



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, February 14, 2024

11:00 AM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [24-005](#) Minutes of the December 13, 2023 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of December 13, 2023 be adopted as circulated.

Attachments: [Minutes - December 13, 2023](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. [24-010](#) 2024 Electoral Areas Committee Terms of Reference

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

Attachments: [Staff Report: 2024 Electoral Areas Committee TOR](#)
[Appendix A: 2024 EAC TOR - Approved Dec 13 2023](#)
[Appendix B: 2024 EAC Terms of Reference - Redlined](#)

6.2. [24-151](#) Union of British Columbia Municipalities Grant for Emergency Support Services - Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for the Emergency Support Services Grant 2024 and direct staff to provide overall grant management. (NWA)

Attachments: [Staff Report: UBCM Grant for ESS - Motion of Support](#)
[Appendix A: UBCM ESS 2024 Application Form](#)

6.3. [24-195](#) Municipal and Regional District Tax: Designation of Southern Gulf Islands Tourism Partnership Society as the Designated Destination Management Organization

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the CRD Board Chair write a letter of support for Destination BC to designate the Southern Gulf Islands Tourism Partnership as the Destination Marketing Organization for the next five years for the Southern Gulf Islands and Salt Spring Island Electoral Areas as the designated accommodation area. (NWA)

Attachments: [Staff Report: MRDT Designation of SGITP](#)

6.4. [24-031](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation:

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

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of November 20, 2023
- b) Mayne Island Parks and Recreation Commission minutes of November 9, 2023
- c) Mayne Island Parks and Recreation Commission minutes of December 14, 2023
- d) North Galiano Fire Prevention and Emergency Response Service Commission minutes of November 24, 2023
- e) Otter Point Volunteer Fire Department Commission minutes of October 18, 2023
- f) Otter Point Volunteer Fire Department Commission minutes of November 8, 2023
- g) Otter Point Volunteer Fire Department Commission minutes of December 12, 2023
- h) Pender Island Parks and Recreation Commission minutes of December 4, 2023
- i) Port Renfrew Fire Protection and Emergency Response Commission minutes of September 28, 2023
- j) Saturna Island Parks and Recreation Commission minutes of December 11, 2023
- k) Shirley Fire Protection and Emergency Response Commission minutes of January 28, 2023
- l) Shirley Fire Protection and Emergency Response Commission minutes of February 27, 2023
- m) Shirley Fire Protection and Emergency Response Commission minutes of March 28, 2023
- n) Shirley Fire Protection and Emergency Response Commission minutes of April 24, 2023
- o) Shirley Fire Protection and Emergency Response Commission minutes of May 30, 2023
- p) Shirley Fire Protection and Emergency Response Commission minutes of June 26, 2023
- q) Shirley Fire Protection and Emergency Response Commission minutes of August 22, 2023
- r) Shirley Fire Protection and Emergency Response Commission minutes of September 23, 2023
- s) Shirley Fire Protection and Emergency Response Commission minutes of October 23, 2023

Attachments: [Minutes: East Sooke Fire Prot'n & Emerg Rspse Svc Comm - Nov 20, 2023](#)
[Minutes: Mayne Island Parks & Rec Commission - Nov 9, 2023](#)
[Minutes: Mayne Island Parks & Rec Commission - Dec 14, 2023](#)
[Minutes: N. Galiano Fire Prevent'n & Emerg Rspse Svc Comm - Nov 24, 2023](#)
[Minutes: Otter Pt. Volunteer Fire Dpt Commiss - Oct 18, 2023](#)
[Minutes: Otter Pt. Volunteer Fire Dpt Commiss - Nov 8, 2023](#)
[Minutes: Otter Pt. Volunteer Fire Dpt Commiss - Dec 12, 2023](#)
[Minutes: Pender Island Parks & Rec Commission - Dec 4, 2023](#)
[Minutes: Pt. Renfrew Fire Prot'n & Emerg Rspse Commiss - Sep 28, 2023](#)
[Minutes: Saturna Island Parks & Rec Commission - Dec 11, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-Jan 28, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-Feb 27, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-Mar 28, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-Apr 24, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-May 30, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-Jun 26, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-Aug 22, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-Sep 23, 2023](#)
[Minutes: Shirley Fire Protect'n & Emerg Rspse Commiss-Oct 23, 2023](#)

7. Notice(s) of Motion

- 7.1. [24-194](#) Motion with Notice: Amendment to Board Procedures Bylaw (Director Holman)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That staff report to CRD Governance Committee regarding the implications and process for amending the Board Procedures Bylaw so that the CRD Board Chair participates in the Electoral Areas Committee on a voice without vote basis. (NWA)

8. New Business

9. Adjournment

The next meetings are Monday, March 11, 2024 at 10:00 am (Special - Budget) and Wednesday, March 13, 2024 at 11:00 am..

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

Meeting Minutes

Electoral Areas Committee

Wednesday, December 13, 2023

11:00 AM

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

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate; R. Smith, Senior Manager, Environmental Resource Management; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; C. Vrabel, Manager, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest(s): Director M. Little

The meeting was called to order at 11:02 am.

1. Territorial Acknowledgement

Chair Brent provided a Territorial Acknowledgement.

2. Approval of Agenda

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

3. Adoption of Minutes

3.1. [23-991](#) Minutes of the November 8, 2023 Electoral Areas Committee Meeting

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

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

**MOVED by Director Plant, SECONDED by Director Holman,
That Director Little be permitted to participate (without vote) in the December 13,
2023 session of the Electoral Areas Committee.**

CARRIED

6.1. [23-923](#) Household Hazardous Waste Pickup in Electoral Areas - Update

R. Smith spoke to Item 6.1.

Discussion ensued regarding:

- concerns of hazardous materials going into the landfill
- expansion of accepted materials at local recycling depots, expanding in 2025
- once in three years pick-up in the Juan de Fuca electoral area

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

- 1. That household hazardous waste collection not be expanded, and Electoral Area residents continue to take their household hazardous waste to the specialized regional infrastructure at the Hartland Depot; and**
- 2. That we direct that staff report back on the development of a more comprehensive education and information program on disposable household hazardous waste and various opportunities available to Electoral Area residents to dispose of that waste.**

CARRIED

Motion Arising:

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

That staff investigate a program and assess the cost of a once every 3 years household hazardous waste pick-up for those communities in the Juan de Fuca Electoral Area that do not have nearby household hazardous waste drop-off depots currently provided through the CRD.

CARRIED

6.2. [23-814](#) Bylaw Nos. 4586 and 4587: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

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

- 1. That Bylaw No. 4586, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 17, 2023", be introduced and read a first, second, and third time; and**
- 2. That Bylaw No. 4586 be adopted.**
- 3. That Bylaw No. 4587, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 12, 2023", be introduced and read a first, second and third time; and**
- 4. That Bylaw No. 4587 be adopted.**

CARRIED

- 6.3. [23-983](#) Bylaw No. 4574 to Expand Shirley Fire Protection and Emergency Response Service Area Boundary (Bylaw No. 1927)

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

1. That the attached Certificate of Results of the petition to expand the service area boundary for the Shirley Fire Protection and Emergency Response Service be received;
2. That Bylaw No. 4574, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 3, 2023", be read a first, second, and third time; and
3. That elector approval be obtained by Electoral Area Director consent on behalf.

CARRIED

- 6.4. [23-895](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Galiano Parks and Recreation Commission minutes of November 2, 2023
- b) Lyall Harbour Boot Cove Water Local Service Committee minutes of February 9, 2023
- c) Lyall Harbour Boot Cove Water Local Service Committee minutes of June 15, 2023
- d) Magic Lake Estates Water and Sewer Committee minutes of September 12, 2023
- e) Mayne Island Parks and Recreation Commission minutes of October 12, 2023
- f) Pender Island Parks and Recreation Commission minutes of October 16, 2023
- g) Port Renfrew Utility Services Committee minutes of June 12, 2023
- h) Saturna Island Parks and Recreation Commission minutes of July 13, 2023
- i) Saturna Island Parks and Recreation Commission minutes of August 10, 2023
- j) Saturna Island Parks and Recreation Commission minutes of October 5, 2023
- k) Saturna Island Parks and Recreation Commission minutes of October 12, 2023
- l) Skana Water Service Committee minutes of June 16, 2023
- m) Sticks Allison Water Local Service Committee minutes of February 13, 2023
- n) Sticks Allison Water Local Service Committee minutes of June 19, 2023
- o) Surfside Park Estates Water Service Committee minutes of June 15, 2023
- p) Wilderness Mountain Water Service Commission minutes of June 12, 2023
- q) Willis Point Fire Protection and Recreation Facilities Commission October 24, 2023
- r) Willis Point Fire Protection and Recreation Facilities Commission November 5, 2023

7. Notice(s) of Motion

- 7.1. **24-003** Notice of Motion: Amendment to Board Procedures Bylaw (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Electoral Areas Committee:

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

That staff report to CRD Governance Committee regarding the implications and process for amending the Board Procedures Bylaw so that the CRD Board Chair participates in the Electoral Areas Committee on a voice without vote basis."

7.2. [24-004](#)

Notice of Motion: Enforcement of Parking Regulations (Director Holman)

Director Holman proposed the following Notice of Motion for same day consideration:

"That staff report back on the enforcement of parking regulations in Salt Spring community parks (specifically Rainbow Road, Kanaka Road, and Mouat Park) and the option of designating it as a low priority to temporarily allow living in vehicles in those parks."

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

Discussion ensued regarding:
- human waste in parks
- referring this issue for legal review

**MOVED by Director Holman, SECONDED by Director Plant,
That staff report back on the enforcement of parking regulations in Salt Spring community parks (specifically Rainbow Road, Kanaka Road, and Mouat Park) and the option of designating it as a low priority to temporarily allow living in vehicles in those parks.
CARRIED**

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director Plant, SECONDED by Director Brent,
That the December 13, 2023 Electoral Areas Committee meeting be adjourned at 11:56 am.
CARRIED**

CHAIR

RECORDER



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 14, 2024**

SUBJECT 2024 Electoral Areas Committee Terms of Reference

ISSUE SUMMARY

To provide the 2024 Electoral Areas Committee Terms of Reference for information.

BACKGROUND

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

On December 13, 2023, the CRD Board approved the 2024 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

The Electoral Areas Committee TOR was updated to remove the Salt Spring Island Local Community Commission as the Commission’s reporting structure is directly to the CRD Board. The 2024 Electoral Areas Committee TOR is attached as Appendix A, and a redlined copy is attached as Appendix B.

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

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members. Any future revisions to the TOR will require ratification by the Board.

RECOMMENDATION

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

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

ATTACHMENT(S)

- Appendix A: 2024 Electoral Areas Committee Terms of Reference - Approved Dec 13 2023
- Appendix B: 2024 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.

Approved by CRD Board December 13, 2023

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.

The Committee's official name is to be:

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 - i. Building inspection
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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.

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- a) The Committee will make recommendations to the Board; and
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- 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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4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis, except August, and have special meetings as required;
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- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

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

Approved by CRD Board _____

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 Local Community 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, FEBRUARY 14, 2024**

SUBJECT Union of British Columbia Municipalities Grant for Emergency Support Services - Motion of Support

ISSUE SUMMARY

Protective Services has applied to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) 2024 grant stream for funding to purchase technology and equipment for the Capital Regional District (CRD) cross-electoral area (EA) virtual Evacuee Registration and Assistance (ERA) team (Appendix A). This team has been trained to provide Emergency Support Services (ESS) virtually when required. UBCM requires that all grant applications be accompanied by a motion of support from the local government and so a motion is required to move forward with the grant.

BACKGROUND

Under the *Emergency and Disaster Management Act (EDMA)*, the CRD is responsible for the provision of ESS in the Juan de Fuca, Salt Spring Island, and Southern Gulf Islands EAs.

The Province has introduced an online registration tool known as the ERA tool. This tool enables the provision of virtual support to residents displaced by emergencies. Protective Services has formed a team of ESS volunteers drawn from each of the three EAs who have undergone the requisite ERA training, as well as Cultural Perspectives and Accessibility training. This empowers our ESS volunteers to provide aid to residents and fellow ESS volunteers in neighboring communities in the event of an evacuation order that surpasses the existing ESS capacity in that area. To effectively access and utilize the new ERA tool and support ESS, additional training and equipment will be required.

The funding requested through the UBCM CEPF 2024 grant will benefit the three EA emergency programs and residents equally, as all three have volunteers on the CRD virtual ERA Team. Funding will additionally bolster and enhance collaborative, multi-jurisdictional responses to emergencies and disasters across the region. The grant request totals \$29,970.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for the Emergency Support Services Grant 2024 and direct staff to provide overall grant management.

Alternative 2

That staff be directed to not submit a grant application to the Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island Emergency programs for the Emergency Support Services funding stream.

IMPLICATIONS

Financial Implications

The grant funding will have no impact on annual core Emergency Program budgets and the requisition revenue, but if the grant application is successful, the additional funding will allow greater community resilience during emergency events.

CONCLUSION

CRD Board support for this grant will allow Protective Services to strengthen ESS capacity in the CRD EAs while enhancing collaborative, multi-jurisdictional responses to emergencies and disasters across the region.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for the Emergency Support Services Grant 2024 and direct staff to provide overall grant management.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, Chief Administrative Officer

ATTACHMENT

Appendix A – UBCM Emergency Support Services 2024 Application Form



Community Emergency Preparedness Fund Emergency Support Services Equipment and Training 2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **January 26, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information

First Nation or Local Government full name: Capital Regional District	File number*: LGPS-10393
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*Refer to the LGPS Online Application Form submission confirmation email

SECTION 2: Detailed Project Information

1. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

a) Equipment and supplies

The purchase of supplies and equipment required to support ESS modernization by outfitting the Capital Regional District (CRD) Virtual Evacuee Registration and Assistance (ERA) Team with the equipment required to provide virtual ESS. Specific equipment will include; tablets, mobile devices, headsets, and carrying cases for a team of 20 volunteers.

b) Training and exercises

N/A

c) Volunteer recognition and retention

N/A

2. Alignment with funding stream. Describe how your activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment).

- a) How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration and Assistance (ERA) Tool be implemented?

A well equipped CRD ERA Team will empower our ESS volunteers to provide aid to residents and fellow ESS volunteers in their own and in neighbouring communities, in the event of an evacuation order that surpasses the existing ESS capacity in that area.

- b) Describe how the proposed project will increase emergency response capacity as a host community.

With the necessary technology, the CRD will be better equipped to act as a virtual host community, by ensuring the virtual ERA Team has the technology required to use the ERA tool effectively.

3. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

N/A

- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

N/A

- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

N/A

If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email, or other correspondence.

4. Engagement with Neighbouring Jurisdictions and Affected Parties. Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

The 2023 UBCM CEPF ESS Grant was used to build an Electoral Area virtual ERA Team. During the formation of this team, collaborative training opportunities were shared with the neighbouring municipalities of Saanich, Victoria, and Esquimalt. The 2024 UBCM CEPF ESS Grant would be used to build on the ability for the new ERA Team to respond to emergencies locally and cross jurisdictionally.

5. Comprehensive, cooperative, regional approach and benefits. Describe how your project will contribute to a comprehensive, cooperative, and regional approach to ESS. What regional benefits will result from this project?

The 2024 UBCM CEPF ESS Grant would be used to build on the ability for the new CRD Virtual ERA Team to respond to emergencies locally and cross jurisdictionally. This would support both ESS volunteers and residents during emergencies, as well as enhancing community resiliency throughout the region.

6. Additional Information. Please share any other information you think may help support your submission.

The 2023 UBCM CEPF Grant was Phase I of the CRD Virtual ERA Team.

Approval of the 2024 UBCM CEPF Grant would allow the CRD to move forward with Phase II of the same project.

SECTION 3: Required Attachments

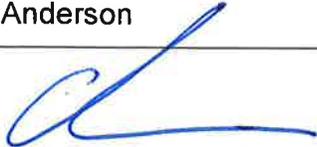
Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- For regional projects only: Band Council resolution, Treaty First Nation, or local government Council or Board resolution, from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (*i.e., staff member or elected official*). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: Corey Anderson	Title: Manager, Emergency Programs
Signature*:  <i>*A certified digital or original signature is required.</i>	Date: January 24, 2024

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca**

Please note "2024-ESS" in the subject line.

2024 UBCM CEPF ESS Grant Budget - Proposed

Name of Applicant: Corey Anderson, Capital Regional District
Funding Program/Stream: UBCM CEPF ESS Equipment and Training
Project Name/Application Number: CRD Virtual ERA Team - Phase II / File# LGPS-10393

<u>Expense:</u>	<u>Description:</u>	<u>Cost per:</u>	<u>Number:</u>	<u>Sub-Total:</u>	<u>Tax:</u>	<u>Total:</u>
Surface Pro Tablets - (basic 64GB, 4GB Ram)- with Windows installed, and attaching keyboard	Surface Pro Tablets	\$ 800.00	20	\$ 16,000.00	\$ 1,920.00	\$ 17,920.00
Mobile devices - iPhone 11 refurbished	iPhone 11 refurbished	\$ 500.00	20	\$ 10,000.00	\$ 1,200.00	\$ 11,200.00
Headsets (iPhone 11 compatible)	Headsets - iPhone 11 compatible	\$ 37.95	20	\$ 759.00	\$ 91.08	\$ 850.08
Total Request:						<u>\$ 29,970.08</u>



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 14, 2024**

SUBJECT Municipal and Regional District Tax: Designation of Southern Gulf Islands Tourism Partnership Society as the Designated Destination Management Organization

ISSUE SUMMARY

The Southern Gulf Islands Tourism Partnership (SGITP) has requested a letter of support from the CRD Board to be re-designated by Destination BC as the Destination Management Organization (DMO) for the Southern Gulf Islands (SGI) and Salt Spring Island (SSI) Electoral Areas (EAs) for another five years. The SGITP has been operating as the DMO to levy the three percent Municipal and Regional District Tax (MRDT) under the accommodation provisions of the Provincial Sales Tax Act since 2019.

BACKGROUND

The MRDT program is enabled by the Provincial Sales Tax Act to impose a tax of up to three percent on the purchase price of accommodation in a specified geographic area (“designated accommodation area”) on behalf of a “designated recipient.”

Under this program, the SGITP is the designated recipient of the MRDT, and SSI and SGI EAs comprise one designated accommodation area. SGITP has been the DMO for SSI and SGI since 2019, and the Economic Development services for each of the EAs have contributed annual funding, as is required by Destination BC to demonstrate the tax is incremental to existing funding sources.

The purpose of the MRDT program is to assist designated recipients to fund tourism marketing, programs and projects. Affordable housing is a permissible use of funds to help address local housing needs. Designated recipients have the flexibility to define, identify, and fund affordable housing initiatives that they deem appropriate to meet local needs in consultation with the local government. Over the last five years, the Southern Gulf Islands Tourism Partnership has collaborated with CRD and the island communities in both EAs to support housing solutions. The SGITP has committed to funding the CRD’s new Rural Housing Program, starting with a \$100k funding contribution in 2024.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the CRD Board Chair write a letter of support for Destination BC to designate the Southern Gulf Islands Tourism Partnership as the Destination Marketing Organization for the next five years for the Southern Gulf Islands and Salt Spring Island Electoral Areas as the designated accommodation area.

Alternative 2

The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be requested to return with additional information.

IMPLICATIONS

Financial Implications

The MRDT application requires the eligible entity to provide evidence that the funds from the tax are incremental to other sustained funding. The Salt Spring Island Local Community Commission (LCC) and the Southern Gulf Islands Community Economic Sustainability Commission (SGI CESC) have earmarked funds for the SGITP over the next 5-years.

The SGITP has been successful in leveraging additional grants and co-op funding to the EAs in support of the hospitality sector, as well as community needs related to housing and transportation. The SGITP has committed \$100k to CRD to support the Rural Housing Program in 2024 (to be secured through an Memorandum of Understanding which is currently in process). SGITP has indicated similar funding could be on-going over the next 5 years, in addition to other investments in housing solutions for the two EAs.

Intergovernmental Implications

The SGITP as the designated DMO must provide a letter of support confirming that the CRD has been consulted and agrees with the tax being imposed within the designated area. The SGITP has been working with staff and commissioners from each of the SSI and SGI EAs to ensure thorough understanding of the request, of the track record of the SGITP over the last five years, and of the SGITP's next five year strategic plan. The SSI LCC and the SGI CESC have each passed resolutions to recommend the CRD Board designate the SGITP as the DMO for the next five years:

On January 16, 2024, the SGI CESC passed the following resolution:

In recognition of the positive work of the Southern Gulf Islands Tourism Partnership, it follows that the SGI CESC supports a CRD Electoral Areas Committee recommendation that the CRD Board designate that organization as the Destination Management and Marketing Organization for the application of the MRDT accommodation tax in the Southern Gulf Islands Electoral Area for the next five years and provide a letter of support.

On February 01, 2024, the SSI LCC passed the following resolutions:

That the LCC support the renewed designation of the Southern Gulf Islands Tourism Partnership (SGITP) as the recipient of Municipal and Regional District (MRDT) tax revenues for another five-year period beginning in September 2024, subject to SGITP committing to devote the full amount of Online Accommodation Platform (OAP) MRDT revenues to affordable housing initiatives, except for an instance when there was a severe unanticipated decline in other MRDT revenues or a significant change in the programs the SGITP is supporting, to the extent that it could compromise the SGITP's ability to deliver its core marketing programs.

That the Local Community Commission recommend to Southern Gulf Islands Tourism Partnership the following:

- *That approximately \$100,000 of online MRDT be allocated annually to the CRD rural housing program, approximately \$50,000 for the Housing Now program, subject to changes over time in these programs and changes in online MRDT revenue.*
- *That \$100,000 of online MRDT (OAP) revenue in 2024 be allocated to SGITP's existing \$200,000 capital reserve for housing.*
- *That best efforts be made to ensure an equitable distribution of MRDT-related funding between electoral areas.*

Accommodation Sector

In addition to demonstrating local government support, the “eligible entity” applying for the MRDT must also demonstrate a majority of accommodation providers in the area support the tax to be imposed. The SGITP is actively consulting with the SGI and SSI accommodation sector and tourism industry stakeholders to document their support for another five year term.

Social, Environmental, and Economic Implications

The destination management provided by SGITP uses branding that upholds island values of culture and environment, and aims to create a visitor economy with a net positive benefit for the region. The SGITP has two seasonal marketing campaigns:

- (1) Encouraging shoulder and off-season travel that better supports local businesses through slow periods; and
- (2) communicating responsible behaviour for visitors already coming in the summer.

The SGITP has data to indicate that there has been a shift in visitors to off-peak months which suggests the SGITP's work is achieving its intended impact.

CONCLUSION

The Southern Gulf Islands Tourism Partnership (SGITP) has been operating as the Destination Management Organization (DMO) to collect the three percent Municipal and Regional District Tax (MRDT) on accommodations in the Salt Spring Island and Southern Gulf Islands Electoral Areas since 2019. In order to be designated by Destination BC to be the DMO for an additional five years, the SGITP has requested a letter of support from the CRD Board.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the CRD Board Chair write a letter of support for Destination BC to designate the Southern Gulf Islands Tourism Partnership as the Destination Marketing Organization for the next five years for the Southern Gulf Islands and Salt Spring Island Electoral Areas as the designated accommodation area.

Electoral Areas Committee – February 14, 2024
Municipal and Regional District Tax: Designation of Southern Gulf Islands Tourism Partnership Society as the Designated Destination Management Organization **4**

Submitted by:	Justine Starke, MCIP, RPP; Manager, Southern Gulf Islands Electoral Area
Concurrence:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

commissioners@eastsookefirecommission.ca



ANNUAL GENERAL MEETING

November 20, 2023 - 7:03 pm

Location: Community Hall, 1397 Coppermine Road, East Sooke

Commissioners Present: Al Wickheim, Falk Wagenbach, Bruce Manning, Wendy Herring, Mike Yeager

Absent: Doug Thompson

FD Present: Chief Nathan Pocock

Public Present: 16

1. Adoption of Agenda

Moved: Wendy Seconded: Mike Carried

2. Adoption of Treasurers Report from Oct. 16, 2023

Moved: Al Seconded: Bruce Carried

3. Adoption of Minutes from November 21, 2022 AGM

Moved: Mike Seconded: Bruce Carried

4. Adoption of Minutes from October 16, 2023

Moved: Bruce Seconded: Wendy Carried

5. Public Participation on Agenda Items

There were no public participation items for discussion.

6. Reports

- a. Chair's report (Falk Wagenbach)

As Per Addendum

Moved: Mike Seconded: Al Carried

b. Fire Chief's report (Nathan Pocock)

As Per Addendum

Moved: Wendy Seconded: Bruce Carried

c. Finance report (Wendy Herring)

As Per Addendum

Moved: Bruce Seconded: Mike Carried

d. Community Hall report (Bruce Manning)

As Per Addendum

Moved: Mike Seconded: Wendy Carried

7. Old Business

There was no old business for discussion.

8. New Business

There was no new business for discussion.

9. Nominees for Commission 2024

Falk discussed the makeup of the Commission - seven members plus the Regional Director. Five positions were available. After the Commission canvassed the community for applicants, three community members offered their names for consideration. In addition to Falk Wagenbach and Bruce Manning being renewed to two year terms, Falk introduced new commissioners for 2024 - Vicki Graham, Ed Helm and Anita Preto.

10. Adjourn of public meeting

Moved: Bruce Seconded: Al Carried

Meeting adjourned at 8:49 pm.



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

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

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

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

2. Approval of Agenda

Move: Commissioner Appointments from 6.2.3 to Closed Meeting item 9.

Add: 6.2.8 Request from Mayne Island Foodbank to store menstrual products at Dinner Bay janitor's room or library basement.

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

3. Adoption of Minutes of October 12, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin that the minutes of October 12, 2023 be approved as presented.
CARRIED

4. Chair's Remarks

Chair Bell reported on her attendance at the opening of the ethnobotany garden. Flags in the parks will be lowered to half-mast on Remembrance Day.

5. Presentations

There was no presentation made.

6. Reports

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

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period October 1 - 31, 2023

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Askin that the Treasurer's Report for the period October 1 to 31, 2023 be approved as presented.

CARRIED

It was reported that the janitorial expense was for October.

6.1.2. Finance Report (Motion re: invoice; estimates and invoices)

- There was nothing to report from the minutes of the Community Centre and Islands Trust except that a community information meeting regarding the Oceanwood property development is scheduled for November 24th.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper that the invoice from Good as Wood for trimming of the Christmas tree in the amount of \$1375 be approved.

CARRIED

Arborists will be advised that MIPRC requires firm quotes and any costs greater than the quote must be discussed and approved by MIPRC prior to invoicing.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the purchase of Christmas lights and receptacles in the amount of \$10,306 for the Japanese Memorial Garden.

CARRIED

6.1.3. E- transfer update

E-transfer is working.

6.1.4. Grant opportunities

To be investigated.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- a) Williams Road sign: A "Slow down – kids playing" sign will be purchased and placed for visibility.
- b) Commissioner vacancy: An advertisement will not be placed in the *MayneLiner* for December, however, a post will be made on Facebook.
- c) Communicating to MIPRC: Information will be added to the *MayneLiner* article to help guide the public about communicating their ideas and suggestions to the Commission.

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

- d) Brick dock / road allowance: A site meeting and discussion was reported with indication being that the licence of occupation property lines do not include the end portion of the land adjacent to the water and it is surmised that it is likely owned by the Ministry of Forests.
- e) Sanitation: The janitor reported some minor issues at Anson Road and other restroom sites.
- f) Split rail fence, Village Bay Rd: Arrangements are being made for a site visit to choose rocks to replace the fence.
- g) GPS work with Conservancy: Commissioner Askin will follow up.

6.2.2. Health and Safety concerns

- a) Playground inspection is being sought.

6.2.3. Commissioner reappointments – Motions

See item 9

6.2.4. Events

A report was received with the agenda.

The holiday bonfire poll closes December 1st, but it was reported that the overall trend is for a Christmas Eve bonfire.

6.2.5. Set date for December dinner

It agreed that the dinner be scheduled for December 14th after the meeting.

6.2.6. First Nations meeting November 24, 2023 on Pender Island

Commissioners Bell, Euper and possibly Burrows will attend.

6.2.7. Monitoring local information affecting MIPRC

See item 6.1.2

6.2.8. The Food Bank request for storage space

Box dimensions will be confirmed and the Commission agreed to allow some limited storage space.

6.3. Committees

6.3.1. Fitness Track

A report was received with the agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the estimate by MayneStream Solutions Inc. dated October 31, 2023 to purchase the concrete and provide the labour required for Fitness Pad #1 in the amount of \$9,726.01 plus GST. Details to be set out in a separate purchase order.

CARRIED

Commissioner Bell will follow up for timeline.

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

6.3.2. Technology

A report was received with the agenda.

The Danger tree assessment data has been entered into the software program and data from work completed last spring will be entered by the next meeting.

6.3.3. Land Acquisition

See 6.2.1

6.4. Parks

6.4.1. Miners Bay

- a) Holiday lights: progress is being made
- b) Monterey Cypress trees: Discussion occurred regarding tree pruning and previous attention that this item had received in December 2020.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that the Monterey Gold Crest Cypress trees outside the library be regularly maintained as recommended by a professional arborist for the health of the trees and accessibility as determined by Mayne Island Parks and Recreation Commission.

CARRIED

OPPOSED: Commissioner Kilpatrick

6.4.2. Dinner Bay

It was reported that:

- A “Donation by e-transfer” sign was put up on the Japanese Garden fence.
- The broken bench has been fixed.
- The large pile of branches have been burned.
- The Adachi Pavilion kitchen work is complete; the eaves troughs are done; and new wiring will be done by spring.
- The climbing net for repair on the playground equipment is being sourced.
- Tree replanting and feeding will not be done.
- The horseshoe pit will be finished by December.
- The mower was tested and works fine.
- Advice for the maple tree near the Lions shed was to reduce the crown. It was agreed that annual tree thinning and cleaning will be done and the canopy will need to be controlled for the area from the horseshoe pit to the Japanese gate and along the Ed Williams Trail to the tee boxes.
- A dead deer was removed.

6.4.3. Cotton Park

A report was received with the agenda.

- The log rounds closing part of the Seal Point Trail were removed by unknown persons.

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

- Commissioners Askin and Wright will assess the pathway.

6.4.4. Japanese Memorial Garden

A report was received with the agenda.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the new signage for the Japanese Memorial Garden to be installed on the tractor shed at Dinner Bay Park be accepted as designed and presented and that the \$773.92 for the cost of the signage be approved.

CARRIED

6.4.5. Trail Network Development/Henderson

A report was received for information and is attached.

- a) Kippen trees: Discussion occurred regarding tree removal and it was agreed that CRD will be contacted for communication as necessary.
- b) Trails acceptable to walk bicycles: This item will be brought forward to the December meeting.

6.4.6. Village Bay

A report was received with the agenda.

7. Correspondence/Meetings

7.1. Emails to/from CRD regarding fraud education and e-transfer system for Japanese Memorial Garden.

7.2. Thank you emails from recipient of MIPRC recreational funding grant.

7.3. Request for letter of support from Mayne Island Housing Society.

The request was discussed and Chair Bell will reply to the letter writer that MIPRC will not respond as an organization, however, commissioners may respond as individuals to the request.

7.4. Receipt of executed lease agreement between CRD and Mayne Island Reading Centre Society.

7.5. Meeting with Emcon representative, Commissioners Kilpatrick and Bell at the Brick dock (Arbutus and Seaview) to review boundaries.

7.6. Offer of an undated sketch of the Cotton Residence from a local resident.

7.7. Invitation to First Nations Leadership Council meeting on Pender Island November 24, 2023.

7.8. Request for clarification from CRD regarding Bylaw 1510, s. 5 re: fires in parks.

7.9. Request to use Miners Bay Park for Honouring Lantern event in 2024.

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

- 7.10. Follow up letter from resident concerning Monterey Gold Crested Cypress trees at Miners Bay Park.
- 7.11. Report of deer carcass at Dinner Bay Park.
- 7.12. Letter of application to become a commissioner of MIPRC.

8. New Business

Request to use Miners Bay Park for Honouring Lantern event in 2024.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the honouring lantern event in 2024 be approved subject to meeting the terms and conditions to be determined by the Mayne Island Parks and Recreation Commission and the Capital Regional District.

CARRIED

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

CARRIED

10. Rise and Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Veronica Euper be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Adrian Wright be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

CARRIED

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission recommend Director Brent recommend to the CRD Board that Debra Bell be reappointed a commissioner for the term commencing January 1, 2024 and ending December 31, 2025.

CARRIED

11. Meeting Adjournment

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

The meeting adjourned at 5:26 p.m.

Original signed by

December 14, 2023

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder



Trail Network Development Report

Received a report from Brock John on the Kadonaga BA Trail and all is in good order.

Received a report from Fay Roth on the Neil Road Seaview and all is in good order.

The Ed Williams Trail Part II was raked & groomed on 11/06

Trail Guardian Eleanor Cocker has agreed to add Part II to her portfolio along with Part I.

The Sykes Road Beach was raked and groomed on 11/09.

The new "Danger" sign for the old (decommissioned) Ed Williams Trail was installed.

Pending: Spreading wood chips on the Ed Williams Trail Part II.
Further placement of rocks on the Ed Williams Trail Part I.



Minutes for a meeting of the Mayne Island Parks and Recreation Commission

Location: Mayne Island Library, 411 Naylor Road, Mayne Island

Date/Time: December 14, 2023 at 3 pm.

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

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

Guest: David Moss

The meeting was called to order at 3:01 pm

1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional territory of the Coast Salish peoples for which we thank them for their stewardship of these beautiful islands.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of November 9, 2023

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

CARRIED

4. Chair's Remarks

Chair Bell announced that Commissioner Askin will retire after 22 years of service for the Mayne Island Parks and Recreation Commission. He was thanked and acknowledged for all that he has done for the community.

Commissioner Askin made positive remarks on his 22 years of service which he stated passed quickly and that he had made wonderful friends and enjoyed the camaraderie. He stated that he will be available to lend advice or mentorship. Tumultuous applause followed his comments.

Commissioner Wright arrived at 3:08 p.m.

5. Presentation

Chair Bell welcomed David Moss who has applied to become a parks commissioner. David Moss provided some history of his interest, education and experience working in and enjoying natural environments.

6. Reports

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period November 1 – 30, 2023 (report attached)

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis, that the Treasurer's report for the period November 1 - ,30, 2023 be approved as presented.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the capital projects, Garbage/Recycling and Village Bay Boat Ramp be closed as they are complete and the balances transferred to General Capital.

CARRIED

6.1.2. Finance and local matters affecting MIPRC

A report was received with the agenda.

- It was reported that the Oceanwood property owners and designers open house presentation provided an information display, answered audience questions and uploaded a survey on Facebook.
- It was reported that there was no information relevant to MIPRC at the Mayne Island Community Centre Society AGM.
- The graphic for the Williams Road sign was sent to Alea for a quote. It was determined that the sign will not be posted on highway property.
- It was reported that E-transfers must be under \$1,000.
- The issue regarding blanket insurance will be reported on in February or March.
- There is a new volunteer for Dinner Bay Park.

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

It was reported that:

- A commissioner vacancy will be posted on Facebook.

Mayne Island Parks and Recreation Commission
Minutes for: December 14, 2023

- The majority of islanders responded in favour of the holiday bonfire on December 24th. CRD will again be informed of the event for this year.
- The Honouring Lantern event application was approved with conditions.
- An email was sent to CRD regarding playground inspections.
- GPS Work with the Conservancy regarding boundary marking in the Plumper Pass area will be followed up on.
- Information regarding signage for Mount Parke will be sent to Commissioner Euper for input.
- A photograph will be taken of the trees cut at Kippen Road beach access and communication will be sent to the Ministry of Transportation and Infrastructure.
- A biologist will contact Commissioner Bell to discuss the cost of a marine impact assessment for the Village Bay boat ramp.

6.2.2. Health and Safety Concerns

- It was reported that a tree branch from the pocket park at Club & Caddy Road fell on a resident's skylight and that there were no further issues noted.
- Trees in Dinner Bay Park appear to have a lot of falling debris which may require an assessment be done before the spring.

6.2.3. Commissioner elections January 2024

Commissioners interested in the positions of Chair, Vice-chair and Treasurer were asked to let Chair Bell know before January.

6.2.4. Events

A report was received with the agenda.

It was reported that 27 volunteers installed the new holiday lights.

6.2.5. Meeting with WSÁNEĆ Leadership Council November 24, 2023

Commissioner Euper reported that there were some interesting First Nation presentations and that there appears to be interest by the First Nations group in having a greater role with Parks.

6.2.6. Update Supplement to the Commissioner Handbook for 2024

Commissioners were asked to communicate with Chair Bell concerning any changes they would like to make to their roles within the parks.

6.3. Committees

6.3.1. Fitness Track

A report was received with the agenda.

Mayne Island Parks and Recreation Commission
Minutes for: December 14, 2023

- It was reported that the concrete pad is ready and the equipment can now be installed.
- Discussion occurred regarding amending the placement of the equipment for budgetary and maintenance reasons.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission spend the balance available in the Fitness Circuit Project account on the equipment as set out on the diagram of Fitness Station pad #2 dated October 10, 2022.

CARRIED

6.3.2. Technology

There was no information in the report received with the agenda.

6.3.3. Sanitation

- An email was sent indicating that MIPRC held no responsibility for the products the Food Bank Society wishes to store in the library basement and at Dinner Bay Park.

6.3.4. Land Acquisition

- Rob Underhill will be contacted before the next meeting regarding GPS work and an assessment of Sandy Hook Park for ecological value.

6.4. Parks

6.4.1. Miners Bay

- Commissioners Wright and Kilpatrick were thanked for the work they performed in cleaning up from the library basement flood. The heat should stay set to 10 degrees to avoid condensation.
- The Monterey Cypress Trees were discussed.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows, that the Mayne Island Parks and Recreation Commission approve the estimate from Dr. Daylight Contracting in the amount of \$550 plus GST to prune the cypress trees.

CARRIED

Opposed: Commissioner Askin
Commissioner Kilpatrick

- Fence replacement
It was reported that rocks have been chosen to replace the split rail fence along Village Bay Road. Waiting to hear from the supplier as to timing of delivery.

6.4.2. Dinner Bay

- A replacement climbing net for the playground equipment is not available and repair options will be investigated.
- The remains of the big maple that was felled have been cleared up.
- Materials for the horseshoe pit are being assembled with some donated by Dr. Daylight.

6.4.3. Japanese Memorial Garden

A report was received with the agenda.

6.4.4. Trail Network Development/Henderson

- Commissioner Askin provided to Chair Bell his files containing information regarding maps, beach accesses, pocket parks and community parks. There is no map for Naylor Road beach access.
- Discussion occurred on acceptable trails for walking bicycles and it was decided that further discussion will occur via email for reporting at the next meeting.
- Danger Tree Team assessment of priorities
 - Discussion occurred regarding the assessment database and it was decided that the information will be updated and a pdf print out will be provided to help identify priorities.
 - With regards to the Wilks Road double lot, it was reported that a License of Occupation is in place, the area has been surveyed and this would be a good project for the new Trail Network Development Committee.

7. Correspondence/Meetings

7.1. Emails to/from CRD and organizer regarding Honouring Lantern event.

7.2. Attendance at meeting with WSÁNEĆ Leadership Council on Pender Island, November 24, 2023.

7.3. Follow up email from resident concerning Monterey Gold Crested Cypress trees at Miners Bay Park.

7.4. Letter of application to become a commissioner of MIPRC.

7.5. Emails from/to Todd Shannon, CRD regarding signage at Mt. Parke and Kim Rd. entrance.

7.6. Emails to/from CRD, Risk and Insurance regarding water leak in library basement.

8. New Business

There was no new business.

9. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

CARRIED

10. Rise and Report

None

11. Meeting Adjournment

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

CARRIED

The meeting adjourned at 5:10 pm.

Original signed by

January 11, 2024

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

**North Galiano Fire Prevention & Emergency Response Service
Commission
Extraordinary Meeting
Friday 24th November, 2023
Via Email**

Attendance: *Michael Clark, Ray Chouinard, Ken Kucille, Judith Hamilton, Roger Allen, Paul Brent*

Guest: *Chief Karen Harris*

Special Meeting to bring forth a time sensitive Motion

MOTION: The North Galiano Fire Prevention & Emergency Response Service Commission instructs the CRD staff to prepare employment contract for **Fire Chief Karen Harris** for 2024 at \$60,000.00 per annum using the schedule of duties attached. (*Clark, 2nd Chouinard, unanimous*)

Motion passed unanimously

**OTTER POINT VOLUNTER FIRE DEPARTMENT
COMMISSION MINUTES OF MEETING
WEDNESDAY 18 OCTOBER 2023**

Members Present:

Ms. J. Hemphill – Chair
Mr. B. Gibbons – Treasurer
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & Firefighter's Rep
Ms. D. Morton – Trustee

Members Absent:

Mr. P. White – Trustee

Others Present:

Mr. J. McCrea – Otter Point Fire Chief
Mr. B. Patterson – Otter Point Assistant Fire Chief

Call to Order:

Meeting called to order at 1935 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

Motion to accept the minutes of the September 13th, 2023 meeting. Gibbons/White. All in favour. Motion carried.

Fire Chief's Report:

Attached.

Treasurer's Report:

Budget 2023 – still on track.

Firefighter's Rep. Report:

- 30 Sep 2023 – Annual Appreciation Dinner. This year's dinner was well attended, five members were recognized – three for Five Year Service, one for Ten Year Service, and Otter Point Firefighter of the Year.
- 31 Oct 2023 - Hallowe'en event will take place once again this year at Camp Barnard.
- 02 Dec 2023 – Sooke Santa Parade.
- 09 Dec 2023 – Santa Truck and Candy Cane Run, cash donations are preferred.
- 21 Dec 2023 - Firefighters Get Together In lieu of Levy Night.

Old Business:

None.

New Business:

CRD Fire Services Governance Review. A virtual presentation of the Report (Tim Pley & Associates) was held on MS Teams 17 Oct 2023 to review the report and recommendations as described in the report. As not all Commission members received the presentation invitation or report, an additional meeting is scheduled for Wednesday, 01 November 2023 at 1900 hrs to further discuss the report and potential implications on the governance and operations of our Department.

Meeting Adjournment:

Motion to adjourn at 2035 hrs. Gollmer/Gibbons. All in favour. Motion carried.

Next Commission meeting is the AGM to be held on Wednesday, 08 November 2023, 1930 hrs.

**OTTER POINT VOLUNTER FIRE DEPARTMENT
ANNUAL GENERAL MEETING
08 November 2023**

Commission Members Present:

Ms. J. Hemphill - Chair
Mr. B. Gibbons – Treasurer
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & Firefighter's Rep
Ms. D. Morton - Trustee
Mr. P. White – Trustee

Commission Members Absent:

Others Present:

Mr. J. McCrea – OPVFD Fire Chief
Mr. B. Patterson – OPVFD Assistant Chief
Mr. K. Brehart, Mr. Ray Fiset, Mr. and Mrs. Joe and Caroline Kanashiro

Call to Order:

Meeting called to order at 1930 hrs.

Approval of the Agenda:

All in favour of the agenda.

Chairman's Report: As submitted by J. Hemphill.

Fire Chief's Report: As submitted by J. McCrea.

Treasurer's Report: As submitted by B. Gibbons.

Firefighter's Rep. Report: As submitted by S. Hemphill.

Discussion around the a/n reports.

Old Business: None.

New Business:

Election of Commission Members. Existing Commission members Mr. D. Gollmer, Mrs. D. Morton, and Mr. P. White are willing to stand for reappointment and as no new nominations were received, their two-year term will start January 2024.

Meeting Adjournment:

Motion to adjourn at 2009 hrs. Gollmer/White. All in favour. Motion carried.

The next Annual General Meeting will be held in November 2024.

**OTTER POINT VOLUNTER FIRE DEPARTMENT
COMMISSION MINUTES OF MEETING
WEDNESDAY 08 NOVEMBER 2023**

Members Present:

Ms. J. Hemphill – Chair
Mr. B. Gibbons – Treasurer
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & Firefighter’s Rep
Ms. D. Morton – Trustee
Mr. P. White – Trustee

Members Absent:

Others Present:

Mr. J. McCrea – Otter Point Fire Chief

Call to Order:

Meeting called to order at 2020 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

None.

Fire Chief’s Report:

None.

Firefighter’s Rep. Report:

None.

Old Business:

None.

New Business:

Firefighter Honorarium. Motion to delegate the authority to the Otter Point Volunteer Fire Department Fire Chief to request the annual Honorarium. Gibbons/White. All in favour. Motion carried.

Meeting Adjournment:

Motion to adjourn at 2025 hrs. Gollmer/Gibbons. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 13 December 2023, 1930 hrs.

**OTTER POINT VOLUNTER FIRE DEPARTMENT
COMMISSION MINUTES OF MEETING
WEDNESDAY 12 DECEMBER 2023**

Members Present:

Ms. J. Hemphill – Chair
Mr. B. Gibbons – Treasurer
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & Firefighter’s Rep
Ms. D. Morton – Trustee
Mr. P. White – Trustee

Members Absent:

Others Present:

Mr. J. McCrea – Otter Point Fire Chief
Mr. B. Patterson – Otter Point Assistant Fire Chief
Mr. R. Fiset – Public attendee

Call to Order:

Meeting called to order at 1929 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

Motion to accept the minutes of the October 18th, 2023 meeting. Gollmer/Gibbons. All in favour. Motion carried.

Fire Chief’s Report:

Attached.

Treasurer’s Report:

Budget 2023 – still on track.

Firefighter’s Rep. Report:

- 09 Dec 2023 – Santa and the Annual Candy Cane Run. Was a massive success with over \$4280 collected in cash and cheques as well as some donations for the Food Bank.
- 10 Dec 2023 – Participation in the Sooke Santa Parade.
- 21 Dec 2023 - Firefighters Get Together In lieu of Levy Night.
- 01 Jan 2024 - Annual Polar Bear Swim at Whiffen Spit.

Old Business:

CRD Fire Services Governance Review. Reviewed the notes from the Special Commission meeting on 01 Nov 2023 and will forward to Tim Pley and Chris Vrabel.

New Business:

Budget 2024.

RE: The relationship between the OPVFD Fire Chief / Assistant Fire Chief and the CRD To ensure that they have the benefit of the protections embedded in section 738 of the Local Government Act (and compliance with CRA), their role with the CRD should be confirmed and the recommendation is that they proceed with contracting with the CRD as “dependent” contractors as an interim step to becoming direct employees of the CRD (which would not be in place until 2025).

Chris Vrabel (CRD Manager, Fire Services) is working to facilitate this transition for all of the Fire Departments within the CRD. A template contract was provided but requires updates and revision which Chris is working on.

Comparable positions/salaries were reviewed in anticipation of moving forward with the above recommendation which could require a Motion to increase the budget for 2024. This must be done by the end of January 2024.

Further discussion at our next meeting in January.

Meeting Adjournment:

Motion to adjourn at 2037 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 10 Jan 2024, 1930 hrs.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

Dec 4, 2023 3:00 pm

Zoom/Pender Community Hall

Commissioners: George Leroux (Chair/Treasurer), Erin O'Brien, Lisa Baile, Sandra Tretick, Rob Fawcett, Andrea Mills, Paul Brent. **Regrets:** Richard Sullivan
Staff: Ben Symons (Maintenance Contractor), Lori Seay-Potter (Recorder)

1. **CALL TO ORDER** - Chair Leroux called the meeting to order at 3:00 pm.

2. **APPROVAL OF AGENDA**

MOTION to approve the 04 December 2023 PIPRC agenda as amended to include 4.4 Connery Crescent 7.2 Project Management, 7.3 Budget Amendments and 9.5 WSÁNEĆ / CRD Meeting . M-Commissioner Leroux, S-Commissioner Tretick. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION to approve the 16 October 2023 PIPRC minutes as corrected. M-Commissioner Baile, S-Commissioner Brent. **CARRIED.**

4. **MAINTENANCE/OPERATIONS REPORT** - Ben Symons

- 4.1 **Found Rd Trail signs:** Pending; sign quality issues.
- 4.2 **Shingle Bay drainage:** Covered under 8.3 Project Update.
- 4.3 **Tree Replanting:** Ben and PICA will work together to replant where seedling trees died last season. Smaller cages will reduce costs and George said the Greenangel choppers would assist.
- 4.4 **Connery Trail** Email received from Connery Crescent homeowners regarding shared use issues. Ben and Lori to follow up.

5. **CORRESPONDENCE and BUSINESS ARISING**

- 5.1 **PICA Contract:** Signed contract has been received from CRD/PICA and restoration project activities are underway.
- 5.2 **Recreation Grants:** Email received from unsuccessful applicants requesting follow up on grant decisions. Commissioner Tretick and Lori will follow up.
- 5.3 **Heart Trail:** Tabled.
- 5.4 **Boat Disposal:** Remaining boats will be disposed of according to plan. CRD has asked that PIPRC document the process.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

Dec 4, 2023 3:00 pm

Zoom/Pender Community Hall

- 5.5 **Youth Sports:** Youth Sports wrote in opposition of the Pump Track referencing historical discussions with the CRD and previous Commissioners. Their interest is to include the former dog park area within the Ball Park use agreement that renews in March 2024.

6. **DELEGATIONS:** None.

7. **TOPICAL ISSUES**

- 7.1 **Internet Cable:** Commission discussed the community notice regarding an upcoming internet cable installation near Harpoon Road/Panda Bay ocean access and possible PIPRC impacts at the site.
- 7.2 **Project Management:** The Commission discussed limits of volunteer capacity with several projects in motion including Schooner Trail, Pump Track, Magic Lake dock and Shingle Bay. The Commission agreed to add a budget line for local Project Management for 2024.
- 7.3 **Budget Amendments:** The Commission recommended a draft budget to the CRD at the October meeting. Upon review of planned projects and capital project resources in the Schooner Way Trail grant budget, the Commission agreed to amend their recommended budget.

MOTION to amend the 2024 PIPRC Operating Budget with the addition of \$15,000 for Project Management, and a reduction of \$7,500 for CRD - Real Estate Service operating cost estimates that will be charged against the Schooner Way Trail Project in f24. M - Commissioner Leroux, S - Commissioner Baile. **CARRIED.**

MOTION to amend the Capital Budget by reducing forecast capital expenditures in f27 & f28 for projects that are not yet initiated such that the project Capital Fund balance at the end of the five (5) yr forecast is not negative. M-Commissioner Leroux, S-Commissioner Baile. **CARRIED.**

8. **PROJECTS**

- 8.1 **Schooner Way Trail:** Commissioner Fawcett provided an update. The grant application has been submitted and over \$130 000 has been pledged by the Community. Some donors wish to contribute in the current tax year. A meeting with CRD Real Estate and CRD Regional Trails is planned for early 2024.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

Dec 4, 2023 3:00 pm

Zoom/Pender Community Hall

- 8.2 **Pump Track:** Chair received a report from Marie-Andree Cloutier on pump track development activities in the community. The Commission discussed ICET Place Making grants to assist project funding and potentially having Katie Dentry from SGI CRC assist with Grant writing. The proponents are consulting with other pump tracks and local contractors to get a solid cost estimate and ensure the design is well planned.
- 8.3 **Shingle Bay / Masthead Restoration:** Erin provided an overview of the restoration plan being developed for the lower park and creek areas. Caurinus has consulted with CRD, MOTI and CRD - Archaeological concerning various requirements for the area. Erin notes that any excavation on the site would require a full archaeological assessment with a cost estimate of \$50,000. The full restoration plan will be circulated and work will begin in 2024 and will engage the school.
- 8.4 **Magic Lake Dock:** Zoning has been approved. MLPOS volunteers with experience building docks at Thieves Bay have offered to assist with design. The Commission discussed accessibility for people with mobility issues. George pointed out that the project needs a champion / leader from the Commission.
- 8.5 **Trail Inventory and Map Update:** Sandra and Lisa reported on initial work they've done for updating the parks inventory and maps. Lisa volunteered to continue mapping and inventorying trails, and Sandra and Lisa will bring an update to the January meeting.

9. REPORTS

- 9.1 **CRD Director:** Deferred.
- 9.2 **Chair:** Circulated before the meeting. George highlighted that the Master Plan has not been fully updated since 2008. The annual five-year capital plan is not a "Master Plan". George and Sandra will talk about how an update might be done, noting it could be a lot of work.
- 9.3 **Treasurer:** No financial report this month as the October reporting cycle with CRD did not capture October expenses. George reported that the amount to be transferred to the Capital Reserve at year end would likely be higher than forecast.
- 9.4 **Communications:** Commissioners Baile and O'Brien will write an update on Shingle Bay and other newsy bits for the January issue and George or Rob will write for the February issue.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

Dec 4, 2023 3:00 pm

Zoom/Pender Community Hall

- 9.5 **WSÁNEĆ Meeting:** A meeting organized jointly by CRD and Wsanec Leadership was held in late November at Poet's Cove to discuss the relationship between Parks, CRD and First Nations. Commissioners shared their observations from the meeting.

10. NEW BUSINESS

- 10.1 **Park Use Application Craddock Beach:** The Commission reviewed an Application for a small wedding on Craddock Beach in summer 2024.

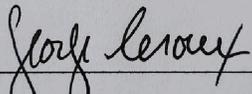
MOTION to approve the Park Use Application by Miesha Kowak for a wedding at Craddock Beach on July 13, 2024. M-Commissioner Tretick, S-Commissioner Brent. **CARRIED.**

- 10.2 **Meeting schedule 2024:** Commission agreed to meet on January 29, forgo a February meeting and begin a regular first Monday/month at 3 p.m. schedule for the remainder of the year.

11. **MOTION TO ADJOURN** The meeting adjourned at 4:50 p.m.

NEXT MEETING JANUARY 29, 2024 at 3 p.m.

Approved at the 29 Jan 2024 PIPRC Meeting:



George Leroux

PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION

Notice of Meeting on **Thursday September 28, 2023 @ 1:00 pm**

Port Renfrew Fire Department

Hybrid Meeting – In person and MS Teams

MINUTES

1. Opening remarks (territorial acknowledgement) Dan Quigley
2. Approval of Agenda – Motion K Neish Second A Wickheim
3. Additions to the Agenda - None
4. Approval of Minutes – June 12, 2023 AGM Motion K Neish Second R McIntyre
5. New Business
 - i. **Remarks from the Chair** – Chair Quigley addressed the Commission and subsequently resigned as chair. Juan de Fuca Director Al Wickheim was nominated for the role of interim chair.

Confirmation of Chair Motion W Forsberg and Second R McIntyre. Unanimous
 - ii. **Commission Terms (appointments)** – Appointments and terms were reviewed. D Quigley and D Kuzman resigned their positions creating two vacancies. R McIntyre confirmed wishes to renew his term for 2 years effective January 1, 2024. A public notice will be issued requesting nominations for the two vacancies.

No motion or vote required.
 - iii. **Fire Chief's Report** – verbal – Chief Toulmin provided a verbal update. The department has 17 members and has attended 30 incidents to date in 2024 with 22 of those being medical in nature.

Acceptance Motion R McIntyre and Second K Neish.
 - iv. **Fire Department Goals and Objectives – Strategic Planning** – The commission discussed the 2024-2028 strategic goals and objectives for the fire department.

Acceptance of document motion K Neish and Second R McIntyre Unanimous approval.



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- v. **Draft Paid Call Policy** the Commission discussed the draft paid call policy to convert the current honorarium system to a points system.

No motion or vote required as this item will be on the 2023 AGM agenda

- vi. **Draft Operating Budget** an increase of \$35,000 in the 2024 operating budget was discussed. The operating budget will be fully deliberated at the 2023 AGM.

Motion K Neish and Second R McIntyre Unanimous to spend \$3500 in 2023 on hose testing.

- vii. **Draft Capital Budget** The Commission discussed the 2024-2028 Capital Plan and identified the need for updated equipment replacement costs. The capital budget will be fully deliberated at the 2023 AGM.

- viii. **First Responder Program – medical oversight discussion** Staff were directed to report back at the 2023 AGM with a fulsome report on the First Responder medical program.

- ix. **Facility Use – Firehall – Exercise Equipment discussion.** Staff were directed to report back at the 2023 AGM with a fulsome report on the use of the fire hall facility.

6. Adjournment Motion A Wickheim and Second R McIntyre

Next meeting AGM to be announced.



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Minutes of Saturna Island Parks and Recreation Commission
Monday, December 11, 2023, 4:30 PM. Saturna Library, Saturna Island, BC

Present: Commissioners: David Osborne (Chair), Robyn Quaintance (Vice Chair), Rosemary Henry, Sienna Casper (Treasurer) Keith Preston, Paul Brent

Staff: Denise Kuzyk, Administrator

Regrets: Kyra Haworth, Larry Field

Guests: Heather Michaud, Lisa Mitchell, new commissioners for 2024

The meeting was called to order at 4.45pm.

1. Territorial Acknowledgement, Quorum and Welcome - Commissioner Osborne provided the Territorial Acknowledgement, noted Quorum as achieved and welcomed the Commissioners.
2. Approval of Agenda: Adopted by consent as circulated.
3. The minutes of October 12, 2023 were approved by consent as circulated.
4. Treasurer's Report: Commissioner Casper presented with a brief summary of the budget progress, current financial position, increases, and restrictions. Discussion of the budget occurred. Commissioners Brent, Casper, and the administrator to continue to work with the CRD accounting to complete the process.
5. Chair's Report: Chair's written report was circulated in advance by email and referred to in the meeting.
 - 5.1 Administrator reported that we will have an estimated recreation budget surplus to roll over into the 2024 recreation budget. We have approx. \$2000.00 left in the 2023 parks budget and expenses still to come in December.
6. No funding requests.
 - 7.1 Moved by Commissioner Casper, seconded by Commissioner Henry that the meeting date and time for 2024 be moved to the 2nd Monday of each month at 4:30 PM and those meetings to take place usually at the Saturna Library. After discussion, carried.
 - 7.2 The administrator indicated that she is willing to continue in the position until a replacement is found.
- 8.1 Discussion and timing of recreation funding deadlines for 2024. There was discussion by the Commissioners regarding changing the application deadline from April 30 to January 31 and the review and approval deadline from May 31 to February 28. The change of dates was approved by consent. ACTION: Commissioner Osborne will advise by email all prior applicants, post the deadlines online and have the guidelines and application forms available.
- 8.2 Commissioners Henry, Quaintance and Preston shared their impressions of a day on Pender Island hosted by the Wsanec Leadership Council to build relations with them and discuss issues about parks.
- 8.3 Approval was given by consent to a wedding to take place at Thomson Parks August 17, 2024. The Chair to notify the applicant of relevant conditions.
- 8.4 Approval given by consent to move signage on Boot Cove Road at the request of the property owner. Commissioner Henry and Brent to make arrangements for it to be done.

9. Meeting adjourned at 6:45 pm. Next Meeting Monday, January 8, 2024, at the Saturna Library.

David Osborne

Chair

Denise Kuzyk

Committee Clerk

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting January 28th, 2023
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, H. Williams, R. Gardiner, J. Powell, M. Taylor, S. Rafferty
Ex officio:
Absent: Fire Chief L. Hill
Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, H. Williams Carried
2. Approval of Minutes	Motion: To approve November minutes. R. Gardiner, M. Taylor, Carried
3. Correspondence	
4. Treasurer's Report	Moneys were transferred over to the ERF and the Capital Reserve fund apporoximatley36K. We came up short at year end by approximately \$3500, not sure why at this point, moneys taken out of ERF to compensate. New treasurer getting acquainted with the position, will have a better assessment moving forward. Taylor, R. H. Gardiner Carried
5. Fire Chief's Report	For the month of December '22. Two medical and two MVI callouts; For the month of January '23 there were three medical and one fire callout. Two firefighters left the hall and two more have joined. Our crew number is currently fourteen. All went well with the repairs for Battalion although we now have a wiring issue to be addressed. That should be covered by insurance... I have a meeting coming up with the CRD and planning committee for the Rezoning for the campground on West Coast Rd. There is also going to be a Fire Services Review committee coming out in March or April to review governance. Motion: J. Powell, M. Taylor Carried
7. Old Business	
8. New Business	
9. Next Meeting	February 27th, 2023
10. Adjournment	2030 Hrs. Motion to adjourned to 01.29.2023 M. Taylor, J. Powell Carried

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting Feb 27th, 2023
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, H. Williams, R. Gardiner, J. Powell, M. Taylor, S. Rafferty. A. Wickham
Ex officio:
Absent: Fire Chief L. Hill
Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, H. Williams Carried
2. Approval of Minutes	Motion: To approve November minutes. R. Gardiner, M. Taylor, Carried
3. Correspondence	
4. Treasurer's Report	R&E for March will have the preliminary budget for 2023. 2022 budget was over by \$3700. Moneys were taken out of Capital Reserve, which resulted in \$21K going over to CRF. Next years budget will be increase by \$30K to \$193,000. Motion: S. Rafferty, M. Taylor Carried
5. Fire Chief's Report	Motion: Last month crew responded to one MVI, 3 medical and one chimney fire. Crewmember Wilf Salter passed away over the last month after serving on the Fire Dept. for approximately 10 years, Russ is currently working on a memorial. Three crewmembers are planning on attending spring training in Oliver BC this spring. Recent grant application resulted in \$30 for turnout gear. (10 helmets, nine sets of pants) There are currently 15 members on the fire crew. Motion: M. Taylor, H. Williams Carried
7. Old Business	Discussion with Director Wickham re: disaster preparedness. Director Wickham agreed to look into moving discussions forward with CRD on enhancing disaster planning conversations for Shirley
8. New Business	CRD has indicated an interest in building a satellite station for Jordan River adjacent to Sandcut beach. Discussion held regarding the impact of this potential expansion on Shirley Fire Dept.
9. Next Meeting	March 28th, 2023
10. Adjournment	2030 Hrs. Motion to adjourned to 01.29.2023 M. Taylor, S. Rafferty Carried

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting March 28th, 2023
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2050

Present: Chair B. Einarson, H. Williams, R. Gardiner, J. Powell, M. Taylor, S. Rafferty.

Ex officio:

Absent: Fire Chief L. Hill

Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, H. Williams Carried
2. Approval of Minutes	Motion: To approve November minutes. R. Gardner, M. Taylor, Carried
3. Correspondence	
4. Treasurer's Report	Line by line presentation of R&E report. Equipment replacement fund transfers \$3100/month for an total of \$37,200 annually. 60K remaining on our operating budget and 65K on our admin (90%) \$5700 in expenses for the month of Feb and \$12,500 year to date. Motion: R. Gardener, M. Taylor Carried
5. Fire Chief's Report	Motion: 19 crewmembers. One callout for the month of March. Motion: M. Taylor, H. Williams Carried
7. Old Business	CRD has indicated an interest in building a satellite station for Jordan River adjacent to Sandcut beach. Discussion held regarding the impact of this potential expansion on Shirley Fire Dept.
8. New Business	The Shirley Fire Society will be receiving a large sum of money from the estate of a long time Shirley resident. The actual amount is unknown at this time but moving forward the Society will be having discussions with community and Fire department as to how to best use this donation.
9. Next Meeting	April 24th, 2023
10. Adjournment	2050 Hrs. Motion to adjourn to April 24th, 2023 M. Taylor, S. Rafferty Carried

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting April 24th, 2023
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, H. Williams, R. Gardiner, J. Powell, M. Taylor, A. Wickheim
Ex officio: Fire Chief L. Hill
Absent:
Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, J. Powell Carried
2. Approval of Minutes	Motion: To approve March draft minutes. J. Powell, M. Taylor, Carried
3. Correspondence	
4. Treasurer's Report	Detailed summary of monthly R&E. Review of March statements shows Fire expenditures \$6,092 (82% Budget Remaining), Admin. Expenses at \$2,331 (93% Remaining) and Equip. Replacement Fund at 75% remaining. Total March expenses at 11,591. Review of Line Item Detail brought forward questions on a few items and their allocation. Discussion took place regarding clarifying expenses and by category, should there be any question. Suggestion made to review all over the \$250 level for appropriate detail and allocation. Motion: R. Gardiner, M. Taylor Carried
5. Fire Chief's Report	One MVI call. Chief and Chair met with fire consultants conducting a governance review on behalf of the CRD. Four more crew just completed their FR training. Jarvis is holding a weekend training on incident command for 1st responders attending a scene. Motion: J. Powell, M. Taylor Carried
7. Old Business	Conversation re: Fire consultants and expansion of Shirley FD to include a satellite hall at Sandcut Beach. Jonathan Reimer (CRD) to attend next meeting to discuss what this proposal could look like and what our "options" are moving forward. Pros/cons to this proposal outlined by directors with the general consensus that more information would be needed to address the concerns before such a plan could be implemented.
8. New Business	
9. Next Meeting	May 30th, 2023
10. Adjournment	2030 Hrs. Motion to adjourn: H. Williams, M. Taylor Carried

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting May30th, 2023
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, R. Gardiner, J. Powell, M. Taylor, S. Rafferty, A. Wickham
Ex officio:
Absent: H. Williams, A. Wickham
Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, R. Gardiner Carried
2. Approval of Minutes	Motion: To approve November minutes. R. Gardiner, M. Taylor, Carried
3. Correspondence	
4. Treasurer's Report	<p>A review of the April Financial Statements shows only a few expenses processed for the month. These are: CRD Vehicles - Fleet ICBC Renewal - Annual premium \$1,354.00 Gas & Lubricants - Battalion truck - \$532.39 Allocation - Corporate Overhead - Std. Monthly charge \$365.17 Allocation to Equipment Replacement Fund - Std. Monthly charge \$3,166.67 Total expenses for April: \$5,418.23 Shirley Fire Operation and Shirley Fire Admin expenses at 79% + 92% Budget Remaining. Note: No Wages expense in April or for May, as Ben has been away. Levi has now stepped in to take over these duties in the interim. Treasurer met with Chief Hill last week to review statements YTD and to discuss clarifying several Line Items. Jonathon Reimer contacted to discuss Hydro costs on water tanks, specifically as new Subdivisions are developed in the area, should SVFD be responsible for these costs?</p> <p>Motion: S. Rafferty, M. Taylor Carried</p>
5. Fire Chief's Report	<p>1) Motion: 17 Crew, two medical in Jordan River last month and one in Shirley. Two mvi's and one medical in JR, 2mvi in Shirley and bush type fir for this month. Turnout boots for 577, life fire in the fall that will cost 650/person in Otter Point. The compressors 1700 hr servicing/maintenance. Gutters replaced 1500. CRD charges 5/cheque written for honorariums. pager on 7 yr lease</p>

2000 annually for 12 pagers. We will be needing 5 more pagers. Rogers is too sketchy, will stick with pagers for now.

Motion: M. Taylor, S Rafferty **Carried**

7. Old Business

8. New Business

Grant money for new satellite hall. email thread and commission members input attached. Possible New Satellite Fire Hall.
Email thread:

Brian E <westcoasticalander@gmail.com>

to me, Leah, James, Sean, Malcolm, Howard, Rob

Hi folks,

I received an email from Chris Vrabel (Fire Services coordinator) over at the CRD this morning. He reached out to have a conversation with me re: a grant opportunity that had just serviced. I called him and had a chat about the money that was available, and what the CRD was hoping to partner with us and JR on. According to Chris there is provincial emergency protection money available for communities to upgrade existing fire protection/emergency services infrastructure etc.. Chris brought up the possibility of a satellite hall at the western end of Shirley adjacent to Sandcut beach, that would supply services to Jordan River. I indicated to Chris that Jonathan Reimer had agreed to attend our next meeting to discuss this very issue, however, there are timelines surrounding the request for proposals for this money, namely mid June sometime..... Chris emphasised they were just "brainstorming" but he floated the idea of a grant application that would cover 75% of the cost for the bricks and mortar and the land is already CRD owned, so that would be free. The residents of JR would get into some kind of arrangement to cover the costs incurred by expanding our services westward. This was a 15 minute conversation over the phone, so I am just summarizing here, but I told Chris about the Fire Commission's position on expanding west, namely the ask/commitment should come from the folks in JR before we move forward and there should be appropriate community consultation as well as a some form of independant feasibility study. The long and short is that he was going to reach out to Al Wickham and see if Al is prepared to

speaking on behalf of the JR residents on this issue. If he is, then I agreed to have a short meeting to ascertain whether or not we should move forward on the conversation. If we get past that meeting I think we should attempt to meet prior to our usual monthly meeting to discuss following up on this grant or not as we don't have much time. My own thoughts on first blush is that we are not at a place to do this for a number of reasons, ie. is this the best location, impact on our taxes, impact on our service delivery, appropriate amount of time to have the community consultation to name a few. If we were "shovel ready" then I think it would be a slam dunk, but we are a long way away from shovels at this juncture. I'm anticipating hearing from Chris tomorrow if he is able to connect with AI, so I will keep you posted on any conversations and we'll go from there.

Cheers,
Brian



Malcolm Taylor <malcolmtaylor@shaw.ca>

to me, Leah, James, Sean, Howard, Rob

Hi Everyone,

I don't think this is something that can be rushed through, and still be decided democratically by the communities involved. The attachment has a few thoughts that may be useful.

One attachment • Scanned by Gmail



Rob Gardner <gard1923@gmail.com>

to me, Leah, James, Sean, Malcolm, Howard

My first thoughts

Info question

What are the tax paying populations of Shirley versus Jordan River?

Con

A lot of people don't want any action that would increase our taxes and I think there should be some cost recovery if we ever combine departments.

Pro

If a satellite station helps Jordan River with fire coverage and insurance costs I think we should move forward if it doesn't require a lot more firefighters, management time and costs or tax increases for Shirley.

Info

There has to be an agreement from Jordan River to pay all upfront and ongoing costs if they want this proposal.

Pro

It may increase our volunteer numbers if we can service JR.

Con

We may not be able to attract more volunteers.

Sent from my iPad

> On May 11, 2023, at 10:14 PM, Brian E <westcoasticelander@gmail.com> wrote:

>

>



Leah Hill <rayne332@gmail.com>

to Malcolm, me, James, Sean, Howard, Rob

I also agree that we need more time to investigate this.

I would also like to know why they shelved it until later and also to know how long this grant money is good until.

And I appreciate moving the meeting to Tuesday (if that works for everyone.).

Leah

M. Taylors notes:

I've put down a few thoughts that might help when thinking about the possible new Hall. The list isn't exhaustive, I'm sure I've missed some things.

From the perspective of Shirley

Pros:

- An increased tax base to fund the department
- An incentive for volunteers to join from Jordan River
- Shirley currently attends many calls out of district there anyway.

Cons:

- An obligation to maintain higher number of volunteers
- A larger area to serve
- The need for additional equipment, and possibly a new truck
- The new service for Jordan River is being subsidized by equipment and vehicles which were paid for by Shirley residents

From the perspective of Jordan River

Pros:

- A reduction in insurance rates
- An incentive to volunteer
- Overcomes what may be close to insurmountable hurdles to forming a new department.

It is hard to imagine a small community could find the resources - a Hall, vehicles, equipment and training - necessary to start a full fledged fire department.

It is also hard to see how an incremental approach would work. Why would the residents fund a small department if it was a) not able to efficiently fight fires, and b) did not lower their insurance rates?

Cons:

- Would make starting up an independent fire department in Jordan River in the future more complicated
- The satellite station would have to be located in a less than ideal location.

From the perspective of the larger community

Pros:

- Avoids the duplication of resources and expertise in two very small communities

Cons:

- May end up being a redundant satellite station if Jordan River late organizes their own department.
- If this does occur down the road, splitting up the combined resources fairly will be complex.

9. Next Meeting	June 26th
10. Adjournment	2030 Hrs. Motion to adjourn to 06.26.2023 M. Taylor, J. J. Powell Carried

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting June 26th, 2023
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2035

Present: Chair B. Einarson, H. Williams, R. Gardiner, J. Powell, M. Taylor, S. Rafferty
Ex officio: Chief Leah Hill
Absent:
Guests: J. Reimer (CRD)

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, S. Rafferty Carried
2. Approval of Minutes	Motion: To approve November minutes. H. Williams, J. Powell, Carried
3. Correspondence	
4. Treasurer's Report	Line by line report of the past months R&E's, approximately \$5,000 in expenses for the month. 71% of Shirley fire budget remaining, only 11% was spent on admin expenses, so we are looking good at this point. Motion: J. Powell, M Taylor, Carried
5. Fire Chief's Report	For the month of December '22. Two medical and two MVI callouts; For the month of January '23 there were three medical and one fire callout. Two firefighters left the hall and two more have joined. Our crew number is currently fourteen. All went well with the repairs for Battalion although we now have a wiring issue to be addressed. That should be covered by insurance... I have a meeting coming up with the CRD and planning committee for the Rezoning for the campground on West Coast Rd. There is also going to be a Fire Services Review committee coming out in March or April to review governance. Motion: J. Powell, M. Taylor Carried
7. Old Business	
8. New Business	Discussion with Jonathan Reimer (CRD) re: infrastructure maintenance and liability costs over the lifetime of the equipment. There are three areas where the CRD can have an impact on the developer. (Zoning, bylaws and Sub division) He has consulted with the Planning dept there is currently no way of ensuring that developers service/maintain equipment once they have completed their construction. We could possibly have them put up a bond for maintenance. Moving forward we should put together have our "ask" ready as early as possible in the development to ensure those

	costs are taken into consideration.
9. Next Meeting	February 27th, 2023
10. Adjournment	2030 Hrs. Motion to adjourned to 01.29.2023 M. Taylor, J. Powell Carried

**Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting August 22nd, 2023**

Minutes

Approved: (Motion #)

Call to Order: 1930 Adjourned: 2050

Present: Chair B. Einarson, H. Williams, R. Gardner, J. Powell, M. Taylor, S. Rafferty.

Ex officio: Chief L. Hill

Absent: J. Powell

Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, H. Williams, R. Gardner Carried
2. Approval of Minutes	Motion: To approve November minutes. R. Gardner, M. Taylor, Carried
3. Correspondence	Financial Report and Fact Sheet from CRD
4. Treasurer's Report	June expenses 16,500 6200 in operating supplies ie. hazmat equipment helmets, spray nozzles, boots etc. \$1400 in wages, \$3200 for insurance, \$3166 to ERF July wages \$400. \$3800 to ERF. The operating expenses are at 45% 55% left. Admin we have 80% remaining for the year. Everything is tracking as it should at this point in the fiscal year. BUDGET planning: CRD provided a budget fact sheet specific to Shirley. Will need to make fine tuning adjustments prior to submitting to CRD. Motion: M. Taylor, R. Gardiner Carried
5. Fire Chief's Report	Motion: Report from past two months. Currently 18 crew members, In 10 calls, 3 fire (1 actual house fire off of Invermere Rd). 2 fire investigation callouts. 1 smoke call. 2 medical, 1 cancelled, 1 rescue at Sandcut beach. Responded to Jordan River for 2 medical calls and 1 trail rescue, August calls; 2 callouts at Tugwell creek area, 1 medical, JR calls; 1 fire on North Main (MVI car on fire) which triggered an out of control forest fire. Fire subdued with the assistance of forestry resources. Hall well needs some servicing as it may have caved in. Will talk with CRD Director re: financial support if necessary. Four grants coming out soon, possibly 2 we could apply on, same as last year where we rec'd 30k. New MLA was here during Shirley Day, had a tour and had a good chat re: communication and passing lanes near Stoked pizza. Discussed parking issues at Muir creek with RCMP Officer at Shirley Day. Motion: M. Taylor, R. Gardner Carried
7. Old Business	
8. New Business	
9. Next Meeting	September, 25th, 2023
10. Adjournment	2050 Hrs. Motion to adjourn to April 24th, 2023 M. Taylor, S. Rafferty Carried

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting 09/23/2023
Minutes
Approved: (Motion #)
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, H. Williams, R. Ramsay, M. Taylor, S. Rafferty, J. Powell
Ex officio: Fire Chief L. Hill
Absent:
Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, R. Gardner Carried
2. Approval of Minutes	Motion To approve August Minutes: H. Williams, S. Rafferty
3. Correspondence	
4. Fire Chiefs report	<p>September callouts: MVI- Motorcycle Muir Creek Hill- 1 patient required rope rescue up the bank, medical aid and a landing zone set up for helicopter. Jordan River- North Main- dirt bike accident, 1 patient. Brian has the correspondence regarding the grant money. Although it isn't ideal it may benefit us in the future. The deadline is fast approaching so I will have to go along with it and submit what I can or we may lose out on it altogether.</p> <p>As for the fire there has been a lot of rain lately and may be able to lift the campfire ban. I am waiting for the Coastal and local fire reports consensus before making a decision.</p> <p>We had two members pass their final FR exams this week. I am running another class for 6 people in October and have two members who's licences have lapsed but should be able to get them up to speed soon and they can also retake the exam and reinstate heir licence.</p> <p>Three crewmembers have taken their Live Fire course and loved it. One crewmember doesn't want to have their turnout gear washed so they don't lose the smell of the smoke... Badge of honour we presume. Our well has been fixed. All other equipment running well. Just regular maintenance and equipment replacement.</p> <p>We will be getting a cell phone for Battalion this week. Having the loaner phone from Rogers was helpful in determining if it would work in our area and if it would prove beneficial. Both have been proven to be true and it will help with communications immensely. The cost of the phone was about \$250 and a monthly fee if approx. \$50.00. I can update you on the exact amount next month.</p> <p>Chair to reach out to Al re: grant for well services/pump</p> <p>Motion: S. Rafferty H. Williams Carried</p>
5. Treasurers Report	<p>2024 budget review: 3166 to equipment replacement fund; \$6400 in total expenses for the month. 60% remaining of budget with 4 months remaining so we're looking good financially. 78K left out a total of 130K. Only \$6500 used for wages and benefit out of 40K for the year. 25K went to CRF. Treasurer went through budget identifying moneys in line items that could be shift around to better reflect actual expenditures in the '24 budget. ie propane will be moved over to fuel as we are not using as much propane since we switched to a heat pump. Projected budget increase 3.5% for '24.</p>

	Motion: J. Powell, S.Rafferty Carried
7. Old Business	
8. New Business	
9. Next Meeting	October 23rd, 2023
10. Adjournment	2005 Hrs Motion to adjourned to 09.23.2023 H. Williams, M. Taylor Carried

**Shirley Fire Protection & Emergency Response Commission
 Monthly General Meeting October 23, 2023
 Minutes**

**Approved: (Motion #)
 Call to Order: 1930 Adjourned: 2130**

Present: Chair B. Einarson, R. Gardiner, J. Powell, M. Taylor, S. Rafferty, A. Wickham, H. Williams

Ex officio: Chief Leah Hill

Absent:

Guests: G. McDannold

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, R. Gardiner Carried
2. Approval of Minutes	Motion: No Previous Minutes
3. Correspondence	
4. Treasurer's Report	<p>September R&E report was reviewed with the following Comments:</p> <p>Actual Expenses for the month totaled \$16,860 with specific Line item detail discussed:</p> <ul style="list-style-type: none"> - Purchased Maintenance - Equipment \$1,806.71 - Vehicles - Maintenance \$1,245.00 - Supplies – Operating \$1,809.57 - Wages & Benefits \$2,936.51 - Insurance General \$4,447.00 <p>YTD balance / Budget remaining of \$74,716.78</p> <p>2024 Budget:</p> <p>Reviewed Shirley Fire Operating Budget template with increases per CRD guidelines, provided.</p> <p>Commission Adjustments column reviewed with changes and input from Chief and Commissioners.</p> <p>No changes in CRD Capital Plan required.</p>

	<p>2024 SVFD Budget with Adjustments to be submitted to CRD by Oct. 31, 2023</p> <p>Motion: to submit 3.5% increase with minor commission adjustments for 2024 fiscal budget. M. Taylor, J. Powell Carried</p> <p>Motion: to accept Treasurer's report: S. Rafferty, M. Taylor Carried</p>
5. Fire Chief's Report	<p>Twenty current serving crewmembers. One medical and 2 burning complaints in the Shirley district. In Jordan River Shirley fire crew responded to two MVI's, and two medical calls. Battalion truck computer module needs servicing. The new turnout gear arrived. Latest Grant submitted for nine more sets. Two new Artificial Defibrillators need replacing which will cost approximately \$5,000.</p> <p>Motion: to accept Fire Chief's report: J. Powell, H. Williams Carried</p>
7. Old Business	<p>Results of CRD Governance review: Presentation made to Board by Guy McDannold in relation to the history and relationship between the CRD and the local fire commissions. Mr. McDannold's experience as a senior litigator as well as Shirley Volunteer fire fighter, provided insight as to the changing relationship between the CRD and local communities as they grow in size. A lengthy conversation followed regarding the governance review, its intent and potential impacts on service delivery and the role of the Fire Commission moving forward. Shirley Fire Commission Chair to reach out to CRD staff to arrange preliminary conversations around the report and next steps.</p>
8. New Business	
9. Next Meeting	November 27th, 2023
10. Adjournment	2130 Hrs. Motion to adjourn M. Taylor J. Powell Carried