



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, May 11, 2022

9:30 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. [22-324](#) Minutes of the April 13, 2022 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of April 13, 2022 be adopted as circulated.

Attachments: [Minutes - April 13, 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.

5.1. [22-327](#) Delegation - Rob Fenton; Resident of Southern Gulf Islands; Re: Agenda Item 6.2.: Southern Gulf Islands Housing Strategy

6. Committee Business

6.1. [22-310](#) SGI and JDF Local Service Committee/Commission Bylaw Amendments
- Annual General Meeting and Appointments

Recommendation: That the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1) That Bylaw No. 4446 cited as, "Lyal Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 2) That Bylaw No. 4446 be adopted.
- 3) That Bylaw No. 4447 cited as, "Magic Lake Estates Water and Sewer Committee Bylaw 1995, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 4) That Bylaw No. 4447 be adopted.
- 5) That Bylaw No. 4448 cited as, "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 6) That Bylaw No. 4448 be adopted.
- 7) That Bylaw No. 4449 cited as, "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 8) That Bylaw No. 4449 be adopted.
- 9) That Bylaw No. 4450 cited as, "Skana Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 10) That Bylaw No. 4450 be adopted.
- 11) That Bylaw No. 4451 cited as, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 4, 2022", be introduced and read a first, second, and third time.
- 12) That Bylaw No. 4451 be adopted.
- 13) That Bylaw No. 4452 cited as, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 14) That Bylaw No. 4452 be adopted.

(NWA, 2/3 on adoption)

Attachments: [Staff Report: SGI & JDF Local Service Bylaw Amendments – AGM & Appts.](#)
[Appendix A: Bylaw No. 4446 \(Lyll Harbour Boot Cove\)](#)
[Appendix B: Bylaw No. 4446 - Redlined](#)
[Appendix C: Bylaw No. 4447 \(Magic Lake Estates\)](#)
[Appendix D: Bylaw No. 4447 - Redlined](#)
[Appendix E: Bylaw No. 4448 \(Sticks Allison \)](#)
[Appendix F: Bylaw No. 4448 - Redlined](#)
[Appendix G: Bylaw No. 4449 \(Surfside Park Estates\)](#)
[Appendix H: Bylaw No 4449 - Redlined](#)
[Appendix I: Bylaw No. 4450 \(Skana Water\)](#)
[Appendix J: Bylaw No. 4450 - Redlined](#)
[Appendix K: Bylaw No. 4451 \(Port Renfrew Utility\)](#)
[Appendix L: Bylaw No. 4451 - Redlined](#)
[Appendix M: Bylaw No. 4452 \(Wilderness Mountain\)](#)
[Appendix N: Bylaw No. 4452 - Redlined](#)

6.2. [22-273](#) Southern Gulf Islands Housing Strategy

Recommendation: The Electoral Areas Committee recommends the Capital Regional District Board:
That the Southern Gulf Islands Housing Strategy be endorsed.
(NWA)

Attachments: [Staff Report: Southern Gulf Islands Housing Strategy](#)
[Appendix A: SGI Housing Strategy](#)
[Appendix B: SGI Market Analysis March 2022](#)

6.3. [22-326](#) Connectivity Status Verbal Update

Recommendation: There is no recommendation. The verbal update is for information only.

6.4. [22-287](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:
a) Mayne Island Parks and Recreation Commission minutes of March 10, 2022

Attachments: [Minutes: Mayne Island Parks & Rec Commiss-March 10, 2022](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is June 8, 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, April 13, 2022

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

Regrets: Director D. Howe

The meeting was called to order at 11:38 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Plant, SECONDED by Alternate Director Brent,
That the agenda for the April 13, 2022 Electoral Areas Committee meeting be
approved as amended to include the following three (3) items of new business:**
1) connectivity initiation;
2) local community commission; and
3) Association of Vancouver Island and Coastal Communities (AVICC) update
CARRIED

3. Adoption of Minutes

3.1. [22-210](#) Minutes of the March 9, 2022 Electoral Areas Committee Meeting

**MOVED by Director Plant, SECONDED by Alternate Director Brent,
That the minutes of the Electoral Areas Committee meeting of March 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. [22-207](#) Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant

S. Carby spoke to Item 6.1.

Discussion ensued on the type of equipment referenced in the staff report.

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

CARRIED

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

N. Chan spoke to Item 6.2.

The committee thanked staff for their guidance.

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

That the 2021 Community Works Fund Annual Report be received for information.

CARRIED

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

N. Chan spoke to Item 6.3.

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional Board:
That the 2021 Grants-in-Aid Annual Report be received for information.**

CARRIED

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

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

CARRIED

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

Director Holman requested that staff provide a status update on the Connectivity Initiative at the next Electoral Areas Committee meeting.

Director Holman provided an update on the Salt Spring Island Local Community Commission. Staff are working with Director Holman to bring a report back to this committee ahead of the July Board.

Staff provided an update on the Association of Vancouver Island and Coastal Communities (AVICC) panel's recommendations around pursuing governance reforms for regional districts.

9. Adjournment

MOVED by Alternate Director Brent, **SECONDED** by Director Holman,
That the April 13, 2022 Electoral Areas Committee meeting be adjourned at 12:04 pm.
CARRIED

CHAIR

RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MAY 11, 2022**

SUBJECT **SGI and JDF Local Service Committee/Commission Bylaw Amendments – Annual General Meeting and Appointments**

ISSUE SUMMARY

To amend the Juan de Fuca and Southern Gulf Islands Electoral Areas water, sewer and utility local service bylaws to remove the requirement for annual general meetings, set out a consistent and transparent process to nominate and appoint committee members and commissioners, and to align budget approval timing with Finance Department direction.

BACKGROUND

The Southern Gulf Islands and the Juan de Fuca Electoral Areas have a large number of local water, sewer, and utility commissions and committees (Commissions). Currently, to fill membership vacancies, these bylaws require an Annual General Meeting (AGM) for the purpose of soliciting nominations or conducting an election. At such a meeting, no other business is conducted or permitted, and this process is not legislated or required by the *Local Government Act* or the *Community Charter*.

Historically, public attendance is low and it is difficult to fill vacancies through the current process due to the level of participation, partly due to absentee owners in some areas. Further, there is no way to verify how a nominee is associated with the service during the AGM process. The costs associated with holding AGM's have not been considered an effective use of service area funds, given the other budget priorities in the local services.

In lieu of holding AGMs, it is proposed that vacancies be advertised or posted locally for at least thirty days (30), with nominations or expressions of interest accepted by Capital Regional District (CRD) staff similar to other appointment processes. Once nominations close, the Electoral Area Director may review submissions, at their option, with the relevant Commission and will provide an appointment recommendation to the CRD Board. This process will occur between September and December of each year a term expires. Potential commissioners remains those individuals who own property or reside in the service area, subject to alternative wording in the Commission bylaw.

Relating to annual presentations of information, this is not done at an AGM. Annual operating and capital information reports will continue to be provided by Integrated Water Services staff at an open Commission meeting each year and annual water quality reports are published on the CRD website each spring, in accordance with the *Drinking Water Protection Act* (BC) and Island Health requirements.

The services associated with the Juan de Fuca and Southern Gulf Islands water and sewer committees/commissions and the current establishing bylaws are noted below.

Juan de Fuca

- Port Renfrew Utility Services Committee, Bylaw No. 3281
- Wilderness Mountain Water Service Commission, Bylaw No. 3511

Southern Gulf Islands

- Lyall Harbour/Boot Cover Water Local Services Committee, Bylaw No. 1875
- Magic Lake Estates Water and Sewer Committee, Bylaw No. 2339
- Skana Water Service Committee, Bylaw No. 3133
- Sticks Allison Water Local Service Committee, Bylaw No. 2558
- Surfside Park Estates Water Service Committee, Bylaw No. 3131

For clarity, this report and the proposed recommendations within it do not affect local services on Salt Spring Island. Similar amendments may be recommended for the Salt Spring Island Water and Sewer Committee/Commission bylaws in the future.

Other changes relate to standardizing these bylaws, including:

- Appointments are recommended to commence on January 1 of the upcoming year, or for mid-term vacancies, on the date of appointment, and run for a two year period or the balance of the term, as applicable.
- Additional language is added to answer common questions relating to the scope of authority held by administrative committees/commissions, including clarification that commissioners for local service committees do not engage in hands-on work or become involved in individual purchases or contracting, and that these services are provided by CRD staff or contractors and delegated under other instruments.
- Aligning the committee recommendation of the 5-year operating and capital budget for service with the District budget timetable.

ALTERNATIVES

Alternative 1

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

- 1) That Bylaw No. 4446 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 2) That Bylaw No. 4446 be adopted.
- 3) That Bylaw No. 4447 cited as, "Magic Lake Estates Water and Sewer Committee Bylaw 1995, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 4) That Bylaw No. 4447 be adopted.
- 5) That Bylaw No. 4448 cited as, "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 6) That Bylaw No. 4448 be adopted.
- 7) That Bylaw No. 4449 cited as, "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 8) That Bylaw No. 4449 be adopted.

- 9) That Bylaw No. 4450 cited as, “Skana Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022”, be introduced and read a first, second, and third time.
- 10) That Bylaw No. 4450 be adopted.
- 11) That Bylaw No. 4451 cited as, “Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 4, 2022”, be introduced and read a first, second, and third time.
- 12) That Bylaw No. 4451 be adopted.
- 13) That Bylaw No. 4452 cited as, “Wilderness Mountain Water Service Commission Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2022”, be introduced and read a first, second, and third time.
- 14) That Bylaw No. 4452 be adopted.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

While service delivery will not change, it is anticipated that elimination of the local service AGM requirement will save the services in administrative costs. Given that, since March 2020, local service AGMs have not been held, the proposed amendments will be continuing the current status quo for appointments.

Alignment with Existing Plans & Strategies

Many other committees and commissions use a direct nomination and appointment strategy. AGMs are not required for local services nor do they currently serve a purpose for water local services, given information is shared at public meetings and legislated to be disclosed. Nominations can be obtained by individual property owners and residents expressing interest, and on being reviewed by the Electoral Area Director and the committee/commission if required.

Inclusion of language clarifying a commission’s role will provide new commissioners with further guidance, in addition to existing commission materials, explaining their role. While certain commissions, such as electoral area parks commissions, also rely on commissioners taking on a volunteer role, local service commissions act as the directing mind for a service, but do not engage directly in purchasing, contracting, or hands-on work.

Financial Implications

It is expected that an earlier budget submission deadline will lead to consistent submission of budgets for these local services early, on a timeline that will better work for the Finance Department, and ensure appropriate inclusion of these budgets into the CRD’s provisional budget each January.

CONCLUSION

The Southern Gulf Islands (SGI) and the Juan de Fuca (JDF) Electoral Areas have a number of local water, sewer and utility commissions and committees which require an Annual General Meeting (AGM) for the purpose of soliciting and accepting nominations or conducting an election from those individuals who own property or reside within the local service area, in order to fill

committee/commission membership vacancies. It is recommended that in lieu of having an AGM, the SGI and JDF Electoral Area Directors provide an appointment recommendation. Minor changes to provide clarity around a delegated commission and to allow the Chief Financial Officer to direct budget submission dates are also proposed.

RECOMMENDATION

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

- 1) That Bylaw No. 4446 cited as, "Lyll Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 2) That Bylaw No. 4446 be adopted.
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- 13) That Bylaw No. 4452 cited as, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 14) That Bylaw No. 4452 be adopted.

Submitted by:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4446, "Lyll Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 1, 2022"

Appendix B: Bylaw No. 4446 Unofficial Redlined Consolidation

Appendix C: Bylaw No. 4447, "Magic Lake Estates Water and Sewer Committee Bylaw 1995, Amendment Bylaw No. 1, 2022"

Appendix D: Bylaw No. 4447 Unofficial Redlined Consolidation

Appendix E: Bylaw No. 4448, "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2022"

Appendix F: Bylaw No. 4448 Unofficial Redlined Consolidation

Appendix G: Bylaw No. 4449, "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022"

Appendix H: Bylaw No 4449 Unofficial Redlined Consolidation

Appendix I: Bylaw No. 4450, "Skana Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022"

Appendix J: Bylaw No. 4450 Unofficial Redlined Consolidation

Appendix K: Bylaw No. 4451, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 4, 2022"

Appendix L: Bylaw No. 4451 Unofficial Redlined Consolidation

Appendix M: Bylaw No. 4452, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2022"

Appendix N: Bylaw No. 4452 Unofficial Redlined Consolidation

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4446

A BYLAW TO AMEND APPOINTMENTS FOR THE LYALL HARBOUR/BOOT
COVE WATER LOCAL SERVICE COMMITTEE (BYLAW NO. 1875)

WHEREAS:

- A. Under Bylaw No. 1875, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990", the Regional Board established a committee to administer a water supply local service, as well as to hold an in-person annual meeting of electors to solicit nominations for consideration of appointment to the committee by the Board;
- B. Bylaw No. 2920, "Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001", has replaced Bylaw No. 513, "Saturna Island Water Supply and Distribution System Specified Area Establishment and Loan Authorization By-law No. 1, 1978";
- C. The Board wishes to amend Bylaw No. 1875 to remove the requirement for an annual meeting, and to modernize the budget process in line with other local service committees;

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

- 1. Bylaw No. 1875, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990" is hereby amended as follows:
 - (a) Replacing references to Bylaw No. 513 with Bylaw No. 2920;
 - (b) Replacing section 2 in its entirety with the following:
 - 2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.
 - (b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
 - (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.
 - (d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.
 - (e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

- (f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.

(g) Qualified persons serving as committee members serve without remuneration.

(c) By replacing section 3 with the following:

3. The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment.

(d) By replacing section 8 with the following:

8. The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 2920. The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District.

(e) By replacing section 10 in its entirety with the following:

10. Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.

2. This bylaw may be cited for all purposes as “Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 1, 2022”.

READ A FIRST TIME THIS _____th _____ day of _____ 20____

READ A SECOND TIME THIS _____th _____ day of _____ 20____

READ A THIRD TIME THIS _____th _____ day of _____ 20____

ADOPTED THIS th day of 20

CHAIR

CORPORATE OFFICER

APPENDIX B



BYLAW NO. 1875

**LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICES
COMMITTEE BYLAW, 1990**

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED DECEMBER 12, 1990
(Consolidated with Amending Bylaw 4446)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 1875**

**A BYLAW FOR THE ESTABLISHMENT OF THE LYALL HARBOUR/BOOT COVE
WATER LOCAL SERVICES COMMITTEE**

WHEREAS:

The Regional Board of the Capital Regional District has the authority to establish a committee, as a standing committee of the Board, to which it may delegate any or all of the administrative powers of the Regional Board by bylaw adopted by at least two thirds of the votes cast.

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

1. (a) A standing committee to be known as the Lyall Harbour/Boot Cove Water Local Services Committee" is hereby established and shall consist of the Director representing the Electoral Area of the Outer Gulf Islands plus four other persons to be appointed by resolution by the Regional Board, plus the current holder or representative of the holder of Conditional Water License No. 26480.

(b) Of the four persons to be appointed by the Regional Board, all shall be owners or residents of the area as defined in Schedule "A" annexed to ~~Bylaw~~ Bylaw No. 543-2920 and they, as well as the holder of Conditional Water License No. 26480, shall each have one vote on all matters coming before the Committee.

2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.

(b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.

(c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.

(d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.

(e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

(f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.

(g) Qualified persons serving as committee members serve without remuneration. 2. (a) The terms of office of Committee members, other than the Electoral Area Director, shall be for a two

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~~year period, ending December 31 in the second year of appointment. The initial appointment of two members will be for one year, ending December 31 in the first year. (Bylaw 4446)~~

~~(b) By November 1 of each year for terms ending in that calendar year or as needed to fill vacant positions, the Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence on January 1 of the upcoming calendar year, or for vacancies, on the date of appointment. (Bylaw 4446)~~

~~(c) The maximum consecutive terms, other than for the Electoral Area Director, shall be three, for a maximum of six years as a Committee member. At the request of the Electoral Area Director, under unique circumstances, the Regional Board may extend the aforementioned maximum consecutive terms. After a one-year vacancy, a Committee member is eligible for reappointment.~~

(Bylaw
4446)

~~(a) The terms of office of those members of the Committee, other than the Director representing the Electoral Area of the Outer Gulf Islands, shall be for a two-year period, except that the initial appointment of two will be for 1 year.~~

~~(b) The Committee shall hold an Annual General Meeting on or before the last day of November in each year to which the resident electors of the Local Service Area shall be invited to attend by written notice sent by ordinary mail at least one month prior to the date of the Annual General Meeting.~~

~~(c) The Committee shall accept nominations for the members of the Committee to be appointed effective the following January 1st, from the resident electors present at the Annual General Meeting, and if more nominations are received than there are positions to fill, the Committee shall poll the resident electors present at the meeting.~~

~~(d) The name of the persons nominated or the results of the poll under subsection (c) shall be forwarded forthwith after the Annual General Meeting to the Regional Board Secretary, and in any event, before the date when the agendas for the first meeting of the Regional Board in December of that year is distributed to the Regional Directors.~~

3. ~~The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment. The Regional Board shall immediately, upon enactment of this bylaw, appoint persons to act as members of the Committee as provided above. Such appointments to be effective the first day of January 1991, and before the first of January every year thereafter appoint or re-appoint members to the Committee to fill the term of office of those members whose terms expire as of December 31 in each year. The term of office for all appointments after the initial appointment shall be as set out in section 2.~~

(Bylaw 4446) the term of office of those members whose terms expire as of the first of January in each year. The term of office for all appointments after the initial appointment shall be for a two-year period commencing the first day of January following each such appointment or until their successors are appointed.

4. In the event of death, resignation, or disqualification of a member of the Committee, the Regional Board shall appoint a successor for the remainder of the term. The holder of the Conditional Water License shall be a continuous member of the Committee.
5. The Committee shall, each year, elect a Chairperson from amongst its members.

6. A quorum of the Committee is a majority of all members.
7. Rules of Procedure for the Committee shall not be inconsistent with the procedures governing the Regional Board.
8. ~~The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 2920. The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District. The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 513 and, without limiting the generality of the foregoing, the Committee shall establish policies governing the provision and operation of the service including the recommendation of levels of user charges, frontage taxes or parcel taxes to be established by bylaw of the Regional Board. The operational functions of the local service shall be performed by the staff of the Regional District.~~
9. Notwithstanding the provisions of Clause 8, of this Bylaw, the Regional Board retains the right of approval of operational rules, procedures, and policies and the levels of taxes, fees and other charges to be established by Bylaw of the Regional Board.
10. ~~Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.~~
(Bylaw 4446)
~~Upon its establishment, and on or before December of each year, the Committee shall approve an annual budget for the services provided in the local service area which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates, together with estimates for expected revenue, in a form approved by the Treasurer of the Regional Board for the approval of the Regional Board and for inclusion in the Regional Board's provisional and annual budgets.~~
11. No expenditures, other than those provided for in the approved budgets of the Committee as included in the approved budget of the Regional Board, shall be made by the Committee.
12. Any facilities or equipment acquired by the Committee in their administrative capacity shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the Chief Engineer of the Regional District.
13. This Bylaw may be cited as the "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990".

READ A FIRST TIME THIS	28th	DAY OF	November	2001
READ A SECOND TIME THIS	28th	DAY OF	November	2001
READ A THIRD TIME THIS	28th	DAY OF	November	2001

ADOPTED THIS 9th DAY OF January 2001

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4447

A BYLAW TO AMEND APPOINTMENTS FOR THE MAGIC LAKE ESTATES WATER AND SEWER
COMMITTEE (BYLAW NO. 2339)

WHEREAS:

- A. Under Bylaw No. 2339, "Magic Lake Estates Water and Sewer Committee Bylaw 1995", the Regional Board established a committee to administer a water supply local service, as well as to hold an in-person annual meeting of electors to solicit nominations for consideration of appointment to the committee by the Board;
- B. The Board wishes to amend Bylaw No. 2339 to remove the requirement for an annual meeting, and to modernize the budget process in line with other local service committees;

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

- 1. Bylaw No. 2339, "Magic Lake Estates Water and Sewer Committee Bylaw 1995" is hereby amended as follows:
 - (a) Replacing section 2 in its entirety with the following:
 - 2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.
 - (b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
 - (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.
 - (d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.
 - (e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.
 - (f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.
 - (g) Qualified persons serving as committee members serve without remuneration.
 - (b) By replacing section 3 with the following:

3. The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment.

(c) By replacing section 8 with the following:

8. The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaws No. 1873 and 1874. The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District.

(d) By replacing section 10 in its entirety with the following:

10. Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.

2. This bylaw may be cited for all purposes as "Magic Lake Estates Water and Sewer Committee Bylaw 1995, Amendment Bylaw No. 1, 2022".

READ A FIRST TIME THIS	th	day of	202_
READ A SECOND TIME THIS	th	day of	202_
READ A THIRD TIME THIS	th	day of	202_
ADOPTED THIS	th	day of	202_

CHAIR

CORPORATE OFFICER



BYLAW NO. 2339

**MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE BYLAW,
1995**

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED OCTOBER 25, 1995
(Consolidated with Amending Bylaw 4447)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

**CAPITAL REGIONAL DISTRICT
BYLAW NO. XXXX2339**

MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE BYLAW

WHEREAS:

The Regional Board of the Capital Regional District has the authority to establish a committee, as a standing committee of the Board, to which it may delegate any or all of the administrative powers of the Regional Board by bylaw adopted by at least two thirds of the votes cast.

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

1. (a) A standing committee to be known as the "Magic Lake Estates Water and Sewer Committee" is hereby established and shall consist of the Director representing the Electoral Area of the Outer Gulf Islands plus six other persons to be appointed by resolution by the Regional Board. Each person shall have one vote on matters relating to the establishment and operation of the water system as provided for in Bylaw No. 1874. However, only each person resident or owning property within the sewer local service area plus the Director from the Outer Gulf Islands shall have a vote on matters relating to the establishment and operation of the sewer system as provided for in Bylaw No. 1873.

(b) Of the six persons to be appointed by the Regional Board, three shall be residents or property owners of the Magic Lake Estates Water Local Service Area, and three shall be residents or property owners of the Magic Lake Estates Sewer Local Service Area.
2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.

(b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.

(c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.

(d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.

(e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

(f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.

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~~(g) Qualified persons serving as committee members serve without remuneration. (a) The terms of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment. The initial appointment of two members will be for one year, ending December 31 in the first year. (Bylaw 4447)~~

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~~(b) By November 1 of each year for terms ending in that calendar year or as needed to fill vacant positions, the Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence on January 1 of the upcoming calendar year, or for vacancies, on the date of appointment. (Bylaw 4447)~~

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~~(c) The maximum consecutive terms, other than for the Electoral Area Director, shall be three, for a maximum of six years as a Committee member. At the request of the Electoral Area Director, under unique circumstances, the Regional Board may extend the aforementioned maximum consecutive terms. After a one year vacancy, a Committee member is eligible for reappointment.~~

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(Bylaw 4447)

~~(a) The term of office of those members of the committee, other than the Director representing the Electoral Area of the Outer Gulf Islands shall be for a two-year period except that in the initial appointment, three will be for one year.~~

~~(b) The committee shall hold an Annual General meeting on or before the last day of September in each year to which the residents or property owners of the Local Service Area shall be invited to attend by written notice at least one month prior to the date of the Annual General meeting.~~

~~(c) The committee shall accept nominations for the members of the committee to be appointed effective the following November 1, from the residents or property owners present at the Annual General meeting and if more nominations are received than there are positions to fill, the committee shall poll the residents or property owners present at the meeting.~~

~~(d) The names of the persons nominated or the results of the poll under subsection (3) shall be forwarded forthwith after the Annual General meeting to the Regional Board secretary and, in any event, before the date when the agendas for the first meeting of the Regional Board in November of that year is distributed to the Regional Directors.~~

3. ~~The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment. The Regional Board shall immediately, upon enactment of this bylaw, appoint persons to act as members of the committee as provided above. Such appointments to be effective the first day of November. The term of office for all appointments after the initial appointment shall be as set out in section 2.~~

~~(Bylaw 4447) and before the first of November every year thereafter appoint or re-appoint members to the committee to fill the term of office of those members whose terms expire as of the first day of November each year.~~

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4. In the event of death resignation, or disqualification of a member of the committee, the Regional Board shall appoint a successor for the remainder of the term.

5. The committee shall, at its first meeting in each year, elect a Chairperson from amongst its members.

6. A quorum of the committee is a majority of all members.

7. The rules of procedure which govern the Regional Board shall apply to the committee where applicable.

8. The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaws No. 1873 and 1874. The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District.

(Bylaw 4447) ~~The Regional Board hereby delegates to the committee all of the administrative powers of the Regional Board with respect to the provision of the local services as authorized by Bylaws No. 1873 and 1874, and without limiting the generality of the foregoing, the committee shall establish policies governing the provision and operation of the services including the recommendation of levels of user charges, frontage taxes or parcel taxes to be established by bylaw of the Regional Board. The operational functions of the local service shall be performed by the staff of the Regional District.~~

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9. Notwithstanding the provisions of Clause 8, of this bylaw, the Regional Board retains the right of approval of operational rules, procedures, and policies and the levels of taxes, fees and other charges to be established by bylaw of the Regional Board.

10. Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan. Upon its establishment, and in November of each year, the committee shall approve an annual budget for the services provided in the local service areas which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates, together with estimates for expected revenue, in a form approved by the Treasurer of the Regional Board for the approval of the Regional Board and for inclusion in the Regional Board's provisional and annual budgets.

(Bylaw 4447)

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11. No expenditures, other than those provided for in the approved budgets of the committee as included in the approved budget of the Regional Board, shall be made by the committee.

12. Any facilities or equipment acquired by the committee in their administrative capacity shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the Board of the Regional District.

13. Bylaw No. 2247, being the Magic Lake Estates Water and Sewer Committee bylaw is hereby repealed.

14. This Bylaw may be cited as the "Magic Lake Estates Water and Sewer Committee Bylaw, 1995".

READ A FIRST TIME THIS 25th DAY OF October 1995

READ A SECOND TIME THIS 25th DAY OF October 1995

READ A THIRD TIME THIS	25th	DAY OF	October	1995
ADOPTED THIS	25th	DAY OF	October	1995

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CHAIR	CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4448

A BYLAW TO AMEND APPOINTMENTS FOR THE STICKS ALLISON WATER LOCAL SERVICE
COMMITTEE (BYLAW NO. 2558)

WHEREAS:

- A. Under Bylaw No. 2558, "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998", the Regional Board established a committee to administer a water supply local service, as well as to hold an in-person annual meeting of electors to solicit nominations for consideration of appointment to the committee by the Board;
- B. The Board wishes to amend Bylaw No. 2558 to remove the requirement for an annual meeting, and to modernize the budget process in line with other local service committees;

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

1. Bylaw No. 2558, "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998" is hereby amended as follows:

- (a) Replacing section 2 in its entirety with the following:

Nominations and Appointment

2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.
 - (b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
 - (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.
 - (d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.
 - (e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.
 - (f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.
 - (g) Qualified persons serving as committee members serve without remuneration.

- (b) Replacing section 3 in its entirety with the following:

Term of Office

3. The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment.

- (c) Deleting section 4 and renumbering following sections;

- (d) Replacing section 5(a) with the following:

5(a) The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 2556, "Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997". The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery.

- (e) In section 6, Board Powers, replacing the reference to "section 6" with "section 5";

- (f) Replacing section 7(a) in its entirety with the following:

7(a) Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.

2. This bylaw may be cited for all purposes as "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2022".

READ A FIRST TIME THIS	th	day of	202_
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CHAIR

CORPORATE OFFICER



BYLAW NO. 2558

**STICKS ALLISON WATER LOCAL SERVICE COMMITTEE
BYLAW No. 1, 1998**

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED JANUARY 28, 1998
(Consolidated with Amending Bylaw 4448)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 2558**

A BYLAW FOR THE ESTABLISHMENT OF THE STICKS ALLISON LOCAL SERVICE COMMITTEE

WHEREAS the Chair of the Capital Regional District has the authority to establish a Committee, as a standing Committee of the Board, being Section 795 of the Municipal Act, to which the Regional Board may delegate any or all of the administrative powers of the Regional Board by bylaw adopted by at least two thirds of the votes cast.

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

1. Establishment of Committee

(a) A standing Committee to be known as the "Sticks Allison Water Local Service Committee" (the "Committee") established by the Regional Board through the Chair of the Regional Board shall consist of the Director representing the Electoral Area of Outer Gulf Islands plus four other persons to be appointed by the Chair on resolution by the Regional Board.

(b) A member appointed by the Regional Board through the Chair of the Regional Board under paragraph (a) must be an owner of real property within the Sticks Allison Water Local Service Area.

(c) Each member of the Committee shall have one vote on matters relating to the management and operation of the water system as provided for in Bylaw No. 2556, "Sticks Allison Water Local Service Establishment Bylaw No. 1,1997".

2. Term of OfficeNominations and Appointment

(a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.

(b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.

(c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.

(d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.

(e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

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~~(f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.~~

~~(g) Qualified persons serving as committee members serve without remuneration.~~

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~~The terms of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment. To maintain staggered terms, two positions shall have two-year terms ending in odd years, while two positions shall have two-year terms ending in even years.~~ *(Bylaw 4448)*

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Subject to subsection 4(a), the term of office for a member of the Committee, other than the Director representing the Electoral Area of the Outer Gulf Islands, shall be for a two-year period except that of the initial appointees, two shall hold office from the date of appointment until the 31st of October 1998 and two shall hold office from the date of appointment until the 31st of October 1999.

3. ~~Nominations~~Appointment~~Term of Office~~

~~The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment. By November 1 of each year for terms ending in that calendar year or as needed to fill vacant positions, the Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence on January 1 of the upcoming calendar year, or for vacancies, on the date of appointment~~

(Bylaw 4448)

~~(a) The Committee shall hold an Annual General Meeting on or before the last day of September in each year to which the owners of real property in the Local Service Area shall be invited to attend by written notice distributed at least 30 days prior to the date of the Annual General Meeting.~~

~~(b) The Committee must accept nominations for the members of the Committee to be appointed effective the following 1st of November from the owners of real property of the Local Service Area present at the Annual General Meeting; and if more nominations are received than there are positions to fill, the Committee must poll the owners of real property present at the meeting.~~

~~(c) The names of the persons nominated or the results of the poll under subsection (b) must be forwarded immediately after the Annual General Meeting to the Secretary of the Regional District and in any event, before the date when the agenda for the first meeting of the Regional Board in November of that year is distributed to the Regional Directors.~~4. Appointment

~~4.4.~~ Appointment

~~(a) The maximum consecutive terms, other than for the Electoral Area Director, shall be three, for a maximum of six years as a Committee member. At the request of the Electoral Area Director, under unique circumstances, the Regional Board may extend the maximum consecutive terms. After a one-year vacancy, a Committee member is eligible for reappointment.~~ *(Bylaw 4448)*

~~(b) In the event of death, resignation, or disqualification of a member of the Committee, the Regional Board shall appoint a successor for the remainder of the term.~~ *(Bylaw 4448)*

~~(a) The Regional Board through the Chair of the Regional Board shall immediately upon enactment of this bylaw appoint persons to act as members of the Committee. The interim appointments are not required to be nominated at an Annual General Meeting.~~

~~(b) Before the 1st of November every year the Regional Board through the Chair of the Regional Board shall appoint or re-appoint members to the Committee to fill the term of office of the member whose terms expires as of the 31st of October in each year. The term of office for all appointments after the initial appointment will be for a two year period commencing the first day of November following each such appointment or until their successors are appointed.~~

~~(c) In the event of death, resignation, or disqualification of a member of the Committee, the Regional Board shall appoint a successor for the remainder of the term.~~

54. Committee Procedure

- (a) The Committee must, at its first meeting in each year, elect a Chair from among its members.
- (b) A quorum of the Committee is a majority of all members.
- (c) Rules of Procedure which govern the Regional Board apply to the Committee where applicable.

65. Delegation

~~(a) The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 2556, "Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997". The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the Local Service established by Bylaw No. 2556, "Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997".~~

(b) Without limiting the generality of paragraph (a), the Committee must establish policies governing the provision and operation of the service including the recommendation of levels of user charges, frontage taxes or parcel taxes to be established by bylaw of the Regional Board.

(c) The operational functions of the Local Service shall be performed by the staff of the Regional District.

76. Board Powers

Notwithstanding the provisions of ~~section 6~~ **section 5** of this bylaw, the Regional Board retains the right of approval of operational rules, procedures, and policies and the levels of taxes, fees and other charges to be established by bylaw of the Regional Board.

87. Budget

~~(a) Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.~~

~~(Bylaw 4448)~~

~~(a) Upon its establishment, and in November of each year, the Committee must approve an annual budget for the~~

~~services provided in the Local Service Area which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates, together with estimates for expected revenue, in a form approved by the Treasurer of the Regional Board for the approval of the Regional Board and for inclusion in the Regional Board's provisional and annual budgets.~~

(b) The Committee must not make any expenditures, other than those provided for in the approved budgets of the Committee as included in the approved budget of the Regional Board.

98. Regional District Assets

Any facilities or equipment acquired by the Committee in their administrative capacity will be acquired in the name of the Regional District, shall be the property of the Regional District and must not be disposed of without the approval of the Board of the Regional District.

409. This Bylaw may be cited as the "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998".

READ A FIRST TIME THIS	28th	DAY OF	January	1998
READ A SECOND TIME THIS	28th	DAY OF	January	1998
READ A THIRD TIME THIS	28th	DAY OF	January	1998
ADOPTED THIS	28th	DAY OF	January	1998

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4449

A BYLAW TO AMEND APPOINTMENTS FOR THE SURFSIDE PARK ESTATES WATER SERVICE
COMMITTEE (BYLAW NO. 3131)

WHEREAS:

- A. Under Bylaw No. 3131, "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003", the Regional Board established a committee to administer a water supply local service, as well as to hold an in-person annual meeting of electors to solicit nominations for consideration of appointment to the committee by the Board;
- B. The Board wishes to amend Bylaw No. 3131 to remove the requirement for an annual meeting, and to modernize the budget process in line with other local service committees;

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

1. Bylaw No. 3131, "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003" is hereby amended as follows:

- (a) Replacing section 2 in its entirety with the following:

Nominations and Appointment

2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.
 - (b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
 - (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.
 - (d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.
 - (e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.
 - (f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.

(g) Qualified persons serving as committee members serve without remuneration.

(b) Replacing section 3 in its entirety with the following:

Term of Office

3. The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment.

(c) Deleting section 4 and renumbering following sections;

(d) Replacing section 5(a) with the following:

5(a) The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 3087, "Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003". The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery.

(e) In section 6, Board Powers, replacing the reference to "section 6" with "section 5";

(f) Replacing section 7(a) with the following:

7(a) Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.

2. This bylaw may be cited for all purposes as "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022".

READ A FIRST TIME THIS	th	day of	202_
READ A SECOND TIME THIS	th	day of	202_
READ A THIRD TIME THIS	th	day of	202_
ADOPTED THIS	th	day of	202_

CHAIR

CORPORATE OFFICER



BYLAW NO. 3131

**SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE BYLAW
NO. 1, 2003**

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED DECEMBER 10, 2003
(Consolidated with Amending Bylaw 4449)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3131**

*****||*****
**A BYLAW FOR THE ESTABLISHMENT OF THE SURFSIDE PARK ESTATES WATER SERVICE
COMMITTEE**

WHEREAS:

- A. Section 795 of the *Local Government Act* permits the Chair of the Regional Board of the Capital Regional District (hereinafter referred to as the "Board") to establish a standing committee for matters the Chair considers would be better dealt with by committee, and to appoint persons to those committees, provided that at least one member of each standing committee must be a director.
- B. Pursuant to sections 176(1)(e) and 192(1) of the *Local Government Act*, the Board may, by bylaw adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees, its committees or its members, or to other bodies established by the Board.
- C. The Board wishes to establish a committee under this bylaw and to delegate to that committee all of the administrative powers of the Board with respect to the provision of the services as authorized in Bylaw No. 3087, "Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003", as defined in Schedule "A" annexed to Bylaw No. 3087 within the electoral area of Southern Gulf Islands.

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

1. Establishment of Committee

(a) A standing committee to be known as the "Surfside Park Estates Water Service committee" (the "committee") established by the Regional Board through the Chair of the Regional Board shall consist of the Director representing the Electoral Area of Southern Gulf Islands plus four other persons to be appointed by the Chair on resolution by the Regional Board.

(b) Three members appointed by the Regional Board through the Chair of the Regional Board under paragraph (a) must be owners of real property within the Surfside Park Estates Water Service Area and one member may be a resident or an owner of real property within the Surfside Park Estates Water Service Area or other person who is prepared to represent the Surfside Park Estates Water Service Area.

(c) Each member of the committee shall have one vote on matters relating to the management and operation of the water system as provided for in Bylaw No. 3087, "Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003".

2. Term of Office

Nominations and Appointment

(a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.

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(b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.

(c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.

(d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.

(e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

(f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.

(g) Qualified persons serving as committee members serve without remuneration. The terms of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment. To maintain staggered terms, two positions shall have two-year terms ending in odd years, while two positions shall have two year terms ending in even years.

(Bylaw 4449)

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Subject to subsection 4(a), the term of office for a member of the committee, other than the Director representing the Electoral Area of Southern Gulf Islands, shall be for a two-year period except that of the initial appointees of whom two shall hold office from the date of appointment until the 30th of June 2004, and two shall hold office from the date of appointment until the 30th of June 2005.

3 Nominations~~Appointment~~Term of Office

~~The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment. By November 1 of each year for terms ending in that calendar year or as needed to fill vacant positions, the Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence on January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.~~

(Bylaw 4449) (a) The committee shall hold an Annual General Meeting on or before the last day of May in each year to which the owners and residents in the service area shall be invited to attend by written notice posted at least 30 days prior to the date of the Annual General Meeting.

—— (b) The committee must accept nominations for the members of the committee to be appointed effective the following 1st of July from owners and residents present at the Annual General Meeting, and if more nominations are received than there are positions to fill, the committee must poll the owners and residents present at the meeting.

—— (c) The names of the persons nominated or the results of the poll under subsection (b) must be forwarded immediately after the Annual General Meeting to the Secretary of the Regional District and in any event, before the date when the agenda for the first meeting of the Regional Board in June of that year is distributed to the regional directors.

4. Appointment~~Term~~

~~(a) The maximum consecutive terms, other than for the Electoral Area Director, shall be three, for a maximum of six years as a Committee member. At the request of the Electoral Area Director, under unique circumstances, the Regional Board may extend the maximum consecutive terms. After a one year vacancy, a Committee member is eligible for reappointment.~~

~~(b) In the event of death, resignation, or disqualification of a member of the Committee, the Regional Board shall appoint a successor for the remainder of the term.~~ (Bylaw 4449)

~~(a) The Regional Board through the Chair of the Regional Board shall immediately upon enactment of this bylaw appoint persons to act as members of the committee. The interim appointments are not required to be nominated at an Annual General Meeting.~~

—— (b) Before the 1st of July every year, the Regional Board through the Chair of the Regional Board shall appoint or re-appoint members to the committee to fill the terms of office of the members whose terms expire as of the 30th of June in each year. The term of office for all appointments after the initial appointment will be for a two-year period commencing the first day of July following each such appointment or until their successors are appointed.

—— (c) In the event of death, resignation, or disqualification of a member of the committee, the Regional Board shall appoint a successor for the remainder of the term.

54. Committee Procedure

(a) The committee must, at its first meeting in each year, elect a Chairperson from among its members.

(b) A quorum of the committee is a majority of all members.

(c) Rules of Procedure which govern the Regional Board apply to the committee where applicable.

65. Delegation

~~(a) The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 3087, "Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003". The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery.~~ (a) The Regional Board hereby delegates to the committee all of the administrative powers of the Regional Board with respect to the provision of the Local Service established by ~~Bylaw No. 3087, "Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003"~~

(b) Without limiting the generality of paragraph (a), the committee must establish policies governing the provision and operation of the service including the recommendation of levels of user charges, frontage taxes or parcel taxes to be established by bylaw of the Regional Board.

(c) The operational functions of the Water Service shall be performed by the staff of the Regional District.

76. Board Powers

Notwithstanding the provisions of ~~section 6~~ section 5 of this bylaw, the Regional Board retains the right of approval of operational rules, procedures, and policies and the levels of taxes, fees and other charges to be established by bylaw of the Regional Board.

87. Budget

~~(a) Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.~~
(Bylaw 4449)

~~(a) Upon its establishment, and in November of each year, the committee must approve an annual budget for the services provided in the Water Service Area which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates, together with estimates for expected revenue, in a form approved by the Treasurer of the Regional Board for the approval of the Regional Board and for inclusion in the Regional Board's provisional and annual budgets.~~

(b) The committee must not make any expenditures, other than those provided for in the approved budgets of the committee as included in the approved budget of the Regional Board.

98. Regional District Assets

Any facilities or equipment acquired by the committee in its administrative capacity will be acquired in the name of the Regional District, shall be the property of the Regional District and must not be disposed of without the approval of the Board of the Regional District.

~~409.~~ This Bylaw may be cited as the "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003."

READ A FIRST TIME THIS 10th DAY OF December 2003

READ A SECOND TIME THIS 10th DAY OF December 2003

READ A THIRD TIME THIS 10th DAY OF December 2003

ADOPTED THIS 10th DAY OF December 2003

CHAIR

SECRETARY

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4450

A BYLAW TO AMEND APPOINTMENTS FOR THE SKANA WATER SERVICE COMMITTEE
(BYLAW NO. 3133)

WHEREAS:

- A. Under Bylaw No. 3133, "Skana Water Service Committee Bylaw No. 1, 2003", the Regional Board established a committee to administer a water supply local service, as well as to hold an in-person annual meeting of electors to solicit nominations for consideration of appointment to the committee by the Board;
- B. The Board wishes to amend Bylaw No. 3133 to remove the requirement for an annual meeting, and to modernize the budget process in line with other local service committees;

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

- 1. Bylaw No. 3133, "Skana Water Service Committee Bylaw No. 1, 2003" is hereby amended as follows:

- (a) Replacing section 2 in its entirety with the following:

Nominations and Appointment

- 2. (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.
- (b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
- (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.
- (d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.
- (e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.
- (f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.
- (g) Qualified persons serving as committee members serve without remuneration.

- (b) Replacing section 3 in its entirety with the following:

Term of Office

3. The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment.

- (c) Deleting section 4 and renumbering following sections;

- (d) Replacing section 5(a) with the following:

5(a) The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Bylaw No. 3089, "Skana Water Service Establishment Bylaw No. 1, 2003". The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery.

- (c) Replacing section 7 (a) with the following:

7(a) Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.

2. This bylaw may be cited for all purposes as "Skana Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022".

READ A FIRST TIME THIS	th	day of	202_
READ A SECOND TIME THIS	th	day of	202_
READ A THIRD TIME THIS	th	day of	202_
ADOPTED THIS	th	day of	202_

CHAIR

CORPORATE OFFICER

APPENDIX J



BYLAW NO. 3133

SKANA WATER SERVICE COMMITTEE BYLAW NO. 1, 2003

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED DECEMBER 10, 2003
(Consolidated with Amending Bylaw 4450)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3133**

A BYLAW FOR THE ESTABLISHMENT OF THE SKANA WATER SERVICE COMMITTEE

WHEREAS:

- A. Section 795 of the *Local Government Act* permits the Chair of the Regional Board of the Capital Regional District (hereinafter referred to as the "Board") to establish a standing committee for matters the Chair considers would be better dealt with by committee, and to appoint persons to those committees, provided that at least one member of each standing committee must be a director.
- B. Pursuant to sections 176(1)(e) and 192(1) of the *Local Government Act*, the Board may, by bylaw adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees, its committees or its members, or to other bodies established by the Board.
- C. The Board wishes to establish a committee under this bylaw and to delegate to that committee all of the administrative powers of the Board with respect to the provision of the services as authorized in Bylaw No. 3087, "Skana Water Service Establishment Bylaw No. 1, 2003", as defined in Schedule "A" annexed to Bylaw No. 3089 within the electoral area of Southern Gulf Islands.

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

1. Establishment of Committee

(a) A standing committee to be known as the "Skana Water Service committee" ("the "committee") established by the Regional Board through the Chair of the Regional Board shall consist of the Director representing the Electoral Area of Southern Gulf Islands plus four other persons to be appointed by the Chair on resolution by the Regional Board.

(b) Three members appointed by the Regional Board through the Chair of the Regional Board under paragraph (a) must be owners of real property within the Skana Water Service Area and one member may be a resident or an owner of real property within the Skana Water Service Area or other person who is prepared to represent the Skana Water Service Area.

(c) Each member of the committee shall have one vote on matters relating to the management and operation of the water system as provided for in Bylaw No. 3089, "Skana Water Service Establishment Bylaw No. 1, 2003".

2. Term of OfficeNominations and Appointment

(a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.

(b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.

(c) ~~The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.~~

(d) ~~A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.~~

(e) ~~If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.~~

(f) ~~At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.~~

(g) ~~Qualified persons serving as committee members serve without remuneration.~~

~~The terms of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment. To maintain staggered terms, two positions shall have two-year terms ending in odd years, while two positions shall have two-year terms ending in even years.~~ (Bylaw 4450)

~~Subject to subsection 4(a), the term of office for a member of the committee, other than the Director representing the Electoral Area of Southern Gulf Islands, shall be for a two-year period except that of the initial appointees, of whom two shall hold office from the date of appointment until the 30th of June 2004, and two shall hold office from the date of appointment until the 30th of June 2005.~~

3. ~~Nominations~~ Appointment Term of Office

~~_____ The term of office of Committee members, other than the Electoral Area Director, shall be for a two-year period, ending December 31 in the second year of appointment.~~

~~By November 1 of each year for terms ending in that calendar year or as needed to fill vacant positions, the Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence on January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.~~ (Bylaw 4450)

(a) ~~The committee shall hold an Annual General Meeting on or before the last day of May in each year to which the owners and residents in the service area shall be invited to attend by written notice posted at least 30 days prior to the date of the Annual General Meeting.~~

(b) ~~The committee must accept nominations for the members of the committee to be appointed effective the following 1st of July from owners and residents present at the Annual General Meeting, and if more nominations are received than there are positions to fill, the committee must poll the owners and residents present at the meeting.~~

(c) ~~_____ The names of the persons nominated or the results of the poll under subsection (b) must be forwarded immediately after the Annual General Meeting to the Secretary of the Regional District and in any event, before the date when the agenda for the first meeting of the Regional Board in June of that year is distributed to the regional directors.~~

44. ~~Appointment~~ Term

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~~(a) The maximum consecutive terms, other than for the Electoral Area Director, shall be three, for a maximum of six years as a Committee member. At the request of the Electoral Area Director, under unique circumstances, the Regional Board may extend the maximum consecutive terms. After a one year vacancy, a Committee member is eligible for reappointment.~~

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~~(b) In the event of death, resignation, or disqualification of a member of the Committee, the Regional Board shall appoint a successor for the remainder of the term. (Bylaw 4450)~~

~~(a) The Regional Board through the Chair of the Regional Board shall immediately upon enactment of this bylaw appoint persons to act as members of the committee. The interim appointments are not required to be nominated at an Annual General Meeting.~~

~~(b) Before the 1st of July every year, the Regional Board through the Chair of the Regional Board shall appoint or re-appoint members to the committee to fill the terms of office of the members whose terms expire as of the 30th of June in each year. The term of office for all appointments after the initial appointment will be for a two-year period commencing the first day of July following each such appointment or until their successors are appointed.~~

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~~(c) In the event of death, resignation, or disqualification of a member of the committee, the Regional Board shall appoint a successor for the remainder of the term.~~

5. Committee Procedure

(a) The committee must, at its first meeting in each year, elect a Chairperson from among its members.

(b) A quorum of the committee is a majority of all members.

(c) Rules of Procedure which govern the Regional Board apply to the committee where applicable.

65. Delegation

~~(a) The Regional Board hereby delegates to the Committee all of the administrative powers of the Regional Board with respect to the provision of the local service as authorized by Local Service established by Bylaw No. 3089, "Skana Water Service Establishment Bylaw No. 1, 2003". The Committee shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the Committee and individual Committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery.~~ (a) The Regional Board hereby delegates to the committee all of the administrative powers of the Regional Board with respect to the provision of the Local Service established by Bylaw No. 3089, "Skana Water Service Establishment Bylaw No. 1, 2003"

(b) Without limiting the generality of paragraph (a), the committee must establish policies governing the provision and operation of the service including the recommendation of levels of user charges, frontage taxes or parcel taxes to be established by bylaw of the Regional Board.

(c) The operational functions of the Water Service shall be performed by the staff of the Regional District.

76. Board Powers

Notwithstanding the provisions of ~~section 6~~section 5 of this bylaw, the Regional Board retains the right of approval of operational rules, procedures, and policies and the levels of taxes, fees and other charges to be established by bylaw of the Regional Board.

B7. Budget

~~(a) Each year, according to the District budget timetable, the Committee shall recommend a 5-year operating and capital budget for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure costs, together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's 5-year plan.~~

(Bylaw 4450)

~~(a) Upon its establishment, and in November of each year, the committee must approve an annual budget for the services provided in the Water Service Area which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates, together with estimates for expected revenue, in a form approved by the Treasurer of the Regional Board for the approval of the Regional Board and for inclusion in the Regional Board's provisional and annual budgets.~~

(b) The committee must not make any expenditures, other than those provided for in the approved budgets of the committee as included in the approved budget of the Regional Board.

98. Regional District Assets

Any facilities or equipment acquired by the committee in its administrative capacity will be acquired in the name of the Regional District, shall be the property of the Regional District and must not be disposed of without the approval of the Board of the Regional District.

409. This Bylaw may be cited as the "Skana Water Service Committee Bylaw No. 1, 2003".

READ A FIRST TIME THIS	10 th	DAY OF	December	2003
READ A SECOND TIME THIS	10 th	DAY OF	December	2003
READ A THIRD TIME THIS	10 th	DAY OF	December	2003
ADOPTED THIS	10 th	DAY OF	December	2003

CHAIR

SECRETARY

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4451**

**A BYLAW TO AMEND APPOINTMENTS FOR THE PORT RENFREW UTILITY SERVICES
COMMITTEE (JUAN DE FUCA ELECTORAL AREA)
(BYLAW NO. 3281)**

WHEREAS:

- A. Under Bylaw No. 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005", the Regional Board established a committee to administer a water supply local service, as well as to hold an in-person annual meeting of electors to solicit nominations for consideration of appointment to the commission by the Board;
- B. The Board wishes to amend Bylaw No. 3281 to remove the requirement for an annual meeting, and to modernize the budget process in line with other local service commissions;

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

- 1. Bylaw No. 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005" is hereby amended as follows:
 - (a) Replacing section 3 with the following:
 - (a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.
 - (b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
 - (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.
 - (d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.
 - (e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.
 - (f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.
 - (g) Qualified persons serving as committee members serve without remuneration.

(b) In section 12, Budget, replacing the words "in November of each year" with the words "each year according to the District budget timetable".

(c) In section 12, Budget, inserting as item 12(c) the following:

12 (c) The committee shall advise on the overall direction and delivery of the services set out in section 11, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected, advising on community interests, and developing a draft budget. However, the committee and individual committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District.

2. This bylaw may be cited for all purposes as "Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 4, 2022".

READ A FIRST TIME THIS	th	day of	2022
READ A SECOND TIME THIS	th	day of	2022
READ A THIRD TIME THIS	th	day of	2022
ADOPTED THIS	th	day of	2022

CHAIR

CORPORATE OFFICER

APPENDIX L

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3281

A BYLAW FOR THE ESTABLISHMENT OF THE PORT RENFREW UTILITY SERVICES
COMMITTEE (JUAN DE FUCA ELECTORAL AREA)

WHEREAS under Section 795 of the *Local Government Act* the Chair of a Regional District Board (hereinafter referred to as the "Board") may establish standing committees for matters the chair considers would be better dealt with by committee and to appoint persons to those committees;

AND WHEREAS Under sections of 176(1)(e) and 192(1) of *the Local Government Act*, the Board may, by bylaw adopted by at least two-thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees, its committees or its members, or to other bodies established by the Board;

AND WHEREAS the Board wishes to establish a committee under this bylaw and to delegate to that committee all of the administrative powers of the Board with respect to the provision of the services as authorized in the following bylaws:

- (a) Bylaw 1744 "Port Renfrew Sewer Local Service Establishment Bylaw No. 1, 1989", as amended;
- (b) Bylaw 1746 "Port Renfrew Street Lighting Local Service Establishment Bylaw No. 1, 1989";
- (c) Bylaw 1747 "Port Renfrew Water Local Service Establishment Bylaw No. 1, 1989; and
- (d) Bylaw 3004 "Port Renfrew Snuggery Cove Water Local Service Establishment Bylaw No. 1, 2003.

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

Membership

1. A Committee to be known as the "Port Renfrew Utility Services Committee" is hereby established and shall consist of up to five (5) members as follows:
 - (a) The Director representing the Juan de Fuca Electoral Area;
 - (b) Three (3) individuals who shall represent the Port Renfrew Water Local Service Area, Port Renfrew Sewer, and Port Renfrew Street Lighting Local Service Areas (the "Local Service Representatives" and "Local Service Areas", respectively); and
 - (c) One (1) representative of the Pacheedaht First Nation when a service agreement for solid waste services is in place and there have been no violations to the terms and conditions of the agreement.

APPENDIX L

(Bylaw 4364)

2. Committee members may vote as follows:

- (a) The Electoral Area Director may vote on all matters;
- (b) Local Service Representatives may vote on all matters;
- (c) The Pacheedaht First Nation may vote on solid waste matters when the conditions under 1(c) have been met.

(Bylaw 3745, 4364)

Appointment

3. (a) —(a) Before January 1 each year, the Regional Board shall appoint or reappoint members to the Committee to fill the terms of office of members whose terms expire as of December 31 in that year.

(b) In order to fill a vacancy on the Committee, the Regional District shall accept nominations or application from qualified persons. All vacancies must be advertised or posted locally for at least thirty (30) days.

(c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the Committee. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.

(d) A member who fails to attend three (3) consecutive regular meetings without permission of the Committee may have their appointment to the Committee terminated by the Regional Board.

(e) If there are qualified persons willing to serve on the Committee, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

(f) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a Committee member's term beyond the six (6) year limit.

3. —(g) Qualified persons serving as committee members serve without remuneration. The Committee shall, at its regularly scheduled meeting in September, submit to the Electoral Area Director, its nominations for the members of the committee for the following term, and at the same meeting, shall invite residents or electors in the Local Service Area to submit additional nominations, on forms provided at the meeting, to the Electoral Area Director on or before 14 days from the date of the meeting. At the same meeting the committee shall schedule the Annual General Meeting which shall be held no sooner than 15 days from the date of the meeting but in all cases shall be before the last day of October;

4. —

5. —The Committee shall invite to the Annual General Meeting residents or electors in the Local Service Areas by written notice at least two weeks prior to the date of the Meeting.

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APPENDIX L

~~Nominations received by the Electoral Area Director shall be posted with the notice of AGM. The committee shall poll the residents or electors present at the Annual General Meeting to fill the positions of committee members to be appointed effective the following January 1, from nominations put forward either by the committee or through the Electoral Area Director;~~

~~6. _____ (Bylaw 3397)~~

~~7. _____~~

~~8. _____ The names of the persons nominated or the results of the poll under subsection~~

~~9. _____ 3(b) shall be forwarded forthwith after the Annual General Meeting to the Board Secretary, and in any event, before the first Wednesday in December of that year;~~

~~10. _____~~

~~11. _____ (Bylaw 4364)~~

~~12. _____~~

~~13. _____ The Board shall immediately upon enactment of this Bylaw appoint persons to act as members of the committee as provided above.~~

~~(Bylaw 4451)~~

Qualifications for Appointment

- 3.1 To be eligible for appointment, all Local Service Representatives must reside, be an elector, or own real property in one or more of the Local Service Areas. At least one must reside, be an elector, or own real property in the Port Renfrew Sewer Local Service Area. At least one must reside, be an elector, or own real property in the Port Renfrew Water Supply Local Service area.

(Bylaw 4364)

Terms of Office

~~14.4.~~ The terms of office of those members of the Committee, other than the Director representing the Juan de Fuca Electoral Area, shall be for a two-year period, except that of the initial appointees, which shall be as follows:

- (a) Three of the appointees shall hold office from the date of appointment until the 31st day of December 2006;
- (b) Two of the appointees shall hold office from the date of appointment until the 31st day of December 2007.

(Bylaw 3397)

~~15.5.~~ In the event of the death, resignation, or disqualification of a member of the Commission, the Board shall appoint a successor for the remainder of the term.

Procedure

~~16.6.~~ The Committee shall endeavor to hold at least one meeting quarterly and in January of each year shall establish a schedule of quarterly meetings which shall be posted on the community notice board situated at the Transfer Station, the Post Office and on the CRD Website.

~~17.7.~~ In voting on the Committee all members shall have one vote each.

~~18.8.~~ The Committee shall in January of each year, by secret ballot, elect a Chair.

9. A quorum of the committee is a majority of the members.

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APPENDIX L

10. The rules of procedure for the Committee shall not be inconsistent with those of the Regional District

Duties

11. The Board hereby delegates to the Committee all of the administrative powers of the Board, with respect to:

- (a) the provision of Sewer Services under Bylaw No. 1743;
- (b) the provision of Street Lighting Services under Bylaw No. 1746;
- (c) the provision of Water under Bylaw No. 1747;
- (d) the provision of Solid Waste Services under Bylaw No. 1745.

(Bylaw 3745, 4364)

Without limiting the generality of the above, the committee shall establish policies governing the provision and operation of the services including the recommendation of levels of user charges to be established by bylaw of the Board.

Budget

12. Notwithstanding the provisions of section 11 of this bylaw, the Board retains the right of approval of operation rules, procedures and policies and the levels of user charges to be established by bylaw of the Board.

(Bylaw 4364)

- (a) Upon its establishment, and ~~in November of each year~~ each year according to the District budget timetable, the committee shall prepare an annual budget for each of the services provided in 11(a), 11(b), 11(c) and 11(d) above which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates together with estimates for expected revenue, for the approval of the Regional Board and for inclusion in the Regional Board's Five Year Financial Plan;

(Bylaw 4364, Bylaw 4451)

- (b) No expenditures, other than those provided for in the approved financial plans of the committee as included in the approved financial plan of the Board, shall be incurred by the committee.

- (c) ~~The committee shall advise on the overall direction and delivery of the services set out in section 11, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected, advising on community interests, and developing a draft budget. However, the committee and individual committee members do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery. The operational functions of the local service shall be performed by the staff of the Regional District.~~

(Bylaw 4451)

Facilities and Equipment

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APPENDIX L

13. Any facilities or equipment acquired by the committee shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the Regional District.

Citation

14. This bylaw may be cited as "Port Renfrew Utility Services Committee Bylaw No. 1, 2005".

READ A FIRST TIME THIS	14 th	day of	September	2005
READ A SECOND TIME THIS	14 th	day of	September	2005
READ A THIRD TIME THIS	14 th	day of	September	2005
ADOPTED THIS	14 th	day of	September	2005

Original signed by Karen Watson
CHAIRPERSON

Original signed by Carmen Thiel
SECRETARY

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4452

A BYLAW TO AMEND APPOINTMENTS FOR THE WILDERNESS MOUNTAIN WATER SERVICE
COMMISSION (BYLAW NO. 3511)

WHEREAS:

- A. Under Bylaw No. 3511, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008", the Regional Board established a commission to administer a water supply local service, as well as to hold an in-person annual meeting of electors to solicit nominations for consideration of appointment to the commission by the Board;
- B. The Board wishes to amend Bylaw No. 3511 to remove the requirement for an annual meeting, and to modernize the budget process in line with other local service commissions;

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

- 1. Bylaw No. 3511, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008" is hereby amended as follows:

- (a) In Section 1(e), Definitions, in the definition of "Qualified Person", by removing the words "or other member";
- (b) In Section 2, Commission Established, by replacing "persons" with "Qualified Persons";
- (c) Deleting sections 6 and 7 in their entirety and renumbering the remaining sections;
- (d) Replacing the renumbered section 6 in its entirety with the following:

6. Nominations and Appointments

- (a) Before January 1st each year, the Regional Board shall appoint or reappoint members to the commission to fill the terms of office of members whose terms expire as of December 31 in that year.
- (b) In order to fill a vacancy on the Commission, the Regional District shall accept nominations or application from Qualified Persons. All vacancies must be advertised or posted locally for at least thirty (30) days.
- (c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the commission. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.
- (d) In the event of the death, resignation or disqualification of a member of the commission, the Regional Board shall appoint a successor for the remainder of the term, despite the fact that such person was not nominated under Section 6.
- (e) A member who fails to attend three (3) consecutive regular meetings without permission of the commission may have their appointment to the commission terminated by the Regional Board.
- (f) If there are Qualified Persons willing to serve on the commission, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.

- (g) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a commission member's term beyond the six (6) year limit.
 - (h) Qualified Persons serving as commissioners serve without remuneration.
 - (e) In Section 7, Effective Date of Term of Office, replacing the reference to "section 8(d)" with "section 6" and replacing references to "section 8" with "section 6" whenever they appear in this bylaw;
 - (f) In Section 9, Delegation of Authority, replacing section 9(b) with the following:

The commission shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the commission and individual commissioners do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery.
 - (g) In Section 13, Disposal of Property, replacing the reference to "Section 14" with "section 12";
2. This bylaw may be cited for all purposes as "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2022".

READ A FIRST TIME THIS	day of	2022
READ A SECOND TIME THIS	day of	2022
READ A THIRD TIME THIS	day of	2022
ADOPTED THIS	day of	2022

CHAIR

CORPORATE OFFICER

APPENDIX N

CAPITAL REGIONAL DISTRICT BYLAW NO. 3511

A BYLAW FOR ESTABLISHMENT OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION

WHEREAS:

- A. The Regional Board may establish a commission under section 176(1)(g) of the *Local Government Act* and to delegate to the commission any or all of the administrative powers of the Regional District.
- B. By Bylaw No. 3503, the CRD Board has established a service for the supply, conveyance, treatment, storage and distribution of water to be known as the Wilderness Mountain Water Service.

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

1. Definitions

In this Bylaw:

- (a) "Board" means the Capital Regional District Board
- (b) "Budget" means the 5-year financial plan (operating and capital)
- (c) "Commission" means the Wilderness Mountain Water Service Commission
- (d) "Director" means the Juan de Fuca Electoral Area Director
- (e) "Qualified Person" means a property owner or resident ~~or other member~~ representing the Service Area;
(BL 4452)
- (f) "Regional District" or "District" means the Capital Regional District;
- (g) "Service Area" means that part of the Juan de Fuca Electoral Area located within the Wilderness Mountain Water Service Area as more particularly described in Bylaw No. 3503 cited as "Wilderness Mountain Water Service Establishment Bylaw No. 1, 2008".

2. Commission Established

A commission to be known as the "Wilderness Mountain Water Service Commission" (the Commission) is hereby established and shall consist of the Director representing the Juan de Fuca Electoral Area plus three (3) other ~~persons~~ Qualified Persons to be appointed by resolution of the Regional Board under this Bylaw.
(BL 4452)

3. Commission Member Qualifications

The three (3) persons appointed under ~~section 8~~section 6 shall all be Qualified Persons.

(BL 4452)

4. Term of Office

The term of office for a commission member appointed under ~~section 8~~section 6 shall be two (2) years, except that the initial appointment shall be as set out in section 5.

(BL 4452)

5. Initial Appointments

Of the persons appointed under ~~section 8~~section 6, one (1) shall hold office from the date of appointment until the 31st December, 2009, and the remaining two (2) from the date of appointment until the 31st day of December, 2010.

(BL 4452)

~~6. Annual General Meeting~~

~~The commission shall hold an annual general meeting on or before the last day of November in each year, to which the owners or occupiers of real property within the Service Area shall be invited to attend by written notice posted at least 30 days prior to the date of the annual general meeting.~~

~~7. Nominations~~

~~The commission shall accept nominations for the members of the commission to be appointed effective the 1st day of January following the calendar year, from Qualified Persons present at the Annual General Meeting, and if more nominations are received than there are positions to fill, the commission shall poll those present at the Annual General Meeting.~~

~~86. Appointments~~

~~(a) The commission shall cause the names of the persons nominated, or the results of the poll under Section 7, to be forwarded immediately after the Annual General Meeting to the Corporate Secretary of the Regional District and, in any event, before the date when the agenda for the first meeting of the Regional Board in December of that year is distributed to Regional Directors.~~

~~(b) The Regional Board shall, from time to time, appoint and reappoint members of the commission to fill the term of office of those members of the commission whose terms expire as of the 31st of December in each year.~~

~~(c) The Board is guided by but not bound by the commission's recommendation.~~

~~(d) Upon the enactment of this Bylaw, the Regional Board shall appoint persons to act as members of the commission, despite the fact that such persons have not been nominated at an Annual General Meeting.~~

~~(e) In the event of the death, resignation or disqualification of a member of the commission, the Regional Board shall appoint its successor for the remainder of the term, despite the fact that such person was not nominated under Section 7.~~

~~(f) A member who fails to attend three (3) consecutive regular meetings without permission of the commission may have their appointment to the commission terminated.~~

~~(g) If there are qualified persons willing to serve on the commission, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.~~

~~(h) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a commission member's term beyond the six (6) year limit. (a) Before January 1st each year, the Regional Board shall appoint or reappoint members to the commission to fill the terms of office of members whose terms expire as of December 31 in that year.~~

~~(b) In order to fill a vacancy on the Commission, the Regional District shall accept nominations or application from Qualified Persons. All vacancies must be advertised or posted locally for at least thirty (30) days.~~

~~(c) The Electoral Area Director shall recommend individuals to the Regional Board for appointment to the commission. The Regional Board may be guided by recommendations but is not bound by them. Appointments commence January 1 of the upcoming calendar year, or for vacancies, on the date of appointment.~~

~~(d) In the event of the death, resignation or disqualification of a member of the commission, the Regional Board shall appoint a successor for the remainder of the term, despite the fact that such person was not nominated under Section 6.~~

~~(e) A member who fails to attend three (3) consecutive regular meetings without permission of the commission may have their appointment to the commission terminated by the Regional Board.~~

~~(f) If there are Qualified Persons willing to serve on the commission, those members having served for three (3) consecutive terms may be requested not to seek reappointment for a fourth term.~~

~~(g) At the request of the Director and under unique circumstances such as a failure to attract nominations to the commission, the Regional Board may extend a commission member's term beyond the six (6) year limit.~~

~~(h) Qualified Persons serving as commissioners serve without remuneration.~~

(BL 4452)

97. Effective Date of Term of Office

Appointments to the commission, other than appointments under section 5 and ~~section 8~~ ~~(d)section 6~~, the term of office for all appointments after the initial appointment shall be for a two (2) year period commencing the 1st day of January following such appointment or until their successors are appointed.

(BL 4452)

408. Commission Procedure

(a) The commission shall, at its first meeting in each year, by secret ballot, elect a Chair and Vice Chair from among its members.

(b) A quorum of the commission is a majority of all members.

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- (c) The rules and procedures which govern the Regional Board shall apply to the commission where applicable.
- (d) Meetings shall be open to the public.
- (e) For the conduct of business each member of the commission shall have one vote.
- (f) If, as a result of members of the commission declaring a conflict of interest in relation to a matter there is no longer a quorum of members of the commission to decide a particular issue; the issue shall be referred to the Regional Board for decision.

~~449.~~ Delegation of Authority

- (a) The Regional Board hereby delegates to the commission the administrative powers of the Regional Board with respect to the provision of supply, conveyance, treatment, storage and distribution of water within the service area established under Bylaw No. 3503, "Wilderness Mountain Water Service Establishment Bylaw No. 1, 2008".
- (b) The commission shall advise on the overall direction and delivery of the Service, including setting priorities, recommending levels of user charges to be established by bylaw of the Regional Board, recommending the extent of requisition to be collected by way of parcel taxes, advising on community interests, and developing a draft budget. However, the commission and individual commissioners do not direct or become involved with day-to-day administrative activities, purchasing, awarding of contracts, development of regional policies, or hands-on service delivery.

(BL 4452)

~~The commission shall recommend levels of user charges to be established by bylaw of the Regional Board and extent of requisition to be collected by way of parcel taxes.~~(c)

The operational, maintenance and regulatory functions of the service shall be performed by the staff of the Regional District in conformance with district policy or government regulation.

- (d) Despite the provisions of Sections above, the Regional Board retains the right of approval of operational rules, procedures and policies, and the levels of fees and other charges to be established by bylaw of the Regional Board or taxes collected by requisition to the service area.

~~4210.~~ Budget

Each year, according to the District budget timetable, the commission shall recommend 5-year operating and capital budgets for the service provided in the Service Area which shall cover all anticipated costs of development, maintenance, operational and other expenses, including debt charges and shall submit such expenditure costs, together with estimates for expected revenue, in a form approved by the Director of Finance of the Regional Board for the approval of the Regional Board and for inclusion in the Regional Board's 5-year Financial Plan.

~~4311.~~ Unauthorized Expenditure

The commission shall not authorize an expenditure other than an expenditure provided for in the 5-year Financial Plan of the commission as included in the approved financial plan of the Regional District.

~~4412.~~ Property Acquisition

Any facilities or equipment acquired by the commission in its administrative capacity must be acquired in the name of the Regional District and shall be the property of the Regional District.

~~45~~13. Disposal of Property

Property acquired under ~~Section 14~~section 12 shall not be disposed of without the prior approval of the Regional Board of the Regional District or such person to whom the authority for such decision has been delegated.

(BL 4452)

~~46~~14. This Bylaw may be cited as the "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008"

READ A FIRST TIME THIS	9 th	day of	July	2008
READ A SECOND TIME THIS	9 th	day of	July	2008
READ A THIRD TIME THIS	9 th	day of	July	2008
ADOPTED THIS	9 th	day of	July	2008

CHAIR

CORPORATE OFFICER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MAY 11, 2022**

SUBJECT **Southern Gulf Islands Housing Strategy**

ISSUE SUMMARY

This report presents a housing strategy for the Southern Gulf Islands Electoral Area (the SGI Housing Strategy), attached as Appendix A. The strategy broadly reflects many years of community engagement and input learned through community planning and land use processes in the islands. The recommendations in this strategy respond to the 2018 CRD SGI Housing Needs Assessment and the updated SGI Market Analysis (2022), attached as Appendix B.

At issue is the need to approach housing solutions in rural and remote communities, and especially within the Islands Trust Area, with different assumptions than those used for conventional housing interventions in growing urban regions. Within the SGI Housing Strategy is a proposal for a Rural Housing Program to address this issue of scale.

BACKGROUND

There is urgent need for affordable housing in the Southern Gulf Islands, and, like many communities in the Capital Regional District (CRD), housing affordability is the result of a complexity of factors. In the SGI EA the housing crisis is compounded by limits to growth and the rural, remote, and environmentally sensitive island contexts, making solutions to the housing crisis even more difficult to achieve.

The 2018 SGI Housing Needs Assessment concluded that there are “serious shortages in secure, appropriate and affordable housing for low to moderate income earners”, with renters being especially impacted. Household incomes lag behind CRD and provincial averages in the SGI, where family median incomes are much lower than CRD and BC averages. Housing challenges on the islands affect community life such as school enrollment, volunteerism, stability for employees, and year-round viability for business. The mismatch between housing availability, cost, and income, has also resulted in much of the workforce living in precarious, temporary, or otherwise inappropriate accommodation.

It is understood that multi-family projects offer substantial economies of scale when they can be achieved, however such proposals have not been successful in supporting affordable housing development on the islands. Existing federal, provincial, and regional housing programs have not created opportunities for affordable housing in the Southern Gulf Islands in part due to program criteria such as minimum density requirements.

The SGI are culturally and environmentally rich, but sensitive. Limits to growth on the islands are related to finite fresh water resources and other servicing challenges, a higher development cost per square foot, complex regulatory requirements, and community resistance to density or development that could be perceived as impacting the carrying capacity of the islands. Without pre-zoned land, solutions to the housing crisis should not be geared solely to purpose-built, multi-family housing or other growth orientated solutions requiring large density increases on the islands.

Within the constraints of the islands, there remain many positive strategic actions that can be advanced to alleviate the strain of the housing crisis. The SGI Housing Strategy proposes a range of actions that can be pursued within the existing settlement pattern as well as be advanced through the longer term development of a Rural Housing Program.

A CRD Rural Housing Program could be applied beyond the SGI EA to other rural communities in the CRD, and may present an opportunity for innovative, scalable, and replicable new approaches for Regional Housing to pursue within its regional goals and broader funding proposals. The SGI Housing Strategy recommends CRD develop a business case to further consider the concept of a Rural Housing Program.

The strategy also includes an objective to advance a whole government approach. While the development of the strategy has been led by the CRD, multiple stakeholders need to work together to make tangible progress. This is a shared responsibility of the federal, provincial, and local governments, but cannot be successful without partnerships with the non-profit sector and residents alike. Partner agencies and those in the non-profit sector in the SGI and Salt Spring Island EAs have indicated CRD's work towards an SGI Housing Strategy is timely, and could complement other regional affordable housing programs being pursued by organizations such as Islands Trust and the SGI Tourism Partnership.

CRD staff are working to incorporate key components of the SGI Housing Strategy into the ongoing development of a housing supply program beyond the Regional Housing First Program (RHFP) implementation as outlined in the CRD's 2019-2022 Corporate Plan. This housing supply program concept paper will be brought before the CRD Board at their July 2022 meeting for endorsement. This will ensure that, should the incoming CRD Board continue to prioritize housing affordability for the term starting in 2023, work can be undertaken to further explore a Rural Housing Program that better meets the needs of communities such as SGI.

Affordable housing is a top priority for the Regional Director(s) of the Southern Gulf Islands Electoral Area (SGI EA) and the SGI Community Economic Sustainability Commission (SGI CESC), which has identified the need for affordable housing as a key factor influencing the economic and social sustainability of the islands.

On December 9, 2019, the SGI CESC requested CRD staff to develop a housing strategy for the Southern Gulf Islands.

On January 9, 2020 the Electoral Areas Committee (EAC) received a staff report introducing the issue and endorsed the recommendations; the CRD Board subsequently passed the following resolution:

- *That staff develop a housing strategy for the Southern Gulf Islands Electoral Area, and*
- *That implementation of the SGI housing strategy be considered in the 2021 service planning process.*

An Initiative Business Case (IBC) to advance an SGI Housing Strategy was prepared by Regional Housing staff in 2020 and incorporated into service planning for 2021. As a result of the IBC, the following additional work has been undertaken:

1. Update to the Regional Housing Needs Assessment: SGI Market Analysis (March, 2022).
2. Development Feasibility Analysis (pending, April 30, 2022).
 - a. Summary of challenges and opportunities in the housing environment of the SGI
 - b. Proformas with estimated projected costs for development of housing in the SGI

- c. Review of results of proformas, cross-referenced with the 2018 SGI Housing Needs Assessment

Implementation:

Implementation of the SGI Housing strategy is proposed through an IBC for 2023 service planning. The IBC requests a part time coordinator be hired on contract to advance implementation of those aspects of the strategy that do not require additional funding or new program development. The contractor would work 10 hours/week and would be co-funded between SGI Administration and Regional Housing (\$16,000 for 2023). Duties would include:

- Researching funding programs based on partnerships and innovative funding models.
- Establish baseline framework to monitor the number of new affordable units established on the SGI.
- Create a toolkit for affordable housing development that could be used by third party affordable housing developers that takes into consideration the unique characteristics of the SGI communities.
- Increase information sharing to increase awareness of support opportunities for non-profit housing societies entering into the field of affordable housing project operations.
- Support Building Inspection staff by compiling information to assist the community in understanding basic code requirements and to answer frequently asked questions.
- Convene an interagency roundtable to discuss social and affordability improvements that can be advanced by responsible agencies.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends the Capital Regional District Board:
That the Southern Gulf Islands Housing Strategy be endorsed.

Alternative 2

That staff be requested to return with additional information on the Southern Gulf Islands Housing Strategy based on Electoral Areas Committee direction.

IMPLICATIONS

The SGI Housing Strategy is proposed as a way for the CRD to apply the affordable housing initiatives identified in the Corporate Plan to the rural, unincorporated Electoral Areas.

Initiative 1a-1:

Create & deliver more affordable housing across the region in a manner aligned with the Regional Growth Strategy in order to address the needs of a diverse & growing population, including vulnerable residents.

The SGI EA is within the Islands Trust and, pursuant to the *Islands Trust Act*, is excluded from the CRD's Regional Growth Strategy. The SGI Housing Strategy proposes an approach to meeting housing needs on the islands in a way that is aligned with the Islands Trust policy and regulatory framework.

Initiative 1a-4:

Determine continuation of housing supply program beyond RHFP implementation.

The SGI Housing Strategy proposes a Rural Housing Program that could be incorporated into a Rural and Remote Communities stream of the next phase of a housing supply program beyond

the RHFP.

Initiative 1a-5:

Measure housing affordability & engage with municipalities on affordability.

The current work to update the SGI Needs Assessment with a current market analysis and to develop a development feasibility analysis advances this objective within the SGI EA, even though it is not a municipality.

Initiative 1a-8:

Support municipalities in their affordable housing objectives.

The SGI Housing Strategy presents an avenue for the CRD to support the SGI EA in meeting its affordable housing objectives.

Initiative 1a-9:

Lead & participate in regional, provincial & federal affordable housing system improvement & planning initiatives.

The SGI Housing Strategy's whole government approach is intended to uphold this objective. The CRD's Rural Housing Program could position CRD as a leader in developing an approach for meeting affordable housing needs in rural and remote communities of BC.

Initiative 4b-2:

Advance economic development & plans through Commissions.

The SGI Housing Strategy was advanced by the SGI CESC as a way to address housing shortages as critical to a healthy and diversified economy.

CONCLUSION

This report presents a Housing Strategy for the SGI EA. The strategy proposes CRD work with partners to develop a Rural Housing Program that could be advanced in support of the CRD's continued role in working collaboratively to better address housing supply and affordability pressures across the capital region.

RECOMMENDATION

The Electoral Areas Committee recommends the Capital Regional District Board:
That the Southern Gulf Islands Housing Strategy be endorsed.

Submitted by:	Justine Starke, MCIP, RRP, Manager, SGI Service Delivery
Concurrence:	Don Elliott, Senior Manager, Regional Housing, Regional Housing
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Southern Gulf Islands Housing Strategy
Appendix B: SGI Market Analysis (March, 2022)



Southern Gulf Islands Housing Strategy



The CRD conducts its business within the traditional territories of over 20 First Nations, including Songhees, x̱w̱sepsəm (Esquimalt), W̱JOŁŁP (Tsartlip), BOŶĖĖEN (Pauquachin), S̱ĶAUTW (Tsawout), W̱SIKEM (Tseycum), M̱ĀLEXET (Malahat), Sc'ianew (Beecher Bay), T'Sou-ke, Pacheedaht and Pune'laxutth' (Penelekut). All of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

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Photo by Partners & Hawes courtesy of Southern Gulf Islands Tourism Partnership

Executive Summary

The Southern Gulf Islands (SGI) is within the traditional territory of the Coast and Straits Salish peoples and is an Electoral Area of the Capital Regional District (CRD). It is also part of the Islands Trust Area, and land use planning is governed by the Islands Trust Local Trust Committees under the *Islands Trust Act*, which mandates preservation and protection of the environment and the unique amenities of the area.

The predominant land use on the islands is residential and the majority of the land is privately owned. Housing in the islands exists within the context of a rural settlement pattern of large lots, single family homes, cottages, and secondary suites.

Household incomes lag behind CRD and provincial averages, and the most substantial difference is in income for families with children, where the SGI median incomes are much lower than the CRD and BC averages.

Housing challenges on the islands impact other aspects of community life such as school enrollment, volunteerism, stability for employees, and year-round viability for business.

This Housing Strategy was prepared at the request of the Southern Gulf Islands Community Economic Sustainability Commission (SGICESC) which has identified the need for affordable housing as a key factor influencing the economic and social sustainability of the islands.

The basis of the recommendations in this strategy reflect the information learned through conducting the 2018 CRD Housing Needs Assessment and on many years of community input and engagement learned through land use planning processes.

Further community engagement is recommended to strengthen the directions of this strategy, ensure that the recommendations are current, and support an understanding of the partnerships required for implementation.

A major theme throughout the document is the need to approach housing solutions on the SGI using different assumptions than those used for conventional housing interventions in growing urban regions. Within the density constraints of the islands, there remain many positive strategic actions that can be advanced to alleviate the strain of the housing crisis.

Also, it should be noted that while this strategy is written for the CRD, to make tangible progress towards an increasing the stock of affordable housing on the islands, multiple actors will need to be creative and work together. This is a shared responsibility of the federal, provincial, and local governments, but cannot be successful without partnerships with the non-profit sector and residents alike.



Photo by Rachel Lenkowski courtesy of Southern Gulf Islands Tourism Partnership

Southern Gulf Islands Housing Strategy

The strategy presents the following principles, goals, objectives, and strategic actions to meet the affordable housing needs of the SGI Electoral Area (EA):

PRINCIPLES:

- Recognize the rich cultural history and thousands of years of residential use of the islands by First Nations peoples.
- Recognize the rural, islands context and approach affordable housing in a way that preserves and protects the islands and the surrounding waters of the Salish Sea.

GOALS:

- Support a mix of housing options to meet needs across the spectrum, including seniors, workers, and families with low and median incomes.
- Develop and support purpose built, multi-family affordable housing.
- Encourage opportunities for affordable housing within existing settlement patterns.
- Focus on rental and ownership housing that is affordable and prioritized for island residents.
- Support islanders providing housing for islanders.

OBJECTIVES:

- Explore the Potential for a CRD Rural Housing program.
- Establish Annual Affordable Housing Demand Estimates.
- Support Third Party Affordable Housing Projects.
- Consider How to Support Pre-Development Expenses for Affordable Housing.
- Support the Secondary Housing Market
- Enabling Alternative Housing Types.
- Whole Government Approach: Interagency Collaboration and Advocacy.

STRATEGIC ACTIONS

- Develop a business case that explores the viability of establishing a CRD Rural Housing Program that includes the SGI EA.
- Ensure that future CRD housing supply initiatives take into account the needs of smaller, rural communities like the Southern Gulf Islands.
- Engage with BC Housing and CMHC to incorporate a low density, rural approach within provincial and federal capital funding programs.
- Explore opportunities for funding programs based on partnerships and innovative funding models.
- Establish housing demand estimates for the SGI EA.
- Monitor the number of new affordable units established on the SGI.
- Update the SGI Housing Needs Assessment every five years.
- Explore the feasibility of creating housing planning capacity within the CRD to serve EAs.
- Continue to work with non-profit housing providers to broker access to provincial and federal funding programs and where possible, partner with groups to support applications for multi-family, affordable, housing developments.
- Identify surplus CRD land for affordable housing development.
- Create a tool kit for affordable housing development that could be used by third party affordable housing developers that takes into consideration the unique characteristics of the SGI communities.
- Increase information sharing to increase awareness of support opportunities for non-profit housing societies entering into the field of affordable housing project operations.
- Adoption and administration of Housing Agreements to ensure affordability.
- Identify pre-development funding for eligible affordable housing projects.
- Identify site development funding for eligible affordable housing projects.
- Advocate to the Provincial Government to reconcile the BC Building Code to enable affordability and give people more options for affordable building practices.
- Develop garden suite/cottage building plans, designed to maximize affordability and to meet floor area requirements under zoning.
- Work with Building Inspection staff to evaluate opportunities for alternative building approvals.
- Explore the development of a fund or granting program to support the development of accessory dwelling units by existing residents.
- Property acquisition plan to develop within existing zoning.
- Advocacy in support of regulatory change to enable the building and financing of small dwellings, under 600ft.
- Establish an interagency round table to discuss social and affordability improvements that can be advanced by each agency.



Photo by Rachel Lenkowski courtesy of Southern Gulf Islands Tourism Partnership

First Nations

The Islands are situated within the territories of the Coast Salish peoples and are specifically home to the SENĆOŦEN and HUL'Q'UMI'NUM speaking peoples. We acknowledge the Coast Salish history, knowledge, and culture and welcome future opportunities to work together with our First Nations neighbours and collaborate on housing solutions for the region.

In 2018, the CRD issued a Statement of Reconciliation and has been working to build strong and trusting relationships with the member Nations of W̱SÁNEĆ Leadership Council as well as other First Nations in the region. The CRD's path to Reconciliation focuses on First Nations' self-determination, shared prosperity, and relationship with the land and water.

The islands have numerous gathering places and villages, and are testament to the strong and vibrant cultural history of First Nations People. There many important places throughout the islands that are integral to ongoing social, economic, and cultural use by W̱SÁNEĆ Nations.

Typically, housing development for First Nations came through their formal relationships with the Government of Canada with most bands becoming responsible for managing housing on reserve. Within the SGI, there are no reserves that are currently developed for residential use. However, in addition to traditional territory which includes all the islands, there are legally defined reserve lands throughout the islands: S̱ÁUTW̱ (Tsawout) /W̱SIKEM (Tseycum) (jointly held) on Saturna Island; a W̱JOŁŁP (Tsartlip) reserve on Mayne Island, a Penelakut reserve on Galiano Island, and a W̱SIKEM (Tseycum) reserve on South Pender Island. In recent years on Vancouver Island, First Nations have been seeking new opportunities to use both on reserve and off-reserve lands for housing purposes, and have negotiated increased levels of responsibility for developing new housing to meet their community needs. Each Nation is unique and has different resources and options available to develop and operate new housing for their populations living both on and off-reserve.

The CRD has committed to work towards a prosperous economic future for all of its residents and believes that improving the lives of the most vulnerable citizens creates a stronger and more resilient region for everyone. This report is not inclusive of the traditional uses or future housing opportunities of First Nations within the SGI Electoral Area. The CRD supports opportunities for affordable housing that is inclusive of First Nations' rights to live throughout the region.





Photo by Partners & Hawes courtesy of Southern Gulf Islands Tourism Partnership

HOUSING IN THE SOUTHERN GULF ISLANDS

The SGI are located in the Salish Sea, between Vancouver and Victoria, with island populations ranging from approximately 350-2,000 residents. The islands of Galiano, Mayne, North and South Pender Islands, Saturna, and associated islets make up an unincorporated rural EA under the jurisdiction of the CRD.

The dominant housing form in the SGI is the single family detached home. This includes cottages and small cabins. The authority for land use planning for the islands rests with Islands Trust, a special purpose local government with a mandate to preserve and protect the environment and unique amenities of the islands. The Islands Trust Local Trust committees adopt Official Community Plan bylaws and regulate zoning (siting, density and use) through land-use bylaws.

This report does not address how land-use tools can be used to support affordable housing as this has been covered extensively in a range of other reports that are referenced within this document. Also, it should be noted that under legislation, the Islands Trust Area is not subject to Regional Growth Strategies. The SGI EA (and the Salt Spring Island EA) are therefore not included in the CRD's Regional Growth Strategy.

Housing need on the islands is often hidden from view. Unlike urban centres where homelessness and poverty is visible in the shelters and tents in parks and other public areas, the social and affordability crisis on the islands is buried in the back forty of large rural properties, in trailers, converted sheds, and other inadequate or unsafe housing conditions. Solutions to the housing crisis on the islands also look different and cannot be geared solely to a growth orientated model of density increases and purpose-built multi-family housing.

A NOTE ABOUT SMART GROWTH

Sustainable urban planning principles focus on creating complete communities and focusing density in commercial cores where there is access to public transit and services within walking distance. This helps cities shift from a planning model dominated by new highways, car dependency and urban sprawl. However, in the SGI, sustainable development looks a little different. Without public transit or fully serviced village cores, focusing density to commercial centres doesn't make as much sense. Island economies do not have predictable commuter patterns, and traffic volume increases are usually caused by ferry traffic.

Also, concentrating density in one area of the island can have negative impacts on that local groundwater region; distributing density across the island is more sustainable for the freshwater carrying capacity of the island. That is not to say that the islands can't handle any multi-family development. Some areas on some islands can, and the rezoning process is rigorous to ensure this. Nevertheless, urban planning models need to be adapted to achieve sustainable development on the islands, where affordable housing can be achieved within existing settlement patterns and limits to growth.

HOUSING NEEDS

Compared with the rest of the CRD and BC, there are higher proportions of very low-income residents on the SGI, and slightly higher above moderate to high income households. Referenced throughout this document, the *Southern Gulf Islands Housing Needs Assessment* (JG Consulting, 2018) provides an in-depth analysis of the housing needs in the region. In 2022, the CRD commissioned a supplemental update to the Housing Needs Assessment to look specifically at changes in the housing market since 2018.

The following key areas of need were identified:*

- The 2018 Housing Needs Assessment showed that incomes and costs of housing were misaligned. This gap appears to have widened in the last 4 years.
- The rental situation on the islands is desperate and is adversely impacting the local economy and the ability to deliver services.
- Primary market rental stock is limited. The majority of rental units are through the secondary market which leads to insecurity for the renter. Renters are often precariously housed with a lack of proper renter protections. Rental pressures across the region are high, and this pressure is heightened across the SGI due to a lack of primary rental stock.
- Hidden homelessness is being experienced by individuals across all islands. This continues to be an issue with individuals couch surfing, living out of cars and boats, and camping.
- Housing supply is limited and lacks diversity, with development lagging, this has resulted in a persistent challenge for owners and renters trying to source affordable, adequate, and suitable housing.**

Sources: *Southern Gulf Islands Housing Needs Assessment, 2018; **Southern Gulf Islands Updated Market Analysis (Urban Matters, 2022)





Photo by Partners & Hawes courtesy of Southern Gulf Islands Tourism Partnership

The 2018 Housing Needs Assessment found that in order to keep pace with population growth across the SGI, an additional 16 housing units will be required annually or 397 over the next 25 years.*

The table below suggests that a wide range of housing prices are needed on the islands, with a median purchase price of \$295,000 and median rental rate of \$1,351.

Ideally there would be a substantial supply (up to 575 units) of rental housing priced at \$625/month or less. This table also highlights the need to include some supply (up to 185 units) of very low rental units (\$313 and less).

At the high end of the income range, a relatively large segment of the population (31%) earning \$80,000+ can afford rental housing priced at \$2,250+/month and can purchase housing priced at \$520,000+.**

The 2018 HNA was based on census data from 2016. While this data is out of date, the story it tells has not changed, with the gap between income and access to housing widening each year.

Table 23 - Ideal Housing Supply - Rental and Purchase Prices

Income Group	Household Income 2010	# Households	% Households	Avg. Income	Affordable Rent	Affordable Purchase
Little to no income*	under 5,000	55	2%	5,000	125	N/A
	5,000 to 9,999	50	2%	7,500	188	N/A
	10,000 to 14,999	80	3%	12,500	313	N/A
Low	15,000 to 19,999	125	5%	17,500	438	60,500
	20, to 29,999	265	11%	25,000	625**	110,000
Low to Mod	30,000 to 39,999	310	13%	35,000	875	171,000
Moderate	40,000 to 49,999	270	11%	45,000	1,125	235,000
Mod to > Mod	50,000 to 59,999	205	8%	55,000	1,375	300,000
>Mod to High	60,000 to 79,999	355	14%	70,000	1,750	395,000
High	80,000 to 99,999	270	11%	90,000	2,250	520,000
	100,000	490	20%	100,000+	2,500+	585,000+
Total/Median Income		2,475	100%	\$54,037	\$1,351	\$295,000

*185 units needed rents under \$313

**575 units needed rents under \$625

Source: Southern Gulf Islands Housing Needs Assessment

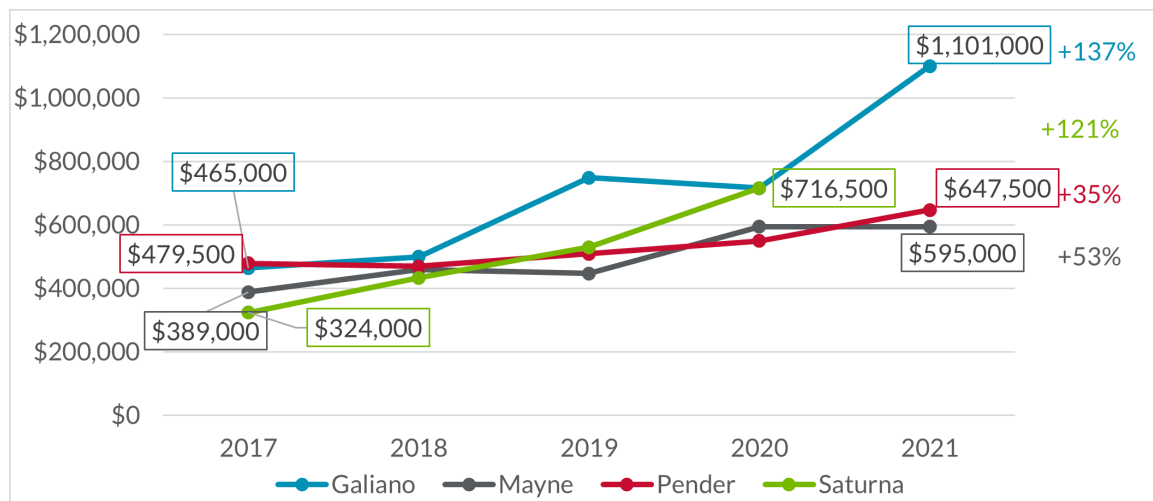
Sources: *JG Consulting, 2018; **ibid

AFFORDABLE OWNERSHIP HOUSING

In 2018, the median home price in the SGI was \$580,000, requiring a median income of \$99,500 to finance a purchase. The median household income in the SGI at that time was \$54,000 (2016 Census) and has not changed significantly, suggesting the need for more housing stock at the median price of \$295,000.*

Since 2018, the housing market is observed to have changed in part due to impacts of changing settlement and labour patterns related to the COVID-19 pandemic. Median house prices increased between 35% to 137% ,depending on the island, between 2017 and 2021.**

Median Sales Price for Single-Detached Dwellings by Southern Gulf Island^, 2017-2021



Source: Urban Matters, 2022

INCREASED STOCK OF RENTAL HOUSING

From 2018 to 2021, the housing inventory and market conditions have made renting housing less accessible for residents and workers on the SGI. Between 2018 and 2021, regional median rental rates have increased between 9% to 27%.*

Renters face insecurity with the majority of rental housing across SGI comprising of secondary market rental units^^. Seasonal housing demands places increased burdens on the rental market, which is limited across the SGI. Employers face challenges with staffing due to the employee challenges with securing affordable housing.***

^Single-detached dwelling sales data is not available for Saturna Island for 2021. The percent change for Saturna is calculated from 2017-2020.

^^Fee simple single-family homes, secondary suites, strata condominiums, and townhouses being rented out by private owners.

Sources: *JG Consulting, 2018; **Urban Matters, 2022; ***ibid



FAMILY HOUSING

Only 10% of the housing supply is suitable for families with children. The demographics of the islands skew heavily towards seniors (66% are 55+) and the inability to attract young families impacts workforce as well as the volunteer pool for these communities, which rely more heavily than incorporated municipalities on volunteer labour.

WORKFORCE HOUSING

The lack of housing for employees has a significant impact on SGI businesses when unable to hire staff because of lack of housing or when they lose workers who leave the island for lack of housing. This exacerbates the already small recruitment labour pool.

SENIORS' HOUSING

The SGI has a very high proportion of 55+ seniors, compared to the CRD or B.C. (66% vs. 37% and 32% respectively). Residents aged 55-64 are an indicator of likely seniors' housing needs in the coming years.

The seniors' population is also growing; the 65+ population has grown to 44% (compared to CRD 33%), and the 85+ population has grown at almost double the rate in the CRD (SGI 40.9%, CRD 20.5%). There are limited options for low-income seniors, downsizing seniors, those in need of universal design, those needing supported or assisted living, or those that would like to age in place.*

RENTAL HOUSING QUALITY

The existing rental supply is of poor quality and is often unpermitted or illegal under zoning, making the units even more precarious.**

VACATION HOMES

In some cases, offering short term vacation rental use of a property can serve as a mortgage helper and support affordability for the resident owner. However, in the Southern Gulf Islands, many of the vacation homes are owned by non-residents and left empty for most of the year, resulting in either the loss of housing stock for residents, or as a contributor to insecure tenure as tenants must vacate when the unit is rented out or used seasonally by the owners.

Historically, there has been a high level of non-resident ownership in the region which does contribute to housing problems in the islands. According to the 2016 Census, only 51% of the private dwellings in the region are occupied by "usual," year round residents.^ Vacation homes are often rented to other vacationers over platforms such as AirBnB and VRBO, which can drive the cost of rental housing up and, in some cases, can further remove units from the residential rental market.

Sources: *North Pender Island Age Friendly Plan (VanHemert, 2014); **JG Consulting, 2018

^This may be shifting since the pandemic, however, the SGI has seen a 28% increase in population between 2016 and 2021, with the greatest population growth seen on Mayne Island at 37%.



Photo by Stasia Garraway courtesy of Southern Gulf Islands Tourism Partnership

ROLES AND RESPONSIBILITIES

Housing in the SGI is a shared responsibility held by various levels of government and government agencies, developers, residents and other community actors. More detail on each function can be found in Appendix 1:

Islands Trust: Islands Trust Local Trust Committees on each island are responsible for controlling use and density through the adoption of Official Community Plans, land use bylaws and other regulations that establish land use patterns. Islands Trust administers the land-use approval process and supports adherence though bylaw compliance and enforcement.

Capital Regional District: The CRD is responsible for the Regional Housing Affordability Strategy; supports collaboration and regional approach; secures affordability though Housing Agreements; develops, owns, manages and supports investment in affordable housing through a range of programs; and administers the BC Building Code through building permits and inspections and compliance.

Province of British Columbia: The Provincial Government is responsible for housing affordability planning; funding and developing affordable housing through BC Housing, offering various financing options, regulating the market; and the establishment of legislation that shapes tenancy rights. The Province also legislates the health and safety of buildings through the B.C. Building Code.

Federal Government: The Federal Government is responsible for the National Housing Strategy; funding affordable and social housing; providing for tax-based credits and exemptions for housing affordability; providing mortgage loan insurance; and regulating the market.

Non-Profits: Non-profits develop and/or partner with developers, builders, or housing organizations to support development.

Private Developers: Private developers provide for new housing supply; and through new developments can provide amenity contributions and/or partnerships with non-profits and/or government.

Private Residents: Residents have a role supporting affordable housing by welcoming affordable housing projects in their neighbourhoods and offering accessory units for rent on their own properties.



Photo by Partners & Hawes courtesy of Southern Gulf Islands Tourism Partnership

CRD Housing Goals

This strategy is guided by the overarching goals of the CRD Regional Housing Affordability Strategy.

1. Build the right supply of housing across the spectrum.
2. Sustain a shared regional response to existing and emerging housing demand.
3. Protect and maintain existing non-market and market rental housing stock.
4. Develop and operationalize a regionally coordinated housing and homelessness response.
5. Create community understanding and support for affordable housing developments.

Southern Gulf Island Housing Goals

Within this framework, there are goals specific to the context of the SGI EA that guide the objectives of this strategy:

1. Support a mix of housing options to meet needs across the spectrum.
2. Develop and support purpose-built, multi-family affordable housing.
3. Encourage opportunities for affordable housing within existing settlement patterns.
4. Focus on rental and ownership housing that is affordable and prioritized for island residents.
5. Support islanders providing housing for islanders.



Housing Objectives

1. EXPLORE THE POTENTIAL FOR A CRD RURAL HOUSING PROGRAM

The SGI EA's housing needs would likely be better addressed through housing programs that are right sized, and designed to meet the low density, growth constrained island context. On the SGI, this means ensuring safe and healthy housing for seniors, families, singles, and workers in a way that does not focus solely on high-density development and acknowledges that purpose built, multi-family housing will be the exception and should not be the only solution for the communities' housing needs.

The Regional Housing Trust Fund (RHTF) has provided funding for successful affordable housing projects in other parts of the region but despite efforts to work with local housing groups on the SGI, none of the projects were able to advance to the point to being considered for grants from the RHTF. The current plan is to transition the RHTF requisition to service the debt on Regional Housing First Program (RHFP) projects. This plan, along with the current limitation of RHTF applications to RHFP projects, means that these funding programs are not likely to be able to support future SGI affordable housing projects due to less funds available for granting.

One of the key issues facing the ability for SGI projects to access to publicly administered grants and financing is the scale of projects needed to become eligible for provincial, federal or regional funding programs. The programs delivered through BC Housing and CMHC tend to be based on criteria that favour large scale, multi-unit projects, and do not fit with the low density settlement pattern and rural economic context of SGI communities.

A rural housing program that takes into consideration the unique characteristics of SGI communities could be explored to support the low density settlement pattern of the EAs and especially on the SGI and within the Islands Trust Area.

- **ACTION:** Develop a business case that explores the viability of establishing a CRD Rural Housing Program that includes the SGI EA.
- **ACTION:** Ensure that future CRD housing supply initiatives take into account the needs of smaller, rural communities like the SGI.
- **ACTION:** Engage with BC Housing and CMHC to incorporate a low density, rural approach within provincial and federal capital funding programs.
- **ACTION:** Explore opportunities for funding programs based on partnerships and innovative funding models.

2. ESTABLISH ANNUAL AFFORDABLE HOUSING DEMAND ESTIMATES

In 2018, the SGI Housing Needs Assessment identified the potential need for an additional 397 housing units over the next 25 years to keep up with projected population growth. There is a need for a mix of units across the spectrum that is suitable to house seniors, families, and the workforce, including affordable rental and ownership tenure options.

To meet demand estimates, affordable housing units owned and operated by non-profit housing providers (including CMHC) or by the private sector should have rental and resale rates controlled for affordability by housing agreements registered on the property title. Meeting this demand is a shared responsibility of the federal, provincial, and local governments, and can be advanced in partnership with the non-profit sector, wherever possible. Continuous data collection and monitoring is important to achieving target goals.

- **ACTION:** Establish housing demand estimates for the SGI EA.
- **ACTION:** Provide monitoring on the number of new affordable units established on the SGI.
- **ACTION:** Update the SGI Housing Needs Assessment every five years.

3. SUPPORT THIRD PARTY AFFORDABLE HOUSING PROJECTS

The CRD's Rural Housing Program should facilitate and support affordable housing proposals by third parties. Island communities have unique approaches to solving problems. Many community needs on the islands are met through volunteerism and by non-profit societies. However, land and housing development is complex, requires multiple approvals from several different governing bodies, and often involves a high level of community interest and political scrutiny which can be challenging. Unless there is budget to hire professional project managers, as even highly motivated volunteers have become discouraged over time. Some housing initiatives on the islands have been in process for over 10 years with little progress. Professional support would contribute to more successful community housing projects.

Housing proposals need to be set up for success with professional guidance and strategic approaches to address the unique sensitivities of the local island/electoral area context. CRD could develop toolkits to support non-profit groups and staff could provide expertise, guidance, and support in helping the group navigate the steps to achieving their goal. Some suggested tools include:

- **A guide to the regulatory process** for establishing affordable housing. Include a map of the differing roles of various agencies, and contact information.
- **A guide to financing** affordable housing – sample pro-formas and lessons learned from other projects.
- **A guide to understanding** the need – a summary of the Housing Needs Assessment and a breakdown of the CRD's affordability targets.



Where local government support is needed, the CRD wants to provide it by taking an involved approach. Any new affordable housing units should serve to further the CRD's objectives. If the CRD's affordable housing targets are measured by number of new units of affordable housing, then the success of third party proponents also becomes the success of the CRD.

- **ACTION:** Explore the feasibility of creating housing planning capacity within the CRD to serve EAs.
- **ACTION:** Continue to work with non-profit housing providers to broker access to provincial and federal funding programs and, where possible, partner with groups to support applications for multi-family, affordable, housing developments.
- **ACTION:** Identify surplus CRD land for affordable housing development.
- **ACTION:** Create a toolkit for affordable housing development that could be used by third-party affordable housing developers that takes into consideration the unique characteristics of the SGI communities.
- **ACTION:** Increase information sharing to improve awareness of support opportunities for non-profit housing societies entering into the field of affordable housing project operations.
- **ACTION:** Adoption and administration of Housing Agreements to ensure affordability.

4. CONSIDER HOW TO SUPPORT PRE-DEVELOPMENT EXPENSES FOR AFFORDABLE HOUSING

A CRD Rural Housing Program should recognize that part of the difficulty of achieving multi-family zoning on the islands is related to servicing and concerns over environmental impacts. Any multi-family zoning proposal for affordable housing needs to be supported with sufficient pre-development funding to support professional studies. Typically, funding is required for land surveys, hydrogeological reports, hydrological reports, archaeological studies, and environmental impact assessments, in addition to the engineering and design required for the buildings themselves. Note also that where bare land is being used and will be serviced onsite with groundwater, a well needs to be drilled before proof of water can be established and a groundwater licence will need to be issued by the Province.

A CRD Rural Housing Program should recognize the high site development costs in a rural context, as they are often starting with bare land. These projects require funding for road development, septic works, tree clearing, well drilling, etc.

- **ACTION:** Identify pre-development funding for eligible affordable housing projects.
- **ACTION:** Identify site development funding for eligible affordable housing projects.



Photo by Rachel Lenkowski courtesy of Southern Gulf Islands Tourism Partnership

5. SUPPORT THE SECONDARY HOUSING MARKET

Even when set up for success, proposals for purpose-built, multi-family affordable housing projects can take many years and are difficult to achieve on the islands. The CRD Rural Housing Program could look to establish a fund for islanders housing islanders, with the purpose of supporting the development of accessory dwelling units (secondary suites and cottages) on land where zoning allows such units, in addition to single family dwellings.

There are a variety of tenure options to support the provision of both rental and affordable ownership (*through the building strata provisions of the Strata Property Act*).

Properties with accessory units could be owned by non-profit housing societies, or supported with funding to be owned privately and controlled for affordability using a housing agreement, administered by the CRD. A granting program would support individual property owners to develop secondary suites or cottages on their properties – uses allowed under existing zoning – in exchange for registered housing agreements on title to ensure appropriate tenure, use, and affordability.

This could achieve a number of benefits for the community:

1. Supports affordable rental and ownership as the property owner gets a mortgage helper and the community gets rental housing, one unit at a time. The cost of building is otherwise prohibitive for median income families to build out their densities.
 2. Supports aging in place as many seniors could use additional help on their land and would benefit from having others living close to them. Lower income seniors may own their house and land, but need financial support to build a suite or cottage. Some seniors would then have the option to move into the smaller cottage and rent out the primary structure on their property, which may not be suitable for senior living, which would open up more family-appropriate housing stock.
 3. Can be implemented as an immediate solution without lengthy rezoning processes.
 4. Works within the rural settlement pattern of the existing community and provides a form of housing that islanders want to live in.
- **ACTION:** Explore the development of a fund or granting program to support the development of accessory dwelling units by existing residents.
 - **ACTION:** Develop garden suite/cottage building plans, designed to maximize affordability and to meet floor area requirements under zoning.

6. ENABLING ALTERNATIVE HOUSING TYPES

Low-cost alternatives to traditional housing are in high demand on the islands, these include requests for tiny homes, shipping containers, and converted recreational vehicles. It should also be acknowledged that the existing affordable housing stock on the islands is comprised, in part, by illegal dwellings, mobile homes, and converted sheds. These solutions have emerged out of necessity both for rental income and the desire to provide a place to live for a friend, family member, or someone else from the community.

The CRD Building Inspection department administers and enforces the BC Building Code (BCBC) and does not control what is permitted under provincial legislation. There is a need for the Province of B.C. to consider how tiny homes specifically could be permitted with legal occupancy permits. Additionally, traditional lenders will not finance a dwelling that is under 600ft. An integrated approach to support affordable housing forms would include collaboration with financial institutions.

Under the BCBC, an allowance for more variation in structural design can be permitted under Part 4 and other alternative solutions are sometimes permitted with the stamp of an engineer. A CRD Rural Housing Program could work with the experts in Building Inspection to evaluate alternative ways to meet the building code. It could also commission pre-fabricated or pre-engineered plans for garden suites/cottages that are sized to Islands Trust zoning requirements.

- **ACTION:** Work with Building Inspection staff to evaluate opportunities for alternative building approvals.
- **ACTION:** Property acquisition plan to develop within existing zoning.
- **ACTION:** Advocacy in support of regulatory change to enable the building and financing of small dwellings, under 600ft.
- **ACTION:** Advocate to the Provincial Government to reconcile the B.C. Building Code to enable affordability and give people more options for affordable building practices.

7. WHOLE GOVERNMENT APPROACH: INTERAGENCY COLLABORATION AND ADVOCACY

The unincorporated communities of the SGI have a complex governance model, and there are a variety of agencies involved in the development and approval of housing on the islands. Overlapping and contradictory requirements and standards raise concerns that the development approval process is unnecessarily expensive and cumbersome, with contingencies that can be impossible to overcome.

There are also affordable solutions to servicing requirements that are not addressed by legislation or within the power of staff to approve, but which can be cost effective and thus contribute to the overall affordability of a project (composting toilets is a common example). Relying on engineered designs does not support the affordability of the project. CRD could establish interagency working groups to coordinate and seek to solve some of these challenges. Agencies to be involved include Island Health, Islands Trust, CRD, and the Ministry of Transportation and Infrastructure. Letters of agreement should be explored to formalize the collaboration.

- **ACTION:** Establish an interagency round table to discuss social and affordability improvements that can be advanced by each agency.



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Summary and Next Steps			
Objective 1	Explore the Potential for a CRD Rural Housing Program		
	Action 1a	Develop a business case that explores the viability of establishing a CRD Rural Housing Program that includes the SGI EA.	2022
	Action 1b	Ensure that future CRD housing supply initiatives take into account the needs of smaller, rural communities like the Southern Gulf Islands.	2022 Ongoing
	Action 1c	Engage with BC Housing and CMHC to incorporate a low density, rural approach within provincial and federal capital funding programs.	2022
	Action 1d	Explore opportunities for funding programs based on partnerships and innovative funding models.	2022
Objective 2	Establish Annual Affordable Housing Demand Estimates		
	Action 2a	Provide monitoring on the number of new affordable units established on the SGI.	2023
	Action 2b	Establish housing demand estimates for the Southern Gulf Islands Electoral Area.	2023
	Action 2c	Update the SGI Housing Needs Assessment every five years.	2023
Objective 3	Support Third Party Affordable Housing Projects		
	Action 3a	Explore the feasibility of creating housing planning capacity within the CRD to serve Electoral Areas.	2022
	Action 3b	Continue to work with non-profit housing providers to broker access to provincial and federal funding programs and where possible, partner with groups to support applications for multi-family, affordable, housing developments.	2022 Ongoing
	Action 3c	Identify surplus CRD land for affordable housing development.	Ongoing
	Action 3d	Create a tool kit for affordable housing development that could be used by third party affordable housing developers that takes into consideration the unique characteristics of the SGI communities.	2023

Summary and Next Steps			
	Action 3e	Increase information sharing to increase awareness of support opportunities for non-profit housing societies entering into the field of affordable housing project operations.	2023
	Action 3f	Adoption and administration of Housing Agreements to ensure affordability	Ongoing
Objective 4	Consider How to Support Pre-Development Expenses for Affordable Housing		
	Action 4a	Identify pre-development funding for eligible affordable housing projects.	2022 Ongoing
	Action 4b	Identify site development funding for eligible affordable housing projects.	2022 Ongoing
Objective 5	Support the Secondary Housing Market		
	Action 5a	Develop garden suite/cottage building plans, designed to maximize affordability and to meet floor area requirements under zoning.	2023
	Action 5b	Explore the development of a fund or granting program to support the development of accessory dwelling units by existing residents.	2023
Objective 6	Enabling Alternative Housing Types		
	Action 6a	Work with Building Inspection staff to evaluate opportunities for alternative building approvals.	2023
	Action 6b	Property acquisition plan to develop within existing zoning.	2023
	Action 6c	Advocacy in support of regulatory change to enable the building and financing of small dwellings, under 600ft.	2023
	Action 6d	Advocate to the Provincial Government to reconcile the BC Building Code to enable affordability and give people more options for affordable building practices.	2022 Ongoing
Objective 7	Whole Government Approach: Interagency Collaboration and Advocacy		
	Action 7a	Establish an interagency round table to discuss social and affordability improvements that can be advanced by each agency.	2023 Ongoing



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Appendix 1: Roles and Responsibilities

THE CAPITAL REGIONAL DISTRICT

The CRD is committed to developing a coordinated approach to increase the supply of affordable housing within the region and to address the housing needs of its most vulnerable citizens. The CRD's efforts to provide ownership and rental housing are carried out in tandem with implementation of the Regional Housing Affordability Strategy, which aligns and provides more specific actions that support the policy direction set out in the CRD's Regional Growth Strategy.

THE REGIONAL HOUSING AFFORDABILITY STRATEGY (2018)

The RHS sets out a plan of action for meeting two key housing-related priorities integral to the long term livability and sustainability of the capital region: 1) the development of policies and strategies designed to promote and support a range of housing types and tenures to meet the needs of individuals of all ages, incomes and abilities; and 2) initiatives to improve housing affordability including the provision of a mix of housing types (market and non-market). Included in the RHAS is a series of goals and objectives as well as strategies to be considered by the CRD and its potential partners, including municipalities, electoral areas, other levels of government and the non-profit, co-op housing and private sectors. The RHAS also provides an overview of CRD programs and initiatives and provides a foundation for leveraging CRD knowledge, assets and resources to provide for an expanded range of safe, secure, affordable and accessible housing choices throughout the region. The RHAS includes a definition of affordability, and the target income groups and demand estimates for future units. These measurable targets will enable the CRD to gauge the effectiveness of future actions.

LAND BANKING AND HOUSING SERVICE

The CRD created a Land Banking and Housing Service in 1974 to acquire, assemble or bank land or borrow for the purposes of developing and/or operating affordable housing units. The service operates in accordance with Bylaw 3712, and can currently borrow up to \$25 million in order to build and operate affordable housing in the region.

CAPITAL REGION HOUSING CORPORATION

In 1982 established the Capital Region Housing Corporation (CRHC) to operate affordable housing in the region. The CRHC is a wholly-owned subsidiary of the CRD, and its mandate is to develop and manage affordable housing to meet the needs of people living within the capital region. The 2020 CRHC Annual Report CRHC indicates that the CRHC, as of December 31, 2020, owned and managed 1,773 units of rental housing for households with low-to-moderate incomes within 49 non-market housing developments in seven local government jurisdictions across the region. The CRHC is engaged in a significant growth period and is active in several new developments as well as strategic redevelopments to increase the density and availability of additional affordable housing on a number of its current properties.



REGIONAL HOUSING TRUST FUND

In 2005, seven local governments in the region established the Regional Housing Trust Fund (RHTF) Commission, through which a requisition each participating member contributes an equitable portion of funding to a housing grants program dedicated to leveraging funding from other levels of government and other sources to create affordable housing in the region. The service is governed by Bylaws 3266 and 3294 and currently includes 11 municipalities and two EAs. The maximum contribution to the fund is \$1 million. In 2016, the CRD Board approved a resolution supporting the transition of the RHTF from the provision of capital grants to paying the debt servicing costs related to borrowing to support the Regional Housing First Program. This transition is expected to take place in 2022. In 2018, the RHTF Commission approved a resolution restricting applications for the RHTF funding to Regional Housing First Program projects.

REGIONAL HOUSING FIRST PROGRAM

In 2016, the CRD Board approved the creation of the Regional Housing First Program (RHFP), and directed staff to engage provincial and federal authorities to explore the opportunity to partner in creating a capital development fund to help build housing that could be used to address issues related to chronic homelessness in the region. The RHFP Partnership now includes the CRD, BC Housing and CMHC, through which each partner has committed \$40 million each to a \$120 million capital funding pool to create up to 2,000 affordable housing units. Of these, 400 are to rent at provincial income assistance shelter rates of \$375/month. The program supports mixed market projects through which 20% are to rent at the income assistance levels while the remaining 80% of units are to be affordable to low-to-moderate income households. The initial 100 units have been used to help transition individuals out of supportive housing programs to live more independently with supports. The units vacated in the process are being filled with people who have experienced chronic homelessness in the region.

RAPID HOUSING INITIATIVE

In 2020, CMHC announced that it had awarded the CRD \$13.1 million through the Major Cities Program of the Rapid Housing Initiative. The CRD has partnered with BC Housing to help build two new supportive housing projects, one in Saanich with 52 units and another in Central Saanich with 40 units.

RESEARCH AND COMMUNITY DEVELOPMENT

The CRD engages with funders, government agencies, local governments and local community housing non-profits and groups to help facilitate the development of affordable housing. These partnerships seek to connect local housing groups to government and other funding sources that can help increase the supply of affordable low end of market and nonmarket housing across the region. HIP also facilitates research related to housing through which it successfully managed the completion of a Housing Needs Assessment for the SGI (2018) as well as the creation of 11 Housing Needs Reports through a regional project through which 11 local governments were able to meet provincial legislative requirements related to housing needs reports. HIP is also responsible for managing the Government of Canada's Reaching Home Program: Canada's Homelessness Strategy.

SOUTHERN GULF ISLANDS ADMINISTRATION

The SGI Initiatives division manages service delivery and community planning in the SGI communities by facilitating the delivery of policy directives and coordinating the needs of the islands with other departments within the CRD. The division supports the operations of the SGI Parks and Recreation Commissions, and assists with delivering the project priorities of the Community Economic Sustainability Commission. The island based community liaisons are also contracted through this division.

SOUTHERN GULF ISLANDS ECONOMIC SUSTAINABILITY COMMISSION

The SGI Economic Sustainability Commission (CESC) includes representatives from each of Galiano, Pender, Saturna, and Mayne Islands. Pursuant to its establishment bylaw (3803), the objectives of the CESC are:

- To work toward achieving a resilient and sustainable local economy that improves and maintains the SGI's economic prosperity, social equity, and environmental quality.
- To assist in preserving and strengthening existing business, attracting new business, and coordinating local economic development initiatives that contribute to economic prosperity, social equity, and environmental quality.

CRD BUILDING INSPECTION

The CRD is responsible for overseeing the construction, alteration, repair or demolition of buildings by ensuring the construction complies with the BC Building Code with respect to the health, safety, fire and structural integrity of buildings and structures. The building inspectors confirm that the work carried out meets the requirements of the BC Building Code, CRD Building Bylaw, Local Government Act, and all other relevant bylaws and regulations. The building inspectors establish trust and credibility with internal and external stakeholders. Lending institutions, appraisers, lawyers and others can then rely on building inspection records in determining the value of a building.

OTHER GOVERNMENT PROGRAMS AND SERVICES

Federal Government – Canadian Mortgage Housing Corporation

The Canada Mortgage and Housing Corporation (CMHC) is a Crown Corporation of the Government of Canada. The organization's primary goals are to assist in affordable housing development, provide mortgage liquidity, and provide unbiased research and advice to the Canadian government and housing industry. Through CMHC, the federal government works with provincial and territorial partners to reduce the number of Canadians in need by improving access to affordable housing. CMHC programs include the National Housing Strategy (NHS), a \$55 billion, 10 year plan to cut chronic homelessness in half and to create 125,000 new homes, and the Investment in Affordable Housing (IAH), a commitment to invest more than \$1.9 billion over eight years with provinces and territories cost-matching the federal investment. CMHC also holds long-term agreements with provinces and territories to administer to 80% of existing social housing. The remaining 20% is administered by CMHC and includes the on-reserve portfolio.



Province of British Columbia – BC Housing

BC Housing is a crown corporation that reports to the Minister of Municipal Affairs and Housing. BC Housing has a wide range of partners including local governments, non-profit organizations, Indigenous organizations and developers. The key responsibilities of BC Housing are to develop, manage and administer subsidized housing options, to build and strengthen partnerships for new affordable housing units, to administer rent supplements and to collaborate with stakeholders. BC Housing also supports outreach to emergency shelters and transitional housing for people who are homeless or at-risk of homelessness. BC Housing is responsible for a portion of the Province's 30-point plan for housing affordability in British Columbia. The BC government is investing \$6.9 billion in eleven programs to address housing affordability, to modernize and preserve existing housing, and to supply new housing. The 30-point plan also outlines a commitment to building 114,000 new affordable homes across the Province.

Islands Trust

The Islands Trust is a federation of local governments serving islands in the Salish Sea. The Trust Policy Statement is fundamental to the operations of the Islands Trust. It guides the development of land-use planning and regulatory bylaws of local trust committees, as well as Trust Council's strategic plan and advocacy program. The Trust Policy Statement does not specifically include policies related to housing, but it does acknowledge the need for sustainable and healthy communities to have access to affordable housing. Throughout the Trust Area, there is a wide range of general Official Community Plan (OCP) policy on affordable housing, including everything from broad objectives to specific land use criteria, and also including special needs, social and seniors' housing objectives and policies. Some OCPs have quite limited references to affordable housing, while others have well thought-out and detailed policies. The OCP policies guide local trust committee decision-making and are implemented by other tools, principally land use bylaws that prescribe zoning.

Local trust committees, through their land use planning authority, can provide opportunities for housing initiatives, but the actual creation of housing requires partnerships between interested residents and property owners, non-government organizations and government agencies. The local trust committee can also hold and administer to housing agreements between themselves and property owners to ensure affordable housing. In the agreement the owner, usually an organization or society, agrees to specific terms such as rental or leasehold rates, allowable amounts for rate increases, or the amount for which a unit may be sold. Housing agreements can also stipulate tenant or owner eligibility based on income or other criteria. Another way that the Islands Trust has supported affordable housing is by coordinating community housing need forums and conducting housing need assessments in the SGI, reports of which can be found on their website.

LOCAL COMMUNITY HOUSING GROUPS

Mayne Island Housing Society

The Mayne Island Housing Society (MIHS) is an incorporated non-profit whose purpose is to relieve poverty by providing affordable housing for low-or modest-income residents of Mayne Island. The MIHS also provides advocacy and support to individuals and other agencies that would like housing information, and will support those who may be interested in pursuing a separate housing project of their own design, or on a more modest scale, a rental cottage or secondary suite. MHIS considers the priority for housing to be purpose-built rental accommodation and proposes to build a project up to 10 homes for singles, couples, and families, including seniors. MHIS has retained a professional housing consultant to prepare the business plan/funding proposals for CMHC seed-funding opportunities, as well as capital funding opportunities. The Mayne Island Housing Society has charitable status through the Canada Revenue Agency.

Galiano Affordable Living Initiative

The Galiano Affordable Living Initiative (GALI) Society was incorporated as a non-profit society in March 2020 with the goal of building and managing affordable rental housing for low-and moderate-income residents of Galiano Island. Their Galiano Green project contemplates 20 rental units in four separate multi-family complexes.

Gulf Islands Galisle Affordable Rental Housing Society

The Gulf Islands Galisle Affordable Rental Housing Society (GIGARHS) is a non-profit society incorporated in 2018 with the purpose to relieve poverty by building and managing affordable rental housing for low and moderate income households of Galiano. GIGARHS is currently rezoning two hectares of land at 1663 Georgia View to build 12 dwelling units.

Galiano Housing Society

Established in 1975, the Galiano Island Housing Society was created to provide housing on a non-profit basis at a reasonable cost for senior citizens in need of accommodation on Galiano Island. The Galiano Islands Housing Society operates Page Drive Seniors' Residence: 16 units of affordable rental housing for Galiano Island seniors

Saturna Senior Citizens' Building Society

The Saturna Senior Citizens' Building Society (SSCBS) is an incorporated non-profit with the purpose of operating a charitable institution that constructs, provides, maintains, leases, owns and/or manages one or more low-rental housing projects for elderly citizens. The society runs a four unit building called Carefree Court, and is zoned for four more units on their property. SSCBS receives funding from BC Housing to offset mortgage payments for their land. The property falls within the Agricultural Land Reserve.

Pender Islands Housing Society

Pender Islands Housing Society is a registered charity that operates Plum Tree Court, Pender Islands' only affordable housing complex. It has six independent units of low-cost rental seniors' housing. Plum Tree Court has been run in partnership with BC Housing for almost 40 years.

Appendix 2: Background Reports

SOUTHERN GULF ISLANDS HOUSING NEEDS ASSESSMENT (2018)

The SGI Housing Needs Assessment (HNA) was prepared by Janis Gauthier of JG Consulting Services, LTD at the direction of the CRD, and in collaboration with Islands Trust. The objectives of the HNA were to help the Islands Trust and CRD to better understand housing affordability issues in the SGI, to establish baseline data to support long-term planning needs, to provide evidence of need to support applications for funding, and to provide data to guide policy and bylaw development. Data presented in the HNA was obtained from Statistics Canada, BC Stats, BC Assessment, BC Building Department, BC Housing, Multiple Listing Services (MLS), online vacation rental sites, and online surveys of residents and employers. The resident survey saw particularly high response rates with 866 households, representing 1850 occupants or 39% of the SGI population, represented. The HNA contains an inventory of SGI housing stock and its affordability, as well as examines the impact that housing issues have on renters and businesses. The HNA explains that in the SGI, rentals represent 15% of dwellings occupied year-round, which is much lower than both the CRD (37%) and BC (34%) in 2016. The report notes that between 2006 to 2016 rental housing stock in the SGI dropped from 400 to 350 units, a decline that can possibly be attributed to increasing use of properties as short-term vacation rentals. Regarding affordability, the data from the resident survey indicates a high proportion of renters pay more than 30% of their income in rent, with almost half paying in excess of 50% which puts them at risk of homelessness.

Seniors and households with children were identified as particularly vulnerable to housing instability. In the SGI, the amount of social housing differs significantly on a per capita basis (9.0 per 1,000) from the CRD (29.0 per 1,000). In respect to home ownership, MLS data shows that the median home price in the SGI in February 2018 was \$580,000, requiring a median income of \$99,500 in order to afford to purchase and finance a median priced home. In contrast, the median household income in the SGI is \$54,000, suggesting the need for more housing stock at the median price of \$295,000. Regarding impacts on businesses, the results of the online employer survey indicate that rental housing scarcity impacts businesses' ability to find staff, but that purpose-built workforce housing could help them to meet their business needs and achieve sustainability. The construction of each new home has the added benefit of providing 3.94 full time jobs for the community. Population projections in the HNA suggest that the SGI population is expected to grow by 15.8% by 2041, and equates the need for an additional 16 housing units annually or 397 over the next 25 years. The report concludes that "all stages of research strongly demonstrate that suitable and affordable housing remains unattainable for many Southern Gulf Island residents...all evidence clearly points to serious shortages in secure, appropriate and affordable housing for low to moderate income earners" (*Islands Trust Community Housing in the Islands Trust Area, 2016, 2019*).

The Final Report: Community Housing the Trust Area (August 2016) presents key findings of the Islands Trust Community Housing Forum held in June 2016, and advances strategies for Trust Council to apply its authority to support local trust committees to meet housing needs in the Trust Area. The Forum highlighted community housing projects from across the region, and gave housing organizations a platform to share their successes and challenges. Focus groups were each assigned a topic, and asked to bring forward suggestions on how Trust Council could advance solutions to

a range of housing issues. Islands Trust staff evaluated these focus group suggestions, and made recommendations based on whether they were within the Trust Council mandate and legislative authority to carry forward. In response to Forum findings, it was recommended that Trust Council review the Islands Trust Policy statement to ensure that it include a clearly articulated definition of, and vision for, affordable housing, and a framework to guide local trust committees in their consideration of affordable housing decisions. Other report recommendations to Trust Council include budget allocations for housing needs assessments, staffing changes that would enable Islands Trust Council to hold and administer housing agreements on behalf of LTCs, advocacy to senior levels of government for increased funding for affordable housing, and directing staff to explore the potential for the creation of an affordable housing Land Trust. The Final Report accompanies the Islands Trust Affordable Housing Baseline Report, a reference document that details the planning context of each Land Trust Area, as well as the Official Community Plan policies and Land Use Bylaw regulations that direct affordable housing within the Trust Area.

MAYNE ISLAND DESIGNING THE FUTURE – HOUSING (2020)

The Designing the Future of Mayne Island Strategic Plan (2020) by the Designing the Future of Mayne Island organizing committee details the outcomes of a community-based planning summit convened on Mayne Island over the Fall of 2019. The need for the summit was borne of many converging issues within the community, including an increasingly complex geo-political landscape, an aging population, exhaustion of volunteer resources, missed opportunities for collaboration between community organizations, a lack of secure and gainful employment, barriers to health services, climate change and food insecurity, and a housing crisis. One of the several focuses considered creative solutions to housing insecurity within the community.

The Housing Matters group outlined several strategies for tackling Mayne’s housing crisis, including lobbying local government to allow for alternative housing options and increasing density on private land, motivating landowners to provide long-term rental housing, and educating the public on the impact the housing crisis has on the community. In regards to housing creation, the group identified four primary areas for support and development: tiny homes, shared housing, secondary suites, and energy neutral, affordable, and purpose built rental housing. An online survey determined broad community support for the housing proposal.

GALIANO ISLAND HOUSING OPTIONS TASK FORCE (2014)

The Housing on Galiano: Trends, Needs and Demands report by M. Thomson Consulting is an assessment of Galiano Island’s housing needs, and how shifting island demographics and projected housing trends might impact housing demands in the community. The report also considered whether the Galiano Green affordable home ownership model would successfully meet some of the island’s housing needs. The report is based on the BC Housing Needs and Demands Assessment template, and was compiled using Statistics Canada Census and National Household Survey, BC Stats, Canada Mortgage and Housing Corporation and Multiple Listings Service data.

The assessment suggests a need for two types of affordable housing: affordable rentals and affordable ownership options, particularly for families. An evaluation of historic rental stocks found that as real estate prices on Galiano increased between 2001 and 2006, the availability of rental housing declined significantly. The author posits that renters leaving the community may have



contributed to the 10% decline in Galiano Island's population between 2006 and 2011, a trend that the author predicts will continue if housing inequities are not addressed. Another important finding was that more than half of Galiano renters spend 30% or more of their income on housing, and are considered in 'housing need', with lone-parent, senior, and non-family households particularly vulnerable to housing instability.

The assessment also highlights the persisting home-ownership gap on Galiano, whereby "median-earning households cannot afford a median-priced home". The author suggests that opportunities for affordable home ownership represent an important strategy in addressing overall housing instability on Galiano. The assessment notes that 150 households on Galiano that earn between \$20,000-\$40,000 annually were suitable fits for the Galiano Green home ownership model, and that such projects could not only help to retain existing Galiano households, but to attract new families to the community. The author concludes that Galiano Green is just one tool for addressing housing needs within the Galiano community.

Note: Since the 2014 report, the Galiano Green project has been updated to contemplate 20 rental units in 4 separate multi-family complexes, as opposed to the bare-land strata model of the original.

Please contact Islands Trust for a copy of this report.

MAYNE ISLAND HOUSING OPTIONS TASK FORCE (2011)

The Mayne Island Housing Options Task Force Report was prepared by the Housing Options Task Force at the direction of the Mayne Island Local Trust Committee. The Housing Options Task force was established to provide overall strategic advice to the Local Trust Committee (LTC) on Mayne Island housing, and to identify land use and policy issues related to addressing current and future housing issues. The report is based on data obtained from the 2001 and 2006 census summaries for Mayne Island and the Island's Trust area, interviews with renters and service providers, a questionnaire and a meeting with island businesses, and a household survey. Through extensive community consultation, the Housing Options Task Force identified several priorities for the LTC, namely the expansion of land use zoning to incorporate a variety of dwelling types, and the need to stabilize long-term rental housing. Specific recommendations for dwelling types include making secondary suites a permitted use, increasing zoning to allow multi-dwellings such as row houses, semi-detached duplexes and cooperative housing, and allowing zoning for senior-specific and special needs housing.

Other recommendations include: that a standing advisory group or housing authority be created to assist in the development of a strategic housing plan for Mayne and to provide oversight to housing agreements; that a non-profit be formed specifically to develop, manage and oversee projects that address ongoing housing needs; that the LTC consider the need for housing diversity as an ongoing priority; that the LTC allow accessory suites for seniors and special needs via a Temporary Use Permit or Housing Agreement on residential properties; that the LTC facilitate site-specific housing agreements to change land use to meet identified housing needs; and that the LTC explore options for tax incentives such as tax deferral on new rental construction and tax reduction on long-term rentals. The report also contains an assessment of Mayne Island housing stock, noting that 590 of 1100 Mayne Island dwellings are occupied full time, with 86% owner occupied, and 14%

rented by tenants. Seasonal influxes of visitors and summer workers increase the scarcity of rental housing. The report notes that real estate prices are high compared to the average wage, and the need to create affordable housing options for purchase by those entering into the housing market. The report concludes that local housing needs are influenced by a variety of internal and external factors and may not remain constant. Therefore it is recommended that Mayne Island's housing needs are regularly assessed and reviewed.

Please contact Islands Trust for a copy of this report.

NORTH PENDER ISLAND AFFORDABLE HOUSING REPORT (2008)

The North Pender Island Affordable Housing Report (2008) was prepared by the North Pender Island Affordable Housing Task Force at the direction of the North Pender Island Local Trust Committee. The Affordable Housing Task Force was established to look at housing need on North Pender Island, and to direct policy and planning work that addresses housing-related issues. The Task Force conducted a community housing needs survey, identifying the following issues: that home ownership costs exceed the income of young families; that there are limited options for downsizing seniors; that there is a limited supply of rental housing; that the existing rental supply is of poor quality; and that low income earners face barriers to renting. Seniors, single parent families, and renters with pets were identified as particularly vulnerable to housing instability. The Task Force also hosted interviews with local businesses, which yielded the following feedback: that their employees had difficulties securing rentals; that they were unable to hire staff because of lack of housing; and that there were instances where workers left the island for lack of housing.

These survey and interview results, as well as a review of what other comparable communities are doing to tackle affordable housing, formed the base for the housing options presented in the report, which include: offering density bonuses to enable developers to build high density senior and special needs housing; higher density housing in select locations; legalizing infill housing whereby housing units are added to an already approved property/community; creating an affordable housing fund, home trust initiative, and housing registry; encouraging land donations by individuals or community groups; legalizing secondary suites; permitting commercial accommodations to legally offer rentals to community members during the off-season; promoting grant programs that enable lower-income homeowners to upgrade their homes or create secondary rental suites; and educating the government and public about the community's housing needs.

The report concludes that there is no single solution to the challenge of affordable housing, and that solutions are dependent on the island's willingness to innovate and form partnerships. A strategic plan should be developed to respond to the island's future housing needs, and should stimulate the provision of forms of affordable housing, work to better match existing supply of affordable housing with the needs and preferences of North Pender households, and increase the supply of affordable housing choices through lower cost and/or non-profit housing.

Please contact Islands Trust for a copy of this report.





Photo by Rachel Lenkowski courtesy of Southern Gulf Islands Tourism Partnership



Southern Gulf Islands Updated Housing Market Analysis Report

February 2022

Prepared for the Capital Regional District



Making a difference...together

By Urban Matters CCC

urban
matters

Acknowledgements

The Capital Regional District Southern Gulf Islands is located on the traditional territories of the territories of the Coast and Straits Salish peoples.

We are grateful for the contributions, time, and energy from the Capital Regional District Community Liaisons, Victoria Real Estate Board, and community members who participated in the development of this report.

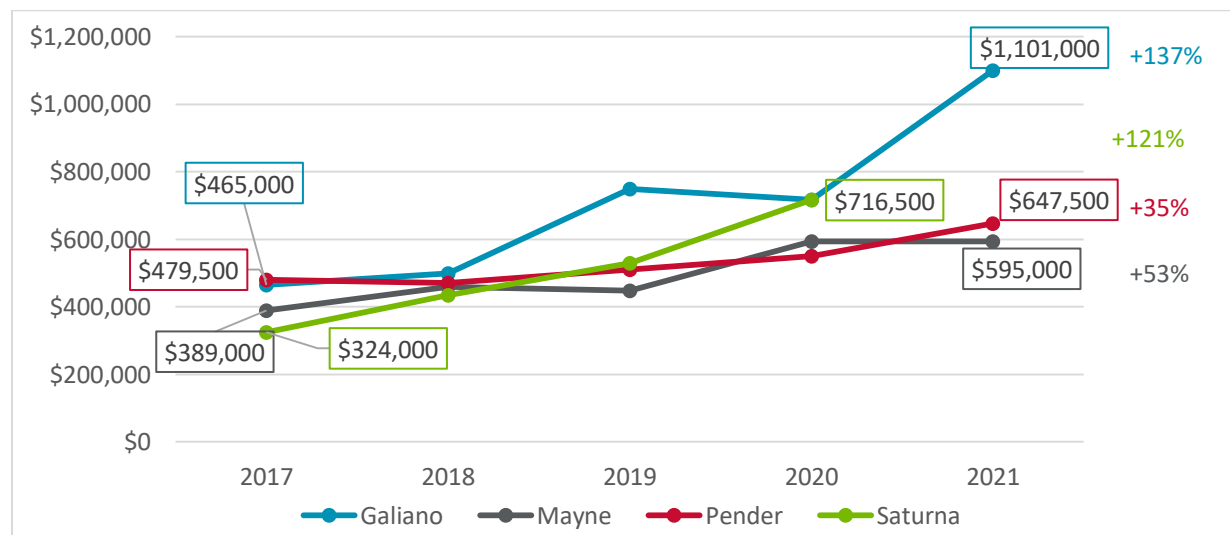
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Executive Summary

The Southern Gulf Islands (SGI) Housing Needs Assessment completed in 2018 provided the Capital Regional District (CRD) with insights on baseline and projected housing needs. Due to COVID-19, housing prices (sales and rentals) have increased. This is consistent with significant real estate increases seen in other parts of the province. This reporting provides an updated market analysis of the housing market across the SGI communities.

Between 2017 and 2021, median sales prices have increased significantly: between 35% to 137% depending on the island.

Median Sales Price for Single-Detached Dwellings by Southern Gulf Island¹, 2017-2021



From 2018 to 2021, the housing inventory and market conditions have made purchasing or renting housing less accessible for residents and workers on the SGI. Across the SGI, there has been moderate gains in new housing builds and starts (Recent Completions by Building Permit Data), primarily focused across Galiano Island and North and South Pender Islands.

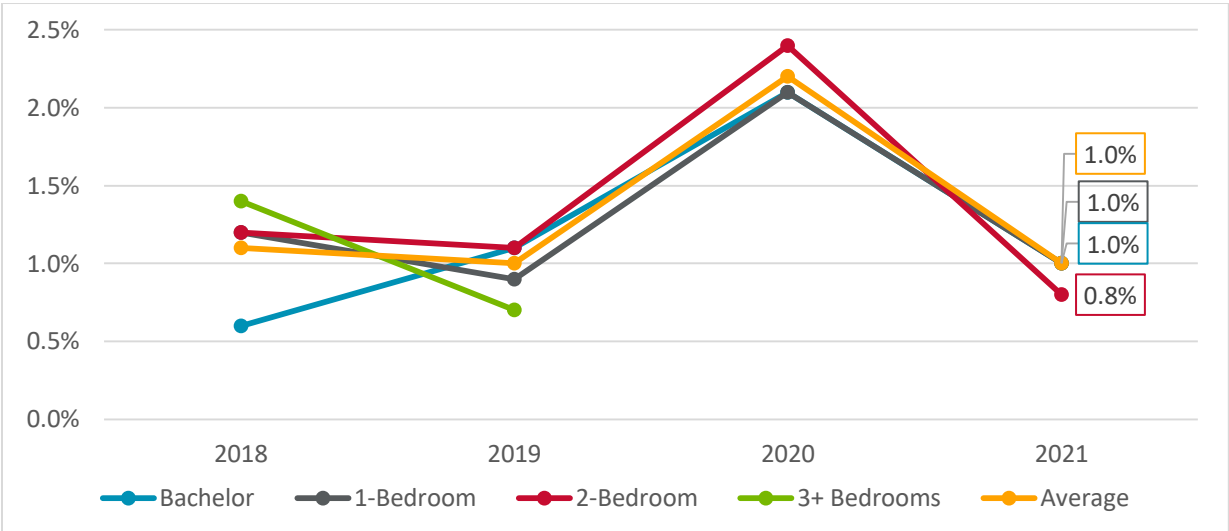
Since 2018, there has been limited improvement in housing affordability for homeowners and renters. Home ownership remains out of reach for many households due to increasing housing costs and challenges with attaining affordable mortgages.

Data on the primary rental market is limited and is not collected through the Canada Mortgage Housing Corporation's (CMHC) Rental Market Survey. To understand the rental market across the SGI communities, a background review of Islands Trust and CRD documentation was completed, in conjunction with targeted interviews. Community members rely on word-of-mouth communication to prioritize housing for local residents due to the competitive nature of the limited rental housing stock. Rental stock is difficult to track due to the informal nature of how rental availability is shared (i.e., not through real estate platforms).

¹ Single-detached dwelling sales data is not available for Saturna Island for 2021. The percent change for Saturna is calculated from 2017-2020.

Regionally (i.e., across the CRD), the data shows rental pressures across all communities. Even where there is a high number of purpose-built rentals, rental pressures are high. The SGI has minimal purpose-built rental units, and communities face their own unique rental housing issues, which exacerbate existing regional rental pressures. Vacancy rates in purpose-built rentals have remained low averaging at 1%, where a healthy rate is 3%-5%.

Primary Market Rental Vacancy Rates, Capital Region (Victoria CMA), 2018-2021

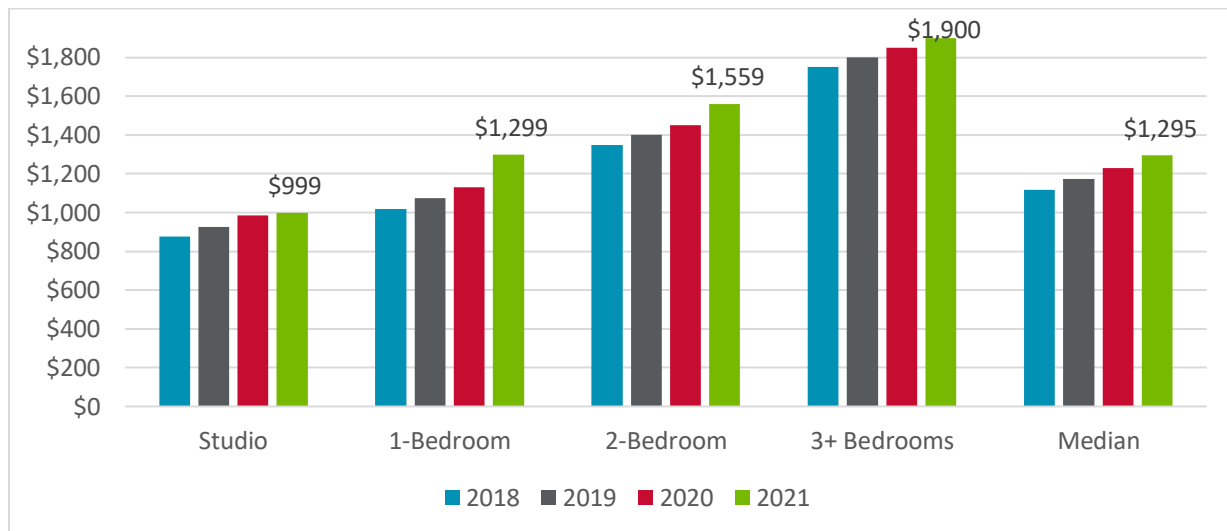


Renters face insecurity with the majority of rental housing across SGI comprising of secondary market rental units.² Seasonal housing demands places increased burdens on the rental market, which is limited across the SGI. Employers face challenges with staffing due to the employee challenges with securing affordable housing.

Between 2018 and 2021, regional median rental rates have increased between 9% to 27%. Rental rate increases in the primary market are somewhat controlled due to legislation which limits the annual amount rental rates can increase by.

² Fee simple single-family homes, secondary suites, strata condominiums, and townhouses being rented out by private owners.

Primary Market Rental Median Rent by Bedroom Type, Capital Region (Victoria CMA), 2018-2021



Key Areas of Need

The following outline the key areas of need across the SGI:



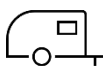
The 2018 Housing Needs Assessment showed that incomes and costs of housing were misaligned. This gap appears to have widened in the last 4 years.



The rental situation on the islands is desperate and is adversely impacting the local economy and the ability to deliver services.



Primary market rental stock is limited. The majority of rental units are through the secondary market which leads to insecurity for the renter. Renters are often precariously housed with a lack of proper renter protections. Rental pressures across the region are high, and this pressure is heightened across the SGI due to a lack of primary rental stock.



Hidden homelessness is being experienced by individuals across all islands. This continues to be an issue with individuals couch surfing, living out of cars and boats, and camping.



Housing supply is limited and lacks diversity, with development lagging, this has resulted in a persistent challenge for owners and renters trying to source affordable, adequate, and suitable housing.

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1 Introduction

The Southern Gulf Islands (SGI) are comprised of Galiano, Mayne, North and South Pender (Penders), and Saturna Islands, located within the traditional territories of the Coast and Straits Salish peoples. The Capital Regional District (CRD) is undertaking work across the SGI to make strategic recommendations to address housing challenges identified through the Housing Strategy (2022).

This report builds on the baseline data and key findings from the Southern Gulf Islands Housing Needs Assessment report completed in 2018. The following are key findings from the 2018 Housing Needs Assessment:

- Critical shortage of supply of suitable and affordable rental units
- Home ownership is out of reach for most households across the SGI
- Rental housing is impacted by seasonal short-term rental demands
- Local businesses and employees face serious housing challenges due to affordability and availability

Since 2018, market data indicates housing sales prices have continued to grow on each of the islands and the housing markets in each of the four communities have been impacted by the broader pandemic and economic conditions. This report provides an overview of market housing needs and challenges based on analysis of quantitative data from AirDNA, BC Assessment, BC Housing, Canada Mortgage and Housing Corporation, Capital Regional District, Vancouver Island Real Estate Board, Victoria Real Estate Board.

The market data was contextualized through background review produced by Islands Trust, Capital Regional District, and selective targeted interviews. This report is comprised of the following sections:

- Market Housing
- Rental Housing
- Non-Market Housing
- Community Context and Research Summary
- Conclusion

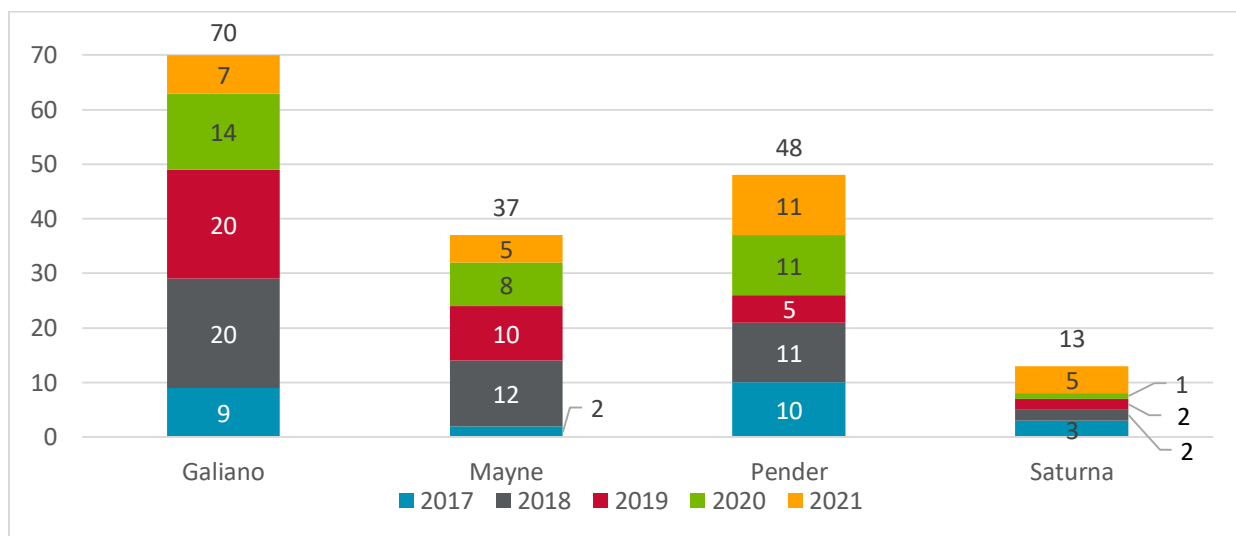
2 Market Housing

Housing across the SGI remains limited. Communities use internal networks to help prioritize housing for local residents due to challenges with supply. Housing stock continues to remain low due to increased material costs and labour support challenges (i.e., limited contractors across SGI).

2.1 Recent Completions by Building Permit Data

The SGI Electoral Area has seen a modest increase in the number of new dwelling units from 2017 to 2021 as shown by the CRD building permit data. In total, the CRD issued building permits for 168 new single-detached dwellings and 22 secondary suites and auxiliary dwellings during this time period.

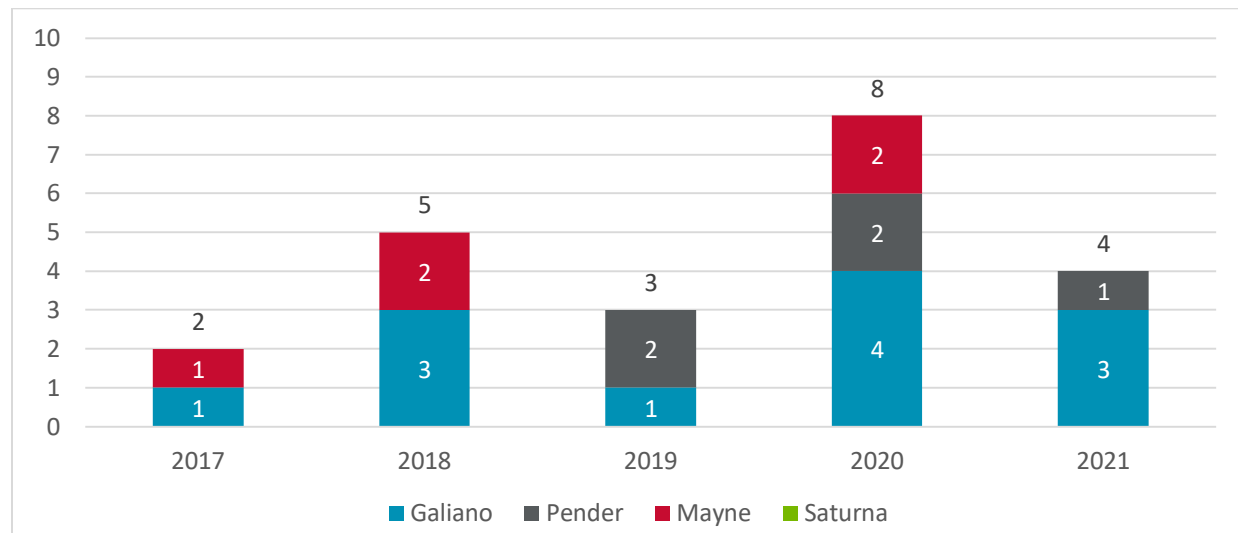
Figure 1: Building Permits Issued for New Single-Family Dwellings, Southern Gulf Islands, 2017-2021



Source: Capital Regional District Building Permit Data, Southern Gulf Islands Electoral Area

The SGI Electoral Area has seen a consistent number of building permits issued for accessory dwelling units (e.g., cabins, carriage houses, cottages). Between 2017 to 2021, a total of 22 building permits were issued. Of the 22, only 3 permits were issued for secondary suites, solely located on the Penders. Galiano Island held the largest share of the building permits for these two dwelling categories at 55%, with no building permits issued for Saturna Island.

Figure 2: Building Permits Issued for Secondary Suites and Auxiliary Dwellings, Southern Gulf Islands, 2017-2021



Source: Capital Regional District Building Permit Data, Southern Gulf Islands Electoral Area

2.2 Homeownership

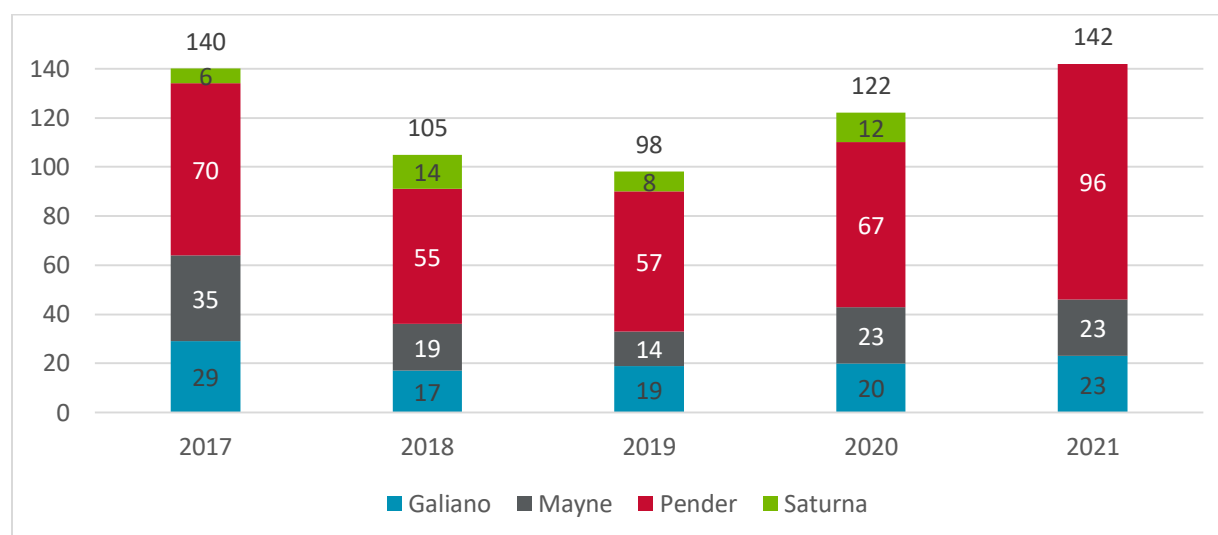
Single-detached dwellings are the primary form of housing available for prospective homeowners to purchase across the SGI. This reflects SGI's housing composition as it is primarily made up of single-detached dwellings (96% in 2016). Recent housing sales data for the SGI indicate that the number of single-detached dwellings sold in 2020 and 2021 has not been impacted due to the pandemic and its economic impacts. Despite a slowdown in home sales in 2018-19, 2020 and 2021 saw an increase and has grown back to 2017 levels.

From 2017 to 2021, the Penders held the largest proportion of single-detached dwellings sold across the SGI, reflecting the relative availability of housing for purchase compared to the other islands. Saturna Island held the smallest proportion of single-detached dwellings sold during the same period.

Through this process, we heard that policies and regulations across all islands (i.e., Islands Trust policies, Capital Regional District bylaws) create a complex environment that limits development due to challenges with permitting approvals and density limits. Additionally, development across all islands is limited due to labour availability and the high costs of procuring construction materials, which face the additional cost of material transportation to the islands.

Key informants explained that the high sales prices of homes and land make it challenging for local prospective homebuyers to secure financing. Banks require high down payments and consider the SGI a high-risk lending zone. There are financing obstacles when purchasing raw land, which has discouraged new builds. As a result, many prospective home buyers need to source multiple incomes to afford living in the community. The increased cost of housing prices and land have widened the affordability gap for homeownership.

Figure 3: Number of Single-detached Dwellings Sold, Southern Gulf Islands³, 2017-2021



Source: Vancouver Island Real Estate Board and Victoria Real Estate Board

From 2016 to 2021, the average assessed value for a single-detached dwelling across the SGI has grown by 52% from \$382,753 to \$581,273. The average assessment value increases if the dwelling contains a suite or is located on a property with 2 acres or more. For single-detached dwellings and duplexes on 2 acres or more, the average assessed value in 2021 is over one million dollars at \$1,013,410.

Table 1: Average Assessment Value by Dwelling Type, Southern Gulf Islands⁴, 2016-2020

	2016	2017	2018	2019	2020	2021	2016-2021 (%)
Single Family	\$382,753	\$413,770	\$469,615	\$515,569	\$548,825	\$581,273	52%
Dwelling with Suite	\$447,314	\$482,678	\$534,406	\$588,261	\$633,073	\$667,775	49%
Seasonal Dwelling	\$310,177	\$344,975	\$389,275	\$422,538	\$429,072	\$454,414	47%
2+ Acres (Single Family Dwelling, Duplex)	\$724,580	\$759,898	\$833,581	\$933,110	\$953,780	\$1,013,410	40%

Source: BC Assessment

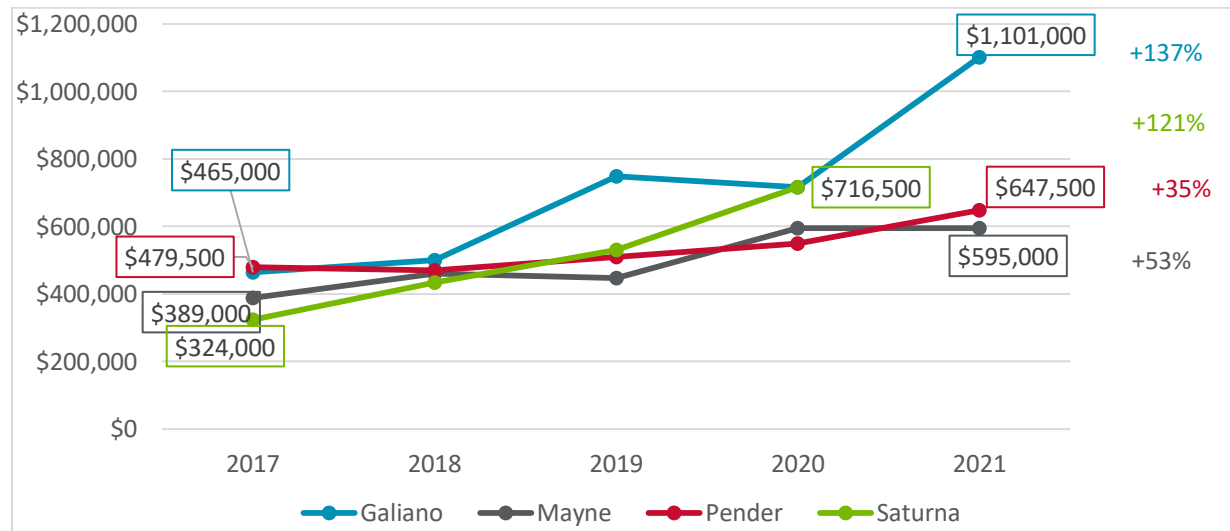
Recent sales data for single-detached dwellings on the SGI show the average sales prices are higher than the average assessed value, indicating strong demand for housing. Galiano Island leads in housing prices

³ Single-detached dwelling sales data is not available for Saturna Island for 2021.

⁴ Average assessment values for other dwelling type categories are not available for the Southern Gulf Islands due to limited public data.

across the SGI, with an average sales price of \$1,101,000 for a single-detached dwelling in 2021. Notably, Galiano Island saw the highest average sales prices jump for single-detached dwellings from 2017 to 2021, growing 137% and is followed by Mayne Island (53%) and the Penders (35%).

Figure 4: Median Sales Price for Single-Detached Dwellings by Southern Gulf Island⁵, 2017-2021



Source: Vancouver Island Real Estate Board and Victoria Real Estate Board

The homeownership market remains competitive for those seeking affordable homes. Across the SGI, the market for home sales has rebounded; however, homes over \$1M tend to remain on the market for longer periods due to the high price point.

⁵ Single-detached dwelling sales data is not available for Saturna Island for 2021. The percent change for Saturna is calculated from 2017-2020.

3 Rental Housing

The SGI's climate and recreation opportunities draw an influx of visitors throughout the year and the visitations peak during the summer months of the year, which results in seasonal evictions as homeowners return during the summer months. As such, rental housing is an important part of the housing stock year-round for visitors and for workers that support the tourism and hospitality sector across the SGI.

3.1 Primary Rental Market (Regional Trends)

While it is estimated from BC Assessment data that there were 14 units in the primary rental market on the SGI in 2020, there is no data currently collected and available on the market rents or vacancy rates for this component of the rental housing inventory.

To understand rental housing trends across the SGI, data on the Victoria Census Metropolitan Area (CMA)⁶, is used to provide context on the region. Regionally, there has been an increase in primary market rents and low vacancy rates for the last few years even while the total number of units in the primary market has increased. This indicates that rental housing is limited across the region and that there is significant demand for rental housing.

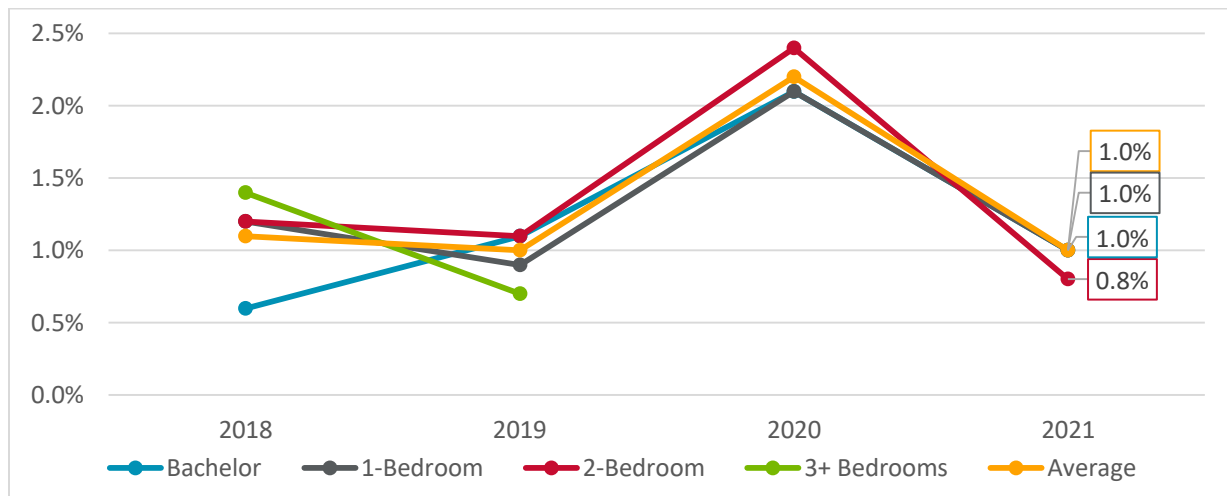
The primary market rental vacancy rates for the Capital Region have remained below 3% from 2018 to 2021 indicating low availability of rental housing. A healthy rental market usually has a vacancy rate between 3% to 5%.

Across the SGI communities, there are extremely low vacancy rates where community members are often seeking housing for extended periods of time.

Due to the limited primary rental market housing stock, the majority of rental housing is sought out through the secondary market which leads to insecurity for the renter. Renters are often precariously housed with a lack of proper renter protections. As a result of the limited affordable rental stock, hidden homelessness (e.g., living in boats, camping, overcrowded homes) has increased across the SGI.

⁶ The Victoria CMA consists of the following communities: District of Saanich, City of Victoria, City of Langford, District of Oak Bay, District of Esquimalt, City of Colwood, District of Central Saanich, District of Sooke, Town of Sidney, District of North Saanich, Town of View Royal, District of Metchosin, Electoral Area of Juan De Fuca (Part 1), District of Highlands, New Songhees IR 1A, East Saanich IR 2, South Saanich IR 1, Cole Bay IR 3, T'Sou-ke IR, Becher Bay IR 1, Union Bay IR 4, and Esquimalt IR.

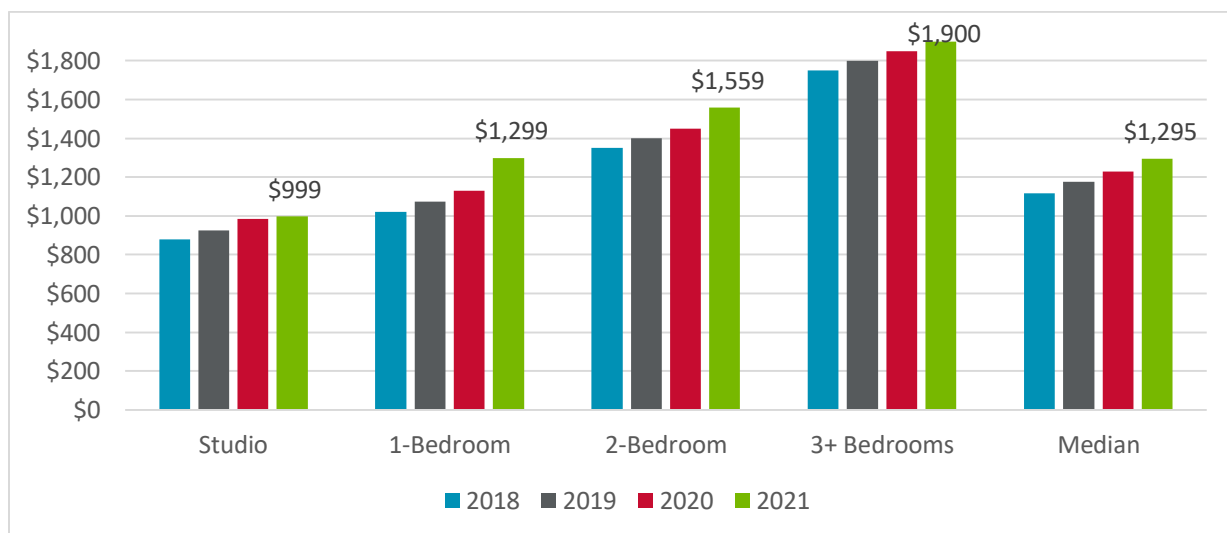
Figure 5: Primary Market Rental Vacancy Rates, Victoria CMA, 2018-2021



Source: CMHC Rental Market Survey

The median rent for all unit types in the primary rental market in the Capital Region has increased by 16% from 2018 to 2021 or an average annual rate of 5%. An increase in median market rents was experienced across all bedroom types in the Capital Region during this period.

Figure 6: Primary Market Rental Median Rent by Bedroom Type, Victoria CMA, 2018-2021



Source: CMHC Rental Market Survey

Rental housing availability across the SGI is communicated through informal networks such as word-of-mouth communication, social media groups, and community bulletin boards. As a result, fluctuations in rental housing stock are difficult to track.

3.2 Short-Term Rental Housing

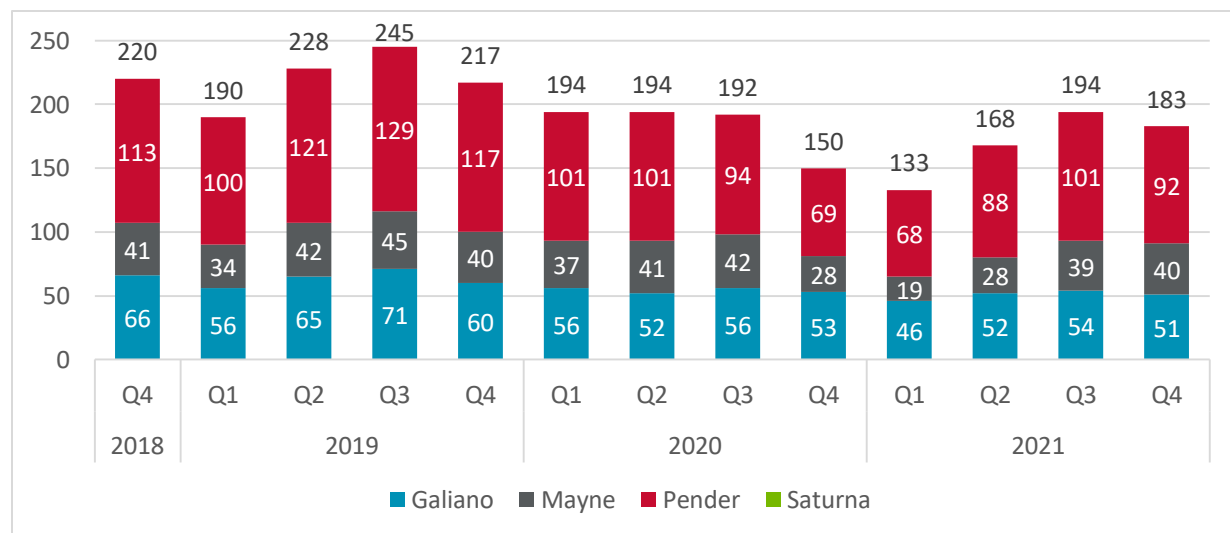
According to AirDNA⁷ short-term rental data, between 2018 to 2021 there was an average of 192 short-term rental units listed for rent across the SGI at any given quarter of the year. From 2019 to 2020 there was a 20% decrease in total short-term rental units between Q2 and Q3, likely due to COVID-19. This may be a trend worth monitoring to see if this increases in 2022 with the removal of COVID-19 travel restrictions.

There were no seasonal fluctuations in the number of available units, except for the last quarter of 2020 and the first quarter of 2021, and no major changes in the number of total units available for rent. This data indicates that the proportion of short-term rental units on Galiano Island, Mayne Island and the Penders has stayed consistent over the last few years.

Community employers struggle with staffing due to employees having challenges with sourcing affordable housing. Some employers have taken it upon themselves to source housing for their employees. Seasonal employment to address additional tourism demands have increased the burden of seasonal housing.

There is typically a significant increase in Q3 (summer months) to accommodate seasonal tourism (e.g., hiring staff / recreational visitors). Short-term rentals have decreased across all islands due to changes in ownership where household demographics have shifted to full-time residents, thereby reducing the rental units available over time.

Figure 7: Number of Short-Term Units Available for Rent, Southern Gulf Islands⁸, 2018-2021



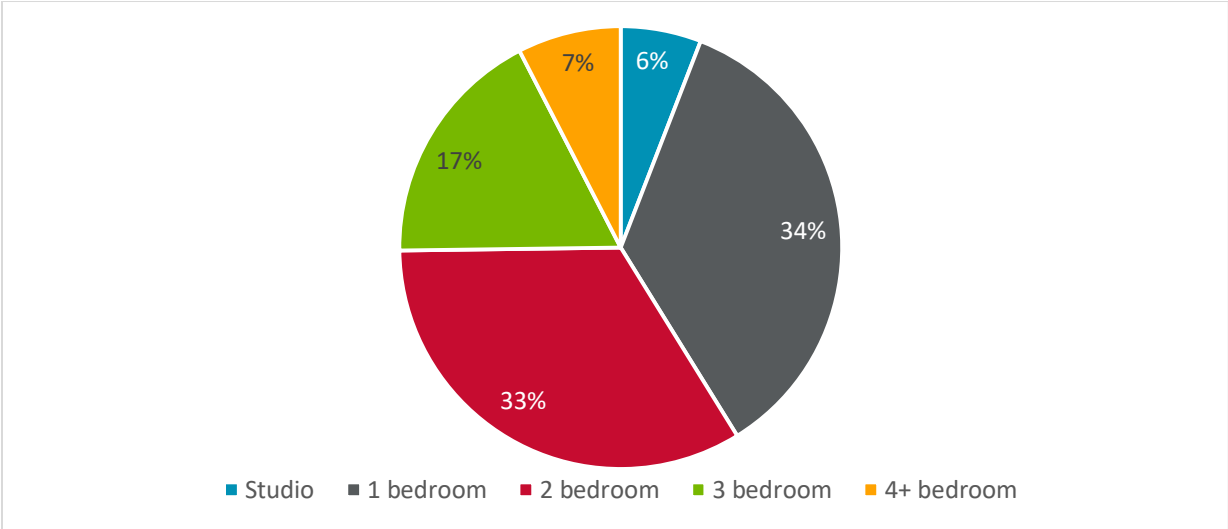
Source: AirDNA

⁷ AirDNA is a data analytics source for short-term rental data which tracks daily performance of properties on Airbnb and VRBO in 120,000 global markets.

⁸ Short-term rental data for Saturna Island is not available.

Short-term rental units on the SGI are offered in a variety of sizes and are available across a number of bedroom units per listing. Forty percent (40%) of the short-term rental units available for rent on the SGI as of January 19, 2022, are studio and 1-bedroom units, followed by 33% in 2-bedroom units and 30% of 3-bedroom or larger units. The data does differentiate between whole dwellings for rent or single rooms for rent.

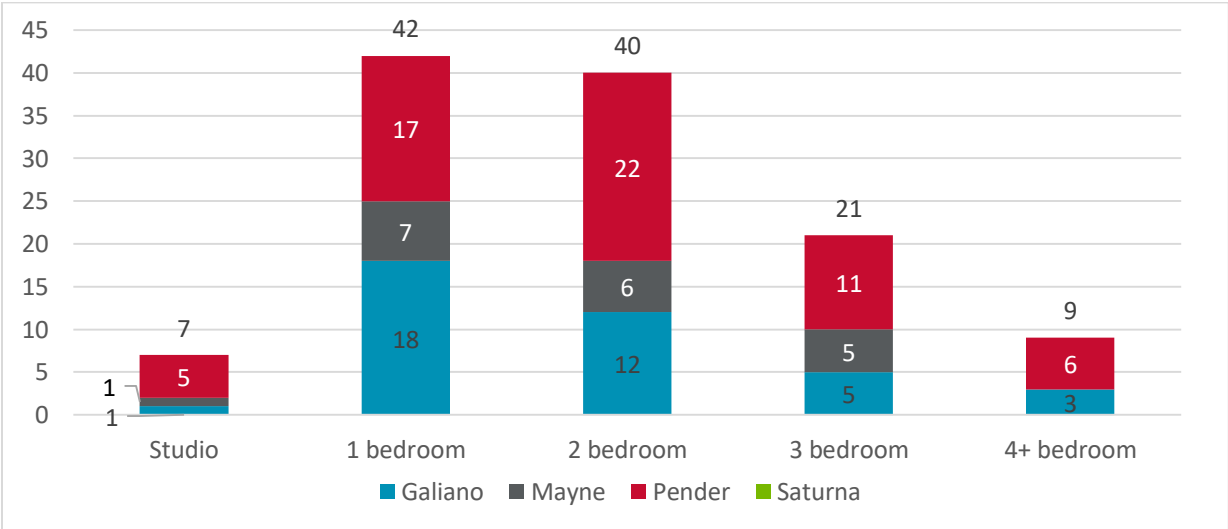
Figure 8: Short-Term Rental Availability by Rental Size, Southern Gulf Islands, January 2022



Source: AirDNA

The Penders and Galiano Islands provide the most short-term rental housing in the SGI as of January 2022, making up 85% of short-term rentals in the SGI. These two islands also have the largest share of short-term in each of the rental size categories.

Figure 9: Short-Term Rental Availability by Rental Size and Geography, January 2022

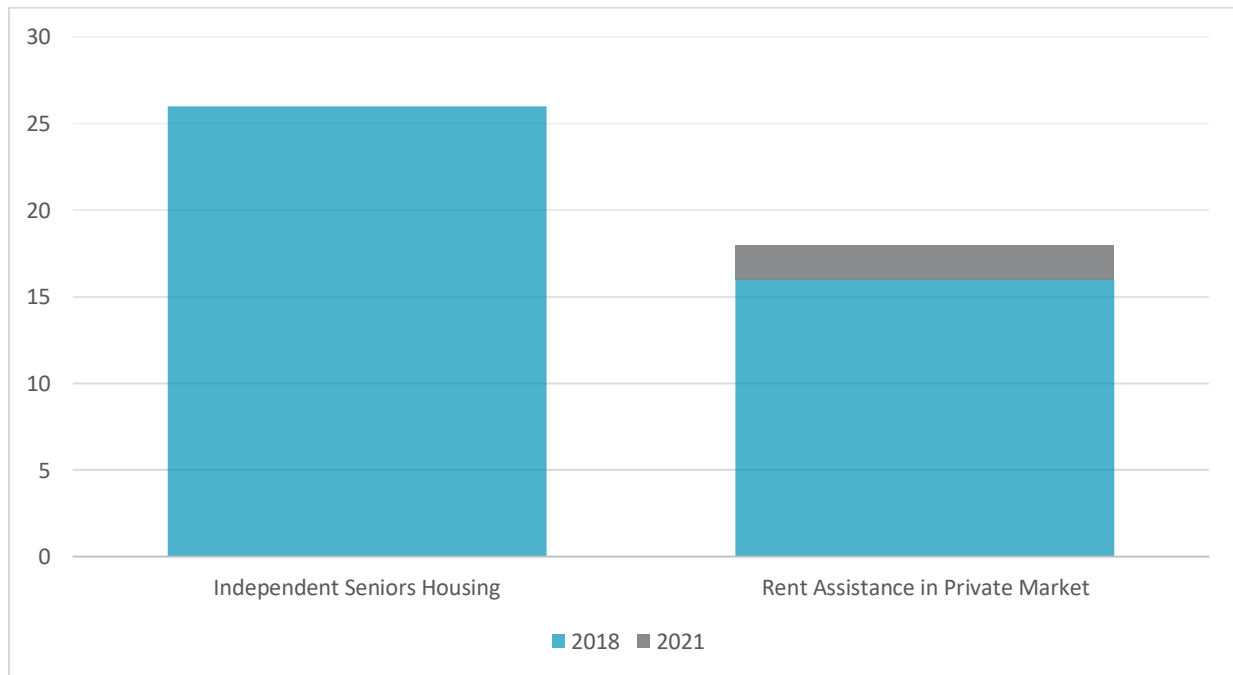


Source: AirDNA

4 Non-Market Housing

Since 2018, the SGI have seen no change in non-market housing, with 26 seniors' units located across the Penders, Galiano and Saturna Island. The number of households receiving rent assistance in the private market grew more modestly from 16 supplements to 18 supplements from 2018 to 2021.

Figure 10: Non-Market Housing Units, Southern Gulf Islands, 2021



Source: BC Housing

SGI communities have reported significant demand for non-market housing for lone-parent households, low-income families, seniors, and recent retirees.

5 Community Context and Research Summary

To better understand housing needs and challenges faced by the SGI communities, community context was developed through a background review of existing Islands Trust and CRD reporting, as well as selective targeted interviews. The following themes were identified:

Homelessness

Individuals experiencing homelessness are present across islands. Hidden homelessness continues to be an issue with individuals couch surfing, living out of cars and boats, and camping.

Land Use and Development

Building policy and zoning regulations have been challenging to navigate due to Islands Trust and Capital Regional District overlapping jurisdictions. Housing development could be expedited with more leniency in requirements for housing to be built.

Housing Stock

Communities use internal networks to help prioritize housing for local residents as housing supply remains limited across the SGI. Affordable rental and entry-level housing stock for homeownership remains low; opportunity to build new housing stock is limited due to increased material cost, labour support challenges and restrictive building policy and zoning regulation.

Employee Housing

Due to the lack of affordable short-term rental housing during the summer season, local businesses need to create their own staff housing solutions.

Homeownership

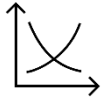
There is limited housing stock for those wishing to transition to home ownership. A high demand exists for affordable studio, 1- and 2- bedroom units. Home ownership changes has impacted volunteer-run community boards and services.

Rental Market

Rental housing stock is limited with minimal purpose-built rental housing units available. Seasonal housing demands increase the need for more short and long-term rental supply. The limited rental stock and fluctuating seasonal demand has created additional pressure on the secondary rental housing market. Vacancy rates are low across the SGI.

6 Conclusion

Since the 2018 Housing Needs Assessment, not much has changed across the SGI – the following are key takeaways between 2018 and 2021.



The 2018 Housing Needs Assessment showed that incomes and costs of housing were misaligned. This gap appears to have widened in the last 4 years.



The rental situation on the islands is desperate and is adversely impacting the local economy and the ability to deliver services.



Primary market rental stock is limited. The majority of rental units are through the secondary market which leads to insecurity for the renter. Renters are often precariously housed with a lack of proper renter protections. Rental pressures across the region are high, and this pressure is heightened across the SGI due to a lack of primary rental stock.



Hidden homelessness is being experienced by individuals across all islands. This continues to be an issue with individuals couch surfing, living out of cars and boats, and camping.



Housing supply is limited and lacks diversity, with development lagging, this has resulted in a persistent challenge for owners and renters trying to source affordable, adequate, and suitable housing.



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Community Centre on March 10, 2022 at 3 pm.

PRESENT: Michael Kilpatrick (Acting Chair) (Vice-Chair)
Debra Bell (Chair/Treasurer - by telephone)
Peter Askin
Adrian Wright
Jane Schneider
Veronica Euper
Kestutis Banelis

STAFF PRESENT: Lauren Edwards (Recorder) Kat Ferneyhough, CRD Liaison

GUEST Spencer Reid

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

The meeting was called to order at 3:03 p.m.

1. Territorial Acknowledgement

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

2. Approval of Agenda

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

3. Adoption of Minutes of February 10, 2022

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Wright,
that the minutes of February 10, 2022 be approved as presented.
CARRIED

4. Vice-Chair's Remarks

None

5. Reports

Mayne Island Parks and Recreation Commission
Minutes for March 10, 2022

5.1. Treasurer's Report

5.1.1. Treasurer' Report for the period February 1 - 28, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Treasurer's report for the period February 1 – 28, 2022 be approved as presented.

CARRIED

5.1.2. Hydro charges for Christmas Tree lights

The lights charge was \$400 this year.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

a) Occupational Health and Safety (OHS)

Commissioner Banelis reported on the progress of issues related to OHS:

- He created a draft outline of OHS regulations for review.
- A sign needs to be put on the tractor shed advising that the door must be left open when refuelling.
- Eyewash station location needs to be determined.
- He has requested guidance from CRD regarding the draft outline for a Safety Program.
- Discussion occurred regarding a template and whether CRD policies could be shared between parks. Kat Ferneyhough, CRD, will enquire on this matter.
- OHS remains on the action list.

b) Water treatment

Commissioner Banelis reported that Dinner Bay and Miners Bay water emergency response plan requires annual update. This will be reported on at the next meeting.

c) Miscellaneous:

- Clarification was provided that MIPRC is requesting that Islands Trust remove the Master Plan from the OCP
- Backing board at Miners Bay – no news
- Dinner Bay – Oven repair underway
- Garage account gas purchase – Commissioner Banelis will follow up.

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

- Commissioner Schneider reported on the progress and circulated an updated supplement for review.
- This item will remain on the Follow-up Report.

Mayne Island Parks and Recreation Commission
Minutes for March 10, 2022

5.2.3. Trail/parking lot tree and safety assessment program

- Discussion occurred and it was clarified that the dangerous tree and safety assessment is part of the Supplement to the Commissioner's Handbook and that the requirement is to have a documented plan with completion dates and the names of the commissioners and arborists involved in the assessments.
- Further discussion occurred regarding compiling this information, the guiding policy and the involvement of Ross Cameron, CRD Risk Management Branch.
- Discussed creating a policy statement and forms.

5.2.4. Commissioner orientation feedback

Feedback was provided and it was reported that a Treasurer's orientation is scheduled in early April.

5.2.5. Upcoming events/park activity plan/updated application

Commissioner Schneider reported on the items: Early Childhood Society event, Easter egg hunt; photo walk for April 10th in the Japanese Memorial Garden, disc golf event application received and new insurance rate schedule expected in May.

5.2.6. Commissioner Retreat – changing demographics/PR in community and powers/other suggestions

- Commissioner Euper reported that the significant increase in population and changing demographics on Mayne Island may influence MIPRC's ability to access tax dollars to better meet the community's parks and recreation needs.
- This item will be added to the discussion list and a CRD representative will be invited to provide input.
- Commissioners will continue to send emails to Commissioner Bell regarding topics for discussion.

5.2.7. Meeting location commencing in April

There was consensus that the next two meetings be booked at the Community Centre.

5.3. Committees

5.3.1. Land Acquisition

Commissioner Euper reported that she sent notes in draft form to committee members and that she will be in touch with committee members to discuss next steps.

5.3.2. Information Technology

a) Website; organization chart; document repository

Commissioner Kilpatrick reported he has requested a telephone line and an email address for MIPRC. The website can then be further developed.

Mayne Island Parks and Recreation Commission
Minutes for March 10, 2022

- b) E- transfer update
No discussion.

5.3.3. Fitness Track

- a) Material Pricing / accessibility
 - The material pricing for 6' wide U-shaped 3/8" crushed stone track (from Adachi Pavilion down across the shore and back up on south side through the horseshoe pit ending at parking lot) is \$11,544 taxes included with no labour or machine cost.
 - Commissioner Banelis will investigate accessibility guidelines.
- b) Position report; discussion re: location of equipment
 - It was reported that comments were received and that not all users wish to view the playground while working out.
 - Once information is gathered a package will be circulated with a number of options presented for consideration.
- c) Feedback from MayneLiner request for input
It was reported that feedback received was on surface preference for walking/running trails.

5.3.4. Sanitation

- a) Advertisement for janitorial contractor
Commissioner Bell reported the position was posted and one enquiry was received.
- b) Washroom closure for maintenance
Commissioner Banelis will get in touch with painter and Commissioner Schneider will put up the posters.
- c) Miners Bay washroom vandalism
 - Discussed options to address the ongoing vandalism and the impact on the Park's budget.
 - Commissioner Bell will write to the Chamber of Commerce for support of operating washroom facilities and possibly closed and locked hours.

5.4. Parks

5.4.1. Miners Bay

- a) UV light update
 - Commissioner Wright reported the sensor lens was ordered.
 - Commissioner Bell will follow up with Red Williams Drilling regarding brushing and bailing the well.

Mayne Island Parks and Recreation Commission
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- b) Library heat pump approval
The letters from the library to the commission and to David Howe were circulated.
MIPRC will be contacted about equipment location.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission approve the letter and approach that the Mayne Island Reading Centre Society has given Mayne Island Parks and Recreation Commission for the heat pump and recommend that Capital Regional District's Real Estate Services approve it.

CARRIED

- c) Bandstand floor repair
Experienced person is required for laying pavers.

5.4.2. Dinner Bay

- a) Donation box policy
Commissioner Banelis will manage the boxes and create a sign that states donations go to MIPRC to help support the putting green and disc golf.
- b) Water tank
This will be addressed in the warmer weather and the tank will be repaired.
- c) Easter celebration
 - MIPRC will provide the candy and Lions will manage the event which should be planned for 200 children.
 - Commissioner Schneider will liaise with Lions.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission support the Easter egg hunt organized by the Lions and back the venture financially.

CARRIED

5.4.3. Japanese Memorial Garden

- a) Art Show details
Commissioner Kilpatrick reported that:
 - The art show is to be held July 24th starting at 8:00 am and ending at 6:00 pm.
 - It is sponsored by MIPRC together with volunteers of Japanese Memorial Garden.
 - It will be non-commercial with no pricing.

Mayne Island Parks and Recreation Commission
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- The intent is a celebration of the 20th anniversary of the Japanese Memorial Garden.
- Up to two original pieces can be displayed with at least one piece showcasing the Japanese Garden.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission will sponsor the Japanese Memorial Garden Art Show to be held on July 24, 2022.

CARRIED

- b) Olla educational display
- Information was circulated to commissioners.
 - 20 garden volunteers were interested in attending the lecture on this water conservation method.
 - The display is a large clay piece to be placed in a prominent location in the garden with an information panel.
 - There will be no company name and only a personal email address will be visible to get information.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the installation of the olla educational display at the Japanese Memorial Garden, as presented by Kim Korol and Kristine Webber, as presented in their documents for the period of May 1 to August 1, 2022.

CARRIED

5.4.4. Cotton Park

- Fencing material for one garden was purchased.
- A dangerous branch was removed.
- A walk through of the Orca trail for dangerous tree assessment to be scheduled in April.

5.4.5. Emma and Felix Jack Park

Update re: Islands Trust meeting on Feb. 28, 2022; CRD position.

- It was reported that Islands Trust is moving forward on rezoning the park and sent it to the Islands Trust planner to develop the wording.
- Dan Rogers, Chair, LTC, advised that there will be a community information meeting and a town hall which will provide opportunity for input and consultation.
- It was reported that Commissioners Bell and Kirkpatrick discussed this issue with Justine Starke, CRD.
- It was commented that this high visibility site could be used to advance First Nations reconciliation.
- Commissioner Kilpatrick reported that he spoke with Rob Underhill, Mayne Island Conservancy who suggested that, currently, naturalization will result in unwanted weeds.

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- Discussed sending a letter to the LTC and include Dave Howe and Paul Brent, CRD.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the Mayne Island Parks and Recreation Commission send a letter to the Local Trust Committee and the Islands Trust planner expressing concern regarding the process and rezoning of Emma and Felix Jack Park.

CARRIED

Opposed: Commissioners Wright and Schneider

5.4.6. Anson Road/Pocket parks

Remediation work at Anson Road and native plant relocation update:
Commissioner Banelis will get together fencing figure for next meeting.

5.4.7. Village Bay Park

Commissioner Schneider reported that gravel was laid by several commissioners.

5.4.8. Conconi Reef Park

a) Geotechnical assessment

- It was reported that the Ministry of Transportation will not be doing further geotechnical work in the area.
- Discussed the possibility that CRD or the water district may be interested in assessing the area.
- A site visit was proposed for commissioners.

At this point in the meeting Kat Ferneyhough, CRD Liaison, provided the following report before leaving the meeting:

- Justine Starke is searching for a previous hazardous material emergency plan.
- She confirmed that an email address and a phone will be set up.
- She reported that an external Sharepoint system has been set up.

b) Danger tree assessment

- Two trees were taken down.
- Commissioner Banelis will contact Shaw regarding one on cable lines.
- Based on the Limited Visual Tree Risk Assessment performed by island arborist, one large tree will be monitored.

c) Agreements with MPID and Hydro

Commissioner Bell will discuss with CRD real estate services.

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- 5.4.9. Trail Network Development
Report attached for information.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist #000109 dated February 18, 2022 to remove all the dangerous, broken, dangling and dead branches on the westernmost Douglas fir tree on the Naylor Road beach access in the amount of \$735.05 (including GST).

CARRIED

MOVED by Commissioner Askin and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist #000112 dated March 3, 2022 for the removal of dangerous trees and branches on the Doreen McLeod trail in Henderson Park in the amount of \$2,174.11 (including GST). The work should commence as soon as possible.

CARRIED

- 5.4.10. David Cove boat ramp

- The email exchanges with Dept. of Fisheries and Oceans, the Province and the CRD were forwarded to commissioners for information.
- Commissioners discussed and agreed that Commissioner Bell will advise the CRD on the support the commission will provide for David Cove and the Village Bay boat ramps.

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 from Saturna park commissioner regarding recreational activities.
- 6.4. Email correspondence from Mayne Island Reading Centre Society regarding heating system.
- 6.5. Email correspondence from janitorial contractor Roberto Gaudet.
- 6.6. Letter to Islands Trust Local Trust Committee regarding Emma and Felix Jack Park and correspondence with Mayne Island planner.
- 6.7. Email correspondence with CRD First Nations Relations regarding trail brochure. CRD advises not including First Nations names until an overall policy is developed for parks. Discussion re new text for inside flap and images can be put forward to the next meeting.
- 6.8. Email correspondence from residents concerning trees at Naylor Road beach access and Conconi Reef.

7. New Business

None

- 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.**

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8.1. Commissioner expression of interest

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis,
that the meeting be closed in accordance with Community Charter Part 4, Division 3,
Section 90(1)(a) and that recorder and staff attend the meeting.

CARRIED

9. Rise and Report (If any)

None

10. Meeting Adjournment

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

CARRIED

The meeting adjourned at 6:03 p.m.

Approved

April 14, 2022

Michael Kilpatrick, Acting Chair

DATE

Original signed by

Lauren Edwards, Recorder

ADOPTED

Trail Network Development Committee Report for March 10, 2022

Submitted by Peter Askin

A brief report on what's been happening since the last meeting:

(1) Patrols of the Henderson Park trail network, and several trees on the Vulture Ridge, Don Herbert and East Boundary trails, identified and addressed by Isl. Arborist (as previously reported).

(2) A recent assessment of Dangerous trees on the Doreen McLeod trail and the subject of a motion to be presented to the meeting on 03/10.

Thank you Kestutis and Adrian for your help overall & sorry for stealing your thunder as the Dangerous Tree Committee will also report.

(3) Remedial repairs on the steps on the Vulture Ridge trail by removing tripping hazards and replacing a step. (Thank you Adrian and Kestutis for your help).

(4) A thank you to our trail guardians on the Doreen McLeod trail, Alexis and Emanuel Boorsboom, for cutting & removing a large amount of Himalayan blackberry vines.

(5) Two yards of gravel were deposited at the end of Beechwood Drive to fill in the ruts on the service road leading into the park. Some gravel remains to be hauled on a day TBA. Thank you Kestutis, Jane and Adrian for your help.

(6) Looking ahead, plans are underway to construct a further boardwalk on the DM trail on a low spot adjacent to a seepage slope.

(7) The clean-up of the debris from the first round of work by Isl. Arborist at the Douglas fir on Naylor Road completed, and thank you Debra, Adrian and Kestutis for your help. The second round will be underway when the enabling motion is passed at the meeting on 03/10.

(8) The TNDC plan to install a sign on the foreshore at the end of the DM trail indicating "Briggs' Landing", which will correct an earlier oversight.

(9) The next phase of the search for dangerous trees on other trails (Plumper Pass Park, etc.) will continue when there's good break in the weather.