

Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, April 13, 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. [22-210](#) Minutes of the March 9, 2022 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of March 9, 2022 be adopted as circulated.

Attachments: [Minutes - March 9, 2022](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option 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. [22-207](#) Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board:
That the CRD Board support an application to the UBCM Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant and direct staff to provide overall grant management.
(NWA)

Attachments: [Staff Report: Comm Emerg Prep Fund-EOCs & Train'g Grant](#)

6.2. [22-173](#) 2021 Community Works Fund Annual Report

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the 2021 Community Works Fund Annual Report be received for information.
(NWA)

Attachments: [Staff Report: 2021 CWF Annual Report](#)
[Appendix A: CWF Funding Assigned Balance Remaining](#)
[Appendix B: CWF 2021 Grants Awarded](#)
[Appendix C: CWF 2021 Detailed Breakdown](#)

6.3. [22-176](#) 2021 Grants-in-Aid Annual Report

Recommendation: The Electoral Areas Committee recommends to the Capital Regional Board:
That the 2021 Grants-in-Aid Annual Report be received for information.
(NWA)

Attachments: [Staff Report: 2021 Grants-in-Aid Annual Report](#)
[Appendix A: 2021 Electoral Areas Grants-in-Aid Awarded](#)
[Appendix B: 2021 Electoral Areas Safe Restart GIA Awarded](#)

6.4. [22-184](#) Previous Minutes of Other CRD Committees and Commissions for
Information

Recommendation: That the following minutes be received for information:
a) Magic Lake Estates Water and Sewer Committee minutes of January 11, 2022
b) Mayne Island Parks and Recreation Commission minutes of February 10, 2022

Attachments: [Minutes: Magic Lake Estates Water & Sewer Cttee-Jan 11, 2022](#)
[Minutes: Mayne Island Parks & Rec Commission-Feb 10 2022](#)

7. Notice(s) of Motion**8. New Business****9. Adjournment**

The next meeting is May 11, 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, March 9, 2022

11:00 AM

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

PRESENT

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

Staff: K. Lorette, Acting Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration (EP); S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate; R. Lachance, Senior Manager, Financial Services; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area (EP); L. Xu, Manager, Finance Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: D. Howe

The meeting was called to order at 11:01 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Plant, **SECONDED** by Director Holman,
That the agenda for the March 9, 2022 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [22-172](#) Minutes of the February 9, 2022 Electoral Areas Committee Meeting

MOVED by Director Plant, **SECONDED** by Director Holman,
That the minutes of the Electoral Areas Committee meeting of February 9, 2022 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [22-146](#) Community Emergency Preparedness Fund: Union of British Columbia Municipalities Emergency Support Services 2022 Grant Application

J. Reimer spoke to Item 6.1.

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

That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Support Services 2022 grant program and direct staff to provide overall grant management.

CARRIED

6.2. [22-153](#) Appointment of Officers

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

That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Zachary Willson be appointed as an Assistant Bylaw Officer.

CARRIED

6.3. [22-091](#) 2022 Electoral Area Budget Review

N. Chan spoke to Item 6.3.

Discussion ensued on the following:

- that local requisitions were driven by apportionment changes - these are based on establishing bylaws
- the budgets, summarized in table 3 of the staff report, did not change materially between provisional and final
- thanks to staff for their work

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

That the 2022 Electoral Area budgets be approved as presented.

CARRIED

- 6.4. [22-151](#) Amendment to Bylaw No. 3727, to change the Commission name to Salt Spring Island Community Economic Sustainability Commission

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

1. That Bylaw 4482, "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022" be introduced and read a first, second, and third time.
2. That Bylaw 4482, "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022" be adopted.

CARRIED

- 6.5. [22-147](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) Lyall Harbour Boot Cove Water Local Service Committee minutes of October 25, 2021
- b) Mayne Island Parks and Recreation Commission minutes of January 13, 2022
- c) Port Renfrew Utility Services Committee minutes of November 27, 2020
- d) Port Renfrew Utility Services Committee minutes of October 25, 2021
- e) Skana Water Service Committee minutes of October 28, 2021
- f) Skana Water Service Committee minutes of February 1, 2022
- g) Sticks Allison Water Local Service Committee minutes of October 26, 2021
- h) Surfside Park Estates Water Service Committee minutes of October 29, 2021
- i) Wilderness Mountain Water Service Commission minutes of October 28, 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 Director Holman, **SECONDED** by Director Plant,
That the March 9, 2022 Electoral Areas Committee meeting be adjourned at 11:11 am.

CARRIED

CHAIR

RECORDER



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 13, 2022**

SUBJECT Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant

ISSUE SUMMARY

The Capital Regional District (CRD) is applying to the Union of British Columbia Municipalities (UBCM) for funding to upgrade equipment in the Electoral Areas (EAs) Emergency Operation Centres (EOCs) and support evacuation readiness. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for many community based projects, including projects that support community resiliency and emergency preparedness. A 2022 grant opportunity is available to provide equipment and training opportunities for EA Emergency Programs and volunteers. Emergency planning and training exercises will be held with the goal of improving and validating emergency response plans, and equipment will be used to increase the capacity of EAs EOCs.

Emergency Operations Centres and Training Grant funding would benefit all CRD EA Emergency Programs. The CRD has applied for \$24,665 in funding. Salt Spring Island EOC would receive equipment to ensure continuity of services during extreme heat and air quality events, such as those experienced in the summer of 2021. Island-based EOCs in the Southern Gulf Islands would receive upgraded computers, printers, and UPS systems to assist with situational awareness and emergency communications. Juan de Fuca EOC would enhance radio communications and internet connectivity, increasing response capacity to areas with limited cellular reception. Finally, training will be provided to electoral area first responders and volunteers on best practices for conducting tactical and strategic evacuations.

As part of the application process, UBCM requires a motion of support from the local government to receive and manage grant funding.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board: That the CRD Board support an application to the UBCM Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant and direct staff to provide overall grant management.

Alternative 2

That staff be directed to rescind the application to the UBCM Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant.

IMPLICATIONS

Financial Implications

The grant will have no impact on annual Emergency Program budgets, but provides an opportunity for one-time projects that increase community resilience to emergencies.

Operational Implications

Under the *Emergency Program Act*, the CRD is obligated to provide Emergency Management Services to residents. Grants provide opportunity for one-time projects that support residents impacted by disaster.

CONCLUSION

The CRD is responsible for supporting Emergency Management Programs in the EAs. The UBCM Emergency Operation Centres and Training grant is a key opportunity to upgrade equipment and provide essential Emergency Operations Centre training.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board: That the CRD Board support an application to the UBCM Community Emergency Preparedness Fund for the Emergency Operations Centres and Training grant and direct staff to provide overall grant management.

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



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 13, 2022

SUBJECT 2021 Community Works Fund Annual Report

ISSUE SUMMARY

This report provides a summary of Community Works Fund activity for the period of January 1, 2021, through December 31, 2021.

BACKGROUND

Community Works Funds (CWF) are provided under the Administrative Agreement of the Canada Community Building Fund (formerly, Federal Gas Tax Fund) where funding is distributed to local governments on a per capita formula. Additionally, the Union of BC Municipalities (UBCM) is the program administrator overseeing all local governments. The Capital Regional District (CRD) has been a recipient of CWF under the two agreements of 2005–2014 and 2014–2024.

CWF received by the CRD is subsequently reallocated to the three Electoral Areas (EA): Juan de Fuca (JDF), Salt Spring Island (SSI), and Southern Gulf Islands (SGI) on a per capita basis in accordance with CRD Board direction (August 2014). Once the funds are allocated to EAs, CRD staff administer the program through applications from CRD services and third parties throughout the year. Appendix A provides a summary of activity since 2016 and balances at the end of 2021.

IMPLICATIONS

Service Implications

CWF provides funding to local infrastructure and capacity building projects to support the diverse needs and local priorities in each of the EAs. In 2021, successful projects under CWF's eligible categories included water, wastewater, and recreational infrastructure projects, as well as community energy systems projects. To help with long-term planning and to increase local government's capacity, funds were also provided to asset management planning-related projects. Appendix C summarizes CWF investment by eligible category and by recipient. CWF impacts both CRD service delivery and local community organizations. Staff work closely with EA communities to identify eligible projects that meet the program's criteria and provide funding to help with service delivery.

Financial Implications

To help communities recover from COVID-19, in both 2020 and 2021, the federal government accelerated payments and provided funds in a single transfer rather than the customary semiannual installments. Additionally, in 2021 all local governments received an additional one-time payment almost equal to the annual distribution, effectively doubling funding for the year.

2021 Activity

Tables 1 and 2 provide an overview of CWF allocations and activity in EAs for the past 2 years. Appendix B details CWF projects awarded in 2021.

Table 1: Distribution of CWF Funds to EAs

| EA | Population | % | 2021 Allocation (\$) | 2020 Allocation (\$) |
|--------------|---------------------------|------------|------------------------------|----------------------|
| JDF | 4,860 | 24 | 544,748 | 271,227 |
| SSI | 10,557 | 52 | 1,205,051 | 589,165 |
| SGI | 4,732 | 24 | 529,144 | 244,083 |
| Total | 20,149¹ | 100 | 2,278,943² | 1,104,475 |

¹These numbers are derived using 2016 population statistics.

²2021 CWF funding included a top-up payment.

Table 2: CWF Funding Awarded to Projects

| EA | 2021 | | 2020 | |
|--------------|-------------------|---------------------|-------------------|---------------------|
| | # of Applications | Amount Awarded (\$) | # of Applications | Amount Awarded (\$) |
| JDF | 7 | 236,000 | 11 | 722,555 |
| SSI | 9 | 611,620 | 8 | 436,400 |
| SGI | 10 | 636,331 | 8 | 244,449 |
| Total | 26 | 1,483,951 | 27 | 1,403,404 |

CONCLUSION

The 2021 Community Works Fund Annual Report provides a summary of funding activity in 2021. Staff administer the program through an application process for projects delivered by CRD services and third parties. Projects must have Director’s support and fit within the program’s eligibility and framework.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
 That the 2021 Community Works Fund Annual Report be received for information.

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

ATTACHMENT(S)

- Appendix A: CWF Funding Assigned to Projects and Balance Remaining by Electoral Area, April 1, 2006 – December 31, 2021
- Appendix B: 2021 Community Works Fund Grants Awarded
- Appendix C: 2021 Community Works Fund Detailed Breakdown by Electoral Area

**Appendix A CWF Funding Assigned to Projects and Balance Remaining by Electoral Area
April 1, 2006 – December 31, 2021**

| CWF Overview | Juan de Fuca (\$) | Salt Spring Island (\$) | Southern Gulf Islands (\$) |
|------------------------------------|--------------------------|--------------------------------|-----------------------------------|
| CWF Allocation by Electoral Area | 3,688,919 | 8,141,191 | 3,810,253 |
| LESS: Funding Assigned to Projects | (2,470,555) | (5,029,829) | (3,870,889) |
| PLUS: Project Surpluses | 63,299 | 169,698 | 155,521 |
| PLUS: Interest Earnings | 216,769 | 340,078 | 91,136 |
| CWF Balance Remaining | 1,498,432 | 3,621,138 | 186,021 |

Appendix B 2021 Community Works Fund Grants Awarded

Total Amount Awarded to Projects: \$1,483,951*

Total Number of Projects: 26

JUAN DE FUCA (\$236,000)

| No. | CRD Service | Project | Eligible Category | Amount Awarded (\$) |
|-----|---|--|-------------------|---------------------|
| 1 | JDF EA - Community Parks | Creation of a Long Term Strategic Plan for the Juan de Fuca EA | Capacity Building | 40,000 |
| 2 | Juan De Fuca Water Distribution Service | East Sooke Water Servicing Plan | Capacity Building | 40,000 |
| 3 | Port Renfrew Sewer | Structural Upgrades at Port Renfrew Wastewater Treatment Plant | Wastewater | 30,000 |
| 4 | Wilderness Mountain Water Service | Source Water Protection Plan | Capacity Building | 30,000 |
| 5 | Wilderness Mountain Water Service | Water Treatment Assessment for Enhancement | Capacity Building | 20,000 |
| | | | Total | 160,000 |

| No. | Third Party | Project | Eligible Category | Amount Awarded (\$) |
|-----|-----------------------------|---|-----------------------------|---------------------|
| 1 | Sooke Community Association | Sooke Community Association Playing Fields Water Infrastructure | Recreational Infrastructure | 70,000 |
| 2 | Sooke Community Association | Pickleball Court Construction | Recreational Infrastructure | 6,000 |
| | | | Total | 76,000 |

SALT SPRING ISLAND (\$611,620)

| No. | CRD Service | Project | Eligible Category | Amount Awarded (\$) |
|-----|--|--|-----------------------------|---------------------|
| 1 | Maliview Estates Sewer System | Maliview WWTP Plant Upgrade Plan | Wastewater | 293,620 |
| 2 | Salt Spring Island - Community Parks | Revitalization of Centennial Park in Ganges Village | Recreational Infrastructure | 100,000 |
| 3 | Salt Spring Island - Pool, Parks, Land, Art & Recreation Program | Modular Classroom for Recreation Programs at Rainbow Road Aquatic Centre | Recreational Infrastructure | 55,000 |
| 4 | Fulford Water | Fulford Water Main Replacement | Drinking Water | 38,500 |
| 5 | Cedars of Tuam Water | Cedars of Tuam Water Service Upgrades | Drinking Water | 30,000 |
| 6 | Salt Spring Island - Pool, Parks, Land, Art & Recreation Program | New Accessibility Ramp Installation at Rainbow Road Aquatic Centre | Recreational Infrastructure | 25,000 |
| 7 | Salt Spring Island - Pool, Parks, Land, Art & Recreation Program | Mouat Park Trail Upgrades Project | Recreational Infrastructure | 20,000 |
| | | | Total | 562,120 |

| No. | Third Party | Project | Eligible Category | Amount Awarded (\$) |
|-----|--|---|-------------------|---------------------|
| 1 | Salt Spring Abattoir Society | Construction of Community Composting Facility at Burgoyne Valley Community Farm | Wastewater | 40,000 |
| 2 | Island Arts Centre Society (ArtSpring) | ArtSpring Building Condition Assessment | Capacity Building | 9,500 |
| | | | Total | 49,500 |

SOUTHERN GULF ISLANDS (\$636,331)

| No. | CRD Service | Project | Eligible Category | Amount Awarded (\$) |
|-----|--|--|-------------------|---------------------|
| 1 | Lyll Harbour Boot Cove Water | Money Lake Dam Detailed Design and Infrastructure Improvements | Drinking Water | 390,000 |
| 2 | Lyll Harbour Boot Cove Water | Water System Upgrades at Lyll Harbour Boot Cove Water Service | Drinking Water | 55,000 |
| 3 | SGI Community Economic Sustainability Commission | Southern Gulf Islands Integrated Food Security and Sustainability Plan | Capacity Building | 52,760 |
| 4 | Sticks Allison Water | Water System Upgrades at Sticks Allison Water Service | Drinking Water | 15,500 |
| | | | Total | 513,260 |

| No. | Third Party | Project | Eligible Category | Amount Awarded (\$) |
|-----|--|--|-----------------------------|---------------------|
| 1 | Pender Island Recreation and Agricultural Hall Association | Pender Island Recreational and Agricultural Hall Upgrades and Improvements | Recreational Infrastructure | 25,000 |
| 2 | The Galiano Activity Centre Society | Galiano Fitness Centre Upgrades | Recreational Infrastructure | 21,500 |
| 3 | North Galiano Community Association | North Galiano Community Hall Renovation and Site Enhancement | Recreational Infrastructure | 21,137 |
| 4 | The Galiano Club | Maximizing Solar Energy Capacity for the Community Hall | Community Energy Systems | 19,757 |
| 5 | Saturna Island Fire Protection Society | Solar Installation on Saturna Emergency Services Building #2 | Community Energy Systems | 18,677 |
| 6 | Epicentre Family Cooperative Society | Epicentre Family Cooperative Playground Installation | Recreational Infrastructure | 17,000 |
| | | | Total | 123,071 |

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

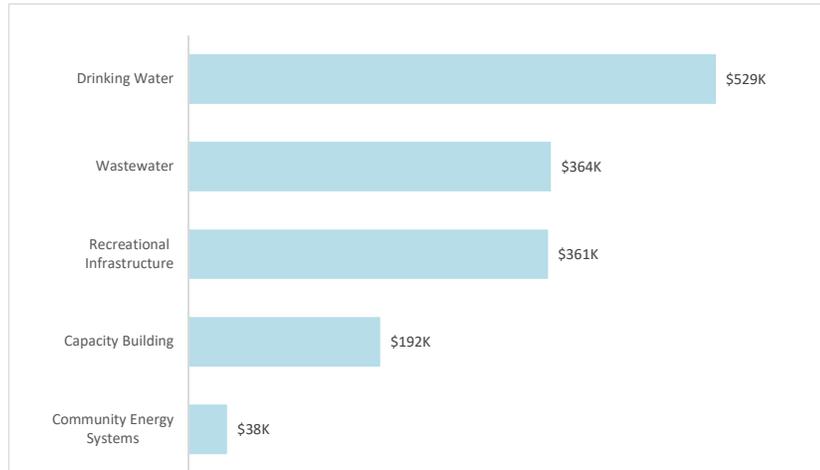
Appendix C 2021 Community Works Fund Detailed Breakdown by Electoral Area

Electoral Areas by Project Category

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

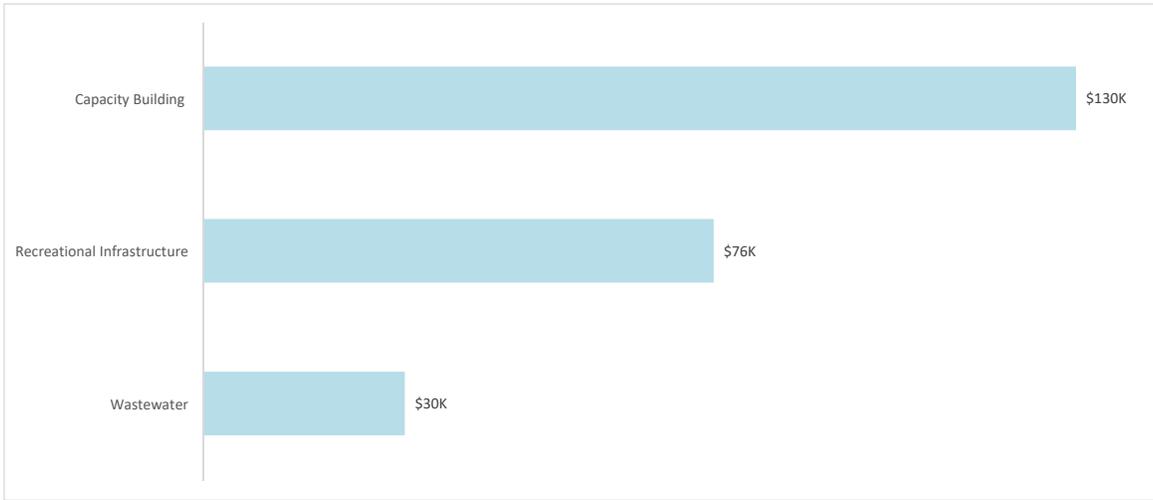
| Eligible Project Categories |
|------------------------------|
| Local roads, bridges |
| Short-sea shipping |
| Short-line rail |
| Regional and local airports |
| Broadband connectivity |
| Public transit |
| Drinking water |
| Wastewater |
| Solid waste |
| Community energy systems |
| Brownfield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

All EAs combined by Project Category (JDF, SSI, SGI)

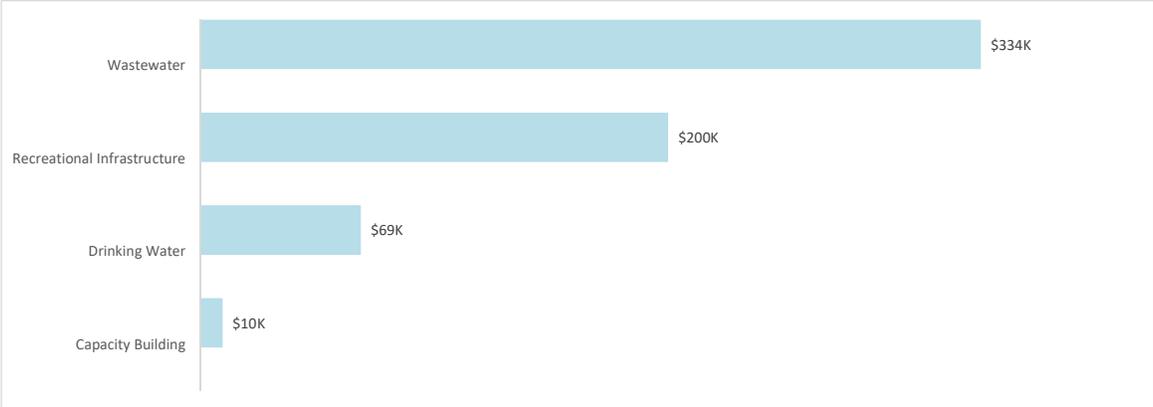


Each EA by Project Category

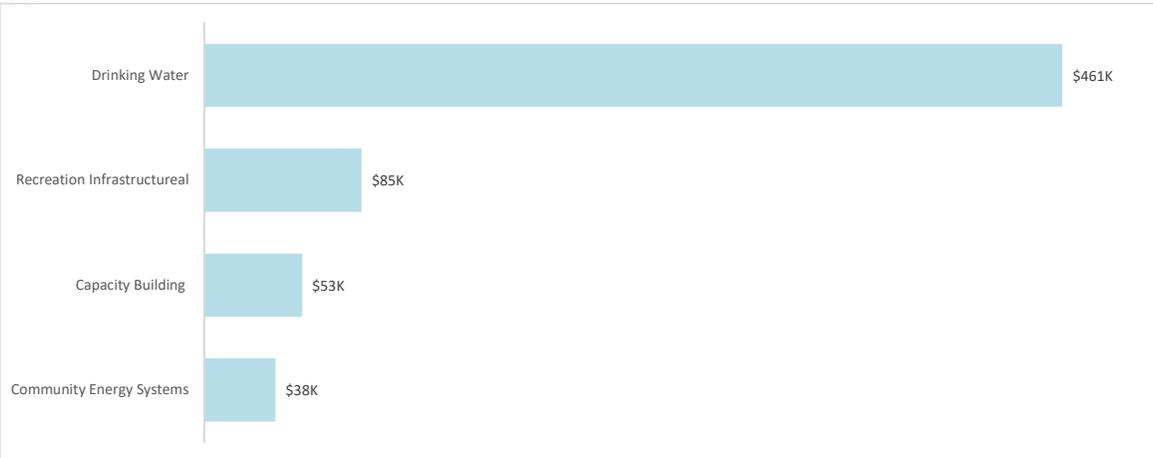
JDF



SSI

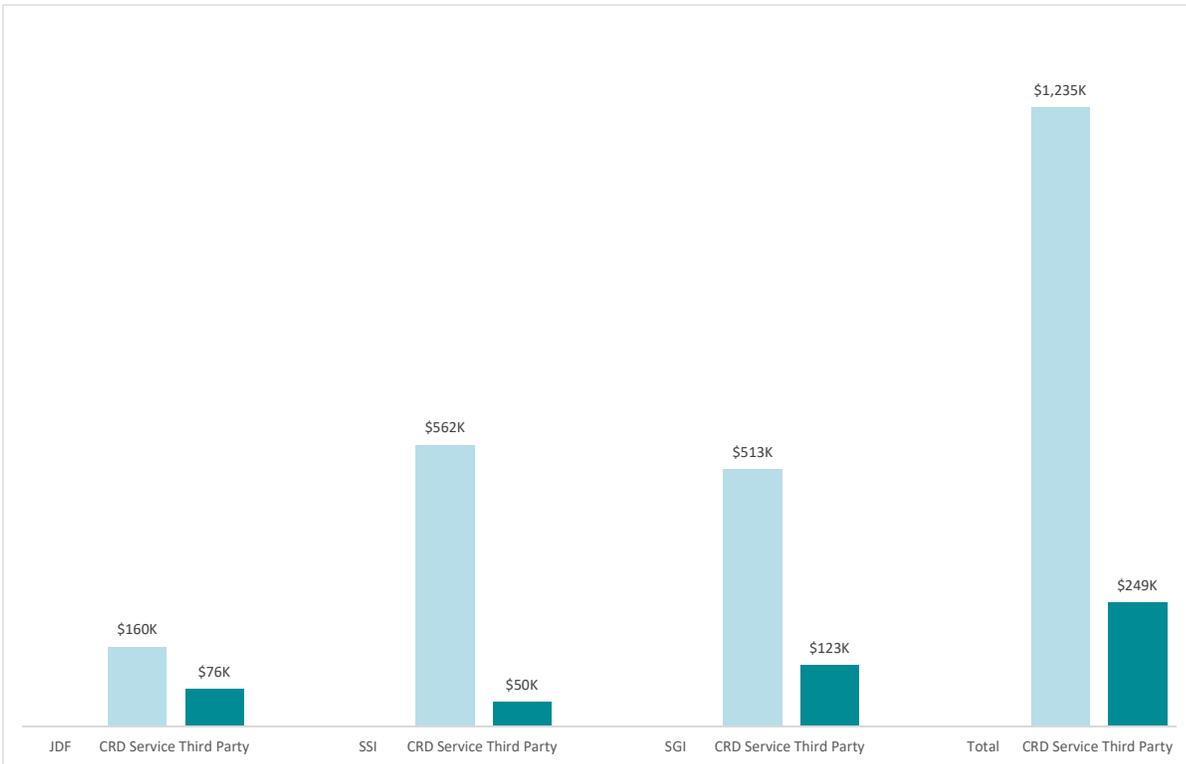


SGI



Electoral Area by Recipient Type

The following graph provides a summary of grants provided to CRD Services and Third Parties in each EA (and collectively) for 2021.





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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 13, 2022

SUBJECT 2021 Grants-in-Aid Annual Report

ISSUE SUMMARY

This report provides a summary of Electoral Area Grants-in-Aid activity, including COVID-19 Safe Restart Grants, for the period of January 1, 2021, through December 31, 2021.

BACKGROUND

Under the Supplementary Letters Patent (SLP), dated March 24, 1977, and amended April 17, 1985, the Capital Regional District (CRD) has authority to deliver Grants-in-Aid (GIA) within the Electoral Areas (EA). These are one-time grants provided through tax requisition to community non-profit organizations or societies that deliver projects in the Juan de Fuca (JDF), Salt Spring Island (SSI), and Southern Gulf Islands (SGI) EAs.

GIA budgets are determined through the annual planning process in consultation with each EA Director. Applications are accepted on a rolling basis and are reviewed throughout the year. With support from the EA Director, projects are selected based upon demonstrated benefit to the community and in alignment with GIA guidelines. In principle, GIA fund special projects and activities beyond the scope of CRD services and are excluded from requisition funding. Appendix A details GIA awarded in 2021.

COVID-19 Safe Restart Grants

The Safe Restart Grants were transferred to Local Governments to provide relief and recovery from financial impacts due to the pandemic. The existing SLP provided the authority for the CRD to administer a separate Safe Restart Program. Through consultation with each EA Director, funds were directed to various initiatives. Appendix B details Safe Restart awards in 2021.

IMPLICATIONS

Service Delivery Implications

GIA provide local funding for events, small capital requests, and special one-time projects in alignment with community needs and benefit residents in each EA. They often serve as a critical source of funding for projects that are out of scope and excluded from CRD service mandates.

Safe Restart Grants were available to organizations impacted by COVID-19 where many applications highlighted revenue loss as a driver for support. Numerous facilities were closed or operated at reduced capacity with health restrictions following provincial orders and guidelines.

Financial Implications

2021 Activity

The following two tables provide a summary of grants awarded to EAs under the core GIA and supplementary Safe Restart GIA programs in 2021. Projects funded by core GIA in 2020 are provided for comparison.

Table 1: Core - GIA Awarded for 2021

| EA | 2021 | | | 2020 | | |
|--------------|----------------|-------------------|---------------------|----------------|-------------------|---------------------|
| | Budget (\$) | # of Applications | Amount Awarded (\$) | Budget (\$) | # of Applications | Amount Awarded (\$) |
| JDF | 35,375 | 1 | 250 | 40,000 | 2 | 3,500 |
| SSI | 54,398 | 8 | 32,951 | 43,000 | 10 | 36,350 |
| SGI | 100,000 | 25 | 97,807 | 60,000 | 16 | 59,905 |
| Total | 189,773 | 34 | 131,008 | 143,000 | 28 | 99,755 |

Table 2: Supplementary - Safe Restart GIA Awarded for 2021

| EA | 2021 | | | |
|--------------|----------------|-------------------|---------------------|----------------------|
| | Budget (\$) | # of Applications | Amount Awarded (\$) | Funds remaining (\$) |
| JDF | 61,078 | 7 | 42,573 | 18,505 |
| SSI | 35,000 | - | - | 35,000 |
| SGI | 113,000 | 14 | 113,000 | - |
| Total | 209,078 | 21 | 155,573 | 53,505 |

EAs with a balance in Safe Restart GIA funds at the end of December 31, 2021, were carried forward into 2022.

CONCLUSION

Grants-in-Aid are available to non-profit agencies and societies delivering projects in the Electoral Areas. This year, organizations were able to access COVID-19 relief funding through the Safe Restart GIA Program. EA Directors review and support GIA and Safe Restart GIA requests. Staff assess eligibility of applications using program guidelines.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional Board:
That the 2021 Grants-in-Aid Annual Report be received for information.

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

ATTACHMENT(S)

Appendix A: 2021 Electoral Areas Grants-in-Aid Awarded

Appendix B: 2021 Electoral Areas Safe Restart Grants-in-Aid Awarded

Appendix A 2021 Electoral Areas Grants-in-Aid Awarded

Total Amount Awarded to Projects: \$131,008

Total Number of Projects: 34

JUAN DE FUCA (\$250)

| No. | Applicant | Project | Amount Awarded (\$) |
|--------------|----------------------------------|---|---------------------|
| 1 | Port Renfrew Chamber of Commerce | Welcome to Port Renfrew Site Beautification | 250 |
| Total | | | 250 |

SALT SPRING ISLAND (\$32,951)

| No. | Applicant | Project | Amount Awarded (\$) |
|--------------|--|--|---------------------|
| 1 | Transition Salt Spring Society | Climate Action Plan 2.0 | 5,000 |
| 2 | Salt Spring Island Chamber of Commerce | Visitor Information Centre Improvements | 5,000 |
| 3 | Islanders Working Against Violence | Croftonbrook Affordable Housing - Photo Voltaic System Installation | 5,000 |
| 4 | Lady Minto Hospital Auxiliary Society | Computer System Upgrade and Lockable Filing Cabinets | 4,954 |
| 5 | Salt Spring Island Rowing Club | Equipment and Upgrades for Rowing Club | 4,897 |
| 6 | Graffiti Theatre Company Society | Salt Spring Island Arts and Cultural Facilities Framework | 3,500 |
| 7 | Bike Victoria Society | Everyone Rides Grades 4 and 5 Program | 2,600 |
| 8 | Island Pathways | Replanting Trees and Shrubs and Salish Sea Trail Network Support (*Approved for \$4,000, Returned \$2,000) | 2,000 |
| Total | | | 32,951 |

SOUTHERN GULF ISLANDS (\$97,807)

| No. | Applicant | Project | Amount Awarded (\$) |
|--------------|---|---|---------------------|
| 1 | Southern Gulf Islands Community Resource Centre Society | Restructuring for Long-term Sustainability during COVID-19 | 10,000 |
| 2 | Gulf Islands Galisle Affordable Rental Housing Society | Affordable Housing Water Management Plan and Septic Plan | 6,000 |
| 3 | Mayne Island Housing Society | Affordable Housing Predevelopment Assessments | 6,000 |
| 4 | South Pender Historical Society | Educational Video | 5,000 |
| 5 | Coast Salish Peoples of Galiano Society | Southern Gulf Islands Indigenous Database | 5,000 |
| 6 | Magic Lake Property Owners' Society | Magic Lakes Research on Demographics and Governance | 5,000 |
| 7 | Galiano Museum Society | Wooden Shelter for Road and Address Sign | 5,000 |
| 8 | Piers Island Association | Recycling and Waste Removal Event | 5,000 |
| 9 | Transition Salt Spring Society | Climate Action Coach Program for the Southern Gulf Islands | 5,000 |
| 10 | South Pender Historical Society | Educational Video - Additional Request | 5,000 |
| 11 | Village Bay Improvement Association | Village Bay Seaweed Removal | 4,500 |
| 12 | Southern Gulf Islands Community Resource Centre Society | Training Certification and Education Course | 4,000 |
| 13 | Ptarmigan Arts Society | SGI Reconciliation Website Creation | 4,000 |
| 14 | Mayne Island Volunteer Firefighters Association | Sea Can for Paddy Lambert Memorial Hall User Groups | 3,500 |
| 15 | Mayne Island Housing Society | Salish Grove Development Water License Purchase | 3,500 |
| 16 | Mayne Island Food Bank | Sea Cans for Food Storage | 3,300 |
| 17 | Salish Sea Marine Rescue Society | Electronic Communication Headsets during COVID-19 | 3,000 |
| 18 | Galiano Conservancy Association | Musical Walkalong for Learning Event | 3,000 |
| 19 | Cliffside Publishing | Saturna Island Oral History | 2,280 |
| 20 | Galiano Affordable Living Initiative Society | Community Information Resources | 2,200 |
| 21 | Galiano Island Literacy Festival | Galiano Island Literary Festival Capital Equipment Purchase | 2,160 |
| 22 | Saturna Island Marine and Research Education Society | Lyall Harbour Ecosystem Restoration | 2,150 |
| 23 | Mayne Island Conservancy Society | Native Plant Nursey Upgrades | 2,000 |
| 24 | Mayne Island Community Centre Society | Bike Rack project | 638 |
| 25 | Epicentre Family Cooperative | Friday Forest School Start-Up Costs | 579 |
| Total | | | 97,807 |

Appendix B 2021 Electoral Areas Safe Restart Grants-in-Aid Awarded

Total Amount Awarded to Projects: \$155,573

Total Number of Projects: 21

JUAN DE FUCA (\$42,573)

| No. | Applicant | Project | Amount Awarded (\$) |
|--------------|--|--|---------------------|
| 1 | Shirley Community Association | 2020 Shirley Hall Revenue Shortfalls | 12,410 |
| 2 | Willis Point Community Association | 2020 Willis Point Revenue Shortfalls | 5,163 |
| 3 | Sheringham Point Lighthouse Preservation Society | 2020 Sheringham Point Lighthouse Preservation Society Revenue Shortfalls | 5,000 |
| 4 | Royal Canadian Legion Branch 54 Sooke | 2020 Royal Canadian Legion Branch 54 Sooke Revenue Shortfalls | 5,000 |
| 5 | Sooke Community Association | 2020 Sooke Community Association Revenue Shortfalls | 5,000 |
| 6 | Rotary Club of Sooke | 2020 Rotary Club of Sooke Revenue Shortfalls | 5,000 |
| 7 | Sooke Food Bank | Sooke Food Bank Food Hampers COVID-19 Support | 5,000 |
| Total | | | 42,573 |

SOUTHERN GULF ISLANDS (\$113,000)

| No. | Applicant | Project | Amount Awarded (\$) |
|--------------|--|---|---------------------|
| 1 | Pender Island Recreation and Agricultural Hall Association | Facility Re-opening, Operating, and Computer Costs during COVID-19 | 27,000 |
| 2 | Saturna Community Club | Saturna Community Club Revenue Shortfalls | 20,000 |
| 3 | Galiano Island Recycling Resources Society | Lost Fundraising Revenue and Redirectory Re-opening Costs | 12,000 |
| 4 | Saturna Recreation Centre Society | Saturna Island Recreation and Cultural Centre Re-opening | 7,200 |
| 5 | Salish Sea Inter Island Transportation Society | Operational Funding / Revenue Shortfalls for COVID-19 Recovery – Tour des Isles Festival 2022 Event | 5,228 |
| 6 | Galiano Activity Centre Society | Enhanced Outdoor Programming during COVID-19 | 5,000 |
| 7 | Yellowhouse Art Centre Society | Arts Programming Media Equipment during COVID-19 | 5,000 |
| 8 | Pender Islands Conservancy Association | Facility Support during COVID-19 – Pender Island Conservancy Nature Centre | 5,000 |
| 9 | Epicentre Youth and Family Cooperative | Operational Funding for COVID-19 Recovery – Restart Youth Programming | 5,000 |
| 10 | Institute for Multidisciplinary Research in Salish Sea | Operational Funding for COVID-19 Recovery – Strategic Plan and Fundraising Campaign | 5,000 |
| 11 | Galiano Affordable Housing Living Initiative | GALI Revenue Shortfalls during COVID-19 | 4,800 |
| 12 | Active/Passive Performance Society | Video Production Package Request for Online Streaming during COVID-19 | 4,772 |
| 13 | Galiano Museum Society | Operational Funding for COVID-19 Recovery – Landscaping/Virtual Computer Equipment | 4,000 |
| 14 | Seed Library of Galiano | Seed Library of Galiano Website Development – Increase in Demand during COVID-19 | 3,000 |
| Total | | | 113,000 |

SALT SPRING ISLAND (\$-)

As of December 31, 2021, Salt Spring has not awarded Safe Restart Grants-in-Aid funds to projects.



Making a difference...together

MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, January 11, 2022 at 9:30 a.m., in the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: M. Fossil (Chair) (EP); J. Deschenes (Vice Chair) (EP); W. Foster (EP); K. Heslop (EP); D. Reed (EP); P. Brent (EP)
Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations (EP); M. Cowley, Manager, Regional Wastewater; M. Bona, Project Engineer; T. Duthie, Manager, Administrative Services; M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS: D. Howe, Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:32 a.m.

1. APPROVAL OF AGENDA

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

CARRIED

2. ELECTION OF VICE CHAIR

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

P. Brent nominated J. Deschenes. J. Deschenes accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared J. Deschenes Vice Chair of the Magic Lake Estates Water and Sewer Committee for the term ending October 31, 2022 by acclamation.

3. ADOPTION OF MINUTES

MOVED by J. Deschenes, **SECONDED** by W. Foster,
That the minutes of the December 14, 2021 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair thanked J. Deschenes for standing as Vice Chair for 2022.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. COMMITTEE BUSINESS

6.1. Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades RFP 2021-732 Consulting Services Contract

M. Cowley introduced the report and provided an overview of the key factors leading to the recommendation.

M. Cowley advised that staff will provide a change order recommendation to add programming costs into the contract once the detailed design is complete. An allowance has been created for programming to be done by Capital Regional District (CRD) staff, however, if the programming work is completed through the consultant, it will be fundable through the grant.

Staff responded to a question from the Committee regarding programming. Staff advised the programming language for functions of the valves, pumps, and blowers need to be integrated and programmed, which will result in the functions being automated.

MOVED by J. Deschenes, **SECONDED** by P. Brent,
The Magic Lake Estates Water and Sewer Committee recommends the award of Contract 2021-732, Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades – Consulting Engineering Services, in the amount of \$795,771 plus GST.

CARRIED

6.2. 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. The project is currently on schedule and on budget.

6.3. Wastewater Update [Verbal]

M. Cowley provided a verbal update on the following:

Collection System Upgrades

- Triahn Enterprises Ltd. has reached Substantial Completion as of December 17, 2021 and issued a notice of completion. Triahn is still completing minor deficiencies and clean-up work.
- Triahn has indicated that the eight leaky tie-in manholes are now sealed. Some of them were inspected on December 16 and leaks were not evident. The remaining ones will be inspected as part of the final inspection after all the deficiencies are complete. There have been no exceedances at Schooner since December 19/20. Due to the recent snow and rain events, there was an exceedance at Cannon.
- Any on-going deficiencies such as ground settlement, seeding, etc. will be documented and completed prior to the one-year warranty.
- The actual construction cost to end of December is \$2,082,640. The estimated cost to complete the contract is about \$2.2 million depending on the final quantities.

Investing in Canada Infrastructure Grant – Pump Station & Wastewater Treatment Plant (WWTP) Upgrades - Phase 2 & 3

- A request for proposal (RFP) was issued on October 29, 2021 and closed on December 6, 2021 to request proposals from consultants to complete the design and construction management of the upgrades. Four proposals were received.
- The plan is to complete the design by summer 2022, tender in late summer, and start construction in the fall subject to obtaining all regulatory approvals.
- Updates will be posted on the CRD website and can be included in the Pender Post as the design work progresses.

Staff responded to a question from the Committee regarding leaks in the wastewater and sewer pipe manholes. Staff advised there is no evidence of leakage coming through the new pipe and new manholes installed by Trihan, and a complete closed-circuit television (CCTV) inspection took place and no leaks were detected. Staff advised it is suspected that the leakage coming into the system is from the private side and the remainder of the collection system that has not been upgraded.

6.4. Operations Update [Verbal]

M. McCrank provided a verbal update on the following:

Water Operations Highlights:

- Dec 17th – Activate dam emergency response due to a 3.8 magnitude earthquake.
- Dec 20th – Water system service line leak repairs and environmental reporting 2767/2769 Schooner Way.
- Dec 28th – Emergency response to Schooner Pressure Regulating Station (PRS) due to freezing. The station is now fully isolated, the damage is being assessed and equipment will likely be repaired or replaced in the PRS.
- Dec 28th – Water system leak repairs and environmental reporting 2666 Schooner Way, which has been addressed and repaired.
- Dec 28th – Emergency response to water main freezing which is the primary supply feed to the Captains Reservoir pressure zone.

Wastewater Operations Highlights:

- Multiple Days – Emergency response to Schooner WWTP oxidation ditch high level alarms.
- Dec 22nd – Corrective maintenance Schooner WWTP air blower variable frequency drive (VFD). The VFD must be replaced due to failure, and will cost approximately \$5,000.
- Dec 28th – Additional maintenance Schooner WWTP due to cold weather event and freezing of some infrastructure.

Capital Improvement work by Infrastructure Operations:

- Buck Lake Building Lighting Upgrade:
 - Supplies and equipment procured; final preparations and installation schedule being reviewed.

Staff responded to questions from the Committee regarding the water main freezing, and the length of water main that is above ground. Staff advised the above-ground portion of the water main is approximately 150 meters to 200 meters in length. Part of the water main is above ground due to crossing over a retaining wall. As this water main does not run continuously, options to prevent freezing are to insulate, heat trace, or bury.

6.5. Grants Discussion [Verbal]

There was no discussion.

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

Ian Jesney advised the Committee of a vacancy on the Committee.

9. ADJOURNMENT

MOVED by K. Heslop, **SECONDED** by J. Deschenes,
That the January 11, 2022 meeting be adjourned at 10:05.

CARRIED

CHAIR

SECRETARY

**Mayne Island Parks and Recreation Commission
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5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period January 1 - 31, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
That the Treasurer's report for the period January 1 - 31, 2022 be approved as presented.
CARRIED

It was reported that:

- The CRD issues the Estimated Budget for 2022 in February and the Final Budget in March at which time it will be recorded on the Treasurer's Report
- The December 31, 2021 Final Report was received and some adjustments to the capital balances carried forward are expected.

5.1.2. Well registrations and fees

- It was reported that three wells were currently being registered; however, an additional well at the Japanese Memorial Garden must also be registered and the Province will charge an annual fee from 2016 onward but without penalty; and, each well license will be charged \$50 per year.
- Commissioner Bell will confirm how many active and inactive wells there are.

MOVED by Commissioner Bell, **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission approve the payment of \$1079.09 to complete the provincial well licence registrations for the wells located at Dinner Bay, Miners Bay and Cotton Park.

CARRIED

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Dinner Bay and Miners Bay washroom painting will be done the end of February or during the first week of March. Washrooms will be closed during this time.
- The Lions building licensing agreement remains outstanding.
- A lock has been installed on the food digester.
- Commissioner Banelis will arrange for the oven in the Adachi Pavilion to be dropped off for repairs and picked up afterwards.
- WHMIS, a part of occupational health and safety requirements, was discussed and it was agreed that Commissioner Banelis would provide a list at the next meeting to assist on deciding on elements to include in a MIPRC Safety Program Manual.
- Commissioner Banelis will check whether Lance Shook is willing to purchase the gasoline under the MIPRC account.

5.2.2. Review and Approve Supplement to the Commissioner's Handbook

- The review and approval of this item to be done at the March meeting.

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- Commissioner Kilpatrick will circulate the organizational chart he is using for the website build.
- There is no change to the Land Acquisition Guidelines at this time. They will be included as a draft document.
- Email protocols were revised.

5.2.3. Trail/parking lot tree and safety assessment program

- It was reported that: two trails in Henderson Park have been assessed; Don Herbert Trail had a couple of trees removed; and a trail to Beechwood Drive will be patrolled on Saturday with steps being fixed or replaced.
- Discussed the requirement for an arborist to assess trees near parking lots and trails every four to five years and that commissioners accompany the arborist during the assessment.
- It was agreed that Commissioners Askin, Banelis and Wright will discuss this requirement with the contracted arborists.

5.2.4. Commissioner orientation questions and specific areas of interest

No issues identified.

5.2.5. Upcoming events/park activity plans/Facebook

- A Lions application for a barbeque is expected.
- Planning is anticipated for one cultural and one physical activity by spring/summer.
- Discussed Facebook promotion of MIPRC activities.

5.2.6. Commissioner Retreat – set date in June; suggested topics

- It was agreed that the retreat be scheduled on June 10th or 17th.
- Current topics are: status of Five-Year Master Plan, succession planning and land altering matters.
- The Commissioner Retreat will remain on the agenda to add topics for discussion.

5.3. Committees

5.3.1. Land Acquisition

Update following Committee of the Whole meeting February 10, 2022: A successful brainstorming session was held with more work to follow.

5.3.2. Information Technology

- a) Proposal regarding website; logo modification; domain name renewal:
 - Commissioner Kilpatrick will circulate website suggestions.
 - Commissioners reviewed the proposed logo revision which generated discussion, but no consensus was reached.
 - The domain name miprc.ca has been renewed.
- b) Donations and e-transfer possibilities external to CRD:
 - It was commented that the Japanese Memorial Garden gets numerous requests for e-transfers.

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- Discussed the necessity for CRD involvement although there is no e-transfer capacity through CRD.
- The Treasurer will investigate some details of the current bank account process and report back.

5.3.3. Fitness Track

a) Position report:

- Commissioners Kilpatrick, Kestutis and Schneider met and reviewed the 0.6 km loop.
- A cost estimate for the build was considered to be \$16K to \$24K excluding shipping charges and drainage work.
- It was suggested the work be approached in a two-stage phase with the pavilion side being done first as this area is drier and would be an easier build between the water, the horseshoe pit and the road.
- Discussed track surface options and it was determined that, although playground mulch is environmentally friendly, it is the most expensive and quickly requires replacement. It was suggested that a fabric covered by three inches of rough stone base and a ¾ crush stone topping be used.
- Discussed whether to use the \$15K budget to accomplish half the build or to defer the project until more budget is available.
- Discussed placing the three fitness stations beside the playground between the washrooms building and spaced away from the Adachi Pavilion. This would allow adults to use the equipment while watching their children.
- Discussed the longer-term development of the project through a master plan with a phased approach and additional funding if the track and equipment is used and liked.

b) Feedback from *MayneLiner* request for input:
No feedback provided.

5.3.4. Memorial Plaques

Result of inquiry regarding Miners Bay Notice Board: This is back to the committee although no request for plaques have been received.

5.3.5. Fallow Deer

It was reported that:

- Fallow deer hunting is restricted to bows and shotguns only;
- The restrictions will likely reduce the number of successful hunts;
- The Conservancy awaits a long-term view to address the situation;
- Culls are not an option; and
- Survey input was received and outcome is pending.

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5.4. Parks

5.4.1. Miners Bay

UV light update:

- It was reported that the system shorted out when the new UV light was installed.
- Discussed replacement of parts or the purchase of a new system.
- It was commented that Dinner Bay may also experience issues with its aging system.
- Commissioners Bell, Banelis and Wright will discuss and present a plan for the next meeting.

5.4.2. Dinner Bay

Donation boxes – Disc Golf/Putting Green:

- The disc golf course will be ready for a tournament in May.
- Discussed potentially removing the donation boxes for the putting green and disc golf course.
- It was stated that donations do not impact the CRD budget.
- Commissioner Banelis will consider the donation box situation and report back at the next meeting.

5.4.3. Japanese Memorial Garden

- July 24th is the date proposed for the Art Show.
- First bridge deck was replaced yesterday and the zigzag bridge is next for repair with some wood donations having been received.

5.4.4. Cotton Park

Nothing to report

5.4.5. Emma and Felix Jack Park

Update regarding Islands Trust; meeting at park on February 20 at 1:30 pm:

- Due to the cancellation of the Local Trust Committee meeting in January, no action occurred regarding the rezoning letter.
- Commissioners will meet with Johnny Aitken at the park on February 20th at 1:30 pm.
- It is presumed the rezoning request will be on the February 28th Local Trust Committee agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis that Commissioner Kilpatrick be authorized to speak on behalf of the Mayne Island Parks and Recreation Commission on February 28th at the Local Trust Committee meeting regarding rezoning of Emma and Felix Jack Park.

CARRIED.

5.4.6. Anson Road/Pocket Parks

- a) Remediation work at Anson Road and native plant relocation update:
Commissioner Banelis will write to the CRD project contact for a status update.

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- b) Charter Road/Club Crescent tree removal update:
 - The arborist has provided an assessment;
 - The tree is not on Parks property but is on the Right of Way; and
 - Removal of the tree does not fall within the responsibility of MIPRC.

5.4.7. Village Bay Park

- Discussed the information provided that the trail guardian frequently removes large pieces of garbage left in the park and the fact that garbage removal is not within the MIPRC's current cleaning services contract. Commissioner Schneider has encouraged the trail guardian to contact her.
- It was agreed to place a yard of gravel on the trail by the wishing well to raise the grade and decrease the mud.

5.4.8. Henderson Park and Trail Network Development

- a) Henderson Park – main considerations were some trees that needed removal and some steps that needed repair.
- b) Conconi Reef - Agreements with MPID and Hydro
Comments were made that: the redlined agreement with the Improvement District and Hydro to be looked over; a geotech exam is necessary; expanding the trail network is an interest; and the shifting slope is creating dangerous trees.
- c) Refined Estimate for Access Road Repair at Henderson Park and Motion
 - It was reported that repairs are unnecessary on the right side of the access road, but erosion is a problem.
 - It was agreed that three yards of gravel will be acquired to place at this site as well as at Village Bay Park.

5.4.9. David Cove Boat Ramp

- It was reported that there is serious erosion of asphalt above the cement.
- A response from Stephen Henderson, CRD Property Manager, is pending.

6. Correspondence/Meetings

- 6.1. Email correspondence on CRD integrated transportation function and survey.
- 6.2. Continued correspondence with CRD re: boat ramp tenure renewal and DFO review.
- 6.3. Email correspondence with CRD regarding well registrations.
- 6.4. Confirmed meeting with Johnny Aitken and the commission at Emma and Felix Jack Park on Sunday, February 20 at 1:30 pm.
- 6.5. Internal correspondence regarding gates at entrance to Edith Point.
- 6.6. Commissioner Orientation scheduled for February 24 via Zoom.
- 6.7. Email correspondence with CRD regarding e-transfer capability.
- 6.8. Interview request regarding pickleball and reply via CRD.
- 6.9. Email correspondence from the Mayne Island Conservancy Society regarding survey on fallow deer management.
- 6.10. Correspondence from CRD Regional Parks re: update on Village Bay to Miners Bay trail.

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- 6.11. Email correspondence with CRD re: in house tractor maintenance and requirement for service by CRD employees.
- 6.12. Email correspondence with MI Reading Society regarding new signs on entrance archway.
- 6.13. Two emails from concerned neighbours regarding pickleball at Dinner Bay Park.
- 6.14. Email correspondence from the Lions regarding Easter celebrations.

7. New Business

- 7.1. Discussion regarding MIPRC public relations within the community and powers:
Deferred to the Commissioners Retreat

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

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

The meeting adjourned at 5:10 pm

APPROVED BY

MARCH 10, 2022

Debra Bell, Chair

DATE

ORIGINAL SIGNED BY

Lauren Edwards, Recorder