, 2021 agenda package.

CARRIED

The Commission requested staff to circulate the Safety Report from the Baker Road and Booth Canal Road walkabout to the Commission for information.

3. Adoption of Minutes of June 28, 2021

MOVED by Commissioner Baker, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission approve the minutes of June 28, 2021.

CARRIED

4. Presentations/Delegations – None

5. Director and Commissioners Reports

Director Holman requested: an update on the Art Inspired Bus Shelter which was provided by Dean Olafson, Salt Spring Island Engineering Manager.

MOVED by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission recommend that staff proceed with the necessary due diligence to arrange a contract with the bus shelter proponent at a maximum cost of \$30,000 excluding Capital Regional District (CRD) labour costs and the required survey fees.

CARRIED

Chair Baker briefly reported: an Active Transportation Planning Grant was submitted and ASK Salt Spring received a letter from an advocacy group, regarding the request to lower traffic speed signs and their intention to participate in the upcoming August 27, 2021 ASK Salt Spring meeting.

6. Presentation – BC Transit re: Salt Spring Island Transit Future Service Plan

Frank Arellano, Transit Planner and Myrna Moore, Senior Manager, provided an electronic overview of the slides included within the agenda package on pages 6-29.

7. Commission Business

7.1 Salt Spring Island Transit Future Service Plan

- It was asked if the “light duty” vehicles were the same size as the current buses on Salt Spring Island and this was confirmed.
- It was asked if the potential “on demand” route would require a light duty vehicle and it was noted that a sprinter van styled vehicle may be an alternative option.
- It was asked what would constitute the amenities at bus stops and it was noted it would be on a case-to-case basis.
- It was asked when the Transportation Commission would be provided cost estimates and it was noted by September, 2021.
- It was asked if the transit system could be electric and it was noted the entire BC Transit fleet replacement would be completed by 2040.
- Current transit facility would need improvements in order to accommodate electric vehicles.
- It was asked to clarify the cost share for infrastructure and it was confirmed the federal government would be responsible for 80% and the local share would be responsible for 20%.

Shirley Bunyan provided a list of priorities:

- 1) Fernwood Service to Walkers Hook route (excludes the need for an additional bus)
- 2) Additional Fulford-Ganges routes
- 3) Flexible trips (specifically, in the summer months for North End residents)

(a) Public Comments

- A request was made for BC Transit staff to prioritize service hours.

7.2 Free Transit for Children Under 12

MOVED by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission support the Free Transit for Children Under 12 initiative.

CARRIED

7.3 Vesuvius Bay Road Alternate Cycling Route

- The Ministry of Transportation and Infrastructure (MoTI) is in favour and willing to install the signs through EMCON Services.

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission recommend accepting the motion to proceed with cycling safety signs, excluding the cost of posts and installation, without exceeding \$1,500 and, that the signs must state: "safer cycling route" or "cycling route" and exclude the word "scenic".

CARRIED

7.4 Salt Spring Island Community Transit Monthly Revenue Report

- CRD Staff to confirm revenue for June 2021 and provide an update to the Transportation Commission.

7.5 Correcting the safety hazard at the intersection of Baker Road and Lower Ganges Road created by the new pathway retaining wall

- To be discussed at the September 27, 2021 meeting.

7.6 Salt Spring Island Capital Regional District Tree Removal Guidelines

- To be discussed at the September 27, 2021 meeting.

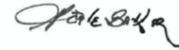
7.7 Coordinating with the Islands Trust Ganges Village Task Force regarding installing pedestrian safety measures in Ganges Village

- Transportation Commission to provide Bob Mackie with updated suggestions for the Ganges Village Task Force regarding pedestrian safety measures.

8. Next Meeting: September 27, 2021 at 9AM, Salt Spring Island Public Library, 129 McPhillips Ave, Salt Spring Island, BC V8K 2T5

9. Adjournment

The meeting adjourned at 11:05 am.



CHAIR



SENIOR MANAGER



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held September 27, 2021, Salt Spring Island Library, 129 McPhillips Avenue,
Salt Spring Island, BC V8K 2T6**

Present: **Director:** Gary Holman
Commissioner Members: Gayle Baker, Peter Meyer, Aubrey Smith, and Maxine Leichter
Staff: Karla Campbell, Salt Spring Island (SSI) Senior Manager, Dean Olafson, SSI Manager Engineering, and Shayla Burnham, Recording Secretary
Regrets: Gary Lehman, Mitchell Sherrin and Myna Lee Johnstone
Electronic Participation: Lia Xu, Finance Services Manager, and Jake Roder, Ministry of Transportation and Infrastructure, Area Roads Manager
Other: three 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 9:01 am.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission agenda of September 27, 2021 be approved as amended by adding item 6.4 Project Updates subsection 1. Bus Shelter subsection 2. North Ganges Transportation Plan, and subsection 3. Merchant Mews.

CARRIED

3. Adoption of Minutes of July 26, 2021

MOVED by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission minutes of July 26, 2021 be adopted as amended by requesting staff to circulate the Safety Report from the Baker Road and Booth Canal Road walkabout to the commission, and updating item 7.1 Salt Spring Island Transit Future Service Plan, bullet number seven, by removing the word "planning".

CARRIED

4. Delegations/Presentations - None

5. Report of the Director and Commissioners

Director Holman briefly reported:

- Provisional budget approval October 2021.
- Final budget approval early 2022.

Chair Baker briefly reported:

- Pathway completion celebration at Portlock Park on Wednesday, September 29.
- Commissioner Leichter to distribute list of recent delegations.
- Commissioner Smith to compile list of road issues.
- Commissioner Baker to compile list of recommendations.
- Commissioner Baker to work with staff on potential grant stacking possibilities.

Commissioner Meyer briefly report:

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request meeting minutes be distributed to commissioners one week following the Transportation Commission meeting.

CARRIED

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request the agenda package be distributed to commissioners at least four working days before the meeting.

CARRIED

6. Outstanding Business

6.1 ICBC Road Safety Assistance For Salt Spring Island

- Jake Roder, Ministry of Transportation and Infrastructure (MoTI) Area Roads Manager, expressed concern regarding costs associated with an additional signage and road safety report and clarified that the MoTI has identified current road safety concerns on SSI.
- Commissioner Baker to contact Paul de Leur, ICBC, for confirmation on potential benefits of an additional signage and road safety report.
- Future road safety concerns to be compiled and prioritized by the Commission at their October 2021 meeting.

MOVED by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend working with the Ministry of Transportation and Infrastructure on road safety issues and signage and seek ICBC funding to support costs associated with the study.

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission confirm with ICBC on whether the road safety issues and signage study could be completed without negatively impacting funding for road safety markings and signage.

CARRIED

- Jake Roder to follow up regarding SSI speed limit concerns.

6.2 Salt Spring Island Tree Removal Guideline

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommend that the Salt Spring Island Tree Removal Guideline be amended as follows and brought back to the commission for final approval:

1. ITEM 1. GUIDELINE

This guideline applies to the removal of trees that are dangerous or that would be comprised during construction, **and then become dangerous**, or are in the path of a planned project on Capital Regional District (CRD) salt Spring Island (SSI) Land.

2. ITEM 5. TREE REMOVAL

A. Tree health has declined beyond repair as confirmed by proper arboricultural methods **and represents an immediate risk.**

3. ITEM 6. PROCEDURE

C. Include any trees **considered or** planned for removal **before or** during construction on design documents for review **and approval** by sponsor commission or committee prior **to any action being taken.**

G. When a tree needs to be removed, a new tree will be planted elsewhere on CRD SSI park land.

4. ITEM 7. DEFINITIONS

Tree – a self-supporting, perennial, woody plant that has a trunk or stem and a root system; the trees under this policy have a minimum stem diameter of **15** centimeters or more.

CARRIED

6.3 Electric Vehicle Charger Installation at Country Grocer

MOVED by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission recommend not pursuing the installation of Direct Current Fast Chargers at Country Grocer at this time.

CARRIED

6.4 Project Updates

1. Bus Shelter

- StrongPrint3D Construction Inc. insurance issues delaying contract completion with CRD.

2. North Ganges Transportation Plan

- Open project.
- Retaining wall complete, paving to be completed soon.
- Possible funds remaining.

3. Merchant Mews

- Scope of work to be determined and to be put out to tender.

MOVED by Commissioner Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request staff present the scope of work for Merchant Mews to Island Pathways to determine if they can complete the project at no or very little cost before putting the project out to tender.

CARRIED

7. New Business

7.1 2022 Transportation Operating Budget and Capital Expenditure Plan

- Update “2020” to “2021” and “6.3%” to “0.5%” on page 22 of the agenda under the “Implications” header.
- Island Pathways expressed Swansons Road Pathway Project high on list of priorities.

MOVED by Commissioner Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission move the Swansons Road Pathway Project design work into the 2022 year.

CARRIED

- Commissioner Smith provided a “new proposed budget” handout to the commission and pathway priorities were discussed.
- A site visit with the schoolboard was requested by the commission to discuss pathway projects.
- Commissioner Baker to communicate with the school district.
- Concern expressed regarding lack of consideration of previously approved Commission Priorities.

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommends that the Electoral Area Services Committee approve the 2022 Salt Spring Island Community Transportation operating and capital budget as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfers to the capital reserve funds, in principal, subject to further commission review for the final Capital Regional District (CRD) budget before March of 2022.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2021 operating and capital budget and the five year financial plan for the Salt Spring Island Community Transportation Service as presented, in principal, subject to further commission review for the final Capital Regional District (CRD) budget before March of 2022.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board amend the Salt Spring Community Transportation Capital Plan be amended to include additional funding of \$42,765 for the Booth Canal to Vesuvius Bay Road Pathway project be funded from the Capital Reserve Fund.

CARRIED

- Staff to provide the commission with an update from the Ministry of Transportation and Infrastructure (MoTI) regarding the commission's request to remove or move some or all of the curbs and remove or move the retaining wall on the Booth Canal to Vesuvius Bay Road Pathway.
- Transportation Capital Plan to be include in the October 25, 2021 agenda.

7.2 2022 Transit Operating Budget and Capital Expenditure Plan

- Commissioner Leichter expressed concern regarding the Saturday morning Long Harbour bus route schedule and will contact BC Transit to confirm.
- Ridership is returning to Salt Spring Island but there is still uncertainty due to Covid-19 impacts.
- Covid-19 relief funding provided consistency of service.

MOVED by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommend including a bus shelter project into the 2022 capital plan.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee approve the 2022 Salt Spring Island Community Transit Service operating and capital budget as amended and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfers to the capital reserve funds.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2022 operating and capital budget and the five year financial plan for the Salt Spring Island Community Transit Service as amended.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Capital Regional District confirm its intent to commit to the expansion and budget outlined in the August 19, 2021 3 Year Transit Expansion Initiatives – 2022/23 to 2024/25 for additional weekend evening trip on Long Harbour route; and reallocation of Route 6 Connector resources to improve Route 3 and 5, increase AM and PM service span (reallocation of service hours).

CARRIED

7.3 BC Active Transportation Network Planning Grant Program Application

- Staff to bring to the Commission the draft Request for Proposals (RFP) for hiring a consultant for this project.

8. **Correspondence** - None


9. **Next Meeting**

Monday, October 25, 2021 SSI Public Library, 129 McPhillips Avenue, Salt Spring Island, BC at 9:00 a.m.

10. **Adjournment**

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission meeting adjourn at 11:59 a.m.

CARRIED



CHAIR



SENIOR MANAGER



Present: **Director:** Gary Holman
Commissioner Members: Gayle Baker, Peter Meyer, Aubrey Smith, Maxine Leichter, and Myna Lee Johnstone
Staff: Dean Olafson, SSI Manager Engineering, and Shayla Burnham, Recording Secretary
Regrets: Gary Lehman, and Mitchell Sherrin

1. Territorial Acknowledgement / Call Meeting to Order

2. Approval of Agenda

CARRIED

3. Delegations/Presentations

- 12 and under free ridership on Salt Spring Island is being supplemented by the province and BC Transit staff confirmed there is no loss in revenue.
- It was confirmed that BC Transit is keeping track of ridership; ridership is continuing to grow.
- Fare review for Salt Spring Island to be completed in the near future.
- It was noted that local businesses are interested in selling bus tickets as an alternative to riders paying with cash. Request that the Salt Spring Mercantile and Rock Salt Restaurant & Café be contacted to request the sale of bus tickets.
- BC Transit increased the bus fare by 25 cents around four years ago and BC Transit staff to forward this information to the Commission.

3.2 Jennifer McClean (Ganges Village Task Force) re: Necessary Improvements to Transportation in Ganges

- Ganges Village Task Force meetings are open to the public.
- Important to build relationships between organizations.

4. Adoption of Minutes of September 27, 2021

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission minutes of September 27, 2021 be approved as amended by updating item 6.1 ICBC Road Safety Assistance for SSI, third bullet, to read; "Future road safety concerns to be compiled and prioritized by the Commission at their October 2021 meeting." Also, to update item 7.1 2022 Transportation Operating Budget and Capital Expenditure Plan, fifth bullet, to replace the word "board" with "district" and, add a sixth bullet to read "Concern expressed regarding lack of consideration of previously approved Commission Priorities." Lastly, update item 7.3 Active Transportation Network Grant Program Application, first bullet to read "Staff to bring to the Commission the draft Request for Proposals (RFP) for hiring a consultant for this project."

CARRIED
Commissioner Johnstone Opposed

Commission requested that an action list of items discussed in previous meetings be added to future agendas for discussion.

5. Report of the Director and Commissioners

Director Holman briefly reported:

- Provisional budget process approval on October 27, 2021 and Final Budget approval in March 2022.

Commissioner Leichter briefly reported:

- Created a past and present delegations list, which is a working document that was provided to the Commission at the table.

Commissioner Smith briefly reported:

- Created a Road Safety Hazards list for ICBC and the CRD, which is a working document that was provided to the Commission at the table.

Chair Baker briefly reported:

- Created a recommendations summary list, which is a working document that was provided to the Commission at the table.
- The Commission to start setting timelines for their recommendations made.
- The Commission requested staff provide updates when recommendations have been completed.

Commissioner Johnstone briefly reported:

- To add item 7.3 Transportation Commission Reports to Salt Spring Exchange and Gulf Islands Driftwood.

6. Outstanding Business

6.1 Project Updates

6.1.1 2022-2026 Transit Capital Plan

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2022-2026 Transit Capital Plan for the Salt Spring Island Community Transportation Service as amended by adding an additional bus shelter project to year 2022.

CARRIED

6.1.2 2022-2026 Transportation Capital Plan

- Swanson's Road moved from 2026 to 2022 for the design and 2023 for the construction.
- Change Lakeside Road to Lakeview Crescent.
- Concern raised regarding the barriers along Lower Ganges Road from Baker Road south.
- Request for confirmation from MoTI on moving or removing some or all of the barriers along Lower Ganges Road north of Baker Road.
- It was noted that the projects within the capital plan are placeholders.
- Noted that that project items 23-01 Pathway Detailed Design and Permitting Program and 23-02 Construction Program for Pathway Network may not proceed.
- Given the current circumstances, it was noted that a step-by-step measured approach will be taken on the major capital changes to the Booth Canal Pathway.

MOVED by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request that before proceeding with project 22-08 Relocating the Concrete Barriers, staff brief the Commission on the conversation with Ministry of Transportation, regarding their requirements and appropriate approach for the barriers along Lower Ganges Road from Booth Canal Road north towards Baker Road.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission recommend completing the low cost no cost measures recommended by the Commission for the Baker Road area intersection and continue discussions with the Commission before initiating design work on the retaining wall.

CARRIED

Commissioner Leichter Opposed

- Project number 22-12 Construction Program for Pathway Network, for the construction of an asphalt sidewalk along the south side of

Rainbow Road from Lower Ganges Road, was previously deferred however, the Commission requested that the project be included back into the Capital Plan.

- The Commission asked if it was possible to have the Harbour side of Lower Ganges included within the Rainbow Road project number 22-12 and staff confirmed they will return to the Commission with an update on this request.

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that Project 22-12, Construction of an asphalt sidewalk along south side of Rainbow Road from Lower Ganges Road be added to the five year capital plan; and if possible combine the Harbour side of Lower Ganges road with Project 22-12; and further that,

The Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2022-2026 Transportation five year capital plan for the Salt Spring Island Community Transportation Service as amended.

CARRIED

6.1.3 Fulford Ganges Repaving

- Ministry of Transportation and Infrastructure (MoTI) to bring forward a design at the November 2021 meeting.

6.1.4 Booth Canal Safety Concern Solutions

- Staff confirmed that MoTI does not install or endorse parabolic mirrors.
- MoTI does not have jurisdiction of hydro poles.
- A hand-drawn diagram of issues related to the Booth Canal safety concerns was presented to the Commission with some suggested solutions. Staff confirmed that accredited, professional civil and/or transportation engineers at both the Ministry of Transportation and Infrastructure and Stantec had reviewed and approved the designs and drawings.
- Staff confirmed that engineering designs and the MoTI specifications and designs have been met.
- It was noted speed enforcement within the area is important.
- Safety suggestions were circulated prior to the meeting and included but were not limited to; a parabolic mirror, signage for a hidden intersection for southbound traffic, slower illuminated speed limit signs and, permanent or temporary speed boards.
- Suggested that aesthetics of the block wall such as natural stones or plant covering vegetation be considered.

MOVED by Director Holman, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission recommends staff begin with the low cost no cost measures listed, before seeking capital expenditures on the pathway:

1. MoTI has applied a white painted STOP line at the intersection of Baker Road and Lower Ganges Road. The line is painted on the Lower Ganges Road side of the crosswalk in order to allow motorists improved sight lines. Typically the line is painted before the crosswalk.
2. MoTI has installed "T Intersection" icon warning signs on Lower Ganges Road both north and south of the intersection of Lower Ganges Road and Baker Road.
3. Investigate with MoTI the possibility of installing two parabolic mirrors on the golf course side of Lower Ganges Road at the intersection of Baker Road to aid motorists in extending their sight lines. The SSI Area Manager for MoTI has been contacted to determine if this would be allowed. Typically these mirrors are used in parking garages, parking lots and lane ways and not on public roads comparable in size to Lower Ganges Road at the posted travel speed.
4. Contact the local RCMP to discuss the possibility of increased speed enforcement along Lower Ganges Road to lower travel speeds. Note that CRD staff observed photo radar enforcement on the weekend of October 2nd for north bound traffic just south of the Baker Road intersection.
5. Consider the installation of signs along the pathway both north and south of Baker Road warning pedestrians and cyclists of the intersection ahead. Note that it is incumbent upon motorists to yield the right-of-way to any pedestrian in a crosswalk at an intersection.
6. At the intersection of Baker Road and Lower Ganges Road have CRD Parks personnel check and if necessary remove shrubbery or vegetation that may be interfering with the sight lines of motorists at the intersection. This has already been completed by CRD staff.

CARRIED

Commissioner Leichter Opposed

MOVED by Commissioner Smith, **SECONDED** by Commissioner Meyer that the Salt Spring Island Transportation Commission recommend setting up a working group to figure out the solution for South Baker Road which will include CRD staff, Ministry of Transportation and Infrastructure staff and the Salt Spring Island Transportation Commission members.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission request staff contact ICBC regarding funding for the safety concerns related to the Booth Canal Pathway.

CARRIED

- Staff have identified a low cost solution for moveable speed boards.

- Possible ICBC funding opportunities for mobile speed boards.
- Questions were raised regarding who would be responsible for relocating the speed boards and the Commission agreed to discuss this within the South Baker Road Solutions working group.

6.1.5 Bus Shelter

2022-2026 Transit Capital Plan

- An update was provided to the Commission during new item 6.1.1 2022-2026 Transit Capital Plan.
- Staff confirmed the contractor does not have liability insurance.

6.1.6 Merchant Mews

- Staff confirmed a draft scope of work will be provided to Island Pathways within a week following the meeting.
- Staff to utilize the Volunteer Agreement with Island Pathways.

6.1.7 ICBC Road Safety Assistance for Salt Spring Island – deferred until November 29, 2021

6.1.8 Salt Spring Island Tree Removal Guideline

MOVED by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission recommend that the Salt Spring Island Tree Removal Guideline be adopted as presented.

CARRIED

7. New Business

7.1 Overnight Parking in Down Town Ganges – deferred

- The Commission acknowledged the overnight parking concerns in Ganges and requested that the item be added to the November 29, 2021 meeting agenda.

7.2 Road Safety Hazards – deferred

7.3 Transportation Commission Reports to Salt Spring Exchange and Gulf Islands Driftwood – deferred

8. Correspondence – None

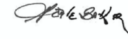
9. Next Meeting

Monday, November 29, 2021 SSI Public Library, 129 McPhillips Avenue, Salt Spring Island, BC at 9:00 a.m.

10. Adjournment

MOVED by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission meeting adjourn at 12:08 p.m.

CARRIED



CHAIR



SENIOR MANAGER



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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION,
held Thursday, November 18, 2021 at 9:00 am, Sooke Meeting Room, 479 Island Highway,
Victoria, BC**

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

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

EP = Electronic Participation

The meeting was called to order at 9:04 am.

1. APPROVAL OF AGENDA

The following items were added to the agenda:

5.1.1 Bylaw Enforcement

5.2.1 Wharfinger Remuneration

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

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
That the minutes of the following meetings be adopted:

- September 24, 2021 Special Meeting
- June 25, 2021 Meeting

CARRIED

3. CHAIR'S REMARKS

The Chair would like an update on whether there are any budget or schedule implications related to the damage that occurred at Anson Road due to the recent storm.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. COMMISSION BUSINESS

5.1. Southern Gulf Islands Harbours Service 2022 Operating and Capital Budget

Staff provided an overview of the Operating and Capital Budget.

Staff responded to questions from the Commission regarding:

- Factors associated with moorage being under budget, such as a quieter start to the boating season due to COVID-19.
- One time dock operating cost is budgeted for 2022 due to the transitioning of the Horton Bay dock and start-up of the Anson Road dock.

Discussion ensued regarding Anson Road damage from the recent rain event and impacts on the construction schedule and overall Service budget. Staff advised that visits to the site were completed and a Geo Technical Engineer will be attending the site to assess and make a recommendation on remediation which will allow staff to provide a cost estimate.

Staff further advised that the variance for the setback for the Anson Road dock is going to Islands Trust meeting Monday, November 22 for approval.

Discussion ensued regarding insurance and staff stated that they are keeping the Capital Regional District's (CRD) Insurance Manager apprised of the Anson Road situation. Staff advised that it may be premature to approve the budget today until there is confirmation as to whether any of the costs can be covered under insurance or the State of Emergency declaration.

The Commission noted that the Spanish Hills dock replacement was not included in the budget. Staff advised they would look into the missing budget item.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabblerley, That the Southern Gulf Islands Harbours Commission defer the approval of the budget pending the outcome of the costs associated with remediation of Anson Road project due to damage received from the recent rain event and for reflection of Spanish Hills dock replacement in the budget.

CARRIED

5.1.1. Bylaw Enforcement

There is a 45 foot boat that was towed to Lyall Harbour by the Coast Guard. The owner is refusing to pay moorage and enforcement is required.

Staff are aware of this situation and are attending the site next week. Depending on the response of the owner, this could escalate to ticketing/fines and further legal action.

Discussion ensued regarding enforcement responsibility, manpower and bylaw wording. Staff advised that there are mechanisms in place to allow staff to enforce through the bylaw and where the bylaw is silent there are Acts that can be used to enforce.

5.2. Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation Bylaw

Staff advised that the bylaw amendment will go to the Electoral Areas Committee and CRD Board for approval in December and would then come into effect January 2022. The Removal and Impoundment Fee schedule was modified to be consistent with the advertised market rates

MOVED by Commissioner Mabberley, **SECONDED** by Commissioner Brent,
The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4469, "Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021" be introduced and read a first, second, and a third time.
2. That Bylaw No. 4469 be adopted.

CARRIED

5.2.1. Wharfinger Remuneration

Staff advised that wharfinger pay is a staff decision and direction can be taken from the Commission in this regard. It was also noted that with the moorage fees increasing by about 30% in 2022, that translates to a rate increase for the wharfingers. Those wharfingers who are collecting commercial rents will see more compensation at the same 50% ratio from those users.

Staff advised that further consideration on the following is planned:

- Ensuring efficient allocation and management of docks to each wharfinger
- Remuneration for the future Anson Road wharfinger
- Anson Road moorage - a process is being planned to advertise moorage to interested parties in 2022

Discussion ensued regarding a future option of wharfinger's remuneration.

MOVED by Commissioner Mabberley, **SECONDED** by Commissioner Brent,
That the Southern Gulf Islands Harbours Commission direct staff to review the implications of providing a single wharfinger per Island and a remuneration process, including a monthly fee schedule and report back to the Commission on the findings.

CARRIED

5.3. Anson Road Update [Verbal]

Staff will provide the Commission with an update once the Geo Technical Engineer study has been conducted on the damage at Anson Road.

5.4. Southern Gulf Island Dock Reports

Discussion ensued regarding the replacement of notice boards at the facilities where required. Staff advised that they have a list with the details of the different styles and materials for notice boards and can send that out to the Commission for a discussion at the next meeting.

A concern was raised with loose bow rails at Miners Bay.

Discussion ensued regarding:

- The dock's resilience to the wave action.
- Engaging BC Ferries in discussions with respect to an engineering study for the life span of the dock.
- Acknowledging the Miners Bay dock is integral to the flow of services on and off the island.
- Engaging the original engineers (Moffett and Nichol) to comment on the performance of the dock based on their design, and have them provide recommendations to optimize the longevity.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Howe,
That staff be directed to investigate the removal of a portion of Miners Bay dock to mitigate further damage to the dock from incoming rolling waves created by passing ferries.

CARRIED

MOVED by Commissioner Mabblerley, **SECONDED** by Commissioner Brent,
That the Southern Gulf Islands Harbours Commission receives the Dock Inspection Reports for information.

CARRIED

6. NEW BUSINESS

Staff responded to a request from the Commission for a status of the oil spill response packages from Western Canada Marine Response Corp. (WCMRC). Staff advised that they will follow up on the status of the Custodial Agreement for the Coastal Response Packages.

7. ADJOURNMENT

MOVED by Commissioner Howe, **SECONDED** by Commissioner Brent,
That the meeting be adjourned 11:02 am

CHAIR

SECRETARY