



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, April 9, 2025

10:00 AM

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

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

Guest: Director M. Little

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

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [25-0376](#) Minutes of the March 12, 2025 Electoral Areas Committee Meeting

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of March 12, 2025 be adopted as circulated.

**Attachments:** [Minutes - March 12, 2025](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*The public are welcome to attend CRD meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.ca/address](http://www.crd.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

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

### 6. Committee Business

**6.1.      [25-0328](#)      2024 Community Works Fund Annual Report**

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

**Attachments:**      [Staff Report: 2024 Community Works Fund Annual Report](#)  
                         [Appendix A: CWF Funding Summary](#)  
                         [Appendix B: 2024 CWF Grants Awarded](#)  
                         [Appendix C: 2024 CWF Detailed Breakdown by EA](#)

**6.2.      [25-0329](#)      2024 Electoral Areas Grants-In-Aid Annual Report**

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

**Attachments:**      [Staff Report: 2024 Grants-In-Aid Annual Report](#)  
                         [Appendix A: 2024 Electoral Areas Grants-In-Aid Awarded](#)

**6.3.      [25-0405](#)      Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025**

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4671, "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025", be introduced and read a first, second and third time; and  
(WP - JDF, SSI, SGI)  
2. That Bylaw No. 4671 be adopted.  
(WP - JDF, SSI, SGI, 2/3rds on adoption)  
3. That Bylaw No. 4673, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025", be introduced and read a first, second and third time; and  
(WP - JDF, SSI, SGI)  
4. That Bylaw No. 4673 be adopted.  
(WP - JDF, SSI, SGI, 2/3rds on adoption)

**Attachments:**      [Staff Report: Bylaw Nos. 4671 and 4673](#)  
                         [Appendix A: Bylaw No. 4492 Redlined](#)  
                         [Appendix B: Bylaw No. 4671](#)  
                         [Appendix C: Bylaw No. 4673](#)  
                         [Appendix D: Stage 4 Water Conservation Notice](#)

**6.4.      [25-0389](#)      Letter from Ben Geselbracht, AVICC President; re: Feedback Requested - Reforming the Local Government Act - A Roadmap**

**Recommendation:** [At the April 2, 2025 Governance and First Nations Relations Committee, the report was provided for information and a motion to refer the item to the Electoral Areas Committee for discussion was carried:]

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

**Attachments:**      [Correspondence: Letter from AVICC \(March 20, 2025\)](#)

6.5.      [25-0375](#)      Previous Minutes of Other CRD Committees and Commissions for Information

- Recommendation:** There is no recommendation. The following minutes are for information only:
- a) Beddis Water Service Commission minutes of April 6, 2023
  - b) Beddis Water Service Commission minutes of June 5, 2023
  - c) Beddis Water Service Commission minutes of October 16, 2023
  - d) Cedar Lane Water Service Commission minutes of June 5, 2023
  - e) Cedar Lane Water Service Commission minutes of October 17, 2023
  - f) Cedars of Tuam Water Service Commission minutes of June 13, 2023
  - g) Cedars of Tuam Water Service Commission minutes of October 30, 2023
  - h) Galiano Island Parks and Recreation Commission minutes of February 6, 2025
  - i) Mayne Island Parks and Recreation Commission minutes of February 13, 2025
  - j) Otter Point Fire Protection and Emergency Response Service Commission minutes of January 10, 2024
  - k) Otter Point Fire Protection and Emergency Response Service Commission minutes of February 14, 2024
  - l) Otter Point Fire Protection and Emergency Response Service Commission minutes of March 20, 2024
  - m) Otter Point Fire Protection and Emergency Response Service Commission minutes of April 10, 2024
  - n) Otter Point Fire Protection and Emergency Response Service Commission minutes of May 15, 2024
  - o) Otter Point Fire Protection and Emergency Response Service Commission minutes of June 12, 2024
  - p) Otter Point Fire Protection and Emergency Response Service Commission minutes of July 10, 2024
  - q) Otter Point Fire Protection and Emergency Response Service Commission minutes of September 11, 2024
  - r) Otter Point Fire Protection and Emergency Response Service Commission minutes of October 9, 2024
  - s) Otter Point Fire Protection and Emergency Response Service Commission minutes of December 11, 2024
  - t) Otter Point Fire Protection and Emergency Response Service Commission minutes of January 8, 2025
  - u) Otter Point Fire Protection and Emergency Response Service Commission minutes of February 12, 2025
  - v) Pender Island Parks and Recreation Commission minutes of February 10, 2025
  - w) Port Renfrew Fire Protection and Emergency Response Commission minutes of September 12, 2024
  - x) Shirley Fire Protection and Emergency Response Commission minutes of September 30, 2024
  - y) Shirley Fire Protection and Emergency Response Commission minutes of October 28, 2024
  - z) Shirley Fire Protection and Emergency Response Commission minutes of December 30, 2024
  - aa) Willis Point Fire Protection and Recreation Facilities Commission minutes of February 25, 2025

**Attachments:**      [Minutes: Beddis Water Service Commiss-Apr 6/23](#)  
[Minutes: Beddis Water Service Commiss-Jun 5/23](#)  
[Minutes: Beddis Water Service Commiss-Oct 16/23](#)  
[Minutes: Cedar Lane Water Service Commiss-Jun5/23](#)  
[Minutes: Cedar Lane Water Service Commiss-Oct 17/23](#)  
[Minutes: Cedars of Tuam Water Service Commiss-Jun 13/23](#)  
[Minutes: Cedars of Tuam Water Service Commiss-Oct 30/23](#)  
[Minutes: Galiano Island Parks & Rec Commiss-Feb 6/25](#)  
[Minutes: Mayne Island Parks & Rec Commiss-Feb 13/25](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Jan 10/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Feb 14/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Mar 20/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Apr 10/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-May 15/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Jun 12/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Jul 10/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Sep 11/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Oct 9/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Dec 11/24](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Jan 8/25](#)  
[Minutes: Otter Pt. Fire Prot'n & Emerg Rspns Svc Commiss-Feb 12/25](#)  
[Minutes: Pender Island Parks & Rec Commiss-Feb 10/25](#)  
[Minutes: Pt. Renfrew Fire & Emerg Rspns Commiss-Sep 12/24](#)  
[Minutes: Shirley Fire Prot'n & Emerg Rspnse Commiss-Sep 30/24](#)  
[Minutes: Shirley Fire Prot'n & Emerg Rspnse Commiss-Oct 28/24](#)  
[Minutes: Shirley Fire Prot'n & Emerg Rspnse Commiss-Dec 30/24](#)  
[Minutes: Willis Pt. Fire Prot'n & Rec Facilities Commiss-Feb 25/25](#)

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

## **8. New Business**

## **9. Adjournment**

The next meeting is May 14, 2025.

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

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, March 12, 2025

10:00 AM

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

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#### PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Infrastructure & Water Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and SGI Administration; I. Lawrence, Senior Manager Jaun de Fuca Local Area Services (EP); D. Ovington, Acting Senior Manager Salt Spring Island Administration (EP); V. Somosan, Senior Manager, Financial Services; C. Anderson, Manager Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; Lia Xu, Manager, Local Services and Corporate Grants; D. Green, Senior Supervisor, Regional Source Control; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Guest: Director M. Little

The meeting was called to order at 10:00 am.

#### 1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That the agenda for the March 12, 2025 Electoral Areas Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [25-0237](#) Minutes of the February 12, 2025 Electoral Areas Committee Meeting

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That the minutes of the Electoral Areas Committee meeting of February 12, 2025 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

#### 5. Presentations/Delegations

##### 5.1. Presentations

There were no presentations.

##### 5.2. Delegations

- 5.2.1. [25-0308](#) Delegation - Warren Korol; Representing Skana Water System Committee: Re: Agenda Item 6.2.: Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025

W. Korol spoke to Item 6.2.

#### 6. Committee Business

- 6.1. [25-0063](#) 2025 Final Electoral Area Budget Review

N. Chan spoke to Item 6.1.

Discussion ensued regarding the benefit of having both an individual EA director and a joint director meeting to review budgets.

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That staff be directed to advance the 2025 to 2029 Capital Regional District  
Five-Year Financial Plan Bylaw for Board approval, inclusive of the Electoral  
Area Service Budgets as presented.  
CARRIED**

- 6.2. [25-0202](#) Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025

A. Fraser spoke to Item 6.2.

Discussion ensued regarding:

- confirmation that the method used to apply restrictions will remain in place
- the method of enforcement of restrictions
- the amendments suggested by Skana Water Service Committee

**Referral Motion:**

**MOVED by Director Brent, SECONDED by Director Holman,  
That staff review the amendments suggested by the Skana Water Service  
Committee with the thought of including them in a revised bylaw and bring it  
back to the Electoral Areas Committee meeting next month.  
CARRIED**

**6.3.     [25-0266](#)     Advocacy on Speed Limits in Electoral Areas**

K. Morley spoke to Item 6.3.

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

- 1. That the Board Chair write a letter to Minister Farnsworth advocating for greater engagement with Electoral Area Directors on matters relating to speed limits and highway signage in the CRD Electoral Areas; and,**
- 2. That staff be directed to request a meeting at UBCM between the Electoral Area Directors and Minister Farnsworth to discuss the need for more engagement on speed limits and highway signage.**

**CARRIED**

**6.4.     [25-0232](#)     Union of British Columbia Municipalities Emergency Operations Centres Equipment and Training Grant 2025 - Motion of Support**

C. Anderson spoke to Item 6.4.

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

**That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.**

**CARRIED**

**6.5.     [25-0189](#)     Previous Minutes of Other CRD Committees and Commissions for Information**

**The following minutes were received for information:**

- a) Lyall Harbour Boot Cove Water Local Service Committee minutes of June 27, 2024**
- b) Magic Lake Estates Water and Sewer Committee minutes of June 11, 2024**
- c) Magic Lake Estates Water and Sewer Committee minutes of August 20, 2024**
- d) Magic Lake Estates Water and Sewer Committee minutes of October 29, 2024**
- e) Mayne Island Parks and Recreation Commission minutes of January 9, 2025**
- f) Pender Island Parks and Recreation Commission minutes of January 13, 2025**
- g) Port Renfrew Utility Services Committee minutes of July 2, 2024**
- h) Port Renfrew Utility Services Committee minutes of November 1, 2024**
- i) Skana Water Service Committee minutes of February 16, 2024**
- j) Sticks Allison Water Local Service Committee minutes of June 25, 2024**
- k) Surfside Park Estates Water Service Committee minutes of June 27, 2024**
- l) Wilderness Mountain Water Service Commission minutes of June 24, 2024**
- m) Wilderness Mountain Water Service Commission minutes of November 1, 2024**
- n) Willis Point Fire Protection and Recreation Facilities Commission minutes of January 27, 2025**

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

**7.1.     [25-0168](#)     Motion with Notice: BC Ferries Advisory Committees (Director Holman)**

Director Holman spoke to Item 7.1.

Discussion ensued regarding

- whether BC Ferries has indicated the format of future engagement opportunities
- if there has been any direct communication between CRD staff, Electoral Area Directors and BC Ferries

**MOVED by Director Holman, SECONDED by Director Brent,**

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

**That the CRD Board urge BC Ferries to reinstate Ferry Advisory Committees or similar engagement opportunities for Salt Spring and the Southern Gulf Islands.**

**CARRIED**

**8. New Business**

There was no new business.

**9. Adjournment**

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

**That the March 12, 2025 Electoral Areas Committee meeting be adjourned at 10:37 am.**

**CARRIED**

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CHAIR

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RECORDER



## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 09, 2025

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### **SUBJECT**     2024 Community Works Fund Annual Report

### **ISSUE SUMMARY**

This report provides a summary of Community Works Fund (CWF) activity for the period of January 1, 2024 through December 31, 2024.

### **BACKGROUND**

CWF is one of three program streams under the Canada Community-Building Fund (CCBF) Program. The CCBF transfer is from the federal government and the Union of British Columbia Municipalities (UBCM) administers the CCBF program on behalf of the province through a trilateral agreement. The agreement between the Government of Canada-Province of BC-UBCM provides a 10-year commitment (2024-2034) to deliver funding to local governments for infrastructure and capacity building projects. This agreement provides the administrative framework for the program. It sets out the funding allocation, program delivery and eligible categories.

To receive funding, local governments are required to enter into an agreement with UBCM as the program administrator. Funding is distributed to local governments through UBCM on a per capita basis. In alignment with Capital Regional District (CRD) Board Direction (September 2024), CWF funds received are distributed to the three Electoral Areas (EAs): Juan de Fuca (JdF), Salt Spring Island (SSI) and Southern Gulf Islands (SGI) on a per capita basis. Once funds are distributed, staff administer the program through a continuous application process.

The CRD has been a recipient of CWF under three agreements: 2005-2014, 2014-2024 and 2024-2034. Appendix A provides a summary of activity since 2006 and remaining balances at the end of 2024. The previous agreement (2014-2024) expired on March 31, 2024, and final payment was received in 2023 under the former agreement. In September 2024 the CRD entered into the next 10-year agreement (2024-2034) with UBCM, and the first-year payment was received in 2024.

### **IMPLICATIONS**

#### *Service Delivery Implications*

CRD services in the EAs are eligible to access CWF funding. Under the new agreement, third party projects may be able to access funds in limited and restrictive circumstances. The funding is used to support the diverse needs and local priorities in each of the EAs.

In 2024, successful projects under CWF's eligible categories included recreational, drinking water, wastewater, fire halls, solid waste and community energy systems projects. Slight adjustments were made to eligible projects and expenditures under the new agreement. The new agreement also requires local governments to commit to asset management practices. Appendix B details a

list of projects that were awarded in 2024. Appendix C details projects by recipient type and project category.

### *Financial Implications*

## **2024 Activity**

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

**Table 1: Distribution of CWF Funds to EAs**

	Population (2021 Census) <sup>1</sup>	%	2024 Allocation (\$)	Population (2021 Census) <sup>1</sup>	%	2023 Allocation (\$)
<b>JdF</b>	5,531	24	325,004	5,531	24	291,531
<b>SSI</b>	11,635	50	683,680	11,635	50	613,263
<b>SGI</b>	6,101	26	358,498	6,101	26	321,575
<b>Total</b>	<b>23,267</b>	<b>100</b>	<b>1,367,182</b>	<b>23,267</b>	<b>100</b>	<b>1,226,369</b>

<sup>1</sup> These numbers are derived from the 2021 Statistics Canada census. In alignment with CRD Board direction (September 2024), these population numbers were used for CWF distribution to the EAs.

**Table 2: CWF Funding Awarded to Projects**

	2024		2023	
	# of Applications	Amount Awarded (\$)	# of Applications	Amount Awarded (\$)
<b>JdF</b>	10	820,000	1	30,000
<b>SSI</b>	11	446,400	20	1,197,330
<b>SGI</b>	4	940,000	4	189,000
<b>Total</b>	<b>25</b>	<b>2,206,900</b>	<b>25</b>	<b>1,416,330</b>

## **Remaining Funds**

Since 2006, the CRD has awarded \$17.9 million to projects. The CRD has \$3 million in funding remaining uncommitted at the end of 2024. Some CRD services have identified CWF as a potential funding source in the 2025-2029 capital plans to utilize remaining funds.

The new 10-year agreement (2024-2034) with UBCM requires the CWF transfers to the CRD be expended within five years of receipt. Any unspent funds under the former agreement (2014-2024) are also required to be spent within five years of entering the new CWF agreement. Exceptions will be considered on a case-by-case basis and identified through long-term capital and asset management plans. Unspent funds will be monitored on an ongoing basis to ensure all funding is utilized.

### **CONCLUSION**

The 2024 CWF Annual Report provides a summary of funding activity in 2024. The program is administered through a continuous application process for services in the EAs. Applications must have EA Director support and are subject to availability of funds and program eligibility, which is coordinated through a rigorous pre-screening and application process. The previous agreement expired on March 31, 2024, and the CRD entered into a new 10-year agreement in September 2024.

### **RECOMMENDATION**

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

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

### **ATTACHMENTS**

Appendix A: Community Works Fund Funding Summary  
Appendix B: 2024 Community Works Fund Grants Awarded  
Appendix C: 2024 Community Works Fund Detailed Breakdown by Electoral Area

## Community Works Fund Funding Summary

**April 1, 2006 – December 31, 2024**

<b>CWF Overview</b>	<b>Juan de Fuca (\$)</b>	<b>Salt Spring Island (\$)</b>	<b>Southern Gulf Islands (\$)</b>	<b>Total EAs (\$)</b>
CWF Allocation by Electoral Area	4,584,887	10,025,948	4,798,555	19,409,391
LESS: Funding Assigned to Projects	(4,226,055)	(8,670,071)	(5,023,117)	(17,919,243)
PLUS: Project Surpluses	95,004	154,642	131,273	380,918
PLUS: Interest Earnings	345,829	656,015	153,601	1,155,445
<b>CWF Balance Remaining</b>	<b>799,664</b>	<b>2,166,534</b>	<b>60,312</b>	<b>3,026,510</b>

## 2024 Community Works Fund Grants Awarded

Total Amount Awarded to Projects: \$2,206,900

Total Number of Projects: 25

### JUAN DE FUCA (\$820,500)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	Port Renfrew Refuse Disposal	Port Renfrew Transfer Station Entrance Culvert	Solid Waste	30,000
2	Juan de Fuca Parks and Recreation	Kemp Lake Fishing Dock Purchase & Installation Uplift	Recreation and Sport Infrastructure	16,000
3	Wilderness Mountain Water Service	Wooden Intake Platform Replacement	Drinking Water	95,000
4	Port Renfrew Water & Sewer Services	Port Renfrew Sewer and Water Master Plan Study	Capacity Building	87,500
5	Juan de Fuca Parks and Recreation	Condition Assessment and Repairs to the Port Renfrew Community Hall	Capacity Building	75,000
6	JdF Community Planning	Port Renfrew Official Community Plan Update	Capacity Building	150,000
7	Juan de Fuca Parks and Recreation	Active Transportation Network Plan	Capacity Building	30,000
8	Juan de Fuca Parks and Recreation	Fishboat Bay Viewing Platform and Staircase	Recreation and Sport Infrastructure	150,000
CRD Service Total				633,500

No.	Third Party	Project	Eligible Category	Amount Awarded (\$)
1	Sheringham Point Lighthouse Preservation Society	Sheringham Point Lighthouse Visitor Management Upgrades	Recreation and Sport Infrastructure	37,000
2	Shirley Community Association	Shirley Community Upgrades & Building Improvements	Recreation and Sport Infrastructure	150,000
Third Party Total				187,000
Total				820,500

### SALT SPRING ISLAND (\$446,400)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	SSI Pool & Park Land Combined Service	Electric Vehicle Charger Installation Project	Community Energy Systems	10,000
2	SSI Pool & Park Land Combined Service	Rainbow Recreation Centre Water Piping Replacement Project	Recreation and Sport Infrastructure	35,000
3	SSI Pool & Park Land Combined Service	Storage Building Project	Recreation and Sport Infrastructure	102,500
4	SSI Pool & Park Land Combined Service	DDC Replacement	Community Energy Systems	16,900
5	Ganges Sewer Utility	Backup Power Generator	Wastewater and Stormwater	77,000
6	SSI Pool & Park Land Combined Service	Brinkworthy Pathway Project	Local Roads, Bridges, and Active Transportation	20,000
7	Beddis Water Service	Beddis Water Treatment Plant Intake	Drinking Water	40,000
8	SSI Pool & Park Land Combined Service	Pool Electric Upgrades (2024 Uplift)	Recreation and Sport Infrastructure	50,000
9	Cedars of Tuam Water Service	Well Testing	Drinking Water	50,000
10	SSI Pool & Park Land Combined Service	Rainbow Recreation Centre Safety Upgrades	Recreation and Sport Infrastructure	25,000
11	SSI Pool & Park Land Combined Service	SIMS LED Exterior Lighting Project	Community Energy Systems	20,000
CRD Service Total				446,400

### SOUTHERN GULF ISLANDS (\$940,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	Pender Island Parks and Recreation Service	Schooner Way School Trail	Recreation and Sport Infrastructure	200,000
2	Land Banking & Housing Service	Thuthiqt Hulelum - Septic System	Wastewater and Stormwater	200,000
3	Land Banking & Housing Service	Thuthiqt Hulelum - Water Well	Drinking Water	500,000
4	SGL Harbour Service	Montague Road Parking Improvements	Recreation and Sport Infrastructure	40,000
Total				940,000

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

\*\*These projects reflect commitment of projects that have been awarded and do not reflect CWF disbursement.

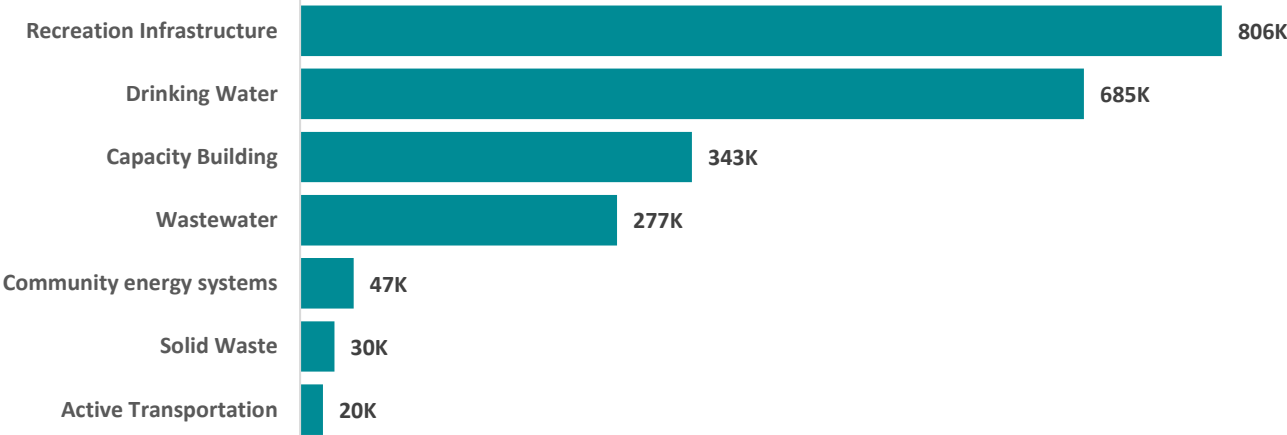
2024 Community Works Fund Detailed Breakdown by Electoral Area

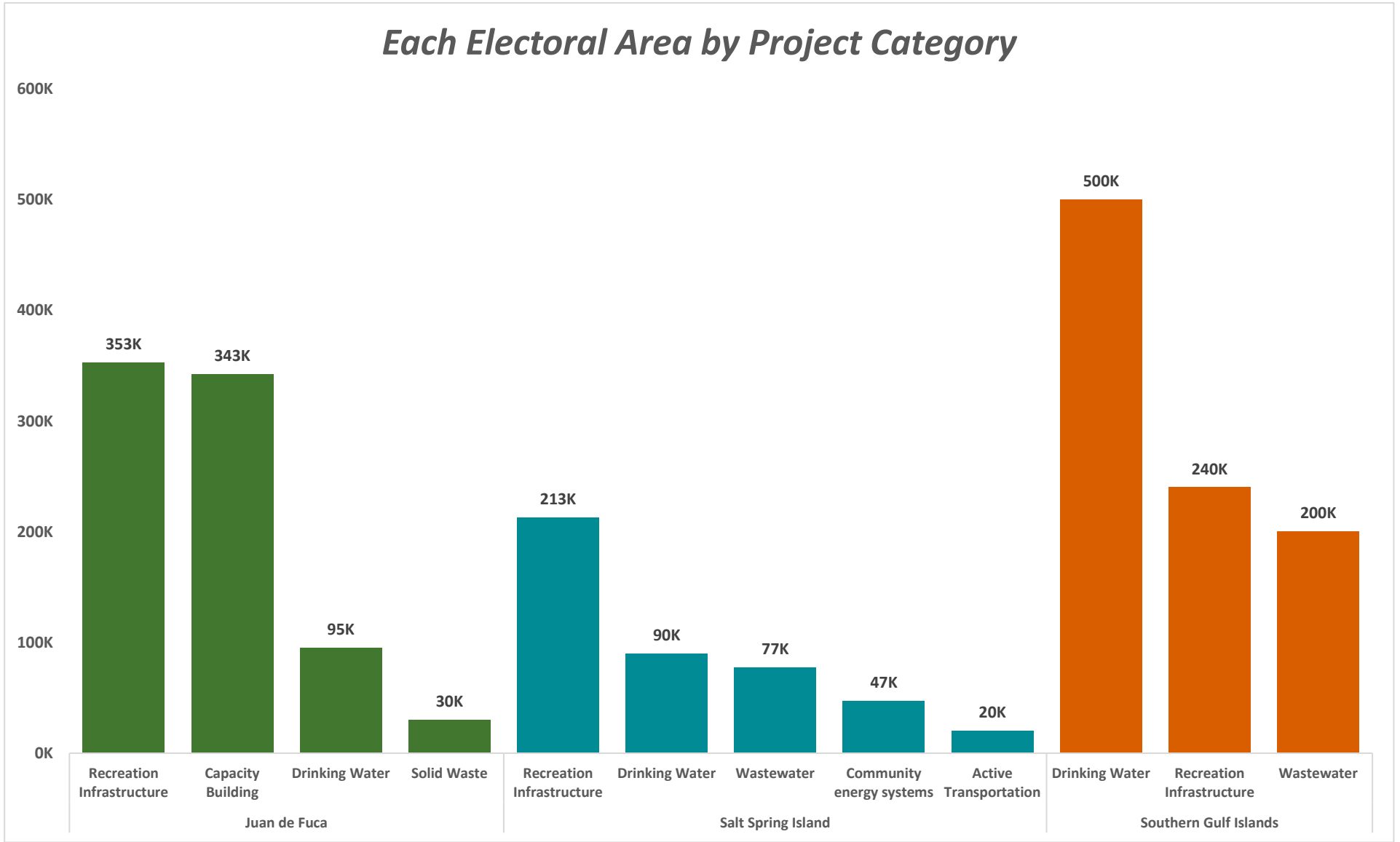
Project Categories under Community Works Fund (CWF)

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

Eligible Project Categories
Local roads, bridges, and active transportation
Short-sea shipping
Short-line rail
Regional and local airports
Broadband connectivity
Public transit
Drinking water
Wastewater and stormwater
Solid waste
Community energy systems
Brownfield redevelopment
Recreation and sport infrastructure
Cultural infrastructure
Tourism infrastructure
Capacity building
Fire Halls and Fire Trucks
Resilience

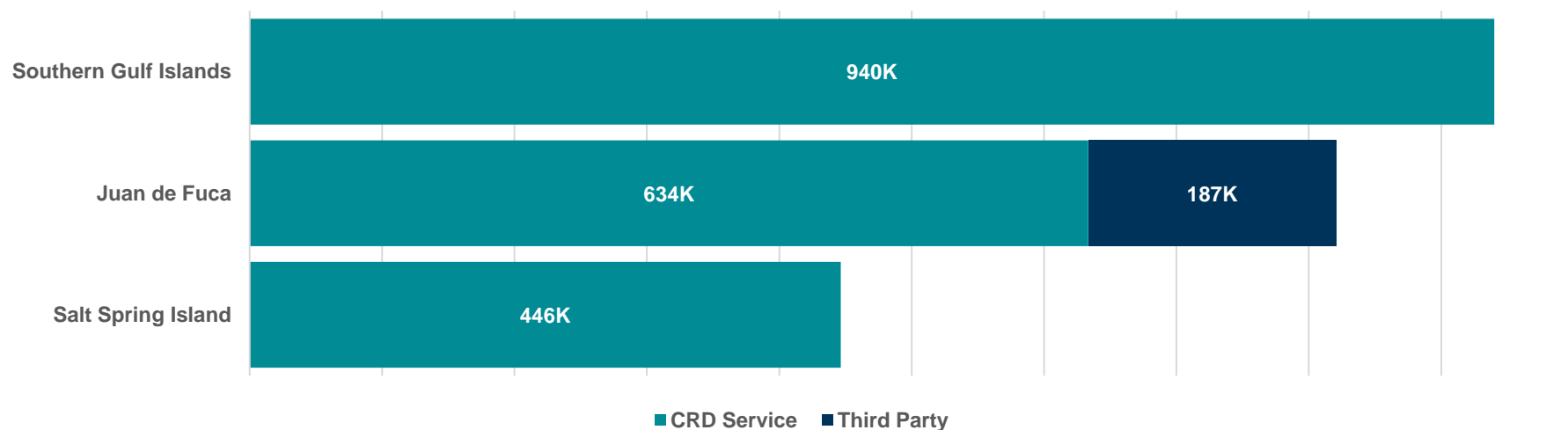
All Electoral Areas combined by Project Category  
(JDF, SSI, SGI)





### ***Electoral Area by Recipient Type***

The following graph provides a summary of grants provided to CRD Services and Third Parties in each EA (and collectively) for 2024.





**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, APRIL 09, 2025**

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**SUBJECT**     **2024 Electoral Areas Grants-In-Aid Annual Report**

**ISSUE SUMMARY**

This report provides a summary of Electoral Area (EA) Grants-In-Aid (GIA) activity for the period of January 1, 2024 through December 31, 2024.

**BACKGROUND**

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

GIA applications are accepted on a rolling basis and are reviewed throughout the year. In JdF and SGI, projects are approved year-round. In SSI, projects are approved during two annual intake periods. EA Directors and the SSI Local Community Commission (LCC) support projects that are selected based upon demonstrated benefit to the community respectively, and in alignment with GIA guidelines and grant program criteria. In principle, GIA fund special projects and activities beyond the scope of existing CRD services. Organizations that receive annual requisition funding through CRD established services are excluded from the GIA program. Appendix A details GIA projects awarded in 2024.

**IMPLICATIONS**

*Service Delivery Implications*

The one-time funding through GIA provides much needed relief to organizations that provide key services to the community beyond the scope of CRD services. In 2024, many of these projects included special events, capacity building and small capital projects related to health, housing and community safety and engagement.

*Financial Implications*

Table 1 provides a summary of 2024 GIA awarded within each EA.

Table 1: GIA Awarded for 2024

	2024			2023		
	Budget (\$)	# of Applications	Amount Awarded (\$)	Budget (\$)	# of Applications	Amount Awarded (\$)
JdF	27,822	2	10,000	31,144	2	3,192
SSI	53,986	18	53,986	43,484	12	39,000
SGI	105,081	20	99,895	100,000	22	100,762
<b>Total</b>	<b>186,889</b>	<b>40</b>	<b>163,881</b>	<b>174,628</b>	<b>36</b>	<b>142,954</b>

Remaining funds at the end of 2024 are carried over to 2025 GIA budgets for each EA.

### **CONCLUSION**

JdF and SGI Grants-in-Aid are awarded throughout the year under the authority of SLP. Applications with EA Director support are reviewed on a continuous basis and are assessed against eligibility criteria. SSI Grants-in-Aid are awarded during spring and fall intake periods, with exceptions being considered on a situational basis. Applications must be supported by the SSI LCC. Organizations who deliver projects in the EA can access the funding for special projects, including events and small capital requests. Remaining funds at the end of 2024 are carried over to 2025 GIA budgets for each EA.

### **RECOMMENDATION**

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

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

### **ATTACHMENT**

Appendix A: 2024 Electoral Areas Grants-In-Aid Awarded

## 2024 Electoral Areas Grants-In-Aid Awarded

Total Amount Awarded to Projects: \$163,881

Total Number of Projects: 40

### JUAN DE FUCA (\$10,000)

No.	Applicant	Project	Amount Awarded (\$)
1	Sooke Region Food CHI Society	East Sooke Community Garden	5,000
2	Otter Point Community Association	Community Hall Building Plans	5,000
		<b>Total</b>	<b>10,000</b>

### SALT SPRING ISLAND (\$53,986)

No.	Applicant	Project	Amount Awarded (\$)
1	Salt Spring Literacy	Change door to glass panel and purchase space heaters	998
2	Bandemonium Music Society	Workshop and year-end concert	2,150
3	The Circle Salt Spring Education Society	Training Google Workspace	2,000
4	Wagon Wheel Housing Society	Equipment - Washer and Dryer	2,500
5	Copper Kettle Community Partnership	Country Grocer Gift Cards	5,000
6	Gulf Islands Community Radio Society	Emergency Response Obligations	2,770
7	Transition Salt Spring Society	Two days public collection for chipping and invasive plants	2,500
8	Transition Salt Spring Society	Organize a pilot roadside pickup and chipping of woody debris	2,500
9	Salt Spring Island Farmland Trust Society	SSI Indigenous Peoples Weekend event June 21-23	4,000
10	Salish Sea Inter-Island Transportation Society	Support for the Tours des Isles	4,000
11	Salt Spring Community Health Society	Mental Wellness initiative	5,000
12	Salt Spring Island Chamber of Commerce	Convergence Festival	3,500
13	Salt Spring Abattoir	Refurbishment of the Ecoflow Septic System	5,000
14	FarmFolk CityFolk Society	Support a Fall Seed Cleaning to Salt Spring Island	1,000
15	Salt Spring Elementary Parent Advisory Committee	Replace the Existing Aged, Inaccessible Playground with New Playground Equipment	3,300
16	Salt Spring Baroque Music Society	Capital Equipment Upgrade Required to Grow the Organization	2,400
17	Salt Spring Health Advancement Network (SSHAN)	Facilitated Community Process to Address the Needs of the Insecurely and Unhoused	3,300
18	The Chuan Community Arts Society	Hearth Community Drop-In Space	2,068
		<b>Total</b>	<b>53,986</b>

### SOUTHERN GULF ISLANDS (\$99,895)

No.	Applicant	Project	Amount Awarded (\$)
1	Gulf Island Food Co-op	Program Expansion	11,450
2	Saturna Island Marine Research and Education Society	Technical Workshop	5,000
3	Pender Island Museum	Once Upon a Yuletide Special Event 2023	1,810
4	Saturna Recreation Centre Society	Saturna Kids Gymnastics & Sports Equipment	4,050
5	Salish Sea Marine Rescue Society	Headset Purchase	4,400
6	Pender Island Chamber of Commerce	Member and Visitor Experience Improvements	6,335
7	Mayne Island Housing Society	Salish Grove Subdivision Survey	7,000
8	Mayne Island Early Childhood Society	Retreat to Nature Seminar	3,000
9	Gulf Islands Galisle Affordable Rental Housing Society	Housing Reports	5,000
10	Ptarmigan Arts Society	Lantern Ceremony	5,000
11	Mayne Island Conservancy	Youth Education Nature Program	3,000
12	South Pender Historical Society	Site Safety Project	1,350
13	Pender Island Recreation and Agricultural Hall	Seniors Centre Activity Program	3,000
14	Southern Gulf Islands Community Resource Centre Society	Housing NOW	6,000
15	Pender Island Conservancy Association	Education Materials	2,500
16	Galiano Activity Centre Society	Storage Shed	4,000
17	Salish Sea Inter Island Transportation Society	Tour des Iles Festival	5,000
18	Southern Gulf Islands Community Resource Centre Society	Crisp Festival	2,000
19	Campbell Bay Music Festival Society	Viewing Platform	5,000
20	Southern Gulf Islands Neighbourhood House Society	Childcare Facility	15,000
		<b>Total</b>	<b>99,895</b>

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, APRIL 9, 2025**

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**SUBJECT**     **Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025**

**ISSUE SUMMARY**

Amendments to Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023” and Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw, 1990” are required to support the introduction of an additional water use restriction stage in Local Service Areas (LSA).

**BACKGROUND**

Over the past several years, seasonal droughts have increasingly stressed source water supplies, making water conservation measures for local services on Salt Spring Island, the Southern Gulf Islands, and the Juan de Fuca Electoral Areas more critical. Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023” (Appendix A for the unofficial redlined consolidation version) was adopted in 2023 and regulates the use of drinking water in LSA for the protection of local water system supplies to mitigate the risk of low water storage levels.

Currently Stage 3 is the most restrictive stage in Bylaw No. 4492. In 2023, Stage 3 was activated for three systems (Cedars of Tuam, Skana and Surfside Park). In 2024, Stage 3 was activated for two systems (Cedars of Tuam and Skana). Given the frequency of activations and the goal to avoid operational implications, including the trucking of emergency water supplies, there is a need for a more restrictive stage in times of severe water shortages where water supplies may be at risk of not having enough water available.

Bylaw No. 4671, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025” (Appendix B) amends the Electoral Areas Water Conservation Bylaw to add a fourth water conservation stage, broadens the scope of vegetable watering to allow “food production” in Stages 1, 2 and 3 and adds or amends sections and definitions, as needed. The goal of Stage 4 is to restrict outdoor and residential indoor water use as much as possible at times of severe water shortage. Commercial indoor water use is not regulated in this amendment.

To support the new Stage 4 restrictions, the Ticket Information Authorization Bylaw requires amendment via Bylaw No. 4673, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025” (Appendix C) to insert two new Stage 4 offenses and fines.

These bylaws were originally received at the March 12, 2025 Electoral Areas Committee meeting and were referred to staff for revision. Bylaw No. 4671 and the unofficial redlined consolidated version of Bylaw No. 4492 have been updated for this staff report. Changes include: Stage 4 was updated to remove “food production” as an allowed use of water, clarification of the sanitary use

of water as “non-discretionary”, the time for Stage 4 to take effect was changed to be immediate when Notice is given and the Notice for stages now includes an option for a Public Alert Notification System (PANS) message. No changes were required to Bylaw No. 4673.

## **ALTERNATIVES**

### *Alternative 1*

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

1. That Bylaw No. 4671, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4671 be adopted.
3. That Bylaw No. 4673, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4673 be adopted.

### *Alternative 2*

That Bylaw No. 4671 and Bylaw No. 4673 be referred to staff for revision.

## **IMPLICATIONS**

### *Regulatory Implications*

Water use restrictions in any stage do not apply to nurseries, farms, turf farms or tree farms. A summary of Stage 4 restrictions is as follows:

- all outdoor water use is restricted,
- residential indoor water use is restricted to drinking, food preparation purposes and for non-discretionary sanitation purposes; and
- other uses may be granted with written approval from the General Manager of the Capital Regional District Infrastructure & Water Services Department.

### *Financial Implications*

The costs of promoting and enforcing Stage 4 water use restrictions will be borne by the specific service in which the action is taken as an operational expenditure.

### *Service Delivery Implications*

Due to the severity of water levels that will activate Stage 4, staff will notify water users in the affected LSA by media and hand-delivery of a letter (sample attached as Appendix D) describing the situation, applicable regulations and additional best practices for water users to follow.

Additionally, outreach material and the Capital Regional District website will be updated as needed and there are plans to have signage installed this year prior to the activation of water use restrictions at key locations in the LSA to inform residents of the current water stage, including Stage 4 if this bylaw amendment is adopted by the Capital Regional District Board. The CRD will also issue a Public Alert Notification System (PANS) notification to the community.

## **CONCLUSION**

There is a need for a more restrictive stage to promote water conservation in times of severe water shortages where water supplies may be at risk of not having enough water available. Currently, Stage 3 of the Capital Regional District Electoral Areas Water Conservation Bylaw No. 4492 is the most restrictive stage in the bylaw and has been activated five times over the last two years. Staff have prepared an amendment to this bylaw to add Stage 4 with increased water use restrictions to protect water supplies in Local Service Areas. Activation of Stage 4 will be supported by communications, including local signage, website pages, social media, public alerts and hand-delivery of letters to impacted properties.

## **RECOMMENDATION**

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

1. That Bylaw No. 4671, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4671 be adopted.
3. That Bylaw No. 4673, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4673 be adopted.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure & Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

## **ATTACHMENTS**

Appendix A: Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023”, unofficial redlined consolidation

Appendix B: Bylaw No. 4671, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025”

Appendix C: Bylaw No. 4673, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025”

Appendix D: Stage 4 Water Conservation Notice



**BYLAW NO. 4492**

**CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER  
CONSERVATION BYLAW NO. 1, 2023**

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

ORIGINALLY ADOPTED MAY 10, 2023  
(Consolidated with Amending Bylaws 4671)

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

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**CAPITAL REGIONAL DISTRICT  
Bylaw No. 4492**

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**ELECTORAL AREAS WATER CONSERVATION BYLAW**

\*\*\*\*\*

**WHEREAS** under Section 335 of the *Local Government Act*, a regional district may regulate in relation to a service;

**AND WHEREAS** the Capital Regional District (“CRD”) has established or continued Water Supply local services providing drinking water in the Southern Gulf Islands, Salt Spring Island, and Juan de Fuca Electoral Areas;

**AND WHEREAS** the CRD desires to enact regulations to protect local Water System supplies to mitigate the risk of low water storage levels within these Water Systems;

**AND WHEREAS** this bylaw does not apply to water not provided under a Water System operated by the CRD on behalf of service participants, such as water from private water systems, irrigation wells, or water provided by other public authorities;

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

**1. Definitions**

In this bylaw, the following terms, whether capitalized or not, have the following meanings:

“Automatic shut-off nozzle” means a nozzle, attached to a water hose, that shuts off the supply of water automatically unless the application of hand pressure allows the supply of water.

“Board” means the Board of the Capital Regional District.

“Boat” means a vessel propelled on water by an engine, oars or sails.

“Boulevard” means that portion of any highway other than the paved, improved or main travelled roadway, driveway or sidewalk and includes any landscaped median.

“Bylaw Enforcement Officer” means a person appointed or contracted by the Board or the Council of a Municipality to enforce this bylaw.

“CRD” means the Capital Regional District.

“Excess Water Use” means to apply or use more Water than is required to provide a service, produce a product or complete a task, and without limitation includes the application of Water to a hardscape, such as a sidewalk, driveway or parking lot, or to exterior windows or exterior building surfaces, through a hose or power-washer to the point that Water runs-off or spreads



to surrounding areas.

“Exempted Person” means an Owner or Occupier of property identified in Schedule “A” as exempt or excused from one or more of the regulations under this bylaw.

“Farm” refers to a parcel of land classified as farmland for assessment and taxation purposes.

“Fill” means to completely fill or partially fill with Water an empty or substantially empty hot tub, swimming pool, fountain, wading pool, or similar structure, but for certainty does not include topping up with or adding Water in the normal course of operation, where the hot tub, swimming pool, fountain, wading pool, or similar structure is filled with Water and is in operation at the time Water Use Restrictions come into effect.

~~“General Manager” means the General Manager of the Capital Regional District Integrated Water Services Department.~~

“General Manager” means the General Manager of the Capital Regional District Infrastructure & Water Services Department.

(Bylaw 4671)

“Irrigation System” means an irrigation system that consists of controllers, wiring, and accessories such as climate and soil sensors, piping, and emission devices such as sprinklers, rotors or micro-irrigation components that artificially supplies water to a landscaped area, lawn or garden.

“Lawn” or “Turf” means a cultivated area that surrounds or is adjacent to an institutional, commercial or residential building, and that is covered by grass, turf or other plants used as ground cover, such as but not limited to clover, and that is used for decorative, ornamental or recreational purposes.

“Micro-irrigation or Drip-irrigation System” means a system using irrigation components which consume less than 20 gallons per hour and operate at less than 25 Pounds per square inch to deliver Water to the root zone of the plant material being irrigated, and includes spray emitter systems (Micro-Sprays), point source emitters and linear tape systems as defined in the BC Trickle Irrigation Manual prepared and published by the Irrigation Industry Association of British Columbia (1999), but does not include weeper hoses or soaker hoses.

“Motion-Activated Sprinkler Device” means a water sprinkling device that automatically operates through detection of motion or similar event and is used to deter wildlife and other animals.

“New Lawn” or “New Turf” means a lawn that is newly established either by seeding or the laying of new sod or turf on a property.

“Newspaper” has the same meaning as in the *Community Charter*.

“Non-discretionary Sanitation Purposes” means the use of Water for protection of health including, but not limited to, washing, cleaning, maintaining sanitary conditions and disposal of liquid waste.

(Bylaw 4671)

“Notice” means a Notice given under Section 5 of this bylaw.

“Nursery” means a commercial business in which flowers, plants, trees or shrubs are grown or displayed for sale.

“Occupier” has the same meaning as in the *Community Charter*.

“Once-Through Cooling” means to use Water to provide a cooling effect through the transfer of heat to Water that circulates only once through equipment, and is then discharged, whether to a sewer, stream, other water body, to the ground, or otherwise.

“Over-Water” means to apply Water in a manner that saturates the lawn, Boulevard or landscaped area being watered to the point of saturation and results in Water spreading or running-off to other areas including, but not limited to, municipal storm drains.

“Owner” has the same meaning as in the *Community Charter*.

“Public Authority” has the same meaning as in the *Community Charter*.

“Public, Institutional or Community Playing Field” means grass, sod or turf covered grounds that are owned, maintained or operated by a public authority, or by a private institution such as a private school, and are designed to be played upon, or that are used for sporting or other community events and activities, but for certainty does not include a lawn or turf on private residential property.

“Public Spray Park” means a facility that is open to the public and that is equipped with water sprays, water jets, sprinklers and similar devices that spray water for recreation and enjoyment of the users.

“Residential Property” means a property which is used primarily for the purpose of residence by persons on a permanent, temporary or seasonal basis.

“Soaker Hose” or “Weeper Hose” means a garden hose or a pipe with small holes that allow water to seep into the ground, to the roots of plants, discharging water through the entire length of its porous surface.

“Sprinkler” means an Irrigation System, a sprinkler system, or a hose connected, water emitting device such as sprinklers, rotors, or sprayer components, that artificially supply water to a landscaped area, lawn or garden, but excludes a Micro-irrigation or Drip-irrigation System.

“Stage” refers to the Stages 1, 2, 3 and 4 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.

(Bylaw 4671)

~~“Stage” refers to the Stages 1, 2 and 3 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.~~

“Surface Coating” means one or more coatings such as paint, preservative, or stucco applied to exterior building surfaces.

“Tree Farm” means a commercial operation or business such as a tree plantation, tree nursery, or Christmas tree farm that grows trees for sale, and includes a privately owned forest that is managed for timber production.

“Turf Farm” means a commercial operation or business that grows and sells sod or turf.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway or other roadway.

“Water”, when used as a noun, means drinking water supplied by the CRD from a Water System Supply directly or indirectly to an Owner or Occupier, and when used as a verb means the act of using or applying such Water.

“Water System” or “Water Systems” means the following local services, individually or collectively as applicable, as set out in the below table:

<b>Water System Name</b>	<b>Establishing Bylaw</b>
Beddis Water System	Bylaw No. 3188, “Beddis Water Service Establishment Bylaw No. 1, 2004”
Cedar Lane Water System	Bylaw No. 3424, “Cedar Lane Water Service Establishment Bylaw No. 1, 2007”
Cedars of Tuam Water System	Bylaw No. 3021, “Salt Spring Island Cedars of Tuam Water System Service Establishment Bylaw No. 1, 2002”
Fulford Water System	Bylaw No. 3202, “Fulford Water Service Establishment Bylaw No. 1, 2004”
Highland/Fernwood Water System	Bylaw No. 3753, “Highland and Fernwood Water Service Establishment Bylaw No. 1, 2010”
Lyll Harbour/Boot Cove Water System	Bylaw No. 2920, “Lyll Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001”
Magic Lake Estates Water System	Bylaw No. 1874, “Outer Gulf Islands Magic Lake Estates Water System Local Service Establishment Bylaw, 1990”
Skana Water System	Bylaw No. 3089, “Skana Water Service Establishment Bylaw No. 1, 2003”
Sticks Allison Water System	Bylaw No. 2556, “Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997”
Surfside Park Water System	Bylaw No. 3087, “Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003”
Port Renfrew Water System	Bylaw No. 1747, “Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989”
Wilderness Mountain Water System	Bylaw No. 3503, “Wilderness Mountain Water Service Establishment Bylaw No. 1, 2008”

“Water System Area” means the area serviced by a Water System, as may be amended by the CRD from time to time.

“Water System Supply” means the CRD drinking water supplies for the Water Systems operated and administered by the CRD under the authority referred to in the Recitals to this bylaw.

"Water Use Restrictions" means the restrictions prescribed in Schedule "A" of this bylaw.

"Wading Pool" means a shallow, artificial pool 600 mm or less in depth, of portable or permanent construction for children to play or wade in.

## **2. Application**

The restrictions and regulations in this bylaw are applicable in each Water System's service area.

## **3. Inspection**

A Bylaw Enforcement Officer has the authority to enter at all reasonable times on any property which is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

## **4. Water Use Restriction Stages**

- (1) The Stage 1 Water Use Restrictions prescribed in Schedule "A" are in effect each year from May 1 to September 30 inclusive, except as provided under subsection (2).
- (2) When necessary for the conservation of Water or the preservation of the Water Supply the General Manager may:
  - (a) amend the effective period of time for Stage 1 for any or all Water Systems, or
  - (b) terminate or bring into effect a Stage more restrictive than Stage 1 at any time of the year for any period of time for any or all Water Systems.
- ~~(3) The Stage determined under subsection (2) and the Water Use Restrictions prescribed under Schedule "A" for that Stage take effect 48 hours after the Notice for that Stage under section 5(1) and remain in effect until that Stage is terminated.~~
- (3) The Stage determined under subsection (2) and the Water Use Restrictions prescribed under Schedule "A" for that Stage take effect 48 hours after the Notice under Section 5 for Stages 1, 2 and 3 is given or immediately when Notice under Section 5 for Stage 4 is given, and remain in effect until that Stage is terminated.
- (4) A Stage will remain in effect until it is terminated under this bylaw, or until the commencement of another Stage.

## **5. Notice**

The General Manager must make a public announcement of the activation or termination of any water use restriction stage, other than the automatic activation and termination of the Stage 1 water use restriction on May 1 and September 30 of each calendar year, and may do so by one or more of the following means:

- (a) radio or television broadcast;
- (b) posting on the CRD website and social media;
- ~~(b)(c)~~ issuing a Public Alert Notification System (PANS) message;
- ~~(c)(d)~~ posting or delivery of notices; or

~~(d)~~(e) publication in a local newspaper.

## **6. Determining Water Use Restriction Stages**

In making a determination under Section 4(2), the General Manager may consider the following factors:

- (1) time of year and typical seasonal water demand trends;
- (2) precipitation and temperature conditions and forecasts;
- (3) current and forecasted storage levels and storage volumes of CRD Reservoirs or Water Systems and draw down rates;
- (4) stream flows and inflows into CRD Reservoirs and Water Systems;
- (5) water usage, recent consumption and trends, and customer compliance with restrictions on Water use under this bylaw;
- (6) Water System performance;
- (7) the effects of climate change; and
- (8) any other factor the General Manager considers to be relevant for making a determination under Section 4(2).

## **7. Water Use Restrictions**

- (1) The Water Use Restrictions for each Stage are prescribed for each Water System in Schedule "A" to this bylaw and must be followed during the period that the applicable Stage is in effect under this bylaw.
- (2) For greater clarity, when a Stage is in effect under this bylaw, no person shall perform any of the outdoor watering activities described in Schedule "A" to this bylaw except at the days and times, and in the manner permitted, during that Stage as set out in Schedule "A".
- (3) No person shall waste Water by using more Water from a Water System than is required to provide a service, produce a product or complete a task, including but not limited to:
  - (a) allowing a tap or hose to run Water unnecessarily,
  - (b) the Over-Watering of plants or lawns,
  - (c) power-washing, using water from a hose, or otherwise applying or using Water in a manner that constitutes Excess Water Use, or
  - (d) using a Motion-Activated Sprinkler Device or Sprinkler in such a manner that water spray patterns are not confined to the property on which the device is located, and are allowed to spray onto adjoining public or private property.
- (4) No person, being an Owner or Occupier of property in a Water System Area, shall use Water or cause Water from a Water System to be used contrary to the provisions of this bylaw in effect at the time of use.

## 8. Exemptions to Water Use Restrictions

- (1) Nurseries, Farms, Turf Farms and Tree Farms are exempted from all Stage restrictions.
- (2) Exempted Persons are exempted from Section 7 to the extent permitted by Schedule "A".

## 9. Schedules

- (1) Schedule "A" of this bylaw forms part of and is enforceable in the same manner as the bylaw.

## 10. Offences and Penalties

- (1) A person who contravenes this bylaw commits an offence and is liable to a fine not less than \$100 and not exceeding \$10,000.
- (2) Where an offence is committed or continues for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not less than \$100 and not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.
- (3) Nothing in this bylaw shall limit the District from pursuing any other remedy that would otherwise be available to the District at law.
- (4) A Bylaw Enforcement Officer may, if they have reason to believe an offence has been committed against this bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be 16 years of age or older, a ticket information pursuant to Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", as may be amended or repealed and replaced from time to time, indicating a penalty equal to the amount stipulated for such an offence.

## 11. Bylaw Citation

This Bylaw may be cited as "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023".

READ A FIRST TIME THIS	10 <sup>th</sup>	day of	May, 2023
READ A SECOND TIME THIS	10 <sup>th</sup>	day of	May, 2023
READ A THIRD TIME THIS	10 <sup>th</sup>	day of	May, 2023
ADOPTED THIS	10 <sup>th</sup>	day of	May, 2023

\_\_\_\_\_  
CHAIR

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

**SCHEDULE "A"**  
to Bylaw No. 4492

**~~OUTDOOR~~ WATER USE RESTRICTION STAGES**

**APPLICATION**

This schedule does not apply to Nurseries, Farms, Turf Farms and Tree Farms.

**1. STAGE 1 Water Restrictions**

(1) During Stage 1,

- (a) no person shall, by any method, water a lawn growing on a property, including but not limited to a property that is used for residential, commercial, or institutional purposes, on more than one day per week between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.
- (b) no person shall
  - (i) water trees, shrubs, flowers and ~~vegetables for food production~~ on any day with a Sprinkler other than during the prescribed hours for Stage 1 lawn watering or on any day at any time if watering is done other than by hand-held container, hand held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation systems;
  - (ii) water newly planted trees, shrubs, flowers and ~~for food production~~vegetables by any method referred to in Section 1(1)(b)(i) of this Schedule other than during installation and the following 24 hours;
  - (iii) outside the prescribed Stage 1 lawn Watering hours, water new sod or newly seeded lawns, other than on new sod installation and during the first 21 days after installation, or for newly seeded lawns, water until growth is established or for 49 days after installation, whichever is less;
  - (iv) water public, institutional or community playing fields other than between the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. on any day, unless failure to water will result in a permanent loss of plant material;
  - (v) wash a Vehicle with Water other than by using a hand held container or a hand held hose equipped with an automatic shut-off nozzle or at car dealerships or commercial car washes; and
  - (vi) use Water to wash sidewalks, driveways, parking lots, exterior windows or exterior building surfaces, by means of other than a power washer or hand-held hose equipped with a shut-off valve or in a manner that results in Excess Water Use.



- (c) a person must not allow a Public Spray Park
  - (i) to emit Water continuously;
  - (ii) to be operated other than by either:
    - 1) a motion sensor timer, or
    - 2) manually by the user provided the device that is activated manually by the user is equipped with a timer or automatic shut-off that prevents continuous emission of Water.

(2) As exceptions to the Stage 1 restrictions,

- (a) Owners or Occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, and whose property is not equipped with an automatic in-ground Irrigation System, with the written approval of the General Manager given under this bylaw, shall not water their lawn or turf on more than two days of the week for a maximum of 9 hours per day;
- (b) no Public Authority shall:
  - (i) water public, institutional or community playing fields, lawns and Boulevards other than during the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. on more than one day per week; and
  - (ii) water trees, shrubs, flowers and ~~vegetable gardens~~for food production other than at the times and in the manner prescribed under Section 1(1)(b)(i) of this Schedule.
- (c) owners or operators of golf courses shall not water
  - (i) fairways on any day, other than during the Stage 1 lawn prescribed times;
  - (ii) trees, shrubs, flowers and for food production~~vegetables grown~~ on golf courses other than in accordance with Section 1(1)(b)(i), of this Schedule; and
  - (iii) golf greens and tees on any day unless failure to water will result in permanent loss of plant material.

## 2. STAGE 2 Water Restrictions

(1) During Stage 2,

- (a) no person shall, by any method, water a lawn growing on a property including but not limited to property that is used for residential, commercial or institutional purposes, on more than one day per two-week period between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.

- (b) no person shall
  - (i) use Water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying surface coating, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations;
  - (ii) utilize a Motion-Activated Sprinkler Device to deter animals or wildlife;
  - (iii) water a lawn on property used as a cemetery;
- (c) a person must not allow a Public Spray Park
  - (i) to emit Water continuously;
  - (ii) to be operated other than by either:
    - 1) a motion sensor timer, or
    - 2) manually by the user provided the device activated manually by the user is equipped with a timer or automatic shut off that prevents continuous emission of Water;
- (d) a person must not
  - (i) fill an ornamental fountain with Water, or
  - (ii) operate an ornamental fountain that uses Water, other than an ornamental fountain that re-circulates continuously and is not replenished or re-Filled with Water from the a Water System Supply; and
- (e) no person shall
  - (i) water trees, shrubs, flowers and ~~for food production~~vegetables on more than one day per week with a Sprinkler other than during the prescribed morning hours (4:00 a.m. to 10:00 a.m.) for Stage 2 lawn watering or on any day at any time if watering is done other than by hand-held container, hand-held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation system;
  - (ii) water newly planted trees, shrubs, flowers and ~~for food production~~vegetables during installation and for the following 24 hours other than by any method referred to in Section 2(1)(e)(i) of this Schedule;
  - (iii) water public, institutional or community playing fields other than between the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m., on more than one day per week unless failure to water will result in a permanent loss of plant material;
  - (iv) wash a Vehicle or Boat with Water other than commercial car washes using less than 57 litres of Water per Vehicle wash or using 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash; or
  - (v) leave water service turned on, at the residential point of connection to the residence, home, or dwelling, when property is uninhabited for more than 30 consecutive days.

- (2) As exceptions to Stage 2 restrictions,
- (a) Owners or Occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, and whose property is not equipped with an automatic in-ground Irrigation System, with the written approval of the General Manager given under this bylaw, shall not water their lawn or turf on more than one day per week for a maximum of 9 hours per day;
  - (b) no Public Authority shall:
    - (i) water public, institutional or community playing fields, lawns and Boulevards other than during the hours of 1:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m., on no more than one day per week if failure to water will result in a permanent loss of plant material;
    - (ii) water trees, shrubs, flowers and ~~vegetable gardens for food production~~ other than at the times and in the manner prescribed under Section 2(1)(e)(i), and (ii) of this Schedule;
  - (c) owners or operators of golf courses shall not water
    - (i) fairways more than one day per week during prescribed lawn watering times;
    - (ii) trees, shrubs, flowers and ~~for food production~~~~vegetables grown~~ on golf courses other than in accordance with Section 2(1)(e)(i) and (ii) of this Schedule; and
    - (iii) golf greens and tees on any day unless failure to water so will result in permanent loss of plant material.

### 3. STAGE 3 Water Restrictions

- (1) During Stage 3,
- (a) no person shall
    - (i) water a lawn, turf or Boulevard;
    - (ii) fill a wading pool, swimming pool, hot tub or garden pond;
    - (iii) operate a Public Spray Park;
    - (iv) operate or fill an ornamental fountain with Water;
    - (v) wash a Vehicle or a Boat with Water;
    - (vi) use Water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a surface coating, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations;
    - (vii) utilize a Motion-Activated Sprinkler Device to deter animals or wildlife; or
    - (viii) leave water service turned on when property is uninhabited for more than 30 consecutive days.
  - (b) no person or Public Authority shall
    - (i) water trees, shrubs, flowers and ~~for food production~~~~vegetables~~ on any day, except where watering only one day per week between the hours of 4:00 a.m. to 10:00 a.m. and when watering is done by hand-held container, a hand held hose equipped with an automatic shut-off nozzle, or by Micro-irrigation or Drip-irrigation systems;

- (ii) water newly planted trees, shrubs, flowers and ~~for food production~~~~vegetables~~ other than between the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m. if watering is done by hand-held container or a hand held hose equipped with an automatic shut-off nozzle, during installation and during the following 24 hours after installation is completed;
  - (iii) water public, institutional or community playing fields other than between the hours of 4:00 a.m. to 10:00 a.m., on no more than one day per week, if failure to water will result in a permanent loss of plant material.
- (2) As exceptions to the Stage 3 restrictions,
- (a) owners or operators of golf courses shall not water
    - (i) fairways more than one day per week during the hours of 4:00 a.m. to 10:00 a.m. or 7:00 p.m. to 10:00 p.m.;
    - (ii) trees, shrubs, flowers and ~~for food production~~~~vegetables grown~~ on golf courses other than in accordance with Section 3(1)(b)(i) and (ii) of this Schedule; and
    - (iii) golf greens and tees on any day unless failure to water will result in permanent loss of plant material;
  - (b) Vehicles and Boats must not be washed with Water other than at commercial car washes using less than 57 litres of Water per Vehicle wash or using 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash.

#### **4. STAGE 4 Water Restrictions**

- (1) During Stage 4,
  - (a) all outdoor use of Water is prohibited; and
  - (b) Residential Property indoor use of Water is restricted to drinking, food preparation purposes and for Non-discretionary Sanitation Purposes.
- (2) Exemptions to the restrictions in Section 4.(1) may be granted with the written approval of the General Manager given under this bylaw.

*(Bylaw 4671)*

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4671**

\*\*\*\*\*

**A BYLAW TO AMEND THE ELECTORAL AREAS WATER  
CONSERVATION BYLAW (BYLAW NO. 4492)**

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023”, the Regional Board has established a bylaw to regulate water use for local services providing drinking water in the Southern Gulf Islands, Salt Spring Island, and Juan de Fuca Electoral Areas; and
- B. The Regional Board wishes to amend Bylaw No. 4492 to add an additional stage of Water Use Restrictions.

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

- 1. Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023”, is hereby amended as follows:
  - (a) by inserting the following definition, in alphabetical order, in Section 1:
 

“Non-discretionary Sanitation Purposes” means the use of Water for protection of health including, but not limited to, washing, cleaning, maintaining sanitary conditions and disposal of liquid waste.
  - (b) by replacing the definition of “General Manager” with
 

“General Manager” means the General Manager of the Capital Regional District Infrastructure & Water Services Department.
  - (c) by replacing the definition of “Stage” with:
 

“Stage” refers to the Stages 1, 2, 3 and 4 of Water Use Restrictions prescribed in Schedule “A” of this bylaw.
  - (d) by replacing Section 4.(3) with:
 

The Stage determined under subsection (2) and the Water Use Restrictions prescribed under Schedule “A” for that Stage take effect 48 hours after the Notice under Section 5 for Stages 1, 2 and 3 is given or immediately when Notice under Section 5 for Stage 4 is given, and remain in effect until that Stage is terminated.
  - (e) by inserting the following as a new item (c) in Section 5. and renumbering the subsequent items:
 

“(c) issuing a Public Alert Notification System (PANS) message;”
  - (f) by deleting the word “OUTDOOR” from the title of Schedule “A”.
  - (g) by replacing all occurrences of the words “vegetables”, “vegetables grown” and “vegetable gardens” in Section 1 of Schedule “A” with “for food production”.

- (h) by replacing all occurrences of the words “vegetables”, “vegetables grown” and “vegetable gardens” in Section 2 of Schedule “A” with “for food production”.
- (i) by replacing all occurrences of the words “vegetables”, “vegetables grown” and “vegetable gardens” in Section 3 of Schedule “A” with “for food production”.
- (j) by inserting the following within Schedule “A” as section 4:

**4. STAGE 4 Water Restrictions**

**(1) During Stage 4,**

- (a) all outdoor use of Water is prohibited; and
- (b) Residential Property indoor use of Water is restricted to drinking, food preparation purposes and for Non-discretionary Sanitation Purposes.

- (2) Exemptions to the restrictions in Section 4.(1) may be granted with the written approval of the General Manager given under this bylaw.**

- 2. This bylaw may be cited for all purposes as “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025”.**

READ A FIRST TIME THIS	day of _____,	2025
READ A SECOND TIME THIS	day of _____,	2025
READ A THIRD TIME THIS	day of _____,	2025
ADOPTED THIS	day of _____,	2025

\_\_\_\_\_  
CHAIR

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

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4673

\*\*\*\*\*  
**A BYLAW TO AMEND BYLAW NO. 1857, CAPITAL REGIONAL DISTRICT  
TICKET INFORMATION AUTHORIZATION BYLAW, 1990**  
\*\*\*\*\*

**WHEREAS** the Regional Board amended Bylaw No. 4492, “Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023” to add an additional stage of Water Use Restrictions for local water services in the Electoral Areas;

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

- 1. Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw, 1990”, is amended by replacing the existing Schedule 20 with the Schedule 20 attached to this bylaw.
- 2. This Bylaw may be cited for all purposes as “Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 84, 2025”.

READ A FIRST TIME THIS	th	DAY OF	MONTH,	2025
READ A SECOND TIME THIS	th	DAY OF	MONTH,	2025
READ A THIRD TIME THIS	th	DAY OF	MONTH,	2025
ADOPTED THIS	th	DAY OF	MONTH,	2025

\_\_\_\_\_  
CHAIR

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

**SCHEDULE 20 TO BYLAW NO. 1857****CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW  
NO. 1, 2023**

	<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE</b>
1.	Hinder/Prevent Inspection	3	\$500.00
2.	Wasting water	7.(3)	\$200.00
3.	Wasting water during Stage 2	7.(3)	\$300.00
4.	Wasting water during Stage 3	7.(3)	\$400.00
5.	Use water contrary to bylaw	7.(4)	\$200.00
6.	Stage 1 – water lawn contrary to days/times	Sch. A 1.(1)(a)	\$200.00
7.	Stage 1 – water contrary to restrictions	Sch. A 1.(1)(b)	\$100.00
8.	Stage 1 – operate Public Spray Park contrary to restrictions	Sch. A 1.(1)(c)	\$100.00
9.	Stage 1 – Public Authority watering contrary to days/time	Sch. A 1.(2)(b)	\$100.00
10.	Stage 1 – watering golf courses contrary to restrictions	Sch. A 1.(2)(c)	\$200.00
11.	Stage 2 – water lawn contrary to days/times	Sch. A 2.(1)(a)	\$250.00
12.	Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 2.(1)(b)(i)	\$250.00
13.	Stage 2 – use motion-activated sprinkler device	Sch. A 2.(1)(b)(ii)	\$250.00
14.	Stage 2 – water cemetery lawn	Sch. A 2.(1)(b)(iii)	\$250.00
15.	Stage 2 - operate Public Spray Park contrary to restrictions	Sch. A 2.(1)(c)	\$250.00
16.	Stage 2 – fill ornamental fountain	Sch. A 2.(1)(d)(i)	\$250.00
17.	Stage 2 – operate ornamental fountain	Sch. A 2.(1)(d)(ii)	\$250.00



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18.	Stage 2 - water contrary to restrictions	Sch. A 2.(1)(e)	\$250.00
19.	Stage 2 – Public Authority watering contrary to days/times	Sch. A 2.(2)(b)	\$200.00
20.	Stage 2 – watering golf courses contrary to restrictions	Sch. A 2.(2)(c)	\$250.00
21.	Stage 3 – water lawn, turf, or boulevard	Sch. A 3.(1)(a)(i)	\$400.00
22.	Stage 3 – fill pool, hot tub, or garden pond	Sch. A 3.(1)(a)(ii)	\$400.00
23.	Stage 3 – operate a Public Spray Park	Sch. A 3.(1)(a)(iii)	\$400.00
24.	Stage 3 – operate or fill ornamental fountain	Sch. A 3.(1)(a)(iv)	\$400.00
25.	Stage 3 – wash vehicle or boat with Water	Sch. A 3.(1)(a)(v)	\$400.00
26.	Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 3.(1)(a)(vi)	\$400.00
27.	Stage 3 – use motion-activated sprinkler device	Sch. A 3.(1)(a)(vii)	\$400.00
28.	Stage 3 – leave water service turned on	Sch. A 3.(1)(a)(viii)	\$400.00
29.	Stage 3 –water contrary to restrictions	Sch. A 3.(1)(b)	\$400.00
30.	Stage 3 – watering golf courses contrary to days/times	Sch. A 3.(2)(a)	\$400.00
31.	Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A 3.(2)(b)	\$400.00
32.	Stage 4 – outdoor use of Water	Sch. A 4.(1)(a)	\$500.00
33.	Stage 4 – Residential Property indoor use contrary to restrictions	Sch. A 4.(1)(b)	\$500.00



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Parks, Recreation &amp; Environmental Services

625 Fisgard Street, PO Box 1000

Victoria, BC Canada V8W 2S6

T: 250.360.3078

www.crd.ca

Date

File: xx

Owner Name

Address

City, BC Postal code

Dear Resident:

**RE: STAGE 4 WATER CONSERVATION NOTICE**

Source water resources for the <insert LSA Water System field> are reaching a critical stage due to low water levels in <insert LSA Water Source field>. With the region currently facing sustained drought conditions, and the sensitivity of your water source, we are seeking your cooperation to reduce water usage for everyone's benefit.

The Capital Regional District Electoral Areas Water Conservation Bylaw No. 4492 regulates water use for local services providing drinking water in the Southern Gulf Islands, Salt Spring Island, and Juan de Fuca Electoral Areas. **Please follow Stage 4 water conservation measures in the <insert LSA Water System field>.**

**Residents are required to eliminate all outdoor water use, including but not limited to:**

- No watering of lawns, turf or boulevards
- No watering of trees, shrubs or plants
- No washing of outdoor surfaces (driveways, sidewalks, decks, etc.)
- No washing of vehicles and boats
- No use of motion-activated sprinklers to deter wildlife

**Residents are required to limit indoor water use as follows:**

- Water use is restricted to drinking and food preparation purposes and for non-discretionary sanitation purposes (washing, cleaning and maintaining sanitary conditions for the protection of health)

**What else can you do?**

- Recycle water wherever you can: install water catchment systems and keep pails and buckets handy to catch extra water.
- Remind tenants, visitors and guests of the need to conserve water with shorter showers.
- Avoid potential water loss catastrophes by shutting off the water at the main when leaving home for more than one day.

Please visit [www.crd.ca/service/drinking-water/systems](http://www.crd.ca/service/drinking-water/systems) for details specific to your drinking water system.

For water conservation tips and for more information, please visit [www.crd.ca/water](http://www.crd.ca/water).

Sincerely,

Author



March 20, 2025

AVICC Member Legislative Services  
AVICC Member Councils, Boards, and CAOs

**RE: FEEDBACK REQUESTED: Reforming the Local Government Act - A Roadmap**

I am reaching out to formally request that this communication be included as a Board or Council Communication on your upcoming agenda.

Feedback is requested on the initiative to modernize the *Local Government Act (LGA)*. It has been identified that the input from member staff and elected officials is crucial, and we are asking that this opportunity be shared throughout your organization, and that time be allocated to allow for participation.

Don Lidstone K.C. has written a document, "[Regional District Legislation Roadmap](#)", as a framework to gather feedback from all five area associations on the challenges local governments are experiencing with the *LGA*. The *Roadmap* document has been transposed into a survey that is now available at the following link:

**[Reforming the Local Government Act: A Roadmap – SURVEY LINK](#)**

- The survey may be completed by individuals or as a group – we would like to hear from local government and First Nations elected officials and staff with comments about the legislation and recommendations, examples of how the current legislation impacts the work that you do, and potential solutions or additional recommendations.
- The *Roadmap* document has been divided into 9 survey pages in SurveyMonkey, consisting of an executive summary with recommendations, followed by examinations of Parts 5-12 of the *LGA*.
- Each of the 9 survey pages is followed by questions that you are invited to respond to as you wish. There is no requirement to answer all the questions – any degree of input is beneficial.
- Survey responses will be anonymously compiled to produce a report for UBCM and the Province that defines issues and specific preferences for modernizing the current legislation.
- There is an option in each section to input your contact information if you are willing to provide more information about your comments, or if you would like a response - this is not required.
- Your responses will be saved after each page, so that you can pause and return to the survey at your convenience – you must use the same device and web browser to access your saved survey.

- You may edit your responses, or add additional comments up until May 31, 2025 at 11:59pm – you must use the same device and web browser to access your previously submitted survey.

**Any survey responses received by March 28 will be included in content provided to the area associations' annual conventions. The final deadline to submit responses to any of the survey pages is 11:59 pm on Saturday, May 31.**

Thank you for considering our request. If you have any questions, please reach out to AVICC Executive Director, Theresa Dennison, at [info@avicc.ca](mailto:info@avicc.ca).

Sincerely,



Ben Geselbracht  
AVICC President  
Councillor, City of Nanaimo

cc: Theresa Dennison, Executive Director, AVICC; [info@avicc.ca](mailto:info@avicc.ca)



Making a difference...together

**Minutes of the Special Meeting of the Beddis Water Service Commission  
Held April 6, 2023 at the Creekside Meeting Room (CRD Office) #108-121 McPhillips  
Avenue, Salt Spring Island, BC V8K 2T6**

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**Present:**       **Director:** Gary Holman  
                  **Commission Members:** Michael McCormick, Chris Cheeseman, and Chris Smid  
                  **Staff:** Karla Campbell, Senior Manager, Salt Spring Island Administration,  
                  Dean Olafson, Engineering Manager, Salt Spring Island, and Shayla Burnham,  
                  Recording Secretary

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

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Commissioner Cheeseman and the meeting was called to order at 10:05am.

**2. Election of the Chair**

Staff called for nominations from the floor. Commissioner McCormick nominated Commissioner Cheeseman as Chair. After calling three times and hearing no other nominations, Commissioner Cheeseman was elected as Chair.

**3. Approval of Agenda**

**MOVED** By Commissioner McCormick, **SECONDED** by Commissioner Smid, that the Beddis Water Service Commission approve the Thursday, April 6, 2023 agenda as amended by adding item 5.1 Engineering Discussion, item 5.2 Configuration of Storage and Pumping and, item 5.3 DAF Residuals Update.

**CARRIED**

**4. Report**

**4.1 Request Additional Funds to Complete the Beddis Water Intake Project**

- Project designs do not qualify for Community Works Funds.

**MOVED** By Commissioner McCormick, **SECONDED** by Commissioner Smid, that the Beddis Water Service Commission recommends to the Capital Regional District Board that the Beddis 2023-2027 Five Year Capital Plan be amended to increase the Beddis Water Intake Project budget by an additional \$66,000, from \$172,725 to \$238,725, to be funded from Community Works Funds (CWF).

**CARRIED**

**5 New Business**

**5.1 Engineering Discussion**

- The Commission requested communication with engineering staff prior to future meetings to help minimize lengthy technical questions.

**5.2 Configuration of Storage and Pumping**

- Capital Plan Project Number 25-01 Decommission of Sky Valley Upper Reservoir scheduled for 2026 and Project Number 25-02 Construction of Booster Pump and Second Reservoir at Sky Valley Lower Reservoir scheduled for 2025.
- Staff to review historical engineering documents and update the Commission on the recommended path forward

**5.3 DAF Residuals Update**

- An update on the Southern Gulf Islands Manager of Operations was requested. Staff to report back to the Commission with an update.
- Percentages and frequency of testing DAF residuals requested. Staff to report back to the Commission with an update.
- Staff to explore testing of DAF residuals cost saving methods and report back to the Commission with an update.

**6. Next Meeting – Monday, June 5, 2023 at 10:00AM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5**

**7. Adjournment**

**MOVED** By Commissioner Cheeseman, that the Beddis Water Service Commission adjourn the meeting at 11:02am.

  
\_\_\_\_\_  
**CHAIR**

  
\_\_\_\_\_  
**SENIOR MANAGER**



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**Minutes of the Annual General Meeting of the Beddis Water Service Commission  
Held June 5, 2023 for the 2022 Fiscal Year at the Salt Spring Island Multi Space (SIMS)  
Boardroom, 124 Rainbow Road, Salt Spring Island, BC**

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**Present:**       **Director:** Gary Holman  
                  **Commission Members:** Chris Cheeseman, Michael McCormick, and Chris Smid  
                  **Staff:** Karla Campbell, Senior Manager, Salt Spring Island Electoral Area,  
                  Dean Olafson, Manager SSI Engineering, Dan Robson, Manager, Saanich  
                  Peninsula and Gulf Islands Operations (Via Zoom), Lia Xu, Manager, Finance  
                  Services (Via Zoom), and Shayla Burnham, Recording Secretary

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

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Commissioner Cheeseman and the meeting was called to order at 10:04am.

**2. Approval of Agenda**

**MOVED** by Commissioner McCormick, **SECONDED** by Commissioner Smid, that the Beddis Water Service Commission approve the Monday, June 5, 2023 Annual General Meeting agenda for the 2022 fiscal year as amended by adding item 6.1 Roberts Lake, item 6.2 Blackburn Landfill/Transfer Station and, item 7.1 DAF Residuals Update.

**CARRIED**

**3. Adoption of Special Minutes of April 6, 2023**

**MOVED** by Commissioner McCormick, **SECONDED** by Commissioner Smid, that the Beddis Water Service Commission adopt the Special minutes of April 6, 2023 as amended by adding an additional bullet under item 5.2 Configuration of Storage and Pumping to state "Staff to review historical engineering documents and update the Commission on the recommended path forward."

**CARRIED**

It was confirmed that no minutes from the Tuesday, June 7, 2022 Annual General Meeting for the 2021 fiscal year were recorded for adoption as there was no quorum.

**4. Director and Chairs Report**

Director Holman briefly reported:

- Salt Spring Island Local Community Commission elected on Saturday, May 27, with the inaugural meeting scheduled on Tuesday, June 20, 2023.

- Islands Trust hosting Open Houses as part of the engagement process of Proposed Bylaw No. 530 – Accessory Dwelling Units on Tuesday, June 6 and Saturday, June 10, 2023.
- Salt Spring Island Watershed Protection Alliance (SSIWPA) budget approved.

Chair Cheeseman – no report

## **5. Report**

### **5.1 Annual Report for the 2022 Fiscal Year**

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

## **6. New Business**

### **6.1 Roberts Lake**

**MOVED** by Commissioner McCormick, **SECONDED** by Commissioner Smid, that the Beddis Water Service Commission request staff contact the Ministry of Forest Lands & Natural Resource Operations (FLNRO) regarding water licencing of Roberts Lake and further, to have the Commissions interests considered.

**CARRIED**

### **6.2 Blackburn Landfill/Transfer Station**

- The Commission noted that Per- and Polyfluoroalkyl Substances (PFAS) have not been tested before within the Cusheon Lake Watershed.

**MOVED** by Commissioner McCormick, **SECONDED** by Commissioner Smid, that the Beddis Water Service Commission request staff complete raw water testing for leachate in Cusheon Lake and Blackburn Lake and further request the Ministry of Environment and Climate Change Strategy resume the testing regime recommended in their 1995 Ministry of Environment (MOE) report.

**CARRIED**

## **7. Outstanding Business**

### **7.1 DAF Residuals Update**

- Staff to explore testing of DAF residuals cost saving methods and report back to the Commission with an update.

## **8. Next Meeting – TBD**



**9. Adjournment**

**MOVED** By Commissioner Cheeseman, that the Beddis Water Service Commission adjourn the meeting at 12:06pm.

  
\_\_\_\_\_  
**CHAIR**

  
\_\_\_\_\_  
**SENIOR MANAGER**



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**Minutes of the Beddis Water Service Commission Budget Meeting**  
**Held October 16, 2023 at the Salt Spring Island Library, 129 McPhillips Avenue,**  
**Salt Spring Island, BC**

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**Present:** Director Holman, Chris Cheeseman (Chair); Michael McCormick; and Chris Smid  
**Staff:** Karla Campbell, Senior Manager SSI Electoral Area; Lia Xu, Manager, Finance Services (via Teams); Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations (via Teams); Dean Olafson, Manager Engineering; Shayla Burnham, Committee Clerk; and, Mackenzie Williamson, A/Committee Clerk

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

**1. Call to Order**

Commissioner Cheeseman called the meeting to order at 12:38 pm.

**2. Territorial Acknowledgement**

The Chair provided a Territorial Acknowledgement.

**3. Approval of Agenda**

**MOVED** by Commissioner Cheeseman, **SECONDED** by Commissioner Smid, that the Beddis Water Service Commission approve the agenda of October 16, 2023 as amended by adding item number 5.2 Roberts Lake Conditional Water Licence, item number 5.3 Beddis Capital Project – Sky Valley Reservoir, item number 5.4 Cusheon Lake Leachate and PFAS testing and, item number 5.5 Leachate Transfer Station Update.

**CARRIED**

**4. Adoption of the Minutes of October 31, 2022**

**MOVED** by Commissioner McCormick, **SECONDED** by Commissioner Cheeseman, that the Beddis Water Service Commission meeting minutes of October 31, 2022 be approved as amended by updating item 5.1, first bullet from “18 rate payers” to “19 rate payers.”

**CARRIED**

**5. New Business**

### **5.1 2024 Operating and Capital Budget**

**MOVED** by Commissioner Smid, **SECONDED** by Commissioner McCormick, that the Beddis Water Service Commission:

1. Approve the 2024 operating and capital budget as presented and that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (CRF and/or ORF).
2. Recommend that the Electoral Area Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the Five-Year Financial Plan for the Beddis Water Service as presented.

**CARRIED**

**MOVED** by Commissioner Smid, **SECONDED** by Commissioner McCormick, That the Beddis Water Service Commission request staff to conduct a review and request a cost estimate for a configuration review of the Beddis Water Service Commission Sky Valley Reservoir.

**CARRIED**

### **5.2 Roberts lake Conditional Water License**

- The license is a conditional water licence that is currently active. The province is aware the dam was not constructed.
- Provincial authorization is required before constructing a dam.
- The province will initiate a referral process on an amendment upon receiving an application to construct a dam.
- There is a 30-year review clause in the *Water Sustainability Act*. The review is not until 2046.

### **5.3 Beddis Capital Project – Sky Valley Reservoir**

- Staff circulated an additional Beddis Water Treatment Plant map for the Commissions information.
- Number of repairs from leaks reported at the location of the current Sky Valley Reservoir.

### **5.4 Cusheon Lake Leachate and PFAS Testing**

- Quarterly testing of leachate in Cusheon Lake is planned in 2024.
- PFAS regular testing of raw water for all CRD water services is planned in 2024.

## **6. Next meeting – TBD**

**7. Adjournment**

**MOVED** by Commissioner Cheeseman, that the meeting be adjourned at 3:04 p.m.  
**CARRIED**

  
\_\_\_\_\_  
**CHAIR**

  
\_\_\_\_\_  
**SENIOR MANAGER**



Making a difference...together

**Minutes of the Annual General Meeting of the Cedar Lane Water Service Commission  
Held June 5, 2023 for the 2022 Fiscal Year at the Salt Spring Island Multi Space (SIMS)  
Boardroom, 124 Rainbow Road, Salt Spring Island, BC**

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**Present:**        **Director:** Gary Holman  
                      **Commission Members:** Jason Griffin, Marianne Hobbs and Tisha Boulter  
                      **Staff:** Karla Campbell, Senior Manager, Salt Spring Island Electoral Area,  
                      Dean Olafson, Manager SSI Engineering, Dan Robson, Manager, Saanich  
                      Peninsula and Gulf Islands Operations (Via Zoom), Lia Xu, Manager, Finance  
                      Services (Via Zoom), and Shayla Burnham, Recording Secretary

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

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Commissioner Griffin and the meeting was called to order at 12:33pm.

**2. Election of Chair**

Staff called for nominations from the floor. Commissioner Griffin nominated Commissioner Boulter as Chair. After calling three times and hearing no other nominations, Commissioner Boulter was elected as Chair.

**3. Approval of Agenda**

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Boulter, that the Cedar Lane Water Service Commission approve the Monday, June 5, 2023 Annual General Meeting agenda for the 2022 fiscal year as presented.

**CARRIED**

**4. Adoption of Minutes of the 2021 Annual General Meeting held on June 20, 2022**

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Hobbs, that the Cedar Lane Water Service Commission adopt the minutes of the 2021 Annual General Meeting held on June 20, 2022 as presented.

**CARRIED**

**5. Director and Chairs Report**

Director Holman briefly reported:

- Salt Spring Island Local Community Commission elected on Saturday, May 27, with the inaugural meeting scheduled on Tuesday, June 20, 2023.

- Islands Trust hosting Open Houses as part of the engagement process of Proposed Bylaw No. 530 – Accessory Dwelling Units on Tuesday, June 6 and Saturday, June 10, 2023.
- Salt Spring Island Watershed Protection Alliance (SSIWPA) budget approved.

Chair Boulter – no report

Commissioner Griffin briefly reported:

- The service did not run out of water.
- Acknowledged staffs commitment to ongoing operational needs and future service upgrades.

**6. Report**

**6.1 Annual Report for the 2022 Fiscal Year**

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

Lia Xu joined the meeting electronically at 12:42pm.

Director Holman joined the meeting at 12:49pm.

**7. New Business – None**

**8. Outstanding Business – None**

**9. Next Meeting – TBD**

**10. Adjournment**

**MOVED** By Commissioner Griffin, that the Cedar Lane Water Service Commission adjourn the meeting at 12:59pm.

  
\_\_\_\_\_  
**CHAIR**

  
\_\_\_\_\_  
**SENIOR MANAGER**



Making a difference...together

**Minutes of the Cedar Lane Water Service Commission Budget Meeting  
Held October 17, 2023 at the Salt Spring Island Multi Space, 124 Rainbow Road,  
Salt Spring Island, BC**

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**Present:**               **Director:** Gary Holman  
                              **Commission Members:** Tanisha Boulter (Chair); Jason Griffin;  
                              Marianne Hobbs  
                              **Staff:** Karla Campbell, Senior Manager SSI Electoral Area; Lia Xu, Manager,  
                              Finance Services (via Teams); Dan Robson, Manager, Saanich Peninsula and  
                              Gulf Islands Operations (via Teams); Dean Olafson, Manager Engineering;;  
                              Mackenzie Williamson, Committee Clerk

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

**1. Call to Order**

Commissioner Boulter called the meeting to order at 12:31 pm.

**CARRIED**

**2. Territorial Acknowledgement / Call Meeting to Order**

Commissioner Boulter provided a Territorial Acknowledgement.

**CARRIED**

**3. Approval of Agenda**

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Boulter, that the Cedar Lane Water Service Commission agenda of October 17, 2023 be approved as amended by adding item number 5. Director and Commissioner Reports, as well as moving item number 5. New Business to item number 6. and, adding item number 6.2 Kangro Well Update.

**CARRIED**

**4. Adoption of the Minutes of October 31, 2022**

**MOVED** by Commissioner Hobbs, **SECONDED** by Commissioner Griffin, that the Cedar Lane Water Service Commission meeting minutes of October 31, 2022 be approved as presented.

**CARRIED**

**5. Director and Commissioner Report**

- Salt Spring Island Local Community Commission currently reviewing referral from the Islands Trust regarding the possibly acquiring the Salt Spring Island Watershed Protection Alliance (SSIWPA) Service.

**6. New Business**

**6.1 2024 Operating and Capital Budget**

**MOVED** by Commissioner Griffin, **SECONDED** by Commissioner Hobbs, that the Cedar Lane Water Service Commission:

1. Approve the 2024 operating and capital budget as presented and that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (CRF and/or ORF).

**CARRIED**

**MOVED** by Commissioner Boulter, **SECONDED** by Commissioner Griffin, that the Cedar Lane Water Service Commission:

2. Recommend that the Electoral Area Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the Five-Year Financial Plan for the Cedar Lane Water Service as presented.

**CARRIED**

**6.2 Kangro Well Update**

- Following potential communications with the Kangro developer in regard to the new well, staff will contact Island Health regarding postponement of the manganese treatment facility.

**7. Next meeting – TBD**

**8. Adjournment**

**MOVED** by Commissioner Boulter, that the meeting be adjourned at 2:11 p.m.

**CARRIED**



CHAIR



SENIOR MANAGER





Making a difference...together

**Minutes of the Annual General Meeting of the Cedars of Tuam Water Service Commission  
Held June 13, 2023 for the 2022 Fiscal Year at the Salt Spring Island Multi Space (SIMS)  
Boardroom, 124 Rainbow Road, Salt Spring Island, BC**

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**Present:**       **Director:** Gary Holman  
                  **Commission Members:** Peter Wypkema and Julian Edwards  
                  **Staff:** Karla Campbell, Senior Manager, Salt Spring Island Electoral Area,  
                  Dean Olafson, Manager SSI Engineering, Dan Robson, Manager, Saanich  
                  Peninsula and Gulf Islands Operations (Via Zoom), Lia Xu, Manager, Finance  
                  Services (Via Zoom), and Shayla Burnham, Recording Secretary

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

**1. Territorial Acknowledgement / Call Meeting to Order**

A Territorial Acknowledgement was provided by Commissioner Wypkema and the meeting was called to order at 12:32pm.

**2. Election of Chair**

Staff called for nominations from the floor. Commissioner Wypkema nominated Commissioner Edwards as Chair. After calling three times and hearing no other nominations, Commissioner Edwards was elected as Chair.

**3. Approval of Agenda**

**MOVED** By Commissioner Wypkema, **SECONDED** by Commissioner Edwards,  
that the Cedars of Tuam Water Service Commission approve the Monday, June 13, 2023  
Annual General Meeting agenda for the 2022 fiscal year as presented.

**CARRIED**

**4. Adoption of Minutes of the 2021 Annual General Meeting held on June 24, 2022**

**MOVED** By Commissioner Wypkema, **SECONDED** by Commissioner Edwards,  
that the Cedars of Tuam Water Service Commission adopt the minutes of the 2021 Annual  
General Meeting held on June 24, 2022 as presented.

**CARRIED**

**5. Director and Chair Report**

Director Holman briefly reported:

- Salt Spring Island Local Community Commission elected on Saturday, May 27, with the inaugural meeting scheduled on Tuesday, June 20, 2023.
- Islands Trust hosting Open Houses as part of the engagement process of Proposed Bylaw No. 530 – Accessory Dwelling Units on Tuesday, June 6 and Saturday, June 10, 2023.

- Salt Spring Island Watershed Protection Alliance (SSIWPA) budget approved.

Chair Edwards – no report

**6. Report**

**6.1 Annual Report for the 2022 Fiscal Year**

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

**7. New Business – None**

**8. Outstanding Business – None**

**9. Next Meeting**

Cedars of Tuam Water Service Commission Special meeting to follow directly after adjournment.

**10. Adjournment**

**MOVED** By Commissioner Wypkema, that the Cedars of Tuam Water Service Commission adjourn the meeting at 12:56pm.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SENIOR MANAGER



Making a difference...together

**Minutes of the Cedars of Tuam Water Service Commission Budget Meeting  
Held October 30, 2023 at the Salt Spring Island Multi Space (SIMS), 124 Rainbow Road,  
Salt Spring Island, BC**

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**Present:**                 **Director:** Gary Holman  
                              **Commission Members:** Julian Edwards (Chair); Peter Wypkema  
                              **Staff:** Karla Campbell, Senior Manager SSI Electoral Area; Lia Xu, Manager,  
                              Finance Services; Dan Robson, Manager, Saanich Peninsula and Gulf Islands  
                              Operations; Kim Vincent, Senior Financial Advisor, Finance Services (via  
                              Teams); Dean Olafson, Manager Engineering; Mackenzie Williamson,  
                              Committee Clerk

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

**1. Call to Order**

Commissioner Edwards called the meeting to order at 10:09 pm.  
**CARRIED**

**2. Territorial Acknowledgement / Call Meeting to Order**

Commissioner Edwards provided a Territorial Acknowledgement.  
**CARRIED**

**3. Approval of Agenda**

**MOVED** by Commissioner Edwards, **SECONDED** by Commissioner Wypkema, that the Cedars of Tuam Water Service Commission agenda of October 30, 2023 be approved as presented.  
**CARRIED**

**4. Adoption of the Minutes of October 25, 2022**

**MOVED** by Commissioner Edwards, **SECONDED** by Commissioner Wypkema, that the Cedars of Tuam Water Commission meeting minutes of October 25, 2022 be approved as presented.  
**CARRIED**

- Discussion of minute item number 6.1 Sand removal from Cedars of Tuam Well Asking for update on status.
- 3<sup>rd</sup> party would need to be hired for remove sand.
- Requested staff contact Doug McDonald resident regarding options for sand removal from Cedars of Tuam Well.

## 5. Director and Commissioner Report

- Provisional Capital Regional District Board approval of 2024 Capital Budget.
- Salt Spring Island Local Community Commission currently reviewing referral from the Islands Trust regarding the possibly acquiring the Salt Spring Island Watershed Protection Alliance (SSIWPA) Service.
- The latest water delivery was the previous Friday before the meeting. Five truck loads have been delivered to date.

## 6. New Business

### 6.1 2024 Operating and Capital Budget

**MOVED** by Commissioner Wypkema, **SECONDED** by Director Holman, that the Cedars of Tuam Water Service Commission request staff balance 2023 actual operating surplus or deficit on reserve Funds; 75% transferred to Operating Reserve Fund and 25% transferred to Capital Reserve Fund.

**CARRIED**

**MOVED** by Commissioner Wypkema, **SECONDED** by Director Holman, that the Cedars of Tuam Water Service Commission defer borrowing in the Five-Year Capital Plan of project number 21-03 Design and construct new well and distribution system, and project number 24-02 Referendum or Alternative Approval Process - Funding for Future Projects to 2025.

That the savings from deferring the estimated new 2024 debt (\$90,000 from 21-03) servicing costs to be added to Capital Reserve Fund Transfer in 2024 budget.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Edwards, that the Cedars of Tuam Water Service Commission fund the Five-Year Capital Plan project number 23-01 Electrical Service Replacement (\$50,000) by Community Works Fund \$42,000 and Capital Reserves Fund \$8,000 in replacement of debt funding source of \$50,000.

That the saving from replacing estimated new 2024 debt (\$25,000 from 23-01) servicing costs to be added to Capital Reserve fund transfer in 2024 operating budget.

**CARRIED**

**MOVED** by Commissioner Wypkema, **SECONDED** by Commissioner Edwards, that the Cedars of Tuam Water Service Commission increase the consumption charge for the first 38 cubic meters of water per quarter from \$7/ cubic meter to \$9/ cubic meter for water conservation purpose.

**CARRIED**

**MOVED** by Commissioner Edwards **SECEONDED** by Commissioner Wypkema, that the Cedars of Tuam Water Service Commission:

1. Approve the 2024 operating and capital budget as amended, and that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (25% Capital Reserve Fund and 75% Operating Reserve Fund), and
2. Recommend that the Electoral Area Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the Five-Year Financial Plan for the Cedars of Tuam Water Service as amended.

**CARRIED**

## 6.2 Commissioner Appointments

**MOVED** by Commissioner Edwards **SECEONDED** by Commissioner Wypkema, that the Cedars of Tuam Water Service Commission request the Capital Regional District Board appoint Jendy Wu to the Commission for the January 1, 2024 to December 31, 2025 term.

**CARRIED**

- The Commission acknowledged Commissioner Wypkema service to the Cedars of Tuam Water Service Commission.

## 7. Next meeting – TBD

## 8. Adjournment

**MOVED** by Commissioner Edwards, that the meeting be adjourned at 12:09 p.m.

**CARRIED**

  
CHAIR

  
SENIOR MANAGER

# **GALIANO ISLAND PARKS AND RECREATION COMMISSION**

## **Meeting Minutes**

06 Feb. 2025 at 9:00 a.m.

141 Sturdies Bay Road/Zoom

**Present:** Commissioners Keith Erickson, Mechelle Crocker(EP), Barry New, Paul Brent, Eric Sherbine. **Regrets:** Jim Henshall, Frank Dewaard, Cathy Clinton, Murray Scadeng.  
**Guests:** Stephen Rybak, CRD First Nations Relations staff Caitlyn Vernon and Laura Edwards.  
**Staff:** Lori Seay (Recording) Emma Davis(CRD) Justine Starke(CRD-EP) *EP=Electronic Participation*

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

Call to order at 9:15 a.m. Chair Erickson provided a territorial acknowledgement.

### **2. APPROVAL OF AGENDA**

**MOVED** by Commissioner Erickson, Seconded by Commissioner Brent that the 06 Feb. 2025 agenda be approved as amended to include Ready Set Roll under New Business.. **CARRIED.**

### **3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Erickson, Seconded by Commissioner Sherbine that the 09 Jan. 2025 minutes be approved as corrected. **CARRIED.**

### **4. CHAIR'S REPORT**

**4.1 Commissioner Orientation:** All commissioners were encouraged to attend the online CRD Commission Orientation on Feb 19, 2025.

**4.2 Kennedy Rental:** A letter of request to extend the rental for Galiano Health Care Society was received. The house is currently leased to GHCS until November 2025. The Commission agreed to refer the request to the Kennedy Master Planning Committee. The Commission asked the Committee to make a recommendation as soon as possible. Chair will respond to the GHCS Informing them that the request is under consideration.

**4.3 Penelakut Invitation:** The Commission has invited Chief Jack to join the Commission meeting in March..

**4.4 Galiano Gravel:** Based on feedback from the Maintenance lead, the Chair reported that the contract has been renewed for 2025.

### **5. DELEGATIONS: None.**

# **GALIANO ISLAND PARKS AND RECREATION COMMISSION**

## **Meeting Minutes**

06 Feb. 2025 at 9:00 a.m.

141 Sturdies Bay Road/Zoom

### **6. REPORTS**

**6.1 Maintenance Contractor Update:** New contract has been developed with CRD and sent to the contractor. A contractor report was circulated prior to the meeting. Michael will be invited to attend an upcoming meeting to share results of his annual survey of Commission assets. Galiano Tree Service now has a certified arborist on the island. Currently GIPRC brings in arborist from off island, incurring travel costs.

**MOTION** to seek a contract with Galiano Tree Service's certified arborist. M-Commissioner Brent, S-Erickson. **CARRIED.**

**ACTION:** Emma will follow up on contracting with Galiano Tree Service.

**6.2 Recreation Report:** The Recreation Committee of Commissioners Erickson New, and Clinton with support from Lori and Emma have met to renew the Recreation Grants process. A package of materials with an evaluation matrix was circulated prior to the meeting.

**MOTION** to adopt the Recreation evaluation, and establish a Standing Recreation Committee to review and make recommendations to the Commission for Recreation Grants. M-Erickson, S-Brent. **CARRIED.**

**6.3 Betty's Place Master Planning Subcommittee:** Commissioner Sherbine has assumed the Chair, and is reviewing documents. The Chair will meet with other committee members and tour the property with Michael Carrothers. Chair has also reached out to existing Committee members to confirm their continued participation in the Committee. All Commissioners were invited to attend the orientation meeting and site visit. Commissioner Sherbine thanked former Commissioner Longson for his assistance with the transition.

**6.4 Treasurer's Report:** February statements were circulated prior to the meeting.

**MOTION** to approve the Feb. 2025 financial reports as circulated. M-Treasurer Erickson S-Commissioner Sherbine. **CARRIED.**

# **GALIANO ISLAND PARKS AND RECREATION COMMISSION**

## **Meeting Minutes**

06 Feb. 2025 at 9:00 a.m.  
141 Sturdies Bay Road/Zoom

### **7. NEW BUSINESS**

**7.1 CRD First Nations Relations:** Laura Edwards and Caitlyn Vernon joined the meeting to provide background and guidance on First Nations Engagement as GIPRC embarks on 2026-2031 Master Planning. CRD FN staff shared what they've heard from the Nations about their preferences for engagement requests, and offered support as GIPRC moves forward in its engagement.

**ACTION:** A backgrounder( including map) will be developed to share with Penelakut leadership in advance of the March GIPRC meeting. Lori will follow up on Transportation and Meeting Space for next month to support Chief Jack's participation.

**7.2 Ready Step Roll:** This school/CRD project is designed to increase safe active transportation for the school community. Emma Davis reported that a draft Action plan will be shared with GIPRC. Commissioners have participated in walkabouts on Sturdies Bay Trail to assess opportunities for increased safety and visibility. Changes to the trail would impact the GIPRC Trails budget. CRD has identified a possible grant opportunity to support trail upgrades.

**MOTION** to prepare a grant application for Sturdies Bay Trail improvement for the 2025 Outdoor Recreation Council of BC grant intake. M-Director Brent, S-Commissioner Sherbine. **CARRIED.**

9. **Next Meeting:** 1:00 PM, Thursday March 6 2025. Location: TBD.

10. **Adjournment:** 11:17 AM.

Approved at the 06 March 2025 GIPRC meeting.



Keith Erickson - Chair  
GIPRC





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

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

**Date/Time: February 13, 2025 3:00 pm**

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**Present:** Michael Kilpatrick, (Acting-Chair)  
Veronica Euper  
Kestutis Banelis  
Lauren Edwards (Recorder)

Jacquie Burrows, (Treasurer)  
Adrian Wright  
Glyn Legge

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

**Guests:** Melinda Suto and Irene Barrett, Mayne Island Pathways and Trails Association

The meeting was called to order at 3:01 pm.

### **1. Territorial Acknowledgement**

We take this opportunity to thank the Coast Salish people for their historic custodianship of these lands on which we meet today.

### **2. Approval of Agenda**

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

**CARRIED**

### **3. Adoption of Minutes of January 9, 2025**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the minutes of January 9, 2025 be approved as presented.

**CARRIED**

### **4. Chair's Remarks**

### **5. Presentation – Mayne Island Pathways and Trails Association (MIPATA)**

Representatives Irene Barrett and Melinda Suto presented on behalf of MIPATA, and information was received by commissioners prior to the meeting. Discussion included:

- MIPATA reaffirmed their desire for continued collaboration with MIPRC and that MIPATA be reflected in MIPRC's five-year plan.

- MIPATA would like to align their five-year plan with MIPRC's five-year plan to ensure enhanced trail network development.
- MIPATA has set a goal to develop one trail per year over the next five years.
- MIPATA identified three areas of major interest for pathway development which included beach access at Laura Point Road to a lookout and the area from the end of Laura Point Road to the end of Neil Road. This would create a circuit route. They assessed the terrain as feasible, not waterlogged or densely forested and it is not near private residences.
- MIPATA could spearhead this project, but would first require MIPRC to obtain a license of occupation.
- Discussion occurred regarding surveying the site, required insurance under MIPRC, the trail width being 1.5 metres, erosion control and archaeological considerations.
- MIPRC will consider support for trail development at this location.
- It was confirmed that trails will be included in MIPRC's new five-year plan.
- Waugh Road to the church area and Victor Road at Maple Drive were discussed and will be considered for trail development.
- A site visit at Laura Point Road was tentatively scheduled for March 3<sup>rd</sup>.at 9:00 am.

## 6. Reports

### 6.1. Treasurer's Reports

- 6.1.1. Treasurer's Report for the period December 1 – 31, 2024 Amended  
A report was received with the agenda.

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

**CARRIED**

- Final figures were amended due to adjustments made by CRD.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Wright that the overhead charged by CRD to the Japanese Memorial Garden in the amount of \$367.33 (net of the interest income earned) be charged to the Mayne Island Parks and Recreation Commission operating account.

**CARRIED**

- 6.1.2. Treasurer's Report for the period January 1 – 31, 2025  
A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper that the Treasurer's report for the period January 1 – 31, 2025 be approved as presented.

**CARRIED**

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

- 6.1.4. Motion re: Capital Budget amendment  
Deferred to the March meeting.

6.2. Administration

- 6.2.1. Follow up Action Report (not covered elsewhere)
- a) Calendar events:
    - Hiking and walking trail brochure: To be completed.
    - Easter Event: Discussion has begun.
    - 2025 Commonality Meeting: Deferred to the next meeting.
    - Updated Supplement to Commissioners Handbook: Responses to be sent.
  - b) Grants: Applications have been made for three grant types.
  - c) Garbage bin: Contact will be made with the new operators of MI Garbage Services.
  - d) ICBC: Discussed the responses received by the ICBC claim adjuster, the RCMP and the party who caused the damage to the Dinner Bay ballfield. Commissioners agreed to withdraw the ICBC claim and expect the required repairs will be made by the party who caused the damage.
  - e) Drainage at Dinner Bay: Quotes for drainage work were requested from the ballfield to Ed Williams Trail and for the putting green base. The rest of Dinner Bay Park drainage may be added to the contract for the baseball field work.
  - f) Conservancy work: It was agreed that discussion will occur regarding working with the Conservancy on Henderson Hill trail development and QR codes.

- 6.2.2. Health and Safety Concerns
- Dinner Bay ball field update

6.2.3. Events

- 6.2.4. Master Plan update  
The initial meeting was held on February 13, 2025.

6.3. Committees

- 6.3.1. Fitness Circuit/ Beautification Phase II  
Application has been made for grants for funding the second phase.
- 6.3.2. Technology  
Website work is underway and a preliminary page will be circulated for discussion.
- 6.3.3. Sanitation

6.4. Parks

6.4.1. Miners Bay

Electrical update: No response has been received regarding upgrading the panel.

6.4.2. Dinner Bay

- Tree work has been completed.
- It was discussed and agreed that one yard of pathway crush will be ordered for Dinner Bay and 1.5 yards of  $\frac{3}{4}$  crush will be ordered for Miners Bay parking lot pending discussion with the treasurer.
- Drainage issues were discussed in 6.2.1

6.4.3. Cotton Park

A report was received with the agenda.

6.4.4. Henderson Park

6.4.5. Japanese Memorial Garden

6.4.6. Trail Committee

Commissioner Legge contacted trail guardians for introductions and discussion.

6.4.7. Pocket Parks

Tree concerns at the Seaview Road pocket park were discussed.

**7. Correspondence/Meetings**

7.1. Email from resident supporting a committee to pursue children's activities on the island.

7.2. Telephone follow-up call from resident regarding a weekly market at Miners Bay Park.

7.3. Information package received from Mayne Island Pathways and Trails Association relating to meeting presentation.

7.4. Email/telephone call from potential commissioner.

7.5. Grant application submitted to TD Friends of the Environment.

7.6. Grant application submitted to BC Hydro ReGreening Grant.

7.7. Grant application submitted to Community Works Fund through CRD.

7.8. Invitation to all commissioners to attend CRD Commissioner Orientation February 19, 2025.

7.9. Email exchanges with Mayne Island Lions Club to co-ordinate Easter festivities.

7.10. Invitation from Mayne Island Integrated Water Systems Society to attend workshop on April 12, 2025 at 1:00 pm at the Community Centre.

- The agenda will be circulated when it is received.

7.11. Email from Mayne Island Lions Club requesting meeting to discuss additional uses for Miners Bay Park.

7.12. Email from Mayne Island Reading Centre Society requesting gravel in parking lot to eliminate muddy sections.

7.13. Emails with potential contractor for putting green at Dinner Bay Park.

## **8. New Business**

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

## **10. Rise and Report**

## **11. Meeting Adjournment**

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

Original signed by

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**Michael Kilpatrick, Vice Chair**

March 13, 2025

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**DATE**

Original signed by

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**Lauren Edwards, Recorder**

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 10 JANUARY 2024**

**Members Present:**

Ms. J. Hemphill – Chair	Ms. D. Morton – Trustee
Mr. B. Gibbons – Treasurer	Mr. P. White – Trustee
Mr. D. Gollmer – Vice Chair	Mr. A. Wickheim – Trustee and Dir JDF
Mr. S. Hemphill – Trustee & FFs Rep	

**Members Absent:**

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief  
Mr. R. Fiset – Public attendee

**Call to Order:**

Meeting called to order at 1932 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the December 12th, 2023 meeting. Gibbons/Gollmer.  
All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2023 – preliminary year-end report should be ready next week, with the final report at the end of the month. Anticipating a small surplus which will be moved to the Equipment Replacement Fund.

**Firefighter's Rep. Report:**

- 21 Dec 2023 - Firefighters Get Together In lieu of Levy Night, good turnout and good food.
- 01 Jan 2024 - Annual Polar Bear Swim at Whiffen Spit. Quite possibly a record year for participation. Many swimmers did not sign in and will consider setting up the Registration table earlier next year and possibly having two sign-in books. A lunch was provided afterwards at the Firehall for members and event supporters.

**Old Business:**

Budget 2024.

RE: The relationship between the OPVFD Fire Chief / Assistant Fire Chief and the CRD To ensure that they have the benefit of the protections embedded in section 738 of the Local Government Act (and compliance with CRA), their role with the CRD should be confirmed and the recommendation is that they proceed with contracting with the CRD as “dependent” contractors as an interim step to becoming direct employees of the CRD (which would not be in place until 2025).

MOTION to amend the 2024 Operating Budget by an increase of \$101,430 to provide for the Fire Chief position at \$120,000 plus 26% (benefits), and for the Assistant Chief position at \$110,000 plus 26% (benefits). Gibbons/White. Opposed: Wickheim. Motion carried.

**New Business:**

MOTION that J. Hemphill continue as Chair and D. Gollmer as Vice Chair. Gibbons/Gollmer. Motion carried. The Treasurer remains as B. Gibbons.

**Meeting Adjournment:**

MOTION to adjourn at 2144 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 14 Feb 2024, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 14 FEBRUARY 2024**

**Members Present:**

Ms. J. Hemphill – Chair	Ms. D. Morton – Trustee
Mr. B. Gibbons – Treasurer	Mr. P. White – Trustee
Mr. D. Gollmer – Vice Chair	
Mr. S. Hemphill – Trustee & FFs Rep	

**Members Absent:**

Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1928 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the January 10th, 2024 meeting. Gibbons/Morton. All in favour.  
Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2023 – anticipating a small surplus of approximately \$5K which will be moved to the Equipment Replacement Fund.

**Firefighter's Rep. Report:**

- Members insurance complete for this year.
- The FF Association will be purchasing jackets for new members, and toques (w/emblem) for everyone.
- Family BBQ at the Hall, potential for Sat, 25 May 2024.
- Annual Firefighters Appreciation Dinner will be held on Sat, 28 Sep 2024.

**Old Business:**

Budget 2024. No update.

**New Business:**

None.



**Meeting Adjournment:**

MOTION to adjourn at 2000 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 20 March 2024, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 20 MARCH 2024**

**Members Present:**

Ms. J. Hemphill – Chair	Ms. D. Morton – Trustee
Mr. B. Gibbons – Treasurer	Mr. P. White – Trustee
Mr. D. Gollmer – Vice Chair	
Mr. S. Hemphill – Trustee & FFs Rep	

**Members Absent:**

Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1929 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the February 14th, 2024 meeting. Gollmer/White. All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024 – no update at this time.

**Firefighter's Rep. Report:**

None.

**Old Business:**

Fire Services Governance Review. Earlier this month Chris Vrabel sent out a copy of the presentation materials as well as a copy of the proposed draft amendments to Bylaw 3654, for distribution and feedback by today, 20 March after which a staff report will be submitted for the 10 April 2024 CRD Electoral Areas Committee meeting Agenda.

**New Business:**

None.

**Meeting Adjournment:**

MOTION to adjourn at 2001 hrs. Gibbons/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 10 April 2024, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 10 APRIL 2024**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & FFs Rep  
Ms. D. Morton – Trustee  
Mr. P. White – Trustee

**Members Absent:**

Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1928 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the March 20th, 2024 meeting. Gibbons/Gollmer. All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024 – on track.

**Firefighter's Rep. Report:**

Firefighters Association AGM 06 April. Election of Officers for the Association:  
President, Shawn Fiset  
Vice President, Joe Kanashiro  
Secretary, John Steffan  
Treasurer, Kevan Brehart  
Canteen, Steve Whitmore

Family BBQ. To be held evening of Sunday, 26 May.

Annual Firefighters Appreciation Dinner. To be held Saturday, 28 September.

**Old Business:**

Fire Services Governance Review. Earlier today Chris Vrabel (Manager, Fire Services | Protective Services CRD) emailed an informational update (distributed). The staff report regarding the Fire Governance Implementation Plan intended for April 10, 2024 has been deferred to the May 8, 2024 meeting. Also, CRD legal has reviewed all engagement session feedback which has resulted in further amendments to Bylaw 3654.

Employment contracts. Under development.

**New Business:**

None.

**Meeting Adjournment:**

MOTION to adjourn at 2020 hrs. Gibbons/Morton. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 15 May 2024, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 15 MAY 2024**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & FFs Rep  
Ms. D. Morton – Trustee  
Mr. P. White – Trustee

**Members Absent:**

Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1932 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the April 10th, 2024 meeting. Gollmer/Gibbons. All in favour.  
Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024 – on track.

**Firefighter's Rep. Report:**

- Family BBQ. To be held afternoon of Sunday, 26 May at 1400 hrs.
- Annual Firefighters Appreciation Dinner. To be held Saturday, 28 September.

**Old Business:**

Employment contracts. Under development.

**New Business:**

- A bylaw amendment process to include two properties on Anderson Road into the Otter Point Fire Services Area is now underway, should be complete by end May.
- There are eighteen ten-acre lots coming available off of the end of Clarke Rd.

**Meeting Adjournment:**

MOTION to adjourn at 2010 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 12 June 2024, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 12 JUNE 2024**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & FFs Rep  
Mr. P. White – Trustee

**Members Absent:**

Ms. D. Morton – Trustee  
Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1926 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the May 15th, 2024 meeting. Gibbons/Gollmer. All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024 – on track.

Budget 2025. A preliminary look at the Five-Year Capital Expenditure Plan. Will be reviewed again next meeting along with the 2025 Operating Budget. Deadline is July 26 for any new initiatives that require capital or operating funding in Q1 2025. Final deadline is October 30.

**Firefighter's Rep. Report:**

- Live Fire with Otter Point members took place on Saturday 25 May and was extremely successful.
- Family BBQ. Was held on the afternoon of Sunday 26 May, went very well.
- Pacific Jamboree 2024, Camp Barnard from 06-13 July. 3,200 participants are expected this year.
- Canada Day. The Dept will be in attendance at the Sooke River Flats.

- Annual Firefighters Appreciation Dinner. To be held Saturday, 28 September, food by "Food for Thought". For consistency and ease of scheduling, the Dinner will be held every year on the last Saturday in September.

**Old Business:**

Employment contracts. Completed.

**New Business:**

None.

MOTION to adjourn at 2020 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 10 July 2024, 1930 hrs.



**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 10 JULY 2024**

**Members Present:**

Ms. J. Hemphill – Chair

Mr. B. Gibbons – Treasurer

Mr. S. Hemphill – Trustee & FFs Rep

Ms. D. Morton – Trustee

Mr. P. White – Trustee

**Members Absent:**

Mr. D. Gollmer – Vice Chair

Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief

Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1928 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the June 12th, 2024 meeting. Gibbons/White. All in favour.  
Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024 – on track.

Budget 2025. Motion to accept the 2025 Operating Budget and Five-Year Capital Plan as presented. Gibbons/White. All in favour. Motion carried.

**Firefighter's Rep. Report:**

- Canada Day. The Dept attended the Sooke River Flats with the water ball set-up. Many members turned out in support and there were many participants. A good day.
- Camp Out @ Camp Barnard. Preliminary planning, scheduled for 24-25 Aug.

**Old Business:**

None.

**New Business:**

None.

MOTION to adjourn at 2021 hrs. Morton/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 11 September 2024, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 11 SEPTEMBER 2024**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & FFs Rep  
Ms. D. Morton – Trustee  
Mr. P. White – Trustee

**Members Absent:**

Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1927 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the July 10th, 2024 meeting. Gibbons/White. All in favour.  
Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024 – on track.

**Firefighter's Rep. Report:**

- Camp Out @ Camp Barnard, 24-25 Aug. Despite bad weather there was a good turnout for the Camp Out particularly from the OPVFD membership.
- Annual Appreciation Dinner, 28 Sept. Coming this month, drinks at 1800 hrs and dinner at 1900 hrs.

**Old Business:**

None.

**New Business:**

None.

MOTION to adjourn at 2015 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 09 October 2024, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 09 OCTOBER 2024**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. D. Gollmer – Vice Chair  
Mr. P. White – Trustee

Mr. S. Hemphill – Trustee & FFs Rep  
Ms. D. Morton – Trustee

**Members Absent:**

Mr. B. Gibbons – Treasurer  
Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1930 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the Sept 11th, 2024 meeting. White/Gollmer. All in favour.  
Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024 – on track.

**Firefighter's Rep. Report:**

- Annual Appreciation Dinner, 28 Sept. This year's dinner was well attended, five members were recognized – one for Five Year Service, one for Ten Year Service, one for 30 Year Exemplary Service, one for 45 Year Exemplary Service, and Otter Point Firefighter of the Year.
- Upcoming events: 31 Oct, Hallowe'en; 11 Nov, Remembrance Day; 08 Dec, Sooke Santa Parade (new route); and, 14 Dec, Candy Cane Run.

**Old Business:**

None.

**New Business:**

None.

MOTION to adjourn at 1956 hrs. Gollmer/White. All in favour. Motion carried.  
Next Commission meeting is to be held on Wednesday, 11 November 2024, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 11 DECEMBER 2024**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & FFs Rep  
Mr. P. White – Trustee  
Mr. A. Wickheim – Trustee and Dir JDF

**Members Absent:**

Ms. D. Morton – Trustee

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1932 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the Oct 09th, 2024 meeting. Gollmer/Gibbons. All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024. Anticipating a small surplus which will be moved to the Equipment Replacement Fund.

MOTION to move any surplus funds from 2024 Budget Year to the Equipment Replacement Fund. Gibbons/Gollmer. All in favour. Motion carried.

**Firefighter's Rep. Report:**

Upcoming Events: 14 Dec, Candy Cane Run; 19 Dec, Members get together at the Hall (theme Ugly Sweater); and, 01 Jan, Polar Bear Swim at Whiffen Split.

**Old Business:**

None.

**New Business:**

Budget 2025 adjustment.

MOTION to amend the 2025 Operating Budget by an increase of \$14,430 (\$11,310 Contract for Services, \$3,120 Supplies Office). Gibbons/White. Abstain: Wickheim. Motion carried.

MOTION to adjourn at 2025 hrs. Gollmer/Gibbons. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 08 January 2025, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 08 JANUARY 2025**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & FFs Rep  
Ms. D. Morton – Trustee  
Mr. P. White – Trustee

**Members Absent:**

Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1932 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the Dec 11th, 2024 meeting. Gibbons/Gollmer. All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024. Preliminary numbers not yet received.

**Firefighter's Rep. Report:**

- 14 Dec, OPVFD Annual Candy Cane Run. An amazing success with \$4,500 received in cash and cheques as well as a truckload of food donations.
- 01 Jan, Polar Bear Swim at Whiffen Split. 164 swimmers signed in but estimated total of 200 swimmers.

**Old Business:**

Budget 2025 adjustment to amend the 2025 Operating Budget by an increase of \$14,430 (\$11,310 Contract for Services, \$3,120 Supplies Office). Confirmation pending.

**New Business:**

MOTION that J. Hemphill continue as Chair and D. Gollmer as Vice Chair. Gibbons/White. Motion carried. The Treasurer remains as B. Gibbons.

MOTION to adjourn at 2000 hrs. Gollmer/Morton. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 12 February 2025, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE  
SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 12 FEBRUARY 2025**

**Members Present:**

Ms. J. Hemphill – Chair  
Mr. B. Gibbons – Treasurer  
Mr. D. Gollmer – Vice Chair

Mr. S. Hemphill – Trustee & FFs Rep  
Ms. D. Morton – Trustee  
Mr. P. White – Trustee

**Members Absent:**

Mr. A. Wickheim – Trustee and Dir JDF

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief  
Mr. B. Patterson – Otter Point Assistant Fire Chief

**Call to Order:**

Meeting called to order at 1926 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the January 08th, 2025 meeting. Gibbons/White. All in favour.  
Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2024. Still awaiting final report for 2024 including wages surplus.

**Firefighter's Rep. Report:**

The Association is funding travel mugs for members, Commission members also welcome to participate.

**Old Business:**

None.

**New Business:**

None.

MOTION to adjourn at 2021 hrs. Gibbons/Morton. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 12 March 2025, 1930 hrs.



**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**10 Feb. 2025 3:30 pm**  
**Zoom/Pender Community Hall**

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**Commissioners:** George Leroux (Chair/Treasurer), Andrea Mills, Cecilia Suh(EP), Paul Kubik **Regrets:** Paul Brent, Sandra Tretick, Lisa Baille. **Guests:** Carolyn Cartwright Owers.

**Staff:** Lori Seay-Potter (Recorder), Rob Fawcett (Project Coordinator).

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:32 p.m.

2. **APPROVAL OF AGENDA**

**MOTION** to approve the 10 Feb. 2025 PIPRC agenda as amended to include Ellena Road assessment, Volunteer Fair and Delegation from Three on the Tree Society. M-Commissioner Mills, S-Commissioner Leroux. **CARRIED.**

3. **ADOPTION OF MINUTES**

**MOTION** to approve the 13 Jan. 2025 PIPRC minutes as circulated. M-Commissioner Kubik, S-Commissioner Suh. **CARRIED.**

**ACTION:** Chair will ask Ben to arrange Commissioner Kubik site visit.

4. **DELEGATION:** Liis Graham from Three on the Tree Society joined the meeting to propose two projects:

**-Hearts on the Heart Trail:** The Society, in partnership with the school, is seeking permission from PIPRC (and Parks Canada) to make a seasonal art installation involving affirmations and hearts made by students. The installation will run from May-September 2025.

**MOTION** to support the “Hearts on the Heart Trail” sponsored by the Three on the Tree Society and Pender Community School. M-Commissioner Mills, S-Commissioner Suh. **CARRIED.**

**-Pottery tile project:** Liis outlined and illustrated a potential mosaic art installation project depicting local riparian ecology around sea life at Magic Lake. The project, sponsored by the Society, would work with the School as part of their environmental education program. The Commission will further consider the proposal at the March 2025 meeting.

**ACTION:** Chair to talk with Maintenance Contractor about the Magic Lake mosaic proposal. Lori to identify any LOU, Covenants etc at Magic Lake may impact the mosaic proposal.

5. **COMMISSION MEMBERSHIP AND ORGANIZATION**

5.1 **Commissioner Appointments:** Director Brent has reviewed the recommendation of the Commission to welcome Carolyn (Cee) Cartwright Owers and Tim Frick as Commissioners and indicated his support.

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**10 Feb. 2025 3:30 pm**  
**Zoom/Pender Community Hall**

**MOTION** to recommend the appointment of Cee Cartwright and Tim Frick to the Pender Island Parks and Recreation Commission. M-Chair Leroux, S-Commissioner Mills. **CARRIED.**

**5.2 Election of 2025 Chair,Vice-Chair, Treasurer:** George Leroux agreed to stand as Chair and Treasurer for 2025. Call for further nominations was tabled to March 2025 when a full complement of Directors is in attendance. Chair Leroux noted his term ends in December 2025 and encouraged the Commission to begin succession planning.

## **6. OPERATION REPORTS**

**6.1 Maintenance:** Report circulated prior to the meeting. Ben proposes that the Pump track loop addition be done during Schooner Way build. Budget costs would be machine work for shaping - fill materials will likely be donated. Ben identified the need to plan for dock replacement at Magic Lake Swimming Hole.

**ACTION:** Project Coordinator will connect with Ben regarding additional work at pump track during SWT Phase One. Chair will ask Ben to document the condition of Magic Lake Swimming Hole dock and develop a replacement plan.

**6.2 Restoration:** Erin O'Brien's report, on behalf of PICA, was circulated prior to the meeting. Shingle Bay is the current focus of restoration activities. Erin proposed "riparian restoration in progress" signage that acknowledges PICA and PIPRC. The Commission supported this signage. Erin also advised that the Enchanted Forest Island Trust Conservancy report has been completed.

**6.3 Capital Projects:** Rob's report was circulated prior to the meeting.

**-Schooner Way:** The trail construction general tender is pending with CRD. Tree contracting is in process. Rob attended the Pender LTC Meeting to inform the Islands Rob will work on License of Use sign off with neighbours impacted by the trail with a notary.

**-Thieves Bay Pavillion:** There is community interest for a covered pavilion at Thieve's Bay. The rezoning was completed in 2018. The meeting discussed needs, design, community support and possible next steps. Rob and George will discuss prior to the March meeting.

**-Wind Phone:** Signage has been installed.

**-Dog Park:** Correspondence on the Lively Park site was reviewed with parking and ecological impacts being the common themes. Rob will follow up on the issues raised. Incoming Commissioner Frick is expected to assist with dog park development and engagement.

## **7. REPORTS**

**7.1 CRD Director:** Director Brent sent regrets.

**7.2 Treasurer Report:** Treasurer circulated a financial report prior to the

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**10 Feb. 2025 3:30 pm**  
**Zoom/Pender Community Hall**

meeting and reviewed it in detail. Dog waste collection costs are mounting. George will develop a two-year dog waste costing for review by the Commission at its' March meeting.

**7.3 Communications:** March Post article will focus on Restoration. Rob will write a Schooner Way Trail update for April.

**8. PROJECTS**

**8.1 Projects – Dog Park, Thieves Bay Picnic Pavilion:** reported under Project Coordinator.

**8.2 Trail Inventory & Map Update:** Tabled-March 2025.

**8.3 PIPRC Asset Mapping Update:** Tabled-March 2025.

**9. NEW BUSINESS**

**9.1 Ellena Road:** Under assessment for decommissioning.

**ACTION:** Chair will circulate documentation on Ellena Road.

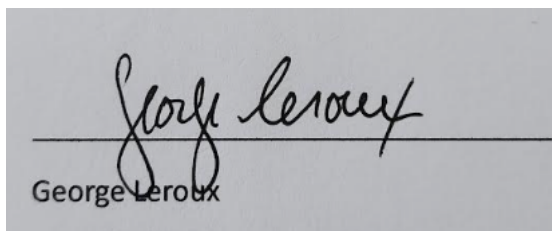
**9.2 Volunteer Fair:** PIPRC has been invited to a community volunteer fair at the Hall on March 15, 2025.

**ACTION:** Lori will follow up on the volunteer fair with Commissioners Tretick and Baille.

**10. NEXT MEETING:** Mar 10., 2025 at 3:30 p.m.

**11. MOTION TO ADJOURN** The meeting adjourned at 4:45 p.m.

**APPROVED** at the 10 March 2025 PIPRC Meeting:



George Leroux

**PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION**

Notice of Meeting on **Thursday September 12<sup>th</sup>, 2024 @ 10:00 am**

Port Renfrew Community Hall

Virtual Meeting – MS Teams

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**MINUTES**

**In Attendance:** Al Wickheim (Chair), Colby Benty, Kevin Neish, Roy McIntyre (by phone), Chris Vrabel (CRD), Lisa Winbourne (recorder) **Guest:** Will Forsberg

**Chair called meeting to order at 10:07 am**

1. Opening remarks (territorial acknowledgement)
2. Approval of Agenda **K. Neish moved, R. McIntyre seconded**
3. Additions to the Agenda none
4. Approval of Previous Meeting Minutes – February 1, 2024 and June 20, 2024
  - a. February 1<sup>st</sup> **moved by K. Neish, seconded by C. Benty**
  - b. June 20<sup>th</sup> **moved by K. Neish, seconded by R. McIntyre**
5. Fire Chief's Report
  - a. Total membership is 20; 7 qualified (exterior), 10 candidates, 2 on leave, 1 support role
  - b. Officers: Chief only. Vacant: 1 deputy chief, 2 lieutenants, 1 captain, 1 training officer
  - c. June, July August callouts 81 hours total; extended callouts 16 (beyond one hour); EMCR tasking 88 hours, 2 task numbers for EMCR, both JDF retrievals; 42 hours practice; 44 hours training; 2 hours meal prep; 16 hours hall maintenance. Total accrued hours 3<sup>rd</sup> quarter 388.5.
  - d. EMCR tasking 88 hours equate to 10 hour days, noticing that 5 members do not need to respond to most of these calls. Much to consider, Chief deciding to not go out on EMCR taskings if it leaves the Port Renfrew community at risk with not enough vehicles or drivers (with airbrakes) left to cover.
  - e. Training: traffic course completed by 2 members (off-site), FR3 license completion by 1 member (2 have taken course must take exam), Live Fire 1 has 3 members attending at Otter Point Sept 14<sup>th</sup> and 15<sup>th</sup>.
  - f. 3 x Fire Responder level 3, 5 with airbrakes, 5 fully trained qualified
  - g. August callouts: 3 x burn complaints (2 propane fire rings), 1 x fire small smokeshack in yard, 13 x medical call, 3 x MVI
  - h. Callouts year to date: 5 alarms, 4 burning complaints, 1 electrical, 3 fire, 2 gas leak, 61 medical, 12 MVI, 1 technical rescue.

- i. Changes upcoming to medical calls: Have been getting paged to call types A through E. For low acuity medical calls A, B, C, attendance is cancelled approximately 40% of the time. Have removed all-call for A, B & C calls and will now only receive D & E calls. Will only be notified in future of highest acuity medical calls or if ambulance is out of town. Have adjusted the pager settings to filter out monitoring of dispatch calls that are not relevant to the PRVFD. New setting will have only 3-4 pagers receive all calls with decision to chat about responding or not. Frequency of PRVFD calls was abnormally high according to CREST and can contribute to firefighter burnout. Commission should expect some substantial future changes in a lower volume of medical calls.
- j. Firehall summary:
  - Will Forsberg in Interim Chief position; Amanda Hamilton has stepped down as Deputy resulting in vacancy.
  - Crest radio work and investigation completed on Sept 10<sup>th</sup> to investigate static and lack of voice clarity, Engine 1 could not hear dispatch, now have better clarity on pagers, CREST uses Rogers service which can be interrupted by power supply issues for up to 45 minutes. Now have 3 separate frequencies for communications through fire grounds and dispatch. Still some investigation going on to make more improvements.
  - Post summer training resumed September 10<sup>th</sup>, opening a position of an in-house training officer to allow Jarvis a successor to the PRVFD training program. Training officer will put programs together but would also like to have a general training department for back-up coverage. Working to update decade old training playbook (minimum training standard all BC), using PRVFD-specific videos etc. Aware of costs involved and keeping an eye on budget.
  - SCBA: getting assessment on current unit and quotes on 2 more. CV: have funding in 2024, but waiting on building condition assessment. Can move the funding to 2025 if we can't progress this year. Overhead doors: quote received, repair work approved J.Underwood is scheduling the work.
  - W.Forsberg: Looking for commission advice to erect the new flagpole in place to protect it and recognizing that they don't want it to be up empty for too long. Chief away Sept 20<sup>th</sup> to 29<sup>th</sup>. Staff recommend that the pole be installed in place, chair agrees. New flagpole was designed to hold the PFN flag. Upcoming truth and reconciliation day on September 30<sup>th</sup>. Chief looking for recommendation shall they do a flag-raising on that date? A.Wickheim supports this activity as part of the day's events. Commission to plan flag raising as a separate event.

• **Motion to approve the Fire Chief's report: C. Benty moved, A. Wickheim seconded**

- 6. 2024 Budget Actuals to date
  - a. In a good state and underspent; will give more fulsome report at the AGM next month.
- 7. New Business: Commission vacancies
  - a. Have a Pachedaahat vacancy, waiting for nation to confirm that they are their representative of choice. Next week there is a CRD/Pachedaahat meeting covering service agreement and representation on the commission. Will hope to have the nation's nominee name by next week and will work with commission chair on the process.
  - b. CRD Staff will prepare notices recruiting additional commission members to be posted at post office, bulletin board at general store, and CRD website.

A.Wickheim suggests that a notice be posted at the PFM band office. Nomination for positions of commission should be finalized during AGM. Is at the discretion of the chair of which names get put forth to CRD board. Have provisional budget for 2025 in place.

8. 2024 Meeting Dates

- a. AGM October 17<sup>th</sup>, in-person @ community hall, 10:00 am

9. Adjournment: **moved by A. Wickheim, seconded by C. Benty**, so moved 11:25 am

10. Motion to close the meeting, **moved by K. Neish, seconded by C. Benty**:

- a. 11.1 That the meeting be closed for labour relations in accordance with Section (90)(1)(c) of the *Community Charter*. [1 item]

11. Chair closes closed portion of meeting at 11:50 am.

# **Port Renfrew Fire Chief Report**

**Sept 2024**

**Membership:** Total: 20

Fire Fighters - Qualified: 7

Fire Fighters - Candidate: 10

Fire Fighters – Probationary: 0

Support Role: 1

On Leave: 2

Officers: Chief

Vacant Positions: 1 Deputy Chief, 2 Lieutenants, 1 Captain, Training Officer

**Quarter 3 Hours:** June, July August

Callouts: 81

Extended Callout: 16

EMCR Tasking: 88\*

Practice: 42

Training: 44

Meal Prep: 2

Hall Maintenance: 16

Total Accrued Hours: 388.5

## **Training**

- Out of house Traffic Course completed by 2 members
- FR3 License completion by 1 member
- Out of House Live Fire Training (Sept 14, 15) has 3 members attending

FR3 License: 3

Air Brakes: 5

Fully Trained: 5

## **Callouts:**

## **Hall Summary:**

### **General:**

- Will Forsberg in Interm Fire Chief position
- Amanda Hamilton has stepped down as Deputy Chief
- CREST radio work and investigation completed on Sept 10
  - o Will update report at meeting of results
- Post Summer training resumed Sept 10
  - o Opening a position of Training Office to have in house and allow Jarvis a successor to the PR Training program.



## **Maintenance:**

### **1. Trash pump and Generator:**

Neiser Sales Service & Rentals, they have looked at our HONDA WB30XT Water Pump (NOT a trash pump) as well as our HONDA EM3500 Generator and both were identified to cost more in repairs than proper replacements. Replacement for proper units would be:

HONDA EB5000 Generator- \$2899

HONDAS WT30 Trash Pump- \$2269

We are able to source both from this supplier.

### **2. Fire Extinguishers:**

SQUAD's fire extinguisher on back service due Sep 1 2023

Engine 1 and Tender do not have tags on their extinguishers, are currently in the green

Spare extinguishers by Tender Bay door (18) with no service tags, safety pin tags reading dates from 2012-2022. Inventory of extinguishers to be completed on where they are needed, once recharged and placed remaining expired can be used for training purposes.

### **3. Apparatus:**

Semi-Annual inspection of apparatus done in 2024, Inspections by CRD due:

SQUAD: Jan 31 and July 2025

ENGINE: Jan 31 and July 2025

TENDER: Jan 31 and July 2025

Squad has squeaks occurring from the suspension/undercarriage

- fleet requested to come look at it and confirm severity; if needing to be repaired immediately or can be done at their Jan. semi annual inspection. Quote of a visit is in progress at this time.

4. SCBA:

Emailed Rocky Mountain Phoenix to understand where we are at with our units.

Will T. was looking at quotes for 2 more new MSA G1 units - Jordan to follow up with these quotes

- \$11k budget in place for these 2 replacements

5. Overhead Doors:

Quote completed; commission voted to proceed with repairs last meeting

Jordan to proceed on scheduling for the maintenance/replacements

**Shirley Fire Protection & Emergency Response Commission**  
**Monthly General Meeting 2024/Sept/30**  
**Minutes**

**Approved: ~~Approved~~ (Motion #)**  
**Call to Order: 1930 Adjourned: 2045**

**Present:** Chair B. Einarson, R. Gardiner, M. Taylor, S. Rafferty, J. Powell

**Ex officio:**

**Absent:** Chief L. Hill

**Guests:** H. Damude

<b>Agenda &amp; Item #</b>	<b>Action Taken:</b>
<b>1. Agenda</b>	<b>Motion</b> To approve agenda, J. Powell, S. Rafferty <b>Carried</b>
<b>2. Approval of Minutes</b>	July Minutes <b>Motion</b> M. Taylor, R. Gardiner
<b>3. Correspondence</b>	
<b>4. Treasurer's Report</b>	Review of monthly expenses; no major purchases. Battalion truck required new manifold, tires and alignment. 70% of budget left for the remainder of the year. <b>Motion</b> to approve Treasurer's report. M. Taylor, H. Williams <b>Carried</b>
<b>5. Fire Chief's Report</b>	<p>Callouts:</p> <p>Shirley- Medical - 4</p> <p style="padding-left: 40px;">Fire related- 1 illegal burn, 1 smoke concern, 1- power lines down</p> <p>Jordan River- Medical- 1 cardiac arrest at pull-out, 1 cancelled while en route</p> <p style="padding-left: 40px;">Trail Rescue- female with broken arm near China Beach</p> <p>Crew- We currently have 21 crew on the roster. Levi Snider has moved away and Liam is back at school and has hockey practice now.</p> <p>Since Levi has moved Russ Richardson has taken on the position of Hall Maintenance worker along with Frances Kelly who has been doing it previously.</p> <p>Work safe Audit: On Sept. 12th the Fire Dept underwent a Work Safe Audit. On Aug. 26th we had the CRD OSH representative come out for a preparation meeting to brief us on what we would encounter and brief us on any changes we may need to make for the Audit. We were already in good shape and they were quite happy with our Hall. Some things that came up in the prep meeting were we should have signs on the inside doors labeling where they go, yellow tape on doorways, things on top of shelves secured. Very minimal. Our documentation records were taken care of before the Audit. It appears all went well but we are still waiting for the final report.</p> <p>Expenses- Biggest expenses were maintenance done on Battalion truck. It needed a new Manifold cover, tires and alignment. We had our Air Compressor/Air system tested and maintenance done- something required every year. And we had several SCBA tanks hydro-tested. <b>Motion:</b> J. Powell, R. Gardiner <b>Carried</b></p>

	<p>The turnout gear that we ordered using the grant money should be here in a couple of weeks.</p> <p>Training is going well.</p> <p>We called an additional Captain and Hollie Patrick is now a Captain.</p> <p>Our Christmas/awards dinner is set for Dec. 7th so mark your calendars.</p> <p><b>Motion:</b> J. Powell, S. Rafferty <b>Carried</b></p>
<b>6. New Business</b>	
<b>7. Old Business</b>	
<b>9. Next Meeting</b>	June 27th, 2022
<b>10. Adjournment</b>	2005 Hrs <b>Motion</b> to adjourned to 02.28.2022 H. Williams, J. Powell <b>Carried</b>

## Shirley Fire Protection & Emergency Response Commission

Monthly General Meeting Minutes 2024/10/28

Approved:

Call to Order: 1930 Adjourned: 2055

**Present:** Chair B. Einarson, M. Taylor, S. Rafferty, J. Powell, R. Gardner

**Ex officio:** Fire Chief L. Hill

**Absent:** A. Wickheim

**Guests:** H. Damude

Agenda & Item #	Action Taken:
1. Agenda	<b>Motion</b> To approve agenda, M. Taylor, S. Rafferty <b>Carried</b>
2. Approval of Minutes	<b>Motion</b> To approve August Minutes: M. Taylor, R. Gardner <b>Carried</b>
3. Correspondence	
4. Fire Chiefs report	Fire Chief's Report: Current crew compliment: 21. Shirley 2 medical calls, 1 MVI, 1 potential gas leak, Jordan River callouts: 1 medical, 5 fire permits issued. We received grant money totalling 25.5K, mostly spent on turnout gear, hats boots and CVSA tanks. Reapplied for the '25 grant money that will be used for equipment and for instructors to attend Shirley for courses. The rest goes into the general training budget. We're planning an airbrakes course to be held in Shirley, six crewmembers will be attending. A couple of expenses coming up will be alignment, tires and manifold issues on the battalion. New lightweight basket stretcher purchased, Marty fabricated a wheel to make it more effective. Food bank truck run will be held on December 14th. . Russ is the new maintenance guy. Audit went well. Motion: J. Powell, S. Rafferty <b>Motion:</b> S. Rafferty, M. Taylor <b>Carried</b>
5. Treasurers Report	44k utilized out of operations, with 20K for remaining three months, so we are looking good. <b>Motion:</b> M. Taylor, J. Powell <b>Carried:</b>
7. Old Business	
8. New Business	1) New Business: Fire society: AED question re where to put one around the hall if grant submitted.  Various locations discussed possibly in the community hall. Jean Wiffen fund: Brief discussion on how fund will be administered.
9. Next Meeting	Sunday November 24th, 2024 at 1300 hrs AGM
10. Adjournment	2005 Hrs. <b>Motion</b> to adjourned J. Powell, M. Taylor <b>Carried</b>

**Shirley Fire Protection & Emergency Response Commission**  
**Monthly General Meeting Dec.30th, 2024**  
**Minutes**

**Approved: (Motion #)**  
**Call to Order: 1930 Adjourned: 2045**

**Present:** Chair B. Einarson, R. Gardiner, J. Powell, M. Taylor, Chief L. Hill

**Directors in waiting:** H. Damude, S. Berggren

**Absent:**

**Guests:**

Agenda & Item #	Action Taken:
1. Agenda	<b>Motion</b> To approve agenda, J. Taylor, R. Gardner <b>Carried</b>
2. Approval of Minutes	<b>Motion:</b> To approve November minutes. J. Powell, M. Taylor, <b>Carried</b>
3. Correspondence	
4. Treasurer's Report	Year-end per diems paid out \$11816.00, annual hall rent bill paid \$5500, pump testing completed. New basket stretcher. <b>Motion:</b> remaining excess 2024 funds (\$24,604), to be transferred to the equipment replacement fund. M. Taylor, J. Powell  <b>Motion:</b> Approval of Treasurer's report. M. Taylor, J. Powell <b>Carried</b>
5. Fire Chief's Report	Currently 23 crewmembers and two new recruits/ One chimney fire, remnants of scorched Santa found at the scene. One tree on lines. Jordan River callouts: One motor vehicle incident. A memorandum of understanding is currently being drafted for crewmembers to ensure they understand the commitment expected vis-à-vis attendance. (75% attendance is required) New cabinets installed in the utility room, \$2500.00 will go on next years budget. Five crew attended air brakes course was held at the Shirley hall. JOSH safety group is up and running but we don't know how to pay for it yet. 53/hr for attendees. 1st responder program; the scope has been widened for the 4 levels of licensing; we will only be training to FR moving forward. We will have to do some additional training and purchase of new equipment to accommodate the increase in scope. Year-end appreciation dinner went over very well, food bank run was fun and successful raising over \$2000.00.

	<p>New sump pump installed with costs being shared with our friends over at the community association.</p> <p><b>Motion:</b> R. Gardner, M. Taylor <b>Carried</b></p>
<b>7. Old Business</b>	
<b>8. New Business</b>	
<b>9. Next Meeting</b>	January 27th, 2025
<b>10. Adjournment</b>	2030 Hrs. <b>Motion</b> to adjourned to January 27th, 2025 M. Taylor, J. Powell <b>Carried</b>

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

**Tuesday, February 25, 2025 7:30 PM**

**Present:** Marni Krismer, Gary Howell, Aran Puritch, Jim Potvin, Vern McConnell, Joel Cotter

**Absent:** Director Al Wickheim, Greg Elvedahl

**Guests & Invitees:** Art Wynans

Meeting called to order at 7:32pm

**1) Approval of Agenda**

**MOTION** Vern McConnell, **SECONDED** by Gary Howell that the Agenda be accepted as presented, **CARRIED**

**2) MOTION** by Jim Potvin **SECONDED** by Vern McConnell that the minutes of Jan 27, 2025 be accepted as presented, **CARRIED**

**3) Fire Chief Report:** *Verbal report from Fire Chief, Art Wynans*

- Successful response to major house fire in Willis Point on February 12. Chief Wynans has expressed sincere thanks to Saanich and Highlands for significant mutual aid.
- Vendor selection for all R1 vehicle modifications will require capitalization and a more formal bid process.
- Accounting for expenses associated with the UBCM grant for \$40k has been set up at CRD. The first \$7800 will go to pay for the CRD training coordinator. The balance will be used to establish PPE and hose washing/drying infrastructure.
- Vehicle service and certifications completed for all vehicles.
- Membership and call volumes consistent for the year so far.
- Current focus in training is for new recruits. Skill maintenance training for the entire crew is up next.

**4) Business Arising:**

- a) Cell Tower: Commissioner Vern will follow up with CRD to see if the amendment to the contract has been signed.
- b) Hall Rental Modernization – Commissioner Aran
  - a. WIFI door lock option to be explored. Aran to report back with options
  - b. Marni and Aran will work with the Hall Manager to provide an options assessment at the April meeting on the following additional improvement opportunities:
    - i. Online calendar
    - ii. Rental fees appropriateness
    - iii. Online application
    - iv. Online payment

**5) New Business:**

- a) Hall heat pump maintenance – a report has been received re condensation dripping from the heat pump on the building.



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

b) *At the next meeting, a discussion of the door replacement project will be needed.*

**6) Hall Managers Report**

- New rentals
  - March 23
  - March 28,29,30
  - July 11-13
  - April 26: Dart night.
- Recurring rentals
  - Mon evenings pickleball
  - Sunday, Wednesday and Friday mornings pickleball
  - Firehall practice Wednesday nights
  - Floor hockey Thursday night.
- Feb 26 Floor maintenance is being done in the evening on gym floor.

**MOTION** by Vern McConnell **SECONDED** by Jim Potvin to adjourn the meeting at 8:50pm,  
**CARRIED**