



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, May 8, 2024

9:15 AM

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

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

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

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [24-454](#) Minutes of the April 10, 2024 Electoral Areas Committee Meeting

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of April 10, 2024 be adopted as circulated.

**Attachments:** [Minutes - April 10, 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](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

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

### 6. Committee Business

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- 6.1.**      [24-150](#)      Bylaw No. 4592 to Expand Otter Point Fire Protection and Emergency Response Local Service Area Boundary (Bylaw No. 2042)
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certificate of Results of the petitions to expand the service area boundary for the Otter Point Fire Protection and Emergency Response Service be received;  
(NWA)
  2. That Bylaw No. 4592, "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024", be read a first, second, and third time; and  
(NWA)
  3. That elector approval be obtained by Electoral Area Director consent on behalf.  
(NWA)
- Attachments:**      [Staff Report: BL 4592 to Expand OPF Prot'n & Emerg. Resp. Bndry.](#)  
[Appendix A: Map Proposed OPF Prot'n Area Amendment](#)  
[Appendix B: Certificate of Results of the Petitions](#)  
[Appendix C: Bylaw No. 4592](#)
- 6.2.**      [24-334](#)      Fire Services Governance Review Report - 2024 - 2027 Implementation Plan and Draft Bylaw 4608 to Amend Bylaw 3654 for Fire Commissions
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the 2024-2027 Fire Services Governance Review Implementation plan be approved; and  
(WP - JDF, SSI, SGI)
  2. That Bylaw No. 4608, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 2, 2024" be given first, second and third reading; and  
(NWA)
  3. That Bylaw No. 4608 be adopted.  
(NWA, 2/3rds on adoption)
- Attachments:**      [Staff Report: Fire Svcs Governance Review Rpt-2024-27 Implementation Plan](#)  
[Appendix A: Fire Svcs Governance Review Recommendations](#)  
[Appendix B: Bylaw No. 4608](#)  
[Appendix C: Redlined Consolidated Bylaw No. 3654](#)
- 6.3.**      [24-450](#)      Governance Study of Magic Lake Estates, North Pender Island
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**      [Staff Report: Governance Study of MLE, N. Pender Island](#)  
[Appendix A: Services Scatterplot - Satisfaction vs. Importance](#)  
[Appendix B: MLE Community Issues Assessment](#)

**6.4.**      [24-237](#)      Request for Inclusion of Property in the Ganges Sewer Service Area

- Recommendation:** The Ganges Sewer Local Services Commission recommends the Electoral Area Committee recommend to the Capital Regional District Board:
1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;
  2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;
  3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;  
(NWA)
  4. That Bylaw 4601, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.  
(NWA)

- Attachments:**      [Staff Report: Request for Inclusion of Property in the Ganges Sewer Svc Area](#)  
[Appendix A: SSI Community Services – Application Cover Letter, Dec 5, 2022](#)  
[Appendix B: Bylaw No. 4601](#)

**6.5.**      [24-414](#)      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 April 4, 2024
  - b) Magic Lake Estates Water and Sewer Committee minutes of February 13, 2024
  - c) Mayne Island Parks and Recreation Commission minutes of March 14, 2024
  - d) Pender Island Parks and Recreation Commission minutes of March 4, 2024
  - e) Saturna Island Parks and Recreation Commission minutes of March 11, 2024
  - f) Sticks Allison Water Local Service Committee minutes of November 7, 2023
  - g) Willis Point Fire Protection and Recreation Facilities Commission minutes of March 26, 2024

- Attachments:**      [Minutes: Galiano Island Parks & Rec Commiss - Apr 4, 2024](#)  
[Minutes: MLE Water & Sewer Cttee - Feb 13, 2024](#)  
[Minutes: Mayne Island Parks & Rec Commiss - Mar 14, 2024](#)  
[Minutes Pender Island Parks & Rec Commiss - Mar 4, 2024](#)  
[Minutes Saturna Island Parks & Rec Commiss - Mar 11, 2024](#)  
[Minutes: Sticks Allison Water Local Svc Cttee - Nov 7, 2023](#)  
[Minutes: Willis Pt Fire Prot'n & Rec Fac Commiss - Mar 26, 2024](#)

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

The next meeting is June 12, 2024.

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

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, April 10, 2024

11:05 AM

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

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#### PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; R. Smith, Senior Manager, Environmental Resource Management; C. Anderson, Manager, Emergency Programs; M. Groulx, Manager, Bylaw Enforcement and Animal Care; 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)

Guest: Director M. Little

The meeting was called to order at 11:39 am.

#### 1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. Approval of Agenda

**MOVED by Director Brent, SECONDED by Director Holman,  
That the agenda for the April 10, 2024 Electoral Areas Committee meeting be approved with the following amendments:**  
- that Director Little be permitted to participate (without vote) in the April 10, 2024 session of Electoral Areas Committee  
- that Building Code be discussed under New Business  
**CARRIED**

#### 3. Adoption of Minutes

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

**MOVED by Director Holman, SECONDED by Director Brent,  
That the minutes of the Electoral Areas Committee meeting of March 13, 2024 be adopted as circulated.**  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Committee Business

- 6.1. [24-335](#) Union of British Columbia Municipalities Grant for Disaster Risk Reduction - Climate Adaptation 2024 - Motion of Support

C. Anderson spoke to Item 6.1.

Discussion ensued regarding consideration of using these funds for something other than signage.

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

**CARRIED**

- 6.2. [24-297](#) 2023 Electoral Areas Grants-In-Aid Annual Report

N. Chan presented Item 6.2. for information.

- 6.3. [24-296](#) 2023 Community Works Fund Annual Report

N. Chan presented Item 6.3. for information.

- 6.4. [24-346](#) Community Works Fund - Disbursement Process

N. Chan spoke to Item 6.4.

Discussion ensued regarding the current disbursement practice.

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

**CARRIED**

**6.5.**     [24-343](#)     Household Hazardous Waste Pickup in Electoral Areas - Follow-up

R. Smith presented Item 6.5. for information.

Discussion ensued regarding the cost of implementing Household Hazardous Waste collection events.

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

R. Smith spoke to Item 6.6.

Discussion ensued regarding:

- improving the performance of the commercial sector
- consideration of a bylaw outlining commercial material recycling requirements

**MOVED by Director Wickheim, SECONDED by Director Holman,  
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.**

**CARRIED**

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

K. Morley presented Item 6.7. for information.

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

The following minutes were received for information:

- 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

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

There were no notices of motion.

**8. New Business**

Director Holman informed the committee members that he will bring a Notice of Motion to the May 8, 2024 Electoral Areas Committee meeting regarding the Building Code as it relates to rooming/boarding houses.

**9. Motion to Close the Meeting**

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

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

The Electoral Areas Committee went into Closed Session at 12:19 pm.

The Electoral Areas Committee rose from Closed Session at 12:41 pm without report.

**10. Adjournment**

**MOVED by Director Plant, SECONDED by Director Brent,  
That the Electoral Areas Committee meeting be adjourned at 12:41 pm.  
CARRIED**

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CHAIR

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RECORDER



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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, MAY 08, 2024**

**SUBJECT**     **Bylaw No. 4592 to Expand Otter Point Fire Protection and Emergency Response Local Service Area Boundary (Bylaw No. 2042)**

**ISSUE SUMMARY**

The proposed bylaw amendment expands the Otter Point Fire Protection and Emergency Response Local Fire Service Area boundary to three parcels of land described as Section 41, Otter District as shown on plan deposited under DD 55112I, Lot A Plan EPP103577 District Lot 39 Malahat and Lot B Plan EPP103577 District Lot 39 Malahat.

**BACKGROUND**

Three properties in the Otter Point area of the Juan de Fuca Electoral Area are currently excluded from the Otter Point Fire Protection and Emergency Response Local Service Area. The property owners have worked with staff to prepare petitions to the Capital Regional District (CRD) to be included in the Otter Point Fire Protection and Emergency Response Service Area boundary. The property boundary amendment would include the land parcels described as Section 41, Otter District as shown on plan deposited under DD 55112I, Lot A Plan EPP103577 District Lot 39 Malahat and Lot B Plan EPP103577 District Lot 39 Malahat.

The portions of the individual parcels and owner’s names to be included into fire protection are:

<b>Owner</b>	<b>Property ID</b>	<b>Civic Address</b>
A-3 Holdings	009-497-757	Section 41, Otter District, Plan DD 55112I
Martin and Susan Nagy	Lot A Plan EPP103577 District Lot 39 Malahat	2727 Anderson Road, Otter District, BC V9Z 1G2
Millar and Anisa Montgomery	Lot B Plan EPP103577 District Lot 39 Malahat	Lot B Plan EPP103577 District Lot 39 Malahat

The petition processes concluded on March 22, 2024. The property owners provided unanimous support to the amended service area and results have been certified by the CRD Corporate Officer (Appendix B).

The proposed bylaw amendment ensures the properties receive timely life-safety services and increases the tax base of the service. There are no operational concerns with the addition of the properties. The proposal is supported by staff and the Otter Point Fire Protection and Emergency Response Commission.

**ALTERNATIVES**

*Alternative 1*

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

1. That the attached Certificate of Results of the petitions to expand the service area boundary for the Otter Point Fire Protection and Emergency Response Service be received;

2. That Bylaw No. 4592, “Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024”, be read a first, second, and third time; and
3. That elector approval be obtained by Electoral Area Director consent on behalf.

*Alternative 2*

That this report be referred back to staff for additional information based on Electoral Areas Committee direction.

**IMPLICATIONS**

*Financial Implications*

This bylaw is not expected to negatively impact the service requisition.

*Service Delivery Implications*

No negative impact to service area participants or volunteer firefighters is expected. The level of service provided to the properties would be consistent with the policies and operating guidelines of the Otter Point Fire Department.

*Legal Implications*

All establishing bylaw amendments require elector approval prior to adoption. As this is a service entirely within the Juan de Fuca Electoral Area, the most cost-effective method to obtain this is by way of Electoral Area Director consent on behalf.

The *Regional District Establishing Bylaw Approval Exemption Regulation*, BC Reg 113/2007, exempts an establishing bylaw amendment only adding three parcels to a service area from the need for Inspector of Municipalities approval before adoption. However, s.135 of the *Community Charter* and s. 228 of the *Local Government Act* require one clear day between third reading and adoption, where assent, consent, or approval is required. As this bylaw requires elector assent, the Board can read it three times then adopt it at a future meeting.

**CONCLUSION**

The proposed bylaw amendment expands the Otter Point Fire Protection Local Fire Service Area boundary to three parcels of land described as Section 41, Otter District as shown on plan deposited under DD 55112I, Lot A Plan EPP103577 District Lot 39 Malahat and Lot B Plan EPP103577 District Lot 39 Malahat. Staff recommend adoption of the attached local fire protection area service area amendment Bylaw No. 4592 (Appendix C).

**RECOMMENDATION**

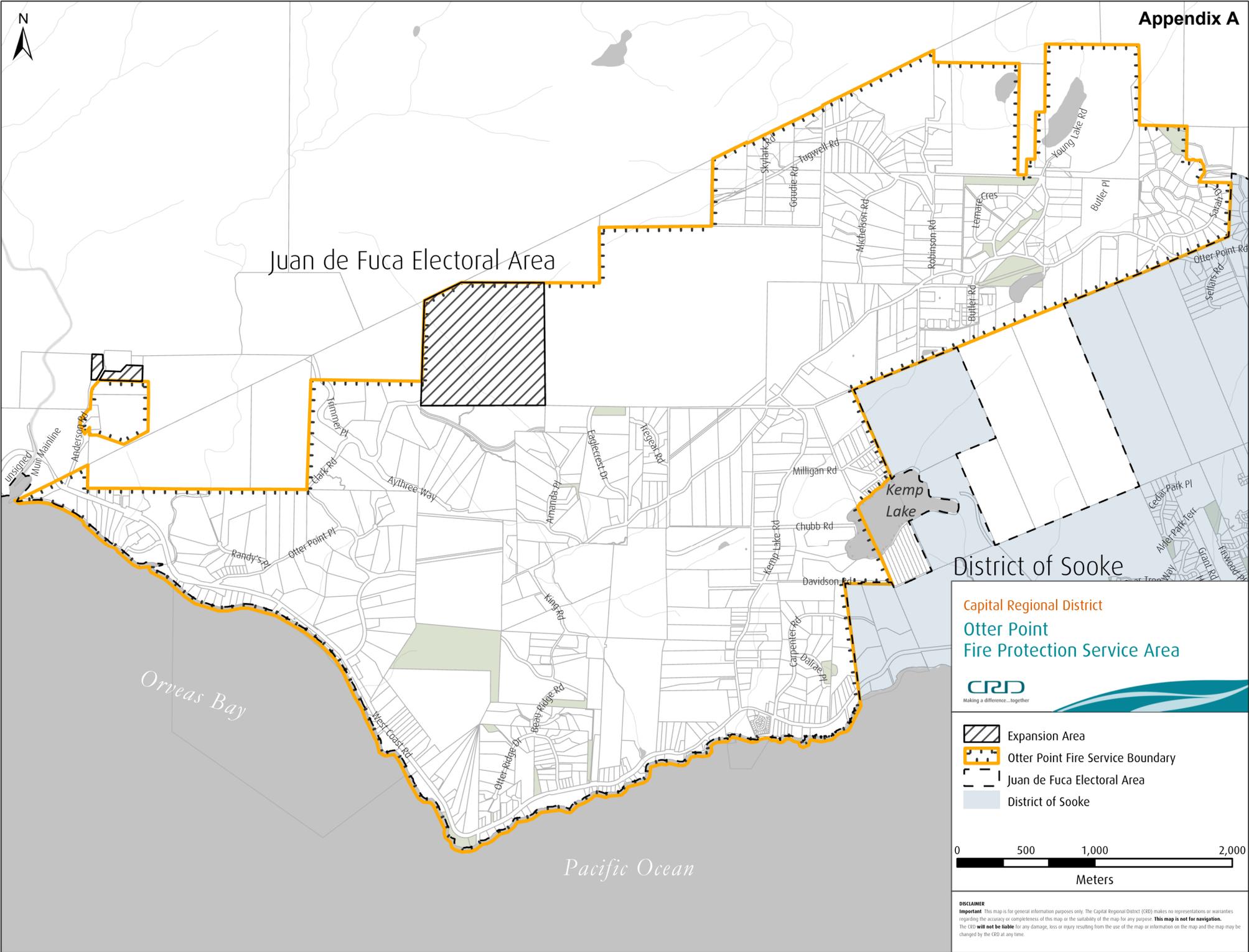
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the attached Certificate of Results of the petitions to expand the service area boundary for the Otter Point Fire Protection and Emergency Response Service be received;
2. That Bylaw No. 4592, “Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024”, be read a first, second, and third time; and
3. That elector approval be obtained by Electoral Area Director consent on behalf.

Submitted by:	Shawn Carby, CD, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P.ENG., MBA., General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Map of Proposed Otter Point Fire Protection Local Service Area Amendment
- Appendix B: Certificate of Results of the Petitions
- Appendix C: Bylaw No. 4592, “Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024”



Capital Regional District  
**Otter Point**  
 Fire Protection Service Area

Expansion Area  
 Otter Point Fire Service Boundary  
 Juan de Fuca Electoral Area  
 District of Soke

0 500 1,000 2,000  
 Meters

**DISCLAIMER**  
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**CAPITAL REGIONAL DISTRICT**

**CERTIFICATION OF RESULTS**

**THE OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE LOCAL SERVICE BOUNDARY - TO INCLUDE THE PARCEL DESCRIBED AS SECTION 41, OTTER DISTRICT AS SHOWN ON PLAN DEPOSITED UNDER DD 55112I**

I, Kristen Morley, Corporate Officer for the Capital Regional District, do hereby declare that a petition was signed by 100% of the owners of the parcel described as SECTION 41, OTTER DISTRICT AS SHOWN ON PLAN DEPOSITED UNDER DD 55112I requesting expansion of the service area boundary under Bylaw 2040, "*Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992*".

The requirements for the petition as set out in section 337 of the *Local Government Act* and 212 of the *Community Charter* have been satisfied.

Dated at Victoria, BC  
this 18<sup>th</sup> day of January, 2024.

  
\_\_\_\_\_  
Kristen Morley  
Corporate Officer



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**CAPITAL REGIONAL DISTRICT**

**CERTIFICATION OF RESULTS**

**THE OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE LOCAL  
SERVICE BOUNDARY - TO INCLUDE THE PARCELS DESCRIBED AS  
LOT A PLAN EPP103577 DISTRICT LOT 39 MALAHAT &  
LOT B PLAN EPP103577 DISTRICT LOT 39 MALAHAT**

I, Kristen Morley, Corporate Officer for the Capital Regional District, do hereby declare that a petition requesting expansion of the service area boundary under Bylaw 2040, "*Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992*" was signed by 100% of the owners of the following parcels described as:

- **LOT A PLAN EPP103577 DISTRICT LOT 39 MALAHAT; and**
- **LOT B PLAN EPP103577 DISTRICT LOT 39 MALAHAT.**

The requirements for the petition as set out in section 337 of the *Local Government Act* and 212 of the *Community Charter* have been satisfied.

Dated at Victoria, BC

this 22<sup>nd</sup> day of March, 2024.

  
\_\_\_\_\_  
Kristen Morley  
Corporate Officer

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4592

\*\*\*\*\*

A BYLAW TO AMEND OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE LOCAL  
SERVICE ESTABLISHMENT BYLAW NO. 1, 1992 (BYLAW NO. 2042)

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 2042, "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992", the Regional Board established a service to provide fire protection service to residents of the Local Service Area (the "Service");
- B. By petition under section 337 of the *Local Government Act*, a landowner requests inclusion into the service area;
- C. The Electoral Area Director for the Juan de Fuca Electoral Area has consented to the modifications to the establishing bylaw under ss. 347 and 349 of the *Local Government Act*; and
- D. The Board wishes to amend Bylaw No. 2042 to ensure fire protection and emergency response in the community;

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

- 1. Bylaw No. 2042, "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992" is hereby amended by replacing Schedule "A" in its entirety with the attached amended Schedule "A".
- 2. This Bylaw may be cited for all purposes as "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024".

READ A FIRST TIME THIS	th	day of	2024
READ A SECOND TIME THIS	th	day of	2024
READ A THIRD TIME THIS	th	day of	2024
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of	2024
ADOPTED THIS	th	day of	2024

\_\_\_\_\_  
CHAIR

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



Juan de Fuca Electoral Area

District of Soke

Kemp Lake

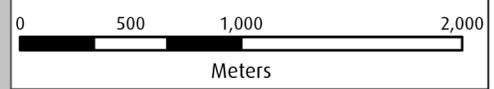
Orveas Bay

Pacific Ocean

Capital Regional District  
Otter Point  
Fire Protection Service Area



-  Otter Point Fire Service Boundary
-  Juan de Fuca Electoral Area
-  District of Soke



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MAY 08, 2024

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**SUBJECT:** Fire Services Governance Review Report – 2024 - 2027 Implementation Plan and Draft Bylaw No. 4608 to Amend Bylaw No. 3654 for Fire Commissions

### **ISSUE SUMMARY**

To report to the Electoral Areas Committee with the implementation plan and fire commission bylaw amendment in response to the recommendations in the Fire Services Governance Review report.

### **BACKGROUND**

The current fire service governance structure, challenges with regulatory compliance, and lack of direct oversight has been identified as a serious liability and risk for the Capital Regional District (CRD). On February 10, 2021, the Board directed staff to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance for fire services in the CRD electoral areas.

In November 2022, the CRD procured contractor Tim Pley & Associates to facilitate a review of roles, responsibilities, and governance models in CRD fire services. Protective Services coordinates 11 CRD Fire Services through delegated authority commissions, contracts with not-for-profit societies, and agreements with neighbouring jurisdictions.

In October 2023, the Fire Services Governance Report was released and staff were directed to distribute the report and to engage the fire commissions and fire societies and to report back to the Committee with an implementation plan.

The report identified 36 recommendations, as noted in Appendix A, designed to ensure CRD fire departments can meet and sustain regulatory compliance while minimizing the liability and risk to the firefighters, public and the CRD.

A key recommendation being, *“Commissions should be converted to an advisory capacity with a revised and focused set of responsibilities. Bylaw No. 3654 would be revised accordingly and new terms of reference for the Commissions would be developed with them”*.

Between October 17, 2023, and March 4, 2024, a total of 18 engagement sessions were completed between staff and the six commission, and three society operated fire services. The majority focus of the sessions was Bylaw No. 3654, “Fire and Emergency Response Commissions Bylaw, 2010”, and the authority to operate a fire service as delegated by the Board.

Specifically, the discussions focused on the definitions of, and differences between, Administrative and Advisory Authority to operate a service. The attached Bylaw No. 4608, Appendix B, is an amendment to Bylaw No. 3654. Appendix C illustrates a redlined version of the amendments which is considerate of all feedback received through the extensive engagement process with commissions and societies, while also respecting the intent of the consultant’s recommendations.

**Electoral Areas Committee – May 8, 2024**

**Fire Services Governance Review Report – 2024 - 2027 Implementation Plan and Draft Bylaw No. 4608 to Amend Bylaw No. 3654 for Fire Commissions**

The following is a summary of the implementation plan:

<b>Year</b>	<b>Recommendation Topic</b>	<b>Number</b>	<b>Notes</b>
<b>2024</b>	Occupational Health & Safety Programs	1 to 5, 11 & 20	Underway
	CVRD/Malahat Service Agreement	13	Underway
	Bylaw No. 3654 Amendment	14, 15, 17	Underway
	Fire Chiefs reporting to CRD Manager	18	Underway
	Fire Chiefs Employment Status	19	Underway
	South Galiano Service Agreement	22	Not started
	Create CRD Manager, Fire Services Position	25	Complete
	North Galiano Station 2 Ownership	28	Complete
	Status of Paid on Call firefighters	32	Not started
<b>2025</b>	Response to <i>Fire Safety Act</i> Update	7 to 9	Expectation of new regulation
	CRD Fire Service Operational Powers Bylaw	6 & 16	Fire Chief Authority
	Pender Island Service Agreement	21	Revision
	Expand Fire Admin Assistant to full time	26	2025 Initiative Business Case
	Pacheedaht First Nation Service Agreement	29 to 31	Port Renfrew
	Risk Assessment – Training Centers	33 & 34	Otter Point and Pender Island
	Saturna Island Service Agreement	35 & 36	Revision
<b>2026</b>	Galiano Island Consolidated Fire Service	23	First Budget Year
<b>2027</b>	Durrance Road Service Agreement	12	Renewal
	Create Fire Coordination Position	27	2027 Initiative Business Case

<b>Recommendations not included in the current Implementation Plan</b>		
Consolidation of Fire Commissions	24	No support from Commissions

**ALTERNATIVES**

*Alternative 1*

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

1. That the 2024-2027 Fire Services Governance Review Implementation plan be approved; and
2. That Bylaw No. 4608, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 2, 2024” be given first, second and third reading; and
3. That Bylaw No. 4608 be adopted.

*Alternative 2*

That the 2024-2027 Fire Services Governance Review Implementation plan and/or Bylaw No. 4608, 2024 be referred back to staff for additional information based on Electoral Areas Committee direction.

## **IMPLICATIONS**

### *Alignment with Board & Corporate Priorities*

A CRD Board priority for the 2023-2026 term is the effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.

- Initiative 16e-3 in the CRD Corporate Plan is to continue to review committees and commissions to find efficiencies and improve consistency.
- Initiative 16g-3 is to review and modernize fire and emergency management programs.

### *Financial Implications*

Recommendations requiring new or additional funding will be addressed through the annual financial planning process for each service area.

### *Service Delivery Implications*

The proposed shift of the responsibility for fire operations to CRD staff while the fire commissions retain oversight of the remaining fire service responsibilities and governance was the result of the consultations with the fire commission's membership. This was a hybrid approach based on feedback from the consultations that recognized the importance of the commission's role in supporting EA Fire Services while still meeting the intent of the consultant's recommendations. The proposed changes are designed to limit risk and liability to the CRD and the fire commission members that have been identified in the Corporate Risk Registry and through experience as an area of significant exposure. The implementation of these recommendations will result in the sustainable delivery of fire protection services in a manner compliant with regulatory requirements, which provides the highest possible level of safety for firefighters and residents.

### *Social Implications*

The delivery of fire services in the electoral areas is community driven and there has been extensive communication and engagement resulting in an implementation plan that reflects stakeholder inputs. The CRD should continue to be mindful of the deep investment made by volunteers in the delivery of fire protection services in communities across the capital region areas, that their continued involvement will be dependent upon the continued feeling that they are contributing to their local community, and that changes to the current state and motivations for those changes could easily be misunderstood if not adequately communicated. Ongoing communication and consistent, reliable actions by the CRD will be critical to successful implementation of recommendations.

## **CONCLUSION**

Substantial regulatory changes over the last decade have created significant challenges for rural volunteer-based fire service to achieve and maintain compliance within the current governance and operating structure. The Fire Services Governance Review report prepared by Tim Pley & Associates reviewed the governance models currently utilized by the CRD and provided recommendations for improvement. Staff have directly engaged local fire commissions, fire societies and key stakeholders for the purpose of developing an implementation plan in response to the recommendations in the consultant's report.

**RECOMMENDATION**

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

1. That the 2024-2027 Fire Services Governance Review Implementation plan be approved; and
2. That Bylaw No. 4608, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 2, 2024” be given first, second and third reading; and
3. That Bylaw No. 4608 be adopted.

Submitted by:	Shawn Carby, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Fire Services Governance Review Recommendations
- Appendix B: Bylaw No. 4608
- Appendix C: Redlined Consolidated Bylaw No. 3654 Including Amendments of Bylaw No. 4608

## 2. Summary of Recommendations

The following section extracts the recommendations contained within the report. The more expansive discussion in the report contains details regarding each of these recommendations. For convenience, the relevant headings are included as a guide to the section from which the particular recommendation is extracted.

### 4. Current State – Capital Regional District

<b>Recommendation #1:</b>	The CRD should work with its Commission-led Departments to comprehensively review and update OH&S processes – including programs in use and implementing operational guidelines – in the Departments for which it is directly responsible. A common OH&S program designed for the Departments, should be developed in consultation with them, and implemented through common operational guidelines. The program should, among other things, lay out clearly the requirements for operation of a joint committee or worker representative system, respiratory program, and WHMIS
<b>Recommendation #2</b>	The CRD's Human Resources Department is well staffed with individuals who are expert in OH&S requirements. The role and responsibility of such staff in overseeing and guiding the Departments in the fulfilment of their OH&S obligations should be clarified.
<b>Recommendation # 3</b>	The CRD should review with its Commission-led Departments whether the operation of a single joint committee across multiple Departments (or perhaps two such committees), would provide an effective way of helping the Departments manage the administrative burden of OH&S processes, while ensuring proper centralized oversight.
<b>Recommendation #4</b>	The responsibilities of the Society-owned Departments for operation and implementation of a comprehensive set of OH&S processes should be clarified in the relevant service agreements. If those Departments wish to remain responsible for emergency service delivery, any potential residual liability of the CRD for their OH&S matters should be addressed contractually, to the extent possible.
<b>Recommendation #5</b>	When the service agreements with the CVRD and Saanich are updated, the responsibility of the service providers to properly manage the OH&S processes for their respective fire departments should be specifically addressed.
<b>Recommendation #6</b>	The CRD should develop and implement an operational powers bylaw covering both the Commission-led and Society-owned Departments. Such bylaw can also be used to address administrative and reporting issues for the Commission-

### 5. Change Drivers

<b>Recommendation #7</b>	If a fire safety inspection obligation is imposed on the CRD when the <i>Fire Safety Act</i> is proclaimed in force, it likely will require both a service establishment bylaw (to authorize the new service) and either a new powers bylaw or an update to the Departments' existing powers and authority. The form of these bylaws will depend on how the obligation ultimately is framed, and the decision of the CRD, in consultation with its Departments, as to how this new obligation will be met.
<b>Recommendation #8</b>	When the <i>Fire Safety Act</i> comes into force, the CRD, in consultation with its Departments, will need to determine how it can best meet its new obligation to undertake border-to-border fire investigations within the Electoral Areas. The CRD may need to implement a new service establishment bylaw to fund this work, and to authorize the undertaking of such investigations. The form of bylaw will depend on how the obligation ultimately is framed, and the decision of the CRD, in consultation with its departments, as to how this new obligation will be met.
<b>Recommendation #9</b>	When the <i>Fire Safety Act</i> comes into force, it will be necessary to update the Departments' powers to reflect the new powers and authority granted by that statute. When such powers are updated, it will be important to specify the extent to which the powers and authority can be exercised outside an existing fire service area, and by whom. The form of these bylaws will depend on how the obligation ultimately is framed, and the decision of the CRD, in consultation with its Departments, as to how this new obligation will be met.
<b>Recommendation #10</b>	When the revisions to the current <i>Emergency Program Act</i> are brought into effect, it will be necessary to update the emergency program bylaws and corresponding agreements with its various service participants.
<b>Recommendation #11</b>	The CRD, in consultations with the Departments, should review the existing individual OHS programs related to decontamination procedures and mental wellness challenges, and develop a regional district approach to address the identified needs.

## 6. Neighboring Jurisdiction Contracted Areas

- Recommendation #12** When the Saanich Agreement is updated with respect to Durrance Road, consideration should be given to address the following issues:
- extending the termination notice – given the challenges in replacing Saanich as a service provider, any termination provision should require an extended notice period to the CRD;
  - expressly granting operational powers and authority to Saanich in relation to its emergency (and any non-emergency) response activities in the Durrance Rd. service area;
  - dropping reference to the Saanich smoke alarm bylaw, as that bylaw has been incorporated into Saanich's Fire Prevention Bylaw No. 9712; and
  - the CRD needs to ensure that it has met the obligations under section 7 and 8 to authorize fire inspections in the service area by the Saanich Fire Department and has implemented a regulatory bylaw equivalent to Saanich's Bylaw No. 9712 covering the service area.
- Recommendation #13** The CVRD Service Agreement has expired and needs to be renewed. When it is updated, a number of issues have been flagged for consideration in any new service agreement including: expressly recognizing that the service is being provided by volunteers or paid-on-call firefighters; granting operational powers and authority to the MVFD; building out a robust dispute resolution; and addressing any relevant service limitations (e.g., private bridges, other property access

## 7. Commission-led Departments

- Recommendation #14** Bylaw No. 3654 will need to be updated to address any changes made to the Commission model.
- Recommendation #15** Any updated Commission Handbook (and/or updated bylaw) should expressly address responsibility for OH&S matters, as well as the role to be played by the CRD's professional staff in relation to Department oversight.
- Recommendation #16** When Bylaw 3654 is updated, consider making it an operational powers bylaw as well, granting operational powers and authority to the various Departments (including any service areas receiving emergency response services under contract from a Society or other local government). Alternatively, create an operational powers bylaw covering all of the CRD's fire service areas.
- Recommendation #17** CRD Fire Commissions should be moved from having delegated Board authority, to operating on an advisory basis. Their responsibilities should be recast and clarified, principally covering:
- Budget review and input;
  - Quarterly or semi-annual financial reviews;
  - Engagement in any strategic planning for the Department; and
  - Community outreach and engagement for both financial matters and recruitment purposes.
- Recommendation #18** CRD fire chiefs should report directly to a newly created CRD staff position – Manager of Electoral Area Fire Services.
- Recommendation #19** The CRD should explore the matter of CRD fire chief employment status. CRD fire chiefs (and deputies) should be engaged as exempt employees of the CRD. Alternatively, if the CRD prefers to engage one or more fire chiefs as independent contractors, matters of liability protection, WorkSafe BC coverage and compliance with Canada Revenue Services requirements should be considered and addressed.

## 8.0 Society-owned Departments

- Recommendation #20** Society-owned and operated fire departments present a series of unique risk management and liability issues. If the Societies wish to continue to be responsible for the provision of emergency response services, they must be prepared to accept the potential liability and risk that accompanies such service provision. The service agreements with the Societies should be updated to clearly reflect that allocation of risk and responsibility. Certain other issues should also be addressed in the service agreements, including: enhanced reporting obligations; an improved, graduated dispute resolution process; clarifying OH&S obligations (and accompanying risk allocations); and clearly specifying what support is being provided by the CRD to the Society-owned Departments.

**Recommendation #21** The CRD, in consultation with the Pender Island Society, should review whether the provision in the Pender Island Agreement which suggests that members of the Society are entitled to avail themselves of the protections under section 738 of the Local Government Act and are covered by the CRD's indemnity bylaw, is correct and accurately reflects the legal position of the Society and its members.

**Recommendation #22** The CRD should engage with the South Galiano Volunteer Fire Department Society to explore conversion of the South Galiano Volunteer Fire Department to a CRD-operated department. The role of the Society should be redefined, and consideration given to the Society fulfilling the advisory role provided by commissions in other service areas until such time as a Southern Gulf Islands Fire Advisory Commission is established.

**Recommendation #23** The CRD should facilitate discussions involving the South and North Galiano Fire Chiefs, the Society Chairs from both South and North Galiano, and the Commission Chair from North Galiano for the purposes of exploring the potential for the two departments to deepen their partnership, up to and including the potential to consolidate the two departments

### **9. CRD Organizational Structure**

**Recommendation #24** The CRD should consider the consolidation of Fire Commissions (Advisory) into two Advisory Fire Commissions, one representing the Southern Gulf Islands and the other representing the Juan de Fuca area.

**Recommendation #25** The CRD should create and fill a Manager of Electoral Area Fire Services position. This position would be responsible for supervising CRD fire chiefs, supporting and liaising with Fire Commissions, as well as managing fire service agreements with other local governments and societies.

**Recommendation #26** The CRD should expand from 0.5 FTE to full time the Assistant position assigned to Electoral Area Fire and Emergency Services. As soon as is possible staff resources should be increased in order that the full-time Assistant position is assigned only to Electoral Area Fire Services.

**Recommendation #27** The CRD should create and fill a new Fire Training Officer position. The incumbent would report to the Manager of Electoral Area Fire Services

### **Appendix 2: Commission-led Departments**

**Recommendation #28** The CRD should investigate the ownership of North Galiano #2 fire hall and land upon which it is situated.

**Recommendation #29** The CRD should begin engaging with Pacheedaht First Nation as soon as possible on the matter of a shared services agreement for the next twenty year period, given that the current agreement expires in 2028.

**Recommendation #30** The CRD should consider a joint application to the *Community to Community* grant fund program, managed by UBCM, with Pacheedaht First Nation for the purpose of facilitating discussions on the next iteration of their shared fire services

**Recommendation #31** The CRD and Pacheedaht should discuss a Pacheedaht presence on the Commission that is better reflective of the Pacheedaht involvement in the community and their funding commitment to the provision of fire protection services.

**Recommendation #32** The CRD should clarify the employment status of Paid on Call Firefighters, and whether that status changes at times when those personnel perform work other than regular training, maintenance and emergency response.

**Recommendation #33** The CRD should clarify the ownership and responsibilities in terms of operations, liability, maintenance and replacement of the fire training facility located at the Otter Point fire hall.

### **Appendix 3: Society-owned Departments**

**Recommendation #34** The CRD should clarify the ownership and responsibilities in terms of operations, liability, maintenance and replacement of the fire training facility located at the Pender Island fire hall.

**Recommendation #35** Bylaw No. 2165 *Saturna Island Fire Protection and Emergency Response Local Service Contribution Establishment Bylaw*, should be revised consistent with other recommendations in this report, and to authorize the CRD to provide fire protection services, rather than limiting the CRD to funding fire protection services provided by the Society.

**Recommendation #36**

When the Saturna Island service agreement is renewed, it should stipulate:

- That facilities, equipment and apparatus are owned by the CRD or that upon dissolution of the service agreement that such ownership transfers to the CRD;
- Society reporting obligations including on matters of finance, operational service delivery, training and OH&S.

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4608**

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**A BYLAW TO AMEND THE FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE  
COMMISSIONS BYLAW, 2010 (BYLAW NO. 3654)**

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 3654, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010”, the Regional Board established Commissions to operate Volunteer Fire Departments;
- B. The Board wishes to define the Administrative and Advisory powers delegated to Fire Commissions;
- C. The Board wishes to amend Bylaw No. 3654 to clarify the powers delegated to Commissions by the Regional Board with respect to the development, maintenance and operation of a volunteer fire department.

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

- 1. Bylaw No. 3654, “Fire Protection and Emergency Response Service Commissions Bylaw, 2010” is hereby amended as follows:

- (a) By adding the following into section 1(b), Interpretation, Definitions, in appropriate alphabetical list order:

“ADMINISTRATIVE AUTHORITY” means the ability to administer the service within the existing framework of bylaws and policies established by the Board;

“ADVISORY AUTHORITY” means a commission may only make recommendations to the Board through the appropriate standing committee;

“OVERSEE” means to provide oversight, watch or supervise that the operational, maintenance, and regulatory functions of the service is performed in conformance with Regional District Policy or government regulation;

“STAFF” means the CRD employees assigned by the applicable General Manager to oversee and supervise the operational, maintenance, and regulatory functions of the applicable Fire Services, in accordance with applicable laws and CRD policies and procedures;

- (b) By replacing section 8(a) in its entirety with:

The Regional Board hereby delegates to a Commission, subject to: (a) the policies and procedures of the Regional Board; and (b) limitations in the Capital Regional District Delegation Bylaw, a combination of administrative and advisory powers of the Regional Board, described in sections 9 and 10, respectively relating to the development, maintenance and operation of a volunteer fire department within the Service Area whether acquired before or after the adoption of this bylaw.

- (c) By replacing section 8(c) in its entirety with:

For clarity, subject to the *Local Government Act*, RSBC 2015 c 1, unless a power, duty or function of the Capital Regional District Board has been expressly delegated by this bylaw or another CRD bylaw, all the powers, duties and functions of the CRD Board remain with the CRD Board, and the Commission may not further delegate powers, duties, or functions to another individual or body. Individual Commissioners have no delegated authority outside the body of the Commission in open meeting assembled, acting as a whole.

(d) By replacing section 9 in its entirety with:

9. Advisory Authority of the Commission

(1) In collaboration and by consensus with staff, a Commission shall:

- (a) Identify and advise on any contracted services necessary to run the day-to-day operations of the service;
- (b) Set the size of the fire force for the Volunteer Fire Department within the Local Service Area;
- (c) Review five-year financial operating and capital budgets and submit to the Regional District in the manner required by Section 12;
- (d) Encourage the Fire Chief and members of the fire department to attend commission meetings to provide input to the decision making process; and
- (e) Propose amendments of service levels for the Service Area.

(2) For clarity, advisory authority includes advising on the needs of the Volunteer Fire Department, as well as providing advice and recommendations on matters related to the Fire Service referred by the Fire Chief, CRD Staff, or the Regional Board. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff.

(e) By replacing section 10 in its entirety with:

10. Administrative Authority of a Commission

(1) A Commission shall, in the administration of a Volunteer Fire Department:

- (a) Confirm the appointment of a Fire Chief;
- (b) Not expend any funds whatsoever except those first approved by the Regional Board under Section 12;
- (c) Review and adopt operational rules and procedures for the organization and conduct of the Fire Protection Service, which rules and procedures shall be proposed by the Fire Chief and with the concurrence of Staff; and
- (d) Review and adopt procedures and allocations of funds required for the maintenance and upkeep of the Fire Hall and any and all firefighting machinery, equipment and protective clothing, which procedures and allocations of funds shall be proposed by the Fire Chief and with the concurrence of Staff.

(2) For clarity, administrative authority means acting as the directing mind for those aspects of the service delegated by the Regional Board to the Commission. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff, nor may it be exercised in a manner inconsistent with CRD policies, procedures, or other delegation instruments.

(f) By replacing section 12(a) in its entirety with:

A Commission shall, per the timeline established by the Financial Officer in each year, submit five-year operating and capital budgets covering all anticipated costs and revenues of the Volunteer Fire Department in the operation and maintenance of the assets of the Capital Regional District utilized by the Volunteer Fire Department.

- (g) By replacing section 12(b)(i) in its entirety with:

Be prepared by the Fire Chief with the concurrence of staff in a form approved by the Financial Officer;

- (h) By inserting the following as a new section 18 and renumbering the remaining sections:

18. Fire Chief Responsibilities

In addition to the duties customarily performed by a fire chief of a Volunteer Fire Department and as required by law, by employment or volunteer agreement, or CRD policy and procedure, the Fire Chief shall:

- (a) Appoint volunteer members to the Volunteer Fire Department;
  - (b) Prepare the annual budget of the Service in collaboration with CRD Staff and the Commission;
  - (c) Advise on matters relating to the operation, maintenance, and strategic development of the Service and Volunteer Fire Department; and
  - (d) Discharge the duties of a Fire Chief consistent with all applicable laws and standards.
- (i) By inserting the following as a new section 19 and renumbering the remaining sections:

19. Staff Responsibilities

Staff shall:

- (a) Ensure the Fire Chief supervises, directs, controls and regulates the members of the Volunteer Fire Department subject to the provisions of the *Fire Services Act* and any applicable Provincial, Federal or Regional District enactments that apply;
- (b) Authorize expenditures on behalf of the Volunteer Fire Department as required for the operation of the Volunteer Fire Department which have first been approved by the Regional District under Section 12;
- (c) Oversee the preparation of five-year financial plans, provide advice to the Fire Chief and the Commission on the preparation and submission of five-year financial plans;
- (d) Oversee and assist with development and maintenance of long-term equipment replacement plans;
- (e) Oversee and support the Fire Chief in all areas of Volunteer Fire Department administration consistent with CRD policy, procedure, and applicable legislation;
- (f) Ensure the Volunteer Fire Department is compliant with all applicable enactments, including the *Fire Services (Safety) Act*, and *Workers Compensation Act*, RSBC 2019, c1, minimum training standards, including the Office of the Fire Commissioner Minimum Structure Firefighter Training Standard, and CRD policies and procedures;
- (g) Provide the Commission with financial expenditure reports for the purpose of Commission oversight of operating and capital expenditures;
- (h) Facilitate salaried employee and contractor recruitment processes, and supervise volunteer firefighter recruitment and appointment processes; and
- (i) Facilitate and assist with strategic planning processes.

(j) By inserting the following into Schedule “A”, section 1, Definitions:

“East Sooke Community Hall” means the former fire station building located at 1397 Coppermine Road, East Sooke and owned by the CRD;

(k) By inserting the following into Schedule “A” in numerical order:

3. Delegation of Powers and Duties

(a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the East Sooke Community Hall, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.

(b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies.

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

(a) review and adopt operational rules and procedures for the organization and operation of the East Sooke Community Hall; and

(b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the East Sooke Community Hall and any and all machinery, equipment, furniture and fixtures in conjunction with it.

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the East Sooke Community Hall.

2. This Bylaw may be cited for all purposes as “Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 2, 2024”.

READ A FIRST TIME THIS	th	day of	2024
READ A SECOND TIME THIS	th	day of	2024
READ A THIRD TIME THIS	th	day of	2024
ADOPTED THIS	th	day of	2024

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CHAIR

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CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3654

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**A BYLAW TO CONVERT LOCAL FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMITTEES INTO COMMISSIONS AND TO ESTABLISH A CONSOLIDATED  
BYLAW FOR EXISTING LOCAL FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSIONS AND CONVERTED COMMITTEES**  
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(Amended by Bylaw 3707, 4608)

**WHEREAS:**

- A. The Regional Board may establish a commission under section 176 (1)(g) of the *Local Government Act* to operate Regional District Services, undertake operation and enforcement in relation to the Regional Board’s exercise of its regulatory authority, and manage property or an interest in property held by the Regional District;
- B. The Regional Board established Committees to operate Volunteer Fire Departments and wishes to convert the Committees to Commissions under section 176(1) (g) of the *Local Government Act*; and
- C. The Capital Regional District wishes to establish a consolidated bylaw for the management of Electoral Area Volunteer Fire Departments.

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

1. Interpretation

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

(b) Definitions

In this bylaw unless the context otherwise requires:

“ADMINISTRATIVE AUTHORITY” means the ability to administer the service within the existing framework of bylaws and policies established by the Board;  
(Bylaw 4608)

“ADVISORY AUTHORITY” means a commission may only make recommendations to the Board through the appropriate standing committee;  
(Bylaw 4608)

“BUDGET” means the 5-year financial plan (operating and capital) in respect of a service;

“COMMISSION” means a commission established by the Regional District under this Bylaw, or another Bylaw of the Regional District;

“COMMITTEE” means a committee established by the Regional District under this Bylaw, or another Bylaw of the Regional District for the operation of a service referred to in Schedules A to E of this bylaw;

“CORPORATE OFFICER” means the person having responsibility for corporate administration under section 198 of the *Local Government Act*;

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

“FINANCIAL OFFICER” means the person having responsibility for financial administration under section 199 of the *Local Government Act*;

“OVERSEE” means to provide oversight, watch or supervise that the operational, maintenance, and regulatory functions of the service is performed in conformance with Regional District Policy or government regulation;

(Bylaw 4608)

“REGIONAL BOARD” means the Board of Directors of the Capital Regional District Board;

“REGIONAL DISTRICT” means the Capital Regional District;

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

“SERVICE AREA” means the area designated to a Commission in the Schedules;

“STAFF” means the CRD employees assigned by the applicable General Manager to oversee and supervise the operational, maintenance, and regulatory functions of the applicable Fire Services, in accordance with applicable laws and CRD policies and procedures;

(Bylaw 4608)

“VOLUNTEER FIRE DEPARTMENT” means a volunteer fire department established by the Regional District under this bylaw, or another bylaw of the Regional District to carry out the function contemplated in the establishing bylaw for the service.

2. Volunteer Fire Department Commission

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

<b>Committee Establishing Bylaw</b>	<b>New, Renamed Commission</b>
East Sooke Fire Protection Service Area Management Bylaw No. 1, 2007	East Sooke Fire Protection and Emergency Response Service Commission

Otter Point Fire Protection Service Area Management Bylaw No. 1, 2003	Otter Point Fire Protection and Emergency Response Service Commission
Port Renfrew Fire Protection Local Service Area Fire Department Management By-law No. 1, 1990	Port Renfrew Fire Protection and Emergency Response Service Commission  (Bylaw 3707)
Port Renfrew Local Community Services Committee Bylaw No. 1, 2005 and any amendments thereto	
Shirley Fire Protection Service Area Management Bylaw No. 1, 2008	Shirley Fire Protection and Emergency Response Service Commission
Willis Point Fire Protection Facilities Local Service Area Management Bylaw, 1995	Willis Point Fire Protection and Recreation Facilities Commission
North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004	North Galiano Fire Protection and Emergency Response Service Commission

- (b) The Commission established by Willis Point Fire Protection and Recreation Facility Commission Bylaw No. 1, 1995 is dissolved and discontinued.
- (c) The Fire Protection Local Service Commission established by Shirley Fire Protection Service Area Management Bylaw No. 1, 2008 is hereby continued and known as the “Shirley Fire Protection and Emergency Response Service Commission”.
- (d) The Regional Board hereby establishes a Commission in each of the Service Areas named in the Schedules to manage a Volunteer Fire Department in that Service Area.
- (e) The terms of office of the existing members of the Commissions shall continue until their expiry under Bylaw No. 3399; Bylaw No. 3173; Bylaw No. 3115; Bylaw No. 3280 and any amendments thereto; Bylaw No. 3584; and Bylaw No. 2336.

3. Membership

- (a) Unless otherwise specified in the Schedules, a Commission shall consist of seven (7) members as follows:
  - (i) The Director representing the Electoral Area; and
  - (ii) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area; only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.
- (b) Despite subsection 3(a)(ii) and any Schedule to this bylaw, only in Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission but none of the aforesaid Commission members shall be the fire chief or any officer.

- (c) Despite subsection 3(a), and any Schedule to this bylaw, the number of members of a Commission continues to be the number serving as of the date of the adoption of this bylaw until such time as the appointment of members under a previous bylaw expires, at which time the Commission shall consist of seven (7) members.
- (d) In the case of the Committee established by North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004 and renamed the North Galiano Fire Protection and Emergency Response Service Commission, the term of office for members with a term set to expire on June 30<sup>th</sup> is hereby extended to December 31<sup>st</sup> of the same year.
- (e) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.
- (f) The Corporate Officer shall, following each census, determine the estimated population of the service area for the purpose of this section.

4. Term of Office

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

5. Nominations

- (a) A Commission shall hold an Annual General Meeting on or before the last day of November in each year to which the owners or occupiers of real property within a Service Area shall be invited to attend by written notice posted at least 30 days prior to the date of the Annual General Meeting.
- (b) A Commission must accept nominations for the members of the Commission to be appointed effective the following 1<sup>st</sup> of January from individuals present at the Annual General Meeting, and if more nominations are received than there are positions to fill, a Commission must poll the owners or occupiers of real property within the Service Area who are present at the meeting.
- (c) The names of persons nominated or the results of the poll under subsection (b) must be forwarded immediately after the Annual General Meeting to the Electoral Area Director of the Regional District.

6. Appointment

- (a) All vacancies on a Commission must be advertised or posted locally at least thirty (30) days in advance of the Annual General Meeting.
- (b) The Director shall seek recommendations for all appointments from the Commission but is not bound by a Commission's recommendation and may consult with other persons.
- (c) The Director must provide the name of a person to the Board to fill a vacancy or in the case of a person whose appointment is to expire.

- (d) Before the 1<sup>st</sup> of January every year, the Regional Board shall appoint or re-appoint members to a Commission to fill the terms of office of the members whose terms expire as of the 31<sup>st</sup> of December in each year.
- (e) In the event of death, resignation or disqualification of a member of a Commission, the Regional Board shall appoint a successor for the remainder of such member's term.
- (f) The Board may terminate the appointment of a Commission member who fails to attend three (3) consecutive regular meetings without the permission of a Commission.
- (g) Without limiting paragraph (f), the Board may terminate the appointment of a Commission member who moves from the Service Area or ceases to own property in the Service Area where such person has ceased to attend at least one half of the regular meetings of the Commission.

7. Commission Procedure

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

8. Delegation of Powers and Duties

- (a) ~~The Regional Board hereby delegates to a Commission, subject to: (a) the policies and procedures of the Regional Board; and (b) limitations in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the development, maintenance and operation of a volunteer fire department within the Service Area whether acquired before or after the adoption of this bylaw.~~

The Regional Board hereby delegates to a Commission, subject to: (a) the policies and procedures of the Regional Board; and (b) limitations in the Capital Regional District Delegation Bylaw, a combination of administrative and advisory powers of the Regional Board, described in sections 9 and 10, respectively, relating to the development, maintenance and operation of a volunteer fire department within the Service Area whether acquired before or after the adoption of this bylaw.

(Bylaw 4608)

- (b) The operational, maintenance and regulatory functions of this service shall be performed in conformance with Regional District policy or government regulation.
- (c) ~~Despite the provisions of (a) above, the Regional Board retains the right of approval of a Commission's exercise of the powers delegated to it by the Regional Board.~~

For clarity, subject to the *Local Government Act*, RSBC 2015 c 1, unless a power, duty or function of the Capital Regional District Board has been expressly delegated by this bylaw or another CRD bylaw, all the powers, duties and functions of the CRD Board remain with the CRD Board, and the Commission may not further delegate powers, duties, or functions to another individual or body. Individual Commissioners have no delegated authority outside the body of the Commission in open meeting assembled, acting as a whole.

(Bylaw 4608)

## ~~9. Duties~~

~~A Commission shall:~~

- ~~(a) Appoint a Fire Chief who shall be a person appointed as a local assistant by the Fire Commissioner prior to his or her confirmation as Fire Chief;~~
- ~~(b) Authorize the Fire Chief to appoint such members of the Volunteer Fire Department within the Local Service Area;~~
- ~~(c) Ensure the Fire Chief controls and regulates the members of the Volunteer Fire Department subject to the provisions of the *Fire Services Act* and any applicable Provincial, Federal or Regional District enactments that apply;~~
- ~~(d) Prepare a five-year financial operating and capital budget and submit to the Regional District in the manner required by Section 12;~~
- ~~(e) Authorize expenditures on behalf of the Volunteer Fire Department as required for the operation of the Volunteer Fire Department which have first been approved by the Regional District under Section 12; and~~
- ~~(f) Encourage the Fire Chief and members of the fire department to attend commission meetings to provide input to the decision making process.~~

## 9. Advisory Authority of the Commission

(1) In collaboration and by consensus with staff, a Commission shall:

- (a) Identify and advise on any contracted services necessary to run the day-to-day operations of the service;
- (b) Set the size of the fire force for the Volunteer Fire Department within the Local Service Area;
- (c) Review five-year financial operating and capital budgets and submit to the Regional District in the manner required by Section 12;

- (d) Encourage the Fire Chief and members of the fire department to attend commission meetings to provide input to the decision making process; and
- (e) Propose amendments of service levels for the Service Area.

- (2) For clarity, advisory authority includes advising on the needs of the Volunteer Fire Department, as well as providing advice and recommendations on matters related to the Fire Service referred by the Fire Chief, CRD Staff, or the Regional Board. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff.

(Bylaw 4608)

#### ~~10. Administration~~

~~A Commission shall, in the administration of a Volunteer Fire Department:~~

- ~~(a) Not expend any funds whatsoever except those first approved by the Regional Board under Section 12;~~
- ~~(b) Review and adopt operational rules and procedures for the organization and conduct of the Fire Protection Service, which rules and procedures shall be proposed by the Fire Chief;~~
- ~~(c) Review and adopt procedures and allocations of funds required for the maintenance and upkeep of the Fire Hall and any and all firefighting machinery, equipment and protective clothing, which procedures and allocations of funds shall be proposed by the Fire Chief.~~

#### 10. Administrative Authority of a Commission

(1) A Commission shall, in the administration of a Volunteer Fire Department:

- (a) Confirm the appointment of a Fire Chief;
- (b) Not expend any funds whatsoever except those first approved by the Regional Board under Section 12;
- (c) Review and adopt operational rules and procedures for the organization and conduct of the Fire Protection Service, which rules and procedures shall be proposed by the Fire Chief and with the concurrence of Staff; and
- (d) Review and adopt procedures and allocations of funds required for the maintenance and upkeep of the Fire Hall and any and all firefighting machinery, equipment and protective clothing, which procedures and allocations of funds shall be proposed by the Fire Chief and with the concurrence of Staff.

- (2) For clarity, administrative authority means acting as the directing mind for those aspects of the service delegated by the Regional Board to the Commission. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff, nor may it be exercised

in a manner inconsistent with CRD policies, procedures, or other delegation instruments.

(Bylaw 4608)

11. Reporting

A Commission shall,

- (a) By the 30<sup>th</sup> day of November in each year, submit a written report to the Board of the Regional District outlining the operation the Volunteer Fire Department for that calendar year; and
- (b) By December 31 of each year, submit to the Board the minutes of the annual general meeting.

12. Budget

- (a) ~~A Commission shall, on or before the 1<sup>st</sup> day of September in each year, prepare five-year operating and capital budgets covering all anticipated costs and revenues of the Volunteer Fire Department in the operation and maintenance of the assets of the Capital Regional District utilized by the Volunteer Fire Department.~~

A Commission shall, per the timeline established by the Financial Officer in each year, submit five-year operating and capital budgets covering all anticipated costs and revenues of the Volunteer Fire Department in the operation and maintenance of the assets of the Capital Regional District utilized by the Volunteer Fire Department.

(Bylaw 4608)

- (b) The Budget shall:

- (i) ~~Be in a form approved by the Financial Officer;~~  
Be prepared by the Fire Chief with the concurrence of staff in a form approved by the Financial Officer;
- (ii) Provide for the necessary funds for the administration, development, training, maintenance, debt servicing and operational expenses of the Volunteer Fire Department;
- (iii) Allow for contributions to reserve funds recommended by the Finance Officer;
- (iv) Be submitted for consideration of the Regional Board; and
- (v) If requested by the Regional Board, be altered to the satisfaction of the Board.

(Bylaw 4608)

13. Unauthorized Expenditures

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

14. Borrowing and Additional Funding

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

15. Facilities and Equipment

Any facilities or equipment acquired by the Commission shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the Regional District.

16. Contracts

The Commission shall not enter into contracts on behalf of the Regional District except:

- (a) where the Commission has been granted authority to do so under the Delegation Bylaw; and
- (b) in the name of the Regional District.

17. Regional Board Responsibilities

The Regional Board:

- (a) may advance sums required under the approved budget for an expenditure in relation to the administration, development, maintenance and operation of the Volunteer Fire Department pending collection of any rate, tax or charge levied for the purpose of raising the necessary funds to meet the expenses set out in the approved budget; and
- (b) requisition the necessary funds under Section 806.1 of the *Local Government Act* within the fire regulation unit and Service Area.

18. Fire Chief Responsibilities

In addition to the duties customarily performed by a fire chief of a Volunteer Fire Department and as required by law, by employment or volunteer agreement, or CRD policy and procedure, the Fire Chief shall:

- (a) Appoint volunteer members to the Volunteer Fire Department;
- (b) Prepare the annual budget of the Service in collaboration with CRD Staff and the Commission;
- (c) Advise on matters relating to the operation, maintenance, and strategic development of the Service and Volunteer Fire Department; and
- (d) Discharge the duties of a Fire Chief consistent with all applicable laws and standards.  
(Bylaw 4608)

19. Staff Responsibilities

Staff shall:

- (a) Ensure the Fire Chief supervises, directs, controls, and regulates the members of the Volunteer Fire Department subject to the provisions of the *Fire Services Act* and any applicable Provincial, Federal or Regional District enactments that apply;
- (b) Authorize expenditures on behalf of the Volunteer Fire Department as required for the operation of the Volunteer Fire Department which have first been approved by the Regional District under Section 12;
- (c) Oversee the preparation of five-year financial plans, provide advice to the Fire Chief and the Commission on the preparation and submission of five-year financial plans;
- (d) Oversee and assist with development and maintenance of long-term equipment replacement plans;
- (e) Oversee and support the Fire Chief in all areas of Volunteer Fire Department administration consistent with CRD policy, procedure, and applicable laws;
- (f) Ensure the Volunteer Fire Department is compliant with all applicable enactments, including the *Fire Services (Safety) Act* and *Workers Compensation Act*, RSBC 2019, c 1, minimum training standards, including the Office of the Fire Commissioner Minimum Structure Firefighter Training Standard, and CRD policies and procedures;
- (g) Provide the Commission with financial expenditure reports for the purpose of Commission oversight of operating and capital expenditures;
- (h) Facilitate salaried employee and contractor recruitment processes, and supervise volunteer firefighter recruitment and appointment processes; and
- (i) Facilitate and assist with strategic planning processes.

(Bylaw 4608)

20. Repeal

- (a) Bylaw No. 3399, cited as “East Sooke Fire Protection Service Area Management Bylaw No. 1, 2007” is hereby repealed;
- (b) Bylaw No. 3115, cited as “Otter Point Fire Protection Service Area Management Bylaw No. 1, 2003” is hereby repealed;
- (c) Bylaw No. 1806, cited as “Port Renfrew Fire Protection Local Service Area Fire Department Management By-law No.1, 1990” is hereby repealed;
- (d) Bylaw No. 3280, cited as “Port Renfrew Local Services Committee Bylaw No. 1, 2005” is hereby repealed;

- (e) Bylaw No. 3584, cited as “Shirley Fire Protection Service Area Management Bylaw No. 1, 2008” is hereby repealed;
- (f) Bylaw No. 2333, cited as “Willis Point Fire Protection and Recreation Facility Commission Bylaw No. 1, 1995” is hereby repealed;
- (g) Bylaw No. 2336, cited as “Willis Point Fire Protection Facilities Local Service Area Management Bylaw, 1995” is hereby repealed;
- (h) Bylaw No. 3173, cited as “North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004” is hereby repealed.

21. Citation

This bylaw may be cited as “Fire Protection and Emergency Response Service Commissions Bylaw, 2010”.

(Bylaw 3707)

READ A FIRST TIME THIS	14 <sup>th</sup>	day of	April	2010
READ A SECOND TIME THIS	14 <sup>th</sup>	day of	April	2010
READ A THIRD TIME THIS	14 <sup>th</sup>	day of	April	2010
ADOPTED THIS	14 <sup>th</sup>	day of	April	2010

Original signed by Geoff Young  
CHAIR

Original signed by Carmen Thiel  
CORPORATE OFFICER

## Schedule "A" - East Sooke

### 1. Definitions

In this bylaw, as applies to the East Sooke Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"EAST SOOKE COMMUNITY HALL" means the former fire station building located at 1397 Coppermine Road, East Sooke and owned by the CRD;

(Bylaw 4608)

"COMMISSION" means the East Sooke Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the East Sooke Fire Protection Service Area as more particularly described in East Sooke Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 2006;

"VOLUNTEER FIRE DEPARTMENT" means the East Sooke Volunteer Fire Department.

### 2. Membership

Despite Section 3 (a) of this bylaw, membership shall consist of eight (8) members as follows:

- (a) The Director representing the Electoral Area; and
- (b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

### 3. Delegation of Powers and Duties

- (a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the East Sooke Community Hall, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.
- (b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies.

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

- (a) review and adopt operational rules and procedures for the organization and operation of the East Sooke Community Hall; and
- (b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the East Sooke Community Hall and any and all machinery, equipment, furniture and fixtures in conjunction with it.

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the East Sooke Community Hall.

(Bylaw 4608)

## Schedule "B" - Otter Point

### 1. Definitions

In this bylaw, as applies to the Otter Point Fire Protection Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Otter Point Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Otter Point Fire Protection Local Service Area as more particularly described in Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, as amended;

"VOLUNTEER FIRE DEPARTMENT" means the Otter Point Volunteer Fire Department.

### 2. Membership

Despite Section 3 (a) of this bylaw, membership shall consist of eight (8) members as follows:

(a) The Director representing the Electoral Area; and

(b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

## Schedule "C" - Port Renfrew

(Bylaw 3707)

### 1. Definitions

In this bylaw, as applies to the Port Renfrew Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Port Renfrew Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Port Renfrew Fire Protection Local Service Area as more particularly described in Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, as amended;

"VOLUNTEER FIRE DEPARTMENT" means the Port Renfrew Volunteer Fire Department.

### 2. Membership

Despite Section 3 of this bylaw, membership shall consist of seven (7) members as follows:

(a) The Director representing the Electoral Area;

(b) Three (3) individuals who shall be owners of real property within the Fire Protection and Emergency Response Local Service Area;

(c) Three (3) individuals who may be owners of real property, or residents within the Fire Protection and Emergency Response Local Service Area. One (1) of these individuals shall represent the Pacheedaht First Nation when service agreements for fire protection and/or solid waste are in place with the Pacheedaht and there have been no violations to the terms and conditions of the agreements.

(d) For Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

### 3. Nomination

Despite Section 5(b) of this bylaw:

(a) The Commission shall, at its regularly scheduled meeting in September:

(i) Submit to the Electoral Area Director its nominations for the members of the committee for the following term, with the exception of the Pacheedaht representative;

- (ii) Invite residents or owners of real property in the Fire Protection and Emergency Response Local Service Area to submit additional nominations, on forms provided at the meeting, to the Electoral Area Director on or before 14 days from the date of the meeting; and
  - (iii) Schedule the Annual General Meeting which shall be held no sooner than 15 days from the date of the meeting, but in all cases shall be before the last day of October.
- (b) The Pacheedaht First Nation shall submit their nomination for the member representing the band to the Electoral Area Director, the first appointment to be effective immediately with a term to expire on December 31, 2010.

4. Procedure

In accordance with Section 7 of this bylaw, the Commission shall:

- (a) Hold a meeting quarterly or at the call of the Chair. In January of each year, establish a schedule of meetings which shall be posted on the community notice board situated at the transfer station, the post office and on the CRD website.

## Schedule "D" - Shirley

### 1. Definitions

In this bylaw, as applies to the Shirley Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Shirley Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the Shirley Fire Protection and Emergency Response service Area as more particularly described in Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991;

"VOLUNTEER FIRE DEPARTMENT" means the Shirley Volunteer Fire Department.

## Schedule "E" - Willis Point

### 1. Definitions

In this bylaw, as applies to the Willis Point Fire Protection and Recreation Facilities Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for Juan de Fuca;

"COMMISSION" means the Willis Point Fire Protection and Recreation Facilities Commission;

"SERVICE AREA" means the Willis Point Local Service Area created under Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991;

"VOLUNTEER FIRE DEPARTMENT" means the Willis Point Volunteer Fire Department;

"WILLIS POINT COMMUNITY CENTRE" means the recreation facilities adjoining the fire hall in the Service Area and owned by the Regional District.

### 2. Membership

Despite Section 3 of this bylaw, membership shall consist of eight (8) members as follows:

(a) The Director representing the Electoral Area;

(b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area;

(c) For Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

(d) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.

### 3. Delegation of Powers and Duties

(a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the Willis Point Community Centre, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.

(b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies.

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

(a) review and adopt operational rules and procedures for the organization and operation of the Willis Point Community Centre; and

(b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the Willis Point Community Centre and any and all machinery, equipment, furniture and fixtures in conjunction with it.

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the Willis Point Community Centre.

## Schedule "F" - North Galiano

### 1. Definitions

In this bylaw, as applies to the North Galiano Fire Protection Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for the Southern Gulf Islands;

"COMMISSION" means the North Galiano Fire Protection and Emergency Response Service Commission;

"SERVICE AREA" means the North Galiano Fire Protection Local Service Area as more particularly described in North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990, as amended;

"VOLUNTEER FIRE DEPARTMENT" means the North Galiano Volunteer Fire Department.

### 2. Membership

Despite Section 3 (a) and (b) of this bylaw, membership shall consist of seven (7) members as follows:

(a) The Director representing the Electoral Area; and

(b) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

### 3. Commission Procedure

Despite Section 7 (a) of this bylaw, a Commission must, at its first meeting in January of each year, by secret ballot, elect a Chair, Vice Chair and Treasurer from among its members.



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MAY 08, 2024

---

**SUBJECT**     **Governance Study of Magic Lake Estates, North Pender Island**

### **ISSUE SUMMARY**

A community issues assessment study for the Magic Lake Estates neighbourhood on North Pender Island has been completed and submitted to the Ministry of Municipal Affairs.

### **BACKGROUND**

In October 2021, the Magic Lake Property Owners Society (MLPOS) requested the Capital Regional District (CRD) support a formal governance study be undertaken by the Ministry of Municipal Affairs (the Ministry) for the Magic Lake Estates (MLE) neighbourhood on North Pender Island.

The CRD Board considered this in February 2022, and again in February 2023, after the new Board was elected. On February 8, 2023, the CRD Board passed the following resolution:

*That the Capital Regional District Board reiterate its support for the resolution passed on February 9, 2022, to advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.*

The CRD extended the request to the Ministry. Given the range of forms that a governance study can take – from a high-level community issues assessment to a more detailed governance review – the Ministry considered the request and provided funding to the Capital Regional District to undertake a community issues assessment.

The scope and objectives of the study were outlined in the Terms of Reference as follows:

- Document the current service delivery and governance arrangements;
- Itemize the interests, needs and concerns of the community;  
Describe how decisions are made by the various governments operating within the boundaries of the Magic Lake Water Service Area, including: Capital Regional District, Province of BC, Federal Government, Island Health and Islands Trust; and
- Engage residents, property owners, and the regional district in the identification of practical methods to address issues under the current system.

*Connections Planning Inc.* was engaged, and community consultation was undertaken in Fall 2023. An information website was established for the project (<https://getinvolved.crd.bc.ca/MLE-community>) which provided background materials, project updates, a community survey and open house materials. Project updates were also provided in the local publication (Pender Post) with a flyer advertising the survey being delivered by mail to all MLE residents.

In addition to the community survey, two Community Information Sessions were held, one in-person event on North Pender Island and one online event held over Zoom.

The Magic Lake Estates Community Issues Assessment was completed in March 2024. The report provides a high-level overview of local services provided for Magic Lake Estates residents and property owners by a variety of government agencies and other service providers.

Based on the community survey and information session with MLE residents, the report concludes that Magic Lake Estates residents are generally satisfied with the level of local services that they receive, with the exception of local roads and active transportation. The community also raised concerns with respect to affordable housing and land use planning. Challenges with services that are considered highly important with low satisfaction, such as local roads, may continue to drive a desire for governance changes in order to improve local influence over the level of service provided. A scatterplot that graphically presents the residents' rating of satisfaction versus the importance of the evaluated services is provided in Appendix A, and the complete report is provided in Appendix B.

A copy of the report has been provided to the MLPOS and the Ministry of Municipal Affairs. It is now up to the Ministry to assess whether it wishes to pursue any further study or governance changes in the Magic Lake Community. Staff will continue to support the MLPOS on addressing the concerns raised by the survey respondents, such as road maintenance and land use issues, by engaging in cross-jurisdictional advocacy as the opportunities arise.

### **CONCLUSION**

The Magic Lake Estates Community Issues Assessment was completed in March 2024. The report provides a high-level overview of local services provided for Magic Lake Estates residents. It presents a summary of community response and opinion on the relative importance and level of satisfaction with governance and service delivery in Magic Lake Estates. A copy of the report has been provided to the MLPOS and the Ministry of Municipal Affairs for review.

### **RECOMMENDATION**

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

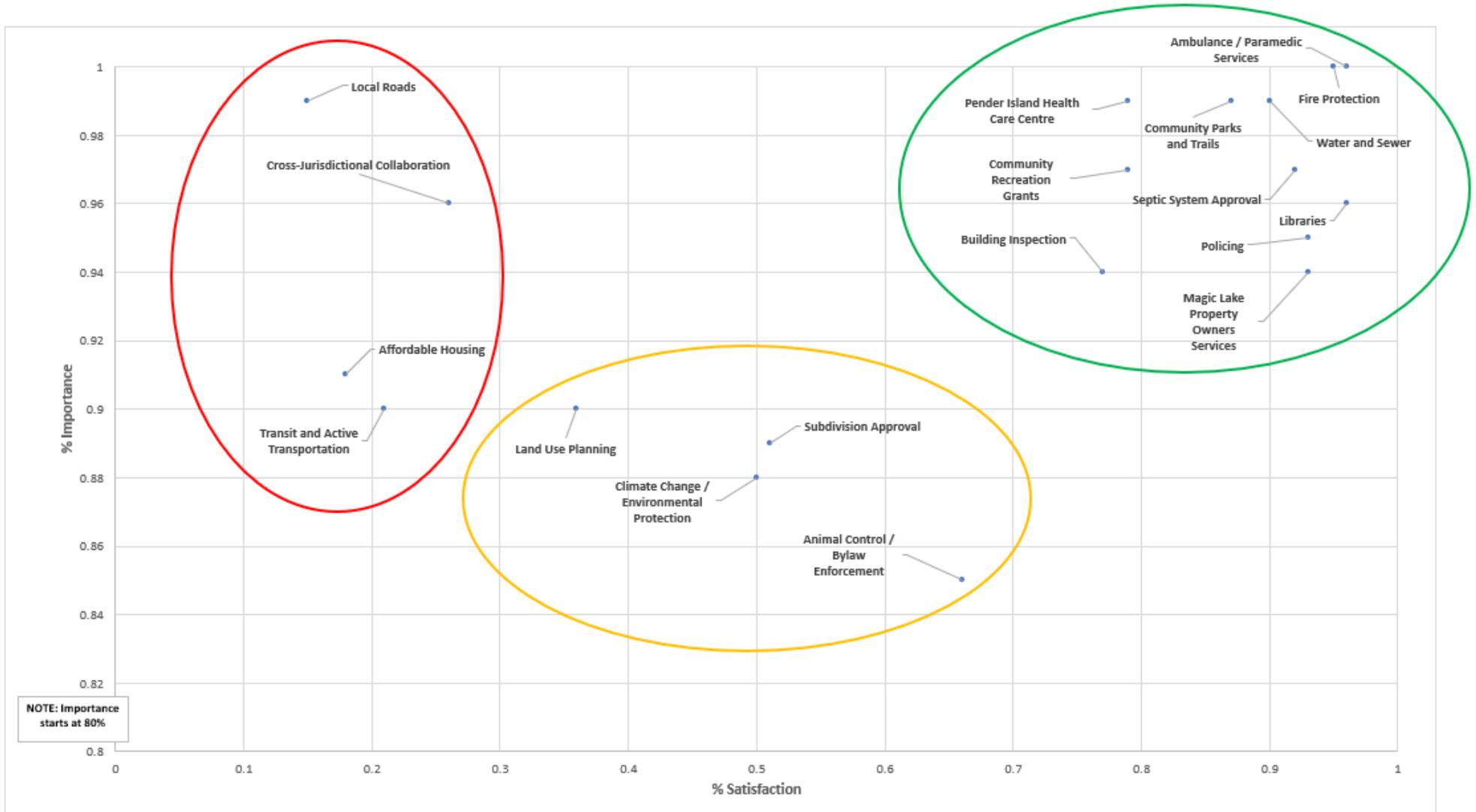
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### **ATTACHMENTS**

Appendix A: Services Scatterplot - Satisfaction vs. Importance

Appendix B: Magic Lake Estates Community Issues Assessment (Connections Planning, 2024)

### Services Scatterplot - Satisfaction vs. Importance





# CAPITAL REGIONAL DISTRICT

## Magic Lake Estates Community Issues Assessment



FINAL REPORT  
March 2024



This report is prepared for the use of the Capital Regional District. No representations of any kind are made by Connections Planning Associates Ltd. or its employees to any party with whom Connections Planning Associates Ltd. does not have a contract.



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## Capital Regional District

### Magic Lake Estates Community Issues Assessment

#### FINAL REPORT

March 2024

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Principal

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*Connecting communities every day, from the traditional territories of the Ləkʷəŋən people.*

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**APPENDICES**

Appendix A – Survey Template

Appendix B – Community Information Meeting Presentation

## 1. INTRODUCTION

Magic Lake Estates (MLE) is an approximately 600-acre neighbourhood on North Pender Island (see map inset), located on the traditional lands and waters of the Coast Salish peoples. Its origins date back to the 1960s as a vacation home development known as “Gulf Island Estates”. The proposed development is often cited as one of the catalysts for the formation of the Islands Trust in 1974. Today, Magic Lake Estates comprises approximately 1,200 parcels with an estimated population of 1,930 full and part time residents, and is one of the largest, most densely populated residential neighbourhoods in all of the Southern Gulf Islands.



The lands are situated within an unincorporated area of the Capital Regional District (CRD), in the Southern Gulf Islands Electoral Area. Additional local amenities and community voice are provided by the Magic Lake Property Owners Society (MLPOS). In recent years, the MLPOS has identified a number of issues surrounding governance, service delivery, taxation and representation. In October 2021, the MLPOS requested funding from the Ministry of Municipal Affairs (the Ministry”) for a formal governance study to be undertaken for the Magic Lake Estates neighbourhood. Given the range of forms that a governance study can take – from a high-level community issues assessment to a more detailed governance review – the Ministry considered the request and provided funding to the CRD in 2023 to support a Community Issues Assessment (“the study”).

The scope and objectives of the study were outlined in the Terms of Reference as follows:

- Document the current service delivery and governance arrangements;
- Itemize the interests, needs and concerns of the community;
- Describe how decisions are made by the various governments operating within the boundaries of the Magic Lake Water Service Area, including: Capital Regional District, Province of BC, Federal Government, Island Health, and Islands Trust, and Island Health; and
- Engage residents, property owners, and the regional district in the identification of practical methods to address issues under the current system.

Connections Planning Associates Ltd. (CPAL) has been commissioned to assist the CRD and MLPOS in undertaking the study. This report has been prepared as a summary of the background research, interviews with stakeholders and key interested groups, and community engagement conducted as part of the study.

## 2. BACKGROUND ON GOVERNANCE AND SERVICES

Governance is the framework by which decision-making for the provision of local services functions within a community. For residents and property owners in Magic Lake Estates, decisions on local services, regulations and funding are provided by a number of agencies at varying levels of government. An overview of these agencies is highlighted below, followed by a table of services to Magic Lake Estates residents and their delivery provider.

### 2.1 *Capital Regional District*

Like most of the island communities in the Salish Sea (with the exception of Bowen Island), North Pender Island is located in an unincorporated area of the province – in this case, within the Southern Gulf Islands Electoral Area of the Capital Regional District. Regional districts are federations of municipalities and unincorporated areas, and were created in the 1960's to provide a variety of local government services to its residents, namely:

- Local government services to unincorporated areas within the electoral areas;
- Region-wide services provided to all electoral areas and municipalities within the regional district; and
- Sub-regional services provided to a subset of communities (municipalities and electoral areas) which agree to receive the services.

The CRD Board currently consists of 24 members, including 3 Electoral Area Directors. The current Electoral Area Director for Southern Gulf Islands is Paul Brent. Electoral area directors are elected to the same 4-year cycle as their municipal counterparts, and they represent the local interests of their constituents as would a municipal council. Voting on issues at the CRD Board table depends on the nature of the service area (i.e. local, sub-regional or regional), and the votes may be weighted or non-weighted depending on the issue.

To help support decision-making at the Board level, there are a number of committees and commissions who provide advice to the CRD on specific programs and services. In relation to Magic Lake Estates, these include the following:

- Magic Lake Water and Sewer Committee
- Pender Island Community Parks and Recreation Commission
- Other broader committees and commissions, e.g. Electoral Areas Committee, Southern Gulf Islands Harbours Commission, Southern Gulf Islands Public Library Commission, etc.

The CRD provides most of the typical local government services to Magic Lake Residents, including water and sanitary sewer (see Figures 1 and 2 on following page for service boundary maps), building inspection, fire protection, and library services. Refer to Table 1 for a more fulsome list of services provided by the CRD.

Figure 2 - Magic Lake Water Service Area (Source: CRD)

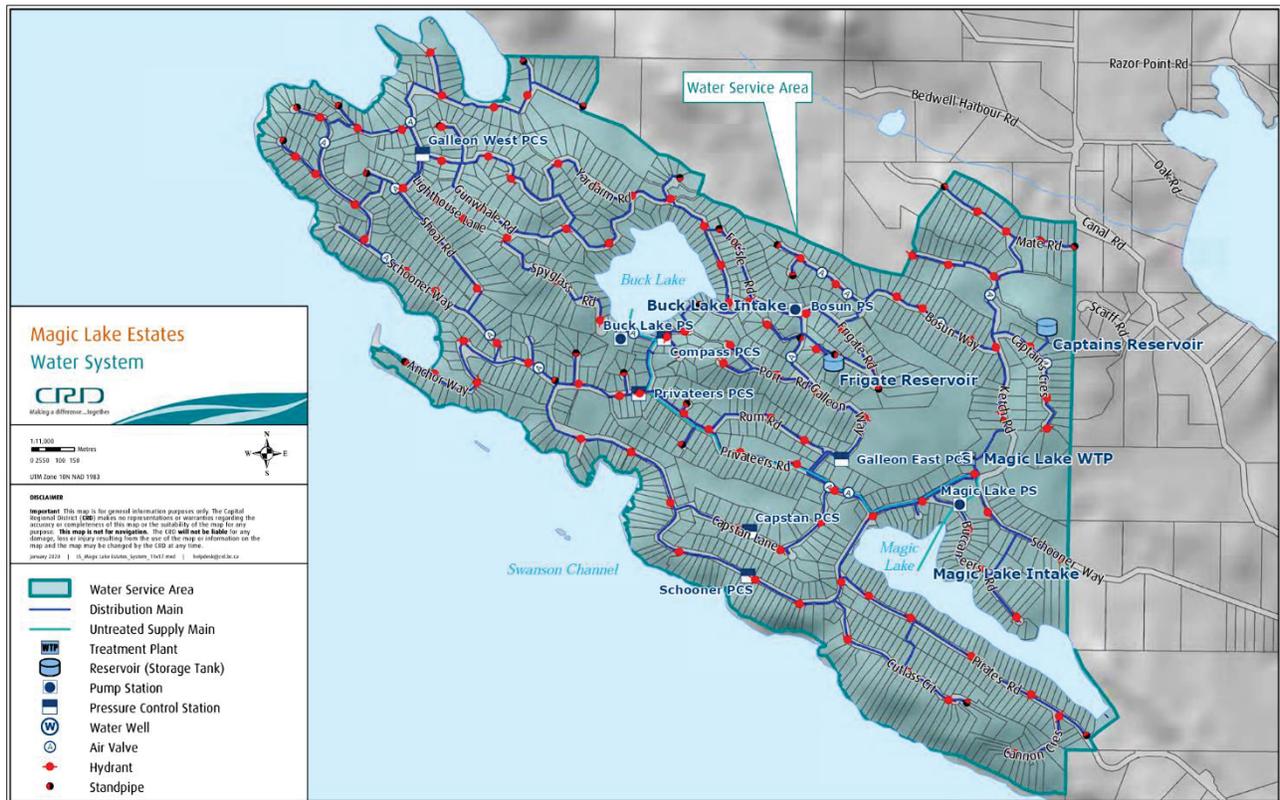
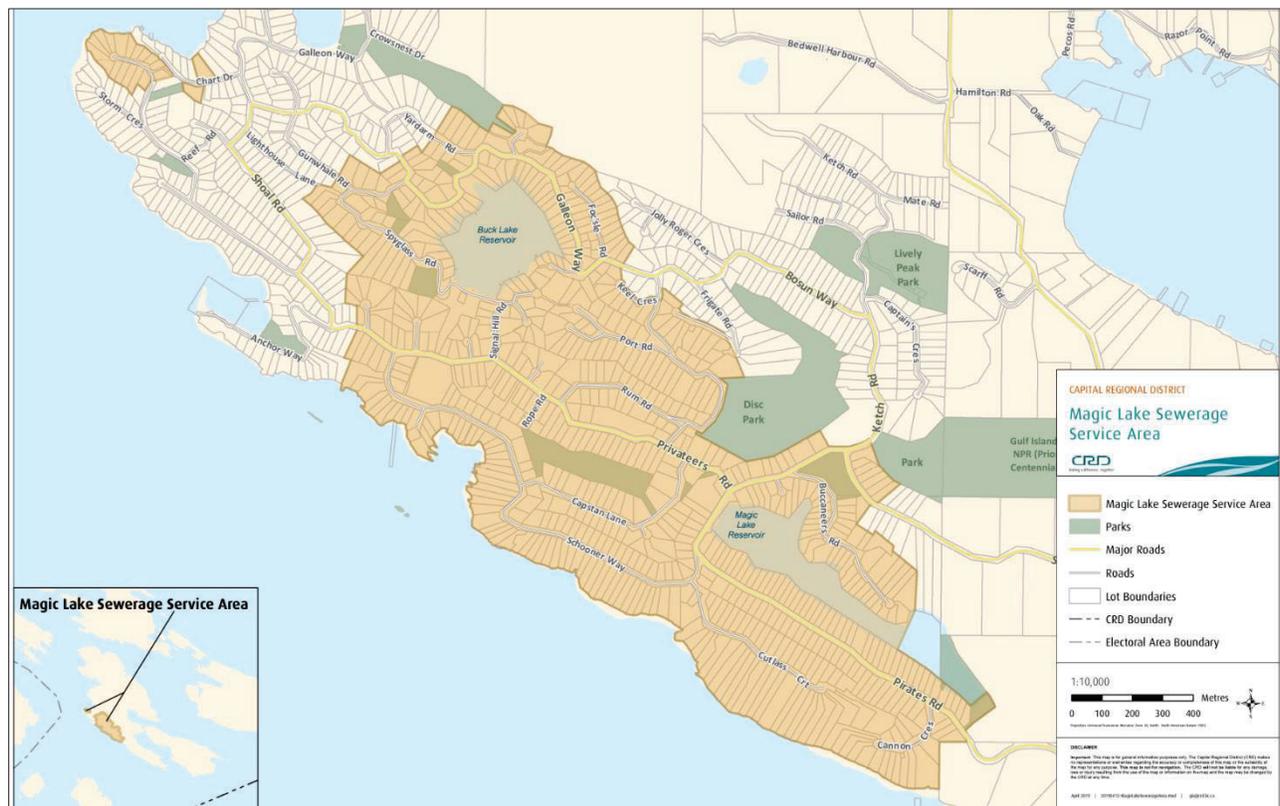


Figure 1 - Magic Lake Sewer Service Area (Source: CRD)



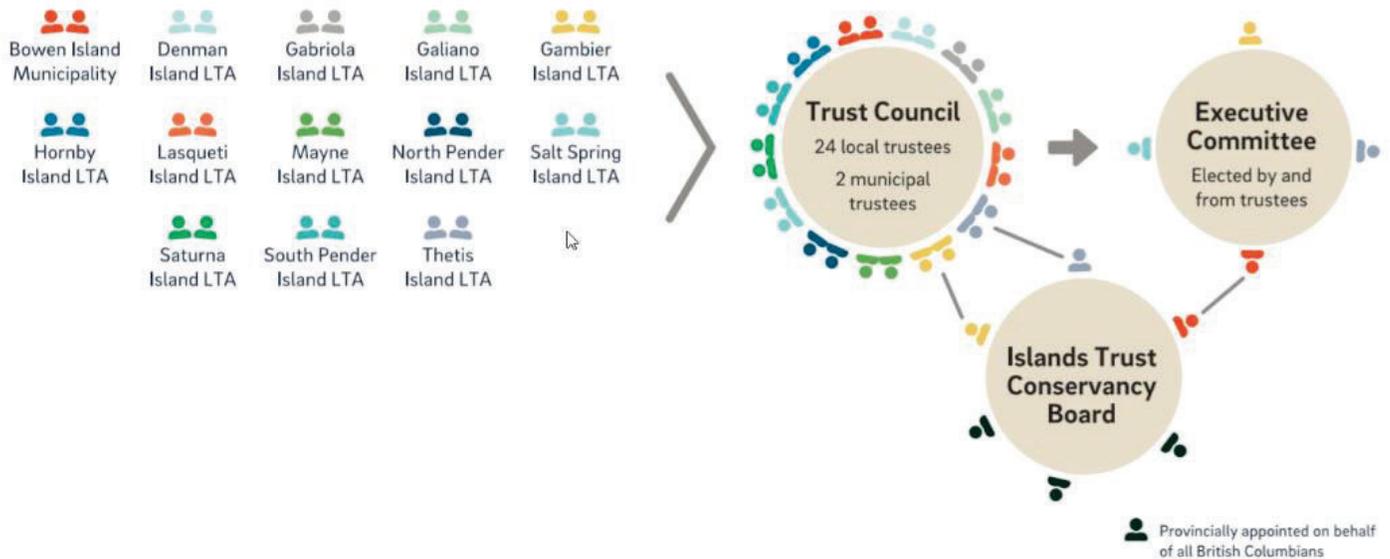
## 2.2 Islands Trust

Unique to the Gulf Island communities, the Islands Trust is a special purpose government established by the Province of British Columbia in 1974 mandated to manage the lands and environment of over 450 islands in the Salish Sea. The object of the Trust is to *“preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.”*

The Islands Trust manages lands use planning and regulation, including the preparation and adoption of Official Community Plans (OCPs), Zoning Bylaws, and Subdivision Bylaws, the regulation of soil removal and deposit, and authorization of permits. It is accountable to the Ministry of Municipal Affairs, and is regulated by the Islands Trust Act.

Governance of the Island Trust is through an elected 26-member Islands Trust Council (see Figure 3). This is comprised of two local trustees from each of 12 local trust areas and two municipal trustees from Bowen Island. All land use matters within Magic Lake Estates go through North Pender Island Local Trust Committee, which is comprised of the two North Pender Island Trustees (Aaron Campbell and Deb Morrison) as well a third Trustee from Mayne Island (David Maude), who is the Executive Committee Vice-Chair.

Figure 3 - Islands Trust Governance (Source: Islands Trust)



**2.3 Province of British Columbia**

The provincial government provides a number of services to all residents of British Columbia, including health, education, provincial highways, provincial parks, BC Assessment Authority and the Municipal Finance Authority. In unincorporated areas, property owners pay a Provincial Rural Tax which helps to fund the maintenance of local roads, which are the responsibility of the Ministry of Transportation and Infrastructure (MOTI). Property owners also pay a separate Police Tax which helps to fund the provincial rural police services through the Royal Canadian Mounted Police (RCMP).



The provincial government is also the collector of property taxes in unincorporated areas, through the Surveyor of Taxes. Please refer to Table 1 for a more detailed breakdown of services by delivery agency.

**2.4 Magic Lake Property Owners’ Society**

In the mid-1970s, the Magic Lake Property Owners’ Society (MLPOS) was established to provide a number of local community amenities, and to be a voice for residents of Magic Lake Estates. Currently, the MLPOS owns and manages Thieves Bay Marina, tennis/pickleball courts located on Privateers Road (see image), and a playground.



The MLPOS is a registered organization under the Societies Act, with a current Board of Directors/Officers of ten (10) members. The current MLPOS Board Chair is Bob Coulson. Membership in the association is encouraged for all Magic Lake Estates property owners, but is not mandatory.

**2.5 Table of Services**

As noted above, residents of Magic Lake Estates receive their local services from a variety of service providers rather than from a single municipality. The various agencies and their services provided include, but is not limited to: Province of BC (highways and local roads, subdivision approval, schools, policing, and others), Capital Regional District (water, sanitary sewer, building inspection, regional planning, library and others), Islands Trust (local land use planning), and the Magic Lake Property Owners Association (Thieves Bay Marina, tennis/pickleball courts and a playground). For ease of reference, a summary of local services to Magic Lake Estates residents listed by service provider can be found in the following table.

Table 1 - Summary of Local Services provided to Magic Lake Estates

Service	MLPOS	CRD	Province / Other
Thieves Bay Marina	•		
Tennis/Pickleball courts and playground	•		
Regional and Electoral Area General Government		•	
Regional Planning		•	
Regional Hospital District		•	
Regional Parks and Trails		•	
Community Parks and Recreation		•	
Emergency Planning and Preparedness		•	
Fire Protection		•	
Water System (within defined area)		•	
Sewer System (within defined area)		•	
Stormwater Quality Management		•	
Building Inspection		•	
Bylaw Enforcement (e.g. noise, unsightly premises)		•	
Small Craft Harbour Facilities		•	
Library		•	
Health Care (Pender Island Health / Island Health)		•	•
Septic Requirements (Island Health)			•
Land Use Planning (Islands Trust)			•
Policing (RCMP contract)			•
Schools (School District 64)			•
Subdivision Approval (MOTI)			•
Roads and Highways (MOTI)			•
Provincial Parks			•
BC Assessment Authority / Municipal Finance Authority			•
Property Tax Collection			•

**Abbreviations:**

MLPOS – Magic Lake Property Owners’ Association

CRD – Capital Regional District

MOTI – Ministry of Transportation and Infrastructure

RCMP – Royal Canadian Mounted Police

### 3. COMMUNITY ISSUES SURVEY

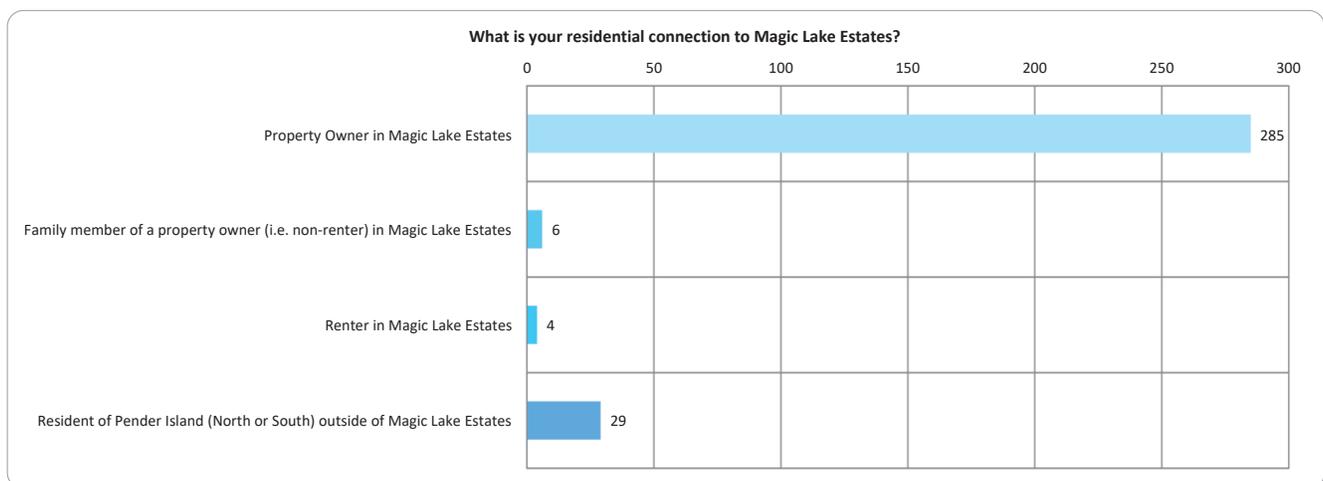
A component of the study was a comprehensive community survey of residents and property owners, in order to obtain key background information about Magic Lake Estates residents as well as gain a better understanding of the level of satisfaction and importance on a variety of local services provided by the various agencies.

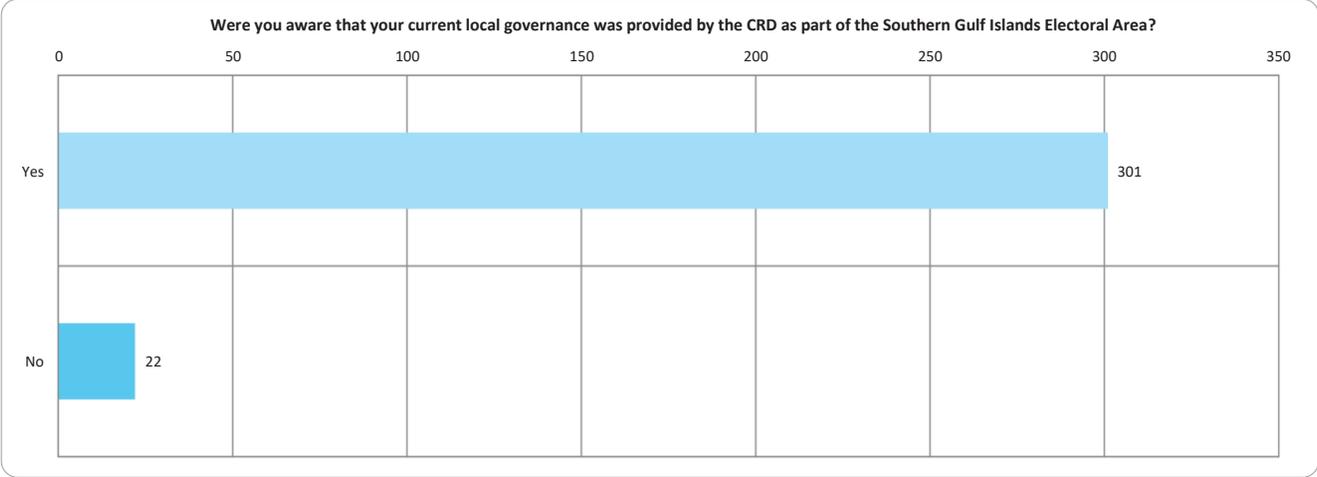
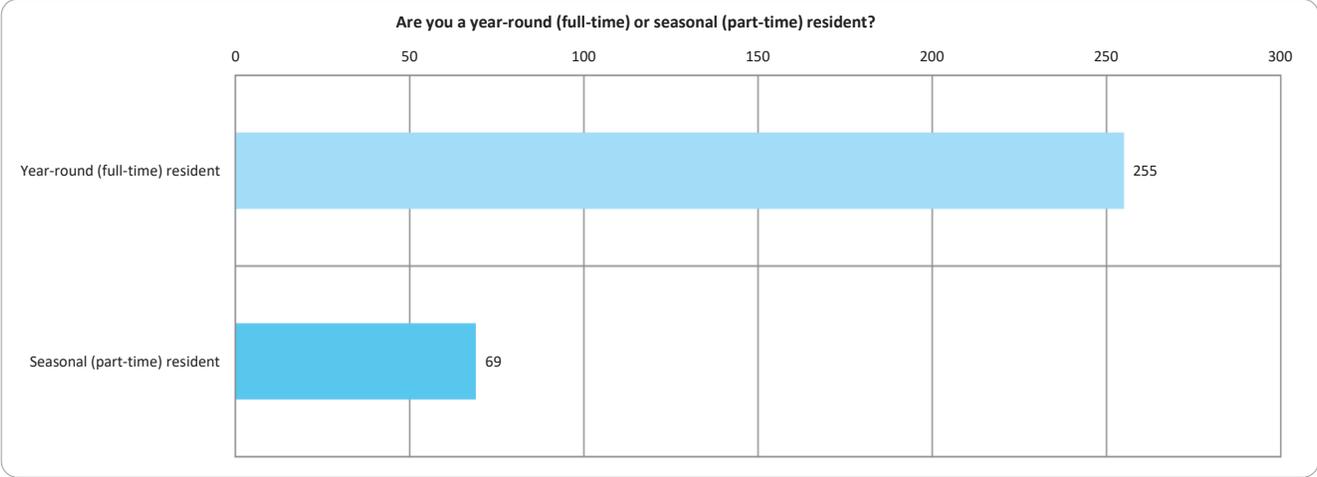
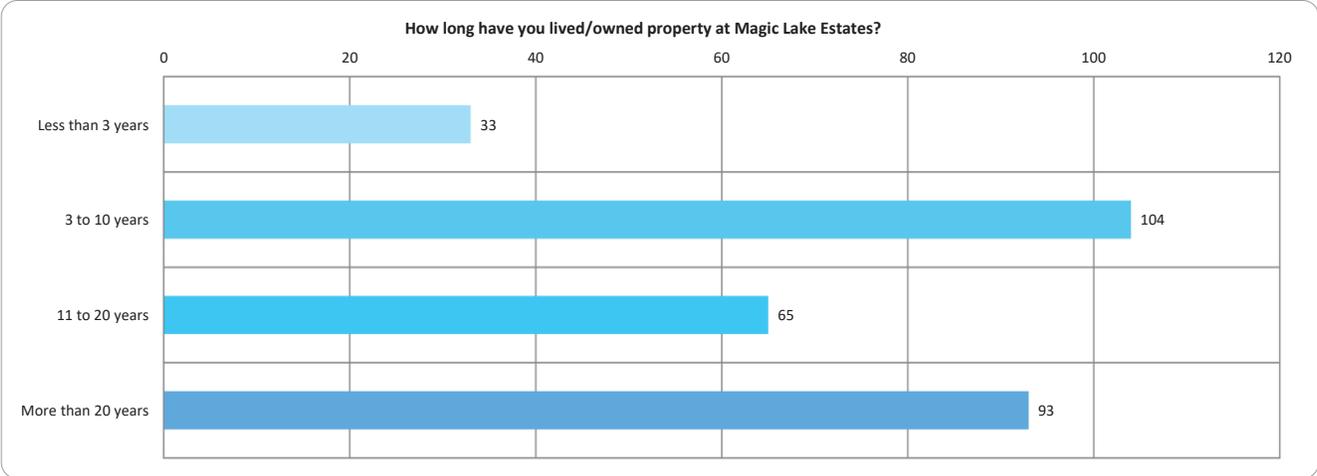
The survey was conducted over a period of 4 weeks, from September 22, 2023 to October 23, 2023. A copy of the survey template is provided in Appendix A. In preparation for the survey and community discussions, residents were asked to reflect on the following questions:

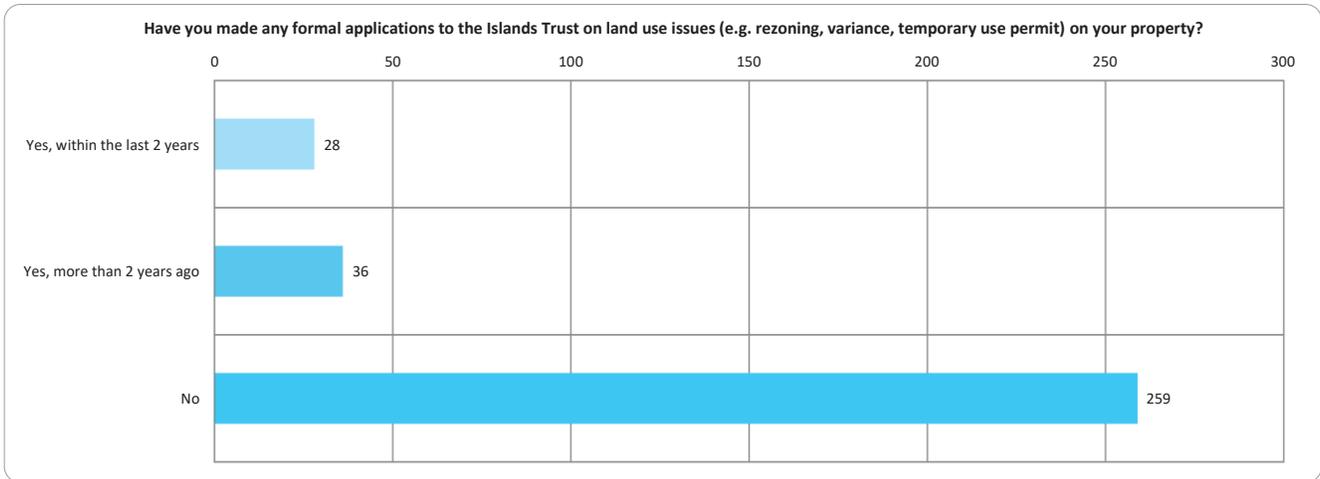
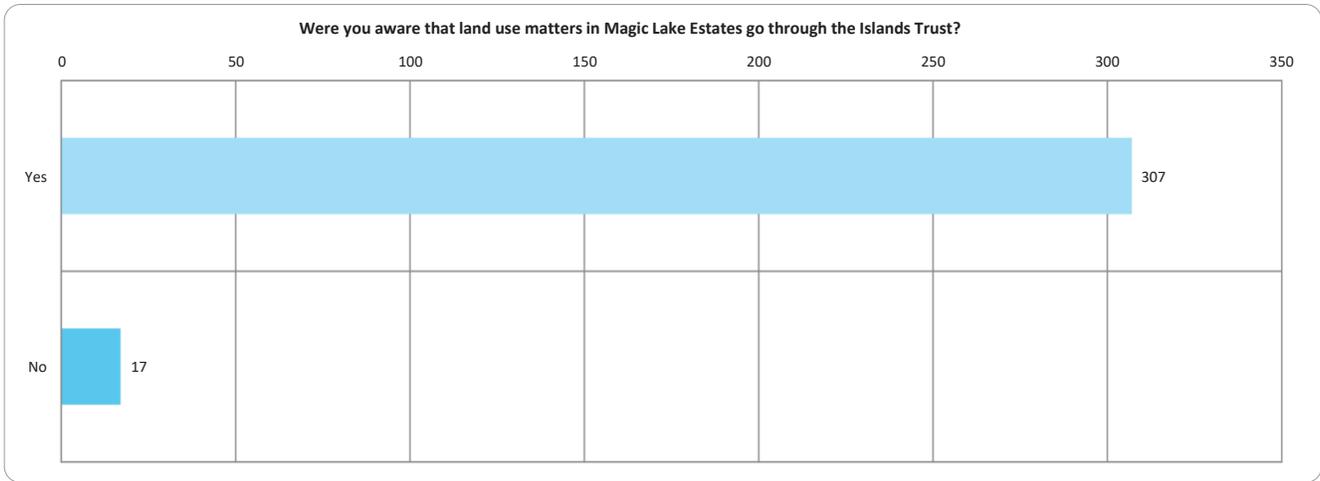
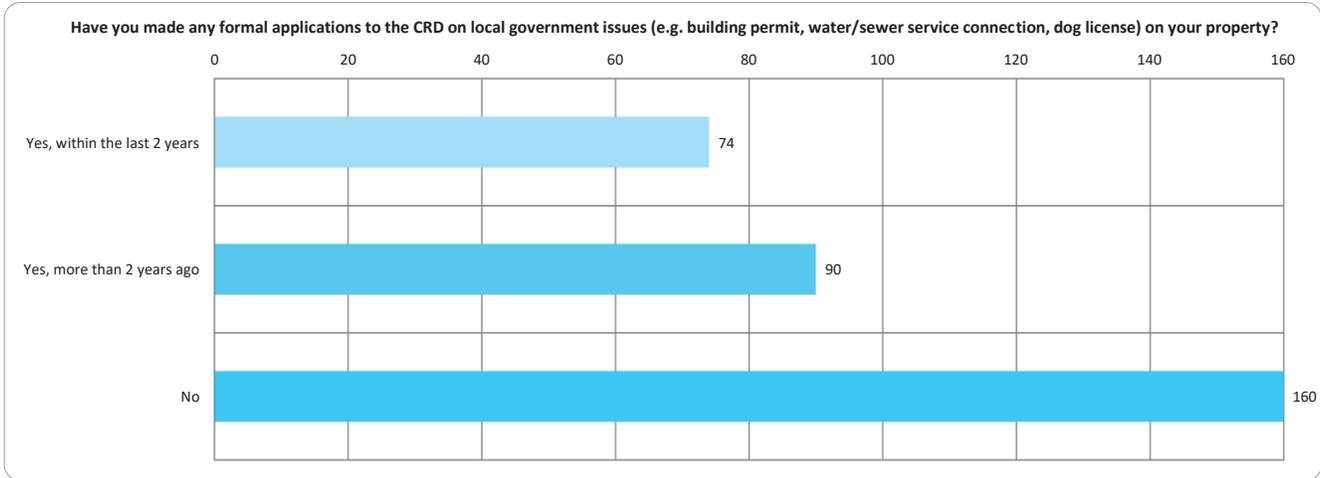
- Does Magic Lake Estates receive all the local services it needs? Are there some services that should be added or removed?
- Are current service levels appropriate? Are there existing levels that should be enhanced or reduced?
- Do you have concerns with any specific services? If so, which one(s)?
- In general, do you feel that you receive good value for the property taxes you pay?
- Do you think that Magic Lake Estates residents have sufficient input into, and influence over, decisions on the services that they receive?
- In unincorporated areas like Magic Lake Estates, services are coordinated through a variety of agencies. Is the inter-agency coordination of service delivery sufficient, and if not, how can it be improved?
- What could the Regional District do to help address your local government service and governance concerns?

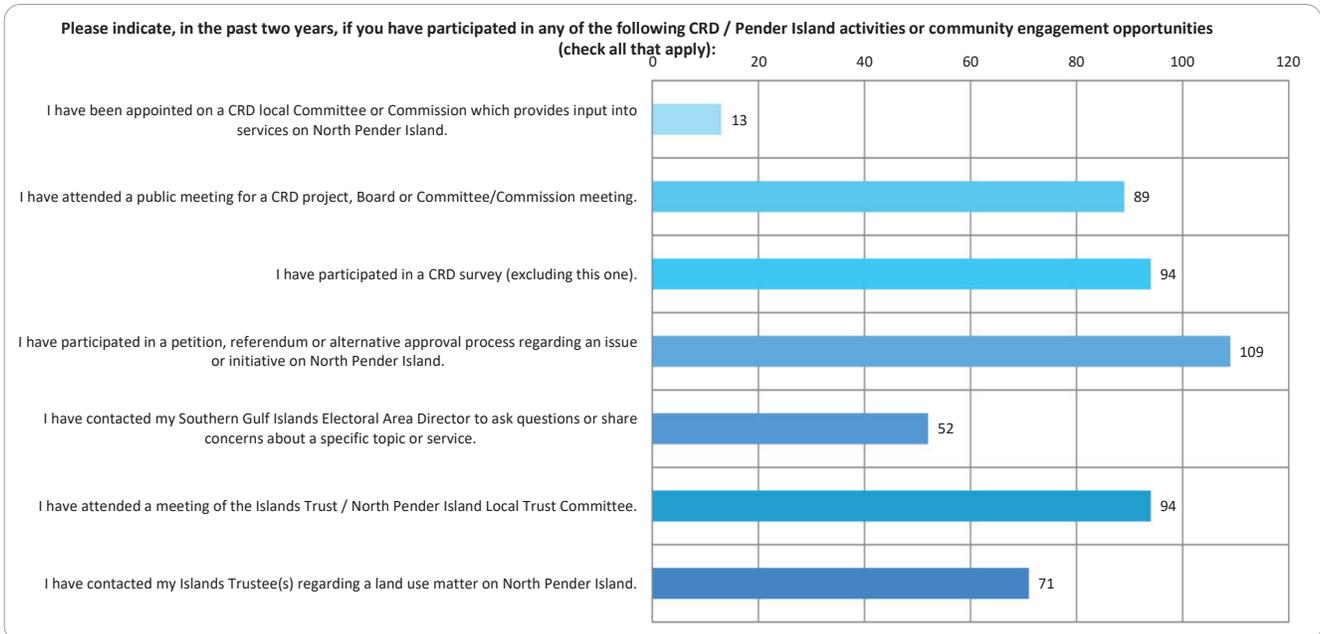
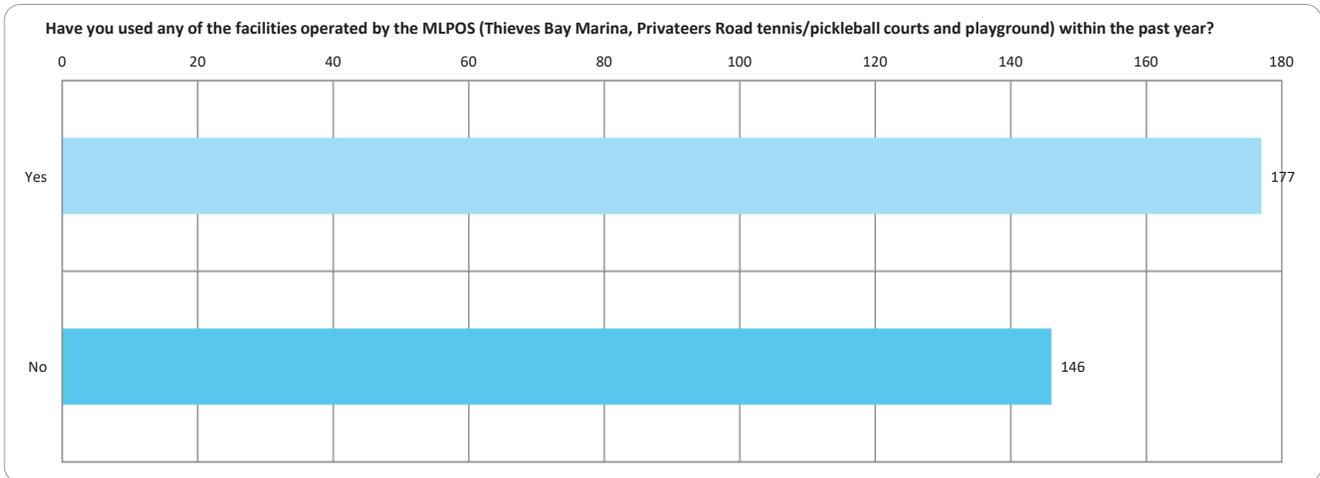
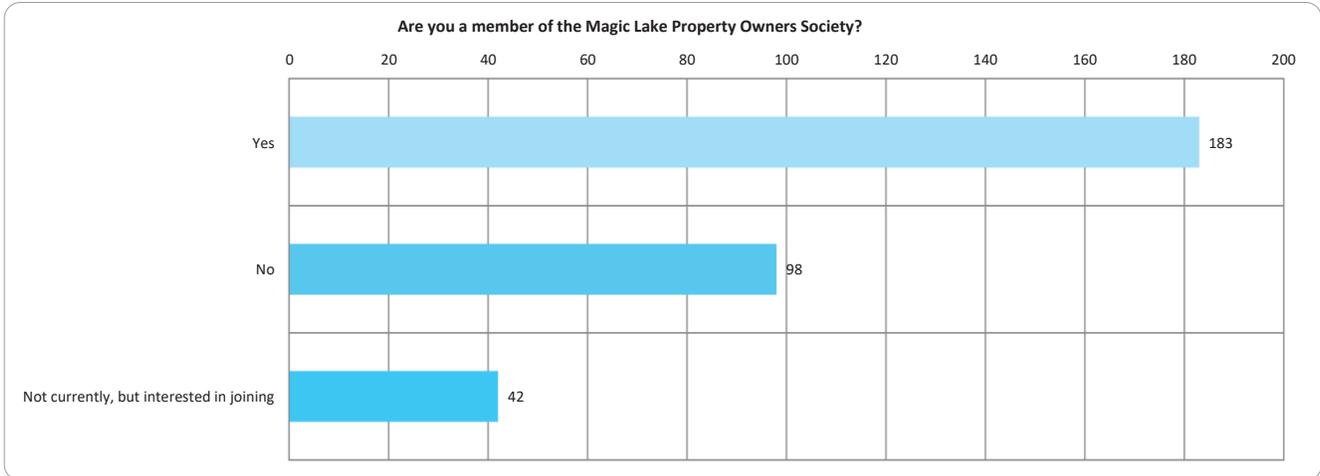
#### 3.1 General Survey Questions

A total of 324 responses were received, with the vast majority of respondents (91%) being residents of Magic Lake Estates. A number of introductory questions were asked, with a summary of responses indicated in the following graphs:









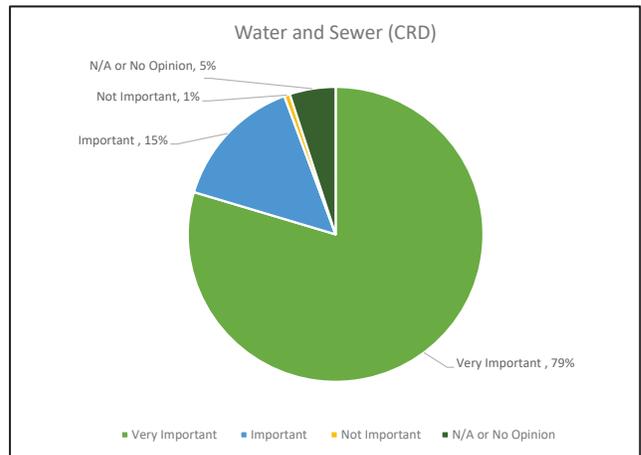
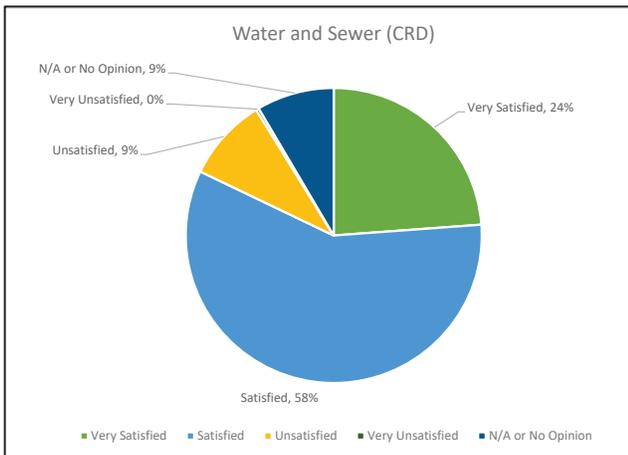
**3.2 Local Services – Satisfaction and Importance**

As discussed in Section 2 of this report, local services to Magic Lake Estates residents are provided by a variety of service providers. As part of the survey, the services were introduced individually to obtain feedback from respondents on the Level of Satisfaction and the Level of Importance residents placed on each. Respondents were asked to rate each service based on the following scale:

Very Satisfied	Satisfied	Unsatisfied	Very Unsatisfied	N/A or No Opinion
Very Important	Important	Not Important	Very Unimportant	N/A or No Opinion

In addition, many respondents included comments with respect to individual services. All written comments were reviewed and have been summarized within each respective service.

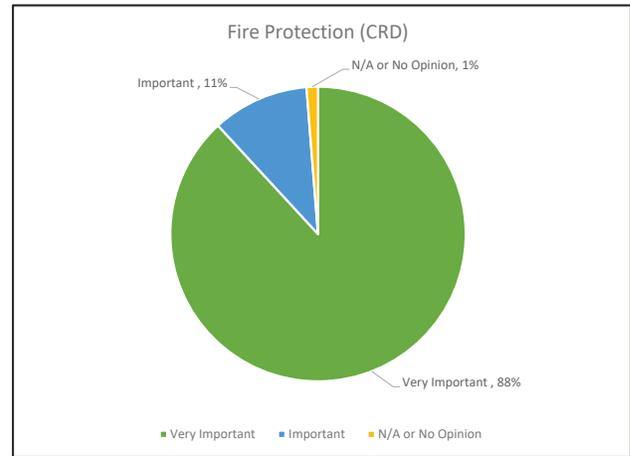
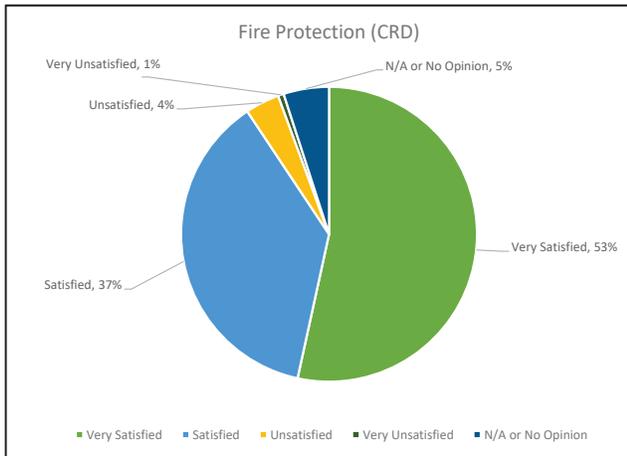
**3.2.1 Water and Sewer (CRD)**



**Comments:**

- Very important services (water and sewer), but cost is an issue
- Approximately 70% of properties within the Magic Lake Water Service Area are connected to the Magic Lake sewer system (718 of 1,036 parcels), with the remaining 30% on individual septic systems.
- Sewer pipe replacement challenges
- Some issues with water quality, especially from Buck Lake
- Protection of water source is very important

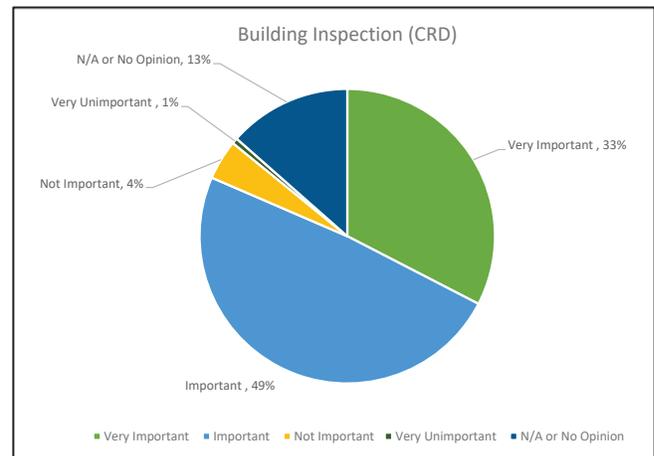
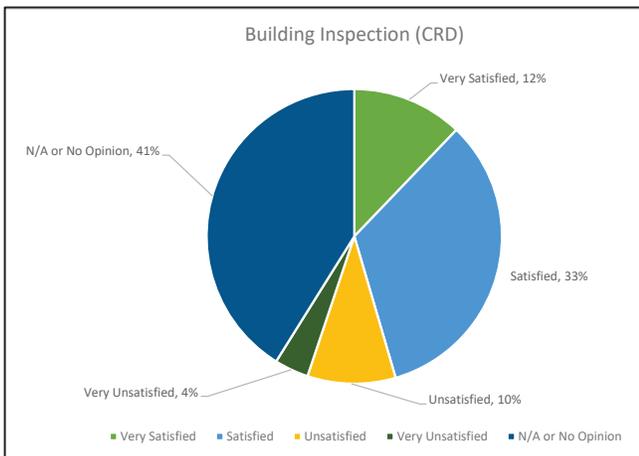
3.2.2 Fire Protection (CRD)



Comments:

- Dedicated group of volunteers, who do an excellent job
- Some felt costs were high, others felt more investment required
- More education on wildfire protection needed

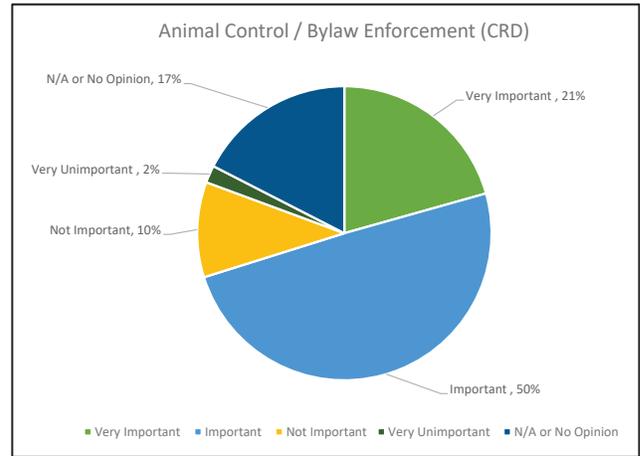
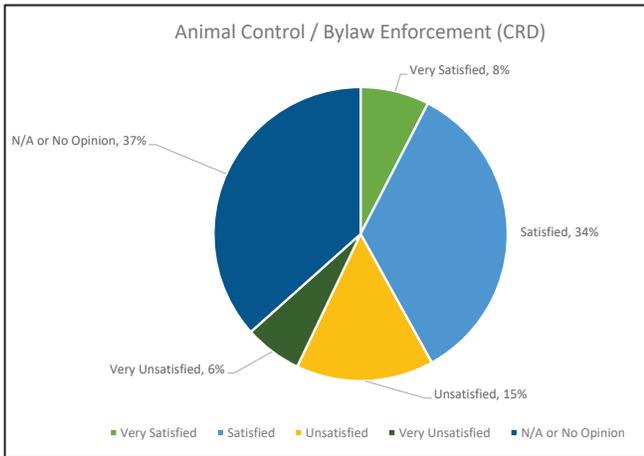
3.2.3 Building Inspection (CRD)



Comments:

- Generally good experience for those involved, with a few challenges with specific situations
- Would help to have more than one building inspector
- Some issues with red tape and cost

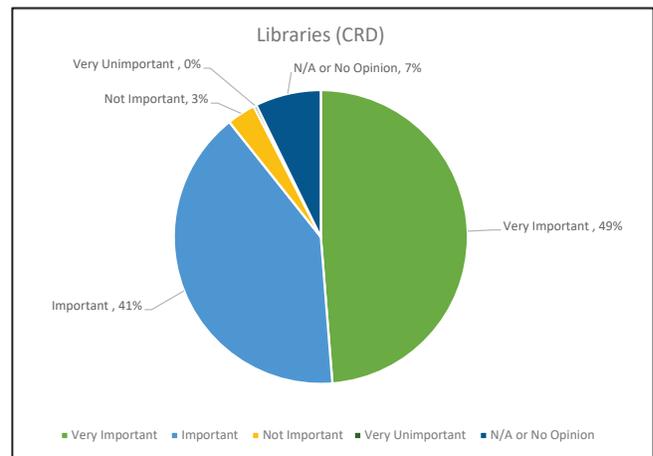
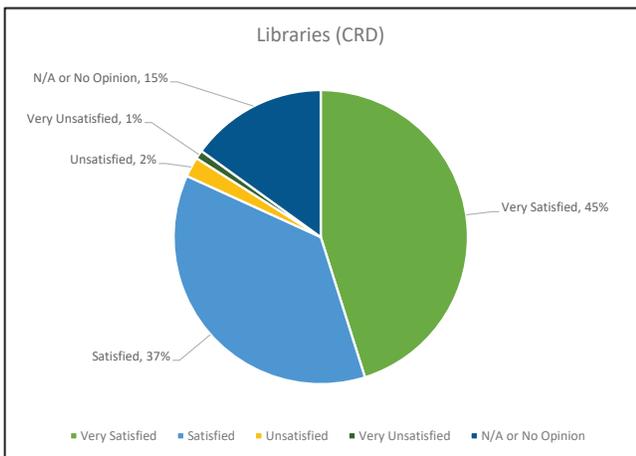
3.2.4 Animal Control / Bylaw Enforcement (CRD)



Comments:

- Generally good services provided by animal control
- Some challenging situations e.g. off-leash dogs and domestic cat concerns
- Other challenges with bylaw enforcement i.e. lack of
- Some deer issues

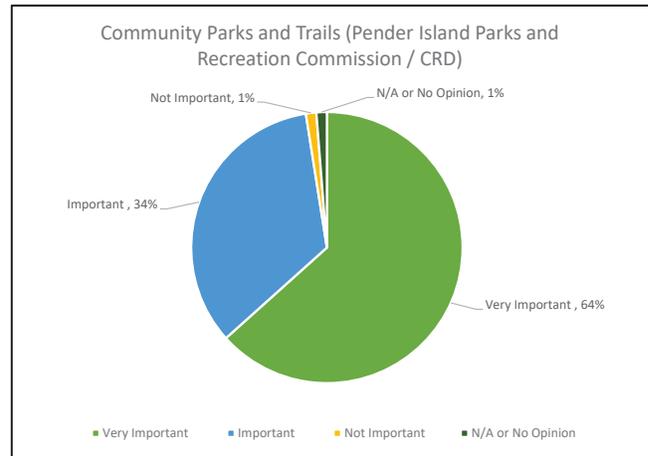
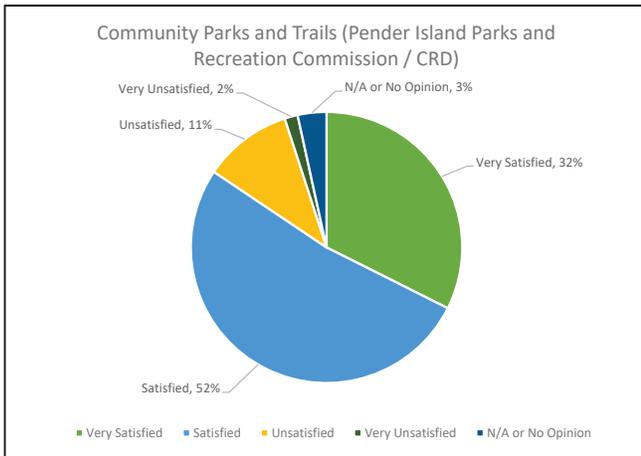
3.2.5 Libraries (CRD)



Comments:

- Excellent facility, important service to have
- Would like more online services
- Not being used to its full potential

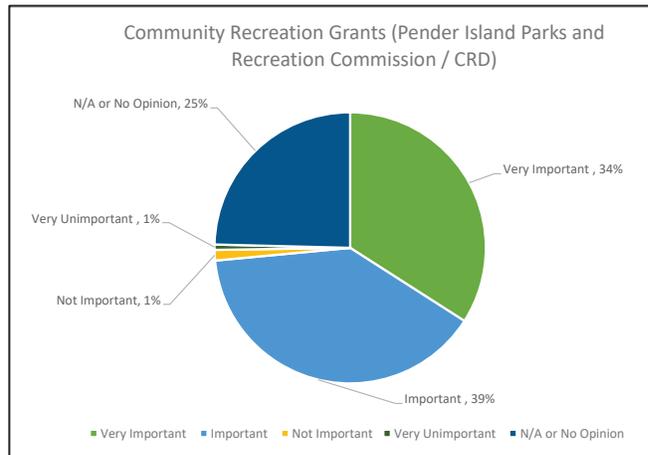
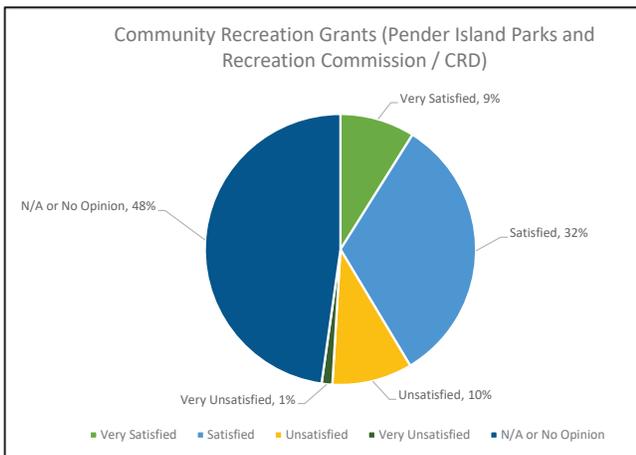
3.2.6 Community Park and Trails (Pender Island Parks and Recreation Commission / CRD)



Comments:

- Good network of parks and trails, more multi-use pathways desired
- Dog park issues
- Some parks in need of additional attention, i.e. maintenance
- Improvements needed for those with mobility challenges
- Questions about who operates certain parks, e.g. Danny Martin Ball Park (operated by the Pender Island Youth Sports Association under license from Pender Island Parks and Recreation Commission)

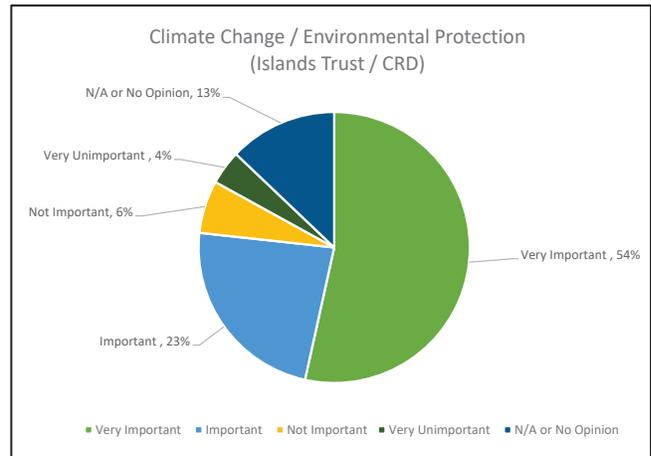
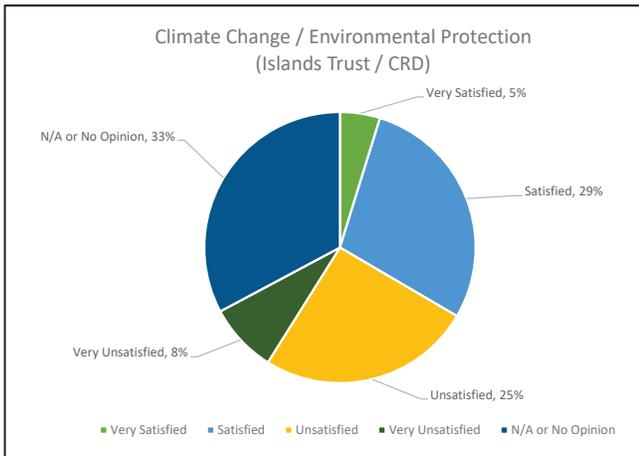
3.2.7 Community Recreation Grants (Pender Island Parks and Recreation Commission / CRD)



Comments:

- Generally not much awareness / information about grants
- More resources / funding needed, as it is over subscribed

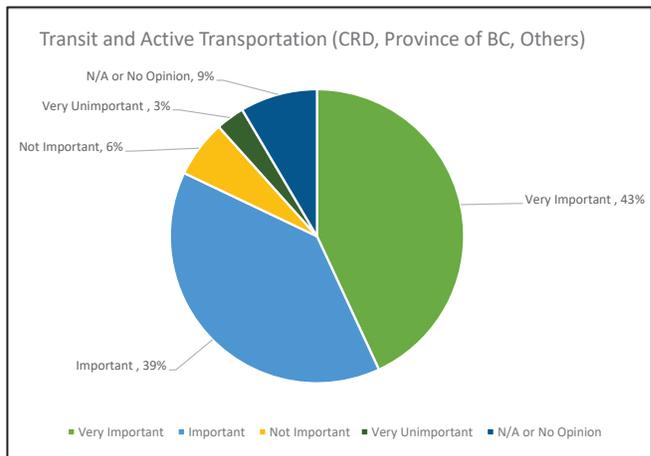
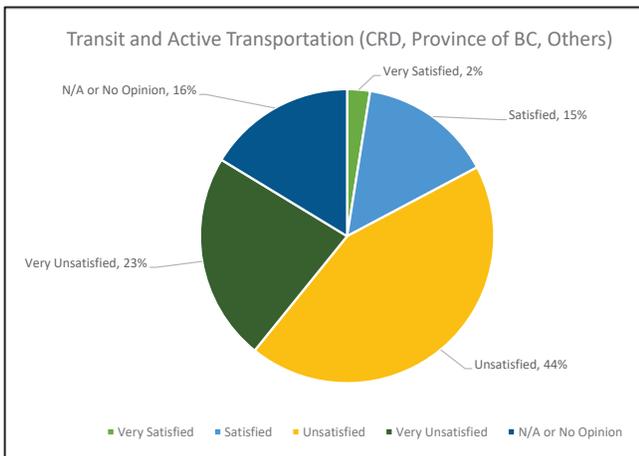
3.2.8 Climate Change / Environmental Protection (Islands Trust / CRD)



Comments:

- Climate change is important, but many obstacles so progress is challenging
- Managing invasive species
- A number of comments asking what the CRD can realistically do in this area

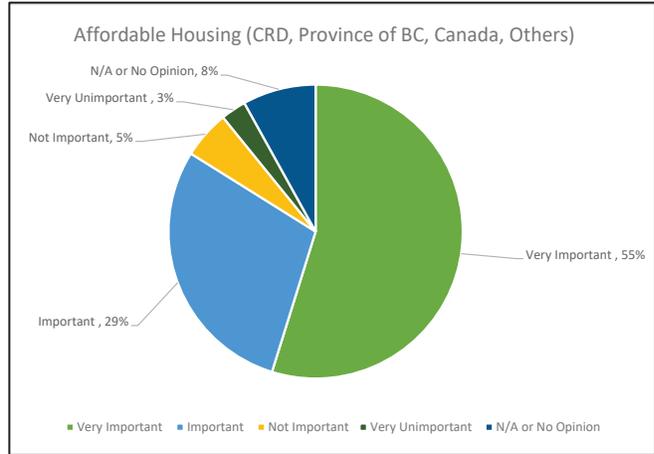
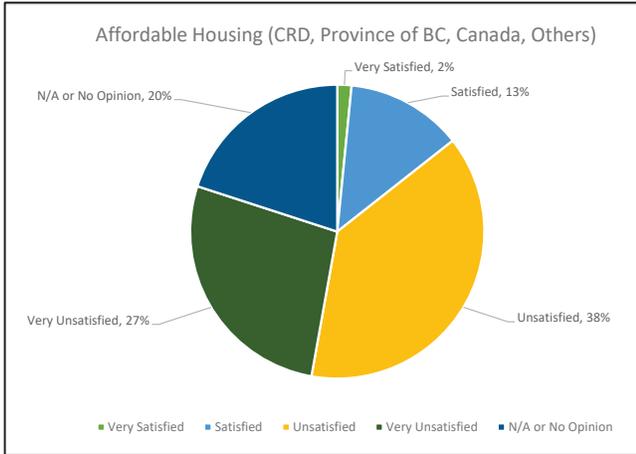
3.2.9 Transit and Active Transportation (CRD, Province of BC, Others)



Comments:

- Many comments regarding the recent Active Transportation referendum, which did not pass
- Desire for local/seasonal bus service
- More cycling facilities
- Ferry service challenges
- Road system challenges
- Car stops are great

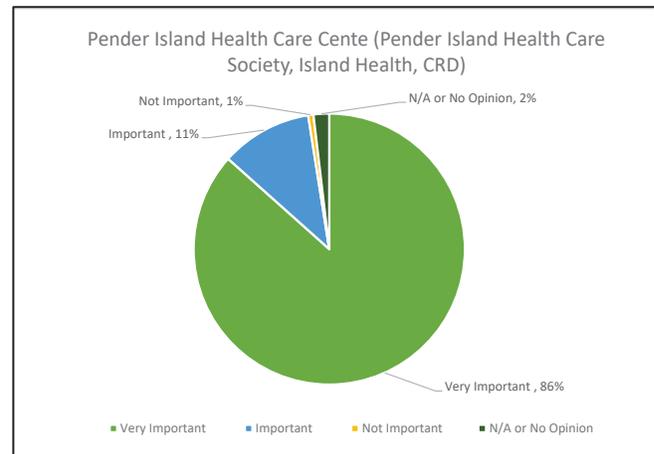
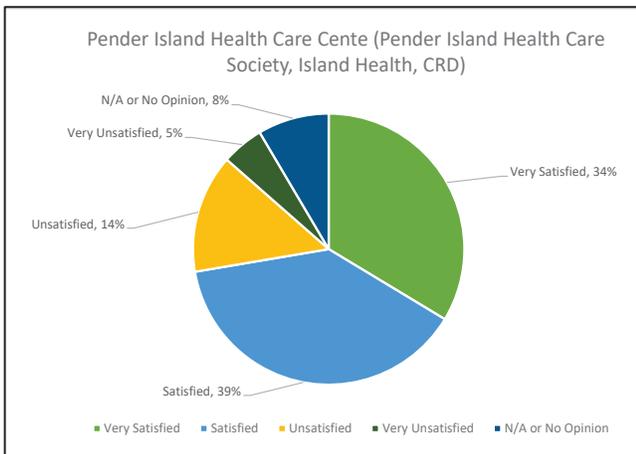
3.2.10 Affordable Housing (CRD, Province of BC, Canada, Others)



Comments:

- Important and desperate need for affordable housing, especially for local workers
- Bylaw changes to allow secondary and rental units, but challenges with Short Term Rentals
- Complicated issue with many organizations involved

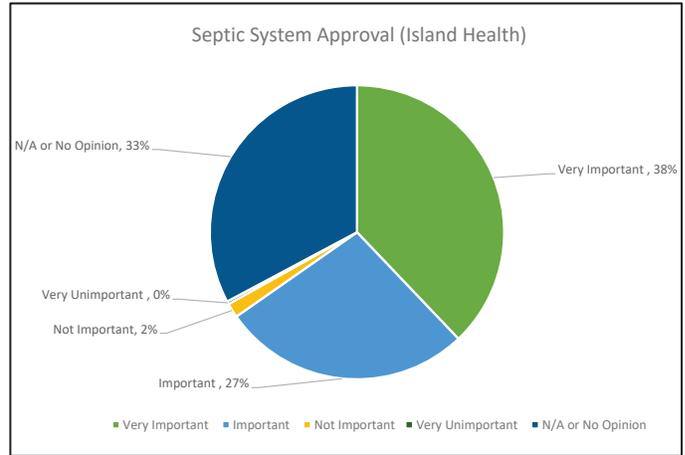
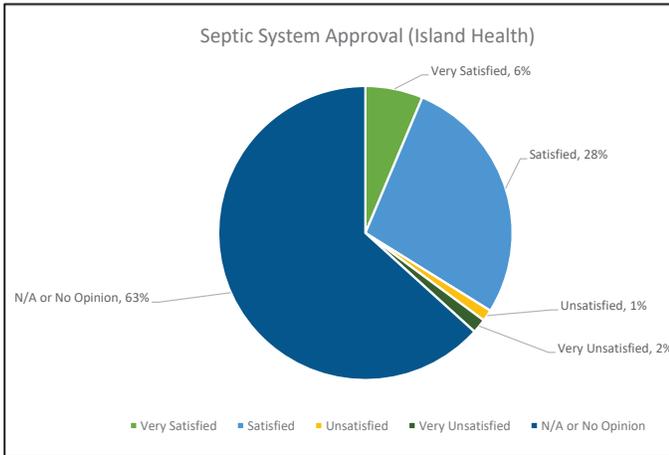
3.2.11 Pender Island Health Care Centre (Pender Island Health Care Society, Island Health, CRD)



Comments:

- Grateful for the excellent service given the limited population
- Challenges with attracting and retaining doctors
- Needs more resources, run more like a full Island Health facility

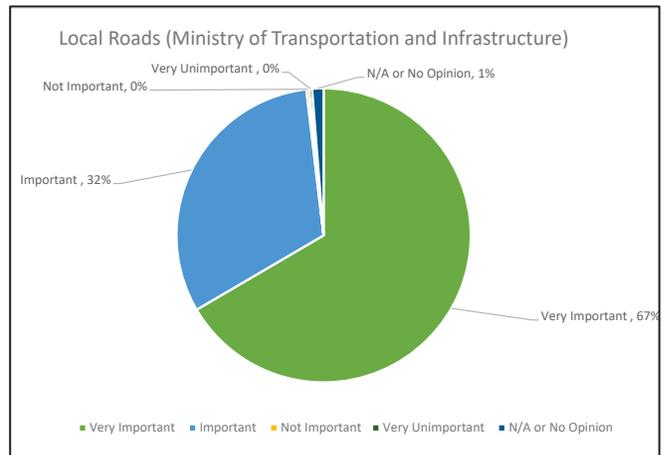
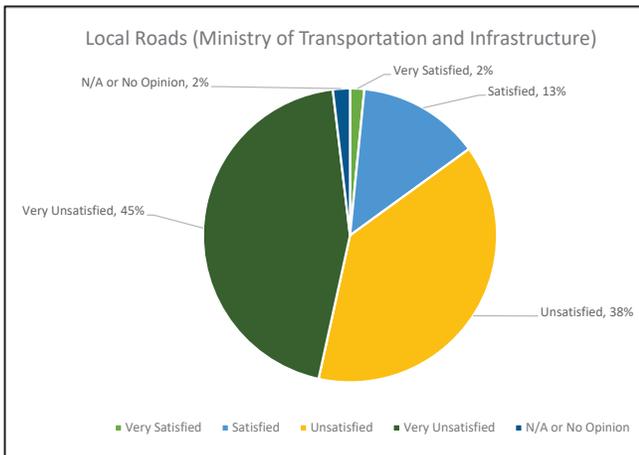
3.2.12 Septic System Approval (Island Health)



Comments:

- An important service, although most are on community sewer system
- Should be approved by CRD instead of Island Health

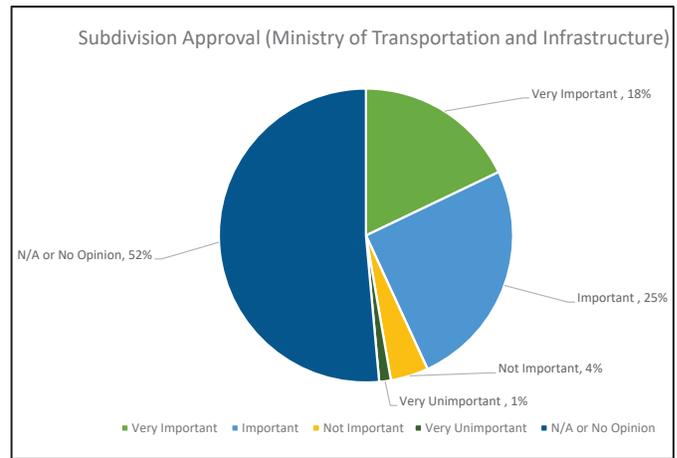
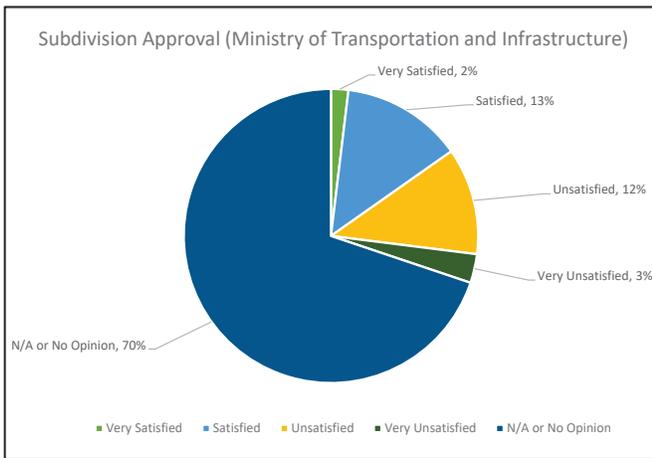
3.2.13 Local Roads (Ministry of Transportation and Infrastructure)



Comments:

- Numerous issues with road conditions and lack of line painting
- Road maintenance is hit and miss, i.e. numerous potholes in certain areas
- Safety concerns - blind corners, speed, additional signage required
- Lack of cyclist facilities
- Numerous comments about "the dip" (Canal Road dip slide)
- Largest number of comments from survey respondents

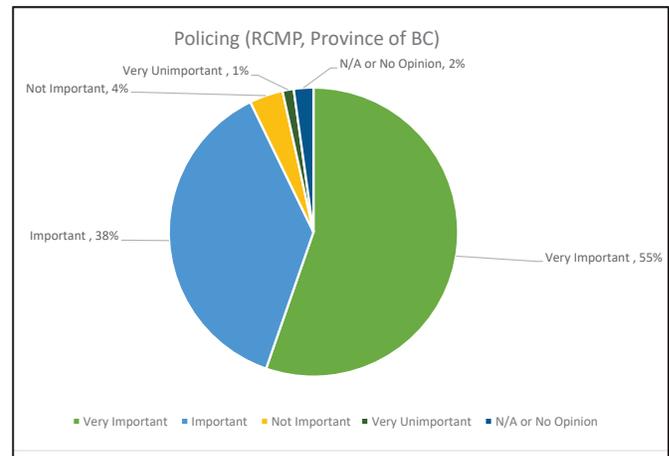
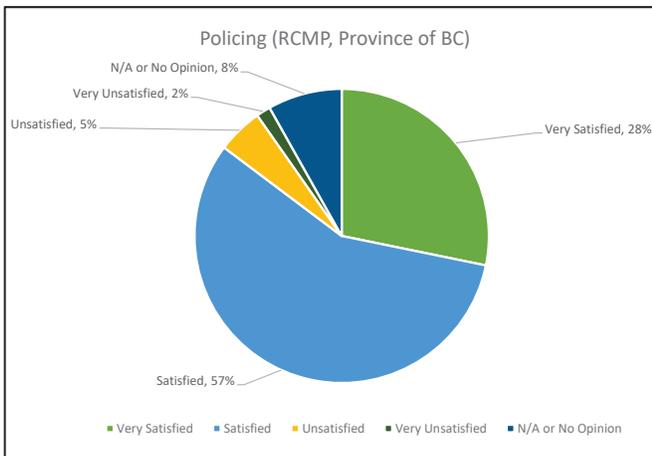
3.2.14 Subdivision Approval (Ministry of Transportation and Infrastructure)



Comments:

- Not too many experiences, given that MLE is largely subdivided out
- Some would like to potentially subdivide in the future
- Consider water supply for future subdivisions

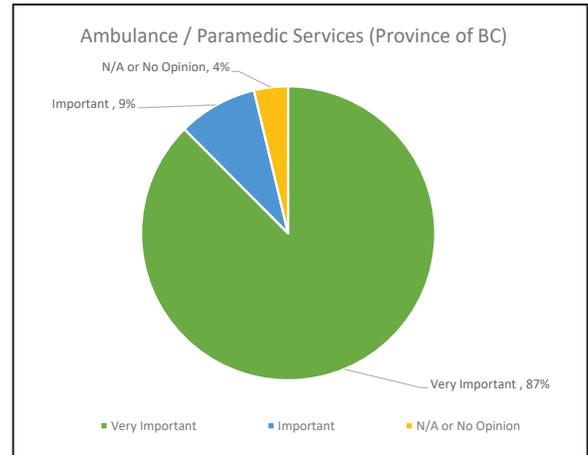
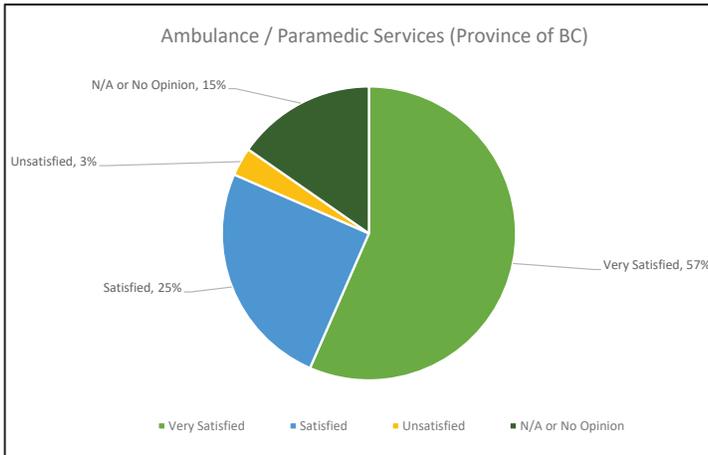
3.2.15 Policing (RCMP, Province of BC)



Comments:

- Generally good service, seen as draw for living on Pender Island (i.e. public safety)
- Potential for over-policing given the types of issues seen on the island

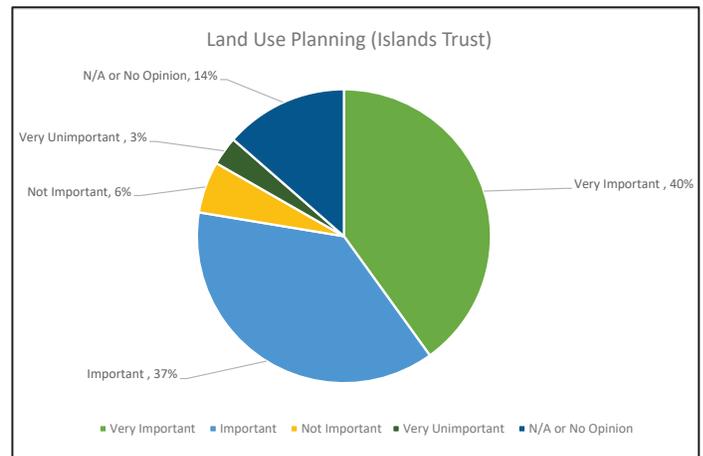
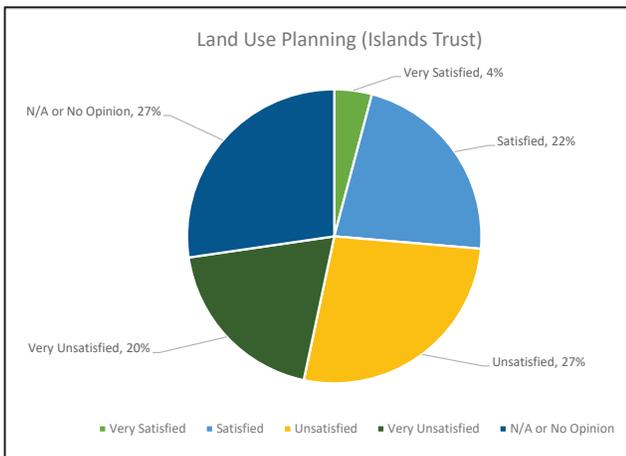
3.2.16 Ambulance / Paramedic Services (Province of BC)



Comments:

- Good service, appreciative of first responders
- Concerns about future staffing / recruiting issues

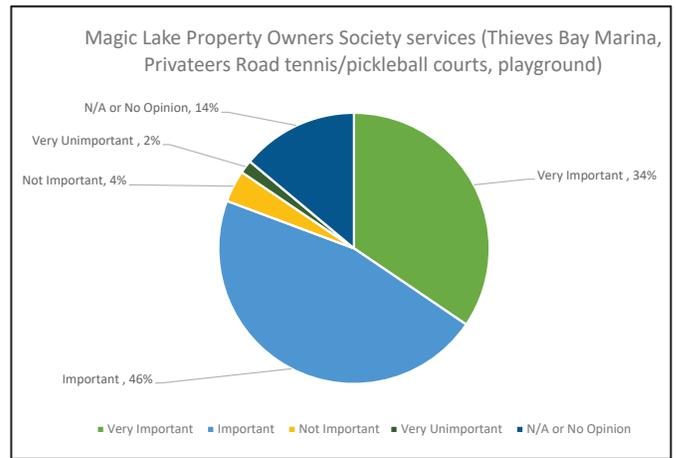
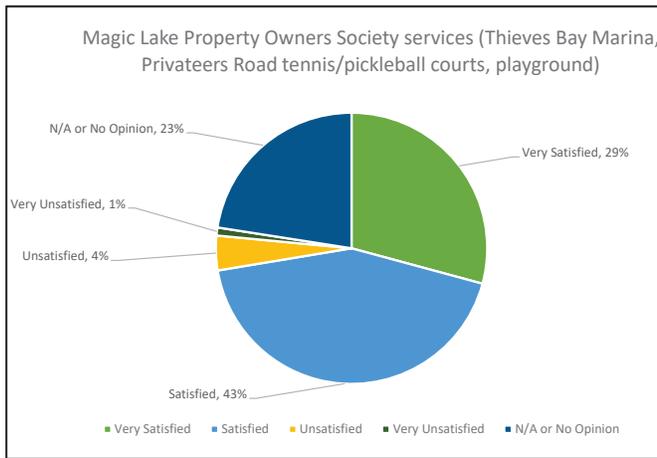
3.2.17 Land Use Planning (Islands Trust)



Comments:

- Land use planning is important, to address growth management concerns
- While some saw value in the mandate of the Islands Trust, many expressed challenges with the Islands Trust structure and service delivery model
- Expand housing density as appropriate, more commercial spaces
- Protect sensitive ecosystems

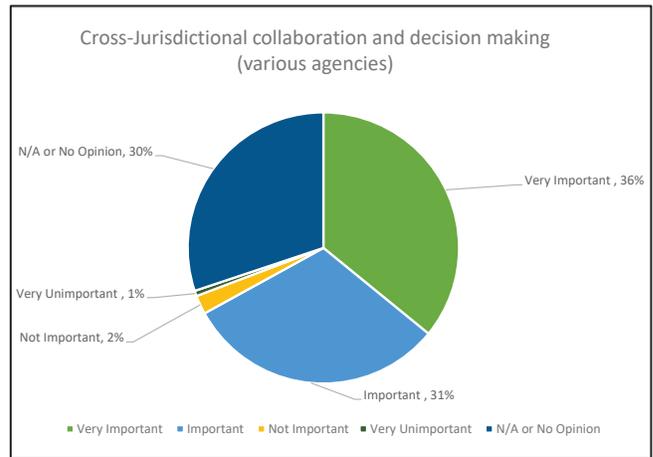
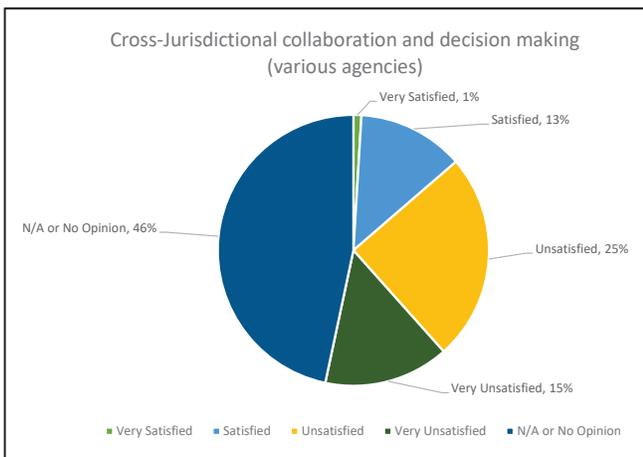
3.2.18 Magic Lake Property Owners Society services (MLPOS)



Comments:

- Good service delivery, appreciate the volunteers
- New facilities, e.g. separate pickleball courts
- Thieves Bay park/marina valued, but some areas could use maintenance
- MLPOS seen as an advocate for the neighbourhood

3.2.19 Cross-jurisdictional collaboration and decision making (various agencies)



Comments:

- Challenges of crossover jurisdictions i.e. overlap
- Too many layers / duplication
- Better and more efficient communications required, e.g. semi-annual meetings between parties
- A few were not aware / not understanding the question

### **3.3 Additional Survey Comments**

In addition to the rated responses provided above, respondents were asked if there were any additional local services or issues not mentioned, with the following additional suggestions provided:

- Inter-island passenger only ferry service
- Alternative transportation, e.g. allow electric scooters on roads
- Community gardens
- Enhanced garbage/recycling collection
- Health care / doctor shortage
- Faster / lower cost internet

Finally, respondents were provided an opportunity to provide any additional comments, which are summarized below:

- Concentrate on making existing services more efficient, would like to see more for the taxes paid
- Keep it simple, we are rural
- Governance of Pender Island is complex and could be improved, streamlined or consolidated

**3.4 Services Summary**

Based on the survey responses, a “scatterplot” was created which mapped out the percentage of responses that were Very Satisfied and Satisfied against the percentage of responses that were Very Important and Important. The resulting graph is provided on the following page. It should be noted that while the level of satisfaction (x-axis) is shown between 0% and 100%, the level of importance (y-axis) begins at 80% and goes to 100%, as there was no service identified with a level of importance less than 85%. For the 19 services reviewed, they generally fall into 3 categories:

**High Satisfaction / High Importance** – eleven (11) of these services fall into this category, including the following (sorted by level of satisfaction):

• Ambulance / Paramedic Services	96% Satisfaction	100% Importance
• Libraries	96% Satisfaction	96% Importance
• Fire Protection	95% Satisfaction	100% Importance
• Policing	93% Satisfaction	95% Importance
• Magic Lake Property Owners Services	93% Satisfaction	94% Importance
• Septic System Approval	92% Satisfaction	97% Importance
• Water and Sewer	90% Satisfaction	99% Importance
• Community Parks and Trails	87% Satisfaction	99% Importance
• Pender Island Health Care Centre	79% Satisfaction	99% Importance
• Community Recreation Grants	79% Satisfaction	97% Importance
• Building Inspection	77% Satisfaction	94% Importance

**Medium Satisfaction / Medium Importance** – four (4) of the services fall into this category, including the following (sorted by level of satisfaction):

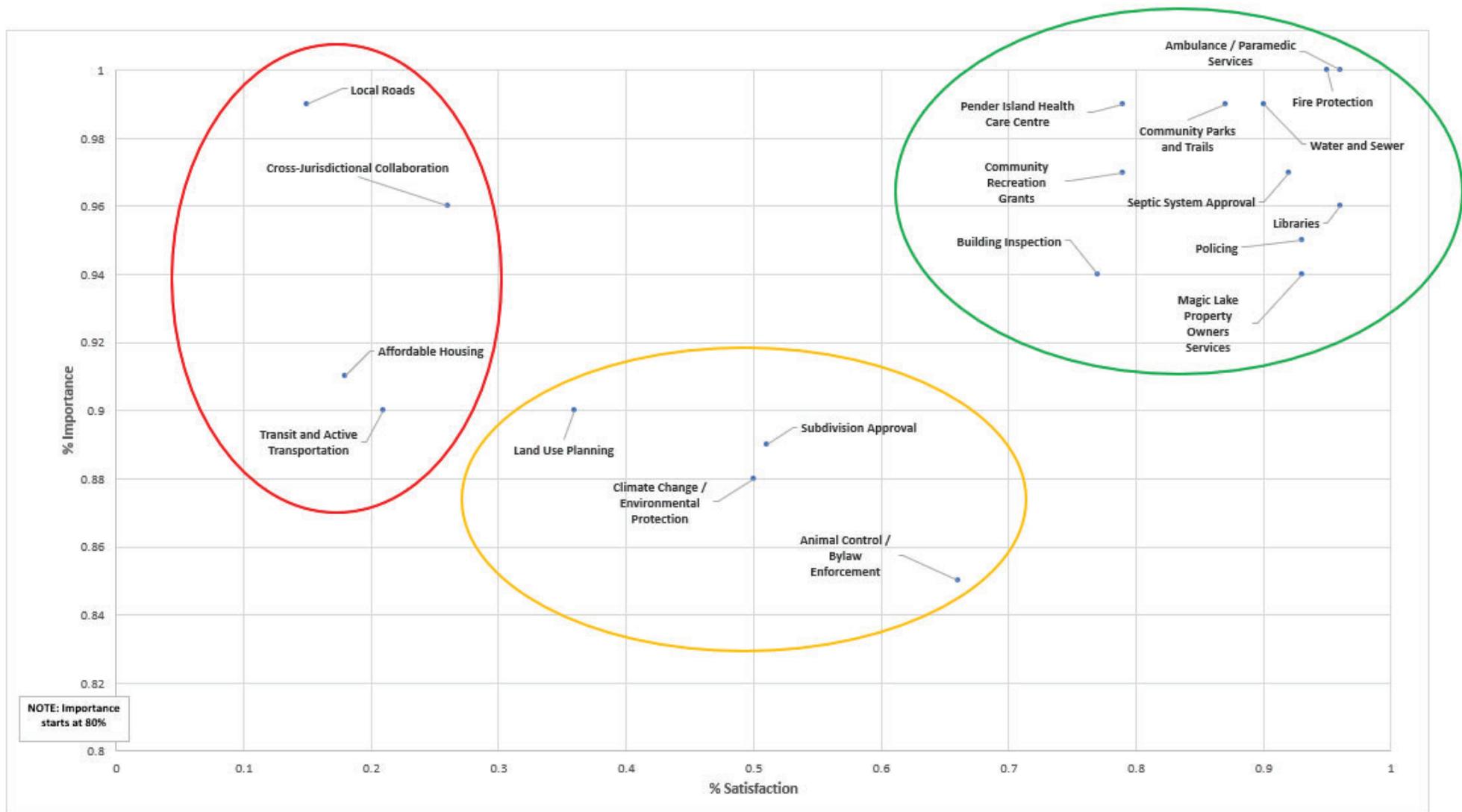
• Animal Control / Bylaw Enforcement	66% Satisfaction	85% Importance
• Subdivision Approval	51% Satisfaction	89% Importance
• Climate Change / Environmental Protection	50% Satisfaction	88% Importance
• Land Use Planning	36% Satisfaction	90% Importance

**Low Satisfaction / High Importance** – four (4) of the services fall into this category, including the following (sorted by level of satisfaction):

• Cross-Jurisdictional Collaboration	26% Satisfaction	96% Importance
• Transit and Active Transportation	21% Satisfaction	90% Importance
• Affordable Housing	18% Satisfaction	91% Importance
• Local Roads	15% Satisfaction	99% Importance

While the respondents were generally satisfied with the majority of services, whilst also attaching a high importance to them, four of the services stood out as having low satisfaction/high importance ratings, namely: cross-jurisdictional collaboration (given the many service providers); transit and active transportation (possibly due to the recent failed referendum); affordable housing (an issue faced in communities across Canada) and local roads (under the jurisdiction of MOTI). These topics were further explored and discussed with the community during the information sessions, described further in the next section.

Services Scatterplot - Satisfaction vs. Importance





Making a difference...together

## REPORT TO THE GANGES SEWER LOCAL SERVICES COMMISSION MEETING OF April 29, 2024

---

**SUBJECT**      **REQUEST FOR INCLUSION OF PROPERTY IN THE GANGES SEWER  
SERVICE AREA - 105 KILNER ROAD**

### **ISSUE**

To consider expanding the boundary of the Ganges Sewer Service Area to include 105 Kilner Road.

### **BACKGROUND**

Salt Spring Island Community Services (SSICS) has recently purchased the property at 105 Kilner Road, south of downtown Ganges, and is developing the property from a single-family residence to a boarding house / homeless shelter. The applicant has informed the Capital Regional District that the present septic system serving the property is inadequate for their needs and wishes to connect to the Ganges sewer system. To do this, the boundary of the Service Area needs to be revised to include 105 Kilner Road, which lies just outside the existing boundary next to 268 Fulford-Ganges Road, which is within the Service Area. It should be noted that SSICS owns both contiguous properties.

As a result of the proposed change in use (to accommodate more than 15 people), the Average Daily Flow (ADF) would be higher than that of a single-family dwelling of comparable size. The total ADF would be approximately 3,740 litres per day. According to CRD Engineering Specifications, a single-family dwelling of medium density would produce approximately 1,526 litres per day (545 litres/capita/day x 2.8 persons per dwelling) or about forty percent of what the intended SSICS use would produce. The new ADF is insignificant compared to the current capacity of the Ganges Wastewater Treatment Plant. None of the sewer conveyance lines in the area are close to a surcharged condition.

SSICS has agreed to pay the requisite capacity purchase charge in accordance with Bylaw No. 3262 in the amount of \$8,938.60.

### **ALTERNATIVES**

#### *Alternative 1*

The Ganges Sewer Local Services Commission recommends the Electoral Area Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;
2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;
4. That Bylaw 4601, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.

*Alternative 2*

That the request to include 105 Kilner Road into the Ganges Local Area Services boundary be denied.

*Alternative 3*

That this report be referred to staff for additional information.

**IMPLICATIONS**

***Service Delivery Implications:***

*Alternative 1:*

The expansion of the Service Area to include 105 Kilner Road will allow SSICS to provide a much-needed amenity for the unhoused on Salt Spring. Although the ADF will be greater than that from a comparable single-family dwelling, it will not add a significant volume to adversely affect the throughput capacity of the Ganges Wastewater Treatment Plant and none of the sewer conveyance lines in the area are close to a surcharged condition.

The applicant has agreed to pay for all costs related to (1) including the property into the service area, capacity purchase charge for the planned development, and ongoing parcel taxes and user fees for the service; and (2) all engineering, administration, permit fees and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.

A bylaw amending the service area boundaries is required to support the development of an emergency shelter. After the third reading, the Inspector of Municipalities reviews the bylaw for approval and the Salt Spring Island Electoral Area Director for consent. Once the bylaw is adopted the applicant can proceed with the process of design and construction of the service extension and connection.

*Alternative 2*

Denying the expansion of the boundary of the Service Area to include 105 Kilner Road would prevent SSICS from developing 105 Kilner Road into a needed emergency shelter to serve the needs of the Salt Spring Island community.

***Legal Implications***

SSICS has changed 105 Kilner Road's use within the same occupancy class from single family residence to boarding house/shelter. This change normally requires a building permit application under CRD's Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010", as such a change in use may require renovation to meet the minimum standards of life safety set out in the BC Building Code. A new permit application could potentially identify a need for sprinklers, fire alarms, fire protection equipment, outward-swinging doors, and other minimum requirements for life safety expected of a shelter or boarding house.

The property owner, SSICS, is aware of the need for a permit but refuses to apply for one, choosing instead to assume all risk associated with the operation of the boarding house/shelter. CRD Building Inspection has put SSICS on notice that the failure to obtain a permit is at SSICS' sole risk, but has reserved the right to take enforcement action in future.

The lack of a building permit does not render a property ineligible from inclusion in a CRD service area. Entrance into a service is a discretionary decision, decided upon by the CRD Board by bylaw.

**CONCLUSION**

Expanding the Ganges Local Area Service boundary to include 105 Kilner Road will allow SSICS to provide a much-needed emergency shelter on Salt Spring. Although the ADF will be greater than that from a comparable single-family dwelling, it will not add a significant volume to affect the capacity of the Ganges Wastewater Treatment Plant adversely, and none of the sewer conveyance lines in the area are close to a surcharged condition.

**RECOMMENDATION**

The Ganges Sewer Local Services Commission recommends the Electoral Area Committee recommend to the Capital Regional District Board:

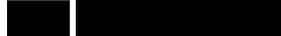
1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;
2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;
4. That Bylaw 4601, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.

Submitted by:	Dean Olafson, P. Eng., MBA, Manager of Engineering, SSI Electoral Area
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, SSI Electoral Area Administration
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Appendix A: Salt Spring Island Community Services – Application Cover Letter, December 5<sup>th</sup>, 2022

Appendix B: Bylaw 4601, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024.

Michael Smith  
Housing and Facilities Manager  
Salt Spring Island Community Services

  
[saltspringcommunityservices.ca](http://saltspringcommunityservices.ca)

December 5, 2022

Please accept this letter as an application to add 105 Kilner Ave to the Ganges Sewer Service Area.

I believe all questions you require are answered as followed.

The number of existing or proposed buildings on the property, and their proposed use (ie, residential, commercial, etc),

**1 Residential building**

The total number of units and total square footage of all buildings

**1916 Square feet on two levels. 3 bedrooms**

The equivalent population for the whole property to be served,

**Approximately 15-17 clients plus 2 staff during COVID times.**

The average daily flow, peak hourly flow, and inflow and infiltration allowance. (for sanitary sewer connection only)

The domestic water peak demand based on total fixture units. (for water service connection only)

**We are not asking for a water service connection - that is in place already. the info is, however.**

**2.5 bathrooms (3 toilets, 2 showers, 2-bathroom sinks)**

**1 kitchen sink**

**1 dishwasher connection**

**1 clothes washer**

**2 exterior hose bibs**

Please let me know if you require any further information.

Michael

Michael Smith  
Housing and Facilities Manager  
Salt Spring Island Community Services

  
[saltspringcommunityservices.ca](http://saltspringcommunityservices.ca)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4601

\*\*\*\*\*

A BYLAW TO AMEND A BYLAW TO AMEND THE GANGES SEWER SYSTEM
ESTABLISHING BYLAW (BYLAW NO. 1923)

\*\*\*\*\*

WHEREAS:

- A. Under Bylaw No. 1328, "Ganges Sewer Defined Area Bylaw, 1985", the Board established a Defined Area for sewage collection and disposal, and converted it into a service by establishing Bylaw No. 1923, "Ganges Sewer System Establishing Bylaw, 1991";
B. The Board wishes to amend Bylaw No. 1923 to include Lot B Plan VIP20705 Section 19 Range 4E Cowichan Portion North Salt Spring (also known as 105 Kilner Road) in the Service Area and to adjust language to reflect the current Service Area in a single schedule; and
C. The Electoral Area Director may provide elector assent in writing pursuant to s.349 of the Local Government Act;

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

- 1. Bylaw No. 1923, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991", is hereby amended:
(a) by deleting Schedule "A" and inserting the attached Schedule "A", which includes Lot B Plan VIP20705 Section 19 Range 4E Cowichan Portion North Salt Spring, also known as 105 Kilner Road;
2. This bylaw may be cited for all purposes as the "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024".

READ A FIRST TIME THIS day of 202\_
READ A SECOND TIME THIS day of 202\_
READ A THIRD TIME THIS day of 202\_
CONSENTED TO BY THE ELECTORAL AREA DIRECTOR OF SALT SPRING ISLAND THIS day of 202\_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS day of 202\_
ADOPTED THIS day of 202\_

CHAIR

CORPORATE OFFICER



- Proposed Service Area Expansion
- Ganges Sewerage Service Area



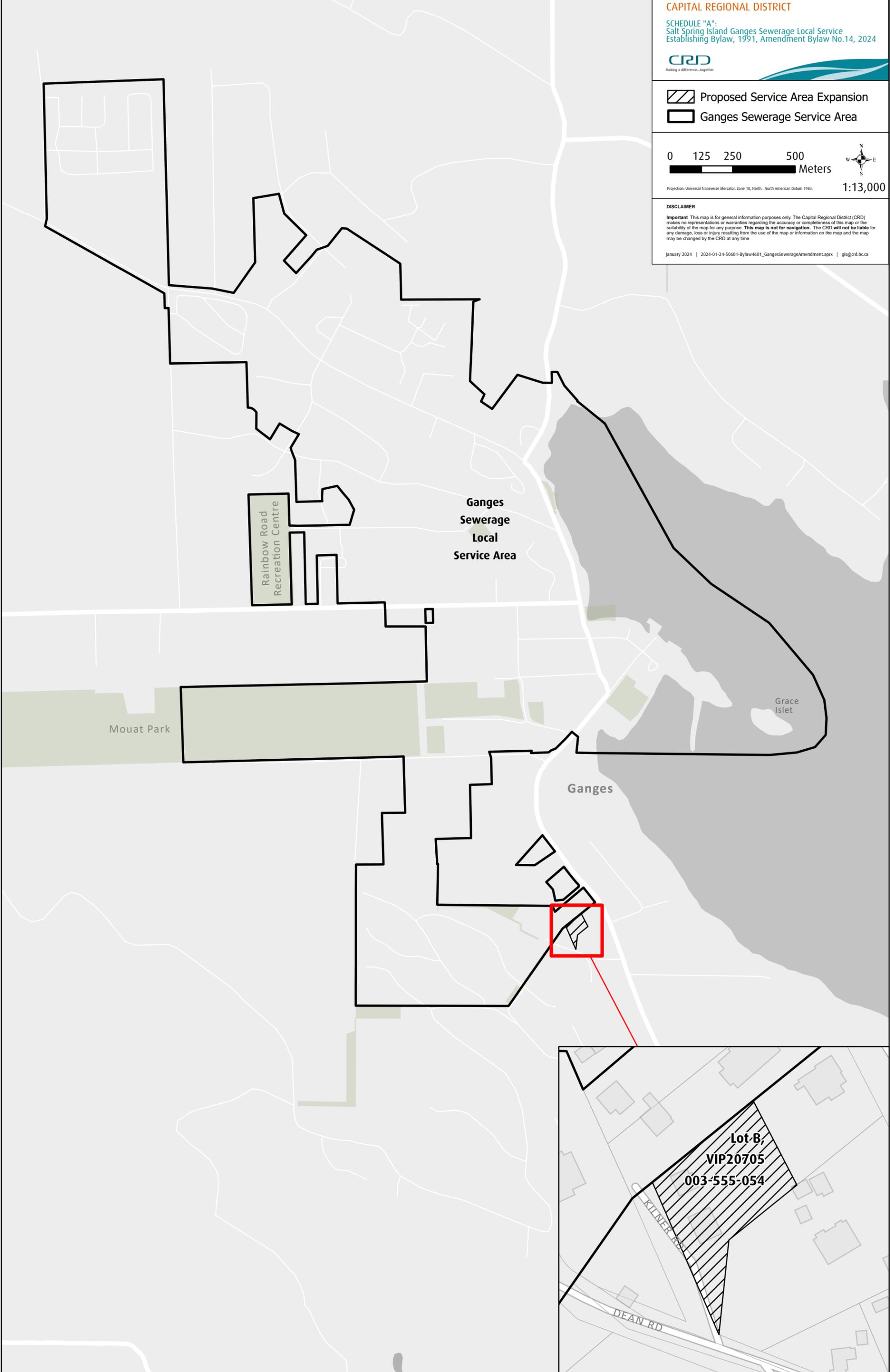
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Projection: Universal Transverse Mercator, Zone 10, North, North American Datum 1983.

**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 2024 | 2024-01-24-50601-Bylaw4601\_GangesSewerageAmendment.aprx | gis@crd.bc.ca



- Present:** Commissioners Charlene Dishaw (Chair), Barry New, Cathy Clinton, Keith Erickson, Paul Brent(EP), Gerald Longson, Jim Henshall.
- Regrets:** Commissioners Andrew Simon, Murray Scadeng
- Staff:** Lori Seay-Potter(Recording Secretary) Emma Davis (Galiano Liaison for the CRD)
- Present:** Stephen Rybak(EP)
- EP=Electronic Participation*
- 

The meeting was called to order at 9:08 a.m.

**1. TERRITORIAL ACKNOWLEDGEMENT**

Commission Chair Dishaw provided a territorial acknowledgement.

**2. APPROVAL OF AGENDA**

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

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Clinton, Seconded by Commissioner Erickson that the 07 March 2024 minutes be approved. **CARRIED.**

**4. CHAIR'S REPORT**

Addressed in Capital and Administrative Reports.

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

**6. CORRESPONDENCE: Addressed in reports.**

**7. ADMINISTRATION REPORTS**

**7.1 Maintenance Contractor's Report:** Report was circulated before the meeting. Skate Park graffiti continues to be an issue on signage and benches - Contractor will remove. Condition of privacy screen and toilet at Skate Park were discussed and privacy screen will be replaced in 2024. Mowing and blackberry management season has begun. Kennedy deer-proofing is done. Outhouses will be painted in 2024.

7.2 **Parks, Trails and Shore Access Report:** Member of public requested that the Commission take action on drainage issues at Scorpion Beach path and access issues at Morning Beach. Scorpion drainage will be addressed in 2024. Michael Carrothers and Commissioner Henshall will work on erosion on both sides of the Morning Beach stairs. Matthew's Beach improvements continue with the lower trail currently under repair.

7.3 **Recreation Report:** Deadline for 2023 reports has passed and most grantees have submitted their reports. 2024 application deadline is April 15. The Commission will recommend approval of grants in May 2024.

7.4 **Volunteer Report:** Commission reviewed the Shore Steward program and volunteer engagement strategies.

7.5 **Betty's Place Operations Subcommittee Report:** Another prospective tenant has been identified- final lease offer is pending from CRD Real Estate.

**MOTION** that GIPRC enter into a lease agreement for the Kennedy property with the Galiano Health Care Society for a duration of six months at \$1800/month plus utilities. **CARRIED.** Unanimously.

Prospective tenants have been made aware of public access requirements.

Summer watering plans were reviewed. Tractor maintenance will be arranged by Maintenance Contractor and a replacement battery for the mower will be purchased for the 2024 season.

7.6 **Betty's Place Master Planning Subcommittee:** Draft Master Plan is near completion. CRD staff are supporting Communications/Community Engagement strategies. Rezoning opportunities are being discussed with the appropriate parties. Bio-physical Assessment contract was awarded to Keith Erickson. Garden Club is planning another open house, date to be determined.

## 8. **TREASURER'S REPORT**

March 2024 Treasurer's report was circulated prior to the meeting.

**MOVED** by Commissioner Henshall , Seconded by Commissioner Clinton to approve the March 2024 GIPRC Financial statements and Treasurer's Report. **CARRIED.**

Asset management planning will be led by Maintenance Contractor and Commissioner Henshall. Funds are available for asset replacement/renewal in the annual budget from CRD.

9. **UPDATE STATUS OF CAPITAL PROJECTS**

9.1 **Silú Park Completion:** GCA will be given an April 30 deadline to reply to the signage contract.

9.2 **Zuker-Georgeson Bay Shore Access Restoration:** UVic student has been leading the continued restoration with cultural services from Jeannine Georgeson. Commissioner Erickson will provide project support to Commissioner Simon.

10. **UNADDRESSED THOUGHTS AND CONCERNS**

10.1 **Master Plan:** Current master plan ends in 2024. Commissioners Dishaw, Erickson, and Clinton will meet to begin a draft plan. Community engagement will be developed following internal work.

10.2 **Committee Role Descriptions:** In the interest of succession planning and sharing the volunteer workload, the Commission agreed to develop proposed new Commissioner leadership roles.

10.3 **Community Access:** Wifi in the meeting room is making it challenging for members of the public to join the Commission via Zoom. Library has been contacted to request improved service. .

**Adjournment at 11:15 a.m.**

**NEXT MEETING: 9:00 A.M. Thursday May 02 , 2024.**

Approved at the 02 May 2024 GIPRC Meeting

*Charlene Dishaw, Chair*



Making a difference...together

**MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, February 13, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

---

**PRESENT:** **Committee Members:** M. Fossil (Chair); A. Cyr (Vice Chair); P. Brent (EA Director); J. Deschenes (EP); M. Rondeau (EP); R. Sullivan (EP)

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Operations; J. Kelly, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Island Operations; M. Risvold (Recorder)

**REGRETS:** D. Reed

EP = Electronic Participation

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

**1. ELECTION OF CHAIR**

The Senior Manager called for nominations for the position of Chair of the Magic Lake Estates Water and Sewer Committee for the term ending December 31, 2024.

P. Brent nominated M. Fossil. M. Fossil accepted the nomination.

The Senior Manager called for nominations a second time.

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

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

Ballots were distributed by D. Dionne and M. Risvold and collected by D. Dionne. The confidential texting poll was opened by M. Risvold.

The ballots (including the texting votes) were counted by D. Dionne and M. Risvold.

The Senior Manager declared M. Fossil Chair of the Magic Lake Estates Water and Sewer Committee for the term ending December 31, 2024.

**MOVED** by A. Cyr and **SECONDED** by P. Brent,  
That the ballots be destroyed.

**CARRIED**

**2. ELECTION OF VICE CHAIR**

The Chair called for nominations for the position of Vice Chair of the Magic Lake Estates Water and Sewer Committee for the term ending December 31, 2024.

J. Deschenes nominated A. Cyr. A. Cyr accepted the nomination.

The Chair called for nominations a second time.

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

The Chair called for nominations a third and final time.

Ballots were distributed by D. Dionne and M. Risvold and collected by M. Risvold.  
The confidential texting poll was opened by M. Risvold.

The ballots (including the texting votes) were counted by D. Dionne and M. Risvold.

The Chair declared A. Cyr Vice Chair of the Magic Lake Estates Water and Sewer Committee for the term ending December 31, 2024.

**MOVED** by P. Brent and **SECONDED** by A. Cyr,  
That the ballots be destroyed.

**CARRIED**

### **3. APPROVAL OF AGENDA**

The following was added to the agenda as new business:

- Properties with Zero Water Usage
- Secondary Suite Capacity within the Magic Lake Estates Area
- Condition of the water distribution system

**MOVED** by P. Brent, **SECONDED** by A. Cyr,  
That the agenda be approved as amended.

**CARRIED**

### **4. ADOPTION OF MINUTES**

**MOVED** by P. Brent, **SECONDED** by J. Deschenes,  
That the minutes of the November 14, 2023 meeting be adopted.

**CARRIED**

### **5. CHAIR'S REMARKS**

The Chair made no remarks.

### **6. PRESENTATIONS/DELEGATIONS**

There were none.

### **7. SENIOR MANAGER'S REPORT**

J. Marr stated he is looking forward to working with the committee in 2024.

### **8. COMMITTEE BUSINESS**

#### **8.1. Project and Operations Update**

Staff provided a capital projects and operational update.

Staff responded to the following questions:

- If there is a habitat restoration plan for when the wastewater treatment project is complete as there is an overgrowth of invasive and toxic Daphne currently growing on the bank. Staff advised they will notify the design team of the Daphne growing and will determine if there is anything available to combat the future growth.
- The ability to share Capital Regional District (CRD) briefings and documents publicly. Staff advised information available on the CRD website is public and can be shared on social media etc., noting it is beneficial to share links to documents and webpages to ensure the information being shared is current.
- What is done to identify higher inflows traced back to private properties. Staff advised once the property is identified, CRD will approach the property owner to advise them of high flows.
- If the new wastewater facility will have more protection against freezing. Staff responded that it will be built in.

## **9. CORRESPONDENCE**

There was none.

## **10. NEW BUSINESS**

### **10.1. Properties with Zero Water Usage**

The committee requested quarterly statistics including the number of properties that are not using any water. Staff advised that will investigate what they could provide to the committee.

### **10.2. Capacity for Secondary Suites within the Magic Lake Estates Area**

The committee asked staff if the Magic Lake Estates Water and Wastewater systems will allow for secondary suites.

Staff advised both the water and wastewater systems were constructed for a full build-out of the existing lots but does not believe that included secondary suites.

Staff noted that the Magic Lake Estates is not fully built out, however, there could be an issue if secondary suites were permitted, and the lots get built out, there may not be capacity.

The Electoral Area Director requested a professional staff assessment as to how many secondary suites could be supported considering the level of risk.

Discussion ensued regarding:

- Management practices for community growth
- Anticipated usage for a full build-out
- Risks associated with a full build-out combined with secondary suites
- What is considered a full build-out

### **10.3. Leak Detection/Condition of the Water Distribution System**

The committee discussed initiating a plan to upgrade the water distribution system, wanting to begin the planning process, and the ability to have zone meters installed. Staff advised it is a great idea, noting assets should be considered as they are older.

An asset management plan will be presented to the committee to show the age of the assets and costs associated with upgrading.

Discussion ensued regarding:

- Zone meters
- Pressure regulating valve stations
- Unaccounted for water for 2022
- Addressing issues as an ongoing basis
- Leak detection program
- Annual report data

**MOVED** by P. Brent, **SECONDED** by A. Cyr,

That the committee direct staff to prepare a report and include the available options and estimated costs to reduce the amount of non-revenue water associated with system losses.

**CARRIED**

Staff responded to a question regarding invasive ivy removal at the wastewater treatment plant, and the ability for community members to volunteer their time for the removal work. Staff will follow-up with the committee as there would likely be an indemnification.

**Requests from the committee:**

- Staff to provide information indicating the number of properties that are not using any water.
- Staff to provide an assessment as to how many secondary suites the current systems can support considering the level of risk.
- Staff to provide follow-up to the committee regarding the ability for community members volunteering their time to remove ivy.

**11. ADJOURNMENT**

**MOVED** by P. Brent, **SECONDED** by M. Rondeau,

That the February 13, 2024 meeting be adjourned at 10:49.

**CARRIED**

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**CHAIR**

---

**SECRETARY**



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

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

**Date/Time: March 14, 2024**

---

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

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

**Guest:** Rob Underhill, Mayne Island Conservancy

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

It was acknowledged that we are fortunate and grateful to meet on traditional territory of the Coast Salish people.

### 2. Approval of Agenda

**Move:** 6.2.1 to after 6.4

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

**CARRIED**

### 3. Adoption of Minutes of February 8, 2024

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that the minutes of February 8, 2024 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

The MIALS Lions appetizer was well represented and Parks participants were thanked.

### 5. Presentations/Delegations

**5.1.** Rob Underhill – Mayne Island Conservancy Society – Ongoing stewardship/opportunities and park assessments

## Mayne Island Parks and Recreation Commission

Minutes for: March 14, 2024

### Henderson Park

Rob Underhill circulated the 2016 to 2026 Restoration Plan prior to the meeting and presented information regarding habitat restoration at Henderson Park:

- A history of the restoration of Henderson Park was provided including that:
  - The park was established in 2006 after clearcutting had been done and it having been taken over by invasive species. It is now entering into different phase of restoration work.
  - From 2006 to 2011, restoration focussed on scotch broom removal.
  - In 2012 and 2013, over 1,000 trees were planted. However, logged areas were not recovering natural vegetation.
  - From 2014 to 2016, the deer protection cages were upgraded.
  - In 2016 and 2017, the cages were removed and planting was done.
  - In 2018, large fencing was installed and more plantings were done.
  - In addition to background work done, there was more than 1000 person hours doing onsite restoration work.
  - Work was done on the interpretive trail.
  - 800 copies of trail guides were prepared for park visitors to use during their walk and return before leaving. The guides may require review and reorder.
  - Trail renaming and indigenous heritage information should be included on the sign.
  - Photo monitoring was done every two years documenting vegetation. More photos will be done in May or June this year. A history of the progress may be showcased for a summer event.
  - During the final restoration period the invasive species continues to be at maintenance stage with some remaining holdouts, one of which are blackberries that will be removed this year or next.
  - When the plan is done for 2027, the project will be in a maintenance stage with invasive plant removal similar to that of other parks.
  
- MIPRC involvement with the Conservancy was discussed, including that:
  - The annual Recreational Funding grant amount will increasingly cover the restoration work over the next three years, and the grant will contribute to trail guide reprints.
  - Commissioner Wright will be the point person to liaise with the Conservancy.
  - A meeting will be scheduled to discuss upgrades and revisions to signage, the trail map and the brochure.
  - Rob Underhill will look into having the photo monitoring series being publicly available on a website.
  - QR code functionality was discussed.

### Sandy Hook Road Community Park

- Assessment information was provided, including that:
  - There is a wetland, heavy deer browse, standing and fallen dead trees and invasive species.
  - There is some conservation value in the park.

**Mayne Island Parks and Recreation Commission**

**Minutes for: March 14, 2024**

- Discussed installing a gated fence and pond. Costs and materials were discussed and metal fencing was recommended. It was advised that a pond would have to hold water until late June for amphibians to survive.
- Invasive plant management would provide an opportunity to plant and restore native species.

Rob Underhill encouraged the commission to consult with the Conservancy if ecological values are part of the commission's decision making in land acquisitions.

**6. Reports**

6.1. Treasurer's Report

6.1.1. Treasurer's Report for the period February 1 - 29, 2024

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Banelis, that the Treasurer's report for the period February 1 – 29, 2024 be approved as presented.

**CARRIED**

- It was reported that the difference in the library's hydro bill, which included Christmas tree hydro, was negligible. Therefore, no hydro was charged to MIPRC this year. Previously, this expense was \$500.

6.1.2. Finance Report and Motions

A report was received with the agenda.

**MOVED** by Commissioner Burrows, and **SECONDED** by Commissioner Bell that the Mayne Island Parks and Recreation Commission approve an increase in the budget for 2024 for 1.478 Recreation to recognize the grant application to the New Horizons for Seniors Program in the amount of \$10,500.

**CARRIED**

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Kilpatrick that the Mayne Island Parks and Recreation Commission approve the renewal of the janitorial services contract for one year commencing April 1, 2024 including any amendments for reduced service levels and fees in the fall/winter as approved by the Finance Committee.

**CARRIED**

6.2. Administration

6.2.1. Moved to after 6.4

6.2.2. Health and Safety Concerns

## Mayne Island Parks and Recreation Commission

Minutes for: March 14, 2024

### 6.2.3. Events (report attached)

The Conservancy is having birdhouse building this Saturday.

### 6.2.4. T-shirts

- A sample from two different manufacturers was requested.
- The name of on-island supplier was provided.
- Hats were discussed.

### 6.2.5. Monitoring local information affecting MIPRC

- MIPRC continues to monitor information, including that of Islands Trust.

## 6.3. Committees

### 6.3.1. Fitness Track

A report was received with the agenda.

- Equipment for Pad One was ordered.
- More material for the track should be received after April 1<sup>st</sup>.

### 6.3.2. Technology (report attached)

A report was received with the agenda.

## 6.4. Parks

### 6.4.1. Miners Bay

- Flags were lowered to half-mast by the Lions. Commissioner Euper will contact Justine Starke for CRD policy.
- It was reported that a hole was drilled to address the basement leak and the basement seems to be damp but not wet after recent heavy rains.
- Tree lights were secured up higher from the ground and further discussion regarding the electrical system will occur.
- Waiting for a reply from the library regarding the installation of the library address sign.
- Discussed the library's proposed drop box which requires contractor installation. Commissioner Bell will draft and circulate to commissioners a letter to CRD to ensure that MIPRC is protected from any future building damage costs that may occur due to its installation or use.

### 6.4.2. Dinner Bay

- Commissioner Banelis reported on the drainage troughs in the fitness track providing specifics of the work done.
- Installation of a 2" culvert pipe was washed out and did not adequately manage the flow of water. More work and materials are required.
- The horseshoe pits are in place.

## Mayne Island Parks and Recreation Commission

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- It was reported that after investigation by an electrician, there appears to be no issues and the fridge and freezer in the Adachi Pavilion are working fine.
- Further efforts will be made to find a solution for the teeter-totter mechanism.

### 6.4.3. Cotton Park

A report was received with the agenda.

- A request was received regarding the policy of dogs in Cotton Park and discussion was deferred to the next meeting pending a review of CRD's policies with respect to the policy.

### 6.4.4. Japanese Memorial Garden

A report was received with the agenda.

- It was reported that intentional damage was done to an irrigation pipe and a donation box.
- An overview was provided of the insurance that the Japanese Canadian Legacy Society (JCLS) requires from CRD.
- It was reported that the Adachi Pavilion has been removed from the JCLS project due to the requirements of the grant. The primary projects are the Japanese Memorial Garden and the Agricultural Society museum.

### 6.4.5. Kippen Road and Don Herbert Park

A report was received with the agenda.

- Some work has been done in the park and the staircase will be lowered in April. This typically requires three or four people.

### 6.4.6. Trail Network Development

- The Danger Tree Reporting System was discussed for revision of data fields, including adding park patrols. The Committee will discuss this item further and CRD Regional Park information will be provided for reference.

### 6.2.1 Follow up Action Report (not covered elsewhere)

This item was moved as per amended agenda.

- The Light Fitness Policy was deferred to the April meeting.
- The new CRD insurance system was tested and seems to be working. MIPRC will not pursue blanket policies. The new system will allow group events to acquire insurance through a third party which generates a certificate of insurance prior to the date of the event.
- The Kal Tire grant for using recycled tire product was investigated and discounted for various reasons.
- The rocks were selected for use at Miner's Bay Park along Village Bay Road and the project is in the Capital budget.
- Certified playground inspection was investigated and discussed, including that:
  - The Gulf Island School District provides the inspection for Mayne Island School.

## **Mayne Island Parks and Recreation Commission**

**Minutes for: March 14, 2024**

- Three inspection service companies were contacted and one quoted \$1365 due to travel time, one was already busy, and one did not respond.
- The required training for certification is 15 to 20 hours for the theory course followed by a webcast practical course and two exams. The online courses costs \$510 + tax and the practical costs \$620 + tax. The certification costs \$125 and is valid for three years.
- This item will again be raised with CRD with a request for further advice.
- Commissioner Kilpatrick will investigate the 300' wide MOTI shoreline access on Wilks Road.
- Commissioner Moss will focus his attention on supporting the Danger Tree Team.

### **7. Correspondence/Meetings**

- 7.1. Email communication with Employment and Social Development Canada regarding New Horizons for Seniors Program grant application.
- 7.2. Email correspondence with library personnel regarding address sign and book drop box.
- 7.3. Email communications with various parties regarding Easter festivities at Dinner Bay Park, March 31, 2024.
- 7.4. Emails to/from CRD regarding potential projects to present to WLC quarterly meeting.
- 7.5. Meeting with Tod Shannon, Regional Parks, CRD at Mt. Parke on March 14, 2024 to review information kiosk and signage.
- 7.6. Email from CRD regarding creation of online fillable forms for recreation grants.
- 7.7. Telephone call from the Legion regarding policy on lowering/raising of flags.
- 7.8. Survey request and survey from Service Canada regarding the application process for the New Horizons for Seniors Program.
- 7.9. Email from Risk and Insurance Department, CRD requesting volunteer statistics.
- 7.10. Telephone message from Mayne Island Collective regarding areas of common interest.

### **8. New Business**

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

### **10. Rise and Report**

**11. Meeting Adjournment**

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

The meeting adjourned at 5:35 pm

Original signed by

April 12, 2024

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

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

Original signed by

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

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**March 4, 2024 1:30 pm**  
**Zoom/Pender Community Hall**

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**Commissioners:** George Leroux (Chair/Treasurer), Erin O'Brien, Lisa Baile, Sandra Tretick, Rob Fawcett, Andrea Mills, Paul Brent. Cecilia Suh

**Regrets:** Richard Sullivan

**CRD:** Justine Starke

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

**Guests:** Pender Island Community Services (Nu-To-Yu) - Pam and Jim Petrie

1. **CALL TO ORDER** - Chair Leroux called the meeting to order at 1:30 pm.

2. **APPROVAL OF AGENDA**

**MOTION** to approve the 04 March 2024 PIPRC agenda as amended to include 4.5 Pender Post. M-Commissioner Brent, S-Commissioner Baile.  
**CARRIED.**

3. **ADOPTION OF MINUTES**

**MOTION** to approve the 29 January 2024 PIPRC minutes as presented. M-Commissioner Brent, S-Commissioner Tretick.  
**CARRIED.**

4. **CORRESPONDENCE and BUSINESS ARISING**

4.1 **Found Rd Trail Signage:** Pending due to sign quality issues.

ACTION: Commissioner O'Brien to send signage artwork to Justine for design support.

4.2 **Masthead:** Covered in Maintenance Report.

4.3 **Conery Crescent:** The neighbour's proposal to CRD was declined after discussion with CRD and homeowner.

4.4 **Panda Bay:** Commission has asked Shaw for improved communications regarding Panda Bay cable installation and future Pender projects.

4.5 **Pender Post:** Post invited Commissioners to consider joining their BOD.

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**March 4, 2024 1:30 pm**  
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**5. MAINTENANCE/OPERATIONS REPORT - Ben Symons**

Report circulated at the meeting:

Cliffside Trail closed - trail signs erected until clearance from Dave Manning / Erin.  
New sign posts for 'Tiller/Starboard Trail' and 'Tiller/Compass Trail'.

Shingle Bay Park – drainage and completed lawn planning underway for Aug/Sept  
with Commissioners Leroux and O'Brien together with Ben Symons.

Mortimer Spit road / parking in poor condition.

Tree reports:

'Schooner at Reef Park' tree will be taken care of by Hydro

'Buck Lake Trail' arborist report says it is safe to just observe.

'Masthead' tree will be taken care of by Michael Bradley this month.

**6. DELEGATIONS:**

Pam Petrie and Jim Petrie representing Nu-To-Yu and Pender Island Community Services spoke against the PIPRC Pump Track project location and asked that the Commission consider an alternate site.

**7. TOPICAL ISSUES**

7.1 **Master Plan:** Commission agreed that updating the Map and Park inventory, Schooner Trail, Shingle Bay Restoration, Playground amenities (pump track), and the Magic Lake dock are 2024 plans. The Commission will revisit the Master Plan for a refresh later in 2024.

7.2 **Recreation Grants 2024:** Application and timeline were circulated to the Commission prior to the meeting. Applications open April 1 and close on June 30. Commissioners Tretick, Suh and Leroux will form the Recreation Grant Committee and will bring recommendations for Commission decisions at the August 2024 meeting.

7.3 **Leases:** Disc Park and Youth Sports: The Lease has been reviewed and amended by Justine Starke and CRD Real Estate, and is ready to send to Youth Sports for review. The revised Agreement requires the leasee to—secure a Special Event permit from PIPRC when tournaments or invitationals bring significant numbers of off-islanders. The purpose for this change is to ensure the event organizers have considered off-site impacts (parking, noise, litter) and on-site requirements for fire safety and welfare facility availability. Justine will send the

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
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amended contract to Youth Sports and will seek to have it updated and renewed by April 1st, 2024.

- 7.4 **Project Coordinator** process: Closing date is March 8. An ad-hoc committee of Commissioners composed of Leroux, Tretick and O'Brien will review applications and make a decision.

## **8. PROJECTS**

- 8.1 **Schooner Way Trail:** Grant decisions are expected soon from ICET and Active Transportation. Commissioner Fawcett is gathering a group of community advocates to support fundraising and grants, community engagement and corporate sponsorship following Grant decisions.
- 8.2 **Pump Track:** Rob and George met with the project proponents. Initial construction costs and volunteers are in place. A capital projects engagement process that includes Pump Track will be developed with leadership from Commissioner Fawcett. Commissioner Suh will assist.
- 8.3 **Shingle Bay / Masthead Restoration Plan:** UViC students will assist PICA with forest-side invasive removal and planting in late March. TD Friends of the Environment grant work will be completed in March. Daphne and Broom disposal will be arranged with Ben and Chair. George Hill broom removal has been underway for three years and is flagged for future discussion. There is no current agreement in place for invasives management in Regional Parks should the George Hill parks jurisdiction change.
- 8.4 **Magic Lake Dock:** Relevant materials have been sent to Magic Lake Property Owners Association. Commissioner Fawcett and Ben will organize an on-site build of a floating dock with walkway to protect the foreshore and increase access.
- 8.5 **Trail Inventory & Map Update:** Commissioner Tretick is leading the map project and is working with a designer to develop a draft with feature highlights (birding, kayak launch etc areas). Local photographer Hans Tammemagi has agreed to provide images to PIPRC to feature on map. Lori will support the trail/asset inventory project and will collect data at PIPRC's direction.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)  
Minutes of Regular Meeting  
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**9. REPORTS**

- 9.1 **CRD Director:** Parks use is up across the region.
- 9.2 **Chair:** report circulated prior to meeting, and agenda.
- 9.3 **Treasurer:** Report circulated prior to the meeting. Treasurer reviewed park expenses by category over the past 3 fiscal years and capital project estimates.

**MOTION** that PIPRC approve an amendment to fiscal 2024 capital project allocation of \$45,000 for the construction of a pump track adjacent to the Ball Park. M-Commissioner Leroux, S-Commissioner Brent. **CARRIED.**

- 9.4 **Communications:** Recreation Grants information is being circulated on 01 April and will be included in the April Pender Post report. May will focus on Schooner Way Trail. Trail closure updates will be posted on social media.

**10. NEW BUSINESS**

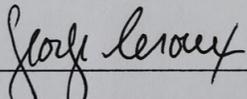
- 10.1 **Stalker Road:** Commissioner inquired about any L.O.O. on Stalker Rd..

- 11. **MOTION TO ADJOURN** The meeting adjourned at 3:30 p.m.

**NEXT MEETING APRIL 8, 2024 at 3 p.m.**

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Approved at the 08 April 2024 PIPRC Meeting:



George Leroux

Chair-PIPRC



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission  
Monday, March 11, 2024, 4:30 PM. Saturna Library, Saturna Island, BC**

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Present: Commissioners: Sienna Caspar (Acting Chair), Paul Brent (Elected Representative and acting Treasurer), Heather Michaud, Jamie Ritchie, Larry Field, Rosemary Henry, Lisa Mitchell

Regrets: David Osborne (Chair), Keith Preston (Vice-chair), Denise Kuzyk (Administrator)

1. The meeting was called to order at 4.30pm. Territorial Acknowledgement, Quorum and Welcome - Commissioner Caspar 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 February 12th, 2024 were approved by consent as circulated.
4. Treasurer's Report: Official budget financials are still under review and will be sent out shortly. However, Commissioner Brent reviewed our 2024 budget package and confirmed we carried over our surplus of \$3,268 into our maintenance budget.
5. Athletic Association funding. RFA #7 for \$2,500.00 Commissioner Brent moved "Approval of funding to \$2,500.00" Commissioner Field Seconded the motion. Motion Passed unanimously.
6. Shore access maintenance RFA #13 Steve Ford \$1,176.00. Commissioner Field moved "To approved Funding request of \$1,176.00" Commissioner Richie seconded the motion. Motion Defeated.

Commissioner Brent moved to approve up to \$300 and that we will lend them loppers. Commissioner Richie seconded. Motion Passed unanimously.

After discussion, it was determined that additional funds may be provided upon receiving more information from the applicants and ensuring that they respond to the following recommendations.

1. The applicants consult with Noelle regarding skills related to Broom removal.
2. The applicants consult with the CRD First Nation Indigenous department.
3. The applicants provide us with their plan for adjacent landowner consultation in the areas where they will be engaging in maintenance.

It is recommended that Commissioners Brent and Preston meet with the applicants to discuss the additional information required.



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission  
Monday, March 11, 2024, 4:30 PM. Saturna Library, Saturna Island, BC  
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7. Review and revisions of the RFA forms. There was general consensus that the proposed revisions to the RFA forms will help applicants provide SIPRC with more comprehensive and detailed applications. Commissioners Caspar and Michaud will continue to work on the creation of a new form. We will work to enable two options for this form—one will be an online fillable form and the other will be a hard copy that can be filled out by hand.
8. John Money Watershed Park sign. Commissioner Henry contacted Joyce Kelly and the sign will be ready this weekend. Rosemary will put it up before the next meeting.
9. Adjournment at 5:40pm

Next meeting April 8, 2024



Making a difference...together

**MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Tuesday, November 7, 2023 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** B. Russell (Chair) (EP); H. Schofield (Vice Chair) (EP); J. Fenby (EP); M. Menyhart (EP); R. Fenton (Alt. EA Director) (EP)

**Staff:** J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Marr, Senior Manager, Infrastructure Engineering; L. Xu, Manager, Local Services and Corporate Grants; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; M. Risvold (Recorder)

**REGRETS:** P. Brent (EA Director)

EP = Electronic Participation

The meeting was called to order at 9:34 am.

**1. APPROVAL OF AGENDA**

The following items were added to Item 8. New Business:

- Electronic Well Monitoring Transducer
- Fire Hydrants
- Service Connection Issue
- Bylaw No. 4492 Enforcement
- Sticks Allison Water Level Signage

**MOVED** by H. Schofield, **SECONDED** by J. Fenby,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by H. Schofield, **SECONDED** by M. Menyhart,  
That the minutes of the June 19, 2023 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made the following remarks:

Thank you for this opportunity today to meet and discuss the Sticks Allison Water System (SAWS). Are we still at a Level II Conservation for water on Galiano? SAWS electronic monitoring of our well and SAWS suggestion of going forward with an equitable division of the costs especially the electronic receiver capital equipment costs (CRD). (June 19, 2023 draft minutes in Chairman's remarks) is still a concern and we would like an update. To reiterate; the transducer costs apart from the receiver costs were to be broken down so we could decide on this issue if it represented an equitable division of costs; ie the 38 SFE's serviced by SAWS would pay the transducer costs at the well but the Labor, computer, and receiver (CRD) costs be divided among all the CRD water systems SFE's.

This would have had to been discussed at several CRD Administrative levels in the previous 5 months before the preparation of the budget; and my earnest hope is, it was. It is not clear to me where this might appear in the draft budget. The June minutes state that this committee will look into the long pending #163 Sticks Allison Service Connection issue and "will update us in the coming weeks", however I have not heard from you on this matter since June. We feel this long-standing issue should have closure. Please conclude this issue by crediting our revenues in the amount of approximately \$872 (two quarterly payments of \$436 were not collected from the new stakeholder at #163 Sticks Allison in the spring of 2022 due to CRD error) and advise us of same on Tuesday. There seem to be some discrepancies in the financial report which we hope clarified. SAWS continues to be concerned about the increasing costs especially a Capital Reserve Fund which we feel should have a ceiling. Any of us would rather park our money in our banks and cover repairs as needed beyond what is available in the Capital Reserve Fund.

Brian Russell MD Chairperson SAWS

#### **4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

#### **5. SENIOR MANAGER'S REPORT**

J. Dales provided the following updates:

- Private Property Winterizing: Staff advised Capital Regional District (CRD) social media platforms will have a poster-style information sheet with winterization tips for system users. There is a link to the winterization video on the CRD website.
- Dan Robson will be acting in a senior role to support the Sticks Allison water service. J. Dales will remain available to support the committee, however D. Robson will be the primary contact.
- Water Conservation Bylaw Update: Due to the drought conditions, water conservation efforts were extended for an additional month for many of the local services including Sticks Allison. Effective November 1, 2023, all restrictions for the Sticks Allison water service have been lifted and sandwich boards have been removed.
- Water conservation bylaw questions: Maintain consistent bylaw language which has cost savings through standardized messaging and education. Keeping the current language allows increase in public awareness and communication. Bylaw information will remain available through frequently asked questions (FAQ's), links to document through the CRD water service website, and water conservation links that are sent out with notices.

#### **Requests from the committee:**

- That water conservation signage be posted in a timelier manner.
- Staff to provide a link of the CRD water conservation video to the committee.
- Staff to determine how many stakeholders receive electronic water bills versus paper water bills and confirm if a link to the bylaw FAQ's can be sent with the electronic water bills.

## 6. COMMITTEE BUSINESS

### 6.1. 2024 Operating and Capital Budget

J. Dales spoke to item 6.1.

Staff responded to the following questions:

- Increase in cost for tank cleaning. Staff advised that a standard operating procedure was created for the service, and that there are WorksafeBC regulatory changes that require additional labour to complete the work to remain compliant with the regulatory requirements. Water being brought to the island for the water service also contributes to additional costs.
- Transferring surplus to the operating reserve fund (ORF). Staff advised the capital reserve fund (CRF) is more underfunded, however, a surplus can be transferred to the ORF.
- The \$11,000 budgeted transfer to the CRF for 2024 seems high as there are no capital projects planned for 2024, the committee would like to keep the CRF as low as possible. Staff advised the amount is based for future planning for when unscheduled capital work arises. The amount is recommended based on annual operating budget for both reserves. Staff noted there is a capital reserve guideline for every CRD service. The CRD Board- endorsed guideline provides indicators for reserve fund health, objective sustainable service delivery, including operation and capital asset programming. The targeted reserve balance guideline is about \$83,000 and was based on 2019 year-end results and asset depreciation. Staff have recommended gradually increasing the CRF, noting the Sticks Allison Water Service is underfunded. Staff do not recommend cutting the reserve.
- If funds in the reserves gain interest. Staff advised the CRF and ORF are separate funds. By legislation, every CRD service has their own service budget. Every reserve fund is earning interest, and the interest stays in that fund. The reserve schedule in the agenda package shows the estimated interest income. Staff also advised it is helpful for grant applications by having funds in the reserves.

Discussion ensued regarding:

- Reserve fund guidelines
- Potential downturn in economy
- Taxable folios and single-family equivalents (SFE's)
- User charges
- Labour costs and inflation
- Reducing the CRF and ORF transfers

Staff advised there was an asset management report that was produced in 2019 for the services in the Southern Gulf Islands by a third-party consultant. The consultant recommended an \$18,000 per year average annual investment for operating and capital reserves. Staff noted reducing the reserves is going against the recommendation, and that it may be worth investing in a new asset management study.

Staff reiterated it is not recommended to reduce the CRF and ORF transfers and spoke to the committee about a leak that occurred in the water service area that was costly to the community.

Staff noted the reserves are currently low and would like to build them up for the service to avoid a deficit in future years that would need to be paid back immediately. Staff would like to balance the fees and charges so there is no fluctuation and balance the risk of operating the utility and emergency response. Staff strongly recommended not reducing the reserves.

Staff added the following comments:

- Weather fluctuations due to climate change can cause extreme weather events.
- The impacts on small systems with emergency responses.
- Now being a very important time to ensure there is adequate reserves.
- The service is not yet reaching the reserve cap.
- The current budget year is still low and at risk for extreme weather events.
- No justification for a reduction in the proposed transfers.
- Currently no capital projects planned.
- Trying to balance risk, operating emergency response, and rate.
- Stabilizing the rate to avoid rate fluctuation.

The committee added the following comments:

- The CRD is not underfunded in the sense that it meets current obligations.
- A cap of about \$5,000 on the CRF seems reasonable.
- Majority of Sticks Allison stakeholders may prefer to "self-fund" the reserve, by using personal funds at the time needed, in preference to having CRD hold the funds.
- The committee is aware of future infrastructure needs over the next decade or so and is taking that into consideration.

**MOVED** by B. Russell, **SECONDED** by R. Fenton,

That the Sticks Allison Water Local Service Committee:

1. Approve the 2024 operating and capital budget as presented and that the 2023 actual operating deficit be balanced on 2023 Operating Reserve Fund transfer; and
2. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Sticks Allison Water Service as presented.

**DEFEATED**

**Opposed: Schofield, Fenby, Menyhart**

**MOVED** by H. Schofield, **SECONDED** by M. Menyhart,

That the Sticks Allison Water Local Service Committee reduce the recommended operating reserve fund transfer by \$1,750 (25% reduction) from \$7,000 to \$5,250 and reduce the recommended capital reserve fund transfer by \$2,750 (25% reduction) from \$11,000 to \$8,250. The total reduction of \$4,500 on reserve transfers will be balanced on the reduction of Parcel Tax and User Charges.

**CARRIED**

**Opposed: Russell, Fenton**

**MOVED** by H. Schofield, **SECONDED** by M. Menyhart,  
That the Sticks Allison Water Local Service Committee:

1. Approve the 2024 operating and capital budget as amended and that the 2023 actual operating deficit be balanced on 2023 Operating Reserve Fund transfer; and
2. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Sticks Allison Water Service as amended.

**CARRIED**

**Opposed: Russell, Fenton**

L. Xu advised a total of \$47 will be saved in 2024, with the CRF and ORF transfer reduction, which is approximately \$.13 per day compared to what was paid in 2023.

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

J. Dales spoke to item 6.2.

Staff responded to a question regarding water quality. Staff advised there have been no negative water quality implications for the service.

## **7. CORRESPONDENCE**

There was no correspondence.

## **8. NEW BUSINESS**

### **8.1. Electronic Well Monitoring Transducer**

Staff advised the costs are for the transducer and magmeter for the service. All equipment proposed for the project would be Sticks Allison water service equipment. SCADA monitoring is already in place with no additional charges to the service. An operator would be responsible for monitoring the system, however, there is already an operator monitoring. Staff suggested the transducer would make the current monitoring faster and easier, likely resulting in cost savings for the service due to less operational time. The committee removed this item from the previous budget and staff would be concerned to re-introduce this item due to the reduction in transfers to the reserves.

### **8.2. Fire Hydrants**

Staff advised the fire service requires 1,000 litres per minute over a two-hour period which the current system is unable to provide. As per the Senior Manager's email to the Chair on Nov. 3, 2023, the fire underwriters survey requires a water system in Canada to be capable of delivering not less than 1000 liters per minute for two hours to qualify for insurance, which is also in addition to the domestic consumption at the maximum daily demand. Given the size of our storage tank and pumping rate, staff does not see how the Sticks Allison system could meet this requirement. Staff added that hydrants also serve an important maintenance function for system flushing and would be able to supplement fire protection at a throttled rate during an emergency through a gate valve.

The information has been provided to the South Galiano Fire Service. Tank capacity is 90,000 litres.

J. Fenby left the meeting.

### **8.3. Service Connection Issue**

Staff advised CRD is unable to reimburse the amount, however, can bill the customer to recover the funds. The committee advised they do not want to bill the customer and requested that procedures be amended to prevent a future oversight. Staff advised the process that enabled this to happen is no longer in practice. The current existing lot that is vacant will be investigated to ensure an oversight will not happen again.

### **8.4. Bylaw No. 4492 Update**

This item was discussed in item 5.

### **8.5. Sticks Allison Water Level Signage**

The Chair advised there is no radio on the island to advertise the water levels. The Chair placed a notice in the local privately-run newspaper to advise the community.

The committee advised the signage was delayed going up and requested a larger font be used when they are re-printed. Staff advised this feedback will be provided to CRD's Communications department for consideration in 2024.

## **9. ADJOURNMENT**

**MOVED** by H. Schofield, **SECONDED** by M. Menyhart,  
That the November 7, 2023 meeting be adjourned at 11:23 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**

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

**Tuesday March 26, 2024 7:30 PM**

**Present:** Brent Kornelson, Gary Howell (video), Brian McCandless, Aran Puritch, Joel Cotter,

**Absent:** Director Al Wickheim, Jim Potvin, Vern McConnell

**Guests & Invitees:** Daren Pine, At Wynans, Mariann Malvet

Meeting called to order at 7:35 pm

**1) Approval of Agenda**

**MOTION** by Brian McCandless, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

**2) MOTION** by Brian McCandless, **SECONDED** by Joel Cotter that the minutes of Feb 27, 2024 be accepted as presented, **CARRIED**

**3) Hall Managers Report:** Mariann read report (see attached)

**MOTION** by Brian McCandless, **SECONDED** by Joel Cotter to hire a janitorial company to clean the Hall and Annex once a month for a 3 month trial at an estimated cost of \$500, **CARRIED**

**4) Business Arising:**

- a) **Rodent Control:** Brian reported the company indicated no activity
- b) **Annex Insulation:** Brian reports floor insulation completed
- c) **Annex Heat Pump:** Brian reports heat pump has been installed and working well.
- d) **Water Cistern Project:** Joel reports he received MOT approval and approval of the \$144K grant (see attached report)
- e) **Cell Tower:** Brent reports the replacement cell tower project should be completed mid April.
- f) **Governance Report:** Aran reports he has send the commissions comments and feedback to Chris Vrael.
- g) **Hall Usage Agreement:** Aran and Bob Scott will get together and finalize the Hall Usage Agreement incorporating the suggestions recommended by CRD staff.
- h) **Wild land fire fighting Guidelines:** Aran will work with Art to draft the call out criteria.

**5) Fire Chief Report:** (see attached)

**Motion by Brent, seconded by Joel to adjourn meeting 8:45 pm, CARRIED.**

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**Hall Managers Report**

I was contacted by a representative of Elections BC. They requested a viewing of the hall and subsequently reserved the hall for October 19th. I was also contacted by a family from Brentwood regarding a hall viewing and they have reserved the hall for a family gathering to take place on September 21st. The WPCA has the hall booked for April 20th for Dart Night and April 28th for the spring clean up. There are three additional private bookings - one on March 30th, one on June 1st and a three day booking from July 19 - 21 for a wedding.

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

I provided the cel tower workers with a key to the hall so that they could access the hall for bathroom use while they are working here. They should be done within the next few days.

I contacted Acme Supplies and was given the name of a floor cleaner. We are in the process of co-ordinating a time for him to view the hall in order to determine the best approach to cleaning and re-waxing it. I was advised to be aware that there are questionable people offering the service. I have also located a cleaning team of two women who are willing to come and clean the hall should we decide to go forward. They charge \$80/hour for both of them.

There are no other issues of concern at this time.

Submitted by,

Mariann Malvet

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**Tank Farm Installation update -Fire and Rec Meeting March 26<sup>th</sup> 2024 (Joel Cotter)**

**1. MOTI (Ministry of Transportation and Infrastructure)**

-after Brian and Joel's initial site meeting with Ryan Pinches (Development Officer) on Nov 21<sup>st</sup> 2023, the MOTI has verbally approved a "License of Occupation" as of March 7<sup>th</sup> 2024. There are no major concerns or objections from MOTI. We are required to have two work permits issued by MOTI in order for any construction on the right of way. As of March 10<sup>th</sup> two permits have been applied for; one, to proceed with test holes which will determine the depth and type of soil on the site; and second, the construction permit which provides authority to excavate the site and install tanks etc.

Receipt of these permits should be in our hands no later than 15<sup>th</sup> April.

**2. CRD**

-as per Chris Vrabel, Manager Fire Service, the CRD board passed a budget bylaw on March 14<sup>th</sup> 2024. One item that was approved was the grant money for our tank installation of approx. 144K. Subsequently, Chris had CRD staff post into our WP budget a line item number with the 144K. As part of the project he wanted a Scope of Work and rough budget estimate for each phase/task of the project. I've provided him with a spreadsheet detailing that information; he has submitted it to his General Manager for approval. My impression was that the GM will approve and we will be able to begin the work. It was pointed out to me that any expense between 10K to 75K require 3 written quotes; anything under can be direct awarded, and anything over 75K must be posted to BC bid.

**3. Construction**

-the first task will be to dig a number of test holes on site to determine the depth and type of soil. This will be done most likely in late April or once the soil is no longer saturated. This will give us an idea of depth to mineral soil, bedrock location and any other anomalies. That information will be provided to the excavation contractor.

-the main construction work will commence on or about July 15<sup>th</sup> based on availability of contractor and soil moisture. We will be considering the most reputable contractors and asking for pricing within the next month.

**4. Tanks**

-contact has been made with Galcon precast in Duncan to get some information re piping/holes/venting etc on their tanks. They are flexible allowing us to design our plumbing to suit the ground, grade, and location of the parking lot for the fire truck.

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**Fire Chief Report (for Spring Pointer edition)**

Your Willis Point Volunteer Fire Department has had a busy year! We've had 44 callouts since last spring spanning all of our critical training we do each and every Wednesday, and some weekends too. We respond to a variety of medical calls, search and rescue, fires / smoke, vehicle accidents and power lines down.

Recently, we were at the Otter Point Fire Centre training in Live Fire scenarios for car, propane and house fires. This environment really gets us familiar with our fellow firefighters and equipment, and ready for when that emergency happens. If you'd like to be part of our team, and vital community service, please contact us.

Our members are licensed first responders and we've had several new licences issued in the past year. This requires a significant investment of time from our members and trainers to provide this service to the community. We participate in ongoing training to maintain and renew our licence every 3 years. Four members of our department participated in "Engine Boss" hosted by Errington Fire Department.. Engine Boss is a BC Wildfire course certification for leading fire suppression efforts in a Wildland Urban Interface such as our community in Willis Point.

As part of our ongoing effort to update and improve our response to incidents in our neighbourhood, there will be work done to enhance water supply for fighting fires in our community. Several sites are being considered and the ultimate intent is to provide coverage to all areas with an ample supply of water, while an effort is being made to ensure that the natural beauty of the area remains undisturbed.

The first of these reservoirs will be located at the intersection of Willis Point Road and Mark Lane. Ministry of Transport approval has been secured and final details are being worked out with the CRD. Materials and services are about to be contracted so expect to see excavation and other preparations there soon. Funding for this was secured through government grants.

WPVFD received another \$23,000 in UBCM grants for 2024 contributing to equipment purchases for our Engine 12. The Union of BC Municipalities, in conjunction with the CRD, makes various funding programs available to emergency services organisations in our province.

FireSmart will be sponsoring a chipping event in our community the last weekend in April. Please feel free to bring your chipping to the community hall and leave it on the concrete pad across the road from the firehall. The chipping day will correspond with WPCA's road cleanup initiative. If you have any questions about fire and emergency services in our area, please email: [firechief@willispoint.ca](mailto:firechief@willispoint.ca) or visit [www.willispoint.ca/wpvfd](http://www.willispoint.ca/wpvfd) for more information.

**Art Wynans: Fire Chief**