



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, January 11, 2023

10:05 AM

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

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P. Brent (Chair), G. Holman (Vice-Chair), A. Wickheim, 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. [23-001](#) Minutes of the December 14, 2022 Electoral Areas Committee Meeting

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of December 14, 2022 be adopted as circulated.

**Attachments:** [Minutes - December 14, 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 at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting 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](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

#### 6.1. [23-018](#) 2023 Electoral Areas Committee Terms of Reference

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: 2023 Electoral Areas Cttee Terms of Reference](#)  
[Appendix A: 2023 EAC Terms of Reference](#)  
[Appendix B: EAC Terms of Reference \(Redlined\)](#)

**6.2.**      [23-043](#)      Report on Sooke Basin Aquaculture Proposal

**Recommendation:**    There is no recommendation. This report is for information only.

**Attachments:**        [Staff Report: Report on Sooke Basin Aquaculture Proposal](#)

**6.3.**      [23-058](#)      Southern Gulf Islands Electoral Area - Rural Economic Diversification  
and Infrastructure Program Grant Application

**Recommendation:**    The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the Capital Regional District Board authorizes submission of a grant application  
under the BC Rural Economic Diversification and Infrastructure Program for Last-mile  
Connectivity and Economic Diversification for the Southern Gulf Islands; and direct staff  
to provide overall grant management.  
(NWA)

**Attachments:**        [Staff Report: EAC REDIP Grant Application](#)

6.4. [23-019](#) Previous Minutes of Other CRD Committees and Commissions for Information

**Recommendation:**

There is no recommendation. The following minutes are for information only:

- a) Lyall Harbour Boot Cove Water Local Service Committee minutes of June 21, 2022
- b) Magic Lake Estates Water and Sewer Committee minutes of September 13, 2022
- c) Mayne Island Parks and Recreation Commission minutes of November 10, 2022
- d) Port Renfrew Utility Services Committee minutes of June 28, 2022
- e) Salt Spring Island Community Economic Development Commission minutes of February 14, 2022
- f) Salt Spring Island Community Economic Sustainability Commission minutes of April 25, 2022
- g) Salt Spring Island Community Economic Sustainability Commission minutes of May 16, 2022
- h) Salt Spring Island Parks and Recreation Commission minutes of November 16, 2021
- i) Salt Spring Island Parks and Recreation Commission minutes of January 25, 2022
- j) Salt Spring Island Parks and Recreation Commission minutes of February 22, 2022
- k) Salt Spring Island Parks and Recreation Commission minutes of March 22, 2022
- l) Salt Spring Island Parks and Recreation Commission minutes of April 26, 2022
- m) Salt Spring Island Parks and Recreation Commission minutes of May 24, 2022
- n) Salt Spring Island Parks and Recreation Commission minutes of June 14, 2022
- o) Salt Spring Island Parks and Recreation Commission minutes of June 28, 2022
- p) Salt Spring Island Parks and Recreation Commission minutes of September 20, 2022
- q) Salt Spring Island Parks and Recreation Commission minutes of October 18, 2022
- r) Salt Spring Island Transportation Commission minutes of November 29, 2021
- s) Salt Spring Island Transportation Commission minutes of January 24, 2022
- t) Salt Spring Island Transportation Commission minutes of February 22, 2022
- u) Salt Spring Island Transportation Commission minutes of February 28, 2022
- v) Salt Spring Island Transportation Commission minutes of March 21, 2022
- w) Salt Spring Island Transportation Commission minutes of April 25, 2022
- x) Salt Spring Island Transportation Commission minutes of June 21, 2022
- y) Salt Spring Island Transportation Commission minutes of June 27, 2022
- z) Salt Spring Island Transportation Commission minutes of July 25, 2022
- aa) Salt Spring Island Transportation Commission minutes of September 26, 2022
- bb) Salt Spring Island Transportation Commission minutes of October 24, 2022
- cc) Skana Water Service Committee minutes of June 28, 2022
- dd) Sticks Allison Water Local Service Committee minutes of June 30, 2022
- ee) Surfside Park Estates Water Service Committee minutes of June 30, 2022
- ff) Wilderness Mountain Water Service Commission minutes of June 28, 2022

**Attachments:**

[Minutes: Lyall Hrbr Boot-Cove Water Local Svc Cttee-Jun 21/22](#)  
[Minutes: Magic Lake Estates Water & Sewer Cttee-Sep 13/22](#)  
[Minutes: Mayne Island Parks & Rec Commission-Nov 10/22](#)  
[Minutes: Port Renfrew Utility Services Cttee Jun 28/22](#)  
[Minutes: SSI Community Economic Dev'l Commiss Feb 14/22](#)  
[Minutes: SSI Community Economic Sustain Commiss Apr 25/22](#)  
[Minutes: SSI Community Economic Sustain Commiss May 16/22](#)  
[Minutes: SSI Parks & Recreation Commission Nov 16/21](#)  
[Minutes: SSI Parks & Recreation Commission Jan 25/22](#)  
[Minutes: SSI Parks & Recreation Commission Feb 22/22](#)  
[Minutes: SSI Parks & Recreation Commission Mar 22/22](#)  
[Minutes: SSI Parks & Recreation Commission Apr 26/22](#)  
[Minutes: SSI Parks & Recreation Commission May 24/22](#)  
[Minutes: SSI Parks & Recreation Commission Jun 14/22](#)  
[Minutes: SSI Parks & Recreation Commission Jun 28/22](#)  
[Minutes: SSI Parks & Recreation Commission Sep 20/22](#)  
[Minutes: SSI Parks & Recreation Commission Oct 18/22](#)  
[Minutes: SSI Transportation Commission Nov 29/21](#)  
[Minutes: SSI Transportation Commission Jan 24/22](#)  
[Minutes: SSI Transportation Commission Feb 22/22](#)  
[Minutes: SSI Transportation Commission Feb 28/22](#)  
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[Minutes: SSI Transportation Commission Apr 25/22](#)  
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[Minutes: SSI Transportation Commission Oct 24/22](#)  
[Minutes: Skana Water Service Committee Jun 28/22](#)  
[Minutes: Sticks Allison Water Local Service Cttee Jun 30/22](#)  
[Minutes: Surfside Park Estates Water Service Cttee-Jun 30/22](#)  
[Minutes: Wilderness Mountain Water Service Cttee-Jun 28/22](#)

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

7.1. [22-677](#) Motion with Notice: Sooke Basin Aquaculture Proposal (Director Wickheim)

**Recommendation:** [On November 16, 2022, Director Wickheim served the following Notice of Motion: "Move that discussion relating to the aquaculture proposal for the Sooke basin be brought for discussion at the next board meeting."  
On December 14, 2022, the motion was amended at the Electoral Areas Committee and advanced to the CRD Board later that afternoon.  
The CRD Board referred the motion to staff for more information. The information report is published on this agenda as report number 23-043.]

That the Electoral Areas Committee recommend to the Capital Regional District Board:  
That the CRD Board refer its concerns regarding the potentially invasive seaweed aquaculture in Sooke Basin to appropriate provincial and federal agencies and request the updating and enforcement of regulations for such species as soon as possible.  
(NWA)

## 8. New Business

## 9. Adjournment

The next meeting is February 8, 2023.

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

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, December 14, 2022

10:05 AM

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

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#### PRESENT

Directors: P. Brent (Chair), G. Holman (Vice-Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; I. Jesney, Acting General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; C. Vrabel, Fire Services Coordinator, Protective Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

The meeting was called to order at 10:12 am.

#### 1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. Approval of Agenda

**MOVED** by Director Plant, **SECONDED** by Director Holman,  
That the agenda for the December 14, 2022 Electoral Areas Committee meeting  
be approved as amended with the addition of New Business Items 8.1. Tiny  
Homes and 8.2. Limited Occupancy Terms.  
**CARRIED**

#### 3. Adoption of Minutes

- 3.1. [22-680](#) Minutes of the October 12, 2022, and November 23, 2022, Electoral Areas Committee Meetings

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That the minutes of the Electoral Areas Committee meetings of October 12, 2022,  
and November 23, 2022, be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

Chair Brent spoke about the challenges and opportunities ahead.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [22-673](#) Saturna Island Fire Protection Society (SIFPS) - Medical Patient Transportation

K. Morley spoke to Item 6.1.

Chair Brent disclosed a potential conflict of interest on the matter of medical patient transportation as he is an ambulance driver. Chair Brent noted he would recuse himself from future discussion related to compensation or requisition.

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

- 1. That Bylaw No. 4534, "Saturna Island Fire Protection and Emergency Response Local Service Contribution Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2022", be introduced and read a first, second, and third time;**
  - 2. That elector approval be obtained by the Electoral Area director consenting on behalf; and**
  - 3. That Bylaw No. 4534 be referred to the Inspector of Municipalities for approval.**
- CARRIED**

### 6.2. [22-669](#) Salt Spring Island Local Community Commission - Implementation

K. Morley spoke to Item 6.2.

Discussion ensued on the following:

- differentiation between Bylaw 4508 that is focused on the degree of authority and Bylaw 4507 that is focused on defining the commission, its composition, and election and by-election processes
- edits made in Bylaw 4508 were purely editorial with no intention to change the level of delegation
- remuneration for commissioners
- current island-wide commissions consolidation into the LCC

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

- 1. That Bylaw No. 4507, "Salt Spring Island Local Community Commission Bylaw No. 1", be adopted;**
  - 2. That staff proceed with the planning and establishment of a local community commission election with a target date of May 27, 2023, and associated bylaw amendments to dissolve certain commissions which will be assumed by the Salt Spring Island Local Community Commission.**
- CARRIED**

**6.3.**     [22-607](#)

Bylaw Nos. 4524 and 4525: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

N. Chan spoke to Item 6.3.

Discussion ensued on the Wilderness Mountain budget as it will have a 0% increase in 2023, following a 7%, 5%, 2% and 2% in subsequent years of 2024 - 2027 with the budget being reviewed on an annual basis.

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

- 1. That Bylaw No. 4524, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 11, 2022", be introduced and read a first, second, and third time.**
- 2. That Bylaw No. 4524 be adopted.**
- 3. That Bylaw No. 4525, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 16, 2022", be introduced and read a first, second, and third time.**
- 4. That Bylaw No. 4525 be adopted.**

**CARRIED**

**OPPOSED: Wickheim**

**6.4.**     [22-645](#)

Electoral Areas "Fire Regulation Bylaw No. 2", Bylaw No. 4489

J. Reimer spoke to Item 6.4.

Discussion ensued on the following:

- clarification on delegated authority
- provincial regulation changes
- open burning regulations

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

- 1. That Bylaw No. 4489, "Fire Regulation Bylaw No. 2, 2022", be introduced and read a first, second, and third time;**
- 2. That Bylaw No. 4489 be adopted.**
- 3. That Bylaw No. 4499, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022", be introduced and read a first, second, and third time;**
- 4. That Bylaw No. 4499 be adopted.**
- 5. That Bylaw No. 4523, "Capital Regional District Fire Protection Services Fees and Charges Bylaw No. 2, 2022", be introduced and read a first, second, and third time;**
- 6. That Bylaw No. 4523 be adopted.**

**CARRIED**



**6.5.     [22-646](#)     British Columbia Structure Firefighter Minimum Training Standards**

J. Reimer spoke to Item 6.5.

Discussion ensued on the volunteer retention with training demands.

**MOVED by Director Brent, SECONDED by Director Wickheim,  
The Electoral Areas Committee recommends to the Capital Regional District  
(CRD) Board:**

**To direct CRD staff to proceed with Electoral Area fire service consultation to  
determine requirements to comply with British Columbia Structure Firefighter  
Minimum Training Standards, implement an appropriate training program no  
later than Q1 2024, and adjust the future fire service budgets accordingly.**

**CARRIED**

**6.6.     [22-647](#)     Community Resiliency Initiative Grant: 2023 FireSmart Community  
Funding & Supports**

Director Plant left the meeting at 10:45 am.

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

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

**CARRIED**

**6.7.     [22-648](#)     Community Emergency Preparedness Fund Grant: Volunteer &  
Composite Fire Department Training & Equipment**

Director Plant returned to the meeting at 10:47 am.

J. Reimer spoke to Item 6.7.

Discussion ensued on the overall grant request figure and allocation of funding  
requests.

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

**That the Board support an application to the Union of British Columbia  
Municipalities Community Emergency Preparedness Fund for the Fire  
Department Training and Equipment program and direct staff to provide overall  
grant management.**

**CARRIED**

6.8. [22-657](#) Magic Lake Estates SCADA Communication Upgrades

I. Jesney spoke to Item 6.8.

**MOVED** by Director Brent, **SECONDED** by Director Holman,  
The Magic Lake Estates Water and Sewer Committee recommends the Electoral Areas Committee recommends to the Capital Regional District Board:  
That the provisionally approved Magic Lake Estates Water Service 2023-2027 Capital Plan and Budget be amended to include a new Capital Project for 2023 to complete communication improvements at all Magic Lake Estates Water sites with a budget of \$90,000 to be funded from the Water Service Capital Reserve Fund.

**CARRIED**

6.9. [22-634](#) Previous Minutes of Other CRD Committees and Commissions for Information

This Informational Report was received for information:

- a) Mayne Island Parks and Recreation Commission minutes of September 8, 2022
- b) Mayne Island Parks and Recreation Commission minutes of October 13, 2022
- c) Southern Gulf Islands Harbours Commission minutes of May 27, 2022

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

7.1. [22-676](#) Motion with Notice: Electoral Area Director Remuneration (Director Holman)

N. Chan provided a brief outline on Item 7.1.

**MOVED** by Director Holman, **SECONDED** by Director Brent,  
That the Electoral Area Director remuneration be maintained at 2022 levels for 2023 and that the Committee request staff report back with the necessary policy changes for the Board's consideration.

**CARRIED**

7.2. [22-677](#) Motion with Notice: Sooke Basin Aquaculture Proposal (Director Wickheim)

**MOVED** by Director Wickheim, **SECONDED** by Director Plant,  
That the CRD Board refer its concerns regarding the potentially invasive seaweed aquaculture in Sooke Basin to appropriate provincial and federal agencies and request the updating and enforcement of regulations for such species as soon as possible.

**CARRIED**

**8. New Business**

8.1. [23-005](#) Tiny Homes

K. Lorette provided a brief explanation regarding Item 8.1.

**8.2. 23-006** Limited Occupancy Terms

K. Lorette provided a brief explanation to Item 8.2.

**9. Adjournment**

**MOVED** by Director Plant, **SECONDED** by Director Holman,  
That the December 14, 2022 Electoral Areas Committee meeting be adjourned at  
11:33 am.  
**CARRIED**

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CHAIR

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RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JANUARY 11, 2023**

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**SUBJECT**     2023 Electoral Areas Committee Terms of Reference

**ISSUE SUMMARY**

This report is to provide the 2023 Electoral Areas Committee Terms of Reference for the Committee's review.

**BACKGROUND**

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

On December 14, 2022, the Regional Board approved the 2023 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members.

Housekeeping updates were made to the Committee's TOR, attached as Appendix A.

A redlined copy of the 2023 Electoral Areas Committee TOR is attached as Appendix B.

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

**CONCLUSION**

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

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Larisa Hutcheson, P. Eng., Acting Chief Administrative Officer

**ATTACHMENTS**

Appendix A: 2023 Electoral Areas Committee Terms of Reference

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



## ELECTORAL AREAS COMMITTEE

### PREAMBLE

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

The Committee's official name is to be:

Electoral Areas Committee

### 1.0 PURPOSE

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

## **2.0 ESTABLISHMENT AND AUTHORITY**

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

## **3.0 COMPOSITION**

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

## **4.0 PROCEDURES**

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

## **5.0 RESOURCES AND SUPPORT**

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

*Approved by CRD Board December 14, 2022*

## **APPENDIX A**

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

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

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

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

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

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

# Terms of Reference



## ELECTORAL AREAS COMMITTEE

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



## **2.0 ESTABLISHMENT AND AUTHORITY**

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## **4.0 PROCEDURES**

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## **5.0 RESOURCES AND SUPPORT**

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

*Approved by CRD Board*

## APPENDIX A

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

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

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

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

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

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

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JANUARY 11, 2023**

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**SUBJECT**     **Report on Sooke Basin Aquaculture Proposal**

**ISSUE SUMMARY**

To provide background information on the proposed on-land seaweed aquaculture proposal in East Sooke.

**BACKGROUND**

At the December 14, 2022, Electoral Areas Committee meeting, concerns were raised regarding a proposed on-land seaweed aquaculture facility under development in East Sooke. The concerns include that the species of seaweed to be cultured may be an invasive species (*Asparagopsis*), the need for listing of this species on federal and provincial invasive species lists, and the enforcement of invasive species regulations.

At the December 14, 2022, Capital Regional District (CRD) Board meeting, Board members moved that the concerns regarding the potentially invasive seaweed aquaculture in Sooke Basin be referred to appropriate provincial and federal agencies and request the updating and enforcement of regulations for such species as soon as possible. The Board deferred consideration of the motion until the Electoral Areas Committee could consider more information on the proposal. This report summarizes the available information regarding this project, appropriate permitting requirements, and jurisdictional roles for consideration.

*Project Proposal*

Synergaze Inc., an Alberta-based company (the company) intends to build a land-based seaweed aquaculture facility on the upland property owned by the Royal Canadian Marine Search and Rescue (RCMSAR) in East Sooke. The company will also use intertidal crown land (currently under a license of occupation by T'Sou-ke First Nation for shellfish harvesting) to place polyvinyl chloride pipes that will pump seawater up to the facility (maximum withdrawal 16.4 l/sec), and from which the facility will discharge. The overall goal of the project is to mass produce a marine algae species for use as an additive in cattle feed to reduce methane emissions.

The company has applied for a commercial general License of Occupation for the crown land (intertidal land within T'Sou-ke Nation's existing shellfish tenure) for more than 30 years for the year-round operation of this facility. The purpose of the License of Occupation in the intertidal is for the intake and discharge lines that will provide seawater to the facility and enable discharge of used seawater back into Sooke Basin. According to the Crown Land Tenure Application, the company has long-term agreements (30+ years) in place with RCMSAR and T'Sou-ke Nation regarding this project.

The company has initiated a waste discharge permit from the Ministry of Environment & Climate Change Strategy, and the status of the permit is pending the final application. Ministry staff have indicated that the applicant is required to engage with local government, including the District of Sooke and the CRD, prior to submitting the final application for a waste discharge permit.

CRD staff could not confirm the marine algae species intended to be commercially grown in this facility after reviewing publicly available information including the crown tenure permits, online searches, and discussions with federal and provincial staff. Staff also requested information on the algal species from the company but did not receive a reply.

#### *Use of Marine Algae to Reduce Methane Emissions from Cattle*

Algae biomass production as a food additive for cattle to reduce methane emissions is gaining prominence worldwide and is moving to the pilot stage of commercialization. A cursory review of the literature indicated only the red algae species *Asparagopsis* is being used for this purpose. Research indicates that *Asparagopsis* contain secondary metabolites called brominated halogenated compounds that stop animals with rumens from emitting methane. Studies indicate that replacing just 0.2 to 1 percent of the diet of these animals with *Asparagopsis* has the potential to reduce their methane production by 80 percent or more.

#### *Permitting Jurisdictions*

The Department of Fisheries and Oceans Canada (DFO) is responsible for issuing BC aquaculture licenses for marine finfish, shellfish, and freshwater (or land-based) operations. The Province is responsible for licensing the commercial harvest of marine plants. However, there does not appear to be a category to cover a land-based commercial marine plant aquaculture operation within the provincial licensing process.

Provincial staff within the Aquaculture Section of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development confirmed that an aquatic plant license is not required for this land-based facility. An aquatic plant license is only required when the end-use of the product is to be used for human consumption. The Province is responsible for issuing aquatic plant licenses, but not responsible for listing marine invasive plant species.

#### *Invasive Species Lists*

The Province maintains the list of priority invasive species in BC which encompasses terrestrial and freshwater flora and fauna only. Listing of marine invasive species are the jurisdiction of DFO, and staff monitor for emerging invasive species and collaborate with international partners to update their watch lists.

Currently *Asparagopsis* is not on DFO's marine invasive species list. DFO's aquatic invasive species staff are aware of *Asparagopsis* as a species of concern, and of this proposed aquaculture project in East Sooke. DFO staff confirmed that there are no DFO permits required for this aquaculture operation. However, DFO staff plan to engage with the company to ensure compliance with the relevant regulations.

Staff have not been able to determine what algae species will be used for this project. If the species used is native to the Pacific Northwest, then there are no concerns. However, if *Asparagopsis* is used, then there are the following concerns:

- *Asparagopsis* are widely distributed in temperate, subtropical and tropical oceans in the intertidal and subtidal zones. These species are on international invasive species watch lists, and are considered highly invasive from the Mediterranean Sea to the waters around Britain and Scotland.

- *Asparagopsis* have a complex natural history with three unique forms during its life cycle. One form includes very small spores which could potentially be discharged into Sooke Basin under the current plant design.

Under the current provincial and federal regulatory framework, there does not appear to be an aquaculture licensing requirement for a land-based, commercial marine plant operation if the harvested species are not used for human consumption.

### **CONCLUSION**

The CRD Board requested additional information on a proposed aquaculture operation to be situated in Sooke Basin. Staff evaluated concerns for potential invasive species implications and jurisdictional reviews. Provincial and federal agencies have the authority and oversight to review and approve this project. Staff will continue to discuss the potential environmental concerns with provincial and federal staff and will provide comment on the waste discharge permit application when it is referred to the CRD.

### **RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, JANUARY 11, 2023**

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**SUBJECT**      **Southern Gulf Islands Electoral Area - Rural Economic Diversification and Infrastructure Program Grant Application**

**ISSUE SUMMARY**

The Rural Economic Diversification and Infrastructure Program (REDIP) is a new grant launched by the BC Ministry of Jobs, Economic Recovery and Innovation (JERI) which supports projects that promote:

- Economic diversification
- Resilience
- Clean growth opportunities
- Infrastructure development

The Southern Gulf Islands Electoral Area (SGI EA) is requesting \$576,725 under this program to support “Last-mile Connectivity and Economic Diversification for the Southern Gulf Islands.” If successful, the funding will go towards CRD’s contribution to the Connected Coast last mile project, which will deliver internet and economic benefits to Galiano and Saturna Islands, as well as create revenue for the CRD through a profit-sharing agreement. Revenues earned will be used to re-invest in economic diversification and sustainability initiatives across the entire Electoral Area of Pender, Mayne, Galiano and Saturna Islands.

**BACKGROUND**

The CRD SGI Community Economic Sustainability Commission (CESC) has identified affordable, reliable high-speed broadband internet as a key milestone toward the broader goal of a resilient and sustainable local economy that improves and maintains the Southern Gulf Islands' economic prosperity, social equity and environmental quality.

The SGI EA initiated a Connectivity Planning process from 2019-2022 which resulted in the CRD’s Southern Gulf Islands Regional Broadband Strategy (2021). The vision of the strategy is “Southern Gulf Island communities, while remote by nature, are highly connected through a resilient, affordable high-speed network that supports services including telehealth, education, and emergency communications, and promotes lower carbon economic opportunities, social connection, and overall livability.”

The proposed project supports a partnership between Connected Coast and the Capital Regional District (CRD) to bring an internet transport landing site to Galiano Island, and last-mile fibre-to-the-home on Galiano and Saturna Islands. The application is to support the CRD’s contribution to the Connected Coast last mile project, which will deliver internet and economic benefits to Galiano and Saturna Islands, as well as create revenue for the CRD through a profit-sharing agreement. Revenues earned will be used to re-invest in economic diversification and sustainability initiatives across the entire Electoral Area of Pender, Mayne, Galiano and Saturna Islands.

CityWest is the Internet Service Provider (ISP) that will develop and deliver last mile infrastructure to Galiano and Saturna Islands as an extension of the Connected Coast sub-sea fibre transport build. In 2021, CityWest submitted a last mile network infrastructure partnering agreement to the CRD with provisions for the CRD to make a capital contribution of no more than 10% of the overall Network Infrastructure Costs. The CRD Board passed resolutions of support for the project. The agreement will be executed once CRD has secured the funding for the partnership.

Under the agreement, CityWest will install the last mile infrastructure on Galiano and Saturna Islands and will manage, maintain, and operate the Network Infrastructure. CityWest will retain ownership of the network infrastructure, including the communications network and related assets for the purpose of delivering network services to project customers. CityWest is responsible for 90% of the capital costs of infrastructure development.

CityWest will pay 100% of all operating costs associated with the operation, maintenance and management of the network infrastructure once built.

CRD will receive 20% of annual net project revenue share of network service profits from CityWest.

CRD will administer the revenue share through the Southern Gulf Islands Economic Development Service (under the Southern Gulf Islands Economic Sustainability Commission (CESC)) and use the income to support economic diversification in the Southern Gulf Islands Electoral Area (SGIEA).

## **ALTERNATIVES**

### *Alternative 1*

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

That the Capital Regional District Board authorizes submission of a grant application under the BC Rural Economic Diversification and Infrastructure Program for Last-mile Connectivity and Economic Diversification for the Southern Gulf Islands; and direct staff to provide overall grant management.

### *Alternative 2*

That staff be directed to rescind the grant application to the BC Rural Economic Diversification and Infrastructure Program.

## **IMPLICATIONS**

### *Financial Implications*

In 2021, CityWest submitted a last mile network infrastructure partnering agreement to the CRD with provisions for the CRD to make a capital contribution of no more than 10% of the overall Network Infrastructure Costs, up to a maximum of \$456,054. The CRD Board passed resolutions of support for the project. The agreement has not been executed because the CRD has not yet secured the funding for the partnership. If successful, the CRD grant application under the REDIP program will provide CRD with the requested contribution.

CityWest has confirmed the estimates for costing the project build are class B estimates, with the possibility of a 25% variation in project costs. The CRD has included a 25% contingency in the budget and added that the amount requested by CityWest in the partnership agreement. It also made provision in the budget to train local labour for the fibre installation and maintenance. The total grant request of \$576,725 includes these additional costs on top of the original \$456,054 requested by CityWest. Other cost over runs will be borne by CityWest in accordance with the partnership agreement submitted to CRD and the project proposal approved under the Universal Broadband Fund and the Connecting British Columbia program.

### *Service Delivery Implications*

If CRD cannot fund its partnership contribution to Connected Coast and CityWest by grant funding, it will need to support the partnership through service establishment and loan authorization on each island. This will restrict the economic benefit of the partnership to only Galiano and Saturna Islands and will limit how it spends the revenue shares (due to loan authorization requirements). The approach proposed under this project allows the SGI CESC to be the service that receives the grant and contributes to the partnership. The CESC can then use the future revenue to support economic development activities SGI-wide, including internet connectivity for Mayne and Pender Islands.

### **CONCLUSION**

The Southern Gulf Islands Electoral Area (SGI EA) is requesting funding under the BC Rural Economic Diversification and Infrastructure Program (REDIP) to support “Last-mile Connectivity and Economic Diversification for the Southern Gulf Islands.” If successful, the funding will go towards CRD’s contribution to the Connected Coast last mile project, which will deliver internet and economic benefits to Galiano and Saturna Islands, as well as create revenue for the CRD through a profit-sharing agreement with CityWest. Revenues earned will be used to re-invest in economic diversification and sustainability initiatives across the entire Electoral Area of Pender, Mayne, Galiano and Saturna Islands.

### **RECOMMENDATION**

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

That the Capital Regional District Board authorizes submission of a grant application under the BC Rural Economic Diversification and Infrastructure Program for Last-mile Connectivity and Economic Diversification for the Southern Gulf Islands; and direct staff to provide overall grant management.

Submitted by:	Justine Starke, Manager, Service Delivery, Southern Gulf Islands
Concurrence:	Stephen Henderson, Senior Manager, Real Estate and Southern Gulf Islands
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer





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**MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Tuesday, June 21, 2022 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members:** J. Crerar (Chair); J. Money; A. Olsen (EP); I. Rowe (EP); J. Sabre-Makofka (EP)

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; M. Risvold, Committee and Administrative Clerk (recorder)

**REGRETS:** P. Brent, Alternate Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 2:02 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by J. Money, **SECONDED** by A. Olsen,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by J. Sabre-Makofka, **SECONDED** by A. Olsen,  
That the minutes of the February 24, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair thanked staff for their work to remove the boil water advisory (BWA).

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

I. Jesney advised M. McCrank is leaving the Capital Regional District (CRD) effective September 2022.

- **Bylaw No. 4446 – A Bylaw to Amend Appointment for the Lyall Harbour/Boot Cove Water Local Service Committee (Bylaw No. 1875)**

I. Jesney provided an overview of Bylaw 4446. He noted advertisements for vacancies will be posted for 30 days, and nominations will be recommended to the Board by the Electoral Area Director.

- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

I. Jesney introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted for Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation. The draft bylaw will be shared with the committee for review and comment prior to adoption.

Information was provided to the committee regarding the Alternate Approval Process (AAP). Staff advised the AAP process is more cost effective than a referendum. Only people within the service area can vote on the AAP.

## **6. COMMITTEE BUSINESS**

### **6.1. Project and Operations Update**

I. Jesney provided the capital projects update.

Staff responded to questions from the committee regarding the Dam Improvements and Regulatory Requirements project. Discussion ensued regarding the use of sandstone from the local rock quarry. Staff noted sandstone is not typically used but will review with geotechnical and possibly include an addendum.

M. McCrank provided the operational update.

Staff responded to a question from the committee regarding the University of Victoria (UVic) turbidity research findings. Staff advised a cross reference will take place through the summer, and samples have been collected. The next step is to speak with Island Health. If the turbidity reading is higher due to colour, it could result in shorter BWA's.

Discussion ensued regarding:

- Leak detection
- Turbidity analyzer

### **6.2. 2021 Annual Report**

I. Jesney introduced the 2021 Annual Report.

Discussion ensued regarding:

- Increase in single family equivalents
- Total organic carbon guidelines
- Potential for high disinfection byproduct concentrations

## **7. CORRESPONDENCE**

There was none.

## 8. NEW BUSINESS

### 8.1. Request for acquisition of well

The committee notified staff of an unused well that is located on private property.

Discussion ensued regarding:

- The distance from reservoir and well
- Quality of water produced from the well
- Depth of the well

**MOVED** by J. Money, **SECONDED** by A. Olsen,

That the Committee approach the Land Trust of British Columbia to acquire the use of a high velocity well on their property.

**CARRIED**

The committee will initiate discussion with the land owner, and staff will take direction from the committee on further action. Staff advised there will be cost implications.

### 8.2. Damage to Harris Road

Staff advised that the water system did not cause damage to Harris Road. MOTI asked to add asphalt grindings around the side of the lake, which was declined by CRD due to the risk of granular material and asphalt grindings being washed into the water source. CRD Operations Manager has been on site to meet the Ministry of Transportation and Infrastructure and has confidence they are aware of the location of the water line.

## 9. ADJOURNMENT

**MOVED** by J. Money, **SECONDED** by I. Rowe,

That the June 21, 2022 meeting be adjourned at 3:19.

**CARRIED**

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CHAIR

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SECRETARY



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**MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, September 13, 2022 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** M. Fossil (Chair); J. Deschenes (Vice Chair); K. Heslop (EP); R. Sullivan (EP); D. Reed

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; M. Cowley, Manager, Wastewater Engineering and Planning; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; M. Risvold, Committee and Administrative Clerk (recorder)

**REGRETS:** W. Foster; P. Brent, Acting Electoral Area Director

EP = Electronic Participation

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

**1. APPROVAL OF AGENDA**

**MOVED** by D. Reed, **SECONDED** by J. Deschenes,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by K. Heslop, **SECONDED** by J. Deschenes,  
That the minutes of the June 14, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair had no remarks.

I. Jesney introduced J. Dales, Acting Senior Manager, Wastewater Infrastructure Operations to the committee.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. COMMITTEE BUSINESS**

**5.1. Project and Operations Update**

Staff provided updates on water capital projects and operations.

Staff advised funding has been identified for project 22-03 Process Pipe Replacement, and the item will be removed from the capital budget until it is required.

Staff provided updates on wastewater capital projects and operations.

Staff provided photos of the road restoration that has taken place. The following documents are on file and available upon request:

- Pre-Construction Photos Showing Typical Road Condition
- Typical Trench Excavation Along Road Shoulder
- Backfilling of Trench – Re-instatement of New Gravel Shoulder
- Pavement Restoration of Driveways and Road Crossings

Staff responded to questions from the committee and the following was noted:

- Staff would like to use local contractors to assist a general contractor for the Wastewater Improvements – Pump Station and Treatment Plant Upgrades, and there will be a public tender for anyone to bid on.
- McElhanney's design is based on a full build-out of the area. The water treatment residue would be treated and filtered the same way as sewage, and the sludge will be taken off island in a liquid or cake form.
- The odours and noise will not exceed the current levels.
- The CRD would not support secondary suites if it has a negative impact on the capacity of the system, and can revisit later depending on growth patterns.
- Staff will transfer project 22-01 EV Charging Station for Magic Lake Estates Sewer to Magic Lake Estates Water. The project is part of a CRD climate action and carbon reduction program.

## **6. CORRESPONDENCE**

The Chair provided correspondence from the Chair of the Pender Island Parks and Recreation Commission regarding a Dog Park Proposal for Ketch Road.

Discussion ensued regarding:

- Location
- Liability
- Funding
- Parking
- Exposed pipe
- Zoning

The committee advised they do not wish to fund the project but are willing to have a discussion. The Chair will respond to the letter. There was no direction for staff at this time.

## **7. NEW BUSINESS**

Staff responded to a question from the committee regarding the election process due to the elimination of annual general meetings (AGM's). Staff advised that committee vacancies have been posted on the CRD website, locally in the Magic Lake Estates community and published in the Pender Post. The Electoral Area Director will recommend individuals to the CRD Board for appointment to the Committee.

Staff advised the committee of a cyanobacteria bloom in both Buck Lake and Magic Lake. Water Quality has suggested pre-oxidation as part of the treatment process in advance of the Dissolved Air Flotation (DAF) plant. The process deals with the iron and manganese that exist within the raw water supply. As a result of this process, it has a negative effect on the cyanobacteria cells. Implications could include brown water which is iron that is not removed and developing within the distribution system. The colour of water will be monitored closely within the system. In the event of water discolouration, a notice will be issued indicating the aesthetic issue and advising it is not a health and safety concern. Water samples will be taken weekly.

**8. ADJOURNMENT**

**MOVED** by D. Reed, **SECONDED** by J. Deschenes,  
That the September 13, 2022 meeting be adjourned at 11 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on November 10, 2022, 3 pm.

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**PRESENT:** Debra Bell, (Chair/Treasurer)      Michael Kilpatrick (Vice-Chair)  
Peter Askin      Veronica Euper  
Adrian Wright      Kestutis Banelis  
Jane Schneider      Lauren Edwards (Recorder)

**ABSENT:** Paul Brent, A/Director, CRD, Southern Gulf Islands

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

### 1. Territorial Acknowledgement

It was acknowledged that the Commission is privileged and fortunate to meet on the territory of the Coast Salish First Nations, particularly on Mayne Island, the traditional territory of the WSANEC First Nations.

### 2. Approval of Agenda

**Move:** Item 8. Motion to Close the Meeting to follow after Item 4.

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

**CARRIED**

### 3. Adoption of Minutes of October 13, 2022

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Kilpatrick,  
That the minutes of October 13, 2022 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

Flags in the parks will be lowered to half-mast on Remembrance Day.

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

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider,  
that the Mayne Island Parks and Recreation Commission close the meeting in accordance with  
Community Charter Part 4, Division 3, Section 90(1)(a) and (b) and that recorder and staff attend the  
meeting.

**CARRIED**

**ADOPTED**

## **5. Reports**

### **5.1. Treasurer's Report**

#### **5.1.1. Treasurer's Report for the period October 1 - 31, 2022**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
that the Treasurer's report for the period October 1 – 31, 2022 be approved as presented.  
**CARRIED**

#### **5.1.2. Motions re: applications for funding**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper,  
that the Mayne Island Parks and Recreation Commission approve the application for  
funding to the federal New Horizons for Seniors Program for the Dinner Bay Seniors  
Fitness Circuit in the amount of \$25,000.  
**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider,  
that the Mayne Island Parks and Recreation Commission approve making an application  
for funding to the Community Works Fund for the Dinner Bay Seniors Fitness Circuit  
Phase II, the amount to be determined.  
**CARRIED**

### **5.2. Administration**

#### **5.2.1. Follow up Action Report (not covered elsewhere)**

- CRD policy received regarding receipts for gifts in kind.
- The Parks Master Plan has been excluded from the Official Community Plan.
- Playground parts are on their way, while some parts are still being sourced.
- Emma and Felix Jack Park rezoning was passed by Islands Trust.
- Commissioner Euper will follow up with the supplier regarding purchase of an aluminum staircase.
- Policy for naming parks and trails is deferred to the next meeting

#### **5.2.2. Health and Safety concerns**

- A recent fall at Dinner Bay Park will be reported to CRD.
- It was agreed that masks would be encouraged for the December meeting and concerns regarding Covid will be discussed in the New Year.
- A new first-aid box is in place at Japanese Garden and the old box will go to Cotton Park.
- A first aid class is scheduled for volunteers.

#### **5.2.3. Events**

Report received for information. The following was discussed:

- MIPRC support of the Lions' Dinner on November 19th;



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- MIPRC Holiday dinner at the Bistro on December 7th; and
- regarding the Christmas Eve event on December 24<sup>th</sup> at Miners Bay Park, MIPRC will lead the effort to coordinate and could apply for the fire permit and insurance, Mayne Island Firefighters Association could manage the bonfire and the Mayne Island Chamber of Commerce could provide hot chocolate and treats.

Commissioner Askin arrived at 4:12 p.m.

5.2.4. Commonality meeting suggestions

It was discussed and agreed that a combination of venues will be tried such as a Zoom educational session and some Mayne commissioners visiting another island.

5.2.5. Sponsored activities proposal for 2023

It was reported:

- barbecue foods for events will be purchased from TruValue;
- improving communication regarding recreational funding opportunities and group sponsored events; and
- adult and older youth activity day, planned hikes, seniors' safari and yoga in the park are being considered.

5.2.6. Fallow/feral deer update

Item will be removed from agenda until there is news to report.

5.2.7. Commissioner vacancy ad

Advertised vacancy for commissioner.

5.2.8. Draft Policy for naming parks and trails

Deferred

5.3. Committees

5.3.1. Memorial plaques information sheet

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission's Memorial Plaque Policy for Miners Bay Park, the procedures for memorial plaques at Miners Bay Park and the application form be approved as presented with an exception that the size of the plaque be included in the application form.

**CARRIED**

5.3.2. Fitness Track

Report received for information. It was further reported that:

- if received, the New Horizons for Seniors Program grant would be primarily used to purchase equipment for Phase 1;
- if received, the Community Works grant would be used to build Phase 2 and 3;
- Phase 3 includes a roof over Phase 1 pad;

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- an Ontario manufacturer was chosen for the fitness equipment; and
- shipping costs were discussed and will be further investigated.

5.3.3. Land Acquisition – update and recommendations  
Deferred.

5.3.4. Sanitation

- a) Chamber of Commerce update  
A letter has been sent regarding this matter.
- b) Small Water Systems Operator recruitment  
A job description was requested from CRD and it was reported that there are a number of potential applicants.

5.4. Parks

5.4.1. Miners Bay

- a) Bandstand  
Completed.
- b) Holiday lights/poster
  - The lights are to be ordered and invoiced.
  - The poster will suggest TruValue shoppers choose #51 Christmas Tree for their community spirit.

5.4.2. Dinner Bay

It was reported that:

- the Adachi Pavilion has been closed up for the winter;
- material has been purchased to build the new garbage container;
- tree health is a concern; and
- there is no part available to fix the freezer.

**MOVED** by Commissioner Banelis and **SECONDED** by Commissioner Euper,  
that Mayne Island Parks and Recreation Commission purchase a freezer for the Adachi  
Pavilion for an amount up to \$1200.

**CARRIED.**

5.4.3. Japanese Memorial Garden

Report received for information.

5.4.4. Cotton Park

Report was received for information. It was further reported that:

- irrigation will be finished on Friday, November 11th; and
- a steep slope on the Orca Trail should be fenced as a safety precaution and Commissioners Bell and Askin will meet to view the area.

5.4.5. Trail Network Development/Henderson Park

Report was received for information.

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- It was further reported that Commissioners Wright and Askin will assess the area on Mount Parke Ridge and make a recommendation regarding a future trail and an undeveloped beach access will be checked prior to the next meeting.
- Road allowance encroachment was identified on McCleod Road where MIPRC has an undeveloped, non-exclusive licence of occupation.

**6. Correspondence/Meetings**

- 6.1. Email correspondence regarding McLeod Road shoreline access.
- 6.2. Email correspondence with Library Director, Southern Gulf Island Libraries regarding heat pump.
- 6.3. Email request from CRD for letter of support for Mayne Island Regional Trail.
- 6.4. Email correspondence with CRD and telephone conversation with Carl Bunnin, AMIB re: Village Bay boat ramp repair.
- 6.5. Email correspondence with CRD Archaeologist regarding Dinner Bay and Village Bay boat ramp and WLC meeting.
- 6.6. Letters of support from community members regarding funding application for Dinner Bay Seniors Fitness Circuit.
- 6.7. Letter of resignation from Small Water Systems Operator for Miners Bay and Dinner Bay.

**7. New Business**

- 7.1. Proposal regarding Village Bay boat ramp repair and Motion.
  - Discussed the two options proposed for repair of the boat ramp.
  - Deferred for further details of repair.

**9. Rise and Report**

**Commissioner reappointments:**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Kestutis Banelis be reappointed a commissioner for the term commencing January 1, 2023 and ending December 31, 2024.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Michael Kilpatrick be reappointed a commissioner for the term commencing January 1, 2023 and ending December 31, 2024.

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**Minutes for November 10, 2022**

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Jane Schneider be reappointed a commissioner for the term commencing January 1, 2023 and ending December 31, 2024.

**CARRIED**

**Recreational Funding:**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that a 2021 Recreational Funding cheque that is stale-dated not be reissued.

**CARRIED**

**10 Meeting Adjournment**

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

**CARRIED**

The meeting adjourned at 5:22 p.m.

Original signed by

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Debra Bell, Chair

December 8, 2022

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DATE

Original signed by

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Lauren Edwards, Recorder

**ADOPTED**



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**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, June 28, 2022 at 3:00 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** C. Welham (Chair); M. Hicks (Electoral Area Director) (EP); D. Quigley (EP)

**Staff:** T. Robbins, General Manager; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; T. Watkins, Manager, Solid Waste Operations, Environmental Resource Management (EP); M. Risvold (Recorder)

**REGRETS:** Q. MacDonald

EP = Electronic Participation

The meeting was called to order at 3:02 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the minutes of the February 22, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair had no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

- **Bylaw No. 4451 – A Bylaw to Amend Appointment for the Port Renfrew Utility Services Committee (Bylaw No. 3281)**

M. McCrank provided an overview of Bylaw 4451, advising there is no more requirement for annual general meetings. He advised there will be two vacancies on the committee, and noted advertisements for vacancies will be posted in September for 30 days. Nominations will be recommended to the Board by the Electoral Area Director. The term will be for two years, beginning January 1 of the subsequent year until December 31 of the following year. An overview was provided to the committee of the authority and expectations of committees.

- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

M. McCrank introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted in Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation. The draft bylaw will be shared with the committee for review and comment prior to adoption.

Staff responded to concern from the committee regarding Port Renfrew being grouped with other Local Services. Staff advised that each service would be reviewed on a case by case basis in terms of stage of water conservation applied, and acknowledged Port Renfrew is unique in terms of its source and supply. Comments will be considered for revisions to the draft bylaw.

## **6. COMMITTEE BUSINESS**

### **6.1. Project and Operations Update**

M. McCrank introduced the project and operations update.

I. Jesney provided the capital projects update.

Discussion ensued regarding:

- Alternative Approval Process (AAP)
- Community Works Funds (CWF)
- Sewage Plant Upgrade

M. McCrank provided the operational update.

Staff responded to a question from the committee regarding the damaged pipe from a contractor. Staff advised there was no compensation for CRD's emergency response to the damage as the pipe is in the Province's right-of-way.

T. Watkins provided the refuse disposal update advising garbage quantity has increased likely due to high economic activity. The current transfer station operator plans to retire within two years, staff advised replacing the operator will be costly.

Discussion ensued regarding:

- Curbside garbage pickup
- Risk of illegal dumping
- Annual bulk items collection
- Community clean-up

### **6.2. 2021 Annual Report**

M. McCrank introduced the 2021 Annual Report, advising it will be available online by the end of June.

**7. CORRESPONDENCE**

There was none.

**8. NEW BUSINESS**

I. Jesney advised M. McCrank will be leaving the Capital Regional District effective September 2022.

The committee thanked M. McCrank for his service.

**9. ADJOURNMENT**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the June 28, 2022 meeting be adjourned at 3:35.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**Minutes of the Regular Meeting of the  
Salt Spring Island Community Economic Development Commission  
Held Monday, February 14, 2022, in the Public Library 129 McPhillips Ave, Salt Spring  
Island, BC**

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**Present:** **CRD Director:** Gary Holman  
**Commission Members:** Francine Carlin, Jason Griffin, Daniel Wood, Inga Michaelsen, Bryan Young (via Zoom), Dr. Daniel Muzyka (Via Zoom), Gerard Zentner and Theresa Duynstee  
**Staff:** Karla Campbell, Senior Manager, Salt Spring Island Administration, Jesse Brown, Economic Development Coordinator, and Shayla Burnham, Recording Secretary

**1. Territorial Acknowledgement/Call Meeting to Order**

Chair Carlin provided a Territorial Acknowledgement and called the meeting to order at 1:06 p.m.

**2. Limited Space Meeting Resolution**

**MOVED** by Commissioner Carlin, **SECONDED** by Commissioner Wood, that this resolution applies to the Salt Spring Island Community Economic Development Commission for the meeting being held on February 14, 2022, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Commission because:

- a. The available meeting facilities cannot accommodate more than (43) people in person, including members of the Commission and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the Commission and the public in sufficient numbers; and

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

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.

**CARRIED**

**3. Election of Chair and Vice Chair**

- Commissioner Carlin was nominated by Commissioner Griffin for position of Chair. Calling three times for additional nominations and hearing none, Commissioner Carlin was re-elected as Chair.
- Commissioner Wood was nominated by Commissioner Carlin for position of Vice-Chair. Calling three times for additional nominations and hearing none, Commissioner Wood accepted the position of Vice-Chair.



**4. Approval of Agenda**

**MOVED** by Commissioner Carlin, **SECONDED** by Director Holman, that the Salt Spring Island Economic Development Commission agenda of February 14, 2022 be approved as amended by updating item 9.1 CESC Digital Media Communication Associate RFP to “Digital Contents Specialist and Contract” and by adding item 9.4 Island Coastal Economic Trust (ICET) Grant Application February 25, 2022 Deadline.

**CARRIED**

**5. Adoption of Minutes of November 22, 2021**

**MOVED** by Commissioner Carlin, **SECONDED** by Commissioner Young, that the Salt Spring Island Economic Development Commission minutes of November 22, 2021 be adopted as presented.

**CARRIED**

**6. Delegation/Presentations**

**6.1 Theresa Duynstee, Agricultural Alliance**

- 2022 project “Expanding the Local Food Economy” aims to connect farmers with a diversity of local buyers.
- Seeking funding to hire a contractor for two days a week between March and November, 2022.
- Agricultural Alliance website updates underway with a goal of becoming more user friendly.
- Abattoir expansion project underway.
- Farmers & Local Food Resilience Café scheduled for February 22, and Seedy Saturday scheduled for February 26, 2022.

**6.2 Trustee Laura Patrick, Islands Trust**

- Landlords needed in support of rental housing.
- Updates to the Salt Spring Island Land Use Bylaw No. 355 underway for legalizing small cottages as of right.
- Housing and Workforce Shortage Crisis Declaration across all islands passed in December 2021.

**7. Director and Commissioner Reports**

**Director Holman** briefly reported:

- Increase in assessed values for Salt Spring Island and the southern Gulf Islands at about 35%. Increase in assessed values for CRD as a whole was about 25%.
- Composting project underway. Farmland Trust and Salt Spring Abattoir reached a long term rental agreement and possible Provincial grant funding.
- Salt Spring Island Liquid Waste Disposal Local Services Commission to support the Composter with a bylaw amendment to include organics and an intent to operate on a cost recovery basis.
- Future intent to sell island wide following Islands Trust approval through Rezoning or Temporary Use Permit.
- Fire halls now eligible for gas tax funding.

- Salt Spring Island population has grown by 10%.
- BC Housing funding 28 units of affordable housing on Drake Road.
- Province announced new regulations in Agricultural Land Reserve (ALR).

### **7.1 2022 The Path Forward**

**Chair Carlin** briefly reported:

- Strengthened Community Economic Partnerships with key sector organizations while supporting regional collaborations.
- Economic Development Coordinator role awarded.
- In the last six years, CEDC has brought hundreds of thousands of dollars in grants and revenue opportunities for cross economic sector benefit to the SSI community and the greater southern Gulf Islands region.
- Launch of the SSI-Economic Leaders Group which will formulate recommendations for sustainable SSI Economic Recovery & Resilience.
- Reader friendly Economic Education Project.
- Grants Clearinghouse via SSI Information Hub.
- Continued Advocacy regarding housing, Short Term Vacation Rentals (STVR) solutions and Ganges Village Planning.

### **7.2 SSI Foundation Focus Group**

- Seasonal turnover causes housing difficulties for both employers and employees.
- Smaller businesses facing challenges in securing employer housing.

### **7.3 Housing Advocacy Update**

- Less people available to work in small businesses due to the again population.

### **7.4 Climate Coach Project**

- First public facing program through Transition Salt Spring.
- Launched six months ago.
- Hub for advice and information regarding local, regional and national incentives to reduce emission impacts and the environmental footprint of homes, buildings, and surrounding properties.
- Number of webinars held with close to 1000 attendees.
- Appreciation expressed for CRD funding received.
- Creating job opportunities on Salt Spring Island.
- Collage insulator course discussion underway with School District 64 (SD64).
- Rainwater harvesting rebate launched with 28 new sign ups.
- It was asked if the other southern Gulf Islands were being funded through their rainwater rebate funding. Commissioner Young to report back to the Commission with an update.

### 7.5 Love Local Initiative

- Chamber received funding from BC Chamber to promote economic activity across southern Gulf Islands.
- Overall success that promoted local businesses.
- Grand prize winner won a trip to another island promoting interisland travel.
- Each island spent \$2,500 supporting local businesses.

## 8. Outstanding Business

### 8.1 Agricultural Alliance Request for Unexpended Funds for ICET Local Food Economy Project

**MOVED** by Commissioner Carlin, **SECONDED** by Commissioner Wood, that the Salt Spring Island Economic Development Commission recommend that the Community Economic Development Commission approve a fee for service contract with the Salt Spring Island Agricultural Alliance in the amount of \$7,000 for the development and coordination of a marketing program for Salt Spring Island agricultural products.

**CARRIED**

### 8.2 Community Data Base – SSI Library and Community Foundations Data Platform

- In 2021 a student was hired to gather available data to better understand the Salt Spring Island Community development over time.
- Salt Spring Island Library possible location to house data.
- The Commission asked if Summer Student Grant opportunities were available and staff confirmed the closing date was January 25, 2022.
- A suggestion to apply for grant funding in 2023 was made.
- Interagency collaboration noted with possible CRD and/or Islands Trust funding opportunities.
- Future collaboration with Transition Salt Spring discussed.

### 8.3 Bylaw for CEDC Name Change to CESC

**MOVED** by Commissioner Zentner, **SECONDED** by Commissioner Griffin, that the Salt Spring Island Community Economic Development Commission recommends to the Capital Regional District Board:

That staff be directed to proceed with preparing an amendment bylaw to change the name of the Salt Spring Island Community Economic Development Commission to the Salt Spring Island Community Economic Sustainability Commission.

**CARRIED**

#### **8.4 Empty House Speculation Tax Options**

- CEDC passed a resolution in November 2021 recommending revenue from the Speculation and Vacancy Tax raised on Salt Spring Island be earmarked for Salt Spring Island.
- The Commission expressed support regarding ongoing advocacy for Empty House Speculation Tax inclusion specific to the Southern Gulf Islands.
- The Commission discussed customization strategies for the southern Gulf Islands, Whistler and Tofino. The Commission to contact Whistler and Tofino for further discussion.
- A suggestion was made for earmarking STVRs for affordable housing as a permanent funding mechanism.

### **9. New Business**

#### **9.1 Digital Contents Specialist and Contract**

- The Commission stated funds were being used ineffectively through the existing Social Media Program.
- The Commission expressed support for a Digital Contents Specialist to develop six web blog features on specific CEDC topics.
- The Commission and Jesse Brown, Economic Development Coordinator, to finalize topics.
- Proposing a \$5,000 contract plus insurance on a pilot basis.

Commissioner Muzyka left the meeting at 2:53pm.

#### **9.2 Survey Input for Fire Services and Facilities on Salt Spring Island**

- Commissioners asked to participate in the survey.
- Results forthcoming.

#### **9.3 CRD Business License Report Outcomes**

- Cost for business licenses estimated at \$200,000 a year.
- Report received with further information forthcoming.

#### **9.4 Island Coastal Economic Trust (ICET) Grant Application February 25, 2022 Deadline**

- Matching funds required and unavailable.
- Possible Gas Tax Funding discussed.
- Staff to look at possible shovel ready projects however, limited time before the application deadline was recognized by all.

Commissioner Michaelsen left the meeting at 3:02pm.

### **10. Next Meeting – May 16, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

**11. Adjournment**

The meeting adjourned at 3:08pm.



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**CHAIR**



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**SENIOR MANAGER**



**Present:** **CRD Director:** Gary Holman  
**Commission Members:** Francine Carlin, Jason Griffin, Daniel Wood, Inga Michaelson, Bryan Young, Dr. Daniel Muzyka, and Theresa Duynstee (via Zoom)  
**Staff:** Karla Campbell, Senior Manager, Salt Spring Island Administration and Shayla Burnham, Recording Secretary  
**Regrets:** Gerard Zentner and Jesse Brown, Economic Development Coordinator

6. New Business

6.1 Funding for Salt Spring Island Economic Capacity Building Project

**MOVED** by Commissioner Muzyka, **SECONDED** by Commissioner Michaelson, that the Salt Spring Island Economic Sustainability Commission approve submitting an Island Coastal Economic Trust Ready Capacity Building Program grant application and directing \$10,000 in matching funds allocated in the 2022 budget towards the Salt Spring Island Economic Capacity Building Project.

**CARRIED**

7. Next Meeting – May 16, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

8. Adjournment

**MOVED** by Commissioner Wood, **SECONDED** by Commissioner Griffin, that the Salt Spring Island Economic Sustainability Commission adjourn the meeting at 10:57 a.m.



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CHAIR



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SENIOR MANAGER



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**Minutes of the Meeting of the Salt Spring Island Community Economic Sustainability Commission Held Monday, May 16, 2022, in the Public Library 129 McPhillips Ave, Salt Spring Island, BC**

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**Present:** **CRD Director:** Gary Holman  
**Commission Members:** Francine Carlin, Jason Griffin, Daniel Wood, Inga Michaelsen, Bryan Young (via Zoom), Dr. Daniel Muzyka, Gerard Zentner, Theresa Duynstee  
**Staff:** Karla Campbell, Senior Manager, Salt Spring Island Administration, Jesse Brown, Economic Development Coordinator, Shayla Burnham, Recording Secretary, and Carrie Cogan, Recording Secretary

**1. Territorial Acknowledgement/Call Meeting to Order**

Chair Carlin provided a Territorial Acknowledgement and called the meeting to order at 1:01 p.m.

**2. Approval of Agenda**

**MOVED** by Commissioner Zentner, **SECONDED** by Commissioner Michaelsen, that the Salt Spring Island Economic Sustainability Commission agenda of May 16, 2022 be approved as amended by adding the updated Community Economic Forum Terms of Reference and the Priority Area: Economic Sustainability 2022 document for information.

**CARRIED**

**3. Adoption of Minutes of April 25, 2022**

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Wood that the Salt Spring Island Economic Sustainability Commission Special minutes of the April 25, 2022 meeting be adopted as presented.

**CARRIED**

**4. Delegations/Presentations**

**4.1 Sherese Johnson re: Rising Tide Business Services**

- Creating new and revamping pre-existing websites.
- Free digital marketing helpline for Rural Economic Partnership (REP) members. A total of 25 members assisted to date with 15 services and solutions packages purchased.

Commissioner Muzyka entered the meeting at 1:08 p.m.

- Five websites for non-profit organizations have been developed, one small business website, seven website audits, four starter packs and two social media packages have been completed.
- Affordable, competitive pricing ranging from \$40.00 – \$50.00 p/hr.



- Adapting to customer feedback and learning from different sectors island wide.
- Contracts for website updates with the Agricultural Alliance and Farmlands Trust

**4.2 Stephen Mulhein (SSI Kitchen) re: SSI Food Hub Complex**

- Successful utilization of commercial space by local food based businesses.
- Spoke to the difficulties faced with the existing building and shared his vision of a larger public space by potentially elongating the existing building to make room for additional local businesses.
- Six to eight businesses have expressed interested in the potential future expansion.
- Discussion occurred about a potential space for the arts community.
- The Commission asked if the expansion plans had been approved by the Islands Trust and Mr. Mulhein confirmed not.
- Discussion regarding potential future retail enhancement funding occurred.
- The Commission asked if a future pathway connecting Merchant Mew's to Ganges would be constructed and staff responded that the pathway completion is a goal of the Salt Spring Island Transportation Commission.
- The Commission acknowledged the drive in tourism the complex provides.

**4.3 Trustee Laura Patrick re: Islands Trust**

- Proposed Bylaw No. 530 was read for a first time on April 19, 2022.
- The Commission asked if there was any objection to the draft Bylaw No. 530 and Trustee Patrick responded that some feedback had been received regarding potential overpopulation concerns however, further confirmed a large amount of public support.
- The Commission asked for an update on the status of Ganges Village Planning and Trustee Patrick responded it was slowly moving forward.

**5. Director and Commissioner Reports**

**Director Holman** briefly reported:

- Local Community Commission (LCC) Advisory Committee discussion paper is now public.
- The next ASK Salt Spring meeting will focus on LCC discussion.
- North Salt Spring Waterworks District is considering relaxing the water moratorium which could potentially assist with affordable housing, specifically in regards to the CRD property on Drake Road which is serviced by Mount Maxwell.
- Staff working on a grant application to CleanBC to establish a number of new Electric Vehicle (EV) charging stations.

**Chair Carlin** – no report.

**Commissioner Duynstee** briefly reported:

- Grow Local product has been underway since April 2022 and is being led by the Agricultural Alliance which is addressing the Area Farm Plan by building collaborative opportunities.
- Agricultural Alliance is seeking a Local Food System Developer to manage the “Expanding the Local Food Economy Project” from March to November 2022.
- Contact with producers, local food distributors and buyers to learn more about their operations is underway.

**Commissioner Wood** briefly reported:

- Ongoing concerns regarding affordable housing.
- Stated that David Eby, Attorney General and Minister Responsible for Housing, recommended that members from the Islands Trust Housing Taskforce and the CESC submit a formal delegation request to speak with the Ministry.

**Commissioner Griffin** briefly reported:

- Southern Gulf Islands Community Resource Centre Edu Tourism project had successful meeting with great potential tourism and business opportunities.

**Commissioner Young** briefly reported:

- Community Investment Funding webinar was well attended by island housing and community finance advocates.

## **6. Outstanding Business**

### **6.1 Speculation and Vacancy Tax**

- Staff Report will be submitted to the Electoral Areas Commission in July 2022.

### **6.2 Community Data Hub**

- No update.

### **6.3 Opportunity Salt Spring Blog**

- Hired a web content specialist to complete a series of educational blogs.

### **6.4 Community Economic Forum Terms of Reference Update**

- Discussion took place under item 6.5 Draft Scope of Work (data) RFP.

#### 6.5 Draft Scope of Work (data) RFP

- Island Coastal Economic Trust (ICET) grant funding approved to complete the economic development study.
- Adjusted the Terms of Reference to be focused on developing an economic action plan and to retain a consultant to develop, maintain and facilitate in coordination with the Commission.
- Updated the composition of the economic forum to ensure inclusion of representatives from local First Nations.
- The Terms of Reference will form the basis of the Request for Proposals (RFP) which will go out to tender.
- Commissioner Duynstee has initiated work on a draft RFP for staff to review.

**MOVED** by Director Holman, **SECONDED** by Commissioner Wood, that the Salt Spring Island Economic Sustainability Commission invite the Salt Spring Island Local Trust Committee Trustees and the Salt Spring Island Electoral Area Director as observers to the monthly forum update meetings.

**CARRIED**

**Commissioner Muzyka Opposed  
Commissioner Zentner Opposed**

- Some members of the Commission expressed concern that the meetings would become political if elected officials were to attend.
- Some members of the Commission expressed support for elected officials to attend the meetings stating that communication was key.

#### 7. New Business – None

#### 8. Next Meeting – Monday, September 12, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

#### 9. Adjournment

**MOVED** by Commissioner Carlin, **SECONDED** by Commissioner Zentner, that the Salt Spring Island Economic Sustainability Commission adjourn the meeting at 2:57 p.m.



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**CHAIR**



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**SENIOR MANAGER**



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**Minutes of the Regular Meeting of the  
Salt Spring Island Parks and Recreation Commission**

**Held November 16, 2021 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC**

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

**1. Territorial Acknowledgement / Call Meeting to Order**

Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 2:30 pm.

**2. Approval of Agenda**

**MOVED** by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission approve the November 16, 2021 agenda as amended by adding item 7.4 Project Priorities and Priorities Relative to the Harbour Walk and, item 7.5 Salt Spring Island Middle School (SIMS) Update.

**CARRIED**

**3. Adoption of Minutes of October 19, 2021**

**MOVED** by Commissioner Walde, **SECONDED** by Commissioner Webster, that the Salt Spring Island Parks and Recreation Commission approve the minutes of October 19, 2021 as amended by updating item 5. Directors Report, first bullet, from "Submitted an ad" to "Submitted an article".

**CARRIED**

**4. Delegations/Presentation**

**4.1 Rainbow Road Recreation Centre Survey Results**

- Questions raised by the Commission were answered and recorded in item 7.2 Rainbow Road Recreation Centre Master Plan.

**5. Report of the Chair and Director**

**Director Holman** briefly reported:

- Expressed the importance of involving the CRD into the Islands Trust Ganges Village planning process.

Chair Collombin – No report

6. Outstanding Business

6.1 Salt Spring Island Saturday Market Operating and Management Review  
(Special Meeting)

- Staff to schedule for early December, 2021.

**CARRIED**

7. New Business

7.1 Rainbow Road Recreation Centre Master Plan

- Comments from PARC provided to staff will outline three conceptual designs for public consultation.
- Feedback from public consultation will be brought back to PARC for review.
- PARC to confirm location of the new maintenance facility.
- Islands Trust covenant on the property.
- Finalize the master plan and final report for inclusion into the Capital Plan.
- Rezoning concerns noted for the Kanaka Road site.
- Landscaping and fences for the maintenance facility noted as important.
- Kanaka Road Property zoned Residential with some support from the Commission regarding future affordable housing options on the property.

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Walde, that the Salt Spring Island Parks and Recreation Commission request that the conceptual designs for the Rainbow Road Recreation Centre Master Plan include the maintenance facility on the 262 Rainbow Road site.

**CARRIED**

- The Commission requested plans for the site include a pool expansion.
- The Commission expressed concern for lack of available soccer spaces.
- Lights important for a future outdoor covered multi-sport facility.
- The Commission noted that SIMS is an ideal location for a future indoor recreation.

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Gauld, that the Salt Spring Island Parks and Recreation Commission request the conceptual designs for the Rainbow Road Site Master Plan include a leisure pool expansion.

**CARRIED**

- The Commission requested that one of the conceptual designs include a walking/running path, significant outdoor picnic area, relocation of the current dog park, tennis and pickle ball courts and a covered outdoor multi-sport facility.

- The Commission noted the lack of public demand and funding for an ice arena.

**7.2 Rainbow Road Recreation Centre Recommissioning**

- The Salt Spring Island Parks and Recreation Commission received this report for information.

**7.3 2022 Salt Spring Island Parks and Recreation Projected Year-end Balance of Reserves**

- Projects within the Capital Plan have a higher chance of receiving grant funding.
- Staff suggested allotting more time in the June 2022 Capital Planning meeting for Commission feedback.
- The Commission requested to defer the Electric Vehicle (EV) maintenance truck.
- Staff confirmed that CRD gas powered vehicles are evaluated with EV options prior to replacement.
- Staff informed the Commission that CRD is inviting the public to use the Cusheon Lake beach access and PARC will either have to remove or replace the current dock.
- The Commission requested a project charter for the Cusheon Lake Beach Access Upgrade be added to a future agenda for discussion.

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Walde, that the Salt Spring Island Parks and Recreation Commission recommends that the 2022-2026 capital budgets for the Salt Spring Island Pool & Park Land, Community Recreation, Community Parks and Fernwood Dock be approved as presented in Appendix B and that consideration be given during the 2022 Capital Planning meeting to address reserve fund balances ahead of the 2023-2026 budget cycle.

**CARRIED**  
**Commissioner Gauld Opposed**

**7.4 Project Priorities and Priorities Relative to the Harbour Walk - deferred**

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

**8. Election of Officers**

- Staff called for nominations from the floor for four commission positions starting January 1, 2022.
- Randy Cunningham, Drew Bodaly and Colin Walde requested to be reappointed.
- John Gauld announced his resignation as of December 31, 2021.
- Staff received on late application that will be forwarded to the CRD Board for approval with Director Holman's concurrence.

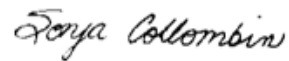
**9. Correspondence - None**

10. **Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):** (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
11. **Rise and Report** - None
12. **Next Meeting** – TBD

Commissioner Webster declared a conflict of interest with the Special Meeting (date TBD) for the Saturday Market discussion due to being a vendor.

13. **Adjournment**

**MOVED** by Commissioner Takahashi, **SECONDED** by Commissioner Gauld, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 4:38 pm.



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CHAIR



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SENIOR MANAGER



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**Minutes of the Regular Meeting of the  
Salt Spring Island Parks and Recreation Commission  
Held January 25, 2022 at the SSI Public Library-121 McPhillips Ave, Salt Spring Island, BC**

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**Present:**       **Director:** Gary Holman  
                  **Commission Members:** Sonja Collombin, Colin Walde, Drew Bodaly, Sean Norgard (via Zoom), Drew Takahashi (via Zoom), Randy Cunningham (via Zoom), and Andrea Little  
                  **Staff:** Dan Ovington, Parks and Recreation Manager; Shayla Burnham  
                  Recording Secretary  
                  **Absent:** Brian Webster

These minutes follow the order of the agenda although the sequence may have varied.

**1. Territorial Acknowledgement / Call Meeting to Order**

The Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 2:35 pm.

**2. Limited Space Meeting Resolution**

**MOVED** by Commissioner Collombin, **SECONDED** by Commissioner Walde, that this resolution applies to the Salt Spring Island Parks and Recreation Commission for the meeting being held on January 25, 2022, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Commission because:

- a. The available meeting facilities cannot accommodate more than (43) people in person, including members of the Commission and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the Commission and the public in sufficient numbers; and

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

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.

**CARRIED**

**3. Election of Chair and Vice Chair**

- Commissioner Collombin was nominated by Commissioner Bodaly for position of Chair. Calling three times for additional nominations and hearing none, Commissioner Collombin accepted the position of Chair.



- Commissioner Webster was nominated by Chair Collombin for position of Vice-Chair. Calling three times for additional nominations and hearing none, Commissioner Webster was appointed the position of Vice-Chair.

**4. Approval of Agenda**

**MOVED** by Commissioner Norgard, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission agenda of January 25, 2022 be approved as presented.

**CARRIED**

**5. Adoption of Minutes of November 16, 2021**

**MOVED** by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission minutes of November 16, 2021 be approved as presented.

**CARRIED**

**6. Delegation/Presentation – None**

**7. Director and Chair Reports**

**7.1 Director Holman** briefly reported:

- BC Housing funding 28 units of affordable housing on Drake Road.

**7.2 Chair Collombin** briefly reported:

- Welcomed Commissioner Little and a roundtable of introductions occurred.

**8. Outstanding Business**

**8.1 Rainbow Road Recreation Centre Site Master Plan**

- Due to the continued growth in operational services, a concept plan included the Kanaka Road property as an option for a continued maintenance facility expansion.
- Staff confirmed the Kanaka Road property was a future community amenity that could potentially be used as a charging station following the electrification of buses on the island.
- Staff addressed the Commissions concerns regarding rezoning requirements noting a text amendment was required.
- The Commission expressed potential support for the maintenance facility on the Kanaka Road site.
- Staff confirmed the Kanaka Road property could be sold however, it would have to be purchased at market value and water concerns were discussed.
- Staff confirmed the Rainbow Road property is the only CRD property appropriately zoned for covered indoor recreation.

- The Commission expressed potential support in relocating the tennis courts from Portlock Park to the Rainbow Road property.
- The Commission suggested the possibility of relocating the dog park to Moats Park below the parking area.
- The Commission suggested the possibility of the dog park be included in the wooded area of the Centre Site Master Plan to allow more space for multi-purpose courts.
- The Commission suggested a possible future community gardens expansion be constructed at another CRD property.
- The Commission requested a concept plan for Portlock Park be created to assist the public with a general outline of the proposed plans.
- The Commission asked if additional parking was required and staff confirmed they would return to the Commission with an update.
- The Commission asked if additional washrooms were required and staff confirmed a sufficient number of washrooms were already on site.

**MOVED** by Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommends that the three Landscape Conceptual designs developed by LADR Landscape Architects, including an option showing the maintenance facility on Kanaka Road be used for further community consultation.

**CARRIED**

## **8.2 Salt Spring Island Multipurpose Space (SIMS) Update**

- Depending on the amount of expression of interests received following February 15, 2022 staff may go out for a request for proposal.
- The Commission acknowledged the excitement expressed by the community regarding the SIMS space.

## **8.3 Mouats Park Horse Riding Ring License of Use**

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

**CARRIED**

## **8.4 Salt Spring Island Administrative Project Tracker (PARC Projects)**

- The Commission expressed appreciation for the ongoing list of projects.

## **8.5 Baker Beach Stair Replacement Project Update**

- Staff updated the Commission that this project is now complete.

## **8.6 Drake to Cypress Trail Upgrade Project**

- Staff updated the Commission that this project was now complete.
- New seeding to be completed in spring 2022.
- Hay down to event erosion.

**8.7 Salt Spring Island Recreation Staffing Shortage and Further Reduction of Service Level**

- Staff confirmed that the Heron's Nest Preschool will likely stay closed until fall of 2022.

**9. New Business – None**

**10. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):**

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

The regular meeting closed at 4:17 pm.

The Commission re-entered the regular meeting at 4:34 pm.

**11. Rise and Report**

**MOVED** by Commissioner Cunningham, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommends that staff issues on expressions of interest for interest for an independent entity to assume the operation and management of the Salt Spring Island Saturday Market for the 2023 market season for a five year term.


**CARRIED**


**11. Next Meeting – February 22, 2022 at 2:30 PM at the Rainbow Road Aquatic Centre, 262 Rainbow Road (Multi-purpose Room)**

**12. Adjournment**

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Walde, that the meeting adjourn at 4:38 pm.

**CARRIED**

  
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**CHAIR**

  
\_\_\_\_\_  
**SENIOR MANAGER**



**Present:** **Director:** Gary Holman  
**Commission Members:** Sonja Collombin, Colin Walde, Drew Bodaly,  
Sean Norgard, Drew Takahashi, and Andrea Little  
**Staff:** Dan Ovington, Parks and Recreation Manager; Shayla Burnham,  
Recording Secretary

**5. Director and Chair Report**

**Director Holman** briefly reported:

- Article in the Driftwood forthcoming regarding the proposed Local Community Commission.
- Encampment is an ongoing situation. The group has not yet applied for a Park Use Permit. Staff met with the group several times to discuss available options. Ongoing complaints received pertaining to public drinking, loud music and unsupervised dogs off leash.

**Chair Collombin** – no report.

**6. Nomination of Vice Chair**

- Former Vice-Chair, Commissioner Webster, provided the Commission a letter of resignation.
- Commissioner Walde was nominated by Commissioner Collombin for position of Vice-Chair. Calling three times for additional nominations and hearing none, Commissioner Walde accepted the position of Vice-Chair.

**7. Outstanding Business**

**7.1 PARC Final Budget Report**

The Commission received the report for information.

**7.2 Fulford Ball Park Lease**

- One (1) year term.
- The Commission confirmed the Fulford field is set up for softball.

The Commission received the Fulford Ball Park Lease Agreement for information.

**7.3 License of Occupation for Manson Road in Ganges**

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission recommends the Capital Regional District:

Enter into a Licence of Occupation agreement with the Ministry of Transpiration and Infrastructure at Manson Road in Ganges Village from March 1, 2022 – February 28, 2027.

AND

Enter into a Licence of Occupation agreement with Tree House Restaurant for the purpose of their business to operate on CRD tenured lands at Manson Road in Ganges Village from March 1, 2022 – February 28, 2027.

**CARRIED**

#### 7.4 Market Business Case

- Next steps are an Expression of Interest followed by a Request for Proposal.
- CRD will continue to operate the market until a qualified not for profit is awarded.
- CRD still seeking a Market Coordinator.

#### 7.5 Rotary Dinghy Dock Replacement Project Charter

- \$20,000 approved by the Commission in 2022 with an additional \$20,000 from the Rotary (potentially covered through Community Works Funding) to cover project costs.
- Dock replacement scheduled to begin spring 2022.
- The Commission asked if there was a user fee for the dock and staff confirmed there was not.

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission approve the rotary dingy dock project charter as presented.

**CARRIED**

#### 8. New Business - None

#### 9. Next Meeting – March 22, 2022 at 2:30 PM in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

#### 10. Adjournment

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the meeting adjourn at 4:38 pm.

**CARRIED**



CHAIR



SENIOR MANAGER



**Held Tuesday, March 22, 2022 at the Salt Spring Island Library, 129 McPhillips Avenue, BC**

- The Commission asked if a future demonstration garden with natural and/or aboriginal species had been considered and Ms. Ireland confirmed not but stated the idea would be brought forward to the other members for consideration.
- Upgrades to signage for the gardens discussed.

## **5. Director and Chair Report**

**Director Holman** briefly reported:

- Final budget approved by the CRD Board on March 16, 2022.
- Higher share of regional costs due to an increase in assessed value.
- Confirmed about 1000 acres of Regional Park Land on Salt Spring Island.
- 5.8% overall requisition increase for CRD.
- CRD climate action increase confirmed.
- Significant requisition increase with PARC acquiring the Salt Spring Island Middle School (SIMS) building to create a recreational community centre.

**Chair Collombin** briefly reported:

Introduced Swapnika Chander, Recreation Project Technician, and a roundtable of introductions occurred.

## **6. Outstanding Business**

### **6.1 License of Occupation for Rainbow Road Park Allotment Gardens**

- Potential parking concerns discussed following an increase in amenities. Staff confirmed parking will likely to be added to the expansion plan.
- Staff confirmed the Allotment Gardens do not apply against the 25% indoor site coverage.
- The Commission asked about the potential of a garden expansion on another CRD park property and staff confirmed an existing water hook up would be required.

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommends that the Capital Regional District (CRD) enter into a property agreement with the Transition Salt Spring Society for the purpose of operating an allotment garden and 262 Rainbow Road in the licensed area identified in schedule A from April 1, 2022 to March 31, 2027 at a license fee of \$1.00.

**CARRIED**

### **6.2 Mouat Park Horse Riding Ring License of Use**

- Access agreement between the Gulf Island Horse Association and the Farmers Institute forthcoming.



**MOVED** By Commissioner Little, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommends that the Capital Regional District (CRD) enter into a License of Use with the Gulf Island Horse Association for the purpose of operating a riding ring in the licensed area identified in Appendix A for a five year term at a license fee of \$10.00 and further, that CRD staff and Chief Administrative Officer negotiate and execute an agreement suitable for the tenure.

**CARRIED**

### **6.3 Rainbow Road Recreation Centre Electrical Project Update**

- Detailed staff report forthcoming.
- Staff confirmed corrosion in the electrical room likely caused by humidity over the years.
- Project to isolate the electrical room went out for tender during the Covid-19 pandemic, a contractor was awarded and the project was completed.
- Stantec recommended replacement of electrical equipment.

## **7. New Business**

### **7.1 Federation of Canadian Municipalities Green Municipal Fund's Community Buildings Greenhouse Gas Reduction Pathway Feasibility Study**

- The Commission received the report for information.

### **7.2 Local Community Commission (LCC) Discussion**

**MOVED** By Commissioner Takahashi, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission appoint Sonja Collombin as an advisory to the Local Community Commission (LCC).

**CARRIED**

- 8. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):** (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

**MOVED** by Commissioner Bodaly, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

**CARRIED**

The Commission left the meeting at 3:55pm.

The Commission returned from the closed meeting at 4:28 pm.

9. Rise and Report

**MOVED** by Director Holman, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission requests that staff bring forward the Centennial Park Revitalization Project Charter to a public meeting following Ministry approval of the date on which the public announcement can be made.

**CARRIED**

10. Next Meeting – April 26, 2022 at 2:30 PM in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

11. Adjournment

**MOVED** By Commissioner Cunningham, **SECONDED** by Commissioner Takahashi, that the meeting adjourn at 4:29 pm.

**CARRIED**

*Sonya Collombin*

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CHAIR

*J. Campbell*

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SENIOR MANAGER



**Held Tuesday, April 26, 2022 at the Salt Spring Island Library, 129 McPhillips Avenue, BC**

EXEC-1295039085-3126

**5. Director and Chair Report**

**Director Holman** briefly reported:

- Attended the ground breaking ceremony for the emergency department expansion project at Lady Minto Hospital on the morning of April 26, 2022.
- Inter-Agency meeting took place on April 14, 2022 which was an opportunity for organizations to share information and raise the possibility for future collaborations. Positive feedback was received.
- Local Community Commission (LCC) Advisory Committee preliminary report discussion meeting on Tuesday, May 3, 2022.
- Purchase agreement for the Ganges Fire Hall discussions underway.

**Chair Collombin** briefly reported:

- Expressed appreciation for the Inter-Agency meeting and spoke to the benefits of multi-jurisdictional communication and collaboration.

**6. Outstanding Business**

**6.1 Saturday Market Operating and Management Update**

- Staff issued an Expression of Interest (EoI) for the operation and management of the Saturday Market starting in spring 2023.
- Information session scheduled for Thursday, April 28, 2022 from 12:30pm – 2:30pm in the Salt Spring Island Library Program Room.

**6.2 Rainbow Road Recreation Site Master Plan Survey Results**

- The comments expressed support for Option 3 with additional feedback regarding amenities for inclusion or removal.
- Comments expressed support for pickleball courts.
- Comments expressed dislike towards the potential maintenance facility on the Rainbow Road Recreation site.
- Preference for future tennis courts at Portlock Park was expressed by local tennis groups. Staff noted the Rainbow Road Property had adequate space to relocate the tennis courts which would allow for a future potential senior ball field expansion at Portlock Park.
- Staff confirmed that future revisions to the Rainbow Road Recreation Site Master Plan could be made.
- The potential for future community gardens expansion on another CRD property discussed.
- The Commission expressed support for the playground and picnic area to be located within close proximity of one another.
- The Commission expressed support for covered multi-use courts.
- A maintenance facility 'place holder' within the Rainbow Road Recreation Site Master Plan was recommend in order for staff to explore Islands Trust rezoning requirements for the Kanaka Road site.
- The Commission requested staff provide the pre-existing Portlock Park conception designs for inclusion in the May 24, 2022 Regular meeting for information.

- Staff confirmed all amenities within the plan are currently placeholders and are subject to modifications and revisions.
- Staff noted that the development of site master plans assist with grant funding opportunities.
- The Commission noted the lack of public demand and funding for a future ice arena.

There is no recommendation. This report is for information only.

### **6.3 Salt Spring Island Administration Project Tracker**

- There is no recommendation. This report is for information only.

### **6.4 PARC 24 Passenger Bus**

- SSI Parks and Recreation to receive a new 24 passenger bus in fall 2022.
- Panorama Recreation bus to be used by SSI Parks and Recreation during summer 2022.

There is no recommendation. This report is for information only.

## **7. New Business**

### **7.1 2022/2023 Proposed Fees and Charges**

- Staff to update page 61 of the agenda, "Park Use" table, "Commercial Filming – Elaborate set up, less than 10 days" from "\$530.60 \$514.20" to "\$530.60 \$541.20" and, to further update page 58 of the agenda package with these corrections.
- The Commission request staff increase wedding ceremony bookings from \$54.10 to \$250.00.
- Half price swim to replace toonie swim.

**MOVED** By Commissioner Little, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommends that the Electoral Areas Committee and the Capital Regional District Board approve the Salt Spring Island Parks and Recreation 2022/2023 Fees and Charges as amended in Appendix A.

**CARRIED**

## **8. Correspondence**

Letter dated March 30, 2022, re: Damaged Slide at Drummond Park

**MOVED** By Commissioner Little, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission request staff to provide a report on the condition of the playground in Drummond Park.

**CARRIED**

Letter dated March 26, 2022, re: Toddler Friendly Play Structures

- There is no recommendation. This letter is for information only.

**9. Next Meeting – May 24, 2022 at 2:30 PM in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

**10. Adjournment**

**MOVED** By Commissioner Norgard, **SECONDED** by Commissioner Bodaly, that the meeting adjourn at 4:26 pm.

**CARRIED**

*Senya Collombin*

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**CHAIR**

*J. Campbell*

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**SENIOR MANAGER**



**Held Tuesday, May 24, 2022 at the Salt Spring Island Library, 129 McPhillips Avenue, BC**

EXEC-1295039085-3158

#### 4. Delegation/Presentation

##### 4.1 Shelia Walker re: Rotary Marine Park Enhancement Project

- Circulated a Survey Plan for Rotary Park handout to the Commission.
- Revitalize the existing Rotary Marine Park in Ganges center.
- Current matching grant funding opportunity totalling \$12,500 for park enhancement.
- The Commission asked if watering of the grass was an issue in the summer and Mrs. Walker confirmed this however, stated that the existing grass may be replaced by new soil and grass requiring less water.
- The Commission asked if First Nations consultations would be occurring and Mrs. Walker noted the potential for future collaborations when constructing story boards within the park.

**MOVED** By Commissioner Collombin, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission refer the Rotary Marine Park Enhancement Project back to staff for additional information.

**CARRIED**

##### 4.2 Bruce Dunbar re: Development of Softball Fields on Salt Spring Island

- Spoke to the importance of local quality softball fields that provide youths with new skills, confidence, attracts new users, and increases revenue for local businesses.
- Confirmed a large increase in youth female fast pitch players.
- Heavy off island travel expenses and rescheduling conflicts expressed in order to accommodate ongoing field flooding issues.
- Support expressed for the hydro field as a new softball field location.
- Field excavation, gravel infield, drainage and dugouts to be added to the existing backstops on hydro field.
- New field will allow for practices earlier in the season, less travel costs and time, free up time at the Salt Spring Island Middle School (SIMS) building and benefit the surrounding schools.
- Private investor has expressed interest in providing the funds required to complete the field upgrades.

**MOVED** By Director Holman, **SECONDED** by Commissioner Walde, that the Salt Spring Island Parks and Recreation Commission refer the Development of Softball Fields on Salt Spring Island back to staff for additional information.

**CARRIED**

#### 5. Director and Chair Report

**Director Holman** briefly reported:

- Local Community Commission (LCC) for Salt Spring Island: Options and Recommendations paper made public.
- Second LCC Advisory Committee meeting being held on Thursday, May 26, 2022 with an open invite to the public.



- Confirmed an agreement in principle had been reached between the CRD and the Salt Spring Island Fire Protection District (SSIFPD) for \$1 million of the CRD's Community Works Funding towards the new proposed fire hall.

**Chair Collombin** – No report.

## **6. Outstanding Business**

### **6.1 Rainbow Recreation Site Master Plan Update**

- The Commission asked if pickleball courts could potentially be added to one of the future tennis courts and staff stated that temporary lines were a potential option.
- The Commission requested the Rainbow Recreation Site Master Plan clarify that the tennis courts at Portlock Park would be relocated to the Rainbow Recreation Site.

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission recommends that the Rainbow Recreation Centre Master Plan be approved as amended by clarifying that the tennis courts at Portlock Park would be relocated to the Rainbow Recreation Site, in Attachment 1.

**CARRIED**

### **6.2 Drummond Park Playground Assessment Update**

- Staff confirmed Graffiti on the park washrooms will be painted over once the weather improves.
- Staff confirmed damage is to the spiral slide.
- Due to safety concerns, the slide is blocked off.
- Staff noted they cannot currently replace the slide as the original company no longer exists however, will seek quotes for a standalone slide.

There is no recommendation. This report is for information only.

### **6.3 Pool Electrical, Recommissioning and Structural Update**

- Complete designs this year and budget for next year.
- Staff confirmed the pool structural assessment is underway.
- Ongoing expensive costs for repairs and prioritization of equipment replacement discussed.
- Staff confirmed the pool heat pumps were not currently included within the equipment replacement budget. An updated quote to replace the heat pumps is being obtained. Staff confirmed replacement of the heat pumps could reduce utility costs.

There is no recommendation. This report is for information only.

**7. New Business**

**7.1 Sharp-tailed Snake Surveys**

There is no recommendation. This report is for information only.

**7.2 Portlock Park Tennis Courts Fencing Update**

- A number of the fence posts surrounding the Portlock Park tennis courts damaged during recent large wind storm.
- Staff completed a CRD Internal Damage Report, currently with the risk and insurance department for review.

**8. Correspondence – None**

- 9. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):** (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

The Commission left the meeting at 3:35 p.m.

The Commission re-entered the meeting at 3:59 p.m.

**10. Rise and Report – None**

- 11. Next Meeting – June 14, 2022 at 2:30 PM in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

**10. Adjournment**

**MOVED** By Commissioner Takahashi, **SECONDED** by Commissioner Walde, that the meeting adjourn at 4:00 pm.

**CARRIED**



CHAIR



SENIOR MANAGER



**Present:** **Director:** Gary Holman  
**Commission Members:** Sonja Collombin, Randy Cunningham, Colin Walde, Drew Bodaly and Andrea Little (via Zoom)  
**Staff:** Dan Ovington, Parks and Recreation Manager, Justin Byron, Senior Parks Maintenance Worker, Salt Spring Island Parks, Zach Lundrie, Recreation Coordinator, Salt Spring Island Administration, Kate Gilliam, Program Instructor 2, Salt Spring Island Administration, Swapnika Chander, Recreation Project Technician, Salt Spring Island Administration, and Shayla Burnham, Recording Secretary  
**Regrets:** Sean Norgard and Drew Takahashi

EXEC-1295039085-3197

**Chair Collombin**

- Acknowledged the public participation in the LCC Advisory Committee meeting #3 that occurred on Monday, June 6, 2022.

**6. Outstanding Business**

**6.1 Stantec Condition Assessment: Fernwood Dock, Salt Spring Island**

There is no recommendation. This report is for information only.

**7. New Business**

**7.1 Operating and Capital Budget Planning 2023-2027**

- Staff provided an overview of service budgets and reserves.

**2019 Strategic Plan Top Three Priorities:**

1. Develop a Rainbow Road indoor community recreation centre and site master plan based on current and future capacity to meet community needs and suitability for expansion
  2. Develop a Portlock Park site master plan and designs to enhance community use, develop additional ball fields and replace aging infrastructure in current or new locations
  3. Review current maintenance service levels and assess the need for equipment, facilities and resource capacity to deliver a sustainable level of excellent service.
- Staff updated the Commission on continued staffing shortages across all departments.
  - Staff confirmed that lack of reliable maintenance equipment, maintenance facilities, continued garbage and graffiti damage, removal of encampments and lack of Bylaw Enforcement were ongoing issues.
  - The Commission requested an update on Bylaw Enforcement and staff confirmed one full time officer was currently on leave and that two additional Bylaw Officers were commuting from Victoria when able, but the hours were not guaranteed.
  - The Commission asked if surplus from the unfilled positions could be applied to new maintenance equipment and staff confirmed surplus would be transferred back into reserves and that staff would bring forward an update at the budget meeting scheduled for fall 2022.
  - Staff noted the current lack of facility space for community recreation programs but confirmed that the Salt Spring Island Middle School (SIMS) building would provide additional needed space.
  - The Commission asked if secondary students would be offered training for future Parks and Recreation positions and staff confirmed a Youth Leadership Training Program was forthcoming.
  - Staff confirmed time sensitive projects were moving ahead.
  - The Commission requested a list of organizations that will be renting space in the SIMS building and staff confirmed they would provide an update to the Commission in the fall.

- The Commission asked if lighting was included in the Centennial Park upgrades and staff confirmed the current phase is resurfacing however, if funds were available, staff would return to the Commission with an update. The Commission noted that lighting would assist with security in the park.
- Staff confirmed the five year budget report was forthcoming fall 2022.
- The Commission expressed thanks for the ongoing year to date successions and projects completed by staff.

There is no recommendation. This report is for information only.

**8. Correspondence – None**

**9. Next Meeting – June 28, 2022 at 2:30 PM in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

**10. Adjournment**

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Walde, that the meeting adjourn at 4:32 pm.

**CARRIED**



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**CHAIR**



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**SENIOR MANAGER**



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

**6. Outstanding Business**

**6.1 Rotary Marine Park Revitalization Project**

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission recommends that the Salt Spring Island Rotary Club submit a grant application to Rotary District 5020 Organization to support improvements and upgrades to Rotary Park located at 141 Lower Ganges Road, Salt Spring Island and that CRD staff oversee the volunteer works.

**CARRIED**

**7. New Business**

**7.1 Upgrade of Existing Playing Fields on Salt Spring Island**

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommends that Staff formalize a Memorandum of Understanding with School District 64 for the construction, operation and asset management of the Salt Spring Island Middle School playing field located at 160 Rainbow Road.

**CARRIED**

**7.2 Salt Spring Island Parks and Recreation External Grants Update**

There is no recommendation. This report is for information only.

**7.3 Salt Spring Island Middle School Five Year Lease**

- Staff provided a brief overview of the lease agreement and agreed to a future walk through with Commissioners who had yet to visit the property.

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission recommends approving the lease for the Salt Spring Island Middle School building located at 122 Rainbow Road between School District 64 and Capital Regional District for a five year term commencing July 1, 2022.

**CARRIED**

**8. Correspondence**

Letter dated May 26, 2022, re: Salt Spring Island Elementary Marine Life Information Boards

**9. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):**

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

**CARRIED**

The Commission closed the meeting at 3:31 pm.

The Commission rose from closed session at 4:20 pm.

**10. Rise and Report**

**MOVED** by Commissioner Takahashi, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission will Rise and Report at the request of the Senior Manager, Salt Spring Island Administration.

**CARRIED**

**11. Next Meeting – September 20, 2022 at 2:30 PM in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

**12. Adjournment**

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Takahashi, that the meeting adjourn at 4:21 pm.

**CARRIED**



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**CHAIR**



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**SENIOR MANAGER**





Making a difference...together

**Minutes of the Regular Meeting of the  
Salt Spring Island Parks and Recreation Commission**

**Held Tuesday, September 20, 2022 at the Salt Spring Island Multi Space (SIMS) 112 Rainbow Road, Salt Spring Island, BC**

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

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 2:32 pm.

**2. Approval of Agenda**

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission approve the September 20, 2022 meeting agenda as amended by adding item 7.10 Brinkworthy Right of Way and item 7.11 Salt Spring Island Multi Space (SIMS) Update.

**CARRIED**

**3. Adoption of Minutes of June 28, 2022**

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission approve the special minutes of June 28, 2022 as presented.

**CARRIED**

**4. Delegation/Presentation - None**

**5. Director and Chair Report**

**Director Holman** briefly reported:

- CRD Board to approve 3.5% provisional budget increase tomorrow, September 21, 2022 with the single largest increase for Parks and Recreation.
- Fundraising Dinner at Foxglove Farms raised \$150,000 for the Hwmet'utsum/Mount Maxwell Community Park land acquisition.

**Chair Collombin** – No report.

**6. Outstanding Business – None**

**7. New Business**

**7.1 The Bloom Fund Grant – Mt. Maxwell Park Land Acquisition**

**MOVED** By Commissioner Little, **SECONDED** by Commissioner Norgard that, the Salt Spring Island Parks and Recreation Commission authorize staff to submit an application for grant funding for the Bloom Fund Grant through the Salt Spring Island Foundation in the amount of \$100,000, towards the purchase price of 75 acres of park land located on Mount Maxwell.

**CARRIED**

**7.2 Capital Improvements for the Dance Room at Salt Spring Island Middle School (SIMS)**

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission authorize staff to submit an application for grant funding through the Salt Spring Island Foundation in the amount of \$10,000, towards Capital Improvements for the Dance Room at Salt Spring Island Multi Space (SIMS)

**CARRIED**

**7.3 Centennial Park Revitalization Project Scope**

- Staff confirmed the bandstand was currently not included in the construction scope.
- The Commission expressed support for the inclusion of lighting upgrades.
- Staff confirmed security cameras were not included within the scope of work however, the option to install cameras could be revisited after the current set upgrades, including electrical, is completed.

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Cunningham, that the Salt Spring Island Parks and Recreation Commission recommend that staff continue with the current Centennial Park Revitalization Project scope and prepare a revised budget once bids have been received.

**CARRIED**

**7.4 Letter of Request – Automated External Defibrillators (AED) for Salt Spring Island Multi-Space (SIMS) Facility**

- The suggestion for a brief training overview with user groups was suggested once the AED is available at SIMS.

There is no recommendation. This report is for information only.

### 7.5 Channel Ridge Signage

- Network maps installed on Channel Ridge trails by volunteers, eliminating the need for hard copy pamphlets.
- The Commission requested staff draft letter of recognition on behalf of the Chair.

There is no recommendation. This report is for information only.

### 7.6 Donor Recognition for Acquisition of Park Land

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission recommend that staff work with Salt Spring Solutions to finalize a key donor incentive package and complete the installation of donor recognitions following the successful park land acquisition.

**CARRIED**

### 7.7 SSI Parks and Recreation Five-Year Financial Plan Amendment

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission recommends the Capital Regional District Board amend the Salt Spring Island Pool & Park Land Service Five-Year Financial Plan to increase the Child Care Space Creation Project budget by \$55,000 (from \$1,202,756 to \$1,257,725) for the construction of the multipurpose room funded from the Salt Spring Island Community Works Funding in 2022.

**CARRIED**

### 7.8 Rainbow Recreation Centre Site Master Plan

- Staff to provide a letter to the Salt Spring Island Pickleball Association regarding new pickleball courts as being a high priority for future site master plans.

**MOVED** By Commissioner Little, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission recommend that no changes be made to the Rainbow Recreation Centre Site Master Plan at this time.

**CARRIED**

**Commissioner Bodaly Opposed**

### 7.9 Building Local Relationships

- Staff provided an overview of the Indigenous Intercultural Skills training and confirmed course registration information was forthcoming.

There is no recommendation. This report is for information only.

### 7.10 Brinkworthy Right of Way

- Chair Collombin met with the property owner of 131 Brinkworthy Road who expressed an interest in donating a right of way to connect the Brinkworthy community to Lower Ganges Road. It was further stated that the property is currently for sale.

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission recommend that the acquisition of the right of way at 131 Brinkworthy be referred back to staff for information.

**CARRIED**

### 7.11 Salt Spring Island Multi Space (SIMS) Update

- The Commission suggested a part-time or full-time youth worker and staff confirmed they would explore this opportunity through possible grant funding.

## 8. Correspondence

- Letter dated September 14, 2022 re: Exit Stage Left Productions one time rate reduction consideration for Salt Spring Island Multi-Space (SIMS)

**MOVED** By Commissioner Norgard, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission agree to allow Exit Stage Left Productions a onetime rate reduction of \$246.00 from September 20, 2022 to October 20, 2022 for rental space in the Salt Spring Island Multi Space (SIMS) building.

**CARRIED**

- Email dated July 11, 2022 re: Cameras in Centennial Park

There is no recommendation. This is for information only.

## 9. Next Meeting – Tuesday, October 18, 2022 at 2:30 PM in the Salt Spring Island Multi Space (SIMS) building, 112 Rainbow Road, Salt Spring Island, BC

## 10. Adjournment

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Little, that the meeting adjourn at 3:45 pm.

**CARRIED**

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SENIOR MANAGER



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**Minutes of the Regular Meeting of the  
Salt Spring Island Parks and Recreation Commission  
Held Tuesday, October 18, 2022 at the Salt Spring Island Multi-Space (SIMS)  
112 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

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**Present:**       **Director:** Gary Holman  
                  **Commission Members:** Sonja Collombin, Colin Walde, Andrea Little, Sean Norgard, Randy Cunningham, Drew Takahashi, and Drew Bodaly  
                  **Staff:** Karla Campbell, Senior Manager, Salt Spring Island Administration, Dan Ovington, Parks and Recreation Manager, and Shayla Burnham, Recording Secretary

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 2:32 pm.

**2. Approval of Agenda**

**MOVED** By Commissioner Bodaly, **SECONDED** by Commissioner Walde, that the Salt Spring Island Parks and Recreation Commission approve the agenda of October 18, 2022 as amended by removing item 6.1 Salt Spring Island Parks and Recreation Code of Conduct Guideline, re-ordering the remainder of the agenda numerically, and adding item 7.4 Harbour Walk Update. Furthermore, staff to update page 22 of the agenda package, first table, under the header "To Balance", first row item from "Reducing transfers to reserves and moving the pool expansion designs project to 2023" to "Reducing transfers to reserves and moving the pool expansion designs project to 2024".

**CARRIED**

**3. Adoption of Minutes of September 20, 2022**

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission adopt the minutes of September 20, 2022 as presented.

**CARRIED**

**4. Delegation/Presentation - None**

**5. Director and Chair Reports**

**Director Holman** briefly reported:

- Re-elected as Capital Regional District (CRD) Salt Spring Island Electoral Area Director for the 2023 – 2026 term.

- Local Community Commission (LCC) won voter approval with an election to take place at a date to be determined in 2023.

**Chair Collombin** – No report.

## **6. New Business**

### **6.1 131 Brinkworthy Statutory Right of Way**

- Owner of the property has received an offer and a purchase and sale agreement is currently underway. Staff notified the Commission that the owner cannot commit to a statutory right of way while in the process of negotiations.

**MOVED** By Commissioner Takahashi, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission refer this report back to staff for further information following the outcome of the property sale of 131 Brinkworthy Road.

**CARRIED**

### **6.2 Financial Literacy**

There is no recommendation. This presentation is for information only.

Commissioner Cunningham entered the meeting at 2:52pm.

### **6.3 2023-2027 Budget Review and Approval – Salt Spring Island Parks and Recreation**

- 2019 used as a base for future budget projections as a result of fluctuating service levels due to the Covid-19 pandemic in 2020 through 2021.
- Pool operating at a deficit as a result of revenues not returning to 2019 levels as well as continued ongoing expense increases.
- Detailed designs for the pool expansion to be delayed by one year due to deficit.
- Staff confirmed there was a two month delay in opening the Salt Spring Island Multi Space (SIMS) building due to supply chain issues and network connectivity issues which delayed staffs ability to work out of the facility.
- Kanaka Road maintenance facility detailed designs to move forward as scheduled.
- Community Recreation \$5,000 surplus as a result of higher than budgeted program fees and grant funding to support summer camp staff.
- Community Parks \$20,000 deficit as a result of lower than budgeted market vendor revenue due to the market not returning to capacity in 2022.
- Staff confirmed the Market is the largest revenue generator for Community Parks.
- Fernwood Dock projecting a balanced budget at the end of 2022.
- Staff confirmed the pool will be operating 7 days a week in 2023.
- The Commission asked if Community Works Funds (CWF) could be used for future repairs and/or the demolition of the Ganges Fire Hall and staff noted possibly repairs however, would not be eligible for demolition costs.

- Staff confirmed CWF are not eligible for equipment purchases. PARC Maintenance staff have requested a skid steer for snow removal with a potential cost sharing between the Salt Spring Island Transportation Commission and Salt Spring Island Parks and Recreation Commission.
- The Commission expressed support for the potential purchase of a skid steer.
- The Commission requested clarification on the one time budget request of \$26,500.00. Staff responded an update would be provided during the closed meeting.
- Staff provided the potential donor for the hydro field upgrades with an estimate. Staff confirmed they had not yet received a response.

**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Bodaly, that the Salt Spring Island Parks and Recreation Commission recommends to the Capital Regional District Board that the attached 2023-2027 operating and capital budgets for the Salt Spring Island Pool & Park Land, Community Recreation, Community Parks and Fernwood Dock be approved as presented; and balance any 2022 actual revenue and expenditures as transfers to capital reserves.

**CARRIED**

#### **6.4 Centennial Park Waste Disposal**

- Biohazards located within the waste bins at Centennial Park.
- The Ministry of Transportation and Infrastructure (MOTI) installed “No Overnight Parking” signs in Ganges downtown core.  
Staff confirmed CRD Bylaw Officers are still commuting from Victoria.

### **7. Outstanding Business**

#### **7.1 Letter dated October 11, 2022 from PARC to Salt Spring Island Pickleball Association**

There is no recommendation. This letter is for information only.

#### **7.2 Letter dated October 11, 2022 from PARC to Salt Spring Trail & Nature Club**

There is no recommendation. This letter is for information only.

#### **7.3 Acquisition of Park Land on Salt Spring Island at Mount Maxwell**

- Salt Spring Island Foundation Bloom Fund Grant of \$100,000 approved for Mount Maxwell Land Acquisition.
- Staff confirmed surplus received will be used towards future improvements and park management planning.

There is no recommendation. This update is for information only.

**7.4 Harbour Walk Update**

- Staff report forthcoming.

**8. Correspondence**

- Letter dated October 12, 2022 re: Rainbow Recreation Centre and Portlock Park Site Master Plans

There is no recommendation. This letter is for information only.

**9. Motion to Close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):**

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

The Commission left the meeting at 3:59pm.

The Commission returned to the meeting at 4:23pm.

**10. Rise and Report**

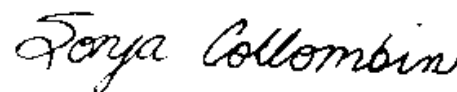
**MOVED** By Commissioner Walde, **SECONDED** by Commissioner Little, that the Salt Spring Island Parks and Recreation Commission recommends that staff continue to operate the Salt Spring Island Saturday Market for the 2023 market season and post an RFP at a later date.

**CARRIED**

**11. Next Meeting – November 15, 2022 at 2:30 PM in the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

**12. Adjournment**

The meeting adjourned at 4:24 p.m.



CHAIR



SENIOR MANAGER





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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held November 29, 2021, Salt Spring Island library Meeting Room, 129 McPhillips  
Avenue, Salt Spring Island, BC**

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**Director:** Gary Holman

**Commissioners:** Gayle Baker, Gary Lehman, Myna Lee Johnstone, Aubrey Smith, Peter Meyer, and Maxine Leichter (via Zoom)

**Staff:** Karla Campbell, SSI Senior Manager (via Zoom), Dean Olafson, SSI Manager of Engineering, and Shayla Burnham, Recording Secretary

**Regrets:** Mitchell Sherrin

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Commissioner Smith and the meeting was called to order at 9:03 pm.

**2. Approval of Agenda**

**MOVED** by Commissioner Johnstone, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the agenda of November 29, 2021 as amended by adding item 8.3 BC Transit and Emergency Situation.

**CARRIED**

**3. Adoption of Minutes of October 25, 2021**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Johnstone, that the Salt Spring Island Transportation Commission approve the minutes of October 25, 2021 as amended by updating item 6.1.4 bullet number three to read, A hand-drawn diagram of issues related to the Booth Canal safety concerns was presented "to" the Commission with some suggested solutions, and to update the name Shirley Bunion to Shirley Bunyan.

**CARRIED**

**4. Items Arising From the Minutes**

- The Commission followed up on item 6.1.3 from the meeting of October 25, 2021 regarding the Ministry of Transportation and Infrastructure (MoTI) to bring forward the Ganges Hill design at the November 2021 meeting and staff confirmed that due to the Provincial State of Emergency in regards to extensive flooding, MoTI was unable to attend and would confirm a new meeting date with staff in 2022.
- Working group to discuss solutions for South Baker Road was postponed due to MoTI delay.

**5. Delegations/Presentations**

**5.1 Debbi Toole re: Road Safety Concerns of North End Road**

- Expressed safety concerns regarding North End Road, specifically between Langs Road and the rope swing on North End Road south.
- Speed noted as major concern.
- Double yellow lines on road no longer visible.

- No signage along the area of concern.
- Signage needed to enforce speed limits.
- “No parking” signs to be installed and enforced.
- Suggestion to complete a walk about in the area of concern.
- Multiple accidents reported.

**MOVED** by Commissioner Baker, **SECONDED** by Director Holman, that the Salt Spring Island Transportation Commission follow up with the Ministry of Transportation and Infrastructure regarding the December 4, 2019 agreement made to investigate the North End Road area.

**CARRIED**

## **5.2 Christina Marshall and Nomi Lyonns re: Cusheon Lake Traffic Calming**

- Nomi Lyonns to provide a video regarding speed concerns to staff for circulation to the Commission.
- Consistent requests for action made to multiple governing bodies including the CRD.
- Cusheon Lake residents subjected to verbal, emotional and physical abuse from drivers who use Cusheon Lake Road.
- Increased travel concerns.
- Decreased road condition concerns.
- Enforcement of speed zones requested.
- Traffic concerns negatively impacting the Cusheon Lake watershed.
- Increased accidents reported.
- MoTI Negligence noted from residents.
- Weight restrictions imposed.
- The Commission agreed to contact MoTI directly regarding the road safety concerns.
- Director Holman suggested forwarding a letter to the province with the inclusion of MLA Adam Olsen regarding safety concerns.
- Residents of the area requested speed board options be investigated and if possible, implemented.
- The Commission requested staff to place Cusheon Lake Traffic Calming on the January 2022 agenda for discussion.
- Staff confirmed a report is forthcoming regarding speed boards.
- The Commission confirmed their role with roads is advocacy only.

## **6. Report of the Director and Commissioners**

**Director Holman** briefly reported:

- Provincial State of Emergency regarding flooding, road damages and safety concerns will be in discussion during a meeting with Director Holman, Mike Pearson, District Manager Transportation, and MLA Adam Olsen.
- MoTI has not documented emergency repairs.
- Fulford-Ganges Road now open.
- Submitting a letter regarding road closure concerns to Mike Pearson and Adam Olsen.
- Concerns regarding appropriate road maintenance and EMCON budget concerns.
- Both Maliview and Ganges Sewer systems had overflows due to the storm.
- Boil water advisory in the Fulford Water Service.
- Salish Sea Trail working group established.

- Ganges Hill repaving noted as an important piece for completion of the Salish Sea Trail.

**Chair Baker** briefly reported:

- Commission follow up document forthcoming.
- Commissioner Leichter tracking past and present delegations.
- Commissioner Smith tracking all road safety hazards.
- Commissioner Johnstone to send an email to Commissioner Smith regarding road safety concerns.
- Seeking permission from the Commission to sign a letter in support of the Ready, Step, Roll program for a grant application in support with Island Pathways to BC Cycling.

## 7. Outstanding Business

### 7.1 Project Updates

#### 7.1.1 Fulford Ganges Repaving

- MoTI delay on meeting attendance due to the current Provincial State of Emergency.
- Staff confirmed Fulford-Ganges repaving is a MoTI priority.

#### 7.1.2 Booth Canal Safety Concern Solutions

- The Commission expressed support for a “Hidden Intersection” sign on the road to be installed at the crest of the hill.
- The Commission expressed support for parabolic mirrors and staff reiterated that MoTI did not support them.
- The Commission confirmed contact with RCMP was made regarding speed hazards.
- The Commission expressed support for small “Stop” signs to be installed on the pathway and staff to confirm this request and report back to the Commission.

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission request two small “Stop” signs on both directions of the pathway at Booth Canal Road and Baker Road and include a “Hidden Intersection” sign at the crest of the hill.

**CARRIED**

- Staff confirmed removal of bush and shrubbery complete.
- The Commission expressed support for a Jersey barrier and/or pipe style maze for trail users to use when approaching the intersection.

Commissioner Johnstone left the meeting at 10:47 pm.

#### 7.1.3 Bus Shelter

- Project cannot proceed until the Bus Shelter Group obtains insurance.

Commissioner Johnstone joined the meeting at 10:51 pm.

- The Commission expressed support for the next bus shelter location, after the one slated for construction at the Mobrae Avenue and Vesuvius Bay Road, to be near the Horel Road West and Fulford-Ganges Road intersection.
- The Commission noted that School District 64 (Gulf Islands) expressed interest in their students building the next bus shelter.

#### **7.1.4 Merchant Mews**

- Staff and Island Pathways meeting in the coming week to discuss contract specifics.

#### **7.1.5 Items Arising from Minutes – None**

### **8. New Business**

#### **8.1 Lower Ganges Road Pathway from Rainbow Road to Upper Ganges Road on the Harbour Side of Lower Ganges Road**

- Staff confirmed one area of concern within the MoTI right of way regarding space for the construction of the future pathway.
- Parking concerns within the MoTI right of way discussed.
- The possibility of more acute angled parking discussed.
- Staff confirmed pathway is not currently in the Capital Plan.

**MOVED** by Director Holman, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission request staff to approach the Ganges Marina regarding the construction of a pathway as outlined in the North Ganges Transportation Plan including a discussion on how to minimize impacts to parking and access to local businesses.

**CARRIED**

#### **8.2 Road Safety Concerns Advocacy**

- Priority project list creation for ICBC funding.
- The Commission confirmed that ICBC does not fund crosswalks.
- The Commission received the recommendations list from Commissioner Smith for information.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission recommend that the Capital Regional District Salt Spring Island Electoral Area Director contact the Ministry of Transportation and Infrastructure to request the establishment of a 30km speed limit in Ganges Village and install the appropriate signage and speed boards.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Johnstone, that the Salt Spring Island Transportation Commission recommend that the Capital Regional District Salt Spring Island Electoral Area Director contact the Ministry of Transportation and Infrastructure to request the instillation of permanent inexpensive speed boards in the vicinity of the golf course along Lower Ganges Road, Cusheon Lake Road, and North End Road.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission recommend that the Capital Regional District Salt Spring Island Electoral Area Director raise safety concerns to MLA Adam Olsen and the Ministry of Transportation and Infrastructure identified by the public and commission regarding the vicinity of the golf course along Lower Ganges Road, Cusheon Lake Road, North End Road and other areas.

**CARRIED**

**MOVED** by Commissioner Lehman, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission recommend inaugurating regular semi-annual meetings of the Ministry of Transportation and Infrastructure (MoTI) and the Salt Spring Island Transportation Commission to review MoTI priorities for Salt Spring Island.

**CARRIED**

**8.3 BC Transit and Emergency Situation – Deferred**

**8.4 Active Transportation Study – Deferred**

**8.5 Overnight Parking in Down Town Ganges – Deferred**

**8.6 Transportation Commission Reports to Salt Spring Exchange and Gulf Islands Driftwood – Deferred**

## **9. Nomination for Commission Appointments**

- Request for volunteers was advertised as per the requirements and staff called for nominations from the floor.
- Commissioner Leichter and Commissioner Meyer requested to be reappointed for the following term which will be brought forward to the CRD Board for approval.
- Commissioner Sherrin submitted his resignation.
- No new nominations were received.

## **10. Correspondence**

### **10.1 Jean Gelwicks re: Partners Creating Pathways Committee Chair Island Pathways**

- Received for information.

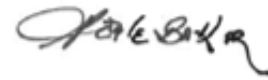
**11. Agenda Items for Next Meeting**

- Coordination of the BC Transit service with the BC Ferries.
- MoTI meetings.
- Speed boards.
- Emergency communications.
- Add “Advocacy” as a separate agenda item under Project Updates.

**12. Next Meeting - TBD**

**13. Adjournment**

**MOVED** by Commissioner Lehman, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission meeting be adjourned at 12:16 pm.



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**CHAIR**



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**SENIOR MANAGER**



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## Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission Held January 24, 2022

**\*\* Electronic Meeting via Zoom \*\***

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**Director:** Gary Holman

**Commissioners:** Gayle Baker, Gary Lehman, Aubrey Smith, Peter Meyer, and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager, Dean Olafson, SSI Manager of Engineering, and Shayla Burnham, Recording Secretary

**Regrets:** Myna Lee Johnstone

### 1. Territorial Acknowledgement / Call Meeting to Order

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

### 2. Limited Space Meeting Resolution

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Baker, that this resolution applies to the Salt Spring Island Transportation Commission for the meeting being held on January 24, 2022, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Commission because:

- a. The available meeting facilities cannot accommodate more than (43) people in person, including members of the Commission and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the Commission and the public in sufficient numbers; and

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

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.

Due to ongoing concerns related to COVID-19 and at the request of the Commission, the meeting was held electronically via Zoom.

**CARRIED**

### 3. Election of Chair, Vice-Chair and Treasurer

**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission re-elect Gayle Baker as Chair of the Transportation Commission.

**CARRIED**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission re-elect Peter Meyer as Vice-Chair of the Transportation Commission.

**CARRIED**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission re-elect Maxine Leichter as Treasurer of the Transportation Commission.

**CARRIED**

#### **4. Approval of Agenda**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission approve the agenda of January 24, 2022 as amended by moving item 7 Report of the Director and Commissioners to item 6 and moving the original item 6 Delegations/Presentations down to item 7.

**CARRIED**

#### **5. Adoption of Minutes of November 29, 2021**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission approve the minutes of November 29, 2021 as amended by updating Leihman to Lehman, updating item 7.1.3 Bus Shelter, bullet two, to read: The Commission expressed support for the next bus shelter location, “after the one slated for construction at the Mobrae Avenue and Vesuvius Bay Road”, to be near the Horel Road West and Fulford-Ganges Road intersection. To update item 4 Items Arising From the Minutes, bullet one, to read: to bring forward a “Ganges Hill” design, and to update item 7.1.2 Booth Canal Safety Concern Solutions, resolution, to include: Hidden Intersection sign “on the road” at the crest of the hill. Lastly, updating item 7.1.3 to replace the word “funding” with “their students building”.

**CARRIED**

#### **6. Delegations/Presentations**

##### **6.1 Mike Pearson, District Manager, Transportation, Ministry of Transportation and Infrastructure re: Fulford-Ganges Repaving**

- Resurfacing and widening to accommodate shoulders between Seaview Road to Cranberry Road.
- Detailed design and engineering underway.
- Roughly 8000 vehicles per day along the roadway.
- Seeking feedback from the Commission on two shoulder widening options.
- Option 1:
  - Wider shoulder on one side of the road (1.8m)
  - Minimum shoulders on the other side of road (0.6m)
- Option 2:
  - Wider shoulder on both sides of the road (1.2m)
- The Commission asked about the potential of a 1.8m bike lane and MoTI confirmed this option was unfeasible due to restrictive space.
- MoTI intends on retaining ditches along the roadway.
- Shoulders to be used by both cyclists and pedestrians.



- No additional pavement markings for pedestrians and cyclists aside from a white fog line.
- Option 2 would better accommodate cyclists speeding while travelling downhill with additional space for pedestrians.
- A separated pathway was not within MOTI's mandate. The Transportation Commission may consider this as a future project.
- The Commission expressed support in continuing to advocate for wider shoulders.
- MOTI completed a Road Safety Assessment (RSA) for the project.
- The Commission requested signs be installed directing pedestrians to walk against the direction of traffic and MoTI to update the Commission on the request at a future meeting.
- "The Commission asked if MoTI considered micro grooving and MoTI confirmed they had not.
- The Commission asked if MoTI considered rumble strips and MoTI noted they are not typically applied in residential areas due to noise concerns.
- Community support was expressed for prioritizing pedestrian and cyclist safety near the bottom of the hill between Beddis Road and Embe Bakery.
- It was asked if the popularity of the electric bike was taken into consideration during the planning process and MoTI confirmed it was not.
- It was asked if vehicle lane width could be reduced and MoTI confirmed that due to the high volume of traffic it was not an option.
- It was asked if a culvert could be installed in the ditches to allow a pedestrian pathway on top and MoTI confirmed CRD would need to assume responsibility for maintenance of the culvert. It was not included in the scope of work.
- MoTI requested Commission feedback as soon as possible.
- MoTI confirmed repaving to Fulford Harbour is in the long term plan.

## **6.2 Jennifer McClean re: Ganges Village Planning Task Force Update**

- Next meeting on February 17, 2022 from 10am – 12pm in the basement of the Baptist Church pursuant to the Covid-19 Provincial Health Orders.
- 2022 meetings every 3rd Thursday of each month.
- Spoke to photos taken on November 15, 2022 along Ganges hill which show the impacts of climate change, following the storm surge.

## **7. Report of the Director and Commissioners**

**Director Holman** briefly reported:

- Sent a summary of CRD projects and initiatives to the Ganges Village Planning Task Force and Salt Spring Island Local Trust Committee Trustees.
- Director Holman forwarded the CRD projects and initiatives summary to the Transportation Commission for information.
- Reiterated the importance of interagency involvement, specifically CRD involvement, in the Ganges Village area planning process.
- Clarified that the Ganges Hill Repaving was a MoTI project, not CRD project.

**Chair Baker** briefly reported:

- Provided an overview of the meeting process and allotted time for delegations.

## **8. Outstanding Business**

### **8.1 Project Updates**

#### **8.1.1 Booth Canal Safety Concern Solutions and Recommended Signage**

- Concern expressed regarding road debris collecting against barriers.
- MoTI to wait for a staff request to decide on the barriers.
- MoTI noted that due to the new pathway constructed the barrier removal would put pedestrians at risk if a vehicle went off the roadway.
- MoTI confirmed an increase to road sweeping in the area was a possibility to reduce debris.
- Reflective Channelizer Post maintenance in the area to be completed by staff.
- Options regarding relocation of barriers to be presented to the Commission for consideration.

#### **8.1.2 2020/2021 Annual Performance Summary**

- Received for information.

#### **8.1.3 BC Transit Maintenance of Buses**

- SSI bus repairs to be scheduled at the Cowichan Valley maintenance facility by the end of the month.

#### **8.1.4 Ticket Sales in Fulford**

- Staff confirmed ticket sales for Fulford vendors underway.

#### **8.1.5 Mobrae Avenue and West Horel Intersection Bus Shelter**

- The Commission noted that the insurance issues for Mobrae Avenue had been dealt with and staff to contact the bus shelter group for an update.
- Staff walked the West Horel location several weeks ago and a survey is forthcoming.

#### **8.1.6 Merchant Mews**

- Draft contract under review.

#### **8.1.7 Progress on Alternative Vesuvius Bay Road Signage**

- Staff confirmed MoTI installing signs through ICBC grant funding.

#### **8.1.8 Speed Reader Boards**

- Staff report forthcoming.
- Staff confirmed the Capital Plan would need to be revised.

**8.1.9 Progress on Owner Outreach for Possible Pathway on Harbour Side of Lower Ganges Road**

- No outreach with property owners until a project has been added to the Capital Plan.

**8.1.10 Whims Road**

- Whims Road pathway in the Capital Plan for 2024.

**8.1.11 Snow Removal Plan**

- Staff report forthcoming.
- The Commission asked if snow removal for sidewalks will be included and staff confirmed only for CRD owned pathways and bus shelters.

**8.1.12 Active Transportation Study Next Steps**

- Staff report forthcoming for inclusion in the February 2022 agenda.

**8.1.13 Salt Spring Island Community Transit Monthly Revenue Report**

- Received for information.

**9. New Business**

**9.1 Overnight Parking in Ganges**

- MoTI confirmed no current wording in the *Transportation Act* regarding parking enforcement for the RCMP unless a vehicle has been abandoned for 72 hours.
- No current CRD parking bylaw authority established.
- The Commission requested the issue be forwarded to the Ganges Village Planning Consultant for comment.
- The Commission noted the lack of appropriate parking signage in Ganges.

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission declared that due to time constraints placed upon the Salt Spring Island Transportation Commission meeting by Capital Regional District staff, the remaining issues on the agenda are to be deferred until the next meeting, and remain a priority for the Commission.

**CARRIED**

**9.2 Transportation Commission Reports to Salt Spring Exchange and Driftwood – deferred**

**9.3 Advocacy Priorities**

**9.3.1 Discussion of Process Including Follow Through Responsibility – deferred**

**9.3.2 Progress on Recommended Safety Priorities From November 29, 2021 Meeting – deferred**

**9.3.3 30 km/hr Ganges Speed Limit**

- MoTI request under consideration.

**9.3.4 Request Regarding North End Road and Cusheon Lake Road Safety Concerns – deferred**

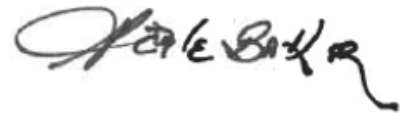
**10. Correspondence - None**

**11. Next Meeting: Monday, February 28, 2022**

**12. Adjournment**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission meeting be adjourned at 3:01 pm.

**CARRIED**



CHAIR



SENIOR MANAGER



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## Minutes of the Special Meeting of the Salt Spring Island Transportation Commission Held February 22, 2022 at 9:00 am.

**\*\* Electronic Meeting via Zoom \*\***

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**Commissioners:** Gayle Baker, Aubrey Smith, Peter Meyer, and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager, Dean Olafson, SSI Manager of Engineering, and Shayla Burnham, Recording Secretary

**Regrets:** Director Gary Holman, Myna Lee Johnstone, and Gary Lehman

### 1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 9:03 am.

### 2. Approval of Agenda

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the agenda of February 22, 2022 as presented.

**CARRIED**

### 3. New Business

#### 3.1 Fulford-Ganges Repaving Options

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommends to the Ministry of Transportation the following options for the Fulford Ganges hill repaving project:

1. Splitting the bike lanes evenly on the uphill and downhill sides is the wisest allocation of the available space.
2. To address the safety concerns arising from narrower-than-desired lanes, place top priority on safety concerns, and, at a minimum, implement the following inexpensive safety improvements and address the safety concerns of the various intersections along the route, especially Seaview and Drake Roads.

#### a. Reduce Speed Limits and Add Traffic Calming Measures:

- i. Traffic calming measures to encourage 50 km/h between Cranberry and Embe, in preparation for the future consideration of a 30 km/h Ganges speed limit in the downtown core of Ganges village;
- ii. Given the high usage nearest Ganges, and anticipated increased usage of Drake Road due to affordable housing projects, explore traffic calming measures, such as rumble strips, thermoplastic linage, and cat eyes.

b. **Cautionary Signage and Painting:**

- i. Explore painting options for striping, lanes, and shoulder markings that will increase awareness that this is a slower, multi-modal roadway.
- ii. Install appropriate signage that explicitly states that it is a slower, multi-modal roadway and that vehicles must slow for cyclists, pedestrians, wheelchairs, etc.
- iii. Install simple speed reader boards when speed limits change.

c. **Refuges:**

- i. Install at least two refuges (selecting appropriate spots within adequate MoTI right of way) on each side of Ganges Hill to allow safe respite from the heavy traffic along this route. This may require a barrier installed to stop parking by Saturday Market visitors.
- ii. The downhill, northbound refuges would allow pedestrians, cyclists, etc., to take a break from the fast-moving downhill traffic.
- iii. The uphill, southbound refuges would create a safe rest spot for those having trouble powering themselves up the steep hill.
- iv. Also, consider providing a safe pullout for our bus and vehicles stopping for rideshares along the hill south of Drake Road.

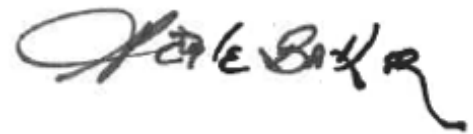
**CARRIED**

4. **Next Meeting: Monday, February 28, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

5. **Adjournment**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission meeting be adjourned at 9:17 am.

**CARRIED**



CHAIR



SENIOR MANAGER



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## Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission Held February 28, 2022

**\*\* Electronic Meeting via Zoom \*\***

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**Director:** Gary Holman

**Commissioners:** Gayle Baker, Myna Lee Johnstone, Gary Lehman, Aubrey Smith, Peter Meyer, and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager, Dean Olafson, SSI Manager of Engineering, and Shayla Burnham, Recording Secretary

### 1. Territorial Acknowledgement / Call Meeting to Order

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

### 2. Approval of Agenda

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission approve the agenda of February 28, 2022 as amended by adding item 9.1.6 North Ganges Transportation Plan Surplus Update and adding item 9.1.7 Booth to Central Pathway Cost Update. Lastly, update item 10.4 Advocacy Priorities to item 11. Advocacy Priorities, moving the remaining items down numerically.

**CARRIED**

### 3. Adoption of Minutes of January 24, 2022

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the minutes of January 24, 2022 as amended by updating item 6.1, Option 1, to "Wider shoulders on one side of the road" and "Minimum shoulders on the other side of the road". Updating item 6.1, bullet 16, to "The Commission asked if MoTI considered micro grooving and MoTI confirmed they had not." And, by adding item 6.1, bullet 17, "The Commission asked if MoTI considered rumble strips and MoTI noted they are not typically applied in residential areas due to noise concerns." Updating item 6.1, bullet 22, to "MoTI requested Commission feedback as soon as possible." Updating item 8.1.1, second bullet, to "MoTI to wait for a staff request to decide on the barriers." Lastly, updating item 8.1.5, first bullet, to "The Commission noted that the insurance issues for Mobrae Avenue had been dealt with and staff to contact the bus shelter group for an update" and, "Staff walked the West Horel location several weeks ago and a survey is forthcoming."

**CARRIED**

### 4. Items Arising from the Minutes

- No update on the BC Transit bus repairs.
- Snow removal staff report forthcoming.
- Commissioner Baker to contact MoTI regarding road sweeping.

**5. Delegations/Presentations**

**5.1 Jennifer McClean re: Ganges Village Planning Task Force Update**

- Working with First Nations and Climate Action Planning.
- Task Force expanding by the end of March 2022.
- Positive outreach with community groups.
- Minutes from monthly task force meetings are available on the Islands Trust website.

**6. Report of the Director and Commissioners**

**Director Holman** briefly reported:

- Article published in the Driftwood regarding the proposed Local Community Commission. Proposal to voters in the October 2022 election.

**Chair Baker** briefly reported:

- Salt Spring Island Chamber of Commerce adding a mural to the bus shelter beside the Visitors Centre through their Ganges Vibrancy Plan.
- The Commission requested general graffiti issues but specifically along Booth Canal Pathway be added to the March 21, 2022 meeting for discussion.

**7. Active Transportation Study Update and Next Steps**

- Staff requested the Commission determine their suggested geographic scope of Ganges and preferred level of public and stake holder engagement.
- The Commission expressed support in reductions to speed limits and cross walk improvements including appropriate upgrades for the visually impaired.
- The Commission requested that the Request for Proposal (RFP) include consultation with the Commission around specific active transportation recommendations.

The Salt Spring Island Transportation Commission requested the map include:

- The area up to Beddis Road
- Drake Road (*to accommodate affordable housing projects*)
- Seaview Avenue and Moat Park
- The area around Moby's Pub, Merchant Mews and Hastings House (but not to extend past)
- The area up to and around Lady Minto Hospital
- Brinkworthy

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission request approval be given for staff to advance the Request for Proposals to secure a contract to draft the SSI Active Transportation Network Plan with a focus on an active transportation in Ganges Village.

**CARRIED**

**Commissioner Leichter opposed**



**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission request limiting consultation to stakeholders followed by at least one public meeting and additional public surveys.

**CARRIED**

**8. Salish Sea Working Group Update – deferred**

**9. Outstanding Business**

**9.1 Project Updates**

**9.1.1 Fulford-Ganges Repaving**

- MoTI project not CRD project.

**9.1.2 Bus Shelter**

- The Commission asked if insurance from the Mobrae Avenue bus shelter group had been received and staff confirmed it had not.
- Staff met with MoTI on February 16, 2022 at the West Horel site to discuss challenges associated with the ditch.
- Following the approval of the Capital Plan in mid-March, staff will schedule a survey for the West Horel site in April 2022.

**9.1.3 Merchant Mews**

- Staff meeting with First Nations on March 3, 2022 to discuss the project.
- Island Pathways provided staff with an Archeological Assessment.
- Meeting with Island Pathways to discuss reimbursement details.
- MoTI removed debris that was on site.

**9.1.4 Progress on Alternative Vesuvius Bay Road Signage**

- MoTI project not CRD project.

**9.1.5 Inexpensive Speed Reader Boards**

- Staff report forthcoming.

**9.1.6 North Ganges Transportation Plan Surplus Update**

- Staff to confirm leftover funding and return to the Commission with an update at the March 21, 2022 meeting.

**9.1.7 Booth to Central Pathway Cost Update**

- Staff report regarding cost forthcoming.

## **10. New Business**

### **10.1 Overnight Parking in Ganges**

- Abandoned vehicles, towing and storage concerns ongoing.
- Ganges planning consultant to consider parking management.
- The Commission to forward license plates of abandoned vehicles to staff and staff to forward the information on to MoTI.
- Director Holman to return to the Commission with an update regarding parking concerns following discussions with MoTI and RCMP.
- The Commission requested Overnight Parking in Ganges be added to the March 21, 2022 meeting for further discussion.

### **10.2 Transportation Commission Reports to Salt Spring Exchange and Driftwood**

- Communication with media through Electoral Area Director.

### **10.3 Process of Addressing Delegation Concerns**

**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission recommends that the following procedure be adopted in order to respond to correspondence and delegations in a timely manner.

1. The commission receives and puts on record any correspondence and delegation presentations. These to be added to the next agenda.
2. The commission will confirm in writing:  
"The Salt Spring Island Transportation Commission thanks you for your (correspondence or delegation) at the (insert date) meeting. We will consider your input at our next meeting. You are welcome to attend and listen to our discussion."
3. At the next meeting following the presentation, the commission will discuss each item and decide what action should be taken. A commissioner will be authorized to send an email to each correspondent or delegation to confirm the Commission's proposals.

**CARRIED**

## **11. Advocacy Priorities**

**11.1.1 Discussion of Process Including Follow Through Responsibility – deferred**

**11.2.2 Progress on Recommended Safety Priorities From November 29, 2021 Meeting – deferred**

## **12. Correspondence**

### **12.1 Nomi Lyonss re: Cusheon Lake Road Safety Concerns Follow Up**

Received for information.

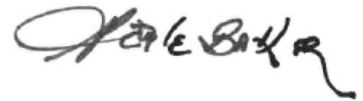
## **13. Next Meeting: Monday, March 21, 2022 in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island**

14. **Agenda Items for Next Meeting** – deferred

15. **Adjournment**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission meeting be adjourned at 3:23 pm.

**CARRIED**



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**CHAIR**



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**SENIOR MANAGER**



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held Monday, March 21, 2022 at the Salt Spring Island Library Meeting Room, 129  
McPhillips Avenue, BC**

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**Director:** Gary Holman

**Commissioners:** Gayle Baker, Myna Lee Johnstone, Gary Lehman, Aubrey Smith, Peter Meyer, and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager and Shayla Burnham, Recording Secretary

**1. Territorial Acknowledgement / Call Meeting to Order**

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

**2. Approval of Agenda**

**MOVED** by Commissioner Lehman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission approve the agenda of March 21, 2022 as amended by adding item 7.1.6 Ganges Active Transportation Study – Stakeholders and, by adding item 10.1 Passenger Transportation Board Notice to Local Government – Taxi Fare Increase.

**CARRIED**

**3. Adoption of Special Minutes of February 22, 2022**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission approve the minutes of February 22, 2022.

**CARRIED**

**Adoption of Regular Minutes of February 28, 2022**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the minutes of February 28, 2022 as amended by updating item 6. Chair Report, second bullet, to “The Commission requested general graffiti issues but specifically along Booth Canal Pathway be added to the March 21, 2022 meeting for discussion.”

**CARRIED**

**4. Items Arising from the Minutes**

- Staff to notify the Commission when the bus shelter survey is scheduled.

**5. Delegations/Presentations**

**5.1 Alan Brooke re: Extension of BC Transit Route 7 Cusheon Lake to Beddis Beach**

- A handout was provided to the Commission regarding the request to extend Route 7.

**5.2 Jennifer McClean re: Ganges Village Planning Task Force Update**

- Meetings scheduled for Saturday, March 26 and Sunday, March 27, 2022 to discuss Phase 1 in detail.
- The Commission was invited to meet with the Task Force in May 2022 to discuss frame work.
- Land area bylaw for Ganges Village forthcoming.

**6. Report of the Director and Commissioners**

**Director Holman** briefly reported:

- Final budget approved by the CRD Board on March 16, 2022.
- Higher share of regional costs due to an increase in assessed value.
- 5.8% overall requisition increase for CRD.
- CRD climate action increase confirmed.
- Subcommittee draft discussion paper regarding the Local Community Commission (LCC) has been forwarded to CRD staff for review.

**Chair Baker** briefly reported:

- Supporting the Active Transportation Plan Study as a team member.

**Commissioner Leichter** briefly reported:

- Lengthy agendas with multiple deferred topics are an ongoing issue.
- Staff confirmed ongoing capacity issues and clarified the budgeting process.
- Staff expressed the need for prioritization of goals.
- Project tracker posted to the website and attached to agenda packages on a quarterly basis.

**Commissioner Johnstone** briefly reported:

- Chair Baker to work with staff on reprinting BC Transit schedules.
- Bus ticket sales in Fulford confirmed.
- Commissioner Johnstone to contact BC Transit for an update on operational maintenance.
- Chair Baker to contact the Ministry of Transportation and Infrastructure (MoTI) regarding the cross walk sign replacement for Village Terrace.

**7. Outstanding Business**

**7.1 Project Updates**

**7.1.1 Booth Canal safety Concerns**

- Nothing to report.

**7.1.2 Bus Shelter**

- Nothing to report.

**7.1.3 Enhanced Maintenance and Rehabilitation of Existing Pathways**

- Weeding of pathways tentatively booked for April 2022 depending on weather conditions.
- Additional weeding tentatively booked for June and/or July 2022.
- An inspection for rehabilitation scheduled for fall of 2022.

**7.1.4 Speed Reader Boards**

- Staff report forthcoming.

**7.1.5 North Ganges Transportation Plan Surplus Update**

- Information forthcoming.

**7.1.6 Fulford-Ganges Hill to Cranberry Road Restoration Project Update**

- The Commission's suggestion to pave some of the gravel shoulder lengths along Fulford-Ganges Hill now with the MoTI Project Manager for consideration.
- MoTI to purchase parts of 24 properties along Fulford-Ganges Hill for additional space.

**7.1.7 Ganges Active Transportation Study – Stakeholders**

- Staff to add the Salt Spring Island Islands Trust Trustees to the Ganges Active Transportation Study stakeholders list.

**8. New Business**

**8.1 Merchant Mews**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommend reallocating \$20,000 (22-04) set aside for the Merchant Mews construction towards engineering and design costs.

**CARRIED**

**8.2 2022 Budget Day and Service Plan**

- BC Transit will not be funding transit expansion following lack of provincial funding.

**8.3 Overnight Parking in Ganges**

- It was suggested to have the Ganges Village Planning Consultant make a high level assessment regarding overnight parking concerns in the Ganges Village.
- Derelict vehicles are a separate ongoing concern.
- Commissioner Leichter to circulate the former parking study to the Commission at the April 25, 2022 meeting.
- The Commission requested a staff report regarding parking concerns in Ganges Village be brought forward at a future meeting as soon as possible.

**8.4 Transportation Commission Reports to Salt Spring Exchange and Driftwood**

- Reports approved by the Electoral Area Director can be submitted to the Salt Spring Exchange and/or Driftwood.
- Staff reminded the Commission about the self-subscribe option available on the CRD agenda website.

**8.5 Identification of Which Delegation Concerns Should Generate Commission Advocacy or Action**

- The updated Delegations and Correspondence ongoing document was circulated to the Commission.

**Nomi Lyonns re: Cusheon Lake Road**

- Director Holman to report back to Ms. Lyonns regarding the request to extend the 30 km/h speed zone along Cusheon Lake Road and the Commission's request for speed reader boards.

**Debbi Toole re: North End Road**

- MoTI safety study along North End Road forthcoming in spring 2022 following the December 4, 2019 promise to complete.
- Chair Baker to carbon copy Director Holman in an update to Ms. Toole regarding the forthcoming MoTI safety study and the Commission's request for speed reader boards.
- The Commission will work with each other on delegation follow up.

**8.6 Graffiti Issues Along the Booth Canal Pathway**

- Graffiti complaints are to be made through CRD Bylaw Enforcement.
- Staff to provide the Commission with CRD bylaw pertaining to graffiti.
- Staff confirmed graffiti along the Booth Canal Pathway is being addressed.

**8.7 Salish Sea Working Group Update**

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Director write a letter of support for the Island Pathways infrastructure grant.

**CARRIED**

**8.8 Bus Shelter Access**

- Safety concerns regarding access to the moon snail bus shelter through the Country Grocer parking lot were expressed. Chair Baker to contact Country Grocer to discuss.

Commissioner Johnstone left the meeting at 3:24 pm.

**9. Advocacy Priorities**

- a. Discussion of Process Including Follow Through Responsibility**
- b. Progress on Recommended Safety Priorities From November 29, 2021 Meeting**

**1. Five Speed Reader Boards:**

- a. Lower Ganges approaching Baker Road from the north
- b. Lower Ganges approaching the harbour from Country Grocer (nearing new NGTP)
- c. Fulford-Ganges entering Ganges Village from the south
- d. North End approaching the beach from the south
- e. Cusheon Lake Road approaching the beach from the north
- f. Next steps, including funding

The above speed reader board locations were discussed during item 6. Report of the Director and Commissioners and item 8.5 Identification of Which Delegation Concerns Should Generate Commission Advocacy or Action.

- 2. Safety Concerns regarding the Fulford-Ganges Road hill entering the BC Ferries Terminal in Fulford from the north – deferred
- 3. 30 km/hr Ganges speed limit – included in the MoTI Active Transportation Study

**c. Safety Options for Narrow, Curvy, Dark, Often Wet Roads – deferred**

**10. Correspondence**

**10.1 Passenger Transportation Board Notice to Local Government – Taxi Fare Increase**

Received for information.

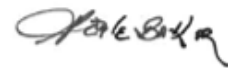
**11. Agenda Items for Next Meeting – deferred**

**12. Next Meeting: Monday, April 25, 2022 in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island**

**13. Adjournment**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Leichter that the Salt Spring Island Transportation Commission meeting be adjourned at 3:29 pm.

**CARRIED**



**CHAIR**



**SENIOR MANAGER**





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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held Monday, April 25, 2022 at the Salt Spring Island Library Meeting Room, 129  
McPhillips Avenue, BC**

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**Director:** Gary Holman

**Commissioners:** Gayle Baker, Myna Lee Johnstone, Gary Lehman, Aubrey Smith, Peter Meyer, and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager and Shayla Burnham, Recording Secretary

**1. Territorial Acknowledgement / Call Meeting to Order**

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

**2. Approval of Agenda**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the agenda of April 25, 2022 as amended by including "Costs and Lessons Learned" to item 7.1.1 Booth Canal Safety Concerns, adding item 5.2 Robin Jenkinson re: Parent and Contactor on an Active School Travel Grant for Salt Spring Elementary and Cycling Salt Spring through Island Pathways", adding item 5.3 "Donald McLennan re: Island Bus Shelters and StrongPrint 3D", adding item 9. Advocacy Priorities, item number 4 "Fulford-Ganges Hill Safety Concerns Update", adding Project Updates 7.1.6 "South Rainbow Road and Follow up on Harbour Side of Lower Ganges Road" and, by moving Item 11.1 "Salt Spring Island Administration Project Tracker" to item 7.1.7, further moving item 11.2 "Salt Spring Island Community Transit First Quarter Report" to item 11.1.

**CARRIED**

**3. Adoption of Minutes of March 21, 2022**

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the minutes of March 21, 2022 as amended by updating 7.1.3 "Enhanced Maintenance and Resurrection of Existing Pathways" to "Enhanced Maintenance and Rehabilitation of Existing Pathways" and, to add "An inspection for rehabilitation scheduled for fall of 2022." Lastly, updating Chair Baker briefly reported: "Supporting the Active Transportation Plan Study as project champion" to "Supporting the Active Transportation Plan Study as a team member".

- Staff capacity concerns expressed.
- The Commission requested staff include the budget for pathway maintenance given to Salt Spring Island Parks and Recreation from the Salt Spring Island Transportation Commission, in the October 2022 agenda for discussion.

**CARRIED**

**4. Delegations/Presentations**

**4.1 Jennifer McClean re: Ganges Village Planning Task Force Update**

- No presentation.

**4.2 Robin Jenkinson re: Parent and Contactor on an Active School Travel Grant for Salt Spring Elementary and Cycling Salt Spring through Island Pathways**

- Provided a brief overview of the Active School Travel Pilot Program grant outlining provincial climate action goals including, reduction of vehicles transporting children to schools with an increase in school bus use or walking and/or biking to school.
- Spoke to similarities in traffic calming measures being advocated for by the Commission, specifically for the areas surrounding Salt Spring Elementary, Salt Spring Island Middle School (SIMS) and the Gulf Islands Secondary School.
- 2021 Ready Step Roll program resulted in a new cross walk to Moat Park and upgrades to signage.
- Walk and Wheel Month in May 2022 including a west coast pilot project called All Kids Bike which will encourage children of all ages to learn how to ride.
- Mountain bike workshops for youth forthcoming.
- School District 64 supports traffic calming along Rainbow Road.
- An electric bus purchased but back ordered.
- Commissioner Meyer and Robin Jenkinson to create a list of specific safety requests along Rainbow Road and report back to the Commission with an update.

**4.3 Donald McLennan re: Island Bus Shelters and StrongPrint 3D**

- Provided a progress update from June 2021 – present in regards to the Mobrae Avenue bus shelter.

**5. Report of the Director and Commissioners**

**Director Holman** briefly reported:

- No report.

**Chair Baker** briefly reported:

- Meeting with MoTI Tuesday, April 26, 2022 to discuss staff turnover, continued advocacy for safety Improvements, lowered speed limits, and to confirm the forthcoming safety study for North End Road.
- Will request Cusheon Lake Road safety study to be completed at the same time as the North End Road study.

**Commissioner Johnstone** briefly reported:

- Contacted BC Transit regarding bus schedule reprints and BC Transit determined that they were not needed as new versions were being issued shortly.
- Contacted Emcon Services Inc. regarding the cross walk sign replacement for Village Terrace which Emcon Services Inc. replaced.

## **6. Outstanding Business**

### **6.1 Project Updates**

#### **6.1.1 Booth Canal Safety Concerns, Costs and Lessons Learned**

- The Commission expressed the importance of including the Booth Canal Safety Concerns, Costs and Lessons Learned into the project tracker.
- Commissioner Leichter to report back to the Commission at the May 30, 2022 meeting with a recommendation on item(s) to remove from the project tracker in order to accommodate the project.
- The Commission expressed concern for the debris build up along the barriers from the recent road sweeping completed by EMCON.
- The Commission expressed the need for clear project prioritization.
- Luke Campbell, new Commissioner following CRD Board approval in May 2022, to provide the Commission with an email regarding suggested improvements for cyclists along Booth Canal.

#### **6.1.2 Bus Shelter – Mobrae and West Horel**

- Survey on West Horel to be completed April 26, 2022.

#### **6.1.3 Merchant Mews Pathway**

- The Commission reported the survey was complete and the centre line established.
- Staff confirmed no further update.

#### **6.1.4 Solar Speed Reader Boards**

- Nothing to report.

#### **6.1.5 North Ganges Transportation Plan Surplus and Progress Report on Ganges Hill to Cranberry Road Restoration Project**

- MoTI finalizing detailed designs with preliminary work scheduled for 2022.

#### **6.1.6 South Rainbow Road and Follow up on Harbour Side of Lower Ganges**

- Rainbow Road and harbour side from Upper Ganges Road south bound concept designs complete as part of the North Ganges Transportation Plan.
- Rainbow Road detailed designs included within the project tracker.
- Harbour side from Upper Ganges Road south bound not included within the Capital Plan.
- CRD Board Provisional Budget is planned for September 2022.
- The Commission expressed support for a potential additional meeting in July 2022.

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission request an additional meeting be scheduled in July 2022.

**DEFEATED**

- Staff updated the Commission on budget deadlines and staffing capacity.
- Following the meeting in June 2022, if still required, the potential for an additional meeting in July 2022 could be discussed.

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission request a preliminary discussion of the Capital Plan to be the primary focus of the May 30, 2022 Regular meeting.

**CARRIED**

Commissioner Johnstone left the meeting at 2:32 p.m.

**6.1.7 Salt Spring Island Administration Project Tracker**

Discussion of the project tracker occurred in item 7.1.1 Booth Canal Safety Concerns, Costs and Lessons Learned and, item 7.1.6 South Rainbow Road and Follow up on Harbour Side of Lower Ganges.

**6.2 Ganges Parking Study**

- The Commission stated that the Ganges Parking Study was potentially outdated.
- The Commission expressed concern for lack of parking management on Salt Spring Island.
- Director Holman confirmed correspondence sent to several inter-agencies including RCMP, MoTI and MLA Adam Olsen's office in regards to the parking concerns.
- Staff confirmed difficulties with enforcement due to lack of appropriate bylaws and costs associated in order to assist with ongoing parking concerns.
- Staff confirmed parking to be included within the Ganges Active Transportation Study.
- Staff to provide the Commission with further information regarding parking service responsibilities.

**6.3 Previous Delegation Request Follow-up**

**6.3.1 Nomi Lyonns re: Cusheon Lake Road**

- Chair Baker to report back to the Commission with an update following her discussion with MoTI on Tuesday, April 26, 2022.
- Director Holman confirmed correspondence sent to several inter-agencies including RCMP, MoTI and MLA Adam Olsen's office in regards to Cusheon Lake Road safety concerns.

### 6.3.2 Debbi Toole re: North End Road

- Chair Baker to report back to the Commission with an update following her discussion with MoTI on Tuesday, April 26, 2022.
- Director Holman confirmed correspondence sent to several inter-agencies including RCMP, MoTI and MLA Adam Olsen's office in regards to North End Road safety concerns.

### 6.3.3 Previous Delegation Requests Requiring Action

- Commissioner Leichter to review the previous delegation list and bring forward recommendations to the May 30, 2022 Regular meeting in regards to follow up action items.
- The Commission agreed to the responsibility of ongoing delegation follow up with action plans and acknowledgements to be communicated through the Chair.

## 6.4 Salish Sea Working Group

- Members of the Salish Sea Working Group meet once a month.
- Commissioner Baker noted in order to assist with moving the project along in a timelier manner, the Community could assist with uncovering options for property owners to donate portions of properties along the future pathway.
- Director Holman to attend a meeting with Islands Trust and the Minister of Transportation and Infrastructure to discuss MoTI accelerating paving from Ganges Hill to Fulford Harbour, speed limits and ferry terminals.

## 7. New Business

### 7.1 Village Bus Shelter – Staff Verbal Update

- Staff confirmed the Salt Spring Visitor Information Centre bus shelter is owned by Moats.
- The Commission noted the importance of a nice bus shelter for Ganges city centre and confirmed the mural is temporarily on hold.

Commissioner Johnstone joined the meeting at 3:03 p.m. via Zoom.

- Existing bus shelter accessibility concerns expressed.

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend staff provide the Commission with an overview of the costs required to establish an appropriate tenure on the Salt Spring Visitor Information Centre bus shelter to the May 30, 2022 Regular meeting Capital Plan discussion for consideration.

**DEFER**

**8. Advocacy Priorities**

1. Safety Concerns Regarding the Fulford-Ganges Road Hill Entering the BC Ferries Terminal in Fulford from the North
  - Discussion occurred during item 7.4 Salish Sea Working Group.
2. Cyclists' Alternative Route Signage to Avoid Portions of Vesuvius Bay Road
  - Chair Baker to report back to the Commission following the Tuesday, April 26, 2022 meeting with MoTI.
3. Safety Options for Narrow, Curvy, Dark, Often Wet Roads
  - Annual line painting concerns expressed due to paint shortages confirmed by MoTI.
  - Support expressed for the reclassification of the main roads connecting Ganges to Vesuvius.
4. Fulford-Ganges Hill Safety Concerns Update
  - Discussion occurred in item 7.1.5 North Ganges Transportation Plan Surplus and Progress Report on Ganges Hill to Cranberry Road Restoration Project.

**9. Correspondence - None**

**10. Information**

**10.1 Salt Spring Island Community Transit First Quarter Report**

- Received for information.

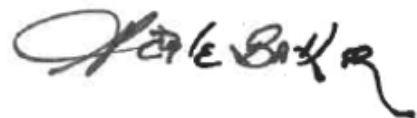
**11. Agenda Items for Next Meeting – deferred**

**12. Next Meeting: Monday, May 30, 2022 in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island**

**13. Adjournment**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Lehman that the Salt Spring Island Transportation Commission meeting be adjourned at 3:29 pm.

**CARRIED**



CHAIR



SENIOR MANAGER



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**Minutes of the Special Meeting of the Salt Spring Island Transportation Commission  
Held June 21, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips  
Avenue, BC**

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**Director:** Gary Holman

**Commissioners:** Gayle Baker, Myna Lee Johnstone, Gary Lehman, Aubrey Smith, Peter Meyer, and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager, Dean Olafson, Manager Engineering, Salt Spring Island Administration, and Shayla Burnham, Recording Secretary

**Regrets:** Luke Campbell

**1. Territorial Acknowledgement / Call Meeting to Order**

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

**2. Approval of Agenda**

**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission approve the agenda of June 21, 2022 as amended by considering Commissioner Smith's conversation guide handout while reviewing the Commission priorities.

**CARRIED**

**3. New Business**

**3.1 Capital Budget Planning 2023-2027**

**2022 Capital Plan Update**

- **Merchant Mews**

- Staff met with Ministry of Transportation and Infrastructure, and Island Pathways.
- Contract with Island Pathways forthcoming.

- **Ganges Active Transportation Study**

- Contract awarded to Watt Consulting Group.
- Ganges Village Planning Task Force will not be meeting for the foreseeable future and the Commission requested staff remove Jenny McClean's ongoing delegation request from future meetings.
- Staff to provide the Terms of Reference to the Commission.

Commissioner Johnstone entered the meeting at 1:07 p.m.

- **Safety Concerns at Lower Ganges Road and Booth Canal Road Intersection to Central Pathway**

- Staff report forthcoming.
- Further discussion occurred under 2023-2027 Capital Plan Development.

- **South Rainbow Road Pathway Design and Construction**

- Project Charter forthcoming.
- The Commission asked staff for details regarding parking along South Rainbow Road and staff confirmed that these details will be outlined in the staff report.
- Cross walks included in the length of the pathway.

- **Swanson Road Pathway Design and Construction**

- Draft Project Charter forthcoming.
- The Commission asked if Island Pathways would complete the project and staff could not confirm this.

- **Bus Shelters**

**West Horel:**

- Survey complete.
- Potential culvert and ditch filling may be required and the Commission expressed concerns related to potential costs associated.
- Staff confirmed funding allocated in 2022.

**Mobrae Avenue:**

- Staff meeting with Donald McLennan, Island Bus Shelters and StrongPrint3D, on June 22, 2022 and will provide the Commission with an update at the June 27, 2022 meeting.
- The Commission discussed a potential future policy for companies involved in the construction of future bus shelters.

- **Speed Boards into Ganges**

- Staff report forthcoming.
- The Commission requested speed boards be included in the Capital Plan.
- Potential ICBC funding discussed.
- Five possible speed board locations include Cusheon Lake Road (approaching the swim area), North End Road (approaching the swim area), Lower Ganges Road north of the Baker Road intersection, Lower Ganges Road near Country Grocer, and Fulford- Ganges Road near Embe Bakery.

- **Review of Delegation Requests**

- Chair Baker provided the Commission with a brief update regarding the safety study for North End Road scheduled for summer 2022 and further stated that the Ministry of Transportation and Infrastructure (MoTI) will also try to complete an additional safety study along Cusheon Lake Road at the same time.
- Chair Baker to report back to the Commission if/when she receives further information.



**2023-2027 Capital Plan Development**

**(a) Transportation Capital Plan**

**Lower Ganges Road – Barrier and Retaining Wall Modifications**

- The Commission expressed support for potential future vegetation to be added to the existing retaining wall along Lower Ganges Road.

**MOVED** by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission amend Capital Plan Project Number 22-07 Lower Ganges Road – Barrier and Retaining Wall Modifications and Project Number 22-09 Lower Ganges Road – Barrier and Retaining Wall Modifications by requesting staff to consider the removal of one or more concrete blocks at the south end of the retaining wall to improve the site line.

**CARRIED**

**Commissioner Lehman Opposed**

**Commissioner Meyer Opposed**

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission update Capital Plan Project Number 22-08 Lower Ganges Road – Barrier and Retaining Wall Modifications to state: “Remove and/or relocate concrete barriers along Lower Ganges Road.”

**CARRIED**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission request staff to move Capital Plan Project Number 23-01 Pathway Detailed Design and Permitting Program from 2023 to 2024 and further move Capital Plan Project Number 23-02 from 2024 to 2025.

**CARRIED**

**Pathway Detailed Design and Permitting Program**

- The Commission expressed support in completing full project designs.

**MOVED** by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission request staff to include designs for the Harbour Side of Lower Ganges Road from Upper Ganges Road to the end of the existing sidewalk at Rotarty Park on Lower Ganges Road south into the Capital Plan for 2023.

**CARRIED**

**Speed boards**

**MOVED** by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission request staff to include speed boards into the Capital Plan for 2023.

**CARRIED**

**Other**

- Ganges Area Plan staff report will be brought to the Commission for comments.
- Director Holman updated the Commission on future planning discussions regarding the Fulford-Ganges Hill near the entrance to the BC Ferries Fulford Harbour Terminal and noted the importance of staff involvement.
- A suggestion was made for MoTI to continue resurfacing from Ganges to Vesuvius with the possibility of assisting in completion of the Salish Sea Trail and staff, Director Holman and Chair Baker to meet separately for further discussion.
- The Commission requested that Fulford-Ganges Hill Pedestrian Pathway be included as a topic for discussion at the Monday, June 27, 2022 Regular meeting for potential inclusion into the Capital Plan.

**(b) Transit Capital Plan**

- Staff updated the Commission on a future feasibility assessment for electric buses to be included on the Salt Spring Island Park and Recreation Kanaka Road property. Staff further confirmed existing water hook up and close proximity to BC Hydro.

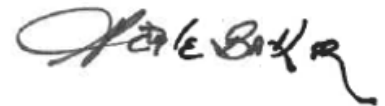
**MOVED** by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission support a feasibility assessment for electric buses on the Parks and Recreation property located at 210 Kanaka Road.

**CARRIED**

4. **Next Meeting: Monday, June 27, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

5. **Adjournment**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission adjourn the meeting at 3:28 p.m.



CHAIR



SENIOR MANAGER



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held Monday, June 27, 2022 at the Salt Spring Island Library Meeting Room, 129  
McPhillips Avenue, BC**

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**Director:** Gary Holman

**Commissioners:** Gayle Baker, Myna Lee Johnstone, Gary Lehman, Aubrey Smith, Peter Meyer, Luke Campbell, and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager, Dean Olafson, Manager Engineering, Salt Spring Island Administration, and Shayla Burnham, Recording Secretary

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Director Holman and the meeting was called to order at 12:57 pm.

**2. Approval of Agenda**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Johnstone, that the Salt Spring Island Transportation Commission approve the agenda of June 27, 2022 as amended by adding item 3.1 Items Arising from the Minutes, and item 9. Items for the Next Agenda, lastly reordering the remaining agenda items in numerical order.

**CARRIED**

**3. Adoption of Minutes of April 25, 2022**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission approve the minutes of April 25, 2022 as amended by updating item 5. Report of the Director and Commissioners, second bullet under Commissioner Johnstone's report to read "Contact Emcon Services Inc. regarding the cross walk sign replacement to Village Terrace which Emcon Services Inc. replaced."

**CARRIED**

**4. Delegations/Presentations**

**4.1 Frances Hill re: Vesuvius Bay Road (Sunset to Ferry Terminal) Speed Concerns**

- Expressed ongoing traffic concerns related to speed, lack of appropriate ferry terminal space and irregular flaggers to assist with traffic control.
- The Commission confirmed they were aware of the ongoing issues and noted they follow up with Ms. Hill's delegation concerns at a future meeting.

**4.2 Kisae Petersen re: IWAV Bus Route Requests**

- Kisae Petersen was not present.
- Discussion on the request occurred under item 6.1 Capital Budget Planning 2023-2027 (Continued)

#### 4.3 Robin Williams re: Capital Budget

- Provided the Commission with the 2019 Salt Spring Electoral Area Requisition Summary.
- Requested an independent audit of the CRD's spending on Salt Spring Island and the Commission requested he provide his concerns in written format for staff to follow up on.

**MOVED** by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request Mr. Williams put his proposition in writing to the Capital Regional District Chief Finance Officer for an audit on the Capital Regional District's spending on Salt Spring Island.

**CARRIED**

#### 5. Report of the Director and Commissioners

**Director Holman** – no report.

**Chair Baker** briefly reported:

- Met with Owen Page, Ministry of Transportation and Infrastructure (MoTI) to discuss island wide projects.

**Commissioner Meyer** briefly reported:

- Received an email regarding the need for repainting within the Mouat's Home Hardware parking lot and will follow up with the request and report back to the Commission if/when an update occurs.

**Commissioner Campbell** briefly reported:

- Distributed an email to the Commission which suggested improvements for cyclists along Booth Canal.

**Commissioner Leichter** briefly reported:

- A review on item(s) to remove from the project tracker in order to accommodate the item: Booth Canal Safety Concerns, Costs and Lessons Learned was completed with no further recommendations at this time.

#### 6. Outstanding Business

##### 6.1 Capital Budget Planning 2023-2027 (Continued)

###### (a) Transportation Capital Plan

**MOVED** by Commissioner Campbell, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission remove project #22-07 Lower Ganges Road - Barrier and retaining Wall Modifications and project #22-09 Lower Ganges Road – Barrier and Retaining Wall Modifications but, immediately install a speed reader board on Lower Ganges Road North of Baker Road.

**CARRIED**

**Commissioner Leichter Opposed**

**MOVED** by Commissioner Campbell, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission fund a design project, to be determined by island pathways, for an additional pathway in 2023.

**CARRIED**  
**Commissioner Leichter Opposed**

**MOVED** by Commissioner Campbell, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission reorder the list of Community Transportation 5 year Capital Plan project priorities as follows:

1. Speed reader boards.
2. Construction of pathway at Merchant Mews to just south of Leisure Lane.
3. Removal of barriers along Lower Ganges Road from Baker Road south.
4. Relocate concrete barriers along Lower Ganges Road.
5. Design an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road.
6. Construct an asphalt sidewalk along the south side of Rainbow Road from Lower Ganges Road to 100-167 Rainbow Road.
7. Design the harbour side of Lower Ganges Road from Upper Ganges Road to the end of the existing sidewalk at Rotary Park on Lower Ganges Road south.
8. Annual program to develop detailed design and obtain permits and regulatory approvals - Swanson Road from Atkins to Lakeview Crescent.
9. Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent.
10. Fund a design project, to be determined by island pathways, for an additional pathway in 2023.

**CARRIED**

**(b) Transit Capital Plan**

**MOVED** by Director Holman, **SECONDED** by Commissioner Campbell, that the Salt Spring Island Transportation Commission request staff to write a letter to BC Transit requesting they examine the appropriate size of replacement buses as well as request the bus replacement timeline for Salt Spring Island.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Campbell, that the Salt Spring Island Transportation Commission request staff include the impacts to cost and scheduling associated in adding the Croftonbrook bus route extension with the suggestion for a smaller bus size in the letter to BC Transit.

**CARRIED**

**7. New Business**

**7.1 Review of Delegation Requests** – deferred

**7.2 Advocacy Priorities** – deferred

**7.3 BC Transit**

(a) Letter dated April 1, 2022 re: Annual Operating Agreement 2022/2023

(b) Letter dated March 30, 2022 re: Safe Restart and Recovery – Additional Contribution 2022

**7.4 Bus Tickets**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Johnstone, that the Salt Spring Island Transportation Commission cover the \$40.00 costs incurred for the 20 bus tickets donated to the Youth Environmental Challenge to encourage youth to utilize the island services.

**CARRIED**

**8. Correspondence**

Email dated April 19, 2022 re: Cusheon Lake Road Safety Concerns

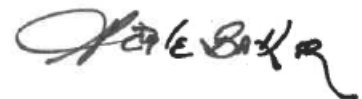
**9. Items for the next Agenda** – deferred

**10. Next Meeting: Monday, September 26, 2022 in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island**

**11. Adjournment**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Campbell, that the Salt Spring Island Transportation Commission meeting be adjourned at 3:19 pm.

**CARRIED**



CHAIR



SENIOR MANAGER



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**Minutes of the Special Meeting of the Salt Spring Island Transportation Commission  
Held July 25, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips  
Avenue, BC**

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**Director:** Gary Holman

**Commissioners:** Gayle Baker (via Zoom), Myna Lee Johnstone, Peter Meyer, Luke Campbell (via Zoom), Aubrey Smith and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager, Dean Olafson, Manager Engineering, Salt Spring Island Administration, and Shayla Burnham, Recording Secretary

**Regrets:** Gary Lehman

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Commissioner Meyer and the meeting was called to order at 10:01 am.

**2. Approval of Agenda**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Johnstone, that the Salt Spring Island Transportation Commission approve the agenda of July 25, 2022 as presented.

**CARRIED**

**3. Adoption of Special Minutes of June 21, 2022**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission approve the Special Minutes of June 21, 2022 as amended by updating 3.1 Ganges Active Transportation Study, second bullet, from "unforeseen" to "unforeseeable" and updating 3.1 Speed Boards into Ganges, fourth bullet, from "Cusheon Lake Road" to "Cusheon Lake Road (approaching the swim area)", and "North End Road" to "North End Road (approaching the swim area)." Lastly, to update item 3.1, third motion, from "Capital Plan Project Number 23-02" to "Capital Plan Project Number 23-02 Construction Program for Pathway Network."

**CARRIED**

Commissioner Campbell joined the meeting electronically at 10:05 am.

Commissioner Smith entered the meeting at 10:17 am.

**4. New Business**

**4.1 Speed Reader Boards**

- Staff provided a brief overview of the report.
- Staff to confirm if Community Works Funds can be used to purchase speed reader boards.

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommends to the Capital Regional District Board that the Salt Spring Island Transportation Service 2022 Capital Plan be amended to include a project for the acquisition and installation of five (5) speed reader boards with the total project budget of \$57,475, funded from ICBC Grant (\$21,200) and Capital Reserve Fund (\$36,275).

**CARRIED**

**Commissioner Leichter Opposed**

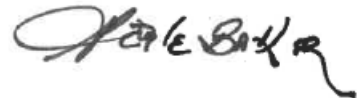
**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request staff report back to the Commission regarding the successful bidder and to provide an update on the speed reader board locations once finalized by the Ministry of Transportation and Infrastructure.

**CARRIED**

5. **Next Meeting: Monday, September 26, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

6. **Adjournment**

The meeting adjourned at 10:48 a.m.



CHAIR



SENIOR MANAGER





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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held Monday, September 26, 2022 at the Salt Spring Island Library Meeting Room,  
129 McPhillips Avenue, BC**

---

**Director:** Gary Holman

**Commissioners:** Gayle Baker, Myna Lee Johnstone, Gary Lehman, Aubrey Smith, Peter Meyer, Luke Campbell (via Zoom), and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager and Shayla Burnham, Recording Secretary

**1. Territorial Acknowledgement / Call Meeting to Order**

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

**2. Approval of Agenda**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission approve the agenda of September 26, 2022 as amended by adding item 8. Items for the Next Agenda.

**CARRIED**

A "Promoting the Salish Sea Trail" handout was circulated to the Commission for information.

An "Origin Destination Household Travel Survey" media release was circulated to the Commission for information.

**3. Adoption of Special Minutes of June 21, 2022**

**MOVED** by Commissioner Johnstone, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission adopt the Special Minutes of June 21, 2022 as presented.

**CARRIED**

**Adoption of Regular Minutes of June 27, 2022**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission adopt the Regular Minutes of June 27, 2022 as presented.

**CARRIED**

**4. Delegations/Presentations**

**4.1 Seth Write, Manager, Government Relations, BC Transit re: Transit Investment Priorities**

- The Commission requested an update regarding the potential future electrification of the BC Transit fleet for Salt Spring Island and BC Transit staff responded that costly hydro storage facilities and infrastructure upgrades were a requirement.
- The Commission expressed concern regarding the current conditions of BC Transit buses and staff responded that new buses for Salt Spring Island scheduled to arrive in April 2023.

- The Commission requested BC Transit supply the sizing requirement for a light duty bus turn around.

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission provide the concept drawings for IWAV's Croftonbrook to bus route #1 request that were included in the June 27, 2022 Transportation Commission agenda to BC Transit for further discussion.

**CARRIED**  
**Commissioner Johnstone Opposed**

Commissioner Smith left the meeting at 2:03 pm.

## 5. Report of the Director, Chair and Commissioners

**Director Holman** briefly reported:

- Transportation Commission meetings will be held in the Salt Spring Island Multi Space (SIMS) building following completion of the new boardroom with an exact date to be determined.
- Ted Robbins will be the new Chief Administrative Officer (CAO) for the CRD as of November 7, 2022.
- Origin Destination Household Travel Survey results provide the CRD, municipalities, First Nations, and provincial agencies with information critical for decisions on future transportation options.

**MOVED** by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission reorder the agenda to have item 7.1 2023 Transit Operating Budget and Capital Expenditure Plan and, item 7.2 2023 Transportation Operating Budget and Capital Expenditure Plan follow directly after item 5. Report of the Director, Chair and Commissioners.

**CARRIED**  
**Commissioner Johnstone opposed**

**Chair Baker** briefly reported:

- Expressed appreciation towards retired Salt Spring Transit Operators Lorne and Shirley Bunyan for their years of service and welcomed new Salt Spring Transit Operators Jane and Fred Lizotte.

## 6. Outstanding Business

### 6.1 Mobrae Avenue Bus Shelter

- No update.

### 6.2 Speed Reader Boards

- Staff working with the Ministry of Transportation and Infrastructure (MoTI) on possible speed limit reductions.
- Urban Systems Ltd. hired by MoTI to complete a cycling safety review.

### 6.3 Ganges Active Transportation Study

- Online engagement survey and interactive mapping tool forthcoming.

**6.4 Ministry of Transportation and Infrastructure (MOTI) Road Safety Study – deferred**

**6.5 MOTI Speed Reduction**

- Discussed under item 6.2 Speed Reader Boards

**6.6 Drake Road – deferred**

**6.7 Salish Sea Trail – deferred**

**7. New Business**

**7.1 2023 Transit Operating Budget and Capital Expenditure Plan**

- Provisional budget approved in September 2022 and the final budget approved in March 2023.
- The Commission acknowledged they have been drawing heavily from the Operating Reserve Fund and the Commission responded that a future increase to the requisition could be considered.

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission:

1. Recommend that the Electoral Area Services Committee approve the 2023 Salt Spring Island Community Transit Service operating and capital budget as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2022 transfers to the capital reserve funds; and
2. Recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2023 operating and capital budget and the five year financial plan for the Salt Spring Island Community Transit Service as presented.

**CARRIED**

**Commissioner Johnstone Opposed**

**7.2 2023 Transportation Operating Budget and Capital Expenditure Plan**

- The Commission requested staff provide an update on whether the proposed skid steer for snow removal could also be used to sweep roadways and staffing capacity issues were discussed.
- Staff to confirm whether the cost of the skid steer is shared with the Parks and Recreation Commission.
- Staff to update page 32 of the agenda package from “The projected 2022 year-end transportation combined reserve funds balance is estimated to be \$314,535” to “The projected 2022 year-end transportation combined reserve funds balance is estimated to be \$321,853.”

Commissioner Johnstone left the meeting at 2:52 pm.

Commissioner Johnstone re-entered the meeting at 3:05 pm.

**MOVED** by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission move project #22-14 (Construction of pathway network sections that has been designed in the previous year - Swanson Road from Atkins to Lakeview Crescent) from 2025 to 2024 and to revise the capital plan for the Capital Regional District Board final budget approval in March 2023.

**CARRIED**

**Commissioner Meyer Opposed**

**MOVED** by Director Holman, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission:

1. Recommend that the Electoral Area Services Committee approve the 2023 Salt Spring Island Community Transportation operating and capital budget as presented and recommend that the 2022 actual surplus or deficit be balanced on the 2022 transfers to the capital reserve funds; and
2. Recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2023 operating and capital budget and the five-year financial plan for the Salt Spring Island Community Transportation Service as amended.

**CARRIED**

**7.3 2022/23 B.C. Active Transportation Infrastructure Grant Application – Merchant Mews Pathway**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker, that the Salt Spring Transportation Commission recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:

That approval be given to submit a 2022/23 Active Transportation Infrastructure grant application for the Salt Spring Island Electoral Area Merchant Mew pathway project in the amount of \$130,000; and further that the project proceed as soon as project funding is approved and local weather conditions allow.

**CARRIED**

**7.4 Salt Spring Island Community Transit Monthly Revenue Report**

There is no recommendation. This report is for information only.

**7.5 Cultural Competency 101 and Indigenous Intercultural Skills Training**

- Staff provided an overview of the Indigenous Intercultural Skills training and confirmed course registration information had been distributed to the Commission via email.

There is no recommendation. This report is for information only.

8. Items for the Next Agenda

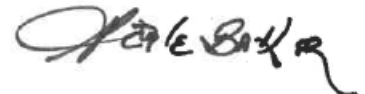
- Future Island Bus Shelters
- Vegetation Discussion for Booth Canal Barriers
- The Commission requested an update on pathway maintenance and restoration with the Commission's request for a staff report.

9. Next Meeting: Monday, October 24, 2022 in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island

10. Adjournment

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission meeting be adjourned at 3:31 pm.

**CARRIED**



CHAIR



SENIOR MANAGER



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held Monday, October 24, 2022 at the Salt Spring Island Library Meeting Room,  
129 McPhillips Avenue, BC**

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**Director:** Gary Holman

**Commissioners:** Gayle Baker, Myna Lee Johnstone, Gary Lehman, Peter Meyer, Luke Campbell, and Maxine Leichter

**Staff:** Karla Campbell, SSI Senior Manager, Dean Olafson, SSI Engineering Manager, and Shayla Burnham, Recording Secretary

**Regrets:** Aubrey Smith

These minutes follow the order of the agenda although the sequence may have varied.

**1. Territorial Acknowledgement / Call Meeting to Order**

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

**2. Approval of Agenda**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission approve the agenda of October 24, 2022 as amended by adding item 6.6 Pathway Restoration and removing item 7.2 Salish Sea Trail Planning Grant with an update to occur under item 5. Report of the Director, Chair and Commissioners.

**CARRIED**

**3. Adoption of Special Minutes of July 25, 2022**

**MOVED** by Commissioner Leichter, **SECONDED** by Director Holman, that the Salt Spring Island Transportation Commission adopt the Special Minutes of July 25, 2022 as presented.

**CARRIED**

**Adoption of Regular Minutes of September 26, 2022**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission adopt the Regular Minutes of September 26, 2022 as amended by adding an update on pathway maintenance and restoration with the Commission's request for a staff report.

**CARRIED**

Commissioner Campbell entered the meeting at 1:18 pm.

**4. Delegations/Presentations**

**4.1 Merchant Mews Pathway Designs**

- Minimal excavation anticipated for the culvert installation.
- No trees to be removed however, one overhanging tree will be trimmed.

**MOVED** by Commissioner Leichter, **SECONDED** by Director Holman, that the Salt Spring Island Transportation Commission request the Merchant Mews Pathway Designs be circulated via email to the Commission in advance of the November 28, 2022 Regular meeting.

**CARRIED**

## **5. Report of the Director, Chair and Commissioners**

**Director Holman** briefly reported:

- Re-elected as Capital Regional District (CRD) Salt Spring Island Electoral Area Director for the 2023-2026 term.
- Local Community Commission (LCC) won voter approval with an election to take place at a date to be determined in 2023.
- The Commission requested clarity in regards to the future of the Salt Spring Island Transportation Commission and Director Holman responded that the Commission would dissolve following the LCC election process.
- Concerns expressed for the Fulford hill (leading into the BC Ferries Fulford Harbour Terminal) regarding pedestrian and cyclist safety with discussions underway with the Chair of the Ferry Advisory Committee.
- BC Ferries has proposed upgrades to the Vesuvius Ferry Terminal as well as upgrades to service levels at both the Vesuvius Terminal and Fulford Harbour Terminal by adding more frequent sailings.
- To contact the Ministry of Transportation and Infrastructure (MoTI) for an update on the Ganges Hill Progress Report.
- To work with Commissioner Meyer on a letter to MoTI regarding Ganges Hill speed limit.

**Chair Baker** briefly reported:

- Confirmed no further update has been provided by MoTI for the requested safety study and/or speed reduction along Cusheon Lake Road and North End Road.
- \$50,000 Federal Grant awarded to Island Pathways for the Salish Sea Trail planning and an application for the matching Provincial grant recently submitted.

## **6. Outstanding Business**

### **6.1 Speed Reader Boards**

- MoTI engineer will be viewing locations and will notify staff before the visit.

### **6.2 Swanson Road Pathway**

- No progress.

### **6.3 Mobrae/West Horel – Fulford-Ganges Bus Shelter**

- No progress.

### **6.4 Bus Replacement**

- A fleet upgrade scheduled for spring 2023 including three 2020 light duty buses and two 2022 light duty buses was provided to the Commission by BC Transit staff during the September 20, 2022 Regular meeting.

- Commissioner Johnstone requested a Notice of Motion titled “Salt Spring Island Bus System” be added to the November 28, 2022 Regular meeting for discussion.
- Director Holman to forward an email to BC Transit staff requesting clarification on the anticipated 2023 bus replacement details and carbon copy Chair Baker for information.

#### 6.5 Pathway and Parking lot Snow Removal

- Staff confirmed a snow and ice management plan is required.
- Request staff explore tires as opposed to tracks for the skid steer.

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Campbell, that the Salt Spring Island Transportation Commission request staff to report back to the Commission with an update following suggestions received from FLEET before ordering the equipment that will do no damage to pathways during snow removal processes.

**DEFEATED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Campbell, that the Salt Spring Island Transportation Commission request staff to report back to the Commission with an update following suggestions received from FLEET before ordering the equipment that will minimize damage to pathways during snow removal processes.

**CARRIED**

**Commissioner Leichter Opposed**

#### 6.6 Pathway Restoration

- Staff capacity issues discussed.

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission request staff to move forward with a plan for restoring and maintaining pathways and to provide an update to the Commission.

**CARRIED**

### 7. New Business

#### 7.1 <sup>no</sup> Drake Road

- No update.

#### 7.2 Bus Shelter Acquisition Process – deferred



8. Information

8.1 Salt Spring Island Community Transit – Quarter 3 Report

There is no recommendation. This report is for information only.

9. **Next Meeting: Monday, November 28, 2022 in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island**

10. Adjournment

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission meeting be adjourned at 3:31 pm.

**CARRIED**



CHAIR



SENIOR MANAGER



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**MINUTES OF A MEETING OF THE Skana Water Service Committee, held Tuesday, June 28, 2022 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** W. Korol (Chair) (EP); P. Brent (Alternate Electoral Area Director) (EP); B. Hill (EP); R. Johnston (EP)

**Staff:** M. McCrank, Senior Manager, Wastewater Infrastructure Operations;  
I. Jesney, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Island Operations (EP); J. Dupuis, Water Quality Officer, Environmental Protection; M. Risvold, Committee and Administrative Clerk (Recorder)

**REGRETS:** M. Bentley

EP = Electronic Participation

The meeting was called to order at 9:36 am.

**1. APPROVAL OF AGENDA**

Communication was added to the agenda under New Business.

**MOVED** by R. Johnston, **SECONDED** by B. Hill,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the minutes of the February 22, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

- **Bylaw No. 4450 – A Bylaw to Amend Appointment for the Skana Water Service Committee (Bylaw No. 3133)**

M. McCrank provided an overview of Bylaw 4450. He advised there will be two vacancies on the committee, and noted advertisements for vacancies will be posted in September for 30 days. Nominations will be recommended to the Board by the Electoral Area Director. The term will be for two years beginning January 1 of the subsequent year until December 31 of the following year. An overview was provided to the committee on the authority and expectation of committees. A meeting will take place in November to review the Operating and Capital Budget, and a date will be provided to the committee when it has been determined.

- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

M. McCrank introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted in Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation. The draft bylaw will be shared with the committee for review and comment prior to adoption.

## **6. COMMITTEE BUSINESS**

### **6.1. Project and Operations Update**

Staff provided updates on capital projects and operations.

Staff responded to questions from the committee regarding the Alternative Approval Process (AAP). Staff advised the AAP will take place in late 2022 and there will be two sections, one with a grant and one without a grant. It is important to have the committees support when presenting the AAP to the community. If the AAP is unsuccessful, it would go to a referendum which is more costly. AAP parameters are set by the Provincial government.

Staff advised the Storage Tank Replacement project grant will likely be announced in Spring 2023. With supply chain issues and variation in cost, staff expect this project can begin in one year.

Discussion ensued regarding:

- Feedback on the grant
- Follow-up grant questions
- Feedback for denied grant applications
- Two phase AAP
- Well #8 automation

Staff advised the wells on Capital Regional District (CRD) property can be decommissioned, however are unable to decommission the wells on private property without permission.

Discussion ensued regarding:

- Potential of water routed back into the tank instead of the well
- Non-revenue water
- Hiring a drilling company to investigate Well #13
- Charcoal filters for mitigating disinfection byproducts (DBP's)
- Options analysis
- Alternate water source

**MOVED** by W. Korol, **SECONDED** by B. Hill,

That staff be directed to provide a plan for automation of Well #8 within one month.

**CARRIED**

**6.2. 2021 Annual Report**

M. McCrank introduced the 2021 Annual Report.

**7. CORRESPONDENCE**

There was none.

**8. NEW BUSINESS**

**8.1. Communication**

The Chair asked if a CRD email address could be provided to the committee. Staff will review the ability to provide the committee with an email address. Staff advised there may be security implications and the CRD is unable to maintain public email addresses.

The committee asked about having a quarterly report mailed to the water service users. Staff advised it would need to be consistent for all 12 water systems, adding it would be quite costly for the water service. Three meetings are held per year which include a Project and Operations Update to keep the committee apprised of all projects and operational highlights. In addition to the update reports being available in advance of the meeting in the Agenda package, the meetings are open to the public to listen and contribute as a requested and approved delegation.

**9. ADJOURNMENT**

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the June 28, 2022 meeting be adjourned at 11:36 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Thursday, June 30, 2022 at 1 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** B. Russell (Chair); J. Fenby (EP); C. Menyhart (EP); H. Schofield (EP)

**Staff:** M. McCrank, Senior Manager, Wastewater Infrastructure Operations;  
I. Jesney, Senior Manager, Infrastructure Engineering; M. Risvold, Committee and Administrative Clerk (recorder)

**REGRETS:** P. Brent, Acting Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 1:00 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by J. Fenby, **SECONDED** by C. Menyhart,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by J. Fenby, **SECONDED** by H. Schofield,  
That the minutes of the February 24, 2022 meeting be adopted.

**CARRIED**

Staff responded to a question from the committee regarding placing plywood protection over the asbestos cement (AC) pipes to avoid damage when very heavy vehicles, such as construction equipment, drive over top. Staff advised there is no evidence the pipes or a join in the pipes is at undue risk from vehicle traffic, even if by large machines.

**3. CHAIR'S REMARKS**

The Chair provided the following remarks:

- Climate change effecting the weather pattern
- Good water quality
- Thanked staff for addressing the committee's concerns

The committee requested receiving meeting notices and draft minutes earlier. Staff advised the standard is to produce the agenda and materials 72 hours prior to the meeting.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

## 5. SENIOR MANAGER'S REPORT

- **Bylaw No. 4448 – A Bylaw to Amend Appointments for the Sticks Allison Water Local Service Committee (Bylaw No. 2558)**

M. McCrank provided an overview of Bylaw 4448. He advised there will be two vacancies on the committee, and noted advertisements for vacancies will be posted in September for 30 days. Nominations will be recommended to the Board by the Electoral Area Director. The term will be for two years beginning January 1 of the subsequent year until December 31 of the following year. An overview was provided to the committee on the authority and expectations of committees. A meeting will take place in November to review the Operating and Capital Budget, and a date will be provided to the committee when has been determined.

- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

M. McCrank introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted in Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation. The draft bylaw will be shared with the committee for review and comment prior to adoption.

Discussion ensued regarding rainwater conservation tanks.

## 6. COMMISSION BUSINESS

### 6.1. Project and Operations Update

Staff provided updates on capital projects and operations.

Discussion ensued regarding the number of connections in the water service.

Staff responded to a question from the committee regarding a previous leak. Staff advised a moderate to large leak can significantly impact a small system in terms of raw water resources and storage volumes.

Staff advised the Aquifer Impact Study (22-02) will be removed from the 2023 budget and noted that the October 26, 2021 minutes reflect postponing the study. Discussion ensued, during which all committee members expressed that they were strongly against funding a local Aquifer Impact study.

### 6.2. 2021 Annual Report

M. McCrank introduced the 2021 Annual Report.

Staff responded to a question from the committee regarding production, demand and water sampling. Staff advised there has not been a need to introduce a proactive leak detection program for the service, and a major leak caused an increase in non-revenue water in 2021. The aquifer level is above average for July, however staff recommend the community remains vigilant with water conservation.

Stage 1 voluntary water conservation measures remain in the area. Water samples are taken quarterly, and the location is based on risk assessment. The production meter is read monthly and consumption is quarterly. Staff will review the ability of adding the metals water quality table to the website.

Discussion ensued regarding:

- Water supply level above average
- Manganese sampling location
- Frequency of sampling minerals
- Monthly connection readings

## 7. CORRESPONDENCE

There was none.

## 8. NEW BUSINESS

I. Jesney advised M. McCrank is leaving the CRD effective September 2022.

The Chair thanked M. McCrank for his service.

## 9. ADJOURNMENT

**MOVED** by B. Russell, **SECONDED** by J. Fenby,  
That the June 30, 2022 meeting be adjourned at 2:00 pm.

**CARRIED**

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CHAIR

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SECRETARY



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**MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Thursday, June 30, 2022 at 3 p.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** L. Vallee (Chair); P. Brent (Acting Electoral Area Director) (EP); W. Mulvin (EP); R. Noyes (EP)

**Staff:** M. McCrank, Senior Manager, Wastewater Infrastructure Operations;  
I. Jesney, Senior Manager, Infrastructure Engineering; M. Risvold, Committee and Administrative Clerk (recorder)

**REGRETS:** K. Wall

EP = Electronic Participation

The meeting was called to order at 3:02 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by P. Brent, **SECONDED** by W. Mulvin,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the minutes of the February 24, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

On April 13, 2022 the CRD Board approved a newly developed *Best Practices Guide for Meetings*. One new best practice is to no longer conduct a vote on recommendations to "receive for information". You will notice items on the agenda that are for information that the recommendation has changed to read "*There is no recommendation. This report is for information only.*" Staff will respond to questions related to the item but no vote will be called.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

- **Bylaw No. 4449 – A Bylaw to Amend Appointment for the Surfside Park Estates Water Service Committee (Bylaw No. 3131)**

M. McCrank provided an overview of Bylaw 4449. He advised there will be two vacancies on the committee, and noted advertisements for vacancies will be posted for 30 days. Nominations will be recommended to the Board by the Electoral Area Director.



- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

M. McCrank introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted by Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation. The draft bylaw will be shared with the committee for review and comment prior to adoption.

## **6. COMMITTEE BUSINESS**

### **6.1. Project and Operations Update**

Staff provided updates on capital projects and operations.

Staff advised information gathered from the System Review Project will provide more information for an Alternative Approval Process (AAP) that will take place in 2023. Discussion will take place with the committee regarding the information that will be presented to the service. Staff advised results are expected next year. Discussion ensued.

Staff responded to questions from the committee regarding water system leaks. Staff advised one of the leaks is located in a problematic location due to terrain, and advised operations staff is working to locate the leak. Additional leaks were noted in other locations in the distribution system and plans are being developed to locate and repair these leaks as well.

### **6.2. 2021 Annual Report**

M. McCrank introduced the 2021 Annual Report.

## **7. CORRESPONDENCE**

There was none.

## **8. NEW BUSINESS**

I. Jesney advised M. McCrank is leaving the Capital Regional District effective September 2022.

The committee thanked M. McCrank for his service.

M. McCrank advised there will be a meeting in November to review the Operating and Capital Budget, and a date will be provided to the committee once determined.

**9. ADJOURNMENT**

**MOVED** by R. Noyes, **SECONDED** by W. Mulvin,  
That the June 30, 2022 meeting be adjourned at 3:34 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Tuesday, June 28, 2022 at 1 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Commissioners:** D. Pepino (Chair); L. Cutler (Vice Chair); M. Hicks (Electoral Area Director); M. Lechowicz

**Staff:** T. Robbins, General Manager; S. Irg, Senior Manager, Water Infrastructure Operations; G. Harris, Senior Manager, Environmental Protection; M. Risvold, Committee and Administrative Clerk (recorder)

EP = Electronic Participation

The meeting was called to order at 1:00 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by M. Lechowicz, **SECONDED** by L. Cutler,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

Item 5 was amended to include "The Chair's remarks focused on the need to listen carefully to seasoned individuals to avoid making bad decisions."

Item 10.1 was amended to include "Correspondence received from D. Pepino on file and available upon request."

**MOVED** by M. Lechowicz, **SECONDED** by L. Cutler,  
That the minutes of the February 22, 2022 meeting be adopted as amended.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made the following remarks:

- He noted the arrival of summer
- He wishes to use the Capital Regional District's (CRD) cultural traits as reference material throughout meetings.

**4. PRESENTATIONS/DELEGATIONS**

There were none

**5. SENIOR MANAGER'S REPORT**

- **Bylaw No. 4452 – A Bylaw to Amend Appointments for the Wilderness Mountain Water Service Commission (Bylaw 3511)**

S. Irg provided an overview of Bylaw 4452. He advised that on May 11, 2022 the CRD approved bylaws to remove the requirement to hold Annual General Meetings (AGMs).

- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

S. Irg introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted by Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation.

Staff responded to a question from the commission regarding water conservation being specific to particular systems. Staff advised that a more formal approach has been taken through the bylaw to implement water conservation measures across the three electoral areas, including Salt Spring Island. The bylaw will apply to all three electoral areas, however decisions would be made specific to each service with respect to the need to escalate to a higher level of conservation. Stage one would typically be in effect as of May 1 each year. The draft bylaw will be circulated for consideration and comments.

The commission requested reviewing water and weather data and volunteered to analyze the weather patterns to build a statistical model. Staff advised there are several factors considered when moving to a higher level of conservation which is set out in the bylaw. If there was a need to move to a higher level of conservation, a discussion would take place with the commission. Real weather data provided from the commission that would help support decisions may be considered. Discussion ensued.

## **6. COMMISSION BUSINESS**

### **6.1. Project and Operations Update**

Staff provided updates on capital projects and operations.

Discussion ensued regarding:

- Historical turbidity data
- Ultraviolet (UV) call outs
- A leak in 2021 on a two inch service line

Staff advised valves are typically replaced with stainless steel and continue to monitor for leaks.

### **6.2. 2021 Annual Report**

S. Irg introduced the 2021 Annual Report.

Staff responded to questions from the commission regarding E.coli. Staff advised any E.coli detection is reported right away, and testing would be completed the following day to confirm. Staff advised it is rare to have E.coli appear in raw water.

Discussion ensued regarding:

- Ability to have historical water quality reports available on the CRD website
- Level of manganese in November due to significant rainfall
- Reservoir sediments disturbed due to amount of rainfall

### 6.3. Wilderness Mountain Source Water Protection Plan 2022

S. Irg introduced the Wilderness Mountain Source Water Protection Plan 2022.

**MOVED** by M. Lechowicz, **SECONDED** by L. Cutler,  
That staff be directed to provide further information.

**CARRIED**

M. Hicks left the meeting.

Discussion ensued regarding:

- Criteria for filtration exemption
- Risk of fecal contamination
- Sloping ground towards reservoir
- Comprehensive drinking water guidelines
- Delineating watershed

Staff responded to comments from the commission advising the study was intended to help influence Island Health's decision to consider a filtration exemption. Staff will await design information from Associated Engineering, which is anticipated to be received in the fall. Consultants have professional obligations which can be challenging, staff and the commission can discuss recommendations and concerns to prioritize recommendations. Once the report is received from the consultant, a decision can be made regarding how to proceed.

## 7. CORRESPONDENCE

There was none.

## 8. NEW BUSINESS

The commission requested further information regarding the analysis for piped water in the East Sooke area, including Wilderness Mountain. Staff advised McElhanney was hired to begin a study, and a contract has been drafted. Further information will be provided to the commission. Feedback has been received from property owners, prospective developers and Scia'new First Nation. Staff noted piped water could change land use and density in the area. A high-level master plan is being developed to look at long term servicing potential including regional growth strategy implications.

Discussion ensued regarding:

- Liability insurance specifically on lower dam
- Water license
- Ownership of pump house on lower dam
- Property for sale on Cains way that advertises recreational use of reservoir

**9. ADJOURNMENT**

**MOVED** by L. Cutler, **SECONDED** by M. Lechowicz,  
That the June 28, 2022 meeting be adjourned at 2:12 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**