



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, May 14, 2025

10:00 AM

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

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

Guest: Director M. Little

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [25-0530](#) Minutes of the Electoral Areas Committee Meeting of April 9, 2025

Recommendation: That the minutes of the Electoral Areas Committee meeting of April 9, 2025 be adopted as circulated.

Attachments: [Minutes - April 9, 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 no later than 4:30 pm two days before the meeting and staff will respond with details.

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

6. Committee Business

6.1. [25-0477](#) Appointment of Officers - Bylaw Enforcement

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681, Stephen Ford, Sam Skelcher, Kambiz Rezaie, Shubhro Barua, Brendan Dyck, Jorden Tytgat and Naunihal Singh be appointed as Bylaw Enforcement Officers.
(NWA)

Attachments: [Staff Report: Appointment of Officers - Bylaw Enforcement](#)

6.2. [25-0480](#) Union of British Columbia Municipalities - Public Notification and Evacuation Route Planning Grant 2025 - Motion of Support

Recommendation: 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.
(NWA)

Attachments: [Staff Report: UBCM-Public Notif & Evac Route Plan'g Grant 2025](#)
 [Appendix A: Public Notif & Evac Route Plan'g - App Worksheet](#)

6.3. [25-0560](#) Connected Coast: Last Mile Network Infrastructure Contribution Agreement

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Last Mile Network Infrastructure Contribution Agreement with City West Cable & Telephone Corporation be approved and that the Chief Administrative Officer be authorized to execute the agreement.
(WA)

Attachments: [Staff Report: Connected Coast: Last Mile Nwk Infra Contribution Agr](#)
 [Appendix A: Last Mile Network Infrastructure Agreement](#)
 [Appendix B: Bylaw No. 4594](#)

6.4. [25-0475](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) CRD Southern Gulf Islands Public Library Commission minutes of October 2, 2024
- b) CRD Southern Gulf Islands Public Library Commission minutes of January 15, 2025
- c) Galiano Island Parks and Recreation Commission minutes of March 6, 2025
- d) Galiano Island Parks and Recreation Commission minutes of April 3, 2025
- e) Mayne Island Parks and Recreation Commission minutes of March 13, 2025
- f) North Galiano Fire Protection and Emergency Response Service Commission minutes of January 12, 2025
- g) North Galiano Fire Protection and Emergency Response Service Commission minutes of January 15, 2025
- h) North Galiano Fire Protection and Emergency Response Service Commission minutes of February 16, 2025
- i) Pender Island Parks and Recreation Commission minutes of March 10, 2025
- j) Shirley Fire Protection and Emergency Response Commission minutes of January 24, 2025
- k) Willis Point Fire Protection and Recreation Facilities Commission minutes of March 25, 2025

Attachments: [Minutes: CRD SGI Public Library Commission - Oct 2/24](#)
 [Minutes: CRD SGI Public Library Commission - Jan 15/25](#)
 [Minutes: Galiano Island Parks & Rec Commission - Mar 6/25](#)
 [Minutes: Galiano Island Parks & Rec Commission - Apr 3/25](#)
 [Minutes: Mayne Island Parks & Rec Commission - Mar 13/25](#)
 [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - Jan 12/25](#)
 [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - Jan 15/25](#)
 [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - Feb 16/25](#)
 [Minutes: Pender Island Parks & Rec Commission - Mar 10/25](#)
 [Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - Jan 24/25](#)
 [Minutes: Willis Pt. Fire Prot'n & Rec Facilities Commiss - Mar 25/25](#)

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

The next meeting is June 11, 2025.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, April 9, 2025

10:00 AM

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

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Infrastructure Water Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; G. Harris, Senior Manager, Environmental Protection; S. Henderson, Senior Manager, Real Estate and SGI Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; D. Green, Senior Supervisor, Regional Source Control and ICI Regulatory Programs; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 9:58 am.

1. Territorial Acknowledgement

Director Wickheim provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda for the Electoral Areas Committee meeting of April 9, 2025 be approved with the addition of the following item:

8.1. Harbours and Waterways Management Verbal Update

CARRIED

3. Adoption of Minutes

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

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

CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

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

N. Chan presented Item 6.1. for information.

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

N. Chan presented Item 6.2. for information.

Discussion ensued regarding:

- the status of the additional criteria being implemented by the Salt Spring Island Local Community Commission
- allocation of surplus funds

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

A. Fraser spoke to Item 6.3.

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

CARRIED

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

K. Morley presented Item 6.4 for information.

Discussion ensued regarding:

- staff hosting an electronic meeting to review the survey with the electoral area directors and the Board Chair
- the timing of providing this feedback to the province
- identifying land use issues in the survey response

6.5. [25-0375](#)

Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- 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

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business**8.1. [25-0464](#) Harbours and Waterways Management Verbal Update**

G. Harris provided the following updates on Item 8.1.:

- that a draft report resulting from the Saanich Peninsula Harbours and Waters Service workshop be presented to the Environmental Services Committee
- future consideration of expanding the Core Area Harbours Service to a Regional Harbours Service

Discussion ensued regarding:

- the SSI Local Community Commission plans to hold a workshop with key stakeholders to address local concerns
- shared concerns within the Southern Gulf Islands and Tsehum Harbour

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the Electoral Areas Committee meeting of April 9, 2025 be adjourned at 10:38 am.
CARRIED

CHAIR

RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MAY 14, 2025**

SUBJECT **Appointment of Officers – Bylaw Enforcement**

ISSUE SUMMARY

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District (CRD) Bylaw and Animal Care Services Division.

BACKGROUND

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, the Electoral Areas Committee must from time to time make resolutions for persons in new positions.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act*, and in accordance with Capital Regional District Bylaw No. 2681, Stephen Ford, Sam Skelcher, Kambiz Rezaie, Shubhro Barua, Brendan Dyck, Jorden Tytgat and Naunihal Singh be appointed as Bylaw Enforcement Officers.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the CRD Bylaw and Animal Care Services Division.

CONCLUSION

The bylaw enforcement appointments reflect staff changes in the CRD Bylaw and Animal Care Services Division.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act*, and in accordance with Capital Regional District Bylaw No. 2681, Stephen Ford, Sam Skelcher, Kambiz Rezaie, Shubhro Barua, Brendan Dyck, Jorden Tytgat and Naunihal Singh be appointed as Bylaw Enforcement Officers.

Submitted by:	Shawn Carby, CD, BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MAY 14, 2025

SUBJECT **Union of British Columbia Municipalities - Public Notification and Evacuation Route Planning Grant 2025 - Motion of Support**

ISSUE SUMMARY

The Capital Regional District (CRD) Protective Services Division applied for the Community Emergency Preparedness Fund (CEPF) Public Notification and Evacuation Route Planning grant for 2025, funded by the Union of British Columbia Municipalities (UBCM). UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

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

By applying on the Public Notification and Evacuation Route Planning grant, the Protective Services team is looking to complete a review and update of the Emergency Operations Centre (EOC) Evacuation Planning Guides completed for each electoral area (EA) in 2020. New and updated evacuation planning mapping will also be conducted, providing enhanced information during evacuation exercises, planning and responses. Mapping will focus on areas with the highest risk, including Port Renfrew, which will be done in collaboration with the Pacheedaht First Nation. Additionally, this grant will fund the updating of the public mapping in the Household Evacuation Guides completed for each area within the EAs. The updating of these plans and supporting maps will enhance the EAs' ability to be resilient during disasters and increase preparedness.

The funding through the Public Notification and Evacuation Route Planning grant benefits the three EA emergency programs and residents equally, as updates and additional mapping will be completed for each area. This initiative will bolster and enhance evacuation planning.

ALTERNATIVES

Alternative 1

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.

Alternative 2

That staff be directed to rescind the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Emergency Operations Centres Equipment and Training Grant for 2025.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The continued development of the EA EOC Evacuation Planning Guides and mapping directly align with the following CRD 2023-2026 Board Priorities:

- 3c) *Increase resilience, community and adaptation planning to address climate related risks and disasters.*
- 4b) *Collaborate with First Nations to build and strengthen new processes for respectful, reciprocal government-to-government decision making and service delivery that uplift Indigenous self-determination.*
- 4c) *Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan.*

This also directly aligns with CRD 2023-2026 Corporate Goal:

- 9) *Protect public safety and cooperatively mitigate against, prepare for, respond to, and recover from emergencies.*

Financial Implications

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

Service Delivery Implications

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

CONCLUSION

The funds from the Community Emergency Preparedness Fund Public Notification and Evacuation Route Planning grant would bolster resiliency in the electoral areas, increasing the ability for the CRD to prepare for disasters and reduce risks within the communities.

RECOMMENDATION

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.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
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: Community Emergency Preparedness Fund – Public Notification and Evacuation Route Planning 2025 – Application Worksheet

Community Emergency Preparedness Fund

Public Notification and Evacuation Route Planning

2025 Application Worksheet

Please complete and return the worksheet with all the required attachments form by **April 25, 2025**. Applicants will be advised of the status of their application within 90 days of the application deadline.

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

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

SECTION 1: Primary Applicant Information

First Nation or Local Government Name:
Capital Regional District

File Number*:
LGPS-11861

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

SECTION 2: Detailed Project Information

- Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Please refer to Sections 4 and 6 of the *Program and Application Guide* for eligibility.

The Capital Regional District (CRD) would undertake a comprehensive review of our current Evacuation Planning Guides for each electoral area (EA)- Salt Spring Island, Southern Gulf Islands, and Juan de Fuca. These guides have not been reviewed or updated since June of 2020. The CRD would also undertake evacuation mapping for each area, with focus on higher risk communities first. One of these projects would be a detailed evacuation route mapping project in Port Renfrew, in collaboration with Pacheedaht First Nation. This area is at an increased risk for multiple hazards, including tsunamis. This mapping would increase evacuation planning efforts and provide detailed information imperative during an evacuation. Public workshops would also be held in order to engage the community in this evacuation planning, and highlighting the tools that are available.

- Evidence and Rationale.** What is the rationale and evidence for undertaking this project? This may include evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard, Risk, and Vulnerability Analysis; Community Wildfire Resiliency Plan; and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued).

The rationale for this project is rooted in the need to update the outdated information since the plans were originally written in 2020 and take into account any changes we have seen from the Emergency and Disaster Management Act, such as the need for

Indigenous consultation. Additionally, due to the increase in frequency of events due to climate change, and the remote nature of the CRD EAs, further evacuation planning is required. The CRD also requires additional mapping resources in our higher risk communities to ensure in-depth planning and resilience within these areas.

3. Alignment with Recommended Content. Refer to Table 1 in the *Program and Application Guide* and describe the extent to which the content identified in the guide will be included in the proposed project.

These plans will be in alignment with the recommended content, including:

1. Identification and capacity of available routes in each area within the electoral areas.
2. Availability of warning systems, including tsunami sirens and other emergency notification tools available.
3. Identification of additional factors impacting the functionality of evacuation routes such as the remote nature of the electoral areas.

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

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

Pacheedaht First Nations' Emergency Services team has been engaged in the preliminary discussions on this planning and mapping initiative for the Port Renfrew area.

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

Pacheedaht First Nations will be engaged during the evacuation planning review and evacuation mapping. As their Traditional Territory is located in our Juan de Fuca electoral area, specifically in Port Renfrew and Jordan River, it is imperative the CRD engages them in this form of planning. Port Renfrew will specifically be looked at as it is an isolated, at risk community and engagement with Pacheedaht will increase our resiliency in the area.

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

Staff working on this project have undergone Cultural Perspectives Training from the Indigenous Perspectives Society.

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

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

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

Even though our electoral areas are remote in nature and not surrounding by other jurisdictions or municipalities, it is still imperative we consult with neighbouring partners and additional groups. For our Juan de Fuca electoral area, the CRD will engage with the District of Sooke, the district of Metchosin and Juan de Fuca Search and Rescue to gather any additional recommendations or resources they have that could enhance our planning.

The CRD will engage with additional agencies as well such as BC Ferries, Coast Guard, water taxi services, and BC Transit. By collaborating with these groups, we can gain a better understanding of the transportation restrictions and capabilities within our electoral areas. If these groups are able to share their plans with the CRD, this will provide additional insights that will be very beneficial to our own evacuation plans.

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

- 6. Climate Change.** Describe how the proposed project will consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route plan and/or Public Notification plan.

Evacuation planning and subsequent mapping will take in to consideration hazards that are increasing in likelihood due to the change in our climate, specifically looking at wildfire and its increasing occurrence and intensity.

- 7. Large Scale ESS Planning.** Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios.

The evacuation planning guide and mapping will consider what would be applicable during an ESS activation during an evacuation. Included in the mapping, will be reception centre locations in our electoral areas. The planning guide will also detail important ESS contacts, reception centre locations and facilities, and address mass care needs in each electoral area.

- 8. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

Within the CRD Corporate Emergency Plan, one of the areas of responsibility identified is the public alerting and notification requirements. The CRD maintains communication channels and tools that are used in the event an evacuation is required due to an emergency or disaster. One of these tools, is our Public Alerting Notification system. In order to use this tool correctly and effectively in an emergency, the CRD can utilize the EOC Evacuation Planning Guide to ensure the flow of communication and provide situational awareness based on evacuation mapping and planning. This increases our

resiliency, and enables the CRD and its volunteers to more effectively exercise these systems and plans.

9. Comprehensive, cooperative, regional approach and benefits. Describe how your project will contribute to a comprehensive, cooperative, and regional approach to Public Notification and/or Evacuation Route Planning. What regional benefits will result from this project?

This project will be shared with our partners, specifically those with shared borders with our electoral areas or those that could be impacted by an evacuation. By communicating the information we have gathered, working with transportation agencies and other external partners, and engaging First Nations, we can gain more insight into the resources and challenges faced within our communities.

10. Additional Information. Please share any other information you think may help support your submission.

N/A

SECTION 3: Required Attachments

Only complete applications will be considered for funding.

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

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

For regional projects only:

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

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

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

Name: Corey Anderson

Title: Manager, Emergency Programs

Signature*:

Date: April 22, 2025

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

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

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

Please note "2025 PNERP" in the subject line.

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MAY 14, 2025**

SUBJECT **Connected Coast: Last Mile Network Infrastructure Contribution Agreement**

ISSUE SUMMARY

To consider the Last Mile Network Infrastructure Contribution Agreement with City West Cable & Telephone Corporation for a high-speed internet fibre optic landing site on Galiano Island and last mile high speed internet on Saturna and Galiano Islands through the Connected Coast Network Partnership.

BACKGROUND

Connected Coast is a backbone fibre project that brings high speed internet accessibility via a subsea fibre optic cable to rural and remote communities along the BC coast - from north of Prince Rupert to Haida Gwaii, south to Victoria and around Vancouver Island. The project is fully funded and approved by the Government of Canada's Connect to Innovate (CTI) program, Indigenous Services Canada, and the Provincial Connecting British Columbia program, as administered by Northern Development Initiative Trust (NDIT).

The Connected Coast project is a joint venture partnership between City West Management Corporation (CWMC) a wholly owned subsidiary of the City of Prince Rupert, and the Strathcona Connected Coast Network Corporation (SCCNC), a wholly owned subsidiary of the Strathcona Regional District.

Connected Coast includes fibre transport landing sites on Salt Spring, Pender, and Saturna Islands. The original program excluded the establishment of landing sites on Galiano and Mayne islands, and the funds did not include any local community last mile projects to connect individual households and businesses to the backbone broadband infrastructure.

Connectivity Planning in the Southern Gulf Islands

In early 2020, the CRD Board received the report [Connecting SGI: Connectivity Planning for the Southern Gulf Islands](#), a community based assessment of the limitations of the current lack of connectivity and the potential for better, faster, more reliable internet to support the social, economic, and sustainability goals of the Southern Gulf Islands. The CRD then engaged TANEx Engineering to conduct a [current state analysis](#) that identified service gaps and opportunities, as well as identified where Connected Coast landing sites should be located to best support existing internet service providers in the Southern Gulf Islands. This work demonstrated how improved connectivity is a fundamental need for Southern Gulf Islands communities to attract and retain young families, support low carbon economic development, and to improve access to social, educational, government, and health services. It also provided technical guidance to support informed decisions on the location of new broadband infrastructure.

At the January 08, 2020 Electoral Areas Committee and CRD Board meetings, the following resolution was passed:

That staff be directed to seek partnerships with one or more Internet Service Providers and pursue funding for the design and implementation of the Southern Gulf Islands Connectivity Plan.

In January 2021, the Connected Coast partners approached the Capital Regional District seeking support for applications to the Federal Universal Broadband Fund and the Provincial Economic Recovery Intake, (ERI) programs to fund additional landing sites on Galiano and Mayne, and to bring last mile fibre internet to whole SGI EA, including Mayne, Pender, Saturna and Galiano Islands. The CRD Board passed resolutions to write a letter of support on January 13, 2021:

- 1. That the Board approve a letter of support for the Strathcona Regional District and the Connected Coast project for their efforts to secure all necessary permits within the CRD, including design and tenure agreements for landings, Points of Presence and Rights of Way. Where possible, identification of the best landing sites should be informed by the connectivity design plan currently underway for the Southern Gulf Islands Electoral Area.*
- 2. That the Board Chair write a letter in support of the City West applications to the Federal Universal Broadband Fund (UBF) and the Provincial Economic Recovery Intake (ERI) programs for construction of last mile fibre to the home projects in the communities of Mayne Island, Galiano Island, Saturna Island, and North Pender Island.*
- 3. That the Board approve in principle that funding beyond the 90% threshold will be provided by the communities to be served by last mile projects, subject to successful service establishment and voter assent, and to mutual agreement to the terms of any required partnership agreements.*

The Connected Coast team was partially successful and received funding approvals for a new landing site on Galiano and last mile development for Galiano and Saturna Islands (but not for Mayne and Pender Islands which were technically deemed to be already served with high-speed internet).

City West has subsequently offered a contribution and revenue sharing agreement to the CRD. With a capital contribution of no more than 5.145% of the overall Network Infrastructure Costs up to a maximum of \$495,500.00 CRD will receive a 10.29% share of Annual Net Project Revenues over a period of 30 years. The CRD has received a \$495,500 grant from the Provincial Rural Economic Diversification and Infrastructure Program to support the capital contribution to this partnership through the Southern Gulf Islands Community Economic Sustainability Service.

ALTERNATIVES

Alternative 1

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

That the Last Mile Network Infrastructure Contribution Agreement with City West Cable & Telephone Corporation be approved and that the Chief Administrative Officer be authorized to execute the agreement.

Alternative 2

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

IMPLICATIONS

Financial Implications

The CRD's capital contribution of no more than 5.145% of the overall Network Infrastructure Costs up to a maximum of \$495,500 will be funded by a grant from the Provincial Rural Economic Diversification and Infrastructure Program (REDIP). The REDIP grant was approved for \$495,500.

Under the agreement, CRD will receive a 10.29% share of City West Annual Net Project Revenues over a period of 30 years. This revenue will be used to promote economic development in the SGI EA through the Southern Gulf Islands Community Economic Sustainability Service.

Service Delivery Implications

The main points of the Last Mile Network Infrastructure Contribution Agreement are as follows:

- City West is responsible for all costs in respect of the design, build, construction and installation of the Network Infrastructure.
- City West will pay 100% of all Operating Costs and Overhead Charges associated with the operation, maintenance, repair and management of the Network Infrastructure.
- City West will be entitled to deduct all annual Operating Costs and Overhead Charges.
- City West will retain sole ownership of the Network Infrastructure.
- With its capital contribution, the CRD will receive share of net revenues for 30 years.

Section 275(1)(c) of the Local Government Act provides that a Regional District may operate the service of providing capital financing for high-speed internet service to an area without access to high-speed internet service, and the Board of the Capital Regional District considers that the provision of high-speed internet service is essential to the promotion of economic development within the Southern Gulf Islands Electoral Area.

The CRD Board recently amended Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) Establishing Bylaw No. 1, 2024," to enable the service to:

- Provide capital financing for high-speed internet service within the Service Area; and
- Use of revenue earned under an agreement with the recipient of capital financing for high-speed internet service to fund economic development initiatives within the Service Area.

The amendments to the bylaw were done alongside similar bylaw amendments for the Salt Spring Island and Juan de Fuca Economic Development services. The changes enable coordination and promotion of economic development and represent a modernization of the delivery of economic development services in the electoral areas to broaden the available projects within the scope of the services.

The partnership agreement with City West will generate revenue for the Southern Gulf Islands Community Economic Sustainability Commission to further its work coordinating and promoting economic development within the Southern Gulf Islands Electoral Area.

Social Implications

City West has a pending partnership with GAIA on Galiano Island, a local nonprofit internet service provider. The relationship is like others in the Connected Coast program where City West

becomes the supplier, but the local Internet Service Provider (ISP) delivers the service. City West was not successful in reaching agreement for partnerships with other ISPs in the Southern Gulf Islands. However, Connected Coast landing sites are publicly funded and required by way of the CTI agreement to be open access for other internet service providers (ISPs) to use the fibre to distribute broadband to their subscribers.

City West is also advancing a cost sharing agreement with TSAWOUT First Nation for the Saturna Island service area, as part of the reconciliation aspects of the Connected Coast project.

Internet connectivity is a fundamental necessity to enable the Southern Gulf Islands' communities to diversify the demographic profile of the islands and achieve economic, social, and environmental sustainability into the future. Better, faster, and more reliable internet will support the social, economic, and sustainability goals of Saturna and Galiano Islands, and the revenue share enabled through this agreement will benefit the SGI Community Economic Sustainability Commission's capacity to promote economic development throughout the entire Electoral Area.

CONCLUSION

The proposed contribution agreement provides for a capital contribution and revenue share for CRD as part of the Connected Coast high speed internet project, enabling broadband infrastructure and high-speed internet services for the SGI communities of Galiano and Saturna Islands.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Last Mile Network Infrastructure Contribution Agreement with City West Cable & Telephone Corporation be approved and that the Chief Administrative Officer be authorized to execute the agreement.

Submitted by:	Justine Starke, MCIP, RPP, Manager, Southern Gulf Islands Electoral Area
Concurrence:	Stephen Henderson, Senior Manager, Real Estate and Southern Gulf Islands
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Varinia Somosan, CPA, CGA, FCMA, Acting GM Finance & IT / Deputy CFO
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Last Mile Network Infrastructure Contribution Agreement with City West City West Cable & Telephone Corporation.

Appendix B: Bylaw 4594 Economic Development Service Establishing Bylaw SGI

LAST MILE NETWORK INFRASTRUCTURE CONTRIBUTION AGREEMENT

THIS AGREEMENT made the ▼ day of ▼, 2025 (the “**Effective Date**”).

BETWEEN:

CITY WEST CABLE & TELEPHONE CORP., a British Columbia company having its principal office at 248 3rd Avenue West, Prince Rupert, British Columbia, V8J 1L1

("CITY WEST")

AND:

THE CAPITAL REGIONAL DISTRICT, a British Columbia regional district having its principal business office at 625 Fisgard Street, Victoria, BC V8W 1R7

("CRD")

WHEREAS:

A. Capitalized terms used in these Recitals and in this Agreement have the meanings ascribed to them in Section 1.1;

B. City West, a wholly-owned corporation of the City of Prince Rupert, owns and operates an integrated commercial and retail communications network business providing connectivity services including internet, television, and home phone;

C. The CRD is responsible for, *inter alia*, providing services necessary or desirable for its region and fostering the economic and social well-being of its region;

D. The CRD has enacted Bylaw No. 4594, “Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024”, a local service encompassing the geographic boundaries of Galiano Island and Saturna Island (the “**Service Areas**”) for the promotion of economic development, which may include providing a capital contribution for high-speed internet service within each Service Area;;

E. City West and the CRD (the “**Parties**” and each a “**Party**”), through the establishment by their affiliates of the Connected Coast Network Partnership, have developed the Connected Coast Network to provide backbone infrastructure to bring new or improved high-speed internet accessibility to rural and remote coastal communities along coastal British Columbia, Haida Gwaii and Vancouver Island;

F. The Parties now wish to develop the last mile (fibre to the home) for unserved and underserved residents within the Service Area;

G. Pursuant to section 275(1)(c) of the *Local Government Act*, the CRD may operate the service of providing capital financing for high-speed internet service to an area without access to high speed internet service;

H. Upon satisfaction of the Conditions Precedent herein, City West will incorporate a wholly owned subsidiary to which City West will assign this Agreement in accordance with Section 13.5 (b);

and

I. The Parties wish to record their respective rights and obligations with respect to the design, construction, installation, maintenance and ownership of the Last Mile Network and the provision of the Services as hereinafter set forth.

NOW THEREFORE THIS AGREEMENT WITNESSES that for and in consideration of the mutual terms and agreements hereinafter set forth, the Parties covenant, agree and promise each with the other as follows:

1. INTERPRETATION

1.1 **Defined Terms.** In addition to the terms otherwise defined in this Agreement, the following terms have the meanings set out below:

- (a) **"Affiliate"** has the meaning given in the *Business Corporations Act*, S.B.C. 2002, c. 57, as may be amended or replaced from time to time.
- (b) **"Agreement"** means the agreement including the recitals and Schedules to this agreement, as amended from time to time in accordance with this agreement.
- (c) **"Annual Gross Project Revenues"** the gross revenues paid by Project Customers to City West for communications network services that utilize the Network Infrastructure, except for Excluded Revenues.
- (d) **"Annual Net Project Revenues"** the Annual Gross Project Revenues minus the annual Operating Costs and Overhead Charges for the corresponding Fiscal Year.
- (e) **"Applicable Laws"** means all applicable federal, provincial and municipal laws, bylaws, codes, rules, regulations, ordinances and requirements applicable to the Project and the Services.
- (f) **"Business Day"** means a day other than Saturday, Sunday or a statutory holiday in British Columbia.
- (g) **"City West Group"** means, collectively, City West and its Affiliates, composing a corporate group that owns and operates an integrated commercial and retail communications network business providing connectivity services including internet, television, and home phone..
- (h) **"City West Separate Business"** means City West's separate business carried on independently from time to time by the members of the City West Group, which business is separate, apart, and unrelated to City West's provision of the Services to Project Customers pursuant to this Agreement.
- (i) **"Conditions Precedent"** has the meaning given in Section 7.1.
- (j) **"Connected Coast Network"** means the fibre optic communications network comprising approximately 3,400 kilometres of subsea fibre-optic cable and the associated landing site points along the associated coastline, running from Prince Rupert, British Columbia south to Vancouver, British Columbia, and then to Vancouver Island, Haida Gwaii and further north to Lax Kw'alaams.

- (k) **“Connected Coast Network Partnership”** means the partnership formed by City West Management Corp. and the Strathcona Connected Coast Network Corp. for the purposes of, *inter alia*, establishing the Connected Coast Network.
- (l) **“CRD”** means the Capital Regional District, a British Columbia local government having its principal business office at 625 Fisgard Street, Victoria, BC V8W 1R7.
- (m) **“Election Notice”** has the meaning given in Section 2.2.
- (n) **“Event of Default”** has the meaning given in Section 8.1.
- (o) **“Excluded Revenues”** has the meaning set out in Subsection 6.4.
- (p) **“Fiscal Year”** means the fiscal year that begins on January 1 and ends on December 31 of each year.
- (q) **“Last Mile Network”** means the network of telecommunications infrastructure installed to connect end-users to the Connected Coast Network.
- (r) **“Local Government Act”** means the *Local Government Act*, R.S.B.C. 2015, c. 1, as may be amended or replaced from time to time.
- (s) **“Network Infrastructure”** means, collectively, all works and services to be designed, constructed and installed by City West in connection with the establishment of the Last Mile Network and for certainty, excludes: (i) any communications network assets acquired, built or otherwise created by City West as a component of City West’s Separate Business (as defined in Subsection 6.4), to provide communications network services beyond the Last Mile Network; and (ii) any communications infrastructure of the Connected Coast Network.
- (t) **“Non-Defaulting Party”** means a Party that is not a Party in default under Section 8.1.
- (u) **“Ongoing Capital Investment Costs”** mean, collectively any capital expansion, improvement or upgrade costs in respect of the Network Infrastructure.
- (v) **“Operating Costs”** mean, collectively, the actual out-of-pocket costs incurred by City West required to operate and maintain the Network Infrastructure and the Third Party Project Sites through its life cycle following completion of design, construction and installation including, without limitation, costs relating to the provision of Services, taxes, insurance and capital maintenance and capital renewal/replacement costs, but do not include Ongoing Capital Investment Costs, Overhead Charges, or revenue sharing agreements with third parties.
- (w) **“Overhead Charges”** means the amounts necessary to cover the City West Group’s general and administrative costs, excluding Operating Costs and Ongoing Capital Investment Costs, reasonably attributable to the conduct of the Services as estimated by the directors of City West acting reasonably and, in any event, not to exceed 25% of the Annual Gross Project Revenues in any given Fiscal Year during the Term.
- (x) **“Project”** means the development, design, construction and operation of the Network Infrastructure.

- (y) **“Project Customers”** means residents within the Service Area that receive Services from City West utilizing the Network Infrastructure.
- (z) **“Service Area”** has the meaning given in Recital D.
- (aa) **“Service Records”** has the meaning given in Section 6.5.
- (bb) **“Services”** means, collectively, the connectivity services to be provided by City West pursuant to this Agreement and utilizing the Network Infrastructure, including high speed internet, television, and home phone services, together with all billing and collection services, technology support and customer service required in connection with the supply of such connectivity services.
- (cc) **“Substantial Completion”** means the date at which the construction of the infrastructure, technologies and facilities making up the Last Mile Network is completed such that all segments of the Last Mile Network are implemented and available to provide service to Project Customers.
- (dd) **Third Party Project Sites”** has the meaning given in Section 4.2(a).

2. THE AGREEMENT

2.1 Term

Subject to Section 2.2 below, this Agreement shall commence on the Effective Date and continue in effect in respect of the development and construction of the Project and the provision of the Services until the earlier of:

- (i) 30 years following the date of Substantial Completion; and
- (ii) the date this Agreement is terminated in accordance with Section 9 below.

2.2 Extension of Term

Unless one of the Parties delivers a written election not to renew the Agreement (the **“Election Notice”**) to the other Party on or before that date that is 180 days prior to the expiry of the then current term of this Agreement, as set out in Section 2.1(i) above, or any renewal term, as the case may be, this Agreement will automatically renew for further consecutive five (5) year renewal terms. For certainty:

- (a) if an Election Notice is delivered by one of the Parties in accordance with this Section 2.2 the Agreement will continue in effect until the expiry of the then current term; and
- (b) once a renewal term has commenced, the Agreement may only be terminated in accordance with Section 9 below.

Any renewal agreement will contain the same terms, covenants, agreements and provisos contained in this Agreement.

3. ARRANGEMENT

3.1 Relationship between the Parties

Commencing on the Effective Date and continuing until termination in accordance with the provisions of this Agreement, the Parties hereby associate themselves and hereby enter into this Agreement for the limited purposes set forth herein. The Parties agree that the provisions of this Agreement shall hereafter govern and define their respective rights, proceeds, revenues, benefits, liabilities, interests, powers and obligations as between themselves with respect to the completion of the Project and the provision of the Services.

3.2 Purpose

The business of the Parties shall be limited strictly to the Project and the provision of the Services. The business of the Parties shall not be extended by implication or otherwise beyond the transactions contemplated herein unless approved in writing by each Party.

3.3 Other Activities

Nothing in this Agreement prevents or restricts either Party from carrying on any other business or venture independently or with others.

3.4 Disclaimer of Partnership

Nothing in this Agreement will constitute the Parties as partners or, except as specifically provided in this Agreement, constitute either Party as agent of the other and each Party expressly disclaims any intention to create a partnership or, except as specifically provided in this Agreement, an agency arrangement between them and covenants with the other Party that it will not at any time, allege or claim that such a partnership or agency arrangement was created.

4. PROJECT DEVELOPMENT

4.1 Project Construction

City West will, itself or through third-party contractors, design and construct the Network Infrastructure in accordance with the following project milestones.

1. Milestone #1: At this stage the design is complete for the entire network or a segment of the network.
2. Milestone #2: At this stage, the entire network or network segment(s) is built.
3. Milestone #3: At this stage, the entire network or network segment(s) is in operation (fully or partially) and broadband services are available.

4.2 Third Party Project Site Access

- (a) The CRD will use commercially reasonable efforts to assist City West to obtain secure, long-term tenure to any lands and improvements required for the Project, including without limitation the construction, installation and operation of the Network Infrastructure, that are privately owned by third-parties (the “**Third Party**”).

Project Sites”).

4.3 Capital Costs

- (a) City West will be responsible for identifying and obtaining grant funding from senior levels of government and other third-party sources to fund the cost of the Project. The CRD will, upon City West’s request, cooperate and provide Project related information to such funding sources to the extent reasonably necessary to facilitate City West obtaining such funding.
- (b) Subject to subsection (c) below, City West will be responsible for all costs in respect of the design, build, construction and installation of the Network Infrastructure.
- (c) In the event that City West is not able to secure funding to pay the total of all of the design, build and construction costs in respect of the Network Infrastructure (“**Network Infrastructure Costs**”), the CRD will make a capital contribution of no more than 5.145% of the overall Network Infrastructure Costs up to a maximum of \$495,500 (the “**the CRD Contribution**”) to City West to cover a portion of any shortfall between total actual Network Infrastructure Costs and the amount of the funding received by City West pursuant to Section 4.3(a), provided that City West covers the remaining shortfall. The CRD Contribution may be funded from sources that include, but are not limited to, grant funding from senior levels of government, gas tax revenues, local area service taxes, developer contributions and/or borrowing. The anticipated capital contributions by the CRD for each Service Area’s Network Infrastructure and proposed Last Mile Infrastructure Maps are included in Appendix A.

4.4 Operating Costs and Overhead Charges

City West will pay 100% of all Operating Costs and Overhead Charges associated with the operation, maintenance, repair and management of the Network Infrastructure. City West will be entitled to deduct all annual Operating Costs and Overhead Charges incurred pursuant to this Agreement from the Annual Gross Project Revenues received from the provision of the Services in accordance with Section 6.2 below.

4.5 Ownership of Network Infrastructure

Notwithstanding any the CRD Contribution made pursuant to Section 4.3(c), City West will retain sole ownership of the Network Infrastructure, including the communications network and related assets that are acquired, built or otherwise created for the purposes of delivering network services to Project Customers.

5. PROVISION OF SERVICES

5.1 City West to Provide Services

During the Term, City West will manage, maintain and operate, and oversee the operation of, the Network Infrastructure, including the operation of all equipment and facilities used for the provision of the Services within the Service Area, and all activities and undertakings ancillary and incidental thereto, with a view of profit.

5.2 Last Mile Network Infrastructure Technology

In designing and constructing the Last Mile Network, City West covenants to use exclusively fibre as the technology for the Network Infrastructure except if it would be commercially unreasonable to utilize fibre due to extreme geographic or topographic limitations, in which case, City West may, with reasonable notice to the CRD, use an alternative technology provided it meets the minimum requirements of the *High-Speed Internet Service Regulation* and section 275 of the *Local Government Act*.

5.3 Service Standards

- (a) City West will provide the Services to the Project Customers on terms and conditions customary to the telecommunications industry (including without limitation the minimum service standard commitments set out in Section 5.3(b)).
- (b) In the course of performing the Services, City West will:
 - (i) dedicate and apply the time, personnel, expertise and other business resources reasonably necessary to perform the Services to a standard not less than the standard of service associated with the City West Separate Business;
 - (ii) from time to time, and promptly upon the request of the CRD, cause senior officers to make themselves available to meet with the authorized representatives of the CRD regarding the provision of the Services and to receive and respond to the CRD's questions and concerns regarding the Services; and
 - (iii) implement internal processes and procedures to safeguard and protect the confidential information of the CRD and any Project Customers provided to or obtained by City West in providing the Services.

6. OPERATING COSTS AND DISTRIBUTION OF ANNUAL NET PROJECT REVENUES

6.1 Operating Costs and Overhead Charges

City West will pay 100% of all Operating Costs and Overhead Charges associated with the operation, maintenance, repair and management of the Network Infrastructure and Third Party Sites and will be entitled to deduct all annual Operating Costs and Overhead Charges from the Annual Gross Project Revenues prior to any distribution of Annual Net Project Revenues pursuant to Section 6.2.

6.2 Distribution of Net Project Revenues

Except as otherwise set out in this Agreement, the Parties agree that each year all Annual Net Project Revenues from City West's provision of the Services to Project Customers will be shared by the Parties on an annual basis as follows:

- (a) City West – 89.71%; and
- (b) The CRD – 10.29% (the “**CRD Revenue Share**”).

6.3 CRD Revenue Share

Intentionally deleted.

6.4 Product Offerings

City West will develop and establish the retail pricing to be collected as Project Revenues for product offerings for communications network services provided to Project Customers through the Network Infrastructure (the “**Product Offerings**”) that City West may offer for sale to its Project Customers. All revenues generated by the sale of Product Offerings to Project Customers, excluding revenues of CityWest’s Separate Business (the “Excluded Revenues”), will be received by City West for the account of the Parties as Project Revenues.

6.5 Financial Statements

City West will prepare and maintain at its principal office in British Columbia proper and sufficient books, accounts and supporting business records in respect of the provision of the Services (the “**Service Records**”). City West will also prepare financial statements of its business and affairs in relation to the Project and the Services, which annual financial statements will be prepared on an accrual basis in accordance with generally accepted accounting principles. Within 60 days of the preparation of the annual financial statements, City West will provide or cause to be provided to the CRD an accounting showing the Project costs, Operating Costs, Overhead Charges, and Annual Gross Project Revenue for the Fiscal Year then ending (the “**Annual Accounting Report**”). For the purpose of verifying the Annual Accounting Report, the CRD shall have the right through any agent, employee or chartered accountant designated by it, at all reasonable times during usual business hours to: (i) examine and make copies of extracts from the book and records of City West which pertain to the Project and the Annual Accounting Report; and (ii) will have the right, at its cost, to have the Annual Accounting Report audited by a chartered accountant chosen by the CRD, and acceptable to City West acting reasonably. City West will act promptly and in good faith to reimburse the CRD to the extent of any discrepancies shown to be due the CRD by any such audit that exceed in the aggregate \$5,000. If there is a discrepancy in excess of \$5,000, City West shall reimburse the CRD for its audit costs, otherwise the CRD shall bear all expenses incurred by it in any such examination or copying made for its account.

7. CONDITIONS PRECEDENT

7.1 Conditions Precedent

The obligations of the Parties to carry out the requirements of this Agreement are subject to the following conditions (collectively, the “**Conditions Precedent**”) being satisfied or waived on or before the dates set out herein:

- (a) on or before that date that is two months after the Effective Date, the Board for the CRD approving the substantial terms of this Agreement and the transactions contemplated herein;
- (b) on or before that date that is two months after the Effective Date, the Board for City West approving the substantial terms of this Agreement and the transactions contemplated herein; and
- (c) on or before that date that is two months after the Effective Date, City West obtaining secure, long-term access rights to any Third-Party Project Sites necessary for the Project or the provision of the Services.

7.2 Waiver of Conditions Precedent

The Conditions Precedent in Section 7.1(a) is for the CRD's sole benefit and may be waived, unilaterally by the CRD, at the CRD's election. The Condition Precedent in Section 7.1(b) is for City West's sole benefit and may be waived, unilaterally by City West, at City West's election. The Condition Precedent in Section 7.1(c) is a mutual condition for the benefit of both the CRD and City West and may only be waived by both parties. If any of the Conditions Precedent are not satisfied or waived within the time herein provided then the Parties' respective obligation under this Agreement will be at an end, except as otherwise set out herein.

8. DEFAULT

8.1 Default

A Party will be in default of this Agreement if it:

- (a) fails to observe, perform or carry out any of its material obligations hereunder and such failure continues for 45 days after any of a Non-Defaulting Party has in writing demanded that such failure be cured; or
- (b) becomes a bankrupt or commits an act of bankruptcy or if a receiver or receiver-manager of its assets is appointed or makes an assignment for the benefit of creditors or otherwise,

(any such event being an "**Event of Default**").

8.2 Remedies on Default

In the event of an Event of Default by a Party, any Non-Defaulting Party may do any one or more of the following:

- (a) pursue any remedy available to them in law or equity, it being acknowledged by each of the Parties that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy;
- (b) take all actions as may reasonably be required to cure the default, in which event all payments, costs and expenses incurred therefor will be payable by the defaulting Party to the other Party on demand with interest at 10%;
- (c) waive the Event of Default; or
- (d) unilaterally terminate the Agreement.

9. TERMINATION

9.1 This Agreement may only be terminated:

- (a) by the mutual agreement of the Parties; or
- (b) in accordance with Section 8.2(d) above.

10. INDEMNITIES

10.1 City West Indemnity

City West shall indemnify and hold harmless the CRD from and against all claims, demands, losses, costs (including without limitations client-based solicitor costs), damages, actions, suits or proceedings, sustained by the CRD which are arising out of any:

- (a) loss of or damage to property relating to the Project or the provision of the Services;
- (b) breach of a legal duty arising under Applicable Laws;
- (c) claim for or in respect of the death or personal injury of any individual as a result of the design, construction or installation of the Network Infrastructure;
- (d) other claim, action, charge, cost, demand or expense by a third party relating to City West undertaking the design, construction or installation of the Network Infrastructure or the provision of the Services; or
- (e) breach by City West of any representations or warranties given by it in this Agreement,

save and except to the extent caused by the negligence or willful acts or omissions or misconduct of the CRD or as a result of a breach by the CRD of an express provision of this Agreement.

10.2 The CRD Indemnity

The CRD shall indemnify and hold harmless City West from and against all claims, demands, losses, costs (including without limitations client-based solicitor costs), damages, actions, suits or proceedings, sustained by City West which are:

- (a) arising out of any breach by the CRD of any representations or warranties given by it in this Agreement; or
- (b) arising in respect of any challenge to the validity of this Agreement or any provision herein brought by a third party, including without limitation any regulatory body,

save and except to the extent caused by the negligence or willful acts or omissions or misconduct of City West or as a result of a breach by City West of an express provision of this Agreement.

10.3 Survival of Indemnities

The indemnities set out in Sections 10.1 and 10.2 above will be true and accurate when the Parties sign this Agreement and will continue to be true and accurate throughout the Term of this Agreement.

11. REPRESENTATIONS AND WARRANTIES

11.1 The CRD Representations and Warranties

The CRD represents and warrants to City West that:

- (a) the CRD is a regional district under the laws of British Columbia;

- (b) upon waiving the Condition Precedent in Section 7.1(a), the CRD shall have taken all necessary corporate action to authorize and approve the execution and delivery of this Agreement and the completion of the obligations contemplated herein;
- (c) upon waiving the Condition Precedent in Section 7.1(a), the CRD shall have the full power, authority and capacity to enter into this Agreement and carry out the transactions contemplated herein;
- (d) the execution and performance of this Agreement does not and will not contravene any statutory requirement applicable to the CRD at the date of the Parties entering into this Agreement;
- (e) there are no existing provisions in the CRD's procurement, contract execution/approval, accounting and pricing policies which restrict or limit the powers of the CRD to enter into this Agreement and to carry out the obligations contemplated herein; and
- (f) there is no known action or proceeding pending, or to the CRD's knowledge threatened, against the CRD before any court, arbiter, arbitration panel, administrative tribunal or agency which, if decided adversely to the CRD, might materially affect the CRD's ability to perform its obligations hereunder or that will have an adverse effect on the timing or implementation of this Agreement.

11.2 City West Representations and Warranties

City West represents and warrants to the CRD that:

- (a) City West has been duly incorporated, validly exists and is in good standing under the *BC Corporations Act*;
- (b) City West is duly and fully qualified, authorized, licensed and registered to carry out its activities, and to the knowledge of City West it is conducting such activities in compliance in all material respects with all Applicable Laws and regulations and all such licences, registration and qualifications are valid and subsisting and in good standing in all material respects;
- (c) all necessary corporate action on the part of the City West has been taken to authorize and approve the execution and delivery of this Agreement and the completion of the obligations contemplated herein;
- (d) there is no provision in City West's constituting documents or any other agreement or documents to which City West is a party which restricts or limits the powers of City West to enter into this Agreement and to carry out the obligations contemplated herein;
- (e) City West is not subject to any obligation, non-compliance with which is likely to have a material adverse effect on its ability to undertake the Project or provide the Services; and
- (f) there are no known actions, suits or proceedings pending, or to its knowledge threatened against City West in any court or before any Governmental Authority which are likely to materially adversely affect the financial condition of City West.

11.3 Survival of Representations and Warranties

The representation and warranties of the Parties as set out in Sections 11.1 and 11.2 above, excepting 11.1(f) and 11.2(f), will be true and accurate when the Parties sign this Agreement, or are true post-waiver of any applicable conditions precedent, and will continue to be true and accurate throughout the Term of this Agreement. The Parties acknowledge their representations in 11.1(f) and 11.2(f) are true and accurate when the Parties sign this Agreement, and the Parties shall work together through the Term of the Agreement as set out in this Agreement in the event actions, suits or proceedings become known or are threatened in way to have an adverse effect on timing or implementation of the Agreement or materially adversely affect City West's financial condition as applicable.

12. COMMUNICATIONS

12.1 Communications Protocol

All communications regarding this Agreement, or any aspect thereof, will be jointly agreed upon prior to any public release and the parties agree that they will not engage in any communications, advertising or media interviews regarding any of the matters described in this Agreement without the prior written consent of the other party.

13. GENERAL

13.1 Confidentiality and FOIPPA Compliance

- (a) The CRD and City West acknowledge and agree that each of them, by virtue of either being a local government or corporation affiliated with a local government under the *Local Government Act*, as applicable, are subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia) from time to time in force and all amendments thereto and includes all regulations and amendments thereto made pursuant to that Act (collectively, "**FOIPPA**"); and each of the Parties will comply with the requirements of FOIPPA.
- (b) Except as required by FOIPPA, a Party will not, at any time either during the duration of this Agreement or thereafter, disclose to or discuss with others any confidential knowledge or information concerning the Project or Project Customers, and no Party will use, for its own benefit or any other purpose, or make notes of any confidential knowledge or information that has been obtained relating to the Project or the Project Customers except with the other Party's prior written consent.

13.2 Amendments

No amendment, supplement, restatement or termination of any provision of this Agreement is binding unless it is in writing and signed by each Party to this Agreement at the time of the amendment, supplement, restatement or termination.

13.3 Construction

The division of this Agreement into Sections, Subsections and Schedules, the insertion of headings and the provision of a table of contents are for convenience only, do not form a part of this Agreement and will not be used to affect the construction or interpretation of this Agreement. The word "including" will not be construed as limiting the general term or statement immediately

preceding. Unless otherwise specified:

- (a) each reference in this Agreement to "**Section**", "**Subsection**" and "**Schedule**" is to a Section or Subsection of, and a Schedule to, this Agreement;
- (b) each reference to a statute is deemed to be a reference to that statute, and to the regulations made under that statute, as amended or re-enacted from time to time;
- (c) words importing the singular include the plural and vice versa and words importing gender include all genders;
- (d) references to time of day or date mean the local time or date in Vancouver, British Columbia,
- (e) all references to amounts of money mean lawful currency of Canada, and
- (f) an accounting term has the meaning assigned to it, and all accounting matters will be determined, in accordance with Canadian generally accepted accounting principles consistently applied.

13.4 Time

Time will be of the essence of this Agreement.

13.5 Assignment

- (a) No Party will assign this Agreement, or any part of this Agreement, without the consent of the other Party. Any purported assignment without the required consent is not binding or enforceable against any Party.
- (b) Notwithstanding Subsection 13.5 (a), City West may, with notice to the CRD, effect an assignment of all its rights and obligations under this Agreement to an Affiliate.

13.6 Notice

All notices to a Party by another Party must be in writing and delivered to or sent by electronic transmission addressed to the Party set out on the first page of this Agreement or to any other address, e-mail address or individual that the Party designates. Any notice:

- (a) if validly delivered, will be deemed to have been given when delivered;
- (b) if validly transmitted by sent by electronic transmission before 3:00 p.m. (local time at the place of receipt) on a Business Day, will be deemed to have been given on the Business Day, and
- (c) if validly transmitted by sent by electronic transmission after 3:00 p.m. (local time at the place of receipt) on a Business Day, will be deemed to have been given on the Business Day after the date of transmission.

13.7 Dispute Resolution

All disputes between the Parties arising out of or in connection with this Agreement, which cannot be settled by them, will be resolved in the following manner:

- (a) First, the Parties will use all reasonable efforts to resolve any dispute, controversy, non-agreement or claim (a “**Dispute**”) through good faith negotiations.
- (b) Second, if such good faith negotiations do not resolve the Dispute, the following will apply: if such a Dispute should arise, senior designated representatives of each Party (“**Designated Representatives**”) will attempt to resolve the matter within fourteen (14) days of the matter being referred to them, or any other period agreed upon by the Parties; in the event that the Designated Representatives are unable to resolve the matter within fourteen days of the matter being referred to them, or any other period agreed upon, such matter will initially be attempted to be resolved by mediation as set out below.
- (c) **Mediation.** In the event that the Dispute is not resolved within forty five (45) days of the internal mechanisms described above, the Parties will refer the matter to non-binding mediation, with the mediation to be chosen by the Parties upon agreement at such time. The Parties will share the cost of the mediation equally. The decision of the mediator will not be binding on the Parties.
- (d) **Arbitration.** In the event the Dispute is not resolved through mediation, then the Dispute will be referred to a single arbitrator under the *Arbitration Act* (BC) then in effect in British Columbia whose decision thereon will be determined by the majority decision of the panel of arbitrators and will be final, binding and conclusive.

All arbitration proceedings will be conducted, unless the Parties otherwise agree, in Vancouver, British Columbia. Any matter, issue or dispute referred to arbitration will be dealt with on an expeditious basis with the Parties using all commercially reasonable efforts to obtain and implement a timely decision of the arbitration panel.

Any Party may at any time after a matter, issue or dispute referred to arbitration under this Section has been outstanding for 180 days, calculated from the date of delivery of the initial notice of dispute in respect thereof, commence proceedings in the Supreme Court of British Columbia to have the dispute determined therein, whereupon all arbitration proceedings will terminate except that no such proceedings may be commenced unless such Party has determined, acting reasonably and in good faith, that such Court proceedings are reasonably likely to resolve the matter in dispute in a manner that is more timely or less costly, or both, than would be the case if the arbitration proceeding continued; or competent jurisdiction for any remedy that is beyond the jurisdiction of the arbitrator to grant and which a Party reasonably requires in order to maintain its rights under this Agreement.

13.8 Entire Agreement

This Agreement constitutes the entire agreement among the Parties with respect to the subject matter hereof and supersedes all prior agreements, negotiations, discussions, undertakings, representations, warranties and understandings, whether written or oral.

13.9 Further Assurances

The Parties will from time to time promptly execute and deliver all further documents and take all further action necessary or appropriate to give effect to the provisions and intent of this Agreement and to complete the transactions contemplated hereby.

13.10 Severability

Each provision of this Agreement is severable. If any provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, the illegality, invalidity or unenforceability of that provision will not affect:

- (a) the legality, validity or enforceability of the remaining provisions of this Agreement; or
- (b) the legality, validity or enforceability of that provision in any other jurisdiction.

except that if:

- (c) on the reasonable construction of this Agreement as a whole, the applicability of the other provision presumes the validity and enforceability of the particular provision, then the other provision will be deemed also to be invalid or unenforceable; and
- (d) as a result of the determination by a court of competent jurisdiction that any part of this Agreement is unenforceable or invalid and if, as a result of this Section, the basic intentions of the Parties in this Agreement are entirely frustrated, then the Parties will use all reasonable efforts to amend, supplement or otherwise vary this Agreement to confirm their mutual intention in entering into this Agreement.

13.11 Counterparts

This agreement may be executed and delivered in any number of counterparts with the same effect as if all Parties had all signed and delivered the same document and all counterparts will be construed together to be an original and will constitute one and the same agreement.

13.12 Delivery by Electronic Means

Any Party may deliver an executed copy of this Agreement by electronic mail transmission, but that Party will dispatch by delivery in person to the other Party an originally executed copy of this Agreement as soon as is reasonably practicable thereafter.

13.13 Governing Law

This agreement will be governed exclusively by, and are to be enforced, construed and interpreted exclusively in accordance with, the laws of British Columbia and the laws of Canada applicable in British Columbia which will be deemed to be the proper law of this Agreement.

13.14 Succession

This agreement will enure to the benefit of and be binding on the Parties, their respective permitted assigns, successors, heirs, executors and administrators.

13.15 Legal Advice

Each of the Parties acknowledge and agree that they have obtained independent legal advice with respect to this Agreement and the obligations and liabilities set out herein.

IN WITNESS WHEREOF the Parties have hereunto set their hands and affixed their seals as of the day and year first above written.

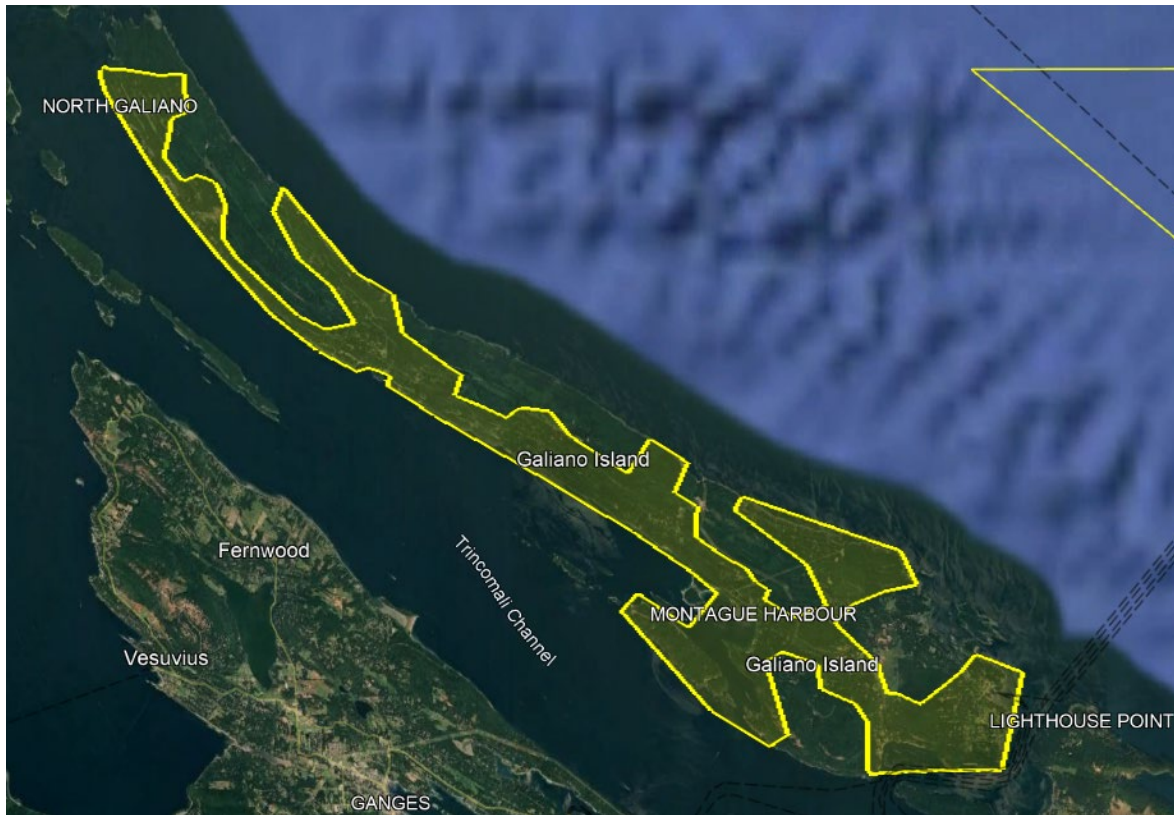
CITY WEST CABLE & TELEPHONE CORP.	THE CAPITAL REGIONAL DISTRICT
Per: _____ Stefan Woloszyn, Chief Executive Officer	Per: _____ Ted Robbins, Chief Administrative Officer

APPENDIX A – CRD CAPITAL CONTRIBUTIONS & PROPOSED LAST MILE INFRASTRUCTURE MAPS

Total Capital Contribution for Galiano and Saturna Islands: \$495,500.00

Area of Operations

Galiano Island



Saturna Island



**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4594**

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

WHEREAS:

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

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

Service

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

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

Boundaries

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

Participating Areas

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

Cost Recovery

6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
- (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
 - (b) fees and charges imposed under section 397 of the *Local Government Act*;
 - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Citation

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

READ A FIRST TIME THIS	11 th	day of	September,	2024
READ A SECOND TIME THIS	11 th	day of	September,	2024
READ A THIRD TIME THIS	11 th	day of	September,	2024
RECEIVED PARTICIPATING AREA APPROVAL UNDER S. 347(2) OF THE LOCAL GOVERNMENT ACT THIS	9 th	day of	October,	2024
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	20 th	day of	January,	2025
ADOPTED THIS	12 th	day of	February,	2025



CHAIR



CORPORATE OFFICER

CRD SOUTHERN GULF ISLANDS PUBLIC LIBRARY COMMISSION

Meeting Minutes

Wednesday Oct. 2, 2024, by Zoom

Commissioners and staff in attendance: Laura Vilness (Chairperson), Lee Anthony, Pat Van Holderbeke, Eleanor Cocker, Debbie Lesurf, Carol Ashwell, Pauline Preston, Cee Cartwright-Owers, Mari Warrior, Carmen Oleskevich (Library Director), Colette Clarke (minute taker).

Absent: Director Paul Brent (CRD), Ellen Bourassa, Ginny Macoun, Werner Heinrich.

1. Call to order at 9:30 am.

"We acknowledge that meet on the ancestral and unceded territories of the Coast Salish people, including SENĆOŦEN speaking WSÁNEĆ First Nations and the Hul'quimi'num Treaty Group."

L. Vilness gave an overview of videoconferencing etiquette with new procedures.

2. Approval of Agenda

Motion to approve the agenda as circulated by Pat Van Holderbeke, seconded by Lee Anthony, **carried**.

3. Approval of Past-Minutes of July 3, 2024, meeting

Motion to approve the SGI Public Library Commission minutes of July 3, 2024, by Eleanor Cocker, seconded by Cee Cartwright-Owers, **carried**.

4. Reports of Committees

4.1 Best Practices Committee report: C. Oleskevich reported the Committee met Sept. 11, 2024 (7 members). Topic focused on managing newly published adult books, and their restrictions, loan periods and display. Feedback was positive and information brought back to library members/boards for decisions. Best practices for new adult books will be implemented at different levels in community libraries. E. Cocker asked that the loan period of new adult books for Mayne Is. Community Library be corrected. **Action**: C. Oleskevich to correct Committee meeting notes.

4.2 Privacy Officers Team report: Privacy Officers, Chairperson, and staff shared an email update Sept. 20, 2024. C. Oleskevich outlined the work done in 2024 to implement FOIPPA and PIPA. The next topic to address concerned declaration forms for library volunteers. Privacy Officers were tasked with ensuring all library volunteers in their library sign declaration forms to commit to protecting personal information and following privacy procedures. Assistance and form templates were made available. **Action**: Privacy Officers to report by Oct. 31, 2024.

4.3 Funding Allocation Committee report: Committee is made up of Treasurers at SGI libraries, as well as C. Oleskevich and M. Pender (bookkeeper). Brief update that committee is continuing to work on CRD funding, funding allocation models, and operational costs to make sure all our libraries can open their doors. C. Oleskevich noted that the Commission budgeting process will be moved to earlier in the year in 2025 to meet CRD requirements. **Action**: C. Oleskevich to contact library Treasurers to set next Committee meeting date.

5. New Business

5.1 Staffing Procedures updates: Updated staffing procedures for library assistants (LAs) was distributed in July 2024, including new procedures for requesting subsidy for LA staff funding, and clarity on employment and supervision. Discussion and feedback given on new subsidy form content and design. C. Oleskevich clarified that subsidy is available to SGI libraries upon submission of form by deadline in 2024, and other points. Discussion that as a group we need to advocate for library funding at new levels. **Action:** C. Oleskevich to update library assistant subsidy request form.

5.2 CRD Library Commissioner nominations: Reminder given to submit Library Commissioner names for re-appointment and new nominations as soon as possible to meet CRD deadline.

6. Commissioner reflections: Chairperson thanked all for their contributions; like the idea of all of us working together to solve problems; really appreciated working with best practises and privacy committees; working together makes navigating complex issues easier; feel we have our voice, but that we speak for one; appreciate support of SGI Libraries; collaboration makes small libraries feel like they have a large voice; happy to be part of the system that helps us work together; appreciated the topics, important to our library services; thank you for having these meetings, makes us feel we are part of a bigger group and the work that is assisted; the Committee work is excellent; thinking about future library educational tours.

7. Upcoming business meetings

- January 2025 - schedule TBA
- Educational tours of libraries are a long-term goal for 2025.

8. Adjournment at 10:29 am.

CRD SOUTHERN GULF ISLANDS PUBLIC LIBRARY COMMISSION

Quarterly Business meeting
Wednesday Jan. 15, 2025, by Zoom

Minutes

In attendance (Commissioners, except where noted): Laura Vilness (Chair), Eleanor Cocker (Mayne), Ene Haabniit (Pender- Alternate), Hodie Rondeau (Mayne), Mari Warrior (Piers), Ellen Bourassa (Saturna), Eric Sherbine (Galiano), Cee Cartwright-Owers (Pender), Deb Woodland (Piers); Carmen Oleskevich (Library Director), Colette Clarke (minute taker)

Absent: Director Paul Brent, Debbie Lesurf (Saturna)

1. Call to order at 10:02 am
2. Approval of Agenda. **Motion** to approve agenda by E. Cocker, **seconded** by C. Cartwright-Owers, **carried**.
3. Commission membership
 - 3.1 Welcome to new Commissioners
Ene Haabniit (Pender); Hodie Rondeau (Mayne); Eric Sherbine (Galiano); Deborah Woodland (Piers)
 - 3.2 Election of Chairperson
By consensus, L. Vilness chaired this meeting, her final meeting as stepping down in March 2025; requested that Commissioners consider the role for the upcoming April 2025 meeting; the Chair position is well supported by Library Director. **Action:** interested Commissioners to contact C. Oleskevich by Feb. 1, 2025.
4. Approval of Minutes of Oct. 2, 2024, meeting. **Motion** to approve minutes from the Oct. 2, 2024, meeting by E. Cocker, **seconded** by C. Cartwright-Owers, **carried**.
5. Reports of committees
 - 5.1 Privacy Officers Team: Library Volunteer declaration forms have been completed; forms included commitment to protect patron privacy; C. Oleskevich thanked all for involvement in this important step to meet privacy legislation.
 - 5.2 Funding Allocation Committee: report of meeting from Oct 22, 2024, with Treasurers from SGI libraries; reviewed history and purpose of committee, discussed financial needs and CRD funds; provided comparison chart of library revenues and expenses; will be requesting an increase of CRD requisition for library services for 2026.
 - 5.3 Best Practices Committee – no report
6. Other Business
 - 6.1 Business Model Review
C. Oleskevich met with Mari Martin, Director of Public Libraries Branch, Min. of Housing and Municipal Affairs (Aug. 2024); raised concerns of long-term funding and organizational challenges with 5 library facilities in our electoral area; proposal for a business case review, funded by Libraries Branch, to look at how library services are

delivered; Funding Allocation Committee expressed support; strategic planning on a district level (electoral area); discussion on proposal and Commissioners were supportive. **Motion** that the CRD's Southern Gulf Islands Public Library Commission supports a business case review of the library service delivery model for our electoral area, as funded by the Libraries Branch, by E. Sherbine, **seconded** by C. Cartwright-Owers, **carried**.

6.2 Staffing 2025 update

C. Oleskevich updated staffing subsidy for 2025; circulated staff roster; staff are supporting large volunteer workforce; funding for staffing is challenging; discussion on fundraising options and finance models; suggestion to collaborate and consider a new fundraising advisory committee to be discussed at April 2025 meeting; discussion on increased responsibilities for Library Director and need for assistant.

6.3 Educational Tours of libraries

Planning for an educational library tour in 2025 organized by PIPL program coordinator staff; update to be given at April 2025 meeting.

7. Commissioner reflections

Excited to learn more about Library Commission; many expressed support for proposed business case review and a new fundraising advisory committee; happy to meet the Commissioners; looking forward to library tours; appreciated the zoom and telephone options for meetings.

Chairperson L. Vilness expressed her farewell and appreciation to all Commissioners and is happy to leave with the momentum strong for working collectively; gave thanks for all the work Commissioners do, working together helps make our library system stronger, and is a huge benefit to our communities. C. Oleskevich thanked L. Vilness on behalf of past and current Commissioners for her strong commitment for over 5 yrs.

8. Upcoming quarterly business meetings:

- April 9, 2025, 10:00 am by zoom
- July 9, 2025, 10:00 am by zoom
- October 8, 2025, 10:00 am by zoom

9. Adjournment at 10:56 am

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

06 Mar. 2025 at 1:00 PM

141 Sturdies Bay Road/Zoom

Present: Commissioners Keith Erickson, Mechelle Crocker(EP), Barry New, Frank Dewaard, Cathy Clinton,, Murray Scadeng **Regrets:** Eric Sherbine, Jim Henshall, Director Paul Brent.

Guests: Stephen Rybak ,Andrew Loveridge(EP) **Staff:** Lori Seay (Recording), Emma Davis(CRD) Justine Starke(CRD-EP)*EP=Electronic Participation*

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

Call to order at 1:05 PM. Chair Erickson provided a territorial acknowledgement.

2. **APPROVAL OF AGENDA**

MOVED by Commissioner Crocker, Seconded by Commissioner Dewaard that the 06 Mar. 2025 agenda be approved as prioritized. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOVED by Commissioner Crocker, Seconded by Commissioner New that the 06 Feb. 2025 minutes be approved as corrected. **CARRIED.**

4. **MASTER PLANNING ENGAGEMENT-ORIENTATION**

Justine Starke provided an overview of master planning supports available through CRD. The Commission has developed draft priorities for the 2026-2031 Master Plan. A Communications Plan has been drafted and is currently under review with CRD Communications. CRD's online engagement tools Bang the Table/Get Involved will be used to gather feedback on Commission priorities. Lori will circulate Bang the Table/Get Involved and the Engagement Plan once reviewed by CRD.

5. **CHAIR'S REPORT**

5.1 Penelakut Invitation: Chair invited Chief Jack from Penelakut to meet with the Commission. Chief Jack sent regrets for the March meeting and agreed to meet with GIPRC when available.

5.2 Master Planning Committee: Commissioners Erickson, Dishaw, Clinton and Scadeng formed the Master Planning Committee in fall 2024. Commissioner Dishaw has retired from the Commission, and Chair Erickson is not available to continue with the Committee. Commissioner Dewaard agreed to join in June 2025. Commissioner Clinton will approach former Chair Charlene Dishaw regarding continuing with the Committee. Chair will ask absent Commissioners. Staff support is available for the work.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

06 Mar. 2025 at 1:00 PM

141 Sturdies Bay Road/Zoom

5.3 Volunteer Fair: Commissioners will host an information table at the upcoming Galiano Volunteer Fair in partnership with the Galiano Trails Society.

6. REPORTS

6.1 Maintenance Contractor Update: Contract has been signed with CRD. All GIPRC assets were inspected in Jan/Feb. 2025 and results are being reviewed with Commissioner Henshall for recommendations to the Commission. Several sites may require ground disturbance and Michael will review proposed work with CRD Archeology. Signage regarding risk at current sites can be erected at the discretion of the Commission. Michael will erect Caution signage as appropriate at shore access site(s). Lori will connect with Archeology regarding including Chair Erickson at the upcoming ground disturbance meeting.

6.2 Recreation Grants: An Information session for applicants was held in February. Website update is underway. 2024 Reports are due Mar. 31, 2025 and 2025 applications close on April 15, 2025.

6.3 Betty's Place update: GHCS has requested a 2 year lease of the building. Current lease expires November 2025. The Kennedy subcommittee recommendation is to move forward with a 2-3 year lease at market rates. Options for the upkeep and management of the property were discussed. The volunteer and staff workload are significant. The Commission was generally supportive of a lease extension with GHCS. The Commission agreed to ask the Kennedy subcommittee to further investigate current market rental rates, upkeep and management considerations, and other agreement details in consultation with Commissioner Henshall when he is available and with Stephen Henderson from CRD Real Estate. Chair will draft a letter to the GHCS Chair expressing general support for a lease. Chair will ask Kennedy Subcommittee Chair to proceed with contacting Stephen Henderson from CRD Real Estate to share general support for proceeding with a long term lease.

6.4 Treasurer's Report: March 2025 statements were circulated prior to the meeting. Final CRD Budget should be approved at their March 2025 meeting. GIPRC submission includes a proposed lift to Recreation Funding and funds for First Nations Engagement on the Master Plan.

MOTION to approve the Mar. 2025 financial reports as circulated.
M-Treasurer Scadeng S-Commissioner Crocker . **CARRIED.**

6.5 Sturdies Bay Trail Extension: Justine will ask MOTI about any existing survey inside MOTI for the Sturdies Bay Trail end at Sturdies Bay.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

06 Mar. 2025 at 1:00 PM

141 Sturdies Bay Road/Zoom

7. NEW BUSINESS

7.1 2025 Best Practices Guide for Commissioners: Commissioners were encouraged to review the updated Best Practices Guide circulated with the Meeting Package.

7.2 MOTION to close the meeting in accordance with 90(1)(a) of the Community Charter. M- Commissioner Dewaard, S-Commissioner Clinton. **CARRIED.**

The Commission closed at 2:45 PM and rose at 3:00 PM.

8. Next Meeting: 9:00 AM, April 3, 2025. Galiano Library Meeting Room.

09. Adjournment: 3:08 PM

Approved at the 2025-04-03 GIPRC Meeting:



Keith Erickson - Chair
GIPRC

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

03 Apr. 2025 at 9:00 AM

1290 Sturdies Bay Road/Zoom

Present: Commissioners Keith Erickson, Mechelle Crocker(EP), Barry New, Frank Dewaard, Cathy Clinton(EP), Murray Scadeng, Jim Henshall **Regrets:** Eric Sherbine, Director Paul Brent.

Guests: Chief Pam Jack(EP), Penelakut First Nation, Stephen Rybak(EP), Andrew Loveridge(EP) **Staff:** Lori Seay (Recording), Michael Carrothers(Maintenance Contractor) Justine Starke(CRD-EP)

EP=Electronic Participation

1. CALL TO ORDER & LAND ACKNOWLEDGEMENT

Call to order at 9:00 AM. Chair Erickson provided a territorial acknowledgement. Commissioner Crocker requested that future territorial acknowledgements focus on Penelakut First Nation and common usage by other members of the Hul'q'umi'num' Treaty Group.

2. APPROVAL OF AGENDA

MOVED by Commissioner Crocker, Seconded by Commissioner Dewaard that the 03 Apr. 2025 agenda be approved as prioritized. **CARRIED.**

3. ADOPTION OF MINUTES

MOVED by Commissioner Henshall, Seconded by Commissioner Crocker that the 06 Mar. 2025 minutes be approved as circulated. **CARRIED.**

4. DELEGATION: Chief Chakeenakwaut (Pam) Jack - Penelakut First Nation

Chair Erickson welcomed Chief Pam Jack from Penelakut First Nation, and thanked her for joining the meeting. Chief Jack shared information on Penelakut priorities, especially as they pertain to Galiano Island. Chief Jack noted that other nations from the Hul'q'umi'num Treaty Group recognize that Galiano is core territory for the Penelakut, and that she supports CRD engagement with those nations. Chair Erickson welcomed the opportunity to meet in person with CRD, Penelakut First Nation and GIPRC to discuss items of mutual interest.

5. CHAIR'S REPORT

5.1 Master Planning Committee: The Master Planning Subcommittee has met to review the draft engagement plan as circulated. Amendments to the draft were recommended: including in person, online and mail-based engagement strategies and updating the list of groups for local engagement. The First Nations Engagement Plan is a separate document, with primary focus on the

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

03 Apr. 2025 at 9:00 AM

1290 Sturdies Bay Road/Zoom

Penelakut First Nation. The Commission agreed to amend the draft engagement plan and submit it to CRD. Next Master Planning step is priority-setting with the Master Planning Committee, with all Commissioners invited to participate. Public consultation is planned for summer 2025.

MOTION to amend and approve the draft circulated Engagement Plan (Master Plan 2026-2031) as per recommendations from the GIPRC Master Planning subcommittee. M-Commissioner Erickson, Seconded by Commissioner Dewaard. **CARRIED.**

Lori will circulate the updated Engagement Plan and a meeting poll for the next Master Planning meeting.

5.2 Ready Step Roll onsite visit: Commissioner Henshall will attend the Ready Step Roll Onsite visit on April 2, 2025. Lori will circulate meeting details.

5.3 Correspondence - CRD Website: Chair noted correspondence regarding outdated and missing information on GIPRC page on the CRD website. Chair and admin are working with CRD staff to make appropriate updates including an accurate GIPRC asset inventory with support from Maintenance Contractor and volunteers. Chair thanked GIPRC volunteer Stephen Rybak for his assistance.

6. REPORTS

6.1.a Maintenance Contractor Update: A report was circulated prior to the meeting. Michael highlighted:

- productive meeting with First Nations Division archeologist and implications for 2025 Capital projects.
- Beach debris collection site at Morning Beach. Commission agreed to monitor the site and connect with Galiano Recycling to encourage that beach debris from other sites be brought directly to their depot to discourage the breakdown of styrofoam. Commissioner Scadeng will follow up with GIRR.
- Irrigation at Kennedy property will be challenging this summer due to loss of the pool reservoir.

Michael thanked Commissioners Henshall and Scadeng for their support.

6.1 b Sturdies Bay Trail Extension: A Sturdies Bay Trail Extension Advisory Committee has been formed including Commissioners Scadeng and Dewaard and trail volunteer steward Charlene Dishaw. Commissioners Erickson and Scadeng documented a recent site visit. Justine Starke reviewed the conceptual plans from 2018 for an extension at the Sturdies Bay End of the trail as part of the Regional trail planning work by CRD. Discussion followed regarding costs

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

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of planning and multi-use vs. footpath approaches and other extension sites. Sturdies Bay Trail Extension Advisory Committee will meet with Justine to follow up. Lori will organize the meeting.

6.2 Recreation Grants: All 2024 grant reports have been received, and the deadline for 2025 applications is April 15. The Recreation Grants subcommittee will meet in late April for detailed review and will bring recommendations forward to the May meeting. Lori will circulate the reports and evaluation matrix to Commissioners in advance of that meeting.

6.3 Shore Stewards: Commissioner Clinton reported that a new shore stewards inventory has been developed and that a new steward was recruited at the recent Volunteer Fair.

6.4 Betty's Place update: An information package was circulated prior to the meeting by the Kennedy subcommittee Chair. The Commission reviewed and approved the proposed terms for a 2-3 year lease extension with Galiano Health Care Society, including an increased monthly license fee.

MOTION to refer the Kennedy GHCS renewal negotiation to Stephen Henderson, CRD Real Estate, with GIPRC-approved recommendations as per the 2025-03-24 Memo from the Kennedy Planning Committee. M-Commissioner Erickson, S-Commissioner Dewaard. **CARRIED.**

The Commission also agreed to secure a local handy-person for repairs/issues with the building as needed by tenant(s). Michael Carrothers will continue to be responsible for property maintenance excluding the house. Lori will develop a draft handyman ad for Commissioner Henshall's review.

6.4 Treasurer's Report: April 2025 statements were circulated prior to the meeting. Recently approved CRD budget includes an increase to Recreation Funds (\$45K).

MOTION to approve the Apr. 2025 financial reports as circulated. M-Treasurer Scadeng S-Commissioner Henshall. **CARRIED.**

7. NEW BUSINESS

7.1 Commission discussed benefits of a power wheelbarrow for trail and shore access work.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

03 Apr. 2025 at 9:00 AM

1290 Sturdies Bay Road/Zoom

MOTION to allocate up to \$4000 for a electric-assist wheelbarrow to support shore access and trail work. M-Commissioner Henshall, S-Commissioner New. **CARRIED.**

8. **Next Meeting:** 9:00 AM, May 1, 2025. Galiano Library Meeting Room.
09. **Adjournment:** 11:20 AM.

Approved by the Commission at the May 1, 2025 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: March 13, 2025 3:00 pm

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

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

Guests: Trisha Glatthaar
Jack and Harriet Ryder – Skatepark proposal

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

The Mayne Island Parks and Recreation Commission is grateful to the Coast Salish people for their historical custodianship of the territory on which we meet today.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Legge
that the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of February 13, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that the minutes of February 13, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell welcomed the presenters.

5. Presentations

5.1. Trisha Glatthaar presentation regarding Cotton Park

- A package of emails and native plant information was distributed to commissioners for their information.

- Trisha Glatthaar stated that she maintains native plant species and removes invasive plants in Cotton Park and she reported on the progress made since 2017.
- She continues to work with First Nations communities.
- She requested that the Orca trail not be raked by park volunteers as it causes damage.
- She recommended the continued use of bark mulch for trail cover.

Discussion occurred which included that:

- A visit is anticipated this year by both the CRD archaeologist and the First Nations cultural monitor who have previously discussed trail maintenance with MIPRC to help keep the site undisturbed.
- It was reported that further mapping of the site is being considered.
- It was stated that there are varying opinions on which trail coverage material should be used.

5.2. Jack and Harriet Ryder – Skatepark proposal

- An information package was provided to commissioners.
- Jack Ryder provided some history on his background working with park departments and as a semi-professional skateboarder and youth teacher in the sport.
- He commented on a range of life skills and benefits the sport provides to youth.
- Harriet Ryder provided some history of project management and carpentry.
- The Ryders provided information of their current program which takes place on Sundays at the school's shared basketball court.
- They reported that the school's vice-principal supports their efforts.
- They commented on the children's age statistics for Mayne Island, the challenge for childhood recreational activities and the benefits of their program for children and the community of families.

Discussion occurred including that:

- Portable ramps could be used as a starting point.
- The Ryders stated they will connect with a well-established Langley company who has a fundraising department and have built skateparks worldwide.
- End of life disposal, maintenance costs and volume of use will be considerations.
- It was commented that participation in the current program is high and has overwhelming support.
- Presenters would like MIPRC to support the ideas presented through partnership and funding.
- An application for recreational grant funding will be submitted.

All presentations were completed by 3:41

6. Reports

6.1. Treasurer's Reports

Mayne Island Parks and Recreation Commission
Minutes for: March 13, 2025

6.1.1. Treasurer's Report for the period February 1 - 28, 2025

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Legge that the Treasurer's report for the period February 1, 2025 to February 28, 2025 be approved as presented.

CARRIED

6.1.2. Finance/Local Matters Update

Nothing to report.

6.1.3. Motion re: Capital Budget amendment

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the capital budget amendment as presented by the Capital Regional District to include the Capital Works Fund grant.

CARRIED

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- a) Calendar: Lower staircase on Kippen Rd. in April; and, review and update hiking and walking trail brochure in March.
- b) Commissioner Orientation: Commissioner Legge attended and made a short report.
- c) Crush fill: Matt Taylor will be contacted.
- d) Investigating cost of digger and grading attachments: Commissioners Kilpatrick and Wright will discuss this further and report back.
- e) New Horizons for Seniors Funding: The report was submitted for an extension and awaiting reply.
- f) Garbage bin with lock: Waiting for a response.
- g) UV and fan in Miners Bay: In working order.
- h) Design for Henderson park kiosk: The design is required before the wording finalized.
- i) Mesh for boardwalks: Received
- j) Signage at Vulture Ridge Peak: A draft signage framework will be prepared for the next meeting.
- k) Trees at Charter Rd. pocket park: An arborist assessment will be scheduled in the fall after this season's growth.
- l) ICBC Claim: An email was sent to ICBC to withdraw the claim.

6.2.2. Health and Safety Concerns

- Neighbours made reports of nighttime hunting at St. John Point. This item is being managed by CRD and the RCMP.

6.2.3. Events

A report was received with the agenda.

- 6.2.4. Master Plan update: The committee met this morning. It was reported that a written summary of discussion with CRD regarding community and First Nations engagement will be distributed.

6.3. Committees

6.3.1. Fitness Circuit/ Beautification Phase II

No discussion occurred.

6.3.2. Technology

A report was received with the agenda.

6.4. Parks

6.4.1. Miners Bay

- The installation of exterior lighting on the library building was discussed and will be brought forward with more information for discussion.
- Fire extinguishers in all the parks were renewed and Commissioner Kilpatrick will discuss the building fire extinguisher with library staff.
- Gravel has been put down in the parking lot and the water pooling has improved.

6.4.2. Dinner Bay

- The disc golf club has planned a branch cleanup on Saturday and another cleanup will be scheduled closer to the tournament date. Materials will be put on burn piles situated in the park.
- The concrete in the Adachi Pavilion will be sealed in dry weather to repair winter damage and power washing will be scheduled for the pavilion.

6.4.3. Cotton Park

No discussion occurred.

6.4.4. Henderson Park

No discussion occurred.

6.4.5. Japanese Memorial Garden

A report was received with the agenda

6.4.6. Trail Committee

Site visit with Mayne Island Pathways and Trails Association (MIPATA)

It was reported that:

- The connector between Neil Road and Laura Point may be a viable proposition.
- MIPRC has to obtain the appropriate approvals.
- A survey should be done and the road allowance identified.
- A plan will be created for an easy path without the need to build bridges.

6.4.7. Pocket Parks

No discussion occurred.

6.4.8. Emma and Felix Jack Park

Maintenance

- Johnny Aitken emailed that he is no longer going to mow the grass, but will continue to volunteer to look after the trees.
- Discussion occurred regarding methods of maintenance to ensure accessibility and safety.
- Commissioner Bell will respond to the email.

7. Correspondence/Meetings

- 7.1. Email exchanges with Mayne Island Lions Club to co-ordinate Easter festivities.
- 7.2. Email and proposal regarding permanent skatepark facility.
- 7.3. Emails from Mayne Island Chamber of Commerce regarding installation of binoculars at select park benches.
- 7.4. Email regarding maintenance of Emma and Felix Jack Park.
- 7.5. Confirmation email Glyn Legge appointed commissioner of Mayne Island Parks and Recreation Commission by CRD Board.
- 7.6. Telephone call and emails regarding a hunter on MIPRC trail.
- 7.7. Email request and formal report filed for extension of NHSP program to fall 2025.
- 7.8. Email correspondence from Rob Underhill, Mayne Island Conservancy and volunteers regarding restoration plan for Sandy Hook Community Park.

8. New Business

- 8.1. Mayne Island Chamber of Commerce – binoculars at park benches
- It was agreed that the installation of binoculars in the parks should be investigated.
 - Commissioner Bell will communicate further with the Chamber on this matter.
 - Commissioner Legge will investigate costs and report.

Mayne Island Parks and Recreation Commission

Minutes for: March 13, 2025

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

CARRIED.

The meeting adjourned at 4:55 pm

Original signed by

April 10, 2025

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder



NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION COMMISSIONERS MEETING

NGVFD Hall #1

Sunday 12th January, 2025 13:00

MINUTES

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

Guests: Wayne Bairstow, Derek LaCroix, Chief Harris

Regrets: Idora Scott, Paul Brent

Zoom: none

1. Approval of Agenda (*Chouinard, 2nd Snape*)
2. Approval of Minutes November Meeting (*Chouinard, 2nd Snape*)
3. Approval of Minutes AGM - (*Knoebber, 2nd Kucille*)
4. Chair's Report - AC Clark, FF Ted Bentley, **Idora Scott** and **Chair Kelleher** have formed a sub-committee to organize cohesive strategies to firesmart to high risk forested areas. As per AC Clark's report there are talks on the Galiano Conservancy Association's decommissioning of roads and how to intergrate this with the Fire Department and Emergency Response Team's plan of creating dedicated emergency egresses.

Knoebber: "In regards to Cook rd and the acces to Therah, the department of highways doesn't cover those roads, it is up to private residents. The risk is increasing and we would love to find ways to include this in the conversation of emergency egress. Chief Harris: "MOTI is responsible for the Cook rd easement into Therah. The MLA should be contacted."

5. Financial Report & Chief's Report
 - a. Presented on paper. There is a \$54,000.00 surplus. The suggestion from Chief Harris is that we carry \$10,000.00 forward to buy needed safety equipment in February. Chief Harris requests that \$44,000.00 be split between Equipment Replacement Fund and Capital Reserve Fund.
 - i. MOTION: That we carry foward \$10,000.00 for the purpose of purchasing safety equipment in February. (*Chouinard, 2nd Knoebber* - motion carried)
 - ii. MOTION: The we divide the remainder (\$44,000.00) between Equipment Replacement Fund and Capital Reserve Fund (*Chouinard, 2nd Snape* - motion carried)
 - b. The age group of people the NGVFD has responded to during call-out has been noted. **Chair Kelleher** asks if there are support groups assisting the elderly or monitoring those with vulneraibilities on Galiano. Chief Harris notes that we have access to Comunity Paramedics, the Better-at-Home program. We should be looking for additional resources, and creating awareness, and systems for eighbourhood assistance. Item to be revised in June 2025.

- c. **Knoebber** asks if there are mental health supports in place for our first responders. The SGI has established, through training, a CISM network, and it can be deployed and made available. AC Clark and FR Patterson have taken a course on mental health counseling. The regional JOHSC is working on developing a program. Otter Point FD has created a thorough assistance program that could be accessed for evaluation. There is a need to refocus the NGVFD into performing regular debriefs. The CRD also offers assistance with debriefs and diffusion.

6. Business Arising out of the Minutes or Report

- a. Amalgamation: In 2025 we move forward with the existing North Galiano commission, and the existing South Galiano society. We will have meetings with both in preparation for the larger AGM to establish an island-wide commission in 2026. An article about the amalgamation will be included in February's Active Page.
- b. Acknowledging Tom Darby's contribution to the NGVFD: Sarah Knoebber will take this on, with the help of the North Galiano Fire Protection Society's financial assistance.
- c. Safety Items: certain areas in each hall don't meet requirements. Areas open to the bays need to be reevaluated. AC Clark will draft a plan to enclose spaces in both Halls. Hall 1 is CRD building and will require additional planning. A fuel shed should also be planned.

7. Other Business

- a. Elections of Commissioners

Chair: *Kieran Kelleher*, by acclamation

Vice Chair: *Robert Snape*, by acclamation

Treasurer: *Ray Chouinard*, by acclamation

Commissioners: *Idora Scott, Sarah Knoebber, Ken Kucille*

- 8. Next Meeting: Sunday, February 16th 2025 at 13:00, NGVFD Hall #1 (Cook)

- 9. Adjournment: 14:03



**NORTH GALIANO FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICES COMMISSION
COMMISSIONERS**

*** Special Meeting ***

15 January 2025

Via Email

MINUTES

Special Meeting Via Email

In Correspondence: *Chair Kieran Kelleher, Rob Snape, Idora Scott, Ray Chouinard, Ken Kucille, Sarah Knoebber, Chief Karren Harris*

Additions for the 2025 Financial Plan for North Galiano Volunteer Fire Department

MOTION: That a new project for 2025, the "NGVFD Fire Hall #1 (Cook Road) Improvement Feasibility and Design Project" be created and allocated \$20,000 from the Capital Reserve Fund. (*Chair Kelleher, 2nd Scott*. Motion carried unanimously)

MOTION: The SCBA Replacement Project monies are increased by \$20,000.00 from the Equipment Replacement Fund (*Chair Kelleher, 2nd Scott*. Motion carried unanimously)



NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION COMMISSIONERS MEETING

NGVFD Hall #1

Sunday 16th February, 2025 13:00

MINUTES

In attendance: *Kieran Kelleher, Rob Snape, Sarah Knoebber, Ray Chouinard*

Guests: *Wayne Bairstow, AC Clark, Chief Harris*

Regrets: *Ken Kucille, Idora Scott, Paul Brent*

Zoom: *none*

1. Approval of Agenda (*Snape, 2nd Chouinard*)
2. Approval of the minutes as amended (*Chouinard, 2nd Snape*)
 - a. Remove "Approval of November Minutes, and Approval of AGM Minutes"
3. Chair's Report
 - a. Chair discussed, for his purposes, the aspects of the firesmart program, and the establishing a second exit from the north end. Chair requested to be in attendance of the Emergency Services sub-committee on decommission roads and exits with Pettit, AC Clark, and Chief Sugden.
4. Financial Report & Chief's Report
 - a. Attached final draft of the 2024 spending report with a \$56,000.00 surplus, reallocated and carried forward as per the previous motion.
 - b. Volunteer/Recruitment drive on April 29th, 2025 14:00 South Hall.
 - i. possibility of a more targeted north-end recruitment fair, such as the Jamboree. AC Clark suggests a more direct approach (1 on 1).
 - ii. Bring table, with Gear, Truck, etc. Talking Points for potential recruits: quarterly stipends, benefits, training, personal growth, resume. Initiate putting together a comprehensive recruitment package.
 - c. Preliminary budget for 2026; process will start in March and to be put forward in July.
5. Business Arising out of the Minutes or Report
 - a. Splitting cost $\frac{1}{3}$ North $\frac{2}{3}$ South in spending as per usual.
6. Other Business
 - a. Create a Motion to approve the division of consolidation expenses as they incurred during the 2025 fiscal period

MOTION: That expenses incurred as part of the ongoing consolidation process be divided by an agreed-upon formula based on property value, budget and population. (*Knoebber, 2nd Chouinard. CARRIED*)
 - b. AC Clark discussed Engineering drawings/plans for the renovations for Hall #3. as first steps. Engineered and pre-approved original plans for the Hall 3 build to be used to figure out financials and to create a business plan for proposal to the CRD. Plan to be added and proposed within the 2026 budget.

7. Next Meeting: Sunday March, 16th 2025, 13:00 at North Galiano Fire Hall #1

8. Adjournment: 14:02

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

Commissioners: George Leroux (Chair/Treasurer), Andrea Mills, Cecilia Suh, Paul Kubik, Paul Brent, Sandra Tretick, Lisa Baille, Carolyn Cartwright Owers, Tim Frick.
Staff: Lori Seay-Potter (Recorder), Rob Fawcett (Project Coordinator), Ben (Maintenance Contractor) Erin-O'Brien(PICA Restoration contract)

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:30 PM.

2. **APPROVAL OF AGENDA**

MOTION to approve the 10 Mar. 2025 PIPRC agenda as amended to include Gowlland Point parking. M-Commissioner Brent, S-Commissioner Tretick. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION to approve the 10 Feb. 2025 PIPRC minutes as corrected. M-Commissioner Kubik, S-Commissioner Brent. **CARRIED.**

4. **CORRESPONDENCE AND BUSINESS ARISING**

4.1 Ellena Road: Commission is considering decommissioning of the trail. ACTION: Lori will contact CRD for background information on the site.

4.2 Dog Waste costs: Rising costs are creating budget pressures for the Commission. Strategies were discussed.

MOTION to discontinue providing dog waste bags effective May 1, 2025 following appropriate notification. M-Commissioner Brent, S-Commissioner Mills. **CARRIED.**

4.3 Dock replacement-Magic Lake swimming hole: For discussion under the Maintenance Contractor report.

5. **COMMISSION MEMBERSHIP AND ORGANIZATION**

5.1 Election of 2025 Vice-Chair: Sandra Tretick was acclaimed Vice Chair for 2025.

6. **DELEGATION:** None.

7. **OPERATION REPORTS**

6.1 Maintenance: Ben circulated a report prior to the meeting, and proposed a budget and workplan for an accessible replacement of the dock at the Magic Lake swimming hole for the 2026 Capital budget. A detailed installation plan will be provided for the April meeting. Vehicles are accessing the mudflats at Mortimer Spit - Ben will manage mitigation. Ben noted his support for the proposed Mosaic project with Three in the Tree. Ben will connect with PICA regarding tree management at Thieve's Bay.

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

6.2 Restoration: Erin O'Brien's report, on behalf of PICA, was circulated prior to the meeting. Green waste dumping at Shingle Bay- a new NO DUMPING sign will be erected at site by Ben. A new trail at the Danny Martin site is being planned. A new grant will allow PICA to do community education on standing snags.

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

Schooner Way: Tree work has begun. Rob attended the proponent visit with bidding contractors. Final decision on award will be made mid-April.

Thieves Bay Pavillion: Ben and Rob visited the site to determine the best possible location for the Pavilion. Next step is an event with a tent installation to mimic the Pavillion footprint. A Canadian manufacturer has been identified. Rob will develop a project budget and plan for presentation to the April 2025 meeting.

Dog Park: Rob reached out to MOTT about enhanced parking capacity and safety at a proposed site. Commission discussed possible engagement strategies and site alternatives.

7. REPORTS

7.1 CRD Director: Director Brent offered thanks for PIPRCs good work.

7.2 Chair's Report: Maintenance Contract has been signed for next 5 years.

7.3 Treasurer Report: Financial year end is underway.

7.4 Communications: Sandra and George will focus April article on restoration work and dog waste issue.

8. PROJECTS

8.1 Projects – Dog Park, Thieves Bay Picnic Pavilion: reported under Operations.

8.2 Trail Inventory & Map Update: Tabled.

8.3 PIPRC Asset Mapping Update: Tabled.

9. NEW BUSINESS

9.1 Magic Lake Mosaic Proposal: The Commission agreed to proceed with the installation. ACTION: George will follow up with Three in the Tree.

9.2 Special Event Application - Pender POD/PICA Orca Day:

MOTION to support the special event application for World Orca Day from Pender POD and PICA on July 11, 2025 at Thieve's Bay and to waive any fee. M-Commissioner Brent, S-Commissioner Suh. **CARRIED.**

ACTION: Lori will notify Special Event applicants.

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

9.3 **Gowlland Point:** Encouraging active transportation to the site was discussed and was referred to MAP - Moving Around Pender. Paul and Ben will visit site.

10. **NEXT MEETING:** April 14, 2025 at 3:30 p.m.

11. **MOTION TO ADJOURN** The meeting adjourned at 5:03 PM.

Minutes approved at the 2025-04-14 meeting.

George Leroux

George Leroux
Chair-PIPRC

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting January 24th, 2025
Minutes

Approved: Quorum not met
Call to Order: 1930 Adjourned: 2035

Present: Chair B. Einarson, R. Gardner, M. Taylor
Ex officio:
Absent: Chief Leah Hill, A. Wickheim, J. Powell
Directors in Waiting: H. Damude, S. Berggrenn
Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion
2. Approval of Minutes	Motion:
3. Correspondence	
4. Treasurer's Report	1) Board agreed to add 12K annually to ERF for replacement of auto extraction equipment estimated at 60K as per option 1 submitted by the CRD. \$24604 surplus for the 2024 year to be transferred to ERF.
5. Fire Chief's Report	<p>Callouts for January- Total of three: 2 medical calls in Shirley and 1 medical call in Jordan River</p> <p>Fire Permits: The total permits issued for the year 2024 were not included in last months year end report. Ten permits were issued. For 2025 we have issued 4 permits so far. There are no fees for the permits, but it is a way for us to inspect larger burn piles to ensure they comply with bylaws and safety. It ensures the Chief is aware of burning being done if we get a call from a concerned neighbour.</p> <p>Crew Totals I issued a letter to all the firefighters to get an attendance commitment from them. Right now we are at a total of 20 members with possibly 2 more not going to be able to make the 70-75% attendance we are asking for. I have given them until the end of the month to let me know. The rest are very committed and very engaged.</p> <p>Meeting with Chris Vrabel (CRD)</p>

	<p>1) It was decided to keep the money received from EMCR for out of jurisdiction responses being paid to the Shirley Fire Association for the 2025 year. (So the way we have been doing it). And revisit it for 2026.</p> <p>2) Chris informed that the insurance underwriters have now extended the life of our trucks to 30 years. That should eliminate any need for an inspection from the insurance company before then and we will continue with our regular maintenance.</p> <p>3) Discussed the issue of the 5 year plan and how that needs to show in our budget.</p> <p>4) Vrable questioned as to why each time the CRD issues us a cheque that the FD gets charged an administration fee. If you look at our budget expenditures it is the amount under the cheque written. He looked into it and apparently it isn't an admin fee but a Work Safe Premium. Chief Hill will have him look into that since we already pay a WCB amount.</p> <p>We need to set up our firefighters under payroll instead of accounts payable which we will work on this year and that should solve the problem. If we shouldn't have been set up under AP then it is the Chief's opinion that we should get reimbursed for those amounts.</p> <p>Chief Hill met with the IamResponding company. That is the App that we can get that lets us know the information about the call and can also show which firefighters are responding. We are all set up and I just have to enter our firefighters info and the Saanich Dispatch has to add this to their system. There are other departments that use it so they have done it before. Chief Hill is very optimistic about the rollout of this system. Otherwise all equipment is running well. We have had some good driver training practices and we are working at getting people signed off on their Emergency driving certificates so you may see the big trucks out and about more than usual.</p>
7. Old Business	
8. New Business	
9. Next Meeting	February 24th, 2025
10. Adjournment	2030 Hrs.

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

Tuesday, March 25, 2025 7:30 PM

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

Absent: Director Al Wickheim, Marni Krismer, Greg Elvedahl

Guests & Invitees: Darren Pine, Daniel Kenway

Meeting called to order at 8:01pm

1) Approval of Agenda

MOTION Vern McConnell, **SECONDED** by Joel Cotter that the Agenda be accepted as presented, **CARRIED**

2) Approval of previous meeting minutes

MOTION by Vern McConnell **SECONDED** by Joel Cotter that the minutes of Feb 25, 2025 be accepted presented, **CARRIED**

3) Fire Chief Report: *Verbal report from Fire Chief, Darren Pine*

Chief is on medical leave for 2 weeks. Darren Pine is Acting Chief

Live Fire upcoming in March

Wildland train the trainer courses being attended by 2 members in spring 2025.

4) Hall Managers Report: *limited activity / 3 new bookings.*

people not happy having to pay rental fees by cheque

– no formal report submitted

5) Business Arising:

a) **Cell Tower:** Commissioner Vern reports that he summarized communication with Steve Henderson to Chris Vrael.

b) **Surplus Transfer:**

a. **MOTION** by Gary Howell **SECONDED** by Vern McConnell that

To adjust the allocation of the 2024 surplus to reflect the January 27 minutes we request that \$30,703 be moved from the ERF to the CRF and the budgeted ERF contribution be reduced from \$59,177 to \$34,177

CARRIED

c) **Hall Rental Modernization:** Aran sent email to Chris Vrael for guidance on how to set up electronic payments for hall rentals.

d) **Hall heat pump maintenance** – Discussion to have someone check on status of heat to ensure it is turned down when not in use. Aran to follow up with Art for a technological solution.

e) **Lock for hall front door.** Aran will be purchasing a ~\$300 Wi-Fi enabled lock to replace the community hall front door lock.

6) New Business:

a) **CRD Communications**

- Fire and Rec to use the fireadmin@crd.bc.ca email for official business.

MOTION by Aran Puritch **SECONDED** by Jim Potvin to adjourn the meeting at 8:43pm, **CARRIED**