



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, August 9, 2023

11:05 AM

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

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

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [23-528](#) Minutes of the July 12, 2023 Electoral Areas Committee Meeting

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

**Attachments:** [Minutes - July 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](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

#### 5.1. [23-577](#) Presentation: Mike Harcourt, Re: Affordable Housing Initiatives

### 6. Committee Business

- 6.1. [23-532](#) 2023 Electoral Areas Committee Terms of Reference - Revised
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the revised 2023 Electoral Areas Committee Terms of Reference be approved as presented.  
(NWA)
- Attachments:** [Staff Report: 2023 Electoral Areas Committee ToR Revised](#)  
[Appendix A: Electoral Areas Committee TOR - Revised Aug 2023](#)  
[Appendix B: Electoral Areas Committee TOR - Redlined](#)
- 6.2. [23-545](#) Enforcement Practices for Alternative Forms of Housing - Recreational Vehicles
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That occupancy of recreational vehicles, without alterations for permanent or long term use, will be considered a land use matter and referred to the local land use authority. Temporary service connections, and steps and decks not requiring a building permit and that are not affixed to the recreational vehicle will not be considered permanent alterations.  
(NWA)
- Attachments:** [Staff Report: Enforce't Practices for Alt Forms of Housing-RVs](#)  
[Appendix A: July 12, 2023 Staff Report](#)
- 6.3. [23-512](#) Previous Minutes of Other CRD Committees and Commissions for Information.
- Recommendation:** There is no recommendation. The following minutes are for information only:
- a) Galiano Island Parks and Recreation Commission minutes of June 1, 2023
  - b) Mayne Island Parks and Recreation Commission minutes of June 8, 2023
  - c) Pender Island Parks and Recreation Commission minutes of June 12, 2023
  - d) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of January 17, 2023
  - e) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of February 21, 2023
  - f) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of March 21, 2023
  - g) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of April 18, 2023
  - h) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of May 16, 2023
- Attachments:** [Minutes: Galiano Island Parks & Rec Commission - June 1, 2023](#)  
[Minutes: Mayne Island Parks & Rec Commission - June 8, 2023](#)  
[Minutes: Pender Island Parks & Rec Commission - June 12, 2023](#)  
[Minutes: SGI EA Cmty Economic Sustain Commiss - Jan 17, 2023](#)  
[Minutes: SGI EA Cmty Economic Sustain Commiss - Feb 21, 2023](#)  
[Minutes: SGI EA Cmty Economic Sustain Commiss - Mar 21, 2023](#)  
[Minutes: SGI EA Cmty Economic Sustain Commiss - Apr 18, 2023](#)  
[Minutes: SGI EA Cmty Economic Sustain Commiss - May 16, 2023](#)

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

**8. New Business**

**9. Motion to Close the Meeting**

**9.1. [23-522](#) Motion to Close the Meeting**

**Recommendation:** That the meeting be closed for Legal Advice in accordance with Section 90(1)(i) of the Community Charter. [1 Item]

**10. Adjournment**

The next meeting is September 13, 2023.

To ensure quorum, please advise Jessica Dorman ([jdorman@crd.bc.ca](mailto:jdorman@crd.bc.ca)) if you or your alternate cannot attend.

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, July 12, 2023

11:05 AM

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

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#### PRESENT

Directors: R. Fenton (for 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; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carey, Senior Manager of Legal Services; S. Henderson, Senior Manager, Real Estate; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; M. Greeno, Community Energy Specialist, Environmental Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director P. Brent

The meeting was called to order at 11:32 am.

#### 1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. Approval of Agenda

**MOVED** by Director Plant, **SECONDED** by Alternate Director Fenton,  
That the agenda for the July 12, 2023 Electoral Areas Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [23-333](#) Minutes of the June 14, 2023 Electoral Areas Committee Meeting

**MOVED** by Director Plant, **SECONDED** by Director Brent,  
That the minutes of the Electoral Areas Committee meeting of June 14, 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. [23-486](#) Zero Carbon Step Code Introduction - Bylaw No. 4564, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 6, 2023"

M. Taylor spoke to Item 6.1.

Discussion ensued regarding clarification as to whether this would apply to new builds only or also to renovations and additions to existing buildings and areas without hydro power.

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

1. That Bylaw No. 4564, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 6, 2023" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4564 be adopted.

**CARRIED**

**OPPOSED: Wickheim**

- 6.2. [23-482](#) Enforcement Practices for Alternative Forms of Housing (Updated)

M. Taylor spoke to Item 6.2.

**The question was divided by the Acting Chair.**

**New Alternative Motion 1:**

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

1. That the existing practice of CRD Building Regulation Bylaw and BC Building Code enforcement be continued, primarily responding to complaints and observations by Inspectors during their normal course of duty of egregious safety, health, and environmental concerns and issuing Stop Work Notices and Do No Occupy Notices when warranted for non-compliant dwelling units;

Discussion ensued regarding the definition of the term "egregious" in the motion.

**The question was called on the motion:**

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

1. That the existing practice of CRD Building Regulation Bylaw and BC Building Code enforcement be continued, primarily responding to complaints and observations by Inspectors during their normal course of duty of egregious safety, health, and environmental concerns and issuing Stop Work Notices and Do No Occupy Notices when warranted for non-compliant dwelling units;

**DEFEATED**

**OPPOSED: Holman, Fenton, Plant, Wickheim**

**Recommendation Motion 1:**

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

1. That the existing practice of CRD Building Regulation Bylaw and BC Building Code enforcement be continued, primarily responding to complaints and observations by Inspectors during their normal course of duty of safety, health, and environmental concerns and issuing Stop Work Notices and Do No Occupy Notices when warranted for non-compliant dwelling units;

**CARRIED**

**New Alternative Motion 2:**

**MOVED** by Alternate Director Fenton, **SECONDED** by Director Wickheim,  
2. Occupancy of recreational vehicles, without alterations for permanent or long term use, temporary service connections, and steps, and decks not requiring a building permit will not be considered permanent alterations, will be considered a land use matter and referred to the local land use authority; and

Discussion ensued regarding the complicated relationship between recreational vehicle alterations and the building code.

**Referral Motion:**

**MOVED** by Director Holman, **SECONDED** by Director Plant,  
That Item 2 be referred back to staff for further discussion with electoral area directors.

**CARRIED**

**Recommendation Motion 3:**

**MOVED** by Director Holman, **SECONDED** by Director Plant,  
3. That the CRD advocate to the Province for a review of inclusion of alternative forms of housing within the BC Building Code.

**CARRIED**

**Motion Arising:**

**MOVED** by Alternate Director Fenton, **SECONDED** by Director Wickheim,  
4. That the legal opinions received by staff be provided to Electoral Areas Committee (EAC) Directors prior to the next EAC meeting for review and discussion at the next EAC meeting which will be held in camera.

**CARRIED**

**6.3.**     [23-449](#)

Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Pender Island Parks and Recreation Commission minutes of May 8, 2023
- b) Port Renfrew Utility Services Committee minutes of February 6, 2023
- c) Skana Water Service Committee minutes of February 10, 2023
- d) Southern Gulf Islands Library Commission minutes of February 23, 2023
- e) Surfside Park Estates Water Service Committee minutes of February 9, 2023
- f) Wilderness Mountain Water Service Commission minutes of February 6, 2023
- g) Willis Point Fire Protection and Recreation Facilities Commission minutes of May 30, 2023

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

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Plant, **SECONDED** by Director Holman,  
That the July 12, 2023 Electoral Areas Committee meeting be adjourned at 12:42  
pm.  
**CARRIED**

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CHAIR

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RECORDER



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, AUGUST 09, 2023

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

### **ISSUE SUMMARY**

To approve a revised Terms of Reference for the Electoral Areas Committee that reflects recent changes to Salt Spring Island electoral area commissions.

### **BACKGROUND**

On December 14, 2022, the Regional Board approved the 2023 Terms of Reference (TOR) for standing committees. Appendix A in the TOR outlines the local service area committees and commissions that report through the Electoral Areas Committee before advancing to CRD Board.

On April 12, 2023, the CRD Board adopted several bylaws related to the transition of select Salt Spring Island (SSI) local services to the SSI Local Community Commission. This resulted in the disbandment of the following four SSI commissions: Community Economic Sustainability Commission; Liquid Waste Disposal Local Service Commission; Parks & Recreation Advisory Commission; and Transportation Commission. Going forward, any recommendation from the new SSI Local Community Commission will advance directly to the CRD Board for consideration.

To reflect Salt Spring Island's new governance model, housekeeping updates were made to the Electoral Areas Committee's TOR, attached as Appendix A to this report. A redlined copy of the 2023 Electoral Areas Committee TOR is attached as Appendix B.

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

### **ALTERNATIVES**

#### *Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the revised 2023 Electoral Areas Committee Terms of Reference be approved as presented.

#### *Alternative 2*

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the revised 2023 Electoral Areas Committee Terms of Reference be approved as amended.

### **CONCLUSION**

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members. To reflect Salt Spring Island's new governance model, housekeeping updates were made to the Electoral Areas Committee Terms of Reference.

**RECOMMENDATION**

That the Electoral Areas Committee recommends to the Capital Regional District Board:  
That the revised 2023 Electoral Areas Committee Terms of Reference be approved as presented.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Steven Carey, B.Sc., J.D., Acting General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

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

# Terms of Reference

CRD

## ELECTORAL AREAS COMMITTEE

### PREAMBLE

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

The Committee's official name is to be:

Electoral Areas Committee

### 1.0 PURPOSE

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

## **2.0 ESTABLISHMENT AND AUTHORITY**

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

## **3.0 COMPOSITION**

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

## **4.0 PROCEDURES**

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

## **5.0 RESOURCES AND SUPPORT**

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

## **APPENDIX A**

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

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

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

- Beddis Water Service Commission
- Cedar Lane Water Service Commission
- Cedars of Tuam Water Service Commission
- Fulford Water Service Commission
- Ganges Sewer Local Services Commission
- Fernwood and Highland Water Service Commission
- Maliview Sewer Local Service Commission

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

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

# Terms of Reference

CRD

## ELECTORAL AREAS COMMITTEE

### PREAMBLE

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

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

## **2.0 ESTABLISHMENT AND AUTHORITY**

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

## **3.0 COMPOSITION**

- a) Committee members will include the Director from each of the electoral areas: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands;
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- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

## **4.0 PROCEDURES**

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

## **5.0 RESOURCES AND SUPPORT**

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

## APPENDIX A

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

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

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

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

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

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



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, AUGUST 9, 2023

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**SUBJECT**    **Enforcement Practices for Alternative Forms of Housing – Recreational Vehicles**

### **ISSUE SUMMARY**

Discussions with the Electoral Area directors regarding item 2 of the recommendation from the July 12, 2023, staff report titled *Enforcement Practices for Alternative Forms of Housing (Updated)* attached as Appendix A.

### **BACKGROUND**

At the July 12, 2023, Electoral Areas Committee (EAC) the following items from the recommendation were approved by the EAC and subsequently the Capital Regional District (CRD) Board:

*The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board:*

- 1. That the existing practice of CRD Building Regulation Bylaw and BC Building Code enforcement be continued, primarily responding to complaints and observations by Inspectors during their normal course of duty of safety, health, and environmental concerns and issuing Stop Work Notices and Do No Occupy Notices when warranted for non-compliant dwelling units; and*
- 3. That the CRD advocate to the Province for a review of inclusion of alternative forms of housing within the BC Building Code.*

Further, a new item 4 was added to the recommendation and approved by the EAC and subsequently the CRD Board as follows:

- 4. That the legal opinions received by staff be provided to Electoral Areas Committee (EAC) Directors prior to the next EAC meeting for review and discussion at the next EAC meeting which will be held in camera.*

Item 2 of the recommendation:

- 2. Occupancy of recreational vehicles, without alterations for permanent or long term use, will be considered a land use matter and referred to the local land use authority;*

had an alternative motion moved that was then referred back to staff for further discussion with Electoral Area directors as follows:

- 2. Occupancy of recreational vehicles, without alterations for permanent or long term use, temporary service connections, and steps, and decks not requiring a building permit will not be considered permanent alterations, will be considered a land use matter and referred to the local land use authority;*

Staff consulted with the three Electoral directors on the motion and revised the wording to reflect that any deck or stairs should not be affixed to the recreational vehicle (RV) so as not to impede relocation of the RV.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That occupancy of recreational vehicles, without alterations for permanent or long term use, will be considered a land use matter and referred to the local land use authority. Temporary service connections, and steps and decks not requiring a building permit and that are not affixed to the recreational vehicle will not be considered permanent alterations.

*Alternative 2*

That the Enforcement Practices for Alternative Forms of Housing – Recreational Vehicles report be referred back to staff for further review based on Electoral Areas Committee direction.

**IMPLICATIONS**

*Service Delivery*

The construction of temporary stairs, landings and small decks with a maximum overall area of 10 square metres will not be considered as permanent provided they are self-supporting, not affixed to the RV and not impeding relocation of the RV. Decks must be less than two feet above finished grade and four feet clear of any slopes that may create a hazard to users. Ensuring complaints regarding unaltered recreational vehicles as residential dwellings will be referred to the local land use authority will alleviate the confusion for complainants and CRD staff.

*Legal Impacts*

The CRD undertook an external legal review which confirmed certified RVs would not be considered “buildings” unless altered or installed in a manner that suggests permanent or long term residency (additions, renovations, foundations, or non-temporary service connections).

**CONCLUSION**

Staff consulted with the three Electoral Area directors on item 2 of the recommendation from the July 12, 2023, staff report. RVs are typically not considered buildings and are addressed by the local land use authority. The motion was clarified to identify what is not considered a permanent alteration.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board: That occupancy of recreational vehicles, without alterations for permanent or long term use, will be considered a land use matter and referred to the local land use authority. Temporary service connections, and steps and decks not requiring a building permit and that are not affixed to the recreational vehicle will not be considered permanent alterations.

Submitted by:	Mike Taylor, RBO, Manager and Chief Building Inspector, Building Inspection
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech, Chief Administrative Officer

**ATTACHMENT**

Appendix A: July 12, 2023 Staff Report



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

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**SUBJECT**     **Enforcement Practices for Alternative Forms of Housing (Updated)**

**ISSUE SUMMARY**

An updated review of the existing practice of enforcement for recreational vehicles, travel trailers, and alternative forms of housing.

**BACKGROUND**

At the May 11, 2022, Electoral Areas Committee meeting the following Motion was carried:

*That staff investigate the possibility of a non-enforcement policy for trailers, yurts, and other forms of housing for the electoral areas.*

Further to this, on January 17, 2023, the Southern Gulf Islands (SGI) Community Economic Sustainability Commission (CESC) passed a resolution as follows:

*Requesting that the Capital Regional District (CRD) hold off any existing and future expulsion action against owners or tenants of tiny homes, trailers and other nonconforming dwellings unless life safety is compromised, and to take steps towards allowing them.*

On February 8, 2023, the Electoral Areas Committee reviewed a staff report titled “Enforcement Practices for Alternative Forms of Housing”. The Committee referred the report to staff for further review. Staff were asked to investigate the allowance of recreational vehicles with respect to the electoral area Land Use Bylaws and to further review and consider options for buildings for temporary use. This report has been revised to reflect the additional requests.

Where a dwelling is used for human habitation in a non-temporary way, Bylaw No. 3741, “Building Regulation Bylaw No. 5, 2010” (Building Regulation Bylaw), and the BC Building Code (Code) would consider it a “building”. The Code applies to “any structure used or intended for supporting or sheltering any use or occupancy”.

All buildings occupied for residential use must receive occupancy approval. Buildings that can be considered for residential occupancy include site-built buildings constructed in compliance with Part 9 or Part 4 of the Building Code; factory-built buildings certified as being in conformance with CSA A277; and factory built mobile homes constructed in conformance with CSA Z240 (not Z240RV).

“Tiny homes”, yurts and similar forms of housing are subject to the Building Code, but due to their small size and unconventional construction, it can be difficult to comply. They are often built or installed without permits and approvals. A regional district does not have the regulatory tools to create its own set of standards for such construction. BC Housing and other organizations are in the process of advocating for a change to National Building Codes, the first step in modifying provincial codes, for exclusive requirements and relaxations relating to tiny home construction.

### *RVs*

Relating to recreational vehicles (RVs), trailers, and “park model” trailers, different standards apply. Most RVs and travel trailers are factory built and certified to standards CSA Z240RV or RVIAS NFPA 1192 as temporary living quarters for recreation, camping or seasonal use and are not certified for permanent residential use. Although RVs and travel trailers are constructed with limited safety features, they do not have the same level of health, fire and life safety features as Building Code compliant dwelling units.

CRD undertook an external legal review which confirmed certified RV’s would not be considered “buildings” unless altered or installed in a manner that suggests permanent or long term residency (additions, renovations, foundation, or non-temporary service connections).

The use of a recreational vehicle on a lot is primarily a land use matter and is not a subject of review through the building permit process. Applicable Land Use Bylaws permit the occupancy of RVs and trailers under varying circumstances and for varying lengths of time. See Appendix A for a list of these requirements.

Inquiries or complaints regarding occupied certified recreational vehicles installed in a temporary nature will be referred to the local land use authority for review.

### *Tiny Homes*

Legal review confirmed that “tiny homes”, are to be considered “buildings” and are subject to a building permit and building code review due to their non-transient and non-temporary nature. “Tiny home” is a term that is often applied to small homes, with or without wheels.

Small site-built homes can be constructed to be fully compliant with all aspects of the Code or as compliant factory-built buildings complying with the CSA Z240 mobile home or the CSA A277 factory-built building standards.

A small home on wheels that is constructed and certified to an RV standard would be viewed as an RV; a small home on wheels that is not built to a standard but insured as a trailer and used in a transient manner off-site as a travel trailer would likely be considered the same way, though it is more likely the larger and more complex the construction and the more immovable it is, the more likely it would be viewed by regulatory authorities as a “building”.

Small homes constructed without compliance to any standard, or homes constructed to an RV standard but that are practically immobile, require building permits and must meet building code requirements. All must meet land use requirements.

### *Temporary building approvals*

Pursuant to the Building Code, the Building Inspection Department considers requests and applications for temporary buildings. The Building Code permits exemption of certain “temporary” buildings from the Code, where satisfied the use and construction is “temporary”. Examples of “temporary” include construction offices; seasonal storage buildings; special events facilities; emergency facilities; and similar structures. Traditionally various jurisdictions have used this section for non-residential occupancies, or if for residential occupancies, for a very short term, typically in an emergency, with mitigative measures (no smoking, no cooking facilities, no open flame, washroom facilities on site, exterior elements must meet Code requirements, etc.).

External legal review confirms that temporary approval of a building may be considered if the use, nature, and manner of construction supports the fact that it is intended to have a transient nature

and character and if it has a temporal limitation. The building authority must also consider at minimum, structural adequacy, fire safety and occupant health safety. The applicant must also receive land use approval.

The issue of residential use of temporary buildings was explored. Legal review does not recommend approval of “temporary” residential buildings, as health and safety risks are considered too high. Requirements within the building code for residential occupancies are more restrictive with respect to fire protection and occupant safety than some other occupancies. Further, the requirement for structural adequacy, fire safety, and occupant safety also makes the approvals process cumbersome and it would be easier for residential construction to design a small dwelling to Code in first instance.

#### *Enforcement Philosophy*

Current enforcement action is generally in response to written complaints or observations of health, safety, or environmental risks by Building Inspectors in their normal course of duty. Stop Work Notices and Do Not Occupy Notices are often issued and further action, such as registration of a bylaw contravention notice on the land title under s.57 of the *Community Charter*, may follow for continued non-compliance.

Enforcement action for occupied RVs and trailers has been mostly limited to investigating after receiving written complaints or after observing structural alterations or additions. Applicable Land Use Bylaws in the Electoral Areas permit the occupancy of RVs and trailers under varying circumstances and for varying lengths of time. For this reason, enforcement action against RVs and trailers has been less frequent than for other types of buildings or structures and enforcement beyond that of a recommended Notice on Title has been very limited. Complaints relating to unaltered RV's will be considered a land use matter and referred to the local land use authority.

## **ALTERNATIVES**

### *Alternative 1*

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

1. That the existing practice of CRD Building Regulation Bylaw and BC Building Code enforcement be continued, primarily responding to complaints and observations by Inspectors during their normal course of duty of safety, health, and environmental concerns and issuing Stop Work Notices and Do No Occupy Notices when warranted for non-compliant dwelling units;
2. Occupancy of recreational vehicles, without alterations for permanent or long term use, will be considered a land use matter and referred to the local land use authority;  
and
3. That the CRD advocate to the Province for a review of inclusion of alternative forms of housing within the BC Building Code.

### *Alternative 2*

That the Enforcement Practices for Alternative Forms of Housing report be referred back to staff for further review based on Electoral Areas Committee direction.

## **IMPLICATIONS**

### *Service Delivery*

It is not recommended to withhold bylaw enforcement in cases of occupied site built alternative forms of housing, as this may result in an assumption of acceptance of such structures and uses. An increased amount of potentially unsafe dwellings will likely be constructed and occupied. Even a temporary relaxation of enforcement will make control of such buildings and structures in the future extremely difficult and add to enforcement and compliance costs of the Electoral Areas. Ensuring complaints regarding unaltered recreational vehicles as residential dwellings will be referred to the local land use authority will alleviate the confusion for complainants and CRD staff.

### *Regulatory Impacts*

CRD is without the regulatory tools to permit construction and residential occupation of those structures that do not comply with the Code or other occupancy-capable mobile home standards. Currently the Province of Nova Scotia has provisions for “Tiny House” construction within the 2020 Nova Scotia Building Code Regulations. The BC Building Code, however, does not include such provisions. The 2018 International Residential Code (IRC) has conditions that pertain to the construction of small dwellings or “tiny houses”. The IRC is looked to by the United States and other jurisdictions as an example of what is possible to establish minimum standards of health, safety, and welfare. The IRC sets out minimum floor sizes, including for clearances for loft beds, with minimum access and egress, as well as door and hallway heights. Advocacy from the CRD to the Province may include reference to the IRC requirements.

### *Legal Impacts*

Once a building regulation bylaw exists, subject to core policy decisions, CRD owes a duty to inspect and enforce as appropriate where it learns structures are non-compliant with the Building Bylaw and the Code. The extent of that duty and the standard of care of a building official varies based on the circumstances, taking into consideration risk, magnitude of harm, and public utility of conduct. A failure to inspect that results in loss or damage to others may attract liability in negligence, depending on certain factors.

As such, CRD’s typical response to non-compliance is to register a s.57 *Community Charter* notice on title, which identifies that the use, occupation, or construction is deficient with a bylaw, the Building Code, or other law. Once registered, the CRD may exempt itself from a current or future duty of care in negligence that could arise relating to the deficiency under s.57(8) of the *Community Charter*. A notice on title is an enforcement mechanism meant to alert future purchasers of the property of the unlawful use or construction on the property.

In rare cases, CRD may take remedial action – that is, get an order to remove, demolish, bring up to a standard or take such other step as ordered by the Board – for occupation of a building or hazardous construction, per section 72 of the *Community Charter*. A decision to take remedial action is a decision of the Board, and the Board can consider appropriate accommodations or factors at that time.

## **CONCLUSION**

Non-compliant structures used for residential accommodation subject to the Building Code and CRD Building Bylaw are enforced against on a complaints and inspections basis, typically by way of a s.57 Notice on Title, and in some cases, a s.72 *Community Charter* remedial action order. The primary form of regulation of such uses is under a Land Use Bylaw. Recreational Vehicles are typically not considered buildings and are addressed by the local land use authority.

While organizations are advocating for changes to the National Building Code to permit tiny home

construction, CRD is without the ability to set out its own non-Building Code-defined construction standards for such use. CRD may wish to advocate to the Province for a review of future Code provisions for smaller alternative housing types.

**RECOMMENDATION**

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

1. That the existing practice of CRD Building Regulation Bylaw and BC Building Code enforcement be continued, primarily responding to complaints and observations by Inspectors during their normal course of duty of safety, health, and environmental concerns and issuing Stop Work Notices and Do No Occupy Notices when warranted for non-compliant dwelling units;
2. Occupancy of recreational vehicles, without alterations for permanent or long term use, will be considered a land use matter and referred to the local land use authority;  
and
3. That the CRD advocate to the Province for a review of inclusion of alternative forms of housing within the BC Building Code.

Submitted by:	Mike Taylor, RBO, Manager and Chief Building Inspector, Building Inspection
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech, Chief Administrative Officer

**ATTACHMENTS**

Appendix A: Zoning for Recreational Vehicles

**Zoning for Recreational Vehicles  
Enforcement Practices for Alternative Forms of Housing**

<b>Jurisdiction</b>	<b>Type</b>	<b>Maximum Time</b>	<b>Requirements</b>
Galiano Island	N/A	N/A	No definitions or regulations related to RVs exist, except “Prohibited Uses 2.3.2 mobile home parks and commercial campgrounds”.
Juan de Fuca (East Sooke, Jordan River, Otter Point, Shirley)	Recreational Vehicle	30 days	May be used for temporary accommodation of guests in conjunction with principal residential use; may not be rented.
Juan de Fuca (Malahat, Port Renfrew, Willis Point)	Recreational Vehicle	30 days	Not explicitly stated in land use bylaws, but above is typically allowed by Community Planning.
Mayne Island <sup>1</sup> (SR, MBRC, RR1, R, UP and A zones)	Recreational Vehicle	N/A	Use as dwelling/cottage subject to water and sewage connection use/density/siting compliance.
North Pender Island <sup>2</sup>	Recreational Vehicle	N/A	Only permit RVs in campgrounds.
South Pender Island <sup>3</sup> (Construction Dwelling)	Recreational Vehicle	2 years (where a building permit has been issued for a dwelling)	Occupy as dwelling unit prior to construction provided: a) water and sewage connection b) use/density/siting compliance c) occupancy ceases prior to or concurrently with occupancy of dwelling
South Pender Island <sup>3</sup> (Camping)	Recreational Vehicle	90 days	Maximum 90 days per calendar year for temporary camping.
Salt Spring Island	Travel Trailer or Recreational Vehicle	90 days	Occupy as camping unit provided: water and sewage connection.
Salt Spring Island (Construction Dwelling)	Travel Trailer or Recreational Vehicle	2 years (where a building permit has been issued for a dwelling)	Water supply and approved sewage system installed with temporary connections to RV.
Saturna Island	RV and Yurt	N/A	Use as dwelling/cottage subject to: a) water and sewage connection b) use/density/siting compliance

<sup>1</sup> Mayne Island: “recreational vehicle” includes tent trailer, travel trailer, motor home, or other self-propelled vehicle containing sleeping, cooking, and sanitary facilities, including a tiny home on wheels that meets the CSAS for RVs; does not include a mobile home or manufactured home.

<sup>2</sup> North Pender Island: “recreational vehicle” includes tent trailer, travel trailer, motor home, or other self-propelled vehicle containing sleeping, cooking, and sanitary facilities; does not include mobile home or manufactured home.

<sup>3</sup> South Pender Island: “recreational vehicle” includes tent trailer, travel trailer, motor home, or other self-propelled vehicle containing sleeping, cooking, and sanitary facilities, and park model recreational vehicle.

MINUTES: GALIANO ISLAND PARKS AND RECREATION COMMISSION  
June 1, 2023 Galiano Library Meeting Room/Zoom

Present: Commissioners Charlene Dishaw (Chair), Lorne Byzyna, Cathy Clinton,  
Barry New, Gerald Longson, Andrew Simon(EP), Jim Henshall, Cathy Clinton,  
Lorne Byzyna(EP)  
Staff: Emma Davis (Galiano Liaison for the CRD) Lori Seay-Potter (Recorder)  
Regrets: Paul Brent

*EP=Electronic Participation*

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The meeting was called to order at 9:00 a.m.

1. TERRITORIAL ACKNOWLEDGEMENT

Commission Chair Dishaw provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Rybak, Seconded by Commissioner New  
that the June 1, 2023 agenda be approved. CARRIED.

3. ADOPTION OF MINUTES

MOVED by Commissioner Henschall, Seconded by Commissioner Longson  
that the May 10, 2023 minutes be approved. CARRIED.

4. CHAIR'S REPORT

4.1 Maintenance Contractor position: GIPRC received three applications and  
Commissioners Henshall and Dishaw will conduct interviews with Justine Starke  
from CRD. Special thanks to Commissioners Henshall and Rybak for  
maintenance support in the interim. GIPRC's outgoing Contractor is available to  
support the new Contractor's transition on weekends, to be arranged by  
Commissioner Henshall.

ACTION: Chair Dishaw will send monthly Maintenance Contractor reports  
to Contractor applicants.  
Chair Dishaw will circulate a list of interview questions to  
Commissioners for feedback.

4.2 Commonality Meeting: Emma has received RSVPs for 29 people for the  
June 20 gathering. Property use restrictions means meetings will be held  
outdoors at Betty's Place or Lion's Hall in case of rain. Saturna is providing  
shuttles for Galiano use.

4.3 Summer Picnic: Chair Dishaw invited all to gather for a picnic celebration  
at noon on July 6 following the GIPRC meeting.

5. CORRESPONDENCE

- 5.1 Bench Request: Commissioner Henshall will follow up on the bench request received in May. Commissioner Clinton will host a tour of possible sites for the bench donor..
- 5.2 Brochure Updates: Request from Southern Gulf Islands Tourism Partnership for location data for additional trails. Commissioner Rybak will follow up.

6. PRESENTATIONS/DELEGATIONS NONE.

7. ADMINISTRATION REPORTS

- 7.1 Maintenance Contractor's Report : A full report was circulated prior to the meeting. Michael is willing to do some pro bono work post-contract to complete the upper trail at Matthew's Point and will include the new contractor as part of their orientation.
- 7.2 Parks, Trails and Shore Access Report: Report circulated prior to meeting.
- Neighbours contacted GIPRC regarding parking and safety issues at #4-Gulf Drive. Commissioner Dishaw will follow up with the neighbours and Commissioner Henshall will assess signage needs and other strategies.
- A resident with mobility issues contacted the Commission and encouraged GIPRC to develop accessible access for users.
- Inappropriate parking by Philmore Point residents is being addressed with signage and neighbour discussions.
- Danger tree work on property neighbouring the skate park tree is being managed by Commissioner Henshall. Commissioner New will liaise with the neighbour regarding tree work details.
- 7.3 Recreation Report:
- All 2023 applicants have been notified. Commissioner Rybak asked that GIPRC create an enhanced reporting form with more public participation data. Commissioner New thanked Chair Dishaw and Lori for Rec Grant support.
- ACTION:** Chair Dishaw will convene a small group meeting about Recreation Grant Applications and Reporting.

MINUTES: GALIANO ISLAND PARKS AND RECREATION COMMISSION  
June 1, 2023 Galiano Library Meeting Room/Zoom

7.4 Volunteer Report: Commissioners Clinton and Dishaw are working on the Volunteer Coordinator transition. Renee McDonald has offered to join the Betty's Place team.

7.5 Betty's Place Operations Subcommittee Report : No formal meeting since the last GIPRC meeting. GIPRC had an Inquiry from a neighbour regarding the Spring License at that site and confirmed that there is no current access to the pond for Betty' property. Stephen Henderson from CRD Real Estate has been notified. Restoring access to that pond is on the next Operations Subcommittee agenda. Committee recommends a key box on site with a full set of keys. GIPRC has been approached by a local horticulturist who is interested in doing some contract gardening. Open House/Consultation was successful and feedback included a recurring request that the house be used as locum housing rental. A letter of inquiry has been sent to Galiano Health Care Society by the Master Planning Committee.

MOTION by Commissioner Dishaw, Seconded by Commissioner Longson to endorse the letter from the Master Planning Committee to GHCS offering possible rental use of Betty's Place for health care providers/locums. CARRIED.

ACTION: Commissioner Clinton will arrange for water testing for Betty's Place.  
Chair Dishaw will follow up with contractor regarding Betty's Place gardening.

7.6 Betty's Place Master Planning Subcommittee: The structural engineer visited on May 10 and their report has been submitted and circulated to the Commission. Overall house and workshop are in good condition for residential use. No water damage. Assembly use is likely to require structural work.

## 8. TREASURER REPORT

May statements were postponed to the July 2023 meeting. Treasurer Byzyna noted that GIPRC YTD budget projections mean outstanding tree work and invasives' management could be considered in 2023.

9. UPDATE STATUS OF CAPITAL PROJECTS

9.1 Silú Park Completion: Story development and signs are underway. Commissioner Longson is consulting with Conservancy mapping staff regarding split rail fencing in the picnic area, which may be unnecessary if beach stairs are installed.

9.2 #17 Zuker-Georgeson Bay Shore Access Restoration: "Making a Difference" eco-restoration work event with local volunteers is coming up June 9/10 in partnership with the Galiano Conservancy. Event will be open to community members.

ACTION: Commissioner Simon will connect Chair Dishaw with Making a Difference leader regarding promotion.  
Commissioner Simon will follow up regarding Brittany's presentation on Georgeson Bay Restoration for July 2023.

10. NEW BUSINESS

10.1 Greig Creek License of Occupation: GIPRC Trail intersects with private land (via Trails society) and GCA land. GIPRC L.O.O. only addresses the top third of the trail .CRD has asked if GIPRC wishes to seek an L.O.O for the old gravel pit section.

MOVED by Commissioner Rybak, Seconded by Commissioner Clinton that GIPRC request renewal of the existing License of Occupation for Greig Creek. CARRIED.

ACTION: Chair will contact Ministry/CRD regarding Greig Creek L.O.O.

10.2 Skate Park: Commissioner requested a status update on the Skate Park lease.

ACTION: Lori will share Skate Park lease.

10.3 Maintenance Contractor departure: Chair Dishaw is planning a gathering with Michael's consent. Event will be open to former Commissioners and Stewards as well.

10.4 Community Engagement: GIPRC will host a table at select Saturday markets, Fiesta and Jamboree.

ACTION: Commissioner Rybak will follow up with Lion's/North Hall/Lions about GIPRC participation.

MINUTES: GALIANO ISLAND PARKS AND RECREATION COMMISSION  
June 1, 2023 Galiano Library Meeting Room/Zoom

11. \_\_\_\_\_ ADJOURNMENT: 11:20 a.m

Approved at the July 6, 2023 Meeting:



\_\_\_\_\_  
CHAIR

(signature block)

\_\_\_\_\_  
COMMITTEE CLERK "



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on June 8, 2023 at 3:00 pm.

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**Present:** Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)  
Peter Askin Veronica Euper  
Adrian Wright Kestutis Banelis  
Lauren Edwards, (Recorder)

**Absent:** Jacquie Burrows, (Treasurer)  
Jane Schneider  
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:09 pm

### 1. Territorial Acknowledgement

It was acknowledged that the meeting was being held on the ancestral territory of the Coast Salish people and for that we were grateful.

### 2. Approval of Agenda

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

**CARRIED**

### 3. Adoption of Minutes of May 11, 2023

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Kilpatrick,  
that the minutes of May 11, 2023 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

It was announced that Ross Cameron, CRD, is retiring. Chair Bell expressed appreciation for all of his help and support of our commission over the years and wished him the best.

### 5. Reports

#### 5.1. Treasurer's Report for the period May 1 - 31, 2023

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,  
that the Treasurer's report for the period May 1 – 31, 2023 be approved as presented.

**CARRIED**

Discussion occurred regarding the tractor service expense which will require future budgeting.

**ADOPTED**

**Mayne Island Parks and Recreation Commission  
Minutes for June 8, 2023**

5.2. Administration

- 5.2.1. Follow up Action Report (not covered elsewhere)
- a) Commissioner Bell met remotely with CRD's IT Department regarding provision of SharePoint system. She reported they are keen to launch this as a pilot project on Mayne Island. An inquiry will be made as to whether MIPRC will be charged CRD labour charges.
  - b) Several commissioners will attend the June 20<sup>th</sup> Commonality Meeting.
  - c) Approximately 125 people attended the May 21<sup>st</sup> Fallow Deer Community meeting where Adam Olsen, MLA gave a short presentation and Commissioner Kilpatrick presented on the history and background of the issue. The Committee is planning an early September meeting and through the summer a plan will be developed with CRD.
  - d) First Aid training for outside volunteer work was rescheduled to June 13<sup>th</sup> at the Japanese Memorial Garden.
  - e) The request for BC Trails Day involvement was cancelled.
  - f) Quote for locking system on washrooms remains outstanding.
  - g) Updated Park Patrol summary remains outstanding.
  - h) Commissioner Euper attended the CRD Webinar on Fire in the Southern Gulf Islands. A recording of the webinar can be found on the CRD Protective Services page. FireSmart will be on the Commonality meeting agenda.
  - i) Monthly playground assessments were received.
  - j) It was reported that MIPRC's request was relayed regarding the disc golf tee sign at hole 1.
  - k) Danger tree work at Anson Road was completed and sign installation was completed by the SGI Harbours Commission.

- 5.2.2. Health and Safety concerns  
No issues

Commissioner Banelis arrived at 3:42 pm

- 5.2.3. Events  
A report was received with the agenda.
- The planning details for MIPRC's involvement in the Canada Day celebration were discussed and the Lions Club will be contacted.
  - The MIPRC Volunteer BBQ was discussed. Catering and dessert options will be available for the next meeting. Paperless invitations will be sent to volunteers.

- 5.2.4. Monitoring local information affecting MIPRC  
Commissioner Burrows will be asked to review Islands Trust minutes or attend their meetings to monitor for any MIPRC issues.

5.3. Committees

- 5.3.1. Fitness Track  
A report was received with the agenda.

**Mayne Island Parks and Recreation Commission**  
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- A cost comparison report for pads one and three was distributed for information. Installation will be completed by volunteers.
- Support for grant funding and equipment contributions is not yet resolved.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that the Mayne Island Parks and Recreation Commission proceed with construction of pad one on the fitness track.

**CARRIED**

5.3.2. Technology

A report was received with the agenda.

CRD anticipates e-transfer capability will be available in early July.

5.3.3. Recreational Funding update

- Application forms are ready.
- Emails will be sent to last year's applicants.
- There were a couple of responses to the *MayneLiner* ad.
- Posters will be put up.

5.4. Parks

5.4.1. Miners Bay

- Christmas tree lights will be addressed within the next three weeks. Once complete, a pruning quote can be obtained.
- Commissioner Wright will communicate that each year the maypole should be placed in the same hole already created for that purpose in order to protect the septic field.

5.4.2. Dinner Bay

- The baseball diamond repair was completed.
- Cooking oil was applied on the roadway to keep the dust down near the playground.
- Commissioners were reminded to take pictures to show the work they do.
- Discussion occurred regarding servicing of the mowers and costs to have servicing off island will be investigated.
- The beetle treatment on the Adachi Pavilion will take place on June 13th.
- A quote was not obtained for branch removal and discussion occurred regarding options available.
- Commissioner Kilpatrick will enquire about obtaining wood chips for trails and gardens.
- The No Mow May initiative was discussed as there had been negative and positive responses to the longer grass in some areas. It was agreed that mowing will be done in the longer grass areas.
- Commissioner Wright will contact a couple of volunteers who may be willing to help mow the grass.
- It was reported that the bathrooms have been cleaned exceptionally well.
- The process to find the owner of a jacket in the lost and found box was discussed.

**Mayne Island Parks and Recreation Commission  
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5.4.3. Japanese Memorial Garden

A report was received with the agenda.

- The irrigation system is broken.
- New electrical connections, lights and funding will be on next month's agenda.

5.4.4. Cotton Park

A report was received with the agenda.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission approve the installation of the available staircase at the parking lot at Fred and Bette Cotton Community Park on a trial basis and at a cost not to exceed \$300

**CARRIED**

In the coming weeks, the CRD archeological consultant and the First Nations cultural monitor will visit the park to view the erosion.

5.4.5. Village Bay

Commissioner Wright has mowed the grass and will remove the foliage over the signs.

5.4.6. Trail Network Development/Henderson

A report was received with the agenda.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission approve a sign be installed at the beginning of Punch's Alley.

The sign would have a dual purpose:

- 1) to honor a Mayne Island pioneer family (Punch Robson being the last surviving member); and
- 2) the sign would also mark an important gateway to Henderson Park, named after another important pioneer, Captain Henderson.

The cost for this sign will be \$54 plus \$30 for the sign design (plus taxes).

**AND,**

that the Capital Regional District logo be included.

**CARRIED**

The sign will be 16"x24" laminate aluminum mounted on plywood.

**6. Correspondence/Meetings**

- 6.1. Advise CRD no further information on groundwater wells in Community Parks located.
- 6.2. Emails to/from CRD regarding erosion at Cotton Park.
- 6.3. Teams meeting with CRD regarding documents to be included in new Sharepoint system.
- 6.4. Presentation June 5, 2023 to Mayne Island Lions Club regarding support for fitness facility at Dinner Bay Park.
- 6.5. Email to/from CRD regarding playground inspection at Dinner Bay.

**Mayne Island Parks and Recreation Commission  
Minutes for June 8, 2023**

Discussed contact provided by CRD for this inspection as well as need to follow up on gps work to be done elsewhere.

- 6.6. Emails to/from the Mayne Island Conservancy Society regarding a trail camera located in Henderson Park.
  - The trail camera was removed and is kept in storage at the Conservancy office should someone step forward to claim it.
  - Other trail cameras have been found on the island and reported to the authorities.
- 6.7. Emails to/from the Mayne Island Reading Centre Society regarding water; sidewalk and door.
  - Annual chemical testing will be done at the library and Dinner Bay.
- 6.8. Emails to/from CRD regarding roll-out of e-transfer system for donations and receipts.

**7. New Business**

- 7.1. Dave Bentham awards; presentation and Motion

There were two recipients of the award.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission approve the granting of the Dave Bentham honorarium to this year's recipients at Mayne Island School on June 29, 2023.  
**CARRIED**

This item to be placed on the agenda for discussion at a future meeting.

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

**9. Rise and Report**

**10. Meeting Adjournment**

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

The meeting adjourned at 5:03

Original signed by

July 13, 2023

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

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

Original signed by

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

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**Monday, June 12, 2023 3:00pm**  
**Zoom Conferencing/Pender Community Hall**

**Present:** Paul Brent (Director, CRD SGI), Justine Starke(CRD), George Leroux (Chair/Treasurer), Rob Fawcett (Vice Chair), Commissioners Andrea Mills, Erin O'Brien, Lisa Baile, Sandra Tretick, Ben Symons (Maintenance Contractor), Lori Seay-Potter (Recorder)

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**CALL TO ORDER** - Vice-Chair Fawcett called the meeting to order at 3:15 pm

**1. APPROVAL OF AGENDA**

**MOTION** to approve the June 12, 2023 agenda. M-Commissioner Baile, S-Commissioner Tretick.. **CARRIED.** Unanimously.

**2. ADOPTION OF MINUTES**

**MOTION** to approve the May 8, 2023 minutes as presented. M-Director Brent, S-Commissioner Baile. **CARRIED.** Unanimously.

**3. DELEGATIONS - NONE**

**4. TOPICAL ISSUES**

4.1 **Mortimer Spit:** Permit(s) will need to be in place before grading the spit to facilitate public access. The site has not been mapped fully and requires more investigation. Studie(s) could prove expensive and PIPRC is working with CRD to find solutions.

4.2 **Dogs in Parks:** The commission has received correspondence regarding dogs under control. Justine reported that the Bylaw amendment is with CRD legal and will come back to PIPRC before the CRD approval process. Commission will explore options for designating some areas/trails as on-leash or off-limits to dogs based on environmental sensitivities.

4.3 **Fire Risk:** Correspondence regarding fire risk concerns from a neighbour of a Pender Park. Neighbour noted that visitors are smoking and building campfires in the PFML adjacent to park lands. PIPRC agreed to adapt the Transition Salt Spring fire safety brochure for Pender distribution. Increased signage will be installed at both ends of the trail in question.

**ACTION:** Commissioner Baile will contact Pender Fire Chief and adjacent landowner of Walker trail to discuss fire risk measures.  
The Maintenance Contractor will follow up on signage at both trail ends.

4.4 **Boat traffic:** Commissioner Tretick recused herself from the meeting for this item.. A request has been received erect "No Wake Zone" signs to

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**Monday, June 12, 2023 3:00pm**  
**Zoom Conferencing/Pender Community Hall**

address erosion. Jurisdiction for this signage is unclear.

**ACTION:** Director Brent will explore wake zones with CRD staff and report back at the July 2023 meeting.

Commissioner Tretick rejoined the meeting.  
Chair Leroux joined the meeting.

- 4.5 **Schooner Trail:** Costs estimated between \$1.5-\$1.9 million. Commission is seeking Active Transportation grant funds with support from the CRD but PIPRC will need to minimally raise \$200 000 to leverage grant funds. Commission and CRD will collaborate and create a community engagement display at the Driftwood and plan an open house on the trail proposal. All adjacent landowners have been informed and a Pender Post article is planned.
- 4.6 **Magic Lake:** Spring mowing is complete and 7 unidentified boats removed. Commission agreed to consider making this an annual event and will communicate with community regarding the need for boat owners to clearly identify ownership on their boat AND to ensure boats are in the appropriate area. Commission agreed to dispose of boats that are unclaimed/out of bounds following community notice and a grace period.

**5. REPORTS**

5.1 **CRD Director's Report:** Circulated prior to the meeting.

5.2 **Chair's Report:** Youth Sports Association has requested that PIPRC assume washroom maintenance duties. PIPRC agreed to maintain washrooms if washrooms are left unlocked for public use. Contractor noted that washrooms are often locked to the public. Community member has approached the Commission regarding development of a pump track. Commission will ask the proponents to bring a presentation for discussion and ask the proponent to consider how to support/sustain any new amenity. Application received for use of PIPRC asset for World Orca Day with fees waived. Commission approved the application.

**ACTION:** Chair Leroux will follow up with Youth Sports regarding wash room maintenance and community member regarding pump track.

5.3 **Maintenance:** Monthly maintenance report was circulated in advance o IT Conservancy has approved trail adjustment for Enchanted Forest.

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**Monday, June 12, 2023 3:00pm**  
**Zoom Conferencing/Pender Community Hall**

- 5.4 **Volunteers:** Commissioner Mills updated the Commission on activities to engage volunteers.
- 5.5 **Recreation Grants:** All outreach activities are complete and three applications have been received in advance of the June 30 deadline.
- 5.6 **Native Species Stewardship:** TD grant phase III-Planting will occur in Fall 2023 and expand from Disc Park to include work at Shingle Bay.
- 5.7 **Treasurer's Report:** George spoke to the Treasurer's report, circulated in advance. Capital Reserve account could be used for land acquisition-funds can move from capital reserve to land reserve, but not from land reserve back to capital. Maintenance work on parking lots is increasing Maintenance Costs.
- 5.8 **Communications:** Commissioner Fawcett will produce next Pender Post article and Commissioner Baille volunteered to write the following month, with Facebook updates posted throughout the month.

6. **IN CAMERA - Human Resources**

**MOTION** that PIPRC close the meeting in accordance with s. 90 of the *Community Charter* and go in camera. M, Director Brent, S-Commissioner Fawcett. CARRIED. Unanimously.

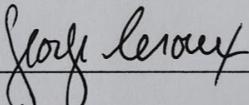
**MOTION** that PIPRC open the meeting in accordance with s. 90 of the *Community Charter*. M, Commissioner Tretick, S-Chair Leroux. CARRIED. Unanimously.

**RISE and REPORT:** PIPRC has contracted Lori Seay-Potter for the recording secretary role and Chair Leroux will meet with candidate(s) for the local Commission support role.

7. **ADJOURNMENT** 5:10 p.m.

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Approved at the 10 July 2023 PIPRC Meeting:



George Leroux

Chair-PIPRC



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**SOUTHERN GULF ISLANDS ELECTORAL AREA  
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

**Tuesday, January 17, 2023 at 1:00pm**

**Held by Zoom Video Conference**

**MINUTES**

**SGI CESC Commissioners:** Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Richard Piskor, Treasurer (Pender), Deb Goldman (Mayne), Priscilla Zimmerman (Saturna), Rob Fenton (Pender)

**Staff:** Justine Starke, Manager, SGI Service Delivery; Liaison; SGI Liaisons: Emma Davis (Galiano), Kat Ferneyhough (Mayne)

**Regrets:** Katie Dentry (Saturna); Melody Pender – Recorder/Pender

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

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:01pm.

**2. Approval of the Agenda**

The following amendments were made to the agenda under 8. New Business:

- a) Territorial acknowledgements discussion – Richard Piskor
- b) Election of Chair, Vice Chair, Treasurer

**MOVED** by Commissioner Hoebel, **SECONDED** by Commissioner Goldman to accept the agenda as amended.

**CARRIED**

**3. Approval of Minutes from December 13<sup>th</sup>, 2022.**

**MOVED** by Commissioner Piskor, **SECONDED** by Commissioner Zimmerman to accept the minutes of December 13<sup>th</sup>, 2022 as presented.

**CARRIED**

**4. Financial Report**

Final updates to the 2023 budget will be presented at the next meeting.

**5. SGI Liaisons Update – Justine Starke/Liaisons**

**Justine Starke** - SGIs sought approval for Rural Economic Diversification and Infrastructure Program (REDIP) eligibility and approval was granted. SGIs have completed the application for Last Mile by the January 4<sup>th</sup> deadline for Galiano and Saturna. The application was also endorsed by the CRD. A CRD commissioner orientation is scheduled for the first week of February and CESC commissioners are welcome to attend.

**Emma Davis (Galiano)** – Monthly notice of all CRD meetings that pertain to the SGIs will be shared with the SGI communities.

**Kat Ferneyhough (Mayne)** – Community Chat on Mayne on January 22<sup>nd</sup>, Paul Brent and trustees and other local organizations will be coming to meet with the community.



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## 6. Affordable Housing Update

Commissioner Fenton – shared an email about affordable housing initiatives in Nova Scotia and is looking for feedback or comments about relevancy to the SGIs from the Commission.

Chair Brent – discussed the SGI Forum meeting. Laura Patrick is pursuing tiny home initiatives for the SGIs with a goal of the SGIs collectively going to the province to explore alternative housing options.

Justine Starke – also investigating housing solutions for the SGIs and working with the CRD housing strategy to develop an inter-agency housing approach.

Commissioner Fenton proposed a motion to request that the CRD hold off any expulsion action against owners or tenants of nonconforming dwellings.

**MOVED** by Commissioner Goldman, **SECONDED** by Commissioner Hoebel that the Southern Gulf Islands Community Economic Sustainability Commission request that the CRD hold off any existing and future expulsion action against owners or tenants of tiny homes, trailers and other nonconforming dwellings unless life safety is compromised, and take steps towards allowing them.

**CARRIED**

## 7. Old Business

None to discuss.

## 8. New Business

### a) Territorial Acknowledgement discussion – Richard Piskor

Commissioner Piskor led a discussion about respectfully acknowledging the affiliated indigenous groups in a way that emphasizes actions, not words. The territorial acknowledgment used by the Commission has been approved by local indigenous groups and is supported as a meaningful way to show respect. The Commission is also seeking an indigenous Commissioner to broaden the perspective of the Commission.

### b) Election

The following candidates were nominated:

#### **Paul Brent – Chair**

Nominated by Commissioner Hoebel, 2<sup>nd</sup> by Commissioner Zimmerman, 3<sup>rd</sup> by Commissioner Piskor

**Acclaimed**

#### **Mike Hoebel – Vice Chair**

Nominated by Commissioner Zimmerman, 2<sup>nd</sup> by Chair Brent

**Acclaimed**



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**Richard Piskor – Treasurer**

Nominated by Commissioner Goldman, 2<sup>nd</sup> by Commissioner Zimmerman

**Acclaimed**

All elected candidates agreed to serve.

c) **Building Inspection – Paul Brent**

Completing building inspections is extremely complex and there is a staffing issue with limited inspectors available. The demand for inspections cannot be met with the current capacity. Chair Brent is proposing a policy that building permit inspections should be prioritized for local businesses, commercial enterprises and community support services. Chair Brent is also requesting suggestions about possible alternative solutions or changes to regulations that may help reduce the backlog. Virtual inspections may be a possible solution in some cases.

**9. Next proposed regular meeting February 21<sup>st</sup>, 2023**

February 21<sup>st</sup>, 2023 meeting date approved by consensus.

**10. Meeting Adjournment**

**MOVED** by Commissioner Piskor, **SECONDED** by Commissioner Zimmerman that the meeting be adjourned at 2:18pm.

**CARRIED**



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**SOUTHERN GULF ISLANDS ELECTORAL AREA  
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

**Tuesday, February 21, 2023 at 1:00pm**

**Held by Zoom Video Conference**

**MINUTES**

**SGI CESC Commissioners:** Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Richard Piskor, Treasurer (Pender), Deb Goldman (Mayne), Priscilla Zimmerman (Saturna), Rob Fenton (Pender)

**Staff:** Justine Starke, Manager, SGI Service Delivery; Liaison; Melody Pender – Recorder/Pender Liaison; SGI Liaisons: Emma Davis (Galiano), Kat Ferneyhough (Mayne)

**Regrets:** Katie Dentry, Liaison (Saturna); Janey Rowland, Southern Gulf Islands Community Resource Centre Society (Pender)

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

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:01pm.

**2. Approval of the Agenda**

**MOVED** by Commissioner Hoebel, **SECONDED** by Commissioner Zimmerman to accept the agenda as presented.

**CARRIED**

**3. Approval of Minutes from January 17<sup>th</sup>, 2023.**

**MOVED** by Commissioner Zimmerman, **SECONDED** by Commissioner Piskor to accept the minutes of January 17<sup>th</sup>, 2023 as presented.

**CARRIED**

**4. Financial Report**

Surplus funds of \$4890 from the previous fiscal year are being carried forward to the 2023 fiscal year.

**5. SGI Liaisons Update – Justine Starke/Liaisons**

**Emma Davis (Galiano)** – Focusing on Parks projects this month.

**Kat Ferneyhough (Mayne)** – Grant application has been submitted to work on the Miner’s Bay dock decking and other dock infrastructure on Mayne, in collaboration with other community members.

**6. Community Chats in March**

March meetings will be held on all four islands. Adam Olsen and CRD officers will be in attendance on each island and Islands Trust trustees will also be on Mayne. The goal of these meetings is to get different levels of government working together to prioritize projects and collectively engage with a broader community audience.



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**7. Housing Now Update**

A brief update was circulated. A comprehensive update will be provided at the next meeting.

**8. Old Business - Staff Report By Law Enforcement Practices**

The Commission was disappointed in the staff recommendation and has requested further consideration and review of the enforcement policies to include more exemptions. There was a brief discussion about housing strategy, zoning and permits. The Commission is in agreement that housing is a priority, and that radical changes and innovative strategies are needed immediately to begin to address the housing crisis on the SGIs.

**9. New Business - Premier Announcement for Growing Communities**

One billion dollars surplus from government budget will be distributed to small communities. Chair Brent is expecting the SGIs to qualify for a significant amount of funding from this new source.

**10. Next proposed regular meeting March 21<sup>st</sup>, 2023**

March 21<sup>st</sup>, 2023 meeting date approved by consensus.

**11. Meeting Adjournment**

**MOVED** by Commissioner Fenton, **SECONDED** by Commissioner Zimmerman that the meeting be adjourned at 2:00pm.

**CARRIED**



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**SOUTHERN GULF ISLANDS ELECTORAL AREA  
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

**Tuesday, March 21, 2023 at 1:00pm**

**Held by Zoom Video Conference**

**MINUTES**

**SGI CESC Commissioners:** Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Richard Piskor, Treasurer (Pender), Deb Goldman (Mayne), Priscilla Zimmerman (Saturna), Rob Fenton (Pender)

**Staff:** Stephen Henderson – Senior Manager, Real Estate and SGI Administration; Melody Pender – Recorder/Pender Liaison; SGI Liaisons: Emma Davis (Galiano), Kat Ferneyhough (Mayne); Katie Dentry, Liaison (Saturna);

**Guests:** Ed Andrusiak (Galiano) and Janey Rowland (Pender), Southern Gulf Islands Community Resource Centre Society

**Regrets:** Justine Starke, Manager, SGI Service Delivery.

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

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:05pm.

**2. Approval of the Agenda**

The following items were added to the Agenda under **New Business:**

**c) RIEP Forum**

**MOVED** by Commissioner Goldman, **SECONDED** by Commissioner Hoebel to accept the agenda as amended.

**CARRIED**

**3. Approval of Minutes from February 21<sup>st</sup>, 2023.**

**MOVED** by Commissioner Zimmerman, **SECONDED** by Commissioner Piskor to accept the minutes of February 21<sup>st</sup>, 2023 as presented.

**CARRIED**

**4. Financial Report**

The Financial Report was presented to the Commission. The carry-forward amount was approved as indicated in the Report.

**MOVED** by Commissioner Piskor, **SECONDED** by Commissioner Goldman that the Commission receive the Financial Report for information.

**CARRIED**

**5. SGI Liaisons Update –Liaisons**

**Emma Davis (Galiano)** – Spring Break for students this week and next, Galiano activity centre is operating a program to provide childcare for working families over the break three days/week. Meet your maker and grower trade show annual event was a success with local businesses and growers. Island Health inspections are occurring today.



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Numerous business spaces are still up for sale. Galiano Community Daycare is closing at the end of April due to lack of staff. Difficult to attract staff without housing.

**Katie Dentry (Saturna)** – School District 64 has applied for funding for a daycare and strong start space at Saturna Elementary. Saturna Parks and Rec is funding a lot of arts and sports programs for youth this Spring. Saturna’s medical clinic is no longer walk-in, so new residents have no access to healthcare services on-island. Waitlist for the medical clinic is long and medical needs are not being met for islanders on or off island. Telus services are also lacking right now. Spring programs and events like Seedy Saturday are coming up.

**Kat Ferneyhough (Mayne)** – Similar issues to Galiano and Saturna, lacking daycare staff and medical services. Ambulance volunteer staff is limited as well. Pub has reopened for dine-in service until October 2023. A popular business closed unexpectedly due to landlords wanting to open their own business in the space. Housing continues to be a major issue. Dinner Bay activity loop is going ahead.

**Melody Pender (Pender)** – Housing is a critical issue on Pender, community is also looking for solutions to wifi networks and medical clinic staffing. Community Resource Centre is losing WorkBC contract due to lack of clients but hopeful an alternative solution will be found. Construction on The Dip is happening soon!

#### 6. **Housing Now – Janey Rowland, Southern Gulf Islands Community Resource Centre**

The Housing Now survey report was previously shared with the Commission. There was discussion on the various potential housing strategies. Housing Now is working with local chambers of commerce to connect employers with possible housing solutions. There is a challenge to meet the demand for immediate housing now vs developing a smaller pilot project that may open doors for larger projects in the future.

**ACTION ITEM:** Commissioners Piskor and Fenton to collaborate on co-ordinating volunteer base for light construction/landscaping for future housing projects.

#### 7. **Sustainable Funding Initiative – Ed Andrusiak, Southern Gulf Islands Community Resource Centre**

The Sustainable Funding Initiative report was previously shared with the Commission. Grant opportunities and grant support services were the most requested services by non-profit organizations. In year three of this program, the goal is to build on the momentum and expand services to support small businesses as well as non-profits. Curated grant support for the SGIs is a valuable service on the islands.

**MOVED** by Director Brent, **SECONDED** by Commissioner Piskor that a statement of work and a funding request for year three of the Sustainable Funding Initiative, as well as the previous year’s financial report, be presented to the Commission at the next meeting.

**CARRIED**

#### 8. **Old Business**

None to report.



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## 9. New Business

### a) Island Coastal Economic Trust – Director Brent

The SGIs only became eligible for ICET funding two years ago. The program only has enough funding through 2024 and will likely be dissolved adequate funding is not forthcoming. Other rural islands in BC have access to other sources of government funding that the SGIs do not.

**MOVED** by Director Brent, **SECONDED** by Commissioner Hoebel that the Commission request Minister Bailey send correspondence to the Government that the Island Coastal Economic Trust is a critical program for rural communities and that the Community Economic Sustainability Commission urges the Government to fund this trust properly.

**CARRIED**

### b) VIHA and CRD Inspections – impact on SGI economies

VIHA has shut down local food stands for not meeting urban food production standards. VIHA water inspections have also shut down a restaurant for now on Galiano. Building inspections, especially for commercial businesses, is a main source of complaints and stress on the SGIs. The lack of support from inspectors is not beneficial to the islands. Director Brent is meeting with VIHA and the CRD April 11<sup>th</sup> to discuss these issues.

**MOVED** by Commissioner Fenton, **SECONDED** by Commissioner Zimmerman that the Commission meets with the CEO, the chief building inspector and management services to deal with the concerns of commercial builders and community organizations getting permits approved in a fair and timely manner.

**CARRIED**

### c) RIEP Forum

Reminder that the Forum is happening on Gabriola April 25-27, early registration deadline is around April 7<sup>th</sup>. Please spread the word and please register.

Proposal to cover travel expenses and registration fees in the Commission's budget. To be investigated further by Melody Pender and Commissioner Piskor and reported back to the Commission.

Melody Pender requested a letter of support from the Commission regarding the continuation of the Southern Gulf Islands Community Resource Centre's WorkBC contract from Beacon Services.

**MOVED** by Director Brent, **SECONDED** by Commissioner Hoebel that the Commission write a letter in support of the Southern Gulf Islands Community Resource Centre recommending that Beacon Services keep their WorkBC contract for the remainder of the



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year so that employment services can continue to be offered in the Southern Gulf Islands communities directly.

**CARRIED**

**10. Next proposed regular meeting April 18<sup>th</sup>, 2023**

April 18<sup>th</sup>, 2023 meeting date approved by consensus.

**11. Meeting Adjournment**

**MOVED** by Commissioner Goldman, **SECONDED** by Commissioner Fenton that the meeting be adjourned at 3:10pm.

**CARRIED**



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**SOUTHERN GULF ISLANDS ELECTORAL AREA  
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

**Tuesday, April 18, 2023 at 1:00pm**

**Held by Zoom Video Conference**

**MINUTES**

**SGI CESC Commissioners:** Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Richard Piskor, Treasurer (Pender), Deb Goldman (Mayne), Priscilla Zimmerman (Saturna), Rob Fenton (Pender)

**Staff:** Justine Starke – Manager, SGI Service Delivery; Melody Pender – Recorder/Pender Liaison; SGI Liaisons: Emma Davis (Galiano), Kat Ferneyhough (Mayne); Katie Dentry (Saturna)

**Guests:** Ed Andrusiak (Galiano), Southern Gulf Islands Community Resource Centre Society

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

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:05pm.

**2. Approval of the Agenda**

**MOVED** by Commissioner Zimmerman, **SECONDED** by Commissioner Goldman to accept the agenda as presented.

**CARRIED**

**3. Approval of Minutes from March 21<sup>st</sup>, 2023.**

The following amendment was made to the minutes of March 21<sup>st</sup>, 2023 under:

**6. Housing Now:** The ACTION ITEM was a meeting between Commissioners Piskor and Fenton to discuss housing issues, not an ongoing collaboration at this time.

**MOVED** by Commissioner Piskor, **SECONDED** by Commissioner Hoebel to accept the minutes of March 21<sup>st</sup>, 2023 as amended.

**CARRIED**

**4. Financial Report**

The Financial Report was received for information by the Commission. The budget is on track for this year.

**5. SGI Liaisons Update – Liaisons**

**Justine Starke** – The CRD board has adopted a strategic plan for the upcoming term which includes a focus on community housing, with a sub focus on a rural housing program. Justine is working on a request for quotation that will be shared with consultants for a financial feasibility analysis for the different components of the rural housing program. This will support us in advancing funding applications as well as with advancing the program through the CRD Board's own process. Funding support from the CESC is recommended for the feasibility report

**Chair Brent** – There are three subcomponents of the CRD housing strategy, one of five principle strategies in the upcoming 4-year term. Rural housing is high on the priority list



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for the CRD.

**Justine Starke:**

**CMHC innovation fund** – The CRD rural housing program may not fit within this framework or be competitive for the funding. A broader approach to funding strategies may be more suitable so that a variety of funding options can be sought out by the CRD.

**Transportation update** – Justine is representing the SGIs at the CRD regional transportation roundtable with other municipal staff.

**REDIP funding update** – application was unsuccessful, a debrief meeting has been requested.

**Broadband connectivity** – A discussion was held about broadband connectivity options and concerns specific to each individual island.

**Katie Dentry (Saturna)** – Aqualink water taxi schedule is live on their website for the summer season. The school district has released a draft policy for courtesy water taxi ridership if space allows based on priority, with government workers at lowest priority and would be charged a fare but could be a helpful transportation option to know about.

**Kat Ferneyhough (Mayne)** – Miners Bay reinvigoration project is going ahead and will make a big difference to the community. Thanks to the Commission for supporting this project.

**6. Growing Communities Update – Paul Brent**

The Growing Communities fund is a billion-dollar fund that is being distributed to municipalities and districts across BC. The formula that the province has come out with turned out to not favour rural communities. The CRD received 100 million – 88 million for municipalities and 11.5 million for the region. The regional allotment is to be spent on regional priorities, not directed to the electoral areas. This is disappointing news, however upon explaining the unfairness to the CRD board, there may be some flexibility in the distribution of regional funds after all. Chair Brent recommended that the electoral area allotment be directed towards rural housing since that is a key priority for the region. The actual funding allocation for the SGI electoral area is to be determined.

**7. Community Works Funds Update – Paul Brent**

Expecting approximately \$750,000 but not received yet. The allocation will depend on success of project funding requests. The funds will be paused until the distribution is decided.

**8. Old Business**

None to report.



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**9. New Business**

**a) Sustainable Funding Initiative Statement of Work – SGI Community Resource Centre  
Ed Andrusiak**

The Sustainable Funding Initiative Statement of Work was presented to the Commission. Clarification was provided about expanding the program to include services on Salt Spring and a discussion was held about the allocation of funds to support non-profits with grant writing. The goal of expanding the service is to develop grant writing hubs on each of the islands that can collaborate with each other.

**MOVED** by Chair Brent, **SECONDED** by Commissioner Zimmerman to accept the Statement of Work from the Southern Gulf Islands Community Resource Centre for the Sustainable Funding Initiative program.

**CARRIED**

**MOVED** by Commissioner Piskor, **SECONDED** by Commissioner Hoebel that the Southern Gulf Islands Community Resource Centre be permitted to adjust the Sustainable Funding Initiative’s Statement of Work to allocate funds towards the direct provision of grant writing resources for non-profits on the Southern Gulf Islands.

**CARRIED**

**10. Next proposed regular meeting May 16<sup>th</sup>, 2023**

May 16<sup>th</sup>, 2023 meeting date approved by consensus.

**11. Meeting Adjournment**

**MOVED** by Commissioner Zimmerman, **SECONDED** by Commissioner Piskor that the meeting be adjourned at 2:22pm.

**CARRIED**



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**SOUTHERN GULF ISLANDS ELECTORAL AREA  
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

**Tuesday, May 16, 2023 at 1:00pm**

**Held by Zoom Video Conference**

**MINUTES**

**SGI CESC Commissioners:** Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Richard Piskor, Treasurer (Pender), Deb Goldman (Mayne), Priscilla Zimmerman (Saturna), Rob Fenton (Pender)

**Staff:** Justine Starke – Manager, SGI Service Delivery; Melody Pender – Recorder/Pender Liaison; SGI Liaisons: Emma Davis (Galiano), Kat Ferneyhough (Mayne); Katie Dentry (Saturna)

**Guests:** Ed Andrusiak, Southern Gulf Islands Community Resource Centre Society; Randy Cunningham, Southern Gulf Islands Tourism Partnership Society

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

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:00pm.

**2. Approval of the Agenda**

The following items were added to the agenda under **8. New Business:**

- **Transportation Update – Justine Starke**
- **BCAFM Economic Impact Study – Richard Piskor**

**MOVED** by Commissioner Goldman, **SECONDED** by Commissioner Piskor to accept the agenda as amended.

**CARRIED**

**3. Approval of Minutes from April 18<sup>th</sup>, 2023.**

**MOVED** by Commissioner Zimmerman, **SECONDED** by Commissioner Hoebel to accept the minutes of April 18<sup>th</sup>, 2023 as presented.

**CARRIED**

**4. Financial Report**

The Financial Report was received for information by the Commission. Program allocations have been well defined. The budget has about \$35,000 remaining after the commitments that have been made to date.

A request was made from Rural Islands Economic Partnership to sponsor the recent economic forum on Gabriola.

**MOVED** by Commissioner Hoebel, **SECONDED** by Commissioner Zimmerman for \$2,500 from the Program Development be allocated as sponsorship support for the Rural Islands Economic Partnership for the 2023 Economic Forum.

**CARRIED**



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**5. Southern Gulf Islands Tourism Partnership Society annual update – Randy Cunningham**

This year is the first year since COVID that the Tourism Partnership has been able to be more active in tourism management initiatives. Overall, the Tourism Partnership is pleased with the growth and momentum they have had over the past year to focus on destination management, not just marketing. They have tried to bring a common brand to the Southern Gulf Islands while also highlighting the uniqueness of each island. They try to collaborate with the local chambers and tourism resources. The partnership is focussed on off-season tourism to improve the distribution of tourism throughout the year. Aqualink will be starting up again soon and is seeking more funding sources. Enhanced foot passenger traffic and improved connections between the islands will hopefully encourage better dispersal of tourists across all the islands and support attendance of community events on each island.

**6. SGI Liaisons Update – Justine Starke, Liaisons  
CRD Rural Housing Program Pilot – Request for Written Quotation**

**Justine Starke** – The request for written quotation was shared, the purpose of the Request for Written Quotation is to determine a cost estimate for a consultant to do the work to determine the financial implications of a rural housing program pilot on the SGIs. The Commission may be asked to partially contribute to funding this consulting work if the feasibility study is approved.

**Island Updates:**

**Katie Dentry (Saturna)** – First Saturday Market this weekend, Pig BBQ as well, Sage Hayward vineyards opened last weekend for the season. Water and fire are concerns on the island already for the summer.

**Emma Davis (Galiano)** – Working on emergency management and parks and recreation projects. ICET will be supporting a consultation on inter-community passenger transportation, including on the rural islands. More information will be available soon.

**Kat Ferneyhough (Mayne)** – The Trading Post has new owners. First big market of the summer is this coming weekend. Several businesses have moved over to Village Bay.

**7. Old Business - none discussed.**

**8. New Business**

• **Rural Island Economic Forum Updates**

The forum was well attended, and a few commissioners were able to attend. There were eight resolutions generated around housing policy from a very productive panel discussion. There were a variety of topics discussed but they all tended to



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gravitate towards housing, which showed that housing is a priority for all rural islands.

- **CESC Website maintenance discussion – Richard Piskor**

The CESC website and social media account seem to be under-utilized and the commission would like to see it be kept updated more regularly. The liaison recently updated the content and will take direction from the commission to make further changes.

- **Transportation Update – Justine Starke**

No new update to report.

- **BCAFM Economic Impact Study – Richard Piskor**

BC Association of Farmers Markets are planning an economic impact study for this season. Commissioner Piskor will share the results of the study when it is available, likely in November.

**9. Next proposed regular meeting June 27<sup>th</sup>, 2023**

June 27<sup>th</sup>, 2023, meeting date was change and approved by consensus.

**10. Meeting Adjournment**

**MOVED** by Commissioner Hoebel, **SECONDED** by Commissioner Piskor that the meeting by adjourned at 2:11pm.

**CARRIED**