

Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, February 12, 2025

10:00 AM

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

P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (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. [25-0082](#) Minutes of the December 11, 2024 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting December 11, 2024 be adopted as circulated.

Attachments: [Minutes - December 11, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD 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. [25-0032](#) 2025 Electoral Areas Committee Terms of Reference

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

Attachments: [Staff Report: 2025 Electoral Areas Committee TOR](#)
 [Appendix A: 2025 EAC TOR - Approved Jan 8, 2025](#)
 [Appendix B: 2025 EAC Terms of Reference - Redlined](#)

6.2. [25-0091](#) Union of British Columbia Municipalities Emergency Support Services
Equipment and Training Grant 2025 - Motion of Support

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant for 2025; and
2. That Edward Robbins, Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate, and execute agreements with the Union of British Columbia Municipalities and receive funds through the Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant and do all things incidental to finalize such agreements and deliver the program.
(NWA)

Attachments: [Staff Report: UBCM CEPF ESS Training Grant 2025](#)
 [Appendix A: CEPF ESS Equip't & Training Grant 2025 App'n Form](#)

6.3. [24-1376](#) Bylaw No. 4654: CRD Ticket Information Authorization Bylaw, 1990,
Amendment Bylaw No. 82, 2025 and Bylaw No. 4656: Water
Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025

Recommendation: 1. That Bylaw No. 4654, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025", be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4654 be adopted;
(NWA)
3. That Bylaw No. 4656, "Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025", be introduced and read a first, second, and third time; and
(NWA)
4. That Bylaw No. 4656 be adopted.
(NWA)

Attachments: [Staff Report: Bylaws No. 4654 & 4656](#)
 [Appendix A: Bylaw No. 4654](#)
 [Appendix B: Bylaw No. 4656](#)
 [Appendix C: Bylaw No. 1792 Consolidated \(to 4656\) - DRAFT](#)

- 6.4. [25-0080](#) Bylaw No. 4435: Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025 and Bylaw No. 4672: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 83, 2025

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

1. That Bylaw No. 4435, "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025" be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4435 be forwarded to the Ministry of Environment and Parks for Ministerial approval prior to adoption;
(NWA)
3. That Bylaw No. 4672, "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 83, 2025" be introduced and read a first, second, and third time; and
(NWA)
4. That Bylaw No. 4672 be returned with Bylaw No. 4435 for adoption.
(NWA)

Attachments: [Staff Report: Bylaw No. 4435 JdF Soil Removal & 4672 Ticket Info Auth.](#)
[Appendix A: Proposed Bylaw No. 4435](#)
[Appendix B: Bylaw No. 4672](#)
[Appendix C: Bylaw No. 3941](#)

- 6.5. [25-0031](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of November 27, 2024
- b) Mayne Island Parks and Recreation Commission minutes of November 14, 2024
- c) Mayne Island Parks and Recreation Commission minutes of December 12, 2024
- d) North Galiano Fire Protection and Emergency Response Service Commission minutes of January 21, 2024
- e) North Galiano Fire Protection and Emergency Response Service Commission minutes of March 17, 2024
- f) North Galiano Fire Protection and Emergency Response Service Commission minutes of May 17, 2024
- g) North Galiano Fire Protection and Emergency Response Service Commission minutes of June 21, 2024
- h) North Galiano Fire Protection and Emergency Response Service Commission minutes of October 20, 2024
- i) Otter Point Volunteer Fire Department Annual General Meeting minutes of November 13, 2024
- j) Pender Island Parks and Recreation Commission minutes of December 2, 2024
- k) Saturna Island Parks and Recreation Commission minutes of October 20, 2024
- l) Saturna Island Parks and Recreation Commission minutes of November 6, 2024
- m) Willis Point Fire Protection and Recreation Facilities Commission minutes of November 3, 2024
- n) Willis Point Fire Protection and Recreation Facilities Commission minutes of November 26, 2024

Attachments: [Minutes: E. Sooke Fire Prot'n & Emerg Response Svc Commiss-Nov 27/24](#)
[Minutes: Mayne Island Parks & Rec Commiss-Nov 14/24](#)
[Minutes: Mayne Island Parks & Rec Commiss-Dec 12/24](#)
[Minutes: N. Galiano Fire Prot'n & Emerg Response Svc Commiss-Jan 21/24](#)
[Minutes: N. Galiano Fire Prot'n & Emerg Response Svc Commiss-Mar 17/24](#)
[Minutes: N. Galiano Fire Prot'n & Emerg Response Svc Commiss-May 17/24](#)
[Minutes: N. Galiano Fire Prot'n & Emerg Response Svc Commiss-Jun 21/24](#)
[Minutes: N. Galiano Fire Prot'n & Emerg Response Svc Commiss-Oct 20/24](#)
[Minutes: Otter Pt Vol Fire Dpt AGM-Nov 13/24](#)
[Minutes: Pender Island Parks & Rec Commiss-Dec 2/24](#)
[Minutes: Saturna Island Parks & Rec Commiss-Oct 20/24](#)
[Minutes: Saturna Island Parks & Rec Commiss-Nov 6/24](#)
[Minutes: Willis Pt Fire Prot'n & Rec Facilities Commis-Nov 3/24](#)
[Minutes: Willis Pt Fire Prot'n & Rec Facilities Commis-Nov 26/24](#)

7. Notice(s) of Motion

7.1. [24-1353](#) Motion with Notice: Speed Limits in Electoral Areas (Director Wickheim)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: Whereas Incorporated areas have the ability to set speed limits to reflect local conditions and hazards, and that Electoral Areas have similar conditions and hazards in select spots, Therefore we seek the Capital Regional District Board to advocate to the Province (Ministry of Transportation and Transit) for the ability of Electoral Areas to establish speed limits and hazard signage in their rural areas.
(NWA)

Attachments: [Memo: Notice of Motion](#)

8. New Business

9. Adjournment

The next meetings are Tuesday, March 11, 2025 (Special - Budget) and Wednesday, March 12, 2025 at 10:00 am.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, December 11, 2024

11:05 AM

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

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; C. Gray, Manager, Building Inspection; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

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

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

MOVED by Director Wickheim, **SECONDED** by Director McNeil-Smith,
That the agenda for the December 11, 2024 Electoral Areas Committee be approved.

CARRIED

3. Adoption of Minutes

3.1. [24-1334](#) Minutes of the October 28, 2024, and November 13, 2024 Electoral Areas Committee Meetings

MOVED by Director Wickheim, **SECONDED** by Director McNeil-Smith,
That the minutes of the Electoral Areas Committee meetings of October 28, 2024,
and November 13, 2024 be adopted as circulated.

CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [24-1218](#) Appointment of Officers

K. Lorette spoke to Item 6.1.

Discussion ensued regarding whether officers will be designated to a specific electoral area.

**MOVED by Director Holman, SECONDED by Director Brent,
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, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.

CARRIED

6.2. [24-1127](#) Bylaw Nos. 4648 and 4649: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

N. Chan spoke to Item 6.2.

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

- 1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and**
- 2. That Bylaw No. 4648 be adopted.**
- 3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and**
- 4. That Bylaw No. 4649 be adopted.**

CARRIED

6.3. [24-1284](#) Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment

S. Henderson spoke to Item 6.3.

Discussion ensued regarding the percentage of service costs that the revenue generated from fees and charges would offset.

**MOVED by Director Brent, SECONDED by Director Holman,
The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:**

- 1. That Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", be introduced and read a first, second, and third time.**
- 2. That Bylaw No. 4655 be adopted.**

CARRIED

6.4. [24-1176](#) Bylaw No. 4625: Lyall Harbour/Boot Cove Water Local Service Committee Bylaw Amendment - Conditional Water License Holder and Committee Membership

K. Morley spoke to Item 6.4.

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

- 1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.**
- 2. That Bylaw No. 4625 be adopted.**

CARRIED

6.5. [24-1315](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information only:

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of October 23, 2024
- b) Galiano Island Parks and Recreation Commission minutes of November 7, 2024
- c) Mayne Island Parks and Recreation Commission minutes of October 10, 2024
- d) Pender Island Parks and Recreation Commission minutes of October 21, 2024
- e) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of July 23, 2024
- f) Willis Point Fire Protection and Recreation Facilities Commission minutes of October 22, 2024

7. Notice(s) of Motion

7.1. [24-1352](#) Notice of Motion: Speed Limits in Electoral Areas (Director Wickheim)

Director Wickheim provided the following notice of motion for consideration at the next meeting of the Electoral Areas Committee:

"Whereas Incorporated areas have the ability to set speed limits to reflect local conditions and hazards, and that Electoral Areas have similar conditions and hazards in select spots,

Therefore we seek that the Capital Regional District Board advocate to the Province (Ministry of Transportation & Transit) for the ability of Electoral Areas to establish speed limits and hazard signage in their rural areas."

8. New Business

The committee members thanked M. Taylor for his years of service and welcomed C. Gray to the Capital Regional District.

9. Adjournment

**MOVED by Director Wickheim, SECONDED by Director Holman,
That the December 11, 2024 Electoral Areas Committee meeting be adjourned at
11:23 am.
CARRIED**

CHAIR

RECORDER



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 12, 2025**

SUBJECT **2025 Electoral Areas Committee Terms of Reference**

ISSUE SUMMARY

To provide the 2025 Electoral Areas Committee Terms of Reference for information.

BACKGROUND

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

On January 8, 2025, the CRD Board approved the 2025 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

The Electoral Areas Committee TOR was updated to remove the overly prescriptive timing for the schedule of committee meetings by removing the words “except August”. In addition, the General Manager title has been updated to reflect recent changes with CRD Evolves. Spelling of a local service area committees was fixed in Appendix A.

The approved 2025 Electoral Areas Committee TOR is attached as Appendix A, and a redlined copy is attached as Appendix B.

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

CONCLUSION

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

RECOMMENDATION

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

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

ATTACHMENT(S)

Appendix A: 2025 Electoral Areas Committee Terms of Reference - Approved

Appendix B: 2025 Electoral Areas Committee Terms of Reference - Redlined



ELECTORAL AREAS COMMITTEE

PREAMBLE

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

The Committee's official name is to be:

Electoral Areas Committee

1.0 PURPOSE

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

2.0 ESTABLISHMENT AND AUTHORITY

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

3.0 COMPOSITION

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

4.0 PROCEDURES

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

5.0 RESOURCES AND SUPPORT

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

Approved by CRD Board January 8, 2025

APPENDIX A

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

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

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

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

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

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



ELECTORAL AREAS COMMITTEE

PREAMBLE

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

The Committee's official name is to be:

Electoral Areas Committee

1.0 PURPOSE

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

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board; and
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3.0 COMPOSITION

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

4.0 PROCEDURES

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

5.0 RESOURCES AND SUPPORT

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

Approved by CRD Board _____

APPENDIX A

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

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

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

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

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

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



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 12, 2025**

SUBJECT Union of British Columbia Municipalities Emergency Support Services Equipment and Training Grant 2025 - Motion of Support

ISSUE SUMMARY

The Capital Regional District (CRD) Protective Services Division applied for a Community Emergency Preparedness Fund (CEPF) Emergency Support Services (ESS) Equipment and Training grant, funded by the Union of BC Municipalities (UBCM). UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

CRD Protective Services Division applies for UBCM CEPF grants as they become available. These grants allow Protective Services to undertake additional emergency preparation and training activities beyond what would be possible within the capital budget.

By applying, the Protective Services team is looking to continue the modernization and momentum of ESS program delivery initiated in 2023, when the CRD Virtual Evacuee Registration and Assistance (ERA) team was established and trained, and in 2024, when continued support of virtual ESS delivery was done through purchase of technology, supplies, and equipment required to effectively access and utilize the ERA tool. The 2025 application for the ESS grant blends this modernization initiative with foundational principles of training, exercises, volunteer appreciation, technology, and equipment and supplies for reception centres.

The funding requested through the ESS grant will benefit the three Electoral Area emergency programs and residents, as all three have volunteers on the CRD ESS Team. This initiative continues to bolster and enhance collaborative, multi-jurisdictional responses to emergencies and disasters across the region and across the province.

ALTERNATIVES

Alternative 1

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

1. That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant for 2025; and
2. That Edward Robbins, Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate, and execute agreements with the Union of British Columbia Municipalities and receive funds through the Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant and do all things incidental to finalize such agreements and deliver the program.

Alternative 2

That staff be directed to not submit a grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Emergency Support Services Equipment and Training Grant for 2025.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The continued development and support of the CRD ESS and ERA teams directly align with CRD 2023-2026 Board Priority 3c – Increase resilience, community and adaptation planning to address climate related risks and disasters.

Alignment with Existing Plans & Strategies

The continued development of the CRD ESS and ERA teams directly aligns with CRD 2023-2026 Corporate Goal 9 – Protect public safety and cooperatively mitigate against, prepare for, respond to, and recover from emergencies.

Intergovernmental Implications

Increasing the capacity of ESS and ERA teams allows for the provision of cross-jurisdictional emergency management support.

Financial Implications

This initiative is funded by the UBCM CEPF grant. There is no impact on annual Emergency Program budgets.

Service Delivery Implications

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

CONCLUSION

The funds approved from the 2025 Union of British Columbia Municipalities ESS Equipment and Training grants will continue modernization efforts and strengthen ESS capacity in the CRD Electoral Areas while enhancing collaborative multi-jurisdictional responses to emergencies and disasters across the region.

RECOMMENDATION

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

1. That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant for 2025; and
2. That Edward Robbins, Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate, and execute agreements with the Union of British Columbia Municipalities and receive funds through the Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant and do all things incidental to finalize such agreements and deliver the program.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Don Elliott, BA, MUP, Acting General Manager, Housing, Planning & Protective Services
Concurrence	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: CEPF Emergency Support Services Equipment and Training Grant 2025 Application Form

Community Emergency Preparedness Fund

Emergency Support Services Equipment and Training

2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **January 31, 2025**. Applicants will be advised of the status of their application within 90 days of the application deadline.

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

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

SECTION 1: Primary Applicant Information

First Nation or Local Government Name:

Capital Regional District

File Number*:

LGPS-11547

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information

1. Location of Proposed Activities. For the purpose of CEPF funding, if minor renovations of group lodging facilities or reception centres are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant:

- Facility is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
- Facility is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- Asset (e.g., trailer for mobile ESS) is owned by the primary applicant or sub-applicant.

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

- a) Purchase of equipment and supplies, including installation of and training for eligible equipment.

To support the continued growth and operational capacity of our ESS program, we propose the purchase of essential equipment and supplies to enhance the effectiveness of reception centres and group lodging services.

Key activities include:

1. Reception Centre Operations – Procurement of critical supplies to support the efficient setup and operation of reception centres, including vests, name tags, signage, office supplies, grab-and-go kits, extension cords, and power bars.
2. Group Lodging Support – Replenishment and expansion of essential resources to improve group lodging capabilities, including comfort kits, hygiene kits, cots, bedding, pet supplies, and infant and child-specific provisions.
3. Technology and Modernization – Acquisition of laptops for the Salt Spring Island ESS team to enhance digital record-keeping, improve response coordination, and support the ongoing modernization of ESS operations.
4. Storage and Logistics – Purchase of storage containers to securely house eligible supplies and equipment, ensuring readiness for rapid deployment when needed.

Each of these activities will contribute to the overall resilience and efficiency of our ESS program, ensuring we are well-equipped to support our community in times of emergency.

b) Training (where possible, please list specific courses) and exercises.

Our training activities are directly aligned with the needs of our Emergency Management Program and the desired service delivery levels for volunteers. Given our goal to maintain the recommended minimum staffing levels for the ESS program, we will offer a comprehensive suite of training courses throughout the year. These courses aim to ensure our volunteers are well-prepared to respond effectively to emergencies. The specific courses we intend to offer include:

- Introduction to ESS (EMRG-1600 Online): This online course provides new volunteers with a foundational understanding of the ESS program and its operations.
- ESS Level 1 (EMRG-1607): This in-depth training is designed to equip volunteers with the necessary skills for ESS service delivery at the basic level, including handling client needs during emergencies.
- ESS-Introduction to Group Lodging (EMRG-1612 Online): A specialized course for volunteers involved in managing group lodging facilities during emergencies, available online for flexibility.
- ESS-Introduction to Reception Centres (EMRG-1610 Online): This course covers the basics of setting up and operating reception centers to support evacuees and displaced individuals.
- ICS Level 100 (EMRG-1200): This course will help volunteers understand the Incident Command System (ICS), a critical framework for managing emergencies.
- ERA Training: Evacuee Registration and Assistance training will be offered to ensure volunteers are prepared to assist virtually and across jurisdictions.
- Cultural Perspectives Training: We recognize the importance of cultural competency in emergency response, and this training will equip volunteers to engage effectively with diverse populations.

Additionally, we are planning two joint exercises for ESS volunteers and Indigenous partners. These will focus on Reception Centre/Warming Centre operations and

Evacuee Registration and Assistance (ERA) procedures, providing hands-on practice to enhance skills, coordination, and collaboration in real-life scenarios.

These training activities, along with the exercises, will be held quarterly, with additional sessions planned as needed based on volunteer demand and availability. Our goal is to ensure that all volunteers are equipped with the knowledge and skills necessary to support the community during emergencies and contribute to the overall success of the Emergency Management Program.

- c) Volunteer recognition and retention.

We recognize and appreciate our volunteers through a variety of ongoing initiatives designed to encourage engagement and long-term commitment. Our established practices include small appreciation gifts, volunteer appreciation events, training incentives, and outfitting for the ESS na and ERA team.

To further strengthen retention, we plan to introduce additional recognition strategies, such as formal letters of appreciation, to acknowledge volunteers' contributions in a meaningful way. These initiatives align with our broader goal of increasing both recruitment and retention within our ESS programs..

3. Alignment with Funding Stream.

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

Our streams of activities are directly intended to build local capacity, by focusing on recruitment and retention through providing educational and recognition opportunities.

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

The Evacuee Registration and Assistance (ERA) tool was implemented in 2023. The CRD virtual ERA team continues to grow and refresh its training to support the provision of immediate aid in a disaster. Supporting this growth facilitates a modern and flexible ESS delivery system throughout the region.

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

By focusing on increasing the number of trained volunteers in the ESS program, and the agility provided by the ERA tool and ESS program, the CRD is directly increasing its ability to respond as a host community.

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

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

The CRD engaged with Pacheedaht First Nation to understand their needs for ESS training, exercises and resources.

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

The CRD plans to host a Reception Centre or Warming Centre training exercise in collaboration with Pacheedaht in Port Renfrew. This exercise will allow the CRD and Pacheedaht to work in conjunction with one another to increase resilience, build relationships, and prepare for an event.

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

The grant administrator for the CRD, and Emergency Program Manager have taken a number of cultural safety and humility training courses provided through the provincial government such as a Kairos blanket exercise, and courses like Building Capacity in Indigenous relations, IGBA+, and cultural agility.

If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

- 5. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

The 2024 UBCM CEPF ESS Grant was used to enhance the Electoral Area virtual ERA team, providing the ability to respond to emergencies locally and cross jurisdictionally. The 2025 UBCM CEPF ESS grant would enhance CRD's ability for provision of cross jurisdictional support through increases in trained resources, equipment, and maintaining its current volunteer pool through recognition and support.

If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

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

The 2025 UBCM CEPF ESS grant would continue the recruitment and training of volunteers required for a regional approach to ESS both virtually and in person. The volume and skillset of our ESS pool directly influences the CRD's ability to support a regional approach to ESS. Further, opportunities for collaboration with partners during training or exercises will be explored.

- 7. Additional Information.** Please share any other information you think may help support your submission.

SECTION 3: Required Attachments

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

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

For regional projects only:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. Resolutions from sub-applicants must include this language

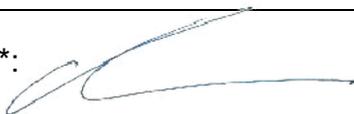
SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

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

Name: Corey Anderson

Title: Manager, Emergency Programs

Signature*:



Date: 2025/01/29

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

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

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

Please note “2025-ESS” in the subject line.

Financial Summary

Name of Applicant	Capital Regional District
Funding Program/Stream	CEPF ESS Equipment & Training
Project Name/Application #	LGPS-11547

FINANCIAL SUMMARY

The financial summary is required to be submitted as part of the final report package and should align with the approved budget (or approved amended budget). For each actual expense, provide a calculation that explains how the cost was determined. For example, for incremental staffing provide the wage and actual hours of work; for the purchase of items, provide the quantity and unit price. Additional rows can be added as needed.

Actual Expenses	Calculation	Total Cost
Comfort kits	1,000	\$1,000.00
Reception centre supplies	1,000	\$1,000.00
Cultural sensitivity training	5,000	\$5,000.00
JIBC ICS Level 100 training	4,600	\$4,600.00
JIBC Reception Centre training	4,600	\$4,600.00
JIBC ERA for responders training	4,600	\$4,600.00
JIBC Group Lodging training	4,600	\$4,600.00
Emergency water treatment systems/storage for reception centre in Southern Gulf Islands	1,000	\$1,000.00
Collapsible water tank container for reception centre in Southern Gulf Islands	500	\$500.00
ESS reception centre/warming centre joint exercise	5,000	\$5,000.00
ESS exercise for Gulf Islands	5,000	\$5,000.00
Volunteer recognition and recruitment	3,100	\$3,100.00
Total:		\$40,000.00



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 12, 2025**

SUBJECT **Bylaw No. 4654: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025 and Bylaw No. 4656: Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025**

ISSUE SUMMARY

Bylaw No. 1792, “Water Regulations Bylaw, No. 1, 1990”, a bylaw regulating local water service connections, is not included in the Regional District’s Ticket Information Bylaw.

BACKGROUND

Bylaw No. 1792, “Water Regulations Bylaw, No. 1, 1990”, imposes rules for the provision, operation, and administration of all local water services for the supply, treatment, conveyance, storage, and distribution of water for those services wholly contained within a single Electoral Area. Together with various fee and charge bylaws, it sets out the rules relating to connection, disconnection, and application for connection to the various local water services.

While tampering and unlawful connections have not historically been a problem, a recent illegal connection on Salt Spring Island resulted in a boil water advisory that affected a neighborhood. When examining enforcement options, it was discovered Bylaw No. 1792 is not included in Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw, 1990”, which permits the enforcement of bylaws by ticket. Without inclusion in Bylaw No. 1857, the primary options for enforcement are statutory injunction, long-form offence, and civil action, which are more costly than a ticket for both the CRD and the property owner.

The proposed amendment makes minor updates to Bylaw No. 1792 to make clear it applies to all local electoral area water services, excepting the Juan de Fuca Water Distribution Service under Bylaw No. 3889, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2023”, and the corresponding amendments to Bylaw No. 1857 permit tickets to be issued for offences. As always, enforcement typically begins with education and guidance, and ticketing is usually used only after all other attempts to obtain compliance have failed.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4654, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025”, be introduced and read a first, second, and third time;
2. That Bylaw No. 4654 be adopted;
3. That Bylaw No. 4656, “Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025”, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4656 be adopted.

Alternative 2

That this report be referred back to staff for further review.

IMPLICATIONS

Water Quality Implications

Water quality concerns result from tampering with water connections. Tickets are a quick and effective way to obtain compliance, should this become an issue in future.

Service Delivery Implications

Including a specific list of applicable local water services will help to define the scope of the CRD Water Regulation Bylaw. This update aims to facilitate bylaw enforcement.

CONCLUSION

Unauthorized tampering of water systems can cause disruptions to water services, affecting the overall quality and reliability of water supply, and impact public health. By updating the CRD Ticket Information Authorization Bylaw with revised water regulation conditions and fees, staff can more effectively garner compliance and mitigate water safety concerns.

RECOMMENDATION

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

1. That Bylaw No. 4654, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025”, be introduced and read a first, second, and third time;
2. That Bylaw No. 4654 be adopted;
3. That Bylaw No. 4656, “Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025”, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4656 be adopted.

Submitted by:	Steve Carey, J.D., Senior Manager, Legal and Risk Management
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4654
- Appendix B: Bylaw No. 4656
- Appendix C: Bylaw No. 1792 – Consolidation to 4656

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4654

A BYLAW TO AMEND BYLAW NO. 1857 CAPITAL REGIONAL DISTRICT TICKET INFORMATION
AUTHORTIZATION BYLAW, 1990

WHEREAS:

- A. Under Bylaw No. 1792, "Water Regulations Bylaw, No. 1, 1990", the Regional Board imposed rules for the provision, operation and administration of all local services established for the supply, treatment, conveyance, storage and distribution of water;
- B. The Board wishes to amend Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", to permit enforcement of certain contraventions of Bylaw No. 1792 by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter* and to establish fine rates;

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

- 1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" is hereby amended as follows:
 - (a) By replacing Schedule 1 item 13 in its entirety with as follows:

13. Water Regulations Bylaw, No. 1, 1990	Bylaw Enforcement Officer Fire Chief Police Officer Peace Officer
---	--
 - (b) By replacing Schedule 14 in its entirety with Schedule 14 attached as Appendix A to this bylaw.
- 2. This bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

APPENDIX A

SCHEDULE 14 TO BYLAW 1857

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 1792**

WATER REGULATIONS BYLAW, NO. 1, 1990

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Unauthorized connection to Waterworks	4	\$200
2. Unauthorized use of water supplied by Waterworks	5 (a)	\$200
3. Failure to follow Board direction pertaining to water use	5 (b)	\$200
4. Tamper, operate, or remove Water connections or fixtures	6 (a)	\$500
5. Damage or alter Water connections or fixtures	6 (b)	\$500
6. Unauthorized use of fire connections, hydrants or standpipes	7	\$600
7. Waste of water	8	\$200
8. Obstruction of fire connections, hydrants or standpipes	9 (a)	\$600
9. Failure to pay fees associated with removal of obstruction	9 (b)	\$500
10. Unauthorized connection of multiple units to a single Service Connection	16	\$200
11. Unauthorized installation of Service Connection	19	\$200
12. Failure to pay turn-on or turn-off fee	22 (b)	\$250
13. Unauthorized turn-on or turn-off of water supply	22 (c)	\$500
14. Connection of an independent water supply to CRD Service Connection	25	\$500
15. Failure to comply with Section 27	27	\$500
16. Obstruction of access to personnel in the performance of their duties	9	\$250

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4656**

A BYLAW TO AMEND THE WATER REGULATIONS BYLAW (BYLAW NO. 1792)

WHEREAS:

- A. Under Bylaw No. 1792, "Water Regulations Bylaw, No. 1, 1990", the Regional Board imposed rules for the provision, operation and administration of all local services established for the supply, treatment, conveyance, storage and distribution of water;
- B. The Board wishes to amend Bylaw No. 1792, "Water Regulations Bylaw No. 1, 1990", to clearly define which local water services Bylaw No. 1792 applies to and make minor housekeeping amendments consistent with modern bylaws;

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

1. Bylaw No. 1792, "Water Regulations Bylaw No. 1, 1990" is hereby amended as follows:

(a) By amending section 1.1 to include the following:

This bylaw applies to all water services except those outlined in Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013".

(b) By amending section 2 to replace the definition of "Building Bylaw" with the following definition:

"Building Bylaw" means Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010".

(c) By amending section 2 to replace the definition of "Chief Building Inspector" with the following definition:

"Chief Building Inspector" means the Chief Building Inspector of the District and includes any person acting on their behalf.

(d) By amending section 2 to replace the definition of "Chief Engineer" with the following definition:

"Chief Engineer" means the General Manager, Infrastructure and Water Services of the Regional District and includes any person appointed or designated by them to act on their behalf.

(e) By replacing section 13 with the following:

- a) A person who wishes a Service Connection to the system shall make an application to the Regional District.
- b) The application shall be made on the form prescribed by CRD from time-to-time and signed by the Applicant.

c) Where there is more than one registered owner of the land, each owner must consent to the application.

(f) By replacing section 14 with the following:

The Applicant shall, at the time of making an application for a Service Connection, pay the service connection fee as prescribed in the applicable Bylaw imposing fees and other charges for the Service where the parcel to be supplied with water is located.

(g) By amending section 22, subsection b) as follows:

Prior to the turn-on and turn-off the Consumer shall pay to the Regional District the fee prescribed in the Bylaw imposing fees and other charges for the Service where the parcel supplied with water is located.

(h) By replacing section 23 with the following:

When a serviced Property is abandoned and the owner of the Property wishes to discontinue the water supply he shall notify the Regional District and the Regional District may, at its earliest convenience, turn off the water at the Curb Stop and disconnect and cap-off the Consumer Supply Line. Prior to the turn-off the owner shall pay the turn-off fee prescribed in the applicable Bylaw imposing fees and other charges for the Service in which the property is located.

(i) By replacing section 24 with the following:

A Consumer shall take all reasonable precautions to ensure that a Consumer Supply Line does not freeze. Property owners may request turnoffs for dwellings left unoccupied during winter months and turn-ons when required for reoccupation. Prior to the turn-on or turn-off, the owner shall pay the fee prescribed in the applicable Bylaw imposing fees and other charges for the Service in which the Property is located.

(j) By replacing section 26 with the following:

A Consumer shall keep the works on their premises in good order and repair. No person shall permit the consumer supply line or plumbing connected to it to leak. If on inspection, authorized Regional District personnel find a leak or leaks in the consumer supply line or plumbing connected thereto, they will instruct the consumer to repair the leak(s) within thirty days. If these repairs are not done by the consumer within the thirty days, or, if in the opinion of the Regional District, the work must be conducted immediately, the Regional District may have this work done and charge the cost of such repairs to the consumer.

(k) By deleting Schedule A in its entirety.

2. This bylaw may be cited for all purposes as "Water Regulations Bylaw No.1, 1990, Amendment Bylaw No. 1, 2025"

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__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER



Making a difference...together

BYLAW NO. 1792

CAPITAL REGIONAL DISTRICT WATER REGULATION BYLAW, 1990

Consolidated for Public Convenience (This bylaw is for reference purposes only)

ORIGINALLY ADOPTED February 27, 1990
(Consolidated with Amending Bylaw 4656)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT
BYLAW NO. 1792

A BYLAW TO RULES FOR THE PROVISION, OPERATION AND ADMINISTRATION OF THE
LOCAL SERVICES FOR THE SUPPLY OF WATER

WHEREAS the Capital Regional District may be bylaw under section 786(1)(c) of the Municipal Act make rules for the provision, operation and administration of a service and for the management and maintenance of property under its control and may set conditions respecting use of that property and access to it.

AND WHEREAS the Capital Regional District may, under section 791 of the Municipal Act where the Board has established a local service in a service area and ha the power to regulate persons or property, exercise such power within each electoral area within the appropriate service area.

AND WHERAS the Board of the Capital Regional District has deemed it necessary to make rules for the provision, operation and administration of all local services established by it for the supply, treatment, conveyance, storage and distribution of water including the regulation of persons and their property in relation to such services.

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

1. TITLE:

This Bylaw may be cited as "Water Regulations Bylaw No. 1, 1990."

1.1 APPLICATION:

This Bylaw applies to all water services except those outlined in Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013".

(Bylaw No. 4656)

PART I - INTERPRETATION

2. INTERPRETATION:

In this Bylaw, unless the context otherwise requires:

"Applicant" means an owner or his agent making application for a service connection to provide him with a supply of water from the System.

"Building Bylaw" means Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010".

(Bylaw No. 4656)

"Board" means the Regional Board of the Regional District.

"Chief Building Inspector" means the Chief Building Inspector of the District and includes any person acting on their behalf.

(Bylaw No. 4656)

"Chief Engineer" means the General Manager, Infrastructure and Water Services of the Regional District and includes any person appointed or designated by them to act on their behalf.

(Bylaw No. 4656)

Bylaw No. 1792

"Consumer" means a person to whom water is supplied under this Bylaw.

"Curb Stop" means a shut-off valve installed by the Regional District with a protective housing to the surface of the ground and located within a highway or Regional District or Municipal Right-of-Way or Easement at the property line of a Consumer.

"Consumer Supply Line" means the water supply pipeline and all valves, connections, taps, meters and other appurtenances connecting a Curb Stop at the property line to a building or structure on the property of a Consumer.

"Local Service Area" means the Local Service Area created and authorized by Bylaw of the Regional District for the purpose of supplying water to a Consumer.

"Parcel of Land" means any lot, block or other area in which, land is held or into which it is subdivided, but does not include a highway.

"Premises" includes land, buildings and structures.

"Regional District" means the Capital Regional District.

"Service Connection" means a pipe and all necessary valves, connections and other appurtenances necessary to and actually used to connect a Water Main to a Curb Stop at the property line.

"System" means the water supply, storage and distribution system of a Local Service Area owned and operated by the Regional District.

"Waterworks Extension" means an installation requiring the construction of a Water Main from an existing Water Main, but does not include a Service Connection or a Consumer Supply Line.

"Water Main" means the water supply pipeline in a highway or Regional District or Municipal Right-of-Way or Easement being part of the System.

PART II – USE OF WATERWORKS SYSTEM

3. CONDITIONS OF SUPPLY

It is a term and condition of the supply of water that the Regional District shall not be liable for any injury, damage or loss, including economic loss, to any person or property:

- a) arising or occurring from the use of water from the System;
- b) resulting from a failure of water supply to any Customer;
- c) resulting from any impurity, lack of pressure, increased supply pressure, or other condition affecting the water supplied by the System.

4. ILLEGAL CONNECTIONS

No person shall connect or allow to be connected or allow to remain connected to the System, any Premises without first obtaining the required permits or written authorization from the Chief Engineer and in accordance with the provisions of this Bylaw.

5. ILLEGAL USE

Bylaw No. 1792

- a) No person shall use or allow to be used water supplied by the System except in accordance with the provisions of this Bylaw.
- b) No person shall use or allow to be used water supplied by the System contrary to a direction of the Board under Section 12 of this Bylaw.

6. TAMPERING WITH THE SYSTEM

- a) No person shall tamper with, operate, remove or make any alteration or connection to any hydrant, standpipe, meter, Curb Stop, valve, pumping station, reservoir chamber, or other fixture or appurtenance connected with the System without first obtaining the required permits or written authorization from the Chief Engineer.
- b) No person shall willfully damage, destroy, uncover, deface or otherwise tamper with any part of the System.

7. USE OF FIRE HYDRANT OR STANDPIPE

No person, except a member of a fire department or an employee of the Regional District acting in the course of his duties, shall make use of any fire hydrant or standpipe.

8. WATER WASTE

No person shall waste or allow to be wasted the water from the System.

9. OBSTRUCTION OF ACCESS

- a) No person shall obstruct at any time or in any manner the access to any hydrant, standpipe, valve, Curb Stop, or other fixture connected to the System.
- b) If any person obstructs access to any hydrant, standpipe, valve, Curb Stop, or other fixture connected to the System by placing thereon or in the vicinity thereof any lumber, rock, soil, gravel, or any other material, the Chief Engineer may order the removal of such obstruction at the expense of the person responsible for the obstruction, and if the charge imposed remains unpaid on the 31st day of the December of the year in which such work is done, it shall be recoverable in accordance with Section 810(6) of the Municipal Act.

10. DISCONNECTION OR ILLEGAL CONNECTIONS

The Chief Engineer may, in accordance with the procedure set out in paragraph 11, cause to be disconnected at the expense of the owner any connection to the System made without the necessary permits or written authorization of the Chief Engineer or contrary to any other provision of this Bylaw.

11. TERMINATION OF WATER SUPPLY

- a) The Chief Engineer may, on thirty (30) days written notice sent to the Consumer, by registered mail to the address of the Consumer on the application for connection or as changed in writing by the Consumer, notice of which has been received by the Regional District, order the disconnection of the water supply to any Consumer for:
 - (i) Violation of any provision of this Bylaw;
 - (ii) Failure to maintain to the standard of the B.C. Plumbing Code the Consumer Supply Line and other plumbing on Premises owned or occupied by the Consumer that is connected to the System;

Bylaw No. 1792

- (iii) Failure by the Consumer to obey any direction of the Board under Section 12
- (iv) Failure to pay the Regional District when due any fee, rate, charge or tax imposed by this Bylaw.
- b) A notice to the Consumer under subparagraph (a) shall be deemed to have been received three (3) days after mailing.
- c) The Chief Engineer may order the immediate disconnection of the water supply to any Consumer if, in the opinion of the Chief Engineer, the condition or a consumer Supply Line poses a reasonable threat of contamination or wastage of water supplied by the System.
- d) The Chief Engineer may shut off any part of, or all of the System to permit repair, renewal, operation, maintenance, and to prevent injury or damage to persons or property.

12. RESTRICTION OF WATER USE

If at any time the Board considers it to be in the public interest, it may direct that the use of water by any or all of the Consumers be reduced or discontinued until the Board considers it advisable to permit full use of water. Notice of water use restrictions may be hand delivered to the consumers or be published in a newspaper circulating in the Local Service Area to which the restriction applied to at least seven (7) days prior to the commencement of the restriction.

PART III - SERVICE CONNECTIONS

13. APPLICATION FOR SERVICE CONNECTION

- a) A person who wishes a Service Connection to the system shall make an application to the Regional District.
- b) The application shall be made on the form prescribed by CRD from time-to-time and signed by the Applicant.
- c) Where there is more than one registered owner of the land, each owner must consent to the application.

(Bylaw No. 4656)

14. SERVICE CONNECTION FEE

The Applicant shall, at the time of making an application for a Service Connection, pay the service connection fee as prescribed in the applicable Bylaw imposing fees and other charges for the Service where the parcel to be supplied with water is located.

(Bylaw No. 4656)

15. WAIVER OF SERVICE CONNECTION FEE

Where at the date of the adoption of this Bylaw, a Service Connection was installed by and at the sole cost of a person other than the Regional District, then the Service Connection fee payable by an Applicant shall be waived.

16. INDIVIDUAL CONNECTION

- a) Each Parcel of Land shall have its own Service Connection which shall be installed by the Regional District.

Bylaw No. 1792

- b) Where two or more buildings are constructed on one Parcel of Land, each building shall have a separate Service Connection, unless the Chief Engineer grants written authorization to the contrary.
- c) Where water meters are required the Service Connection shall include an approved water meter of a size required for the connection installed at the property line upstream of the Curb Stop.

17. SERVICE CONNECTION LOCATION

Where possible, a Service Connection will be located where requested by the Applicant. If the applicant's requested location will result in additional costs, or is not practicable due to unsuitable ground conditions or the existence of installed surface improvements or underground utilities, the Chief Engineer may designate the location of the Service Connection.

18. SIZE OF SERVICE CONNECTION

The minimum inside diameter of the piping forming part of the Service Connection shall be twenty (20mm) millimetres. The size of the piping from the Service Connection to a Premises on the applicant's property shall be as approved by the Chief Building Inspector.

19. INSTALLATION

All Service Connections shall be installed in accordance with the plans and specifications of the Regional District.

PART IV – CONSUMER SUPPLY LINE

20. BUILDING BYLAW

- a) A Consumer Supply Line on private property shall be installed in accordance with the British Columbia Building Code and shall be installed by the owner entirely at his own expense.
- b) A Consumer Supply Line must be approved by the Chief Building Inspector prior to connection to the Curb Stop on the Service Connection at the property line.
- c) A Consumer Supply Line must be constructed under a valid and subsisting plumbing permit issued by the Chief Building Inspector.

21. RESPONSIBILITY OF OWNER

A Consumer Supply Line and all plumbing connected thereto shall be maintained in good working order and repair by the property owner at his own expense.

22. TURN-ON AND TURN-OFF

- a) To facilitate repairs to a Consumer Supply Line, the Regional District may, upon request and at its earliest convenience, turn off or turn on the water supply at the Curb Stop.
- b) Prior to the turn-on and turn-off the Consumer shall pay to the Regional District the fee prescribed in the Bylaw imposing fees and other charges for the Service where the parcel supplied with water is located.
(Bylaw No. 4656)
- c) No person except an employee of the Regional District in the course of his duty shall turn a Curb Stop off or on.

23. ABANDONMENT

Bylaw No. 1792

When a serviced Property is abandoned and the owner of the Property wishes to discontinue the water supply he shall notify the Regional District and the Regional District may, at its earliest convenience, turn off the water at the Curb Stop and disconnect and cap-off the Consumer Supply Line. Prior to the turn-off the owner shall pay the turn-off fee prescribed in the applicable Bylaw imposing fees and other charges for the Service in which the property is located.

(Bylaw No. 4656)

24. FROZEN WATER LINE

A Consumer shall take all reasonable precautions to ensure that a Consumer Supply Line does not freeze. Property owners may request turnoffs for dwellings left unoccupied during winter months and turn-ons when required for reoccupation. Prior to the turn-on or turn-off, the owner shall pay the fee prescribed in the applicable Bylaw imposing fees and other charges for the Service in which the Property is located.

(Bylaw No. 4656)

25. INDEPENDENT WATER SUPPLY

A Consumer who has a source of water supply independent from the Service Connection of the Regional District shall not connect or cause to be connected any portion of the independent water supply distribution system to a Consumer Supply Line or any other pipe or other facility that is connected to the Service Connection or the System of the Regional District.

26. WORKS ON PRIVATE PROPERTY

A Consumer shall keep the works on their premises in good order and repair. No person shall permit the consumer supply line or plumbing connected to it to leak. If on inspection, authorized Regional District personnel find a leak or leaks in the consumer supply line or plumbing connected thereto, they will instruct the consumer to repair the leak(s) within thirty days. If these repairs are not done by the consumer within the thirty days, or, if in the opinion of the Regional District, the work must be conducted immediately, the Regional District may have this work done and charge the cost of such repairs to the consumer.

(Bylaw No. 4656)

27. CONTROLLED USE OF WATER

No person shall use water for watering stock, filling of swimming pools or reservoirs, or as motive power without written permission of the Chief Engineer. Wherever water supplied by the Regional District is to be placed into a well, pond, swimming pool, stock watering trough, cistern or any other container open to the atmosphere, it shall be done in such a manner that it is impossible for the water in such instances to flow into the Regional District System under any circumstances.

28. WATER PRESSURE

The Regional District does not guarantee a specific pressure or a continuous supply of water or water of a special quality to meet special requirements.

PART V – WATERWORKS EXTENSIONS

29. EXTENSION APPLICATIONS

An owner of land within the Local Service Area who wishes a Waterworks Extension shall make a written application to the Chief Engineer.

30. EXTENSION BY BOARD DESIGNATION

Bylaw No. 1792

- a) The Board may designate specific Waterworks Extension to be undertaken by the Regional District in the Local Service Area.
- b) Waterworks Extensions designated by the Board shall be financed in accordance with the provisions of the Bylaw that created the Local Service Area.

31. EXTENSION OTHER THAN BY BOARD DESIGNATION

- a) If an owner of land wishes to proceed with a Waterworks Extension which has not been designated by the Board, the Chief Engineer may, with the approval of the Board, allow the Waterworks Extension subject to the conditions as set out in subsection (b).
- b) A Waterworks Extension authorized pursuant to subsection (a) above shall be, prior to the connection to the System:
 - (i) installed by the Regional District or by the owner, but only with the approval of the Chief Engineer, entirely at the Owner's expense;
 - (ii) constructed in accordance with the plans and specifications of the Regional District;
 - (iii) inspected by the Regional District prior to backfilling, if installed by the owner;
 - (iv) approved by the Chief Engineer.
- c) Construction of a Waterworks Extension shall not relieve an owner from payment of a Service Connection fee for each Parcel of Land to be served by the Waterworks Extension. This includes properties to be subdivided subsequent to the installation of the extension.

32. SUBDIVISIONS

Where new lots are created by subdivision, within the Local Service Area, it will be a condition of the subdivision that the owner shall at his own expense supply the required Water Extension and Water connections to each newly created lot.

33. EXTENSION LIMITS

Where a Waterworks Extension, other than one provided by the Board, is constructed:

- a) the Minimum inside diameter of the Water Main shall be one hundred and fifty (150mm) millimetres or such lesser size as approved by the Chief Engineer; and
- b) the Waterworks Extension shall extend from the most convenient existing water main of the System having sufficient surplus capacity to a point opposite the furthest boundary of the last Parcel of Land to be serviced by the Waterworks Extension.

34. COST SHARING FOR OVERSIZED EXTENSIONS

Where a Waterworks Extension other than one designated by the Board is to be constructed and where the Regional District desires to install a Water Main of greater capacity than the minimum size specified in paragraph 33 or is required to serve the Parcel of Land for which application for a Waterworks Extension has been made, and if such excess capacity will be available to permit further extension beyond the boundaries of the Parcel of Land to be served thereby, the Regional District shall pay the difference in cost of installation between the actual cost of the Water Main installation and the estimated cost of installation of a Water Main of sufficient size to provide an adequate supply of water at appropriate pressure to the Parcel of Land that the owner of the Parcel wishes to service.

PART VI – INSPECTION AND ENFORCEMENT

35. RIGHT OF ENTRY FOR INSPECTION

The Chief Engineer or Bylaw Enforcement Officer of the Regional District may enter at all reasonable times on property subject to this Bylaw for the purpose of inspecting the Premises and water pipes and other fixtures to ascertain whether or not the provisions of this Bylaw or any directions of the Regional District pursuant to this Bylaw are being observed.

36. DIRECT ENFORCEMENT

Where this Bylaw requires any permits to do anything, in default by that person the thing may be done at the expense of the person in default by the Regional District which may recover the expense with interest at six (6%) percent per year, with costs in the same manner as taxes.

37. OFFENCE

A person who does any act or suffers or permits any act to be done in contravention of this Bylaw commits an offence.

38. PENALTY

- a) A person who commits an offence contrary to this Bylaw is liable on summary conviction to a penalty of not less than one hundred (\$100.00) dollars and not more than one thousand (\$1,000.00) dollars for a first offence and for each subsequent offence to a fine of not less than two hundred (\$200.00) dollars and not more than two thousand (\$2,000.00) dollars. A separate offence shall be deemed to be committed upon each day during and on which the contravention occurs or continues.
- b) The penalties imposed under subsection (a) hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw or any other statute, law or regulation.

39. This Bylaw may be cited for all purposes as “Water Regulation Bylaw No. 1, 1990”.

READ A FIRST TIME THIS 13th day of 1990

READ A SECOND TIME THIS 13th day of 1990

READ A THIRD TIME THIS 13th day of 1990

RECONSIDERED AND FINALLY ADOPTED THIS 13th day of June 1990.

CHAIR

CORPORATE OFFICER



Making a difference...together

REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE MEETING OF TUESDAY, FEBRUARY 12, 2025

SUBJECT **Bylaw No. 4435: Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025 and Bylaw No. 4672: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 83, 2025**

ISSUE SUMMARY

To repeal and replace Juan de Fuca Soil Removal or Deposit Bylaw, 2015, Bylaw No. 3941, with proposed Bylaw No. 4435 (Appendix A); and to amend CRD Ticket Information Authorization Bylaw No. 1857, by replacing Schedule 7, “Juan de Fuca Soil Removal or Deposit Bylaw”, with an updated Schedule 7 (Appendix B).

BACKGROUND

Soil removal and deposit activity is regulated in the Juan de Fuca Electoral Area (JdF) by Bylaw No. 3941 (Appendix C), which was adopted in 2016. The main intent of Bylaw No. 3941 was to address the fee structure of the previous bylaw in response to concerns raised by commercial aggregate suppliers, and to include additional exemptions for activities that would not require a soil permit.

Since that time, soil related complaints and compliance issues have increased, challenging the effectiveness of the current soil bylaw regulations. The intent of proposed Bylaw No. 4435 is to re-establish a fee structure that reflects the cost of administering and enforcing the bylaw, as well as more closely aligning the CRD’s soil removal and deposit regulations with provincial regulations and with development permit area goals and objectives.

Complaints received by CRD Bylaw Enforcement and JdF Community Planning on the issue of soil activity have historically been related to soil deposit. Soil removal is generally associated with excavation for building foundations, road construction under the approval of the Ministry of Transportation and Transit, or from a quarry under a *Mines Act* permit. Therefore, Bylaw No. 4435 proposes to regulate but not require a permit for soil removal activity.

Bylaw No. 4435 has been drafted based on the review of soil bylaws adopted by other municipalities and regional districts, consultation with developers, operators, CRD environmental protection staff, Ministry of Environment and Parks staff, and the experience of JdF Community Planning and CRD Bylaw Enforcement staff administering and regulating soil deposit activity under the current Bylaw.

Bylaw No. 4435 is intended to improve service delivery by establishing Type ‘A’, ‘B’, ‘C’, & ‘D’ Soil Deposit Permits based on volume, and clearly outlining the information requirements for each application type. The Bylaw includes new regulations for both the deposit and removal of soil to address environmental, geotechnical and nuisance concerns regardless of the requirement for a permit.

ALTERNATIVES

Alternative 1:

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

1. That Bylaw No. 4435, “Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025” be introduced and read a first, second, and third time;
2. That Bylaw No. 4435 be forwarded to the Ministry of Environment and Parks for Ministerial approval prior to adoption;

3. That Bylaw No. 4672, “Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 83, 2025” be introduced and read a first, second, and third time; and
4. That Bylaw No. 4672 be returned with Bylaw No. 4435 for adoption.

Alternative 2:

That proposed Bylaw No. 4435 and Bylaw No. 4672 not proceed.

IMPLICATIONS

Legislative Implications

Section 327 of the *Local Government Act (LGA)* authorizes a regional district to regulate, by bylaw, the removal and deposit of soil or other material on land in the regional district if the regional district provides a service in relation to the control of the deposit and removal of soil, and specifies that Section 9 (Spheres of Concurrent Authority) of the *Community Charter* (“the *Charter*”) applies. The CRD has established a service for the regulation of soil deposit and removal.

Section 9 of the *Charter* applies to bylaws that prohibit soil removal, or that prohibit the deposit of soil or other material, making reference to quality of the soil or material or to contamination. The *Charter* recognizes the provincial interest in these matters and requires that such a bylaw be approved by the minister responsible prior to adoption.

Section 413 of the *LGA* and Section 264 of the *Charter* authorize local government to designate those bylaws for which municipal ticket information may be used as a means of bylaw enforcement. Staff have prepared Bylaw No. 4672 to amend Bylaw No. 1857 by updating Schedule 7 to include the regulations in Bylaw No. 4435.

Environmental & Climate Implications

Environmental concerns related to soil removal and deposit include changes to the stability of existing slopes, changes to drainage patterns, and the introduction of contaminants and invasive species to the land, watercourses and groundwater resources. The proposed Bylaw requires more regular and stringent reporting of soil deposit activity for deposits greater than 4,000 m³. The Bylaw more closely aligns deposit activity with the *Riparian Areas Protection Regulation* and includes requirements for buffer areas where soil deposit sites are in proximity to streams. A type ‘D’ soil deposit permit will be required where soil deposit activity for amounts greater than 4,000 m³ is specifically permitted or authorized by a land use bylaw. The land use authorization process will allow for the review and analysis of the land use implications associated with heavy vehicle traffic and impacts on the surrounding community.

Type ‘D’ soil deposit permit applications will require a Soil Assessment and Deposit Plan documenting the proposed final state of the land and the procedures for monitoring the origin and composition of soil to be deposited. Type ‘D’ deposits applications will also require an Environmental Assessment and Protection Plan that is to include measures for controlling soil erosion and sedimentation, and for managing on-site drainage. Measures will also need to be described for protecting riparian areas and ensuring that watercourses, wells and aquifers flowing through or under the parcel will not be negatively impacted.

Intergovernmental Implications

Proposed Bylaw No. 4435 was reviewed by the Ministry of Environment and Parks and the Ministry of Mining and Critical Minerals. The Province has confirmed that ministerial approval is only required from the Minister of Environment and Parks.

Regional Growth Strategy Implications

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a Regional Growth Strategy (RGS) be consistent with the RGS. Proposed Bylaw No. 4435 does not affect the growth, density and servicing objectives of the RGS, and helps to achieve Policy 2.1.4 by providing additional tools to identify, protect, enhance and restore healthy ecosystems. Staff are of the opinion that the proposed Bylaw is consistent with the RGS.

Financial Implications

The proposed soil deposit application fees are based on the level of staff resources required to review and evaluate a given soil deposit permit type. The associated soil quantity fee has been estimated to cover the costs of monitoring and enforcement.

The proposed fine amounts included in the amended schedule to the CRD Ticket Information Authorization Bylaw consider the cost of ongoing enforcement and encourage voluntary compliance with the Bylaw. Reduced fine amounts have been added, in accordance with the *Charter*.

Service Delivery Implications

In keeping with current practice, applications for soil deposit permits will be received and processed by JdF Community Planning. The proposed Bylaw provides clearer direction to applicants and staff regarding the information that must be submitted for each soil permit application type, and removes ambiguity related to the purpose of the public consultation process. Permit applications will be referred by JdF Community Planning to CRD Bylaw Enforcement and Building Inspection staff, as well as to the Ministry of Transportation and Transit and the Ministry of Environment and Parks for comment and information. It is anticipated that there will be an increase in the staff time required to review the additional information and deliver this service.

Given the new requirement for landowners to obtain Type 'A' Soil Deposit Permits for quantities under 250 m³, it is anticipated that the overall number of permit applications will increase. However, staff time is currently required to review information submitted in support of soil permit exemptions. Therefore, no significant changes in the amount of staff time are anticipated in relation to the administration of Type 'A' permits.

The proposed Bylaw includes an increase in the application fees, as well as incremental volumetric fees. These fees will offset the additional staff time required to process applications and monitor and enforce deposit activity.

CONCLUSION

The purpose of Bylaw No. 4435 is to repeal and replace Bylaw No. 3941, JdF Soil or Removal Bylaw, 2015, Bylaw No. 1. Staff have prepared Bylaw No. 4435 based on a review of soil bylaws adopted by other municipalities and regional districts, consultation with developers, operators and provincial staff, as well as experience administering Bylaw No. 3941 and regulating soil deposit activity under the current bylaw. The purpose of Bylaw No. 4672 is to amend Bylaw No. 1857 by replacing Schedule 7 with a new Schedule 7 that reflects the regulations in Bylaw No. 4435. Staff recommend that Bylaw Nos. 4435 and 4672 be read a first, second and third time, and that the Bylaws be returned to the Board for adoption upon Ministerial approval of Bylaw No. 4435.

Electoral Areas Committee – February 12, 2025

Bylaw No. 4435: Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025 and Bylaw No. 4672: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 83, 2025

RECOMMENDATION

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

1. That Bylaw No. 4435, “Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025” be introduced and read a first, second, and third time.
2. That Bylaw No. 4435 be forwarded to the Ministry of Environment and Parks for Ministerial approval prior to adoption.
3. That Bylaw No. 4672, “Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 83, 2025” be introduced and read a first, second, and third time; and
4. That Bylaw No. 4672 be returned with Bylaw No. 4435 for adoption.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, JdF Local Area Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer

ATTACHMENTS:

Appendix A: Proposed Bylaw No. 4435: JdF Soil Removal or Deposit Bylaw No. 2, 2025

Appendix B: Proposed Bylaw No 4672: Ticket Information Authorization (Schedule 7)

Appendix C: Bylaw No. 3941: JdF Soil Removal or Deposit Bylaw No. 1

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4435**

**A BYLAW TO REGULATE THE REMOVAL OR DEPOSIT OF SOIL ON LANDS
WITHIN THE JUAN DE FUCA ELECTORAL AREA**

WHEREAS:

- A. Under the Supplementary Letters Patent issued on February 12, 1973 (Division XI), as amended by the Supplementary Letters Patent dated August 25, 1986, the Capital Regional District (CRD) was granted authority to undertake the function of regulating the *removal* and *deposit* of *soil*;
- B. Subject to Section 9 of the Community Charter, Section 327 of the Local Government Act authorizes a regional district to regulate or prohibit the *removal* of *soil* from and *deposit* of *soil* and other materials on any land within the regional district or in any area of the regional district, to make different regulations and prohibitions for different areas, and to require permits and impose fees;
- C. The *Board* of the Capital Regional District wishes to regulate both the *removal* of *soil* and the *deposit* of *soil* and other materials within the Juan de Fuca Electoral Area of the Capital Regional District;
- D. The Capital Regional District recognizes that within areas designated as Agricultural Land Reserve (ALR) under the Agricultural Land Commission Act (ALC Act) this Bylaw has no force or effect unless the *soil deposit* or extraction is authorized under the ALC Act or Regulations, or approval from the Agricultural Land Commission for *soil deposit* or extraction has been obtained through an application or notification process;
- E. The Capital Regional District acknowledges that within areas classified as *private managed forest land*, this Bylaw and any permits issued under this Bylaw must not have the effect of restricting, directly or indirectly, a forest management activity listed under Schedule A of the Private Managed Forest Land Regulation.

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

REPEAL AND REPLACEMENT OF BYLAWS

The following bylaw is hereby repealed in its entirety:

- (a) Capital Regional District Bylaw No. 3941, cited as the "Juan de Fuca Soil Removal or Deposit Bylaw No. 1, 2015".

and replaced by this Bylaw.

TITLE

- 1 This Bylaw may be cited for all purposes as the "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025".

DEFINITIONS

- 2 In this Bylaw, the following definitions apply:

AGENT means a person who has been authorized in writing by an owner to apply for a *permit* or to act on the owner's behalf on matters regulated by this Bylaw or authorized by a *permit*.

AGRICULTURAL LAND COMMISSION (ALC) means the provincial Agricultural Land Commission established under Section 4 of the ALC Act.

AGRICULTURAL LAND RESERVE (ALR) means agricultural land designated as an agricultural land reserve under the ALC Act and includes an agricultural land reserve under a former Act.

APPLICANT means an owner, or their *agent*, who has submitted an *application*.

APPLICATION means an application for a *permit* to *deposit* *soil*.

AUTHORIZED PERSON has the same meaning as under the Sewerage System Regulation, B.C. Reg. 326/2004, as amended or replaced from time to time.

BOARD means the Capital Regional District Board.

BUILDING OFFICIAL means a Registered Building Official employed by the CRD to administer and enforce CRD Building Regulation Bylaw, 2010, Bylaw No. 3741, as amended or replaced from time to time.

BUILDING PERMIT means a permit issued under the authority of CRD Building Regulation Bylaw, 2010, Bylaw No. 3741, as amended or replaced from time to time.

BYLAW ENFORCEMENT OFFICER means a person designated by the *Board* to administer and enforce bylaws within the CRD.

COMPOST means a product which is:

- (a) a stabilized earthy matter having the properties and structure of humus;
- (b) beneficial to plant growth when used as a *soil* amendment;
- (c) produced by composting; and
- (d) only derived from organic matter.

CONTAMINATED SITES REGULATION means the Province of British Columbia's Contaminated Sites Regulation, B.C. Reg. 375/96, as amended or replaced from time to time.

DEPOSIT means the act of moving *soil* or other material and placing it upon a *parcel* of land where such *soil* or other material did not previously exist or stand.

DRAINAGE COURSE means a well-defined, natural or artificial channel that conveys stormwater, whether it usually contains water or not.

ELECTORAL AREA means the Juan de Fuca Electoral Area of the Capital Regional District.

GENERAL MANAGER means the General Manager responsible for the administration and enforcement of this Bylaw, or a person authorized to act on his or her behalf.

HIGH-VOLUME SITE means a site in relation to which section 55.1 (2) [high volume receiving sites] of the Environmental Management Act applies.

HOLIDAY means:

- (a) Sunday;
- (b) Christmas Day, Good Friday and Easter Monday;
- (c) Canada Day, Victoria Day, British Columbia Day, Labour Day, National Day for Truth and Reconciliation, Remembrance Day, Family Day and New Year's Day;
- (d) December 26; and
- (e) a day set by the Parliament of Canada or by the Legislature, or appointed by proclamation of the Governor General or the Lieutenant Governor, to be observed as a day of general prayer or mourning, a day of public rejoicing or thanksgiving, a day for celebrating the birthday of the reigning Sovereign, or as a public holiday.

LANDSCAPE MATERIAL means gravel, rock, stone, sand, bark mulch, topsoil, *compost* and similar materials used for *landscaping* purposes and obtained from a commercial landscape supplier.

LANDSCAPING means preserving or changing the natural features of a parcel by the application of *landscape material*, but does not include changes in grade, stockpiling and excavation.

LAND USE BYLAW means the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040; the Malahat Land Use Bylaw, 1982, Bylaw No. 980; the Land Use Bylaw for the Rural Resource Lands, 2009, Bylaw No. 3602; the Comprehensive Community Development Plan for Port Renfrew, 2003, Bylaw No. 3109, and the Comprehensive Community Plan for Willis Point, 2002, Bylaw No. 3027;

LAND USE COMMITTEE means the Committee established by the *Board* in accordance with Bylaw No. 3166 to make land use recommendations to the *Board*.

MINE means a mine operating under the authorization of a permit issued under the Mines Act.

PARCEL means a lot, block or other area in which real property is held or into which real property is subdivided, and includes a strata lot created under the Bare Land Strata Regulations pursuant to the Strata Property Act, but specifically excludes any other strata lot created pursuant to the Strata Property Act or a highway or portion thereof.

PERMIT means the written authority issued by the *General Manager* for the *deposit of soil* on any *parcel*.

PERMIT AREA means the area of land over which the *soil deposit* occurs, or is proposed to occur, within the subject *parcel*.

PRIVATE MANAGED FOREST LAND means private land in respect of which there is a management commitment in accordance with the Private Managed Forest Land Act and that is classified as managed forest land under the Assessment Act.

PROFESSIONAL REPORT means a report, or reports, prepared by a *qualified professional* in compliance with this Bylaw.

QUALIFIED PROFESSIONAL (QP) may include an engineer, geoscientist, hydrogeologist, agrologist, biologist, soil scientist or land surveyor who is working within their field of expertise and is in good standing with the applicable professional organization.

RECYCLED ASPHALT PAVEMENT means asphalt that has been recovered from a demolition process, and that does not include, or is not combined with metal, plastic, rubber, wood, glass, paper, organic materials or other contaminants.

RECYCLED CONCRETE AGGREGATE means concrete that has been recovered from a demolition process, and that does not include, or is not combined with metal, plastic, rubber, wood, glass, paper, organic materials or other contaminants.

REMOVAL means the act of removing *soil* from any *parcel* on which it exists and includes the removal of *soil* which has been placed into a *stockpile* or storage facility.

RIPARIAN ASSESSMENT AREA means:

- (a) for a *stream*, the 30-metre strip on both sides of the *stream*, measured from the *high-water mark*;
- (b) for a ravine less than 60 metres wide, a strip on both sides for the *stream* measured from the *high-water mark* to a point that is 30 metres beyond the top of the ravine bank; and
- (c) for a ravine 60 metres wide or greater, a strip on both sides of the *stream* measured from the *high-water mark* to a point that is 10 metres beyond the top of the ravine bank.

SECURITY DEPOSIT means a cash deposit, certified cheque or irrevocable letter of credit provided by the *applicant* to ensure all works will be carried out in compliance with the conditions of the Bylaw.

SOIL means unconsolidated mineral or organic material, rock, fill, and sediment that is *deposited* on land, but does not include sewage sludge and *compost* that is applied to land for a beneficial purpose in compliance with the Organic Matter Recycling Regulation or an authorization given under the Environmental Management Act, manure from animals, or farm *compost* material placed on land as a soil amendment or conditioner; or minerals as defined in the Mineral Tenure Act or Regulation.

SOIL DEPOSIT LOGBOOK means a record of all *soil deposited* to which an exemption under Section 13 or a permit under Sections 21, 23, 24 or 26 apply and includes the following information:

- (a) the date, time and origin of each delivery of *soil*;
- (b) the contact information (name and phone number) for each project site or property from which the *soil* originated;
- (c) the total *volume soil deposited*;
- (d) the company that delivered the *soil*; and
- (e) the name of the person entering the *soil deposit logbook* information.

STOCKPILE means an artificial accumulation of *soil* or other material held in reserve for future use, distribution or *removal*.

STREAM means any of the following:

- (a) a *watercourse* or body of water, whether or not it usually contains water; and
- (b) any of the following that is connected by surface flow to a watercourse or body of water referred to in paragraph (a):
 - (i) a ditch, whether or not it usually contains water,
 - (ii) a spring, whether or not it usually contains water; or
 - (iii) a wetland.

TYPE 'A' SOIL DEPOSIT PERMIT means a *permit* authorizing the *deposit* of *soil* on a *parcel* where the *volume* of *soil* is less than or equal to 250 m³ per calendar year.

TYPE 'B' SOIL DEPOSIT PERMIT means a *permit* authorizing the *deposit* of *soil* on a *parcel* where the *volume* of *soil* is greater than 250 m³ and less than or equal to 2,000 m³ per calendar year.

TYPE 'C' SOIL DEPOSIT PERMIT means a *permit* authorizing the *deposit* of *soil* on a *parcel* where the *volume* of *soil* is greater than 2,000 m³ and less than or equal to 4,000 m³ per calendar year.

TYPE 'D' SOIL DEPOSIT PERMIT means a permit authorizing the *deposit* of *soil* on a *parcel* where the *volume* of *soil* is greater than 4,000 m³ per calendar year.

UNSUITABLE MATERIAL means:

- (a) construction, reconstruction, renovation, building, demolition and road works wastes of any nature, except *recycled asphalt pavement* and *recycled concrete aggregate* in accordance with the requirements of this Bylaw;
- (b) *wood waste* derived from any commercial or industrial activity; and
- (c) *soil* known to contain species identified under the *Weed Control Act*.

WATERCOURSE means a permanent or non-permanent (containing water at least six months of the year) source of water supply that is natural or man-made, including a pond, lake, river, creek, brook, ditch, spring or wetland that is integral to a *stream*, with well-defined banks and a bed of 0.6 m or more below the surrounding land serving to give direction to or containing a current of water but does not apply to a man-made pond that does not connect to a *stream*.

WOOD WASTE means wood residue in mechanically shredded form and includes sawdust, hog fuel, bark, chips, slabs, shavings, trimmings, edgings, or other such waste that is the result of any manufacturing process involved in the production of lumber or other wood products.

VOLUME means the volume of uncompacted *soil* measured for the purpose of transport to a property before it is *deposited*.

PURPOSE

3 This Bylaw has been enacted for the purpose of regulating the *removal* and *deposit* of *soil* within the Juan de Fuca Electoral Area of the CRD in the general public interest.

4 The purpose of this Bylaw does not extend:

- (a) to the protection of owners, occupiers or persons involved in the *removal* or *deposit* of *soil* from economic loss;
- (b) to the assumption of the CRD or any officer or employee of the CRD of any responsibility for ensuring compliance by any person involved in the *removal* or *deposit* of *soil* on land under this Bylaw, or any other enactments applicable to the *removal* or *deposit* of *soil* or the development of land;
- (c) to providing any person with a warranty that any *deposit* or *removal* of *soil* will not violate this Bylaw, any other enactment or create any nuisance of any type;
- (d) to relieving *applicants* from the responsibility for removing any *soil* that has been *deposited* contrary to this Bylaw or a *permit* issued under this Bylaw;
- (e) to lands within the ALR except where authorized under the *ALC Act* or *Regulations* or as approved by the ALC through an application/notification process; or

- (f) to forest management activity on lands classified as Managed Forest Land under the Private Managed Forest Land Act; and
- (g) any liability relating to damaging highways or *depositing* materials on a highway.

BYLAW APPLICATION

- 5 This Bylaw applies within the *Electoral Area*, except when in conflict with the ALC Act or Regulations or the Private Managed Forest Land Act.

SEVERABILITY

- 6 If any section, subsection, sentence, paragraph, or schedule forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the section, subsection, paragraph, or schedule may be severed from the Bylaw without affecting the validity of the Bylaw or any portion of the Bylaw or remaining schedules.

INCORPORATION OF SCHEDULES

- 7 Schedules 'A' and 'B', attached hereto, are hereby made a part of this Bylaw.

GENERAL REGULATIONS

- 8 No person shall do any of the following anywhere in the *Electoral Area*:
- (a) *deposit soil* or cause, permit or allow the *deposit of soil* on any *parcel*, unless or until a *permit* allowing the *deposit* has first been obtained or unless the *deposit* does not require a *permit* under Section 13 of this Bylaw;
 - (b) *deposit a volume of soil* in excess of 4,000 m³, except in accordance with Section 13 or where specifically authorized or permitted by a *land use bylaw* and under a *Type 'D' Soil Deposit Permit*;
 - (c) *deposit unsuitable material* or cause, permit or allow the *deposit of unsuitable material* on any *parcel*, unless specifically authorized or permitted by a *land use bylaw*;
 - (d) *remove or deposit soil* in or around a *watercourse* unless in compliance with the provincial Riparian Areas Protection Regulation, the Water Sustainability Act, or Part 9 of the Health Safety and Reclamation Code;
 - (e) *remove or deposit any soil material* on land in the ALR unless authorized by the ALC Act or Regulations or as approved by the ALC; or
 - (f) *deposit soil* contrary to any *permit* issued under this Bylaw.
- 9 The owner of land from which *soil* is to be *removed* or on which *soil* is to be *deposited* is responsible for ensuring compliance with the provisions of this Bylaw.
- 10 The owner of land from which *soil* is to be *removed* or on which *soil* is to be *deposited* is responsible to contact the relevant Provincial and Federal ministries or agencies in order to determine the requirements of those ministries or agencies in relation to any *soil deposit* or *removal* undertaken under the authority of this Bylaw, and the *owner* is responsible to comply with those requirements.

SOIL REMOVAL REGULATIONS

- 11 The *removal of soil* from land in the *Electoral Area* is subject to the following regulations:
- (a) No person shall engage in the *removal of soil*, or in the excavation or moving of *soil* associated with *soil removal* operations:
 - (i) on a *holiday*, or
 - (ii) outside the hours of 7 am to 7 pm.
 - (b) Despite Section 11(a)(ii), no person shall engage in the *removal of soil*, or in the excavation or moving of *soil* associated with *soil removal* operations on a Residential, Rural Residential,

Multiple Family Residential or Community Residential zoned *parcel* as defined in a *land use bylaw*:

- (i) outside the hours of 8 am and 5 pm.
- (c) Where the *soil removal* is within a development permit area designated by a CRD official community plan bylaw under Section 488(1)(a) (protection of the natural environment) or Section 488(1)(b) (protection of development from hazardous conditions) of the Local Government Act, a development permit must be issued prior to the *removal* of any *soil*.
- (d) Where the *soil removal* is within an area for which a development permit has been issued, the *soil removal* must comply with the development permit.
- (e) Where the *removal of soil* is proposed within 5 m of a *riparian assessment area* boundary, no person shall remove soil unless the person has first installed sediment control fencing adjacent to any *riparian assessment area*, unless otherwise authorized in a development permit.
- (f) Where both the *soil removal* site and *soil deposit* site are located in the *Electoral Area*, a *permit* must be approved for the *deposit* site prior to any *soil removal*.
- (g) Any *soil removal* in excess of 100 m³ in a calendar year requires approval of the Ministry of Transportation and Transit.
- (h) Public highway rights-of-way, including travelled surfaces and roadside ditches, must remain free of *soil*, gravel, rock or other material during *soil removal* operations.

SOIL DEPOSIT REGULATIONS

12 In addition to any conditions specified in a *permit* under this Bylaw, the *deposit* of any *soil* on land in the *Electoral Area* must comply with the following regulations:

- (a) No person shall engage in the *deposit* of *soil*, or in the excavation, grading or moving of *soil* associated with *deposit* operations:
 - (i) on a *holiday*,
 - (ii) or outside the hours of 7 am to 7 pm,
 except as authorized or further restricted in a *permit*.
- (b) Despite Section 12(a)(ii), no person shall engage in the *deposit* of *soil*, or in the excavation, grading or moving of *soil* associated with *deposit* operations on a Residential, Rural Residential, Multiple Family Residential or Community Residential zoned *parcel* as defined in a *land use bylaw*:
 - (i) outside the hours of 8 am and 5 pm,
 except as authorized or further restricted in a *permit*.
- (c) Where the *soil deposit* is within a development permit area designated by a CRD official community plan bylaw under Section 488(1)(a) (protection of the natural environment) or Section 488(1)(b) (protection of development from hazardous conditions) of the Local Government Act, a development permit must be issued prior to the *deposit* of any *soil*.
- (d) Where the *soil deposit* is within an area for which a development permit has been issued, the *soil deposit* must comply with the development permit.
- (e) Where the *deposit* of *soil* is proposed to be located within 5 m of a *riparian assessment area* boundary, no person shall *deposit* or permit the *deposit* of *soil* unless they have installed sediment control fencing along the boundary of the *riparian assessment area* prior to the commencement of the *soil deposit*, except as otherwise specified in a *permit* under this Bylaw.
- (f) A person *depositing soil* shall ensure that all *streams*, *watercourses*, wetlands, and drainage facilities are kept free of silt, clay, sand, debris and other material attributable to the *soil deposit* activity that could obstruct, impair, or impede drainage facilities and *watercourses*, except as authorized by the Province.

- (g) A person that has *deposited* or is *depositing soil* shall ensure that the slope of any exposed face of *deposited soil* is greater than the angle of repose necessary for stability of the *deposited* material, except that:
 - (i) The slope of any exposed face of *deposited soil* within 10 m of a property boundary must not be greater than 4:1 (4 vertical to 1 horizontal) or than the angle of repose necessary for stability of the *deposited* material, whichever is less.
- (h) A person that has *deposited* or is *depositing soil* shall ensure that the *soil* is graded so that positive gravity drainage is assured.
- (i) A person that has *deposited* or is *depositing soil* shall install and a drainage system of sufficient capacity and extent to ensure that runoff onto adjacent lands will be no greater than prior to commencement of the *soil deposit*.
- (j) *Soil* must not be *deposited* over a well or other water source or sewage disposal systems without prior approval by a *qualified professional*.
- (k) Any *soil deposit* in excess of 250 m³ in a calendar year requires approval of the Ministry of Transportation and Transit.
- (l) Public highway rights-of-way, including travel surfaces and roadside ditches, shall remain free of *soil*, gravel, rock or other material during *soil deposit* operations, except with written approval of the Ministry of Transportation and Transit.
- (m) *Soil* must not be *deposited* over any statutory right-of-way without first obtaining written approval of the authority having jurisdiction over the statutory right-of-way.
- (n) Where *soil* is *deposited* under a *permit* required by this Bylaw, the *volume* is the cumulative amount of *soil deposited* over a 5-year period starting from the completion or expiration of the most recent *permit*.

PERMIT EXEMPTIONS

- 13** Notwithstanding Section 12, a *permit* is not required if at least one of the following conditions is satisfied:
- (a) the *deposit* consists of *landscape material* or of aggregate that is sourced from a *mine*, for the sole purpose of *landscaping a parcel* where the total *volume deposited* does not exceed 250 m³ in any calendar year;
 - (b) all of the *soil* to be *deposited* is necessary for the construction of basements, footings and foundations, or for the installation of works and services including septic fields and driveways in conjunction with the construction of a building or structure under a valid *building permit* while such *building permit* remains in force where the total *volume deposited* under Section 13(b) does not exceed 2,000 m³;
 - (c) all of the *soil* to be *deposited* is necessary for the construction of works and services including septic fields and future public highways in conjunction with the subdivision of land under an active application with the Ministry of Transportation and Transit;
 - (d) all of the *soil* to be *deposited* is, in the written opinion of an *authorized person*, required for the maintenance, repair, or replacement of a sewerage system and associated works where the total *volume deposited* under Section 13(d) does not exceed 2,000 m³;
 - (e) the *deposit* is required for the construction or repair of works, roads, highways or services by or on behalf of the CRD, or the Ministry of Transportation and Transit, and the *deposit* is onto a *parcel* owned or leased by one of these authorities;
 - (f) the *deposit* is to a *parcel* owned or leased by the federal or provincial government provided that this exemption does not apply to the *deposit* on a *parcel* that is leased or licensed by the provincial or federal government to a third party;
 - (g) the *soil* is being relocated within the boundaries of the *parcel* from which it originates;

- (h) the *deposit of soil* is on land used for authorized industrial uses or for commercial landscape supply, horticultural use or as a nursery in compliance with a *land use bylaw* and the *ALC Act*, and such *deposit* is necessary to create a *stockpile* for re-sale or is otherwise necessary as part of the routine business operations of a landscape supply, horticultural or nursery operation;
 - (i) the *deposit of soil* is authorized by a permit or other explicit approval under the *Mines Act*;
 - (j) the *deposit of soil* is on land that is designated as *private managed forest land* and the *deposit* is a forest management activity in accordance with the *Private Managed Forest Land Act and Regulation*; or
 - (k) the *deposit of soil* is registered as a *high-volume site* by the Province on land located within the Rural Resource Lands Official Community Plan area;
 - (l) the *deposit* or import of aggregate that is sourced from a *mine* in connection with the operation of farm, horse stable, or other agricultural use, and where the land is within the *Agricultural Land Reserve*, the *deposit* or import is also designated as a farm use under the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*; and
 - (m) the *deposit* is undertaken to resolve an emergency situation that presents an immediate danger related to flooding, erosion, land slide or other immediate threat to life or property.
- 14** Where the *Building Official* is of the opinion that *soil* being *deposited*, or to be *deposited*, under Section 13(b) or 13(c) of this Bylaw is not necessary for the construction of basements, footings, and foundations, or for the installation of works and services including septic fields and driveways, the *Building Official*, *Bylaw Enforcement Officer* or *General Manager* may order the immediate cessation of *soil deposit* until a *permit* has been applied for and issued under this Bylaw.
- 15** Where the *General Manager* is of the opinion that *soil* being *deposited*, or to be *deposited*, under Section 13(m) of this Bylaw is not necessary to resolve an emergency situation that presents an immediate danger related to flooding, erosion, land slide or other immediate threat to life or property, the *General Manager* may order the immediate cessation of *soil deposit* until a *permit* has been applied for and issued under this Bylaw.
- 16** The onus of demonstrating compliance with Section 13 is at all times on the owner of the land undertaking the *deposit of soil*, who must provide to the CRD sufficient documentation, including but not limited to a *soil deposit logbook*, to the satisfaction of the *General Manager* to confirm that the person meets the conditions for granting an exemption under Section 13 and the regulations specified under Section 12.
- 17** A person who intends to *deposit soil* under Section 13 must submit to the CRD, at least 5 days prior to the proposed *deposit*, a Contaminated Site Waiver (Schedule 'B') or a Site Disclosure Statement, as set out in Schedule 1 of the *Contaminated Sites Regulation* of the *Environmental Management Act* of British Columbia, for the site from which the *soil* originated.

PERMIT APPLICATION REQUIREMENTS

- 18** Every *application* must be made by the owner of the *parcel* on which the *soil* is to be *deposited*, or by the *agent* of the owner.
- 19** If the *applicant* is not the owner of the *parcel* of land, the *applicant* must provide a signed owner authorization from all owners of the *parcel* of land authorizing the *applicant* to carry out the works on behalf of the owner.
- 20** All plans, specifications and *professional reports* forming part of an *application* in respect of which a *permit* is issued forms part of and will be incorporated in the *permit* unless otherwise specified, and without limiting the foregoing, a *permit* issued is limited to the *volume* of *soil* that is to be *deposited*.

APPLICATION REQUIREMENTS – TYPE 'A' SOIL DEPOSIT PERMIT

- 21** Unless exempt under Section 13, any person intending to *deposit* a *volume* of up to 250 m³ of *soil* on a *parcel* of land must first obtain a *Type 'A' Soil Deposit Permit*.
- 22** Every *application* for a *Type 'A' Soil Deposit Permit* must include the following:

- (a) a completed *Type 'A' Soil Deposit Permit application* form, including all required signatures and authorizations;
- (b) a title search, and copies of all registered encumbrances obtained no more than 30 days prior to the date of submission of the *application*;
- (c) the applicable *security deposit* and *permit fees* (Schedule 'A');
- (d) a Contaminated Site Waiver (Schedule 'B'), or a Site Disclosure Statement, as set out in Schedule 1 of the *Contaminated Sites Regulation* of the *Environmental Management Act* of British Columbia, completed by the owner, or agent, of the site from which the *soil* originated;
- (e) a scaled and dimensioned site plan of the property where the *soil* is to be *deposited* showing:
 - (i) the location of property boundaries;
 - (ii) the specific location on the property where the *soil* is to be *deposited*;
 - (iii) the location of the proposed crest of a fill slope and the proposed toe of a fill slope and their elevations;
 - (iv) the location of driveway accesses, internal roadways, buildings and structures located on the property;
 - (v) the location of wells and septic fields; and
 - (vi) the location of any *stream*, lake, pond, wetland, *drainage course* or the sea on the subject property or within 30 m of the *soil deposit* area.
- (g) Where a Steep Slope, as defined by the applicable Official Community Plan Development Permit designation, is created as a result of *soil deposit* activity, a Soil Assessment and Deposit Plan prepared by a *qualified professional*, including:
 - (i) plans drawn to a scale of not less than 1:1,000, showing the existing contours with contour intervals of not more than 1 m; and the location of buildings or structures; *watercourses*, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed *permit area*; driveways; and ingress and egress points from the proposed *permit area* to a highway;
 - (ii) the proposed contours of the *parcel* in its final state upon completion of the *permit* activities with contour intervals of not more than 1 m; and
 - (iii) the proposed total *volume* of *soil* to be *deposited*.

APPLICATION REQUIREMENTS – TYPE 'B' AND TYPE 'C' SOIL DEPOSIT PERMIT

- 23** Unless exempt under Section 13, any person intending to *deposit* a *volume* of more than 250 m³ but less than or equal to 2,000 m³ of *soil* on a *parcel* of land must first obtain a *Type 'B' Soil Deposit Permit*.
- 24** Unless exempt under Section 13, any person intending to *deposit* a *volume* of more than 2,000 m³ but less than or equal to 4,000 m³ of *soil* on a *parcel* of land must first obtain a *Type 'C' Soil Deposit Permit*.
- 25** Every *application* for a *Type 'B' or Type 'C' Soil Deposit Permit* must include the following:
- (a) a completed *Type 'B' and Type 'C' Soil Deposit Permit application* form, including all required signatures and authorizations;
 - (b) a title search, and copies of all registered encumbrances obtained no more than 30 days prior to the date of submission of the *application*;
 - (c) the applicable *security deposit* and *permit fees* (Schedule 'A');
 - (d) a Contaminated Site Waiver (Schedule 'B') or a Site Disclosure Statement, as set out in Schedule 1 of the *Contaminated Sites Regulation* of the *Environmental Management Act* of British Columbia, completed by the owner, or agent, of the site from which the *soil* originated;

- (e) a scaled and dimensioned site plan prepared by a *qualified professional* showing the following:
 - (i) the location of property boundaries;
 - (ii) the specific location on the property where the *soil* is to be *deposited*;
 - (iii) the location of the proposed crest of a fill slope and the proposed toe of a fill slope and their elevations;
 - (iv) the location of driveway accesses, internal roadways, buildings and structures located on the property;
 - (v) the location of wells and septic fields;
 - (vi) the location of any *stream*, lake, pond, wetland, *drainage course* or the sea on the subject property or within 30 m of the *soil deposit* area; and
 - (vii) the proposed contours of the *parcel* in its final state upon completion of the *permit* activities with contour intervals of not more than 1 m.
- (f) Where a Steep Slope, as defined by the applicable the Official Community Plan Development Permit designation, is created as a result of *soil deposit* activity, a Soil Assessment and Deposit Plan prepared by a *qualified professional*, including:
 - (i) plans drawn to a scale of not less than 1:1,000, showing the existing contours with contour intervals of not more than 1 m; and the location of buildings or structures; *watercourses*, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed *permit area*; driveways; and ingress and egress points from the proposed *permit area* to a highway;
 - (ii) the proposed contours and cross-sections of the *parcel* in its final state upon completion of the *permit* activities with contour intervals of not more than 1 m; and
 - (iii) the proposed total *volume* of *soil* to be *deposited*, including any pertinent information used to calculate the *soil deposit volume*.

APPLICATION REQUIREMENTS – TYPE ‘D’ SOIL DEPOSIT PERMIT

- 26** Any person intending to *deposit* a *volume* of more than 4,000 m³ of *soil* on a *parcel* of land specifically authorized or permitted by a *land use bylaw*, must first obtain a *Type ‘D’ Soil Deposit Permit*, unless exempt under Section 13.
- 27** Every *application* for a *Type ‘D’ Soil Deposit Permit* must include the following:
- (a) a completed *Type ‘D’ Soil Deposit Permit application* form, including all required signatures and authorizations;
 - (b) a title search, and copies of all registered encumbrances, including water licenses, obtained no more than 30 days prior to the date of submission of the *application*;
 - (c) the applicable *security deposit* and *permit* fees (Schedule ‘A’);
 - (d) a Site Disclosure Statement, as set out in Schedule 1 of the *Contaminated Sites Regulation* of the *Environmental Management Act* of British Columbia, completed by the owner, or agent of the site from which the *soil* originated;
 - (e) a Soil Assessment and Deposit Plan prepared by a *qualified professional*, including:
 - (i) plans drawn to a scale of not less than 1:1,000, showing the existing contours with contour intervals of not more than 1 m; and the location of buildings or structures; *watercourses*, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed *permit area*; driveways; and ingress and egress points from the proposed *permit area* to a highway;
 - (ii) the proposed contours and cross-sections of the *parcel* in its final state upon completion of the *permit* activities with contour intervals of not more than 1 m;

- (iii) the proposed total *volume* of *soil* to be *deposited*, including any pertinent information used to calculate the *soil deposit volume*;
 - (iv) the estimated schedule and phasing of *soil deposit* activity;
 - (v) a description of procedures for controlling access to the site; and
 - (vi) a description of procedures for documenting the origin and composition of *soil* to be *deposited*, including preliminary fill source assessments, *soil* source Site Disclosure Statements, and truck tracking receipts.
- (f) an Environmental Assessment and Protection Plan prepared by a *qualified professional*, including:
- (i) measures to control *soil* erosion and sedimentation;
 - (ii) measures for managing on-site drainage and ensuring that adjacent properties will not be negatively impacted by water runoff from the *soil deposit* site;
 - (iii) measures for protecting *riparian assessment areas* and for ensuring that *watercourses*, wells and aquifers, flowing through or under the *parcel*, will not be negatively impacted by the *soil deposit* activity or by storm water runoff from the *soil deposit* site (this may be combined with a Riparian Areas Protection Regulation Assessment where required);
 - (iv) measures for controlling noxious weeds and invasive species; and
 - (v) measures to control: dust, noise, odour, smoke, vibration and visual impacts caused by the *deposit* on adjacent *parcels*, and the tracking of *soil* or other material onto highways.

GENERAL APPLICATION REQUIREMENTS

- 28** In addition to the *application* requirements under Sections 25 and 27, the *General Manager* may require the following information prior to considering issuance of a *permit*:
- (a) a survey of the *parcel*, or in the case of a *parcel* exceeding 1 ha a survey of that part of the *parcel* that is the subject of the *application*, prepared by a British Columbia Land Surveyor (BCLS), including:
 - (i) the location of property boundaries, and any easements, statutory rights-of-way and covenant areas;
 - (ii) the specific location on the property where the *soil* is to be *deposited*;
 - (iii) the location of driveway accesses and internal roadways, buildings and structures located on the property;
 - (iv) the location of wells and septic fields;
 - (v) the location of all public infrastructure within 20 m of the property;
 - (vi) the location of any *stream*, lake, pond, wetland, *drainage course* or the sea on the subject property or within 30 m of the subject property; and
 - (b) a Site Remediation Plan prepared by a *qualified professional*, including:
 - (i) reclamation measures to stabilize, landscape and restore the land upon completion of the *soil deposit* activity;
 - (ii) measures for permanent drainage and storm water management; and
 - (iii) measures to address noxious weeds and invasive species after completion the of *soil deposit* activity; and
 - (c) for land that, in the opinion of the *General Manager*, may be susceptible to flooding, a Hydrology Report prepared by a *qualified professional* certifying that adjacent property and infrastructure will not be subject to increased flooding and hydraulic impacts caused by the reduced absorptive capacity of the land, reduced flood capacity, or the blockage or re-direction of flood water flows; and

- (d) for land that is located within an aquifer that is highly vulnerable to contamination by surface sources as classified by the Province of British Columbia or a study of the CRD, written authorization from the Ministry responsible.

PERMIT CONDITIONS

- 29 A *permit* constitutes written authority under this Bylaw to conduct only those activities described in the *permit*. All *deposit* activity must comply with the conditions of the *deposit permit* and this Bylaw.
- 30 All plans, specifications and *professional reports* forming part of an *application* in respect of which a *permit* is issued forms part of and will be incorporated into the *permit* as conditions unless otherwise specified by the *General Manager* and, without limiting the foregoing, a *permit* issued may specify the maximum *volume* of *soil* that is to be *deposited*.
- 31 In addition to the conditions specified under Section 30, a *permit* may include one or more conditions pertaining to the regulations of this Bylaw.
 - (a) Every *permit* holder must keep a daily record of all *soil deposited* on the *permit* site in the form of a *soil deposit logbook*.
 - (b) Every *permit* holder must, no later than twenty-four hours after a request to review the *soil deposit logbook*, submit the *soil deposit logbook* to the *General Manager* for review and inspection.
 - (c) Where information in the *soil deposit logbook* is incomplete or determined to be false, the *permit* may be suspended and the *permit* holder or owner must undertake one or more of the following measures, as determined by the *General Manager*, to renew work under the *permit*:
 - (i) Submit a *soil* quality assessment, including laboratory analysis of contamination for a specified *soil deposit* footprint, completed by a *qualified professional*;
 - (ii) Complete the *soil deposit logbook*;
 - (iii) Correct any false *soil deposit logbook* records; and
 - (iv) Agree to submit monthly *soil deposit logbook* records for all subsequent *soil deposits* under the *permit*.
 - (d) Prior to the *deposit* of any *soil* under a *Type 'B'*, *Type 'C'* or *Type 'D' Soil Deposit Permit*, the holder must post a copy of the *permit*, or otherwise post a clear and legible sign, in English, indicating the duration and extent of the *soil deposit* at the point of entry to the property from the main road. The sign is to be 1 m x 1 m square and must include the *permit* number on it.
 - (e) The holder of the *permit* must contact the Ministry of Transportation and Transit and comply with its requirements for road maintenance and cleanup during and after the *soil deposit* works.
 - (f) The *General Manager* may require a post-*deposit* report prepared by a *qualified professional* confirming compliance with the *permit* conditions and certifying that the land is safe for the use intended.
 - (g) Where a Site Remediation Plan is required, the *General Manager* may require a post-*deposit* report prepared by a *qualified professional* one year after the date of completion of *soil deposit* activity certifying that any recommendations of the Plan have been satisfied.
 - (h) Where the *General Manager* has reason to believe that *soil* being *deposited* under this Bylaw is contaminated, the *General Manager* may order the immediate cessation of *soil deposit* until the person *depositing* the *soil* provides satisfactory evidence that the *deposit* is subject to and is in accordance with an authorization, certificate of compliance, order, or exemption under the *Environmental Management Act*.

AUTHORITY TO ISSUE THE PERMIT

- 32 The *Board* hereby delegates to the *General Manager* the authority to refer an *application* and to issue a *permit*.

- 33** The *General Manager* or *Board* may refuse to issue a *permit* where the *applicant* has not provided sufficient evidence that the *deposit of soil* can be carried out in compliance with this Bylaw and all other statutory, regulatory, bylaw and other requirements, and without creating a hazard to persons or property, damage to the environment, or irreparable damage to highways or other public property.

REFERRAL AND NOTICE

- 34** The CRD shall refer *applications* for a *Type 'B', Type 'C' or Type 'D' Soil Deposit Permit* as follows:
- (a) Staff will refer *applications* to the Ministry of Transportation and Transit, the Ministry of Environment and Parks and to any other agency or service provider whose interests the CRD deems may be affected by the *soil deposit* and to relevant CRD departments for comment.
 - (b) Each agency and department has 20 working days after the referral date to provide comments.
 - (c) If after 20 working days an agency or department has not provided a response, the agency or department will be considered to have no concerns.
 - (d) Where an agency or department has advised that additional time will be required to review the *application*, an extension to the referral period may be considered.
- 35** An *application* for a *Type 'D' Soil Deposit Permit* may be referred by the *General Manager* or *Board* to the *Land Use Committee* for comment and a recommendation to the *General Manager* or *Board* with respect to the terms and conditions of the *permit*.
- 36** The CRD will provide a notice of intent to issue a *Type 'B' or Type 'C' Soil Deposit Permit* as follows:
- (a) The CRD will provide notice in writing by regular mail to the owners and occupiers of land immediately adjacent to the *parcel* subject to the *permit application* a minimum of 10 working days prior to the date that issuance of the *permit* will be considered.
- 37** The CRD will provide a notice of intent to recommend or issue a *Type 'D' Soil Deposit Permit* as follows:
- (a) Where an *application* has been referred to the *Land Use Committee* under Section 35, the CRD will provide notice of the *Land Use Committee* meeting at which a recommendation will be considered, the CRD, by regular mail, to the owners and occupiers of land within 500 m of the *parcel* subject to the *permit application* a minimum of 10 working days prior to the date of the *Land Use Committee* meeting; or
 - (b) Where the *General Manager* or *Board* has not referred an *application* to the *Land Use Committee*, the CRD will provide notice in writing by regular mail to the owners and occupiers of land within 500 m of the *parcel* subject to the *permit application* a minimum of 10 working days prior to the date that issuance of the *permit* will be considered.

INSPECTION

- 38** The CRD *Bylaw Enforcement Officer* or *Building Official* is authorized, at all reasonable times, to enter and inspect any property to:
- (a) determine if the owner of a property upon which a proposed *deposit* operation is required to obtain a *permit*;
 - (b) determine if a *deposit* or *removal* has occurred on a property without a valid *permit* or approval, or is being carried out in accordance with the regulations of this Bylaw; and
 - (c) inspect a *soil deposit logbook*.
- 39** The owner of any property on which *soil* is *deposited* must maintain sufficient up-to-date records and physically identify and mark on the ground the outermost extents and elevation of the *soil deposit* activity to allow the progress of the *deposit* operation to be monitored by the CRD. Such records must be made available to the *Bylaw Enforcement Officer* or *Building Official* upon request.

TERM OF PERMIT

- 40** Every *permit* issued under this Bylaw expires upon the earlier of:
- (a) the time at which the *deposit* of the total amount of *soil* authorized to be *deposited* by the *permit* has been completed;
 - (b) for a *Type 'A' or 'B' Soil Deposit Permit*, one year after the date of *permit* issuance;
 - (c) for a *Type 'C' Soil Deposit Permit*, two years after the date of *permit* issuance; or
 - (d) the expiry date expressly stated in the *permit*.

PERMIT RENEWAL

- 41** If the *deposit* authorized by a *Type 'A', 'B' or 'C' Soil Deposit Permit* is not completed before the *permit* expires under Section 40, the *General Manager* may renew the *permit* provided that:
- (a) the *applicant* makes a written request to the *General Manager* for a renewal or extension a minimum of 10 days prior to the expiry date;
 - (b) the *applicant* has paid the required renewal and security fees;
 - (c) the *applicant* has submitted a title search and owner authorization, obtained no more than 30 days prior to the date of submission of the renewal;
 - (d) the *deposit* is being carried out in compliance with the original *permit*, including any conditions of a *professional report* that may apply; and
 - (e) there is no change in scope from the original *application*.
- 42** There is no limit on the number of times an *applicant* may apply for renewals, but no *applicant* has a vested right to receive any renewals. The CRD reserves the right to require that the terms and conditions of the *permit* may be revised prior to the renewal of the *permit*.
- 43** Requests for renewal that include a change in the scope of the original *application* will require a new *deposit application* and fees to be submitted.
- 44** A *Type 'D' Soil Deposit Permit* may not be renewed. Further *soil deposit* will require a new *application* and *permit*.

FEES AND SECURITY DEPOSITS

- 45** The *application* and volumetric fee for the *permit* is set out in Schedule 'A' and is based upon the *volume* of material to be *deposited* and, except as otherwise noted on Schedule 'A', must be paid in full before issuance of the *permit*.
- 46** To ensure the due and proper compliance with all the requirements and conditions of this Bylaw, including but not limited to the non-payment of *soil deposit* fees, the *applicant* must, before receiving a *permit* for the *deposit* of *soil*, provide a *security deposit* in the amount as set out in Schedule 'A'. Where the *security deposit* is provided in the form of an irrevocable letter of credit, such letter of credit must be clean and unconditional, automatically renewing and drawn on a charter bank in Canada.
- 47** The CRD shall not be required to pay any interest on a *security deposit*.
- 48** The CRD may draw upon the *security deposit* to remedy any breach of the Bylaw or *permit* conditions, including but not limited to:
- (a) failure to adhere to the conditions and plans attached to the *permit*, including but not limited to the submission of reports from a *qualified professional*;
 - (b) causing or permitting any damage or adverse effect to the environment, public health or safety, or neighbouring properties as a result of *soil deposit* activities; or
 - (c) failure to complete the *soil deposit* within the specified time or to obtain an extension from the CRD.

- 49** Where a *security deposit* is required under this Bylaw, the CRD will hold the *security deposit* for a minimum of six (6) months after the *permit* has expired or the works authorized by the *permit* have been completed and certified by a *qualified professional*.
- 50** Where the CRD undertakes remedial action to remedy any contravention of this Bylaw or the conditions of a *permit*, the full costs will be borne by the *applicant*.

PERMIT SUSPENSION, CANCELLATION AND AMENDMENT

- 51** If there is a contravention of any term or condition of the *permit*, or the *permit* was issued on the basis of statements made in an *application*, report, declaration or record required under this Bylaw that were false or misleading with respect to a material fact, or that omitted to state a material fact, the omission of which made the statement false or misleading, the *General Manager* may:
- (a) suspend in whole or in part the rights of the *applicant* under the *permit*;
 - (b) expire the *permit*;
 - (c) amend the *permit*; or
 - (d) attach new conditions to a *permit* without the consent of the *applicant*.
- 52** For any proposed material changes to the *permit*, the *General Manager* may require one or more of the following:
- (a) the submission of amended information under Section 22, 25, 27 or 28;
 - (b) referral under Section 34 and 35;
 - (c) notice under Section 34 and 35; and
 - (d) the submission of a new *application*, along with applicable fees.

OFFENCES AND PENALTIES

- 53** An offence is committed against this Bylaw by any person who:
- (a) contravenes a regulation or requirement of this Bylaw;
 - (b) causes, allows or permits a regulation or requirement of this Bylaw to be contravened; or
 - (c) fails to comply with any term or condition of a *permit*.
- 54** Any person violating any provision of this Bylaw or any person allowing a violation of this Bylaw is liable on summary conviction to a maximum fine of \$50,000.
- 55** A separate offence shall be deemed to be committed on each day during, or on which, a violation occurs or continues.
- 56** The penalties imposed under Section 54 are in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw or any other statute, law or regulation.

INDEMNIFICATION

- 57** The holder of the *permit* is at all times responsible for compliance with the provisions of this Bylaw and any other applicable enactment and for any claim, demand, damage, loss, costs, expense, fees, or fine that may arise from the *deposit of soil*.
- 58** The holder of a *permit* must save harmless, indemnify and keep indemnified the CRD, its officers, employees, contractors, and elected officials from any and all claims, demands, damages, losses, costs, expenses, fees, fines, actions, proceedings whatsoever brought by any person arising from the issuance of a *permit* under this Bylaw with respect to the *deposit of soil* authorized under a *permit*.

SCHEDULE "A": FEES AND SECURITY DEPOSIT

PERMIT TYPE	PERMIT VOLUME	APPLICATION AND VOLUMETRIC FEE	SECURITY DEPOSIT	RENEWAL FEE
A	Up to 250 m ³	\$25	N/A	\$25
B	251 m ³ to 2,000 m ³	\$550 <i>application</i> fee plus \$0.93 per cubic metre of <i>soil deposited</i>	\$5,000	\$550
C	2,001 m ³ to 4,000 m ³	\$2,000 <i>application</i> fee plus \$1.11 per cubic metre of <i>soil deposited</i>	\$10,000	\$2,000
D	Greater than 4,000 m ³	\$3,000 <i>application</i> fee plus \$1.24 per cubic metre of <i>soil deposited</i>	\$15,000 per hectare, or part thereof, on which <i>soil</i> is to be <i>deposited</i>	Not Applicable

1. Prior to the issuance of a *Type 'B' or Type 'C' Soil Deposit Permit*, payment of the *application* fee, volumetric fee based on the estimated *volume* of *soil* to be *deposited*, and *security deposit* is required.
2. Prior to the issuance of a *Type 'D' Soil Deposit Permit*, payment of the *application* fee, 50% of the volumetric fee, and the *security deposit* is required. The remaining 50% of the volumetric fee is due upon the *deposit* of 50% of the *volume* of *soil* authorized to be *deposited* by the *permit*, as reported by the *qualified professional* and/or *soil deposit logbook*.

SCHEDULE 'B': CONTAMINATED SITE WAIVER



Juan de Fuca Community Planning
 3 – 7450 Butler Road
 Sooke, BC V9Z 1N1
 T: 250.642.1500 | F: 250.642.5274

Date Received

SOIL DEPOSIT | CONTAMINATED SITE WAIVER

PROPERTY INFORMATION

Land from which soil is to be removed:					
PID: _____		Folio: _____			
Legal Description: _____					
Lot: _____	Section: _____	Block: _____	Township: _____	Plan: _____	
Land District: _____					
Civic Address: _____					
Land on which soil is to be deposited:					
PID: _____		Folio: _____			
Legal Description: _____					
Lot: _____	Section: _____	Block: _____	Township: _____	Plan: _____	
Land District: _____					
Civic Address: _____					

OWNER/APPLICANT INFORMATION

Name of Registered Owners:	
(If more than two, please list on a separate page.)	1. _____
	2. _____
Name of Applicant: _____	
Applicant Contact Information:	
Mailing Address:	
Street: _____	City: _____
Province: _____	Postal Code: _____
Tel (work): _____	Tel (home): _____
Tel (mobile): _____	
Email: _____	

OWNER DECLARATION

I, the owner of the land described above, hereby represent to the Capital Regional District, that to best of my knowledge, having done due and diligent inquiry, knowing that the Capital Regional District relies on this representation and warranty, the property described above has not been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the Contaminated Sites Regulation of the British Columbia Environmental Management Act.

Accordingly, I elect not to complete and submit a Schedule 1 Site Disclosure Statement in accordance with Section 40 (1)(b) of the Environmental Management Act.

_____/_____/_____
 Signature of Owner dd mm yy

_____/_____/_____
 Signature of Owner dd mm yy

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4672

A BYLAW TO AMEND BYLAW NO. 1857, THE "CAPITAL REGIONAL DISTRICT
TICKET INFORMATION AUTHORIZATION BYLAW, 1990"

WHEREAS:

- A. Under Bylaw No. 4435, "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025", the Regional Board replaced Bylaw No. 3941, "Juan de Fuca Soil Removal or Deposit Bylaw, 2015";
- B. The Board wishes to amend Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", to permit enforcement of certain contraventions of Bylaw No. 4435 by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter* and to establish fine rates;

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

- 1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw 1990", is amended as follows:
 - (a) In Schedule 1, section 6, by replacing the reference to "Juan de Fuca Soil Removal or Deposit Bylaw, 2015, Bylaw No. 3941" with "Juan de Fuca Soil Removal or Deposit Bylaw, 2021, Bylaw No. 4435".
 - (b) By replacing Schedule 7 with a new Schedule 7 attached to this Bylaw as Appendix A.
- 2. This Bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 83, 2024".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

APPENDIX A

SCHEDULE 7 TO BYLAW NO. 1857

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2024

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE if Paid on or before the 30th day from the date on which the ticket is served	FINE if Paid after the 30th day from the date on which the ticket is served
1. Deposit or cause, permit or allow deposit of soil without permit	8 (a)	\$550	\$750
2. Deposit or cause, permit or allow deposit greater than 20,000 m ³ of soil	8 (b)	\$750	\$1,000
3. Deposit or cause, permit or allow deposit of unsuitable material	8 (c)	\$750	\$1,000
4. Remove/deposit soil in or around a watercourse	8 (d)	\$750	\$1,000
5. Unlawful removal/deposit of soil on ALR land	8 (e)	\$750	\$1,000
6. Deposit contrary to a permit	8 (f)	\$750	\$1,000
7. Remove soil on a holiday	11 (a)(i)	\$375	\$500
8. Remove soil outside permitted hours	11 (a)(ii) or 11(b)(i)	\$375	\$500
9. Removal of soil without development permit	11 (c)	\$750	\$1,000
10. Removal of soil not in compliance with development permit	11 (d)	\$550	\$750
11. Removal of soil without sediment control	11 (e)	\$550	\$750
12. Removal of soil without deposit permit	11 (f)	\$250	\$500
13. Removal of soil without Ministry of Transportation and Transit approval	11 (g)	\$125	\$250
14. Soil or other material on public highway right-of-way	11 (h)	\$125	\$250
15. Deposit soil on a holiday	12 (a)(i)	\$125	\$250
16. Deposit soil outside permitted hours	12 (a)(ii) or 12 (b)(i)	\$125	\$250
17. Deposit of soil without development permit	12 (c)	\$275	\$550
18. Deposit of soil not in compliance with development permit	12 (d)	\$275	\$550
19. Deposit of soil without sediment control	12 (e)	\$250	\$500
20. Deposit activity obstructs, impairs or impedes drainage facility or watercourse	12 (f)	\$750	\$1,000

21. Deposit of soil on or to create an over-steepened fill slope	12 (g) or 12 (g)(i)	\$250	\$500
22. Insufficient drainage	12 (h)	\$250	\$500
23. Increased drainage over adjacent property	12 (i)	\$250	\$500
24. Soil deposited over well/water source/sewage disposal system	12 (j)	\$550	\$750
25. Deposit of soil without Ministry of Transportation and Transit approval	12 (k)	\$125	\$250
26. Soil or other material within public highway right-of-way	12 (l)	\$125	\$250
27. Soil deposited over statutory right-of-way	12 (m)	\$250	\$500
28. Deposit of Soil without Type 'A' Permit	21	\$250	\$500
29. Deposit of Soil without Type 'B' Permit	23	\$550	\$750
30. Deposit of Soil without Type 'C' Permit	24	\$750	\$1,000
31. Deposit of Soil without Type 'D' Permit	26	\$1,000	\$1,250
32. Failure to keep soil deposit logbook	31 (a)	\$250	\$500
33. Failure to produce soil deposit logbook upon request	31 (b)	\$250	\$500
34. Incomplete soil deposit logbook	31 (c)	\$125	\$250
35. Failure to post soil deposit permit/sign	31 (d)	\$125	\$250
36. Failure to clean road	31 (e)	\$125	\$250
37. Failure to comply with deposit cessation order	31 (h)	\$750	\$1,000
38. Failure to produce soil deposit records	39	\$125	\$250
39. Failure to identify and mark the soil deposit extents	39	\$125	\$250

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3941

A BYLAW TO REGULATE THE REMOVAL OR DEPOSIT OF SOIL ON LANDS
WITHIN THE JUAN DE FUCA ELECTORAL AREA

WHEREAS:

- A. Under the Supplementary Letters Patent issued on February 12, 1973 (Division XI), as amended by the Supplementary Letters Patent dated August 25, 1986, the Capital Regional District was given authority to undertake the function of regulating the removal and deposit of soil;
- B. Section 723 of the *Local Government Act* authorizes a Regional District to regulate or prohibit the Removal of Soil, including sand, gravel, and rock, and the Deposit of Soil and other materials on any land within the electoral areas, to make different regulations and prohibitions for different areas, and to require permits and impose fees;
- C. The Board of the Capital Regional District wishes to regulate both the Removal of Soil and the Deposit of Soil and other materials within the Juan de Fuca Electoral Area of the Capital Regional District;
- D. The Capital Regional District recognizes that within areas designated as Agricultural Land Reserve (ALR) under the *Agricultural Land Commission Act (ALC Act)* this bylaw has no force or effect unless the soil deposit or extraction is permitted under the *ALC Act or Regulations*, or approval from the Agricultural Land Commission for soil deposit or extraction has been obtained through an application or notification process.

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

1.0 DEFINITIONS

In this bylaw, the following definitions apply:

AGENT means a person who has been authorized in writing by an owner to apply for a permit and to act on the owner's behalf.

AGRICULTURAL LAND COMMISSION (ALC) means the Provincial Agricultural Land Commission established under Section 4 of the *ALC Act*.

AGRICULTURAL LAND RESERVE (ALR) means agricultural land designated as an agricultural land reserve under the *ALC Act* and includes an agricultural land reserve under a former Act.

APPLICANT means an owner, or their agent, who has submitted an application.

APPLICATION means an application for a permit to deposit or remove soil.

BOARD means the Capital Regional District Board.

COMPOST means a product which is:

- (a) a stabilized earthy matter having the properties and structure of humus;
- (b) beneficial to plant growth when used as a soil amendment;
- (c) produced by composting; and
- (d) only derived from organic matter.

DEPOSIT means the act of moving soil and placing it upon a parcel of land on which such soil and other material did not previously exist or stand.

ELECTORAL AREA means the Juan de Fuca Electoral Area of the Capital Regional District.

GENERAL MANAGER means the General Manager, Planning and Protective Services, Capital Regional District, or a person authorized to act on his or her behalf.

HOLIDAY means:

- (a) Sunday, Christmas Day, Good Friday and Easter Monday;
- (b) Canada Day, Victoria Day, British Columbia Day, Labour Day, Remembrance Day, Family Day and New Year's Day;
- (c) December 26; and
- (d) a day set by the Parliament of Canada or by the Legislature, or appointed by proclamation of the Governor General or the Lieutenant Governor, to be observed as a day of general prayer or mourning, a day of public rejoicing or thanksgiving, a day for celebrating the birthday of the reigning Sovereign, or as a public holiday.

LAND USE BYLAW means the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Malahat Land Use Bylaw, 1982, Bylaw No. 980, Rural Resource Lands, Land Use Bylaw No. 3602, Port Renfrew Comprehensive Community Plan, Bylaw No. 3109 and the Willis Point Comprehensive Community Plan, Bylaw No. 3027.

LAND USE COMMITTEE means the individuals from the Juan de Fuca Electoral Area appointed by Board, to advise the Board on matters associated with Part 26 of the *Local Government Act*.

PARCEL means a lot, block or other area in which real property is held or into which real property is subdivided, and includes a strata lot created under the *Strata Property Act*, with the exception of a strata plan that contains strata lots, all the boundaries of which are coterminous with the walls of a building, with the exception of a balcony or a private exterior space that does not exceed 20% of the total floor area of the strata lot.

PERMIT means the written authority issued by the General Manager for the removal from or deposit of soil to any parcel.

PERMIT AREA means the area of land over which the soil removal or soil deposit occurs, or is proposed to occur, within the subject parcel.

PROFESSIONAL REPORT means a report, or reports, prepared by a Qualified Professional in compliance with this bylaw.

QUALIFIED PROFESSIONAL (QP) may include a landscape architect, qualified environmental professional, a registered professional biologist, a professional geologist or hydro-geologist, a registered professional agrologist or a registered professional engineer, who is working within their field of expertise and is in good standing with the applicable professional organization.

REMOVAL means the act of removing soil from any parcel on which it exists and shall include the removal of soil which has been placed into a stockpile or storage facility.

SECURITY DEPOSIT means a cash deposit, certified cheque or irrevocable letter of credit provided by the applicant to ensure all works will be carried out in compliance with the conditions of the bylaw.

SOIL means topsoil, sand, gravel, rock and other substances of which land is composed, or any other combination of these substances, but does not include minerals as defined in the *Mineral Tenure Act or Regulation*; or manure from animals, or household or farm compost material placed on land as a soil amendment or conditioner.

UNSUITABLE MATERIAL means any rubbish, derelict vehicle, metals, demolition wastes, garbage or waste materials, including containers, packages, bottles, cans or parts thereof; or any abandoned or discarded article, product or goods of manufacture.

WATERCOURSE means a permanent or non-permanent (containing water at least six months of the year) source of water supply that is natural or man-made, including a pond, lake, river, creek, brook, ditch, spring or wetland that is integral to a stream, with well-defined banks and a bed of 0.6 m or more below the surrounding land serving to give direction to or containing a current of water but does not apply to a man-made pond that does not connect to a stream.

2.0 PURPOSE

This bylaw has been enacted for the purpose of regulating the removal and deposit of soil within the Juan de Fuca Electoral Area of the Capital Regional District in the general public interest. The purpose of this bylaw does not extend:

- (a) to the protection of owners, occupiers or persons involved in the removal or deposit of soil from economic loss;
- (b) to the assumption of the Capital Regional District or any officer or employee of the Capital Regional District of any responsibility for ensuring compliance by a person involved in the removal or deposit of soil on land, his or her representatives, or any employees, contractors, or agents with this bylaw, or any other enactments applicable to the removal or deposit of soil or the development of land;
- (c) to providing any person with a warranty that any deposit or removal of soil will not violate this bylaw, any other enactment or create any nuisance of any type;
- (d) to relieving applicants from any liability relating to damaging highways or depositing materials on highways; or
- (e) to lands within the ALR except where allowed under the *ALC Act or Regulations* or as approved by the ALC through an application/notification process.

3.0 BYLAW APPLICATION

This bylaw applies within the Juan de Fuca Electoral Area except when in conflict with the *ALC Act or Regulations*.

4.0 SEVERABILITY

If any section, subsection, sentence, paragraph, or schedule forming part of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the section, subsection, paragraph, or schedule may be severed from the bylaw without affecting the validity of the bylaw or any portion of the bylaw or remaining schedules.

5.0 INCORPORATION OF SCHEDULES

Schedule "A", attached hereto is hereby made a part of this bylaw.

6.0 REPEAL AND REPLACEMENT OF BYLAWS

The following bylaw is hereby repealed in its entirety:

- (a) Capital Regional District Bylaw No. 3297, cited as the "Juan de Fuca Electoral Area Soil Removal and Deposit Bylaw No. 1, 2006".

and replaced by this bylaw.

7.0 PROHIBITIONS

No person shall do any of the following anywhere in the Electoral Area:

- (a) cause or permit the removal of soil from any parcel, unless or until a permit allowing the removal has first been obtained or unless the removal does not require a permit as set out in Section 8.0;
- (b) cause or permit the deposit of soil on any parcel, unless or until a permit allowing the deposit has first been obtained or unless the deposit does not require a permit as set out in Section 8.0;
- (c) cause or permit the deposit of unsuitable material or soil contaminated with invasive species on any parcel;
- (d) remove or deposit soil in or around a watercourse unless in compliance with the provincial *Riparian Area Regulation* and the *Water Act*, or Part 9 of the *Health Safety and Reclamation Code*; or
- (e) remove or deposit any soil material on land in the ALR unless permitted by the *ALC Act or Regulations* or as approved by the ALC through an application/notification process.

8.0 PERMIT EXEMPTIONS

- 8.1 Subject to meeting the requirements set out in Sections 8.2 and 8.3, a person may remove soil from a parcel or deposit soil onto a parcel without a permit provided the parcel is located outside of the ALR, and that at least one of the following conditions is satisfied:
- (a) on a parcel less than 0.4 ha (1 acre) in area, where the total quantity of soil removed or deposited does not exceed 60 m³ in any calendar year;
 - (b) on a parcel 0.4 ha (1 acre) or greater in area, where the total quantity of soil removed or deposited does not exceed 250 m³ in any calendar year;
 - (c) the removal or deposit is required for the construction or repair of works, roads, highways or services by or on behalf of the Capital Regional District, or the Ministry of Transportation and Infrastructure, and the removal is from or the deposit is onto a parcel owned or leased by one of these authorities;
 - (d) the removal is from a parcel owned or leased by the federal or provincial government provided that this exemption does not apply to the removal of soil on a parcel that is leased or licensed by the provincial or federal government to a third party;
 - (e) the deposit is to a parcel owned or leased by the federal or provincial government provided that this exemption does not apply to the deposit on a parcel that is leased or licensed by the provincial or federal government to a third party;
 - (f) the removal or deposit of soil is necessary for the construction of basements and foundations or installation of works and services including septic fields and driveways associated with the construction of a building under a valid building permit;
 - (g) the soil is being relocated within the boundaries of the parcel from which it originates;
 - (h) the removal or deposit of soil is on land used for commercial landscape supply, horticultural use or as a nursery in compliance with the Land Use Bylaw and the *ALC Act*, and such deposit or removal is necessary as part of the landscape supply, horticultural or nursery operation.
- 8.2 The onus of demonstrating compliance with Section 8.1 shall be at all times on the person undertaking the removal and/or deposit of soil, who shall provide to the Capital Regional District sufficient documentation to confirm that the person meets the conditions for granting an exemption. Such documentation must be received by the CRD at least 10 days prior to the commencement of the deposit or removal.
- 8.3 A person who intends to deposit soil under Section 8.1 must submit to the CRD, at least 10 days before the proposed deposit, a site profile, as set out in Schedule 1 of the Contaminated Sites Regulation of the *Environmental Management Act* of British Columbia, of the site from which the soil originated.

9.0 PERMIT APPLICATION REQUIREMENTS

- 9.1 Every applicant for a permit must file with their application the following information about the parcel on which the permit area is located, as follows:
- (a) the street address;
 - (b) the legal description;
 - (c) a title search, and copies of all registered encumbrances, including water licenses obtained within 30 days of application;
 - (d) the name of the registered owner;
 - (e) the signature of the applicant and the owner if the owner is not the applicant;
 - (f) the applicable security deposit and permit fees (see Schedule "A");
 - (g) a plan of the property showing the location of any structures, the area where soil is to be removed or deposited, and the access points to and from the property;
 - (h) the volume of soil to be removed or deposited;

- (i) the proposed completion dates for stages of soil deposit or removal, if applicable;
 - (j) for soil deposit, a site profile, as set out in Schedule 1 of the Contaminated Sites Regulation of the *Environmental Management Act* of British Columbia, of the site from which the soil originated; and
 - (k) for soil removal, except soil removal related to a *Mines Act* Permit, the location (address and/or legal description) where the soil is to be deposited.
- 9.2 Subject to Section 10.3 for soil volumes that are 500 m³ or more in a calendar year, every applicant shall provide with their application a Professional Report and site remediation plan, which address the following:
- (a) plans, drawn to a scale of not less than 1:1,000, showing the existing contours with contour intervals of not more than 2 m; and the location of buildings or structures; watercourses, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed permit area; driveways; and ingress and egress points from the proposed permit area to a highway.
 - (b) the applicant is to provide certification by a British Columbia Land Surveyor, if in the opinion of the General Manager, the nature or type of deposit or removal requires accurate topographic information or the determination of the location of natural features, structures, services and property lines;
 - (c) the proposed contours of the parcel in its final state upon completion of the permit activities with contour intervals of not more than 2 m;
 - (d) the proposed slopes, which will be maintained upon completion of the removal or deposit;
 - (e) the method proposed to control the erosion of the banks of the soil;
 - (f) the proposed completion dates for stages of deposit or removal, if applicable;
 - (g) the proposed methods to control: dust, noise, odour, smoke, vibration and visual impacts caused by the deposit or removal on adjacent parcels, and the tracking of soil or other material onto highways;
 - (h) plans to ensure that no silt seeps or flows into any watercourse, well or aquifer on, under or flowing through the parcel;
 - (i) the proposed methods of drainage control and protection of connecting or nearby watercourses, wells or aquifers during the proposed deposit or removal; and
 - (j) methods to stabilize the slopes of the soil, including any revegetation upon completion of the removal or deposit.
- 9.3 If the applicant is not the owner of the parcel of land, the applicant must include with his application a signed letter from the owner of the parcel of land authorizing the applicant to carry out the works on behalf of the owner.
- 9.4 Subject to Section 14.2, an applicant may provide the reports, plans and documents submitted in support of a *Mines Act* Permit for a parcel in satisfaction of the requirements set out in Section 9.2.
- 10.0 AUTHORITY TO ISSUE THE PERMIT**
- 10.1 The Board hereby delegates to the General Manager, Planning and Protective Services the authority to issue a soil deposit or removal permit.
- 10.2 The General Manager may require the application be referred to the Juan de Fuca Land Use Committee for consideration and recommendation to the Board.
- 10.3 The General Manager may request that the applicant provide a Professional Report, which shall certify at the applicant's expense that:
- (a) the plans, specifications and reports for the proposed soil removal or deposit have been prepared in compliance with good engineering practices; and

- (b) upon completion of the soil removal or deposit, the works substantially comply with the terms of the permit and the conditions specified in the plans, specifications and the Professional Report prepared by the Qualified Professional; and
- (c) the land within the permit area after the soil removal or deposit is completed is safe for the intended use, and has been suitably stabilized to mitigate impacts of erosion, sloughing and instability.

10.4 The General Manager or the Board, where a permit has been referred to the Board, may refuse to issue a permit where the applicant has not provided to the Capital Regional District sufficient evidence that the deposit or removal of soil can be carried out without creating a hazard to persons or property, damage to the environment, or irreparable damage to highways or other public property.

11.0 CONSULTATION

11.1 Staff will provide notice in writing, by regular mail, to the owner of a parcel that abuts a parcel with a pending soil removal/deposit application a minimum of 10 working days prior to a decision on the permit application.

11.2 Except for a pending soil removal/deposit application related to an existing *Mines Act* Permit, staff will refer applications for amounts greater than 250 m³ to the Ministry of Transportation and Infrastructure, the provincial Archaeological Branch and the Ministry of Environment for comment. Each agency has 20 working days after the application has been referred to them, to provide any comments. If after 20 working days the agency has not notified the Regional District in writing about their concerns, the agency, will be considered to have no concerns.

11.3 The General Manager may call for or receive public comment upon any permit or renewal application. If the General Manager decides that the community should have an opportunity to comment, then the General Manager may:

- (a) refer the application to the Juan de Fuca Land Use Committee for its consideration and recommendation to the Board; and/or
- (b) require notice to be placed in two consecutive local newspaper publications, paid for at the applicant's expense.

11.4 The CRD will provide notice in writing, by regular mail, to the owner of a parcel that abuts a parcel subject to a soil permit, when the CRD receives a request for a renewal of a soil removal /deposit permit a minimum of 10 working days prior to a decision on the permit renewal.

11.5 The General Manager may make a decision regarding the renewal of a permit if he or she is satisfied that the CRD made reasonable efforts to provide notice in accordance with Section 11.3.

12.0 PERMIT CONDITIONS

12.1 The permit may include one or more conditions pertaining to Subsections 9.1(g) to (k) of this bylaw.

12.2 No person shall engage in the removal or deposit of soil:

- (a) on any Sunday or Holiday; or
- (b) between 7 o'clock p.m. and 7 o'clock a.m. on any day not referred to in Subsection 12.2 (a).

12.3 A permit constitutes written authority under this bylaw to conduct only those activities described in the permit.

12.4 All plans, specifications and Professional Reports forming part of an application in respect of which a permit is issued shall form part of and be incorporated in the permit unless otherwise specified by the General Manager and, without limiting the foregoing, a permit issued shall be limited to the volume of soil that is to be deposited or removed.

12.5 The holder of the permit shall post a copy of the permit, or otherwise shall post a clear and legible sign, in English, indicating the duration and extent of the soil removal/deposit at the point of entry to the property from the main road. The sign is to be 1 m x 1 m square and must include the permit number on it.

- 12.6 The holder of the permit shall contact the Ministry of Transportation and Infrastructure and comply with its requirements for road maintenance and cleanup during and after the works.
- 12.7 The General Manager may require a report prepared by a Qualified Professional indicating compliance with the permit conditions.
- 12.8 The holder will comply with the provisions of the *Heritage Conservation Act*, if and when archeological evidence is uncovered.

13.0 ADMINISTRATION

- 13.1 Every permit issued under this bylaw, with the exception of permits noted in 13.2, expires upon the earlier of:
- (a) the removal or deposit of the total amount of soil authorized to be removed or deposited by the permit has occurred; or
 - (b) the expiry date expressly stated in the permit; or
 - (c) one year after the date of permit issuance.
- 13.2 In the case of a soil permit for a parcel which has an active *Mines Act* Permit, the soil permit under this bylaw will only be renewed in accordance with renewals to the *Mines Act* Permit.
- 13.3 If the removal or deposit authorized in a permit is not completed before the permit expires under Section 13.1, the General Manager may renew the permit provided that:
- (a) the applicant makes a written request to the General Manager for a renewal or extension a minimum of one month prior to the expiry date;
 - (b) the applicant has paid the required renewal and security fees;
 - (c) the removal or deposit is being carried out in compliance with the original permit, including any conditions of a Professional Report which may apply;
 - (d) there is no change in scope from the original application; and
 - (e) adjacent land owners are notified as outlined in Subsection 11.3.
- 13.4 There is no limit on the number of times an applicant may apply for renewals, but no applicant has a vested right to receive any renewals. The terms and conditions that come into being at renewal time of the permit shall be those that are current at that time; there shall be no grandfathering of terms and conditions.
- 13.5 Requests for renewal which include a change in the scope of the original application will require a new removal or deposit application and fees to be submitted.

14.0 PERMIT SUSPENSION, CANCELLATION AND AMENDMENT

- 14.1 If there is a contravention of any term or condition of the permit, or the permit was issued on the basis of statements made in an application for a permit, report, declaration or record required under this bylaw that were false or misleading with respect to a material fact, or that omitted to state a material fact, the omission of which made the statement false or misleading, the General Manager may:
- (a) suspend in whole or in part the rights of the applicant under the permit;
 - (b) expire the permit;
 - (c) amend the permit; or
 - (d) attach new conditions to a permit without the consent of the applicant.
- 14.2 For any proposed material changes to the permit, the General Manager may require:
- (a) the submission of further, amended, or new information referred to in Section 9.1 or 9.2;
 - (b) further community consultation as outlined in Section 11.0; and
 - (c) the submission of a new application for a permit, along with applicable fees.

15.0 FEES AND SECURITY DEPOSITS

- 15.1 The fee for the permit shall be as set out in Schedule "A", based upon the quantity of material to be deposited or removed, and shall be paid in full before issuance of the permit.
- 15.2 As security deposit for the due and proper compliance with all the requirements and conditions of this bylaw, the applicant shall, before receiving a permit for the removal or deposit of soil, provide a cash deposit, certified cheque, or irrevocable letter of credit drawn upon a chartered bank, in the amount as set out in Schedule "A", based upon the permit area within the subject parcel designated for soil deposit or removal. The security provided under this section must remain valid from the date of issuance of a permit to a date that is not less than six months after expiration date of the permit with confirmation of compliance with the permit conditions.
- 15.3 Should an applicant not comply with the Professional Report provided in the permit, the Capital Regional District may undertake the necessary remedial actions and the full costs shall be borne by the applicant.
- 15.4 In the case of an application for a permit for a parcel in respect of which a permit issued under the *Mines Act* has also been issued, where a security deposit has been provided to the Ministry of Energy and Mines for the purpose of site reclamation, Section 15.3 shall not apply.

16.0 VIOLATIONS AND PENALTIES

- 16.1 An offence is committed against this bylaw by a person who:
 - (a) contravenes a provision of this bylaw;
 - (b) allows or permits a contravention of this bylaw; or
 - (c) fails to comply with any terms or conditions of a permit.
- 16.2 Every person guilty of an offence is liable, on summary conviction, to a fine of not less than \$2,000.
- 16.3 A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.
- 16.4 The penalties imposed under Subsection 16.2 hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by this bylaw or any other statute, law or regulation.

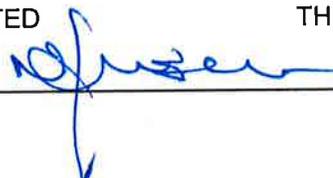
17.0 INDEMNIFICATION

- 17.1 The holder of the permit is at all times responsible for compliance with the provisions of this bylaw and any other applicable enactment and for any claim, demand, damage, loss, costs, expense, fees, or fine that may arise from a removal or deposit of soil.
- 17.2 The holder of a permit shall save harmless, indemnify and keep indemnified the Capital Regional District, its officers, employees, contractors, and elected officials from any and all claims, demands, damages, losses, costs, expenses, fees, fines, actions, proceedings whatsoever brought by any person arising from the issuance of a permit under this bylaw with respect to the removal or deposit of soil authorized under a permit.

18.0 TITLE

This bylaw may be cited for all purposes as the "Juan de Fuca Soil Removal or Deposit Bylaw No. 1, 2015".

READ A FIRST TIME	THIS	12 th	DAY OF	August	2015
READ A SECOND TIME	THIS	12 th	DAY OF	August	2015
READ A THIRD TIME	THIS	14 th	DAY OF	October	2015
ADOPTED	THIS	14 th	DAY OF	October	2015

CHAIR 

CORPORATE OFFICER 

SCHEDULE "A": FEES AND SECURITY DEPOSIT

PERMIT QUANTITY	PERMIT FEE	SECURITY DEPOSIT	RENEWAL FEE
Greater than 60 m ³ but less than 250 m ³	\$250	\$2,000 per hectare, or part of, in Permit Area to have soil removed from or deposited to	\$100
250 m ³ or greater but less than 500 m ³	\$550 Plus advertising costs, if required	\$3,000 per hectare, or part of, in Permit Area to have soil removed from or deposited to	\$200
500 m ³ or greater	\$1,000 plus advertising costs, if required	\$5,000 per hectare, or part of, in Permit Area to have soil removed from or deposited to	\$500

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z 0Z8

commissioners@eastsookefirecommission.ca



ANNUAL GENERAL MEETING

November 27, 2024 - 7:00 pm

Location: Community Hall, 1397 Coppermine Road, East Sooke

Commissioners Present: Al Wickheim (Regional Director), Falk Wagenbach (Chair),
Ed Helm (Treasurer), Wendy Herring, Mike Yeager,
Anita Preto

CRD Representative: Chris Vrable, Manager, Fire Services

FD Present: Chief Nathan Pocock

Public Present: 20

Territorial Acknowledgment – Wendy Herring

1. Adoption of Agenda

Moved: Mike Yeager Seconded: Ed Helm Carried

2. Adoption of Minutes from October 23, 2024

Moved: Ed Helm Seconded: Mike Yeager Carried

3. Reports

a. Commission Chair report (Falk Wagenbach)

As Per Addendum

Moved: Wendy Herring Seconded: Mike Yeager Carried

b. Fire Chief report (Nathan Pocock)

As Per Addendum

Moved: Mike Yeager Seconded: Ed Helm Carried

c. Finance report (Ed Helm)

As Per Addendum

The budget process for the following year was reviewed, from development by the Fire Chief together with CRD staff beginning in February each year, through the review and approval by the Commission, submission by July each year to CRD Finance for review and approval, and subsequent submission to the Regional Board for provisional approval, and final approval by the CRD Board so that funding is available in April of the following year. The Regional Board granted provisional approval of the 2025 budget on October 31st, 2024. The fleet size requirement is still under review, but any necessary changes to the proposed budget to accommodate this review can be made as late as January, 2025.

As of the end of October, 2024, the Fire Department is 11% under budget on the operating costs. At the end of the year, any balance is moved into the Capital Reserve fund. The 2025 budget has been provisionally approved with an about 34% increase in funding for 2025. This is a 28% increase in the Fire Protection portion of property taxes.

Moved: Al Wickheim Seconded: Mike Yeager Carried

d. Community Hall report (Wendy Herring)

As Per Addendum

Moved: Ed Helm Seconded: Al Wickheim Carried

4. Old Business

There was no old business for discussion.

5. New Business

There was no new business for discussion.

6. Nominees for Commission 2024

Chris Vrable reviewed By-Law 3654 and outlined the process for selection of Commissioners. The By-Law is accessible on both the CRD website and on the East Sooke Fire Commission website.

There are 9 Fire Departments reporting to the Manager, CRD Fire Services. Of these, seven of the service areas have Commissions. Chris Vrable reviewed the requirements of membership as a Commissioner, and the change of Commissions from an administrative role to an advisory role. The change in roles was effected in May 2024. Potential Commissioners are reviewed for eligibility and, if accepted, must sign a Non-Disclosure Agreement. He also reviewed the role of a Commissioner who is a member of the Fire Department – to provide local information to the

Commission of needs and issues within the Fire Department. Electoral Area Directors could choose not to fill a Commission position, or could choose to fill a vacancy later in the year.

Chris Vrable polled the sitting Commissioners to ascertain their intentions for 2025. Two Commissioners resigned within the last three months.

Falk Wagenbach, Ed Helm, and Anita Preto are stepping down as of 31 December 2024 and will not complete the second year of their term, expiring 31 December 2025. Mike Yeager and Wendy Herring indicated they will not stand for re-election. Their terms expire on 31 December 2024.

There were no nominations or expressions of interest from the public in attendance. Any future expressions of interest should be submitted to Chris Vrable, CRD Fire Services Manager.

Simon Miles would like to be the representative for the East Sooke Fire Brigade.

7. Community Questions and Answers

The public in attendance were invited to pose questions:

A FireSmart question was asked whether anything could be done about the buildup of dry fuel along the roadsides left over from cleanup of the downed trees after the storms. Chief Pocock offered to look into the matter.

A resident queried the reason why the move was made away from a Regional Commission. It was explained that the public and the Commissions did not want to lose the local passion and functionality; and there is a need for dedicated volunteer time and a Commission that works well with the Fire Chief.

8. Adjourn of public meeting

Moved: Mike Yeager

Seconded: Al Wickheim

Carried

Meeting adjourned at 9:30 pm.

ANNUAL GENERAL MEETING

Chair Report 2024

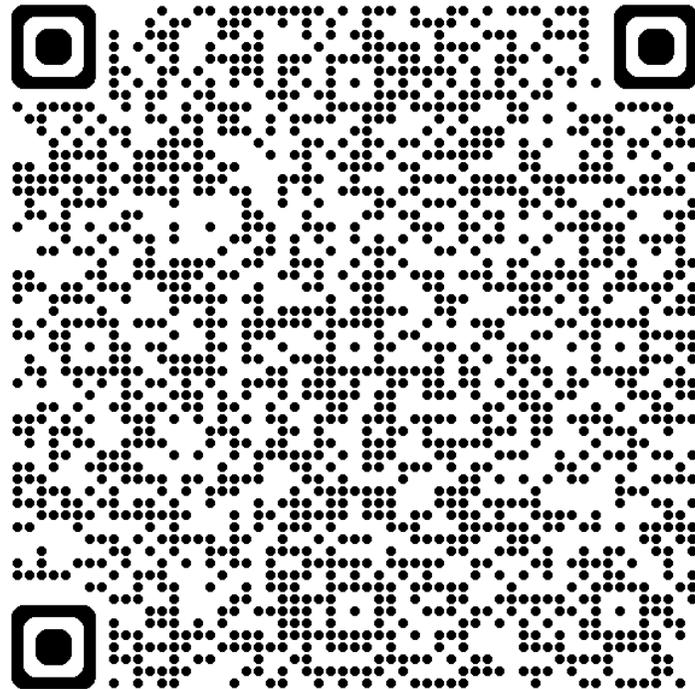
Falk Wagenbach

Significant change in reporting/responsibility structure 2024

In 2023, the CRD contracted a consulting firm to conduct a Governance review for all of its fire departments. This has led to significant changes in 2024, e.g:

- The Fire Chief no longer reports to the commission but to the Manager Fire Service (Chris Vrabel)
- The budget proposal is prepared jointly by the Fire Chief and the Manager Fire Service and then presented to the Commission, which approves the proposal or returns it for revision.
- Responsible for ensuring that the Fire Department complies with all Acts and Regulations – such as Fire Services (Safety) Act, WorkSafe BC, Minimum Structure Firefighter Training Standard and CRD policies now lies exclusively with the office of the CRD Manager Fire Service

The revised BYLAW NO. 3654 is available on the commission's public drive and on the CRD website.



The commission's take on this change

Long before the new bylaw, we had come to realize that it is impossible for volunteer commissioners to keep up with the significant increase in government acts, regulations and policies.

The new bylaw addressed this problem and, as called for in the governance report, the East Sooke Fire Commission has taken on a more advisory role.

As part of the FD management, the Manager Fire Service has brought in his extensive knowledge of the existing regulations and processes and has become a competent and more adequate contact person for our Fire Chief.

Another change: First full year with a paid Fire Chief

In order to have the funds for a (part-time) paid Fire Chief, the CRD and commission agreed about 3 years ago to a 30% higher operating budget.

Our expectations were that a paid professional would be able to provide better training for our volunteer firefighters and better prepare our force to handle emergency situations.

Nathan Pocock has delivered! Our firefighters today present themselves as a better trained, close-knit group of highly motivated volunteers that are willing to spend a lot of their free time on training and call outs.

Nevertheless, for the volunteer group of commissioners, the transition from a volunteer fire chief to a paid person has brought more challenges than we had anticipated.

We have not been able to communicate to our firefighters that major changes especially the ones that require additional funds must follow strict rules, regulations and procedures in a government-owned fire department.

Unfortunately, the impression has persisted that the commission voted down most or any requests submitted by the Fire Department leadership.

This impression, which is circulating in our fire department, is incorrect!

To set the record straight, I will report on each request submitted by our fire chief and the commission's corresponding vote on this topic.

Requests from the Fire Department

Request to **increase** the budget for firefighter benefits (Health/Dental/Accident) insurance from **\$1,859 to \$8,744**



Commission approved

Requests from the Fire Department

Request to approve the budget 2024 (prepared by the outgoing and incoming fire chief).



Commission approved

Requests from the Fire Department

The fire department requested to auction off our unused **Structural Protection Unit (SPU)**. Since we spent \$144,000 on the trailer the commission proposed a similar amount as a minimum retainer. April 2024 (Chiefs report): The fire chief convinced the commission to set a substantially lower minimum retainer of \$58,383 (equipment and trailer not in compliance with BC's deploy regulations).



Commission approved

The unit was auctioned off for \$110,000

Requests from the Fire Department

Request to deploy one of our trucks together with 2 fire fighters in summer to fight wildfires in other regions of BC



Commission approved

Requests from the Fire Department

Fire Chief's request to amend our SOG's



Commission approved

Requests from the Fire Department

Every request for capital investments to improve/enhance our station's functionality



Commission approved

Requests from the Fire Department

Shortly after the new Fire Chief took up his post, the Deputy Chief, the Training Officer and the FR Officer resigned. The new Chief has taken over the duties of the DC and the Training Officer. This was not possible for him within the contractually agreed 21 hours/week. In January, the commission decided to pay the Fire Chief a maximum of the equivalent of 32 hours/week for 2024.



Commission approved

Requests from the Fire Department

Request to **increase** the 2025 wages **budget** (Chief salary+ stipends) from \$80,000 to \$139,000 (+74%)



Commission approved

Every single request that came from the Fire Department (except for the FR truck that was not covered by the CRD approved capital budget) was approved by the commission

All other demands (more paid officers, more equipment, paid on call etc.) have have not yet submitted to the commission for voting and are still under debate between the Fire Chief and the CRD staff.

Conclusion

The commission has the impression that our firefighters are a good and mutually supportive team. This is the most important thing for our community and for the future, we believe that a volunteer commission is more in the way than helpful for their success and happiness.

The remaining commissioners (2 commissioners have already resigned this year) feel that it is best for our Fire Department to be directly supervised by the competent professional CRD staff.

We will therefore all be resigning as commissioners as of the end of the year.

East Sooke Fire Rescue

2024 Department Report

November 2024



The last 12 months have been a very busy year for East Sooke Fire Rescue.

Key performances;

Creating and filling an organizational chart, assigning three officers to training and additionally another 3 to operations.

Brining on a new IT technical support member

On boarding new software system

Coordinating with multiple other agencies for training, response, and community engagement

Working to catch up on many maintenance items and repairs

Working with the East Sooke Fire Commission and CRD to create long term planning initiatives for East Sooke Fire Rescue and the Community it serves

Training, training and more training

Introduction Category	Period starting	Cumulative Hours	Weekly Average (Hrs)
Calls	Nov 1st '23 – October 31st24	709.5	13.6
Training	Jan 1st '24	3659	79.5

Training and Membership

Where we were November 2023 compared to Today November 2024

ESFR Training Plan

Training Level Completed

Service Level	November 2023 (22)	November 2024 (25)	Staffing Goals
Recruits	3	4	3
Full Service	3	12	15
Interior	5	3	10
Exterior	9	4	0
Support	2	2	0
Qualification training			
NFPA 1407 members	4	11	15
NFPA 1002 Drivers	2	5	12
Roper Rescue	5	7	12
FR license	11	17	25 <i>*recent recruitment could see 4 more FR licenses in first quarter 2025</i>
Leadership Training			
Officer Mentorship program	0	4	4
Fire Officer 1 Qualification	1	1	2
Fire Officer 2 Qualification	0	1	2
Fire Officer 3 Qualification	0	0	1
Fire Officer 4 Qualification	1	1	1

We have seen 8 members complete their NFPA 1001 training

Gained 5 more Interior qualified firefighters

Gained 7 more NFPA 1407 qualified members

Gained 3 more NFPA 1002 qualified drivers and pump operators with 4 more completing the program currently.

Have 4 members now enrolled in Fire Officer training

Where we were November 2023 compared to Today November 2024

For our required wildfire training to work with BC Forestry services our certified members have increased;

Wff-Spp-1 wildland firefighter level one by 8 members (training in how to be a front-line firefighter in wildland fires)

Spp-115 Structure protection firefighters certified has increased by 4 (training to manage and specifically be work at structures in an interface fire)

Engine Boss certified members have increased by 5 (required to lead a team of firefighters on a single apparatus)

Task Force Leader 1 certified members have been increased by 2 (required to lead a larger group of apparatus within a wildfire event)

Interior FFs on pagers: 14

FR/Support on pager: 5

FR/Support not on pager: 1

Recruits not on pager: 2

Fire firefighter on leave: 1

Total: 23

To maintain the current rating levels of 3a and 3b in East Sooke we must maintain a staffing level of "15 fully qualified members". The difference between a 3a rating and a 3b is dependent on water supply and if you are close to a fire hydrant or not.

East Sooke Fire Rescue currently struggles with keeping, creating and upkeeping training documentation such as, lesson plans, certificates, other official and required documentation. This results in increasing timelines to get members trained to their required service level and increases department liability.

March 16-17 and April 13-14 say East Sooke Host NFPA 1407 training required by Office of the fire commission. This training required use of the Fire Chief's Personal equipment, training props and trailers. This course would normally cost \$1100.00 per student. Just in registration fees East Sooke saved \$11,000.00 dollars over these two weekends. A spot was opened to an outside Student and East Sooke Fire Furthermore, able to profit \$800.00 dollars from these two weekends.

With the OFC Mandated NFPA 1002 driver and pumper training course fees are combined approximately \$1800.00 per student. The Fire Chief was able to bring in a NFPA 1002 program that he built and enroll and deliver it to 8 members since starting with East Sooke. Saving the department approximately \$14,400 in registration fees. Furthermore one of our own members is using their own grant funding from their professional sports career was able to enroll and pay for their officer 1 and 2 training which has so far saved East Sooke \$5,824.00.

In total this has seen a **savings** in registration fees for OFC mandated training of approximately **\$31,224.00** and a profit of \$800.00.

** This means between the fire chiefs time, donation of equipment and materials along with an individuals grant money we have saved more in training than we have training budget this year in East Sooke*

RESPONSES

Alarm Bells	13	8%
Duty Calls	17	10%
Hydro	6	4%
Medical	75	44%
MVI	7	4%
Rescue	12	7%
Structure Fire	16	9%
Wildfire	6	4%
Car/garbage/other fire	7	3%
Smoke investigation	11	6%
Total	170	

East Sooke has not had the required minimum staffing since October 31st 2023 till November 1st 2024 for 5 of the 16 structure fires and 4 of the 75 medical calls

East Sooke Fire currently struggles to provide daytime response for all calls 7 days a week primarily due to the geography and make up of East Sooke members work, household chores, children's activities all take members outside the district in the daytime hours.

Succession planning and Budgeting for the future

New science and standards are constantly changing and coming out in the fire service having a team that can continue to get educated, learn and then implement these new changing ways is a mandatory part of any fire service. Fire halls must constantly prepare for the future and in a rank-and-file structure always need to be bringing the next person up with education, experience and training. A fire department can not rely on a select few individuals, if they were to leave everything stops.

While making considerate efforts to bring up the next set of officers this is coming at a critical capacity to budget, and members time they are able to commit in teaching and learning the required skills.

Apparatus:

Car 1 2013 GMC Sierra 1500: Currently meets needs due for replacement 2033

Engine 1 2015 Spartan Metro Star: Currently Meets needs due for replacement 2055

Engine 2 1999 Freightliner: Current due for replacement 2035. The pump and water tank onboard are undersized for rural department needs and the increased size of the community over the last 25 years.

Squad 1 2000 GMC 1 ton: Currently does not fully meet the requirements for its current use, mainly due to lack of storage space. was due for replacement 2024, complications on budgeting for apparatus needs has delayed this replacement, working with CRD on alternatives.

Tender 1 2007 Freightliner: Currently meets needs Due for replacement 2047

Tender 2 1996 Freightliner: Must have engineering work done to the tank to keep it in a serviceable condition due to 1986 water tank showing signs of failure. due for replacement 2027.

Support trailer 2009 Mirage: Does not currently meet needs the trailer is not a reliable way for us to transport equipment as we only have two vehicles capable of towing it and they will usually already be on scene where we need the trailer. There is also considerable amounts of additional training required to teach members to hook up and drive with a trailer. Possible option would be with replacement of Tender two (2027) we could budget to repurpose the old chassis to become a support truck that would carry the items in the trailer along with additional needed rehab items.

SPU Trailer: 2024 saw the sale of the Sprinkler protection unit trailer. This trailer had been started to be built by East Sooke Fire Rescue several years ago with the intention of wild land deployment. With changes in BC Forestry requirements the trailer became obsolete for deployment before being completed. East Sooke Fire Rescue also had no apparatus capable of towing the trailer. The trailer was sold in 2024 for \$110,000 at auction. These funds will be put back into the East Sooke Fire Replacement Fund.

Annual maintenance and testing:

Being an emergency service not only do all our members need to be trained and ready but our equipment must be well kept and well organized not only to provide good response but also to ensure we meet the requirements of legislation.

Currently East Sooke Fire Rescue relies on this to be done on purely volunteer hours which is averaging over 15 hours a week. We currently are doing well, staying on top of most legislated checks, but have struggled to meet the mandated requirements of Pre-trips of our apparatus set out by CVSE and CRD. Non legislated checks have fallen behind along with replacement of older gear/equipment largely due to great inflation of equipment costs exceeding budget increases and the time required to stay on top of these items.

We have found many facility deficiencies over the past year and are working to bring these up to working conditions. This catch up has been a challenge both with budget and time. We have had

a number issue with our bay doors, our deacon set up, air compressor assembly, apparatus repairs, and sink holes on the property that have been or are waiting to be addressed.

Engaging with service partners in operational and training planning:

Over the past 12 months East Sooke Fire has been working closely with our mutual aid fire departments, RCMSAR, BC Wildfire and JDFSAR to collaborate areas for joint training initiatives and to streamline administration and operations for nonemergency and emergency situations.

East Sooke Fire has also started working with Juan De Fuca Emergency Management to collaborate in community engagement and education in the district of East Sooke. Hosting its first community education event November 30th 2024.

Records Management:

It is a requirement to keep paperwork and records of incidents, personal, response and training. The Fire department must be able to show proof of meeting the standards of training as well as be able to provide information on members, call response and equipment maintenance when and where required. These documents will help ensure we are shielded from liability and assist our members should they become ill or injured with claims.

The last 12 months has seen East Sooke Fire Rescue working with the CRD to implement electronic software capable of recording and documenting all our department activities.

Whilst we are still working out some bugs and training our membership on the system, East Sooke Fire is steadily adopting the new digital system into our day-to-day operations.

Standard Operating Guidelines Review:

Standard Operating Guidelines create the rules and standards in which a fire department is to operate safely and efficiently. The fire service and the community are constantly changing, and the guidelines need to shift and adapt with those changes, to maximize efficiency and safety of the community and members.

CRD has been working to create and has created some working standard operating guidelines that will potentially allow East Sooke Fire the ability to adopt and more easily adapt off this framework to build and have up to date policies and guidelines to work from moving forward.

New Infrastructure in East Sooke:

In 2024 we have worked with CRD to install;

An addition 11 new hydrants on a new water main system on Seagirt road

An additional 2 hydrants on existing water main systems closing some current gaps

An additional 2 hydrants on East Sooke Road

Planned out an additional 22 extra hydrants to be installed over the next 7 to 8 years. These hydrants will be installed on existing water mains to fill in current gaps within our current hydrant system.

Pre-incident planning:

Pre-incident planning is an extremely high valued project to take place. It allows us not only to get face to face with the community and provide a chance for life safety education, but also provides a chance to create documents and plans that will aid our firefighters when responding to these addresses.

2024 saw;

Conducted four driveway inspections

Worked with RCM SAR to identify site maps and have them on our apparatus

Several Location of Interests were filled with our dispatch for properties that have unique response attributes such as locked gates, inaccessible driveways for fire apparatus etc.

FireSmart:

Fire smart assessments are a fantastic way for our members to get out and engage in public education and communication. This program is currently supported through grant funding and provides the following benefits:

Compensation to our members for their time

Potential reimbursement back to citizens for doing wildfire mitigation work on their own properties.

Lower wildfire potential

Insight into properties and locations to better know response area

Face to face education with community members

FireSmart Assessments completed

July 1st 2024 till October 31st 2024 =

39 completed and 12 more inspections requested

Successful Chipper days with four fully booked days of piles being chipped.

Training Building:

Having our own training facility allows East Sooke Firefighters the ability to be trained and certified to the Office of the Fire Commissions set standards that need to be achieved and relate to the Fire Underwriters insurance ratings and standards.

East Sooke has been working on this building since approximately 2017 and is slowly progressing with some major items still required for completion. This project has relied almost solely on two volunteers giving their time when they can, which is almost every Sunday plus additional evenings. Budgeting and time continue to be the largest hurdles to this projects completion.

Main items to complete the training facility:

#1 Stairs from upper C-can to lower

#2 Wooden frame roof section with attic access provisions

#3 Steel partitions layers with wood to simulate walls which can be folded flat against inside walls to change layout of rooms.

#4 Wired with lights inside

#5 Finish platform for below level practice.

#6 Setup Wood stove to give practice for chimney fires

#7 propane props are required for car fires, dumpster fires, propane tank fires and class b fires

#8 Hose tower requires a standpipe installed for training purposes

Currently all skills required needing these facilities involves sending members out of district at a much-increased cost for training else where.

UBCM grant funds 2024 & 2025:

Industry and NFPA standards dictate that the minimum flow of a fire hose at a residential structure fire shall be not less than 150 gallons per minute.

Currently East Sooke Fire Rescue flows 95 gallons per minute.

Our current hose is 1.5” diameter has a flow limit under the required 150 gallon per minute minimum laid out by industry and national fire protection association standards.

The 2024 grant has been submitted to CRD. We were given a \$23,000 cap to submit for. 56 lengths of 1.75” hose was requested, to help bring us up to industry standard and to be compatible with our mutual aid partners. We will still need to purchase new nozzles and some additional hose outside of this grant to get to the full standard. We are expecting delivery of this hose in December 2024 or January 2025.

Our 2025 grant application is in and we are eligible for \$40,000.00 dollars. It was agreed upon by regional chiefs that we would all allot \$5000.00 from each departments grant towards a joint CRD training coordinator position to help facilitate regional training. The additional \$35,000.00 will be used towards finishing the required hose upgrades and preparing to have enough hose to outfit our new tender scheduled for 2027. started with the 2024 grant.

East Sooke Fire Rescues Largest hurdles to overcome:

Currently still our largest hurdle in the department, is resources needed to complete high priority and mandatory tasks.

Much of East Sooke Fire Rescue’s struggles come from the lack of resources both in ability to have members commit to the massive time requirements of the huge administrative and organizational load that comes with running a fire hall and much of our programs and training.

Due to large inflation of fire equipment over the last few years we are seeing our equipment replacement funds current and forecasted falling short of requirements.

East Sooke Fire Rescues Greatest Advantage:

East Sooke community continues to show overwhelming support for our membership and the department and understands the need for a well equipped and trained response. Allowing the prioritizing of safety for our community and the department members.

East Sooke Fire Rescue currently has an extremely positive membership that has seen large increases in morale and attendance over the past 18 months from previous years. We have seen this in the close to if not the highest attendance to training and calls on record to date for East Sooke. These members have pushed hard from years of noncompliance to get to insurance rating minimum requirements in just 18 months. The membership continues to show strong desire in wanting to help their community and are starving for knowledge, equipment and opportunity to do so.

With continued effort to give the right support and resources, East Sooke Fire Rescue has a solid foundation to build on and attract in new membership to create an effective fire service for the community.

Conclusion:

East Sooke Fire Rescue has a motivated membership who is putting in large amounts of work to aim to grow the departments compliance and services to the community.

Nathan Pocock
Fire Chief
East Sooke Fire Rescue

Treasurer's Report as at 2024 October 31

East Sooke Fire Commission
Ed Helm, Treasurer

Monthly Report
Year-to-Date ending October 2024

	Budget - Annual			Year-to-date			Budget - 2025
	2023	2024	%change	Budget	Actual	%diff.	
REVENUES							
Service Fee to Sooke for Silver Spray	\$56,350	\$69,350	23.07%	\$69,350	\$77,166	11.3%	\$71,430
Interest Income	\$1,060	\$1,060	0.00%	\$1,060	\$1,374	29.6%	\$1,090
MFA Debt Reserve Fund	\$380	\$380	0.00%	\$317	\$0	-100.0%	\$720
Requisition - Electoral Area	\$468,579	\$477,950	2.00%	\$477,950	\$477,950	0.0%	\$612,666
Total Revenues	\$526,369	\$548,740	4.25%	\$548,677	\$556,490	1.4%	\$685,906
EXPENSES							
Principal for loan	\$97,959	\$97,959	0.0%	\$0	\$0		\$101,324
Interest on loan	\$57,150	\$57,150	0.0%	\$57,150	\$57,150	0.0%	\$77,670
Transfer to Reserve - CRF	\$103,362	\$100,000	-3.3%	\$80,101	\$80,101	0.0%	\$114,150
Operations	\$267,518	\$292,130	9.2%	\$233,442	\$206,820	-11.4%	\$392,762
Total Expenses	\$525,989	\$547,239	4.0%	\$370,692	\$344,070	-7.2%	\$685,906

East Sooke Community Hall Group

2024 November

- The ES Community Hall is a hub of activity! In the past 12 months the Hall hosted 251 Public events or classes and 5 Private Rentals.
- The ES Community Hall is entirely funded through rentals. *There is NO tax burden for East Sooke landowners associated with its operation.* The primary tenant, JdF Search and Rescue, leases the upstairs, the bays and uses the main Hall several times a month.
- The Hall is maintained and upgraded as needed. Upgrades in 2024 included replacing old, inefficient baseboard heaters with a heat pump, replacing old bifold doors and replacing wooden exterior doors with metal doors.
- A group of five volunteers manages rentals, opens and closes for events, handles invoicing and payments, coordinates contracted work, and assists with cleaning and maintenance. This equates to 400+ hours per year of volunteer time.
- To learn more, visit the website at eastsookecommunityhall.com .



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

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

Date/Time: November 14, 2024

Present: Debra Bell (by telephone) Michael Kilpatrick (Acting Chair)
Jacquie Burrows, (Treasurer) Veronica Euper
Adrian Wright Kestutis Banelis
Lauren Edwards (Recorder)

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We are honoured to be meeting on the traditional lands of the Coast Salish people.

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 October 10, 2024

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright, that the minutes of October 10, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

None

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period October 1 - 31, 2024 (report attached)

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Euper that the Treasurer's report for the period October 1 – 31, 2024 be approved as presented.

CARRIED

Mayne Island Parks and Recreation Commission
Minutes for: November 14, 2024

- 5.1.2. Finance Report/Local Matters
A report was received with the agenda.

5.2. Administration

- 5.2.1. Follow up Action Report (not covered elsewhere)
- Commissioners agreed on the location of the holiday dinner.
 - The Lions grant for playground equipment has been approved and a cheque is anticipated.
 - A locking garbage bin will be obtained for Dinner Bay.
 - The rock barrier installation at Miners Bay will continue to be pursued.
 - The rope replacement on the Peter Askin trail was completed.
 - Kat Ferneyhough, CRD, has responded on the trail assessment reporting form and progress continues.
 - The Conservancy's assessment report of Charter Road Park has been received and will be circulated.
 - Pruning work at Japanese Garden was rescheduled to next Wednesday.

- 5.2.2. Health and Safety Concerns
No issues raised.

- 5.2.3. Events
A report was received with the agenda.
- The holiday light-up dates are scheduled and the Lions Club and MIPRC are invited to assist with set up at the Japanese Memorial Garden on December 10th.
 - The Miners Bay Park power will be turned on for the evening of December 7th.
 - Discussion occurred regarding the new tree lights and that leaving the UV resistant lights in place may cause less damage than removing them annually.

5.3. Committees

- 5.3.1. Fitness Circuit/ Beautification Phase II
A report was received with the agenda.
- It was reported that the new BC Hydro ReGreening Grant application deadline is January 31st with 15% of total grant allowing for necessary supplies.
 - Bob Downie offered to water the new trees.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission extend the cherry tree planting from the tractor shed up to Dinner Bay Road to enhance and provide continuity to the ReGreening Beautification project

and

that Mayne Island Parks and Recreation Commission apply for the BC Hydro ReGreening Grant for 2025, details to be determined.

CARRIED

Mayne Island Parks and Recreation Commission
Minutes for: November 14, 2024

5.3.2. Technology

A report was received with the agenda.

Commissioner Kilpatrick reported on database progress and that access will be granted after testing.

5.3.3. Sanitation

A report was received with the agenda.

Washroom closure dates for painting will be communicated.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the painting of the Miners Bay men's and women's washrooms by Mike McArter at a cost not to exceed \$1,000.

CARRIED

5.4. Parks

5.4.1. Miners Bay

The electrical update for the holiday tree was discussed. The requirements of the contractor requires further discussion with the Mayne Island Firefighters Association.

5.4.2. Dinner Bay

- The garage eaves trough to be cleaned out and eaves trough cleaning is to be added to the yearly calendar.
- Playground inspections and tools update was provided including that:
 - Bob Downie completed the first inspection and will make some minor fixes.
 - The gravel requires raking which may be done when the teeter-totter is installed.
 - Playground inspection reports will be uploaded to the drobox.
- Contact will be made with the Lions Club executive regarding their funding support.

5.4.3. Cotton Park

A report was received with the agenda.

It was reported that an arborist was called for another tree that fell down in Cotton Park.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

It was reported that in the coming week Matt Bola is scheduled to do some work and the electrical circuit will be fixed.

Mayne Island Parks and Recreation Commission
Minutes for: November 14, 2024

5.4.5. Trail Committee and Pocket Parks

It was reported that:

- The Kadonaga Trail trajectory was modified and is obvious for hikers.
- The boardwalk on Conconi Reef trail was extended and may need to be extended further.

a) Sandy Hook

A report was received with the agenda.

Discussed identifying property boundary in relation to planting trees on the west side of the park.

b) Kippen Road (Motion re: flag and flagpole)

MOVED by Commissioner Wright and **SECONDED** by Commissioner Burrows that flag installation at Kippen Road Park be removed.

CARRIED

Discussed the particulars of removal and the timeline.

c) Realignment of Plumper Pass Loop Trail

- The CRD sign plan was discussed with regards to the repetitive messaging about entering and leaving park boundaries.
- Discussion occurred regarding the creation of a comprehensive map to include connecting and undocumented trails on Mayne Island.
- The sign plan will be distributed for commissioners to consider the realignment of Plumper Pass Park Loop Trail.
- Suggestions and concerns were raised, including that:
 - CRD note on their maps that hikes may travel through community parks.
 - Not having a comprehensive trail map will take away from the hiking and viewing experience and may cause hikers to become lost or confused.
 - Having trails identified will support 911 emergency response calls to locate injured hikers.
- This item will be brought forward for discussion at the next meeting.

6. Correspondence/Meetings

6.1. Email from CRD advising Community Works Fund application supported by Electoral Area Director for 2025.

6.2. BC Hydro ReGreening final report filed and grant approved in full.

6.3. Request from provincial candidate in BC election to set up a booth at Miners Bay Park. Advised CRD does not allow political campaigning on CRD property.

Mayne Island Parks and Recreation Commission
Minutes for: November 14, 2024

6.4. Reports filed for reappointment of commissioners for 2025/2026 terms.

6.5. Commissioner vacancy ad placed in November MayneLiner.

6.6. Emails to/from CRD regarding survey for pocket park.

6.7. Emails to/from Todd Shannon, CRD Regional Parks regarding sign plan for Mt. Parke and Plumper Pass Park.

7. New Business

No new business.

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 adjourned at 4:30 pm.

Original signed by

Debra Bell, Chair

Approved on December 12, 2024

DATE

Original signed by

Lauren Edwards, Recorder



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

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

Date: December 12, 2024

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

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

The meeting was called to order at 3pm

1. Territorial Acknowledgement

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

2. Approval of Agenda

Amend: 6.3 From email application to email applications (plural) and commissioner to commissioners (plural).

Add: 6.11 Email from Mayne Island Collective and Mayne Island Community Centre Society regarding a Phase II planning meeting for the community centre on December 21, 2024.

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

CARRIED

3. Adoption of Minutes of November 14, 2024

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the minutes of November 14, 2024 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell thanked commissioners for the work they have done all year. Commissioners Kilpatrick, Wright and Banelis were thanked for their work installing the new teeter-totter.

5. Reports

5.1. Treasurer's Reports

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

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

CARRIED

5.1.2. Finance Report/Local Matters

A report was received with the agenda.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Community Work Funds Application: Drawings required for fitness circuit pads 2 and 3.
- Fitness Track: Additional surface material for the track will be ordered.
- BC Hydro ReGreening Grant: A reimbursement cheque is expected.
- BC Hydro ReGreening Grant #2: Drawings to be completed.
- Adachi Pavilion: Fall cleanup completed.
- Septic pump-outs: The signed contract is with All Out Septic – Gulf Islands and Commissioner Wright will schedule pump-out of Miners Bay for early spring.
- Dinner Bay Playground: Commissioner Banelis will investigate obtaining solid rubber tires for the disc walker.
- Trail Reports: A fillable PDF form will be distributed to trail guardians.
- Hiking/Walking Trails: The brochure will be updated.

5.2.2. Health and Safety Concerns

Dinner Bay softball field discussion.

5.2.3. Events

A report was received with the agenda.

5.2.4. MIPRC Record Management

A report was received with the agenda.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission request the Capital Regional District return to Mayne Island Parks and Recreation Commission documents and records, which were taken to the Capital Regional District's headquarters in the summer of 2023, by March 31, 2025 at no cost to Mayne Island Parks and Recreation Commission.

CARRIED

Mayne Island Parks and Recreation Commission
Minutes for: December 12, 2024

5.3. Committees

- 5.3.1. Fitness Circuit/ Beautification Phase II
An order will be placed for ¾” clear gravel for the trail to help with water control.
- 5.3.2. Technology
A report was received with the agenda.
- 5.3.3. Sanitation
A report was received with the agenda.

5.4. Parks

- 5.4.1. Miners Bay
Electrical update: Commissioner Bell will discuss this with Amanda Gunn.
- 5.4.2. Dinner Bay
- Bouncing totter/rope bridge installation is completed.
 - A tree cutting quote for Dinner Bay is expected.
- 5.4.3. Cotton Park
- 5.4.4. Japanese Memorial Garden
A report was received with the agenda.
- 5.4.5. Trail Committee and Pocket Parks
A report was received with the agenda.

6. Correspondence/Meetings

- 6.1. Report received from Rob Underhill, Mayne Island Conservancy on Ecological Values of Charter Road pocket park.
- 6.2. Donation confirmation from Mayne Island Lions for teeter totter at Dinner Bay Park playground.
- 6.3. Email applications from potential commissioners. In person attendance tentatively set for January 2025 meeting.
- 6.4. Teams meeting with Jeff Milne, CRD Manager Risk and Insurance, Commissioners Euper, Kilpatrick and Bell regarding damage to Dinner Bay softball field; related correspondence and report to authorities.
- 6.5. Email correspondence to/from proponent of development of ‘pump park’ for young riders.
- 6.6. Email correspondence with Todd Shannon, CRD, Regional Parks regarding Plumper Pass Trail and plans for future meeting to discuss trails in the Mt. Parke area.

Mayne Island Parks and Recreation Commission

Minutes for: December 12, 2024

- 6.7. Email correspondence regarding light up parade party and donations from participants and Brenda Dean Re/Max.
- 6.8. Email correspondence from CRD regarding reasons e-transfer is not available for payment of invoices.
- 6.9. Meeting with Rob Underhill, Mayne Island Conservancy, Commissioner Bell and volunteer at Sandy Hook pocket park to refine plan for restoration of park.
- 6.10. Dinner Bay Playground Inspection Report dated December 7, 2024 received.
- 6.11. Email from Mayne Island Collective and Community Centre Society regarding Phase II planning meeting for the Community Centre on December 21, 2024.

7. New Business

- 7.1. Discussion re: ‘Pump park’ for bicycles. This item is corrected to Discussion re: Pump Track for bicycles. Request to be made for evidence of community support for the project.

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 Wright that the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED.

The meeting adjourned at 5:00 pm.

Original signed by

January 9, 2024

Debra Bell, Chair

DATE

Original signed by

Michael Kilpatrick, Acting Recorder

**NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION
COMMISSIONERS MEETING
NGVFD Hall #1
Sunday 21st January, 2024 10:00am
Minutes**

In Attendance: *Sarah Knoebber, Kieran Kelleher, Ray Chouinard, Idora Scott, Ken Kucille, Rob Snape*

Guests: *Wayne Bairsow, Derek LaCroix*

Regrets: *Chief Karen Harris*

Chair (interim): *Michael Clark*

1. Approval of Agenda (*Chouinard, 2nd Kucille*)
2. Approval of Minutes November Meeting (*Chouinard, 2nd Kucille*)
3. Approval of Minutes AGM (*Knoebber, 2nd Kucille*)
4. Chair's Report
 - a. Review of an email exchange between **Ray Chouinard, Michael Clark** and Chris Vrabel regarding the Chief and Ass. Chief contracts. The CRD's position is to review and determine the contract parameters attached to performance review. Vrabel has requested we put on hold motions to accept the contracts put forth by the commission until CRD can meet, discuss and plan for a move forward with a tentative timeline of April 1st 2024.
 - b. Create channels liaison for CRD for meeting and discussion to meet the need for the commission to close the loop.
5. Financial Report & Chief's Report - none
6. Business Arising out of the Minutes or Report - none
7. Other Business
 - a. Elections of Commissioners
Chair: **Ray Chouinard** (*Clark, 2nd Kelleher, by consensus*)
Treasurer: **Idora Scott** (*Kelleher, 2nd Kucille, by consensus*)
Commissioners: **Rob Snape** (2 year term), **Sarah Knoebber** (2 year term), **Kieran Kelleher** (1 year term), **Ken Kucille** (1 year left), **Raymond Chouinard** (1 year left)
 - b. MOTION: To agree with Chris Vrabel's proposal (*Chouinard, 2nd Kucille, unanimous*)
8. Next Meeting: Sunday, February 18th 2024 10am at NGVFD Hall #1
9. Adjournment: 11:09am

**NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION
COMMISSIONERS MEETING
NGVFD Hall #1
Sunday 17th March 2024 10:00 am
MINUTES**

In Attendance: Sarah Knoebber, Idora Scott

Via Zoom: Rob Snape

Regrets: Ken Kucille, Kieran Kelleher

Chair: Ray Chouinard

1. Approval of Agenda (*Knoebber, 2nd Scott*)
2. Approval of Minutes (*Scott, 2nd Snape*)
3. Chair's Report
 - a. Vrable meeting: **Chair Chouinard's** interpretation is that the commission will become an auxiliary/advisory committee, moving away from an administrative committee, placing the commission in a less useful position. CRD has canceled the proposal for extended health. The chair thinks that the FD staff should decide how the commission will reshape itself after the proposed changes. Deadline for comments on the CRD report; March 20th, 2024. **Chair Chouinard** will draft a communiqué to our representative, likely once the decision around commission roles is determined at the CRD level based on the North and South consolidation.
 - b. MOTION: **Chair Chouinard** to send an email to Chris Vrable expressing our concerns (*Chouinard, 2nd Scott, passed.*)
4. Financial Report & Chief's Report
 - a. MOTION: Request to the commission that *Chief Harris* begins the process with CRD of procuring new SCBAs for 2025 (*Scott, 2nd Knoebber, passed.*)
 - b. SAR options to be reviewed by the Society; possibly as a volunteer, separate group independent from the FD. *Chief Harris* to contact SSI-SAR for information.
 - c. MOTION: To reinstate AAC *Michael Clark's* stipend and backdate it from January, until formally employed in another role. (*Chouinard, 2nd Knoebber, passed.*)
5. Business Arising out of the Minutes or Report
 - a. Cell Towers: poor overall cell reception. *Chief Harris* can try to discuss this with other agencies.
6. Other Business
 - a. First Due RMS Implementation
 - b. FireSmart
 - c. Governance Report
 - d. Change meeting time and day - **Knoebber** suggests a temporary schedule change to be reviewed in September.
7. Next Meeting: FRIDAY 19th April 2024 at 10 am at NGVFD Hall #1
8. Adjournment: 11:18 am

**NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION
COMMISSIONERS MEETING
NGVFD Hall #1
Friday 17th May, 2024 10:00 am
MINUTES**

In attendance: *Ken Kucille, Rob Snape, Idora Scott, Sarah Knoebber*
Guests: *Chief Harris*
Zoom:
Regrets: *Kieran Kelleher*
Chair: *Ray Chouinard*

1. Approval of Agenda (*Snape, 2nd Scott*)
2. Approval of Minutes (*Snape, 2nd Kucille*)
3. Chair's Report
 - a. There has been no interaction with Vrable or AC Clark. **Chair Chouinard** called Director Paul Brent in regards to FD member benefits. Chief Harris confirms that SGVFD will not put benefits in place until August, and would welcome NGVFD on package. Chief Harris will research previous benefits proposals and confirm with SGVFD what plan they will be choosing. The CRD will have to approve. SGVFD society will establish a benefits package for both the north and south volunteers.
 - b. Vrable stated that Chiefs will likely become employees by June of 2025 to obtain CRD benefits. We are unsure as to how this will apply to the volunteers. South society will establish benefits packages for both North and South.
 - c. Chief Harris; The item to bring to the Society, the apron is deteriorating at Hall #2 (Retreat) and will need fixing.

4. Financial Report & Chief's Report

The new bylaws seem to determine the roles of the commission more clearly, and commissions are to remain in both administrative and advisory capacities. The definition of Chief responsibilities and staff responsibilities are also more clearly defined, as prior they were more implied. There appears to be no changes to schedule F, which apply to us directly.

5. Business Arising out of the Minutes or Report - none
6. Other Business
 - a. ERC Grant Opportunity: the idea was to apply for funding for the project to close off the training room and ERC office. After gathering information it is clear that we would have no capacity to move forward without CRD involvement
 - b. Add **Ken Kucille** to Society members, as it would appear that this may have previously been omitted.
7. Next Meeting: Friday, 21st June, 2024 10:00 at NGVFD Hall #1
8. Adjournment: 10:49

**NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION
COMMISSIONERS MEETING
NGVFD Hall #1
Friday 21st June, 2024 10:00 am
Minutes**

In Attendance: *Idora Scott, Ken Kucille, Sarah Knoebber*

Guests: *Chief Harris*

Regrets: *Kieran Kelleher, Rob Snape, Paul Brent*

Zoom: *none*

Chair: *Ray Chouinard*

Call to order: 10:06

1. Approval of Agenda (*Knoebber, 2nd Scott*)
2. Approval of Minutes (*Scott, 2nd Kucille*)
3. Chair's Report:
 - a. extended health benefits; Chief Harris discussed with SGVFD Chief Sugden regarding adding active-duty volunteers to their package. Chief Sugden has submitted this information to the insurance agent for comment.
4. Financial Report & Chief's Report:
 - a. AC Clark report: Most improvements and sprinkler system work have been done at Hall #2 (Retreat).

Hall #2 is not an upgradable building, and there has been a 10-year lease renewal with Retreat Farms for the land it resides on. With the recent budget lift and consolidation ahead, starting a hall replacement discussion would be poor timing in this moment. Hall #2 does not meet some standards but its function fits its purpose, and should not require significant improvement if the building status remains as a "functional garage". If we were to build a new hall we would have to hold a referendum to provide the taxation to justify it. After consolidation, we might consider reevaluating the state of this particular Hall.

 - i. AC Clark can be tasked to evaluate the cost of fixing the apron at Hall #2 (Retreat) and pilon. The Commission has 450\$ left in building maintenance for this financial cycle.
 - i. **MOTION:** For the commission to request the society the necessary funds to replace the post and apron as mentioned in AC Clark's report. (*Chouinard, 2nd Knoebber*)
 - b. Financial and Chief's Report: Significant budget requests and changes must be sent to CRD by July 31st to be passed in the September meeting to take effect in January 2025. Chris Vrable has suggested we delay any significant changes until the following year. Items should still be discussed to be addressed before the end of July. Chief Harris would like assistance in reviewing the budget.
 - i. Budget Committee: **Ray Chouinard**, AC Clark.

- c. Chief Harris has contacted Chris Vrable regarding enclosing the training room at Hall #1, and what could be the first steps.
- d. Consolidation meetings between NGVFD and SGVFD, with Chris Vrable and the team, are scheduled every two weeks.

5. Business Arising out of the Minutes or Report

6. Other Business

a. New meeting time 3rd Sundays at 13:00

7. Next Meeting: Sunday, July 21st, 13:00 at Hall #1 (Cook rd)

8. Adjournment: 11:18



NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION COMMISSIONERS MEETING

20 October 2024

11:00

Hall #1 (Cook), North Galiano Fire District
MINUTES

In attendance: *Idora Scott, Ken Kucille, Kieran Kelleher, Rob Snape*

Chair: *Ray Chouinard*

Guest: *Chief Harris*

Regrets: *Sarah Knoebber*

1. Approval of Agenda (*Chouinard, 2nd Scott*)
2. Approval of JUL/2024 Minutes (no quorum in SEPT/2024) (*Kelleher, 2nd Snape*)
3. Chair's Report
4. Financial Report & Chief's Report
5. Business Arising out of the Minutes or Report
 - a. Last chance for adjustments to 2025 Budget (please note that the Chief is not requesting any changes at this time)
 - b. Confirmation of attendance at NGVFD/SGVFD Consolidation meetings with CRD
 - i. 12 noon Thursday 24th October 2024 North Galiano VFD Hall #1 (Cook)
 - ii. Thursday 21st November 2024 SGVFD Hall
 - c. AGM preparation
 - i. Joint AGMs: 17 November 13:00
 1. The Alert (by 1 November – copy by 25 October) *Chief Harris*
 - a. Hard copy on Thursday
 2. Chair/President and Treasurers reports by 8th November
 3. Report printing 12-14 November
 4. coffee/snacks
 5. membership table
 6. Elections - Chief Harris to determine
 - a. determination of terms
 - b. confirmation of standing (for those staying on)
 - c. new Commissioners/Directors if needed
 - d. person to run elections
 - e. elected Commission members names to be sent in on Monday 18 November
 7. AV & hall setup
 - d. FUS Meeting on Tuesday OCT/22/2024 afternoon
 6. Other Business
 7. Next Meeting: AGM 13:00 17th November 2024 at North Galiano Community Hall
 8. Adjournment: 11:52

**OTTER POINT VOLUNTER FIRE DEPARTMENT
ANNUAL GENERAL MEETING
13 November 2024**

Commission Members Present:

Ms. J. Hemphill - Chair	Ms. D. Morton - Trustee
Mr. B. Gibbons – Treasurer	Mr. P. White – Trustee
Mr. D. Gollmer – Vice Chair	

Commission Members Absent:

Mr. S. Hemphill – Trustee & Firefighter’s Rep
Mr. A. Wickheim – JDF Regional Director

Others Present:

Mr. J. McCrea – OPVFD Fire Chief
Mr. K. Brehart, Mr. Ray Fiset, Mr. Joe Kanashiro

Call to Order:

Meeting called to order at 1930 hrs.

Approval of the Agenda:

All in favour of the agenda.

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

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

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

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

Discussion around the a/n reports.

Old Business: None.

New Business:

Election of Commission Members. Existing Commission members Mr. B. Gibbons and Mrs. J. Hemphill are willing to stand for reappointment and as no new nominations were received, their two-year term will start January 2025.

Meeting Adjournment:

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

The next Annual General Meeting will be held in November 2025.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
02 December 2024 3:00 pm
Zoom/Pender Community Hall

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

Guests: Paul Kubik, Tim Frick, Peter Taylor.

Staff: Lori Seay-Potter (Recorder), Rob Fawcett (Project Coordinator), Ben Symons (Maintenance), Melody Pender (CRD Liaison).

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:00 p.m.

2. **APPROVAL OF AGENDA**

MOTION to approve the December 2024 PIPRC agenda, M-Commissioner Suh, S-Commissioner Tretick. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION to approve the 21 October 2024 PIPRC minutes as corrected. M-Commissioner Tretick, S-Commissioner Suh. **CARRIED.**

4. **DELEGATIONS:** None.

5. **OPERATION REPORTS**

5.1 **Maintenance:** Report circulated prior to the meeting. Shingle Bay bridge slated for repair. Boat clean up at Magic Lake is underway. Commissioner Tretick will contact owners of the remaining 4 boats. Wind Phone signage has been ordered. Masthead culvert will be installed soon. Commission thanked Ben for his excellent work on the trails.

5.2 **Restoration:** Report circulated prior to the meeting, including photos from restoration sites. Priority sites as identified in contract continue to be the focus until March 2025 Privateers is slated for invasive removal via separate CRD contract. Enchanted Forest trees are thriving. Pump Track planting is scheduled for January. Shingle Bay work parties have been well attended.

5.3 **Capital Projects:** Report circulated prior to the meeting.

- **Schooner Way:** Surveying done in anticipation of final tender. Rob will seek clarity from CRD/Titles regarding affected easement.
- **Pumptrack:** Privacy planting is scheduled.
- **Wind Phone:** Installed, and signage pending. Rob will develop a communication to the community.
- **Dog Park:** A questionnaire has been circulated to direct neighbours. Neighbours visits have been conducted and have been largely positive. Thieves Bay neighbours are also being consulted.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
02 December 2024 3:00 pm
Zoom/Pender Community Hall

6. REPORTS

6.1 **CRD Director:** Paul thanked the Commission for their excellent work.

6.2 **Chair/Treasurer Report:** Treasurer presented a detailed overview of 2025 Capital projects and existing PIPRC Master Plan, circulated prior to the meeting.

MOTION to accept the 2025 Capital Budget plan as proposed.
M-Paul, S-Andrea. **CARRIED.**

6.3 **Communications:** Wind Phone and Found Road for January-Rob will draft Wind Phone and send it to Commissioner Tretick. February will focus on Schooner Way Trail. Restoration update in March. Erin will submit an update to George.

7. CORRESPONDENCE AND BUSINESS ARISING

7.1 **Mortimer Spit:** Community members have been asking for road improvements but costs of related studies are not feasible for the Commission. Mortimer Spit is managed under the Heritage Conservation Act (provincial) which severely restricts activities at historically significant sites. The Commission has informed the community that the Spit is under the HCA and that the Commission has discussed the item.

7.2 **Tree Work:** Commissioner O'Brien asked the Commission to support an application to the [Habitat Conservation Trust Foundation](#) for funds for tree work on CRD lands, including PIPRC sites. Wildlife Tree Stewardship funds from HAT would promote responsible tree stewardship in the community and offset the Commission tree work budget. The Commission agreed by general consent to support the application.

7.3 **Disc Golf Tee Box Improvements:** Two new tee boxes have been installed using volunteer labour. Supply costs will be covered by PIPRC. A maintenance agreement will be developed by Chair and Rob, prior to review by CRD.

7.4 **Commissioner Appointment Update:** Richard Sullivan has resigned from the Commission. Chair proposed a Commission Nominations Committee. Paul, Andrea, Lisa and George will meet by the end of year.

8. CORRESPONDANCE

8.1 **Kayak Launch:** Multiple community members contacted the Commission to request increased kayak launch spots on Pender. Murada Beach will be visited by Rob for suitability. Ben noted that Craddock, Higg's Road and Boundary Pass may also be options.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
02 December 2024 3:00 pm
Zoom/Pender Community Hall

8.2 **Mouat Park:** A neighbour contacted the COmmission to ask that the small park be managed by the Commission. Currently the site is managed by Magic Lake Property Owners via Covenant. Rob will connect with Bob Coulson from Magic Lake Property Owners association.

9. PROJECTS

9.1 **Trail Inventory:** Park and Trail inventory is ongoing. Commissioner Tretick circulated a project update prior to the meeting. Magic Lake and South Pender are outstanding. Lori will circulate a list of the outstanding sites to the Commission who will complete visits.

9.2 **Map Update:** Appropriate base layer map is in development. The trail inventory will support the development of the map.

10. NEW BUSINESS

10.1 **2025 Schedule:** 2025 Commission will meet the second Monday of the month. Lori will send a list of dates to Commissioner Mills for hall availability.

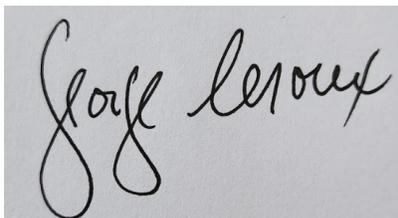
10.2 In Camera - Maintenance Contract

MOTION to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)*. M-Commissioner Tretick, S-Commissioner Brent.
Commission moved to the closed session at 4:35 p.m.
Commission rose from the closed session at 4:45 p.m.

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

12. NEXT MEETING: January 13, 2024 at 3:30 p.m.

Minutes approved at the 15 Jan 2024 PIPRC Meeting:

A rectangular box containing a handwritten signature in black ink. The signature appears to read "Geoff Leroux" in a cursive script.



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission
Friday, October 20, 2024, 4:30 PM. Saturna Library, Saturna Island, BC**

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

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

1. Commissioner Preston called the meeting to order at 4.30 pm and gave the First Nations acknowledgment. Quorum achieved.

2. Agenda review, additions, and reorganization:

#11 update on selecting new administrator once Denise leaves her role.

#10 SI Parks Canada liaison

#5 admin report

#6 budget

#7 funding applications

#8 in camera

Agenda changes approved.

3. Change in the minutes from September. Saturna Beach strata funding request for a new sign should have read "funding request to CRD" not Ministry of Highways.

4. Treasurers Report - received by commissioners on-line. Treasurer absent.

5. Admin report received by commissioners. Administrator absent.

Commissioner Caspar concerned about the difficulty all the commissioners have about understanding the amount of \$\$ we have to work with in SIPRC. The admin report does not jive with the CRD budget report. Our administrator understands the process the best but she is leaving at the end of the year. Discussion ensued about demystifying the CRD budget report we receive on a monthly basis. No commissioner is willing to be treasurer as there is no concrete understanding of the budget. We accept the administrator's report as it stands as we will be allocating funds as stated for late funding applications.

6. Budget - Commissioner Brent circulated the budget in advance of meeting.

Discussion ensued with many many unanswered questions. Budget is approved as it stands as we are at deadline. Commissioner Caspar moves we accept the budget.

Second Commissioner Mitchell. The commissioners agreed that we need to be better educated on the SIPRC funding process. Commissioner Michaud put forward that we would like to have a meeting dedicated to educating all commissioners about the budget and accounting practises.

Acceptance of budget with one abstention Commissioner Ritchie.

7. Funding allocation. Commissioner Caspar asked for discussion about criteria. Criteria is detailed out on the new funding request form however further discussion ensued.

Commissioner Mitchell discussed the applications for our most recent call out for funding requests:

Art and Fungi - \$395. Caspar moved. Ritchie seconded. Passed

Book talk - \$430. Caspar moved. Field second. Passed

Dance collective - not enough detail to move forward

Library book talk - \$430. Caspar moved. Preston second. Passed.

Library had also requested permission to spend previously allocated CRD money for an event that did come to fruition. The money will now be spent purchasing gardening books on behalf of The Seed Library.

Giambori Concert - \$300. Ritchie moved. Preston second. Passed

8 In camera.

9.1 update on Thomson Park - tabled to next meeting.

9.2 Food and honouraria requests - tabled to next meeting.

9.3 Shore access - tabled to next meeting

9.4 Valley outhouse update- Commissioner Caspar is the SIPRC representative working with school board and CRD on an agreement and tender for quotes.

9.5 Signage first nations Thomson Park - tabled. Commissioner Brent absent.

10.1 Next SIPRC meeting Monday November 11th.

10.2 Advertising for new commissions for 2025. Need one more.

11. Done

12. Parks Canada rep from SIPRC Commissioner Henry. Commissioner Ritchie moved Commissioner Caspar second. Passed.

13. Update on Administrator Job Description -

Proposal to reach out to Crd contractor who already does Pender PRC and Mayne PRC to take on SIPRC as well. Yes, she is interested and is willing to attend our next meeting. Will attend our meetings prepare documents for Commission approval, assist chair with agenda, post agenda, record minutes, etc. She cannot do the support for the treasurer.

Suggestion that our administrator job description be divided into two roles. Commissioner Michaud will devise a draft of a revised contract.

14. Adjourned at 6.40Pm

Next meeting November 11, 2024



Making a difference...together

**Minutes of Saturna Island Parks and Recreation Commission
Friday, November 6, 2024, 4:30 PM. Saturna Library, Saturna Island, BC**

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

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

1. Commissioner Preston called the meeting to order at 4.30 pm and gave the First Nations acknowledgment. Quorum achieved.
2. Agenda review, additions, and reorganization:
 - #11 update on selecting new administrator once Denise leaves her role.
 - #10 SI Parks Canada liaison
 - #5 admin report
 - #6 budget
 - #7 funding applications
 - #8 in cameraAgenda changes approved.
3. Change in the minutes from September. Saturna Beach strata funding request for a new sign should have read "funding request to CRD" not Ministry of Highways.
4. Treasurers Report - received by commissioners on-line. Treasurer absent.
5. Admin report - received by commissioners. Administrator absent. Commissioner Caspar concerned about the difficulty all the commissioners have about understanding the amount of \$\$ we have to work with in SIPRC. The admin report does not jive with the CRD budget report. Our administrator understands the process the best but she is leaving at the end of the year. Discussion ensued about demystifying the CRD budget report we receive on a monthly basis. No commissioner is willing to be treasurer as there is no concrete understanding of the budget. We accept the administrator's report as it stands as we will be allocating funds as stated for late funding applications.
6. Budget - Commissioner Brent circulated the budget in advance of meeting. Discussion ensued with many many unanswered questions. Budget is approved as it stands as we are at deadline. Commissioner Caspar moves we accept the budget. Second Commissioner Mitchell. The commissioners agreed that we need to be better educated on the SIPRC funding process. Commissioner Michaud put forward that we would like to have a meeting dedicated to educating all commissioners about the budget and accounting practises. Acceptance of budget with one abstention Commissioner Ritchie.
7. Funding allocation. Commissioner Caspar asked for discussion about criteria. Criteria is detailed out on the new funding request form however further discussion ensued. Commissioner Mitchell discussed the applications for our most recent call out for funding requests:
 - Art and Fungi - \$395. Commissioner Caspar moved. Commissioner Ritchie seconded. Passed
 - Book talk - \$430. Commissioner Caspar moved. Commissioner Field second. Passed
 - Dance collective - not enough detail to move forward

Library book talk - \$430. Commissioner Caspar moved. Commissioner Preston second. Passed.

Library had also requested permission to spend previously allocated CRD money for an event that did come to fruition. The money will now be spent purchasing gardening books on behalf of The Seed Library.

Giambori Concert - \$300. Commissioner Ritchie moved. Commissioner Preston second. Passed

8 In camera

9.1 Update on Thomson Park - tabled to next meeting.

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9.3 Shore access - tabled to next meeting

9.4 Valley outhouse update- Commissioner Caspar is the SIPRC representative working with school board and CRD on an agreement and tender for quotes.

9.5 Signage first nations Thomson Park - tabled. Commissioner Brent absent.

10.1 Next SIPRC meeting Monday November 11th

10.2 Advertising for new commissions for 2025. Need one more.

11. Done

12. Parks Canada rep from SIPRC Commissioner Henry. Commissioner Ritchie moved Commissioner Caspar second. Passed.

13. Update on Administrator Job Description -

Proposal to reach out to Crd contractor who already does Pender PRC and Mayne PRC to take on SIPRC as well. Yes, she is interested and is willing to attend our next meeting. Will attend our meetings prepare documents for Commission approval, assist chair with agenda, post agenda, record minutes, etc. She cannot do the support for the treasurer.

Suggestion that our administrator job description be divided into two roles. Commissioner Michaud will devise a draft of a revised contract.

14. Adjourned.

Next meeting November 11, 2024

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES
Sunday AGM Nov 3 2024**

Present: Vern McConnell, Aran Puritch, Brent Kornelson, Brian McCandless, Al Wickheim, Joel Cotter, Jim Potvin

Absent: Gary Howell,

Guests & Invitees: Willis Point Community Association AGM and community members

WPCA-AGM paused: Commission AGM called to order at 5:10 pm

- 1) **Chair Report: Commission Chair** Aran Puritch reported to the community on the commission's last year's activities and current projects. (See attached)
- 2) **Election of Commission members: Vern McConnell officiated: 4 positions open for election,**

Chair announced there are 2 incumbents willing to stand for re-election and 2 new people that have expressed a willingness to stand, the Chair called for addition nominations from the floor 3 times, no new nominations were provided.

- **Jim Potvin - incumbent re-elected**
- **Aran Puritch- incumbent re-elected**
- **Greg Elvedahl - newly elected**
- **Marni Krismer - newly elected**

AGM Meeting adjourned 5:25 pm,

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

Willis Point Fire Protection and Recreation Facilities Commission AGM 2024

November 3, 2024

Willis Point Community Hall

Agenda

- Introduction
- Commission Duties
- Fire Department Update
- Recreation Facilities Update
- Elections
- Adjournment

Introduction

- Chair, Aran Puritch
- Vice-Chair, Vern McConnel
- Secretary, Brent Kornelson
- Treasurer, Gary Howell
- Member, Brian McCandless
- Member, Joel Cotter
- Member, Jim Potvin
- Regional Director, Al Wickheim

Commission Authority

- Advisory
- Administrative

Fire Department Updates

- CRD Governance Review and new Bylaw
- Water Cistern at Mark Lane and Willis Pt Road
- Wildland Firefighting Support
- Service Level (Our ask of the volunteers!)
- Fire Suppression (Fire Underwriters Survey Dwelling Grade 3b)
- Exterior Operations
- First Responder
- Mutual-aid to Highlands and Saanich
- Motor Vehicle Incidents
- Alarm bells? Cat in tree? BC Parks enforcement? All out of scope!

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

Recreation Facilities Update

- Cell Tower
- Hall Rental and Management
 - ~90% Community Association, ~10% Private
 - Updated Usage Agreement with WPCA
 - Monthly Cleaning (Shannon Pine)
 - Hall Manager (vacant)
- Annex insulation and heating

Elections

- Elections Officer – Vern McConnel
- Terms ending
 - Jim Potvin (will stand)
 - Aran Puritch (will stand)
 - Brent Kornelson (not standing)
 - Brian McCandless (not standing)
- Nominations
 - Need 2
 - Nominations from Marni Krismer and Greg Elvedahl

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

Tuesday, Nov 26, 2024 7:30 PM

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

Absent: Director Al Wickheim

Guests & Invitees: Marni Krismer, Mariann Malvet, Darren Pine, Daniel Kenway, Art Wynans (online)

Meeting called to order at 7:35 pm

1) Approval of Agenda

MOTION Jim Potvin, **SECONDED** by Brent Kornelson that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Vern McConnell, **SECONDED** by Gary Howell that the minutes of Oct 22, 2024 be accepted as presented, **CARRIED**

3) Fire Chief Report: Aran read report, (see attached).

4) Hall Managers Report: Mariann read her final report (see attached)

Aran expressed the commission appreciation for her 13 years of service; she was presented with a gift expressing thanks. She will assist with transition to new manager Karen Kay

5) Business Arising:

- a) **Water Cistern Project:** Joel presented a cost summary (see attached), he anticipates there will be a \$20K project surplus from the grant, Gary will discuss with CRD if the funds can be allocated for additional water storage tanks.
- b) **Cell Tower:** Brent reports we are still waiting for Rogers to agree to the amendment to the new tower lease for the generator usage.
- c) **Generator:** Brent will pass the contact info for Jessica CRD to Vern for follow-up on the lease amendment for the generator.
- d) **Hall Manager:** Aran will work with Marni to setup an online Hall rental and payment system, the rental rate review also needs to be completed.

6) New Business:

- a) **Hall Maintenance:** Brian reported the Annex door replacement has been scheduled, getting quotes for bathroom upgrades, proposed an exterior, attached storage unit for chairs addition be considered, he will get quotes.
- b) **Budget:** Gary indicated our requisition must be approved via a motion by the commission in Jan/Feb.
- c) **AGM:** Aran confirmed that incumbents Aran Puritch and Jim Potvin re-elected, 2 new community members Marni Krismer and Greg Elvedahl were elected to the commission. The commission expressed their appreciation to Brian and Brent for their contributions to the commission and presented them with gifts expressing thanks.

MOTION by Vern McConnell, **SECONDED** by Gary Howell that the AGM commission minutes of Nov 3, 2024 be accepted as presented, **CARRIED**

Motion by Brent, seconded by Brian to adjourn meeting 9:00 pm, CARRIED

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

FD update November 2024:

First responder training for nasal airways completed for most of our FR licenses. This was the minimum requirement as we understand it to maintain our license. Thank you to Greg E for the initial training session and equipment.

New trainees are slowly progressing through the minimum training standard.

CRD (Chris V, Mike B and Wayne Humphry) is surveying the departments on training. Most in the region will be in person, WP will be remote Dec 9 or 10.

New tires on E1, \$6k on operational budget.

Year end purchasing, ~\$15k. Items to be purchased include

- Steamer valve for E1
- Tool bag and tools for E12
- New whiteboard for annex training area
- FOG machine
- Rubber mats for entrance safety
- Updated stationwear
- R1 enhancements (cargo slide, custom cap) – running into 2025 budget
- Pressure washer for equipment maintenance and hose cleaning (electric, wired)

No word on 2024/2025 UBCM grant yet.

Other items for discussion

- Purchase poly tanks (x2) to use up cistern grant – they can be held at the hall until funds and authorization to install them are available
- Emerg lighting and annual inspection at the hall (fire extinguishers, lighting)
 - Annex emerg lighting has had a battery replaced October 2024.
 - Emerg lighting in community hall is not functional
 - Emerg lighting in old bay is not functional, although a lighting circuit is available on generator power.

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

Cistern Installation Expense Breakdown 2024				
1	14-May	Leader Merc.	transport Mini to site and back to Joels for testing soil type and depth	\$ 354.38
2	23-May	RC Tree Service	falling trees at site	\$ 1,890.00
3	21-May	Armtec	culvert purchase (3)	\$ 2,452.92
4	06-Jun	Leader Merc	culvert transport. Nanaimo-Victoria	\$ 420.00
5	18-Jul	Galcon Industries	10 x 2800 gal cisterns and parts	\$ 63,050.40
6	25-Jul	Joel cotter	additional culvert purchase, transport and miss pa	\$ 1,163.51
7	25-Jul	Verasco hammer	rock hammer for 2.5 days	\$ 5,915.70
		Verasco excavation	site excavation, tank and culvert install, trucking and site supervision, assist tank install, leveling and backfill, parking lot construction	\$ 25,342.28
8	03-Aug	Cullen Water	supply and install vent and suction plumbing	\$ 6,427.27
9	13-Aug	JMC Forest	Joel/Kevin run ex 200 on Lot 8 temp storage/disposal dig holes for stumps and debris. Receive 48 trucks dirt and rock. Spread, pile and disposal of overburden Reload rock chips, dirt for backfill and parking lot	\$ 4,189.50
9	14-Aug	Carlise Fab	draft and vent piping fab and install	\$ 8,024.00
10	12-Aug	Trans Sign	Fire lane signs x 2	\$ 450.00
11	10-Oct	Pacific Grass seed	Hydroseeding	\$ 525.00
12	05-Nov	Mitchell Ex	Slinger service	\$ 749.00
#	30-Nov	Carlilse Fab	Bollard fab and delivery/install	\$ 3,300.00
#	30-Nov	Leader Merc	Bollard site prep (excavator)	\$ 400.00
#	30-Nov	miss part joel	anchor bolts/sign hardware	\$ 109.80
			sicaflex sleggs	\$ 42.71
			bollard delivery	\$ 275.00
				\$ 427.51
#	31-Dec	Fire department	plants steve	\$ 500.00
				\$ 125,581.47

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

November 25, 2024

Hall Managers Report

The AGM was held on November 3rd followed by a Remembrance Day service on November 11th and November fest on November 16th.

Pickle Ball continues four times per week and the Fire Fighters continue with floor hockey on Thursday evenings. On November 24th there was a private rental of the hall parking lot only. There are currently two bookings in December - the Christmas Potluck on December 1st and the Fire Fighters; Christmas party on December 21st. There is one new private booking for 2025 in March for three days from the 28th through the 30th.

The first quarterly floor maintenance visit will be scheduled in December. The date has not yet been determined.

There are not other outstanding issues at this time.

Submitted by,

Mariann Malvet

Hall Manager

From: [Marlene Lagoa](#)
To: [Tamara Pillipow](#)
Subject: FW: Director Wickheim Notice of Motion
Date: Thursday, December 12, 2024 9:17:28 AM
Attachments: [Notice of Motion AI Wickheim speed limits.docx](#)

From: Paul Brent <pbrent@mac.com>
Sent: Wednesday, December 11, 2024 12:44 PM
To: Marlene Lagoa <mlagoa@crd.bc.ca>
Cc: Al Wickheim - Director JDF <directorjdf@crd.bc.ca>; directorssi <directorssi@crd.bc.ca>
Subject: Director Wickheim Notice of Motion

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Here t'is. We'll be seeking staff advice as to how to improve this, but wanted to get the basic message out.

Cheers

Paul

Whereas Incorporated areas have the ability to set speed limits to reflect local conditions and hazards, and that Electoral Areas have similar conditions and hazards in select spots, we seek the CRD Board to advocate to the Province (MoTT) for the ability of Electoral areas to establish speed limits and hazard signage in their rural areas.