



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, April 10, 2024

11:05 AM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [24-315](#) Minutes of the March 13, 2024 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of March 13, 2024 be adopted as circulated.

Attachments: [Minutes - March 13, 2024](#)

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. [24-335](#) Union of British Columbia Municipalities Grant for Disaster Risk Reduction - Climate Adaptation 2024 - 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 2024 Disaster Risk Reduction - Climate Adaptation grant and direct staff to provide overall grant management.
(NWA)
- Attachments:** [Staff Report: UBCM Grant-Disaster Risk Reduct'n-Climate Adapt'n 2024](#)
 [Appendix A: CEPF Disaster Risk Reduct'n-Climate Adapt'n Grant 2024](#)
- 6.2. [24-297](#) 2023 Electoral Areas Grants-In-Aid Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: 2023 Grants-In-Aid Annual Report](#)
 [Appendix A: 2023 Electoral Areas GIA Awarded](#)
 [Appendix B: 2023 Electoral Areas Safe Restart GIA Awarded](#)
- 6.3. [24-296](#) 2023 Community Works Fund Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: 2023 CWF Annual Report](#)
 [Appendix A: CWF Funding Project Balance by EAs](#)
 [Appendix B: 2023 CWF Grants Awarded](#)
 [Appendix C: 2023 CWF Detailed Breakdown by EA](#)
- 6.4. [24-346](#) Community Works Fund - Disbursement Process
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the disbursement process for the Community Works Fund, as described in this report, be implemented for future third party projects.
(NWA)
- Attachments:** [Staff Report: CWF Disbursement Process](#)
 [Appendix A: Disbursement Process Chart & Project Examples](#)
- 6.5. [24-343](#) Household Hazardous Waste Pickup in Electoral Areas - Follow-up
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: HHW Pickup in Electoral Areas - Follow-up](#)
 [Appendix A: Previous HHW Pickup in Electoral Areas Staff Reports](#)

6.6. [24-370](#) Port Renfrew Refuse Disposal - Local Service: 2024 Initiatives Update

Recommendation: The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:
That staff be directed to:

1. Continue implementing site upgrades with funding from the Growing Communities Fund.
2. Work with the business sector on alternative solutions for commercial packaging and printed products.
3. Continue to transition the depot from caretaker managed, to a site operator model for late 2024; and
4. Continue discussions for long-term waste management in Port Renfrew with the Pacheedaht First Nation and the broader community.
(NWA)

Attachments: [Staff Report: Port Renfrew Refuse Disposal – Local Service: 2024 Initiatives Up](#)
[Appendix A: Issues and Opportunities Summary](#)

6.7. [24-345](#) Board Chair Voting Rights on Standing Committees

Recommendation: [At the April 3, 2024 Governance Committee meeting, the following report was referred to the Electoral Areas Committee for information:]
There is no recommendation. This report is for information only.

Attachments: [Staff Report: Board Chair Voting Rights on Standing Committees](#)

6.8. [24-333](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) Galiano Island Parks and Recreation Commission minutes of January 4, 2024
- b) Mayne Island Parks and Recreation Commission minutes of February 8, 2024
- c) Pender Island Parks and Recreation Commission minutes of January 29, 2024
- d) Saturna Island Parks and Recreation Commission minutes of January 8, 2024
- e) Saturna Island Parks and Recreation Commission minutes of February 12, 2024
- f) Willis Point Fire Protection and Recreation Facilities Commission minutes of February 27, 2024

Attachments: [Minutes: Galiano Island Parks & Rec Commiss - Jan 4, 2024](#)
[Minutes: Mayne Island Parks & Rec Commiss - Feb 8, 2024](#)
[Minutes: Pender Island Parks & Rec Commiss - Jan 29, 2024](#)
[Minutes: Saturna Island Parks & Rec Commiss - Jan 8, 2024](#)
[Minutes: Saturna Island Parks & Rec Commiss - Feb 12, 2024](#)
[Minutes: Willis Pt Fire Protect'n & Rec Facs Commiss - Feb 27, 2024](#)

7. Notice(s) of Motion**8. New Business****9. Motion to Close the Meeting**

9.1. [24-341](#) Motion to Close the Meeting

Recommendation: That the meeting be closed for Litigation Update in accordance with Section 90(1)(g) of the Community Charter. [1 Item]

10. Adjournment

The next meeting is May 8, 2024.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, March 13, 2024

10:00 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. Morley, General Manager, Corporate Services; S. Carey, Senior Manager, Legal & Risk Management; D. Elliott, Senior Manager, Regional Housing; S. Henderson, Senior Manager, Real Estate; R. Lachance, Senior Manager, Financial Services/Deputy CFO; C. Anderson, Manager, Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Local Services & Corporate Grants, Financial Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Guest(s): Directors M. Little, K. Williams (10:30 am) (EP)

The meeting was called to order at 10:01 am.

1. Territorial Acknowledgement

Chair Brent provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Plant, **SECONDED** by Director Wickheim,
That the agenda for the March 13, 2024 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [24-256](#) Minutes of the February 14, 2024 Electoral Areas Committee Meeting

MOVED by Director Holman, **SECONDED** by Director Plant,
That the minutes of the Electoral Areas Committee meeting of February 14, 2024 be adopted as circulated.
CARRIED

4. Chair's Remarks

There was no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [24-183](#) 2024 Electoral Area Budget Review

N. Chan spoke to Item 6.1.

Discussion ensued regarding:

- capital reserve fund levels
- an increase to future budgets resulting from fewer volunteer emergency staff members

**MOVED by Director Plant, SECONDED by Director Holman,
That Director Little be permitted to participate (without vote) in the March 13,
2024 session of the Electoral Areas Committee.
CARRIED**

**MOVED by Director Brent, SECONDED by Director Holman,
That staff be directed to advance the 2024 to 2028 Capital Regional District
Five-Year Financial Plan Bylaw for Board approval, inclusive of the Electoral
Area Service Budgets as presented.
CARRIED**

6.2. [24-238](#) Union of British Columbia Municipalities Grant for Emergency Operations Centres Equipment and Training 2024 - Motion of Support

K. Lorette spoke to Item 6.2.

Discussion ensued regarding any potential impact to budget should other stakeholders opt out of CREST.

**MOVED by Director Holman, SECONDED by Director Brent,
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 Operations Centres Equipment and Training Grant 2024 and direct
staff to provide overall grant management.
CARRIED**

**MOVED by Director Brent, SECONDED by Director Holman,
That Director Williams be permitted to participate (without vote) in the March 13,
2024 session of the Electoral Areas Committee.
CARRIED**

6.3. [24-128](#) Future Housing Priorities and Partnerships Framework

K. Lorette presented Item 6.3. for information.

Director K. Williams joined the meeting electronically at 10:30 am.

Discussion ensued regarding:

- funds allocated to explore a pilot program
- the potential of future funding for urban containment service enhancement

6.4. [24-213](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Mayne Island Parks and Recreation Commission minutes of January 11, 2024
- b) Southern Gulf Islands Library Commission minutes of November 1, 2023
- c) Willis Point Fire Protection and Recreation Facilities Commission minutes of January 23, 2024
- d) Willis Point Fire Protection and Recreation Facilities Commission minutes of February 6, 2024

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Motion to Close the Meeting**9.1.** [24-262](#) Motion to Close the Meeting

MOVED by Director Plant, **SECONDED** by Director Brent,
That the meeting be closed for Legal Advice in accordance with Section 90(1)(i)
of the Community Charter.
CARRIED

The Electoral Areas Committee went into Closed Session at 10:47 am.

The Electoral Areas Committee rose from Closed Session at 11:11 am without report.

10. Adjournment

MOVED by Director Plant, **SECONDED** by Director Wickheim,
That the March 13, 2024 Electoral Areas Committee meeting be adjourned at
11:11 am.
CARRIED

CHAIR

RECORDER



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 10, 2024

SUBJECT **Union of British Columbia Municipalities Grant for Disaster Risk Reduction
- Climate Adaptation 2024 - Motion of Support**

ISSUE SUMMARY

The Capital Regional District (CRD) Protective Services Division wishes to apply under two categories of the Community Emergency Preparedness Fund (CEPF), 2024 Disaster Risk Reduction – Climate Adaptation (DRR-CA) grant funded by the Union of British Columbia Municipalities (UBCM). UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

CRD Protective Services Division regularly applies for UBCM CEPF grants as they become available. Successful applications allow Protective Services to undertake enhanced emergency management preparation and elevate our collective awareness of the risks facing the region.

With the new *Emergency and Disaster Management Act (EDMA)* in force as of December 2023, local authorities have an additional responsibility to not only prepare and maintain a risk assessment, emergency plan, and business continuity plans, these documents must also be submitted to the Ministry of Emergency Management and Climate Readiness (EMCR) for review.

As prescribed in the new *EDMA*, these new risk assessments must take into account “changes in the local climate or extreme weather events that can reasonably be expected to result from a changing global climate”. Considering the above legislation, the Protective Services team intends to collaborate with the CRD’s Climate Action team to determine project scope and consult the current research literature to conduct this risk assessment.

The total grant funding requested by the CRD in the two categories is \$180,000. The Protective Services team is looking to apply under the *Category 1: Foundation Activities* stream of this grant for \$150,000 in funding to perform a consolidated climate risk assessment and vulnerability study for the area within the CRD. These climate risk assessments are critical to meet the newly legislated requirements for updating the regional emergency plans and identifying opportunities for future mitigation and resiliency initiatives to minimize the potential impacts of climate driven emergencies.

Under this same grant the Protectives Services team, in conjunction with CRD Corporate Communications, wishes to apply for funding under *Category 2: Non-Structural Projects*. Corporate Communications is proposing to install permanent signage advising residents in vulnerable areas, such as the Juan de Fuca, Southern Gulf Islands, and Salt Spring Island, of current water restriction levels (similar to roadside Fire Danger Rating signage) and is seeking \$30,000 for the construction and installation of the initiative.

The Protective Services team is endeavoring to leverage the \$150,000 portion available through this grant to generate an updated consolidated risk assessment. From this re-established risk awareness foundation, Protective Services intends to build out updated emergency plans relevant for the entire region. Moreover, the information contained in a re-tooled risk assessment

would be available for all the departments of the CRD, including critical infrastructure departments which are identified in the *EDMA* legislation, to use to validate or enhance their emergency and business continuity plans as required.

While the final format requirements of the risk assessments, emergency plans, and business continuity plans has yet to be determined by EMCR, risk assessments must be based on studies and surveys, Indigenous knowledge, consultation and coordination with local authorities, and consultation and cooperation with Indigenous peoples. Moreover, and specifically relevant for this grant application, *EDMA* governed risk assessments must be based on “*changes in the local climate or extreme weather events that can reasonably be expected to result from a changing global climate*” (*EDMA*; Part 4: Division 3 – Plans, Programs and Other Measures; Risk assessments: Section 51(4)(c)). With this requirement in mind, a consolidated risk assessment that considers climate change is within scope of eligibility for this grant. This effort will also consolidate any climate resiliency and planning tools and relevant reports into a single library to inform the risk assessment and share with key stakeholders to assist in their collective climate planning activities.

As well as the obvious benefits to the CRD of a successful grant application and subsequent risk assessment and signage projects, we believe the information gathered would be of value for our Indigenous and local authority partners as it would enhance our collective understanding of current and future climate related risks facing the area and would help facilitate and inform a coordinated planning effort across the region.

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 2024 Disaster Risk Reduction – Climate Adaptation grant and direct staff to provide overall grant management.

Alternative 2

That staff be directed to not submit a grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Emergency Preparedness for the 2024 Disaster Risk Reduction – Climate Adaptation grant.

IMPLICATIONS

Intergovernmental Implications

This work will increase the CRD’s and our Indigenous and local authority partners’ knowledge, and awareness of changes in the region’s risk profile due to climate-related hazards. This satisfies the provincially mandated *EDMA* requirement to consult, coordinate, and cooperate with the CRD’s partner agencies.

Financial Implications

This CEPF grant request will be for \$180,000 (\$150,000 and \$30,000) and would allow the CRD to install drought signage and pursue risk and hazard knowledge enhancement on an accelerated timeline that would not be possible within the current budget.

Service Delivery Implications

Additional capacity funded through this grant would inform emergency and resiliency plans and enhance the CRD's ability to respond and support the citizens, critical infrastructure, and business units in the CRD during an emergency or disaster.

Alignment with Board & Corporate Priorities

Updated consolidated risk assessments funded by this grant would enhance the CRD's ability to prepare for, mitigate, respond to, and recover from an environmental or climate related disaster. The objectives of these grant funded projects would facilitate the CRD to meet the following Board and corporate priorities:

Board Priorities:

- Climate Action & Environment
3c – Increase resilience, community and adaptation planning to address climate risks and disasters.
- First Nations
4c – Invite, respect, and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan.

Corporate Plan:

- Climate Action
6a-1 – Promote community capacity building on climate action.
6a-2 – Update the climate projections for the capital region to support decision making and to help community partners understand how their work may be affected by our changing climate.
6a-3 – Generate analysis to understand vulnerability and exposure to heat now and in the future.
- Safety & Emergency Management.
9a-1 – Support planning for regional scale emergencies in cooperation with the Regional Emergency Management Program.
- First Nations
15b-2 – Seek out and invite opportunities for Indigenous leadership and knowledge to inform and transform approaches to taking care of land and water, across CRD service delivery areas.
- Local Government
16g-3 – Review and modernize fire and emergency management programs.

Alignment with Existing Plans & Strategies

Capacity generated by this grant is aligned with existing emergency preparedness and strategies for Protective Services and will be critical to meeting legislated planning requirements.

CONCLUSION

The CRD is required and motivated to maintain an effective emergency management program compliant with provincial legislation. The knowledge enhancement of climate risks and vulnerabilities that will be gained through the UBCM CEPF DRR-CA grant will greatly assist the CRD's endeavor to meet those regulatory expectations while improving response and mitigation planning capability for our citizens and partners.

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 2024 Disaster Risk Reduction – Climate Adaptation grant 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:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, Chief Administrative Officer

ATTACHMENT

Appendix A: CEPF Disaster Risk Reduction - Climate Adaptation Grant 2024

Community Emergency Preparedness Fund Disaster Risk Reduction – Climate Adaptation 2023/24 Application Worksheet

Please complete and return the worksheet with all required attachments by **March 28, 2024**. Applicants will be advised of the status of their application within 120 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-10761
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**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information

1. Type of Project. Please identify each component you are applying for:

- Category 1: Foundational activities (risk mapping, risk assessments, planning)
- Category 2: Non-structural activities (non-physical such as land use planning, community education, purchase of eligible equipment)
- Category 3: Small scale structural activities

2. Project Cost and Grant Request.

- a) Total proposed grant request (provide grant request breakdown below): \$180,000.00
 - Category 1: \$150,000.00
 - Category 2: \$30,000.00
 - Category 3: \$0.00
- b) Does the proposed project include repairs and/or relocation of infrastructure that was damaged through an eligible DFA event? If yes, please provide more information.
No

3. Project Area.

- a) Describe the proposed project area(s) (location, size, total number of people benefiting from this project, land use, etc.) for each proposed project included in this application.

Category 1 (Risk Assessment): Consolidated climate risk assessment for the Capital Regional District (CRD) (2,340 km²). Assessment focused on the three electoral areas of Juan de Fuca (5,500 residents), Salt Spring Island (11,600 residents), and the Southern Gulf Islands (6,100 residents) and the area served by CRD critical infrastructure operations supporting the 400,000+ residents of the region. Knowledge gained will be relevant for, and shared with, the 13 local governments within the capital region, as well as the 19 First Nations that maintain a traditional interest in the area. Intent is to incorporate traditional Indigenous knowledge with the additional goal of understanding how climate change could impact First Nations' cultural sites within the region. The data will also inform climate projections and emergency preparedness and business continuity planning for critical infrastructure operators in the region.

Category 2: (Water Conservation Signage) This project aims to bring water consumption awareness and the need for water conservation measures to our most vulnerable water systems in the electoral areas of the CRD, which includes the Southern Gulf Islands and the Juan de Fuca Electoral Area. The signage will have a similar look and feel to wildfire danger rating signage, with a moveable arrow to indicate what stage of water restriction the local water system is currently at. The total population of CRD Electoral Areas is approximately 23,267 residents (as per 2021 census), with significant increases in transient populations in the Spring and Summer due to high rates of tourism, particularly on Salt Spring Island.

Last year was the first year of a new water restrictions bylaw for the CRD Electoral Areas, Bylaw 4492. This new bylaw is distinct from the existing water restriction bylaw for the Regional Water Supply, Bylaw 4099. The need to create this new bylaw was in part driven by climate change, increased drought conditions, increased population growth in the electoral areas and the need to conserve water to ensure that there is enough drinking water to make it through the dry season. For context, many of our small systems cannot make it through the dry season and we are required to truck in drinking water. We had to do this for one of our 12 systems last year. The CRD is not the only water purveyor in the electoral areas, which created unnecessary confusion for communities about what stage of water restrictions were in effect. Last year, the CRD used small sandwich board signs in communities at key and high traffic areas to inform communities what stage of water restrictions were in effect. Feedback from communities was that the sandwich board signs were far too small and barely visible when driving past. The communities have asked for larger permanent signage that would help to clearly articulate the need for water conservation. This message is particularly critical for the high level of tourists who arrive in the Summer months, many of whom are not local and have no understanding of the dire drought conditions electoral areas face in the Summer. All signage is net new except for Pender Island where dated signage will be replaced with the new signage proposed in this project. Installing the same signage for each water system ensures that consistent branding and messaging is in place for all

electoral areas. There will be a total of 13 signs. Signs will be professionally fabricated and measure 2.5 x 2.5 feet and will be mounted to posts. All signs will be installed within the water system area (exact location TBD) or with a Memorandum of Understanding (MOU), signs may be installed outside of the water service area in higher traffic areas such as at or near ferry terminals. See attachment "Water Conservation Signage Info Package (UBCM - DRR-CA Grant 2024)" for a detailed work plan, budget, quotes, design proofs and maps of water service areas.

The QR code on the sign will take people directly to their small water system webpage which provides detailed information about current water restrictions, including watering schedules, tips and tricks for water conservation and bylaw and ticketing information related to Bylaw 4492. The webpages are a one stop shop for residents and tourists to learn about the water system, including where the water supply comes from, how the water is treated and distributed, and how to sign up for emergency communciations, such as boil water advisories.

Map(s) indicating the location of the proposed project must be included with this application along with GPS coordinates.

- b) Does the proposed project(s) build on other recent projects in your region? If yes, please explain. If referencing reports, please include the relevant page number(s).

Category 1: (Risk Assessment) – N/A

Category 2: (Water Conservation Signage) – N/A

- c) Are there previous emergency response costs that the proposed project(s) is designed to mitigate?

None

4. Evidence and Rationale. What is the evidence and rationale for undertaking the proposed project(s)? This may include evidence of how the local natural hazard and/or climate risk is being assessed through threat levels (e.g., as identified in completed risk assessments) and projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance).

For Category 2 or 3 projects, this may also include completed risk maps, assessments or plans, environmental impact analysis, design drawings or details, record of engagement with First Nations, asset management plan (including natural assets where applicable), projected climate risks, and/or letters of support (from provincial ministries, etc.).

Category 1: (Risk Assessment) – Rationale to apply for funding to conduct a consolidated climate risk assessment comes from two sources. In the first, the province's passing of the *Emergency and Disaster Management Act (EDMA)* in December 2023 mandated that local authorities "prepare and maintain" risk assessments that considers "changes in the local climate or extreme weather events that can reasonably be expected to result from a changing global climate". It is the Capital Regional District's goal to comply with this mandate by meeting the spirit and intent of the legislation. The second driver to conduct a consolidated climate risk assessment comes from witnessing record breaking heat and cold events, atmospheric rivers, and unprecedented drought. The amplitude and

frequency of these events is increasing, we would like to understand how these changing events are likely to impact the CRD.

Category 2: (Water Conservation Signage) Rationale for project: As climate change continues, the need to be more judicious with resources also increases. The proposed signage will provide, clear, accurate, and timely information about water restrictions to communities. Seeing a large professionally made water conservation sign in community generally decreases water consumption. More and more smaller island communities have incorporated this type of signage in their community and have seen significant decreases in water consumption. The impact of such community signage was shared by various BC communities (many of whom were Vancouver Island communities) on the Provincial Drought Communication Coordination call last Summer, which the CRD participated in. This call was for all levels of government communication staff across the province to share ideas of how they are getting out the message of water conservation to their communities, what is working and what is not working in terms of altering human behavior in relation to water consumption.

Having CRD specific branded signage in communities will help to differentiate CRD water systems from other water systems and water purveyors in the electoral areas. Many people including tourists and some locals may be unaware of where their water is coming from, but seeing water conservation signage in communities drives home the generic messaging to conserve water regardless of who the water purveyor is. Most other water purveyors in the electoral areas draw from the same water sources as the CRD and most other purveyors do not have signage up in the community. This signage project would likely benefit customers outside of CRD water systems as most people adhere to safety or warning signage posted which would further increase general community awareness of the need to conserve water, regardless of who the water purveyor is.

Copies or extracts of the available evidence is required to be submitted with the application. Please indicate what documentation is being submitted *and provide a specific reference to the sections of documents that should be reviewed.*

Category 2: (Water Conservation Signage) - Refer to attached Water Conservation Info Package. All pages need to be reviewed.

5. Alignment with Intent of DRR-CA funding.

- a) Describe how the proposed project(s) considers climate change in the project methodology and adapts to the impacts of climate change through the final deliverables.

Category 1: (Risk Assessment) The proposed project is directly attributed and related to the CRD's desire to understand how climate change is going to impact the region. A consolidated climate risk assessment will formalize emergency managers' anecdotal observations and identify forthcoming risks that have not presented any forewarning evidence. This assessment will inform critical infrastructure operations planning such as water, wastewater and solid waste for emergency and business continuity requirements under the *EDMA*.

Category 2a: (Water Conservation Signage) The proposed signage is a visual reminder for all community members and visitors of the urgent need to conserve

water during drought season. Our hope is that the signs would have a stronger impact on tourists, who are the group we are trying to target the most for behavioral changes. Tourism to the electoral areas is extremely high in the Summer months which creates a substantial strain on the water systems that are already struggling to keep up with supply for residents during the dry season. Visitors to the electoral areas would likely be unaware of the water needs of these smaller communities and would be more likely to conserve water if they saw prominent signage displayed in key areas of town, particularly at ferry terminals. We want drought awareness and water conservation to be the first message that visitors receive when they arrive in these communities. Prominent, permanent water conservation signage would achieve this goal. Additionally, permanent signage is a reminder to the community to conserve water year round and not just in the dry season. Small behavioral changes to water usage goes a long way to conserving the resources of these vulnerable water systems. The more people conserve water, the better their communities will fare during drought season. Higher adherence to water conservation measures means a lower risk of having to truck in drinking water to communities. As climate change continues to negatively impact the environment, causing longer, hotter and drier temperatures, permanent community signage is a visual reminder to all locals and visitors for the ongoing need to conserve water year round, despite what season it is and what is happening with the weather.

- b) How will the proposed project(s) lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?

Category 1: (Risk Assessment) This initiative's sole intent is to increase the CRD's understanding of the social and environmental impacts of natural hazards and climate-related risks. The consolidated climate risk assessment will incorporate current empirical data, climate change forecasts, and traditional Indigenous knowledge.

Category 2: (Water Conservation Signage) Permanent water conservation signage will help to alter human behavior. Well designed and strategically placed signs are effective communication tools for spreading a message. Water conservation is a continual and ever changing educational awareness need, particularly in the face of climate change and longer, hotter, drier Summers. Permanent community signage will help increase water conservation awareness year round. The more water that is conserved in each community, the less impacts of climate change will be felt within communities during drier months. Water conservation is a community effort that starts with community education and awareness of the need to conserve water and how to conserve water. Each sign will have a unique short URL and QR code related specifically to each water system where additional information on water conservation can be found. Each water system webpage also provides information on the current water restrictions, lawn watering schedules, water bylaws, and emergency communications, all of which will further increase community awareness and understanding of the need for water conservation and emergency preparedness year round.

- c) Will the proposed project(s) identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity)?

Category 1: (Risk Assessment) The risk assessment the CRD is envisioning would very much assess multiple hazards, protecting valuable cultural assets, and improve community safety.

Category 2: (Water Conservation Signage) The proposed project is singular in nature and focuses on the need for water conservation year round. If people access the short URL or QR code on the sign, they will be taken directly to their water systems webpage. The webpage provides a significant amount of information and resources on water conservation. Additionally, the webpage also provides information about where the system's water source comes from and how the water is treated and distributed to users of the system. When people understand where their water comes from and the intricacies involved in providing high quality, potable drinking water they begin to make strong personal connections to how precious the water supply is and what they can do to protect the water system. Knowledge is power, the more educated people are about their water source, the more likely they are to change their behaviors to protect the water source and ensure that there is enough water to survive long dry summers and droughts. The webpage also provides information on how to sign up for CRD's emergency notification system which is an opt in system that informs users of critical life safety information related to emergencies. Users can sign up for alerts through SMS or email. In the case of water, boil water advisory (BWA) notifications are shared through the notification system. Many of the small water systems struggle with water quality issues year round due to high turbidity and algae blooms that are increasing with climate change. Some water systems require BWAs for several months at a time due to poor water quality. A simple water conservation sign which points users to a website they may not have known existed, could provide significant health and wellbeing benefits to an individual if they choose to register for the emergency notification system.

6. Engagement with First Nations and/or Indigenous Organizations. As noted in the Program Guide, engagement with First Nations and/or Indigenous organizations in advance of submission of the application is required. Please identify the specific bands, Treaty First Nations, and/or Indigenous organizations that were engaged in advance of submitting the application as well as the specific traditional territory, reserve or other First Nation's land that may be impacted by the proposed project(s).

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

Category 1: (Risk Assessment) First Nations in the CRD were consulted to participate on the development of the *EDMA* legislation. We have not engaged Nations in the preparation of this application as the CRD believes it must produce an updated climate risk assessment to comply with *EDMA* requirements regardless of First Nations capacity to contribute content and direction. Moreover, the CRD is actively working on how best to utilize the Indigenous Engagement Requirement

funds dispersed by Emergency Management and Climate Readiness (EMCR) for First Nations and local governments to collaborate on matters of emergency management.

Please see our entry in section 6a as a demonstration of how the CRD intends to proceed with First Nation engagement on this risk assessment initiative.

Category 2: (Water Conservation Signage) Bylaw 4492 does not apply to water not provided under a Water System operated by the CRD. Currently, there are no First Nations communities within the CRD Electoral Areas that are serviced by CRD water systems.

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

Category 1: (Risk Assessment)

The CRD Protective Services Division has consulted with the CRD Indigenous Engagement team and have utilized the provincial Profiles of Indigenous (PIP) data base, to assist identifying all the Nations that maintain a traditional interest in the region. The Nations the CRD intends to engage on matters of traditional knowledge and culturally significant sites are as follows:

paaʔčiidʔatx (Pacheedaht First Nation)

Scia'new First Nation

T'Sou-ke Nation

Cowichan Tribes

Halalt First Nation

Lyackson First Nation

Penelakut Tribe

sčəwaθən məsteyəx^w (Tsawwassen)

Semiahmoo First Nation

Snuneymuxw First Nation

Stz'uminus First Nation

Ts'uubaa-asatx (Formerly Lake Cowichan)

Songhees Nation

x^wsepsum (Esquimalt Nation)

BOKÉCEN (Pauquachin First Nation)

MÁLEXEŁ (Malahat First Nation)

SŤÁUTW (Tsawout First Nation)

ŪJOŁEŁP (Tsartlip First Nation)

ŪSIKEM (Tseycum First Nation)

Category 2: (Water Conservation Signage) None - There are no First Nations communities within the CRD Electoral Areas that are serviced by CRD water

systems. The hope is that CRD water conservation signage will encourage water conservation for the entire community including First Nations regardless of who the water purveyor is.

- c) Describe the specific traditional territory, reserve or other First Nation's land that may be impacted by the proposed project(s)

Category 1: (Risk Assessment) Defining the specific traditional territory each of the above Nations maintains a connection which is beyond the scope of this application.

The following Nations have reserve lands within the CRD:

paaʔčiidʔatx (Pacheedaht First Nation)

Scia'new First Nation

T'Sou-ke Nation

Songhees Nation

x^wsepsum (Esquimalt Nation)

BOKÉCEN (Pauquachin First Nation)

SʔÁUTW (Tsawout First Nation)

WJOŁEŁP (Tsartlip First Nation)

WŚIKEM (Tseycum First Nation)

Category 2: (Water Conservation Signage) None - There are no First Nations communities within the CRD Electoral Areas that are serviced by CRD water systems.

- d) Indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training

Category 1: (Risk Assessment) We cannot comment on the Cultural Safety and Cultural Humility training undertaken by elected officials.

CRD staff take in-house Cultural Perspectives training as part of their onboard training material. As well, the personnel from our partner local authorities have similar Cultural Safety and Cultural Humility training as part of their onboard orientation.

Category 2: (Water Conservation Signage) The CRD requires First Nations Cultural Safety and Humility Training for all staff. Staff who have not yet had a chance to take said training can connect with trained staff within the First Nations Relations department for guidance on anything First Nations related.

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.

7. Comprehensive and Cooperative Approach.

- a) Identify any partners (e.g., local governments, equity organizations, agricultural sector, critical infrastructure owners) that will participate in the proposed project and the specific role they will play.

Category 1: (Risk Assessment) The exact scope of local government partner participation is yet to be determined. We anticipate having CRD Emergency Programs personnel manage the risk assessment project with a contractor conducting partner facilitation, information synthesis, and report writing. CRD owned critical infrastructure operations (water, wastewater, solid waste, etc.) will be engaged as part of the process as they will be an end user of the resulting report. Partner local governments and First Nations will be invited to participate in risk brainstorming sessions as a means to crowd-source all the nuance of risks and hazards facing the region.

Category 2: (Water Conservation Signage) Signs will be fabricated and installed by a third party company called Signpad. Installations and community interactions around signage installs will be managed by CRD staff.

- b) Describe how the proposed project will contribute to a comprehensive, cooperative, and regional approach to disaster risk reduction-climate adaptation.

Category 1: (Risk Assessment) This project contributes to a comprehensive, cooperative, and regional approach to disaster risk reduction-climate adaptation primarily in the vastness and variability of the geographic area under consideration. Secondly, while the CRD's mandated emergency management focus is on the three electoral areas of Juan de Fuca, Salt Spring Island, and Southern Gulf Islands, and for our critical infrastructure services, it is our objective to consult with our neighbouring jurisdictions and share the information discovered with this initiative. We would expect the geoclimatic zone to be consistent across the CRD such that climate related information would be transferrable.

Category 2: (Water Conservation Signage) Having professional permanent water conservation signage within communities that are deemed vulnerable due to unstable water systems will significantly improve the availability of water to said water systems. Signage includes a weblink and QR code that link to the local CRD water system webpage which provides a plethora of water conservation information and additional information about the water system. As residents and visitors educate themselves about where their water comes from and how to simply and effectively conserve water, overall water consumption is expected to lower. Lower water consumption during drought season means that there is more water available for life safety issues such as wildfires and maintaining a healthy drinking water supply. Higher rates of water conservation during the Summer months substantially lowers the risk of having to truck in drinking water. Water conservation signs are becoming the norm in smaller communities and communities with vulnerable water supplies, this is particularly true for Vancouver Island communities. Similar water conservation signage to what is being proposed in this grant application already exists in Tofino, Comox Valley Regional District, Parksville, and Campbell River. While none of these communities are part of the CRD, the message is clear, water conservation is

everyone's responsibility, no matter where you travel. Water conservation messaging leads to behavioral changes in water use for many people. Once water conservation behaviors become second nature, people are more likely to employ conservation measures wherever they travel. The more people that reduce their water consumption, the more water will be available during drought months or unexpected climate change incidents that may adversely impact water supplies.

- c) Describe how diverse populations, including equity-denied populations, will be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations).

Category 1: (Risk Assessment) The intent of this consolidated climate risk assessment is anticipated to benefit all residents and visitors to the CRD. A supplemental benefit to the diverse populations, including equity-denied populations of the area would be the realization that forecast, climate change-driven extreme temperatures could exceed the heating and cooling capabilities of residential living areas and identify the need to aggressively pursue local government led warming or cooling solutions. This is pure speculation at this point, but we hope that an updated climate risk assessment will clarify for the CRD that we are either on the right track and have adequately planned for the future or that we are going to be grossly underprepared in our current state of readiness.

Category 2: (Water Conservation Signage) Signage has been thoughtfully designed to be as inclusive as possible. Signage utilizes a universal stop light colour palette of green, amber (yellow), and red to indicate danger ratings and water availability levels. Orange has been added to the stop light colour palette to allow for the three stages of water conservation the CRD has. Green indicates no water restrictions, amber (yellow) indicates moderate restrictions, orange indicates high restrictions, and red indicates extreme water restrictions. If a person is colour blind, they can read the words within each colour that indicate the degree of water restriction in effect. If a person does not speak English they can rely on the colours on the sign or the scale moving from left to right (no restrictions to highest level of restrictions). Numbers are also used on the sign to indicate the severity rating of water restrictions. Numbers are universal and when utilized in a linear scale are generally assumed to mean that the higher the number the worse the situation is. For those with visual impairment, the QR code can be scanned which will link to the water system webpage that can be read with a screen reader or other adaptive technologies. The addition of other visual elements such as a raindrop to indicate the sign is referring to water will also be considered in the final design to increase accessibility for people with low literacy or people who do not speak English.

If applicable, please submit evidence of support for the proposed activities from partners identified above. This could be in the form of a letter, email or other correspondence.

- 8. Qualified Professionals.** Disaster risk reduction-climate adaptation activities can require specialized technical knowledge and experience to provide meaningful results to your community. If applicable, please outline your procurement process to engage the

necessary subject matter expertise (Qualified Professionals) required for the proposed project(s) and the criteria you will use to make the selection.

Category 1: (Risk Assessment) As emergency managers, we do not consider ourselves experts in the field of climate change. Our first objective in this new risk assessment initiative is to consult with the CRD's own in-house Climate Action team to glean their advice on scoping the project and who we ought to consult. We fully anticipate procuring the services of contractors that specialize in climate adaptation and risk assessment.

The CRD's procurement process is a standard tender-based system in that we would launch this initiative with a request for quote (RFQ) via a bid-based procurement process. Selection of the appropriate vendor would rest on the bidder's ability to demonstrate they could meet the terms of the project at a competitive price.

Category 2: (Water Conservation Signage) N/A. No technical experts need to be consulted for this project. Signs will be fabricated and installed by a third party company called Signpad. Installations and community interactions around signage installs will be managed by CRD staff.

SECTION 3: CATEGORY 1 – Detailed Project Information

Only complete this section if you are applying for a project under Category 1: Foundational Activities. If this project includes flood risk mapping, confirm that you have contacted EMCR in advance of submitting the application and provide the date and contact person:

We have contacted EMCR: NA

9. Proposed Category 1 Activities. What specific activities will be undertaken as part of the proposed project? Please refer to Section 6 of the *Program and Application Guide* for eligibility and note that activities must align with the required workplan and budget.

This proposed initiative endeavours to integrate information from multiple sources and disciplines (e.g., empirical data, research-based climate change forecasts, traditional Indigenous knowledge, etc.) to identify the natural hazard and climate related risk profile that the CRD will face into the reasonably foreseeable future. This renewed risk-oriented dataset will feed into the CRD's phased approach to re-draft its comprehensive emergency management plans.

10. Proposed Deliverables and Outcomes.

a) What specific deliverables will result from this project?

A direct outcome from this endeavour is a risk assessment product that either supports the CRD's current effort and decisions on matters of emergency management, or exposes future vulnerability that we can adapt our approach to mitigate. The ultimate deliverable would be a well informed CRD Protective Services Division and critical infrastructure operations that are responsive to future threats as opposed to reactive in the face of a radically changing climate.

- b) If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?

The intent of this renewed risk assessment is to establish a comprehensive and anchored foundation from which to build emergency plans that address the climate hazards of the future. In addition to informing the CRD's Protective Services Division and critical infrastructure operations, we anticipate a consolidated risk assessment could inform future infrastructure projects or CRD Bylaws if it exposes a previously unforeseen vulnerability (e.g., protracted drought in combination with increased extreme heat event frequency).

SECTION 4: CATEGORY 2 – Detailed Project Information

Only complete this section if you are applying for a project under Category 2: Non-Structural Projects

- 11. Proposed Category 2 Activities.** What specific activities will be undertaken as part of the proposed project? Please refer to Section 6 of the *Program & Application Guide* for eligibility and note that activities must align with the required workplan and budget.

Fabrication and installation of community centric water conservation signage. CRD staff will oversee the installation of signs and manage community engagement and communications around sign installations.

12. Proposed Deliverables & Outcomes.

- a) What specific deliverables will result from this project?

Professional fabricated water conservation signage

- b) If applicable, how does this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education?

Water conservation measures are here to stay. Even if specific amendments are made to Bylaw 4492 there will always be stages of water conservation that communities must abide by. The longer the signs are up in a community the more impactful they will be and with time, we are expecting to see tangible behavioral pattern shifts in the way people use water. Permanent water conservation signage will encourage residents and visitors to reduce their water consumption year round which will support current and future water needs for communities during climate crises.

- 13. Monitoring & Performance Measures.** Describe how the project will be monitored and what performance measurements will be used (e.g., work progress reports, timeline review, resource planning, procurement plan and roll out).

The success of this project will be measured by community feedback and reviews of real time water usage data. The CRD uses SCADA software to monitor the health and operational needs of its water systems. Usage rate data can be extracted from SCADA and analyzed to track water consumption trends. In theory, professional water

conservation signage should drive users of the system to consume less water. According to the Provincial Drought Communications call that the CRD attended last Summer, similar signs to the ones proposed in this project were successful in decreasing community water consumption. To a much lesser degree, any media coverage of the community signs can also be analyzed as to the success or failure of the project. The ongoing maintenance of the signs will be the responsibility of the CRD.

SECTION 5: CATEGORY 3 – Detailed Project Information

Only complete this section if you are applying for a project under Category 3: Small-Scale Structural Projects

14. Proposed Category 3 Activities.

- a) What specific activities will be undertaken as part of the proposed project? Include key activities and steps that will be taken to complete the project.

Refer to Section 6 of the Program & Application Guide for eligibility and note that activities must align with the required work plan and budget.

- b) Have discussions taken place with applicable agencies to prepare for all required permits and regulatory approvals? Have the required approvals, authorizations and permits to complete the proposed project been applied for or received?
- c) How do you intend to ensure the project is completed to provincial and federal standards?
- d) List any potential implementation risks that may impact your ability to deliver on the project and explain what mitigation measures are in place to address them (e.g., staff capacity, procurement, severe weather, permitting (DMA, WSA, DFO), in-stream works fishery window, Land Right of Way requirements).
- e) How will the project be developed and constructed to ensure that project risk is not increased, or transferred, to any parties or to the environment (e.g., transfer of flood risk downstream, destruction of fish habitat, introduction of pollutants to the environment).

15. Evidence of Completed Foundational Activities.

Describe the risk assessment process, options assessment (e.g., structural and non-structural, benefit cost analysis) and engagement process that was utilized to determine the proposed project.

Copies or extracts of the available evidence is required to be submitted with the application. Please indicate what documentation is being submitted and provide a specific reference to the sections of documents that should be reviewed.

16. Asset Management. Project sustainability and lifecycle costing are important considerations for structural mitigation projects. Many organizations have implemented asset management practices consistent with [Asset Management for Sustainable Service Delivery: A BC Framework](#).

Outline any ongoing asset management / lifecycle maintenance considerations for the project, and how these will be addressed as part of your organization's asset management framework (at a minimum please include details on ownership, lifetime, operation and maintenance, and budgets).

17. Proposed Outcomes. For each of the following, please describe the extent to which the proposed project will:

- a) Prevent, eliminate, or reduce the impacts of hazards through construction of disaster risk reduction-climate adaptation works.
- b) Reduce disaster-related financial liabilities (e.g., history or likelihood of future Disaster Financial Assistance (DFA) claims).

18. Monitoring & Performance Measures. Describe how the project will be monitored and what performance measurements will be used (e.g., work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

SECTION 6: 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 work plan that includes a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments.
- 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](#).
- Map(s) indicating the location of the proposed project(s).
- If applicable, copies of any relevant documents that support the rationale for this project must be included with this application.
- For regional projects only: Band Council resolution, Treaty First Nation resolution, 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. Resolutions from partnering applicants must include this language.

SECTION 7: 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*:

Date: March 28, 2024

**An original or certified digital signature is required.*

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 e-mail: cepf@ubcm.ca.
Please note “2024 DRR-CA” in the subject line.**

Detailed Workplan:

Consolidated Climate Risk Assessment Workplan

Duration: 24 months

Objective: Conduct a consolidated climate risk assessment to identify, evaluate, and prioritize risks associated with climate change for the Capital Regional District.

Phase 1: Preparation (Months 1-3)

1. Project Initiation
 - Define project scope, objectives, and deliverables.
 - Establish project team roles and responsibilities.
 - Kick-off meeting with interest holders, including First Nations representatives.
2. Interest Holder Engagement
 - Identify key interest holders.
 - Conduct interest holder analysis.
 - Plan and conduct consultation workshops with interest holders, including respectful collaboration with First Nations communities.
3. Data Collection and Review
 - Identify relevant data sources (e.g., climate data, socio-economic data, infrastructure data).
 - Gather historical climate data for the region including traditional Indigenous knowledge.
 - Review existing risk assessments and reports.

Phase 2: Risk Identification (Months 4-7)

1. Climate Hazard Identification
 - Identify and assess potential climate hazards (e.g., extreme weather events, sea-level rise, temperature changes).
 - Analyze historical climate trends and projections.
2. Vulnerability Assessment
 - Identify vulnerable sectors, populations, and infrastructure.
 - Assess the exposure and sensitivity of assets to climate hazards.
3. Risk Mapping
 - Develop visualization products for climate risks and vulnerabilities.
 - Integrate hazard, exposure, and vulnerability data.

Phase 3: Risk Evaluation (Months 8-14)

1. Quantitative Risk Assessment
 - Develop quantitative models to assess the likelihood and impact of climate risks.
 - Estimate potential economic losses and damages.
2. Qualitative Risk Assessment
 - Conduct expert workshops to evaluate non-quantifiable risks and uncertainties.
 - Identify potential cascading effects and interdependencies.
3. Prioritization of Risks
 - Develop criteria for risk prioritization.
 - Prioritize climate risks based on their severity, likelihood, and consequences.

Phase 4: Reporting and Implementation (Months 15-20)

1. Finalize Climate Risk Assessment Report
 - Compile all findings, analyses, and recommendations into a comprehensive report.
 - Review and finalize the report with input from interest holders, including First Nations representatives.
2. Dissemination of Results
 - Present key findings and recommendations to decision-makers and interest holders, including First Nations communities.
 - Publish the report and share it with relevant agencies and organizations.
3. Monitoring and Evaluation
 - Develop a monitoring and evaluation framework to track the implementation of adaptation measures.
 - Establish mechanisms for regular review and updates of the risk assessment.

Conclusion: This detailed workplan outlines the activities and timeline for conducting a consolidated climate risk assessment over a 24-month period (4 months built in for contingency), with a focus on respectful collaboration with First Nations communities and engagement with all interest holders. Our structured approach to identify, evaluate, and prioritize climate risks, will build resilience to climate change impacts while honoring the perspectives and contributions of diverse interest holders.

Proposed 2024 UBCM DRR-CA Budget					
	Budgeted	Actual	Difference	Notes	
<i>Administration</i>					
Internal Staff Grant Administration	\$ 15,000.00		0%		
<i>Collaboration Facilitation</i>					
First Nation Consultation	\$ 5,000.00		0%		
Local Government/Multi-jurisdictional Consultation	\$ 3,000.00		0%		
Subject Matter Expertise	\$ 15,000.00		0%		
<i>Contractor Services</i>					
Project Contractor	\$ 112,000.00		0%		
Total	\$ 150,000.00	\$ -	0%		

Work Plan & Budget

Water Conservation Signage

Capital Regional District | Category 2 – UBCM - DRR-CA 2023/24

Work Plan

The work plan for this project is quite simple. Once funding is approved for the project, the vendor (Signpad) can begin fabrication of the signage which is estimated to take approximately 30 days. Once fabrication is completed, installation of signage is estimated to take 15-30 days. Since the majority of the signage will be installed on the Southern Gulf Islands, travel to and from the smaller islands is dependent on staff availability to travel and ferry schedules, therefore install times may exceed 30 days. The total length of time for this project is estimated at 90 days, allocated as follows, 60 days for the fabrication and installation of signage and an additional 30 days added for contingency time should unexpected delays occur during the project.

Budget

The estimated budget for this project is \$30,000. A quote from the vendor (Signpad) for the signage is estimated at \$19,260.15, the quote includes the cost for fabrication and installation of all 13 signs. The quote provided is dated September 2023 and the actual cost of the signage may increase due to higher material costs in 2024. Please note the quote was obtained last Summer as the CRD was hoping to have EMCR cover the cost of permanent water conservation signage through their expense authorization process but were denied and told to pursue UBCM grant funding for the project instead. A phone call with Signpad on March 28, 2024 indicated that material costs are expected to increase by 3-5% beginning in April 2024. The additional \$10,000 is allocated for staff administration time related to project management and communications for the project, travel expenses and a small contingency fund of \$3,000 - \$4,000 should any unexpected expenses arise related to the project.

The Sign Pad
 103-2675 Wilfert Road Victoria, British Columbia V9B 6M3
 office@thesignpad.com
 (250) 590-7785



HST/GST #: 875297509 RT0001
 www.thesignpad.com

Quote 5214

Water Conservation Signage

QUOTE DATE
 Thu, 09/21/2023
 QUOTE EXPIRY DATE
 Sat, 10/21/2023
 TERMS
 Due on receipt

ORDERED BY
 CRD

CONTACT INFO
 Monique Booth
 mbooth@crd.bc.ca
 (250) 360-3165

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAX	TAXABLE
1	QTY 13 - 1/4" thick Alupanel signs Sized at 48" wide x 32" tall CNC to to size with drill / dwell holes to accept slotted bolt through for adjustable arrow Long term gloss UV overlamine applied to signs for long term duration Includes 6mm CNC routed sign with cnc routed arrow and push-thru peg Includes heavy duty angle supports on back-premounted into 4x4 treated lumber Lumber to be painted white or black to match sign struture.	13	Unit	\$516.00	\$6,708.00	\$335.40	Y
2	Installation Installation at the following locations Includes travel, ferry time Includes concrete in place footers. Dig footers and set in place.	13	Unit	\$895.00	\$11,635.00	\$581.75	Y

- SSI (five signs)
- Saturna (one)
- Pender (two)
- Port Renfrew (one)
- Mayne (two)
- Galiano (one)
- Metchosin/Sooke (one)

This handcrafted quote is based on the specific information you've given us and is valid for 30 days.

When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make that changes?

No problem - but please realize, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Subtotal:	\$18,343.00
Sales Tax:	\$917.15
Total:	\$19,260.15

Tax Totals

G(5.0%)	\$917.15
----------------	-----------------

SIGNATURE:

DATE:

WATER RESTRICTIONS

Magic Lake Estates

**No
Restrictions**

**Stage 1
MODERATE**

**Stage 2
HIGH**

**Stage 3
EXTREME**



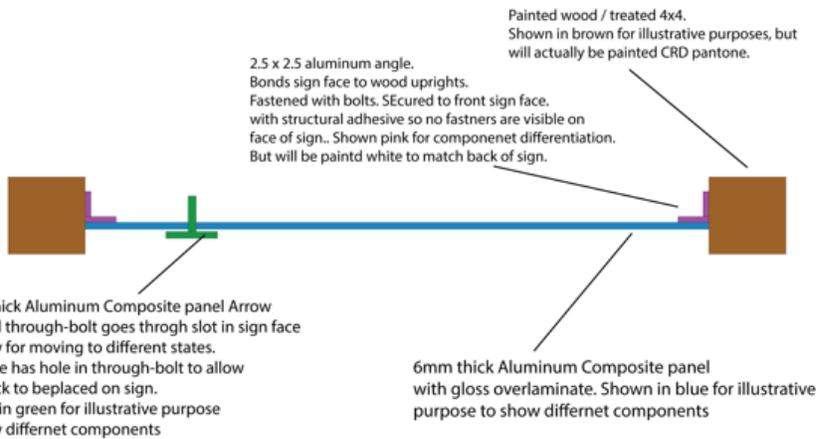
Please conserve water every day!

More info: www.crd.bc.ca/magiclake-ws





4x4 treated Posts-
Paint CRD blue.
Exterior Grade - satin finish



READ BEFORE APPROVING

Please carefully review your proof for any errors in spelling, grammar, size, quantity or other job details.
All artwork is copyrighted property of the signpad, and may not be duplicated or reproduced without prior consent.
Color shown on your screen or printer may not be accurate. If you have specific color requirements, please let us know so printed samples can be prepared before final production.

Your **everything** team.

Beddis Water System



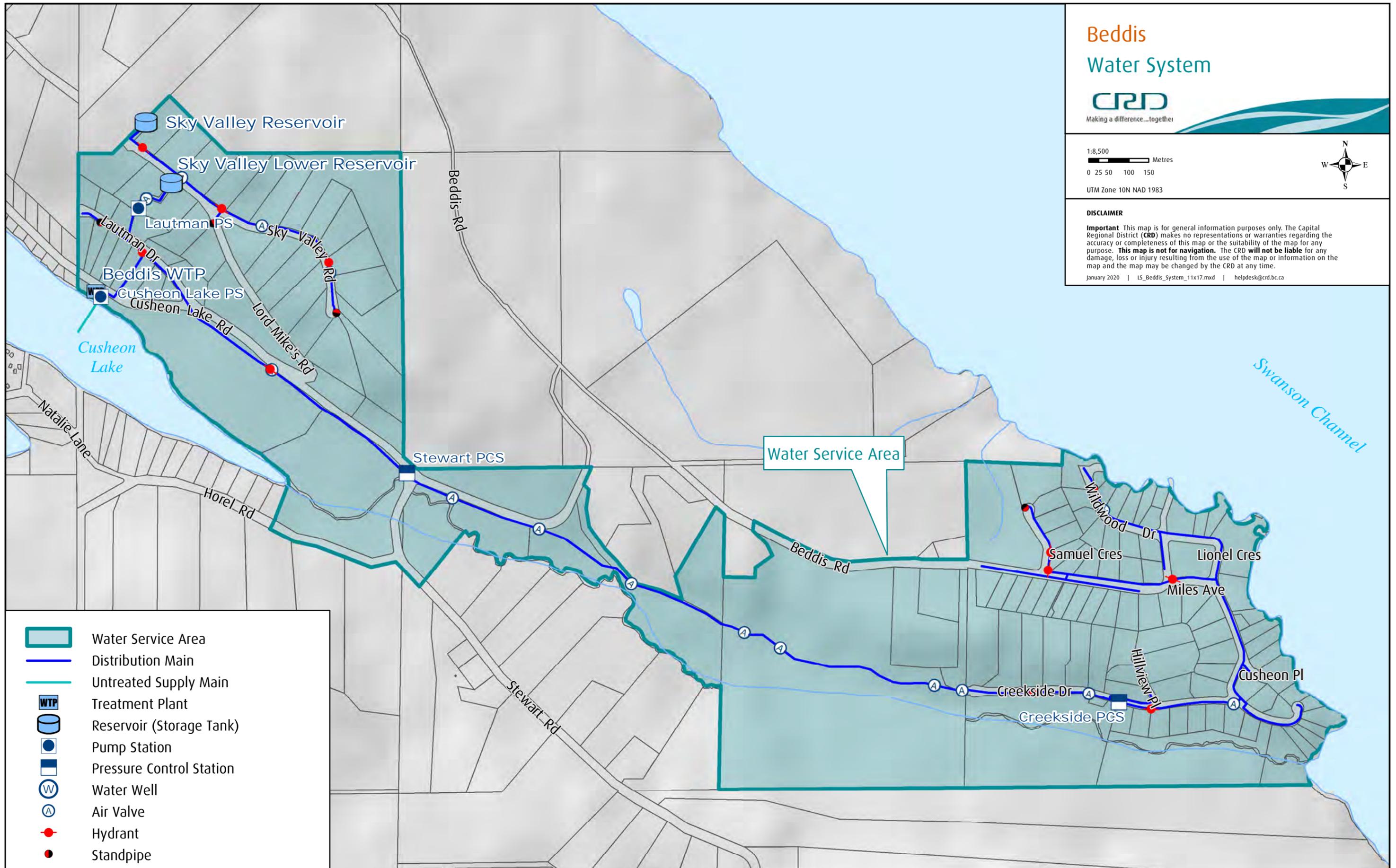
1:8,500
 0 25 50 100 150 Metres
 UTM Zone 10N NAD 1983



DISCLAIMER

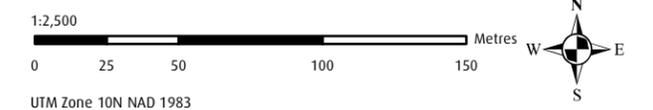
Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

January 2020 | LS_Beddis_System_11x17.mxd | helpdesk@crd.bc.ca



- Water Service Area
- Distribution Main
- Untreated Supply Main
- Treatment Plant
- Reservoir (Storage Tank)
- Pump Station
- Pressure Control Station
- Water Well
- Air Valve
- Hydrant
- Standpipe

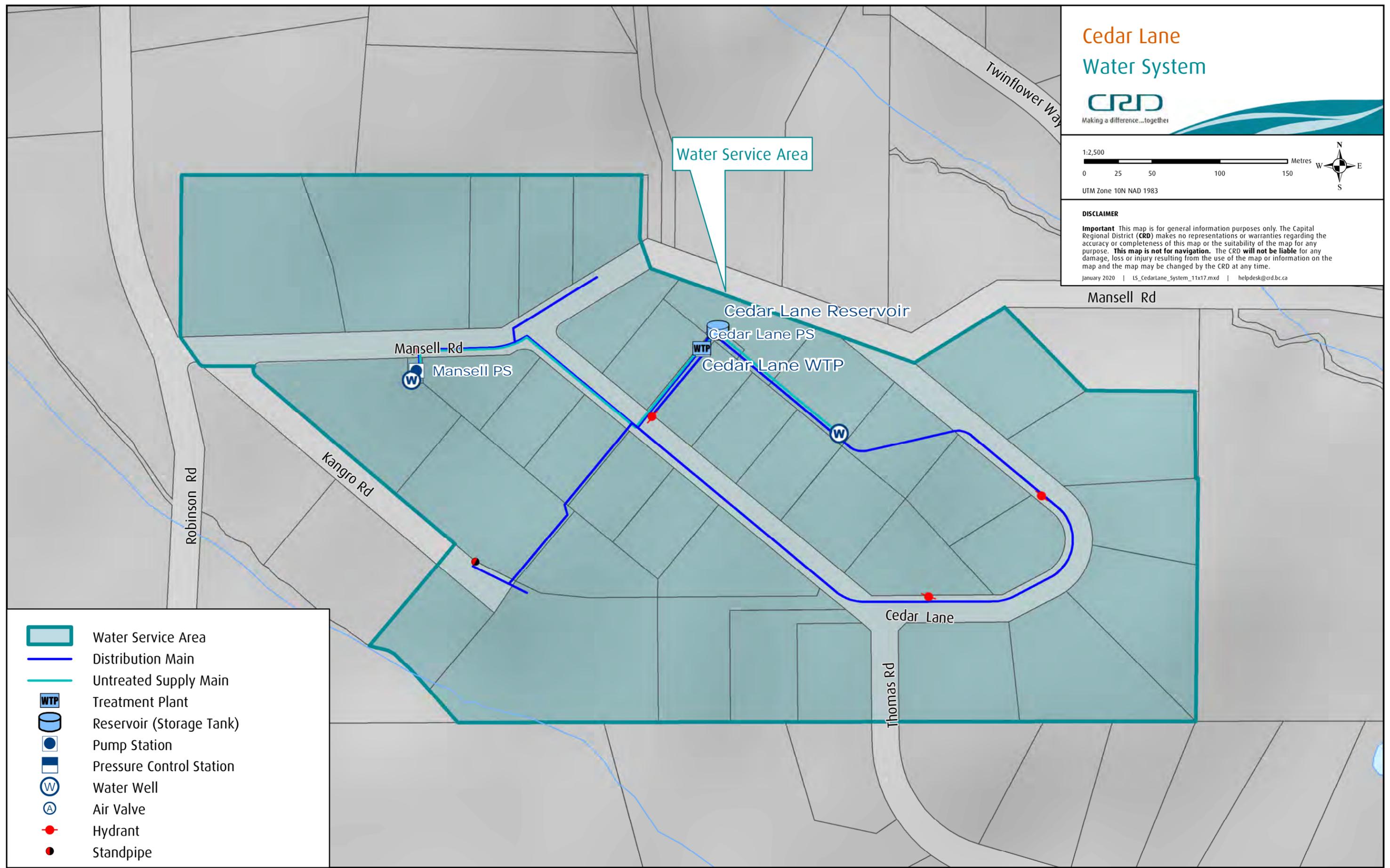
Cedar Lane Water System



DISCLAIMER

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January 2020 | LS_CedarLane_System_11x17.mxd | helpdesk@crd.bc.ca



Water Service Area

-  Water Service Area
-  Distribution Main
-  Untreated Supply Main
-  Treatment Plant
-  Reservoir (Storage Tank)
-  Pump Station
-  Pressure Control Station
-  Water Well
-  Air Valve
-  Hydrant
-  Standpipe

Cedars of Tuam Water System



1:2,500

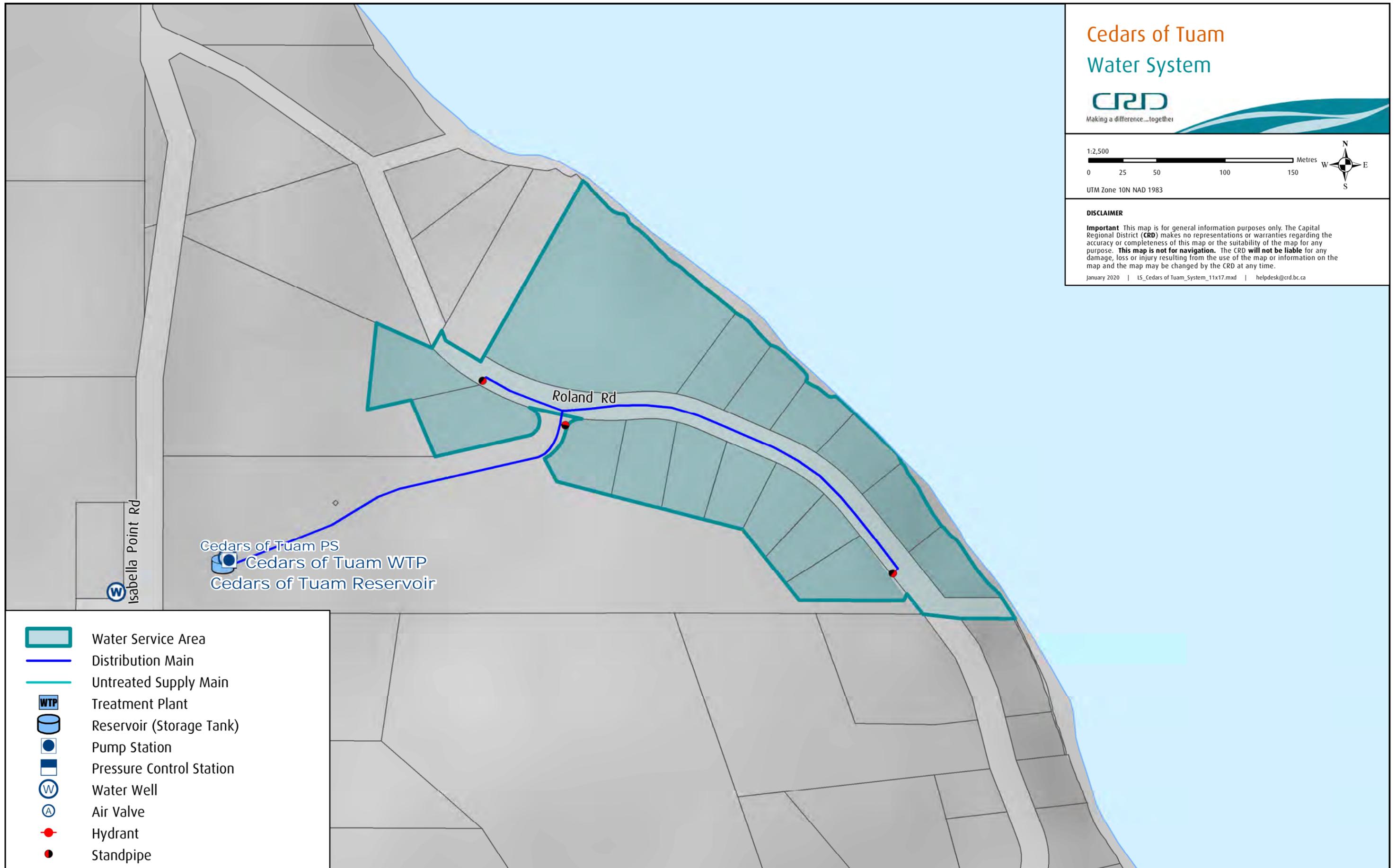


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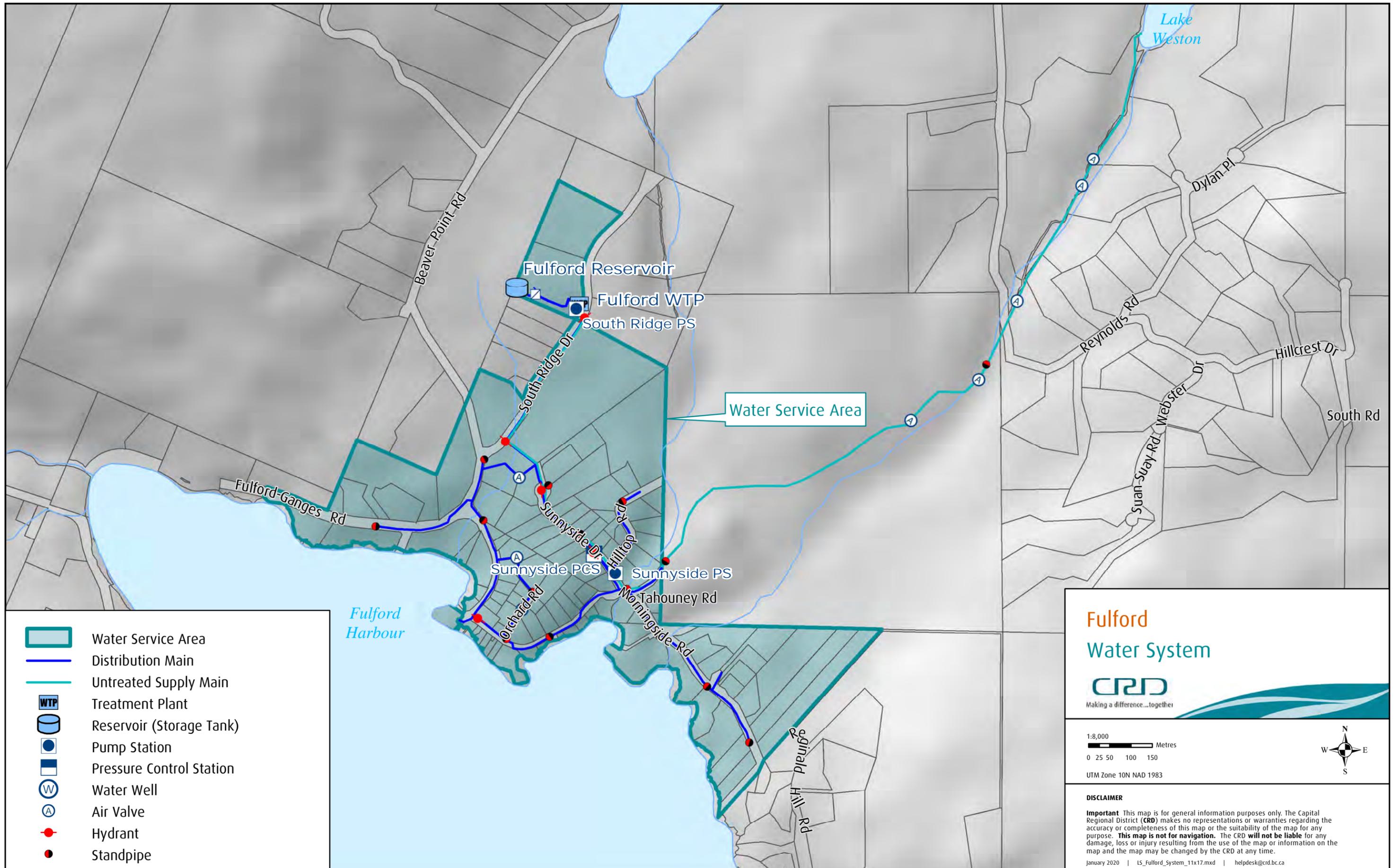
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January 2020 | LS_Cedars of Tuam_System_11x17.mxd | helpdesk@crd.bc.ca



-  Water Service Area
-  Distribution Main
-  Untreated Supply Main
-  Treatment Plant
-  Reservoir (Storage Tank)
-  Pump Station
-  Pressure Control Station
-  Water Well
-  Air Valve
-  Hydrant
-  Standpipe



-  Water Service Area
-  Distribution Main
-  Untreated Supply Main
-  Treatment Plant
-  Reservoir (Storage Tank)
-  Pump Station
-  Pressure Control Station
-  Water Well
-  Air Valve
-  Hydrant
-  Standpipe

Fulford Water System

CRD
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Highland-Fernwood Water System



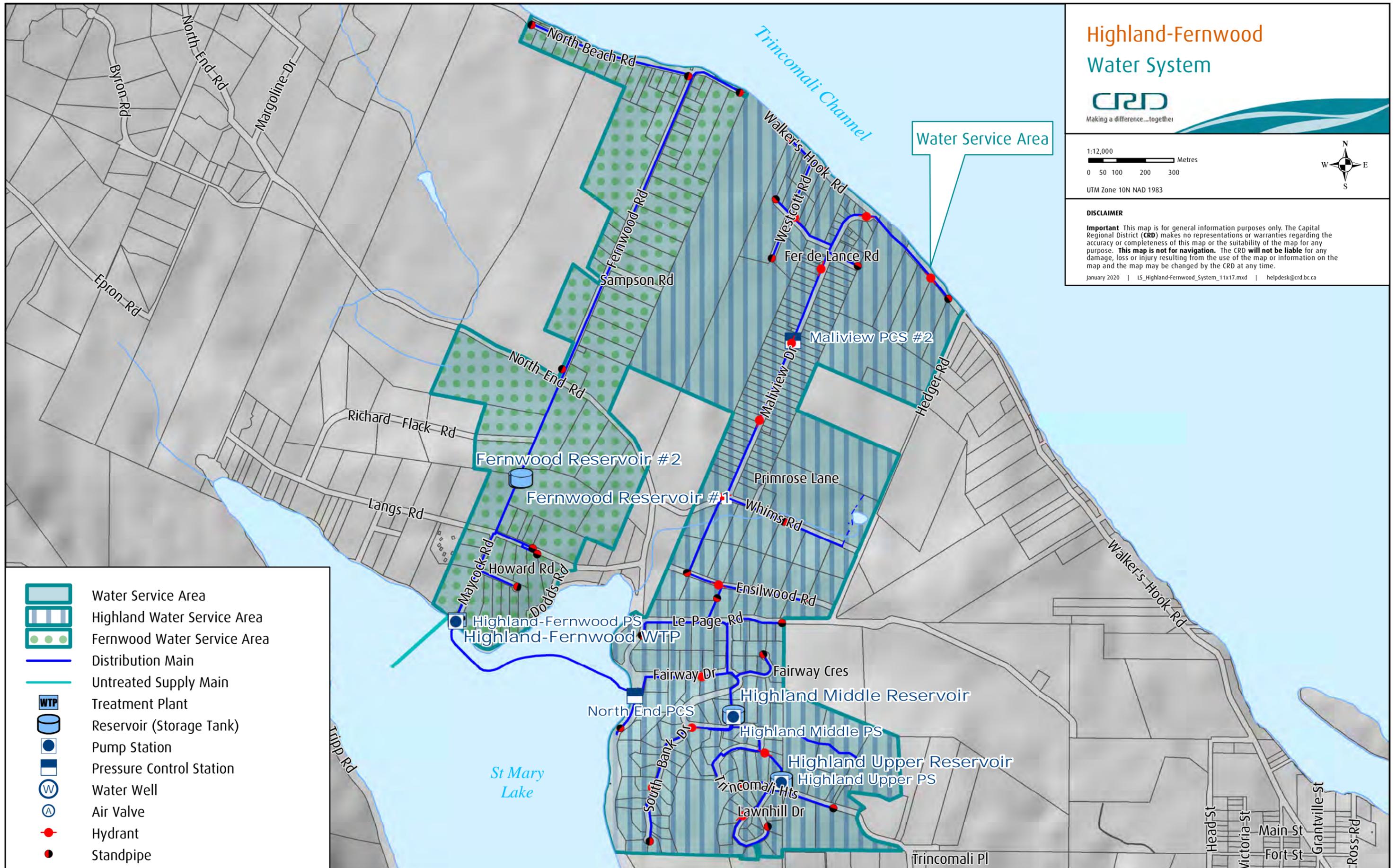
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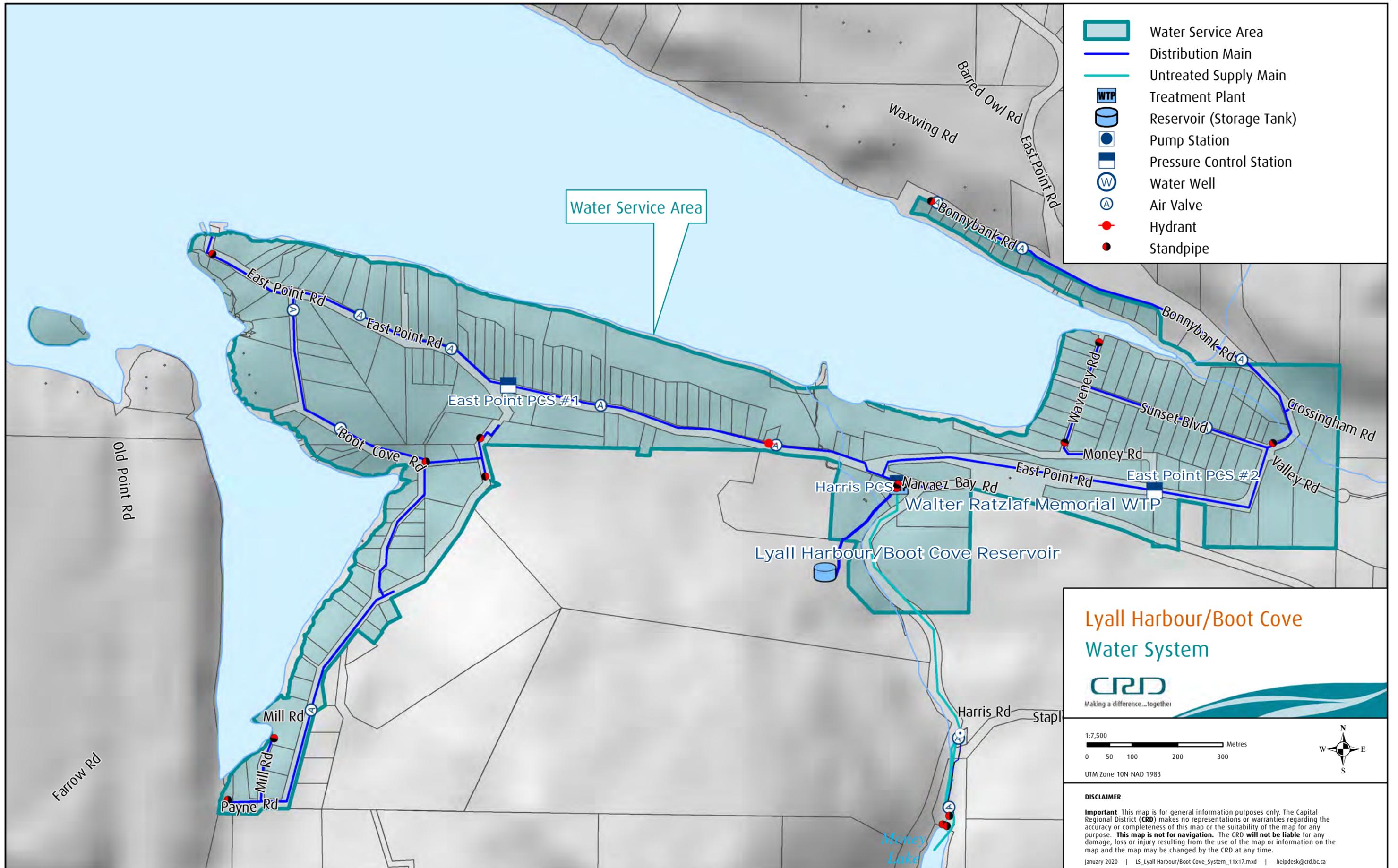
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January 2020 | LS_Highland-Fernwood_System_11x17.mxd | helpdesk@crd.bc.ca



	Water Service Area
	Highland Water Service Area
	Fernwood Water Service Area
	Distribution Main
	Untreated Supply Main
	Treatment Plant
	Reservoir (Storage Tank)
	Pump Station
	Pressure Control Station
	Water Well
	Air Valve
	Hydrant
	Standpipe



Magic Lake Estates Water System

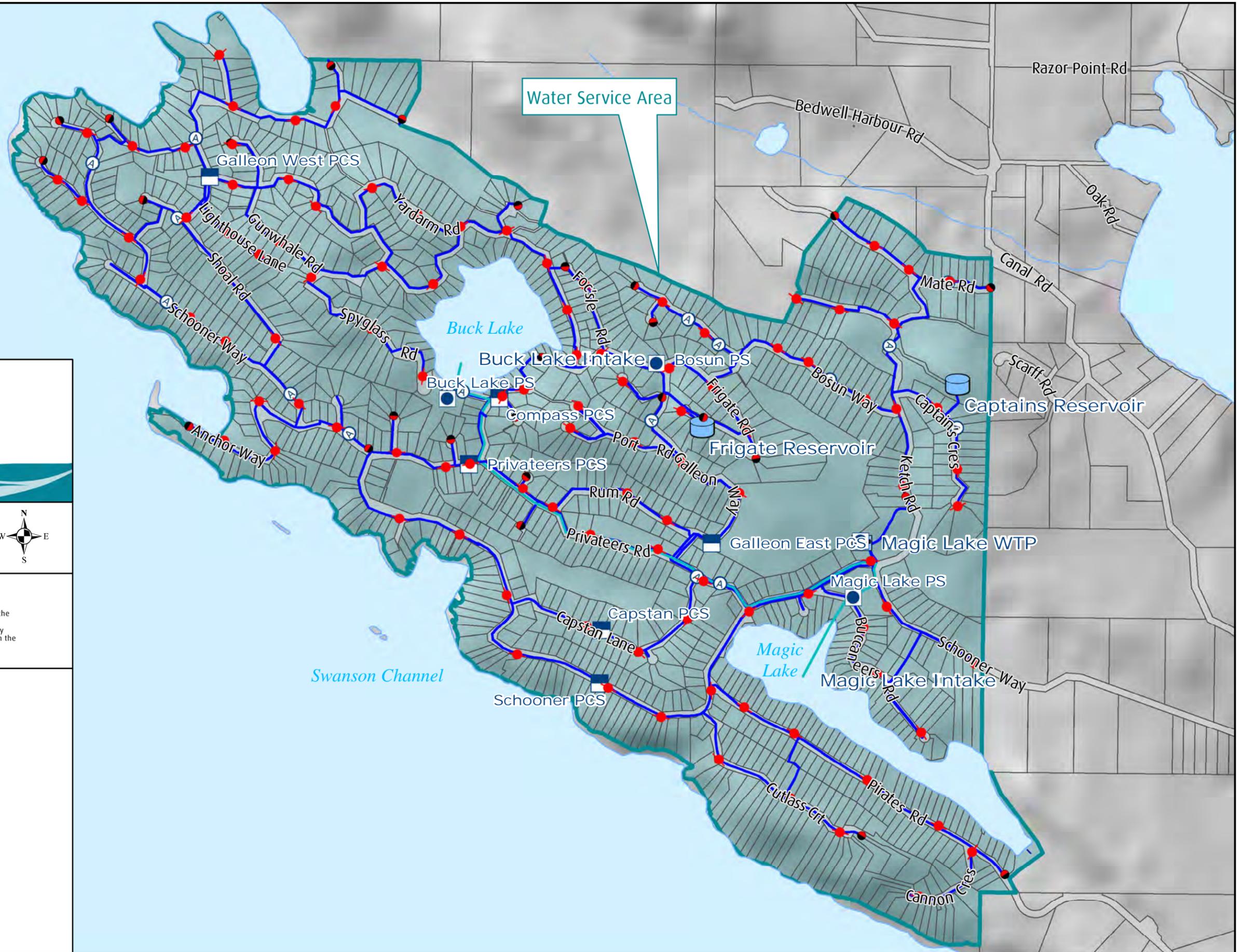


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-  Water Service Area
-  Distribution Main
-  Untreated Supply Main
-  Treatment Plant
-  Reservoir (Storage Tank)
-  Pump Station
-  Pressure Control Station
-  Water Well
-  Air Valve
-  Hydrant
-  Standpipe



Port Renfrew Water System



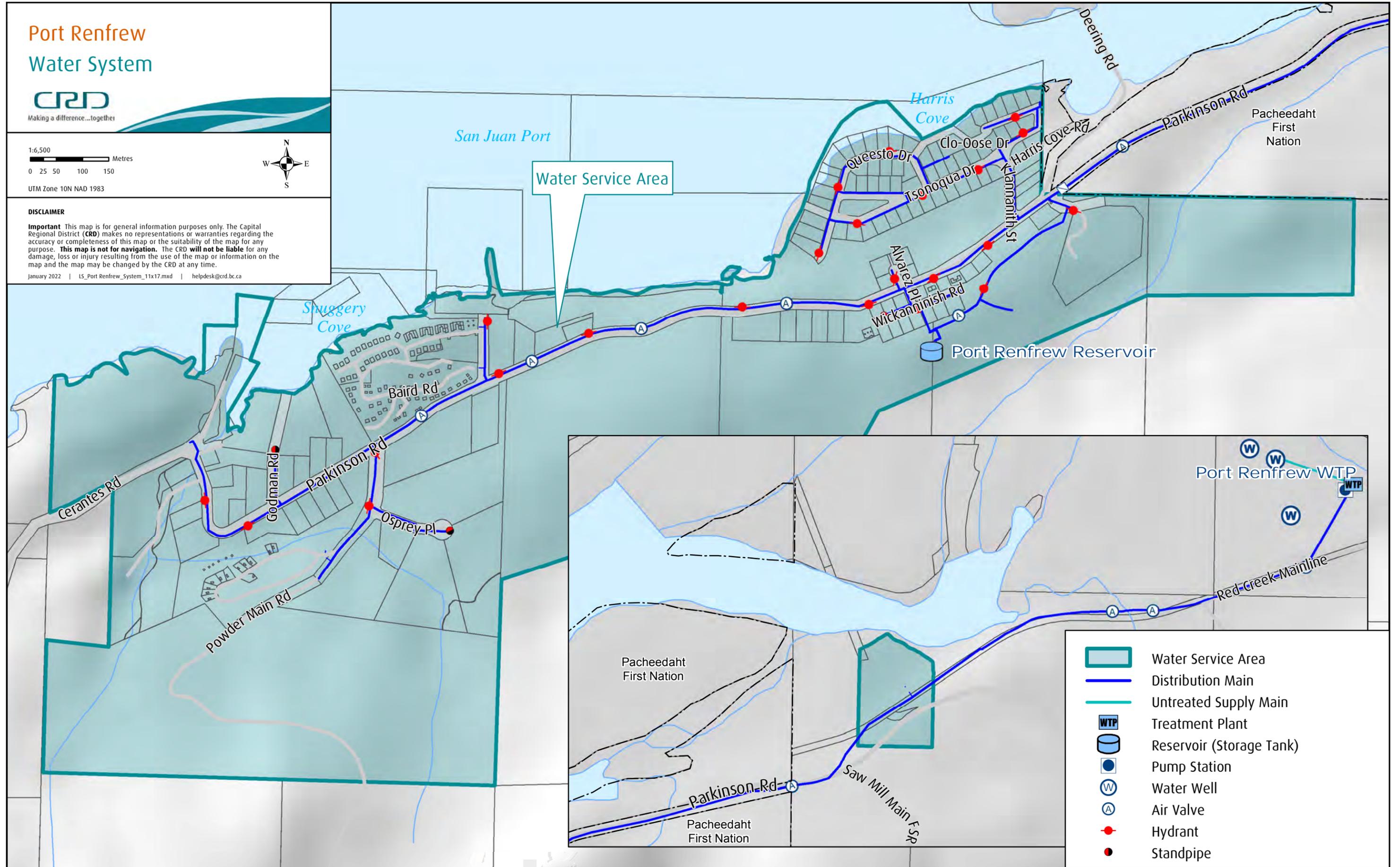
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January 2022 | LS_Port Renfrew_System_11x17.mxd | helpdesk@crd.bc.ca



- Water Service Area
- Distribution Main
- Untreated Supply Main
- Treatment Plant
- Reservoir (Storage Tank)
- Pump Station
- Water Well
- Air Valve
- Hydrant
- Standpipe

Skana
Water System



1:3,000



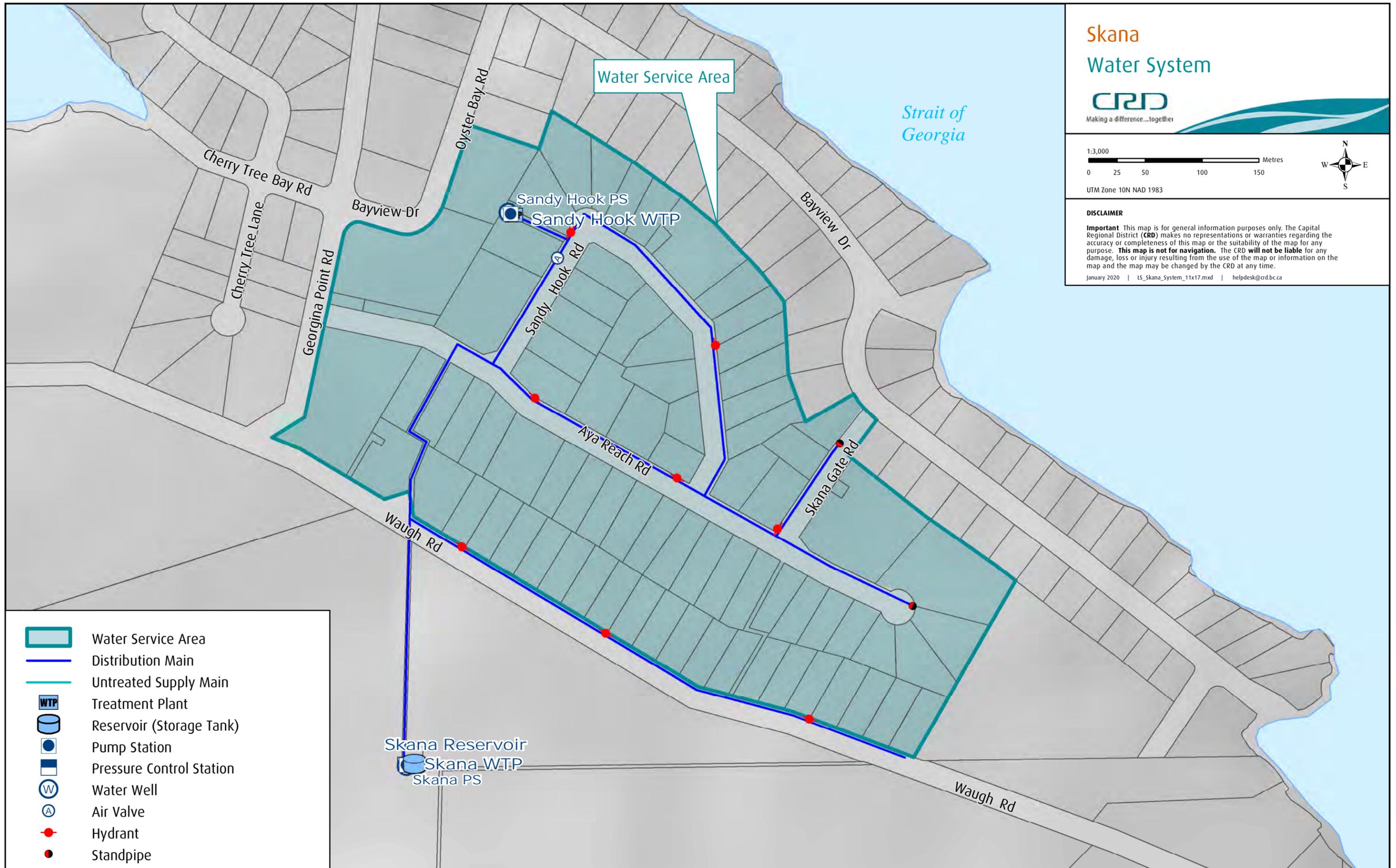
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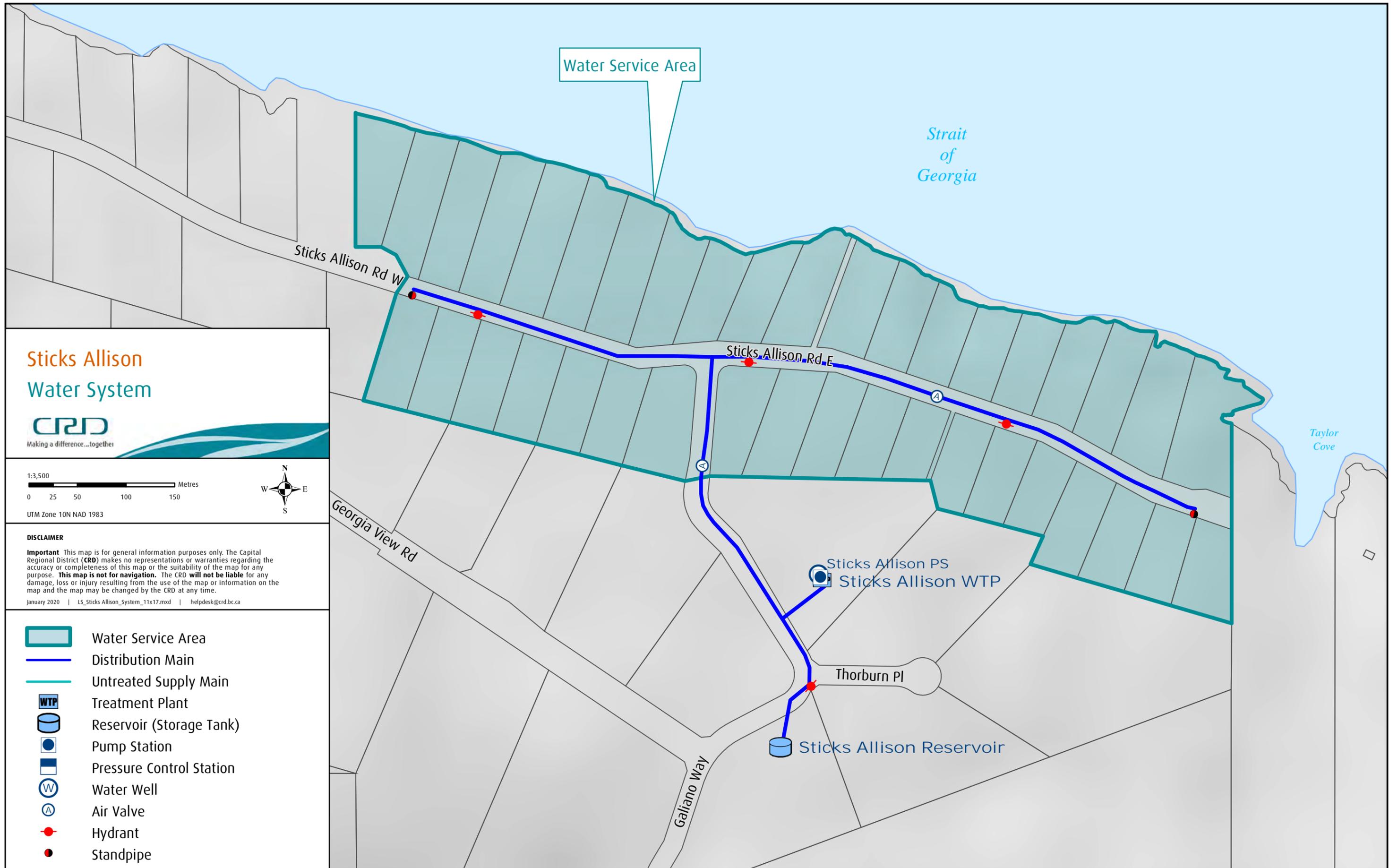
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January 2020 | LS_Skana_System_11x17.mxd | helpdesk@crd.bc.ca



-  Water Service Area
-  Distribution Main
-  Untreated Supply Main
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-  Pressure Control Station
-  Water Well
-  Air Valve
-  Hydrant
-  Standpipe



Water Service Area

Strait of Georgia

Taylor Cove

Sticks Allison Rd W

Sticks Allison Rd E

Georgia View Rd

Galiano Way

Thorburn PI

Sticks Allison PS
Sticks Allison WTP

Sticks Allison Reservoir

Sticks Allison Water System



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0 25 50 100 150 Metres



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- Water Service Area
- Distribution Main
- Untreated Supply Main
- Treatment Plant
- Reservoir (Storage Tank)
- Pump Station
- Pressure Control Station
- Water Well
- Air Valve
- Hydrant
- Standpipe

Surfside Park Estates Water System



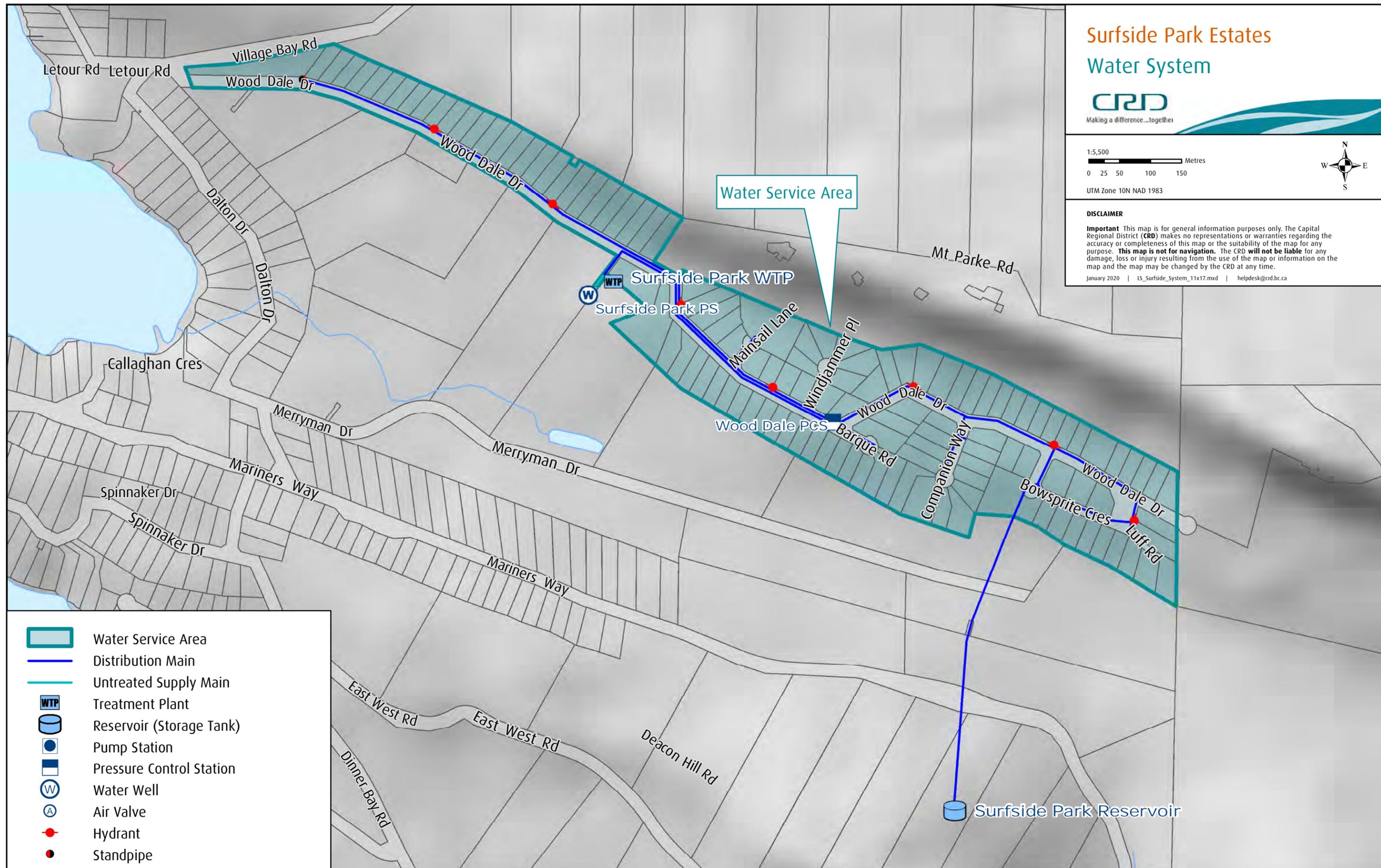
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January 2020 | LS_Surfside_System_11x17.mxd | helpdesk@crd.bc.ca



- Water Service Area
- Distribution Main
- Untreated Supply Main
- Treatment Plant
- Reservoir (Storage Tank)
- Pump Station
- Pressure Control Station
- Water Well
- Air Valve
- Hydrant
- Standpipe

Wilderness Mountain Water System



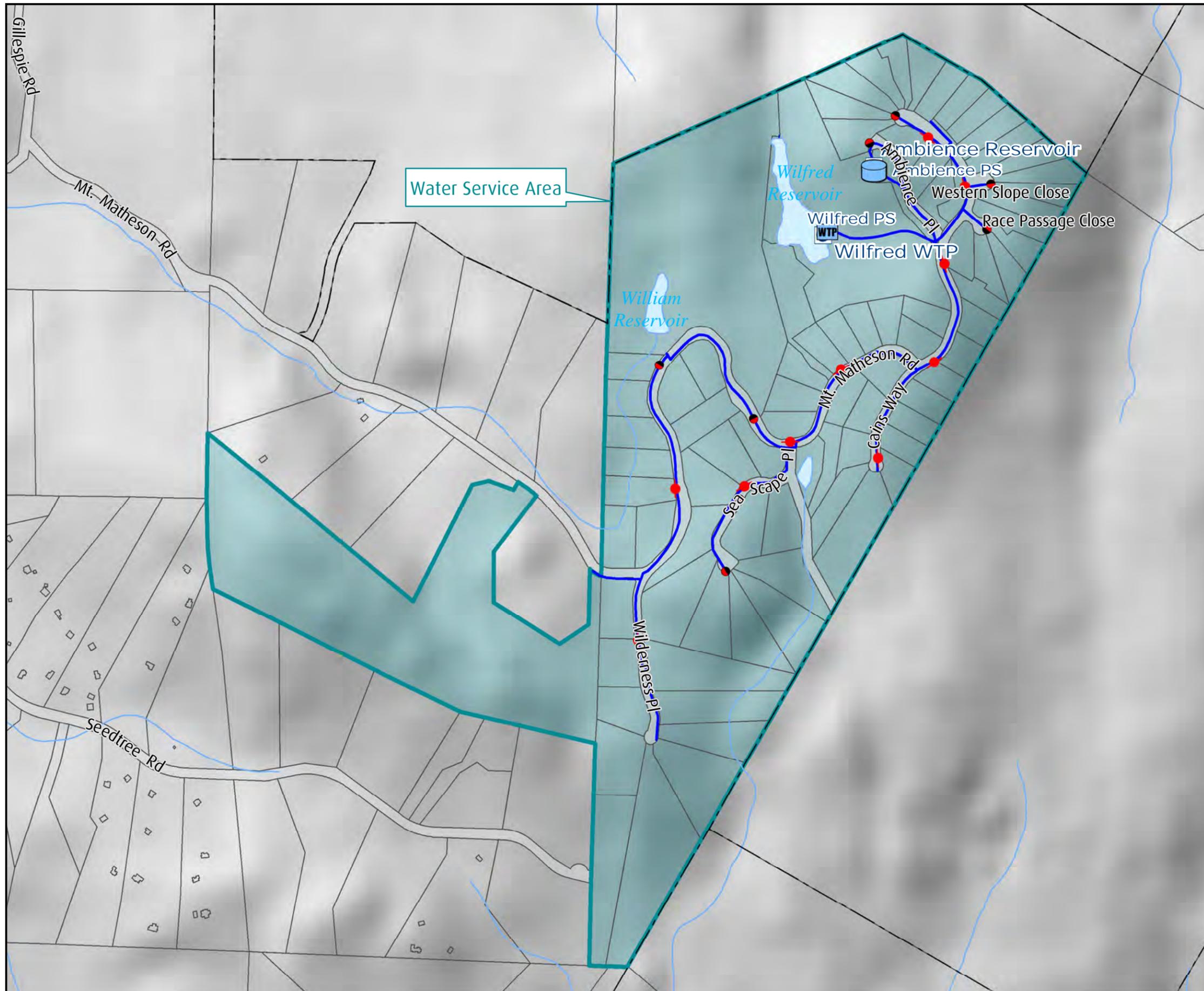
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January 2020 | LS_Wilderness Mountain_System_11x17.mxd | helpdesk@crd.bc.ca



- Water Service Area
- Distribution Main
- Untreated Supply Main
- Treatment Plant
- Reservoir (Storage Tank)
- Pump Station
- Pressure Control Station
- Water Well
- Air Valve
- Hydrant
- Standpipe



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING ON WEDNESDAY, APRIL 10, 2024

SUBJECT 2023 Electoral Areas Grants-In-Aid Annual Report

ISSUE SUMMARY

This report provides a summary of Electoral Area (EA) Grants-In-Aid (GIA) activity, including COVID-19 Safe Restart Grants, for the period of January 1, 2023 through December 31, 2023.

BACKGROUND

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

Under the existing SLP authority, the CRD has been administering a second GIA stream funded by one-time COVID-19 Safe Restart Grants since 2021. Through engagement with staff, EA Directors allocated some Safe Restart grant funding to provide a top-up to the core GIA budget. All Safe Restart funding has been awarded to projects as of December 31, 2023.

For both GIA streams, applications are accepted on a rolling basis and are reviewed throughout the year. EA Directors and the SSI Local Community Commission (LCC) support projects that are selected based upon demonstrated benefit to the community respectively, and in alignment with GIA guidelines and grant program criteria. In principle, GIA fund special projects and activities beyond the scope of CRD services are excluded from requisition funding. Appendix A details core GIA projects awarded in 2023. Appendix B details Safe Restart GIA Awarded in 2023.

IMPLICATIONS

Service Delivery Implications

The one-time funding through GIA provides much needed relief to organizations that provide key services to the community above the scope of CRD services. In 2023, many of these projects included events, capacity building and small capital projects related to health, housing and community safety and engagement.

Financial Implications

The following two tables provide a summary of 2023 GIA awarded within each EA for both the core GIA and Safe Restart GIA.

Table 1: Core GIA Awarded 2023

	2023			2022		
	Budget (\$)	# of Applications	Amount Awarded (\$)	Budget (\$)	# of Applications	Amount Awarded (\$)
DF	31,144	2	3,192	32,667	-	-
SSI	43,484	12 ¹	39,000	69,127	11	46,039
SGL	100,000	22	100,762	102,514	20	103,351
Total	174,628	36²	142,954	204,308	31	149,390

¹This number includes one project which was split between Core GIA and Safe Restart GIA
²This number does not include two 2022 projects that was cancelled, and GIA funds returned

In the reporting period, two 2022 applications were cancelled, and the funds were returned. Remaining funds at the end of 2023 are carried over to 2024 GIA budgets for each EA.

Table 2: Safe Restart GIA Awarded 2023

	2023			2022		
	Budget (\$)	# of Applications	Amount Awarded (\$)	Budget (\$)	# of Applications	Amount Awarded (\$)
DF	-	-	-	18,505	4	18,505
SSI	10,000	2 ¹	10,000	35,000	3	25,000
SGL	-	-	-	-	-	-
Total	10,000	2	10,000	53,505	7	43,505

¹This number includes one project which was split between Core GIA and Safe Restart GIA

Safe Restart GIA funds were fully spent in 2023.

CONCLUSION

Core GIA and Safe Restart GIA are awarded throughout the year under the authority of SLP. Applications with EA Directors and SSI LCC support are reviewed on a continuous basis and are assessed against eligibility criteria. Organizations who deliver projects in the EA can access the funding for special projects, including events and small capital requests. Funds that are not spent are carried over through next year’s GIA budget.

RECOMMENDATION

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

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

ATTACHMENTS

- Appendix A: 2023 Electoral Areas Grants-In-Aid Awarded
- Appendix B: 2023 Electoral Areas Safe Restart Grants-In-Aid Awarded

2023 Electoral Areas Grants-In-Aid Awarded

Total Amount Awarded to Projects: \$142,954

Total Number of Projects: 36

UN DE LCA (\$3,192)

No.	Applicant	Project	Amount Awarded (\$)
1	Otter Point, Shirley, Jordan River Resident and Ratepayers Association	Message Board Repairs	1,692
2	Sheringham Point Lighthouse Preservation Society	Defibrillator Installation	1,500
Total			3,192

SALT SPRING ISLAND (\$39,000)

No.	Applicant	Project	Amount Awarded (\$)
1	Capital Bike	Everyone Rides SSI	3,475
2	Salt Spring Chamber of Commerce	Ganges Garbage and Recycling Pilot Program	5,000
3	Salt Spring Community Alliance	Goodwill Ambassador Program	5,000
4	Salt Spring Community Energy	Electricity Salt Spring Month of Events	4,600
5	Salt Spring Island Weavers and Spinners Guild	Support for Basic Furnishings	1,000
6	Salt Spring Literacy	Learning Space Equipment	1,000
7	Transition Salt Spring Island	Support for Furnishings and Equipment	925
8	Salt Spring Island Chamber of Commerce	Summer Outdoor Concert Series 2023	4,000
9	Salt Spring Island Printmakers Society	Furnishings for SSI Printmakers Society Studio Space	1,000
10	Salt Spring Community Health Society	Electric Mobile Health Van	5,000
11	Copper Kettle Community Partnership	Food Gifts for the Undernourished	5,000
12	Salt Spring Film Festival Society	Equipment Upgrades for Digital Files	3,000
Total			39,000

SOUTHERN GULF ISLANDS (\$100,762)

No.	Applicant	Project	Amount Awarded (\$)
1	Institute for Multidisciplinary Ecological Research in the Salish Sea	Xetthecum Eco-cultural Mapping Project	5,000
2	Pender Ocean Defenders	Critical Distance Exhibit	2,900
3	Salish Sea Marine Rescue Society	Multifunctional Displays for Rescue Craft	4,500
4	Mayne Island Housing Society	Pre-Development Costs of Salish Grove Housing Development	10,000
5	Galiano Literary Festival	Website Design and Build	4,362
6	Galiano Trails Society	Walking Trail	10,000
7	Piers Island Association	Waste Removal and Recycling Event	5,000
8	Saturna Athletics Association	Funding Support for Tractor Replacement	5,000
9	Salish Sea Inter Island Transportation Society	2023 Tour des Isles Festival	5,000
10	Mayne Island Conservancy Society	Public Education Event for Feral, Invasive Fallow Deer	1,000
11	Diverse and Inclusive Salt Spring Island Society	Salt Spring Pride Festival	1,000
12	Yellowhouse Art Centre Society	Arts Programming Space Enhancement - Equipment	2,500
13	Active/Passive Performance Society	Galiano Events Lighting Package	1,500
14	South Pender Historical Society	History of South Pender	2,500
15	Pender Island Farmers Institute	Pender Island Fall Fair	1,500
16	Gulf Islands Centre of Ecological Learning Society	Summer Earth Education Programs	2,750
17	Ptarmigan Arts Society	Professional Recording of Medicine	4,250
18	Mayne Island School PAC	Teacherage Restoration Project	10,000
19	Southern Gulf Island Community Resource Centre	CRISP Festival	2,000
20	Mayne Island Housing Society	Salish Grove Architectural Designs	10,000
21	Galiano Club	Commercial Freezer	5,000
22	Southern Gulf Islands Community Resource Centre	Housing NOW - Housing Inventory	5,000
Total			100,762

PROJECTS CANCELLED

No.	Applicant	Project Title	Amount Returned (\$)
1	SGI: Saturna Island Tourism Association	Saturna Island Hiking Trails Map (2022)	(1,000)
2	SSI: Royal Canadian Legion	Purchase of a Backup Generator (2022)	(5,000)
Total			(6,000)

2023 Electoral Areas Safe Restart Grants-In-Aid Awarded

Total Amount Awarded to Projects: \$10,000

Total Number of Projects: 2

QUAN DE FUCA (\$-)

Quan De Fuca fully allocated Safe Restart Grants-in-Aid funds to projects in 2022.

SALT SPRING ISLAND (\$10,000)

No.	Applicant	Project	Amount Awarded (\$)
1	Diverse and Inclusive Salt Spring Island Society	Salt Spring Pride Festival	5,000
2	Salt Spring Community Health Society	Electric Mobile Health Van	5,000
Total			10,000

SOUTHERN GULF ISLANDS (\$-)

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



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING ON WEDNESDAY, APRIL 10, 2024

SUBJECT 2023 Community Works Fund Annual Report

ISSUE SUMMARY

This report provides a summary of Community Works Fund (CWF) activity for the period of January 1, 2023 through December 31, 2023.

BACKGROUND

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

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

The CRD has been a recipient of CWF under two agreements: 2005-2014 and 2014-2024. Appendix A provides a summary of activity since 2006 and remaining balances at the end of 2023. The current agreement (2014-2024) expired on March 31, 2024, and final payment was received in 2023 under the current agreement. In 2023, UBCM and the province formalized a joint approach to renewal discussions with the federal government for a renewed CCBF agreement. The CRD received a letter in March 2024 stating that UBCM is hoping to have a 10-year renewal agreement signed by July 2024. Until the renewal agreement is signed, the program will continue to operate under the terms and conditions of the existing agreement. Staff will bring a report back to the Board once a new agreement is finalized.

IMPLICATIONS

Service Delivery Implications

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

In 2023, successful projects under CWF's eligible categories included recreational, drinking water, wastewater, fire halls and fire stations, community energy systems and culture and tourism

infrastructure projects. The agreement also requires local governments to commit to asset management practices. Appendix B details a list of projects that were awarded in 2023. Appendix C details projects by recipient type and project category.

Financial Implications

2023 Activity

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

Table 1: Distribution of CWF Funds to EAs

	Population (2021 Census) ¹	%	2023 Allocation (\$)	Population (2021 Census) ¹	%	2022 Allocation (\$)
DD	5,531	24	291,531	5,531	24	279,432
SSI	11,635	50	613,263	11,635	50	587,814
SIG	6,101	26	321,575	6,101	26	308,230
Total	23,267	100	1,226,369	23,267	100	1,175,476

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

Table 2: Community Funding Awarded to Projects

	2023		2022	
	# of Applications	Amount Awarded (\$)	# of Applications	Amount Awarded (\$)
DD	1	30,000	14	905,000
SSI	20	1,197,330	13	2,071,050
SIG	4	189,000	1	80,000
Total	25	1,416,330	28	3,056,050

Unspent Funds

Since 2014, the CRD has awarded \$12.3 million to projects. The CRD has \$3.6 million in funding remaining under the current agreement at the end of 2023. Some CRD services have identified CWF as a potential funding source in the 2024-2028 capital plans to utilize the unspent funds.

In the last few years through the Annual Expenditures Reports (AER) to UBCM, the CRD was required to forecast unspent funds. 2023 AER will be the last report under the current agreement and will include additional reporting to identify and provide timelines for the use of remaining unspent funds. Until a 10-year new agreement is signed, unspent funds can be continued to be spent under the terms and conditions of the current agreement. It is anticipated that the new agreement might have provisions regarding unspent funds.

CONCLUSION

The 2023 CWF Annual Report provides a summary of funding activity in 2023. The program is administered through a continuous application process for third parties and CRD services in the EAs. Applications must have EA Director support and are subject to availability of funds and program eligibility, which is coordinated through a rigorous pre-screening and application process. The current agreement expired on March 31, 2024, pending a new agreement. Staff anticipate a new agreement in July and will bring back a report to the Board.

RECOMMENDATION

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

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

ATTACHMENTS

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

**Community Parks Fund Funding Assigned to Projects and Balance Remaining
by Electoral Area April 1, 2006 – December 31, 2023**

Community	Juan de Fuca (\$)	Salt Spring Island (\$)	Southern Gulf Islands (\$)	Total (\$)
CWF Allocation by Electoral Area	4,259,883	9,342,268	4,440,057	18,042,208
LESS: Funding Assigned to Projects	(3,405,555)	(8,298,209)	(4,139,889)	(15,843,653)
PLUS: Project Surpluses	82,518	171,896	188,045	442,458
PLUS: Interest Earnings	305,340	560,511	125,081	990,932
Community Balance Remaining	1,242,185	1,776,466	613,294	3,631,945

2023 Community Parks and Grants Awarded

Total Amount Awarded to Projects: \$1,416,330

Total Number of Projects: 25

CUAN DE UCA (\$30,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	Port Renfrew Sewer	Port Renfrew Wastewater Treatment Plant Generator Upgrade	Wastewater	30,000
			Total	30,000

SALT SPRING ISLAND (\$1,197,330)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	Ganges Sewer Utility	MBR Lifting Brackets Ganges WWTP	Wastewater	55,000
2	Salt Spring Island Pool and Parkland Combined Service	Pool Electric Upgrades	Recreational	235,000
3	Salt Spring Island Recreation	Dance Floor Installation and Water Filtration System Replacement	Recreational	20,000
4	Cedar Lane Water Service	Cedar Lane Water Treatment Plan Manganese Removal System Construction	Drinking Water	95,000
5	Beddis Water Service	Beddis Water Treatment Plant Intake Design and Construction	Drinking Water	66,000
6	Highland-Ferwood Water Service	Highland-Ferwood Water Treatment Plant Intake Design and Construction	Drinking Water	43,000
7	Salt Spring Island Pool and Parkland Combined Service	Rainbow Road Recreation Centre Heat Pump Installation	Community Energy Systems	100,000
8	Fulford Water Service	Design and Installation of Fulford Water Treatment Plant Lifting Apparatus	Drinking Water	50,000
9	Beddis Water Service	Beddis Water Pressure Reducing Station New Strainers	Drinking Water	10,000
10	Beddis Water Service	Design and Installation of Beddis Water Treatment Plant Lifting Apparatus	Drinking Water	50,000
11	Fulford Water Service	Fulford Water Treatment Plant New Turbidity Meter	Drinking Water	4,000
12	Fulford Water Service	Fulford Water Treatment Plant New Pump Impellers	Drinking Water	6,000
13	SSI Community Parks	Drummond Park Upgrades	Recreational	50,000
14	Beddis Water Service	Beddis Water Treatment Booster Pump Variable Frequency Drive (VFD) Capacitor Replacement	Drinking Water	5,000
15	Highland-Ferwood Water Service	Highland Fernwood Lifting Apparatus	Drinking Water	40,000
16	SSI Community Parks	Revitalization of Centennial Park in Ganges Village Uplift	Recreational	198,000
17	Salt Spring Island Recreation	Dance Floor Installation and Water Filtration System Replacement Uplift	Recreational	13,330
18	Salt Spring Island Library	Salt Spring Island Library Archives Climate Control System Replacement	Cultural Infrastructure	70,000
			CRD Service Total	1,110,330

No.	Third Party	Project	Eligible Category	Amount Awarded (\$)
1	Fulford Community Hall	Fulford Community Hall Roof Water Catchment System	Drinking Water	40,000
2	Transition Salt Spring Society	Mount Maxwell Road Flooding and Sedimentation Disaster Mitigation	Wastewater	47,000
			Third Party Total	87,000
			Total	1,197,330

SOUTHERN GULF ISLANDS (\$189,000)

No.	CRD Service	Project	Eligible Category	Amount Allocated (\$)
1	Lyall Harbour Boot Cove Water Service	Saturna Island - Harris Road - Culvert Replacement for the Water Service	Drinking Water	30,000
2	Southern Gulf Island Harbours Commission	Miners Bay Dock Revitalization	Tourism Infrastructure	30,000
3	Magic Lake Estates Water Local Service	Magic Lake Estates Water Treatment Plant - EV Charging Station	Community Energy Systems	5,000
			Total	65,000

No.	Third Party	Project	Eligible Category	Amount Allocated (\$)
1	South Galiano Volunteer Fire Department Society	Fire Hall Community and Training Facility	Fire Halls and Fire Stations	124,000
			Third Party Total	124,000
			Total	189,000

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

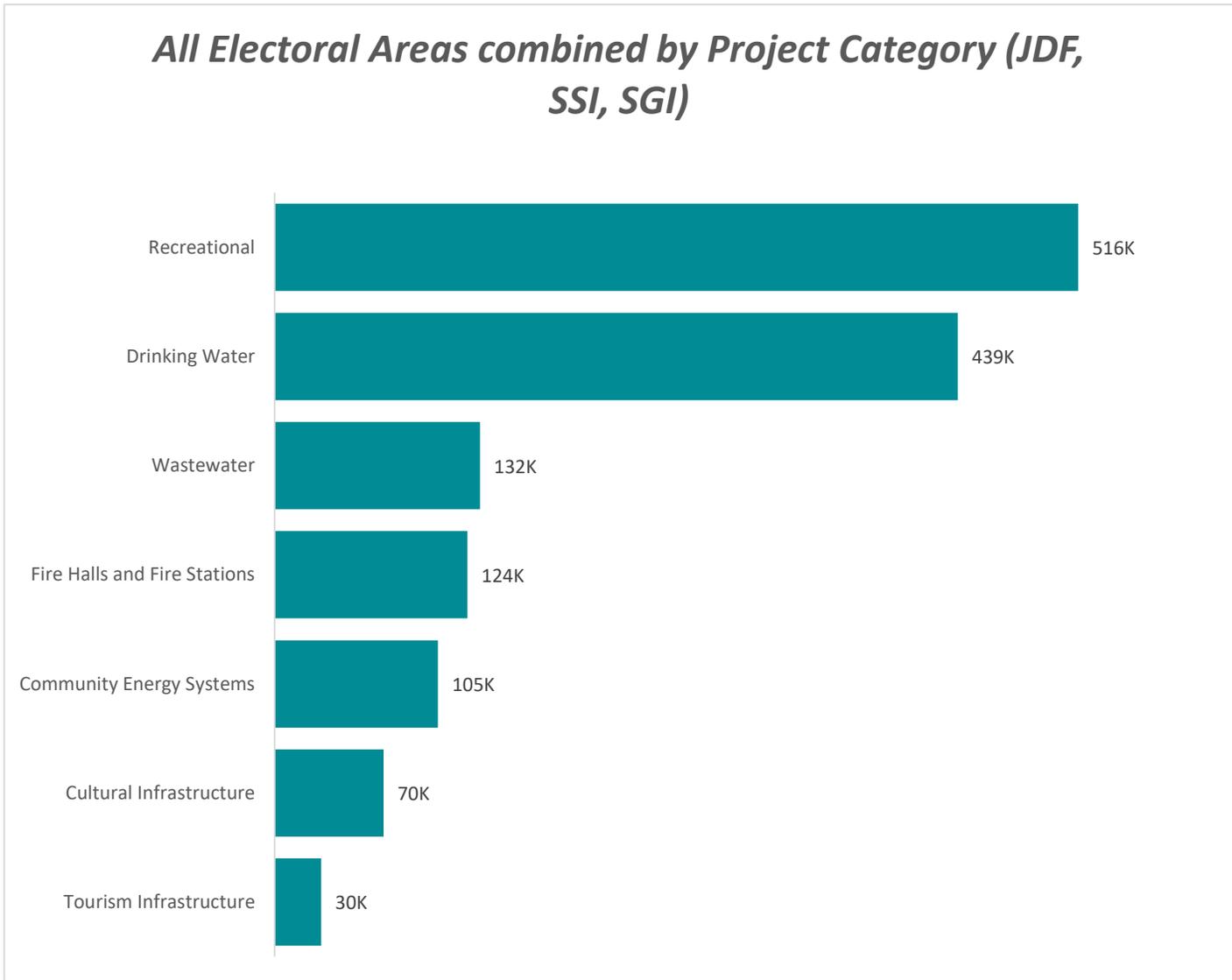
These projects reflect commitment of projects that have been allocated and do not reflect CRD disbursement.

2023 Community Projects and Detailed Breakdown by Electoral Area

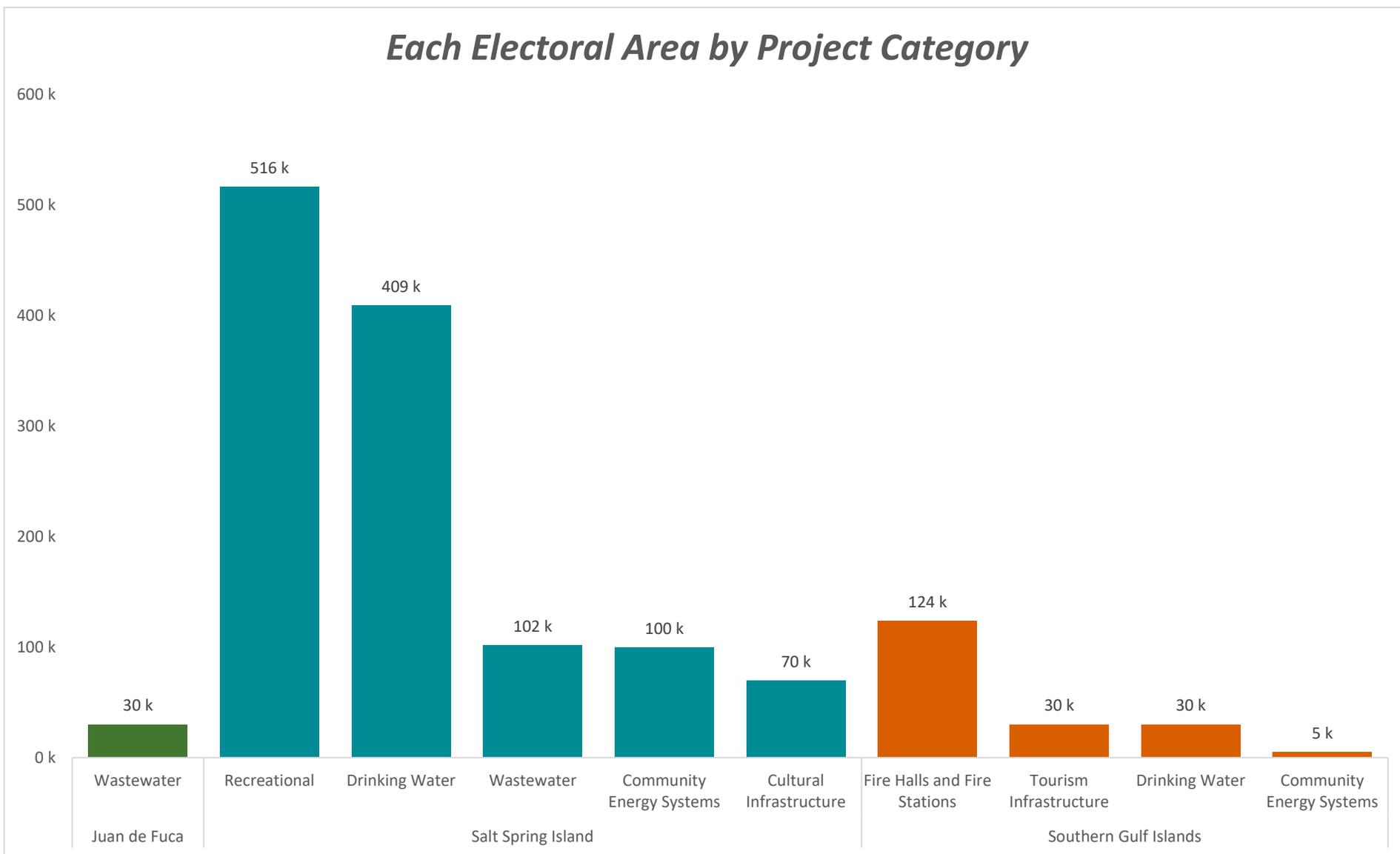
Project Categories under CWF

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

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



Each Electoral Area by Project Category



Electoral Area by Recipient Type

The following graph provides a summary of grants provided to CRD Services and Third Parties in each EA (and collectively) for 2023.





Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING ON WEDNESDAY, APRIL 10, 2024**

SUBJECT Community Works Fund – Disbursement Process

ISSUE SUMMARY

To develop and implement a revised disbursement process for Third Party recipients of Community Works Funds (CWF), mitigating risk and improving program compliance.

BACKGROUND

Formerly known as the Gas Tax, CWF is one of three funding streams delivered through the Canada Community-Building Fund (CCBF). This is a tripartite agreement between the Federal Government, the Province of British Columbia (BC) and the Union of BC Municipalities (UBCM). The program supports local government infrastructure and capacity building through eligible capital projects.

CWF is distributed to local governments annually through UBCM (the program administrator) on a per capita basis. In alignment with Capital Regional District (CRD) Board Direction (given on August 2014), the funds are re-allocated to the three Electoral Areas (EA) on a per capita basis. Once the funds are allocated to EAs, CRD staff administer the program through an application process from CRD services and third parties. Once approved, funds are fully transferred to CRD services, or for third parties, after a contribution agreement is executed.

The third-party contribution agreement requires the recipient to complete the project in accordance with program rules to retain funding received. The recipients are also required to provide documentation regarding progress and project expenses upon request. Historic practice has resulted in audits being conducted when staff are informed of concerns or required through UBCM in their annual reporting process.

On March 13, 2024, the CRD Board directed staff to develop a revised disbursement process for third-party recipients of CWF, replacing the current process of advancing CWF funds upon execution of the contribution agreement. The new disbursement process aims to mitigate risk and improve program compliance while balancing administrative impact for both the CRD and third parties.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the revised disbursement process for the Community Works Fund, as described in this report, be implemented for future third party projects.

Alternative 2

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

CRD Board Priorities under Governance commits to cultivate greater transparency, accountability and engagement through CRD work. The CRD has also identified this in its 2023-2026 Corporate Plan under Community Need 13. Business Processes and Systems to respond to best practices, comply with the legislative requirements and deliver sustainable budgets. Revising the disbursement process for CWF will increase transparency and accountability to public and program funders by the CRD and third-party recipients. By defining the disbursement process in more detail, the CRD will face less uncertainty ensuring the projects will be more efficient, benefiting the community and residents in the EAs by third parties.

Financial Implications

The current process of advancing approved CWF funds to third parties represents a risk to ongoing administration and funding of the program. In the event of non-compliance, pursuing reimbursement from third parties through negotiation or litigation results in additional expenses, such as staff time. A new disbursement process to release CWF in milestone installments, based on project completion status, is recommended. This will ensure projects are completed in alignment to contractual requirements and funds are spent in a transparent and accountable manner.

With the new disbursement process, projects will be classified into two categories based on risk profile: large projects representing awards greater than \$50,000 and small projects representing awards less than or equal to \$50,000. Historical review of the third-party awards between 2020 and 2023 is summarized in Table 1.

Table 1: Third-Party Awards 2020-2023

Awards	Large Project (>\$50,000)	Small Project (≤\$50,000)	Total
No. of Awards (% of Total)	6 (21%)	22 (79%)	28
\$ of Awards (% of Total)	1,734,000 (75%)	566,220 (25%)	2,300,220

\$50,000 was chosen as the threshold to balance administrative burden to both the CRD and third parties while managing risk to the program. Projects less than \$50,000 are generally simpler, have shorter timeframes to complete, and present less risk. The revised disbursement process by category is outlined in Table 2.

Table 2: Disbursement Process by Project Category

Project Status	Installment Payment Schedule	
	Large Project (>\$50,000)	Small Project (≤\$50,000)
Advance- Upon Signing Agreement	25%	75%
Interim - 50% Completion	50%	N/A
Final - 100% Completion	25%	25%

Project completion will be measured as the percentage of total project costs incurred rather than the total CWF awarded, as there are often cost-shared projects with recipients' own funding to fund ineligible and eligible expenditures, thus reducing the risk of incomplete projects receiving full CWF funding.

Appendix A is a high-level process flow chart with project examples. The examples of a large project (>\$50 award) and a small project (≤\$50 award) are both demonstrated on how the CWF installments would be released to recipients based on the project completion status.

Service Delivery Implications

By implementing a revised disbursement process, the CWF program will be more resilient towards unexpected issues and funding risk exposure. The revised process, which will align with corporate objectives, also recognizes the financial constraints encountered by third party recipients; therefore, the partial advance disbursement is still available, allowing project work to commence immediately.

Additional administrative activities will be required for CRD staff and Third-Party recipients, CRD staff will need to accommodate by allocating more administration capacity. Previously staff had limited involvement with third party projects after the initial approval and payment. This more rigorous process will require staff to manage additional communication and documentation as well as review and payment process. The amount of additional administrative effort will fluctuate with the number of third-party applications approved. Recipients will be required to submit an interim progress report (large project>\$50,000 CWF award only) and a final project report to receive the full CWF payment. Through these reports, recipients are required to submit an itemized list of costs with vendor invoice and payment information on project reports. This will allow staff to review ongoing expenses for eligibility and perform additional audits if required.

The revised disbursement process framework will be designed to mitigate risk and improve program compliance while balancing administrative impact for both the CRD and the third parties.

CONCLUSION

The current process of advancing CWF funds to third parties upon approval represents risk to ongoing administration and funding of the program. A revised disbursement process is recommended to ensure that projects are completed in alignment to contractual requirements and that funds are spent in a transparent and accountable manner.

RECOMMENDATION

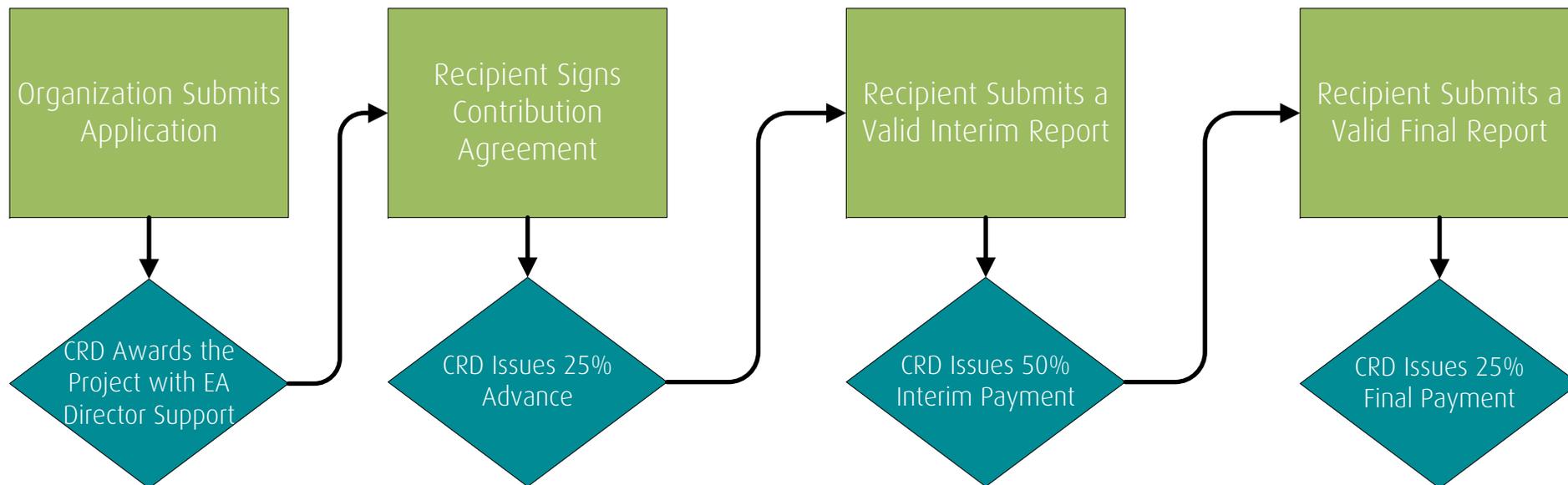
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the disbursement process for the Community Works Fund, as described in this report, be implemented for future third party projects.

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

ATTACHMENT

Appendix A: Disbursement Process Chart and Project Examples

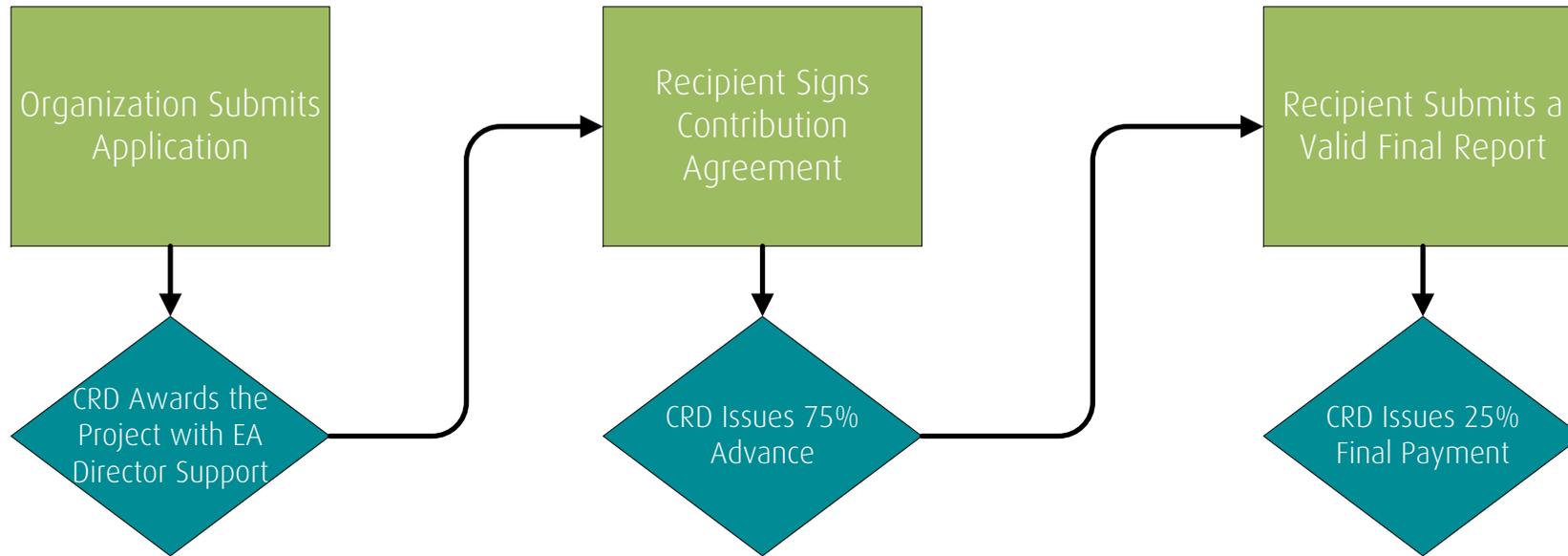
CWF – Large Project Process Flow Chart & Example (>\$50K CWF Award)



Disbursement Example – \$200K Project, \$100K CWF Award

	Advance	Interim	Final
Project Status	Upon Agreement Signed	50% Complete	100% Complete
Total Project Costs	\$0	\$100,000	\$200,000
Disbursement Amount	\$25,000 (25% of Award)	\$50,000 (50% of Award)	\$25,000 (25% of Award)
Total Disbursement	\$25,000	\$75,000	\$100,000

CWF – Small Project Process Flow Chart & Example (<=\$50K CWF Award)



Disbursement Example – \$100K Project, \$50K CWF Award

	Advance	Final
Project Status	Upon Agreement Signed	100% Complete
Total Project Costs	\$0	\$100,000
Disbursement Amount	\$37,500 (75% of Award)	\$12,500 (25% of Award)
Total Disbursement	\$37,500	\$50,000



**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 10, 2024**

SUBJECT **Household Hazardous Waste Pickup in Electoral Areas – Follow-up**

ISSUE SUMMARY

To provide information on household hazardous waste (HHW) disposal education for the electoral area residents, and costs and feasibility of HHW pick-up in the Juan de Fuca Electoral Area.

BACKGROUND

At the December 13, 2023 Electoral Areas Committee (EAC) meeting, staff were directed to report back on options to provide education and information on disposal of HHW for electoral area residents; and to investigate a program and assess costs and feasibility for a HHW roundup in the Juan de Fuca Electoral Area once every 3 years. Previous staff reports on this topic are included as Appendix A.

On an ongoing basis, the Capital Regional District (CRD) promotes its HHW program in the form of campaigns, including a direct mail out to 125,000 homes in the capital region, partnering on the pesticide reduction initiative, and with source control programs, as well as messaging through an annual illegal dumping/abandoned waste campaign. The CRD also distributed customer handouts to HHW product retailers, and developed and distributed education materials to communities when the mobile HHW roundup events were discontinued in 2016. The CRD continues to provide guidance on how to safely dispose of many types of common HHW items at the Hartland Depot. This information can be found on the CRD's website.

The development of a more comprehensive education and information program for communities in the electoral areas would entail working closely with the Gulf Islands Depots and the Port Renfrew Depot to develop messaging and outreach materials on HHW. Working directly with depot staff, this work could include the development of newsletters or fact sheets that are specific to each island and the Port Renfrew depot around types of products (accepted and not accepted), collection and proper disposal of HHW. Staff can complete this work with existing resources and this work fits within the 2024 work plan.

Staff have investigated the costs of hosting a HHW roundup within the Juan De Fuca Electoral Area. Preliminary estimates provided by a qualified third party to conduct a mobile collection event identified costs would range from \$20,000 to \$50,000 per event, depending on volume and type of products received, as well as travel logistics and subsequent transport of material to sorting and processing facilities. If an event were held in the Juan De Fuca Electoral Area, staff recommend that the event be held within the surrounding East Sooke Area as the communities of Port Renfrew and Willis Point are both serviced by nearby depots accepting many HHW products.

The Environmental Resource Management budget for the HHW service is limited to the Hartland Depot operation and community education; and the costs for mobile collection events are not currently included.

The 2016 decision to discontinue HHW roundup events in electoral area communities, was made in part due to an expansion of provincial extended producer responsibility programs placing the responsibility for end disposal of HHW products on producers. Through expansion of the *BC Recycling Regulation*, it is expected that by 2025, collection programs will be operational in the province for orphan materials, such as compressed canisters (fuel, adhesives, bear spray) propane tanks, fire extinguishers and more, providing additional return opportunities for consumers.

CONCLUSION

The Environmental Resource Management (ERM) budget for the household hazardous waste (HHW) service is limited to the Hartland Depot operation and community education; and the costs for mobile collection events are not currently included. The development of a more comprehensive education and information program for communities in the electoral areas would entail working closely with the Gulf Islands Depots and the Port Renfrew Depot to develop messaging and outreach materials on HHW. Staff will undertake this work using existing resources. Costs to reinstate a mobile round up HHW collection service within the Juan De Fuca Electoral Area is estimated to be \$20,000 to \$50,000 per event. These costs are not currently included within the ERM budget. Through expansion of the *BC Recycling Regulation*, it is expected that by 2025, collection programs will be operational to receive and manage more HHW materials at depots across the province, including with Electoral Areas.

RECOMMENDATION

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

Submitted by:	Tom Watkins, Acting Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., Acting General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Previous Household Hazardous Waste Pickup in Electoral Areas Staff Reports (September 13 and December 13, 2023)

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 13, 2023**

SUBJECT **Household Hazardous Waste Pickup in Electoral Areas – Update**

ISSUE SUMMARY

To report back on discussions with Electoral Area fire departments regarding the storage of household hazardous waste (HHW) in the Electoral Areas.

BACKGROUND

At the June 14, 2023 CRD Board meeting, staff were asked to investigate the cost and feasibility of Hartland funding a one-time HHW pickup on four islands in the Southern Gulf Islands, Juan de Fuca and Salt Spring Island.

The September 13 Electoral Areas Committee (EAC) staff report (Appendix A) indicated that preliminary estimates to have a qualified third party conduct mobile collection events in these communities range from \$20,000 to \$50,000 per community, depending on volume and type of products received, as well as travel logistics and subsequent transport of material to sorting and processing facilities. The Environmental Resource Management (ERM) budget for the HHW service is limited to the Hartland Depot operation and community education; costs for mobile collection events are not currently included in the ERM budget. The total cost to provide one-time HHW events in the six Electoral Area communities is estimated to be \$200,000.

The acceptance of both provincially-regulated (Extended Producer Responsibility) and non-regulated HHW at the Hartland Depot offers residents a one-stop drop for their unwanted products, and provides for safe and efficient collection, consolidation and packaging for transportation to processing. Cost for delivery of the service is approximately \$800,000 per year.

The CRD's Protective Services staff reached out to Electoral Area fire chiefs, and the collective feedback was that there is no heightened level of concern for firefighter safety due to storage of HHW. They did indicate that a local public drop-off opportunity would be appreciated by the Electoral Areas.

ALTERNATIVES

Alternative 1

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

Alternative 2

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

1. That the regional household hazardous waste management be expanded to include a final one-time mobile collection event in the Capital Regional District's Electoral Areas; and
2. That the 2024 Environmental Resource Management budget be amended to include \$200,000 to fund the one time mobile collection event.

IMPLICATIONS

Financial Implications

The cost for the delivery of the regional HHW collection service at the Hartland Depot is approximately \$800,000 per year.

The estimated cost to conduct mobile collection events in the Electoral Area communities ranges from \$20,000 to \$50,000 per community. The total cost to provide one-time HHW event in the six Electoral Area communities is estimated to be \$200,000.

CONCLUSION

At the September 13, 2023 Electoral Areas Committee meeting, Capital Regional District staff were asked to speak to fire departments within the Electoral Areas to examine if they have any concerns with the storage of household hazardous waste (HHW) in the Electoral Areas. The collective feedback from fire chiefs was that there is no heightened level of concern for firefighter safety due to storage of HHW. Staff recommend that HHW collection not be expanded to the Electoral Areas and that residents continue to take their HHW to the specialized regional infrastructure at the Hartland Depot.

RECOMMENDATION

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

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Staff Report: Household Hazardous Waste Pickup in Electoral Areas – Electoral Areas Committee (September 13, 2023)

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 13, 2023**

SUBJECT **Household Hazardous Waste Pickup in Electoral Areas**

ISSUE SUMMARY

At the June 14, 2023 Capital Regional District (CRD) Board meeting, staff were asked to investigate the cost and feasibility of Hartland funding a one-time household hazardous waste (HHW) pickup on the four islands in the Southern Gulf Islands, Juan de Fuca and also on Salt Spring Island.

BACKGROUND

In 2004, the CRD launched a HHW collection program at the Hartland Depot to support residents of the region with safe end-of-life management of their unwanted and expired HHW products. This no-charge program includes both products covered under Extended Producer Responsibility (EPR) through the *BC Recycling Regulation*, such as paint and motor oil, as well as non-EPR products (orphans) like propane tanks and pool chemicals.

Subsequently, the HHW collection area at the Hartland Depot was retrofitted in 2009 to support this growing service, with a focus on safety for the public, staff and contractors and improvements for receipt, sorting, storage and subsequent transport of material. The ability to receive and manage orphan materials at the Hartland Depot is a unique service our region provides to residents and is heavily reliant on the infrastructure investment, staffing and contractor services to support this operation. The cost for delivery of this service is approximately \$800,000 per year (2023 numbers) net of revenue from the services agreements for products covered under EPR. A complete list of HHW items currently accepted at the Hartland Depot is included as Appendix A.

In addition to the Hartland Depot program, and in support of a proactive strategy to remove additional residual HHW products from the waste stream, the CRD had also facilitated and funded collection of HHW from municipal yards, non-profit reuse organizations and gulf island recycling depots. Between 2006 and 2015, the CRD provided 26 mobile round-up events in Electoral Area communities. These ancillary collection programs were discontinued in 2016. This decision was made due to a number of factors, including: concerns around safety at these collection sites; decreasing volumes collected; a decision to focus resources towards the collection infrastructure available for residents region-wide at the Hartland Depot; and expansion of provincial EPR programs providing collection for many HHW products in Electoral Area communities, making the mobile round-up events somewhat redundant.

Education materials were developed and distributed in 2016 to communities impacted by the discontinuation of the biennial mobile HHW round-up events on the Gulf Islands. Residents were encouraged to take a “pack-in, pack-out” approach to managing their unwanted HHW products, as most of these items would have been purchased from off-island locations. This communication also included information about allowances and restrictions for both regular and dangerous goods sailings on the BC Ferries.

The range of products included in provincial EPR programs, and the associated collection of these materials within Electoral Areas, has expanded over the years, as well as the number of collection points throughout the province and in our region. A list of locations within Electoral Area

communities that accept this material on an ongoing basis can be found in Appendix B. Through expansion of the *BC Recycling Regulation*, it is expected that by 2025, collection programs will be operational in the province for orphan items such as compressed canisters (fuel, adhesives, bear spray) propane tanks, fire extinguishers and more aerosols, battery types and electronic accessories, providing additional return opportunities for consumers.

Reinstatement of mobile HHW collection service within the Electoral Area communities would involve the following key items:

- securing locations and dates for events
- hiring a contractor to manage the events including all aspects of collection, packaging, transportation and processing as well as site safety
- advertising and promotion

Preliminary estimates provided by a qualified third party to conduct mobile collection events in these communities range from \$20,000 to \$50,000 per community, depending on volume and type of products received, as well travel logistics and subsequent transport of material to sorting and processing facilities. The Environmental Resource Management (ERM) budget for the HHW service is limited to the Hartland Depot operation and community education; costs for mobile collection events are not currently included in the ERM budget. The total cost to provide one-time HHW events in the six Electoral Area communities is estimated to be \$200,000.

CONCLUSION

The acceptance of both provincially-regulated (Extended Producer Responsibility) and non-regulated household hazardous waste at the Hartland Depot offers residents a one-stop drop for their unwanted products, and provides for safe and efficient collection, consolidation and packaging for transportation to processing. Cost for delivery of the service is approximately \$800,000 per year. Off-site Capital Regional District collection programs were conducted between 2006 and 2015, but discontinued due to concerns around site safety, reducing volumes and a renewed focus on the centralized collection infrastructure at the Hartland Depot. Through expansion of the *BC Recycling Regulation*, it is expected that by 2025, collection programs will be operational for items such as compressed canisters (fuel, adhesives, bear spray) propane tanks, fire extinguishers and more aerosols, battery types and electronic accessories.

RECOMMENDATION

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

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Hartland Depot – Accepted Household Hazardous Waste Products
Appendix B: Household Hazardous Waste Collection Locations within Electoral Areas
Appendix C: BC Ferries – Dangerous Goods Information

What is Household Hazardous Waste?

Household hazardous waste (HHW) is any waste from your home that you consider to be dangerous or unsure of. It includes any leftover household products that are marked flammable, corrosive, explosive or poisonous. Common examples include pesticides, varnishes, paints, cleaners, and batteries.

Items accepted at the Hartland HHW facility:

Automotive Products

- Air conditioning refrigerants
- Antifreeze
- Autobody filler
- Automobile batteries – lead acid
- Brake fluid
- Carburetor cleaner
- Car wax with solvent
- Diesel fuel
- Chrome polish
- Engine degreaser
- Fuel additives
- Gasoline (in ULC approved container)
- Grease
- Hardeners (MEKP)
- Oil filters
- Starter fluids
- Transmission fluid
- Used motor oil and containers
- Windshield washer fluid

Batteries

- General household batteries
- Lead acid batteries
- Lithium-ion Batteries
- Small Ni-Cad batteries (re-chargeable)
- E-mobility batteries

Glues & Cements

- Liquid glues only
- (dispose of hardened glue as regular garbage)

Hobby Supplies

- Chemistry sets
- Kerosene
- Photography chemicals

Household Products

- Abrasive cleaners
- Aerosol products
- All-purpose cleaners
- Ammonia
- Disinfectants
- Bleach
- Drain cleaner
- Floor wax strippers
- Furniture polish and waxes
- Linseed oil
- Metal cleaners
- Oven cleaners
- Rust remover
- Shoe polish (liquid)
- Spot and stain remover
- Toilet bowl cleaner
- Upholstery and rug cleaners
- Lighter fluid
- Muriatic acid
- Tub and tile cleaners
- Window cleaners

Tanks & Containers

- Butane tanks
- Gas tanks
- Helium tanks
- Kerosene containers
- Pesticide containers
- Propane tanks
- Fire extinguishers

Gardening and Pest Control

- All fungicides
- All herbicides
- All insecticides
- Chemical fertilizers
- Flea/tick pet products
- P.C.P Act
- Rat poison
- Slug bait
- Wood preservatives

Mercury Items

- Compact fluorescent light bulbs (CFLs)
- Fluorescent tubes/ballasts
- Metal halide lamps
- Thermometers
- Thermostats
- Ultraviolet lamps
- Pure Mercury

Miscellaneous

- Barbecue starters
- Smoke detectors
- Swimming pool and spa/hot tub chemicals
- Cell phones
- Electronics with re-chargeable batteries
- Home heating oil

Paints & Solvents

- Acetone
- Empty containers
- Latex paint
- Lead based paint
- Marine paint
- Oil-based paint
- Paint thinner and strippers
- Plastic
- Spray paint
- Varnish or lacquer
- Other solvents

Personal Care Products

- Antibacterial soap
- Foot powder
- Hair dye
- Hairspray
- Hydrogen peroxide
- Jewelry cleaner
- Nail polish and remover
- Perm lotion or solution
- Rubbing alcohol

Items NOT accepted at the Hartland HHW facility:

Ammunition

Call your local police/ fire department for information.

Flares

Visit myrecyclopedia.ca and search flares for events and facilities that accept flares.

Pharmaceuticals

Return all unused medication to pharmacies participating in the return program, free of charge.



Flammable



Corrosive



Explosive



Poison

For more information on Household Hazardous Waste please visit our website at www.crd.bc.ca/hhw or call the CRD Infoline at 250.360.3030.

**HOUSEHOLD HAZARDOUS WASTE COLLECTION
LOCATIONS WITHIN ELECTORAL AREAS**

Electoral Area	Household Hazardous Waste – Extended Producer Responsibility Materials	Household Hazardous Waste – Non-Extended Producer Responsibility
SOUTHERN GULF ISLANDS		
Galiano Island		
Galiano Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Light bulbs/tubes • Smoke and CO Alarms • Single-use batteries • Rechargeable batteries • Oils/filters/containers (2024) 	
Mayne Island		
Mayne Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Light bulbs/tubes • Smoke and CO Alarms • Electronics • Single-use batteries • Rechargeable batteries • Empty oil/antifreeze jugs 	<ul style="list-style-type: none"> • Inkjet/toner cartridges
Pender Island		
Pender Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Light bulbs/tubes • Smoke and CO Alarms • Single-use batteries • Rechargeable batteries • Oils/filters/containers • Antifreeze • Automotive batteries • Thermostats 	
Pender Island Firehall		<ul style="list-style-type: none"> • Propane cylinders/tanks
Saturna Island		
Saturna Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Electronics • Household batteries • Lightbulbs/tubes • Motor oil/antifreeze 	<ul style="list-style-type: none"> • Inkjet/toner cartridges
Darryl's and James's Digs	<ul style="list-style-type: none"> • Automotive batteries • Antifreeze • Smoke and CO Alarms • Thermostats 	<ul style="list-style-type: none"> • Propane cylinders/tanks

Electoral Area	Household Hazardous Waste – Extended Producer Responsibility Materials	Household Hazardous Waste – Non-Extended Producer Responsibility
SALT SPRING ISLAND		
Salt Spring Island Recycling Depot	<ul style="list-style-type: none"> • Paint • Pesticides, solvents, gasoline • Light bulbs/tubes • Smoke and CO Alarms • Electronics • Single-use batteries • Rechargeable batteries • eMobility batteries • Automotive batteries • Thermostats 	<ul style="list-style-type: none"> • Inkjet/toner cartridges
Pharmasave/Lower Ganges	<ul style="list-style-type: none"> • Single-use batteries • Rechargeable batteries 	
Harbour Authority Salt Sprint Island	<ul style="list-style-type: none"> • Oils/filters/containers 	
Salt Spring Garbage & Recycling		<ul style="list-style-type: none"> • Propane cylinders/tanks
JUAN DE FUCA		
Port Renfrew Garbage & Recycling Depot	<ul style="list-style-type: none"> • Paint • Paint plus • Electronics • Light bulbs/tubes • Motor oil • Cooking oil 	<ul style="list-style-type: none"> • Propane tanks and canisters • Fire extinguishers

 **Travel advisory:**
All Routes Status

Home / Travel and boarding / Dangerous goods

Common dangerous goods

Carefully review the list below. If you plan to travel with dangerous goods, or you're shipping a trailer with dangerous cargo, you need to complete a dangerous goods shipping document ahead of travel. Print your completed document and present it to the ticket agent when you arrive at the terminal.

 Diesel, gasoline and propane do not require dangerous goods documentation if within the limits described in the list below.



[Complete dangerous goods shipping document](#)

PDF 77 KB | 2 pages

If your particular product is not listed or you have any questions about travelling with dangerous good, you can email us at dg.bcf@bcferries.com, call 250-978-1152, or fax 250-386-1652.

Aerosols no larger than 1 litre are allowed.

Automotive antifreeze is not considered dangerous and can be carried in any amount.

Auxiliary fuel tanks that form an integral part of the vehicle, connected by a fuel line to the engine fuel system, and firmly secured and protected from external damage, are permitted. Auxiliary fuel tanks are not to be confused with spare gas tanks (see Gasoline).

Adhesive products containing flammable liquid, such as contact cement, have special

requirements. Check with the terminal staff for information on acceptable quantities.

Air bottles, scuba tanks and enriched air

- *Oxygen* for personal use is allowed in cylinders up to 5 litre water capacity. No transferring between containers is permitted.
- *Scuba tanks* (compressed air) for personal use is unlimited and must be declared
 - All full or partially-full tanks require a dangerous goods shipping document
 - All full or partially-full tanks are to be transported in closed, locked vehicles, or in open vehicles, provided the tanks are out of sight
- *Enriched air* must be declared and fully documented
 - The number of enriched air tanks may not exceed 8 per consignment (tank size not to exceed 20 kg). Enriched air tanks follow the same conditions of transportation as Scuba tanks for safe stowage in vehicles.
- Empty tanks not containing air are not considered dangerous goods under the *Transport of Dangerous Goods Regulations*, as long as the valves are open and not under pressure
- Foot passengers may take these tanks on board, provided the tanks are taken immediately to the main vehicle deck for stowage during the voyage. The vessel's officer will identify to foot passengers a safe stowage area on the vessel.
- These tanks are not considered baggage and our employees are not permitted to handle them or to transport them in our baggage vans

Ammunition for small arms, rifles and shotguns are permitted on our ferries in small quantities, provided they are securely packaged and carried separately from the firearm.

Batteries for automobiles are permitted. New vehicle batteries and up to 3 used batteries can be transported.

Boat/RV gas can be carried in spare tanks. See gasoline for the amounts of gas which can be carried in spare tanks.

Coleman's fuel, naphtha and white gas products used to fill camp stoves and lanterns are permitted in 5 litre metal containers in vehicles, but foot passengers are prohibited from carrying them.

Cleansers like bleach and other household cleansers may be carried on our ferries in a carton designed to keep them upright and secure to avoid spillage and harmful fumes.

Diesel fuel in tidy tanks of 450 litres or less is permitted. No dangerous goods documentation required if you travel with amounts of diesel fuel within this limit.

Firearms may be transported under strict conditions.

- Firearms must be transported in compliance with Canadian Firearms Regulations. Firearms transported in vehicles must be:
 - Unloaded
 - Not visible from outside the vehicle
 - Locked inside vehicle when unattended
- Foot passengers are not permitted to transport firearms, except on sailings between Port Hardy (Bear Cove) and Prince Rupert, and between Prince Rupert and Graham Island (Skidegate) on Haida Gwaii. On these routes, foot passengers with firearms must:
 - Declare firearms to the ship's officer once on board
 - Be responsible for securing the firearms in a locker designated by the ship's officer
- Airsoft guns, pellet guns, crossbows, bow and arrows, axes and similar items of concern are subject to restrictions, including:
 - Foot passengers are not permitted to transport any items of concern with them; if they have any, these must be stored in checked luggage
- Items of concern transported in vehicles must be:
 - Not visible from outside the vehicle
 - Locked inside the vehicle when unattended
- On-duty police officers, armoured car personnel, or peace officers authorized to carry restricted firearms in the performance of their duties are permitted by law to possess and transport firearms

Fire extinguishers can be carried on BC Ferries as long as they are firmly packaged or secured to prevent them from moving.

Fireworks are prohibited on BC Ferries. Some pyrotechnics are permitted if they are used as safety equipment for a vehicle or are equipment being transported. These pyrotechnics will normally fall under the category of Class 1 - 1.4S.

Foot passenger carry-on commodities are allowed on the car deck, as long as the deck officer gives their authority, and a suitable storage area is available on the car deck.

- Passengers may carry outboard motors, chain saws, etc. onto the car deck only. This type of equipment is not permitted in passenger areas.
- A foot passenger may carry no more than 1 cylinder of propane, not exceeding 15 kg (30 litres). The cylinder must be carried on board by the customer and must be stowed on the car deck in a location designated by the ship's officer.

Fuel oils in tank truck quantities can be transported as long as the flash point of products is not less than 37.8°C for the following fuels:

- UN 1202
- UN 1223
- UN 1267
- UN 1268
- UN 1300
- UN 1863

Gasoline in approved containers is permitted on BC Ferries in limited amounts, not exceeding 25 litres. However, foot passengers are not allowed to carry gasoline on board the ferry.

- The following may carry 1 spare container of gasoline:
 - RVs and vehicles
 - Vehicle carrying a boat on top
 - Vehicle carrying or towing jet skis or quads
- The following may carry 2 spare containers of gasoline:
 - Boat towed behind a vehicle

Note: No dangerous goods documentation required if you travel with amounts of gasoline within the limits above.

Gases, including most compressed gases and some liquefied gases, are acceptable. To prevent damage, cylinders must be properly secured within the vehicle.

Hay bales may be carried, but must be secured within a closed vehicle or the load must be completely tarped to prevent random ignition. A dangerous goods shipping document is required and is transported under UN 1327, and in addition Class 4.1 placarding must be displayed when transporting over 500kgs (1100lbs).

Helium can be transported aboard BC Ferries. All full or partially full tanks require a dangerous goods shipping document, and must be transported in closed, locked vehicles; or in open vehicles, provided the tanks are out of sight.

Kirpans are permitted for all of our passengers who are practicing members of the Sikh religion. All passengers travelling with Kirpans must do the following while aboard our ferries:

- Keep the Kirpan sheathed
- Keep the Kirpan worn underneath clothing
- Keep the Kirpan not visible to other passengers

Marine pollutants are hazardous to aquatic life and humans; therefore, all marine pollutants must be identified on a dangerous goods shipping document.

Methanol in the fuel tank of a race car is permitted up to a maximum of 25 litres. A maximum of 2 additional containers are permitted, but must be completely secured and labelled.

Oxygen for personal medical use is permitted, but cylinders may not exceed 5 litre water capacity.

- Cylinders that are not in a portable unit must be secured within the transport vehicle
- The transfer of liquid oxygen from the liberator or bulk container to the stroller or portable container on board the vessel is prohibited
- Please notify terminal staff if you are carrying personal medical oxygen

Paint and related paint products, including lacquer, enamel, stain, shellac, varnish, polish, liquid filler and liquid lacquer base, paint thinners or reducing compounds are allowed for personal use, and if purchased at a public retail outlet.

- If you're transporting commercial quantities, check with the terminal of departure for details of flash point limits for flammable products
- Latex or water-based paint is not subject to regulations

Propane valves must be closed and sealed with the tags issued at the ticket booth, and the cylinders must be upright and firmly secured to prevent tipping.

- Commercial vehicles are prohibited from carrying propane tanks
- RVs are permitted:
 - 2 x 25 kg cylinders (50 litre water capacity each) connected to a regulator and secured in or on the vehicle
 - 1 x 15 kg (30 litre water capacity) for a barbecue
- Passenger vehicles are permitted:
 - 1 x 15 kg (30 litre water capacity)

- *Important propane safety alert:*
 - The brass valve in a propane cylinder will be damaged if it comes in contact with anhydrous ammonia. This deterioration will lead to cracking of the valve body or its components and can ultimately result in a violent, unexpected expulsion of the valve from the cylinder, causing personal injury or death.

Note: No dangerous goods documentation required if you travel with amounts of propane within the limits above.

Service vehicles, including welding, refrigeration and plumbing vehicles, or any vehicle having a service repair function, may be classed as a service vehicle. Service vehicles travelling in marine mode are required to present a shipping document for dangerous goods. Call the terminal of departure for details on limits.

Wheelchairs (motorized) have no restrictions when they are in use, but there are some precautions when they are carried as cargo or freight:

- The battery must be securely in place, disconnected, with the terminals insulated to prevent short-circuiting
- The chair itself must be securely anchored so that it will not move



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF THURSDAY, FEBRUARY 15, 2024**

SUBJECT Port Renfrew Refuse Disposal – Local Service: 2024 Initiatives Update

ISSUE SUMMARY

To provide an update on the continued operation of the Port Renfrew Garbage and Recycling Depot and to present both short and long-term planning options for the local refuse service.

BACKGROUND

The Port Renfrew Refuse Disposal Local Service is administered by the Capital Regional District (CRD) and delivered through a depot collection service model. Funded by the local community through tax requisition, the Pacheedaht First Nation and the CRD's solid waste function under the authority of Bylaw No. 1745, the 2024 budget for the service is \$110,631.

As described in staff reports presented to this committee in 2023, a number of issues are arising for the service, including garbage collection capacity and transportation costs, the pending retirement of the site's long-time caretaker and withdrawal of Recycle BC's support for residential packaging and printed products in relation to site concerns and collection infrastructure. Appendix A contains a complete list of issues and opportunities that have arisen to date or have been identified for future consideration.

Growing activity in this community is putting demands on the existing solid waste system. Increased volumes of waste material being generated, especially seasonally, are taxing the existing depot capacity and funding model for this service. In addition, illegal dumping activity, particularly of construction material and bulky items, has increased.

The current depot attendant is a caretaker who resides on the property as part of his compensation package. This is a longstanding arrangement that has proven mutually beneficial to both the caretaker and the community; however, it is not supported by site zoning, and the practice poses some liability risk to the CRD. Given this, and with the depot caretaker retiring in November 2024, a new approach will be required for operating this depot in the future.

To address these issues and to mitigate impacts associated with increasing expenses, funding through the Growing Communities Fund was pursued, and \$262,500 (75%) has been secured. To access the grant funds, the service is required to supply the remaining 25% of the project costs (\$87,500), of which \$30,000 will be provided through a Community Works Fund Grant. This has been added to the 2024-2028 capital plan. It is expected that this \$350,000 will address the imminent concerns for the service around collection capacity and transportation, the transition of depot management from caretaker to operator model, Recycle BC's concerns and provide opportunity to conduct a study for the future of the service.

ALTERNATIVES

Alternative 1

The Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:

That staff be directed to:

1. Continue implementing site upgrades with funding from the Growing Communities Fund.
2. Work with the business sector on alternative solutions for commercial packaging and printed products.
3. Continue to transition the depot from caretaker managed, to a site operator model for late 2024; and
4. Continue discussions for long-term waste management in Port Renfrew with the Pacheedaht First Nation and the broader community.

Alternative 2

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

The 2021 CRD Solid Waste Management Plan (SWMP) identifies roles in the solid waste system, including the responsibility of producers, consumers (generators), industry and local governments. Working with local generators of waste material to develop and deliver an efficient service for this community supports goals associated in the SWMP, including having informed citizens who effectively participate in proper waste management practices and reducing the per/capita disposal rate for the region.

The Port Renfrew Official Community Plan update, scheduled to take place in 2024, provides an opportunity to engage with the community, including the Pacheedaht First Nation about a longer-term vision for the service. It is expected that this project will begin in February 2024, once a Citizens Committee representing various interests in Port Renfrew is formed.

Financial Implications

The primary function of the service is to provide local collection of garbage from both residents and businesses. Favourable recycling markets for items like scrap metal and cardboard, as well as collection agreements for regulated items such as paint, tires and batteries, have allowed the serviced to expand and provide a local option for the community to manage its recyclables. Given the withdrawal of Recycle BC support, the downturn in commodity markets and increase in both volumes and costs associated with transportation, there are limits to what the current funding model can support regarding continuing this broad-spectrum service.

The current caretaker arrangement includes residential access to the site and provision of utilities (hydro, water, telephone and septic services), as well as a stipend of \$1,148/month. In addition, as part of the compensation package, the caretaker has access to profitable scrap metal material and beverage containers dropped off at the site, returning and retaining the deposit refund. The revenue generated from this salvaging activity will be better understood in 2025 as site management transitions to an operator and those revenues are returned to the service. Staff

estimate this revenue potential at approximately \$40,000-\$60,000 per year when compared to similar-sized depots in other communities.

In addition, with the caretaker's retirement in 2024, and the transition to having the site managed by an operator, there will be a financial impact on the service in 2025. Options include having the site managed by a CRD employee through a new position (2025) or contracting the work out to a non-profit community organization, as is done with residential recycling services on Salt Spring Island and the Southern Gulf Islands. Staff recommend posting for a 12-month term position in the summer of 2024, with an extended term or permanent position considered in the 2025 budget. Preliminary estimates for a part-time position are \$50,000 annually. If recruitment is unsuccessful, contracting the work out could be explored, particularly if the community signals an interest in establishing a non-profit community organization model.

Site utilities, including hydro, water and portable toilet service are funded by the service and will need to be maintained for continued operation of the site.

First Nations Reconciliation

The Pacheedaht First Nation has indicated interest in operating its own waste and recycling transfer station, potentially for the entire Port Renfrew community. Timing for these discussions could progress as improvements at the existing site progress this year.

Social Implications

An adjustment to the hours the depot is open will need to be explored and right-sized for this community, and the funding available for the service. The recycling depots located in the Southern Gulf Island Electoral Area are open 4-10 hours/week. In comparison, the Port Renfrew caretaker has been opening the depot 56-70 hours/week, depending on the season. In addition, the agreement with Recycle BC requires that an attendant be present during all hours the depot is open. The inability to provide this under the caretaker model is one of the reasons the Recycle BC agreement and associated support is currently suspended.

When the adjustment to hours is made, strategies will need to be considered to address illegal dumping outside of the facility's gate and potentially in the community.

CONCLUSION

There are a number of challenges and opportunities for the Port Renfrew Refuse Disposal Services arising. It is expected that short-term issues such as garbage collection and transportation efficiencies, transitioning site management to an operator model, and addressing site infrastructure concerns can be addressed through funding secured through the Growing Communities Grant. In addition, the hours and services provided at site will need to be reviewed and right-sized for the community and funding available. There is an opportunity to investigate long-term planning for the service through the Port Renfrew Official Community Plan update scheduled to be conducted in 2024.

RECOMMENDATION

The Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:
That staff be directed to:

1. Continue implementing site upgrades with funding from the Growing Communities Fund.
2. Work with the business sector on alternative solutions for commercial packaging and printed products.
3. Continue to transition the depot from caretaker managed, to a site operator model for late 2024; and
4. Continue discussions for long-term waste management in Port Renfrew with the Pacheedaht First Nation and the broader community.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Issues and Opportunities Summary

**ISSUES AND OPPORTUNITIES SUMMARY
PORT RENFREW REFUSE DISPOSAL – LOCAL SERVICE
February 2024**

ISSUE/OPPORTUNITY	COMMENTS
Port Renfrew Garbage and Recycling (Depot) Operation	
Caretaker arrangement – not supported by site zoning	<ul style="list-style-type: none"> • Caretaker’s retirement in November 2024 provides an opportunity to transition site management to an operator model.
Depot hours	<ul style="list-style-type: none"> • Hours of operation will need to be right-sized (reduced) to better align with size of community and budget for service.
Depot Infrastructure	
Culvert repair	<ul style="list-style-type: none"> • Community works grant funding has been secured to fund repair of the failing culvert, which is scheduled to take place in the late spring of 2024.
Capacity issues related to increased demand and seasonal activity in the community	<ul style="list-style-type: none"> • Pilot was conducted in the summer of 2023, where bins were serviced regularly (twice weekly). • Compaction bins budgeted for with the Growing Communities Fund work will provide the ability to collect and store a larger volume of garbage onsite and improve hauling efficiencies.
Partnership with Pacheedaht First Nation	
Increased volume of material generated from both residential and commercial activity	<ul style="list-style-type: none"> • Expanded capacity at the Depot and scope of recyclables accepted provides safe, secure collection of waste materials, while long-term alternatives for the community are pursued. • Reestablishing practice of directing Pacheedaht First Nation garbage and recycling to the Depot should increase diversion and reduce confusion and illegal dumping activity with all material generated in the community being accepted at one central location.
Expenses and Funding	
Increasing costs	<ul style="list-style-type: none"> • Operating efficiencies in association with transportation costs will be realized with the purchase of compaction bins with Growing Communities Fund. • Bylaw No. 2583 allows for a per bag fee to be charged to those not contributing to the service (Note: not currently implemented). This is something that with limiting the depot hours an operator could implement and manage.
Lower commodity markets and beverage container deposit revenue	<ul style="list-style-type: none"> • With the departure of the site caretaker, there is the opportunity to redirect the beverage container deposit and scrap metal revenue, currently included in the caretaker’s compensation package, directly towards a funding source for the service
Withdrawal of Recycle BC support for residential packaging and paper	<ul style="list-style-type: none"> • Site improvements and development of an alternative option for commercial packaging and printed products is expected to address Recycle BC’s concerns. Reinstatement of Recycle BC’s support for the

ISSUE/OPPORTUNITY	COMMENTS
	<p>community will reduce expenses that have been required to maintain the service in the interim.</p> <ul style="list-style-type: none"> Recycle BC’s five-year plan is currently with the Province for approval. The draft plan introduced proposed criteria for communities to qualify for services, it is unclear at this time what impact this may have on existing service areas such as Port Renfrew and the Southern Gulf Islands.
<p>Long-Term Planning</p>	
<p>Growing Communities Fund - \$350,000</p>	<ul style="list-style-type: none"> Funds secured through the Growing Communities Fund will be directed to site improvements, as well as a business case study for the service.
<p>Port Renfrew Official Community Plan 2024 Update</p>	<ul style="list-style-type: none"> This provides the opportunity to consult with the Port Renfrew community on the refuse service, including current service model (depot), location, scope of items accepted and associated financial contributions.



Making a difference...together

**REPORT TO GOVERNANCE COMMITTEE
MEETING ON WEDNESDAY, APRIL 03, 2024**

SUBJECT Board Chair Voting Rights on Standing Committees

ISSUE SUMMARY

To provide information on the Board Chair's voting rights as an ex-officio Member on Board Standing Committees.

BACKGROUND

On February 14, 2024, the CRD Board carried the following motion with notice from the Electoral Areas Committee:

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.

Board standing committees are established by the Board Chair to consider matters that would be better dealt with by committee. After consideration of a matter, the committee makes recommendations to the Board for final consideration. The CRD Board's meeting practice is to consider the committee recommendation first—however, the Board has no obligation to move or vote in favour of the committee's recommendation. The Board may amend the committee recommendation further, or may instead endorse the staff report recommendation or one of the report alternatives, or may raise an entirely new alternative motion for consideration.

The *CRD Board Procedures Bylaw* enables the Chair to vote on all standing committee matters. At Section 33. (2):

33. (2)(a) *The Chair shall be a Member of all Committees and entitled to vote on all matters.*

(b) *Despite section 33(2)(a) the Chair, when in attendance, may be counted as one Member for the purpose of constituting a quorum.*

The ability for the CRD Board Chair to participate as ex-officio on all Board Standing Committees is consistent with the *Local Government Act*:

218 (2) The chair may establish standing committees for matters the chair considers would be better dealt with by committee and may appoint persons to those committees.

The *CRD Board Procedures Bylaw* on the matter of Board Standing Committees echoes the provisions of the *Local Government Act* and states:

26. (1) The Chair may establish a Board Standing Committee as a regular permanent committee whose mandate will be in relation to a CRD service

or potential service.

(2) *The Chair shall appoint only Board Members to a Board Standing Committee with the following exceptions:*

- (a) Unless the authorizing legislation or Letters Patent for the Board Standing Committee defines its membership; and*
- (b) Where a Board Standing Committee Terms of Reference allow a First Nation Member to participate.*

The Terms of Reference for all CRD Board Standing Committees share the following clauses:

2.0 b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw.

IMPLICATIONS

The Newly Revised Robert's Rules of Order (RRO) apply to the proceedings of the Board and its committees to the extent that they are not inconsistent with the *Local Government Act*, *Community Charter*, and *Board Procedures Bylaw*. Under RRO, an ex-officio member of a committee, "has the same rights as the other committee members but is not obligated to attend meetings of the committee and is not counted in determining the number required for a quorum." The drafting of section 33 of the *CRD Board Procedures Bylaw*, while not specifically calling the position ex-officio is consistent with ex-officio standing.

Regional District bylaws, policies and procedures must not conflict with provincial legislation. As the power for establishing standing committees and appointing Board Members to those committees is within the purview of the elected Board Chair, it is not possible for the CRD Board Procedure Bylaw or standing committee terms of reference to limit the Board Chair's power that are prescribed by *Local Government Act* section 218(2). The decision to establish, make appointments, and vote on Board standing committee matters is up to the Board Chair who is elected annually each November.

While in theory it is possible to change the *CRD Board Procedure Bylaw* with an amending bylaw to eliminate section 33(2)(a) and (b) (which spell out the power of the Board Chair to vote at standing committees), there is no point in doing so when the Board Chair retains the power to decide which committees to convene any given year and to assign membership of those committees. Without sections 33(2)(a) and (b) the Chair can still choose to appoint themselves to any standing committee with full membership rights, including voting.

CONCLUSION

Staff were directed to report to the Governance Committee regarding the implications and process for amending the *CRD Board Procedures Bylaw* so that the CRD Board Chair participates in the Electoral Areas Committee on a voice without vote basis. The *Local Government Act* section 218(2) prescribes the power of the Board Chair to establish standing committees and appoint

persons to those committees. Regional District bylaws, policies and procedures must not conflict with provincial legislation. Procedure bylaws can expand upon the powers conferred by legislation, but cannot restrict them. As the power for establishing standing committees and appointing Board Members is within the purview of the elected Board Chair, it is not possible for the *CRD Board Procedure Bylaw* or standing committee terms of reference to limit the Board Chair's ability to vote at Electoral Areas Committee if the Chair chooses to appoint themselves as a committee member.

RECOMMENDATION

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

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services ☐ Deputy Corporate Officer
Concurrence:	Christen Morley, ☐D., General Manager, Corporate Services ☐ Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Present: Commissioners Charlene Dishaw (Chair), Barry New, Paul Brent, Gerald Longson, Jim Henshall, Andrew Simon(EP), Lorne Byzyna(EP) Murray Scadeng, Keith Erickson(EP)

Guest(s): Lorne Byzyna

Staff: Lori Seay-Potter(Recording Secretary) Emma Davis (Galiano Liaison for the CRD),
EP=Electronic Participation

The meeting was called to order at 9:05 a.m.

1. TERRITORIAL ACKNOWLEDGEMENT

Commission Chair Dishaw provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Brent, Seconded by Commissioner Longson that the 04 January 2024 agenda be approved. **CARRIED.**

3. ADOPTION OF MINUTES

MOVED by Commissioner Brent Seconded by Commissioner Longson that the 07 Dec. 2023 minutes be approved. **CARRIED.**

4. CHAIR'S REPORT

- 4.1 Map/Brochure:** 6000 brochures have been printed and will be distributed via the Visitor Information Centers and Kiosks, South Hall and Chamber as requested.
- 4.2 New Commissioners Welcome:** Chair Dishaw welcomed new Commissioners Murray Scadeng and Keith Erikson. Sonia Baker has withdrawn from the Commission.
- 4.3 Business Arising and Action Items Review:** Covered under administrative reports.
- 4.4 Nomination of Table Officers:** Chair Dishaw accepted a nomination for another year as Chair. Jim Henshall accepted a nomination for Vice-Chair. Treasurer election was deferred to February with Commissioner Scadeng considering the role. Candidate(s) will meet with the outgoing Treasurer to explore the position.

ACTION: Chair and Lori will arrange brochure distribution.

5. **PRESENTATIONS/DELEGATIONS**: None.

6. **CORRESPONDENCE**: None other than invoices.

7. **ADMINISTRATION REPORTS**

7.1 **Maintenance Contractor's Report**: Maintenance report was circulated prior to the meeting. Commission discussed the loss of some mature Arbutus at the Matthew Point Trail and a possible assessment by Geotech. The need for geotech study will be considered in Spring 2024.

7.2 **Parks, Trails and Shore Access Report**: Washout at Dewinetz is under repair. Chair reviewed the upgrade done by MOTI at the washout site at Sturdies Bay Trail. Commission discussed the need for enhanced pedestrian safety measures at the site.

ACTION: Chair will reach out to MOTI about possible options to address pedestrian safety at Sturdies Bay Road washout.

7.3 **Recreation Report**: A reporting reminder and invitation to an information session will be sent to 2023 grantees in mid January. \$48 000 has been budgeted for Recreation Grants for 2024. Barry will develop an ad for the Active Page. The Commission thanked Commissioner New for his leadership in the Recreation Grants process.

7.4 **Volunteer Report**: Thank yous have been sent to Shore Stewards in appreciation for their work in 2023.

7.5 **Betty's Place Operations Subcommittee Report**: Commissioner Henshall reported on water storage tank repair. Stove in house has been WETT inspected - connection to flue needs repair but stove is fine. Commissioners Dishaw and Clinton recently cleaned algae off deck glass. December's Open House was postponed due to poor weather.

7.6 **Betty's Place Master Planning Subcommittee**: With Commission terms ending, a new Commissioner needs to join the SubCommittee and Chair Dishaw agreed to fill the vacancy. Plan is close to ready for GIPRC review. A public consultation process is in development. The proposed lease agreement with St. Margaret's has been sent to CRD Real Estate for review. Commissioner Longson noted that the Committee supports moving forward with the lease. CRD is also arranging for wifi at the property to support meetings at the space.

ACTION: Chair agreed to pass along wifi provider preference to CRD.

8. **TREASURER’S REPORT**

Outgoing Treasurer Byzyna reviewed the December Financial Statements circulated prior to the meeting. CRD Budget Request has been submitted and includes additional funds for Recreation Grants and meeting expenses. Director Brent noted that any unspent Recreation Funds can be rolled into the following fiscal year. GIPRC should hear from CRD on Budget request in mid-March 2024.

MOVED by Commissioner Erickson, Seconded by Commissioner New to approve the December 2023 GIPRC Financial statements and Treasurer’s Report. **CARRIED.**

The Commission thanked outgoing Commissioner Byzyna for his excellent support as Treasurer.

9. **UPDATE STATUS OF CAPITAL PROJECTS**

9.1 **Silú Park Completion:** Signage arrangements are underway with Galiano Conservancy. The Story will be completed by February.

9.2 **Zuker-Georgeson Bay Shore Access Restoration:** Commissioner Simon oriented the Commission on the history of the restoration project, including 3 rounds of University of Victoria students and a partnership with the Conservancy. A new 2025 Commission project lead will need to be identified as Commissioner Simon’s term ends. Michael Carrothers will be completing some planned work at the site and Jeanine Georgeson will be recommending infrastructure to honour Indigenous people and the Georgeson family. The neighbouring property owner has not addressed his commitment to manage Daphne invasives on the property border. Chair has reached out to the neighbour.

10. **UNADDRESSED THOUGHTS AND CONCERNS**

10.1 **February Operations:** Commissioner Henshall will be away and Chair Dishaw agreed to be the Maintenance Contractor contact in his absence. February reimbursements and invoices will be handled by outgoing Treasurer Byzyna.

ACTION: Commissioner Henshall will inform Contractors about invoice and contact for February.

Adjournment at 10:40

Approved at the 04 March 2024 GIPRC meeting:



CHAIR

(signature block)

COMMITTEE CLERK



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

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

Date/Time: February 8, 2024

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

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

The meeting was called to order at 3:00 PM

1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional lands of the Coast Salish people and we thank them for the use of this land.

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 January 11, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the minutes of January 11, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

A well-attended party was held in honour of Commissioner Peter Askin who retired after 22 years of volunteer parks service. In honour of his long service and commitment to MIPRC, he was awarded with a commemorative plaque and the renaming of a trail in his name. The Commissioners were pleased that Director Paul Brent attended and spoke on behalf of CRD.

5. Reports

5.1. Treasurer's Report

Mayne Island Parks and Recreation Commission
Minutes for: February 8, 2024

- 5.1.1. Treasurer's Report for the period January 1 - 31, 2024
A report was received with the agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Moss,
that the Treasurer's report for the period January 1 – 31, 2024 be approved as
presented.
CARRIED

5.2. Administration

- 5.2.1. Follow up Action Report (not covered elsewhere)

a) Fallow Deer Committee

It was reported that:

- There is no recent progress towards provincial funding.
- CRD involvement is necessary
- There have been fairly regular meetings with Adam Olsen, MLA.
- Elizabeth May, MP, was engaged in a discussion on this matter during her visit to Mayne Island.
- The provincial veterinarian had concerns regarding deer coughing and secreting from their nostrils. Commissioners will report if they see deer with symptoms.

b) Calendar Review

- Upcoming items are tractor insurance and Kippen Road beach access.
- The domain name was renewed.

c) Ecological Assessments of Pocket Parks (Sandy Hook, Wilks Rd., Charter Rd.)

- The MI Conservancy will be requested to assess the Charter Road pocket park.
- The Conservancy's report on Sandy Hook Park indicated diminishing ecological value over time.

d) Community Works Fund Grant

- As discussed with Electoral Area Director, Paul Brent, an email will be sent to him requesting a letter of support for MIPRC's application.
- It was discussed and agreed that the application will be amended to include infrastructure updates at Dinner Bay Park, namely, the fitness circuit pad #2 and the mini-golf area.

e) Miscellaneous Parks follow-up

- Miners Bay: The damaged turf, the tree lights and the power issues were discussed. It was agreed to bring these forward in the spring.

Mayne Island Parks and Recreation Commission

Minutes for: February 8, 2024

- Dinner Bay: Two playground inspection companies on Vancouver Island will be sent photos for advice and the school will be asked about their playground maintenance. The inspection course will be investigated.
- Village Bay: Commissioners Banelis, Wright and Moss participated in an orientation regarding the boundaries and trees at Village Bay Park.

f) Japanese Canadian Legacy Fund

- CRD approval is required for the proposed changes to the Adachi Pavilion pergola.
- The drawing will also be sent to Brian Dearden, Mayne Island Lions, for his information and response.

g) Miscellaneous Trail Follow-up

- An undeveloped beach access trail on the boundary of two lots on Wilks Road was discussed. It was decided that this item can be removed from the Follow-up Action Report at this time.
- An outreach meeting with trail guardians was stalled due to weather, however, some contacts have been made.

h) Miscellaneous Boat Ramp / Facilities Follow-up

It was reported that no reply to email communication with a marine biologist on Pender Island regarding boat ramp assessments has been received.

5.2.2. Health and Safety Concerns

There were no concerns raised.

5.2.3. Events

A report was received with the agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the invoice for the retirement event on February 8, 2024 honouring Peter Askin for 22 years of volunteer service to the Commission in the amount of \$1008; and, present him with a cheque in the amount of \$200 in appreciation of length of volunteer service in accordance with a previous Motion regarding the recognition of retiring commissioners.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that the Mayne Island Parks and Recreation Commission, in recognition of Peter Askin's 22 years of volunteer service to the Commission, approve the renaming of the East Boundary Trail at Henderson Park, Mayne Island to the Peter Askin Trail.

CARRIED

Mayne Island Parks and Recreation Commission

Minutes for: February 8, 2024

- The MIALS/LIONS fundraising event was discussed. Two volunteers will represent MIPRC.
- The Easter event was discussed and tasks were assigned.

5.2.4. Updated Supplement to the Commissioner Handbook for 2024

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission terminate the Light Fitness Pilot Project and create a permanent Light Fitness Policy for select parks.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that the Supplement to the Commissioners Handbook for 2024 be approved as presented, subject to amendment from time to time.

CARRIED

5.2.5. T-shirts

New volunteer t-shirts will be sourced and an inventory will be done.

5.2.6. Oceanwood application to Islands Trust

- It was reported that the application had been reviewed.
- A document will be developed to capture MIPRC concerns for this or other such applications in future.

Commissioner Euper left the meeting at 4:30 pm.

5.3. Committees

5.3.1. Fitness Track

A report was received with the agenda.

Discussion occurred on the safety of using recycled tires for resurfacing the fitness equipment pad. The annual Kal Tire grant could be applied for next year if the product is found acceptable.

5.3.2. Technology

A report was received with the agenda.

No items reported.

5.4. Parks

5.4.1. Miners Bay

- Flood water has receded in the library basement. Monitoring the situation and further investigation is required.

Mayne Island Parks and Recreation Commission

Minutes for: February 8, 2024

- Overnight camping in the parks was discussed and the situation will be monitored.
- Discussed the installation of an address sign for the library and MIPRCs agreement to the sign and its location will be communicated.

5.4.2. Dinner Bay

- The climbing net will be repaired.
- Playground assessments will be submitted.
- The horseshoe pit will be completed before the next meeting.
- An arborist inspection will be done when trees are in bud.

5.4.3. Cotton Park

A report was received with the agenda.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the purchase of 93 strings of LED lights for the Japanese Memorial Garden in the amount of \$2,265.57 from Big Star Lights.

CARRIED

a) Adachi Pavilion proposal and discussion

- The proposed design was presented and the required seating was discussed.
- Commissioners Euper and Burrows will be contacted for their input.
- Commissioner Kilpatrick will discuss the proposed plan with the President of the Lions, Brian Dearden.

5.4.5. Kippen Road

A report was received with the agenda.

- The sinkhole has been filled in and it will be investigated in April when the staircase is lowered.

5.4.6. Trail Network Development

- Commissioners looked over the example of the sign for trails acceptable to walk bicycles and the order will be placed.
- Danger Tree Team reporting system will be commented on in March.

6. Correspondence/Meetings

- 6.1. Email invitation to participate in Southern Gulf Islands Community Justice Program Community Circle meeting on February 21, 2024: Belonging: How does it work here?
- 6.2. Attendance at CRD Commissioner Orientation session January 24, 2024.

Mayne Island Parks and Recreation Commission

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- 6.3. Email follow-up to Caurinus Environmental regarding Aquatic Effects Assessment.
- 6.4. Emails to/from CRD regarding enforcement of no overnight camping.
- 6.5. Application submitted January 31, 2024 for BC Hydro Regreening Project grant.
- 6.6. Report received from Mayne Island Conservancy Society on Sandy Hook pocket park.
- 6.7. Email from CRD Information Management regarding progress on SharePoint system.

7. New Business

There was no new business.

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

N/A

9. Rise and Report

N/A

10. Meeting Adjournment

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

The meeting adjourned at 5:46

Original signed by

March 14, 2024

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

PENDER ISLAND PARKS and RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

29 Jan 2024 3:00 pm Zoom/Pender Community Hall

Commissioners: Erin O'Brien, Lisa Baile, Sandra Tretick, Rob Fawcett, Andrea Mills (3:20 arrival), Paul Brent(4:20 departure), Richard Sullivan **Regrets:** George Leroux

Staff: Ben Symons (Maintenance Contractor), Lori Seay-Potter (Recorder)

1. **CALL TO ORDER** : Director Brent called the meeting to order at 3:04 p.m and offered territorial acknowledgements.
2. **ELECTION of OFFICERS:** Commissioner Brent conducted the election of 2024 Table officers:
 - George Leroux-Acclaimed as Chair.
 - Sandra Tretick - Acclaimed as Vice Chair.
 - George Leroux-Acclaimed as Treasurer.

In the absence of the Chair, Vice-Chair Tretick asked Commissioner Fawcett to Chair the remainder of the meeting and he agreed.

3. **APPROVAL OF AGENDA**
MOTION to approve the 29 January 2024 PIPRC agenda as amended to include 5.5 Youth Sports and 11.3 Land Acquisitions M-Commissioner Brent, S-Commissioner Fawcett. **CARRIED.**

4. **ADOPTION OF MINUTES**
MOTION to approve the 04 December 2023 PIPRC minutes as corrected. M-Commissioner Brent, S-Commissioner Tretick. **CARRIED.**

5. **5. CORRESPONDENCE and BUSINESS ARISING**

5.1 Found Road signage: Still in process.

The Commission agreed to add a PIPRC Signage Review to the next agenda.

ACTION: Commissioner O'Brien will connect with Ben on Found Rd Signage.

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

Maintenance report was circulated prior to the meeting. Masthead access neighbour has contacted PIPRC and clarity is being sought on the shared use issues. Disc Park outhouse fencing has been repaired. Ben recommended removal of fencing at the site. Ben has spoken to the Conery Crescent neighbour who has requested a diversionary trail. The Commission will revisit in March 2024 once CRD provides clarity. Panda Bay sign regarding internet work has limited information and PIPRC will seek further info from CRD/MOTI.

PENDER ISLAND PARKS and RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

29 Jan 2024 3:00 pm Zoom/Pender Community Hall

ACTION: Ben will send Lori Masthead maps.
Lori will contact CRD regarding Masthead and Panda Bay.

7. **DELEGATIONS**

None.

8. **TOPICAL ISSUES**

8.1 **Master Plan** - 2024 Goals for PIPRC. TABLED.

8.2 **ICET grant proposal:** The Commission has developed a grant application for the Island Coastal Economic Trust. Commissioner Brent recused himself from discussion on the agenda item.

MOTION that PIPRC submit a \$50 000 grant proposal to Island Coastal Economic Trust to enhance networked parks and recreation sites on Pender Island. M-Commissioner Tretick, S-Commissioner Fawcett.

CARRIED.

8.3 **TD Friends of the Environment Grant Update:** Planting is ongoing. University of Victoria students will assist in March. Project will be completed in April 2024.

ACTION: Lori will update CRD on TD Grant.

9. **PROJECTS**

9.1 **Schooner Way Trail:** Grant decision is pending. If Active Transportation Grant funds are approved, the Commission's next step will begin the first leg of the trail and collect pledges. MOTI's donation of blast rock represents a significant donation and a cost saving to both PIPRC and MOTI.

9.2 **Pump Track:** PIPRC has committed \$25 000 for 2024. Contractor has been contacted for a quote. Other donors/grants are being sought by the project proponents. Proponents have done outreach to site neighbours, and PIPRC will develop a community consultation opportunity prior to track work.

The Commission will clarify outstanding issues with valued recreation partner Youth Sports who also wish to use the proposed site.

PENDER ISLAND PARKS and RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

29 Jan 2024 3:00 pm Zoom/Pender Community Hall

ACTION: Lori will circulate the current Youth Sports lease.
Lori will invite Justine Starke-CRD to March meeting to discuss the proposed use of the former dog park site.

9.3 Shingle Bay / Masthead Restoration Plan: Commissioner O'Brien circulated the full restoration plan prior to the agreement. A provincial biologist will be consulted. No permitting is required, but need clarity on setbacks/parameters from CRD/MOTI for work near the road. Drainage issues are being considered by PIPRC and Ben.

ACTION: Commissioner Brent will investigate CRD/MOTI guidance on the Masthead Restoration plan.

9.4 Magic Lake Dock: Commissioner Fawcett will follow up with community members who may be interested in helping with the project.

9.5 Trail Inventory & Map Update: Commissioner Baille continues to visit PIPRC sites and capture GPS data and associated Google maps info. She recommends QR codes, photos and links to "inaturalist" for possible use. Discussion followed on the fragmented nature of conserved trails and land on Pender, and Director Brent noted that Pender may be able to consider a Regional Parks approach.

Current map/brochures from other SGI Commissions and Chambers were reviewed. The Commission will discuss an offer to partner with Pender Chamber of Commerce on a joint Pender map at a future meeting.

ACTION: Lori will secure original PIPRC map artwork.

10. REPORTS

10.1 Restoration Works: A full planting schedule was included in the report circulated prior to the meeting. UVic students and Pender School have been invited to participate in March plantings. Community will also be invited to participate. Broom pulls are planned for May. Disposal site for invasives has been secured.

10.2 CRD Director Report: TABLED.

10.3 Chair Report: TABLED.

PENDER ISLAND PARKS and RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

29 Jan 2024 3:00 pm Zoom/Pender Community Hall

- 10.4 **Treasurer Report:** Comm.Leroux circulated the January financials and a motion for consideration in advance of the meeting to assist with the PIPRC/CRD budget process.

MOTION that PIPRC approves amending the f24 Capital Plan for Thieves Bay improvements to \$25,000, inclusive of amounts spent to date (~\$4800), for an accessible outhouse and vegetative restoration. Any further commitments to Thieves Bay will be subject to further planning and community interests. M-Commissioner Tretick, S-Commissioner O'Brien. **CARRIED.**

January financial statements will be reviewed in March 2024.

- 10.5 **Communications:** Sandra - March - Recreation grants
Lisa/Erin - April- Earth Day
Rob - May - Trail Update

11. **NEW BUSINESS**

- 11.1 **2024 Meeting Schedule Reminder:** PIPRC will resume meeting on the First Monday of each month at 3 p.m. at the Pender Hall or Zoom option.

ACTION: Lori will review lounge booking with Pender Hall.

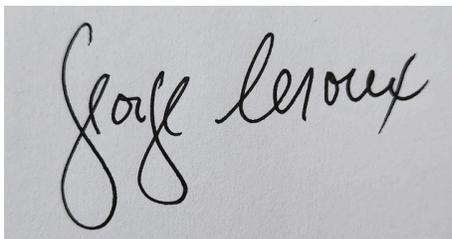
- 11.2 **Project Coordinator:** Position Description is being reviewed by CRD.

12. **ADJOURNMENT**

Meeting adjourned at 4:45 p.m.

NEXT MEETING MONDAY MARCH 4, 2024

Approved at the PIPRC Meeting on 04 March 2024:

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and reads "Geoff Leroux".

Chair-PIPRC



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission
Monday, January 8, 2024, 4:30 PM. Saturna Library, Saturna Island, BC**

Present: Commissioners: David Osborne (Chair), Rosemary Henry, Keith Preston (Vice-chair), Paul Brent (Elected Representative and acting Treasurer), Heather Michaud, Lisa Mitchell, Camie Ritchie

Regrets: Sienna Caspar

Guests: Katie Dentry, CRD Liaison

The meeting was called to order at 4.30pm.

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, with the addition of items 8.3 and 8.4 below.
 3. The minutes of December 11, 2023 were approved by consent as circulated.
 4. Treasurer's Report: Acting Treasurer Brent reported on our current situation and answered questions from the new commissioners. He stated that once final 2023 reports are received from the CRD, he can report in February.
 5. Chair's Report: Chair's written report was circulated in advance by email and referred to in the meeting.
 - 5.1 A brief report from the Administrator about our current financial situation was discussed. Commissioners to report their preferences for future reports.
 6. No current funding requests.
 - 7.1 Moved by Commissioner Brent, seconded by Commissioner Field that SIPRC donate \$100.00 as a gesture of thanks to the Saturna Library for use of their facilities for meetings in 2024. After discussion, carried.
 - 7.2 Denise Kuzyk will continue in the position at the increased rate of \$250.00 per month.
 - 7.3 Commissioner Henry reported that the problematic signage at the Boot Cove water access has been moved as discussed, and that the 'No Parking' sign remains where it was. Thanks to her for that work.
 - 8.1 Following standard procedure, the following commissioners were elected for 2024:
Chair: David Osborne
Vice-chair: Keith Preston
Acting Treasurer: Paul Brent
 - 8.2 After discussion, a procedure to receive recreation funding applications from the community by January 31, and to decide on funding at the February 11, 2024 meeting was adopted by consent.
 - 8.3 After discussion, it was decided that Commissioner Henry will approach Bryce and Gord Shoultz of this island to prepare a new sign for the John Money Watershed Park as was agreed by the CRD.
 - 8.4 Commissioner Preston reported that the stairs at the bottom of the local park trail to Shell Beach at East Point are still not safely remediated. He will follow up and report back.
9. There being no further business, the meeting was adjourned at 6: PM. Next Meeting February 12, 2024.



Making a difference...together

**Minutes of Satuna Island Parks and Recreation Commission
Monday, February 12, 2024, 4:30 PM. Satuna Library, Satuna Island, BC**

Present: Commissioners: David Osborne (Chair), Paul Brent (Elected Representative and acting Treasurer), Heather Michaud, Jamie Ritchie, Sienna Casper, Larry Field, Denise Uzyk (Administrator)
Regrets: Rosemary Henry, Keith Preston (Vice-chair), Lisa Mitchell

1. The meeting was called to order at 4.30pm. 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 January 8th, 2024 were approved by consent as circulated.
4. Treasurer's Report: Acting Treasurer Brent reported that the 2024 budget for Recreation would be 14,528.00 Official budget financials were under review and would be sent out shortly.
5. Chair's Report: Chair's written report was circulated in advance by email and referred to in the meeting.

5.1 Report from the Administrator: CRD Financials for January 2024 were not available. Balance of Royal Bank Imprest account is 1499.49 (adjusted) with replenishments working smoothly. One outstanding RFA from 2023 had yet to clear in the amount of 289.00. The Commissioners were reminded that notices for the SIPRC Facebook page should be sent to Denise for posting. Question regarding current website usage and files was tabled.

6. Funding requests.

6.1 Discussion and review of funding requests. It was noted that the subcommittee report and comments on the funding requests was extremely helpful. The subcommittee of Commissioners Preston, Field and Mitchell were thanked for their work. After discussion of the RFA process so far, Commissioner Caspar offered to lead a process to further refine the guidelines and application forms to assist the community in making effective applications. She will report back in due course.

Motion by Commissioner Richie "SIRPC approves the following funding requests up to \$14,000.58 as follows, seconded by Commissioner Casper." Carried

Application Reference	Applicant	Approved Amount	Notes
1. Bio Blitz R. Quaintance	Individual	\$600.00	
3. PAC (GICEC)	Association	\$2,900.00	
4. Christmas Bird Count M. Welton	Individual	\$600.00	
5. SCC - Saturnina	Society Saturna Community Club	\$375.00	
6. Girl Guides	Society	\$400.00	
8. SGI Art Council	Society	\$300.00	

9. Saturna Singers	Association	\$1,500.00	
10. PAC Dance classes	Association	\$1,200.00	
11. Eddie Reid Memorial Library - Seed Sharing	Society	\$500.00	
12. Saturna Recreation and Cultural Center	Society	\$2,800.00	
12.1 Saturna Recreation and Cultural Center Soup for Seniors. *	Society *	\$1,000.00	Contingent on program receiving funding for this program from other source.
14. Saturna Kids March Break M. Riberdy	Individual	\$600.00	
15. Family with Teens V. Veribisky and Rob Vivian	Individual	\$800.00	
16. Saturna Pickleball Association	Association	\$425.58	
Total		\$14,000.58	

6.2 Athletic Association funding. RFA #7 for \$2,500.00 deferred to Parks budgets and carried forward.

6.3 Shore access maintenance RFA #13 Steve Ford \$1,776.00. deferred to Parks budgets Carried forward.

7.1 Rental Donation to the Library update. Motion: By David Osborne to increase the rental donation for the Eddie Reid Memorial Library from 100 to 200. Seconded by Heather Michaud. Carried. Action: D. Kuzyk to prepare cheque.

8. New business

8.1 Pruning of trees in Thompson Park. Motion by Commissioner Osborne "To approve cost of pruning up to \$300.00." Seconded by Commissioner Casper. Carried.

8.2 Broom busters. Carried forward. Commissioner Osborne to follow up.

8.3 Item resolved. RFA funded equipment not considered CRD property.

9. Adjournment at 6:45pm

Next meeting March 11, 2024

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Tuesday Feb 27 2024 7:30 PM

Present: Brent Kornelson, Gary Howell, Brian McCandless, Aran Puritch, Joel Cotter, Jim Potvin, Vern McConnell

Absent: Director Al Wickheim

Guests & Invitees: Daren Pine, Daniel Kenway, Mariann Malvet

Meeting called to order at 7:38 pm

1) Approval of Agenda

MOTION by Vern McConnell, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Brian McCandless, **SECONDED** by Vern McConnell that the minutes of Jan 23 and Feb 6, 2024 be accepted as presented, **CARRIED**

3) Governance Report: Aran Reports there will be a “second round” meeting March 4, 12:30 with Chris Vrael to discuss the feedback he has received on the governance report and to hear our perspectives.

4) Business Arising:

- a) **Rodent Control:** Brian reports the contractor now coming monthly, hatch was left open and as a result 1 rodent caught
- b) **Cell Tower:** Brent reports the replacement cell tower project is underway; Power conduit has ditching is complete, control panels installed and tower foundation completed.
- c) **Asphalt Hall Apron:** nothing to report, waiting for tower construction
- d) **Water Cistern Project:** Joel reports he is waiting for MOT approval.
- e) **Engine 2:** Truck has been sold for about \$18,800 less BC Bid fees, net about \$15K.
- f) **Annex Insulation:** floor insulation to be applied on March 4
- g) **Generator:** on agenda until old cell tower decommission is started.

5) Fire Chief Report: (see attached) Darren reports the department is running well, 3 new recruits start training. Heat pump to be installed in Annex by new recruit at materials cost \$5000. Pad has been poured. Door locks has been recently rekeyed, considering combination locks on all doors to will provide more security over access to buildings.

Wildfire Mandate: the Fire Department is seeking support and clarification from the commission on provincial wildfire deployment callouts;

Aran will work with FD to update and clarify criteria for FD when considering acceptance of a provincial wildfire callout.

MOTION by Gary Howell, **SECONDED** by Vern McConnell to authorize up to \$5000 for the new Heat Pump system in the Annex, **CARRIED**

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

6) Hall Managers Report: Mariann read report, (see attached)

7) New Business:

Hall usage agreement: Vern presented updated agreement and Aran highlighted his discussions with CRD staff and the commission discussed the suggested minor modifications to the agreement. Jessica assured Daniel the existing agreement will continue until the new contract has been signed.

Aran will have CRD Jessica implement the recommended changes to the agreement. Mariann noted the new contract for a renter is nearly identical as the old agreement;

Commission agreed we should be reviewing/updating rental rates.

Motion by Brent, seconded by Vern to adjourn meeting 9:20 pm, CARRIED.

February 27, 2024

Hall Managers Report

In addition to the earlier bookings made by the WPCA for St Patricks Day (March 16th) and Dart Night (April 20th) they have booked April 28th for Spring Cleanup. The previously scheduled full day private booking has been changed from April 30th to March 30th. There are three new private bookings - one hourly on March 23rd and another hourly on June 1st. The June 1st booking is from outside the Point.

There is also a 3 day booking in July from the 19th to the 21st.

The Pickleball group continues using the hall four times per week.

There are no issues of concern at this time.

Submitted by,

Mariann Malvet

Hall Manager

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Hi Aran, I'll be away for the next scheduled F&R meeting. I'll ask Darren if he can attend if any discussion or clarity is required.

...a few things:

1. Looking for a F&R motion of support, or not to participate in BCWS deployments. 2023 was a great opportunity as we had a "spare" engine. It is a positive volunteer experience for those that have deployed in the past.

3 options:

- a. Support with E1 under conditions
 - i. State of emergency in BC
 - ii. Crew available at WP with engine away
- b. Support with R1 enhanced to be a "type 6 engine"

Financial requirement of a few to five thousand dollars, residual benefit to WP

- c. No support

Of course, being chosen to go on deployment is not guaranteed. BCWS is looking for resource availability reports from regional departments now.

Chief's report:

1. Truck sold – 18800 less 10% - funds destined to our account end of March
2. Heat pump – looking for motion and financial support to \$5000, installation in March.
 - a. I have purchased a breaker, and teck90 cable on my pcard outside of this process to get ahead of the insulation date
 - b. Cement form for pad is done, cell tower contractor meant to pour it next week
3. Insulation – scheduled March 4
4. Floor plug
 - a. Breaker, wiring and outlet purchased on pcard, install on 2/17
 - b. Locks Annex code changed
 - c. Annex door locked
 - d. New knobs purchased for \$180 for north end door
 - e. Longer term, looking for a high security key (non duplicatable) option. Local access would be accessing a key on site with an electronic access system.
5. Live fire – Darren leading, March 8th and 17th
6. New recruits – 3 recruits for training in 2024
7. UBCM grant – spending on 23k grant has commenced

That's all for now...Art