



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, May 10, 2023

11:05 AM

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

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. [23-342](#) Minutes of the April 12, 2023 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of April 12, 2023 be adopted as circulated.

Attachments: [Minutes - April 12, 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 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.

6. Committee Business

6.1. [23-269](#) Feedback from Local Service Area Committees - Electoral Areas Water Conservation Bylaw No. 1, 2023 (Bylaw No. 4492)

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

1. That Bylaw No. 4492, "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023", be introduced and read a first, second, and third time; and (WP - JDF, SSI, SGI)
2. That Bylaw No. 4492 be adopted. (WP - 2/3 on adoption)
3. That Bylaw No. 4554, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 77, 2023", be introduced and read a first, second and third time; and, (WP - JDF, SSI, SGI)
4. That Bylaw No. 4554 be adopted. (WP - 2/3 on adoption)

Attachments: [Staff Report: Feedback from LSA Committees - Bylaw No. 4492](#)
[Appendix A: Report to EAC Meeting of June 8, 2022](#)
[Appendix B: Bylaw No. 4492](#)
[Appendix C: Bylaw No. 4554](#)

6.2. [23-284](#) 221 Drake Road, Salt Spring Island, Water Local Area Service

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be directed to continue discussions with the owner of 221 Drake Road regarding the establishment of a new local service area to take over the operations and maintenance of a private water system for the proposed Dragonfly Commons development, subject to the owner meeting the CRD's requirements as set out in this report.
(NWA)

Attachments: [Staff Report: 221 Drake Road, SSI, Water Local Area Service](#)
[Appendix A: 221 Drake Road Location Map](#)

6.3. [23-320](#) Previous Minutes of Other CRD Committees and Commissions for Information

- Recommendation:** There is no recommendation. The following minutes are for information only:
- a) Magic Lake Estates Water and Sewer Committee minutes of February 14, 2023
 - b) Mayne Island Parks and Recreation Commission minutes of March 9, 2023
 - c) Pender Island Parks and Recreation Commission minutes of March 13, 2023
 - d) Salt Spring Island Parks and Recreation Commission minutes of November 15, 2022
 - e) Salt Spring Island Parks and Recreation Commission minutes of December 6, 2022
 - f) Salt Spring Island Transportation Commission minutes of January 30, 2023
 - g) Salt Spring Island Transportation Commission minutes of February 27, 2023

- Attachments:**
- [Minutes: Magic Lake Estates Water & Sewer Cttee - Feb 14, 2023](#)
 - [Minutes: Mayne Island Parks & Rec Commission - Mar 9, 2023](#)
 - [Minutes: Pender Island Parks & Rec Commission - Mar 13, 2023](#)
 - [Minutes: SSI Parks & Recreation Commission - Nov 15, 2022](#)
 - [Minutes: SSI Parks & Recreation Commission - Dec 6, 2022](#)
 - [Minutes: SSI Transportation Commission - Jan 30, 2023](#)
 - [Minutes: SSI Transportation Commission - Feb 27, 2023](#)

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

The next meeting is June 14, 2023.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, April 12, 2023

11:00 AM

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

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; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

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 Plant, SECONDED by Director Wickheim,
That the agenda for the April 12, 2023 Electoral Areas Committee meeting be
approved
CARRIED**

3. Adoption of Minutes

- 3.1. [23-153](#) Minutes of the March 8, 2023 and March 13, 2023 Electoral Areas Committee Meetings

**MOVED by Director Plant, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meetings of March 8, 2023 and
March 13, 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. [23-148](#) 2022 Community Works Fund Annual Report

N. Chan presented Item 6.1. for information.

Discussion ensued on the following:

- spending and prioritization of funding
- outstanding and carrying of balances
- program constraints
- sunset clause on newer programs
- assets versus liabilities
- federal gas tax program renewal

6.2. [23-149](#) 2022 Grants-in-Aid Annual Report

N. Chan presented Item 6.2. for information.

Discussion ensued on the appreciation of community groups.

6.3. [23-254](#) Basis of Apportionment of Non-Application Based Grants and Services

N. Chan presented Item 6.3. for information.

Discussion ensued on the following:

- apportionment on the basis of assessment and population
- non-application based grants apportionment
- cost apportioning services
- service establishing bylaws

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

K. Morley spoke to Item 6.4.

Discussion ensued on the clarification of amendments and the future adoption of Bylaw No. 4508.

**MOVED by Director Holman, SECONDED by Director Plant,
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;
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.

CARRIED

6.5. [23-247](#) Award of Contract 2022-846 Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades

I. Jesney spoke to Item 6.5.

Discussion ensued on the disclosure of public tenders.

**MOVED by Director Brent, SECONDED by Director Plant,
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.

CARRIED

6.6. [23-235](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- 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

7. Notice(s) of Motion

7.1. [23-256](#) Motion with Notice: Growing Communities Grant Apportionment (Director Holman)

Director Holman spoke to Item 7.1.

Discussion ensued on the advancement of the recommendation and the meaning of equitably.

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

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

MOVED by Director Holman, **SECONDED** by Director Brent,
That the main motion be amended to add "equitably" after "apportioned" and strike everything after "Electoral Areas".

CARRIED

The question was called on the main motion as amended.

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

That the Growing Communities Grant be apportioned equitably directly to the Electoral Areas.

CARRIED

7.2. 23-304 Notice of Motion: Equitable Grant Funding Discussion with Minister (Director Plant)

Director Plant spoke to Item 7.2.

MOVED by Director Plant, **SECONDED** by Director Brent,
That same-day consideration be given for the notice of motion.
CARRIED

MOVED by Director Plant, **SECONDED** by Director Brent,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Board Chair and CAO discuss equitable grant funding with the Minister of Municipal Affairs as it relates to grants given to municipalities/electoral areas within regional districts.
CARRIED

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Plant, **SECONDED** by Director Holman,
That the April 12, 2022 Electoral Areas Committee meeting be adjourned at 11:48 am.
CARRIED

CHAIR

RECORDER



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MAY 10, 2023

SUBJECT **Feedback from Local Service Area Committees – Electoral Areas Water Conservation Bylaw No. 1, 2023 (Bylaw No. 4492)**

ISSUE SUMMARY

At its June 8, 2022 meeting, the Electoral Areas Committee referred Bylaw No. 4492 (Appendix A) back to staff for additional information and referred to the water commissions.

BACKGROUND

Staff presented the Electoral Areas Water Conservation Bylaw No. 1, 2023 (Bylaw No. 4492) to the following water committees and commissions to collect feedback:

Salt Spring Island Electoral Area:

- Beddis Water Service Commission
- Cedar Lane Water Service Commission
- Cedars of Tuam Water Service Commission
- Fulford Water Service Commission
- Fernwood and Highland Water Service Commission

Southern Gulf Islands Electoral Area:

- Lyall Harbour/Boot Cove Water Local Service Committee
- Magic Lake Estates Water and Sewer Committee
- Skana Water Service Committee
- Sticks Allison Water Local Service Committee
- Surfside Park Estates Water Service Committee

Juan de Fuca Electoral Area:

- Port Renfrew Utility Services Committee
- Wilderness Mountain Water Service Commission

The feedback was received in a variety of forms ranging from email to commentary provided in public meetings. Due to privacy concerns regarding email feedback, details of feedback have not been included with this report. However, there are some themes that consistently emerged from each of the electoral areas as follows:

1. There was concern that having a bylaw, which had potential fines, was government overreach and that the cost of issuing the fines would exceed the actual fines.

Staff response: while the bylaw formalizes voluntary best practices the issuing of fines would be done reactively, not proactively, and in response to complaints. Prior to a fine being issued, an attempt to educate the offender would be undertaken first. No fines would be issued without the approval of, and at the discretion of, the General Manager of the Capital Regional District, Integrated Water Services (General Manager).

2. The next major concern was the applicability of the bylaw to different services as each service has different water supplies and circumstances.

Staff response: the General Manager has the discretion as to how and where restrictions are applied beyond Stage 1.

3. The last major concern was that services wanted input into rewriting the bylaw to suit a variety of their individual concerns.

Staff response: there is sufficient discretion provided to the General Manager in Sections 4 and 6 of Bylaw No. 4492 to enable independent application of Stage restrictions, subject to individual water supply conditions, of each system. As such, individual bylaws are not required.

Staff are not recommending any changes to the proposed bylaw, as there is not enough merit in the feedback to warrant changes. The flexibility given to the General Manager is sufficient to deal with any concerns an individual service may have.

CONCLUSION

Staff presented Bylaw No. 4492 to the Salt Spring Island, the Southern Gulf Islands and the Juan de Fuca Electoral Areas local water service committees and commissions in February 2023. The water committees and commissions provided their feedback on the Bylaw which staff has considered and commented on with a recommendation not to change the proposed bylaw.

RECOMMENDATION

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

1. That Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4492 be adopted.
3. That Bylaw No. 4554, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 77, 2023”, be introduced and read a first, second and third time; and,
4. That Bylaw No. 4554 be adopted.

Submitted by:	Ian Jesney, P. Eng., Acting General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: June 8, 2022 Staff Report to Electoral Areas Committee
Appendix B: Bylaw No. 4492
Appendix C: Bylaw No. 4554

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 8, 2022**

SUBJECT **Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)**

ISSUE SUMMARY

Approval of a water conservation bylaw for the Electoral Areas.

BACKGROUND

Over the past several years, the need for water conservation measures in the Electoral Areas' local water services has become more critical due to seasonal drought conditions imposing stress on source water supplies. The Capital Regional District (CRD) Electoral Area water services have adhered to voluntary conservation measures since 2016 when staff and the Local Service Area water committees agreed to measures tailored to each individual service. The basis for the voluntary restrictions were the conservation stages set out in Bylaw No. 4099, "Consolidated Capital Regional District Water Conservation Bylaw No. 1, 2016". However, there is a need to formalize these measures and add an enforcement provision in order to improve the effectiveness and adherence to the restrictions across the local services.

The Electoral Areas Water Conservation Bylaw applies to all of the CRD's electoral area water services, including:

Salt Spring Island Electoral Area:

- Beddis Water System (Bylaw No. 3188)
- Cedar Lane Water System (Bylaw No. 3424)
- Cedars of Tuam Water System (Bylaw No. 3021)
- Fulford Water System (Bylaw No. 3202)
- Highland/Fernwood Water System (Bylaw No. 3753)

Southern Gulf Islands Electoral Area:

- Lyall Harbour/Boot Cove Water System (Bylaw No. 2920)
- Magic Lakes Water System (Bylaw No. 1874)
- Skana Water System (Bylaw No. 3089)
- Sticks Allison Water System (Bylaw No. 2556)
- Surfside Parks Water System (Bylaw No. 3087)

Juan de Fuca Electoral Area:

- Port Renfrew Water System (Bylaw No. 1747)
- Wilderness Mountain Water System (Bylaw No. 3503)

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2022”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4492 be adopted.
3. That Bylaw No. 4499, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022”, be introduced and read a first, second and third time; and,
4. That Bylaw No. 4499 be adopted.

Alternative 2

That CRD Bylaws No. 4492 and 4499 be referred back to staff for additional information.

IMPLICATIONS

Service Delivery Implications

Similar to the Regional Water Conservation Bylaw, adherence to water conservation measures are best managed through education and proactive communications to increase the chances of voluntary behavioral change. These means have proven effective for a number of years in reducing water demand in the systems in which they are requested. However, the addition of a bylaw will provide formalization and standardization of language as well as provide a venue for enforcement in the event it is required.

Bylaw No. 4492 only applies to the regulation of water use provided under each CRD local service. It does not apply to private wells or water systems provided by other public authorities.

Financial Implications

The costs of promoting and enforcing Bylaw No. 4992 would be borne by the specific service in which the action is taken as an operational expenditure. However, the Electoral Areas will benefit from the Regional approach to education and promotion thereby reducing the costs to more localized education and enforcement as required.

Environmental & Climate Implications

The Electoral Areas Water Conservation Bylaw aligns with the regional water conservation bylaw and is consistent with CRD’s strategic goals to provide adequate and long term supply of drinking water to the customers in which each system serves. It forms part of the planning and preparation for future water supply needs to meet demand and consider the impacts of climate change, population growth and per-capita demand trends. It is the foundation of a strategy to reduce per capita water use in order to defer the need for additional water supply and treatment capacity in the supply system, until necessary to support population growth.

CONCLUSION

Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2022”, is recommended to formalize language and measures already requested voluntarily of the customers of the CRD’s water systems in the Electoral Areas. It will allow for standardized water conservation stages, the adherence to which would be primarily through education and proactive communications measures. However, the bylaw also includes a provision for enforcement in the event that is required to drive behavior.

RECOMMENDATION

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

1. That Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2022”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4492 be adopted.
3. That Bylaw No. 4499, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022”, be introduced and read a first, second and third time; and,
4. That Bylaw No. 4499 be adopted.

Submitted by:	Matt McCrank, MSc, P.Eng., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4492, “Electoral Areas Water Conservation Bylaw No. 1, 2022”
Appendix B: Bylaw No. 4499, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022”

CAPITAL REGIONAL DISTRICT
Bylaw No. 4492

ELECTORAL AREAS WATER CONSERVATION BYLAW

WHEREAS under Section 335 of the *Local Government Act*, a regional district may regulate in relation to a service;

AND WHEREAS the Capital Regional District (“CRD”) has established or continued Water Supply local services providing drinking water in the Southern Gulf Islands, Salt Spring Island, and Juan de Fuca Electoral Areas;

AND WHEREAS the CRD desires to enact regulations to protect local Water System supplies to mitigate the risk of low water storage levels within these Water Systems;

AND WHEREAS this bylaw does not apply to water not provided under a Water System operated by the CRD on behalf of service participants, such as water from private water systems, irrigation wells, or water provided by other public authorities;

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

1. Definitions

In this bylaw, the following terms, whether capitalized or not, have the following meanings:

“Automatic shut-off nozzle” means a nozzle, attached to a water hose, that shuts off the supply of water automatically unless the application of hand pressure allows the supply of water.

“Board” means the Board of the Capital Regional District.

“Boat” means a vessel propelled on water by an engine, oars or sails.

“Boulevard” means that portion of any highway other than the paved, improved or main travelled roadway, driveway or sidewalk and includes any landscaped median.

“Bylaw Enforcement Officer” means a person appointed or contracted by the Board or the Council of a Municipality to enforce this bylaw.

“CRD” means the Capital Regional District.

“Excess Water Use” means to apply or use more Water than is required to provide a service, produce a product or complete a task, and without limitation includes the application of Water to a hardscape, such as a sidewalk, driveway or parking lot, or to exterior windows or exterior building surfaces, through a hose or power-washer to the point that Water runs-off or spreads to surrounding areas.

“Exempted Person” means an Owner or Occupier of property identified in Schedule “A” as exempt or excused from one or more of the regulations under this bylaw.

“Farm” refers to a parcel of land classified as farmland for assessment and taxation purposes.

“Fill” means to completely fill or partially fill with Water an empty or substantially empty hot tub, swimming pool, fountain, wading pool, or similar structure, but for certainty does not include topping up with or adding Water in the normal course of operation, where the hot tub, swimming pool, fountain, wading pool, or similar structure is filled with Water and is in operation at the time Water Use Restrictions come into effect.

“General Manager” means the General Manager of the Capital Regional District Integrated Water Services Department.

“Irrigation System” means an irrigation system that consists of controllers, wiring, and accessories such as climate and soil sensors, piping, and emission devices such as sprinklers, rotors or micro-irrigation components that artificially supplies water to a landscaped area, lawn or garden.

“Lawn” or “Turf” means a cultivated area that surrounds or is adjacent to an institutional, commercial or residential building, and that is covered by grass, turf or other plants used as ground cover, such as but not limited to clover, and that is used for decorative, ornamental or recreational purposes.

“Micro-irrigation or Drip-irrigation System” means a system using irrigation components which consume less than 20 gallons per hour and operate at less than 25 Pounds per square inch to deliver Water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays), point source emitters and linear tape systems as defined in the BC Trickle Irrigation Manual prepared and published by the Irrigation Industry Association of British Columbia (1999), but does not include weeper hoses or soaker hoses.

“Motion-Activated Sprinkler Device” means a water sprinkling device that automatically operates through detection of motion or similar event and is used to deter wildlife and other animals.

“New Lawn” or “New Turf” means a lawn that is newly established either by seeding or the laying of new sod or turf on a property.

“Newspaper” has the same meaning as in the *Community Charter*.

“Notice” means a Notice given under Section 5 of this bylaw.

“Nursery” means a commercial business in which flowers, plants, trees or shrubs are grown or displayed for sale.

“Occupier” has the same meaning as in the *Community Charter*.

“Once-Through Cooling” means to use Water to provide a cooling effect through the transfer of heat to Water that circulates only once through equipment, and is then discharged,

whether to a sewer, stream, other water body, to the ground, or otherwise.

“Over-Water” means to apply Water in a manner that saturates the lawn, Boulevard or landscaped area being watered to the point of saturation and results in Water spreading or running-off to other areas including, but not limited to, municipal storm drains.

“Owner” has the same meaning as in the *Community Charter*.

“Public Authority” has the same meaning as in the *Community Charter*.

“Public, Institutional or Community Playing Field” means grass, sod or turf covered grounds that are owned, maintained or operated by a public authority, or by a private institution such as a private school, and are designed to be played upon, or that are used for sporting or other community events and activities, but for certainty does not include a lawn or turf on private residential property.

“Public Spray Park” means a facility that is open to the public and that that is equipped with water sprays, water jets, sprinklers and similar devices that spray water for recreation and enjoyment of the users.

“Residential Property” means a property which is used primarily for the purpose of residence by persons on a permanent, temporary or seasonal basis.

“Soaker Hose” or “Weeper Hose” means a garden hose or a pipe with small holes that allow water to seep into the ground, to the roots of plants, discharging water through the entire length of its porous surface.

“Sprinkler” means an Irrigation System, a sprinkler system, or a hose connected, water emitting device such as sprinklers, rotors, or sprayer components, that artificially supply water to a landscaped area, lawn or garden, but excludes a Micro-irrigation or Drip-irrigation System.

“Stage” refers to the Stages 1, 2 and 3 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.

“Surface Coating” means one or more coatings such as paint, preservative, or stucco applied to exterior building surfaces.

“Tree Farm” means a commercial operation or business such as a tree plantation, tree nursery, or Christmas tree farm that grows trees for sale, and includes a privately owned forest that is managed for timber production.

“Turf Farm” means a commercial operation or business that grows and sells sod or turf.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway or other roadway.

“Water”, when used as a noun, means drinking water supplied by the CRD from a Water System Supply directly or indirectly to an Owner or Occupier, and when used as a verb means the act of using or applying such Water.

“Water System” or “Water Systems” means the following local services, individually or collectively as applicable, as set out in the below table:

Water System Name	Establishing Bylaw
Beddis Water System	Bylaw No. 3188, “Beddis Water Service Establishment Bylaw No. 1, 2004”
Cedar Lane Water System	Bylaw No. 3424, “Cedar Lane Water Service Establishment Bylaw No. 1, 2007”
Cedars of Tuam Water System	Bylaw No. 3021, “Salt Spring Island Cedars of Tuam Water System Service Establishment Bylaw No. 1, 2002”
Fulford Water System	Bylaw No. 3202, “Fulford Water Service Establishment Bylaw No. 1, 2004”
Highland/Fernwood Water System	Bylaw No. 3753, “Highland and Fernwood Water Service Establishment Bylaw No. 1, 2010”
Lyll Harbour/Boot Cove Water System	Bylaw No. 2920, “Lyll Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001”
Magic Lake Estates Water System	Bylaw No. 1874, “Outer Gulf Islands Magic Lake Estates Water System Local Service Establishment Bylaw, 1990”
Skana Water System	Bylaw No. 3089, “Skana Water Service Establishment Bylaw No. 1, 2003”
Sticks Allison Water System	Bylaw No. 2556, “Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997”
Surfside Park Water System	Bylaw No. 3087, “Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003”
Port Renfrew Water System	Bylaw No. 1747, “Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989”
Wilderness Mountain Water System	Bylaw No. 3503, “Wilderness Mountain Water Service Establishment Bylaw No. 1, 2008”

“Water System Area” means the area serviced by a Water System, as may be amended by the CRD from time to time.

“Water System Supply” means the CRD drinking water supplies for the Water Systems operated and administered by the CRD under the authority referred to in the Recitals to this bylaw.

“Water Use Restrictions” means the restrictions prescribed in Schedule “A” of this bylaw.

“Wading Pool” means a shallow, artificial pool 600 mm or less in depth, of portable or permanent construction for children to play or wade in.

2. Application

The restrictions and regulations in this bylaw are applicable in each Water System’s service area.

3. Inspection

A Bylaw Enforcement Officer has the authority to enter at all reasonable times on any property which is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

4. Water Use Restriction Stages

- (1) The Stage 1 Water Use Restrictions prescribed in Schedule “A” are in effect each year from May 1 to September 30 inclusive, except as provided under subsection (2).
- (2) When necessary for the conservation of Water or the preservation of the Water Supply the General Manager may:
 - (a) amend the effective period of time for Stage 1 for any or all Water Systems, or
 - (b) terminate or bring into effect a Stage more restrictive than Stage 1 at any time of the year for any period of time for any or all Water Systems.
- (3) The Stage determined under subsection (2) and the Water Use Restrictions prescribed under Schedule “A” for that Stage take effect 48 hours after the Notice for that Stage under section 5(1) and remain in effect until that Stage is terminated.
- (4) A Stage will remain in effect until it is terminated under this bylaw, or until the commencement of another Stage.

5. Notice

The General Manager must make a public announcement of the activation or termination of any water use restriction stage, other than the automatic activation and termination of the Stage 1 water use restriction on May 1 and September 30 of each calendar year, and may do so by one or more of the following means:

- (a) radio or television broadcast;
- (b) posting on the CRD website and social media;
- (c) posting or delivery of notices; or
- (d) publication in a local newspaper.

6. Determining Water Use Restriction Stages

In making a determination under Section 4(2), the General Manager may consider the following factors:

- (1) time of year and typical seasonal water demand trends;
- (2) precipitation and temperature conditions and forecasts;
- (3) current and forecasted storage levels and storage volumes of CRD Reservoirs or Water Systems and draw down rates;
- (4) stream flows and inflows into CRD Reservoirs and Water Systems;
- (5) water usage, recent consumption and trends, and customer compliance with restrictions on Water use under this bylaw;
- (6) Water System performance;
- (7) the effects of climate change; and

- (8) any other factor the General Manager considers to be relevant for making a determination under Section 4(2).

7. Water Use Restrictions

- (1) The Water Use Restrictions for each Stage are prescribed for each Water System in Schedule “A” to this bylaw and must be followed during the period that the applicable Stage is in effect under this bylaw.
- (2) For greater clarity, when a Stage is in effect under this bylaw, no person shall perform any of the outdoor watering activities described in Schedule “A” to this bylaw except at the days and times, and in the manner permitted, during that Stage as set out in Schedule “A”.
- (3) No person shall waste Water by using more Water from a Water System than is required to provide a service, produce a product or complete a task, including but not limited to:
 - (a) allowing a tap or hose to run Water unnecessarily,
 - (b) the Over-Watering of plants or lawns,
 - (c) power-washing, using water from a hose, or otherwise applying or using Water in a manner that constitutes Excess Water Use, or
 - (d) using a Motion-Activated Sprinkler Device or Sprinkler in such a manner that water spray patterns are not confined to the property on which the device is located, and are allowed to spray onto adjoining public or private property.
- (4) No person, being an Owner or Occupier of property in a Water System Area, shall use Water or cause Water from a Water System to be used contrary to the provisions of this bylaw in effect at the time of use.

8. Exemptions to Water Use Restrictions

- (1) Nurseries, Farms, Turf Farms and Tree Farms are exempted from all Stage restrictions.
- (2) Exempted Persons are exempted from Section 7 to the extent permitted by Schedule “A”.

9. Schedules

- (1) Schedule “A” of this bylaw forms part of and is enforceable in the same manner as the bylaw.

10. Offences and Penalties

- (1) A person who contravenes this bylaw commits an offence and is liable to a fine not less than \$100 and not exceeding \$10,000.
- (2) Where an offence is committed or continues for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not less than \$100 and not exceeding \$10,000, may be imposed for each day on or during which an offence occurs

or continues.

- (3) Nothing in this bylaw shall limit the District from pursuing any other remedy that would otherwise be available to the District at law.
- (4) A Bylaw Enforcement Officer may, if they have reason to believe an offence has been committed against this bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be 16 years of age or older, a ticket information pursuant to Bylaw No. 1857, "Capital Regional District Ticket information Authorization Bylaw, 1990", as may be amended or repealed and replaced from time to time, indicating a penalty equal to the amount stipulated for such an offence.

11. Bylaw Citation

This Bylaw may be cited as "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023".

READ A FIRST TIME THIS	th	day of	2023
READ A SECOND TIME THIS	th	day of	2023
READ A THIRD TIME THIS	th	day of	2023
ADOPTED THIS	th	day of	2023

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
to Bylaw No. 4492

OUTDOOR WATER USE RESTRICTION STAGES

APPLICATION

This schedule does not apply to Nurseries, Farms, Turf Farms and Tree Farms.

1. STAGE 1 Water Restrictions

(1) During Stage 1,

- (a) no person shall, by any method, water a lawn growing on a property, including but not limited to a property that is used for residential, commercial, or institutional purposes, on more than one day per week between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.
- (b) no person shall
 - (i) water trees, shrubs, flowers and vegetables on any day with a Sprinkler other than during the prescribed hours for Stage 1 lawn watering or on any day at any time if watering is done other than by hand-held container, hand held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation systems;
 - (ii) water newly planted trees, shrubs, flowers and vegetables by any method referred to in Section 1(1)(b)(i) of this Schedule other than during installation and the following 24 hours;
 - (iii) outside the prescribed Stage 1 lawn Watering hours, water new sod or newly seeded lawns, other than on new sod installation and during the first 21 days after installation, or for newly seeded lawns, water until growth is established or for 49 days after installation, whichever is less;
 - (iv) water public, institutional or community playing fields other than between the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. on any day, unless failure to water will result in a permanent loss of plant material;
 - (v) wash a Vehicle with Water other than by using a hand held container or a hand held hose equipped with an automatic shut-off nozzle or at car dealerships or commercial car washes; and
 - (vi) use Water to wash sidewalks, driveways, parking lots, exterior windows or exterior building surfaces, by means of other than a power washer or hand-held hose equipped with a shut-off valve or in a manner that results in Excess Water Use.

- (c) a person must not allow a Public Spray Park
 - (i) to emit Water continuously;
 - (ii) to be operated other than by either:
 - 1) a motion sensor timer, or
 - 2) manually by the user provided the device that is activated manually by the user is equipped with a timer or automatic shut-off that prevents continuous emission of Water.
- (2) As exceptions to the Stage 1 restrictions,
 - (a) Owners or Occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, and whose property is not equipped with an automatic in-ground Irrigation System, with the written approval of the General Manager given under this bylaw, shall not water their lawn or turf on more than two days of the week for a maximum of 9 hours per day;
 - (b) no Public Authority shall:
 - (i) water public, institutional or community playing fields, lawns and Boulevards other than during the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. on more than one day per week; and
 - (ii) water trees, shrubs, flowers and vegetable gardens other than at the times and in the manner prescribed under Section 1(1)(b)(i) of this Schedule.
 - (c) owners or operators of golf courses shall not water
 - (i) fairways on any day, other than during the Stage 1 lawn prescribed times;
 - (ii) trees, shrubs, flowers and vegetables grown on golf courses other than in accordance with Section 1(1)(b)(i), of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water will result in permanent loss of plant material.

2. STAGE 2 Water Restrictions

- (1) During Stage 2,
 - (a) no person shall, by any method, water a lawn growing on a property including but not limited to property that is used for residential, commercial or institutional purposes, on more than one day per two-week period between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.

- (b) no person shall
 - (i) use Water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying surface coating, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations;
 - (ii) utilize a Motion-Activated Sprinkler Device to deter animals or wildlife;
 - (iii) water a lawn on property used as a cemetery;
- (c) a person must not allow a Public Spray Park
 - (i) to emit Water continuously;
 - (ii) to be operated other than by either:
 - 1) a motion sensor timer, or
 - 2) manually by the user provided the device activated manually by the user is equipped with a timer or automatic shut off that prevents continuous emission of Water;
- (d) a person must not
 - (i) fill an ornamental fountain with Water, or
 - (ii) operate an ornamental fountain that uses Water, other than an ornamental fountain that re-circulates continuously and is not replenished or re-Filled with Water from the a Water System Supply; and
- (e) no person shall
 - (i) water trees, shrubs, flowers and vegetables on more than one day per week with a Sprinkler other than during the prescribed morning hours (4:00 a.m. to 10:00 a.m.) for Stage 2 lawn watering or on any day at any time if watering is done other than by hand-held container, hand-held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation system;
 - (ii) water newly planted trees, shrubs, flowers and vegetables during installation and for the following 24 hours other than by any method referred to in Section 2(1)(e)(i) of this Schedule;
 - (iii) water public, institutional or community playing fields other than between the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m., on more than one day per week unless failure to water will result in a permanent loss of plant material;
 - (iv) wash a Vehicle or Boat with Water other than commercial car washes using less than 57 litres of Water per Vehicle wash or using 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash; or
 - (v) leave water service turned on, at the residential point of connection to the residence, home, or dwelling, when property is uninhabited for more than 30 consecutive days.

- (2) As exceptions to Stage 2 restrictions,
 - (a) Owners or Occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, and whose property is not equipped with an automatic in-ground Irrigation System, with the written approval of the General Manager given under this bylaw, shall not water their lawn or turf on more than one day per week for a maximum of 9 hours per day;
 - (b) no Public Authority shall:
 - (i) water public, institutional or community playing fields, lawns and Boulevards other than during the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m., on no more than one day per week if failure to water will result in a permanent loss of plant material;
 - (ii) water trees, shrubs, flowers and vegetable gardens other than at the times and in the manner prescribed under Section 2(1)(e)(i), and (ii) of this Schedule;
 - (c) owners or operators of golf courses shall not water
 - (i) fairways more than one day per week during prescribed lawn watering times;
 - (ii) trees, shrubs, flowers and vegetables grown on golf courses other than in accordance with Section 2(1)(e)(i) and (ii) of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water so will result in permanent loss of plant material.

3. STAGE 3 Water Restrictions

- (1) During Stage 3,
 - (a) no person shall
 - (i) water a lawn, turf or Boulevard;
 - (ii) fill a wading pool, swimming pool, hot tub or garden pond;
 - (iii) operate a Public Spray Park;
 - (iv) operate or fill an ornamental fountain with Water;
 - (v) wash a Vehicle or a Boat with Water;
 - (vi) use Water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a surface coating, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations;
 - (vii) utilize a Motion-Activated Sprinkler Device to deter animals or wildlife; or
 - (viii) leave water service turned on when property is uninhabited for more than 30 consecutive days.
 - (b) no person or Public Authority shall
 - (i) water trees, shrubs, flowers and vegetables on any day, except where watering only one day per week between the hours of 4:00 a.m. to 10:00 a.m. and when watering is done by hand-held container, a hand held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation systems;
 - (ii) water newly planted trees, shrubs, flowers and vegetables other than between the

hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. if watering is done by hand-held container or a hand held hose equipped with an automatic shut-off nozzle, during installation and during the following 24 hours after installation is completed;

- (iii) water public, institutional or community playing fields other than between the hours of 4:00 a.m. to 10:00 a.m., on no more than one day per week, if failure to water will result in a permanent loss of plant material.

(2) As exceptions to the Stage 3 restrictions,

- (a) owners or operators of golf courses shall not water
 - (i) fairways more than one day per week during the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.;
 - (ii) trees, shrubs, flowers and vegetables grown on golf courses other than in accordance with Section 3(1)(b)(i) and (ii) of this Schedule; and
 - (iii) golf greens and tees on any day unless failure to water will result in permanent loss of plant material;
- (b) Vehicles and Boats must not be washed with Water other than at commercial car washes using less than 57 litres of Water per Vehicle wash or using 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4554

A BYLAW TO AMEND BYLAW NO. 1857, CAPITAL REGIONAL DISTRICT TICKET INFORMATION
AUTHORIZATION BYLAW, 1990 TO INSERT ELECTORAL AREA
WATER CONSERVATION TICKET AMOUNTS

WHEREAS:

- A. Under Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", the Regional Board established a municipal ticket information scheme for various regional district services;
- B. Bylaw No. 4434 reserved Item 19 in Schedule 1, as well as Schedule 20, for future use; and
- C. The Board wishes to amend Bylaw No. 1857 to insert a ticketing provision for Bylaw No. 4492, "Capital Regional District Electoral Area Water Conservation Bylaw No. 1, 2023";

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

- 1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" is hereby amended as follows:

(a) Schedule 1, Item 19 is amended as follows:

DESIGNATED BYLAW

"19. Capital Regional District Electoral Area
Water Conservation Bylaw No. 1, 2023

DESIGNATED BYLAW
ENFORCEMENT OFFICER

Bylaw Enforcement Officer
Police Officer
Peace Officer"

(b) Schedule 20 is replaced with Appendix 1 to this Bylaw.

- 2. This bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 77, 2023".

READ A FIRST TIME THIS	th	day of	2023
READ A SECOND TIME THIS	th	day of	2023
READ A THIRD TIME THIS	th	day of	2023
ADOPTED THIS	th	day of	2023

CHAIR

CORPORATE OFFICER

APPENDIX 1 TO BYLAW NO. 4554

SCHEDULE 20 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

	WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1.	Hinder/Prevent Inspection	3	\$500.00
2.	Wasting water	7.(3)	\$200.00
3.	Wasting water during Stage 2	7.(3)	\$300.00
4.	Wasting water during Stage 3	7.(3)	\$400.00
5.	Use water contrary to bylaw	7.(4)	\$200.00
6.	Stage 1 – water lawn contrary to days/times	Sch. A 1.(1)(a)	\$200.00
7.	Stage 1 – water contrary to restrictions	Sch. A 1.(1)(b)	\$100.00
8.	Stage 1 – operate Public Spray Park contrary to restrictions	Sch. A 1.(1)(c)	\$100.00
9.	Stage 1 – Public Authority watering contrary to days/time	Sch. A 1.(2)(b)	\$100.00
10.	Stage 1 – watering golf courses contrary to restrictions	Sch. A 1.(2)(c)	\$200.00
11.	Stage 2 – water lawn contrary to days/times	Sch. A 2.(1)(a)	\$250.00
12.	Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 2.(1)(b)(i)	\$250.00
13.	Stage 2 – use motion-activated sprinkler device	Sch. A 2.(1)(b)(ii)	\$250.00
14.	Stage 2 – water cemetery lawn	Sch. A 2.(1)(b)(iii)	\$250.00
15.	Stage 2 - operate Public Spray Park contrary to restrictions	Sch. A 2.(1)(c)	\$250.00
16.	Stage 2 – fill ornamental fountain	Sch. A 2.(1)(d)(i)	\$250.00

17.	Stage 2 – operate ornamental fountain	Sch. A 2.(1)(d)(ii)	\$250.00
18.	Stage 2 - water contrary to restrictions	Sch. A 2.(1)(e)	\$250.00
19.	Stage 2 – Public Authority watering contrary to days/times	Sch. A 2.(2)(b)	\$200.00
20.	Stage 2 – watering golf courses contrary to restrictions	Sch. A 2.(2)(c)	\$250.00
21.	Stage 3 – water lawn, turf or boulevard	Sch. A 3.(1)(a)(i)	\$400.00
22.	Stage 3 – fill pool, hot tub or garden pond	Sch. A 3.(1)(a)(ii)	\$400.00
23.	Stage 3 – operate a Public Spray Park	Sch. A 3.(1)(a)(iii)	\$400.00
24.	Stage 3 – operate or fill ornamental fountain	Sch. A 3.(1)(a)(iv)	\$400.00
25.	Stage 3 – wash vehicle or boat with Water	Sch. A 3.(1)(a)(v)	\$400.00
26.	Stage 3 – wash sidewalks, driveways, parking lots or exterior surfaces	Sch. A 3.(1)(a)(vi)	\$400.00
27.	Stage 3 – use motion-activated sprinkler device	Sch. A 3.(1)(a)(vii)	\$400.00
28.	Stage 3 – leave water service turned on	Sch. A 3.(1)(a)(viii)	\$400.00
29.	Stage 3 –water contrary to restrictions	Sch. A 3.(1)(b)	\$400.00
30.	Stage 3 – watering golf courses contrary to days/times	Sch. A 3.(2)(a)	\$400.00
31.	Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A 3.(2)(b)	\$400.00



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MAY 10, 2023**

SUBJECT **221 Drake Road, Salt Spring Island, Water Local Area Service**

ISSUE SUMMARY

To consider establishing a local area water service for a proposed 30-unit strata at 221 Drake Road, Salt Spring Island (SSI) referred to as the “Dragonfly Commons” development.

BACKGROUND

The Dragonfly Commons property owner and developer (the “Developer”) has made a request for the Capital Regional District to own and operate a water supply, treatment, and distribution system for future development subject to an Islands Trust rezoning approval to allow for the development of a 30-unit strata, affordable housing project. The water supply will be from a groundwater well.

The following information is a summary provided to CRD from the Developer outlining the request:

- Property size: 10 acres
- Development goal: 30 units of small, pre-fab homes and a centralized common building on approximately 3 acres of the property. Intention is for strata, entry level home ownership, with a priority for local working residents.
- Water source: groundwater – drill records and license provided. Adequate volume.
- Source water quality: elevated iron and manganese (above the Guidelines for Canadian Drinking Water Quality Maximum Acceptable Concentration (MAC))
- Zoning: Islands Trust has provided first reading for rezoning
- Wastewater servicing: to be determined. Figure 1 indicates 422m distance to existing wastewater collection system owned and operated by CRD.

The Developer has five options for ownership of the water system that will serve this strata development:

- 1) Private water utility
- 2) Private water utility with ownership transferred to strata corporation.
- 3) Private water utility with ownership transferred to North Salt Spring Waterworks District (NSSWD)
- 4) Negotiate to transfer ownership of the private water utility to the CRD

The first two options involve submitting a water utilities application which requires a Certificate of Public Convenience and Necessity (CPCN), granted by the Comptroller of Water Rights under

authority from the *Water Sustainability Act* and the *Utilities Commission Act*. The CPCN is granted after a utility has secured a proven source of supply, provided an acceptable system design, and met the required administrative and financial conditions. The process through which owners can apply for a CPCN is laid out in the *Guide to Applying for a Certificate of Public Convenience and Necessity* (March 2022).

The property is within the North Salt Spring Waterworks Improvement District (NSSWD) service area. However, NSSWD considers the property an orphan lot that has not paid capital expenditure charges nor water parcel tax since the property was included in the NSSWD boundaries. Since October 2014, NSSWD has placed a moratorium on new water connections therefore no longer accepts requests for additional service due to limitations of water supply. A request was made to the NSSWD to operate the water supply system once the system was constructed, however, NSSWD declined to undertake the responsibility to supply water should the future groundwater source no longer prove viable.

The Provincial government “encourages regional districts to become the primary service providers in rural areas.” (page 5, Section 2.1.3). CRD owns and operates other small water utilities on SSI and has the expertise to own and operate this water utility for the proposed strata corporation. For this reason, the provincial government may not look favourably on a private water utility application for this development where either NSSWD or CRD could operate the service. That said, it is not normal for CRD to take on a single-lot development on behalf of a private developer, and it’s even more unusual when the property is within the service boundaries of another water utility. CRD would only do so based on the affordable housing nature of the proposed project and subject to specific conditions on its construction, viability, and taxation base.

The CRD provided Dragonfly Commons with a letter dated September 16, 2022, outlining the CRD’s understanding that the water system would be financed and constructed by the developer to meet CRD’s engineering standards and specifications. Once completed, a CRD service could be created to take over operation and maintenance of the system, with all respective warranties transferred to the CRD.

For the CRD to take over the Dragonfly Commons water system, it must do so by adopting a service establishing bylaw which requires consent of the electors in the proposed local service area. Potentially, the Developer could initiate a petition for the CRD Board to consider establishing a local area water service and transfer the water system ownership and responsibilities based on the following conditions:

1. The Developer must submit proof of having a registered a housing agreement securing the affordable units, either with Islands Trust, CRD, or both, on title.
2. The Developer could complete a petition for a regional district service, consistent with the *Local Government Act*. It must be signed by 51% of the owners having 51% of the value of the parcels. This petition is the “elector approval” the CRD requires to adopt a bylaw to create a service. Further consultation with the Ministry of Municipal Affairs is required before staff can confirm whether a single owner can satisfy the elector approval requirement by petition.
3. The developer must engage a qualified third-party engineering consultant to do an up-front design of the water system, as well as to estimate the annual operating costs of the

system. This will form the basis for the system's costing and be required by the province for any CRD service to be established.

4. The CRD will prepare a financial plan.
5. Upon receipt of the petition, a service establishment bylaw will be advanced to the Board for consideration. If the Board is in favour of creating the service, the bylaw will be held at third reading in order to refer the petition and bylaw to the province for review of the elector approval method.
6. The service will not take on any responsibility or liability until the system is built to CRD standards and accepted. All warranties must be assigned to the CRD. The service will not take on debt.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be directed to continue discussions with the owner of 221 Drake Road regarding the establishment of a new local service area to take over the operations and maintenance of a private water system for the proposed Dragonfly Commons development, subject to the owner meeting the CRD's requirements as set out in this report.

Alternative 2

That the Electoral Areas Committee recommends that this report be referred back to staff for further information.

IMPLICATIONS

The initial work to advance service establishment of the Dragonfly Commons water system as a CRD service will be borne by the developer for CRD engineering review and supervision, plus the costs of establishing a viable water system and all construction costs. A bylaw process to establish a service area and recover the annual costs related to maintaining and operating the water system, and to transfer the Dragonfly infrastructure into the CRD, would need to take place as part of the service establishment process. Upon completion, a new service area would be established for the sole purpose of requisitioning the ratepayers (now, the property owner, in future, the strata owners once the strata lots are sold) for the full cost of administering the service.

The CRD could take over Dragonfly Commons infrastructure assets once the system was constructed to CRD engineering standards and specifications are completed. The infrastructure would be operated as a CRD water service. This process is not without risk to the Developer, as any service establishing bylaw requires Inspector of Municipalities approval and an examination of the tax base. The province has not yet raised an issue with a single property service, or providing such a service to a property developer; however, further consultation will be need to be undertaken regarding the appropriate elector consent process given that the strata lots will be sold once the development is complete. Further, despite elector assent the Board may choose not to adopt a service establishing bylaw, which would require the developer to seek water service elsewhere or commit to operating a private utility. Staff cannot represent the success or failure of CRD service creation, however, with three readings, a petition, and provincial approval, along

with an affordable housing covenant and construction of the structures and the water system, it would be unlikely that the Board would not establish a service.

CONCLUSION

Dragonfly Commons is located on Salt Spring Island. The property owner that has requested the CRD take over the private water system once it is built to CRD specifications and standard. The estimated cost to the property owner for the initial work required to satisfy the conditions for service establishment will be borne by the developer and requires, among other things, a petition for service area establishment and a registered housing agreement for affordable housing on title of the property.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be directed to continue discussions with the owner of 221 Drake Road regarding the establishment of a new local service area to take over the operations and maintenance of a private water system for the proposed Dragonfly Commons development, subject to the owner meeting the CRD's requirements as set out in this report.

Submitted by:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Ian Jesney, P. Eng., Acting General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Location of Subject Property from Nearest Wastewater System



Making a difference...together

MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, February 14, 2023 at 9:30 a.m., in the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: 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; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality Operations; M. Cowley, Manager, Wastewater Engineering and Planning (EP); L. Xu, Manager, Finance Services (EP); T. Duthie, Manager, Administration Services; M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS: M. Fossil (Chair); P. Brent (Electoral Area Director); D. Reed

EP = Electronic Participation

The meeting was called to order at 9:35 am.

1. APPROVAL OF AGENDA

Facilities Tour Discussion was added to New Business.

MOVED by W. Foster, **SECONDED** by A. Cyr,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by W. Foster, **SECONDED** by A. Cyr,
That the minutes of the January 10, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Vice-Chair had no remarks.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

J. Marr noted the two items on the Agenda, the Orientation and the Water Conservation Bylaw.

6. COMMITTEE BUSINESS

6.1. Presentation – Magic Lake Estates Water and Sewer Committee Orientation

Staff provided the orientation presentation.
The committee thanked staff for the orientation noting it was very informative.

6.2. Project and Operations Update

Staff provided updates on water capital projects and operations.

Staff provided updates on wastewater capital projects and operations.

Staff responded to questions from the committee regarding:

- The sewer replacement program. Staff advised approximately three kilometers of pipe has been replaced from asbestos cement to polyvinyl chloride (PVC), and the project is more than 50 percent complete. The remaining funds may need to be used to complete the treatment plant and pumpstation upgrades. The committee will be notified if funds are required to be transferred. Staff recommend completing the treatment plant upgrades as the system is not in compliance. Any remaining funds will be used to replace the sewer pipe.
- Upgrades to the treatment plant and alleviating extra water from the pipelines. Staff advised the upgrades do not alleviate extra water from the pipelines, the upgrades would be providing the equalization storage to store and treat the excess flow.

Discussion ensued regarding:

- Rainwater getting into sewer pipes
- Inflow and Infiltration
- Jurisdiction over private property

6.3. Referral from Electoral Areas Committee – Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)

J. Dales presented the water conservation bylaw. The committee provided the following feedback:

- Feels the fine for filling an ornamental fountain is over the top.
- The wording regarding someone who is physically or mentally unable to do their watering, why are they unable to have someone water on their behalf during the same time parameters.
- Does not feel the exemptions for agriculture would be appropriate for the Magic Lake Estates area.

7. MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE MEETING SCHEDULE

Regular meetings of the Magic Lake Estates Water and Sewer Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC on the second Tuesday of each month. Meetings will commence at 9:30 am unless otherwise determined.

8. CORRESPONDENCE

There was none.

9. NEW BUSINESS

9.1. Facilities Tour Discussion

The committee requested an annual tour of the treatment plant. Staff advised that a tour will take place in late spring and the invite will be extended to the committee.

10. ADJOURNMENT

MOVED by R. Sullivan, **SECONDED** by W. Foster,
That the February 14, 2023 meeting be adjourned at 10:52 am.

CARRIED

CHAIR

SECRETARY



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on March 9, 2023 3:00 pm.

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

GUEST: Jean-Daniel Cusin, Mayne Island Assisted Living Society

ABSENT: Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

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

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of February 9, 2023

MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper,
that the minutes of February 9, 2023 be approved as presented.

CARRIED

4. Chair's Remarks

No remarks.

5. Presentation – Jean-Daniel Cusin, Mayne Island Assisted Living Society

Deferred until his arrival.

6. Reports

6.1. Treasurer's Report

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

6.1.1. Treasurer's Report for the period February 1 - 28, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Treasurer's report for the period February 1 - 28, 2023 be approved as presented.

CARRIED

6.1.2. Resignation and Election of Treasurer

- Commissioner Bell resigned as treasurer.
- Commissioner Burrows accepted the nomination as treasurer and was elected by acclamation.

6.1.3. Formation of Finance Committee

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission create a Finance Committee to deal with financial matters including budgeting, grant applications and capital projects.

CARRIED

The members of the committee will be Commissioners Burrows, Kilpatrick and Bell.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- The following items to be deleted from the Follow-up Action Report: dedicated MIPRC email and telephone, small water system operator training, website organization chart, potential memorial bench donation, Anson Road signs and revegetation and Conconi Reef tree.
- Monthly playground assessments will be emailed to Chair Bell.
- Japanese Memorial Garden budget for connections and lights will be ready for the next meeting.

6.2.2. Health and Safety concerns

a) Dinner Bay

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Wright, that the estimate and invoice #944 dated March 8, 2023 from Dr. Daylight Contracting Ltd. in the amount of \$3,250 plus tax, for the tree work and cleanup of the damage in Dinner Bay Park be approved.

CARRIED

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

b) Ed Williams Trail/slide area trees

It was discussed and agreed that the Finance Committee will determine the budget for tree work in this area which was the arborist's recommendation.

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission approve tree work for up to \$1,000.00 between the horseshoe pit and the Japanese Garden gate bounded by the third disc golf hole.

CARRIED

The following items will be discussed at the next meeting: replanting trees and feeding care for significant trees impacted by traffic. Rob Underhill, Biologist, will be consulted.

5. Presentation

At 3:26 p.m., Chair Bell welcomed Jean-Daniel Cusin to present on behalf of the Mayne Island Assisted Living Society (MIALS).

Jean-Daniel Cusin provided an overview of a federal grant that MIALS has applied for with support from several non-profit community organizations on Mayne Island. The objective of the grant is to create an age-friendly community. He reported that through the years there have been several strategic planning sessions which produced a number of ideas and that action could be taken and coordinated with community agencies.

Discussion arose with regards to MIPRC's involvement and it was decided that the Commission will prepare some questions as more information becomes available.

6.2.3. Supplement to the Commissioner's Handbook

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Supplement to the Commissioner's Handbook 2023, to be amended as necessary, be approved.

CARRIED

6.2.4. Events

- A report was received with the agenda.
- Commissioner Schneider will lead MIPRC's support for the Easter festivities at Dinner Bay Park. Edits were requested for the Alea advertisement and a Facebook posting will be done to attract volunteers.

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

6.3. Committees

6.3.1. Fitness Track

It was reported that:

- The scraping will be done March 21st and the CRD archaeologist is available on that date.
- The Community Works Fund grant application is in the final stages.
- The centre line of the trail was marked out with red lines.

6.3.2. Sanitation

- The Chamber of Commerce meeting is scheduled for Friday, March 17th.
- Discussed the water system work for Miners Bay and Dinner Bay and it was agreed that the Sanitation Committee to discuss this item further.
- The motion detector for the bathroom lights have been set for 10 minutes.

6.3.3. Technology

A report was received with the agenda.

The status of the Park Patrol and Danger Tree Assessment tracking system and electronic input form was reported on. Last year's data will be submitted for inclusion.

6.3.4. Commercial/Non-commercial activities update

- Island fitness instructors will be informed on the pilot policy for use of community parks for fitness classes.
- It was reported that CRD requires instructors be certified and that CRD offers insurance for low-risk activities.
- Bylaw considerations may be discussed with Justine Starke, CRD.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission approve, in principle, the concept of light paid fitness classes in our parks subject to finalization of details and end date as Labour Day weekend in September.

CARRIED

6.3.5. Land Acquisition summary – Veronica/Michael
Deferred

6.4. Parks

6.4.1. Miners Bay

No washroom issues were reported and it is anticipated the warmer weather will allow for Christmas tree light replacement.

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

6.4.2. Dinner Bay

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Schneider, that due to extreme weather and as an exception to the Felled Tree Guidelines, that Mayne Island Parks and Recreation Commission allow the Tree Angels to remove wood pieces smaller than 18 inches diameter from Dinner Bay Park in locations to be determined by Commissioner Banelis.

CARRIED

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission approve expenditure of up to \$750.00 to address the imminent danger trees in the area at Dinner Bay Park bounded by Williams Road, Dinner Bay Road and Leighton Lane.

CARRIED

6.4.3. Cotton Park

A report was received with the agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission approve the expenditure of up to \$1,500.00 for septic pump out services for various septic tanks and vault toilets at community parks.

CARRIED

- Septic service expenses as a line item to be discussed at a later date.
- Commissioner Askin reported that he has received approval (with specifications) from the CRD Archaeologist to construct a protective barrier on the Orca trail.

6.4.4. Japanese Memorial Garden

A report was received with the agenda.

6.4.5. Village Bay

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission approve the email estimate provided by Aaron Reith of Blackwater Excavation and Septic dated February 27, 2023 for work on the Village Bay boat ramp.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that Mayne Island Parks and Recreation Commission request the Capital Regional District transfer Capital Project 24-01 Village Bay Boat Ramp in the amount of \$10,000.00 from the 2024 budget year to 2023.

CARRIED

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

6.4.6. Trail Network Development/Henderson Park

A report was received with the agenda.

a) Doreen McCleod Trail

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission approve \$547.23 for the added boardwalks on the Doreen McCleod Trail.

CARRIED

b) Kippen Road staircase

Commissioner Askin reported on a couple of estimates that are being sought and the project is still pending.

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.

7.3. Inquiries regarding services for septic pump-outs.

7.4. Emails and correspondence regarding application for Community Works Fund grant for Dinner Bay Park Fitness Circuit.

7.5. Email correspondence with CRD Risk & Insurance Manager, Ross Cameron regarding damage at Dinner Bay Park.

7.6. Email correspondence with CRD regarding new commissioner appointee, Jacquie Burrows.

7.7. Email to CRD, Finance concerning overhead charges to a cost centre funded by donations.

7.8. Inquiry from Galiano Parks and Recreation Commission re: long term planning for donated land.

8. New Business

No new business.

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

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, 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

10. Rise and Report

No report.

11. Meeting Adjournment

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Wright, that the meeting be adjourned.

CARRIED

The meeting adjourned at 5:20 pm

Original signed by

April 13, 2023

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

**Minutes of Regular Meeting
Monday, March 13, 2023 @ 3:00 PM**

CRD Community Center Meeting Room & Zoom Video Conference

Present:

Commissioners: George Leroux (Chair), Rob Fawcett (Vice Chair), Paul Brent (CRD Director), Larry Colcy, Andrea Mills, Barry Mathias, Sandra Tretrick, Erin O'Brien, Lisa Baille

Regrets:

Guests – Ben Symons (Maintenance Contractor), Melody Pender (CRD staff), Kelly Friesen (PIPRC admin), Justine Starke (CRD staff), Laura Mattias (Biologist), Sue Long (Resident)

1) Call to Order

Chair Leroux called the meeting to order at 3:00 PM

2) Approval of Agenda

The Agenda, inclusive of School use agreement and Dip Project additions, is approved.

Moved - Fawcett, Seconded - Brent
Carried

3) Approval of Minutes

The February 13, 2023 draft Minutes, circulated in advance, are approved with amendments.

Moved - Mathias, Seconded - Brent
Carried

4) Business Arising

1. Outhouse Maintenance Contract – Justine Starke reported that a new Outhouse Maintenance contractor is expected to start April 1, 2023. Ben Symons will coordinate between the previous and new contractor to assist with the transition.

Conery Cres. Easement request – Commissioner O'Brien provided a biological assessment of the site and the easement request. Concerns were raised for the poor planning that resulted in the subdivision approval that provided inadequate lot access.

The Commission supports the Conery Cres. easement proposal on the basis that it supports the local ecology, subject to the understanding that CRD, as the legal agent for the PIPRC, will ensure the Park's interests are protected.

Moved - O'Brien / Seconded - Mathias
Commissioner Fawcett abstained
Carried

5) Correspondence

1. Laura Matthias - Sharp Tail Snake monitoring request at George Hill and Mt. Menzies Parks. Commissioners supported the request.

Laura Matthias left the meeting at 3:35 PM

2. Island Trust Conservancy – the boundary survey at the Enchanted Forest Park was completed. The neighbouring property encroaches on the Park, and the Park encroaches on another neighbouring property. Ben will relocate ~ 10 trees and a portion of the boardwalk onto Park property.
3. Kelly McArthur – expressing opposition to a potential dog park on South Otter Bay Rd. Commissioner Leroux will respond to the email.
4. Chuck H – asking for further information concerning trees felled on Capstan Lane trail. Commissioner Leroux will respond to the email.
5. Bob Tippet/Mia Samson – expressing opposition to off leash dogs at the Thieves Bay Park. [see further discussion under item 10 below].

6) Activities

1. Director's Report – Director Brent thanked the commissioners for their work.
2. Chair's Report – Chair Leroux provided a brief synopsis of his report, circulated in advance, highlighting dogs and invasive species in the parks.
3. Maintenance Report – Ben Symons provided a brief overview of his report, circulated in advance. Ben reported that Cliffside Trail is now closed for nesting season. Ben discussed moving trees and the boardwalk at Enchanted Forest Park. Commissioners agreed and offered to help.

Ben left the meeting at 3:50 PM

4. Volunteers – Commissioner Mills reported on her work to organize volunteers and asked about discussing the intake forms with Justine at the CRD.

5. Magic Lake Park - Commissioners Colcy and Tretick reviewed options and led a discussion for addressing derelict boats left in the Park.

The Commission will update signage and communicate with the community advising that boats must be kept neatly within the designated area, are left at the owner's risk, and must be clearly marked with the owner's name and contact information. Clearly abandoned, derelict boats will be removed.

Moved – Tretick, Seconded – Baille
Carried
Commissioner Mills opposed

6. Trails – Commissioner Fawcett provided an update on the proposed Schooner Way trail, including that Engineering work was ongoing and should be available in April.
7. Recreation Grants Program – Commissioners Tretick and Fawcett reported work underway to update grant forms and website updates. The first advertisements / notices will be in the April Pender Post.
8. Native Species –
 - a. Commissioner Mathias updated on proposed planting at Thieves Bay. Barry would like form an ad hoc committee to develop a planting program for winter 23/24.
 - b. Commissioner O'Brien provided an update of ongoing work at Danny Martin Park.
 - c. The Annual Broom Bash is schedule to start on May 7th.
 - d. Gardom Pond – plans are under development for restoration work to begin in Q4-23.
9. Annual Beach Clean-up Day – April 22nd. O'Brien will send an email sign-up sheet for Commissioners who would like to participate.
10. Dogs & Parks –
 - a. Chair Leroux reported feedback opposing dogs being off leash in parks as well as to new dedicated dog parks.
 - b. Sue Long, a community member, spoke on behalf of dog owners. Sue advised that many in the community feel it is incumbent on the Commission to provide for the needs of dog owners. Sue emphasized that the Commission's closure of the previous dog park, and its failure to either find alternative locations or loosen leash restriction, is unacceptable to dog owners.
 - c. Director Brent suggested PIPRC consider amending the by-law from dogs must be leashed to dogs must be under control. Paul indicated this is the policy on the rest of the Southern Gulf islands.

- d. Leroux and Fawcett agreed to consider dogs in parks further and report at the next meeting.

Commissioner Colcy left the meeting at 4:49 PM

11. Treasurer's Report – Chair Leroux provided a review of fiscal 2022 including discussion of expenses and reserve accounts. Director Brent advised that the fiscal 2023 Budget will be approved shortly, and Leroux will provide a budget and Q1-23 report at the April meeting.
12. Communications – Commissioners agreed to the Pender Post article schedule as follows:
 - a. April issue –Tretick,
 - b. May issue – Fawcett,
 - c. June issue - Mathias
13. Other – CRD staff Justine Starke informed the commission on the Dip project timeline and the use of Mortimer Spit for the off-loading of equipment.

7) In Camera

Motion to go in Camera, requesting staff to stay.

Commissioner Fawcett / Commissioner Tretick
Carried

8) RISE AND REPORT

A letter received by the Chair from Ben McConchie was discussed, and no further action was considered necessary.

9) Next Meeting

Monday April 17,2023 – 1500 hrs – CRD Community Center / Zoom Video Conference



Making a difference...together

Minutes of the Regular Meeting of the Salt Spring Island Parks and Recreation Commission Held Tuesday, November 15, 2022 at the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K3

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

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 2:31 pm.

2. Approval of Agenda

MOVED By Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission approve the agenda of November 15, 2022 as amended by adding item 7.1 Centennial Park Plaza Upgrades Project.

CARRIED

3. Adoption of Minutes of October 18, 2022

MOVED By Commissioner Takahashi, **SECONDED** by Commissioner Cunningham, that the Salt Spring Island Parks and Recreation Commission adopt the minutes of October 18, 2022 as presented.

CARRIED

4. Delegation/Presentation - None

5. Director and Chair Reports

Director Holman briefly reported:

- Local Community Commission (LCC) election prediction for May 2023.
- 400 acre Reginald Hill land acquisition preservation project undertaken by the Nature Conservancy of Canada (NCC) has \$500,000 left to raise in the \$7 million purchase.

Chair Collombin

- Elected Chair of the Ganges Harbour Walk Steering Committee.
- Expressed appreciation towards Commissioner Takahashi for his dedication to PARC following his December 31, 2022 resignation.

6. New Business

6.1 Ganges Harbour Walk and Harbour Side Pathway Detailed Designs - Project Charter

MOVED By Commissioner Bodaly, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission approve the Ganges Harbour Walk Phase 1 and Harbour Side Pathway Detailed Designs - Project Charter as presented.

CARRIED

6.2 Portlock Park – Project Charter

- Parking concerns expressed following future service expansion.
- Amend the Portlock Park – Project Charter to include the safety design in the project scope and to include PARC in the internal key stakeholder’s focus group. Lastly, requesting staff bring the community consultation part one and survey results to the Commission for review.

MOVED By Commissioner Takahashi, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission approve the Portlock Park – Project Charter as amended.

CARRIED

6.3 Salt Spring Island Parks and Recreation External Grants Update

- New public access Automated External Defibrillator (AED) installed at SIMS.
- Submitted an application for the Canadian Parks and Recreation Association (CPRA) \$50k grant for Auditory Sensory Youth Programming.

There is no recommendation. This is for information only.

6.4 Rainbow Recreation Centre Annual Pool Maintenance Closure

- Since 2018 the annual pool maintenance closure has occurred in the first three weeks of April.
- Staff confirmed a five week pool closure from August 28, 2023 to September 30, 2023 is scheduled to replace the electrical equipment and complete regular maintenance work.

There is no recommendation. This is for information only.

6.5 Centennial Park Washroom Vandalism

- Staff working to replace the mirror.
- Washroom facility hours of operation discussed.
- Staff further reported damage to the CRD Kanaka Road maintenance facility, stolen tools, and graffiti vandalism to the SIMS wall on the outside of the gym behind the playground. A report has been added to the ongoing RCMP file.

There is no recommendation. This is for information only.

7. Outstanding Business

7.1 Centennial Park Plaza Upgrades Project

- Staff confirmed the project is behind schedule.
- Tender closes November 28, 2022.

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

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

The Commission left the open meeting at 3:32pm.

The Commission returned to the open meeting at 3:54pm.

10. Rise and Report

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

CARRIED

11. Next Meeting – January 31, 2023 at 2:30 PM in the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K3

12. Adjournment

MOVED By Commissioner Collombin, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 3:54pm.

Sonya Collombin

CHAIR

J. Campbell

SENIOR MANAGER



Making a difference...together

**Minutes of the Special Meeting of the Salt Spring Island Parks and Recreation
Commission Held Tuesday, December 6, 2022 at the Salt Spring Island Multi-Space (SIMS)
112 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

Present: **Director:** Gary Holman
 Commission Members: Sonja Collombin, Colin Walde (via Zoom), Sean Norgard, Randy Cunningham, Drew Takahashi (via Zoom), and Drew Bodaly
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Administration, Swapnika Chander, Recreation Project Technician, Salt Spring Island Administration, and Shayla Burnham, Recording Secretary
 Regrets: Andrea Little

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Chair Collombin and the meeting was called to order at 9:59 am.

2. Approval of Agenda

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission approve the special meeting agenda of December 6, 2022 be as presented.

CARRIED

3. New Business

3.1 SSI Parks and Recreation Five-Year Financial Plan Amendment

- Only one bid received that was substantially over budget.
- Staff in discussion with the contractor regarding possible cost savings.

Commissioner Takahashi joined the meeting electronically at 10:01am.

- Staff confirmed the March 31, 2023 completion date is a condition of the Pacific Economic Development Canada (PacifiCan) grant.
- Director and staff to review Community Works Funds (CWFs) commitments to other projects.
- The CWF is delegated to the Electoral Area (EA) Director and not to the Local Community Commission (LCC).
- Construction inflation costs discussed.
- Poor weather conditions discussed.
- The Commission agreed that construction should occur during September to March when the Salt Spring Island Market does not operate out of the park.
- The Commission asked staff if the contractor had committed to the March 31, 2023 project completion date and staff confirmed.
- A site visit with the contractor was a requirement met.
- Time restraints to complete the project by March 31, 2023 expressed.

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Norgard, that the Salt Spring Island Parks and Recreation Commission recommends the Capital Regional District Board amend the Salt Spring Island Community Parks Service 2022 - 2026 Five-Year Financial Plan to increase the Centennial Park Project budget by \$316,000 (from \$761,748 to \$1,077,748) to allow procurement process in 2022. The additional funding of \$316,000 will be for upgrades to Centennial Park funded by SSI Community Works Fund supported by SSI Director.

CARRIED
Commissioner Walde Opposed

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Takahashi, that the Salt Spring Island Parks and Recreation Commission request staff contact Pacific Economic Development Canada (PacifiCan) and request the Centennial Park Plaza revitalization project start date begin on November 1, 2023 due to current time restraints in completing the project by March 31, 2023.

CARRIED

4. **Next Meeting – January 31, 2023 at 2:30 PM in the Salt Spring Island Multi-Space (SIMS) 112 Rainbow Rd, Salt Spring Island, BC V8K 2K**

5. **Adjournment**

MOVED By Commissioner Collombin, that the Salt Spring Island Parks and Recreation Commission adjourn the meeting at 10:39 am.

Sonya Collombin

CHAIR

Hampbell

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held Monday, January 30, 2023 at the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, SSI, BC**

Director: Gary Holman (via Zoom)

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

Staff: Karla Campbell, SSI Senior Manager, Dan Ovington, SSI Parks and Recreation Manager, Dean Olafson, SSI Engineering Manager, and Shayla Burnham, Recording Secretary

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

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 1:15 pm.

2. Election of the Chair

Staff called for nominations from the floor. Commissioner Meyer nominated Commissioner Baker as Chair. After calling three times and hearing no other nominations, Commissioner Baker was re-elected as Chair.

3. Approval of Agenda

MOVED by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission approve the January 30, 2023 agenda as amended by moving item 9.4 Transit Operators to item 7.1 and, by adding item 8.1.7 Merchant Mews and Swanson Road, item 8.1.8 West Horel and Mobrae Bus Shelters, and item 8.1.9 Speed Reader Boards.

CARRIED

4. Adoption of Regular Minutes of November 28, 2022

MOVED by Commission Leichter, **SECONDED** by Commissioner Lehman, that the Salt Spring Island Transportation Commission adopt the regular minutes of November 28, 2022 as amended by adding an additional bullet under item 5.1 John Hicks, Senior Transportation Planner, Regional & Strategic Planning and Tim Shah, Watt Consulting Group re: Ganges Active Transportation Study to include; "The importance of the report making recommendations that are affordable and realistic given the authorities of other agencies."

CARRIED

5. Matters Arising From the Minutes

- The Commission requested staff contact ArtSpring regarding access to their upper parking lot for Saturday Market users. Staff confirmed an update was forthcoming.
- The Commission requested staff contact BC Transit regarding the existing 16.8-meter turnaround at Croftonbrook following an update from Salt Spring Island Fire Rescue

regarding space approval for firetrucks in the current turnaround and staff confirmed this was completed and that an update was forthcoming.

6. Delegations/Presentations

6.1 Jean Gelwicks re: Island Pathways Merchant Mews and Swanson Road Pathway Project Update

- Circulated a “Ganges Village Pathway Network” map, “Salt Spring Island On Foot” map and a “Partners Creating Pathways 2021 and Beyond” hand out to the Commission for information.
- Expressed appreciation towards the Commission for years of successful pathway completions.

7. Report of the Director, Chair and Commissioners

Director Holman briefly reported:

- The Local Community Commission (LCC) election target date set for Saturday, May 27, 2023.
- CRD final budget approval in March 2023.
- Salt Spring Island Fire Rescue’s new firehall construction target date potentially earlier than anticipated.

Chair Baker – no report

7.1 Transit Operators

- Replacement buses confirmed for April 2023.
- The Commission expressed support for future inter-city transit connections such as Salt Spring Island to Victoria to assist with off-island transportation for doctor’s appointments etc.
- Some Commissioners expressed support for an additional private transit company discussion to be suggested to the LCC for future service improvements.

8. Outstanding Business

8.1 Project Updates

8.1.1 Safety Concerns at Lower Ganges Booth Canal to Central Pathway

- Staff responded that the low cost no cost concerns were completed.
- Staff confirmed that the outstanding safety concerns were Project Number 22-06 and 22-08 in the Capital Plan and that recommendations were not currently underway.

8.1.2 Fulford Hill Safety Concerns

- Inter-agency meeting forthcoming.

8.1.3 Drake Road

MOVED by Director Holman, **SECONDED** by Commissioner Campbell, that the Salt Spring Island Transportation Commission request that a pathway along Drake Road to Fulford-Ganges Road for the affordable housing on Drake Road be included in the 2024 capital plan discussion.

CARRIED

8.1.4 Ministry of Transportation and Infrastructure (MoTI) Urban Systems Safety Study for Major Roads

- Staff confirmed the study is with MoTI.

8.1.5 Cusheon Lake and North End Road MoTI Safety Study

- No progress.

8.1.6 Parking in Ganges

- MoTI signage has been installed in Ganges which allows the RCMP to enforce no overnight camping.
- Staff confirmed campsites are available on island with appropriate waste disposal stations.

8.1.7 Merchant Mews

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023 confirming detailed designs are with MoTI for review.

Swanson Road

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023 confirming staff are preparing a Project Charter for the Commissions consideration.

8.1.8 West Horel Bus Shelter

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023 confirming the grant application is with BC transit and that an eligibility update was forthcoming.

Mobrae Bus Shelter

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023 confirming no progress due to ongoing contractor delays.

8.1.9 Speed Reader Boards

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023 confirming:
 - Quotes for equipment had been received.
 - Locations had been selected and provided to MoTI for approval.
 - Designs underway for the speed reader board supports.

9. New Business

9.1 Pathway Maintenance and Restoration Policy

- Staff reiterated that the project is in the Capital Plan for 2023.

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request the Capital Regional District to quickly implement a program of restoration and annual maintenance for valuable pathways on Salt Spring Island per the standards or better developed for construction by Philip Grange and Partners Creating Pathways.

CARRIED

9.2 Skid-steer Proposed Purchase

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request the Capital Regional District purchase one-to-two low coast self-propelled snowblowers and or request the Capital Regional District review and assess the Holder Sidewalk Tractor and/or a similar articulated piece of equipment.

CARRIED
Commissioner Baker Opposed

9.3 Response to Notice of Motion: Skid-Steer Proposed Purchase

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

9.4 Transportation Items Documented for the Local Community Commission

MOVED by Director Holman, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission develop a briefing note for the Local Community Commission.

CARRIED

10. Information

10.1 Salt Spring Island Community Transit Quarter 4 Sales

- Post Covid-19 pandemic ridership continuing to increase.

MOVED by Director Holman, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission develop briefing notes for the Salt Spring Island Local Community Commission to cover Strategic Direction, Pathway Maintenance, Parking, Bike Lanes, Booth Canal Pathway Concerns, Road Safety/Traffic Calming, Buses, Bus Shelters and Advocacy.

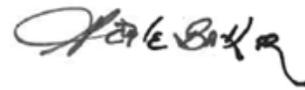
CARRIED

11. Next Meeting: Monday, February 27, 2023 in the Salt Spring Island Multi Space (SIMS) Boardroom, 112 Rainbow Road, Salt Spring Island, BC

12. Agenda Items for Next Meeting – none

13. Adjournment

The meeting adjourned at 3:17 p.m.



CHAIR



SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held Monday, February 27, 2023 at the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, SSI, BC**

Director: Gary Holman (via Zoom)

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

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

Regrets: Gary Lehman and Luke Campbell

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

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 1:16 pm.

2. Approval of Agenda

MOVED by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the February 27, 2023 agenda as amended by adding item 7.1.5 “Kanaka Road Request for Proposal Regarding Bus Storage and Electrification” and, item 7.1.6 “Harbour Walk and Harbourside Request for Proposal”. Furthermore, by adding item 4 “Matters Arising from the Minutes” and, item 8 “Items for the Next Agenda”.

CARRIED

3. Adoption of Regular Minutes of January 30, 2023

MOVED by Commission Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission adopt the regular minutes of January 30, 2023 as amended by updating item 8.1.1 Safety Concerns at Lower Ganges Booth Canal to Central Pathway, bullet number two, to read “Staff confirmed that the outstanding safety concerns were Project Number 22-06 and 22-08 in the Capital Plan and that recommendations were not currently underway.”

CARRIED

4. Matters Arising from the Minutes

- Booth Canal Safety Concerns
 - Staff reiterated that designs meet the Ministry of Transportation and Infrastructure (MoTI) specifications.
 - MoTI considering the request for a speed reader board within the area of discussion.
 - A suggestion was made for increased road sweeping.
 - Staff confirmed that the outstanding safety concerns were Project Number 22-06 and 22-08 in the Capital Plan and that recommendations were not currently underway.

5. **Delegations/Presentations – None**

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

Director Holman briefly reported:

- Final CRD budget to be approved March 15, 2023 with an overall 5.6% increase in requisition. Presenting the budget at the next ASK Salt Spring meeting on March 10, 2023.
- Ministry of Transportation and Infrastructure Urban Systems Safety Study for Major Roads nearing completion.
- Salt Spring Island Ferry Advisory Committee Meeting and Public Meeting scheduled for tomorrow, Tuesday, February 28, 2023.
- 500 million in additional funding for BC Ferries announced by MoTI and the BC Premier to assist with keeping ridership fares down.
- Expansion in ferry services provides an opportunity to increase transit services.

Chair Baker briefly reported:

- New signage and an increase in RCMP presence along Cusheon Lake Road assisting with traffic calming and speed limit enforcement.
- Attended the most recent Ganges Active Transportation Study Workshop and circulated an email to the Commission for information.

7. **Outstanding Business**

7.1 **Project Updates**

7.1.1 **Merchant Mews Active Transportation Grant Update**

- Active Transportation Grant denied due to the engineering designs submitted by Island Pathways not meeting MoTI standards.
- Staff confirmed engineering designs need to be redone and resubmitted to meet MoTI standards in order to complete the pathway.

7.1.2 **Mobrae and West Horel Bus Shelters**

- Mobrae Bus Shelter
 - Ongoing since April 2022.
 - Administration costs first budgeted at \$2,000 and now over budget totalling \$12,300.
 - Project management costs first budgeted at \$5,000 and now over budget totalling \$6,600.
 - No contract signed.
 - The Commission requested Mobrae Bus Shelter be added to the March 27, 2023 meeting agenda for further discussion.
- West Horel Bus Shelter
 - BC Transit and MoTI preference is to apply for the Transit Minor Betterments Program.
 - Staff suggest applying for the Transit Minor Betterments Program for the 2023/24 fiscal year to allow for sufficient time to complete the project.

- Director Holman requested staff work with MoTI on the two proposed bus shelter locations at Cusheon Lake and Bullock Lake.

MOVED by Commission Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend staff apply for the Ministry of Transportation and Infrastructure Transit Minor Betterments Program for the 2023/24 fiscal year.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission request Director Holman to pursue BC Transit regarding eligibility for their bus shelter program.

CARRIED

7.1.3 ArtSpring Upper Parking Lot – Request for the Saturday Market

- Rainbow Recreation Centre parking lot available for Saturday Market users.
- Director Holman to work with staff on further pursuing the ArtSpring Upper Parking Lot for Saturday Market users.

7.1.4 BC Ferries – Fulford Summer Service Change

- Discussion occurred under item 6. Report of the Director, Chair and Commissioners.
- Seth Wright, Manager, Government Relations, BC Transit, attending the March 27, 2023 meeting as a delegate.

7.1.5 Kanaka Road Request for Proposal Regarding Bus Storage and Electrification

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023 with no further updates.

7.1.6 Harbourwalk and Harbourside Request for Proposal

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023.
- Staff currently working on Request for Proposal.

8. New Business

8.1 Report to Salt Spring Island Local Community Commission (LCC) – Draft Discussion

- Commissioner Baker circulated a draft of the Report to Salt Spring Island Local Community Commission (LCC) for review.

Commissioner Leichter left the meeting via Zoom at 3:03pm.

- **Strategic Direction**
 - No discussion.
- **Pathway Maintenance**
 - No discussion.
- **Parking**
 - No discussion.
- **Bike Lanes**
 - No discussion.
- **Booth Canal Pathway Concerns**
 - The Commission requested accompanying photos be added to the report as appendices.
- **Road Safety/Traffic Calming**
 - No discussion.
- **Buses**
 - Commissioner Smith to circulate a “headings” guideline to the Commission to use when updating their sections of the report.
 - Commissioner Johnstone to update “Buses” and “Bus Shelters” to follow Commissioner Smith’s headings guideline for review at the March 27, 2023 meeting.
- **Bus Shelters**
 - Discussion occurred under “Buses”.
- **Advocacy**
 - No discussion.

9. Next Meeting: Monday, March 27, 2023 in the Salt Spring Island Multi Space (SIMS) Boardroom, 112 Rainbow Road, Salt Spring Island, BC

10. Agenda Items for Next Meeting

- ArtSpring Upper Parking Lot – Request for the Saturday Market
- Mobrae Bus Shelter

11. Adjournment

The meeting adjourned at 3:19 p.m.



CHAIR



SENIOR MANAGER