



## Notice of Meeting and Meeting Agenda Salt Spring Island Local Community Commission

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Thursday, February 20, 2025

9:00 AM

SIMS Boardroom  
124 Rainbow Road  
Salt Spring Island BC

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MS Teams Link: [Click here](#)

E. Rook (Chair), G. Holman (Vice Chair), G. Baker, B. Corno, B. Webster

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. [25-0134](#) Minutes of January 16, 2025 - January 30, 2025 Salt Spring Island Local Community Commission

**Recommendation:** That the minutes of the following meetings be adopted as Circulated:  
-January 16, 2025 Meeting  
-January 30, 2025 Special Meeting

**Attachments:** [Minutes: January 16, 2025](#)  
[Minutes: January 30, 2025 - Special Meeting](#)

### 4. Chair, Director, and Commissioner Reports

### 5. Senior Manager Report

### 6. Presentations/Delegations

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) for "Addressing the Salt Spring Island Local Community Commission" 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 Salt Spring Island Local Community Commission (LCC) at [saltspring@crd.bc.ca](mailto:saltspring@crd.bc.ca).*

#### 6.1. Presentations

6.1.1. [25-0151](#) Presentation: Janey Rowland; Housing Now, Re: Housing Now update

**Attachments:** [Presentation: Housing Now](#)  
[Presentation: Rental Housing Needs Poll Summary](#)

6.2. Delegations

7. Commission Business

7.1. [25-0136](#) Rural Housing Program Update

**Recommendation:** Verbal Discussion

7.2. [25-0137](#) 163 Drake Road - Phoenix Elementary School Property and Selection of Future Tenants

**Recommendation:** That the Salt Spring Island Local Community Commission authorize staff to post an Expression of Interest for the buildings and land located at 163 Drake Road (PID 004-607-295) for consideration.

**Attachments:** [Staff Report: 163 Drake Road - Phoenix Elementary School Property and Selection of Future Tenants](#)  
[Appendix A : Site Map, 163 Drake Road \(PID 004-607-295\)](#)

7.3. [25-0154](#) Short Term Rentals Stakeholder Roundtable Meeting

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

**Attachments:** [Staff Report: Short Term Rentals Stakeholder Roundtable Meeting](#)  
[Appendix A: Outcome Notes from the January 16, 2025 Short Term Rentals Stakeholder Roundtable Meeting](#)

7.4. [25-0155](#) Previous Minutes of Other CRD Committees and Commissions for Information

**Recommendation:** There is no recommendation. The following minutes are for information only:  
a) Ganges Harbourwalk Project Steering Committee minutes of March 11, 2024  
b) Ganges Harbourwalk Project Steering Committee minutes of March 26, 2024  
c) Ganges Harbourwalk Project Steering Committee draft minutes of January 27, 2025

**Attachments:** [Minutes: Ganges Harbourwalk Project Steering Committee-Mar 11/24](#)  
[Minutes: Ganges Harbourwalk Project Steering Committee-Mar 26/24](#)  
[Draft Minutes: Ganges Harbourwalk Project Steering Committee-Jan 27/25](#)

7.5. [25-0156](#) Board Procedure Bylaw

**Recommendation:** Verbal discussion

**Attachments:** [Bylaw: No.3828 Consolidated Board Procedures](#)  
[Best Practices Guide for Meetings](#)

7.6. [24-050](#) Salt Spring Island Multi Space Roof Assessment and Repairs

**Recommendation:** That the Salt Spring Island Local Community Commission:

1. Include the asphalt roofing replacement costs of \$496,155 for the Salt Spring Island Multi Space facility located at 124 Rainbow Road in the 2026 Salt Spring Island Parks and Recreation Capital Plan funded by debt and to be included with the planned pool building envelope rehabilitation project in 2026.

2. Increase annual transfers to capital reserves by \$45,955 beginning in 2026 to fund the future membrane roofing replacement for the Salt Spring Island Multi Space facility located at 124 Rainbow Road.

**Attachments:** [Staff Report: Salt Spring Island Multi Space Roof Assessment and Repairs](#)

8. Notice(s) of Motion

8.1. [25-0133](#) Motion with Notice: BC Ferries Advocacy (B. Webster)

**Recommendation:** [At the Jan 16, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Webster into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission (LCC):

1) Write to BC Ferry Corporation to request that BC Ferries consult on an ongoing basis with the LCC on its plans and priorities for Salt Spring Island ferry services.

2) Invite Salt Spring Island community members to provide the LCC with suggestions for BC Ferries-related advocacy.

3) Discuss, at a future LCC meeting, priorities for BC Ferries-related advocacy."

8.2. [25-0182](#) Motion with Notice: Grant Application SSI Foundation (G. Baker)

**Recommendation:** [At the Feb 13, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission direct staff to submit a grant application to the Salt Spring Island Foundation in the amount of \$10,000 to support funding the planned Integrated Housing Strategy.

AND

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Economic Development Service (1.124) 2025 Operating Budget be amended to include \$10,000 grant funding for a one-time project of an Integrated Housing Strategy for Salt Spring Island in 2025 if the grant application is successful."

8.3. [25-0183](#) Motion with Notice: Grant Application SGITP (G. Baker)

**Recommendation:** [At the Feb 13, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission direct staff to submit a grant application to the Southern Gulf Island Tourism partnership (SGITP) for \$15,000, to support funding the planned Salt Spring Island Integrated Housing Strategy.

AND

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Economic Development Service (1.124) 2025 Operating Budget be amended to include \$15,000 grant funding for a one-time project of an Integrated Housing Strategy for Salt Spring Island in 2025 if the grant application is successful."

**9. Motion to Close Meeting**

9.1. [25-0158](#) Motion to Close Meeting

**Recommendation:** 1. That the meeting be closed for discussion of acquisition/disposition that could reasonably be expected to harm the interest of the Electoral Area under Section 90(1) (e) of the Community Charter [1 item].

2. That the meeting be closed for discussion of preliminary negotiations that could reasonably be expected to harm the interest of the Electoral Area under Section 90(1) (k) of the Community Charter [1 item].

**10. Adjournment**

**Next Meeting:**

*-Thursday, March 13, 2024 at 5:00PM in the Salt Spring Island Multi Space (SIMS)  
Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5*

## Meeting Minutes - Draft

### Salt Spring Island Local Community Commission

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Thursday, January 16, 2025

9:00 AM

SIMS Boardroom  
124 Rainbow Road  
Salt Spring Island BC

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**PRESENT:**

COMMISSIONERS: E. Rook (Chair) G. Holman (Director), G. Baker, B. Corno, B. Webster (EP),

STAFF: S. Henderson, Senior Manager, Real Estate, SGI Administration, LCC, D. Ovington, Senior Manager, SSI Administration, D. Olafson, Manager, SSI Engineering (EP), M. Williamson, Committee Clerk, (Recorder)

EP- Electronic Participation

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 09:01 am.

#### 1. Territorial Acknowledgement

D. Ovington provided a Territorial Acknowledgement.

#### 2. Election of SSI Local Community Commission Chair

The Senior Manager, Salt Spring Island Administration, D. Ovington called for nominations for the position of Chair of the Salt Spring Island Local Community Commission for 2025.

Commissioner Baker nominated Commissioner Rook. Commissioner Rook accepted the nomination.

D. Ovington called for nominations a second time.

D. Ovington called for nominations a third time.

Hearing no further nominations, the Senior Manager, Salt Spring Island Administration declared Commissioner Rook Chair of the Salt Spring Island Local Community Commission by acclamation.

### 3. Election of SSI Local Community Commission Vice Chair

The Chair called for nominations for the position of Vice Chair of the Salt Spring Island Local Community Commission for 2025.

Commissioner Corno nominated Director Holman. Director Holman accepted the nomination.

Commissioner Rook called for nominations a second time.

Commissioner Rook called for nominations a third time.

Hearing no further nominations, the Chair declared Director Holman Vice Chair of the Salt Spring Island Local Community Commission by acclamation.

### 4. Approval of Agenda

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That agenda for the January 16, 2025, meeting of the Local Community Commission be approved as amended by replacing the word “onside” with the word “onsite” after the words “2) Provide a porta potty” and before the words “accessible 24 hours per day” on page 42 of the agenda package.  
**CARRIED**

### 5. Adoption of Minutes

#### 5.1. Minutes of November 19, 2024 - December 5, 2024 Salt Spring Island Local Community Commission

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the minutes of November 19, 2024 meeting be adopted as amended, with the following amendments.  
-That the word “North” be added after the words “...include Islands Trust and” and before the words “Salt Spring Water District staff”  
-That the words “where there isn’t existing zoning” be added after the words “...outside of the service districts” and before the words “ -Agencies need to have conversations...”

**AND**

That the minutes of the following meetings be adopted as presented:  
-November 21, 2024 Meeting  
-December 05, 2024 Special Meeting  
**CARRIED**

## 6. Chair, Director, and Commissioner Reports

Commissioner Rook spoke of the following items:

- Meeting with new Chief Building Inspector
- Touring of Fire Hall
- Special meeting regarding Salt Spring Local Community Commission (LCC) Budget approval

Director Holman spoke of the following items:

- Meeting with new Chief Building Inspector
- Article in the Driftwood
- Ongoing and upcoming capital projects
- Funding for year-round shelter on Salt Spring Island
- Rural Housing Program
- BC Ferries Advisory Committee
- Brackett Springs property

Commissioner Baker spoke of the following items:

- Ask Salt Spring
- Road line painting in the winter

Commissioner Webster spoke of the following items:

- Salt Spring Solution Housing Roundtable
- BC Ferries Advocacy

## 7. Senior Manager Report

D. Ovington spoke regarding Salt Spring Engineering staff vacancies.

S. Henderson provided information on:

- The Board reviewed for information the LCC Strategic Plan and final plan is posted on the website
- Geotube trials
- Betterments grant application submitted
- Ministry of Transportation and Infrastructure communication

## 8. Presentations/Delegations

There were no presentation or delegations.

## 9. Commission Business

9.1. The Local Community Commissions Land Holding Authority

This report was received for information.

Discussion ensued regarding LCC land holding authority through services.

**9.2.** Project Tracker Quarterly No. 17, 2024

This report was received for information.

Discussion ensued regarding the Project Tracker.

**9.3.** Motion Tracker

This report was received for information.

Discussion ensued regarding the Motion Tracker.

**9.4.** SIMS Energy Audit and HVAC Conceptual Design

This report was received for information.

Discussion ensued regarding the SIMS Energy Audit.

**9.5.** SSI Centennial Park Washroom Operation

**MOVED** by Director Holman, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission requests that staff  
continue to operate the Centennial Park washroom by opening the facility each  
morning, closing larger washrooms in the afternoon during the off season and  
keep the universal washroom open overnight on a trial basis.

**CARRIED**

**OPPOSED** Baker, Webster

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

**10.1.** Motion with Notice: Identifying Development Potential in Service Area  
Advocacy (G. Holman)

**MOVED** by Director Holman, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission recommends that the  
SSI Local Trust Committee (LTC) identify the existing development potential (i.e.,  
allowed by current zoning, including suites and cottages) on Agricultural Land  
Reserve (ALR) and non-ALR land within the North Salt Spring Waterworks District  
Maxwell Lake service area.

**CARRIED**

**10.2.** Motion with Notice : Identifying Properties Allowing Suites and Cottages  
Advocacy (G. Holman)

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission recommends that the  
SSI Local Trust Committee (LTC) identify the number of properties on which  
suites and cottages are allowed by current zoning for SSI, on Agricultural Land  
Reserve (ALR) and non-ALR land, but outside the North Salt Spring Waterworks  
District service area.

**CARRIED**



**10.3.** Motion with Notice: SSI Grant-in-aid Operating Policies (B. Webster)

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,  
That consideration of the Motion with Notice be deferred to a future meeting.  
CARRIED**

**10.4.** Notice of Motion: BC Ferries Advocacy (B. Webster)

[At the Jan 16, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Webster into record to be discussed at a following meeting:]

“That the Salt Spring Island Local Community Commission (LCC):

1. Write to BC Ferry Corporation to request that BC Ferries consult on an ongoing basis with the LCC on its plans and priorities for Salt Spring Island ferry services.
2. Invite Salt Spring Island community members to provide the LCC with suggestions for BC Ferries-related advocacy.
3. Discuss, at a future LCC meeting, priorities for BC Ferries-related advocacy.”

**11. Motion to Close Meeting**

**11.1. Motion to Close Meeting**

**MOVED by Director Holman, SECONDED by Commissioner Corno,  
That the meeting be closed for discussion of acquisition/disposition that could  
reasonably be expected to harm the interest of the Electoral Area under Section  
90(1) (e) of the Community Charter. [1 items].  
CARRIED**

**MOVED by Commissioner Rook, SECONDED by Commissioner Corno,  
That the meeting be closed for consideration of information received and held in  
confidence relating to intergovernmental negotiations under Section 90(2)(b) of  
the Community Charter. [1 items].  
CARRIED**

The Salt Spring Island Local Community Commission moved to the closed session at 11:06pm.

The Salt Spring Island Local Community Commission recessed from its closed session at 11:50pm without report.

**MOVED by Director Holman, SECONDED by Commissioner Baker,  
That the meeting be extended past the 3-hour scheduled time.  
CARRIED**

The Salt Spring Island Local Community Commission returned to the closed session at 11:51pm.

Commissioner Webster left the meeting at 1:18pm

The Salt Spring Island Local Community Commission rose from its closed session at 1:18pm without report.

**12. Adjournment**

**MOVED by Director Holman, SECONDED by Commissioner Baker,  
That the Local Community Commission adjourn the meeting at 01:18pm.  
CARRIED**

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CHAIR

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SENIOR MANAGER

## Meeting Minutes - Draft

### Salt Spring Island Local Community Commission

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Thursday, January 30, 2025

9:00 AM

SIMS Boardroom  
124 Rainbow Road  
Salt Spring Island BC

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#### Special Meeting-Budget

PRESENT:

COMMISSIONERS: E. Rook (Chair) G. Holman (Director), G. Baker, B. Corno, B. Webster,

STAFF: S. Henderson, Senior Manager, Real Estate, SGI Administration and LCC, D. Ovington, Senior Manager, SSI Administration, V. Somosan, Senior Manager, Financial Services/ Deputy CFO, D. Olafson, Manager, SSI Engineering (EP), L. Xu, Manager, Finance Services, K. Vincent, Senior Financial Advisor, Finance Services (EP), A. Elliyoona, Financial Analyst, Finance Services (EP), M. Williamson, Committee Clerk, (Recorder)

EP- Electronic Participation

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 09:09 am.

#### 1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement

#### 2. Approval of Agenda

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,**  
**That agenda for the January 30, 2025, meeting of the Local Community**  
**Commission be approved as presented.**  
**CARRIED**

#### 3. Presentations/Delegations

There were no presentations or delegations.

#### 4. Special Meeting Matters

##### 4.1. Funding for the Ganges Cross Walk Study

This report was received for information.

Discussion ensued regarding the Ganges Cross Walk Study.

**4.2.**

**SSI Centennial Park Washroom Operating Hours**

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the Salt Spring Island Community Parks  
Service (1.455) Five Year Financial Plan by including additional One-Time  
funding for "Contract for Services" in the 2025 Operating budget funded by a  
\$5,000 increase to the requisition to support the Centennial Park washroom  
facility being open until 12am each night.

**CARRIED**

**OPPOSED** Baker

**4.3. 2025 Local Community Commission Final Budgets**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the 1.116 Salt Spring Island Grant in Aid  
Five Year Financial Plan by reducing funding for Grant in Aid by \$10,000 from  
\$68,986 to \$58,986 and reducing the requisition by \$10,000 from \$73,725 to \$63,725  
as one-time reduction for year 2025.

**DEFEATED**

**OPPOSED** Baker, Corno, Rook, Webster

**MOVED** by Director Holman, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the 1.124 Salt Spring Island Economic  
Development Five Year Financial Plan by reducing the one-time project costs  
funded by surplus carryover from \$51,562 to \$41,562 and utilizing the remaining  
\$10K surplus to offset the requisition as one-time reduction in year 2025.

**DEFEATED**

**OPPOSED** Corno, Rook, Webster

**MOVED** by Commissioner Corno, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the 1.124 Salt Spring Island Economic  
Development Five Year Financial Plan by increasing the core budget by \$10,000  
for Project Costs from \$40,000 to \$50,000 in the 2025 Operating budget and  
increasing the requisition by \$10,000 from \$64,442 to \$74,442 as ongoing for 2025.

**WITHDRAWN**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the 1.236 Salt Spring Island Small Craft  
Harbours (Fernwood Dock) Five Year Financial Plan by reducing transfers to  
capital reserves by \$4,000 from \$5,000 to \$1,000 and reducing the requisition from  
\$21,870 to \$17,870 as one-time reduction for year 2025.

**CARRIED**

**OPPOSED** Corno, Webster

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the 123a Salt Spring Island Community  
Transit Five Year Financial Plan by reducing the one-time funding for the Capital  
Reserves in the 2025 Operating budget by \$10,000 from \$20,000 to \$10,000 and  
reducing the requisition from \$217,701 to \$207,701.

**DEFEATED**

**OPPOSED** Corno, Rook, Webster

**MOVED by Commissioner Baker, SECONDED by Director Holman,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the 1.238b Salt Spring Island  
Community Transportation Five Year Financial Plan by**

- a. reducing funding for the Capital Reserves by \$30,000 from \$50,000 to \$20,000 and reducing the requisition by \$30,000 from \$101,950 to \$71,950 as a one-time reduction for 2025 and**
- b. reducing the Reserve Funding for project 22-12 by \$30,000 from \$115,000 to \$85,000 and increase Community Works Funding for project 22-12 by \$30,000 from \$20,000 to \$50,000 for 2025**

**CARRIED**

**OPPOSED Corno, Webster**

**MOVED by Director Holman, SECONDED by Commissioner Baker,  
That the meeting be extended past the 3-hour scheduled time.**

**CARRIED**

The Commission recessed at 12:04 pm.

The Commission reconvened at 12:40 pm.

**MOVED by Commissioner Baker, SECONDED by Commissioner Corno,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the Salt Spring Island Community  
Transportation (SSI) 1.238b Five Year Financial Plan by deferring to 2026 project  
22-09 (Pathway Standards) funded by \$20,000 Capital on Hand from the 2025 Five  
Year Capital Plan.**

**DEFEATED**

**OPPOSED Corno, Rook, Webster**

**MOVED by Commissioner Baker, SECONDED by Director Holman,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the Salt Spring Island Community  
Transportation (SSI) 1.238b Five Year Financial Plan by removing project 23-05  
(Maintenance Equipment) funded by \$6,000 Capital on Hand from the 2025 Five  
Year Capital Plan as is closed.**

**CARRIED**

**MOVED by Commissioner Baker, SECONDED by Commissioner Corno,  
hat the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the Salt Spring Island Community  
Transportation (SSI) 1.238b Five Year Financial Plan by removing project 25-02  
(Drake Road Survey) funded by \$15,000 Capital Reserves from the 2025 Five Year  
Capital Plan.**

**WITHDRAWN**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the 1.459 Salt Spring Island Pool and  
Park Land Five Year Financial Plan by

- a. reducing transfers to capital reserves by \$30,000 from \$73,000 to \$43,000  
and reducing the requisition by \$30,000 from \$2,100,131 to \$2,070,131 as  
one-time reduction for year 2025.
- b. increasing costs for project 25-02 (FireHall) from \$50,000 to \$80,000 funded  
by Community Works Funding
- c. increase costs for projects 20-10 hydrofield from \$100,000 to \$130,000  
funded by community works funding and decrease costs for project 20-10  
(Hydrofield) from \$50,000 to \$20,000 funded by capital reserves

**CARRIED**

**OPPOSED** Corno, Webster

**MOVED** by Director Holman, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission recommends to the  
Capital Regional District Board to amend the 3.705 Salt Spring Island  
Septage/Composting Five Year Financial Plan:

- a. reducing transfers to capital reserves by \$10,000 from \$32,390 to \$22,390  
and reducing the requisition by \$10,000 from \$416,117 to \$406,117 as  
one-time reduction for year 2025 and
- b. reducing costs for project 24-02 from \$35,000 to \$25,000

**CARRIED**

**OPPOSED** Corno, Webster

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the Local Community Commission recommends to the Capital Regional  
District Board: That the 2025 Local Community Commission 14 services budgets  
be approved with specific amendments.

**CARRIED**

**OPPOSED** Corno, Webster

## **5. Adjournment**

**MOVED** by Commissioner Webster **SECONDED** by Commissioner Baker,  
That the Local Community Commission adjourn the meeting at 02:32pm.

**CARRIED**



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**CHAIR**

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**SENIOR MANAGER**

# Housing NOW

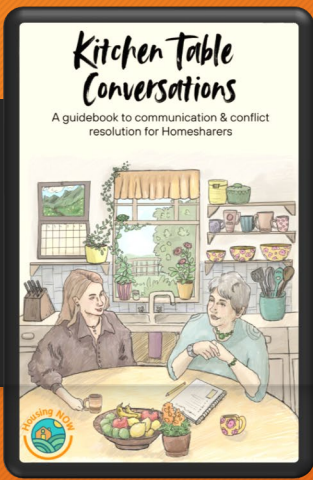


2024 Progress & Business Rental Housing Needs Report

# 2024 Objectives

- SSI Coordinator Recruitment
- Create Framework for Employer Driven Workforce Housing
- Build Conflict Resolution Resources for Homesharers
- 2024 Business Rental Housing Needs Poll
- Strengthen SSI Collaborative Partnerships
- Increase SSI Community Awareness





# Achievements & Challenges

- *Kitchen Table Conversations - a guidebook to communication & conflict resolution for homesharers*
- HN SSI website landing page
- SSI community awareness campaign
- 2024 Business Rental Housing Needs Poll
- 4 matches - 10 total (SGI)
- SSI Coordinator recruitment
- Rental rates vs rental budgets
- Lack of pet friendly rentals
- Chamber of Commerce restructure
- Homesharer security measures
- Facilitated 2 matches on SSI - no final agreements were signed

# Enhanced Registry Services with Happipad

## Happipad Platform

- Digital platform
- Direct rental payments
- Damage deposit maintenance
- Background checks
- Low-cost tenants' insurance
- Searchable database
- Happipad online 24/7
- Affordable Fees

## HN Platform Support

- Onboarding for businesses, homeowners & homeseekers
- Site visits w/photos
- Documentation
- Damages reporting
- Community homesharer support
- Community engagement
- High Return on Investment

## Documents

- Completed homeshare agreements through platform
- Completed landlord tenant agreements through platform
- Damages reporting & claims process through platform
- Customizable documents
- Peace of Mind



# Housing Registry Statistics

- ✓ 61 Registrants - 14 homeowners & 47 homeseekers (SGI & SSI)
- ✓ 4 homeowners & 21 homeseekers (SSI)
- ✓ Average listing price \$1,500 (SGI & SSI)
- ✓ Average rental budget \$1,000 (SGI & SSI)
- ✓ 5 pet friendly rentals (SGI & SSI)
- ✓ 18 homeseekers have pets (SGI & SSI)
- ✓ 31 homeseekers looking for homeshare opportunity (SGI & SSI)
- ✓ 16 homeseekers looking for private space (SGI & SSI)
- ✓ 44 homeseekers looking for long term housing (SGI & SSI)

# 2024 Business Rental Housing Needs Poll

- 55 businesses participated
- Accommodation & food services top represented categories
- Retail sector next highest
- 31% in operation 2 to 5 years
- 9% of Businesses in operation 30+ years
- 45.5% indicated reliance on small teams (1 to 4 year-round staff)
- 39% reported hiring 1 to 4 employees on a seasonal basis
- 64% indicated lack of rental housing impacting ability to build capacity
- 45% reported modifying hiring processes due to rental shortages
- Single occupancy units top housing priority
- Multi member family units second priority
- Ability to offer workforce housing with employment was highlighted
- Criminal background checks highest priority
- Move in/out supports & rental collection next highest priority



# What is Salt Spring Saying?

## Tiny Home Solutions

- Affordable homeownership
- Affordable rental rates
- Community built tiny home *villages*
- Co operative housing models

## Underutilized Space

- Re-evaluation of building codes in Ganges
- Rezoning of second floor residential units in Ganges
- Bring vibrancy back to the area

## Increased Incentives

- Improved resources for homeowner rental unit development
- Tax relief for property owners with residential rental space
- Development loans on zoned/rezoned properties

Salt Spring SPCA ~ the importance of pet allowances in affordable housing options  
“ ... *lack of pet friendly housing has led to an increase in pet surrenders.*”



# Housing NOW 2025 Targets

## Digital Platform Pilot

- HN + Happipad enhanced Registry services
- Funding for platform & staffing requirements
- Pilot review & reporting

## Homeshare Awareness

- Workforce housing focus
- Seniors' aging in place
- Community engagement
- Increase rental inventory
- 10 - 15 matches

## Social Enterprise Research

- Develop social enterprise model
- Define HN property management component
- Determine Registry service parameters
- Social enterprise strategy report

# Thank you for your support

Southern Gulf Island Community Resource Centre ~ Housing NOW



# SUMMARY REPORT: 2024 BUSINESS RENTAL HOUSING NEEDS POLL



Janey Rowland, PPA

SOUTHERN GULF ISLAND COMMUNITY RESOURCE CENTRE January 2025

## Executive Summary

The **2024 Business Rental Housing Needs Poll**, conducted by the Southern Gulf Island Community Resource Centre, provides critical insights into the ongoing rental housing challenges faced by businesses across the Southern Gulf and Salt Spring Islands. With participation from 55 local businesses, this expanded study builds upon the findings from the 2023 poll to assess the impact of housing shortages on employment and business growth.

### Key Findings:

- **Impact on Hiring and Growth:**

- ❖ **45%** of businesses reported modifying hiring processes due to housing shortages.
- ❖ **64%** indicated that the lack of rental housing directly hindered their ability to expand operations.

- **Housing Needs:**

- ❖ Single-occupancy units emerged as the top housing priority, with 26 respondents identifying this as critical.
- ❖ Multi-family dwellings were also highlighted, with 18 participants underscoring their importance for the workforce.

- **Service Preferences:**

- ❖ Employers expressed strong interest in Homeshare services, particularly in reference checks (29 votes), move-in/move-out support (26 votes), and rent collection (20 votes).

### Business-Specific Insights:

Participants proposed innovative solutions to address housing shortages, including:

- **Tiny Home Developments:** Interest-free loans to support construction on zoned properties, providing affordable housing for workers.
- **Pet-Friendly Housing:** Incorporating pet allowances into affordable housing to reduce pet surrenders.
- **Utilizing Underused Spaces:** Developing second-floor residential rentals above retail shops in downtown Ganges, supported by tax incentives and zoning changes.

### Recommendations:

To address the housing challenges and their economic impact, the report recommends:

1. Developing diverse housing solutions, including single-occupancy units and multi-family dwellings.
2. Expanding Homeshare services to meet employer demands for tenant screening, conflict mediation, and property management.



3. Advocating for regional and provincial partnerships to secure funding and policy changes, such as tax incentives for housing development.
4. Establishing the Business Rental Housing Needs Poll as an annual initiative to monitor trends and inform strategies.

### Conclusion:

The report underscores the urgent need for targeted action to resolve rental housing shortages and their ripple effects on businesses and the broader community. By leveraging the proposed solutions and prioritizing workforce housing, the Southern Gulf and Salt Spring Islands can foster sustainable growth, economic stability, and vibrant communities. This collaborative effort between businesses, policymakers, and regional stakeholders will be essential to creating lasting change.



## Introduction

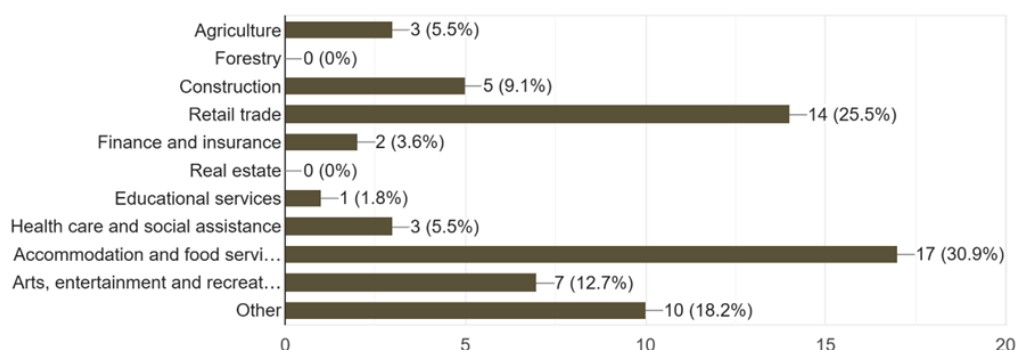
As a continuation of the 2023 Business Rental Housing Needs Poll, the Housing NOW team conducted the 2024 edition with expanded questions and greater outreach efforts. This initiative, led by the Southern Gulf Island Community Resource Centre, aimed to deepen the understanding of how rental housing challenges affect local businesses and organizations. The data collection took place over a 10-week period, from late September to mid-December, and received participation from 55 businesses across the Southern Gulf (SGI) and Salt Spring Islands.

## Participant Overview

The businesses that participated in the poll represented a variety of sectors, reflecting the diversity of the local economy. Accommodation and food services were the most represented category, with 17 participants indicating this as their primary sector. Retail businesses followed closely, with 14 respondents identifying themselves within this industry. Seven participants reported being part of the arts and entertainment sector, while five represented construction. An additional ten businesses categorized themselves under "Other," showcasing the wide range of services and operations present within the SGI community.

What type of business do you operate?

55 responses



Poll participants were asked questions such as their location, timeline of operation, and year-round and seasonal employee details. They were also queried about their hiring processes and how these may have been affected by rental housing challenges. Additionally, respondents provided insights into their known experiences and recommendations regarding housing types needed by the SGI workforce, such as single-occupancy and multi-family dwellings. They were also asked about services they might like to see offered generally within a housing service for the Southern Gulf Islands.

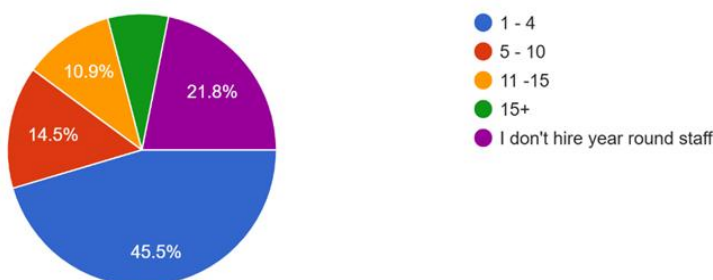
The longevity of these businesses varied significantly. A notable 31% of respondents indicated that their business had been operating for two to five years, reflecting a significant number of relatively new enterprises. Another 18% of participants reported being in operation for six to ten years, demonstrating stability and growth within the community. Interestingly, 9% of the businesses

surveyed had been operating for over 30 years, highlighting the presence of well-established organizations within the region.

Employment patterns among the respondents revealed a reliance on small teams. Nearly half of the businesses, approximately 45.5%, employed one to four staff members year-round.

How many staff members do you employ year round?

55 responses



Additionally, 39% of respondents reported hiring one to four staff on a seasonal basis, underscoring the seasonal nature of many SGI businesses.

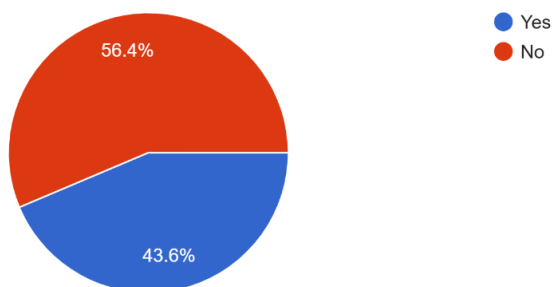
## Key Findings

The 2024 poll revealed several critical insights into how rental housing shortages are impacting businesses across the Southern Gulf Islands:

- Nearly half of the respondents, or 45%, reported that they had been forced to adapt their hiring processes due to the lack of available rental housing.

10. Has your hiring process changed due to the rental housing shortages?

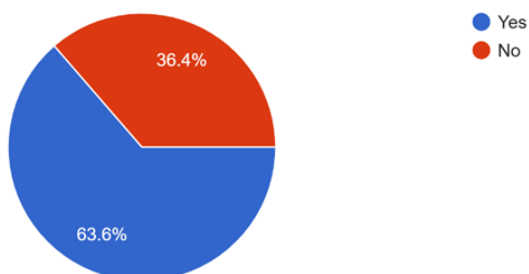
55 responses



- 64% of participants stated that the shortage of rental housing directly impeded their ability to build or expand their business capacity.

Do you believe that the lack of rental housing in your home community, is affecting your ability to build or increase capacity within your business/organization?

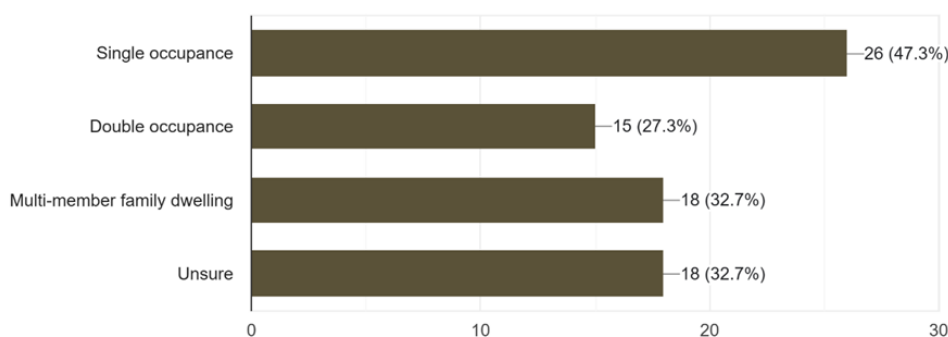
55 responses



- Single-occupancy units were identified as the top housing priority, with 26 respondents selecting this option. Multi-family member dwellings were also considered crucial, with 18 participants choosing this category.

To help us better understand our communities rental housing needs, can you please share the top 2 housing categories utilized by staff?

55 responses

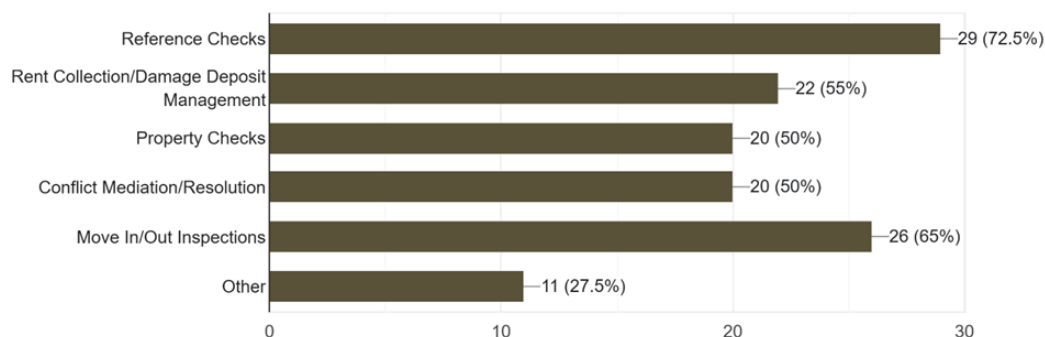


- Housing NOW's Homeshare services received strong interest, with the following features highlighted as most valuable:
  - ✓ Reference checks (29 votes)
  - ✓ Move-in and move-out support (26 votes)
  - ✓ Rent collection, property checks, and conflict mediation (20 votes each)



If a rental housing service existed - what would you like to be offered? (Choose all that apply)

40 responses



These findings emphasize the need for diverse and accessible housing solutions tailored to the SGI workforce.

### Business-Specific Feedback

Participants provided valuable suggestions and observations that highlight potential solutions and broader concerns:

- Tiny Home Developments:** A Mayne Island business proposed that the Province and CRD should offer interest-free loans to support the development of tiny homes on zoned properties. These homes, costing \$100,000 to \$150,000, could offer an affordable solution for workers.
- Pet-Friendly Housing:** A representative from the Salt Spring Island SPCA raised concerns about the lack of pet-friendly housing, which has led to an increase in pet surrenders. They stressed the importance of incorporating pet allowances into affordable housing options to address this issue.
- Underutilized Living Spaces in Ganges:** Several Salt Spring Island businesses pointed to the potential of second-floor residential rentals above retail shops in downtown Ganges. One business suggested that tax incentives, along with changes to zoning and building codes, could encourage landowners to develop these spaces. This solution could enhance the vibrancy and safety of the area while providing much-needed housing for retail and service staff.

These comments reflect the creativity and determination of SGI businesses in addressing housing challenges and underscore the need for policy changes and targeted support.

## Concluding Thoughts

The 2024 Business Rental Housing Needs Poll has reaffirmed the critical housing challenges facing SGI businesses, with significant ripple effects on local economies and community well-being. Employers emphasized: the lack of rental housing is a major barrier to growth and stability. These challenges demand action—and the creative solutions highlighted by poll participants, such as tiny home developments, second-floor residential rentals in Ganges, and enhanced incentives for landowners, offer practical starting points.

The housing styles identified as top priorities for workforce housing can serve as critical guides for elected officials, regional staff, and nonprofits across the SGI and Salt Spring Islands as they plan and define their development strategies. Aligning priorities, timelines, and building schedules with this data will ensure the best use of resources and funds to address rental housing concerns effectively.

Housing NOW's confirmation of the services most requested by SGI employers, including move-in/move-out support and tenant reference checks, demonstrates that these targeted offerings are not just beneficial but essential. Expanding the Homeshare platform to meet these needs will directly support businesses and strengthen the housing pipeline for employees.

Advocacy efforts must also intensify to secure increased investment and collaboration from regional and provincial partners. Establishing the SGI Business Rental Housing Needs Poll as an annual initiative will be key to staying ahead of shifting needs, providing actionable insights to inform policies and programs.

By leveraging these findings and focusing on innovation, we can empower sustainable community growth and vibrant local economies across the Southern Gulf and Salt Spring Islands. The path forward is clear: informed planning, innovative housing solutions, and a unified commitment to addressing our regional rental housing challenges.

## REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF Thursday, February 20, 2025

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**SUBJECT** 163 Drake Road – Phoenix Elementary School Property and Selection of Future Tenants

### **ISSUE SUMMARY**

To review permitted uses and opportunities for 163 Drake Road and determine a method of selecting a future tenant(s).

### **BACKGROUND**

The Capital Regional District (CRD) assumed responsibility for the operation and maintenance for the buildings and land located at 163 Drake Road effective December 1, 2024, for a five-year term.

The property is a 2.82 ha / 6.97-acre lot consisting of a two-story house, portable classroom, playground, small garden and basketball court. The west end of the property is forested with an informal connection to the Drake Road Trail.

The portable building onsite is currently being used by the Chuan Society effective Dec 2, 2024 to March 31, 2025. The lower floor of the main building and portable are planned to be used as a temporary maintenance facility effective April 1, 2025 for 12-24 months, assuming a Temporary Use Permit (TUP) is approved by the Islands Trust.

The Salt Spring Island (SSI) Local Community Commission (LCC) has requested that staff look at opportunities for short term rentals to occupy the upper floor of the main building and put out a Request for Proposals (RFP). Prior to determining potential longer-term opportunities for the site and posting an RFP, staff have completed a further evaluation of the service holding the land, building code and zoning to determine the current permitted uses of the building and land.

The lease and facility are funded through the parks and recreation service. Any longer-term use would need to be related to community programs, events or recreation. Depending on long term use requests, another LCC service may need to be considered as the funding source.

The current zoning allows for a variety of principle uses including medical offices, recreation and a community hall. The current building code is more restrictive as it is considered an assembly building. If the building were to change to office use it would need to be assessed for code compliance and fire separation would likely be required if there were multiple occupants.

Public use of the playground, picnic shelter and community garden would not have the same restrictions and could be made available ahead of any building code assessments or potential renovations.

To best determine potential zoning or building code implications an Expression of Interest (EOI) could be posted ahead of a full RFP to promote awareness, gather interest from the general public and prepare a technical report with any implications for LCC consideration. An RFP is considered optional and will be determined following an evaluation of the responses to the EOI.

## **ALTERNATIVES**

### **Alternative 1**

That the Salt Spring Island Local Community Commission authorize staff to post an Expression of Interest for the buildings and land located at 163 Drake Road (PID 004-607-295) for consideration.

### **Alternative 2**

That the Salt Spring Island Local Community Commission refer the report back to staff for additional information.

## **IMPLICATIONS**

### **Financial Implications**

The LCC has assumed \$8,000 in revenue will be generated by the property in 2025. The portable is currently rented for three months in 2025 totalling \$1,336. Building code implications may impact the amount of revenue that can be generated in 2025.

### **Zoning Implications**

The property is zoned R9 allowing for the following principle uses, buildings and structures: single-family dwellings, dental and medical office services, elementary schools, pre-schools, day care centres, hospitals, public health care facilities, community halls, non-commercial outdoor active recreation, churches, agricultural and *public service uses*.

### **Building Code Implications**

The Phoenix building is currently considered, a Part 3, A2 Assembly Building. If the use of the building were to change to office use it would need to be assessed for Code compliance as a D business and personal services building. If the building were to have more than 1 tenant, or both assembly and office uses, it may need to be assessed as a multiple occupancy building and require fire separations to be constructed. As this is a Part 3, Complex Building we are required to have registered professionals involved in the assessment of the project.

## **CONCLUSION**

The CRD is now leasing the property and buildings located at 163 Drake Road. There is an opportunity to license or sub-lease the building or property to one or more tenants and a public process is proposed to be completed to try ensuring the optimal use.

A method of procurement needs to be determined to provide any interested persons or groups an opportunity to present their intentions. Zoning and building code implications will need to be considered when looking at opportunities for short- and long-term rentals.

An initial Expression of Interest followed by a Request for Proposals is suggested. This will enable a more informed decision and enable any unforeseen complexities to be resolved in a timely manner.

**RECOMMENDATION**

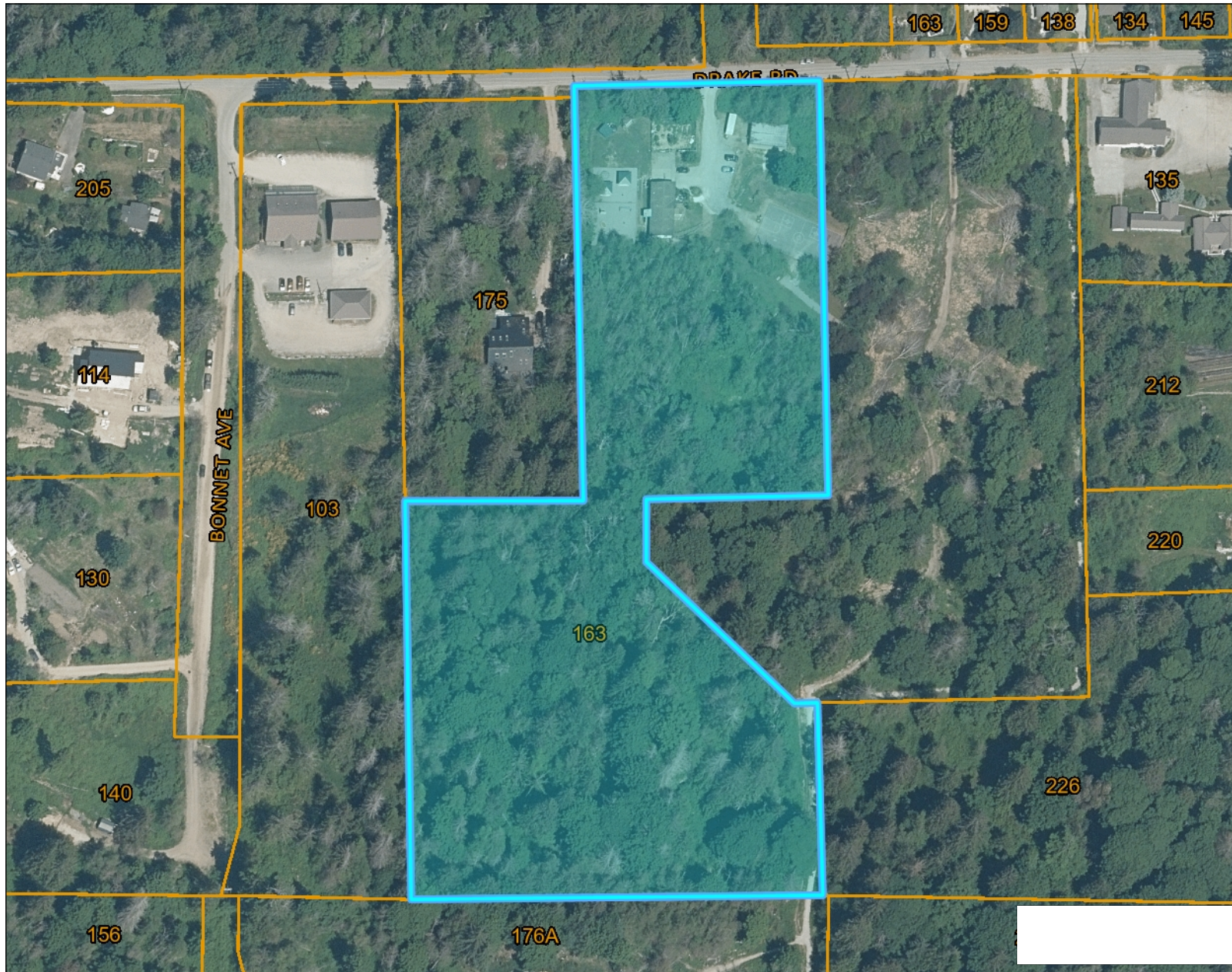
That the Salt Spring Island Local Community Commission authorize staff to post an Expression of Interest for the buildings and land located at 163 Drake Road (PID 004-607-295) for consideration.

|               |   |
|---------------|---|
| Submitted by: | Dan Ovington, BA, Manager of Parks and Recreation   |
| Concurrence:  | Stephen Henderson, Senior Manager, Real Estate, Southern Gulf Island Electoral Area and Salt Spring Island Local Community Commission |

**ATTACHMENT(S)**

Appendix A – Site Map, 163 Drake Road (PID 004-607-295)





Legend

Notes

101.6 0 50.8 101.6 Meters

NAD\_1983\_UTM\_Zone\_10N  
© Capital Regional District

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



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## **REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, FEBRUARY 20, 2025**

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**SUBJECT**     **Short Term Rentals Stakeholder Roundtable Meeting**

**ISSUE**

To report on the outcome of the Short-Term Rentals Stakeholder Roundtable meeting.

**BACKGROUND**

The Salt Spring Island Local Community Commissions (LCC) strategic plan identifies Economic Sustainability as a strategic priority with an initiative to develop an Integrated Housing Strategy for Salt Spring Island. As part of the integrated housing strategy the LCC hosted a round table to better understand the impact of Short-Term rentals, to consider potential actions that may be needed, and to facilitate future consideration of LCC's role.

On January 16, 2025, the LCC coordinated a Short-Term Rentals (STR) Roundtable with industry stakeholders on Salt Spring Island. A similar group last met to discuss the topic on July 5, 2021.

The participating stakeholder groups were primarily representing commercial groups or government agencies from across the Salt Spring Island and Southern Gulf Island Electoral Areas and similar to the attendance in 2021. Many of the attendees provided brief presentations at the beginning of the meeting to enable an expression of perspectives. Following the presentations a round-table discussion occurred. A list of the participants and a summary of the discussion is attached (Appendix A).

The information and perspectives from the roundtable will be utilized in the completion of the Integrated Housing Strategy. Additionally, the next steps that were expressed included the following:

- The Chamber of Commerce offered to complete a Feasibility Study on Business Licensing
- The Southern Gulf Island Tourism Partnership offered to facilitate an Analysis of STR Data
- There is a need to review with the Province the enforcement and implications of Bill 35 – i.e. Short Term Rental Accommodation Act
- There is a need to explore the possibility of implementing a business licensing program
- There is a need to continue to consider advocating for inclusion of Salt Spring Island in the expanded taxable area for the Speculation and Vacancy Tax

**CONCLUSION**

A Short-Term Rental Roundtable meeting was held on January 16, 2025, on Salt Spring Island. The outcomes of the roundtable will be utilized in the completion of the Integrated Housing Strategy. The role of the LCC to support the next steps is available for consideration.

**RECOMMENDATION**

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

|               |  |
|---------------|--|
| Submitted by: | Stephen Henderson, BSc, MBA, Senior Manager of Real Estate, Southern Gulf Islands and Salt Spring Local Community Commission |
| Concurrence:  | Dan Ovington, BBA, Senior Manager, Salt Spring Island Electoral Area   |

Appendix A – Outcome Notes from the January 16, 2025 Short Term Rentals Stakeholder Roundtable Meeting



## Appendix A

### Outcome Notes from the January 16, 2025 Short Term Rentals (STR) Stakeholder Roundtable Meeting

Roundtable started at 1:37pm

Earl Rook offered a welcome and reviewed the purpose of the meeting.

**Purpose** - to explore considerations for managing STR's on SSI and the greater SGI Region

#### Roundtable Participants

- Ben Corno – SSI Local Community Commission (LCC)
- Brian Webster – SSI Local Community Commission (LCC)
- Chris Hutton – SS Island Trust Regional Planning Manager
- Dal Brickenden – B&B Operator
- Dan Ovington – CRD - SSI EA Senior Manager
- Earl Rook – SSI Local Community Commission (LCC)
- Francine Carlin – Rural Island Economic Partnership
- Gary Holman – SSI EA Director
- Gayle Baker – SSI Local Community Commission (LCC)
- Jamie Sterling – Southern Gulf Island Tourism Partnership
- Jason Roy-Allen – SS Chamber of Commerce
- Justine Stark – SGI EA Manager
- Kelly Armstrong – Harbour House Hotel
- Laura Patrick – Islands Trustee
- MacKenzie Williamson – SSI EA Staff (Recorder)
- Maxine Leichter – Positively Forward
- Peter Lloyd-Jones – SS Accommodations Group
- Robert Steinbach – Country Grocer
- Stephen Henderson – CRD Real Estate, SGI and SSI-LCC Senior Manager
- Terri Potratz – SS Accommodations Group

#### Presentations:

Chamber of Commerce

-Management of STR is preferred over outright ban. Recommendations were to:

- Amend Land Use Bylaw 355 to define STR
- Initiate business licensing
- Expressed the contribution of STR's guests to the economy and how they support local businesses.

Harbour House

- In support of business licensing. They anticipate licensing will improve the management of STR's

- Housing for employees is a necessity

#### Tourism Partnership

- Management of STR's is preferred over outright ban.
- Could do a Salt Spring review case study in 4-6 weeks
- Occupancy rates should align with the community's capacity for the industry to be

#### SSI Accommodation Group

- STR available listings double in peak month of August, relative to the winter months
- STR helps to provide needed financial support to some Salt Spring residents
- Data Collection needed to inform policymaking
- Principal residence rule is supported
- Business licensing is supported for improving STR management

#### Rural Economic Partnership

- Supports initiating business licensing. They suggested they this will
  - Provide standards
  - Unregulated units are not paying into the MDRT
- Feasibility study on business licensing was recommended

#### Island Trust- Trustee Patrick

- Zoning Bylaw may need to be update
  - Official Community Plan (OCP) update is about to be initiated. Possibility to expedite (off-ramp) related parts of the plan prior to completion of the entire process.

### Roundtable Considerations:

#### a. Local & Island-wide Impact of STR's

- Owner occupied operators are important, as the available hotels/motels and resorts are not sufficient to accommodate the demand
- Clarity in definition of the number of units is required.
- On SSI there are estimated to be about 600 STR's advertised in mid summer and 300 in the winter. This likely includes the hotels/motels and resort units that are available on SSI. Some of these units advertised may only be available for a few weeks or months. An expressed need for more data and analysis.

#### b. Regulatory Options

##### i. Zoning – updates to the OCP and Zoning are needed

##### ii. Business Licensing

- It was noted that business licensing would allow for more responsible tracking of water usage and other impacts associated with short-term rentals
- Experiences from other communities, such as those that have enforced licensing for short-term rentals, were highlighted as valuable lessons.
- Support for business licensing was identified by the Short-term rental stakeholders
- A business license would likely only be issued if a business activity is compliant with zoning

##### iii. Bill 35 – Short Term Rental Accommodations Act

- The option to opt-in to principal resident requirement is available annually

- Provincial registration number is currently required
- Discussion about Bill 35, which does not require licensing but mandates registration numbers for short-term rentals.
- The need to meet with provincial officials to understand the enforcement and implications of Bill 35 was mentioned.
- Business Licensing is not mandatory under the Act

*[[ Post Meeting*

- following the meeting a Provincial Announcement was made to update the Act.*
- Any Short Term Rental Offers (STR's) and Platform Service Providers now must have a Registration number under the Act.]]*

**c. A Regional Voice**

- Emphasis was placed on learning from other communities to enhance enforcement and program development for the islands.
- The importance of planning a program tailored to the islands and focusing on effective enforcement was highlighted.

**d. CRD & Island Trust Role**

- OCP and Zoning is currently in Islands Trust workplan with acknowledgement of updating
- Business Licensing could be implemented by the CRD, and was discussed as an action that would more likely follow the OCP and Zoning being updated
- Opting into

**e. Other Agencies/ Organizations**

- Messaging was consistent with the presentations provided

**Recommendation/ Next Steps:**

- The Chamber of Commerce offered to complete a Feasibility Study on Business Licensing
- The Southern Gulf Island Tourism Partnership offered to facilitate an Analysis of STR Data
- There is a need to review with the Province the enforcement and implications of Bill 35 – i.e. Short Term Rental Accommodation Act
- There is a need to explore the possibility of implementing a business licensing program
- There is a need to continue to consider advocating for inclusion of Salt Spring Island in the expanded taxable area for the Speculation and Vacancy Tax

Roundtable ended at 3:38pm



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**Minutes of the Regular Meeting of the Ganges Harbourwalk Project Steering Committee  
Held Thursday, March 11, 2024 at the Salt Spring Island Multi-Space (SIMS)  
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

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**Present: Committee Members:** G. Holman (Director), D. Maguire, J. Mycyk Oestreicher (EP), B. Webster (Commissioner), R. Williams

**Staff:** K. Campbell, Senior Manager, Salt Spring Island Administration, D. Ovington, Parks and Recreation Manager, Salt Spring Island Administration, C. Charron, Administrative Coordinator, Salt Spring Island Administration (Recorder)

(EP)-Electronic Participation

**Regrets:** S. Collombin, J. Harris

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 2:03 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

Commissioner Webster provided a Territorial Acknowledgement.

Committee Member Mycyk Oestreicher (EP) left the meeting at 2:06 pm

**2. RECOMMENDATION OF GANGES HARBOURWALK STEERING COMMITTEE CHAIR**

K. Campbell called for nominations for the position of Chair of the Ganges Harbourwalk Project Steering Committee.

Committee Member Maguire nominated Committee Member Williams. Committee Member Williams accepted the nomination.

K. Campbell called for nominations a second time.

K. Campbell called for nominations a third time.

Hearing no further nominations, K. Campbell declared Committee Member Williams Chair of Ganges Harbourwalk Project Steering Committee March 11, 2024 meeting.

The recommendation of Committee Member Williams as Chair of Ganges Harbourwalk Project Steering Committee to be referred to the Salt Spring Local Community Commission at the next regular meeting.

**3. RECOMMENDATION OF GANGES HARBOURWALK STEERING COMMITTEE VICE CHAIR**

Committee Member Williams called for nominations for the position of Vice-Chair of the Ganges Harbourwalk Project Steering Committee.

Director Holman nominated Committee Member Collombin. Staff will reach out to Committee Member Collombin regarding nomination.

Committee Member Williams called for nominations a second time.

Committee Member Williams called for nominations a third time.

Hearing no further nominations, Committee Member Williams declared Committee Member Collombin Vice-Chair of Ganges Harbourwalk Project Steering Committee. Upon confirmation of acceptance of nomination.

**4. APPROVAL OF AGENDA**

**MOVED** by Director Holman, **SECONDED** by Commissioner Webster,  
That agenda for the March 11, 2024, meeting of the Ganges Harbourwalk Project Steering Committee be approved as circulated.

**CARRIED**

**5. DELEGATIONS/PRESENTATIONS**

There were no presentations or delegations.

**6. COMMISSION BUSINESS**

**6.1 Ganges Harbourwalk Project Update**

Committee Member Mycyk Oestreicher returned to the meeting 2:11 pm

The Ganges Harbourwalk and Harbour side Pathway Detailed Design Project Charter to be updated with the following amendments:

- Remove automatic date update for "Last Updated" in header.
- On page 5 add to the budget an additional \$100,000 in 2024.
- On page 8 remove "SSI Parks and Recreation Commission" and "Transportation Commission" from the Stakeholder list.
- First Nation
- One page 5 update dates in the timelines and add "Review conceptual designs and recommend approval By LCC" after "Request for Proposal & Award Contract"

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the Ganges Harbourwalk Project Steering Committee recommends to the Salt Spring Island Local Community Commission the Ganges Harbourwalk and Harbour side Pathway Detailed Design Project Charter, as amended".

**CARRIED**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the conceptual designs be reviewed by the Ganges Harbourwalk Project Steering Committee and SSI Local Community Commission prior to consultation.

**CARRIED**

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

Committee Member Maguire left the meeting at 3:09pm

There were no notice(s) of motion.

**8. ADJOURNMENT**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the Mar.11, 2024 Ganges Harbourwalk Project Steering Committee meeting be  
adjourned at 3:16pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**



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**Minutes of the Regular Meeting of the Ganges Harbourwalk Project Steering Committee  
Held Tuesday, March 26, 2024 at the Salt Spring Island Multi-Space (SIMS)  
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

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**Present: Committee Members:** R. Williams (Chair), S. Collombin (Vice-Chair) G. Holman (Director), D. Maguire, J. Mycyk Oestreicher, B. Webster (Commissioner), J. Harris

**Staff:**, K. Campbell, Senior Manager, Salt Spring Island Administration, D. Ovington, Parks and Recreation Manager, Senior Manager, Salt Spring Island Administration, M. Williamson, Committee Clerk, (Recorder)

**Regrets:**

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 02:00 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

Committee Member Robins provided a Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

**MOVED** by Commissioner Webster, **SECONDED** by Committee Member Collombin, That agenda for the March 26, 2024, meeting of the Ganges Harbourwalk Project Steering Committee be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINTUES**

**3.1. Minutes of March 11, 2024 Ganges Harbourwalk Project Steering Committee**

**MOVED** by Commissioner Webster, **SECONDED** by Committee Member Collombin, That the minutes of the March 11, 2024 meeting be adopted as presented.

**CARRIED**

**4. DELEGATIONS/PRESENTATIONS**

There were no presentation or delegations.

**5. Commission Business**

There is no new business.

**6. Motion to Close Meeting**

**6.1. Motion to Close the Meeting**

**MOVED** by Director Holman, **SECONDED** by Commissioner Webster,  
That the meeting be closed for intergovernmental relations under Section 90(1)(k) of  
the Community Charter. [1 item].

**CARRIED**

The Ganges Harbourwalk Project Steering Committee moved to the closed session at  
02:05 pm.

The Ganges Harbourwalk Project Steering Committee rose from its closed session at  
03:38 pm. without report.

**7. ADJOURNMENT**

**MOVED** by Committee Member Collombin, **SECONDED** by Committee Member  
Mycyk Oestreicher,  
That the March 26, 2024 Ganges Harbourwalk Project Steering Committee meeting  
be adjourned at 03:39 pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**





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**Minutes of the Regular Meeting of the Ganges Harbourwalk Project Steering Committee  
Held Monday, January 27, 2025 at the Salt Spring Island Multi-Space (SIMS)  
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

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**DRAFT**

**Present:**        **Committee Members:** R. Williams (Chair), G. Holman (Director), J. Mycyk Oestreicher, B. Webster (Commissioner), L. Patrick

**Staff:** S. Henderson, Senior Manager, Real Estate, SGI Administration, and SSI LCC, D. Ovington, Senior Manager, Salt Spring Island Administration, M. Williamson, Committee Clerk, (Recorder)

**Regrets:**        **Committee Member:** D. Maguire

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 02:01 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

Commissioner Webster provided a Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the agenda for the January 27, 2025, CLOSED meeting of the Ganges  
Harbourwalk Project Steering Committee be approved as amended.  
**CARRIED**

**3. ADOPTION OF MINTUES**

**3.1. Minutes of March 26, 2024 Ganges Harbourwalk Project Steering Committee**

**MOVED** by Committee Member Mycyk Oestreicher, **SECONDED** by Commissioner  
Webster,  
That the minutes of the Ganges Harbourwalk Project Steering Committee meeting of  
March 26, 2024 be adopted as circulated.  
**CARRIED**

**4. DELEGATIONS/PRESENTATIONS**

There were no presentation or delegations.

**5. Commission Business**

There is no new business.

**6. Motion to Close Meeting**

6.1. **Motion to Close the Meeting**

**MOVED** by Committee Member Patrick, **SECONDED** by Director Holman,  
That the meeting be closed for discussion of acquisition/disposition that could  
reasonably be expected to harm the interest of the Electoral Area under Section 90(1)  
(e) of the Community Charter. [1 items].

**CARRIED**

The Ganges Harbourwalk Project Steering Committee moved to the closed session at  
02:09 pm.

The Ganges Harbourwalk Project Steering Committee rose from its closed session at  
02:47 pm. without report.

7. **ADJOURNMENT**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the January 27, 2025 Ganges Harbourwalk Project Steering Committee  
meeting be adjourned at 02:48 pm.

**CARRIED**

---

**CHAIR**

---

**SENIOR MANAGER**



Making a difference...together

## **BYLAW NO. 3828**

### **CAPITAL REGIONAL DISTRICT BOARD PROCEDURES BYLAW, 2012**

(as amended by Bylaw No. 3951, 3999, 4024, 4044, 4129, 4206, &  
4262, 4312, 4313, 4353, 4368, 4479)

**A bylaw to regulate the proceedings  
of the Capital Regional District Board**

For further details, please contact the Capital Regional District,  
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6  
T 250-360-3128, F 250-360-3130, [www.crd.bc.ca](http://www.crd.bc.ca)

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3828  
REGIONAL DISTRICT PROCEDURES BYLAW**

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## CAPITAL REGIONAL DISTRICT

### BYLAW NO. 3828

\*\*\*\*\*  
**A BYLAW TO REGULATE THE PROCEEDINGS  
OF THE CAPITAL REGIONAL DISTRICT BOARD**  
\*\*\*\*\*

The Board of the Capital Regional District enacts as follows:

#### PART 1 – INTRODUCTION

##### Definitions

1. In this Bylaw:

**“Board”** means the governing and executive body of the CRD;

**“Chair”** means the Chair or Vice Chair of the CRD elected pursuant to section 215 of the *Local Government Act* or other person presiding at a meeting of the Board or committee, as the context requires;

(Bylaw No. 4262)

**“Committee”** means a standing, advisory, select, or other committee of the Board, but does not include Committee of the Whole or a local service committee or a service committee;

**“Commission”** means a commission established by the Board under section 263(1)(g) of the *Local Government Act* and a local service committee and a service committee established by the Board.

(Bylaw No. 4262)

**“Corporate Officer”** means the officer of the CRD assigned the corporate administration responsibilities of section 236 of the *Local Government Act*, and includes that officer’s designate;

(Bylaw No. 4262)

**“COW”** means the Committee of the Whole Board;

**“CRD”** means the Capital Regional District;

**“CRD Offices”** means the CRD located at 625 Fisgard Street, Victoria, BC;

**“CRD Website”** means the information resource found at an internet address provided by the CRD;

**“Delegation”** means an individual or an organization addressing the Board, a committee or commission about a specific item on the agenda of a meeting;

**“Electronic Presentation”** means a digital video, PowerPoint presentation, or any other type of visual media used in conjunction with a delegation presentation.

(Bylaw No. 4479)

**"First Nation Member"** means a First Nations' elected representative who is permitted to participate on an Advisory Committee, Select Committee, or Standing Committee by the relevant Terms of Reference and includes their alternate if acting in the place of a First Nation Member;  
(Bylaw No. 4368)

**"Member"** means a Member of the Board, whether a municipal director or an electoral area director, and includes their alternates if acting in the place of a Member;

**"Presenter"** means a person(s) or organization(s) invited by the CRD to make a presentation to the Board. It also includes a request to speak by a First Nations Elder or Chief and a federal, provincial or local government elected official.  
(Bylaw No. 4024)

**"Public Notice Posting Place"** means the notice board, whether electronic or not, located in the front foyer of the CRD offices and the CRD Website; and, in the case of a Commission, means a consistent local public location designated by the Commission;

**"Vice Chair"** means the Member elected as Vice pursuant to section 215 of the *Local Government Act*.  
(Bylaw No. 4262)

### Application of Rules of Procedure

2.
  - (1) The provisions of this Bylaw govern the proceedings of the Board, COW, all standing and select committees of the Board and all commissions, as applicable.
  - (2) In cases not provided for under this Bylaw, The Newly Revised Robert's Rules of Order, 11<sup>th</sup> edition, 2011, apply to the proceedings of the Board, COW, committees and commissions to the extent that those rules are:
    - (a) applicable in the circumstances; and
    - (b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.
  - (3) No provision of this bylaw relating to the procedure of the Board shall be altered unless notice of the proposed amendment is given in accordance with section 225 of the *Local Government Act*.

### Suspension of Rules of Procedure

3. Except for those provisions of this Bylaw that are statutorily mandated, the rules of procedure contained in this Bylaw may be suspended for a temporary time period specified by the Board with a 2/3 vote of those Members present.



## PART 2 – BOARD MEETINGS

### Inaugural Meeting

4. (1) The Board shall meet in an inaugural meeting during the month of November at such time as shall be advised by the Corporate Officer in writing.  
(Bylaw No. 4129)
- (2) The presiding officer of the inaugural meeting shall be the Chief Administrative Officer until such time as the Chair has been elected.
- (3) The Chief Administrative Officer shall announce results of elections and confirm that new Members have completed the Oath of Office set out in the *Local Government Act*, following which the Chair shall be elected from among the Members of the Board.

### Election of Chair and Vice Chair

5. (1) The Chief Administrative Officer shall call for nominations for Chair and conduct a vote by secret ballot in which the person receiving a majority vote of those Members present shall be elected Chair. Each Member shall have only one vote. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation. The call for nominations for the office of Vice Chair shall be called by the Chair.
- (2) Nominations do not need to be seconded and a candidate must consent to the nomination.
- (3) If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting.
- (4) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of four (4) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. If a candidate is not present at the meeting, he or she may have their nominator deliver a prepared speech on his or her behalf not to exceed three minutes in duration.
- (5) At the conclusion of the candidates' speeches, the Corporate Officer and Deputy Corporate Officer or designate will circulate a ballot box in which the completed ballots will be placed. When all of the ballots have been collected the Corporate Officer will remove the ballot box to a separate room and the ballots will be counted in accordance with subsection (6).
- (6) The counting of the ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate. Either the CRD's legal counsel or a judicial justice appointed under the *Provincial Court Act* will be present to observe the counting of the ballots.
- (7) Following the counting of the ballots, the Corporate Officer shall advise the Chief Administrative Officer of the candidate that has received a majority of the votes.
- (8) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.

- (9) In the event that there are more than two candidates for the election of Chair or Vice Chair and if no person receives a majority of the votes of those Members present, the candidate receiving the least number of votes shall be eliminated and subsequent ballots shall be taken until one candidate receives the majority of votes of those Members present; unless there is a tie between the two candidates with the least votes of those Members present, in which case, subsequent ballots shall be taken until one candidate receives the least number of votes of those Members present and is eliminated. If the tie for the least number of votes of those Members present continues after three elections have been held, the candidate who shall be eliminated will be decided by a lot between the candidates as outlined in section 5(3). The voting on subsequent ballots will then proceed without the eliminated candidate until one candidate receives the majority of votes of those Members present.
- (10) In the event of a tie vote for the most votes of two (2) or more candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three (3) elections have been held, then the majority vote shall be deemed to be determined by a lot between the candidates as follows:
- (a) the names of the candidates shall be written on separate pieces of paper and placed in a container;
  - (b) the Corporate Officer shall be asked to withdraw one paper; and
  - (c) the candidate whose name is on the withdrawn paper shall be declared elected.
- (11) Once a candidate has been declared elected, the ballots shall be destroyed by way of a Board resolution.
- (12) Following the election of the Chair, the CRD Board shall elect one of its Members to be Vice Chair. The procedure for determining the Member to be elected Vice Chair shall be as set out in sections 5(1) to (11) for electing the Chair of the Board.

*(Bylaw No. 4044)*

## **Meetings and Adjournment**

6. Regular meetings shall be held at the CRD Board Room, 625 Fisgard Street, Victoria, BC on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by resolution of the Board.
- 6.1 Regular and special meetings shall be adjourned no later than three (3) hours from the scheduled start time of the meeting unless the Board resolves to proceed beyond that time by an affirmative vote of the majority of the members present.

*(Bylaw No. 4262)*

*(Bylaw No. 3951)*

## **Quorum**

7. (1) The quorum for a meeting of the Board shall be a majority of all the Members.

- (2) At the appointed time for commencement of the meeting, the Chair or, in his/her absence, the Vice Chair, shall ascertain that a quorum is present before proceeding to the business of the meeting. If neither the Chair nor the Vice Chair is present within fifteen (15) minutes after the time appointed for a meeting, the Corporate Officer shall call the Members to order, ascertain that a quorum is present and, if so, the Board shall appoint an Acting Chair who shall preside during the meeting or until the arrival of the Chair or Vice Chair. Such person appointed as Acting Chair shall have all the powers and be subject to the same rules as the Chair.
- (3) If a quorum has not been made within sixteen (16) minutes after the appointed time, the Corporate Officer shall record the names of the Members then present and the Board shall stand adjourned until the next meeting date or until another meeting shall have been called in accordance with this bylaw or to such time as the Chair shall appoint.

### **Notice of Regular Meetings**

8. At least seventy-two (72) hours before a regular meeting of the Board, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice and agenda posted at the Public Notice Posting Place.

### **Notice of Special Meetings**

9. (1) Except where notice of a special meeting is waived by a unanimous vote of all Members under section 220(3) of the *Local Government Act*, before a special meeting of the Board, the Corporate Officer shall:
  - (a) at least twenty-four (24) hours in advance, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
  - (b) at least five (5) days before the date of the meeting, mail to each Member the notice of the general purpose, time, place and date of the meeting.

*(Bylaw No. 4262)*
- (2) Despite section 9(1), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*.

*(Bylaw No. 4262)*

### **Notice of Committee Meetings**

10. (1) At least seventy-two (72) hours before a regular meeting of a committee or COW, excluding a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least twenty-four (24) hours before a special meeting of a committee or COW, excluding a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.

## **Notice of Commission Meetings**

11. (1) At least seventy-two (72) hours before a regular meeting of a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the commission.
- (2) At least twenty-four (24) hours before a special meeting of a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the commission.

## **Agenda**

12. (1) The Corporate Officer, under the direction of the Chair, shall prepare an agenda and shall circulate a copy of the agenda to each Member at least four (4) days before the meeting. If necessary, a supplementary agenda for a meeting of the Board will be circulated at least 24 hours before the meeting. At any meeting other than a special meeting, the Chair may add items of an emergent or time sensitive nature to the agenda.  
*(Bylaw No. 4262)*
- (2) At a meeting, a Member may, at the time adoption of the agenda is being considered, propose to place an additional item of an emergent or time sensitive nature on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds of the votes cast.

## **PART 3 – BOARD PROCEEDINGS**

### **Delegations**

13. (1) The Board may allow a delegation to address the meeting in person on the subject of an agenda item, provided written application on a prescribed form has been received by the Corporate Officer no later than 4:30 pm two (2) calendar days prior to the meeting. Each address shall be limited to three (3) minutes unless a longer period is agreed to by 2/3 vote of those Members present. The order of speakers will be based on the order in which the request was received.
  - (a) As an alternative to addressing a meeting as a delegation, a person may submit their comments in writing to the Corporate Officer for circulation to Members in advance of the next meeting.  
*(Bylaw No. 4479)*
- (2) Where written application has not been received as prescribed in section 13(1), an individual or delegation may address the meeting if approved by a unanimous vote of the Members present.
- (3) Any Electronic Presentations used as part of a delegation's address to the Board will count toward the time limit permitted for the delegation. Electronic Presentations must be received by the Corporate Officer no later than 12:00 pm one (1) calendar day prior to the meeting.  
*(Bylaw No. 4479)*

- (4) If a delegation has registered to address a meeting but is no longer able to attend the meeting, a different delegation will not be permitted to address the meeting in substitution.
- (5) The Board shall not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (6) The Board shall not permit a delegation to address a meeting of the Board regarding a matter to be dealt with as a grievance under a collective agreement, or that is within the exclusive mandate of the Greater Victoria Labour Relations Association Board.
- (7) The subject matter upon which a delegation wishes to speak must:
  - (a) be within the jurisdiction of the Board; and
  - (b) be within the terms of reference of the Committee or Commission for which the delegation wishes to appear.
- (8) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any Member of the delegation:
  - (a) immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
  - (b) addresses issues not contained within the written application of the individual or delegation.

## **Presentations**

14. (1) The CRD may, with the Chair's approval, invite a person, persons, or organization(s) to make a presentation to the Board. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.
- (2) With the Chair's approval, the Corporate Officer shall include a request to speak by a presenter on the meeting agenda.
- (3) All presentations shall be limited to 10 minutes unless a longer period is approved by a majority vote of those Members present.

*(Bylaw No. 4024)*

## **Order of Proceedings and Business**

15. (1) The order of business at all regular meetings shall be as follows:
  1. Territorial Acknowledgement
  2. Approval of Agenda
  3. Adoption of Minutes of Previous Meeting
  4. Report of the Chair
  5. Presentations/Delegations

6. Consent Agenda
7. Administration Reports
8. Reports of Committees (not included in the Consent Agenda)
9. Correspondence
10. Bylaws and Resolutions
11. Motions for Which Notice Has Been Given
12. New Business
13. Motion to close the meeting in accordance with the applicable provisions of the *Community Charter*
14. Adjournment

(Bylaw No. 4262, 4312)

- (2) The order of business at all special meetings shall be as follows:

1. Territorial Acknowledgement
2. Approval of Agenda
3. Presentations/Delegations
4. Special Meeting Matters
5. Motion to close meeting in accordance with the applicable provisions of the *Community Charter*
6. Adjournment

(Bylaw No. 4312)

- (3) The order of business at all closed meetings whether regular or special shall be as follows:

1. Approval of Agenda
2. Approval of Minutes of Previous Closed Meeting
3. Closed Meeting Matters
4. Rise and Report
5. Adjournment

- (4) A change to the prescribed order of business other than a special meeting may be ordered by the Chair or moved by a Member, with unanimous consent.

- (5) The Consent Agenda portion of the agenda shall consist of staff or committee report items that contain clear take action, give approval, or receive for information recommendations.

- (6) Members may adopt in one motion all recommendations appearing on the Consent Agenda by a unanimous vote.

(Bylaw No. 4479)

- (7) At approval of the Consent Agenda, a Member may for the purpose of:

- (a) debate or discussion;
- (b) voting in opposition to a recommendation on the consent agenda or to propose an amendment to the motion; or
- (c) declaring a conflict of interest with respect to an item on the consent agenda;

request that an item be removed from the consent agenda, without debate or vote of the Members.

(Bylaw No. 4262)

## Minutes

16. (1) Minutes of all proceedings of the Board shall be kept by the Corporate Officer; such minutes to be concise and to detail proceedings of the Board. The minutes shall be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair, Vice Chair, or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of proceedings of standing and select committees, and commissions shall be legibly recorded and signed by the Chair, or Member presiding.
- (3) Subject to section 16(4), and in accordance with sections 97(1)(b) and (c) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 17(2) must be open for public inspection at the CRD Offices, Legislative Services, during their regular office hours and may be posted to the CRD website.
- (4) Section 16(3) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 17(2) for that part of the meeting from which persons were excluded under section 90 of the *Community Charter*.

## Correspondence

- 16.1 (1) Following consultation with the Chair or other person who is to preside at the applicable meeting, the Corporate Officer may place correspondence from another government or government agency that requests an action from the Board, on the agenda of the next convenient Board meeting, or on an agenda of the meeting of a committee or commission whose mandate or terms of reference includes the requested action, together with any report from Regional District staff that the Chair or the Chief Administrative Officer consider advisable.
- (2) Any other correspondence to the Board not accounted for in section 16.1(1), including but not limited to written comments received pursuant to section 13(a), may be placed on the meeting agenda at the request of the Chair or such other person who is to preside at the meeting where the correspondence is to be considered, or by way of Notice of Motion made in accordance with section 22(6).

(Bylaw No. 3951)

## Attendance of Public at Meetings

17. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Board meetings must be open to the public. Before a meeting or part of a meeting is closed to the public, the Board must pass a resolution in the public meeting in accordance with section 92 of the *Community Charter*.
- (2) The requirement in section 17(1) applies to meetings of bodies referred to in section 93 of the *Community Charter* including, without limitation:
  - (a) Advisory Commissions
  - (b) Advisory Committees



- (c) a Commission established under s. 263(1)(g) of the *Local Government Act*
- (d) Board of Variance
- (e) Parcel Tax Review Panel
- (f) Select Committees
- (g) Standing Committees
- (h) Committee of the Whole
- (i) a body that under the *Local Government Act* or another *Act* may exercise the powers of the CRD or its Board

(Bylaw No. 4262)

- (3) Despite section 17(1), the Chair may expel or exclude a person from a Board meeting or meeting of a body listed in section 17(2) of this Bylaw in accordance with section 133 of the *Community Charter*.

### **Closed Meetings**

- 18. (1) No Member shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed at the closed meeting to allow disclosure.
- (2) As soon as practicable, the Corporate Officer shall review and determine whether to seek a resolution of the Board for the release of closed minutes and related information that would no longer undermine the reason for discussing it in a closed meeting.
- (3) Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall not be filed with the minutes of regular meetings.
- (4) The Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

### **Use of Video Recording Devices**

- 19. (1) The Chair shall preserve order and decorum at a meeting and at his/her discretion may require that any video recording devices be placed in a designated location while being used and remain in that location during the course of the meeting. This applies to the Chairs of Board, Committee, Commission and COW meetings.

### **Chair and Presiding Officers**

- 20. (1) The Chair, if present, shall preside at meetings of the Board. Any Member of the Board may preside at a COW.
- (2) The Vice Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
- (3) In the event that neither the Chair nor the Vice Chair is able to take the chair, the presiding officer shall be such person, as the Board may choose.
- (4) The Chair shall preserve order and decorum and shall rule on all points of order, stating his/her reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.

- (5) (a) If an appeal be taken from the decision of the Chair, the question "Shall the Chair be sustained?" shall be put forthwith and decided without debate by a simple majority of the Members present (exclusive of the Chair) and in the event of the votes being equal, the question shall pass in the affirmative. The names of the Members of the Board voting for or against the question shall be recorded in the minutes.
- (b) If the Chair refuses to put the question "Shall the Chair be sustained?", the Board shall forthwith appoint the Vice Chair or, in his/her absence, one of the Members, to preside temporarily in lieu of the Chair. The Vice Chair, or Member so appointed, shall proceed in accordance with paragraph 20(5)(a).
- (6) The Chair shall vote at the same time as the other Members of the Board.

### **Rules of Order**

- 21. (1) The Chair's ruling on a point of order shall be based on rules of order as stated in section 2 herein.
- (2) All questions shall be decided by a vote on motion.
- (3) The Chair shall have the discretion to call the question on completion of debate and the Chair shall then advise that the debate is closed. Following closure of debate no Member shall speak further to the question.

### **Motions**

- 22. (1) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
- (2) The Chair may divide a motion containing more than one subject if the Chair feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- (3) A motion to adjourn the meeting or to adjourn the debate shall always be in order.
- (4) An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
- (5) Any Member desiring to bring before the Board any new matter, other than a point of order or privilege, shall do so by way of motion; provided, however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be referred to a Board Standing Committee agenda by the Chair, or may be ruled by the Chair as a notice of motion and shall be dealt with as provided by section 22(6).

- (6) Any Member may give notice of a motion to the Board by providing the Corporate Officer with a written copy of much motion before or during a meeting, and the Corporate Officer shall, upon the Member being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as a notice of motion and shall add the motion the agenda of the next regular Board meeting, or to the agenda of a special Board meeting scheduled for that purpose.
- (7) Notwithstanding section 12(2), a motion under section 22(6) shall only be decided at its meeting of introduction if all of the following are met:
  - (a) the motion's subject matter falls into one or more of the following classes:
    - (i) those items with an urgent deadline;
    - (ii) those items of minor organization impact (e.g. simple advocacy or letters of support); or
    - (iii) those items supporting the position of member local governments;
  - (b) the Members present vote with a two-thirds majority to consider it.

(Bylaw 4313)

### **Reconsideration of an Adopted Bylaw, Resolution or Proceeding**

- 23. (1) The Chair may require a matter to be reconsidered in accordance with Section 217 of the *Local Government Act* and if it has not been acted on by an officer, servant or agent of the Board.

(Bylaw No. 4262)
- (2) The Chair may state his/her reasons to the Board. The Corporate Officer shall record in the Minute Book the reasons, suggestions or amendments of the Chair.
- (3) The Board shall, as soon as convenient, consider the reasons and either reaffirm or reject the bylaw, resolution or proceeding, and if rejected, it is deemed repealed and is of no force or effect.
- (4) The rejected bylaw, resolution or proceeding shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.
- (5) The conditions which apply to the passage of the original bylaw, resolution or proceeding apply to its rejection.

### **Debate and Conduct**

- 24 (1) Debate shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule.
- (2) No Member shall speak until recognized by the Chair.
- (3) Every Member desiring to speak shall address himself to the Chair. No Member shall interrupt a person speaking except to raise a point of order.

- (4) A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Member personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- (5) Members speaking at a Board meeting:
  - (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated; and
  - (d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- (6) If a Member does not adhere to section 24(5) or the Chair considers the Member to be acting improperly, the Chair may order the Member to leave the Member's seat.
- (7) A Member may speak to a question, or speak in reply, for no longer than fifteen (15) minutes unless the majority of the votes of the Board support a time extension.
- (8) A Member may speak more than once in connection with the same question only if:
  - (a) every other Member has spoken, or has had the opportunity to speak; and
  - (b) if the Member has already spoken for fifteen (15) minutes, the Member who wishes to speak a second time may request to do so by making a motion that must be approved by at least two-thirds of the votes cast by the Board.
- (9)
  - (a) a Member may not speak for longer than a total time of fifteen (15) minutes unless the Member has done so in accordance with sections 24(7) and (8); and
  - (b) a Member speaking for a second time under section 24(8) shall speak for a maximum of five (5) minutes only.
- (10) The conflict of interest guidelines (*disclosure of conflict and restrictions on participation*) shall be in accordance with section 100 of the *Community Charter*.

## Voting

- 25.
  - (1) Voting rules will be in accordance with the *Local Government Act*.
  - (2) On any question where the numbers of votes, including the vote of the person presiding, are equal, the question is defeated.
  - (3) Where a Member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.
  - (4) Whenever a vote of the Board is taken, after the vote is taken the Chair must then state the names of those Members voting in the negative, and the Corporate Officer must enter those names in the minutes.

## **PART 4 – COMMITTEES AND COMMISSIONS**

### **Board Standing Committees**

26. (1) The Chair may establish a Board Standing Committee as a regular permanent committee whose mandate will be in relation to a CRD service or potential service.
- (2) The Chair shall appoint only Board Members to a Board Standing Committee with the following exceptions:
- (a) Unless the authorizing legislation or Letters Patent for the Board Standing Committee defines its membership; and
- (b) Where a Board Standing Committee Terms of Reference allow a First Nation Member to participate.
- (Bylaw No. 4368)*
- (3) The general duties of Board Standing Committees shall be as follows:
- (a) To consider and report to the Board from time to time or whenever desired by the Board and as often as the interest of the CRD may require, on all matters referred to them by the Chair of the Board, or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
- (b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any Committee for immediate action thereon, but in such cases the instruction of the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board thereafter as specified in the instructions of the Board Advisory Committees.

### **Advisory Committees**

27. (1) The Board, or Board Standing Committees, may establish an Advisory Committee to provide advice and recommendations to the Board, or to a Board Standing Committee, on matters determined to be within approved terms of reference or within a specific resolution of the Board.
- (2) Members of an Advisory Committee shall be appointed by the Board, a Board Standing Committee, or the appointments may be delegated by the Board to the Chair.
- (3) Persons who are not Members may be appointed to an Advisory Committee but each Advisory Committee should include at least one (1) Member of the Board.
- (4) The term of any person who is appointed to an Advisory Committee who is not a Member of the Board shall not exceed three (3) years.

## Select Committees

28. (1) The Board may establish a Select Committee to consider or inquire into any matter dealing with a specific subject or issue referred to it by the Board and report its findings, opinions and recommendations to the Board, following its consideration and inquiry. Select Committees must have terms of reference approved by the Board.
- (2) The Select Committee will cease to exist once it has reported its findings, opinions and recommendations to the Board.
- (3) The Board may delegate to the Chair the establishment of a Select Committee and the appointment of its Members.

## Commissions

29. (1) The Board may establish a Commission regarding a CRD service within the authorities delegated to it and as mandated by the Board by bylaw.

## Electronic Participation at Commission Meetings

- 29.1 (1) A member of a Commission may participate in a regular or special meeting by means of electronic or other communication facilities that:
- (a) enable the meeting's participants to hear, or watch and hear, each other;
- (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member participating by electronic or other communication facilities.
- (2) The person presiding at the Commission meeting must not participate electronically.
- (3) A person participating in a Commission meeting electronically is deemed to be present at the meeting as though they were physically present.
- (4) The recording secretary shall record in the minutes the persons present including those participating electronically.
- (5) Subject to section 29.1(9), no more than one person at one time may participate electronically.
- (6) The person wishing to participate in a Commission meeting electronically must advise the Corporate Officer at least 24 hours in advance of the meeting;
- (7) Subject to section 29.1(9), if more than one person wishes to participate electronically at a Commission meeting, the Corporate Officer will by lot choose the person who is entitled to participate electronically.

*(Bylaw No. 4206)*

*(Bylaw Nos. 4206, 4262)*

- (8) Electronic participation will only be permitted where existing technical facilities at the location of the Commission meeting accommodate electronic participation.

(Bylaw No. 3951)

- (9) Sections 29.1(5) and 29.1(7) do not apply to meetings of a Commission that operates a service that includes the entire Southern Gulf Islands Electoral Area as the service area.

(Bylaw No. 4206)

### **Electronic Participation in case of Emergency or Special Circumstance**

- 29.2 (1) In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, members or persons appointed by the Board may participate in a meeting by means of electronic or other communication facilities that:

- (a) enable the meeting's participants to hear, or watch and hear, each other; and,
- (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member(s) and person(s) participating by electronic or other communication facilities.

- (2) Meetings called under subsection (1) will be at the call of the Board Chair.

- (3) Special meetings called under subsection (1) will be in accordance with section 9 of this bylaw and will comply with the requirements set out in subsection 2(2)(d) of the *Regional District Electronic Meetings Regulations*, B.C. Reg. 118/2018.

(Bylaw No. 4353)

### **Attendance at Committee Meetings**

30. Members of the Board who are not Members of a Committee may attend meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee Members present but may not vote.

### **Committee Reports**

31. A Standing or Select Committee of the Board may report to the Board at any regular meeting or shall report as required by the Board.

### **Quorum**

32. The quorum in a Standing or Select Committee shall be the majority of the Persons appointed to the Committee, but shall not include First Nation Members.

(Bylaw No. 4368)



## **Voting at Meetings**

33. (1) On a vote in a Committee each person shall have only one (1) vote.
- (2) (a) The Chair shall be a Member of all Committees and entitled to vote on all matters.
- (b) Despite section 33(2)(a) the Chair, when in attendance, may be counted as one Member for the purpose of constituting a quorum.
- (c) First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.  
*(Bylaw No. 4368)*
- (d) When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.  
*(Bylaw No. 4368)*

## **Operation**

34. No Committee or Commission will operate outside of its expressed mandate or terms of reference without prior approval of the Board.

## **PART 5 – COMMITTEE OF THE WHOLE**

### **Procedures for COW Meetings**

35. (1) The Board may resolve to sit as a COW at any time.
- (2) The Chair may appoint another Member to preside over the COW who shall maintain order therein and report the proceedings thereof to the Board.
- (3) The rules of the Board shall be observed in COW as far as may be applicable. Motions shall be seconded and the names of Members shall not be recorded in case of a division. Divisions in COW shall be decided by a show of hands. A motion in COW to rise without reporting, or that the Chair of the Committee do leave the Chair, shall always be in order and shall take precedence over any other motion. A motion to rise without reporting, if affirmed shall be considered as disposing of the matter before the Committee in the negative.
- (4) When all matters referred to the COW have been considered, a motion to rise and report shall be adopted. The Committee may report progress and ask leave to sit again if the matter before it has not been disposed of. On the Committee rising, the Chair shall report to the Board and an adoption of the report shall be moved.
- (5) Discussion in COW shall be strictly relevant to the item or clause under consideration.
- (6) First Nation Members may attend COW when invited in advance by the Board Chair.  
*(Bylaw No. 4368)*

## **PART 6 – BYLAWS**

36. (1) Bylaws shall be passed by the following stages:
- (a) Introduction and first reading shall be decided by the motion "that Bylaw No. \_\_\_\_\_ be introduced and read a first time". The question shall be decided without amendment or debate.
  - (b) Second Reading - Debate on second reading shall be limited to the general principle of the bylaw.
  - (c) Third Reading - A bylaw may be amended at third reading and passed upon the motion "that Bylaw No. \_\_\_\_\_ (as amended or as presented) be read a third time".
  - (d) Despite sections 36(1)(a), (b) and (c) every proposed bylaw may be introduced and given first, second, and third readings at the same meeting by one motion for all three readings.
  - (e) Adoption - Not less than one clear day after third reading, the bylaw shall be adopted upon the motion "that Bylaw No. \_\_\_\_\_ be adopted", unless the Board adopts the bylaw in accordance with subsection (2) and section 228 of the *Local Government Act*.
- (Bylaw No. 4262)
- (2) A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least two thirds of the votes cast.
- (3) A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept among the records of the Board. A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of registration by the Inspector of Municipalities shall be kept with the records of the Board.

## **PART 7 – RESOLUTIONS**

37. A resolution may be introduced at a Board meeting only if a written copy is given to each Member before consideration unless the Board waives this requirement.

## **PART 8 – GENERAL**

38. The rules of the Board shall be observed in proceedings of the Capital Regional Hospital District Board, and Standing and Select Committees of the Board as far as may be applicable.
39. The provisions of sections 22 and 24 of this bylaw that apply to Members shall apply to First Nation Members.
- (Bylaw No. 4368)

40. The following bylaw is repealed: Bylaw No. 3708, "Capital Regional District Board Procedures Bylaw, 2010", and any amendments thereto.
41. This Bylaw may be cited as "Capital Regional District Board Procedures Bylaw, 2012".

|                         |                  |        |            |      |
|-------------------------|------------------|--------|------------|------|
| READ A FIRST TIME THIS  | 19 <sup>th</sup> | day of | September, | 2018 |
| READ A SECOND TIME THIS | 19 <sup>th</sup> | day of | September, | 2018 |
| READ A THIRD TIME THIS  | 19 <sup>th</sup> | day of | September, | 2018 |
| ADOPTED THIS            | 10 <sup>th</sup> | day of | October,   | 2018 |

[Original signed by]  
\_\_\_\_\_  
CHAIR

[Original signed by]  
\_\_\_\_\_  
CORPORATE OFFICER

# CRD Best Practices Guide for Meetings

Legislative Services

Capital Regional District | May 2024



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## Principles of Parliamentary Procedure

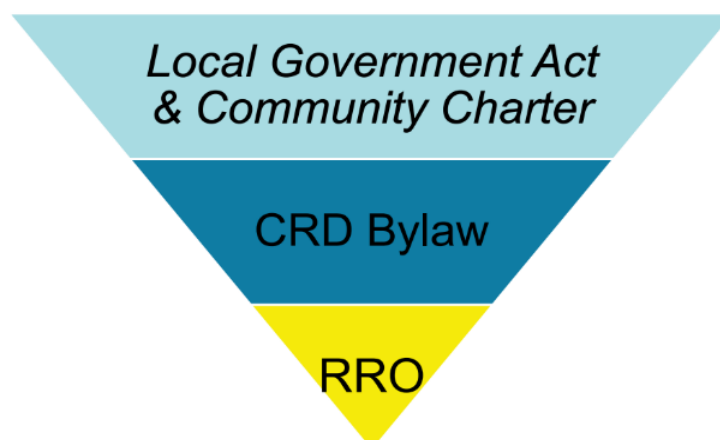
1. **Organization:** organization is first, no individual decision-making
2. **Fairness:** equal rights for all Members
3. **Quorum:** minimum number of voting Members required to do business
4. **Singularity:** only one motion and one speaker at a time
5. **Debate:** allow for full discussion before voting on any proposal
6. **Professionalism:** speak through the Chair not to an individual person
7. **Democracy:** Majority has the right to rule
8. **Inclusion:** Minority has a right for their voice(s) to be heard
9. **Silence:** is considered consent to allow others to make decision
10. **Defeated Motions:** limitations on when a decision may be presented again

## Responsible Conduct of Elected Officials

The foundational principles of responsible conduct of local government elected officials are integrity, accountability, respect, leadership and collaboration. For more information, please visit the Province of British Columbia's webpage - [Responsible conduct of locally elected officials](#).

The CRD Procedures Bylaw, more specifically, addresses the conduct of Members when speaking at a meeting such as addressing the Chair, using respectful language, and speaking only in connection to the matter being debated.

## Parliamentary Procedure Hierarchy in Local Governments



## 1.0 Types of Main Motions

Under Robert's Rules of Order ("RRO"), the main motion is a motion whose introduction brings business before an assembly for a decision. The CRD Board makes decisions by passing motions, also known as resolutions, to take a specified action.

Members of the CRD Board may move one of the following types of main motions:

- Main Motion: the recommended or alternative motion in a staff report, or the recommendation from a Committee.
- Motion Arising: a new motion asking that further action be taken on the business matter being considered.
- Notice of Motion: a motion to bring new business before the Board for consideration at a future meeting. The CRD Procedures Bylaw ("Procedures Bylaw" or "Bylaw") allows for same day consideration in very limited situations.

### 1.1 Main Motion

The CRD practice is to move the recommendation published on the meeting agenda. Recommendations most often originate from the staff report on the meeting agenda. If the report has been to Committee, the Committee may endorse the staff recommendation or submit an amended or different recommendation for the Board's consideration. The staff recommendation is only a recommendation. It is in the purview of the Board, and its Standing Committees, to either:

- a) move the recommendation [from Committee or staff] as published on the agenda; or
- b) move one of the alternatives in the report; or
- c) if there is no interest in the presented options, move a new alternative motion.

The challenge with moving a new alternative motion is determining whether it is feasible and within the scope of possibilities of the regional district from a regulatory and operational lens. The Chair should confirm with staff that the new recommendation is feasible.

**Best Practice: All new recommendations are provided in writing to the Corporate Officer (or Deputy).**

**Best Practice: Where a new recommendation is of major import, staff be directed to report back on implications of the decision before the Members endorse the main motion.**

A common challenge for Members is being able to differentiate whether the motion they wish to put forward is an amendment to the main motion, a new motion that is arising from business matters before the Board, or a notice of motion to consider taking on a new action.



The Chair makes the ruling on whether a motion is an amendment, a motion arising, or a notice of motion. If a Member disagree with the Chair's ruling they may raise a point of order. If the Chair rules the motion is in order, the Member may appeal the Chair's decisions. For more information, refer to the section in this guide on *"Point of Order"* and *"Appeal the Decision of the Chair"*.

## 1.2 Motion Arising

The Board's practice has been to treat motions arising as a stand-alone motion calling for an additional action to complement the main motion before the Board.

**Best Practice:** Motions arising are voted on separately once the main motion is voted on.

**Best Practice:** All motions arising are provided in writing to the Corporate Officer (or Deputy) to be visually displayed during debate and voting.

## 1.3 Notice of Motion

Members may bring forward a new matter for the Board's decision through a notice of motion process in accordance with section 22(6) and (7) of the Procedures Bylaw. The procedure requires that notice be read in at a meeting and provided in writing to staff for the minutes. The motion with notice is then published on the next agenda for discussion and voting.

**Best Practice:** The Procedures Bylaw provides the Chair with the ability to refer the Notice of Motion to another body if the Chair believes it would be better dealt with in that way.

The notice of motion procedure supports collaborative and transparent governance by providing:

- Directors sufficient time to give thought to the matter and prepare for a fulsome discussion at a future meeting;
- notice that the matter will be discussed on the published agenda; and
- providing an opportunity for the public to provide comments before a decision is made.

## 1.4 Same Day Consideration

The Procedures Bylaw provides an exception for same day consideration with a 2/3 affirmative vote provided that there is an urgent deadline, the issue is of minor organizational impact, or to support the position of a member local government.

For more information, see Appendix B: Notice of Motion Process (Flowchart).

**Table 1.1: Procedure for Notice of Motion/Motion with Notice vs. Same Day Consideration**

| Notice of Motion<br>(Meeting #1) | Motion with Notice<br>(Meeting #2) | Same Day Consideration                                    |
|----------------------------------|------------------------------------|---|
| No motion required               | Mover and seconder required        | 2 motions required  |
| Read motion into the record      | Motion published on agenda         | Move same day consideration<br>If successful, move Motion |
| Notice recorded in Minutes       | Vote recorded in Minutes           | Vote(s) recorded in Minutes                               |
| No vote                          | Majority Vote                      | 2/3 vote on Consideration<br>Majority on Motion           |

## 2.0 Amendments

All types of main motions may be amended once they have been moved, seconded and are put before the assembly for consideration.

Amendments:

- only one amendment to the main motion at a time
- maximum of one further amendment to an amendment (for a total of 2 max)
- each amendment is voted on separately
- if successful, requires that a vote be taken on the main motion as amended

**Best Practice:** That amendments be strictly relevant to the main motion and not alter in a material way or be contrary in principle.

**Best Practice:** The proposed amendment is necessary to support the main motion.

Please note, it is not proper procedure to amend a motion to “grant funds” by inserting a negative word in order to change the intent of the motion to “not” granting those funds. The proper procedure is to vote down the main motion.

**Best Practice:** That significant amendments be provided in writing to the Corporate Officer (or Deputy) to be visually displayed when debating and voting.

**Table 2.1: Types of Main Motions vs. Amendment**

| Motion Type<br>(Procedures<br>Bylaw)       | Example(s)   |
|--|--|
| Main Motion/<br>Recommendation<br>s. 22(1) | <i>That the Governance Committee recommends to the CRD Board:</i><br>That staff be directed to conduct public engagement on the proposed design for...   |
| Amendment<br>s. 22(4)                      | That the motion be amended by adding the following after “public engagement”:<br>“including online and in-person opportunities”  |
| Motion Arising<br>s. 22(5)                 | That the report be forwarded to municipal councils for information...<br>That the Board Chair send a letter to the Minister of Municipal Affairs...<br>That staff provide supplementary information when the report is presented to the Board. |
| Notice of Motion<br>s.22(6) & 22(7)        | That staff be directed to report back through the Governance Committee on options to address ....  |

**Table 2.2: Amendment Examples**

|                        |   | Example(s)  |
|------------------------|---|---|
| Main Motion            |   | <i>That the CRD host a public celebration for Canada Day in Centennial Square.</i>  |
| Primary Amendment(s)   |   | <i>That the motion be amended by...</i>   |
| Example A              | ✓ | inserting <i>"and invite City of Victoria to participate"</i> after the words <i>"Centennial Square"</i>  |
| Example B              | ✓ | inserting <i>"with outreach booths, food trucks, and live entertainment"</i> after the words <i>"public celebration"</i>  |
| Example C              | ✓ | striking <i>"Centennial Square"</i> and inserting <i>"Elk/Beaver Lake Regional Park"</i>  |
| Example D              | X | inserting <i>"not consider"</i> before the word <i>"host"</i><br>[Changes intent of the motion]<br><i>BP: Vote against the main motion</i>  |
| Example E              | X | striking <i>"Canada Day"</i> and inserting <i>"BC Day"</i><br>[Alters main motion in a material way]<br><i>BP: Vote against the main motion</i><br><i>BP: Serve Notice of Motion for new event</i>  |
| Example F              | X | Inserting <i>"That the number of attendees be tracked and used to evaluate the success of the event."</i><br>[Not directly related to the decision of whether or not to host the event]<br><i>BP: Move as a Motion Arising if the main motion is carried</i>  |
| Secondary Amendment(s) |   | Primary Amendment using Example B<br>inserting <i>"with outreach booths, food trucks, and live entertainment"</i> after the words <i>"public celebration"</i>   |
| Example G              | ✓ | <i>That the motion be FURTHER amended by...</i><br>inserting <i>"and that free cake be served"</i> after the words <i>"live entertainment"</i>  |
| Example H              | X | <i>That the motion be FURTHER amended by...</i><br>inserting <i>"from 12 noon to 6 pm"</i> after the words <i>"live entertainment"</i><br>[Not directly related to amending wording of the amendment on the floor]<br><i>BP: Wait until current amendment is voted on before moving another amendment</i> |

### 3.0 Moving of Recommendation(s)

In practice, a Member may move the recommendation (from staff report or Committee); or one of the alternatives presented in the report; or move a different motion which they should provide in writing at the meeting.

The first time a report is presented, the Chair may allow Members to move the staff recommendation before any alternative motions or amendments can be raised. This would allow for a fulsome discussion on the staff recommended course of action before discussion is redirected to alternatives.

**Best Practice: That the Standing Committee Chair first recognize a Member that wishes to move the recommendation in the staff report before considering other alternatives.**

When applied at Board, Members should be made aware of the context of any amendments made at Committee to ensure Committee input is presented before the Board's consideration of the issue. To accomplish this, a note is published on the Board agenda highlighting any changes to the staff recommendation at Committee. The recommendation published on the Board agenda will be the recommendation from the Committee.

**Best Practice: That the Board Chair first recognize the Standing Committee Chair to move the recommendation from Committee.**

#### **3.1 MOTION PROCESSING AT COMMITTEE *(or when a report is direct to Board)***

1. First the Chair seeks questions from Members on the report before a motion is put forward.
2. The Chair recognizes a Mover and Second on the staff recommendation.
3. If there is no interest in moving the staff recommendation, the Chair recognizes a Mover and Second on one of the Alternatives in the staff report.
4. If there is no Mover or Second for the recommendation or alternatives presented in the staff report, the Chair recognizes a Member who wishes to Move a new motion arising that is directly related to the report subject matter and issue.
5. Comments are only permitted once a motion has been put on the floor for debate.

### 3.2 MOTION PROCESSING AT BOARD *(when a report has been to Committee)*

1. The Board Chair recognizes the Committee Chair to move the Committee recommendation as published on the agenda.
2. Questions and comments are permitted once the motion has been put on the floor for debate.

### 3.3 Receive for Information

Historically, the staff reports to the Board have included a recommendation to *“Receive for Information”* when no decision is required.

The recommendation is to move away from the practice to *“Receive for Information”* for the following reasons:

- Report was received when it was published on the meeting agenda
- Passing a motion to receive does not endorse the taking of any specific action
- If defeated, the report was already received at the approval of the agenda

Staff have identified a need to update staff report recommendation practices to move away from a recommendation to *“Receive for Information”*. Instead, staff reports will include a statement under recommendation stating that, *“There is no recommendation. This report is for information only.”*

If there is further action being taken by staff, for example, the development of a plan, the recommendation would be more appropriate as, *“That staff proceed with community consultation on the draft plan.”*

**Best Practice:** For information reports, Chair invites staff to present the report and address any question. At the conclusion of the question period, the Chair announces the completion of the agenda item and introduces the next item.



## 4.0 Delaying the Vote on a Motion

### 4.1 Postpone Indefinitely vs. Objection to the Consideration of the Question

To drop the main motion without a direct vote is the motion to *“postpone indefinitely”*. Only before debate has commenced can an *“objection to the consideration of the question be raised”*.

### 4.2 Lay on the Table

A common misconception is that tabling a motion puts the matter off to another day or kills the motion. In both cases, this is an improper use of the motion in RRO *“to lay on the table”* or simply to *“table”*. To table is to temporarily pause consideration of a matter in order to address a more urgent matter before returning to pending question in the same meeting.

### 4.3 Postpone to a Certain Time

Unlike a motion to lay on the table, the motion to *“postpone to a certain time”* must specify the period of time (e.g. next meeting).

### 4.4 Refer

If the Board is seeking advice from a Committee, the proper motion is to *“refer”* the business matter to the Committee, along with any directions, and ask that they report back.

### 4.5 Referrals to Other Standing Committees

Section 26(3) of the Procedures Bylaw states that a Board Standing Committee will carry out any matter referred by the Board or the Chair of the Board. The role of the Standing Committee is not to delegate referrals to other Standing Committees. The challenge with sending a matter to multiple Committees is the possibility of contradictory recommendations from two Committees converging on the Board agenda.

**Best Practice: Standing Committees should not refer items to other Standing Committees without Board approval, except for service planning reports advancing to Committee of the Whole.**

Please note, recommendations of referrals to additional Committees would take up to two months to proceed through Committee to Board, to another Committee, and back to board for final consideration.

**Table 4.1: Motions to Delay Consideration of a Matter**

| Motion   | Script  | Effect   | When to Use  |
|--|---|--|--|
| Objection to the Consideration of the Question<br>– <i>before debate</i> | <i>"I object to the consideration of the question."</i> | <ul style="list-style-type: none"> <li>To drop [defeat] the main motion without debate</li> <li><b>Two-thirds vote</b></li> </ul>  | <ul style="list-style-type: none"> <li>To stop discussion on an undesirable matter</li> <li>When consideration of a matter is not the best use of time</li> <li>To avoid debate and vote on an undiplomatic matter</li> </ul>  |
| Postpone Indefinitely<br>– <i>after debate begins</i>                    | <i>"I move to postpone the question indefinitely."</i>  | <ul style="list-style-type: none"> <li>To drop [defeat] the main motion without a direct vote</li> <li>Motion will not be considered for six months, except with the unanimous consent of the Board (<i>Procedures Bylaw</i>)</li> <li><b>Majority vote</b></li> </ul> | <ul style="list-style-type: none"> <li>To avoid a vote on an undiplomatic matter</li> </ul>  |
| Postpone to a Certain Time   | <i>"I move to postpone the question until ..."</i>      | <ul style="list-style-type: none"> <li>Delay a vote on a matter until a future meeting</li> <li><b>Majority vote</b></li> </ul>  | <ul style="list-style-type: none"> <li>When more information is indirectly forthcoming (e.g. Provincial announcement)</li> <li>Invite a guest presenter</li> <li>Following a decision to be made in the future</li> </ul>  |
| Lay on the Table   | <i>"I move to lay the question on the table"</i>        | <ul style="list-style-type: none"> <li>Delay further consideration of a matter until a later time in a meeting</li> <li><b>Majority vote</b></li> </ul>  | <ul style="list-style-type: none"> <li>When emerging business matters on the agenda needs to be addressed immediately</li> <li>Accommodate a guest presenter (i.e. solicitor)</li> <li>Make a decision on another agenda item which will impact the pending question.</li> </ul> |
| Refer  | <i>"I move to refer the matter to ..."</i>              | <ul style="list-style-type: none"> <li>Delay a vote until a recommendation is received.</li> <li><b>Majority vote</b></li> </ul>   | <ul style="list-style-type: none"> <li>When an expert opinion on a matter is favourable.</li> </ul>  |

## 5.0 Limiting or Extending Time Limits

### 5.1 Time Limits in Procedures Bylaw

The Procedures Bylaw does not set an overall time limit for debate on each question, instead it has limits on the speaking times for Members. In addition, the Procedures Bylaw includes a number of time limits and specifies that extension to the prescribed times may be done by majority or two-thirds vote as outlined in the below Table. As the Procedures Bylaw is silent on limiting of time, the RRO will apply with any time limitations requiring a two-thirds vote.

**Best Practice:** A motion to reduce meeting limits will require a two-thirds vote.

**Table 5.1: Time Limits in Procedures Bylaws**

| Bylaw Section | Subject                                     | Maximum Time   | Vote to Extend Time | Related Notes                           |
|---------------|---|----------------|---------------------|---|
| 6.1           | Meeting                                     | 3 Hours        | Majority            | <i>Based on scheduled start time</i>    |
| 13(1)         | Delegation                                  | 3 Minutes      | Two-Thirds          | <i>Late Delegation = unanimous vote</i> |
| 14(3)         | Presentation                                | 10 Minutes     | Majority            | -                                       |
| 24(7)         | First Time Speaker                          | 15 Minutes     | Majority            | -                                       |
| 24(8)         | Second Time Speaker – with time remaining   | Remaining Time | Majority            | -                                       |
| 24(8)         | Second Time Speaker – spoken for 15 minutes | 5 Minutes      | Two-Thirds          | <i>Vote required before speaking</i>    |

### 5.2 Closing Debate

The Procedures Bylaw gives the Chair the discretion to announce the closure of debate and the putting of a question to a vote.

### 5.3 Previous Question

The Procedures Bylaw states that a motion to adjourn the debate will always be in order regardless if there are Members wishing to speak. Under RRO, the motion to immediately close debate and vote without the making of new subsidiary motions is referred to as the “*Previous Question*”. The motion can only be made when the speaker has the floor, requires a seconder, is not amendable or debatable, and requires a two-thirds vote.

**Best Practice:** In accordance with RRO, moving the “previous question” is not allowed in Committee to facilitate fulsome discussion of agenda items.

## 6.0 Emerging Issues and Questions

### 6.1 Point of Order

A point of order must be raised immediately when a Member believes that the rules of order are being violated and wish for the Chair to enforce the rules or make a ruling. A point of order does not require a seconder and can interrupt another Member who is speaking.

Point of Order Examples:

- limiting comments to the motion on the floor
- prioritizing first time speakers
- objecting to the validity of a motion or amendment

A point of order is often confused with the motions raising a question of privilege, parliamentary inquiry, and point of information.

### 6.2 Question of Privilege

Raising a *“Question of Privilege”* is allowed to interrupt the pending business to state an urgent request or motion if a Member or the Board’s rights or privilege are being affected.

Question of Privilege Examples:

- interfering noise
- malfunctioning audio-visual equipment
- discussion of confidential subject matters in an open meeting
- request visual display of a motion

### 6.3 Parliamentary Inquiry

A parliamentary inquiry is made when a Member has a question about the rules and how they apply to the current proceeding or to something that the Member would like to propose. Unlike a Point of Order, a Member may only interrupt a speaker if the question requires immediate attention such as before the calling of a question.

Parliamentary Inquiry Examples:

- to clarify the question that is being put to a vote
- confirming the voting threshold needed for a motion to be carried
- the result of a vote

## 6.4 Point of Information

A request for information, commonly referred to as “*point of information*”, is very similar to a parliamentary inquiry. A request for information is to ask a non-procedural question on the facts of business matter before the Board. The question must be directed to the Chair who will then direct the request to the appropriate individual to respond.

Point of Information Examples:

- the budget for the matter under consideration
- the previous time a decision was made on the same matter
- the timing of other decisions that may impact the current matter under consideration

**Best Practice: The Chair opens the floor for questions before seeking movers and opening a matter for debate to hear comments.**

For clarity, having a question period before moving a motion or opening the floor for debate does not negate the ability for Members to raise more questions during the course of debate.

## 7.0 Reconsideration

### 7.1 Appeal the Decision of the Chair

In addition to preserving order and professional conduct during a meeting, the role of the Chair is to rule on all points of order. Once a Member has interjected with *“Point of Order”*, the Chair will recognize the Member to hear their point of order. The Chair will then state the reason they agree or disagree with the point of order by continuing with the current process or correcting it.

Any Member may appeal a decision of the Chair if they do not agree with the Chair’s ruling. In accordance with the Procedures Bylaw, an appeal will be dealt with forthright and without debate by the Chair putting the question, *“Shall the Chair be sustained?”*. The Chair is excluded on the vote on sustaining the Chair and requires a simple majority of 50% to be successful.

### 7.2 Reconsideration of a Previous Decision

In rare cases, new information on the facts of a matter come to light after a decision has been made by the Board. In accordance with the Procedures Bylaw, only the Chair may initiate a reconsideration by the next regular meeting, if the decision has not already been acted on.

**Best Practice:** The Chair must state the reason for reconsideration and after moving the motion advise on any recommended amendments.

**Table 7.1: Reconsideration Process for CRD, Regional Districts and Municipal Councils**

| Board Procedures Bylaw   | Local Government Act                                       | Community Charter                                 |
|--|--|---|
| Section 23   | Section 217  | Section 131                                       |
| Chair is only Member who may initiate reconsideration  | Chair initiated at same meeting or at next regular meeting | Mayor initiated at same meeting or within 30 days |
| Limited to matters that have not been acted on   |  |   |
| Conditions that applied to original decision apply to its rejection (i.e. notice and voting threshold) |  |   |

### 7.3 Withdrawal of a Motion

From time to time, the mover of a motion may change their mind once they hear from other speakers on the matter. Under RRO, after a motion has been stated by the Chair and debate opens the motion belongs to the assembly. If it appears that a decision on the matter is not a good use of the assembly’s time, the mover may request of the Chair that the motion be withdrawn.



Best Practice: When a mover requests withdrawal of a motion, the Chair will confirm there is unanimous consent from the assembly for the motion to be withdrawn. Withdrawn motions and debate are not recorded in the minutes.

## 8.0 Electronic Meetings

### 8.1 Attendance

In accordance with Procedures Bylaw, the Chair, Vice Chair, or presiding Member, must be physically in attendance at the meeting location provided in the Notice of the Meeting.

Attendance will be taken when there is a Member participating electronically to ensure that the Member can hear the meeting and be heard.

**Best Practice:** After calling the meeting to order, the Chair calls upon the Members participating electronically to vocalize their attendance, then the Chair introduces the Members present in the room.

**Best Practice:** A Member participating electronically must log-off the online meeting platform when they have to leave or step-away from the meeting. This is crucial for counting the vote on a Board with 24 Members.

### 8.2 Use of Video

Members are required to have their video cameras turned on at minimum when speaking and voting, or as required by the Chair. The exception to using a video camera will be when there are technical issues such as limited bandwidth. It is recommended that Members setup a video background filter for confidentiality purposes and to protect the image of people who may walk by in the background, and ensure they are in a private location for discussion of closed meeting matters.

**Best Practice:** That Members participating electronically have their video turned on at all times when the meeting is in session and avoid any outside distractions.

**Best Practice:** That Members participating electronically keep their audio on mute except when speaking.

### 8.3 Use of Chat

The use of chat box is limited to raising issues with the viewing or hearing of the meeting, or to indicate that a Member would like to speak. The chat box should not be used for commentary on the proceedings of the meeting or to discuss matters between Members. Members are not to carry on private conversation with other Members in the meeting. Any questions or concerns should be sent to "EVERYONE" in the group so the matter can be rectified forthright and brought to the attention of the Chair.

### 8.4 Conflict of Interest

If a Member needs to recuse themselves due to conflict of interest, the Member will be placed in a lobby (waiting room) until the next agenda item. Before leaving a meeting, a Member will raise a point of

privilege and announce they will be recusing themselves from discussion on a matter due to conflict of interest. The Member will be placed in a separate waiting room within the online meeting platform so that they may not hear or view meeting proceedings.

**Best Practice:** The Member will declare a conflict of interest by stating the nature of the conflict before recusing themselves from the meeting during discussion of the matter.

## APPENDIX A: CRD Meeting Rules Cheat Sheet

| Motion Type                                    | Script  | Interrupt Speaker | Seconder Needed | Debate           | Amendable        | Vote Needed           |
|--|---|-------------------|-----------------|------------------|------------------|-----------------------|
| Motion   | <i>"I move that..."</i>   | No                | Yes             | Yes              | Yes              | Majority <sup>1</sup> |
| Objection to the Consideration of the Question | <i>"I object to the consideration of the question."</i>   | Yes               | No              | No               | No               | 2/3                   |
| Postpone Indefinitely                          | <i>"I move to postpone the question indefinitely."</i>  | No                | Yes             | Yes              | No               | Majority              |
| Amend  | <i>"I move to amend the motion by...<br/>- Inserting<br/>- Striking out<br/>- Substituting"</i> | No                | Yes             | Yes              | Yes <sup>2</sup> | Majority              |
| Refer  | <i>"I move to refer the matter to..."</i>   | No                | Yes             | Yes              | Yes              | Majority              |
| Postpone to a Certain Time (future meeting)    | <i>"I move to postpone the question until..."</i>   | No                | Yes             | Yes              | Yes              | Majority              |
| Limit or Extend Debate                         | <i>"I move that debate be limited (or extended) to..."</i>                                      | No                | Yes             | No               | Yes              | 2/3                   |
| Previous Question                              | <i>"I move the previous question..."</i>  | No                | Yes             | No               | No               | 2/3                   |
| Lay on the Table (same meeting)                | <i>"I move to lay the question on the table"</i>  | No                | Yes             | No               | No               | Majority              |
| Point of Order                                 | <i>"Point of Order"</i>   | Yes               | No              | No               | No               | -                     |
| Appeal the Chair's Decision                    | <i>"Shall the Chair be sustained?"</i>  | Yes               | No              | No               | No               | 50% <sup>3</sup>      |
| Point of Information/Parliamentary Inquiry     | <i>"Point of Information"</i>   | Yes               | No              | No               | No               | -                     |
| Question of Privilege                          | <i>"Question of Privilege"</i>  | Yes               | No              | No               | No               | -                     |
| Recess   | <i>"I move that we recess until..."</i>   | No                | Yes             | Yes <sup>4</sup> | Yes              | Majority              |
| Adjourn  | <i>"I move to adjourn"</i>  | No                | Yes             | No               | No               | Majority              |
| Adjourn to a Fixed Time                        | <i>"I move that the meeting be adjourned until..."</i>  | No                | Yes             | Yes <sup>5</sup> | Yes              | Majority              |

### FOOTNOTES: CRD Procedures Bylaw

<sup>1</sup> **Motion:** Adoption of Bylaw at same meeting as third reading requires at least 2/3 vote

<sup>2</sup> **Amend:** Maximum of 2 amendments

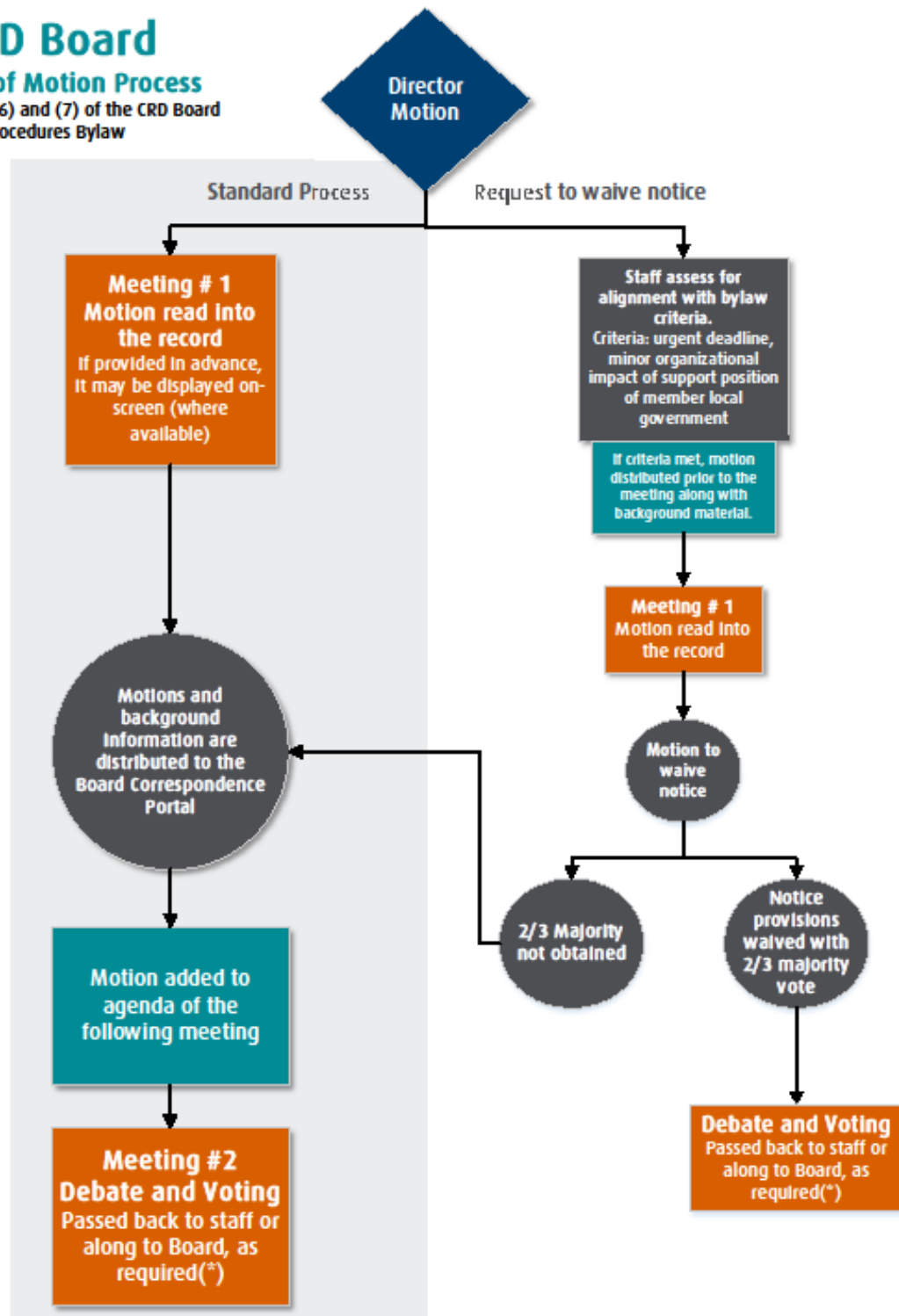
<sup>3</sup> **Appeal Chair's Decision/Sustaining the Chair:** Chair does not vote

<sup>4</sup> **Recess:** Not debatable when there is a question pending

<sup>5</sup> **Adjourn to a Fixed Time:** Only debatable when there is no other motion on the floor

## APPENDIX B: Notice of Motion Process Flowchart

### CRD Board Notice of Motion Process As per s. 22 (6) and (7) of the CRD Board Procedures Bylaw



(\*) Guidelines on when items should stay at committee/go to Board: Motions that request more information from staff but do not take a position, require significant revision of staff work plans or commit the Board to a political position can stay at the committee level. Items that do require significant work, take advocacy or political positions, or those that commit the organization to a position should go to the Board prior to reports back or implementation.



Making a difference...together

## **REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF Thursday, February 20, 2025**

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**SUBJECT**     Salt Spring Island Multi Space Roof Assessment and Repairs

**ISSUE**

To consider funding options for roof repairs to the Salt Spring Island Multi Space located at 124 Rainbow Road.

**BACKGROUND**

The operation and management of the Salt Spring Island Middle School was assumed by the Capital Regional District (CRD) in 2022. Now referred to as the Salt Spring Island Multi Space (SIMS) located at 124 Rainbow Road, this community amenity serves as a community centre supporting not for profit groups, sports groups, recreation service providers, special events and the community.

Prior to the CRD assuming responsibility of SIMS several assessments including the Roof Assessment Report were provided for review. Based on the report the total roof area is 12,070 sq. ft. with 6,712 sq. ft. being a styrene-butadiene-styrene (SBS) membrane low sloped area, and 5,358 sq ft. being asphalt shingle steep sloped mansard walls.

A Roof Assessment Report was completed for SIMS in 2020 detailing current roof conditions, options, recommendations, and high-level budgeting. Under the current lease School District 64 (SD64) is responsible for replacing the roof and the CRD is responsible for roof repairs. SD64 has indicated that a roof replacement has not been budgeted for and the CRD should be completing preventative maintenance to prevent the need for a full roof replacement. SD64 has also indicated that they would renew the SIMS lease early and for a longer term should the CRD assume full responsibility of the roof.

The current condition of the roof poses a risk to the CRD in maintaining current service levels and keeping the facility open for community use and during inclement weather. Options to mitigate this risk should be considered.

**Report Findings:**

The existing low sloped SBS membrane on flat roof area of the gymnasium appears to have been installed in 2002. This type of roof assembly should achieve an average in service life of 30 to 35 years. The membrane roof has approximately eight to 13 more years therefore replacement is not recommended at this time.

The asphalt shingles of the steep sloped mansard walls on the gymnasium roof were installed in the mid 1990's, and currently at approximately 25 years. As the average service life for asphalt shingle roof systems are 20 to 25 years, they are in very poor condition. Replacement of the mansard asphalt shingles is recommended as a number one priority.



Post painted galvanized steel flashings on low parapet walls on the gymnasium are in good condition. Metal flashing on the mansard roof areas, are original and are in fair condition. All of the accessory flashings on the gymnasium such as vents, drains and plumbing should be replaced during the next roof replacement.

SIMS 2023 preventative maintenance included clearing all roof drains and limbing trees that surrounded the building. A quote has also been received for moss removal in 2025 as part of a preventative maintenance plan for areas of the roof that are not recommended for replacement.

## **ALTERNATIVES**

That the Salt Spring Island Local Community Commission:

1. Include the asphalt roofing replacement costs of \$496,155 for the Salt Spring Island Multi Space facility located at 124 Rainbow Road in the 2026 Salt Spring Island Parks and Recreation Capital Plan funded by debt and to be included with the planned pool building envelope rehabilitation project in 2026.
2. Increase annual transfers to capital reserves by \$45,955 beginning in 2026 to fund the future membrane roofing replacement for the Salt Spring Island Multi Space facility located at 124 Rainbow Road.

### **Alternative 2**

Refer the report back to staff for additional information.

## **IMPLICATIONS**

### **Financial Implications**

| ROOFING REPLACEMENT BUDGET COSTS             |                |                  |
|--|----------------|------------------|
|  | 2025           | 2026             |
| Mansard Asphalt Shingle Roofing Replacement  |                | \$227,490        |
| Metal Flashings (vents, drains, plumbing)    |                | \$26,850         |
| Safety Railings and Ladders                  |                | \$65,760         |
| <b>Total</b>                                 |                | <b>\$320,100</b> |
| Project Management (15%)                     |                | \$48,015         |
| Contingency (40%)                            |                | \$128,040        |
| Elector Assent (budgeted under pool project) | \$20,000       |                  |
| <b>Total estimated project costs</b>         | <b>\$20,00</b> | <b>\$496,155</b> |

| Future Roof Replacement  | 2025       | 2038 <sup>1</sup> |
|--|------------|-------------------|
| SBS Membrane Roofing Replacement<br>(not recommended at this time) | \$ 282,000 | \$459,350         |
| Annual transfer to reserves  |            | \$45,955          |

<sup>1.</sup> Note, Class D cost estimates include 5% annual inflation

Under the current lease agreement, the CRD is responsible for roof maintenance and repairs. Preventative maintenance has been budgeted in the operating budget for in 2025, but the CRD should be budgeting for more substantial repairs once the current five-year lease term is extended to a long-term lease.

The building envelope of the Rainbow Recreation Centre has been compromised and will require borrowing to fund the repairs. An opportunity exists to borrow additional funding, and increase transfers to reserves, to support leasehold improvements at SIMS and other building repairs.

A new loan authorization bylaw would need to be adopted by the CRD Board for borrowing to proceed. The loan otherization bylaw requires that the project be included in the five-year financial plan.

### **CONCLUSION**

SIMS has been under the operation and management of the CRD since July 2022. A Roof Assessment Report was provided to the CRD along with several other condition assessments prior to the CRD assuming the responsibility of the building. SIMS is an aging facility that will require annual repairs of the building to maintain this community asset. Consideration should be given to increase future transfers to reserves and or borrowing to cover additional costs associated with replacement of the asphalt shingles and other leasehold improvements.

### **RECOMMENDATION**

That the Salt Spring Island Local Community Commission:

1. Include the asphalt roofing replacement costs of \$496,155 for the Salt Spring Island Multi Space facility located at 124 Rainbow Road in the 2026 Salt Spring Island Parks and Recreation Capital Plan funded by debt and to be included with the planned pool building envelope rehabilitation project in 2026.
2. Increase annual transfers to capital reserves by \$45,955 beginning in 2026 to fund the future membrane roofing replacement for the Salt Spring Island Multi Space facility located at 124 Rainbow Road.

|               |  |
|---------------|--|
| Submitted by: | Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration   |
| Concurrence:  | Stephen Henderson, BSc, MBA, Senior Manager, CRD Real Estate, the Southern Gulf Islands Electoral Area, and the Salt Spring Local Community Commission |