



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, April 12, 2023

11:00 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. [23-153](#) Minutes of the March 8, 2023 and March 13, 2023 Electoral Areas Committee Meetings

**Recommendation:** That the minutes of the Electoral Areas Committee meetings of March 8, 2023 and March 13, 2023 be adopted as circulated.

**Attachments:** [Minutes - March 8, 2023](#)  
[Minutes - March 13, 2023](#)

### 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.     [23-148](#)     2022 Community Works Fund Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: 2022 CWF Annual Report](#)  
                          [Appendix A: Funding & Balance Remaining by EAs](#)  
                          [Appendix B: 2022 CWF Grants Awarded](#)  
                          [Appendix C: 2022 CWF Detailed Breakdown EA](#)  
                          [Appendix D: CWF Program Trends 2019-22 & 2014-23](#)
- 6.2.     [23-149](#)     2022 Grants-in-Aid Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: 2022 Grants-in-Aid \(GIA\) Annual Report](#)  
                          [Appendix A: 2022 Electoral Areas GIA Awarded](#)  
                          [Appendix B: 2022 Electoral Areas Safe Restart GIA Awarded](#)  
                          [Appendix C: Safe Restart GIA Summary & 2019-22 GIA Trends](#)
- 6.3.     [23-254](#)     Basis of Apportionment of Non-Application Based Grants and Services
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: Basis of Apportionment of Non-Application Grants & Svcs.](#)  
                          [Appendix A: Detailed Summary of Grants Programs](#)  
                          [Appendix B: CWF Agreement 2014-24](#)  
                          [Appendix C: Safe Restart 2021 & 2020 Ministry Letters](#)  
                          [Appendix D: LCAP Funding Announcement](#)  
                          [Appendix E: Growing Communities Fund 2023 Letters](#)

6.4. [23-297](#) Salt Spring Island Local Community Commission - Bylaw Changes and Implementation Update (Bylaws No. 4508, 4542, 4543, and 4544)

- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That third reading of Bylaw No. 4508, "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022", be rescinded;  
(NWA)
  2. That Bylaw No. 4508 be amended at second reading as presented in Appendix A;  
(NWA)
  3. That Bylaw No. 4508 as amended be read a third time.  
(NWA, 2/3 on delegation of authority)
  4. That Bylaw No. 4542, "Salt Spring Island Local Community Commission Transition Bylaw No. 1, 2023" be read a first, second, and third time;  
(NWA)
  5. That Bylaw No. 4542 be adopted;  
(NWA, 2/3 on adoption)
  6. That Bylaw No. 4543, "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011, Amendment Bylaw No. 2, 2023", be read a first, second, and third time;  
(NWA)
  7. That Bylaw No. 4543 be adopted;  
(NWA, 2/3 on adoption)
  8. That Bylaw No. 4544, "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, Amendment Bylaw No. 2, 2023", be read a first, second, and third time;  
(NWA)
  9. That Bylaw No. 4544 be adopted;  
(NWA, 2/3 on adoption)
  10. That the membership of the Ganges Harbour Walk Steering Committee be amended to remove the members from the Salt Spring Island Parks and Recreation Commission and the Salt Spring Island Transportation Commission, replaced with one member representing the SSI LCC, selected from its number, and such further consequential changes as outlined in Appendix H be adopted.  
(NWA)

- Attachments:**
- [Staff Report: SSI LCC - Bylaw Changes and Implementation Update](#)
  - [Appendix A: Bylaw No. 4508](#)
  - [Appendix B: Bylaw No. 4508 \(Redlined\)](#)
  - [Appendix C: Bylaw No. 4542](#)
  - [Appendix D: Bylaw No. 4543](#)
  - [Appendix E: Bylaw No. 4543 \(Redlined\)](#)
  - [Appendix F: Bylaw No. 4544](#)
  - [Appendix G: Bylaw No. 4544 \(Redlined\)](#)
  - [Appendix H: Ganges Harbour Walk Steering Committee TOR \(Redlined\)](#)

- 6.5.**      [23-247](#)      Award of Contract 2022-846 Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades
- Recommendation:** The Magic Lake Estates Water and Sewer Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:
1. That Contact 2022-846, Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades, be awarded to Coast Utility Contracting Ltd., in the amount of \$6,577,550 plus GST; and
  2. That staff be authorized to issue Change Orders for the project as required, up to total aggregate amount of \$361,284 from the Project Contingency.  
(WA)
- Attachments:**      [Staff Report: Award of Contract 2022-846](#)  
[Appendix A: Map of MLE Wastewater System Upgrades](#)  
[Appendix B: McElhanney Review of Tender 2022-846](#)  
[Appendix C: Staff Report to JDF Water Dist. Commission](#)

- 6.6.**      [23-235](#)      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 November 22, 2022
  - b) Magic Lake Estates Water and Sewer Committee minutes of January 10, 2023
  - c) Mayne Island Parks and Recreation Commission minutes of February 9, 2023
  - d) Pender Island Parks and Recreation Commission minutes of January 9, 2023
  - e) Port Renfrew Utility Services Committee minutes of November 21, 2022
  - f) Skana Water Service Committee minutes of November 22, 2022
  - g) Surfside Park Estates Water Service Committee minutes of November 24, 2022
- Attachments:**      [Minutes: Lyall Harbour Boot Cove - Nov 22, 2022](#)  
[Minutes: MLE Water & Sewer Cttee - Jan 10, 2023](#)  
[Minutes: Mayne Island Parks & Rec Commission - Feb 9, 2023](#)  
[Minutes: Pender Island Parks & Rec Commission - Jan 9, 2023](#)  
[Minutes: Port Renfrew Utility Svcs Cttee - Nov 21, 2022](#)  
[Minutes: Skana Water Service Cttee - Nov 22, 2022](#)  
[Minutes: Surfside Park Estates Water Svc Cttee - Nov 24, 2022](#)

## 7. Notice(s) of Motion

- 7.1.**      [23-256](#)      Motion with Notice: Growing Communities Grant Apportionment (Director Holman)
- Recommendation:** That the Growing Communities Grant be apportioned directly to Electoral Areas based on the same formula that the grant was provided to the CRD.  
(NWA)

## 8. New Business

## 9. Adjournment

The next meeting is May 10, 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, March 8, 2023

11:00 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; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate; I. Lawrence, Senior Manager Local Area Planning (EP); E. Sinclair, Senior Manager, Regional and Strategic Planning; F. Lopez, Manager, Strategic Planning; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Deputy Corporate Officer; T. Phillipow, Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 11:00 am.

#### 1. Territorial Acknowledgement

Chair Brent provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Director Wickheim, SECONDED by Director Plant,  
That the agenda for the March 8, 2023 Electoral Areas Committee meeting be  
approved.  
CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [23-210](#) Minutes of the February 8, 2023 Electoral Areas Committee Meeting

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That the minutes of the Electoral Areas Committee meeting of February 8, 2023,  
be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [23-165](#) Electoral Areas Strategic Planning

K. Lorette introduced E. Sinclair who presented Item 6.1. for information.

Discussion ensued on the following:

- how a regional transportation service applies to the Electoral Areas
- preservation and conservation of agricultural lands and soil including a reservoir
- water reclamation
- electoral area governance

### 6.2. [23-195](#) 2023 Salt Spring Island Local Community Commission Election - Appointment of Chief Election Officer and the Deputy Chief Election Officers

K. Morley spoke to Item 6.2.

Discussion ensued on the candidate information session being offered on March 30, 2023.

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

1. That pursuant to Section 58 of the Local Government Act, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the Salt Spring Island Local Community Commission Election on May 27, 2023; and
2. That the Board appoint Marlene Lagoa, Karla Campbell, and Anthony Kennedy, as Deputy Chief Election Officers.

**CARRIED**

### 6.3. [23-152](#) Previous Minutes of Other CRD Committees and Commissions for Information

These minutes were received for information:

- a) Mayne Island Parks and Recreation Commission minutes of January 12, 2023
- b) Salt Spring Island Transportation Commission minutes of November 28, 2022

6.4. [23-220](#) UBCM Community Emergency Preparedness Fund: Emergency Support Services Grant 2023

S. Carby introduced J. Reimer who spoke to Item 6.4.

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

**That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for the Emergency Support Services Grant 2023 and direct staff to provide overall grant management.**

**CARRIED**

## 7. Notice(s) of Motion

7.1. **23-233** Notice of Motion: Apportioning of Costs and Benefits (Director Brent)

**MOVED by Director Brent, SECONDED by Director Wickheim,  
That the same day consideration be applied to the Notice of Motion.  
CARRIED**

**MOVED by Director Brent, SECONDED by Director Holman,  
That staff prepare a report as to the formulas and principles used in apportioning regional and sub-regional costs and service benefits and for apportioning benefits and external grants (e.g. community works funds, COVID recovery, etc.).  
CARRIED**

7.2. **23-234** Notice of Motion: Growing Community Grant Apportionment (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting.

"That the Growing Community grant be apportioned directly to Electoral Areas based on the same formula that the grant was provided to the CRD."

## 8. New Business

There was no new business.

## 9. Adjournment

**MOVED by Director Plant, SECONDED by Director Holman,  
That the March 8, 2023 Electoral Areas Committee meeting be adjourned at 11:52 am.  
CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER

## Meeting Minutes

### Electoral Areas Committee

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Monday, March 13, 2023

10:00 AM

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

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#### Special Meeting - Budget

#### PRESENT

Directors: G. Holman (Acting Chair), P. Brent (Chair) (EP), A. Wickheim

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; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate; R. Lachance, Senior Manager, Financial Services; I. Lawrence, Senior Manager Local Area Planning, Juan de Fuca; L. Xu, Manager, Finance Services; S. Orr, Senior Committee Clerk; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director C. Plant

The meeting was called to order at 10:00 am.

#### 1. Territorial Acknowledgement

Acting Chair Holman provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Brent, **SECONDED** by Director Wickheim,  
That the agenda for the March 13, 2023 Electoral Areas Committee meeting be approved.  
**CARRIED**

#### 3. Presentations/Delegations

There were no presentations or delegations.

#### 4. Special Meeting Matters

4.1. [23-076](#) 2023 Electoral Area Budget Review

N. Chan spoke to Item 4.1.

Discussion ensued on the Community Works funding allocations for Salt Spring Island.

**MOVED by Director Brent, SECONDED by Director Wickheim,  
That staff be directed to develop the 2023 to 2027 Capital Regional District  
Financial Plan Bylaw for Board approval, inclusive of the Electoral Area Service  
Budgets as presented.**

**CARRIED**

**5. Adjournment**

**MOVED by Director Wickheim, SECONDED by Director Brent,  
That the March 13, 2022 Electoral Areas Committee meeting be adjourned at  
10:06 am.**

**CARRIED**

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CHAIR

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RECORDER



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 12, 2023

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**SUBJECT**    2022 Community Works Fund Annual Report

### **ISSUE SUMMARY**

This report provides a summary of Community Works Fund (CWF) activity for the period of January 1, 2022 through December 31, 2022.

### **BACKGROUND**

CWF is one of three program streams under the Canada Community- Building Fund (CCBF) Program. The CCBF transfer is from the federal government, and Union of British Columbia Municipalities (UBCM) administers the CCBF program on behalf of the province through a trilateral agreement. The agreement between the Government of Canada-Province of BC-UBCM provides a 10-year commitment (2014-2024) to deliver funding to local governments for infrastructure and capacity-building projects. This agreement provides the administrative framework for the program. It sets out the funding allocation, program delivery, and eligible categories.

To receive funding, local governments are required to enter into an agreement with UBCM as the program administrator. Funding is distributed to local governments through UBCM on a per capita basis that also includes a funding floor. In alignment with Capital Regional District (CRD) Board Direction (August 2014), CWF funds are reallocated to the three Electoral Areas (EAs): Juan de Fuca (JDF), Salt Spring Island (SSI) and Southern Gulf Islands (SGI) on a per capita basis. Once funds are distributed, staff administer the program through a continuous application process. Appendix A provides a summary of activity since 2006 and remaining balances at the end of 2022.

The CRD has been a recipient of CWF under two agreements: 2005-2014 and 2014-2024. The current agreement expires March 31, 2024, and consultation with local governments is expected to occur in 2023. UBCM and the Province will be undertaking a joint negotiation approach for a renewed CCBF agreement. In the final year of the agreement, the CRD is expecting two more payments in 2023. Staff will bring a report back to the Board once a new agreement is brought forward.

### **IMPLICATIONS**

#### *Service Delivery Implications*

CRD services and third parties in the EAs are eligible to access CWF funding. The funding is used to support the diverse needs and local priorities in each of the EAs. Often, the third-party requests provide services to communities and areas where the CRD has no service authority.

In 2022, successful projects under CWF's eligible categories included fire halls and fire stations, recreational and drinking water infrastructure projects. The agreement also requires local governments to commit to asset management practices. In 2022, several projects were funded to assist with asset management and long-term planning, including infrastructure assessments and

transportation and strategic plans. Appendix B details a list of projects that were awarded in 2022. Appendix C details projects by recipient type and project category.

### Financial Implications

#### 2022 Activity

Tables 1 and 2 provide an overview of CWF allocation and activity in the EAs for the past two years.

**Table 1: Distribution of CWF Funds to EAs**

	Population (2021 Census) <sup>1</sup>	%	2022 Allocation (\$)	Population (2016 Census)	%	2021 Allocation (\$)
JDF	5,531	24	279,432	4,860	24	544,748
SSI	11,635	50	587,814	10,557	52	1,205,051
SGI	6,101	26	308,230	4,732	24	529,144
<b>Total</b>	<b>23,267</b>	<b>100</b>	<b>1,175,476</b>	<b>20,149</b>	<b>100</b>	<b>2,278,943<sup>2</sup></b>

<sup>1</sup>In 2021, these numbers are derived from the new Statistics Canada census and were updated in [February 2022](#). In alignment with CRD Board direction (August 2014), the population numbers were updated for CWF distribution to the EAs.

<sup>2</sup>2021 CWF funding included a top-up payment.

**Table 2: CWF Funding Awarded to Projects**

	2022		2021	
	# of Applications	Amount Awarded (\$)	# of Applications	Amount Awarded (\$)
JDF	14	905,000	7	236,000
SSI	13	2,071,050	9	611,620
SGI	1	80,000	10	636,334
<b>Total</b>	<b>28</b>	<b>3,056,050</b>	<b>26</b>	<b>1,483,954</b>

#### Award Trends and Unspent Funds

In a September 2021 CWF Program Overview Report, staff noted that to allocate the funds by the end of the current agreement (March 2024), the rate at which projects were historically awarded on average would need to more than triple. In comparison to the 2014-2020 average (\$0.8 million), in 2022, collectively the EAs awarded 3.5x more (\$3.0 million) to projects (refer to Appendix D for an update on award trends). From 2021 to 2022, EAs effectively doubled their dollar amount awarded to projects.

Since 2014, the CRD has awarded \$10.8 million to projects. In 2023, the CRD is anticipating a final payment of \$1.2 million, for a total of \$13.5 million over a 10-year period. The CRD has \$4.8 million in projected funding remaining (including 2022 year-end and 2023 future payments). In the last two years through the Annual Expenditures Reports (AER) to UBCM, the CRD was required to forecast unspent funds. The CRD is entering the final year of the current agreement (2024) and is proceeding with the assumption all funds will be allocated by March 31, 2024. To fully allocate \$4.8 million in remaining funding, this would involve awarding projects consistent with 2022 levels

(see Appendix D for details). Staff anticipate the volume of applications to continue to increase through the final year, which may require additional resources and capacity to accommodate.

**CONCLUSION**

The 2022 Community Works Fund Annual Report provides a summary of funding activity in 2022. The program is administered through a continuous application process for third parties and CRD Services in the EAs. Applications must have EA Director support and are subject to availability of funds and program eligibility, which is coordinated through a rigorous pre-screening process. The current agreement is coming to an end March 31, 2024. Staff anticipate a new agreement is forthcoming and will bring back a report to the Board.

**RECOMMENDATION**

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: CWF Funding Assigned to Projects and Balance Remaining by Electoral Area, April 1, 2006 – December 31, 2022
- Appendix B: 2022 Community Works Fund Grants Awarded
- Appendix C: 2022 Community Works Fund Detailed Breakdown by Electoral Area
- Appendix D: CWF Program Trends: 2019-2022 and 2014-2023

**Appendix A CWF Funding Assigned to Projects and Balance Remaining by Electoral Area  
April 1, 2006 – December 31, 2022**

<b>CWF Overview</b>	<b>Juan de Fuca (\$)</b>	<b>Salt Spring Island (\$)</b>	<b>Southern Gulf Islands (\$)</b>	<b>Total (\$)</b>
CWF Allocation by Electoral Area	3,968,352	8,729,005	4,118,483	16,815,839
LESS: Funding Assigned to Projects	(3,375,555)	(7,100,879)	(3,950,889)	(14,427,323)
PLUS: Project Surpluses	72,822	171,895	184,722	429,439
PLUS: Interest Earnings	255,060	427,552	102,638	785,250
<b>CWF Balance Remaining</b>	<b>920,679</b>	<b>2,227,572</b>	<b>454,953</b>	<b>3,603,205</b>

## Appendix B 2022 Community Works Fund Grants Awarded

Total Amount Awarded to Projects: \$3,056,050

Total Number of Projects: 28

### JUAN DE FUCA (\$905,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	Juan de Fuca Parks and Recreation Service	Port Renfrew Playground Replacement – The Park	Recreational Infrastructure	160,000
2	Juan de Fuca Parks and Recreation Service	Playground Replacement – Coppermine Park	Recreational Infrastructure	100,000
3	Juan de Fuca Water Distribution Service	Seagirt Improvement District Water Main Replacement Project	Drinking Water	100,000
4	Juan de Fuca Parks and Recreation Service	Coppermine Community Park Tennis Court Resurfacing Project	Recreational Infrastructure	65,000
5	Port Renfrew Sewer	Port Renfrew Waste Water Treatment Plant Generator Upgrade	Wastewater	60,000
6	Juan de Fuca Parks and Recreation Service	Lot 64 - Trail and Parking Lot Improvement Project	Recreational Infrastructure	50,000
7	Juan de Fuca Parks and Recreation Service	Priest Cabin Park Multi-Use Trail Construction	Recreational Infrastructure	50,000
8	Juan de Fuca Parks and Recreation Service	Wieland Road Trail New Construction	Recreational Infrastructure	50,000
9	Juan de Fuca Parks and Recreation Service	Kemp Lake Fishing Dock Purchase & Installation – Chubb Rd Public Access Enhancement	Recreational Infrastructure	50,000
10	Juan de Fuca Parks and Recreation Service	Elrose Park Trail – Improvement Project	Recreational Infrastructure	45,000
11	SEAPARC Recreation	Demamiel Creek Golf Course Irrigation Pump Replacement and System Upgrade	Recreational Infrastructure	45,000
12	Juan de Fuca Parks and Recreation Service	Butler Trail and Park Remediation – Improvement Project	Recreational Infrastructure	45,000
13	Wilderness Mountain Water Service	Water Treatment Assessment for Enhancement	Drinking Water	45,000
14	Juan de Fuca Parks and Recreation Service	Admirals Forest Park – Trail Improvement Project	Recreational Infrastructure	40,000
<b>Total</b>				<b>905,000</b>

### SALT SPRING ISLAND (\$2,071,050)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	SSI Pool & Park Land Combined Service	Recreation Centre Expansion – Multipurpose Room Addition	Recreational Infrastructure	350,000
2	Salt Spring Island Public Library	Salt Spring Island Public Library Cooling System Upgrade	Cultural Infrastructure	155,000
3	Beddis Water Service	Beddis Water Treatment Plant Intake Design and Construction	Drinking Water	120,000
4	Highland and Fernwood Water Service	Highland and Fernwood Water Treatment Plant Intake Design and Construction Project	Drinking Water	100,000
5	Regional Housing Service	161 Drake Road Drinking Water Distribution System	Capacity Building	80,000
6	Fulford Water Service	Weston Creek Water Main Replacement and Upgrades	Drinking Water	70,000
7	SSI Septage and Composting	Construction of Community Composting Facility at Burgoyne Valley Community Farm (Phase 2)	Solid Waste	60,000
8	SSI Community Parks	Replacement of Electric Vehicle for Salt Spring Island Parks Fleet Conversion Project	Community Energy Systems	50,000
9	Salt Spring Island Community Transportation Service	Purchase and Installation of Speed Reader Boards on Salt Spring	Local Roads	31,050
10	Salt Spring Island Community Transportation Service	Ganges Village Transportation Plan	Capacity Building	30,000
11	SSI Community Parks	Rotary Dinghy Dock Replacement Project	Recreation Infrastructure	20,000
12	SSI Community Transit	Bus Shelter at West Horel Road and Fulford/Ganges Road Project	Public Transit	5,000
<b>CRD Service Total</b>				<b>1,071,050</b>

No.	Third Party	Project	Eligible Category	Amount Awarded (\$)
1	Salt Spring Island Fire Protection District	New Fire Hall on Salt Spring Island	Fire Hall and Fire Station Infrastructure	1,000,000
<b>Third Party Total</b>				<b>1,000,000</b>
<b>Total</b>				<b>2,071,050</b>

### SOUTHERN GULF ISLANDS (\$80,000)

No.	Third Party	Project	Eligible Category	Amount Awarded (\$)
1	Southern Gulf Islands Community Resources Centre Society	Gulf-INLET – Strategic Planning to Support Purposeful Travel in the SGI	Capacity Building	80,000
<b>Total</b>				<b>80,000</b>

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

\*\*These projects reflect commitment of projects that have been awarded and do not reflect CWF disbursement.

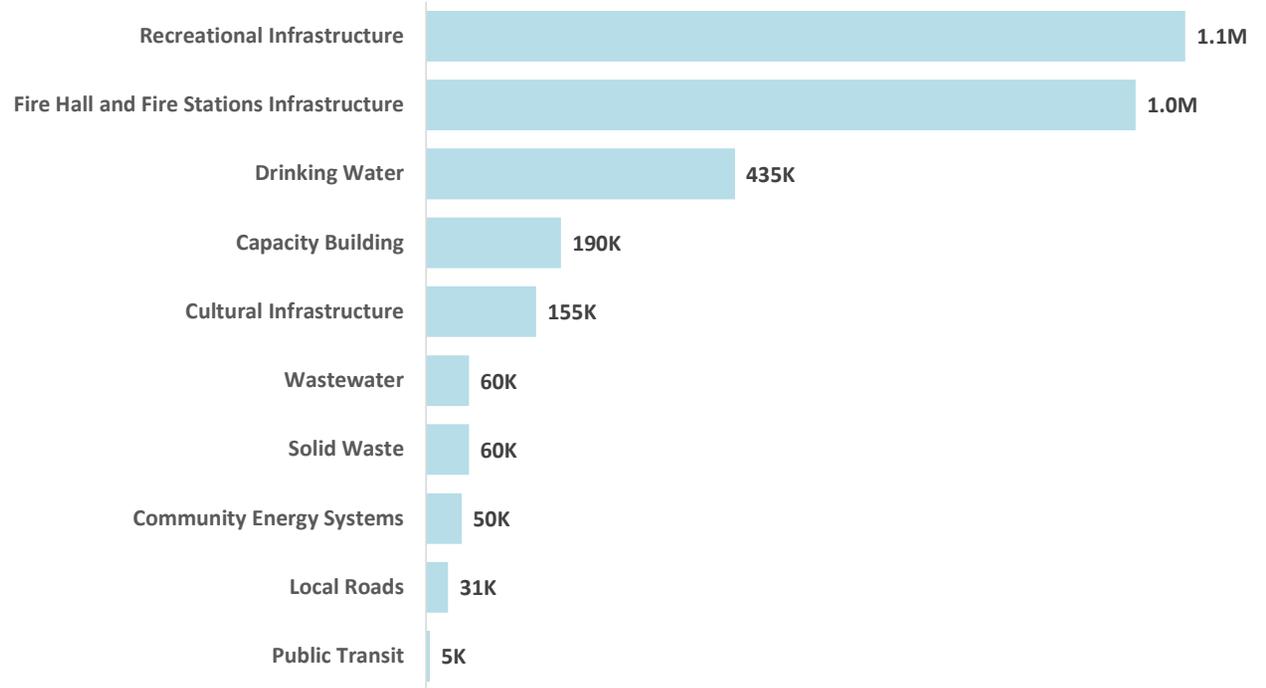
## Appendix C 2022 Community Works Fund Detailed Breakdown by Electoral Area

### Project Categories under CWF

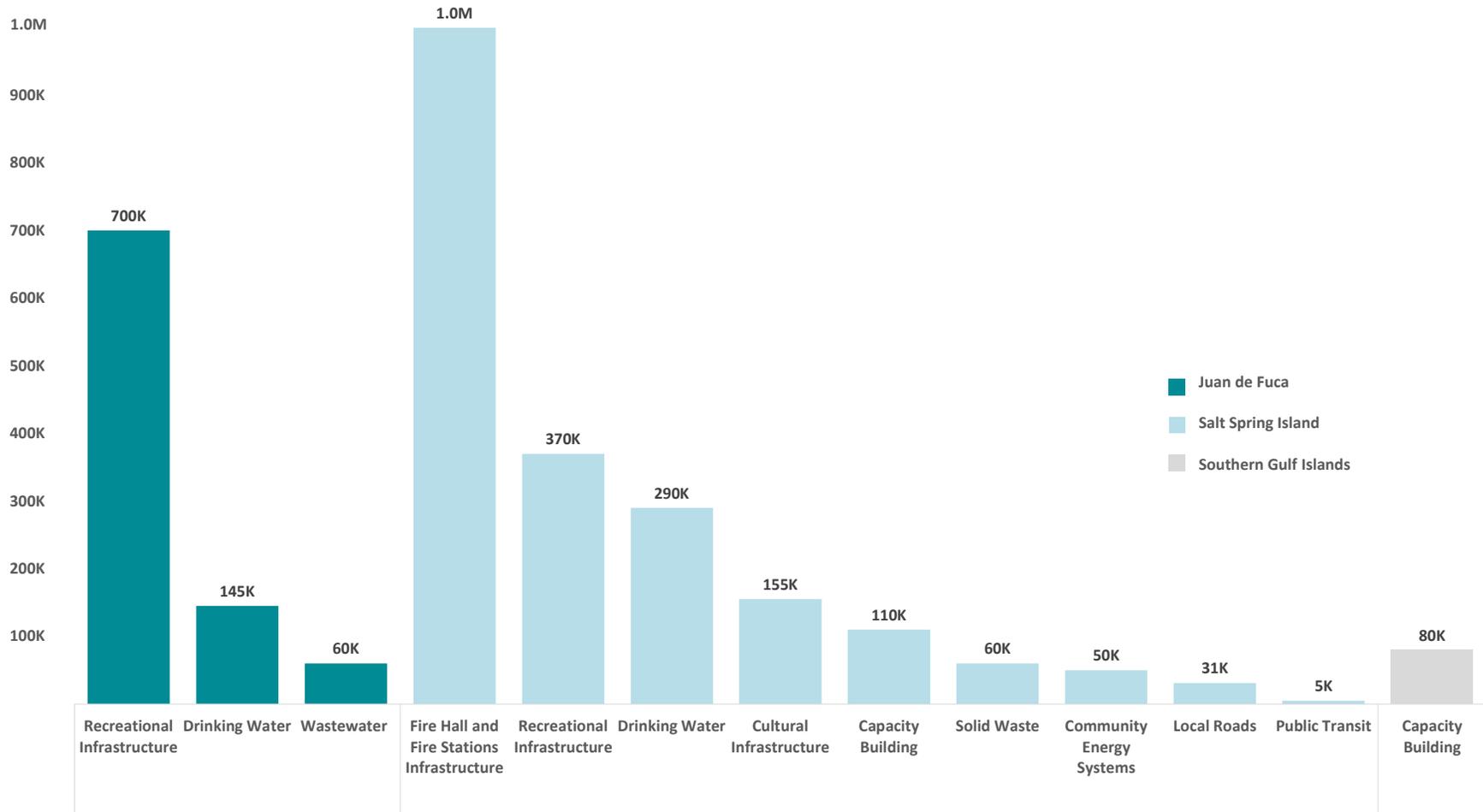
To be eligible under CWF, as per the Agreement, a proposed project must meet the “Ultimate Recipient” and “Infrastructure” definitions, and reflect one of the Eligible Project Categories.

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

*All Electoral Areas combined by Project Category (JDF, SSI, SGI)*

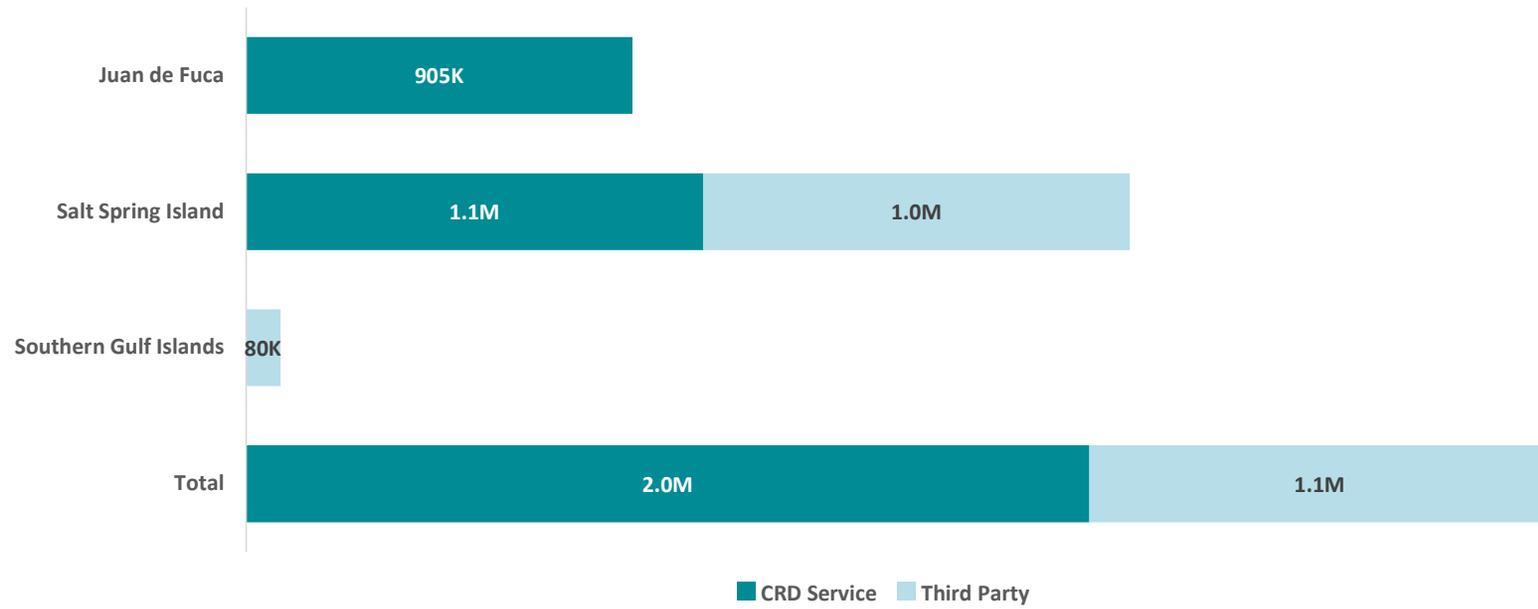


**Each Electoral Area by Project Category**



### ***Electoral Area by Recipient Type***

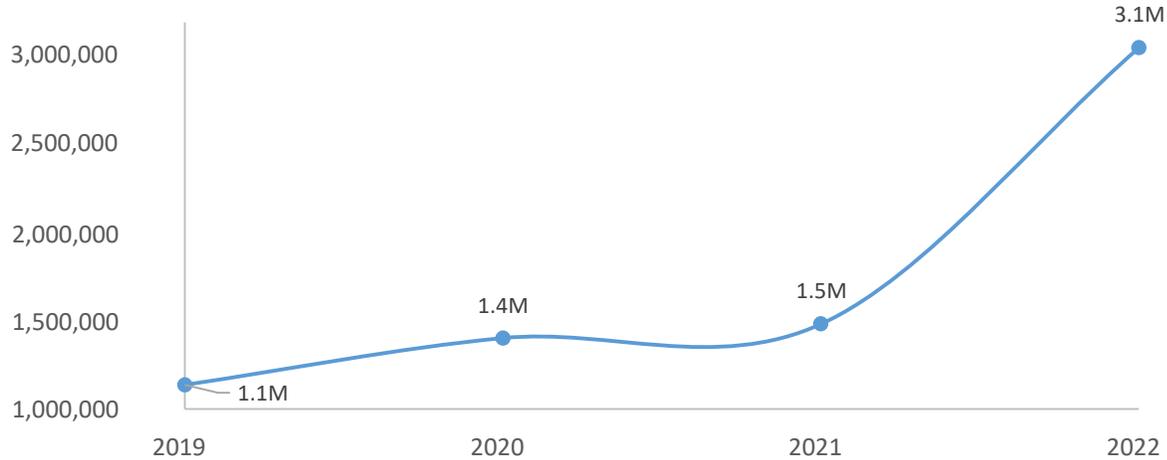
The following graph provides a summary of grants provided to CRD Services and Third Parties in each EA (and collectively) for 2022.



## Appendix D CWF Program Trends: 2019-2022 and 2014-2023

### 2019-2022 CWF Projects Awarded

The graph below highlights the trend in CWF projects awarded, showing an increase from 2019 to 2022.



### Summary of Average Amount Awarded and Remaining CWF Funds 2014-2023

The table below provides an update on total amount awarded under the current agreement, up to 2022, and on average the \$ amount EAs award to projects each year. With \$4.8 million remaining, EAs would have to increase their rate of award by 4x the average to fully allocate the remaining funds.

EA	2014-2022		2022 Year-end Balance and 2023 Future payments	
	Total Amount Awarded (\$M)	Average Awarded / Year (\$M)	Total Remaining to Spend (\$M)	Increased Rate To Fully Allocate Funds
JDF	2.6	0.3	1.2	4
SSI	5.1	0.6	2.8	5
SIG	3.1	0.3	0.8	3
<b>Total</b>	<b>10.8</b>	<b>1.2</b>	<b>4.8</b>	<b>4</b>



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 12, 2023

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**SUBJECT**    2022 Grants-in-Aid Annual Report

### **ISSUE SUMMARY**

This report provides a summary of Electoral Area (EA) Grants-in-Aid (GIA) activity, including COVID-19 Safe Restart Grants, for the period of January 1, 2022 through December 31, 2022.

### **BACKGROUND**

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

Under the existing SLP authority, CRD has been administering a second GIA stream funded by one-time COVID-19 Safe Restart Grants since 2021. Through engagement with staff, EA Directors allocated some Safe Restart grant funding to provide a top-up to the core GIA budget.

For both GIA streams, applications are accepted on a rolling basis and are reviewed throughout the year. EA Directors support projects that are selected based upon demonstrated benefit to the community, and in alignment with GIA guidelines and grant program criteria. In principle, GIA fund special projects and activities beyond the scope of CRD services and are excluded from requisition funding. Appendix A details core GIA projects awarded in 2022. Appendix B details Safe Restart GIA Awarded in 2022.

### **IMPLICATIONS**

#### *Service Delivery Implications*

The one-time funding through GIA provides much needed relief to organizations that provide key services to the community above the scope of CRD services. In 2022, many of these projects included events, capacity building and small capital projects related to health, housing and community safety and engagement.

#### *Financial Implications*

The following two tables provide a summary of 2022 GIA awarded within each EA for both the core GIA and Safe Restart GIA.

**Table 1: Core GIA Awarded for 2022**

	2022			2021		
	Budget (\$)	# of Applications	Amount Awarded (\$)	Budget (\$)	# of Applications	Amount Awarded (\$)
JDF	32,667	-	-	35,375	1	250
SSI	69,127	11	46,039	54,398	8	32,951
SGI	102,514	20	103,351	100,000	25	97,807
<b>Total</b>	<b>204,308</b>	<b>31<sup>1</sup></b>	<b>149,390</b>	<b>189,773</b>	<b>34</b>	<b>131,008</b>

<sup>1</sup>This number does not include the one project that was cancelled, and GIA funds returned.

Out of the 31 GIA projects awarded, one was COVID-19-related as a one-time special project under core GIA. In the reporting period, one application was cancelled, and the funds were returned. Remaining funds at the end of 2022 are carried over to 2023 core GIA budgets for each EA.

**Table 2: Safe Restart GIA Awarded for 2022**

	2022			2021		
	Budget (\$)	# of Applications	Amount Awarded (\$)	Budget (\$)	# of Applications	Amount Awarded (\$)
JDF	18,505	4	18,505	61,078	7	42,573
SSI	35,000	3	25,000	35,000	-	-
SGI	-	-	-	113,000	14	113,000
<b>Total</b>	<b>53,505</b>	<b>7</b>	<b>43,505</b>	<b>209,078</b>	<b>21</b>	<b>155,573</b>

Appendix C provides a summary of balances remaining for Safe Restart funding for GIA at 2022 year-end and highlights the trend in awards over the last four years. Safe Restart GIA funds are carried over until fully spent.

**CONCLUSION**

Core Grants-in Aid and Safe Restart Grants-in-Aid are awarded throughout the year under the authority of Supplementary Letters Patent. Applications with Director support are reviewed on a continuous basis and are assessed against eligibility criteria. Organizations who deliver projects in the EA can access the funding for special projects, including events and small capital requests, and under Safe Restart GIA, COVID-19-related projects. Funds that are not spent are carried over through next year’s GIA budget.

**RECOMMENDATION**

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

Appendix A: 2022 Electoral Areas Grants-in-Aid Awarded

Appendix B: 2022 Electoral Areas Safe Restart Grants-in-Aid Awarded

Appendix C: Safe Restart GIA Summary and 2019-2022 GIA Program Trends

## Appendix A 2022 Electoral Areas Grants-In-Aid Awarded

Total Amount Awarded to Projects: \$149,309

Total Number of Projects: 31

### JUAN DE FUCA (\$-)

Juan de Fuca did not award Grant-in-Aid funds to projects in 2022.

### SALT SPRING ISLAND (\$46,039)

No.	Applicant	Project	Amount Awarded (\$)
1	Copper Kettle Community Partnership	Salt Spring Island Food Security	5,000
2	Transition Salt Spring Society	Climate Action Report Card	5,000
3	Gulf Islands Community Radio Society	Capital Request for Radio Station Set-up for the Gulf Islands	5,000
4	Salt Spring Community Health Society	Expansion of Peer Support and Volunteer Counselling on Salt Spring	5,000
5	Salish Sea Inter Island Transportation Society	Tour de Iles Inter-Island Transportation Weekend Service and Festival (Post-COVID Restart)	5,000
6	Royal Canadian Legion	Purchase of Backup Generator	5,000
7	Beaver Point Hall Community Association	Community Hall Installation of Electrical Heat Pump	5,000
8	Capital Bike	Bike Education on Salt Spring Island	3,539
9	Green Ground Community Design Society	Community Resilience Hub Arts Project	3,000
10	Circle Salt Spring Education Society	Update of Strategic Plan	2,500
11	Salt Spring Island Agriculture Alliance	Agricultural Alliance Website Development and Updates	2,000
<b>Total</b>			<b>46,039</b>

### SOUTHERN GULF ISLANDS (\$103,351)

No.	Applicant	Project	Amount Awarded (\$)
1	Gulf Islands Food Co-op	Gulf Islands Food Growers and Seed Libraries Development	10,000
2	Southern Gulf Islands Neighbourhood House Society	Organization Development Project - Capacity Building	10,000
3	Gulf Islands Food Co-op	Gulf Islands Food Growers and Seed Libraries Development 2023	10,000
4	Southern Gulf Islands Neighbourhood House Society	Develop a Daycare on Pender Island	10,000
5	Pender Island Recreational and Agricultural Hall Association	Community Hall Tech and Lounge Improvements	8,000
6	Pender Island Housing Society	Affordable Housing Expansion – Professional Study for Well Test	7,500
7	Mayne Island Health Centre Association	Electronic Medical Record System Upgrade	7,000
8	The Galiano Club	Galiano Community Hall Storage Shed	6,000
9	Southern Gulf Islands Community Resource Centre	Housing Now Initiative - Populating the Housing Registry	6,000
10	Galiano Activity Society	Enhancement of Programming Equipment	5,000
11	Saturna Community Club	Saturna Community Hall Heating System	5,000
12	Mayne Island Agricultural Society and Fall Fair	Mayne Island Heritage Revitalization Initiative Agricultural Hall - Grounds Update	4,576
13	Gulf Islands Centre for Ecological Learning	Summer Earth Education Day Program Support	2,500
14	Circle Salt Spring Education Society	Update of Strategic Plan	2,500
15	Pender Ocean Defenders	Whale Sighting Equipment	2,500
16	Salish Sea Marine Rescue Society	Radio Communications Improvements	1,900
17	Pender Island Museum Society	Yuletide Memories at the Museum	1,875
18	Southern Gulf Islands Community Resource Centre	2022 CRISP Festival	1,500
19	Saturna Island Tourism Association	Saturna Island Hiking Trails Map	1,000
20	Pender Ocean Defenders	The Salish Sea Event – Presentation and Film	500
<b>Total</b>			<b>103,351</b>

### PROJECTS CANCELLED

No.	Applicant	Project Title	Amount Returned (\$)
1	SGL: Galiano Island Literacy Festival	Island to Island: Panel Discussion	(6,000)
<b>Total</b>			<b>(6,000)</b>

## Appendix B 2022 Electoral Areas Safe Restart Grants-In-Aid Awarded

Total Amount Awarded to Projects: \$43,505

Total Number of Projects: 7

### JUAN DE FUCA (\$18,505)

No.	Applicant	Project	Amount Awarded (\$)
1	Willis Point Community Association	2021 Willis Point Revenue Shortfalls	5,000
2	Sheringham Point Lighthouse Preservation Society	2021 Sheringham Point Lighthouse Preservation Society Revenue Shortfalls	5,000
3	Rotary Club of Sooke	2021 Rotary Club of Sooke Revenue Shortfalls	5,000
4	Sooke Community Association	2021 Sooke Community Association Revenue Shortfalls	3,505
		<b>Total</b>	<b>18,505</b>

### SALT SPRING ISLAND (\$25,000)

No.	Applicant	Project	Amount Awarded (\$)
1	Wagon Wheel Housing Society	Operational Funding / Revenue Shortfalls for COVID-19 Recovery	15,000
2	Copper Kettle Community Partnership	COVID-19 Response - Food Gifts for the Hungry	5,000
3	Salt Spring Historical Society	2022 Operational Support During COVID-19	5,000
		<b>Total</b>	<b>25,000</b>

### SOUTHERN GULF ISLANDS (\$-)

Southern Gulf Islands fully allocated Safe Restart Grants-in-Aid funds to projects in 2021.

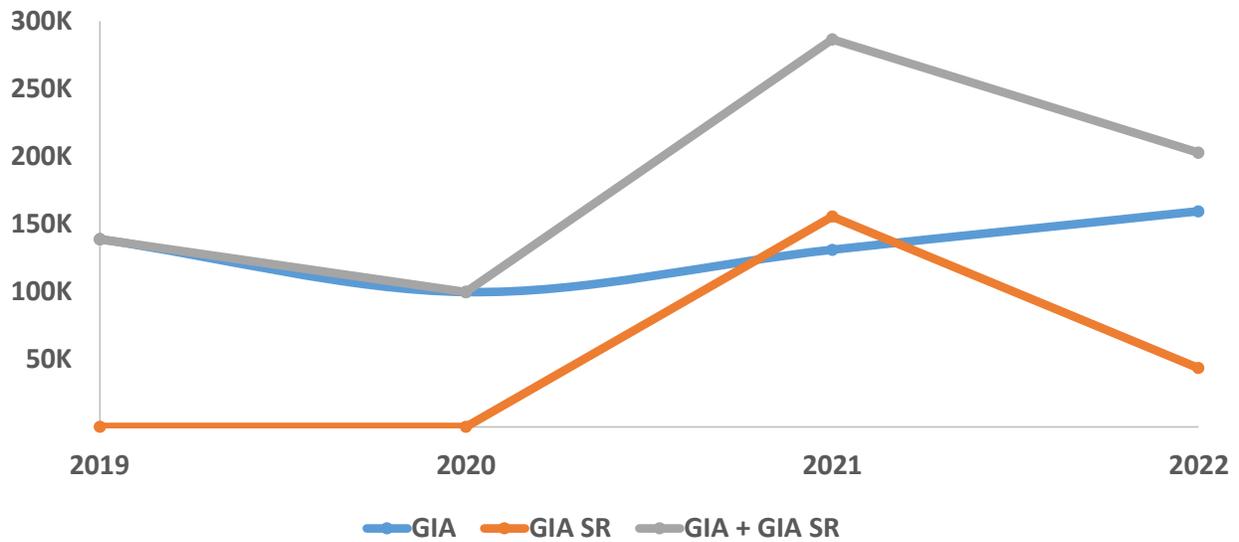
## Appendix C Safe Restart GIA Summary and 2019-2022 GIA Program Trends

Table 1: Supplementary - Safe Restart GIA Total Allocated (2021-2022) and Balance Remaining, as of December 31, 2022

EA	Totals			
	GIA Top-up Safe Restart Budget (\$)	# of Applications	Amount Awarded (\$)	Remaining (\$)
JDF	61,078	11	61,078	-
SSI	35,000	3	25,000	10,000
SGI	113,000	14	113,000	-
<b>Total</b>	<b>209,078</b>	<b>28</b>	<b>199,078</b>	<b>10,000</b>

### Amount Awarded 2019-2022

The graph below highlights GIA, Safe Restart GIA, and GIA and Safe Restart combined, to highlight the grant trends over the last four years with the impact of COVID-19.





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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 12, 2023

---

**SUBJECT**     **Basis of Apportionment of Non-Application Based Grants and Services**

### **ISSUE SUMMARY**

The Electoral Areas Committee (EAC) requested information associated with regional and sub-regional cost apportionment of services in addition to the benefit apportionment of external grants.

### **BACKGROUND**

At the March 8, 2023 meeting of the EAC, the following motion was passed:

*That staff prepare a report as to the formulas and principles used in apportioning regional and sub-regional costs and service benefits and for apportioning benefits and external grants (e.g., Community Works Fund, COVID recovery, etc.)*

The report is structured into two parts:

1. Detailing non-application based external grants, including funds received, program allocation methodology and the distribution of grants at the Capital Regional District (CRD). The analysis excludes housing and application-based grants, as these are restricted funds, and outside the intended motion approved by committee. The following grants are summarized:
  - Regional District Grant
  - Community Works Fund – Canada Community-Building Fund (CWF)
  - COVID-19 Safe Restart Grant for Local Governments (Safe Restart)
  - Local Government Climate Action Program Grant (LGCAP)
  - Growing Communities Fund (GCF)
2. Environmental scan detailing apportioning service costs as defined in Establishment Bylaws, Letters Patent and Supplementary Letters Patent. The CRD services that are subject to cost apportionment include regional, sub-regional, and joint Electoral Areas (EA) services.

### **IMPLICATIONS**

#### *Financial Implications*

#### **Non-Application Based Grant Programs**

The CRD receives provincial and federal funding through non-application based grants. This section provides an overview of each of the following grants: Regional District Grant, CWF, Safe Restart, LGCAP and GCF.

- Regional District Grant: An annual unconditional grant from the province to assist local governments with administrative costs.
- CWF: One of three program streams under Canada Community-Building Fund (CCBF). Funding is from the federal government where Union of British Columbia Municipalities (UBCM) administers the program on behalf of the province through a trilateral 10-year (2014-2024) agreement. CWF provides direct funding to local governments to assist with infrastructure and capacity-building projects.
- Safe Restart: A liquidity injection to local governments to assist with response and recovery costs of service delivery through the COVID-19 pandemic.
- LGCAP: A three-year (2022-2025) provincial program announced in 2022 to replace the Climate Action Revenue Incentive Program (CARIP) which ended in 2021. Funding will help local governments achieve their goals that align with the CleanBC Roadmap, the BC Climate Preparedness and Adaptation Strategy and local climate action priorities.
- Growing Communities Fund: One-time funding to local governments to address infrastructure projects and amenity demands related to community growth.

**Funding**

Table 1 outlines funding received for non-application grant programs between 2020 through 2023. Appendix A further details the programs, funding and reporting.

**Table 1: Amount of Funding Received**

Program	Amount Received (\$)	Program Year
Regional District Grant <sup>1</sup>	76,000	2022
CWF	1,175,476	2022
Safe Restart	1,996,000	2020-2021
LGCAP	126,082	2022
Growing Communities Fund	11,559,000	2023

<sup>1</sup>In 2022, the CRD received a one-time higher payment amount. The historic grant value has consistently been \$60,000.

**Program Allocation Methodology**

Program funders do not use a consistent formulae or variables to determine allocation; varying from population/per capita, lump sum base amounts, sliding scale multipliers, etc.

For the five non-application-based grants reviewed:

- Regional District Grant: Based on regional and rural populations.
- CWF: Funding is received first by UBCM as the program administrator and is then distributed to local governments on a per capita basis using unincorporated populations and an indexed base funding amount. Refer to Appendix B for CRD-UBCM 2014-2024 Agreement.
- Safe Restart: There were two payments made to regional districts. The first disbursement used a flat rate and two per capita formulas, one for the Regional Districts (with a funding ceiling), and one for rural (unincorporated) areas. The second grant allocation followed a prorata calculation with a larger percentage for rural population. Appendix C details the two allocations of Safe Restart Funding.
- LGCAP: Previous CARIP disbursements, base funding amounts, and per capita allocations. Appendix D details the funding program announcement for LGCAP.

- Growing Communities Fund: Flat rate, two per capita rates for regional and rural populations and a funding amount based on growth from 2016-2021 for the rural population. Appendix E provides details the province's announcement and allocation for the CRD.

### ***CRD Distribution of Funding***

In principle, the CRD aims to follow the principles and distribution model the program funder provides to determine allocation.

- Regional District Grant: As the purpose of this grant is to assist local governments with administrative costs, this fund is allocated to the legislative and general government service of the CRD and used to offset staffing the grant coordinator position.
- CWF: The CRD Board resolved (August 2014) to reallocate CWF funds to the three EAs on a per capita basis. Staff manage CWF through an ongoing application process.
- Safe Restart: The CRD Board resolved (at the December 2020 and April 2021 meetings) to follow the funding program's methodology to allocate each disbursement. A portion was allocated to the Regional Corporate Emergency Management Service with the balance being allocated to Local Area Services within each EA including grants-in-aid.
- LGCAP: The CRD Board resolved (October 2022) to allocate a portion of the funding to Climate Action Program Service (approximately equal to past CARIP funding amounts), and the remaining on a per capita basis to EAs.
- Growing Communities Fund: Distribution method to be determined. Funds must be allocated to specific services to fund eligible projects by December 31, 2023.

### **Cost Apportionment for CRD Services**

All costs incurred by a Regional District in relation to a service, including costs of administration attributable to the service, are part of the costs of that service. A Regional District may recover the service costs by taxation, fees and charges, other revenues raised and received by way of agreement, donations and grants etc. The method for apportioning service costs among the participants are defined in Service Establishment Bylaws (SEB), Letters Patent (LP) and Supplementary Letters Patent (SLP). If the method of apportionment is not set by SEB, LP, and SLP, the service costs must be apportioned on the basis of the converted assessment as default per *Local Government Act* Section 380 (2). The principle of apportionment methodology is such that the basis can be determined and sufficiently certain from year to year. As such, nearly 80% of all services are apportioned on the basis of assessments, population, or a combination of both. The remaining 20% are apportioned through various methods including call volume, discharge volume, etc.

### **CONCLUSION**

The CRD receives funding through application and non-application based grants. This report detailed non-application based grants and cost apportionment for CRD Services. In principle, the CRD follows the program funder's methodology for allocating funds in alignment with eligible grant program criteria. The methodology for cost-apportionment for CRD services is defined by one of the following: Service Establishment Bylaw, Letters Patent and Supplementary Letters Patent. CRD services subject to cost apportionment include regional services, sub-regional services and joint EA services.

**RECOMMENDATION**

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Detailed Summary of Grant Programs
- Appendix B: Community Works Fund Agreement 2014-2024
- Appendix C: Ministry of Municipal Affairs and Housing – Safe Restart 2021 and 2020 Letters
- Appendix D: Ministry of Environment and Climate Change – Capital Regional District: Local Government Climate Action Program Funding Announcement
- Appendix E: Ministry of Municipal Affairs – Growing Communities Fund 2023 Letters

## Appendix A Detailed Summary of Grant Programs

Non-application Based Grants	Grant \$	Program Year	Duration of Program	Allocation Deadline	Expenditure Deadline	Distributed at the CRD	Reporting
Regional District Grant	\$76,000	2022	Annual/ongoing	31-Dec-22	N/a	Distributed to Finance.	N/a
Community Works Fund – Canada Community-Building Fund	\$1,175,476	2022	2014-2024	(Expected) 31-Mar-24	N/a	Per capita allocation to EAs.	Annual Expenditures Report.
COVID-19 Safe Restart Grant for Local Governments <sup>1</sup>	\$1,996,000	2020-2021	Temporary two-year program	31-Dec-21	N/a	Two allocations: 1) Regional (Emergency Operations Centre and various COVID-19 projects); 2) Per capita allocation to EAs.	Reporting is required until funds are spent.
Local Government Climate Action Program Grant <sup>2</sup>	\$126,082	2022	2022-2025	N/a	31-Mar-25	By previous Climate Action Revenue Incentive Program amounts to Climate Action Program Service, and per capita allocation to EAs.	Reporting and matching funding requirement.
Growing Communities Fund *NEW <sup>3</sup>	\$11,559,000	2023	2023-2028	31-Dec-23	31-Mar-28 (TBC)	To be determined	Reporting and communication announcements, and signage for projects.

<sup>1</sup> [Frequently Asked Questions: COVID-19 Safe Restart Grant for Local Governments](#)

<sup>2</sup> [Frequently Asked Questions: Local Government Climate Action Program](#)

<sup>3</sup> [Frequently Asked Questions: Growing Communities Fund](#)

## Gas Tax Program Services

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



Administration provided  
By UBCM

Funding provided by:  
Government of Canada



In partnership with:  
The Province of BC



Gas Tax Program  
Services

Local Government House  
525 Government St  
Victoria BC V8V 0A8

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

Website:

www.ubcm.ca  
under  
Funding Programs

Renewed Gas Tax  
Agreement

September 17, 2014

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

Chair  
 CAO *ll*  
 GM *FT*  
 For action / resp. by \_\_\_\_\_  
 Corresp. for Board / Committee meeting  
 For Information Only  
 Copies to *R. Felker*  
*original agr. to Finance for vault*  
*File: 2320-20 (agreements)*

Board  
 Communications

Dear Bob Lapham:

**RE: COMMUNITY WORKS FUND AGREEMENT**

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

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

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

Thank you for your participation in this program.

Yours truly,

Brant Felker  
Gas Tax Policy & Program Manager

**CRD EXECUTIVE OFFICE**

*Received*

SEP 22 2014

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

This Agreement made as of September 16, 2014

**BETWEEN:**

Capital Regional District (the Local Government)

**AND**

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

**WHEREAS:**

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

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

**1. PURPOSE**

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

**2. SCHEDULES**

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

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

Schedule D - Reporting and Audits  
Schedule E - Communications Protocol

### **3. ROLE OF UBCM**

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

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

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

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

### **4. CONTRIBUTION PROVISIONS**

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

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

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

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

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

## 5. USE OF FUNDS BY LOCAL GOVERNMENT

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

## 6. COMMITMENTS OF THE LOCAL GOVERNMENT

### 6.1 The Local Government shall:

A. Ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon are expended and used in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).

B. Treat any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon as federal funds with respect to other federal infrastructure programs.

C. Over the term of this Community Works Fund Agreement, ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon result in incremental spending as measured by the methodology, which will include a Base Amount, approved by the Partnership Committee.

D. Comply with all Ultimate Recipient requirements outlined in Schedule E (Communications Protocol).

E. During the term of this Community Works Fund Agreement work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee.

F. Invest, in a distinct account, GTF funding received from UBCM in advance of paying Eligible Expenditures.

G. With respect to Contracts, award and manage all Contracts in accordance with the Local Government's relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.

H. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.

I. Submit a report to UBCM, in a format acceptable to UBCM, by June 1 in each year, which includes:

- GTF transactions of the Local Government for the previous calendar year, in sufficient detail to allow UBCM to produce the Annual Report required by Schedule D (Reporting and Audits);
- a declaration from the Chief Financial Officer that the Local Government has complied with all Funding Agreements between it and UBCM; and

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

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

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

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

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

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

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

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

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

## 7. TRANSITION

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

## 8. TERM

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

**9. SURVIVAL**

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

**10. AMENDMENT**

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

**11. WAIVER**

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

**12. NO ASSIGNMENT**

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

**13. NOTICE**

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

**Any notice to UBCM will be addressed to:**

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

**Any notice to the Local Government will be addressed to:**

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

**SIGNATURES**

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

Capital Regional District

Original signed by:

Alastair Bryson  
Chair Alastair Bryson

Deputy S. M. Norton  
Corporate Officer

Signed by Capital Regional District on the 15<sup>th</sup> day of August, 2014

UNION OF BC MUNICIPALITIES

Original signed by:

Gary Morrison  
Corporate Officer

JFB  
General Manager, Victoria Operations

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

**Schedule A – Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**“Ultimate Recipient”** means a Local Government.

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

### Schedule B – Eligible Project Categories

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

A. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).

B. Highways – highway infrastructure.

C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.

D. Short-line rail – railway related infrastructure for carriage of passengers or freight.

E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).

F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.

G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.

H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.

I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.

J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.

K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.

L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:

- the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
- the construction of Local Government public parks and publicly-owned social housing.

M. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).

N. Recreational infrastructure – recreational facilities or networks.

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

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

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

Eligible Projects also include:

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

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

## Schedule C – Eligible and Ineligible Expenditures

### 1. ELIGIBLE EXPENDITURES

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

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

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

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

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

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

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

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

## 2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

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

### Schedule D –Reporting and Audits

#### 1. REPORTING

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

#### 1.1 ANNUAL REPORT

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

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

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

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

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

Independent Audit or Audit Based Attestation:

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

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

Project List

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

**Annual Report - GTF Project List Template**

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

**1.2 OUTCOMES REPORT**

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

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

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

**2. AUDITS**

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

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

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

## **Schedule E – Communications Protocol**

### **1. PURPOSE**

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

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

### **2. JOINT COMMUNICATIONS APPROACH**

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

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

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

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

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

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

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

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

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

### **4. PROJECT SIGNAGE**

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

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

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

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

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

### **5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS**

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

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

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

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

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

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

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

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

## 6. PROGRAM COMMUNICATIONS

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

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

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

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

## 7. OPERATIONAL COMMUNICATIONS

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

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

## **8. COMMUNICATING SUCCESS STORIES**

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

## **9. ADVERTISING CAMPAIGNS**

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



March 22, 2021

Ref: 265703

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

Dear Bob Lapham:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, the Province of British Columbia announced nearly \$2 billion in joint Federal/Provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink, and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams (Development Services for \$15 million and Strengthening Communities for \$100 million) are application-based funding. For more information on these two funding streams, please visit the following program webpages:

- **Development Services** – <https://www.ubcm.ca/EN/main/funding/lgps/local-government-development-approvals.html>
- **Strengthening Communities** – <https://www.ubcm.ca/EN/main/funding/lgps/strengthening-communities-services.html>

The third stream provides direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grant for Local Governments" and provides \$425 million for local operations impacted by COVID-19. This funding supports local governments as they deal with increased operating costs and lower revenue due to COVID-19.

Of this \$425 million, \$415 million was paid out in November 2020 to local governments and the Province is now in a position to allocate the remaining \$10 million to continue to support local service providers. Of the \$415 million allocated to local governments in November, \$21 million was allocated to regional districts. This amount was relatively small (compared with the allocation to municipalities) because municipalities faced revenue risks and expenses, and the Province and municipalities ensured that regional requisitions would be fully remitted in 2020.

.../2

While the regional tax base was kept whole in 2020, the Province acknowledges that regional districts have developed other COVID-related financial shortfalls and pressures. For this reason, the Province has decided to allocate the \$10 million holdback to the 27 regional districts.

Under section 36 of the *Local Government Grants Regulation*, the amount of the grant to each regional district is set by the Minister of Municipal Affairs. The determination of this amount was based on an allocation formula that applies equally to all regional districts. The allocation is as follows: 20 percent of the holdback will be allocated on total regional population, and the remaining 80 percent was allocated on rural population (i.e. population in electoral areas). This was done in recognition of the additional costs associated with servicing remote rural areas.

For the Capital Regional District, the Province provided **\$1,421,000** in November 2020. The Province is providing an additional **\$575,000** in March 2021, which represents a **40 percent** increase over the initial installment. The total of both installments is **\$1,996,000**.

Like the November payment, this funding will also ensure regional districts can continue to deliver the services people depend on in their communities. COVID related eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. First, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The second reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the *Local Government Act*. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

For the purpose of reporting, the two payments (November 2020 and March 2021) may be treated as one pooled grant. Thus, a regional district is **not** required to report on the two payments separately.

If you have a questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca), or by telephone at: 778 698-3243.

Bob Lapham

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The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia.

Sincerely,

A handwritten signature in blue ink, consisting of several overlapping, fluid strokes that form a cursive name.

Okenge Yuma Morisho

Deputy Minister

pc: Nelson Chan, Chief Financial Officer, Capital Regional District  
Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch



November 2, 2020

Ref: 257735

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

Dear Bob Lapham:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two streams (“Development Services” for \$15 million and “Strengthening Communities” for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the “COVID-19 Safe Restart Grants for Local Governments” and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

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As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Capital** is the recipient of a **\$1,421,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be \$300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide \$3.10 per person. There will be a funding limit on this first per capita amount. The limit is \$1.8 million for Metro Vancouver and \$900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide \$8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **412,220** and rural population of **27,211** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna  
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch  
Nelson Chan, Chief Financial Officer, Capital Regional District

**Attachment 1: Example Calculation for a Regional District with 65,000 People**

**Rockridge Regional District**

**Variables:**

	Population	Per Capital Amount	Funding Limit	Flat Funding Amount
Total RD	<b>65,000</b>	<b>\$3.10</b>	<b>\$900,000</b>	n/a
Rural Part of RD	<b>20,000</b>	<b>\$8.13</b>	n/a	n/a
Other	n/a	n/a	n/a	<b>\$300,000</b>

**Calculation:**

	A	B	C=AxB	D	E=min(C or D)
Cost Item	Population	Per Capital Amount	Pop-Based Funding	Ceiling	Funding
Total Population	<b>65,000</b>	<b>\$3.10</b>	201,500	<b>900,000</b>	201,500
Rural Population	<b>20,000</b>	<b>\$8.13</b>	162,600	<b>n/a</b>	162,600
Flat Amount	-----				<b>300,000</b>

**TOTAL**

664,100

Funding is based on a flat amount (**\$300,000**) plus two per capita amounts.

One per capita amount is based on total RD population times \$3.10 per person. This first per capita amount is subject to a funding ceiling of \$0.9M (or \$1.8M for Metro). In the above example, this amount equals **\$201,500**.

The second per capital amount is based on the rural population (i.e. outside municipal boundaries) times \$8.13 per person. In the above example, this equals **\$162,600**.

The total funding is the sum of these three amounts. In the above example, this equals **\$664,100**.

The RD population data is for 2018 (from BC Stats as at Oct 1, 2020)  
<https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>  
 "Municipal and sub-provincial areas population, 2011 to 2019.xls"



Dear Nelson Chan,

I am writing to follow up on the announcement made by the Honourable George Heyman, Minister of Environment and Climate Change Strategy and the Honourable Nathan Cullen, Minister of Municipal Affairs, on the new Local Government Climate Action Program (LGCAP). The program will provide predictable, annual, long-term funding for local climate action to help reach [legislated climate targets](#) and prepare communities for the impacts of a changing climate.

The program will provide \$126,082 to Capital Regional District to support local climate initiatives aligned with the [CleanBC Roadmap](#) and the draft [Climate Preparedness and Adaptation Strategy](#). Local governments and Modern Treaty Nations will be required to report on their actions to reduce emissions and prepare for climate impacts.

There are several program supports available to you:

- Please visit the [LGCAP website](#) for program details
- The LGCAP website includes the Program Guide and Survey Template, which can be used to prepare for required online reporting.
- Webinars will be held throughout May 2022 to provide program information and answer any questions you may have. Registration details can be found [here](#).

In June, you will receive an email with instructions on how to access the online reporting tool.

The Province is requesting one point of contact from your community for ongoing communications regarding the use and reporting of LGCAP funding. Please confirm the name and position of your community contact to [LGCAP@gov.bc.ca](mailto:LGCAP@gov.bc.ca)

Let me close by saying the Province is excited about the LGCAP and the opportunities it provides to continue collaboration with local governments and Modern Treaty Nations on climate action.

Sincerely,  
Jeremy Hewitt  
Associate Deputy Minister  
Climate Action Secretariat  
Ministry of Environment and Climate Change Strategy



March 16, 2023

Ref: 271994

Colin Plant, Chair  
Capital Regional District  
PO Box 1000  
Victoria BC V8W 2S6

Dear Chair Plant:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Regional Districts are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

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- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Stormwater management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by existing provincial programs;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above note capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that Capital Regional District is the recipient of a \$11,559,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all regional districts.

This formula is based on four components: a flat funding amount, a “total population” amount, a “rural population” amount and a “rural population growth” amount. The flat amount is \$500,000. The “total population” amount is \$17 per capita in the entire regional district. The “rural population” amount is \$30 per capita in the rural areas of the regional district.

This approach recognizes that servicing rural residents (unincorporated areas) is generally more expensive on a per capita basis than residents from urban (incorporated areas) due to economies of scale. The “rural population growth” amount is \$1,000 per capita population growth in the rural areas between 2016 and 2021.

As a condition of this funding, the grant must be allocated to an appropriate regional district service by the end of this calendar year. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 377 (1)(a) of the *Local Government Act*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province’s Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province’s contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: [LGF@gov.bc.ca](mailto:LGF@gov.bc.ca). Further information on the program will be available on the following webpage: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang  
Minister

pc: Ted Robbins, Chief Administrative Officer, Capital Regional District  
Nelson Chan, Chief Financial Officer, Capital Regional District

**Attachment with Example Calculation for a Regional District with 65,000 People, 30,000 in Rural Areas**

If the Regional District rural population (unincorporated areas) grew by 2,000 people between 2016-2021, the total grant amount is calculated as follows:

<b>Component</b>	<b>Calculation</b>	<b>Result</b>
Flat Funding	500,000	\$500,000
Total Population	= 65,000 x 17	\$1,105,000
Rural Population	= 30,000 x 30	\$900,000
Rural Population Growth	= 2,000 x 1,000	\$2,000,000
Total Grant		\$4,505,000



February 10, 2023

Ref: 272022

Dear Mayors and Regional Chairs:

I am pleased to let you know of the significant investment our government has made to support all our municipalities and regional districts around the province. This is in direct response to my mandate letter to support growing municipalities and regional districts with funding for infrastructure and community amenities.

Today Premier David Eby and I announced the [B.C. building stronger communities with \\$1-billion Growing Communities Fund | BC Gov News](#). The fund will provide a one-time total of \$1 billion in direct grants to all 188 of B.C.'s municipalities and regional districts. Your local government can use it to address your community's unique infrastructure and amenities demands, such as recreation facilities, parks and water treatment plants, as well as other community infrastructure. It will help communities prepare for future growth and build the amenities needed to support new home construction, especially with the *Housing Supply Act* where targets are set.

These grants will complement existing infrastructure funding programs for projects such as sewer, water and recreation facilities. The province will distribute them to B.C.'s 188 municipalities and regional districts by the end of March 2023. The Growing Communities Fund arises from the surplus shown in the Second Quarter Financial Report. The province is putting this year's surplus to work for people to support them now and for the long term.

The province has heard from local governments about the need for infrastructure and amenities to support their growth. Infrastructure funding programs are routinely significantly oversubscribed. For example, there were six times more requests for funding through the "Investing in Canada Infrastructure Program Community Culture and Recreation" stream than what was available. This one-time fund also supports priorities identified by the Union of British Columbia Municipalities (UBCM).

The Ministry will issue a direction letter to each local government in March 2023 including further details on this one-time direct grant. This will include information on the formula used to allocate the funds, the amount your local government will be receiving and the province's expectations for the use and reporting of the funds.

As this is a direct grant from the province to each municipality and regional district in B.C., your local government will not have to apply for the funds. Your council or board will be required to make decisions on the use of the funds in compliance with this second letter coming in March 2023. Projects that support neighboring First Nations communities are strongly encouraged.

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I trust you will join me in acknowledging the importance and value that this fund will have to focus on building a secure, low emission, sustainable economy and a province where everyone can find a good home – whether you live in a rural area, a city, or in an Indigenous community. Together we can make life better for people in B.C., improve the services we all rely on, and ensure a sustainable province for future generations.

I look forward to connecting with you again soon in person or virtually as I continue to tour and meet with local elected officials. In the interim, any questions can be directed to myself at:

[Minister.MUNI@gov.bc.ca](mailto:Minister.MUNI@gov.bc.ca). Staff are available at: [LGIF.Infra@gov.bc.ca](mailto:LGIF.Infra@gov.bc.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Kang". The signature is fluid and cursive, with the first name "Anne" being more prominent than the last name "Kang".

Anne Kang  
Minister  
Ministry of Municipal Affairs

pc:       The Honourable David Eby, Premier  
          The Honourable Katrine Conroy, Minister of Finance  
          Chief Administrative Officers  
          Okenge Yuma Morisho, Deputy Minister, Municipal Affairs  
          Jen Ford, President UBCM  
          Gary Maclsaac, Executive Director, UBCM



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, APRIL 12, 2023**

**SUBJECT Salt Spring Island Local Community Commission – Bylaw Changes and Implementation Update (Bylaws No. 4508, 4542, 4543, and 4544)**

**ISSUE SUMMARY**

To enable the transfer of delegated authority to the Salt Spring Island Local Community Commission, certain commissions must be dissolved, changes made to a steering committee’s terms of reference, and minor corrections made to Bylaw No. 4508, “Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022”.

**BACKGROUND**

On October 15, 2022, Salt Spring Island electors assented to the creation of a Local Community Commission (“LCC”), to be delegated responsibility for certain island-wide local services under Bylaw No. 4508, “Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022”. It is anticipated the LCC will have its first meeting in June 2023. Various commissions currently overseeing island services to be delegated to the LCC should be dissolved such that their obligations fall to the LCC on its inaugural meeting.

The bylaws to be changed and the commissions dissolved, with final meetings in March, are as follows:

<b>Commission</b>	<b>Bylaw</b>	<b>Amend or repeal</b>
SSI Community Economic Sustainability Commission	“Salt Spring Island Community Economic Sustainability Commission Bylaw No. 1, 2010” (Bylaw No. 3272)	Repeal
Salt Spring Island Transportation Commission	“Salt Spring Island Transportation Commission Bylaw No.1, 2007” (Bylaw No. 3450”	Repeal
Salt Spring Island Liquid Waste Disposal Local Service Commission	“Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010” (Bylaw No. 3693)	Amend
Salt Spring Island Parks Commission	“Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011” (Bylaw No. 3763)	Amend

Proposed Bylaw No. 4508 sets out the scope of delegated authority over the services overseen by the forthcoming LCC. While in draft form, sections were consolidated and errors introduced. As Bylaw No. 4508 is not yet adopted, it can be rescinded to second reading, amended, then read a third time. The revised bylaw is attached as Appendix A to this report, and a redlined copy as Appendix B.

Further, the Ganges Harbour Walk Steering Committee, created by resolution of the Board, currently reports to the Salt Spring Island Parks Commission. The intention is to have the Committee continue its work, reporting to the Local Community Commission as of its first meeting.

Memberships changes include the reduction of members to one LCC member, removing two representatives, one each from the SSI Parks and Transportation commissions, given these commissions no longer exist separately (Appendix H).

## **ALTERNATIVES**

### *Alternative 1*

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

1. That third reading of Bylaw No. 4508, “Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022”, be rescinded;
2. That Bylaw No. 4508 be amended at second reading as presented in Appendix A; and
3. That Bylaw No. 4508 as amended be read a third time.
4. That Bylaw No. 4542, “Salt Spring Island Local Community Commission Transition Bylaw No. 1, 2023” be read a first, second, and third time;
5. That Bylaw No. 4542 be adopted;
6. That Bylaw No. 4543, “Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011, Amendment Bylaw No. 2, 2023”, be read a first, second, and third time;
7. That Bylaw No. 4543 be adopted;
8. That Bylaw No. 4544, “Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, Amendment Bylaw No. 2, 2023”, be read a first, second, and third time;
9. That Bylaw No. 4544 be adopted;
10. That the membership of the Ganges Harbour Walk Steering Committee be amended to remove the members from the Salt Spring Island Parks and Recreation Commission and the Salt Spring Island Transportation Commission, replaced with one member representing the SSI LCC, selected from its number, and such further consequential changes as outlined in Appendix H be adopted.

### *Alternative 2*

The Electoral Areas Committee recommends to the Capital Regional District Board that this matter be referred to staff for further information.

## **IMPLICATIONS**

### *Governance Implications*

Bylaw No. 4508 was revised during the LCC planning process and errors were introduced. Correction of these errors prior to adoption of the bylaw is a housekeeping matter and the corrections do not alter the powers or authority of the LCC.

Should issues arise requiring advice or direction after the dissolution of the commissions, matters will be referred to the Electoral Areas Committee and to the Board as required. Bylaw 4508 will be brought back for adoption by the Regional Board prior to the inaugural meeting of the LCC.

## **CONCLUSION**

To empower the Salt Spring Island Local Community Commission, its delegation bylaw must be updated to correct typographical errors; several commissions dissolved; and changes made to a steering committee’s terms of reference.

**RECOMMENDATION**

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

1. That third reading of Bylaw No. 4508, “Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022”, be rescinded;
2. That Bylaw No. 4508 be amended at second reading as presented in Appendix A; and
3. That Bylaw No. 4508 as amended be read a third time.
4. That Bylaw No. 4542, “Salt Spring Island Local Community Commission Transition Bylaw No. 1, 2023” be read a first, second, and third time;
5. That Bylaw No. 4542 be adopted;
6. That Bylaw No. 4543, “Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011, Amendment Bylaw No. 2, 2023”, be read a first, second, and third time;
7. That Bylaw No. 4543 be adopted;
8. That Bylaw No. 4544, “Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, Amendment Bylaw No. 2, 2023”, be read a first, second, and third time;
9. That Bylaw No. 4544 be adopted;
10. That the membership of the Ganges Harbour Walk Steering Committee be amended to remove the members from the Salt Spring Island Parks and Recreation Commission and the Salt Spring Island Transportation Commission, replaced with one member representing the SSI LCC, selected from its number, and such further consequential changes as outlined in Appendix H be adopted.

Submitted by:	Steven Carey, B.Sc, J.D., Senior Manager, Legal Services & Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Bylaw No. 4508, “Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022”
- Appendix B: Bylaw No. 4508 (Redlined)
- Appendix C: Bylaw No. 4542, “Salt Spring Island Local Community Commission Transition Bylaw No. 1, 2023”
- Appendix D: Bylaw No. 4534, “Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011, Amendment Bylaw No. 3, 2023”
- Appendix E: Bylaw No. 4534 (Redlined)
- Appendix F: Bylaw No. 4544, “Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, Amendment Bylaw No. 3, 2023”
- Appendix G: Bylaw No. 4544 (Redlined)
- Appendix H: Ganges Harbour Walk Steering Committee Terms of Reference (Redlined)

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4508**

\*\*\*\*\*

**A BYLAW TO DELEGATE POWERS TO THE  
SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION**

\*\*\*\*\*

**WHEREAS:**

- A. Salt Spring Island Electoral Area has a number of local, sub-regional, and island-wide services;
- B. Under the *Local Government Act*, RSBC 2015 c 1, a regional district may establish, by bylaw, one or more local communities to be administered by local community commission, provided the electors in the area of the local community assent to the creation of the commission and has done so under Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022";
- C. On October 15, 2022, a majority of Salt Spring Island electors assented to the creation of a Local Community Commission, to be delegated responsibility for a variety of Salt Spring Island local services, in accordance with Bylaw No. 4507;
- D. The Capital Regional District Board wishes to delegate, by bylaw adopted by at least two-thirds of the votes cast pursuant to the *Local Government Act*, certain of its powers, duties and functions to the local community commission, with the scope of authority as set out in this bylaw and such other bylaws as adopted from time to time;

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

**DELEGATION TO LOCAL COMMUNITY COMMISSION**

- 1. This bylaw describes the delegation of powers, duties and functions in relation to services within the scope of authority of the Salt Spring Island Local Community Commission, as established by Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022" (the "Commission").
- 2. For clarity, subject to the *Local Government Act*, RSBC 2015 c 1, unless a power, duty or function of the Capital Regional District Board has been expressly delegated by this bylaw or another CRD bylaw, all the powers, duties and functions of the CRD Board remain with the CRD Board, and the Commission may not further delegate powers, duties, or functions to another individual or body. Individual Commissioners have no delegated authority outside the body of the Commission in open meeting assembled, acting as a whole.

**ADMINISTRATIVE AUTHORITY**

- 3. The Regional Board hereby delegates to the Commission the powers of the Regional Board with respect to the development, maintenance and operation of the services listed as administrative in Schedule "A". Administrative authority includes the following:
  - (a) Authorize entering into agreements respecting the undertaking, provision and operation of the District's works and services;
  - (b) Identification and creation of strategic plans and priorities, and service-specific operational policies;

- (c) Recommending to the Regional Board user fees and charges to be established by bylaw;
- (d) Direction on maintenance of property or interests in property managed by the service;
- (e) Authorize acquisition and disposition of property or an interest in property subject to approved financial plans and in accordance with sections 8 and 9 of this Bylaw;
- (f) Review and provide direction on annual budgets each year by no later than September 15, or such other date as set by the District's Chief Financial Officer, for Regional Board consideration and approval; and
- (g) Consideration of matters referred to the Commission by the Regional Board.

#### **ADVISORY AUTHORITY**

- 4. The Regional Board hereby delegates to the Commission advisory authority, including recommending annual budget and scope of services, if applicable, for those services listed as advisory in Schedule "A".
- 5. The Commission may be referred other matters by the Regional Board.

#### **LIMITS ON DELEGATION**

- 6. The delegation of authority under this bylaw is subject to the following requirements:
  - (a) Agreements must comply with purchasing policies and procedures of the Regional Board;
  - (b) Revenues and expenditures must be included in the approved annual financial plan for the service;
  - (c) Delegation to the Commission does not derogate from the delegations of authority to officers and employees contained in Bylaw No. 3343, "Officers', General Managers' and Management Staff's Bylaw No. 1, 2006", Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2017", and other delegation instruments.
- 7. The delegation of authority set out in the bylaw does not include:
  - (a) The ability to commence, settle, compromise, or initiate litigation, court, arbitration, mediation, or other proceedings;
  - (b) The ability to amend, disregard, set, or alter the Board or administrative policies and procedures of the Regional Board as they relate to procurement, purchasing, financial planning, or otherwise; or
  - (c) Those matters unable to be delegated per s. 229(2) of the *Local Government Act*, including the ability to pass bylaws, regulations, or fetter the discretion of the Regional Board as it relates to items it is unable to delegate under the *Local Government Act*.

#### **ACQUISITION & DISPOSITION OF PROPERTY**

- 8. Any facilities or equipment acquired by the Commission for services must be acquired in the name of the Regional District and shall be the property of the Regional District.

9. Where a service may accept revenues from other sources, such as gift and enterprise, such revenues shall be managed, solicited, and accepted by the service in accordance with Regional District practice, policies, and bylaws, as applicable.

**CITATION**

10. This bylaw may be cited for all purposes as "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022".

READ A FIRST TIME THIS	13 <sup>th</sup>	day of	July,	20__
READ A SECOND TIME THIS	13 <sup>th</sup>	day of	July,	20__
READ A THIRD TIME THIS	13 <sup>th</sup>	day of	July,	20__
RETURNED TO SECOND READING AND AMENDED THIS	th	day of		20__
READ AGAIN A THIRD TIME THIS	th	day of		20__
ADOPTED THIS	th	day of		20__

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

## SCHEDULE "A"

### Administrative Authority

- (a) Economic development as set out in Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", as it relates to Salt Spring Island;
- (b) Wastewater disposal as set out in Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993";
- (c) Community parks service continued under Bylaw No. 4149, "Salt Spring Island Community Parks Services Conversion Bylaw No. 1, 2017";
- (d) Community recreation service continued under Bylaw No. 4151, "Salt Spring Island Community Recreation Services Conversion Bylaw No. 1, 2017";
- (e) Indoor swimming pool service in Bylaw No. 3206, "Salt Spring Indoor Swimming Pool Facility Service Establishment Bylaw No. 1, 2004";
- (f) Community parks and recreation facilities in Bylaw No. 2422, "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996";
- (g) The Salt Spring Island Small Craft Harbour Facilities local service set out in Bylaw No. 2730, "Small Craft Harbour Facilities (Salt Spring Island) Local Service Establishment Bylaw No. 1, 1999";
- (h) Transportation service established under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007";
- (i) Street lighting under Bylaw No. 3746, "Salt Spring Island Street Lighting Service Establishment Bylaw No. 1, 2011";
- (j) The issuance of grants-in-aid for Salt Spring Island initiatives under Supplementary Letters Patent Division XIX, OIC 1013/1977, subject always to the restriction on assistance to business under the *Local Government Act*;
- (k) Determination of compensation for livestock injury by dogs under Bylaw No. 4418, "Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021";

### Advisory Authority

- (a) The arts contribution service set out in Bylaw No. 3116, "Salt Spring Island Arts Contribution Service Establishing Bylaw No. 1, 2003";
- (b) The Salt Spring Island Public Library local service set out in Bylaw No. 2725, "Salt Spring Island Public Library Local Service Area Establishment Bylaw No. 1, 1999"; and
- (c) Salt Spring Island Search and Rescue contribution as set out in Bylaw No. 3494, "Salt Spring Island Search and Rescue Service Establishment Bylaw, 2007".

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4508

\*\*\*\*\*

A BYLAW TO DELEGATE POWERS TO THE  
SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION

\*\*\*\*\*

WHEREAS:

- A. Salt Spring Island Electoral Area has a number of local, sub-regional, and island-wide services;
- B. Under the *Local Government Act*, RSBC 2015 c 1, a regional district may establish, by bylaw, one or more local communities to be administered by local community commission, provided the electors in the area of the local community assent to the creation of the commission and has done so under Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022";
- B.C. On October 15, 2022, a majority of Salt Spring Island electors assented to the creation of a Local Community Commission, to be delegated responsibility for a variety of Salt Spring Island local services, in accordance with Bylaw No. 4507;
- C.D. The Capital Regional District Board wishes to delegate, by bylaw adopted by at least two-thirds of the votes cast pursuant to the *Local Government Act*, certain of its powers, duties and functions to the local community commission, with the scope of authority as set out in this bylaw and such other bylaws as adopted from time to time;

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

**DELEGATION TO LOCAL COMMUNITY COMMISSION**

- 1. This bylaw describes the delegation of powers, duties and functions in relation to services within the scope of authority of the Salt Spring Island Local Community Commission, as established by Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022" (the "Commission").
- 2. For clarity, subject to the *Local Government Act*, R.S.B.C. 2015 c. 1, unless a power, duty or function of the Capital Regional District Board has been expressly delegated by this bylaw or another CRD bylaw, all the powers, duties and functions of the CRD Board remain with the CRD Board, and the Commission may not further delegate powers, duties, or functions to another individual or body. Individual Commissioners have no delegated authority outside the body of the Commission in open meeting assembled, acting as a whole.

**ADMINISTRATIVE AUTHORITY**

- 3. The Regional Board hereby delegates to the Commission the powers of the Regional Board with respect to the development, maintenance and operation of the services listed as administrative in Schedule "A". Administrative authority includes the following:
  - (a) Authorize entering into agreements respecting the undertaking, provision and operation of the District's works and services;
  - (b) Identification and creation of strategic plans and priorities, and service-specific operational policies;

- (c) Recommending to the Regional Board user fees and charges to be established by bylaw;
- (d) Direction on maintenance of property or interests in property managed by the service;
- (e) Authorize acquisition and disposition of property or an interest in property subject to approved financial plans and in accordance with sections ~~12-8~~ and ~~13-9~~ of this Bylaw;
- (f) Review and provide direction on annual budgets each year by no later than September 15, or such other date as set by the District's Chief Financial Officer, for Regional Board consideration and approval; and
- (g) Consideration of matters referred to the Commission by the Regional Board.

#### **ADVISORY AUTHORITY**

- 4. The Regional Board hereby delegates to the Commission advisory authority, including recommending annual budget and scope of services, if applicable, for those services listed as advisory in Schedule "A".
- 5. The Commission may be referred other matters by the Regional Board.

#### **LIMITS ON DELEGATION**

- 6. The delegation of authority under this bylaw is subject to the following requirements:
  - (a) Agreements must comply with purchasing policies and procedures of the Regional Board;
  - (b) Revenues and expenditures must be included in the approved annual financial plan for the service;
  - (c) Delegation to the Commission does not derogate from the delegations of authority to officers and employees contained in Bylaw No. 3343, "Officers', General Managers' and Management Staffs Bylaw No. 1, 2006", Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, ~~2004~~2017", and other delegation instruments.
- 7. The delegation of authority set out in the bylaw does not include:
  - (a) The ability to commence, settle, compromise, or initiate litigation, court, arbitration, mediation, or other proceedings;
  - (b) The ability to amend, disregard, set, or alter the Board or administrative policies and procedures of the Regional Board as they relate to procurement, purchasing, financial planning, or otherwise; or
  - (c) Those matters unable to be delegated per s. 229(2) of the *Local Government Act*, including the ability to pass bylaws, regulations, or fetter the discretion of the Regional Board as it relates to items it is unable to delegate under the *Local Government Act*.

#### **ACQUISITION & DISPOSITION OF PROPERTY**

- 8. Any facilities or equipment acquired by the Commission for services must be acquired in the name of the Regional District and shall be the property of the Regional District.

9. Where a service may accept revenues from other sources, such as gift and enterprise, such revenues shall be managed, solicited, and accepted by the service in accordance with Regional District practice, policies, and bylaws, as applicable.

**CITATION**

10. This bylaw may be cited for all purposes as "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022".

READ A FIRST TIME THIS                    13<sup>th</sup>                    day of                    July,                    20\_\_

READ A SECOND TIME THIS                13<sup>th</sup>                    day of                    July,                    20\_\_

READ A THIRD TIME THIS                  13<sup>th</sup>                    day of                    July,                    20\_\_

RETURNED TO SECOND READING  
AND AMENDED THIS                    th                    day of                    20

READ AGAIN A THIRD TIME THIS        th                    day of                    20

ADOPTED THIS                                th                    day of                    20\_\_

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

## **SCHEDULE "A"**

### **Administrative Authority**

- (a) Economic development as set out in Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", as it relates to Salt Spring Island;
- (b) Wastewater disposal as set out in Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993";
- (c) Community parks service continued under Bylaw No. 4149, "Salt Spring Island Community Parks Services Conversion Bylaw No. 1, 2017";
- (d) Community recreation service continued under Bylaw No. 4151, "Salt Spring Island Community Recreation Services Conversion Bylaw No. 1, 2017";
- (e) Indoor swimming pool service in Bylaw No. 3206, "Salt Spring Indoor Swimming Pool Facility Service Establishment Bylaw No. 1, 2004";
- (f) Community parks and recreation facilities in Bylaw No. 2422, "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996";
- (g) The Salt Spring Island Small Craft Harbour Facilities local service set out in Bylaw No. 2730, "Small Craft Harbour Facilities (Salt Spring Island) Local Service Establishment Bylaw No. 1, 1999";
- (h) Transportation service established under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007";
- (i) Street lighting under Bylaw No. 3746, "Salt Spring Island Street Lighting Service Establishment Bylaw No. 1, 2011";
- (j) The issuance of grants-in-aid for Salt Spring Island initiatives under Supplementary Letters Patent Division XIX, OIC 1013/1977, subject always to the restriction on assistance to business under the *Local Government Act*;
- (k) Determination of compensation for livestock injury by dogs under Bylaw No. 4418, "Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021";

### **Advisory Authority**

- (a) The arts contribution service set out in Bylaw No. 3116, "Salt Spring Island Arts Contribution Service Establishing Bylaw No. 1, 2003";
- (b) The Salt Spring Island Public Library local service set out in Bylaw No. 2725, "Salt Spring Island Public Library Local Service Area Establishment Bylaw No. 1, 1999"; and
- (c) Salt Spring Island Search and Rescue contribution as set out in Bylaw No. 3494, "Salt Spring Island Search and Rescue Service Establishment Bylaw, 2007".



**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4543**

\*\*\*\*\*

**A BYLAW TO DISSOLVE THE SALT SPRING ISLAND PARKS AND RECREATION COMMISSION  
AND TRANSITION TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION (BYLAW  
NO. 3763)**

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", the Regional Board established, after assent of the electors on October 15, 2022, the Salt Spring Island Local Community Commission;
- B. Under Bylaw No. 3763, "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011", the Regional Board transitioned an administrative Salt Spring Island Parks and Recreation Commission into an advisory parks and recreation commission for Salt Spring Island, and did the same for the Juan de Fuca Electoral Area;
- C. The Salt Spring Island Parks and Recreation Commission has administrative oversight over the community parks service continued under Bylaw No. 4149, "Salt Spring Island Community Parks Services Conversion Bylaw No. 1, 2017"; the community recreation service continued under Bylaw No. 4151, "Salt Spring Island Community Recreation Services Conversion Bylaw No. 1, 2017"; the indoor swimming pool service in Bylaw No. 3206, "Salt Spring Indoor Swimming Pool Facility Service Establishment Bylaw No. 1, 2004"; the community parks and recreation facilities in Bylaw No. 2422, "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996"; and the Salt Spring Island Small Craft Harbour Facilities local service set out in Bylaw No. 2730, "Small Craft Harbour Facilities (Salt Spring Island) Local Service Establishment Bylaw No. 1, 1999"; and
- D. The Board wishes to amend Bylaw No. 3763 to facilitate the transition to the Salt Spring Island Local Community Commission;

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

- 1. Bylaw No. 3763, "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011", is hereby amended as follows:
  - (a) By replacing the long-title with "A BYLAW FOR THE CONTINUATION OF PARKS AND RECREATION ADVISORY COMMISSIONS IN THE ELECTORAL AREA OF JUAN DE FUCA";
  - (b) Replacing whereas C with the following words "The Electoral Areas of Salt Spring Island and Juan de Fuca each have a community parks and recreation commission, and until April 12, 2023, Salt Spring Island Electoral Area's parks commissions were regulated by this Bylaw No. 3763";
  - (c) In section 2, Definitions, by removing the words ", or another Bylaw of the Capital Regional District" from the definition of "COMMISSION";
  - (d) In section 2, Definitions, by removing the definition of "RECREATIONAL FACILITIES" in its entirety;
  - (e) By replacing section 3, Parks and Recreation Commissions, at section 3(a)

(a) The Commission established under the Juan de Fuca Electoral Area Parks and Recreation Commission Bylaw No. 1, 2008 is continued and known as the "Juan de Fuca Electoral Area Parks and Recreation Advisory Commission";

(f) By inserting into section 7, Commission Procedure, at section 7(a), after the word "by" the words "show of hands, or if requested by one-third of members present, by":

(g) By removing Schedule B, Salt Spring Island, in its entirety; and

(h) By changing the citation of Bylaw No. 3763, in section 11, citation, to "Juan de Fuca Parks and Recreation Advisory Commission Bylaw No. 1, 2011".

2. This bylaw may be cited for all purposes as "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 2, 2023".

READ A FIRST TIME THIS	th	day of	20__
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ADOPTED THIS	th	day of	20__

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CHAIR

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CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3763

\*\*\*\*\*

A BYLAW FOR THE CONTINUATION OF PARKS AND RECREATION ADVISORY COMMISSIONS IN THE ELECTORAL AREAS OF JUAN DE FUCA ~~AND SALT SPRING ISLAND~~

\*\*\*\*\*

WHEREAS:

- A. By Supplementary Letters Patent dated the 28th day of August 1975, as amended, the power to acquire, develop, operate and maintain community parks within the electoral areas was conferred on the Capital Regional District;
- B. By Supplementary Letters Patent dated the 3rd day of October 1975, as amended, the power to undertake community recreational programming within the electoral areas was conferred on the Capital Regional District;
- C. ~~The Electoral Areas of Salt Spring Island and Juan de Fuca each have a community parks and recreation commission, and until April 12, 2023, Salt Spring Island Electoral Area's parks commissions were regulated by this Bylaw No. 3763; The Electoral Areas of Salt Spring Island and Juan de Fuca each have a community parks and recreation commission;~~ *(Bylaw 4543)*
- D. The Capital Regional District Board may establish a Commission under Section 176(1)(g) of the *Local Government Act* to delegate advisory powers to the Commissions;
- E. The Capital Regional District wishes to establish a bylaw for the management of Electoral Area Community Parks and Recreation Advisory Commissions.

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

1. Interpretation

This bylaw includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this bylaw.

2. Definitions

In this bylaw unless the context otherwise requires:

"BUDGET" means the 5-year financial plan (operating and capital);

"COMMISSION" means a commission established by the Capital Regional District under this Bylaw, ~~or another Bylaw of the Capital Regional District.~~

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“DIRECTOR” means the Electoral Area Director for the Electoral Area in which the Commission is established;

~~“RECREATIONAL FACILITIES” includes Fernwood Dock, Rotary Dock, and any other Salt Spring Island small craft harbours and moorage facilities owned, lease, or licensed by the Capital Regional District;~~

~~(BL 4293)~~

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“REGIONAL BOARD” means the Capital Regional District Board;

“REGIONAL DISTRICT” means the Capital Regional District;

“SCHEDULES” means the schedules or a schedule attached to and forming part of this Bylaw;

### 3. Parks and Recreation Commissions

(a) The Commissions established under the Juan de Fuca Electoral Area Parks and Recreation Commission Bylaw No. 1, 2008 ~~and Salt Spring Island Parks and Recreation Commission Bylaw No. 1, 2010 are~~ continued and known as:

(i) ~~the~~ “Juan de Fuca Electoral Area Parks and Recreation Advisory Commission”;

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~~(ii) “Salt Spring Island Parks and Recreation Advisory Commission”.~~

(b) The terms of office of the existing members of the Commissions shall continue until their expiry under Bylaw No. 3487 and Bylaw No. 3690.

### 4. Membership

Unless otherwise specified in the Schedules, a Commission shall consist of nine (9) members as follows:

(a) The Director representing the Electoral Area; and

(b) Eight (8) individuals appointed by the Regional Board representing the Electoral Area.

### 5. Term of Office

The term of office for a member of a Commission other than the Director shall be as follows:

(a) For a two (2) year period commencing the first day of January following each such appointment or until their successors are appointed; and

(b) Four (4) of the appointees shall be appointed in one year and the other four (4) shall be appointed in the succeeding year.

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## 6. Appointment

- (a) All vacancies on a Commission must be advertised or posted locally for at least thirty (30) days.
- (b) Recommendations for all appointments shall be made to the Director who will then make a recommendation to the Regional Board.
- (c) The Director is guided by but not bound by a Commission's recommendation.
- (d) Before the 1<sup>st</sup> of January every year, the Regional Board shall appoint or re-appoint members to the Commission to fill the terms of office of the members whose term expires as of the 31<sup>st</sup> of December in each year.
- (e) In the event of death, resignation or disqualification of a member of a Commission, the Regional Board shall appoint a successor for the remainder of such member's term.
- (f) A member who fails to attend three (3) consecutive regular meetings without the permission of a Commission may have their appointment to the Commission terminated.
- (g) No appointee may serve more than three (3) consecutive terms, except as indicated in Section 6 (h).
- (h) At the request of the Director and under unique circumstances, such as a failure to attract nominations after thirty (30) days of appropriate notice of vacancy, the Regional Board may extend a Commission member's term beyond the six (6) year limit.

## 7. Commission Procedure

- (a) A Commission must, at its first meeting in January of each year, by show of hands, or if requested by one-third of members present, by secret ballot, elect a Chair and Vice Chair from among its members.
- (b) For the conduct of business each member of a Commission shall have one vote.
- (c) The rules and procedures which govern the Regional Board shall apply to a Commission where applicable.
- (d) Meetings are open to the public.
- (e) A quorum of a Commission is a majority of its members.
- (f) If, as a result of members of a Commission declaring a conflict of interest in relation to a matter and, as a consequence, there is no longer a quorum of members of the

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Commission to decide on a particular issue, the issue shall be referred to the Regional Board for a decision.

8. Delegation of Powers and Duties

- (a) The Regional Board hereby delegates to a Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional District Delegation Bylaw advisory powers with respect to the development, maintenance, and operation of community parks, recreational facilities and equipment and the organization and conduct of recreational programs.
- (b) A Commission shall approve a community parks plan and recommend to the Regional Board the acquisition of additional park lands.

9. Budget

On or before the 30<sup>th</sup> day of November in each year, the Commission shall provide advice and recommend approval on 5-year operating and capital budgets covering the anticipated costs of acquisition, development, maintenance and operation of community parks, recreational facilities and equipment and of the organization and conduct of community recreational programs, together with any estimates of expected revenues.

10. Repeal

- (a) Bylaw No. 3487, cited as "Juan de Fuca Electoral Area Parks and Recreation Commission Bylaw No. 1, 2008" is hereby repealed.
- (b) Bylaw No. 3690, cited as "Salt Spring Island Parks and Recreation Commission Bylaw No.1, 2010" is hereby repealed.

11. Citation

This bylaw may be cited as "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011."

READ A FIRST TIME THIS	11 <sup>th</sup>	day of	May	2011
READ A SECOND TIME THIS	11 <sup>th</sup>	day of	May	2011
READ A THIRD TIME THIS	11 <sup>th</sup>	day of	May	2011
ADOPTED THIS	11 <sup>th</sup>	day of	May	2011

Original signed by Geoff Young  
CHAIR

Original signed by Sonia Santarossa  
CORPORATE OFFICER

## SCHEDULE A: Juan de Fuca

### 1. Definitions

In this bylaw, as applies to the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission, unless context otherwise requires:

“DIRECTOR” means the Electoral Area Director for Juan de Fuca;

“COMMISSION” means the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission;

### 2. Membership

Despite Section 4 (b) of this Bylaw, membership shall be as follows:

- (a) One (1) individual representing each of the following areas: Port Renfrew, Shirley/Jordan River, Willis Point and Malahat;
- (b) Two (2) individuals representing each of the areas of Otter Point and East Sooke;
- (c) Where representation from the areas within (a) or (b) cannot be achieved, a representative may be selected from the Juan de Fuca Electoral Area.

## **SCHEDULE B: Salt Spring Island**

### **1. Definitions**

~~In this bylaw, as applies to the Salt Spring Island Parks and Recreation Advisory Commission, unless context otherwise requires: —~~

~~“DIRECTOR” means the Electoral Area Director for Salt Spring Island;~~

~~“COMMISSION” means the Salt Spring Island Parks and Recreation Advisory Commission;~~

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4544

A BYLAW TO DISSOLVE THE A LIQUID WASTE DISPOSAL COMMISSION AND TRANSITION TO A
SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION (BYLAW NO. 3693)

WHEREAS:

- A. Under Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", the Regional Board established, after assent of the electors on October 15, 2022, the Salt Spring Island Local Community Commission;
B. Under Bylaw No. 3693, "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010", the Board established and continued commissions for the administration of Salt Spring Island local water and sewer services, including the Salt Spring Island Liquid Waste Disposal Local Service Commission; and
C. The Board wishes to amend Bylaw No. 3693 to transition to the Salt Spring Island Local Community Commission;

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

- 1. Bylaw No. 3693, "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010" is hereby amended as follows:
(a) In section 3, Commissions established, section 3(a), by removing the last row in the table making reference to the Salt Spring Island Liquid Waste Disposal Local Services Committee Bylaw No. 1, 1993 and the Salt Spring Island Liquid Waste Disposal Local Service Commission;
(b) In section 6, removing 6(b)(i) in its entirety;
(c) In section 9, Delegation of Powers and Duties, section 9(a), by:
i. Deleting sub-section (ix) in its entirety;
ii. Revising sub-section (vii), after its terminating semi-colon, by inserting an "and";
iii. Revising sub-section (viii) to delete the words "; and", and replacing them with a period.
(d) In Schedule "A", Section 1, Membership, by deleting section 1(h) in its entirety;
(e) In Schedule "B", Section 1, Description of Services, by deleting section 1(h) in its entirety.
2. This bylaw may be cited for all purposes as "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, Amendment Bylaw No. 3, 2023".

READ A FIRST TIME THIS th day of 20\_\_
READ A SECOND TIME THIS th day of 20\_\_
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ADOPTED THIS th day of 20\_\_

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3693

\*\*\*\*\*
A BYLAW TO CONVERT COMMITTEES ESTABLISHED FOR THE ADMINISTRATION OF WATER, SEWER AND LIQUID WASTE DISPOSAL SERVICES ON SALT SPRING ISLAND INTO COMMISSIONS AND TO ESTABLISH A CONSOLIDATED BYLAW FOR EXISTING WATER, SEWER AND LIQUID WASTE DISPOSAL SERVICE COMMISSIONS AND CONVERTED COMMITTEES
\*\*\*\*\*

WHEREAS:

- A. The Regional Board may establish a Commission under section 176 (1)(g) of the Local Government Act to operate Regional District Services, undertake operation and enforcement in relation to the Regional Board's exercise of its regulatory authority, and manage property or an interest in property held by the Regional District.
B. The Regional Board established Committees for the administration of water, sewer and liquid waste disposal services on Salt Spring Island and wishes to convert the Committees to Commissions under section 176(l)(g) of the Local Government Act.
C. The Capital Regional District wishes to establish a consolidated bylaw for the administration of Salt Spring Island water, sewer and liquid waste disposal services.

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

- 1. This bylaw includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this bylaw.

2. Interpretation

In this bylaw, unless context otherwise requires:

- (a) "BUDGET" means the 5-year financial plan (operating and capital) in respect of a service;
(b) "COMMISSION" means a commission established by the Capital Regional District under this bylaw, or another bylaw of the Capital Regional District;
(c) "COMMITTEE" means a committee established by the Capital Regional District under this bylaw, or another bylaw of the Capital Regional District for the operation of a service referred to in Schedules A to B of this bylaw;
(d) "CRD" means the Capital Regional District;

- (e) **“DIRECTOR”** means the Electoral Area Director for Salt Spring Island;
- (f) **“FINANCIAL OFFICER”** means the person having responsibility for financial administration under section 199 of the *Local Government Act*;
- (g) **“REGIONAL BOARD”** means the Board of Directors of the Capital Regional District
- (h) **“SCHEDULES”** means the schedules or a schedule attached to and forming part of this bylaw; and
- (i) **“SERVICE AREA”** means a service area more particularly described in the Service Establishment bylaws included in Section 9(a) below.

(BL 4371)

3. Commissions Established

- (a) The Committees established under the Committee Establishing Bylaws” listed below in column 1 are continued and renamed as per ‘New, Renamed Commissions” set out in column 2:

<b>Committee Establishing Bylaw</b>	<b>New, Renamed Commission</b>
Beddis Water Service Committee Bylaw No. 1, 2004	Beddis Water Service Commission
Cedars of Tuam Water Service Committee Bylaw No. 1, 2003	Cedars of Tuam Water Service Commission
Fernwood Water Local Service Committee Bylaw No. 1, 2005 & Highland Water and Sewer Committee Bylaw No. 1, 1991	Fernwood and Highland Water Local Service Commission  Maliview Sewer Local Service Commission
Fulford Water Service Committee Bylaw No. 1, 2004	Fulford Water Service Commission
Ganges Sewer Local Services Committee Bylaw, 1991	Ganges Sewer Local Services Commission Services
<del>Salt Spring Island Liquid Waste Disposal Local Services Committee Bylaw No. 1, 1993</del>	<del>Salt Spring Island Liquid Waste Disposal Local Service Commission</del>

(BL 4371, 4544)

- (b) The Water Service Commission established by Cedar Lane Water Service Commission Bylaw No. 1, 2008 is hereby continued and known as the “Cedar Lane Water Service Commission”.
- (c) The Regional Board hereby establishes a Commission in each of the Service Areas named in the Schedules to manage a water, sewer and/or liquid waste service in that Service Area.
- (d) The terms of office of the existing members of the Commissions shall continue until their expiry under Bylaw No. 3247; Bylaw No. 3505; Bylaw No. 3055; Bylaw No. 3252; Bylaw No. 3248; Bylaw No. 1906; Bylaw No. 1936; and Bylaw No. 2119 respectively.

4. Membership

Unofficial Consolidation – Current to March 2023 (includes 3693, 4371, 4544)

(a) Unless otherwise specified in Schedule "A", a Commission shall consist of five (5) members as follows:

- (i) The Director representing the Salt Spring Island Electoral Area; and
- (ii) Four (4) individuals appointed by resolution of the Regional Board and representing the Service Area.

(b) Despite subsection 4(a) and any Schedule to this bylaw, the number of members of a Commission continues to be the number serving as of the date of the adoption of this bylaw until such time as the appointment of members under a previous bylaw expires, at which time the Commission shall consist of five (5) members.

5. Term of Office

(a) The term of office for a member of a Commission other than the Director shall be for a two (2) year period commencing the first day of January following each such appointment or until their successors are appointed.

(b) In the case of the Commission established by Bylaw No. 3505 (Cedar Lane Water Service Commission), the term of office for the members with a term set to expire on April 30th is hereby extended to December 31st of the same year.

6. Nominations

(a) A Commission shall hold an Annual General Meeting on or before the last day of November in each year, to which the owners or residents of real property within a Service Area shall be invited to attend by written notice posted at least 30 days prior to the date of the Annual General Meeting.

(b) A Commission must accept nominations for the members of the Commission to be appointed effective the following 1<sup>st</sup> of January from owners and residents present at the Annual General Meeting, and if more nominations are received than there are positions to fill, the Commission must poll the owners or residents of real property within the Service Area who are present at the meeting.

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~~(i) — Despite subsection 6(b) of this Bylaw, in the Salt Spring Island Liquid Waste Disposal Local Service Area, the nomination for the member of the Commission who is a representative of the Ganges Sewer Local Services Commission or the Highland Water and Sewer Local Services Commission shall be made by the Chairperson of the Ganges Local Service Commission or the Chairperson of the Highland Water and Sewer Commission and a resident or owner in the Maliview sewer area.~~

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~~*(Bylaw 4544)*~~

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(c) The names of persons nominated or the results of the poll under subsection (b) must be forwarded immediately after the Annual General Meeting to the Electoral Area Director of the Regional District.

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7. Appointment

(a) All vacancies on a Commission must be advertised or posted locally at least thirty (30) days prior to the date of the Annual General Meeting.

(b) The Director shall seek recommendations for all appointments from the Commission, but is not

bound by a Commissions recommendation and may consult with other persons.

- (c) The Director must provide the name of a person to the Board to fill a vacancy or in the case of a person whose appointment is to expire.
- (d) Before the 1st of January every year, the Regional Board shall appoint or re-appoint members to a Commission to fill the terms of office of the members whose term expires as of the 31st of December in each year.
- (e) In the event of death, resignation or disqualification of a member of a Commission, the Regional Board shall appoint a successor for the remainder of such member's term.
- (f) The Board may terminate the appointment of a Commission member who fails to attend three (3) consecutive regular meetings without the permission of a Commission.
- (g) Without limiting paragraph (f), the Board may terminate the appointment of a Commission member who moves from the Service Area or ceases to own property in the Service Area where such person has ceased to attend at least one half of the regular meetings of the Commission.
- (h) With regard to the Cedar Lane Water Service Commission:
  - (i) No appointee may serve more than three (3) consecutive terms.
  - (ii) At the request of the Director and under unique circumstances, such as a failure to attract nominations to the commission, the Regional Board may extend a commission member's term beyond the six (6) year limit.

8. Commission Procedure

- (a) A Commission must, at its first meeting in January of each year, by secret ballot, elect a Chairperson from among its members.
- (b) For the conduct of business each member of a Commission shall have one vote.  

*(Bylaw 4371)*
- (c) The rules, policies, procedures and the Delegation Bylaw which govern the Regional Board shall apply to a Commission where applicable.
- (d) Meetings are open to the public.
- (e) A quorum of a Commission is a majority of its members.
- (f) If, as a result of members of a Commission declaring a conflict of interest in relation to a matter, and as a consequence, there is no longer a quorum of members of the Commission to decide on a particular issue, the issue shall be referred to the Regional Board for a decision.

9. Delegation of Powers and Duties

- (a) The Regional Board hereby delegates to a Commission, subject to (a) the policies and procedures of the Regional Board, and (b) limitations in the CRD Delegation Bylaw, administrative powers of the Regional Board with respect to the provision of the Local Service established by the following bylaws:
  - (i) Bylaw No. 3188, "Beddis Water Service Establishment Bylaw No. 1, 2004";
  - (ii) Bylaw No. 3424, "Cedar Lane Water Service Establishment Bylaw No. 1, 2007";
  - (iii) Bylaw No. 3021, "Salt Spring Island Cedars of Tuam Water Service Establishment Bylaw No. 1, 2002";
  - (iv) Bylaw No. 1772, "Fernwood Water Supply Local Service Establishment Bylaw No. 1, 1989" as amended;
  - (v) Bylaw No. 3202, "Fulford Water Service Establishment Bylaw No. 1, 2004" as amended;

- (vi) Bylaw No. 1923, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991" as amended;
- (vii) Bylaw No. 1937, "Highland Water System Local Service Establishment Bylaw No. 1, 1991" as amended; and
- (viii) Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No.1, 1991"; and
- ~~(ix) Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993" as amended.~~

(Bylaw 4544)\*

- (b) Without limiting the generality of the foregoing, a Commission shall recommend policies governing the provision and operation of the service including the recommendation of levels of user charges, frontage taxes or parcel taxes to be established by bylaw of the Regional Board. The operational functions of the local service shall be performed by the staff of the CRD or by contract through the CRD.
- (c) Despite subsection 9(a) above, or any Schedule of this bylaw, the Regional Board retains the right of approval of operational rules, procedures and policies and the levels of taxes, fees and other charges to be established by bylaw of the Regional Board.

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#### 10. Budget

Before the end of November of each year, a Commission shall be presented with a five year operating and capital budgets for the services provided in the Service Area which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates, together with estimates for expected revenue, in a form approved by the Financial Officer of the CRD for the approval of the Regional Board and for inclusion in the Regional Board's preliminary and annual budgets.

#### 11. Unauthorized Expenditures

A Commission shall not authorize any expenditure other than an expenditure provided for in the Budget as included in the approved financial plan of the CRD.

#### 12. Borrowing and Additional Funding

A Commission shall not accept funds advanced from any source other than the CRD without prior approval from the CRD.

13. Facilities and Equipment

Any facilities or equipment acquired by a Commission in its administrative capacity shall be acquired in the name of the CRD, shall be the property of the CRD and shall not be disposed of without the approval of the CRD.

14. Contracts

A Commission shall not enter into contracts on behalf of the CRD except:

- (a) Where the Commission has been granted authority to do so under the Delegation Bylaw; and
- (b) In the name of the CRD.

15. Repeal

- (a) Bylaw No. 3247, cited as "Beddis Water Service Committee Bylaw No. 1, 2004" is hereby repealed;
- (b) Bylaw No. 3505, cited as "Cedar Lane Water Service Commission Bylaw No. 1 2008" is hereby repealed;
- (c) Bylaw No. 3055, cited as "Cedars of Tuam Water Service Committee Bylaw No. 1, 2003" is hereby repealed;
- (d) Bylaw No. 3252, cited as "Fernwood Water Local Service Committee Bylaw No. 1 2005" is hereby repealed;
- (e) Bylaw No. 3248, cited as "Fulford Water Service Committee Bylaw No. 1, 2004" is hereby repealed;
- (f) Bylaw No. 1906, cited as "Ganges Sewer Local Services Committee Bylaw, 1991" and any amendments thereto are hereby repealed;
- (g) Bylaw No. 1936, cited as "Highland Water and Sewer Committee Bylaw No. 1, 1991" is hereby repealed; and
- (h) Bylaw No. 2119, cited as "Salt Spring Island Liquid Waste Disposal Local Services Committee Bylaw No. 1, 1993" is hereby repealed.

16. Citation

This bylaw may be cited as "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010.

READ A FIRST TIME THIS	14th	day of	April	2010
READ A SECOND TIME THIS	14th	day	April	2010
READ A THIRD TIME THIS	14th	day of	April	2010
ADOPTED THIS	14th	day of	April	2010

CHAIR

CORPORATE OFFICER

**Schedule "A"**

1. Membership

In accordance with Section 4 of this bylaw, the Commission shall consist of:

- (a) In the Beddis Water Service Commission Service Area, the Commission shall consist of the Director plus four (4) other persons to be appointed by resolution of the Regional Board as follows:
  - (i) Three (3) members must be owners of real property within the Service Area; and
  - (ii) One (1) member may be a resident or an owner of real property within the Service Area or another person who is prepared to represent the Service Area.
- (b) In the Cedar Lane Water Service Commission Service Area, the Commission shall consist of the Director plus three (3) other persons appointed by resolution of the Regional Board who are residents or owners of real property within the Service Area or another person who is prepared to represent the Service Area.
- (c) In the Cedars of Tuam Water Service Commission Service Area, the Commission shall consist of the Director plus two (2) other persons appointed by resolution of the Regional Board as follows:
  - (i) One (1) member must be an owner of real property within the Service Area; and
  - (ii) One (1) member may be a resident or an owner of real property within the Service Area or another person who is prepared to represent the Service Area.
- (d) The Fernwood and Highland Water Service Commission, administering the Fernwood Water Local Service Area and the Highland Water Local Service Area, shall consist of the Director plus four (4) other persons appointed by resolution of the Regional Board as follows:
  - (i) Three members shall be resident electors of the Highland Water Local Service Area or the Fernwood Water Local Service Area; and
  - (ii) One member shall be a resident elector of the Salt Spring Island Electoral Area.

*(Bylaw 4371)*
- (e) In the Fulford Water Service Commission Service Area, the Commission shall consist of the Director plus four (4) other persons appointed by resolution of the Regional Board as follows:
  - (i) Three (3) members must be owners of real property within the Service Area; and
  - (ii) One (1) member may be a resident or an owner of real property within the Service Area or another person who is prepared to represent the Service Area,
- (f) In the Ganges Sewer Local Services Commission Service Area, the Commission shall consist of the Director plus five (5) other persons to be appointed as follows:

- (i) Four (4) members shall be resident electors or owners of a business within the Service Area; and
- (ii) One (1) member shall be a resident elector or owner of a business within the Electoral Area of Salt Spring Island.
- (iii) Despite Subsections (i) and (ii) above, one of the five members appointed by the Regional Board may be an employee or a member of a board of a school district, a hospital or a community care facility which owns or manages property within the Service Area, provided the employee is a resident elector of the CRD.

(g) The Maliview Sewer Local Service Commission, administering the Maliview Sewer Local Service Area, shall consist of the Director plus (three) other persons appointed by resolution of the Regional Board as follows:

- (i) Two (2) members shall be resident electors of the Maliview Sewer Local Service Area; and
- (ii) One (1) member shall be a resident elector of the Salt Spring Island Electoral Area.

(Bylaw 4371)

~~(h) In the Salt Spring Island Liquid Waste Disposal Local Service Commission Service Area, the Commission shall consist of the Director plus five (5) other persons to be appointed as follows:~~

- ~~(i) The five (5) members shall be persons entitled to vote on Salt Spring Island for the Electoral Area Director.~~
- ~~(ii) A minimum of one (1) member of the Commission shall be a member of the Ganges Sewer Local Services Commission and one (1) shall be a member of the Highland Water and Sewer Local Services Commission who shall be qualified to remain members of the Commission so long as they hold office.~~

(Bylaw 4544)

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**Schedule "B"**

1. Description of Services

- (a) The Beddis Water Service Commission operates a service for the supply, conveyance, treatment, storage and distribution of water within the Beddis Water Service Area, as more particularly described in Bylaw No. 3188, "Beddis Water Service Establishment Bylaw No. 1, 2004".
- (b) The Cedar Lane Water Service Commission operates a service for the supply, conveyance, treatment, storage and distribution of water within the Cedar Lane Service Area, as more particularly described in Bylaw No. 3424, "Cedar Lane Water Service Establishment Bylaw No. 1, 2007".
- (c) The Cedars of Tuam Water Service Commission operates a service for the supply, conveyance, treatment, storage and distribution of water within the Cedars of Tuam Local Service Area, as more particularly described in Bylaw No. 3021, "Salt Spring Island Cedars of Tuam Water System Service Establishment Bylaw No. 1, 2002".
- (d) The Fernwood and Highland Water Service Commission operates services for the supply, conveyance, treatment, storage and distribution of water within the Fernwood Water Local Service Area, more particularly described in Bylaw No. 1772, "Fernwood Water Supply Local Service Establishment Bylaw No. 1, 1989" and any amendments thereto, and in the Highland Water Local Service Area, more particularly described in Bylaw No. 1937, "Highland Water System Local Service Establishment Bylaw No. 1, 1991" and any amendments thereto;

(Bylaw 4371)

- (e) The Fulford Water Service Commission operates a service for the supply, conveyance, treatment, storage and distribution of water within the Fulford Water Service Area, as more particularly described in Bylaw No. 3202, "Fulford Water Service Establishment Bylaw No. 1, 2004" and any amendments thereto.
- (f) The Ganges Sewer Local Services Commission operates a service for the collection, conveyance, treatment and disposal of sewage within the Ganges Sewer Service Area, as more particularly described in Bylaw No. 1923, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991" and any amendments thereto.
- (g) The Maliview Sewer Local Service Commission operates a service for the collection, conveyance, treatment and disposal of sewage within the Maliview Sewer Local Service Area, as more particularly described in Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991".

(Bylaw 4371)

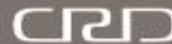
- ~~(h) The Salt Spring Island Liquid Waste Disposal Local Service Commission operates a service for the collection, treatment and disposal of septage and sewage sludge with wood waste within the Salt Spring Island Liquid Waste Disposal Local Service Area, as more particularly described in Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993" and any amendments thereto.~~

~~(Bylaw 4544)~~

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# Terms of Reference



## Ganges Harbour Walk Project Steering Committee

### PREAMBLE

The Capital Regional District (CRD) Ganges Harbour Walk Project Steering Committee is an advisory committee established by the CRD Board and will oversee and make recommendations to the to the Salt Spring Island ~~Parks and Recreation~~ Local Community Commission (SSIPARC-LCC) regarding matters related to the construction of the Ganges Harbour walk.

The Committee's official name is to be:

Ganges Harbour Walk Project Steering Committee (GHWPSC)

### 1.0 PURPOSE

The mandate of the Committee includes overseeing and making recommendations to the SSIPARC-LCC regarding the following:

- Responsible for securing permanent funding for the development and construction of the project by way of fund raising, grant writing, and if necessary, championing referendum financing process.
- Ensures value for the project by achieving a return on investment by:
  - Completing project on time and on budget;
  - Future annual maintenance and operating costs, including life cycling costing are minimized;
  - Enhancing the safety, aesthetics, and accessibility of the harbour walk; and
  - Meeting community needs and objectives for years to come
- Provide the Project Manager with requirements concerning decisions or policies that may impact scope or project outcomes.
- Provide advice and feedback on scope, schedule, cost and quality concerns, or guidance on project priorities that arise during the planning, design and implementation of the project.
- Provide issue resolution on other matters referred to the Committee by the Project Manager and/or staff liaison.
- Facilitate project approvals at key milestones: procurement awards, site and engineering assessment, design development.
- Provide the Project Construction Manager with advice and direction where appropriate concerning site priorities for renovation/upgrade of the existing boardwalk structure or realignment and joining the boardwalk to Pecks Cove Park and southern entrance to the harbour walk.

## 2.0 ESTABLISHMENT AND AUTHORITY

- The Committee in an advisory capacity will make recommendations ~~through to the SSIPARC LCC to the Board for review, comment, and decision~~ on matters impacting a change in scope, financing, or procurement award as required in the CRD Procurement Policy.
- The ~~Board LCC~~ Chair will appoint the Committee Chair and Committee members for the duration of the project as per section 3.0.
- Upon completion of the project the Committee will be disbanded.

## 3.0 COMPOSITION

- Committee members will be appointed as follows:
  - Salt Spring Island Electoral Area Director
  - One LCC commissioner, nominated by the LCC
  - One Salt Spring Island Trustee nominated by the Local Trust Committee
  - ~~The Chair or designate, of Salt Spring Island Transportation and Transit Commission~~
  - ~~The Chair or designate, of the Salt Spring Island Parks and Recreation Commission~~
  - One Board member nominated by the Salt Spring Island Chamber of Commerce.
  - One member at large nominated by the Salt Spring Island Electoral Area Director.

## 4.0 PROCEDURES

- The Committee shall meet as needed or at the call of the Committee Chair, in consultation with the staff liaison.
- The agenda will be finalized in consultation between staff liaison and the Committee Chair, and any Committee member may request that a matter be placed on the agenda.
- For meetings to proceed a quorum of the committee will be required to be in attendance to conduct committee business. A quorum is a minimum of ~~four~~ three members.
- With the approval of the Committee Chair ~~and Electoral Area Director~~, committee matters of an urgent or time sensitive nature may be forwarded to ~~Electoral Area Services Committee and Board LCC~~ for consideration.

## **5.0 RESOURCES AND SUPPORT**

- The Salt Spring Island Senior Manager will act as liaison to the Committee.
- The Salt Spring Island Electoral Area Administrative division will provide administrative support as required; and prepare and distribute minutes and agendas.
- A Project Construction Manager will be assigned by the CRD to lead the team responsible for achieving the project scope, objectives, change and issue management, risk assessment, procurement, and communication on project status, including problems and issues that require the Committee direction.



Making a difference...together

## REPORT TO MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE MEETING OF TUESDAY, APRIL 4, 2023

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**SUBJECT**     **Award of Contract 2022-846 Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades**

### **ISSUE SUMMARY**

To seek approval to award a contract for the Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades.

### **BACKGROUND**

The Magic Lake Estates Sewer Service has committed to address the issues facing the aging and failing sewer infrastructure in Magic Lake Estates (MLE) through capital project upgrades. On November 23, 2019, the electors of the MLE Sewer Service approved borrowing \$6 million to complete Phase 1 upgrades to the system. Phase 1 upgrades originally included about 4.6 kilometers (km) of sewer pipe replacement, renewing of three pump stations, and some improvements at Schooner Wastewater Treatment Plant (WWTP). In 2020, the Capital Regional District (CRD) applied for a grant from Infrastructure Canada to complete upgrades on the pump stations and treatment plants at an estimated cost of \$7.71 million. The application was successful, and the 73.33% senior government share of the grant was \$5.65 million, and the 26.67% local taxpayer share was \$2.06 million.

The scope previously noted in Phase 1, 2 and 3 was adjusted so that \$3.94 million would be allocated for sewer replacement and overall project administration; and \$7.71 million would be allocated towards the pump stations and treatment plant upgrades.

In 2021, the Magic Lake Estates Water and Sewer Committee directed staff to proceed with replacing about 3km of sewer pipe and to install the new Cannon forcemain at an estimated cost of about \$2.2 million and to save the remaining funds from the \$3.94 million allocation until the final pump station and treatment plant costs were known. Refer to the map in Appendix A showing the completed and proposed upgrades.

McElhanney Ltd. was awarded a consulting engineering contract in January 2022 for the design of the WWTP and pump station upgrades.

### **Project Scope**

The proposed upgrades under the Magic Lake Estates Wastewater Pump Station and Treatment Plant Project include:

1. Renew Buccaneer, Galleon, Schooner, Capstan, Cutlass and Masthead pump stations:
  - a. Replace mechanical and electrical components
  - b. Provide a standby generator for Galleon and Schooner
2. Replace Cannon WWTP with a new pump station:
  - a. Provide an access road to the pump station
  - b. Install new pump station and kiosk
  - c. Retain existing tankage for emergency overflow storage

3. Upgrade Schooner WWTP:
  - a. Replace existing headworks and biological treatment processes
  - b. Replace electrical and mechanical equipment (pumps, blowers, etc.)
  - c. Provide a new emergency standby generator
  - d. Retain existing tankage for emergency overflow storage
  - e. Remove the existing electrical and blower sheds
  - f. Improve the sludge dewatering process
  - g. Improve access, landscaping and screening around the facility

The original pump station and treatment plant project estimate in 2020, when the grant application was submitted prior to COVID, world events, and market supply shortages was \$7,709,350. In November 2022, McElhanney updated their cost estimate to \$8,556,000 and then at the end of January 2023, just as the tender was issued, McElhanney updated their estimate again to \$9,000,000. Other additional scope changes, not included in the updated cost estimate, are environmental approvals/restoration for working in a ‘wetland’ and upgraded radio communication requirements.

Based on McElhanney’s revised January estimate and deducting the pre-purchased equipment and engineering costs, the pre-tender budget estimate for construction was \$6,400,000. Further details on the overall project budget are noted in the Financial Status table on the next page.

An invitation to tender (No. 2022-846) was issued on January 27, 2023 and closed on March 14, 2023. Four tenders were received as noted below.

<b>Tenderer</b>	<b>Total Tender Amount (excluding GST)</b>
Coast Utility Contracting Ltd.	\$7,693,550.00
Industra	\$8,329,618.41
Tritech Group Ltd.	\$10,972,312.46
CanWest Mechanical Ltd.	disqualified

CanWest Mechanical Ltd. submitted their tender past the Tender Closing Time and was therefore not opened. The lowest tender from Coast Utility Contracting Ltd. is about 20% over McElhanney’s pre-tender cost estimate. McElhanney has reviewed the tenders and determined that there are cost increases across all disciplines, but the largest increases were for general requirements, mechanical and electrical items (see Appendix B for McElhanney’s review of the tender). Recently closed tenders on other CRD projects have also exceeded budget estimates by 20-30% indicating that market conditions are still being affected by supply chain issues, energy costs, and construction inflation. See Appendix C for a staff report presented to the CRD Juan de Fuca Water Distribution Service which provides a more detailed explanation on the cost drivers behind increasing tender amounts.

Staff advised the Committee in the September 13, 2022 Progress Report, that remaining funds from the sewer replacement project will have to be allocated towards the treatment plant and pump station project in order to cover the cost increase. In addition, three pump stations will have to be deleted from the project scope in order to ensure that key scope items, Schooner WWTP, Cannon, Galleon and Schooner Pump Stations, can be completed.

By removing three pump stations from the scope, the total revised tender price from the lowest tenderer would be \$6,465,550 plus \$119,000 for the Supervisory Control and Data Acquisition (SCADA) upgrades (excluding GST). The Financial Status Table below summarizes how the key project scope items can still be completed with the remaining funds available.

**Financial Status of Whole Project (as of March 20, 2023)**

<b>Projects/Tasks</b>	<b>Revised Budget</b>	<b>Actual and Committed Cost To Date</b>	<b>Remaining Cost To Complete</b>	<b>Variance</b>
20-01 Pipe Replacement (Phase 1)	\$2,403,266	\$2,363,357	\$0 <i>Note 1</i>	\$39,909
21-01 WWTP and Pump Station (Phase 2/3)	\$9,000,000	\$1,925,015	\$7,092,894	(\$17,909)
<i>Construction</i>	\$7,400,000	\$1,091,075	\$6,465,550 <i>Note 2</i>	(\$156,625)
<i>Implementation</i>	\$ 200,000	\$2,343	\$197,657 <i>Note 3</i>	\$0
<i>Design and Inspection</i>	\$ 900,000	\$831,597	\$68,403	\$0
<i>Contingency</i>	\$500,000	\$0	\$361,284 <i>Note 4</i>	\$138,716
Project Management	\$250,000	\$84,864	\$165,136	\$0
23-01 SCADA Upgrades	\$90,000	\$0	\$112,000 <i>Note 5</i>	(\$22,000)
<b>Total (all projects)</b>	<b>\$11,743,266</b>	<b>\$4,373,236</b>	<b>\$7,370,030</b>	<b>\$0</b>

1. The Pipe Replacement remaining cost to complete is shown as \$0 so that the Variance of \$39,909 can be allocated to Phase 2/3 (to complete the WWTP Upgrades and 3 pump stations).
2. The Construction remaining cost to complete of \$6,465,550 is based on tender 2022-846 amount with reduced scope (deleting 3 pump stations).
3. The Implementation (\$197,657) and Design (\$68,403) amounts are allocated for McElhanney and PBX to complete the programming and commissioning of the new facilities.
4. Contingency lowered to cover actual equipment and tender costs to date (about 7.0% remains for construction changes).
5. The SCADA (\$112,000) amount is based on the tender 2022-846 amount for that specific line item.

As noted in the above table, three pump stations have to be removed from the project scope to lower the construction tender amount to \$6,465,550, and the negative variances from the construction and SCADA line items can be offset by the positive variances from the pipe replacement and contingency line items. However, by reducing some scope and offsetting the variances the critical pump stations and treatment plant upgrades can proceed as committed to the Ministry of Environment and in the Infrastructure Canada Grant Agreement. The Infrastructure Grant agent has been informed of the revised scope.

Should the full contingency allowance not be required for unforeseen changes during construction, it may be possible to complete some of the other pump stations. This can be re-evaluated when the construction project nears completion in about one year.

Since the total value of this tender exceeds \$5 million, the approval to award this contract is required by the CRD Board.

## **ALTERNATIVES**

### *Alternative 1*

The Magic Lake Estates Water and Sewer Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Contract 2022-846, Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades, be awarded to Coast Utility Contracting Ltd., in the amount of \$6,577,550 plus GST; and
2. That staff be authorized to issue Change Orders for the project as required, up to total aggregate amount of \$361,284 from the Project Contingency.

### *Alternative 2*

The Magic Lake Estates Water and Sewer Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:

That Contract 2022-846, Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades, not be awarded and that staff be directed to cancel or retender the project.

## **IMPLICATIONS**

### *Financial Implications*

Coast Utility Contracting Ltd. was the lowest tender and are deemed qualified and experienced to complete the work in Tender 2022-846. Their tender exceeded the budget so three pump station upgrades need to be removed, but the key scope upgrades can, and must, be completed to bring the wastewater systems back into regulatory compliance to protect the environment.

### *Service Delivery Implications*

The Agreement with Infrastructure Canada requires this project be completed in order to receive senior government funding. They have been informed that some scope reduction is required. Additional information can be provided to the Committee and Board if necessary, but cancelling or retendering the project will delay the project schedule, prolong the Ministry of Environment's 'Out of Compliance' Order, and will likely add more cost to the project. Several pre-purchased equipment contracts have been awarded and that equipment is scheduled to arrive around September 2023.

### *Intergovernmental Implications*

This project is supported by many agencies including the Pender Conservancy, Island Health, Ministry of Environment, and stream keeper groups. In addition, several First Nations have been informed and consulted on this project.

## **CONCLUSION**

The Tender is ready to be awarded to Coast Utility Contracting Ltd. in the amount of \$6,577,550 plus GST. The Tender has been reviewed and it complies with the tender requirements and Coast is deemed qualified to undertake the project. With a reduction in scope, there are sufficient funds available in the approved Capital Plan and Infrastructure Canada Grant to complete the key project upgrades. Since the tender exceeds \$5 million, approval to award the contract is required by the CRD Board.

**RECOMMENDATION**

The Magic Lake Estates Water and Sewer Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:

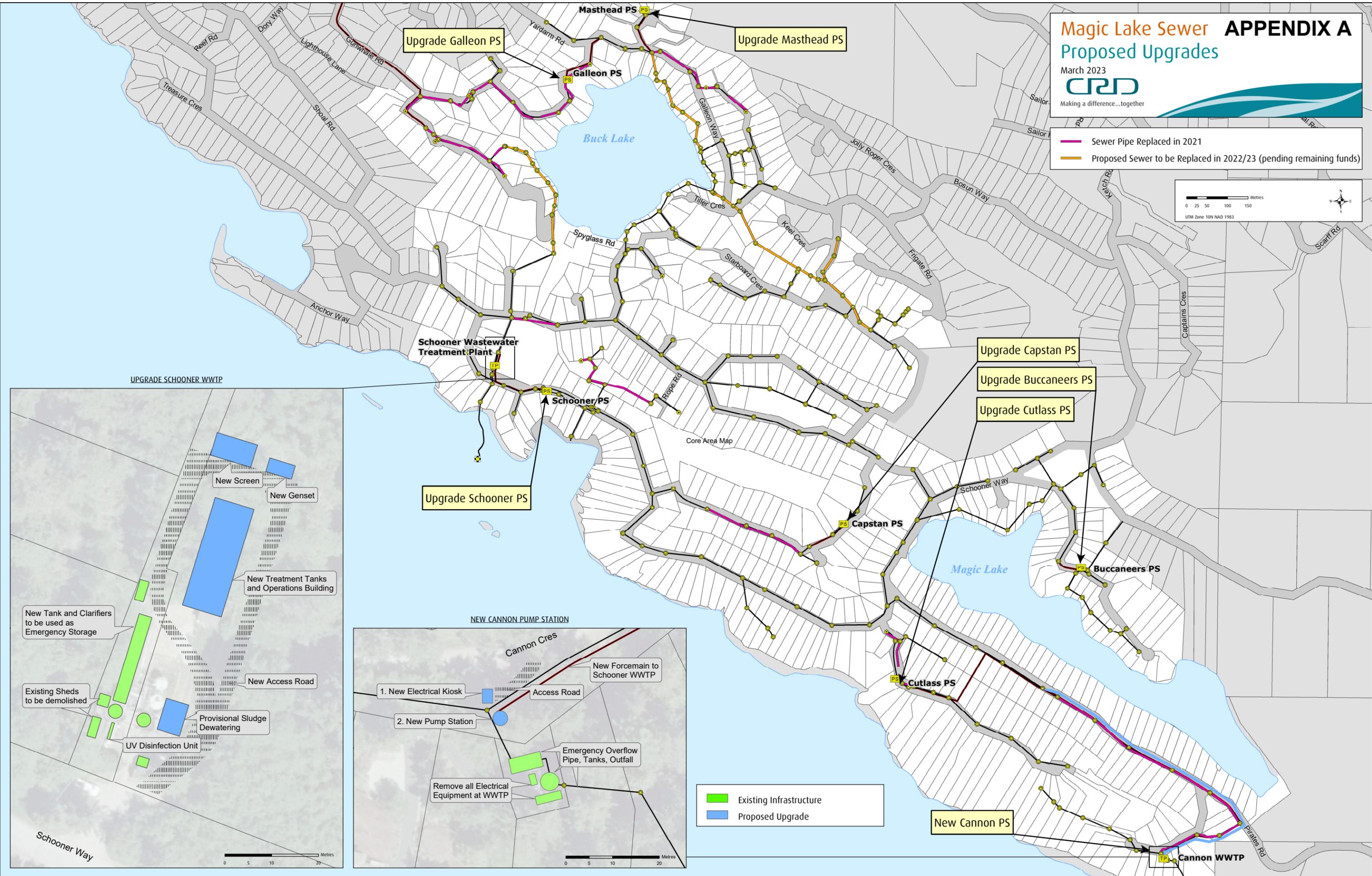
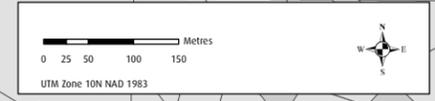
1. That Contact 2022-846, Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades, be awarded to Coast Utility Contracting Ltd., in the amount of \$6,577,550 plus GST; and
2. That staff be authorized to issue Change Orders for the project as required, up to total aggregate amount of \$361,284 from the Project Contingency.

Submitted by:	Malcolm Cowley, P.Eng., Manager, Wastewater Engineering and Planning
Concurrence:	Joseph Marr, P.Eng., Acting Senior Manager, Infrastructure Engineering
Concurrence:	Ian Jesney, P. Eng., Acting General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

- Appendix A: Map of completed and proposed upgrades to the MLE Wastewater System
- Appendix B: McElhanney’s review of Tender 2022-846
- Appendix C: Staff Report to Juan de Fuca Water Distribution Commission

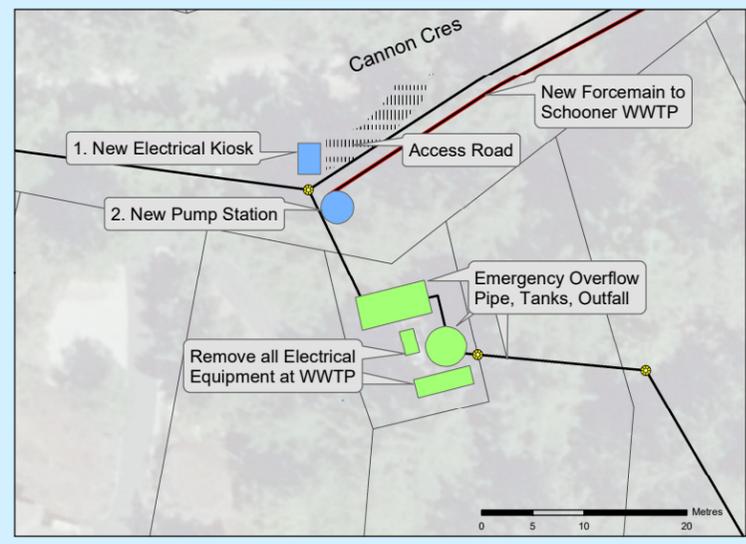
— Sewer Pipe Replaced in 2021  
 — Proposed Sewer to be Replaced in 2022/23 (pending remaining funds)



UPGRADE SCHOONER WWTP



NEW CANNON PUMP STATION



Existing Infrastructure  
 Proposed Upgrade

Our File: 2241-21182-00

# MEMO

<b>To</b> Martina Bona, P.Eng. Wastewater Engineering & Planning, CRD	<b>From</b> Mitchell Hahn, P.Eng. McElhanney Ltd., Victoria
<b>Re</b> MLE Wastewater Pump Station and Treatment Plant Upgrades Tender Document Review	<b>Date</b> March 16, 2023

Dear Martina,

This memo reviews the tenders received by the Capital Regional District on March 14, 2023 for the Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades project (Tender 2022-846).

## 1. Tenders Received

Three tenders were received for this project, all properly signed. Total lump sum prices as per the Schedule of Prices and Estimated Quantities of the Tenderers Package are shown in the table below.

Bidder	Bid Value (excluding GST)
Coast Utility Contracting Ltd.	\$7,693,550.00
Industra	\$ 8,329,618.41
Tritech Group Ltd.	\$ 10,972,312.46

## 2. Arithmetic Check

An arithmetic check was performed on all three Tender Schedule of Prices and Estimated Quantities with the following errors observed:

### McElhanney

500 – 3960 Quadra Street, Victoria BC Canada, V8X 4A3  
 Tel. 250-370-9221 | Fax. 1-855-407-3895 | www.mcelhanney.com

**Coast Utility Contracting Ltd.**

Arithmetic checked OK

**Industra:**

There was a \$5.00 summation error in Part A of their bid. The correct amount of their tender is noted in the table above.

**Tritech Group Ltd.**

Arithmetic checked OK

**3. Bid Bond**

All three tenders provided the required Bid Bond.

**4. Undertaking of Surety – Performance Bond and Labour and Materials Payment Bond**

All three tenders provided the required undertaking of Surety for both the Performance Bond and the Labour and Materials Payment Bond.

**5. Project Duration**

The following table summarizes the number of days the Contractor's specified to substantially perform the work after the award of contract.

Bidder	Duration (Days)
Coast Utility Contracting Ltd.	365
Industra	400
Tritech Group Ltd.	730

**6. Acknowledgment of Addenda**

All Tenders included acknowledgement of their examination of the addenda as indicated in section 1.11, page 5 of the Instructions to Tenderers and included signed copies of the addenda.



## 7. Contractors Qualifications and Experience

All Bidders provided references for projects of similar size and scope and qualifications of their key personnel; and are all deemed to have acceptable qualifications to undertake this project. Any sub contractors not listed will need to be approved by the Engineer.

## 8. Tender Values vs Engineer's Estimate

The table below provides a summary of the Part A through G of the Tenders amounts compared to the engineer's class B cost estimate provided in January 2023. A class B estimate is considered to have a level of accuracy of (+/-15-25%). The lowest tender price is about 10-35% higher than the Class B estimate (after factoring in the + 15 to +25% range)

Estimated			Coast Utility	Industra	Tritech
Item	Class B Cost Estimate	Class B High Limit 25%	Amount (\$)	Corrected Amount (\$)	Amount (\$)
Part A - Schooner WWTP Upgrade	\$ 3,069,511	\$ 3,836,889	\$ 4,668,350.00	\$ 5,278,601.22	\$ 7,771,099.92
Part B - Cannon Pump Station	\$ 842,116	\$ 1,052,645	\$ 876,200.00	\$ 885,995.34	\$ 914,117.92
Part C - Buccaneer Pump Station	\$ 277,846	\$ 347,308	\$ 371,900.00	\$ 380,576.99	\$ 389,806.14
Part D - Capstan Pump Station	\$ 264,799	\$ 330,999	\$ 387,900.00	\$ 374,017.08	\$ 378,054.02
Part E - Galleon Pump Station	\$ 336,508	\$ 420,635	\$ 415,400.00	\$ 410,354.12	\$ 427,195.54
Part F - Masthead Pump Station	\$ 297,228	\$ 371,536	\$ 386,200.00	\$ 399,248.30	\$ 407,742.25
Part G - Schooner Pump Station	\$ 393,498	\$ 491,873	\$ 487,600.00	\$ 500,825.36	\$ 584,296.67
<b>Subtotal of above items</b>	\$ 5,481,508	\$ 6,851,885	\$ 7,593,550.00	\$ 8,229,618.41	\$ 10,872,312.46
Contingency Allowance (see note 2)	\$ 100,000	\$ 100,000	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
<b>Subtotal including contingency</b>	\$ 5,581,508	\$ 6,951,885	\$ 7,693,550.00	\$ 8,329,618.41	\$ 10,972,312.46
Goods and Services Tax (GST)	\$ 279,075	\$ 347,594	\$ 384,677.50	\$ 416,480.92	\$ 548,615.62
<b>Total Tendered Amount</b>	\$ 5,860,583	\$ 7,299,479	\$ 8,078,227.50	\$ 8,746,099.33	\$ 11,520,928.08

Item	Class B Estimate plus 15%	Class B Estimate plus 25%	Coast Utility Tender Amount	Percent Difference
Part A	\$ 3,529,937.99	\$ 3,836,889.12	\$ 4,668,350.00	+ 20 to 28%
Part B	\$ 968,433.72	\$ 1,052,645.35	\$ 876,200.00	- 10 to 18%
Part C	\$ 319,523.23	\$ 347,307.85	\$ 371,900.00	+ 7 to 15%
Part D	\$ 304,519.01	\$ 330,998.93	\$ 387,900.00	+ 16 to 24%
Part E	\$ 386,984.36	\$ 420,635.18	\$ 415,400.00	+ 7 to -1%
Part F	\$ 341,812.72	\$ 371,535.57	\$ 386,200.00	+ 4 to 12%
Part G	\$ 452,522.99	\$ 491,872.82	\$ 487,600.00	+7 to -1%

The biggest cost difference appears to be on the Schooner WWTP item.



Upon review of the individual Schooner WWTP line items, the costs are higher for all disciplines and items across the board and the following list notes some of the key cost increases:

- General Requirement - \$330K (237%) higher than estimate (includes accommodations, LOA, etc)
- Earthworks - \$140K (97%) higher than estimate (includes bulk excavation, import gravel, etc.)
- Concrete - \$270K (40%) higher than estimate (imported from off-island)
- Electrical - \$479K (73%) higher than estimate
- Mechanical - \$400K (115%) higher than estimate (includes pumps, valves, piping, HVAC)

In general, the higher costs are indicative of escalating material and labour costs in every discipline. McElhanney has seen the prices of items increase monthly over several recent contracts. These costs also indicate that working on Pender is far more expensive than anticipated. Although much effort was taken to minimize the amount concrete, earthworks, and to minimize ferry traffic, the market reality is that material and labour is increasing rapidly. Getting labour and material to the island via the ferry is expensive especially with no gravel or concrete available on the island. Concrete costs alone came in at over \$3,500 per m<sup>3</sup>. This is twice what is experienced in more urban areas of BC, 40% more than remote areas on Vancouver Island.

The large spread in cost and duration between the two lower vs the high bidder could be indicative of the level of risk that some bidders may see with the project. However, this also may just be the demand that contractors are seeing now, and the high costs they are subject to and/or feel they can ask for.

McElhanney recently closed a design build bid with the City of Revelstoke where despite bidders being informed of the budget, and that the project could not proceed if over budget, all bidders came in over budget, some as much as 35%. In recent talks with our other Vancouver Island Branches, we have seen costs for civil projects in rural areas not only coming in over budget, but like this tender, having a wide margin between the low and the high bidder.

Although each PS is approximately 25% higher than the base estimate, they either fall within or are slightly lower than the high limit of the estimate. In general, the higher costs on these come from the electrical kiosks. The electrical market has been in turmoil for some time prices are incredibly hard to predict. In particular, we have seen cost increases (some as much as triple) for kiosk costs compared to prices seen in the summer of 2022. Our estimates were based on supplier pricing and estimates using previous tender results where available.

## **9. Cost Reduction**

From experience, McElhanney does not believe that retendering this project will result in any cost reduction and often results in further cost escalation especially since, in this case, the low tenderer knows that the next tenderer's bid was about \$640,000 higher. As well material and labour costs continue to escalate, and the project has already been exposed to these escalating costs. Although some design



changes may result in some cost reduction, it is recommended that this be explored further with the contractor as Change Order credits should a contract be awarded.

With the prepurchase of the major mechanical components at the treatment plant, the main design is also constrained, as it basically builds around the equipment and cannot be reduced substantially but different materials can be explored. The design team and the CRD have spent a good deal of time refining and cutting back where possible through multiple design work shops.

Since the CRD has already purchased most of the major treatment plant equipment it is recommended to move forward with the WWTP upgrade. As such, the remaining option to lower costs such that the treatment plant upgrades can proceed would be reduce the pump stations scope of work. McElhanney has reviewed the priority of the pump stations, and it is noted that if the Canon PS is to be built, (to decommission Cannon WWTP), then the Schooner PS must be upgraded to meet the increased flows coming from Cannon. In addition, since standby generators were purchased for Galleon and Schooner Pump Stations, it is also recommended that these stations are upgraded. Therefore, the lowest priority pump stations that can be deferred without any impact to the system, include: Capstan, Buccaneers, and Masthead.

## 10. Recommendations

McElhanney recommends that the Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades tender be awarded to **Coast Utility Contracting Ltd**, subject to confirming the scope reduction of three pump stations from the contract. Coast's bid was found to be compliant, and they appear to have the required qualifications and experience.

Sincerely,  
Mitchell Hahn



Mitchell Hahn, P.Eng.  
[mhahn@mcelhanney.com](mailto:mhahn@mcelhanney.com)  
778-746-7407



Making a difference...together

JWDC 21-08

**REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION  
MEETING OF TUESDAY, DECEMBER 7, 2021**

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**SUBJECT     2022 Juan de Fuca Water Distribution Service Capital Plan Amendment**

**ISSUE SUMMARY**

It is proposed to amend the 2022 Capital Plan and adjust the budget for the following projects:

1. Project 20-06 – Sun River Reservoir Replacement
2. Project 20-07 – Goldstream AC Replacement
3. Project 23-01 – Tank 4 and McCallum Pump Station and Pump Station 7 and remaining Supply Main to Skirt Mountain Reservoir

**BACKGROUND**

On October 5, 2021, the Juan de Fuca (JDF) Water Distribution Commission (Commission) recommended to the Capital Regional District Board, approval of the 2022 Operating and Capital Budget and the Five Year Capital Plan. Since that time, tenders have closed on the Sun River Reservoir Replacement project with the lowest tender received being approximately 29% over budget despite the fact there were 8 bidders. Six bids were within 6% of the lowest tender. Given the competitive nature of the bids, staff feel that the budgets for the above referenced projects need to be increased to ensure adequate approved funding is available to award and complete the projects.

To better understand the volatility of the construction market, staff asked the two consultants delivering the three projects referenced above, Parsons and Stantec, to provide some bid analysis to determine construction market cost drivers in relation to the types of infrastructure projects the Capital Regional District (CRD) is delivering. They were also asked to query contractors and suppliers for their input. A summary of their responses follows:

- Construction inflation has far exceeded the general inflation reported for the region. While general inflation has been reported in the 4-5% range, construction inflation has increased in the 25-30% range for the type of projects the CRD is undertaking in the JDF service.
- The increase in construction inflation is split approximately 80% for materials and 20% for labour. Labour increases are mostly based on upward pressure on compensation due to competition in attracting staff, and the overall shortage of skilled labour. Some specific increases by component are:
  - Labour – 20%
  - Tank materials – 15%
  - Pipe - 40-50% (dependant on pipe material)
  - Fittings – 40%
  - Concrete – 15%
  - Electrical – 40%

Some of the drivers behind these increases include supply chain issues, shortage of materials due to high demand and lack of raw materials available for manufacturing. While the supply chain

issues may resolve in the near future, it is expected material availability will to continue to be an issue for some time. Senior levels of Government in both the United States and Canada have contributed to high demands with increased infrastructure spending. Volatility in pricing is expected to continue.

Given the preceding, the request for budget increases, by project, are as follows. A summary of proposed budget increases are included in Appendix A.

1. Project 20-06 – Sun River Reservoir Replacement (Sun River)
  - Original budget approved for 2022 was \$1.3 million, which included design and construction.
  - Funding is provided by \$1.1 million from JDF capital reserves, and \$200,000 from the Sun River developer.
  - Cost of construction was budgeted at \$1.1 million, however the tenders received a low bid of \$1,424,070 + GST.
  - As a result, the project is short by \$324,070 and requires additional funding.
  - To allow for contingency, staff are requesting to increase the budget by \$375,000 to \$1.675 million, which will be funded by \$1.475 million from JDF capital reserves and \$200,000 from the Sun River developer.
  - Tenders closed on November 2, 2021 and are awaiting award subject to funding approval.
2. Project 20-07 – Goldstream Asbestos Cement (AC) Replacement (Goldstream AC)
  - Original budget approved for 2022 was \$5.0 million which included design and construction.
  - Funding is provided entirely from JDF capital reserves.
  - Cost of construction was budgeted at \$4.2 million with the remaining budget of \$800,000 being engineering costs and staff time.
  - Cost escalation is expected to increase construction costs to \$5.0 million with an overall budget request of \$5.8 million for design and construction. This includes a contingency of 10%.
  - Tendering is expected to take place in December 2021.
3. Project 23-01 – Tank 4 and McCallum Pump Station, Pump Station 7 and remaining Supply Main to Skirt Mountain Reservoir (Skirt Mountain Improvements)
  - Original budget approved for 2022 was \$7.11 million which included design and construction.
  - Funding is provided entirely by the JDF Development Cost Charge (DCC) program.
  - Cost of construction was budgeted at \$6.54 million with the remaining budget of \$570,000 being engineering costs and staff time.
  - Cost escalation is expected to increase construction costs to \$8.54 million with an overall budget request of \$9.11 million for design and construction. This includes a contingency of 10%.
  - The Supply Main to Skirt Mountain Reservoir portion of the project was completed on budget in early 2021 by internal CRD staff. Tendering for the remainder of the project is expected to take place in December 2021.

**ALTERNATIVES***Alternative 1*

That the Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board, that the 2022 Juan de Fuca Water Distribution Service Capital Budget and Five Year Capital Plan be amended as shown in Appendix A.

*Alternative 2*

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

**IMPLICATIONS***Financial Implications*

Both the Sun River and the Goldstream AC projects are funded by capital reserves which are able to fund the increased budget requests. In addition, Sun River is also funded with a developer contribution.

The Skirt Mountain Improvements project is funded entirely with DCC program reserves which are available.

Should all three budget requests be approved, there is no expected impact to the 2022 approved water rates.

*Service Delivery Implications*

All three of the identified projects are instrumental with regards to system hydraulic performance, system resiliency, and the continued provision of potable water to the JDF service.

Project completion in the near future is critical to maintaining overall system performance.

Staff considered deferring the projects to a time in the future when construction costs are lower but given the information available, that is not expected soon.

**CONCLUSION**

Due to significant increases in the cost of labour and materials, capital budget increases are being requested to deliver the Sun River, Goldstream and Skirt Mountain projects in 2022. Adequate funding is available for the proposed budget amendments associated with all three projects and there is no expected impact to the 2022 approved water rates.

**RECOMMENDATION**

That the Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board, that the 2022 Juan de Fuca Water Distribution Service Capital Budget and Five Year Capital Plan be amended as shown in Appendix A.

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

**ATTACHMENT**

Appendix A: Proposed Amendment to the 2022 Juan de Fuca Water Distribution Service Capital Plan

## APPENDIX A

**PROPOSED AMENDMENT TO THE  
2022 JUAN DE FUCA WATER DISTRIBUTION SERVICE CAPITAL PLAN**

<b>Project</b>	<b>Current 2022 Budget</b>	<b>Proposed Increase \$</b>	<b>Proposed Increase %</b>	<b>Amended 2022 Budget</b>
<b>Project 20-06</b> Sun River Reservoir Replacement	\$1.3 million	\$375,000	29%	\$1.675 million
<b>Project 20-07</b> Goldstream AC Replacement	\$5.0 million	\$800,000	16%	\$5.8 million
<b>Project 23-01</b> Tank 4, McCallum Pump Station, Pump Station 7, Supply Main to Skirt Mountain Reservoir	\$7.11 million	\$2.0 million	28%	\$9.11 million



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**MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Tuesday, November 22, 2022 at 2:00 p.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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

**Staff:** I. Jesney, Acting General Manager, Integrated Water Services; J. Dales, Acting Senior Manager, Wastewater Infrastructure Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Finance Services; J. Marr, Acting Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; (EP) M. Risvold, Committee and Administrative clerk (recorder)

**Also Present:** T. McLeod

EP = Electronic Participation

The meeting was called to order at 2:03 p.m.

**1. APPROVAL OF AGENDA**

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

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by J. Money, **SECONDED** by A. Olsen,  
That the minutes of the June 21, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair thanked staff for another year of support with the Committee and congratulated Director Brent as the new Electoral Area Director.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

I. Jesney introduced staff in the room and advised he is now the Acting General Manager, Integrated Water Services until April 2023. He introduced J. Marr, Acting Senior Manager, Infrastructure Engineering.

J. Marr introduced himself to the Committee and noted he is looking forward to working with the Committee.

## 6. COMMITTEE BUSINESS

### 6.1. 2023 Operating and Capital Budget

Staff presented the 2023 Operating and Capital Budget Report.

Discussion ensued regarding:

- Travel implications for new manager located on Salt Spring Island
- Security of awarded grant funds
- Cost for bringing well into the service

**MOVED** by J. Crerar, **SECONDED** by J. Money,  
The Lyall Harbour Boot Cove Water Local Service Committee:

1. Approve the 2023 operating and capital budget as presented and that the 2022 actual operating deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF); and
2. Recommends that the Electoral Areas Committee recommends that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Lyall Harbour/Boot Cove Water Service as presented.

**CARRIED**

### 6.2. Project and Operations Update

J. Kelly presented the capital projects update.

Discussion ensued and staff responded to questions:

- Project 19-02 Pressure Release Valve (PRV) Bypass Assembly. Staff advised the project should be complete in the first quarter of 2023.
- Project 22-02 Dam Improvements & Regulatory Requirements. Staff advised a portion of funds have been allocated to Thurber and it is not forecasted to cost more beyond what is allocated. Details will be prepared in early 2023. Dam Safety Reviews are currently completed on a 10-year cycle which are revisited every 10 years due to risk factors.

J. Dales presented the operational update.

### 6.3. Investigation of Turbidity Measurement at the Lyall Harbour/Boot Cove Water System

C. Moch presented the report.

Staff advised that Island Health may want to see the data to support the study. Saturna Island will be the pilot project, and there will be no costs charged to the Committee as the new meter will likely benefit many other services. The study will not prevent water quality issues but may help to mitigate boil water advisories.

Discussion ensued regarding:

- The need to increase the value of water treatment
- Climate change
- Desalination

**7. CORRESPONDENCE**

There was none.

**8. NEW BUSINESS**

I. Jesney thanked the Committee for their work and their support for the community.

The Committee thanked I. Jesney for his service over the years.

**9. ADJOURNMENT**

**MOVED** by A. Olsen, **SECONDED** by J. Money,  
That the November 22, 2022 meeting be adjourned at 2:56 p.m.

**CARRIED**

---

**CHAIR**

---

**SECRETARY**



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**MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, January 10, 2023 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

---

**PRESENT: Committee Members:** M. Fossil (Chair); J. Deschenes, (Vice Chair) (EP); A. Cyr (EP); W. Foster (EP); R. Sullivan (EP)

**Staff:** J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; M. Cowley, Manager, Wastewater Engineering and Planning; J. Kelly, Manager, Capital Projects; M. Risvold, Committee and Administrative Clerk (recorder)

**REGRETS:** P. Brent (Electoral Area Director); D. Reed

EP = Electronic Participation

The meeting was called to order at 9:36.

## **1. ELECTION OF CHAIR**

The Acting Senior Manager called for nominations for the position of Chair of the Magic Lake Estates Water and Sewer Committee for the term ending December 31, 2023.

R. Sullivan nominated M. Fossil. M. Fossil accepted the nomination.

The Acting Senior Manager called for nominations a second time.

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

Hearing no further nominations, the Senior Manager declared M. Fossil Chair of the Magic Lake Estates Water and Sewer Committee for the term ending December 31, 2023 by acclamation.

## **2. ELECTION OF VICE CHAIR**

The Chair called for nominations for the position of Vice Chair of the Magic Lake Estates Water and Sewer Committee for the term ending December 31, 2023.

W. Foster nominated J. Deschenes. J. Deschenes accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared J. Deschenes Vice Chair of the Magic Lake Estates Water and Sewer Committee for the term ending December 31, 2023 by acclamation.

**3. APPROVAL OF AGENDA**

The committee discussed adding “Old Business” to the agenda. Staff advised previous meeting minutes reflect previous discussions, and if there is something not captured in the minutes committee can request an amendment to the minutes. Any new business can be added to “New Business” on the agenda or brought up during the agenda item.

**MOVED** by W. Foster, **SECONDED** by J. Deschenes,  
That the agenda be approved.

**CARRIED**

**4. ADOPTION OF MINUTES**

**MOVED** by W. Foster, **SECONDED** by R. Sullivan,  
That the minutes of the November 29, 2022 meeting be adopted.

**CARRIED**

**5. CHAIR’S REMARKS**

The Chair welcomed everyone to the new year.

**6. SENIOR MANAGER’S REPORT**

J. Marr wished the Committee a happy new year and advised he looks forward to working with the Committee.

**7. PRESENTATIONS/DELEGATIONS**

There were none.

**8. COMMITTEE BUSINESS**

**8.1. Project and Operations Update**

Staff provided updates on water capital projects and operations.

Staff responded to a question from the committee regarding the dollar value of the Adjustable Intakes related to capital project 21-02. Staff advised the approximate dollar value is \$143,000.

Staff provided updates on the wastewater capital projects and operations.

Staff responded to questions from the committee regarding capital project 21-01. Staff advised there is no specific deadline for the work to be done and it is unlikely that the project will be complete by next winter. There are potential implications if the project is put on hold as the funds from the grant are required to be used by 2025. Decisions can be made by the committee after the project has gone to tender.

**9. CORRESPONDENCE**

There was none.

The committee advised staff of a concern received from a member of the public regarding kids playing on the pumpstation kiosk and a request for a fence to be placed around it. Staff advised the kiosk is safe and it is not necessary to add a fence around it. There is signage currently on the kiosks advising not to tamper with them, but the kiosk is not a risk or safety concern.

**10. NEW BUSINESS**

There was none.

**11. ADJOURNMENT**

**MOVED** by W. Foster, **SECONDED** by A. Cyr,  
That the January 10, 2023 meeting be adjourned at 10:00.

**CARRIED**

---

**CHAIR**

---

**SECRETARY**



**Mayne Island Parks and Recreation Commission**  
**Minutes for February 9, 2023**

**6. Reports**

6.1. Treasurer's Report

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis,  
that the Treasurer's report for the period January 1 to 31, 2023 be approved as presented.  
**CARRIED**

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- It was reported that CRD held a Zoom meeting with all commission chairs and that Paul Brent was interested in holding a Commonality Meeting and that Galiano may be the host.
- Moving the holiday bonfire to New Year's Eve will be discussed closer to the date.
- The Chamber of Commerce meeting date has not been determined.
- The contract for the small water systems operator was not signed yet. There was no news regarding training for a commissioner.
- The sign for the Wall of Remembrance will be available later this month.
- The playground assessments will be emailed monthly to Chair Bell and an annual assessment was discussed.
- It was reported that there was no visible change at the Village Bay Boat ramp.

6.2.2. Commissioner Orientation on February 7, 2023

Commissioner Bell, Commissioner Euper, and Jacquie Burrows attended the orientation as did CRD Liaisons and some commissioners from other Gulf Islands.

6.2.3. Health and Safety concerns

No concerns reported.

6.2.4. Supplement to the Commissioner's Handbook

- Responsibilities were updated and some draft wording remains outstanding.
- The Danger Tree Committee to update Appendix 10.
- It was reported that the SharePoint program has not been made available as a means to centralize information. Commissioner Kilpatrick will assist in developing a reporting tool for the Danger Tree assessments.
- It was reported that the supplement should be out next month for review and approval.

6.2.5. Feral deer and January 22, 2023 Community Open House update

It was reported that a master plan is being developed to address the problem and should be made available in about two months.

**Mayne Island Parks and Recreation Commission  
Minutes for February 9, 2023**

6.2.6. Events

- A report was received with the agenda and there is nothing pending.
- It was reported that there were a lot of enquiries for summer weddings and four dates have been booked.
- Discussion occurred on a couple of trees leaning towards the Ed Williams trail.

6.3. Committees

6.3.1. Fitness Track

- A report was received with the agenda.
- It was reported that work is on hold until weather remains dry for five consecutive days and that the cultural monitor requires two weeks' notice.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the Mayne Island Parks and Recreation Commission recommend that the SGI Electoral Area Director recommend to the Capital Regional District Board that an application be made to the Community Works Fund for a recreational infrastructure grant in the amount of \$25,000 to support the Dinner Bay Senior's Fitness Circuit Expansion Project.

**CARRIED**

6.3.2. Sanitation

- Janitorial contract: The contract finishes at the end of April and confirmation is required by March 1<sup>st</sup> in order to meet the March 15<sup>th</sup> advertising deadline.
- Miners Bay washrooms hand dryers and Motion: It was reported that the electrician contract and estimate are in place. The installation and costs were discussed. Also discussed were thermostats and sensor lights.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Schneider, that the Mayne Island Parks and Recreation Commission approve the quotation dated September 7, 2022 from City Electric Supply for two only Airblade V hand dryers in the amount of \$1,061.58 plus tax for each dryer to be installed in Miners Bay washrooms.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission approve the estimate from SGI Electrical Services Inc. dated January 22, 2023 in the amount of \$2,686.35 including tax for the installation of the Airblade V hand dryers.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission approve the estimate from SGI Electrical Services Inc. dated January 22, 2023 in the amount of \$1,665.18 for electrical work on the baseboard heaters and the installation of motion detectors in the Miners Bay washrooms.

**DEFEATED**

**Mayne Island Parks and Recreation Commission**  
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**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission approve the transfer from Capital Project CX.109.2012.81 Dinner Bay Septic in the amount of \$1,500 to CX.109.2015.88 Miners Bay Washrooms.

**CARRIED**

6.3.3. Technology

A report was received with the agenda.

6.3.4. Commercial/Non-commercial activities update

It was reported that the committee met to discuss policies regarding commercial activities. The committee will enquire with other Gulf Island parks commissions and discuss the issue further before bringing it forward to the commission.

6.4. Parks

6.4.1. Miners Bay

- Several items were reported on: basement to be cleaned up, blackberry bushes becoming overgrown and toilets work.
- Christmas tree pruning to be discussed when new lights go up.
- Commissioner Bell will follow up on the financial issues regarding the library heat pump acquisition.

6.4.2. Dinner Bay

- Discussed environmental option for dust suppression on roadway in the park.
- Discussed adding a water tank as a project for next year.
- Commissioner Banelis received kudos for the box he built for garbage containers.

6.4.3. Cotton Park

A report was received with the agenda.

6.4.4. Japanese Memorial Garden

A report was received with the agenda and the windstorm clean up and damage was commented on.

6.4.5. Village Bay

The boat ramp was checked out and no quote received yet.

6.4.6. Trail Network Development/Henderson

- A report was received with the agenda.
- Problems with the Doreen McCloud trail were reported on and the solution proposed was a 30' boardwalk build.
- The rope that leads to the beach needs to be replaced.
- Additional work on boardwalks is recommended and an estimate will be prepared.

**Mayne Island Parks and Recreation Commission**  
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- John Mooney from CRD agreed to do some GPS work and he will be asked to include a check on the property line for Naylor Road area as signage may need to be moved.

**7. Correspondence/Meetings**

- 7.1. Telephone conferences with AMIB and contractors and email correspondence regarding Village Bay boat ramp repairs.
- 7.2. Email correspondence with Mayne Island Community Centre regarding recreational funding.
  - The status of the gym opening was discussed.
- 7.3. Email correspondence regarding Commissioner Orientation on February 7, 2023.
- 7.4. CRD correspondence and zoom meeting with SGI Director, staff and SGI park Chairs with respect to plans for a commonality meeting in 2023.
- 7.5. Contract finalized with electrical contractor.
- 7.6. Various emails and telephone calls from resident regarding condition of Miners Bay washrooms.
- 7.7. Emails regarding signs for Miners Bay Notice Board.
- 7.8. Inquiries regarding services for septic pump-outs.
- 7.9. Meeting with SGI Area Director, Paul Brent on January 22, 2023 at Dinner Bay Park.
- 7.10. Email request re: participation in local fundraiser for resident.
- 7.11. Request for and letter of support provided for the Miners Bay Wharf Head Revitalization Project grant application.
- 7.12. Emails and correspondence regarding application for Community Works Fund grant for Dinner Bay Park Fitness Circuit.
- 7.13. Email from resident re: fallen tree at Doreen McLeod Trail at Henderson Park.
- 7.14. Email correspondence and meeting with CRD Risk & Insurance Analyst, Cazzie Martin, February 8, 2023.

**8. New Business**

No new business.

**Mayne Island Parks and Recreation Commission  
Minutes for February 9, 2023**

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

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

**CARRIED**

Jacque Burrows exited the meeting for the duration of the closed meeting and returned for Item 10 Rise and Report.

**10. Rise and Report**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Jacque Burrows be appointed a commissioner for the remaining term of a vacancy which commenced January 1, 2023 and ends on December 31, 2024.

**CARRIED**

The following motion was made at the January 12, 2023 Closed Meeting:

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission recommend Capital Regional District enter into a contract with Rob Noyes, Small Water Systems Operator, to manage the water systems at Miners Bay and Dinner Bay Parks according to the terms as set out in email correspondence between Mayne Island Parks and Recreation Commission and Rob Noyes, effective January 15, 2023 for a term of one year.

**CARRIED**

**11. Meeting Adjournment**

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

**CARRIED**

The meeting adjourned at 4:36 pm

Original signed by

March 9, 2023

\_\_\_\_\_  
**Debra Bell, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

\_\_\_\_\_  
**Lauren Edwards, Recorder**

**ADOPTED**

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

**Minutes of Regular Meeting  
Monday, January 9, 2023. 3:00 pm  
Zoom Conferencing/Community Hall**

**Present:**

**Commissioners:** George Leroux (Chair), Rob Fawcett (Vice Chair), Larry Colcy, Andrea Mills, Barry Mathias, Sandra Tretrick, Paul Brent (CRD Director)

**Guests** –Ben Symons (Maintenance Contractor), Melody Pender (CRD staff), Kelly Friesen (Recorder) Dave Park (local resident), Carmen Rodd (local resident), Lisa Baille (local resident), Erin O’Brien (Pender Island Conservancy), Sue Long (local resident), Dave Hargreaves (local resident).

**1) CALL TO ORDER**

Chair Leroux called the meeting to order at 3:00 pm.

**2) APPROVAL OF AGENDA**

By general consent the agenda was approved with additions.

**3) APPROVAL OF MINUTES**

By general consent the minutes of December 12, 2022 were approved as presented.

**4) Business Arising from minutes**

a) iNaturalist – Larry reported that the Enchanted Forest has been added to the Island Trusts Conservancy’s iNaturalist app. The app allows individuals to take pictures of flora and fauna found in the park and upload it.

**5) Delegations and Public Presentations – no delegations or public presentations**

**6) Correspondence**

a) Panda Bay stairs – the beach has eroded underneath the stairs; Ben will fix the problem for now and when the rest of the rock sacks fail another fix will be needed.

**7) Discussion**

a) Master Plan Review special meeting has been set for March 6 from 1 PM to 4 PM, it will be held in person at the Community Hall.

**8) Project Reports**

- a) CRD Director – Paul Brent provided an overview of the CRD’s current strategic planning cycle.
- b) Chair – George Leroux provided an overview of the Chair’s report, circulated previously and of his conversation with John Chapman.
- c) Treasurer – George Leroux addressed his report that was previously circulated. Two (2) budget line items were proposed for amendment:
  - i. An increase in Contract for Services of \$1900 (to \$4000) to reflect the recently renewed bookkeeping service contract; and,
  - ii. An increase of \$2500 (to \$5000) for additional tree planting and invasive control.

**Motion:** the Commission approves amendments to the draft operating budget totalling \$4400 to reflect increased service costs and the native species initiatives in 2023.

Commissioner Mathias / Commissioner Fawcett

**Carried**

- d) Maintenance –
  - i. Ben addressed his report highlighting the Bosun/Galleon Trail reroute, completion of the Shingle Bay outhouse upgrade, and status of work on the Thieves Bay outhouse.
  - ii. George requested, and Andrea volunteered, to work through a new Outhouse Maintenance contract.

**At 3:40 PM Ben Symons left the meeting**

- e) Volunteers – Commissioner Mills advised that she has received the data base.
- f) Recreation Grants – Commissioner Tretrick requested program information and required timelines; George agreed to send this information to Sandra and Rob.
- f) Native Species replanting – Barry reported on a \$7000 Grant application to the TD Bank for invasive species removal and revegetation, plans for daphne removal and ongoing tree planting.

**8) Project Reports**

- a) Thieves Bay – Larry advised that work is on hold pending Plan review.
- b) Magic Lake – the matter of rezoning was discussed and Larry agreed to work with Justine to advance the case to the Island Trust. The issue of abandoned boats at the site was discussed, and Sandra agreed to seek more information on the Commission’s degrees of freedom to take action.

c) Trails – Commissioner Fawcett outlined the planning and engineering requirements necessary to initiate work on the Schooner Way Trail (Ball Park to School), and the need for PIPRC to fund this initial work. Following discussion George agreed to assemble further information, circulate this to Commissioners, and then seek approval by an electronic vote.

d) Dog Park – the members discussed the potential for a “land swap” between CRD and Parks Canada involving CRD land in the vicinity of Mount Menzies and Parks Canada land along South Otter Bay Rd. Paul needs direction from PIPRC to advance discussions with Parks Canada. The South Otter Bay lands could potentially be used for outdoor recreation such as an off leash dog park and/or mountain bike park. George asked for a volunteer to work with Paul. None came forward. George agreed to work with Paul. Paul advised that the process, if successful, would take a very long time.

**Motion:** to support the exploration of a “land swap” with Parks Canada involving CRD land in the vicinity of Mount Menzies and Parks Canada land along South Otter Bay Rd.

Commissioner Mathias/Commissioner Fawcett

**Carried**

## **9) NEW/OTHER BUSINESS**

a) Monthly Newsletter topics were discussed.

- Andrea volunteered to prepare the March newsletter.
- Barry volunteered to prepare the April newsletter.

b) Commissioner Orientation – no date currently set.

## **12) NEXT MEETING**

Monday February 13, 2023 3:00 pm in person at the CRD Community Centre

## **13) ADJOURNMENT**

By consensus, the meeting was closed at 4:43 PM



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**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, November 21, 2022 at 2:00 p.m., in the Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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

**Staff:** I. Jesney, Acting General Manager, Integrated Water Services; J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Dales, Acting Senior Manager, Wastewater Infrastructure Operations; T. Watkins, Manager, Solid Waste Operations; L. Ferris, Manager, Policy & Planning; C. Preece, Manager, Core Area Wastewater Conveyance Operations; L. Xu, Manager, Finance Services; M. Risvold, Committee and Administrative Clerk (recorder)

**REGRETS:** Q. MacDonald

EP = Electronic Participation

The meeting was called to order at 2:02 p.m.

**1. APPROVAL OF AGENDA**

Generator Replacement was added to item 8, New Business.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the minutes of the June 28, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair welcomed A. Wickheim to the Committee and thanked D. Quigley for his service.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

J. Dales introduced himself as the Acting Senior Manager, Wastewater Infrastructure Operations and advised he looks forward to working with the Committee.

**6. COMMISSION BUSINESS**

**6.1. 2023 Operating and Capital Budget**

I. Jesney presented the street lighting budget.

Staff responded to a question from the Committee regarding the possibility of changing the current streetlight lightbulbs to LED lightbulbs. Staff advised the streetlights are owned by BC Hydro and CRD pays for the service. Staff will contact BC Hydro to determine if there is a plan to change the lightbulbs.

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the Street Lighting System Local Service as presented and recommend that the 2022 actual surplus or deficit be carried forward to the 2023 operating budget.

**CARRIED**

T. Watkins presented the refuse disposal budget.

Discussion ensued regarding:

- Recycling of styrofoam and plastic
- Recycle BC standards
- Managing rainfall

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the Refuse Disposal Local Service as presented and recommend that the 2022 actual operating surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ERF).

**CARRIED**

I. Jesney presented the water budget.

Staff responded to a question from the Committee regarding the Asbestos Cement (AC) pipe replacement. Staff advised the pipe was breaking in a variety of places and will need to be replaced. The AC pipe does not pose any risk to the public. The Committee discussed deferring Capital Projects 22-01, 23-01, 23-04 for one year as there is currently no grant available.

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the Port Renfrew Utility Services Committee  
Approve the 2023 Operating and Capital Budget for the Water Local Service as amended to defer Capital Projects 22-01, 23-01 and 23-04 for one year, and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF).

**CARRIED AS AMENDED**

Discussion ensued regarding:

- Positive enrollment
- Illegal connections
- Outflow meter from water source
- Annual leakage incidence

Staff advised acceptable amounts of leakage are dependent on the age of the water system. Fire hydrant flushing is counted as non-revenue water. Tank levels are monitored and tracked to ensure communities do not run out of water. Staff advised

the aquifer is likely tied into the river, and a leak detection study is an option if there is concern.

I. Jesney presented the sewer budget.

Staff responded to a question from the Committee regarding the price of the generator and potential cost increases. Staff advised an estimate would be provided from an electrical consultant or contractor. If the previous generator can be sold, funds from the sale will go back to the service.

Discussion ensued regarding:

- Illegal suites and additional strain on the system
- Sludge disposal costs
- Possible land from developers

**MOVED** by A. Wickheim, **SECONDED** by C. Welham,  
That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the Sewer Local Service as amended to defer Capital Projects 22-02, 23-01 and 25-01 for one year, and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF).

**CARRIED AS AMENDED**

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as amended.

**CARRIED AS AMENDED**

## **6.2. Project and Operations Update**

T. Watkins presented the Port Renfrew Refuse Disposal update.

Discussion ensued regarding the refuse disposal attendant on-site, and the plan for when the current attendant retires.

J. Marr presented the Port Renfrew Water update.

Staff responded to a question from the Committee regarding the hydrant replacement program. Staff advised this project has been deferred in favour of using funds for an emergency AC watermain replacement. The current hydrants are reaching end of life and the project will resume when the AC pipe replacement is complete.

J. Kelly presented the Port Renfrew Sewer update.

Staff advised an email is required from the Electoral Area Director to authorize the use of Community Works Funds.

J. Dales presented the operational update.

## 7. CORRESPONDENCE

There was none.

## 8. NEW BUSINESS

### 8.1. Generator Replacement

Item 8.1 was discussed during item 6.2.

Discussion ensued regarding:

- Location of main water shutoff
- Pipe freezing during cold weather
- Concern from Fire Chief regarding shutting off water

Staff advised shutting off a service does not impact the fire system, and AC watermains are at the biggest risk in the event of a natural disaster.

D. Quigley thanked the Committee and staff for their support over the years and wished the Committee all the best.

## 9. ADJOURNMENT

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the November 21, 2022 meeting be adjourned at 3:37 p.m.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Skana Water Service Committee, held Tuesday, November 22, 2022 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** W. Korol (Chair) (EP); P. Brent (Electoral Area Director) (EP); M. Bentley (EP); B. Hill (EP); R. Johnston (EP)

**Staff:** J. Dales, Acting Senior Manager, Wastewater Infrastructure Operations; J. Marr, Acting Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations (EP); C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Finance Services; M. Risvold, Committee and Administrative Clerk (recorder)

EP = Electronic Participation

The meeting was called to order at 9:34 a.m.

**1. APPROVAL OF AGENDA**

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

The second sentence of the first paragraph of item 8.1 was amended to read "Staff advised they will review the ability to provide an email address to the Committee and noted there may be security implications."

**MOVED** by M. Bentley, **SECONDED** by B. Hill,  
That the minutes of the June 28, 2022 meeting be adopted as amended.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair welcomed new staff to working with the Skana Water Service Committee, and is looking forward to an effective transition and operation.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

J. Dales introduced himself and advised he is looking forward to working with the Committee.

**6. COMMITTEE BUSINESS**

**6.1. 2023 Operating and Capital Budget**

J. Dales presented the report.

Staff proposed two amendments to the budget:

- Move the Well Inspection scheduled for 2025 to 2023; and
- Carry forward Capital Project 17-04 Well #8 Upgrade.

Staff advised the amendments will not impact the bottom line of the revenue side for the ratepayer. There is no implication in 2023 for taxation and user charge. The transfer will be from the Operating Reserve Fund (ORF) to Funding Sources to offset the expenditure.

Staff responded to questions regarding:

- Water quality issues
- Well decommissioning
- Potential to drill another well
- Increasing reserve funds

Staff responded to questions from the Committee regarding disinfection byproducts (DBP's) and if there are funds allocated in the budget to deal with the issue. Staff advised the amendment proposed is to complete the well inspection in the first quarter of 2023 which will allow planning to take place for the DBP issue. There was a non-compliance in early 2022 for treated water. Island Health (IH) was notified and requested an action plan which consisted of short and long-term strategies. The strategies include public communication citing public health risk, address chlorine concentration, and reduce organics in the raw water. The on-going capital project to decommission near-by wells is proving to be challenging due to some wells being located on private property. If there is a chance to find a viable water source to drill an additional well, it should be considered prior to substantial treatment upgrades. The cost to drill an additional well would be dependent on formation, depth, property and pipelines.

Staff advised that Capital Project 24-01 Source Water Surveillance consists of improvements to the well site, monitoring the flow from the aquifer to the treatment plant and monitoring the level of the aquifer in real time which can be read remotely. The purpose of the equipment is to address drought conditions and allow for a quick response if needed. The project is to be implemented in 2024 and funding would be by debt which will require an alternate approval process (AAP).

Discussion ensued regarding increasing reserve funds. The committee proposed an increase to the total reserve funds transfer by \$7,000 in 2023. The \$2,000 increase is for Operating Reserve Fund from \$7,000 to \$9,000 and \$5,000 increase is for the Capital Reserve Fund from \$16,600 to \$21,600. Staff advised users will experience a monthly increase of \$11.

The Committee agreed to the amendments proposed by staff to carry over Capital Project 17-04 to the 2023 Capital Plan, and to move \$5,000 Operating expenditure for the Well Inspection from 2025 to 2023.

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the Skana Water Service Committee:

1. Approve the 2023 operating and capital budget as amended to:

- a) Carryover Capital Project 17-04 to 2023 Capital Plan;
  - b) Move \$5,000 Operating expenditure for Well Inspection from 2025 to 2023 funded by Operating Reserve Fund;
  - c) Increase the Operating Reserve Fund transfer by \$2,000 from \$7,000 to \$9,000; Increase the Capital Reserve Fund transfer by \$5,000 from \$16,600 to \$21,600. The total increase of \$7,000 on reserve transfers to be funded by both parcel tax and user charge, and that the 2022 actual operating deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF); and
2. Recommends that Electoral Areas Committee recommend to the CRD Board that the 2023 Operating and Capital Budget and the five-year Financial Plan for the Skana Water Service be approved as amended.

**CARRIED**

## **6.2. Project and Operations Update**

J. Kelly provided the capital projects update.

J. Dales provided the operational update.

Discussion ensued regarding the cost of system repairs.

## **7. CORRESPONDENCE**

Email received from Robert Anthony is on file and available upon request.

- Short and long term strategies were discussed in item 6.1.
- Staff advised there is one well located on CRD property that has been decommissioned and one well on private property that has been decommissioned however not by CRD.
- Staff will provide the Committee with an update of DBP sampling once the November results are received.
- ORF and CRF were discussed in item 6.1.

## **8. NEW BUSINESS**

The following items were raised by the Committee:

- The phone number on the sandwich boards ineffective as calls are not being answered or returned. Staff will investigate and determine if an alternate phone number can be used.
- CRD email address for Committee. This is being reviewed.
- Update on Water Conservation Bylaw. Staff advised the draft Water Conservation Bylaw will be provided to the Committee for review when it is available.
- Timeline for Well Decommissioning Project. Staff advised the investigations need to take place during the wet season. Decommissioning is slated to begin in mid-2023 subject to investigations. The planning process and determining ownership is underway.

**9. ADJOURNMENT**

**MOVED** by B. Hill, **SECONDED** by R. Johnston,  
That the November 22, 2022 meeting be adjourned at 12:33 p.m.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**MINUTES OF A MEETING OF THE Surside Park Estates Water Service Committee, held Thursday, November 24, 2022 at 2:00 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** L. Vallee (Chair); P. Brent (Electoral Area Director); W. Mulvin (EP); R. Noyes (EP); K. Wall

**Staff:** J. Dales, Acting Senior Manager, Wastewater Infrastructure Operations; J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Kelly, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; L. Xu, Manager, Finance Services; M. Risvold, Committee and Administrative Clerk (recorder)

EP = Electronic Participation

The meeting was called to order at 2:00 p.m.

The Chair provided a territorial acknowledgement.

**1. APPROVAL OF AGENDA**

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

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by K. Wall, **SECONDED** by P. Brent,  
That the minutes of the June 30, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair thanked staff and the Committee for attending the meeting and for all the work done for the water system.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

J. Dales introduced himself and noted he looks forward to working with the Committee. He advised that the draft Water Conservation Bylaw will be available for the Committee to review in early 2023.

**6. COMMITTEE BUSINESS**

**6.1. 2023 Operating and Capital Budget**

J. Dales presented the report.

Staff responded to questions from the Committee.

Staff advised that they are always looking for grant opportunities. Staff noted it is beneficial to have projects on the capital plan in the event a grant becomes available, noting grant programs are very competitive due to all the applicants.

Staff advised that the water tank replacement, advising it is part of Capital Project 21-01 System Review. The System Review is carried forward from 2022 and the amount of \$25,000 should appear in the carry forward column of Appendix A.

Staff advised the dedicated on-island Manager of Operations, based on Salt Spring Island, will provide oversight of the Southern Gulf Islands and Salt Spring Islands Operations, enforce regulatory requirements for the service, workload management, capital project coordination and provide additional oversight for worker health and safety.

**MOVED** by K. Wall, **SECONDED** by P. Brent,  
The Surfside Park Estates Water Service Committee:

1. Approves the 2023 Operating and Capital Budget as presented, and recommends that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF); and
2. Recommends that the Electoral Area Services Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

**CARRIED**

## **6.2. Project and Operations Update**

J. Kelly provided the capital projects update.

Staff responded to a question regarding the system review, advising the tanks are being assessed for replacement and accessibility, primarily based on where existing water tanks are located. Significant leak detection took place and leaks have been located. Staff are preparing to have the leaks repaired, which is expected to take place in the coming week.

J. Dales provided the operational update.

## **7. CORRESPONDENCE**

There was none.

## **8. NEW BUSINESS**

The Committee asked if the totes used for water treatment chemicals can be given out or purchased to be reused instead of recycled. Staff will inquire if this is a possibility and provide information back to the Committee.

**9. ADJOURNMENT**

**MOVED** by K. Wall, **SECONDED** by K. Wall,  
That the November 24, 2022 meeting be adjourned at 2:56 p.m.

**CARRIED**

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**CHAIR**

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**SECRETARY**