



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, September 11, 2024

11:05 AM

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

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

Guest: Director M. Little

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. [24-817](#) Minutes of the July 10, 2024 Electoral Areas Committee Meeting

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

Attachments: [Minutes - July 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 no later than 4:30 pm two days before the meeting and staff will respond with details.

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

6. Committee Business

6.1. [24-762](#)**Bylaw No. 4590, 4591, 4594 and 4595 - Electoral Area Economic Development Services**

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

1. Bylaw No. 4590, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024", be read a first, second, and third time;
(NWA)
2. Bylaw No. 4591, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024", be read a first, second, and third time;
(NWA)
3. Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024", be read a first, second, and third time;
(NWA)
4. Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024", be read a first, second, and third time;
(NWA)
5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of electors;
6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Economic Development Service Changes](#)
[Appendix A: Bylaw No. 4590](#)
[Appendix B: Bylaw No. 4591](#)
[Appendix C: Bylaw No. 4594](#)
[Appendix D: Bylaw No. 4595](#)
[Appendix E: Bylaw No. 1824 \(Redlined\)](#)

6.2. [24-790](#)**Community Resiliency Initiative Grant - 2024 FireSmart Community Funding & Supports**

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

Attachments: [Staff Report: Comm Resiliency Initiative Grant](#)
[Appendix A: Approval Letter](#)

6.3. [24-839](#)**Establishment of Electoral Area Services Department**

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

1. That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025 provisional budget and service plans; and
2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006), Schedule A, to incorporate this General Manager position.
(NWA)

Attachments: [Staff Report: Establishment of Electoral Areas Department](#)
[Appendix A: Electoral Area Services List](#)

6.4. [24-744](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) Galiano Island Parks and Recreation Commission minutes of June 6, 2024
- b) Galiano Island Parks and Recreation Commission minutes of July 4, 2024
- c) Mayne Island Parks and Recreation Commission minutes of June 13, 2024
- d) Mayne Island Parks and Recreation Commission minutes of July 11, 2024
- e) Saturna Island Parks and Recreation Commission minutes of April 8, 2024
- f) Saturna Island Parks and Recreation Commission minutes of May 12, 2024
- g) Saturna Island Parks and Recreation Commission minutes of June 10, 2024

Attachments: [Minutes: Galiano Island Parks & Rec Commission-Jun 6, 2024](#)
[Minutes: Galiano Island Parks & Rec Commission-Jul 4, 2024](#)
[Minutes: Mayne Island Parks & Rec Commission-Jun 13, 2024](#)
[Minutes: Mayne Island Parks & Rec Commission-Jul 11, 2024](#)
[Minutes: Saturna Island Parks & Rec Commission-Apr 8, 2024](#)
[Minutes: Saturna Island Parks & Rec Commission-May 12, 2024](#)
[Minutes: Saturna Island Parks & Rec Commission-Jun 10, 2024](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is October 9, 2024.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, July 10, 2024

11:00 AM

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

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration (EP); S. Carby, Senior Manager, Protective Services; J. Marr, Senior Manager, Infrastructure Engineering; C. Anderson, Manager, Emergency Services; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; C. Vrabel, Manager, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Guest: Director M. Little

The meeting was called to order at 11:05 am.

1. Territorial Acknowledgement

Chair Brent provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda for the July 10, 2024 Electoral Areas Committee meeting be
approved.
CARRIED

3. Adoption of Minutes

3.1. [24-689](#) Minutes of the June 12, 2024 Electoral Areas Committee Meeting

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the minutes of the Electoral Areas Committee meeting of June 12, 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. [24-678](#) Appointment of Officers

S. Carby spoke to Item 6.1.

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

That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers.

CARRIED

6.2. [24-652](#) Request for Inclusion of Property in the Ganges Sewer Service Area - 101 Bittancourt Road (Sea Breeze Inn)

MOVED by Director Holman, **SECONDED** by Director Brent,
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 101 Bittancourt Road.
2. The Applicant agrees to pay all costs associated with including the property in the service area and 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 4609, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024", be introduced and read a first, second and third time.

CARRIED

6.3. [24-690](#) Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project

J. Marr spoke to Item 6.3.

Discussion ensued regarding this upgrade being able to support future improvements and upgrades of the whole system.

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:
That the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund.
CARRIED

6.4. [24-637](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Lyall Harbour Boot Cove Water Local Service Committee minutes of November 20, 2023
- b) Magic Lake Estates Water and Sewer Committee minutes of November 14, 2023
- c) Magic Lake Estates Water and Sewer Committee minutes of April 9, 2024
- d) Mayne Island Parks and Recreation Commission minutes of May 9, 2024
- e) Port Renfrew Utility Services Committee minutes of November 10, 2023
- f) Skana Water Service Committee minutes of November 9, 2023
- g) Sticks Allison Water Local Service Committee minutes of February 14, 2024
- h) Surfside Park Estates Water Service Committee minutes of November 14, 2023
- i) Wilderness Mountain Water Service Commission minutes of November 10, 2023
- j) Wilderness Mountain Water Service Commission minutes of February 15, 2024

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the July 10, 2024 Electoral Areas Committee meeting be adjourned at 11:10 am.
CARRIED

CHAIR

RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 11, 2024**

SUBJECT **Bylaws No. 4590, 4591, 4594, and 4595 – Electoral Area Economic Development Services**

ISSUE SUMMARY

To broaden the scope of electoral area economic development services.

BACKGROUND

Electoral area economic development falls under the same service authority, operated by Bylaw No. 1824, “Economic Development Commission Establishing Bylaw No. 1, 1990”. Salt Spring Island and the Southern Gulf Islands Electoral Areas operate economic development commissions responsible for coordination of economic development and feasibility work, but with uncertain authority regarding other activities which could be considered “promotion” of economic development. The Juan de Fuca Electoral Area has the right to have such a commission but does not operate one currently.

With the Salt Spring Island Local Community Commission (“SSI LCC”) taking over SSI economic development, and the interest by the Southern Gulf Islands Community Economic Sustainability Commission in a potential broadband project, any uncertainty relating to the scope of the economic development services should be resolved and the services’ authority and funds formally separated.

The SSI LCC and the SGI CESC have both reviewed the proposed change to the service authority, with the SSI LCC endorsing it by resolution and the SGI CESC receiving the report for information without objection. This report is brought forward to alert the Electoral Area Directors of the change and the advance the service changes forward to the CRD Board for approval.

ALTERNATIVES

Alternative 1

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

1. Bylaw No. 4590, “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024”, be read a first, second, and third time;
2. Bylaw No. 4591, “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024”, be read a first, second, and third time;
3. Bylaw No. 4594, “Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024”, be read a first, second, and third time;
4. Bylaw No. 4595, “Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024”, be read a first, second, and third time;
5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of electors;
6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

The current service authority can be interpreted as only funding the limited operation of economic development commissions, or alternatively, funding the broader “promotion of economic development”. This uncertainty has led to certain projects being unable to be funded unless they can be somehow tied to a commission’s work program. Moving to an explicit “promotion” power will allow a broader range of activities, subject always to restrictions on assistance to business. It will empower the commissions to identify opportunities for community partnerships and contracted services that will benefit the communities they serve.

The proposed change will allow each commission to determine what it considers to be the “promotion of economic development”, in line with the establishing bylaw, guidance provided by CRD, and statutory restrictions. CRD electoral area staff will advise on what is “promotion” and what would otherwise be the realm of another CRD service or be better characterized as “direct” economic development or “assistance” to business, with the final decision on funding resting with the applicable commission.

Promotion of Economic Development

The power described by the *Local Government Act* is the “promotion” of economic development. Commissions will be required to exercise judgement in determining what is “promotion” and what is not. A definition is included in the draft bylaws describing what is not “promotion” – those activities that are non-seasonal and more than three years. For example, those activities which are seasonal (such as coordinating a fair, summer tourism promotion, or certain types of seasonal beautification efforts to public spaces) would be permitted to run longer than three years, but activities which are non-seasonal and more than three years – those projects which are “direct” economic development – could only be run on a pilot or trial basis. Longer-term delivery would require service creation or a grant-in-aid to a third party.

Examples of what has been considered “promotion” to date include:

- Pilot programs for industry or worker coordination under three years;
- Seasonal funding to tourism societies to increase service levels;
- Contracts for service for research or coordination (housing feasibility, rental coordination, encouragement of business);
- Workshops and advisory services, promotional programs, marketing strategies, consideration of economic diversification and resiliency; and
- Improvement of public spaces, or private spaces where there is a secured public right to utilize the space.

Examples of what would not be considered “promotion” to date include:

- graffiti removal from private property;
- improving, beautifying, or maintaining private property;
- security cameras or surveillance equipment;

- where ongoing funding is requested to support a business undertaking (e.g. contribution of funds to make business viable); and
- funding of Citizens' On Patrol-style initiatives, mental health outreach, or social work.

Ultimately the decision on what is “promotion” is up to the commission exercising the power. If a commission were to engage outside this authority such a decision may be challenged in BC Supreme Court. All such projects are subject to the restriction on assistance to business as set out in the *Local Government Act*.

Financial Implications

Currently, funds are primarily used to pay for the operation of economic development commissions, conduct feasibility work, and undertake pilot projects. It is not anticipated there will be additional financial implications from the separation of the services, as each service currently holds funds from their electoral area for their own benefit. Separation will prevent future issues should a service undertake a telecommunication project and generate revenue (e.g. revenues raised in one electoral area should be to the benefit of that electoral area). Modernizing the establishing bylaws will also permit services to raise funds not only by requisition, but also by way of gift, grant, or enterprise.

Promotion of economic development is a regional district service which does not require a maximum requisition in its establishing bylaw, per s. 339(2) of the *Local Government Act*. This annual amount is set by the CRD Board's budget, with a recommendation provided by the Electoral Area directors and the economic development commissions. The ultimate authority over budget and requisition is left to the CRD Board by bylaw.

Legal Implications

As “promotion of economic development” services are exempt from a need for a maximum requisition, and the service can be created without borrowing, only Electoral Area Director consent to creation of the service or amendment to the existing service is required, rather than more expensive processes such a referendum or alternative approval process. Annual budget amounts are set by bylaw of the regional board, and act as a control to the absence of a maximum requisition.

CONCLUSION

Bylaws have been prepared to move from a model of economic development focused on funding economic development commissions to the actual coordination and promotion of economic development. Endorsing this model will modernize the delivery of economic development services in the electoral areas and broaden the available projects within the scope of the services.

RECOMMENDATION

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

1. Bylaw No. 4590, “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024”, be read a first, second, and third time;
2. Bylaw No. 4591, “Economic Development Commission Establishing Bylaw No. 1, 1990,

Amending Bylaw No. 2, 2024”, be read a first, second, and third time;

3. Bylaw No. 4594, “Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024”, be read a first, second, and third time;
4. Bylaw No. 4595, “Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024”, be read a first, second, and third time;
5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of electors;
6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.

Submitted by:	Steven N. Carey, B.Sc, J.D., Senior Manager, Legal Services & Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4590, “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024”

Appendix B: Bylaw No. 4591, “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024”

Appendix C: Bylaw No. 4594, “Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024”

Appendix D: Bylaw No. 4595, “Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024”

Appendix E: Redlined Bylaw No. 1824, “Economic Development Commission Establishing Bylaw No. 1, 1990”

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4590**

**A BYLAW TO AMEND THE ECONOMIC DEVELOPMENT COMMISSION
ESTABLISHING BYLAW NO. 1, 1990**

WHEREAS:

- A. By the adoption of the Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", the Board of the Capital Regional District established the funding of economic development commissions as an extended service;
- B. The Board of the Capital Regional District wishes to establish separate services for the promotion of economic development in the Southern Gulf Islands, the Juan de Fuca, and the Salt Spring Island electoral areas, and desires to amend the Bylaw No. 1824 by removing the Southern Gulf Islands Electoral Area, and the Juan de Fuca electoral area, as participating areas in that service;
- C. Concurrently with the adoption of this Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 4591, the Board of the Capital Regional District has adopted Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands), 2024", and Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca), 2024", establishing separate promotion of economic development services in the Southern Gulf Islands and Juan de Fuca electoral areas;
- D. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- E. The directors for Salt Spring Island, the Southern Gulf Islands, and the Juan de Fuca electoral areas, have provided participating area approval by consenting in writing to the adoption of this Bylaw under section 347(2) of the *Local Government Act*.

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

Amendment to Service Area

- 1. Section 2 of Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", is amended by deleting the text of that section and replacing it with the following:

"The boundaries of the Service Area are the boundaries of the Salt Spring Island Electoral Area (the "Service Area")."

Participating Area

- 2. Section 3 of Bylaw No. 1824 is amended by deleting the text of that section and replacing it with the following:

"The participating area for this service is the Salt Spring Island Electoral Area."

Citation

3. This Bylaw may be cited for all purposes as “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024”.

READ A FIRST TIME THIS _____th day of _____

READ A SECOND TIME THIS _____th day of _____

READ A THIRD TIME THIS _____th day of _____

APPROVED BY THE INSPECTOR OF
MUNICIPALITIES THIS _____th day of _____

RECEIVED PARTICIPATING AREA APPROVAL
UNDER SECTION 347(2) OF THE
LOCAL GOVERNMENT ACT _____th day of _____

ADOPTED THIS _____th day of _____

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4591**

**A BYLAW TO AMEND THE ECONOMIC DEVELOPMENT COMMISSION
ESTABLISHING BYLAW NO. 1, 1990**

WHEREAS:

- A. By the adoption of the Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, the Board of the Capital Regional District established the Economic Development Commission service as an extended service of the Capital Regional District;
- B. The Board of the Capital Regional District wishes to amend the Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, to clarify that the Service includes the authority to undertake a variety of initiatives for the promotion of economic development in the Service Area;
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and;
- D. The Salt Spring Island Electoral Area Electoral Area Director has provided participating area approval by consenting in writing to the adoption of this amendment to Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824.

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

- 1. Sections 4, 5, and 6 of Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, are deleted and replaced with the following:
 - “4.1 The service established by this Bylaw includes the promotion of economic development in the Service Area, which may include but is not limited to:
 - (a) the preparation of an economic development strategy for the Service Area;
 - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;
 - (c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area;
 - (d) providing services and programs which facilitate and promote economic development within the Service Area; and

- (e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic development.
- 4.2 “Promotion of economic development” does not include:
 - (a) Assistance to business, commercial, or industrial undertakings, unless authorized by law;
 - (b) Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
 - (c) Activities unrelated or unconnected to promotion.
- 5. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.
- 6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
 - (d) property value taxes imposed in accordance with Division 3 of Part 14 of the *Local Government Act*;
 - (e) fees and charges imposed under section 397 of the *Local Government Act*;
 - (f) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (g) revenues received by way of agreement, enterprise, gift, grant or otherwise.”

Citation

2. This Bylaw may be cited for all purposes as “Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024”.

READ A FIRST TIME THIS _____th day of _____

READ A SECOND TIME THIS _____th day of _____

READ A THIRD TIME THIS _____th day of _____

APPROVED BY THE INSPECTOR OF
MUNICIPALITIES THIS _____th day of _____

RECEIVED PARTICIPATING AREA APPROVAL
UNDER SECTION 347(2) OF THE
LOCAL GOVERNMENT ACT _____th day of _____

ADOPTED THIS _____th day of _____

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4594**

**A BYLAW TO ESTABLISH THE SOUTHERN GULF ISLANDS ELECTORAL AREA
ECONOMIC DEVELOPMENT SERVICE**

WHEREAS:

- A. Under section 332 of the *Local Government Act*, a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Capital Regional District wishes to establish a service for the promotion of economic development in the Southern Gulf Islands Electoral Area;
- C. Section 275(1)(c) of the *Local Government Act* provides that a Regional District may operate the service of providing capital financing for high-speed internet service to an area without access to high-speed internet service, and the Board of the Capital Regional District considers that the provision of high-speed internet service is essential to the promotion of economic development within the Southern Gulf Islands Electoral Area;
- D. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- E. The Southern Gulf Islands Electoral Area Director has provided participating area approval by consenting in writing under s. 347(2) of the *Local Government Act*.

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

Service

- 1. The service established by this Bylaw is a service for the promotion of economic development in the Service Area, which may include but is not limited to:
 - (a) the preparation of an economic development strategy for the Service Area;
 - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;
 - (c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area;
 - (d) providing services and programs which facilitate and promote economic development within the Service Area;
 - (e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic

- development;
 - (f) providing capital financing for high-speed internet service within the Service Area; and
 - (g) the use of revenue earned under an agreement with the recipient of capital financing for high-speed internet service to fund economic development initiatives within the Service Area.
2. "Promotion of economic development" does not include:
- a. Assistance to business, commercial, or industrial undertakings, unless authorized by law;
 - b. Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
 - c. Activities unrelated or unconnected to promotion.
3. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.

Boundaries

4. The boundaries of the Service Area are the boundaries of the Southern Gulf Islands Electoral Area (the "Service Area").

Participating Areas

5. The participating area for this service is the Southern Gulf Islands Electoral Area.

Cost Recovery

6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
- (a) property value taxes imposed in accordance with Division 3 of Part 14 of the *Local Government Act*;
 - (b) fees and charges imposed under section 397 of the *Local Government Act*;
 - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Citation

7. This Bylaw may be cited for all purposes as “Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024”.

READ A FIRST TIME THIS _____th day of _____ 20__

READ A SECOND TIME THIS _____th _____ day of _____ 20__

READ A THIRD TIME THIS th day of 20__

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS th day of 20__

RECEIVED PARTICIPATING AREA
APPROVAL UNDER S. 347(2) OF THE
LOCAL GOVERNMENT ACT THIS th day of 20__

ADOPTED THIS _____th day of _____ 20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4595**

**A BYLAW TO ESTABLISH THE JUAN DE FUCA ELECTORAL AREA ECONOMIC
DEVELOPMENT SERVICE**

WHEREAS:

- A. Under section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Capital Regional District wishes to establish a service for the promotion of economic development in the Juan de Fuca Electoral Area;
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- D. The Juan de Fuca Electoral Area Director has provided participating area approval by consenting in writing under s. 347(2) of the *Local Government Act*.

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

Service

- 1. The service established by this Bylaw is a service for the promotion of economic development in the Service Area, which may include but is not limited to:
 - (a) the preparation of an economic development strategy for the Service Area;
 - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;
 - (c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area;
 - (d) providing services and programs which facilitate and promote economic development within the Service Area; and
 - (e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic development.

2. "Promotion of economic development" does not include:
 - a. Assistance to business, commercial, or industrial undertakings, unless authorized by law;
 - b. Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
 - c. Activities unrelated or unconnected to promotion.
3. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.

Boundaries

4. The boundaries of the Service Area are the boundaries of the Juan de Fuca Electoral Area (the "Service Area").

Participating Areas

5. The participating area for this service is the Juan de Fuca Electoral Area.

Cost Recovery

6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 3 of Part 14 of the *Local Government Act*;
 - (b) fees and charges imposed under section 397 of the *Local Government Act*;
 - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Citation

6. This Bylaw may be cited for all purposes as “Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024”.

READ A FIRST TIME THIS _____th _____ day of _____ 20__

READ A SECOND TIME THIS _____th _____ day of _____ 20__

READ A THIRD TIME THIS th day of 20__

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS th day of 20__

RECEIVED PARTICIPATING AREA
APPROVAL UNDER S. 347(2) OF THE
LOCAL GOVERNMENT ACT THIS th day of 20__

ADOPTED THIS _____th day of _____ 20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 1824**

**A BYLAW TO CONVERT THE ECONOMIC DEVELOPMENT COMMISSION FUNCTION
FOR ALL OF THE ELECTORAL AREAS OF THE REGIONAL DISTRICT**

WHEREAS by Letters Patent, Division XXV, dated June 7th, 1979, the Capital Regional District was granted the function of providing Economic Development Commissions for all of the Capital Regional District;

AND WHEREAS the Board of the Capital Regional District wishes to exercise the function granted to it by the Letters Patent in accordance with Part 24 of the *Municipal Act* subject to terms and conditions contained in the Letters Patent and including most of the powers granted by the Letters Patent;

AND WHEREAS the Board of the Capital Regional District wishes to proceed under section 767 of the *Municipal Act* and establish the service as an extended service by bylaw under section 767(4), 789, 790, and 794 of the *Municipal Act*;

AND WHEREAS the Board of the Capital Regional District has obtained the consent of at least two-thirds of participants as required under section 802(1)(b) of the *Municipal Act*;

AND WHEREAS the Lieutenant Governor in Council has, by regulation, granted power to the Capital Regional District to establish and operate the Extended Service established by this bylaw;

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

1. The function of Economic Development Commission granted by Letters Patent dated June 7th, 1979, is hereby established as an Extended Service.
2. The boundaries of the Service Area are the boundaries of the Salt Spring Island Electoral Area (the "Service Area").~~The boundaries of the Service Area shall be the boundaries of the Electoral Areas of Langford, Sooke, Saltspring Island and Outer Gulf Islands.~~
(4590)
3. ~~The Electoral Areas of Langford, Sooke, Saltspring Island and Outer Gulf Islands include the participating areas for this service~~The participating area for this service is the Salt Spring Island Electoral Area.
(4590)
4. ~~The annual operating costs for the service and debt servicing costs shall be recovered:~~
 - ~~(a) By the imposition of fees and other charges by bylaw;~~
 - ~~(b) The balance after deducting the revenue obtained from the fees or other charges shall be recovered by the requisition of money under sections 809. And 809.1 of the Municipal Act to be collected by a property value tax in the applicable Service Area to be levied and collected under sections 810.1(1).~~

~~5. The annual net cost attributable to this Service shall be apportioned to and borne by the participating Electoral Areas or parts thereof for which the Regional Board has provided an Economic Development Commission under Section 6, on the basis of the operating costs provided to such Electoral Area or part thereof, by the Regional Board in the annual budget of the Regional Board for the applicable year.~~

~~6. (1) The Regional Board may, by bylaw, undertake the establishment, maintenance, and operation of an Economic Development Commission on behalf of one or more of the participating Electoral Areas and may in that bylaw:~~

~~(a) Fix the terms and conditions under which the Commission shall operate;~~

~~(b) Specify the composition of the Commission, including the number, qualifications, term of office and the manner in which the Regional Board shall appoint members thereto; and~~

~~(c) Limit the maximum amount that may be expended for annual operating costs for the establishment, maintenance and operation of the Economic Development Commission authorized by the bylaw in the actual amount or the amount equal to the amount that could be raised by a property value tax rate specified in the bylaw applied as provided in Section 4(b).~~

~~(2) Before exercising the powers under subsection (1) the Regional Board shall obtain the written consent of the Director for each Electoral Area participating in the establishment, maintenance and operation of the Economic Development Commission and shall, by bylaw, a copy of which shall be deposited in the Office of the Inspector of Municipalities, name the participating Electoral Areas and in the event of a defined portion of an Electoral Area being designated as a participant, such defined portion shall be defined by a map or metes and bounds description in the said bylaw.~~

~~4.1 The service established by this Bylaw includes the promotion of economic development in the Service Area, which may include but is not limited to:~~

~~(a) the preparation of an economic development strategy for the Service Area;~~

~~(b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;~~

~~(c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area;~~

~~(d) providing services and programs which facilitate and promote economic development within the Service Area; and~~

~~(e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic development.~~

~~4.2 "Promotion of economic development" does not include:~~

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- (a) Assistance to business, commercial, or industrial undertakings, unless authorized by law;
- (a) Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
- (b) Activities unrelated or unconnected to promotion.
5. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.
6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
- (a) property value taxes imposed in accordance with Division 3 of Part 14 of the *Local Government Act*;
- (b) fees and charges imposed under section 397 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.
- (4591)
7. This Bylaw may be cited as the "Economic Development Commission Establishing Bylaw No. 1, 1990".
- CONSENTED TO by at least two-thirds of the electoral area directors of Langford, Sooke, Saltspring Island and Outer Gulf Islands.
- | | | | | |
|--|------------------|--------|----------|------|
| READ A FIRST TIME THIS | 9 th | day of | May, | 1990 |
| READ A SECOND TIME THIS | 9 th | day of | May, | 1990 |
| READ A THIRD TIME THIS | 9 th | day of | May, | 1990 |
| APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS | 6 th | day of | January, | 1992 |
| RECONSIDERED AND FINALLY ADOPTED THIS | 15 th | day of | January, | 1992 |
- [Frank Leonard Signature] _____ [W.M. Jordan] _____
CHAIR CORPORATE OFFICER

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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 11, 2024**

SUBJECT **Community Resiliency Initiative Grant - 2024 FireSmart Community Funding & Supports**

ISSUE SUMMARY

The Capital Regional District (CRD) assists Electoral Area (EA) communities in reducing their wildfire risk through first responder coordination, public education, emergency planning, and agency cross-training. The CRD was successful in its application, receiving grant funding from the Union of British Columbia Municipalities (UBCM).

BACKGROUND

UBCM provides funding for a range of community-based projects, including wildfire preparedness. The FireSmart Community Funding & Supports program supports activities that reduce community risk from wildfire. The CRD's application for the 2024 intake was fully accepted, securing the maximum funding of \$350,000 per year for two years, to a cumulative total of \$700,000, beginning in July 2024 and continuing through June 2026.

The CRD proposes to use grant funding to improve wildfire resiliency in rural EA communities through:

- a FireSmart public education campaign,
- an expanded wood chipping program that provides accessible alternatives to burning,
- a home FireSmart assessment program conducted by local qualified assessors,
- a FireSmart rebate program for residents, and
- dedicated wildfire training for first responders.
- continued support for volunteers and CRD FireSmart Coordinator

The CRD was eligible for a base funding of \$200,000/year, with each EA seeing an additional \$50,000/year. Funding will be apportioned based on the activities outlined in the application, ensuring satisfaction with the terms and conditions of the agreement.

IMPLICATIONS

Alignment with Board & Corporate Priorities

Emergency planning and training activity funded by this grant enhances the CRD's ability to prepare for, mitigate, respond to, and recover from an environmental or climate related disaster.

Alignment with Existing Plans & Strategies

Capacity generated by this grant is aligned with existing emergency preparedness and strategies.

Financial Implications

The grant does not negatively impact the CRD fire department or emergency program service budgets but provides an opportunity for additional projects that increase community resilience to wildfire, such as homeowner education and wood chipping events.

Electoral Areas Committee – September 11, 2024
Community Resiliency Initiative Grant - 2024 FireSmart Community Funding & Supports 2

Intergovernmental Implications

Identified as an eligible component of the grant application is support of the Island Trust's effort to establish a Development Permit Area. The Islands Trust, a federated body, is responsible for protecting the unique nature and amenities of 13 major islands and more than 450 smaller islands and the surrounding water in the southern Strait of Georgia and Howe Sound. They regulate local land use and manage a trust fund of land. The development permit area identifies locations which need special treatment for certain purposes including the protection of development hazards. This cross-jurisdiction collaboration supports intergovernmental alignment and coordination.

Service Delivery Implications

Additional capacity funded through this grant enhances service support capability to the CRD during an emergency or disaster.

CONCLUSION

The CRD was successful in its grant application to the Community Resiliency Initiative Grant - 2024 FireSmart Community Funding and Supports, provided through UBCM. The funding will be used to build wildfire resilience in the capital region.

RECOMMENDATION

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

Submitted by:	Corey Anderson, Manager Emergency Services
Concurrence:	Don Elliott, BA, MUP, Acting General Manager, Planning & Protective Services
Concurrence:	Alicia Fraser, P. Eng., Acting Chief Administrative Officer

ATTACHMENT

Appendix A: Approval Letter



June 27, 2024

Corey Anderson, Manager, Emergency Programs
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6

Reference: LGPS-10828

Re: 2024 CRI FireSmart Community Funding and Supports Allocation-based Approval Agreement and Terms of Conditions of Funding

Dear Mr. Anderson,

Thank you for submitting an allocation-based funding request under the Community Resiliency Investment program for 2024 FireSmart Community Funding and Supports funding.

I am pleased to inform you that your regional project, *2024 CRI FireSmart*, including three Electoral Areas (Juan de Fuca, Salt Spring Island and the Southern Gulf Islands) has been recommended for allocation-based funding. A grant in the amount of \$700,000.00 has now been approved (up to \$350,000.00 per year to a maximum of two years).

As outlined in the Program & Application Guide, an initial payment in the amount of \$175,000.00 or twenty-five per cent (25%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

Eligible fuel management activities within First Nations land or publicly owned land within municipal boundaries or regional district parks must be applied for under the application-based program but are required to be funded with allocation-based funds.

To request additional funds for recipients impacted by the 2023 wildfire, recipients must submit separate application materials. Please refer Table 3 in the Program and Application Guide for Allocation-based funding for additional information.

The Ministry of Forests has provided funding for this program and the general Terms and Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO, Band Manager or designate and returned to UBCM within 30 days;

The Community Resiliency Investment program is funded by the Province of BC

- (2) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist must be completed prior to commencing work. Please contact Tony Botica at the Coastal Fire Centre to schedule this meeting.
- (3) The funding is to be used solely for the purpose of the above-named project and all expenditures must meet eligibility and funding requirements as defined in the Program and Application Guide for Allocation-based Funding (refer to Sections 5 and 6);
- (4) All project activities must be completed within two years of the date of this letter and no later than June 30, 2026;
- (5) Interim reporting, using the Allocation Claims Form, will be required at 12 months for all two-year projects.
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than July 31, 2026. Refer to Attachment 1 for final report requirements;
- (7) Recipients with an acceptable plan that would like to amend/develop a CWRP must contact UBCM before commencing the project. Projects that include an amendment/development of a CWRP must use the 2023 CWRP Template and follow the 2023 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (8) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 4 of the Program and Application Guide for Allocation-based Funding must be met;
- (9) For projects that include a FireSmart project for Culturally Significant Sites and Green Spaces, the requirements identified in Appendix 7 of the Program and Application Guide for Allocation-based Funding must be met and the Checklist for CRI Requirements for Fuel Management Prescription is completed before the assessment is started;
- (10) For projects that include a FireSmart rebate program and mitigation work for Seniors, Elders, people with limited mobility or vulnerable populations, the requirements identified in Appendix 8 of the Program and Application Guide for Allocation-based Funding must be met;
- (11) Local FireSmart Representative training workshops are virtual this year and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (12) FireSmart™ and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands here.

Attachment 1: Interim Reporting and Final Reporting Requirements

Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

Interim Reporting Requirements

Interim Reports

An interim report, using the Allocation Claims Form, will be required at 12 months for all two-year projects.

Refer to Section 8 of the Allocation-based Program and Application Guide for Allocation-based Funding for complete interim reporting requirements.

Final Report Requirements

Applicants are required to submit an electronic copy of the complete final report, as outlined below:

Required Final Report Contents and Related Attachments	
Required Submissions	Allocation Request form and Related Attachments (as required)
FireSmart Activities	<ul style="list-style-type: none">• Refer to Allocation Claims/Final Report Form
CWRP Updates	<ul style="list-style-type: none">• Copy of the amended CWRP• Maps and spatial data as outlined in Appendix 10 of the Program and Application Guide for Allocation-based Funding
Copies, excerpts and/or links to all materials produced with grant funding	
Photos of funded activities and/or completed projects and links to media directly related to the funded project	

Submission of Interim and Final Reports

Interim and final reports should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Union of BC Municipalities through cri@ubcm.ca.

Please review the attached FireSmart BC Information Sheet. It is expected that recipients will make use of available and free FireSmart Resources which can be found at FireSmartBC.ca or by reaching out to info@firesmartbc.ca

Please note that descriptive information regarding successful recipients will be posted on the UBCM and/or provincial government websites, and all interim, progress and/or final report materials will be made available to the provincial government.

I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact Community Resilience Investment at 604-270-8226 ext. 220 or cri@ubcm.ca.

Sincerely,



Rebecca Bishop, Program Officer

Cc: Jolette Schenk, Electoral Area Emergency Services Coordinator
Ted Robbins, CAO

Reference: LGPS-10828

Approval Agreement (to be signed by the CAO, Band Manager, or designate)

I, TED ROBBINS, authorized designate of the **Capital Regional District**, have read and agree to the general Terms and Conditions, requirements for funding under the 2024 FireSmart Community Funding and Supports for Allocation-based funding and the reporting requirements (Attachment 1).

 CAO
Signature, Title

July 18, 2024
Date

An original or certified digital signature is required

Please return a scanned copy of the signed Approval Agreement within 30 days to cri@ubcm.ca

Local Government Program Services

General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval agreement.

1. Definitions

Approved Applicant: In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations or other eligible applicants. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

Approved Partner(s): Organizations that contribute directly to the approved project and are identified in the application. This may include boards of education, health authorities, First Nations or Indigenous organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

Approved Project: The activities described in the application and budget and approved by UBCM.

Cash Expenditures: Direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

Community Contribution: Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

In-Kind Expenditures: The use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

2. Eligible & Ineligible Expenditures

Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

3. Grant Management & Applicant Responsibilities

Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Cash and in-kind expenditures or matching funds (when required)
- Project purpose, goals, outcomes or milestones
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted approval for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 11, 2024**

SUBJECT **Establishment of Electoral Area Services Department**

ISSUE SUMMARY

To seek authority to establish a new Electoral Area Services department overseen by a new General Manager position.

BACKGROUND

The Capital Region District (CRD) is the local government for three electoral areas in the capital region, namely Juan de Fuca, Salt Spring Island, and the Southern Gulf Islands. It provides a range of services to these three unincorporated areas depending upon the community needs of each electoral area.

Currently, the three electoral areas operate under a decentralized administrative and operational model, resulting in varying levels of resources. Each electoral area is overseen by a distinct Senior Manager who reports to a different General Manager or the Chief Administrative Officer (CAO). These areas also utilize the expertise and resources of various operational departments as needed, particularly for the management and operation of local services such as utilities. Across the three electoral areas, there are 31 local service committees and commissions, including the Local Community Commission on Salt Spring Island, all administered by different management teams from various departments.

The current model faces several issues highlighted by the staff that can't practically be resolved without structural changes.

There is no consistent framework for handling queries or assessing service levels and resources. Each General Manager and Senior Manager independently decides based on the electoral area Director's priorities and their department's capacity, leading to difficulty in operational and political prioritization of initiatives, even at the executive level.

Secondly, there's an increasing gap in unallocated costs as resources are pulled from corporate and operational departments without consistency in cross-charges or cost recovery.

Lastly, electoral areas could gain from more reliable local government support, such as coordination with other agencies, legislative analysis, and solutions for service gaps and missing links in governance.

To improve services in electoral areas, staff recommend forming a new Electoral Area Services department led by a General Manager. This department will consolidate existing services, with current Senior Managers in each area reporting to the new General Manager, who will join the Executive Leadership Team. It's recommended that the new General Manager be appointed as a CRD Officer and that CRD Bylaw 3343 be updated. The CAO must obtain Board approval to establish this new department.

ALTERNATIVES

Alternative 1

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

1. That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025 provisional budget and service plans; and
2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006), Schedule A, to incorporate this General Manager position.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

The new Electoral Area Services department will enhance service delivery by:

1. Increasing coordination, integration, and efficiency of service delivery to better meet legislative requirements and corporate policies.
2. Improving collaboration across internal support service delivery teams, and optimizing and, where possible, standardizing service levels for similar activities across the electoral areas.
3. Creating a structure that allows the General Manager to identify opportunities to leverage common solutions and approaches across electoral areas, enabling staff to enhance service delivery in a cost-effective or cost-neutral manner.
4. Through the General Manager, offering a consistent community interface with the CRD that respects local identity and community connection, and providing a consistent interface for Electoral Area Directors.

A comprehensive list of services that will be consolidated in the Electoral Area Services department, as well as any excluded services, has been provided in Appendix A.

At a high level, the list of services in scope includes:

- Administration – including granting for organizations contributing to the interests of the electoral areas¹
- Building Inspection
- Community parks and recreation programs
- Contribution Services – provision of services or annual contributions to third-party organizations, including library, health, and arts services
- Water supply – conveyance, storage and distribution systems including operations and capital projects²
- Sewage collection and management – operations and capital projects²

¹ These granting activities are supported by Financial Services functions that will remain the responsibility of that division.

² Water and sewage services are supported by Integrated Water Services (IWS), including engineering support; the transition of responsibilities will happen gradually with some continued support from IWS in the short term.

Furthermore, local services tailored to specific communities will be reassigned to the new Electoral Area Services department. This encompasses various functions such as land use planning in Juan de Fuca (handled by Islands Trust for the Southern Gulf Islands and Salt Spring Island), the promotion and support of economic development initiatives for the Southern Gulf Islands, and the provision of support services under the jurisdiction of the Salt Spring Island Local Community Commission, including assistance to the Commission.

Electoral Area fire and emergency services have been excluded because they are closely linked with regional services, and separating them would lead to increasing operational complexity. Future considerations will include the possibility of integrating these services, taking into account any service and financial impacts as the department continues to develop.

The current service levels and their funding structure will remain unchanged for the time being. Any potential enhancements identified by the new General Manager in collaboration with the Senior Managers, which affect resources, will require approval from the Electoral Areas Committee and the CRD Board, following standard protocols.

Benefits analysis

Staff have conducted an initial analysis and identified several efficiency opportunities through consolidating functions and enhancing collaborations among key electoral area staff. These will be discussed with the new General Manager. For instance, there are opportunities for improvements in administrative tasks such as coordinating approvals, using common templates, managing grant applications, and joint procurement. Additionally, they may optimize service levels in areas such as community parks and share staff expertise and resources.

The new General Manager will look into standardizing meeting management and potentially consolidating local service area commissions. This could save time and effort, allowing key personnel to focus on operational tasks.

The General Manager will improve the consistency of financial reporting, overseeing 75 service budgets and 38 capital plans, and address cost recovery gaps. They will also improve community communications and coordination with third parties, advocating for electoral areas. This will allow existing General Managers and the CAO to handle more responsibilities related to new or expanded corporate functions as outlined in the reorganization plan, CRD Evolves 2024-2025.

To ensure seamless standard setting, optimization, and balancing of services, it is crucial that all three electoral areas take part in the proposed departmental structure.

Financial Implications

For context, the total value of the 2024 Final Operating and Capital budgets associated with the electoral areas³ is as follows:

	Operating	Capital
Juan de Fuca	\$2.8M	\$1.9M
Salt Spring Island	\$11.2M	\$7.7M
Southern Gulf Islands	\$5.6M	\$6.8M
Joint Electoral Areas	\$2.4M	\$0.2M
Total	\$22.0M	\$16.5M

The Electoral Area Services department is scheduled to start in Q3 2025 and will be led by a General Manager with one administrative support, adding two full-time employees. Recruitment for the General Manager begins by Q1 2025, involving the CAO, Electoral Area Directors, the Board Chair/Vice Chair and other Directors as determined by the Board. The General Manager will lead administration and service delivery in electoral areas and join the Executive Leadership Team, participating in corporate-level discussions. The department's (two new positions) funding will come from requisition: 30% from Regional Legislative and General Services, and 70% from the three Electoral Areas based on converted assessment.

Table 1 summarizes the high-level estimation of the expenditure for staffing and overhead with funding split between regional and electoral areas.

Table 1: Five Year Estimated Requisition Impact – Regional and Joint EAs

	2025	2026	2027	2028	2029
Regional (30%)	\$74,998	\$137,512	\$141,323	\$145,237	\$149,257
Joint Electoral Area (70%)	\$174,997	\$320,863	\$329,753	\$338,886	\$348,267
Total	\$249,995	\$458,375	\$471,076	\$484,123	\$497,524

Table 2 outlines the estimated requisition impact for each electoral area using 2024 converted assessment value for cost apportionment.

Table 2: Electoral Area Requisition Impact by Cost Apportionment

		2025	2026	2027	2028	2029
Juan de Fuca	23%	\$40,045	\$73,425	\$75,459	\$77,549	\$79,696
Salt Spring Island	43%	\$75,282	\$138,033	\$141,857	\$145,786	\$149,822
Southern Gulf Islands	34%	\$59,669	\$109,405	\$112,437	\$115,551	\$118,749
Total	100%	\$174,997	\$320,863	\$329,753	\$338,886	\$348,267

³ Excluding Fire and Emergency Services, as listed in Appendix A.

Table 3 shows the incremental effect of creating the department in 2025 on the 2024 final requisition for each electoral area, based on the 2024 assessment value. The total 2024 final requisition includes regional, sub-regional, joint electoral area, individual electoral area services, and the Capital Regional Hospital District, but excludes local-specified services.

Table 3: 2025 Incremental Requisition Impact over 2024 Final (full cost realized in 2026)

	2024 Final		2025 Incremental		+% Incremental	
	\$	Cost/Avg HH	\$	Cost/Avg HH	\$	Cost/Avg HH
Juan de Fuca	2.9M	\$703	\$40,045	\$10	1.4%	1.4%
Salt Spring Island	8.1M	\$1,238	\$75,282	\$11	0.9%	0.9%
Southern Gulf Islands	3.9M	\$569	\$59,669	\$9	1.5%	1.6%

Alignment with Board & Corporate Priorities

The electoral areas' unique needs were considered in creating the 2023-2026 CRD Board Priorities and Corporate Plan. A strategic process with Electoral Area Directors unified local service initiatives under "Local Government" in the Corporate Plan. The new General Manager will advance this initiative and report on progress.

Alignment with Existing Plans & Strategies

The CRD's CAO, Chief Financial Officer and General Managers are all Officers of the CRD, as designated by CRD Bylaw. Designating this new General Manager as an Officer would be consistent with other CRD General Manager positions.

CONCLUSION

The CRD governs three electoral areas in the capital region. Staff recommend creating an Electoral Area Services Department, combining most services under a new General Manager to tackle challenges and improve services. This change will be included in the 2025 provisional budget and take effect in Q3 of 2025, subject to Board approval.

RECOMMENDATION

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

1. That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025 provisional budget and service plans; and
2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006), Schedule A, to incorporate this General Manager position.

Submitted by:	Fran Delgadillo Lopez, Manager, Strategic Planning
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Electoral Area Services List

CAPITAL REGIONAL DISTRICT				Appendix A		
ELECTORAL AREA SERVICES LIST (INCLUDING SERVICE PARTICIPATION)						
				ELECTORAL AREAS		
				JUAN DE FUCA SALT SPRING ISLAND SOUTHERN GULF ISLANDS		
		Service	Description			
JOINT SERVICES	GENERAL	1.103	Elections	✓	✓	✓
		1.104	U.B.C.M.	✓	✓	✓
	PROTECTIVE SERVICES	1.318	Building Inspection	✓	✓	✓
		1.320	Noise Control	✓	✓	✓
		1.322	Nuisances & Unsightly Premises	✓	✓	✓
		1.369	Electoral Area Fire Services - Coordination	✓		✓
		1.372	Electoral Area Emergency Program	✓	✓	✓
AL SERVICES	GENERAL	1.109	Electoral Area Admin Exp - JDF	✓		
		1.110	Electoral Area Admin Exp - SGI			✓
		1.111	Electoral Area Admin Exp - SSI		✓	
		1.114	Electoral Area Grants in Aid - JDF	✓		
		1.116	Electoral Area Grants in Aid - SSI		✓	
		1.117	Electoral Area Grants in Aid - SGI			✓
		1.227	Saturna Island Medical Clinic			✓
		1.228	Galiano Health Service			✓
		1.229	Pender Islands Health Care Centre			✓
	PROTECTIVE SERVICES	1.314	Electoral Area House Numbering - SGI			✓
		1.316	Electoral Area House Numbering - SSI		✓	
		1.317	Electoral Area House Numbering - JDF	✓		
		1.319	Soil Deposit Removal	✓		
		1.340	JDF Livestock Injury Compensation	✓		
		1.341	SGI Livestock Injury Compensation			✓
		1.342	SSI Livestock Injury Compensation		✓	
		1.350	Willis Point Fire Protection	✓		
		1.352	South Galiano Fire Protection			✓
		1.353	Otter Point Fire Protection	✓		
		1.354	Malahat Fire Protection	✓		
		1.355	Durrance Road Fire Protection	✓		
		1.356	Pender Fire Protection			✓
		1.357	East Sooke Fire Protection	✓		
		1.358	Port Renfrew Fire Protection	✓		
		1.359	North Galiano Fire Protection			✓
		1.360	Shirley Fire Protection	✓		
		1.363	Saturna Is Fire Protection			✓
		1.370	Electoral Area Emergency Program - JDF	✓		
		1.371	Electoral Area Emergency Program - SSI		✓	
		1.373	Electoral Area Emergency Program - SGI			✓
		1.377	JDF Search and Rescue	✓		
		1.378	SSI Search and Rescue		✓	
		1.923	Emergency Comm - CREST - SGI			✓
		1.924	Emergency Comm - CREST - JDF	✓		
		1.925	Emergency Comm - CREST - SSI		✓	
	PARKS & RECREATION	1.405	JDF Community Parks	✓		
		1.408	JDF Community Recreation	✓		
		1.455	SSI Community Parks		✓	
		1.458	SSI Community Recreation		✓	
		1.459	SSI Pool, Park, Land & Rec Prog		✓	
		1.465	Saturna Is Community Parks			✓
		1.468	Saturna Is Community Recreation			✓
		1.475	Mayne Is Community Parks			✓
		1.476	Mayne Is Community Parks - Donations			✓
		1.478	Mayne Is Community Rec			✓

1001		1.485	Pender Is Community Parks			✓
		1.488	N & S Pender Community Rec			✓
		1.495	Galiano Is Community Parks			✓
		1.498	Galiano Community Recreation			✓
	PLANNING	1.124	SSI Economic Development Commission		✓	
		1.125	SGI Economic Development Commission			✓
		1.325	Electoral Area Services - Planning	✓		
	SOLID WASTE	1.523	Port Renfrew Refuse Disposal	✓		
	CULTURE	1.119	Vancouver Island Regional Library	✓		
		1.129	Vancouver Island Regional Library - Debt	✓		
		1.133	Langford E.A. - Greater Victoria Public Library	✓		
		1.137	Galiano Community Building			✓
		1.138	Electoral Area - Public Library (SGI)			✓
		1.141	Electoral Area - Public Library (SSI)		✓	
		1.299	Salt Spring Island Arts		✓	
	WASTEWATER	1.533	Stormwater Quality Management - SGI			✓
		1.535	Stormwater Quality Management - SSI		✓	
		3.705	S.S.I. Septage/Composting		✓	
		3.810	Ganges Sewer		✓	
		3.820	Maliview Estates Sewer System		✓	
		3.830	Magic Lake Estates Sewer System			✓
		3.850	Port Renfrew Sewer	✓		
	DRINKING WATER	2.620	SSI Highland Water System - Debt		✓	
		2.621	Highland / Fernwood Water - SSI		✓	
		2.622	Cedars of Tuam		✓	
		2.624	Beddis Water		✓	
		2.626	Fulford Water		✓	
		2.628	Cedar Lane Water		✓	
		2.630	Magic Lakes Estate Water System			✓
		2.640	Saturna Island Water System			✓
		2.642	Skana Water			✓
		2.650	Port Renfrew Water	✓		
		2.660	Fernwood Water - Debt		✓	
		2.665	Sticks Allison Water			✓
		2.667	Surfside Park Estates Water			✓
		2.691	Wilderness Mountain Water	✓		
	TRANSPORTATION	1.235	SGI Small Craft Harbour Facilities			✓
		1.236	Salt Spring Island Fernwood Dock		✓	
		1.238A	Community Transit (SSI)		✓	
		1.238B	Community Transportation (SSI)		✓	
	OTHER	1.170	Gossip Island Electric Power Supply			✓
		1.232	Port Renfrew Street Lighting	✓		
		1.234	Salt Spring Island Street Lighting		✓	

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

06 June 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

Present: Commissioners Charlene Dishaw (Chair), Murray Scadeng, Barry New, Keith Erickson (EP), Jim Henshall.

Regrets: Commissioner Cathy Clinton, Gerald Longson, Paul Brent, Andrew Simon.

Staff: Emma Davis (Galiano Liaison CRD, Recording)

EP=Electronic Participation

1. CALL TO ORDER & LAND ACKNOWLEDGEMENT

Call to order at 9:04 a.m.

Commission Chair Dishaw provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Clinton Seconded by Commissioner New that the 06 June 2024 agenda be approved as amended to include 6.8 Master Plan, **CARRIED**.

3. ADOPTION OF MINUTES

MOVED by Commissioner Henshall, Seconded by Commissioner Scadeng that the 02 May 2024 minutes be approved as amended. **CARRIED**.

4. DELEGATIONS

None.

5. CHAIR'S REPORT

Upcoming meeting for new commissioners (though all are welcome) TBA in July.

6. ADMINISTRATION REPORTS

6.1 Maintenance Contractor's Report: Circulated prior to the meeting.

6.2 Parks, Trails and Shore Access Report: Concerns were expressed about the level of maintenance of the trails and shore accesses.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

06 June 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

ACTION: Commissioner Dishaw will meet with the Maintenance Contractor.

Bench request has come in from Colleen Doty in honour of Allan Doty. Bench and plaque have been ordered. Bench will go at the end of Linklater – Shore Access 61.

Charlene has spoken with Shea Morgan re Morning Beach trees. Dead trees have been cut. Tall trees are still waiting for spiraling.

Contractor Carrothers is developing a proposal for Zuker's trail.

MOVED by Commissioner Dishaw, Seconded by Commissioner Henshaw, that CRD contact MOTI to request that there be a physical barrier at Murcheson Creek to separate pedestrians from road traffic and to reconnect the Sturdies Bay Trail. **CARRIED.**

Discussion regarding invasive removal and the amount of work to do, and a possible Operations Plan down the line.

ACTION: Master Planning Committee to address invasives in the Master Plan.

6.3 Recreation Report:

MOVED by Commissioner Dishaw, seconded by New that the 2024-2025 Recreation Grants be distributed as per discussion and circulated spreadsheet to the total of \$41,237. **CARRIED.**

ACTION: Recording Secretary will send out the confirmation emails and reporting forms to successful applicants.

ACTION: Commissioner Scadeng will submit cheque requests to the CRD.

6.4 Volunteer Report: No report. June 6 is Make A Difference Day. Volunteers will remove invasives at Zuker. Our volunteers have been invited to join in.

6.5 Betty's Place Operations Subcommittee Report: The kitchen drain was plugged, but is now draining. Galiano Excavating can put in a french drain but not until the wet season. The whole system would need upgrading if the house was to be used as a public facility. Almost all the tanks are full. Garden Club Galivant at Betty's house made some money from door donations and book sale. \$133.70 total proceeds from the day.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

06 June 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

ACTION: Commissioner Dishaw will reach out to plan a yard sale over the next few months.

6.6 Betty's Place Master Planning Subcommittee:

Discussion about how to better solicit feedback from the public.

ACTION: Commissioner Dishaw will make MP Subcommittee minutes available to all commissioners. Reminder that meetings are held 2nd Thurs of the month at the library.

6.7 Treasurer's Report

Circulated prior to the meeting. Matthew's Point costing requires more work. Discussion about the timing of the meetings with the timing of the CRD reporting schedule.

MOVED by Commissioner Henshaw, seconded by Commissioner New, to accept the June 2024 Treasurer's report as circulated. **CARRIED.**

6.8 Master Plan

Discussion about the Master Planning process.

ACTION: Commissioner Dishaw will convene another Master Planning Committee meeting to discuss next steps.

7. UPDATE STATUS OF CAPITAL PROJECTS

7.1 Silú Park Completion: Opening slated for fall 2024.

7.2 Zuker Georgeson Bay Access Restoration: Commissioner Erickson gave an update. Deanna Shrimpton from UVIC will have an update for the Commission soon. Justine Georgeson will speak with her family about appropriate signage and come back with a proposal for the Commission.

ACTION: Commissioner Erickson will meet with Jim to discuss a proposed site for the sign or bench.

8. New Business

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

06 June 2024 at 9:00 a.m.

1290 Sturdies Bay Road/Zoom

8.1 Promotional banner: Commissioner Dishaw to look into costing out a banner or a tablecloth.

8.2 Beach Clean Up: Discussion about which trails will be part of this pilot project of monitoring and collecting debris.

8.3 Active Page ideas: Commissioners to please send ideas to Commissioner Dishaw.

8.4 Summer Picnic: August 1 at Chair Dishaws home after the monthly meeting.

8.5 Ready Step Roll: GIPRC to be invited to the fall walkabout.

9. **Next Meeting:**

9:00 A.M. Thursday July 04, 2024.

10. **Adjournment at 11:08 a.m.**

Approved at the 04 July 2024 meeting:



CHAIR

(signature block)

COMMITTEE CLERK

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

04 July 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

Present: Commissioners Charlene Dishaw (Chair), Murray Scadeng, Barry New, Keith Erickson, Cathy Clinton, Paul Brent(EP).

Regrets: Commissioners Gerald Longson, Andrew Simon, Jim Henshall.

Staff: Lori Seay (Recording) Emma Davis(CRD Liaison)

EP=Electronic Participation

1. **CALL TO ORDER & LAND ACKNOWLEDGEMENT**

Call to order at 9:05 a.m. Commission Chair Dishaw provided a territorial acknowledgement.

2. **APPROVAL OF AGENDA**

MOVED by Commissioner Clinton, Seconded by Commissioner Scading that the 04 July 2024 agenda be approved as amended. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOVED by Commissioner Clinton, Seconded by Commissioner New that the 06 June 2024 minutes be approved as circulated. **CARRIED.**

4. **DELEGATIONS:** None.

5. **CHAIR'S REPORT**

Chair invited Commissioners to connect for a coffee for continued orientation. GIPRC summer potluck lunch will follow the August meeting at the Chair's home. Commissioners Simon, Longson and Dishaw will finish terms in 2025. GIPRC banner in development. Engagement materials for Betty's Place will be developed in advance of the GIPRC table at the Lion' Fiesta in August.

6. **ADMINISTRATION REPORTS**

6.1 Maintenance Contractor's Report: No report recieved.

6.2 Parks, Trails and Shore Access Report: Plaque for Doty memorial bench has arrived. Silu signs and pamphlet holders have been installed. Contractor Carrothers is developing a proposal for Zuker. Michael and Jim are exploring Sturdies Bay Trail improvements in collaboration with local roads contractors.

ACTION: Chair will pick up Doty plaque from GIPRC mail. Chair will add "Invasives Management" to the Master Planning agenda. Commissioner Erickson will develop an RFP for invasives inventory.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

04 July 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

6.3 Recreation Report: Grant cheques have been issued by the CRD.

6.4 Volunteer Report: Stewards will be encouraged to provide feedback to the Volunteer Coordinator following site visits.

ACTION: Commissioner Clinton will write a July message to stewards and forward to Lori for circulation with the June maintenance report.

6.5 Betty's Place Operations Subcommittee Report: Increasing gray water collection is in place. Irrigation pool will be decommissioned. Deer are getting in - gate has been left open on occasion. Tenants have installed a small vegetable garden. Renee MacDonald, John Ronsley and Allan Forget are volunteering to monitor Betty's Place. Securing a gardener is the next action item.

ACTION: Commissioner Dishaw will follow up with Justine Starke at CRD regarding garden contract support.

6.6 Betty's Place Master Planning Subcommittee:

Master Planning committee met last month. The biophysical report has been received, noting high ecological value of the site with old growth and many red-listed plants on site. The Covenant was reviewed and allows for broad use of the building itself.

ACTION: Chair Dishaw will convene a meeting of the Betty's Place Operations Committee. Chair Dishaw will circulate the biophysical report to the Commission.

6.7 Treasurer's Report

Circulated prior to the meeting. Budget funds are available for invasives management.

MOVED by Commissioner Scadeng, seconded by Commissioner Clinton, to accept the July 2024 Treasurer's report as circulated. **CARRIED.**

6.8 GIPRC Master Planning 2025-2030: Commissioners Dishaw, Erickson, Scading and Clinton are leading development of a draft Master Plan.

ACTION: Commissioner Dishaw will convene another GIPRC Master Planning Committee meeting to discuss next steps.

7. UPDATE STATUS OF CAPITAL PROJECTS

7.1 Silú Park Completion: Information signage has been erected. A quote for trail signage is being sought.

GALIANO ISLAND PARKS AND RECREATION COMMISSION Meeting Minutes

04 July 2024 at 9:00 a.m.
1290 Sturdies Bay Road/Zoom

ACTION: Commissioner Longson will send a signage summary to Commissioner Scadeng for a possible quote.

7.2 Zuker Georgeson Bay Access Restoration: Commissioner Erickson gave an update. UVIC student recruitment is underway with Commissioner Simon. Permission has been granted by the neighbour for students to remove spurge laurel near the site. Jeannine Georgeson will provide additional cultural support for site naming and signage. Maples are being assessed for trimming.

8. New Business

Document Storage: Thumb drives with GIPRC historical documents have been provided to new Commissioners. Lori will create a new cloud based drive to Increase access

ACTION: Lori will set up cloud based GIPRC drive and circulate the link.

9. Next Meeting:

9:00 A.M. Thursday August 01 2024. 12:30 Summer potluck lunch to follow.

10. Unaddressed Thoughts and Concerns: None

11. Adjournment at 10:45 a.m.

Approved at the 01 Aug. 2024 GIPRC Meeting:



CHAIR

(signature block)

COMMITTEE CLERK



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

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

Date/Time: June 13, 2024

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

Absent: Debra Bell, (Chair)
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We acknowledge we are meeting on the traditional territory of the Coast Salish people and thank them for their stewardship of these beautiful islands.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of May 9, 2024

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that the minutes of May 9, 2024 be approved as presented.

CARRIED

4. Vice-Chair's Remarks

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period May 1 - 31, 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 May 1 -31, 2024 be approved as presented.

CARRIED

5.1.2. Finance Report

A report was received with the agenda.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

a) Calendar items for the month of June include:

- update asset list;
- Dave Bentham Award;
- volunteer barbecue plans; and
- Canada Day Celebration.
- The Capital Plan budget preparation and the recreational applications are due for August.

b) T-shirts

Samples, graphics, costs and volume were reviewed. Japanese Garden volunteers will be asked for sizes.

c) CRD flag policy

Commissioner Euper provided a report about the CRD Flag Protocol.

5.2.2. Health and Safety Concerns

Nothing to report.

5.2.3. Events

A report was received with the agenda

5.2.4. Monitoring local information affecting MIPRC

Nothing to report

5.3. Committees

5.3.1. Fitness Track and draft Motion

A report was received with the agenda.

MOVED by Commissioner Kilpatrick, and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve an expenditure of up to \$5,000 to pay for shipping as related to fitness equipment for the Dinner Bay fitness trail.

CARRIED

5.3.2. Sanitation

Nothing to report

Mayne Island Parks and Recreation Commission

Minutes for: June 13, 2024

5.3.3. Recreational Funding

Applications and enquiries are being received. Another social media post inviting applications will be made.

5.4. Parks

5.4.1. Miners Bay

a) Faucets/sink for Miners Bay/ Dinner Bay and draft Motion

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows, that Mayne Island Parks and Recreation Commission approve the expenditure, not to exceed \$2000.00 to CMG Services for the purchase and installation of plumbing equipment and fixtures for Dinner Bay and Miners Bay washrooms.

CARRIED

The bathroom light fixtures will not be replaced at Miner's Bay.

b) Christmas tree issues

A final price from the electrician for the new Christmas tree GFIC breaker is pending.

5.4.2. Dinner Bay

a) Tractor repair

The tractor will be picked up by CRD. Discussion occurred regarding mowing the baseball field for next Wednesday's game. CRD will be asked about a temporary mower.

b) Softball field 1st baseline – 2nd quote requested

The baseball team will attend the July meeting of MIPRC and it was agreed that this issue should be discussed then.

c) Bouncing teeter-totter / climbing net:

The final net design is expected this week. If the net is accepted, site assembly will be required.

5.4.3. Cotton Park

A report was received with the agenda.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

5.4.5. Trail Network Development

It was reported that there is ongoing work with replacing railings, walkways, etc. A couple of trees will be checked for possible arborist work.

6. Correspondence/Meetings

- 6.1. Email to/from CRD regarding Kippen Road shore access erosion and photos forwarded to MOTI.
- 6.2. Email quote received to replace two faucets and one sink at Miners Bay and one faucet at Dinner Bay.
- 6.3. Email from Mayne Island Collective regarding proposal to improve access to Emma and Felix Jack Park for persons with limited mobility.
- 6.4. Email from Outdoor Recreation Funding of BC grant administrator regarding large number of applications; approximately 15% of applications will be approved.
- 6.5. Email from School District #64 administrator regarding recipients of the Dave Bentham award.
- 6.6. Microsoft Teams meeting with Regroove Solutions representatives and Commissioners Kilpatrick and Bell regarding CRD Workplace Modernization project.
- 6.7. Email from Todd Shannon, Regional Parks regarding updated version of information kiosk at Mt. Parke.
- 6.8. Filed interim report on progress on Seniors Fitness Circuit Project supported by New Horizons for Seniors Program.
- 6.9. Email to/from CRD regarding mountain biking in parks and on trails.

7. New Business

- 7.1. Emma and Felix Jack Park proposal by Mayne Island Collective for improved access.

It was discussed and agreed that MIPRC will reply to the MI Collective providing information and options for their consideration.

- 7.2. CRD Workplace Modernization Project

It was reported that Commissioners Bell and Kilpatrick attended the online meeting with Regroove Solutions as part of CRD Workplace Modernization Project.

- 7.3. Mountain biking in parks and on trails

It was reported that CRD has trail standards for biking on trails in Regional Parks. The trail connecting Wooddale and Glen Echo Roads meets that trail standard. The new map and

Mayne Island Parks and Recreation Commission

Minutes for: June 13, 2024

information panels on Kim Road will show the trail network and will indicate this trail as bike friendly.

7.4. Dave Bentham award; presentation and draft Motion

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve the Dave Bentham honorarium for the recipient in the amount of \$300.

CARRIED

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

9. Rise and Report

10. Meeting Adjournment

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

CARRIED

The meeting ended at 4:15 pm

Original signed by

July 11, 2024

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

ADOPTED



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

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

Date/Time: July 11, 2024

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

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

Guests: Bill Jamieson, Mayne Island Volunteer Firefighter's Association
Amanda Gunn, Mayne Island Softball Club

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We are pleased to offer, on behalf of Mayne Island Parks and Recreation, our thanks to the Coast Salish people for their historic custodianship of these traditional territories on which we meet today.

2. Approval of Agenda

Change: Page 2 of Agenda from June to July

Move: Item 5.2 to after 4:00 pm

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

CARRIED

3. Adoption of Minutes of June 13, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright,
that the minutes of June 13, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell thanked the Parks volunteers who served the ice-cream floats, TruValue Foods for donating the ice-cream and supplies, and Bill Jamieson for providing the opening remarks at the Canada Day celebration. She also commented on the excellent job Commissioners Kilpatrick, Wright and Banelis did installing the fitness equipment at Dinner Bay Park.

5. Presentations

5.1. Mayne Island Volunteer Firefighter's Association

Bill Jamieson, President, Mayne Island Volunteer Firefighter's Association provided comments regarding last year's Halloween fireworks display, including that:

- Possible alternatives were investigated due to noise concerns from the community.
- The display of the consumer grade fireworks occurred beside the fire hall and 350 people attended.
- No negative complaints were received.
- Activities included a bubble machine with laser lights and a pumpkin carving contest. More activities will be planned for next year at the same location.
- The Association will continue the fireworks tradition and again purchase the quieter backyard consumer products.
- The event time will be advertised so that residents are aware.

Discussion occurred regarding the Canada Day celebration and it was reported that a representative of each participating group are involved in the planning for next year.

Discussion occurred regarding the holiday tree and celebration, including that:

- The tree lights can be removed during the summer to avoid degradation and replace bulbs as necessary and the use of zip ties might keep bulbs from drooping low to the ground.
- The electrical panel will be upgraded this year.
- MI firefighters will be responsible for the holiday bonfire.

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report for the period June 1 - 30, 2024 (report attached)

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell, that the Treasurer's report for the period June 1 – 30, 2024 be approved as presented.
CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the recommendation made at the September 14, 2023 meeting that the two Miners Bay washroom monitors be awarded \$200 each in recognition of their volunteer services every six months in 2024 with the first payment in July 2024 and the second payment in December 2024.
CARRIED

Mayne Island Parks and Recreation Commission
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6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- a) CRD vehicle: A request to park a CRD vehicle at Miners Bay Park was discussed and approved. This will be reviewed in six months.
- b) Calendar items: Recreation Grant applications are due July 19th and the Terry Fox Run is upcoming.
- c) T-shirts

MOVED by Commissioner Euper and **SECONDED** by Commissioner Burrows that the Mayne Island Parks and Recreation Commission approve the purchase of commissioner and volunteer t-shirts from MVP Crest and Trophy Products in an amount not to exceed \$900.

CARRIED

- d) Dave Bentham Award Presentation: The award was presented by Commissioner Kilpatrick and the format of this year's event was discussed.
- e) Volunteer BBQ: Invitations, food, beverages and supplies were discussed and agreed upon. The liquor permit will be revisited.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the quote from Josh Pysh dated July 5, 2024 to provide catering services for the Volunteer Appreciation Dinner on August, 7, 2024 and that total expenditures for the event not exceed \$3,000.

CARRIED

- f) New Horizons Grant: MIALS was contacted. Tim Begley created a video which will require edits.
- g) Fitness Track: Matt Taylor will be contacted regarding the availability of material for the track surfacing.
- h) Washrooms: It was reported that an enquiry was made regarding septic and vault toilet pump-outs.
- i) Village Bay Road/Miners Bay Park boundary: No progress has been made on the placement of the boundary rocks possibly due to a busy summer schedule.
- j) Holiday tree lights: A quote for electrical work is expected next week.
- k) Bathroom fixtures: Miners Bay washrooms do not require light fixture replacement and florescent bulbs will be replaced with LEDs at Dinner Bay Park. A new sink and faucets should be installed in August.

1) Playground assessments

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the cost of Bob Downie's registration and completion of the Canadian Certified Playground Inspector courses up to a maximum of \$1,500 and subject to entering into a letter of agreement with the CRD with mutually agreeable terms to be determined. MIPRC will endeavour to have the costs covered by the CRD.

CARRIED

5.2 Mayne Island Softball Club

Amanda Gunn and Tyler Robertson arrived at 4:03 p.m.

Discussed the first base fence, including that:

- The players will supply labour.
- A temporary fence may be put up after archaeological advice is received.
- The quote MIPRC received does not include welding, but does include bolts.
- MIPRC will provide materials.
- Bolting or welding connections will be the responsibility of the ball club.
- The basic quote will be shared with the ball club for their decision on the connections to be used and the club will respond to MIPRC.

Discussed other baseball club issues, including:

- The pitcher's mound needs maintenance when the tractor is available.
- Logs and cinder blocks can be removed from the outfield area to behind the Lions building.
- The team jerseys have MIPRC as a sponsor and the banner will also include the sponsors.
- The need for a home run fence four feet tall was discussed. The ball club members will consider possible options including a temporary fence with post anchors.

6.2.1 Continued

m) Kiosk at Henderson Park: Commissioner Euper will summarize the information that was received.

n) Trees on Plumper Pass: No immediate concerns are apparent regarding a large dead tree halfway up the hill and this issue will be monitored.

6.2.2. Health and Safety Concerns

Bees/wasps at Dinner Bay Park: In response to a concern raised, several people investigated the area. The individual who made the report will identify the exact location when she returns to the island. The wasp nest at the zip-line has been eliminated.

6.2.3. Events

A report was received with the agenda.

Mayne Island Parks and Recreation Commission

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- 6.2.4. Monitoring local information affecting MIPRC
There was nothing reported.

6.3. Committees

- 6.3.1. Fitness Track
Discussed the installation of a sign indicating the equipment should be used by people 13 years and older. The majority of commissioners agreed except for Commissioners Kilpatrick and Wright who were opposed. Signage will be put up nearby the equipment.
- 6.3.2. Recreational Funding
Ten applications were received. Reminders will be sent and another Facebook posting will be made.
- 6.3.3. Technology
A report was received with the agenda.

6.4. Parks

- 6.4.1. Miners Bay
It was reported that:
- Two power outages caused bathroom problems. The library will advise MIPRC of notifications received for planned power outages and Commissioner Burrows will ask that CRD do the same.
 - Weed control of salt, vinegar and dish washing liquid was applied to the gazebo patio.
- 6.4.2. Dinner Bay
- a) Softball field 1st baseline and Motion
- The commission exercised due diligence in obtaining quotes for the fencing.
- MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the quote #S00041 by Mayne Island Metal dated May 1, 2024 for materials to construct the first base line fence at Dinner Bay Park.
- CARRIED**
- b) Bouncing totter/net and Motion
This item was deferred.
- c) Catch basin/culverts
No update provided.
- 6.4.3. Cotton Park
A report was received with the agenda.

Mayne Island Parks and Recreation Commission

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6.4.4. Japanese Memorial Garden

A report was received with the agenda.

- The recent power outage blew circuits causing the loss of the waterfall pump. Commissioner Kilpatrick will look into insurance policy coverage.
- The haiku event was well attended.

6.4.5. Trail Network Development

It was reported that:

- Some upkeep was done such as non-skid materials for boardwalks and railings.
- The lower part of the stairs on Kippen Road beach access will need to be repaired after this year. Commissioner Kilpatrick will make some enquiries with an aluminum provider.
- There was no change in the sinkhole beside the live tree at the beach access. The sinkhole has been reported to CRD including photographs. Someone is dumping yard waste into that area.
- The three vault toilets are stable and Cotton Park's deep tank has doubled in quantity although it is not yet a concern. A 2,000 gallon truck will be sufficient to pump them all out.
- It was stated that some trail guardians have done some exceptional work. Trail guardians will be communicated to directly during the volunteer dinner.

The Fall Fair information table was discussed and attendance was confirmed.

7. Correspondence/Meetings

- 7.1. Email to Mayne Island Collective regarding proposal to improve access to Emma and Felix Jack Park for persons with limited mobility.
 - Further communication will be circulated.
- 7.2. Email from Outdoor Recreation Funding of BC grant administrator advising only 15% of applications approved and MIPRC was not successful this intake.
- 7.3. Email from Taelor Anderson regarding a plaque for the bleachers at the softball field in Dinner Bay Park.
- 7.4. Email from Lee-Ann McKintuck requesting attendance at August 8, 2024 meeting to discuss an off-leash dog park next to the Village Bay ferry terminal.
- 7.5. Emails to/from CRD, Fleet Services regarding repairs required to John Deere tractor.
- 7.6. Emails to/from resident volunteering to assist with maintenance of Sandy Hook pocket park.
- 7.7. Email to/from Mayne Island Agricultural Society regarding booth at the Fall Fair, August 17, 2024.
- 7.8. Email from resident concerning bee/wasp nest at Dinner Bay Park.

8. New Business

8.1. Plaque on bleachers at softball field in Dinner Bay Park.

The request received for a commemorative plaque on the bleachers was discussed including that this would be an exception to the memorial plaque wall policy and grandfathered in given the history received. It was agreed the plaque should be the standard 4" x 6".

8.2. Discussion occurred in response to Lee-Ann McKintuck's email request to make a presentation at the August MIPRC meeting regarding the creation of an off-leash dog park. The proposed dog park would be on BC Ferries property and advice was received from Justine Starke, CRD.

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

10. Rise and Report

11. Meeting Adjournment

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

The meeting adjourned at 5:34 pm

Original signed by

August 8, 2024

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

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

Present: Commissioners: David Osborne (Chair), Sienna Caspar, Heather Michaud, Jamie Ritchie, Larry Field, Rosemary Henry, Lisa Mitchell, Denise Kuzyk (Administrator)

Guest: Katie Dentry, CRD

Regrets: Paul Brent (Elected Representative and acting Treasurer), Keith Preston (Vice-chair),

1. The meeting was called to order at 4.30pm. Territorial Acknowledgement, Quorum and Welcome - Commissioner Caspar provided the Territorial Acknowledgement. Commissioner Osborne noted Quorum as achieved and welcomed the Commissioners and guest.
2. Approval of Agenda: Adopted by consent as amended 7.2 carried forward and replaced by Shore Project, 8.2 Broom Busters Deleted, 8.3 Oyster Catchers Deleted
3. The minutes of March 11, 2024, were approved by consent as circulated.
4. Treasurer's Report: No Report.

5. Chair' Report – referred to as circulated.

5.1 Administrators Report. 2024 Financials with final budget numbers have not yet been received. The March Imprest bank funds were delayed but assurances from the CRD that funds top up are being expedited this week. Permission was confirmed by Commissioners to complete and submit the Cheque Requisitions for the approved RFA's even though the final budget numbers have not yet been received.

6. Funding Request:

1. Megan Riberdy requested an additional \$150.00 to cover extra cost of approved RFA #14 for \$600.00
2. Commission Michaud requested funding up to \$150.00 to cover snacks and beverages for BroomBusters events on April 21, 2024

Motion by Jamie Richie "To approve both funding requests up to \$150.00, if sufficient funds are available in 2024 Recreation Budget" Seconded by Commissioner Mitchell. Approved by consent. Denise will advise when the budget is received.

7. Business Arising from Minutes

7.1 Update on Park Sign. Commissioner Henry brought the John Money Watershed Park sign to show Commissioners. It will be installed at the trail head by C. Henry. It was noted by Katie Dentry that any chainsaw work on trails need to be done by CRD



Making a difference...together

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

certified workers and not the contracted Parks Maintenance worker. It would also be expensed to the Parks Budget.

7.2 Shore project. Approved funding for shore access clean up funding has been put on hold pending more information from the applicant Steve Ford.

8. New Business

8.1 Thompson Park Hole. The hole was reported and partially covered. There was general discussion on cleanup of parks and organizing shore area events. Various ideas to stimulate community involvement and work parties will be organized by Commissioners.

8.2 Shore Access – Connected Coast (Federally sponsored rural internet project). A request for more information regarding shore access and if it affects CRD property was made. Katie Dentry and Commissioner Henry will follow up and advise the Commission.

Adjournment at 6.05pm

Next meeting May 13, 2024



Making a difference...together

Minutes of Saturna Island Parks and Recreation Commission Monday, May 12, 2024, 4:30 PM. Saturna Library, Saturna Island, BC

Present: Present: Commissioners: Keith Preston (Vice Chair), Heather Michaud, Jamie Ritchie, Larry Field, Lisa Mitchell, Rosemary Henry

Regrets: Paul Brent , Sienna Casper, David Osborne (Chair), Denise Kuzyk (Admin)

1. The meeting was called to order at 4:30. Commissioner Preston provided the Territorial Acknowledgement, noted Quorum achieved and welcomed the Commissioners. Quorum of 6
2. Approval of agenda: Adopted by consent.
3. April 8 minutes: Accepted and passed by consent.
4. Treasurer's report. No report.
5. #1. Chair's report: no report.
#2. Administrator's report: shared aloud by Commissioner Preston. Some confusion amongst commissioners about balance. No one in attendance to speak to issue. Asked for clarification at next meeting.
6. Correspondence:
#1 Library wrote to say thank you for the donation for use of library for meetings.
#2. E. Kelch of Parks Canada wrote to say thank you for the use of Winter Cove ball field for their event last weekend. Discussion followed about the broom piles left by Parks Canada from their maintenance work. Chair will ask Parks Canada about the cut broom.
#3. Katie Dentry referred Mayne Recreation Liaison to Commissioner Michaud and regarding the standardization of the grant application for SIPRC grants. Heather and Sienna have been working on the SIPRC form and will connect with Mayne to ensure SIPRC grant questions are included in the standardized form. This standardization is being spearheaded by the CRD.
#4. Request from Landwash Consulting asking about our special event process (forms, formal application, etc.) and is our financial request form standardized? This work is for Pender and Galiano. Chair will contact Katie for more details and reply.
7. Business arising from minutes:
7.1. Shore Project: update To be worked on later in the year - revisit this item in the fall.
7.2. Connected Coast: Vice Chair will connect with Katie for more information
8. New Business
8.1. Taylor Point row hike paddle. Commissioner Henry to contact Hubertus about advertising. Salmon BBQ. September 8 or 15? Commissioner Henry to ask Hubertus to confirm date.
8.2. Trueworthy Strata requesting use of Thomson Park on September 6. Commissioner Preston will reply.
8.3. Shell Beach shore Access. Complaint regarding the last step being too steep. Needs to be remedied. Commissioner Preston will contact Parks Canada for assistance.

8.4. BC Trails Day: Commissioner Michaud introduced BC Parks Trails Day - June 1st. 1pm. Commissioner Henry will organize a meeting at Money Watershed Park for this. Commissioner Michaud will notify BC Parks.

8.5. Art and Fungi Walk proposal by Commissioner Michaud. Bringing in Willowby Arevalo fungi expert. Heather will bring the proposal together. Keith to check on honorarium.

8.6. Thomson Park work party. Lisa reviewed our to-do list. Commissioner Mitchell will gather together a list of tools and supplies needed. Priority to be given to sink hole and wharf. Commissioner Ritchie will talk to Jaques Campbell. Vice Chair will talk to Patrick for some ideas about sink hole. Date for work party will be determined at next meeting.

9. Meeting adjourned at 5:45

10. Next meeting on June 10th.



Making a difference...together

Minutes of Saturna Island Parks and Recreation Commission Monday, JUNE 10, 2024, 4:30 PM. Saturna Library, Saturna Island,

Present: Present: Commissioners: Sienna Casper (Acting Chair), Jamie Ritchie, Larry Field, Lisa Mitchell, Rosemary Henry
Regrets: Paul Brent, Keith Preston (Vice Chair), Heather Michaud, David Osborne (Chair), Denise Kuzyk (Admin)

1. The meeting was called to order at 4:30. Commissioner Casper provided the Territorial Acknowledgement, noted Quorum achieved and welcomed the Commissioners. Quorum of 5
 2. Approval of agenda: Adopted by consent.
 3. May 12 minutes: Accepted and passed by consent.
 4. Treasurer's report. No report. Request to Denise that monthly financial report be sent to all commissioners prior to meeting.
 5. Chair's report: Defer to old business as it comes up.
 6. Administrator's report (Denise absent)
 - From Chair's Notes: Residual funds in recreation program funding - same as last month (\$1078.42 - inserted by me).
 - The Imprest account is currently \$2000. The May financials are not yet available.
 7. Old Business
 - 7.1 BC Trails Day Report-back (Commissioner Henry) – no attendees at BC Trails Day. Qn for Commissioner Brent: where is boundary of John Money park?
 - 7.2 Art and Fungi Walk update (Commissioner Michaud) tabled.
 - 7.3a Shell Beach Access Steps (Commissioner Preston notes) - no response yet from the relevant Parks Canada person.
 - 7.3b Winter Cove Broom (Commissioner Preston notes) - was cut by a local resident who was asked to stop. PC trying to figure out disposal. No plans for general broom removal. Closed.
 - 7.4 Connected Coast (Commissioner Preston notes) – communication with Katie Dentry indicates no CRD involvement. Closed.
 - 7.5 Adopt-a-trail (Commissioner Caspar)- rename as Shore Access Guardian. Commissioners to review Guardian document for next meeting. Need program statement and budget allocation.
 - 7.6 Shore Access Cleanup (Commissioner Preston's notes) - We were going to table this until later in the year but Steve and Alice have been in touch again about it. Not sure what to do. It might fit with our Shore Access Guardian initiative. Commissioner Preston to inform them that we are in process of implementing program.
 - 7.7 Thomson Park (Commissioner Mitchell) - Jamie to contact Campbell Farm re: dock. Sinkhole flagged. Repair tools and materials to be stored in the White House.
 - 7.8 Salmon BBQ (Commissioner Henry) – confirming Hubertus for Sunday Sept 8
 - 7.9 New RFA form (Commissioner Caspar) – Commissioner Caspar to make suggested amendments and to be recirculated to SIPRC.
 - 7.10 Pickleball Outhouse (Commissioner Caspar) – requests an update from CRD Main Office about siting the EnviroLoo
 8. New Business
 - 8.1 Nature Trust Presentation – June 25
 - 8.2 Movies in the Park – no dates confirmed yet, but Barb Ropars has confirmed AA's hydro
 - 8.3 Camping at the Ball Field – Commissioner Preston confirmed with Barb Ropars
 - 8.4 Equipment Cover at the Ball Field - confirmed
 - 8.5 Community Immunity Garden (Commissioner Michaud) – Heather to take this over
 - 8.6 SeaStar Bioblitz Request – Robyn needs to submit supplemental application request.
 - 8.7 Falling CRD trees (Commissioner Brent) – tabled.
 9. IN CAMERA SESSION?
 10. Next Meeting - July 8, 2024
 11. Adjournment at 6 pm
-