

## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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**Wednesday, June 11, 2025**

**10:00 AM**

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

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

Guest: Director M. Little

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

### **1. Territorial Acknowledgement**

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

### **3. Adoption of Minutes**

**3.1. [25-0659](#)** Minutes of the Electoral Areas Committee Meeting of May 14, 2025

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of May 14, 2025 be adopted as circulated.

**Attachments:** [Minutes - May 14, 2025](#)

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

### **5. Presentations/Delegations**

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

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

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

### **6. Committee Business**

**6.1. [25-0478](#)** Bylaw No. 4686, "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025"

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

1. That Bylaw No. 4686, "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025" be introduced and read a first, second and third time; and
2. That Bylaw No. 4686 be adopted.

**Attachments:**

[Staff Report: Bylaw No. 4686 - Animal Regulation Amendment](#)  
[Appendix A: Dog Licence Fee Comparison \(Current 2025 Rates\)](#)  
[Appendix B: Schedule A – Dog Licence Fees \(Proposed\)](#)  
[Appendix C: Schedule B – Animal Shelter Fees \(Proposed\)](#)  
[Appendix D: Bylaw No. 4686](#)  
[Appendix E: Consolidated Bylaw No. 1465 \(Redlined\)](#)

**6.2. [25-0683](#)** Bylaws No. 4696, 4697, 4698 Electoral Area Grants-in-Aid: Conversion of Letters Patent to Establishing Bylaws

**Recommendation:** That the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4696, "Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025", be read a first, second, and third time;
2. That Bylaw No. 4697, "Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025", be read a first, second, and third time;
3. That Bylaw No. 4698, "Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025", be read a first, second, and third time;
4. That participating area approval to the conversion of SLP Division XIX, OIC 1013/1977 and OIC722/1985 in Bylaws No. 4696, 4697, and 4698, be obtained by Electoral Area Director Consent on behalf;
5. That if successful, Bylaws No. 4696, 4697, and 4698 be forwarded to the Inspector of Municipalities for review and approval.

**Attachments:**

[Staff Report: EA Grants-in-Aid: Conversion of Letters Patent to Est Bylaws](#)  
[Appendix A: Bylaw No. 4696](#)  
[Appendix B: Bylaw No. 4697](#)  
[Appendix C: Bylaw No. 4698](#)  
[Appendix D: Orders In Council 1013 & 722](#)  
[Appendix E: Draft Bylaw No. 4186 Language](#)

**6.3. [25-0611](#) Previous Minutes of Other CRD Committees and Commissions for Information**

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

- a) Galiano Island Parks and Recreation Commission minutes of May 1, 2025
- b) Mayne Island Parks and Recreation Commission minutes of April 10, 2025
- c) Saturna Island Parks and Recreation Commission minutes of April 14, 2025
- d) Willis Point Fire Protection and Recreation Facilities Commission minutes of April 22, 2025

**Attachments:** [Minutes: Galiano Island Parks & Rec Commission - May 1, 2025](#)

[Minutes: Mayne Island Parks & Rec Commission - Apr 10, 2025](#)

[Minutes: Saturna Island Parks & Rec Commission - Apr 14, 2025](#)

[Minutes: Willis Pt Fire Prot'n & Rec Facilities Commis - Apr 22, 2025](#)

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

**8. New Business**

**9. Adjournment**

The next meeting is July 9, 2025.

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

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, May 14, 2025

10:00 AM

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

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#### PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and SGI Administration; D. Ovington, Senior Manager, SSI Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

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

#### 1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. Approval of Agenda

**MOVED by Director McNeil-Smith, SECONDED by Director Wickheim,  
That the agenda for the Electoral Areas Committee meeting of May 14, 2025 be  
approved.  
CARRIED**

#### 3. Adoption of Minutes

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

**MOVED by Director Wickheim, SECONDED by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of April 9, 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. 25-0477 Appointment of Officers - Bylaw Enforcement

S. Carby spoke to Item 6.1.

Discussion ensued regarding:

- clarification that these are auxiliary positions
- an update on bylaw staffing on Salt Spring Island and Southern Gulf Islands

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

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

**That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with 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.**

**CARRIED**

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

S. Carby spoke to Item 6.2.

Discussion ensued regarding:

- funding for established routes
- exploring a potential bypass route for Ganges Hill

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

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

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

**CARRIED**

**6.3. 25-0560 Connected Coast: Last Mile Network Infrastructure Contribution Agreement**

J. Starke spoke to Item 6.3.

Discussion ensued regarding:

- future broadband connection plans for the Juan de Fuca Electoral Area
- clarification of the data used to demonstrate service levels

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

**CARRIED**

**6.4. 25-0475 Previous Minutes of Other CRD Committees and Commissions for  
Information**

**The following minutes are for information:**

- 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

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

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That the Electoral Areas Committee meeting of May 14, 2025 be adjourned at  
10:22 am.**

**CARRIED**

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CHAIR

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RECORDER



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JUNE 11, 2025

**SUBJECT** **Bylaw No. 4686, “Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025”**

### **ISSUE SUMMARY**

The purpose of this report is to amend Bylaw No. 1465 by increasing dog licence, breeding kennel and animal shelter impound and maintenance fees to align with current costs.

### **BACKGROUND**

Capital Regional District (CRD) Bylaw and Animal Care Services operate the CRD dog licence program, which includes dogs from the CRD electoral areas, Langford, Colwood, View Royal, Sooke, Metchosin and the Highlands. This was the first permanent licencing program across the CRD where dog owners renew their pet's licence tag rather than replacing it annually, aligning with the CRD's Sustainability Strategy. The permanent tags allow for real-time up-to-date information to be available to provide Bylaw Officers and staff the ability to reunite lost pets with their owners 24 hours per day, 365 days per year.

Dog licence and animal shelter fees help supplement Animal Services, including proactive education, outreach programs and the CRD Animal Shelter, which houses lost and abandoned animals from within the CRD. There are an average of 500 animals that are impounded at the CRD Animal Shelter annually: these include dogs, cats, small domestic animals, livestock and reptiles. Impounded animals are reunited with their owners, where possible, and if not claimed, they are adopted to a new home or transferred to other rescue agencies for medical assistance or rehabilitation. The CRD Animal Shelter actively avoids euthanizing animals, unless they are too ill/injured or aggressive to be rehomed, and has been recognized as having some of the highest rehoming rates nationally compared to other shelters. The number of unclaimed animals is rising – more than half of the animals that come into the CRD Animal Shelter are not claimed and require assessment, medical treatment, socialization and training before being adopted out to new homes. Due to the rising costs of staff, sheltering, training, food, supplies and veterinary fees, it can be difficult to maintain programs and the shelter or to promote them further without an increase.

The original dog licence fees were set when Bylaw No. 1465 was adopted in 1986. The last comprehensive increase in dog licence fees was in 2013, where fees were increased by \$5. Licence fees have remained static for 12 years.

Currently, there are approximately 12,450 licenced dogs throughout the CRD-managed areas. In order to narrow the gap with the rising costs for animal control and animal shelter services, a fee increase of \$15 for unaltered and altered dogs and a \$10 increase to the late fee is proposed.

Dog Licence Type	Proposed	Current	2013	2010	2006	1989	1986
Male/Female (unaltered)	\$60	\$45	\$45	\$40	\$30	\$25	\$20
Spayed/Neutered (altered)	\$40	\$25	\$25	\$20	\$20	\$15	\$10
Late Fee	\$20	\$10	\$10	\$10	\$10	\$10	\$5

The CRD would continue to offer the \$5 discount per dog if current tags are renewed early (December 1-31) and a free licence for the year a dog was spayed or neutered. In addition, all CRD-licenced dog owners have access to a rewards program called “Petiquette Perks”, which provides discounts on local merchants and services.

The table shown in Appendix A, and summarized below, compares the proposed CRD dog licence fees to regional districts and municipalities across the province, showing the average, minimum and maximum fees in the comparison. The suggested increase is slightly above the average province-wide but well below the maximum for each fee.

	<b>Unaltered (M/F)</b>	<b>Altered (N/S)</b>	<b>Late Fee</b>
<b>Average</b>	\$59.63	\$31.89	\$12.11
<b>Minimum</b>	\$30.00	\$25.00	\$5.00
<b>Maximum</b>	\$82.00	\$65.00	\$33.00
<b>Proposed CRD Fees</b>	<b>\$60.00</b>	<b>\$40.00</b>	<b>\$20.00</b>

Breeding and Boarding Kennel licence fees are for those dog owners who have more than four dogs on their property and it is appropriately zoned for the use, and they have an approved kennel in operation. These fees require updating to better align with other local bylaws and to simplify the process by having one fee for each type of kennel.

<b>Kennel Licences</b>	<b>Proposed</b>	<b>Current</b>
Breeding Kennel having four dogs or less	N/A	\$75
Breeding Kennel having five dogs or more	N/A	\$150
Breeding Kennel	\$200	N/A
Boarding Kennel	\$200	\$200

See Appendix B for the proposed dog licence and kennel licence fees changes to Schedule A in the bylaw.

An additional increase to the impound and maintenance fee for animals listed as Ass, Cattle, Goat, Horse, Monkey, Mule, Sheep, Swine, and any animal of the Bovine species is proposed to align with the dog impound and maintenance fees, as they are similar in care and needs.

See Appendix C for the proposed impound and maintenance fees changes to Schedule B in the bylaw.

<b>Impound and Maintenance Fees (Schedule B)</b>	<b>Section</b>	<b>Proposed</b>	<b>Current</b>
Dog (per day)	1.5	\$25	\$15
Cat (per day)	2.2	\$15	\$10
Ass, Cattle, Goat, Horse, Monkey, Mule, Sheep, Swine, any animal of the Bovine species (Impound Fee)	3.1	\$75	\$50
Ass, Cattle, Goat, Horse, Monkey, Mule, Sheep, Swine, any animal of the Bovine species (per day)	3.2	\$25	\$20

See Appendix D for the proposed Bylaw No. 4686, “Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025”, and Appendix E for the consolidated bylaw showing the proposed changes.

## **ALTERNATIVES**

### *Alternative 1*

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

1. That Bylaw No. 4686, “Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025” be introduced and read a first, second and third time; and
2. That Bylaw No. 4686 be adopted.

### *Alternative 2*

That Bylaw No. 4686 not proceed.

## **IMPLICATIONS**

### *Financial Implications*

Animal Care Services is experiencing a significant increase in dogs and dog owners in the region. This has led to significantly increased call volumes, number of uncontrolled dogs, dog bites or attacks, lost and found animals, animal nuisance complaints and service expectations from the public. The proposed increase of fees is designed to ensure the costs of service are offset by pet owners, where appropriate, versus requisition increases.

While licence fee increases would be effective immediately upon bylaw adoption, most dog owners will have renewed their CRD dog licence(s) and, if not, the current late penalty of \$10 has already been applied as of March 1. Therefore, the new fees will not be experienced by dog owners who are late renewing their dog licences for 2025; only those dog owners who have not yet or never licenced their dog will be paying the proposed new fees. All current dog licence accounts will have the new fees applied when renewal invoices are sent December 1, 2025 for the 2026 licence year.

The proposed increases are anticipated to generate an additional \$200,000 in revenue from Dog Licence fees, which will be applied to supporting animal care and to future shelter capital requirements.

### *Intergovernmental Implications*

The CRD provides Animal Care services to the three electoral areas as well as Sidney, Saanich, Central Saanich, North Saanich, Highlands, View Royal, Colwood, Langford, Sooke, Metchosin, and the Pauquachin, Songhees and Tsawout First Nations. Sooke, Metchosin and Highlands are charged through requisition as if they were part of the service provided to the Electoral Areas, while all other participants are levied by contract.

The municipalities of Langford, Colwood, View Royal, Sooke, Metchosin and the Highlands are participants in the CRD dog licencing program and will be aligning with these new rates. The municipalities of Saanich, Central Saanich, North Saanich and Sidney manage their own dog licencing program and will not be impacted by the proposed rate changes in dog licencing fees. Impound and maintenance fees will apply to all animals cared for at the CRD shelter.

## **CONCLUSION**

Staff have conducted a thorough comparison across the province and are confident that the proposed fees are consistent with those of regional districts and municipalities of similar size and are necessary to ensure the continued sustainability of animal care service delivery for service participants without increasing requisition.

## **RECOMMENDATION**

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

1. That Bylaw No. 4686, “Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025” be introduced and read a first, second and third time; and
2. That Bylaw No. 4686 be adopted.

Submitted by:	Shawn Carby, C.D., BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

## **ATTACHMENTS**

Appendix A: Dog Licence Fee Comparison (Current 2025 Rates)

Appendix B: Schedule A – Dog Licence Fees (Proposed)

Appendix C: Schedule B – Animal Shelter Fees (Proposed)

Appendix D: Bylaw No. 4686 – A Bylaw to Amend Bylaw No. 1465, Being "Animal Regulation and Impounding Bylaw No. 1, 1986"

Appendix E: Consolidated Bylaw No. 1465 (Redlined)

## Appendix A - Dog Licence Fee Comparison (Current 2025 Rates)

Municipality/Regional District	Unaltered (M/F)	Altered (N/S)	Late Fee
Capital Regional District ( <i>Langford, Colwood, View Royal, Sooke, Metchosin, Highlands, JdFEA, Salt Spring and Southern Gulf Islands</i> )	\$ 45.00	\$ 25.00	\$ 10.00
City of Victoria	\$ 40.00	\$ 30.00	\$ 20.00
District of Oak Bay	\$ 55.00	\$ 39.00	\$ 5.00
Township of Esquimalt	\$ 40.00	\$ 30.00	\$ 20.00
District of Central Saanich	\$ 45.00	\$ 30.00	\$ 10.00
District of North Saanich	\$ 30.00	\$ 20.00	\$ 5.00
Town of Sidney	\$ 30.00	\$ 20.00	\$ 5.00
District of Saanich	\$ 35.00	\$ 25.00	\$ 5.00
City of Vancouver	\$ 65.00	\$ 65.00	\$ 10.00
City of Surrey	\$ 82.00	\$ 51.50	\$ -
City of Burnaby	\$ 67.00	\$ 34.00	\$ 12.00
City of Richmond	\$ 67.25	\$ 27.75	\$ 26.00
City of Abbotsford (FVRD)	\$ 70.00	\$ 36.40	\$ 21.00
City of Coquitlam	\$ 64.70	\$ 31.84	\$ 18.00
City of Kelowna (RDCO)	\$ 60.00	\$ 40.00	\$ 20.00
Township of Langley	\$ 60.00	\$ 30.00	\$ 10.00
City of Nanaimo	\$ 50.00	\$ 25.00	\$ 5.00
City of Kamloops	\$ 65.00	\$ 30.00	\$ 33.00
City of Chilliwack (FVRD)	\$ 70.00	\$ 24.00	\$ 7.00
City of Maple Ridge	\$ 52.00	\$ 25.00	\$ 16.00
District of North Vancouver	\$ 82.00	\$ 35.00	\$ 11.00
City of New Westminster	\$ 65.00	\$ 25.00	\$ 10.00
City of Prince George	\$ 81.00	\$ 36.00	\$ -
City of Port Coquitlam	\$ 80.00	\$ 32.00	\$ 15.00
District of West Vancouver	\$ 74.00	\$ 33.00	\$ 14.00
City of Mission (FVRD)	\$ 70.00	\$ 28.00	\$ 8.00
City of Penticton	\$ 65.00	\$ 32.50	\$ 11.00
	Unaltered (M/F)	Altered (N/S)	Late Fee
Average	\$ 59.63	\$ 31.89	\$ 12.11
Minimum	\$ 30.00	\$ 25.00	\$ 5.00
Maximum	\$ 82.00	\$ 65.00	\$ 33.00

Proposed CRD Fees	\$60	\$40	\$20
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**SCHEDULE “A”**  
**DOG LICENCE FEES**

(a)	Female Dog (not spayed)	\$60.00
(b)	Female Dog (spayed)	\$40.00
(c)	Male Dog (not neutered)	\$60.00
(d)	Male Dog (neutered)	\$40.00
(e)	Replacement of Lost License	\$5.00
(f)	Early Purchase Discount	\$5.00
(g)	Late Application Penalty	\$20.00
(i)	Breeding Kennel	\$200.00
(j)	Boarding Kennel	\$200.00
(k)	Dangerous Dog License	\$100.00

## SCHEDEULE "B"

## 1. DOGS

(1)	First impoundment fee	\$75.00
(2)	Second impoundment fee	\$100.00
(3)	Third impound fee (a) \$50.00 incremental increase for each additional impound	\$150.00
(4)	Penalty added to impoundment fee for unlicensed dogs	\$50.00
(5)	Maintenance and sustenance charge for each 24 hour period or part thereof that the dog has remained in the pound	\$25.00

## 2. CATS

(1)	Impound fee	\$25.00
(2)	Maintenance and sustenance charge for each 24 hour period or part thereof that the cat has remained in the pound	\$15.00

## 3. ASS, CATTLE, GOAT, HORSE, MONKEY, MULE, SHEEP, SWINE, ANY ANIMAL OF THE BOVINE SPECIES

(1)	Impound fee	\$75.00
(2)	Maintenance and sustenance charge for each 24 hour period or part thereof that the ass, cattle, goat, horse, monkey, mule, sheep, swine, and any animal of the bovine species has remained in the pound	\$25.00

4. BIRD, DOVE, DUCK, FOWL, FOX, FUR-BEARING ANIMALS as defined in the *Fur Farm Act*, GERBIL, GOOSE, GUINEA PIG, HAMSTER, MOUSE, PIGEON, RABBIT, RACCOON, REPTILE, RODENT, SKUNK, SQUIRREL or TURKEY

(1)	Impoundment fee	\$10.00
(2)	Maintenance and sustenance charge for each 24 hour period or part thereof that the bird, dove, duck, fowl, fox, fur-bearing animal as defined in the Fur Farm Act, gerbil, goose, guinea pig, hamster, mouse, pigeon, rabbit, raccoon, reptile, rodent, skunk, squirrel or turkey has remained in the pound.	\$5.00

5. Costs for special equipment or personnel used, if any, to effect the impoundment.  
AT COST6. Veterinary expenses, if any, to treat injured or sick impounded animals.  
AT COST

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4686**

\*\*\*\*\*

**A BYLAW TO AMEND THE ANIMAL REGULATION AND IMPOUNDING BYLAW  
(BYLAW NO. 1465)**

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 1465, "Animal Regulation and Impounding Bylaw No. 1, 1986", the Regional Board established a bylaw to regulate the keeping of animals within the Capital Regional District which includes the imposing and collecting of licence fees from the issuance of licences to any person who owns, possess, or harbours any dog;
- B. The bylaw requires updating to revise dog licence, breeding kennel, and maintenance fees;
- C. The Board wishes to amend Bylaw No. 1465 to keep pace with rising costs of animal control and animal shelter services in the CRD.

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

1. Bylaw No. 1465, "Animal Regulation and Impounding Bylaw No. 1, 1986" is hereby amended as follows:
  - (a) by replacing Schedule "A" in its entirety with the Schedule "A" attached to this bylaw.
  - (b) by replacing Schedule "B" in its entirety with the Schedule "B" attached to this bylaw.
2. This Bylaw may be cited for all purposes as "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025".

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

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CHAIR

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CORPORATE OFFICER

**SCHEDULE “A”**

**DOG LICENSE FEES**

(a)	Female Dog (not spayed)	\$60.00
(b)	Female Dog (spayed)	\$40.00
(c)	Male Dog (not neutered)	\$60.00
(d)	Male Dog (neutered)	\$40.00
(e)	Replacement of Lost License	\$5.00
(f)	Early Purchase Discount	\$5.00
(g)	Late Application Penalty	\$20.00
(h)	Breeding Kennel	\$200.00
(i)	Boarding Kennel	\$200.00
(j)	Dangerous Dog License	\$100.00

**SCHEDULE "B"**  
**ANIMAL IMPOUND FEES**

1. DOGS

(1) First impoundment fee	\$75.00
(2) Second impoundment fee	\$100.00
(3) Third impound fee	\$150.00
(4) Penalty added to impoundment fee for unlicensed dogs	\$50.00
(5) Maintenance and sustenance charge for each 24 hour period or part thereof that the dog has remained in the pound	\$25.00

2. CATS

(1) Impound fee	\$25.00
(2) Maintenance and sustenance charge for each 24 hour period or part thereof that the cat has remained in the pound	\$15.00

3. ASS, CATTLE, GOAT, HORSE, MONKEY, MULE, SHEEP, SWINE, ANY ANIMAL OF THE BOVINE SPECIES

(1) Impound fee	\$75.00
(2) Maintenance and sustenance charge for each 24 hour period or part thereof that the ass, cattle, goat, horse, monkey, mule, sheep, swine, and any animal of the bovine species has remained in the pound	\$25.00

4. BIRD, DOVE, DUCK, FOWL, FOX, FUR-BEARING ANIMALS as defined in the *Fur Farm Act*, GERBIL, GOOSE, GUINEA PIG, HAMSTER, MOUSE, PIGEON, RABBIT, RACCOON, REPTILE, RODENT, SKUNK, SQUIRREL or TURKEY

(1) Impoundment fee	\$10.00
(2) Maintenance and sustenance charge for each 24 hour period or part thereof that the bird, dove, duck, fowl, fox, fur-bearing animal as defined in the Fur Farm Act, gerbil, goose, guinea pig, hamster, mouse, pigeon, rabbit, raccoon, reptile, rodent, skunk, squirrel or turkey has remained in the pound.	\$5.00

5. Costs for special equipment or personnel used, if any, to effect the impoundment.  
AT COST

6. Veterinary expenses, if any, to treat injured or sick impounded animals.  
AT COST



## **BYLAW NO. 1465**

### **ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986**

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

ORIGINALLY ADOPTED JUNE 10, 1987

(Consolidated with Amending Bylaws 1771, 2012, 3168, 3194, 3210, 3472, 3697, 3785,  
3884, 3908, 4264, **4686**)

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 1465**

\*\*\*\*\*

**A BYLAW TO REGULATE THE KEEPING OF ANIMALS  
WITHIN THE CAPITAL REGIONAL DISTRICT**

\*\*\*\*\*

WHEREAS it is deemed expedient to regulate the keeping of animals within the Capital Regional District and to provide for the fixing, imposing and collecting of licence fees from the issuance of licences to any person who owns, possesses or harbours any dog;

AND WHEREAS the Letters Patent of the Capital Regional District dated the 16th day of February 1979, confer on the Regional Board with respect to participating member municipalities, the powers conferred on the council of a municipality by Sections 524, 525, 932, 933, and 934 of the *Municipal Act* and those powers which are granted under the *Livestock Protection Act*;

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

**DEFINITIONS:**

1.

(1) In this Bylaw unless the context otherwise requires,

"Animal" means an animal that is

- (a) tame or kept, or that has been and is being sufficiently tamed or kept, to serve some purpose for the use of man; and
- (b) includes rabbits, goats, sheep, swine, horses, cattle, poultry kept for the purpose of providing meat or eggs, fur bearing animals as defined in the *Fur Farm Act*.

"Animal Control Officer" means the person appointed from time to time by the Regional Board for the purpose of administering this Bylaw, and includes any assistant or any person appointed by the Regional Board to assist in carrying out the provisions of this Bylaw.

"Breeding Kennel" - means a parcel where dogs are kept, trained, cared for, and bred.

"Boarding Kennel" - means a parcel where dogs are kept, trained, cared for, bred and/or boarded.

"Cat" means both male and female of the species *felis domesticus* apparently over the age of four (4) months.

"Dangerous" when used in relation to any animal means any animal that has attacked or bitten, attempted to attack or bite, or chased any person or animal or wildlife, but excludes any attack by a dog on other animals or wildlife engaged in molesting livestock.

*(Bylaw 3168)*

"Dog" means both male and female of the species *canis domesticus* apparently over the age of four (4) months.

"Guide Dog" means a dog used by a blind person to assist him to avoid hazards, and includes a dog for which a certificate has been issued under the *Blind Persons Rights Act* R.S.B.C. 1979 C29.

"Highway" includes any street, road, lane, bridge, viaduct, and any other way open to the use of the public, but does not include a private right-of-way on private property.

"Impounded" means seized, delivered, received or taken into the Pound or in the custody of the Animal Control Officer as provided for herein.

"Owner" in respect of any animal includes possessor or harbourer and "Owned" includes possessed or harboured.

"Parcel" means a lot, block, or other area in which land is held or into which land is subdivided and which is registered under one title, pursuant to the *Land Title Act*.

"Police Dog" means any dog owned by an accredited Police Force and trained to assist Police on investigations.

"Pound" means any building or enclosure or place established for impounding animals by the Regional Board under the provisions of this Bylaw.

"Public Beach" means any public land located within FIFTEEN METRES (15 m) of any lake or between low water mark and FIFTEEN METRES (15 m) beyond high water mark of any body of salt water but does not include any private lands or any lands included in any highway.

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

"Regional District" means all of the Regional District not contained within a city, district, town or village.

"Treasurer" means Treasurer of the Capital Regional District.

"Unlicenced Dog" means any dog for which the licence for the current year has not been paid as provided herein.

"Zone" means any zone district established under the zoning bylaws of the Capital Regional District.

(2)

- (a) For the purposes of this Bylaw an animal is deemed to be "running at large" if it is on land which is not owned or occupied by the owner of the animal.
- (b) For the purposes of this Bylaw an animal shall not be deemed to be "running at large" if it is:
  - i) On the property of its owner or of another person who has the care and control of the animal, or
  - ii) Under the direct and continuous control of a person who is competent to control it, or
  - iii) Securely confined within an enclosure, or
  - iv) Securely fastened so that it is unable to roam.

(c) For the purpose of this Bylaw, a dangerous animal is deemed not to be under the direct and continuous control of a person. *(Bylaw 3194)*

## **KENNELS:**

2.

(1) (a) Subject to paragraph (b) no person, being the owner or occupier of a parcel, shall cause or permit the keeping or harbouring on that parcel, in respect of each dwelling unit on the parcel, more than four (4) dogs over the age of four (4) months without holding a valid kennel licence issued under this Bylaw. *(Bylaw 3168)*

(b) No person holding a valid kennel licence shall cause or permit the keeping or harbouring on a parcel more dogs than is permitted under the terms of his kennel licence over the age of eight (8) months.

(2) (a) Subject to paragraphs (b) and (c) no person shall use a parcel as a kennel for the keeping, training, care, breeding, or boarding of any animals unless the operation is a permitted use under an applicable Zoning Bylaw.

(b) Breeding kennel licences can be issued only to persons who are engaged in solely the breeding of dogs, and whose dog or dogs are registered with a bona fide Kennel Club or associated with other bona fide dog clubs.

(c) No person shall use a parcel as a breeding or boarding kennel unless there is a dog exercise area fenced in such a manner that the dog or dogs cannot escape the confines of the exercise area.

## **LICENCING DOGS:**

3. The owner of a dog shall obtain a licence for the calendar year, January 1 to December 31 in accordance with the Bylaw on or before the last day of February in each year for each dog owned by him/her over the age of four (4) months; provided, however, if he/she becomes the owner of such a dog after the last day of February in any year, he/she shall obtain a licence therefore forthwith. *(Bylaw 3785)*

4.

(1) The licence shall be issued by the Animal Control Officer or such other person as he or she appoints from time to time, and applications for licences may be made to him or her or to any other person duly authorized to receive same. *(Bylaw 3472)*

(2) Every licence shall be distinguished by a number, and a record shall be kept by the Regional District of all licences issued and, for the purpose of identification, a general description of the dog in respect of which such licence was issued.

5.

(1) Every application for a licence shall be accompanied by a licence fee payable to the Capital Regional District as prescribed in Schedule "A".

(2) Notwithstanding Subsection (1), a licence shall be issued free of charge for a dog which has been neutered or spayed during the 12-month period immediately preceding the application for the licence, provided that not more than one free licence shall be issued for any one dog.

(3) Before issuing a licence for a spayed or neutered dog, the issuer of the licence may require the owner to furnish proof that the dog has been spayed or neutered.

(4) If the appropriate licence fee has not been paid by the last day of February of the licencing year, the owner of any dog not so licenced shall pay a further fee as set out in Schedule "A" unless no licence fee was payable in respect of such dog by the end of February of the licencing year. *(Bylaw 3785)*

(5) Notwithstanding Subsection (1) the total dog licence fees payable by any person who operates a kennel shall be as prescribed in Schedule "A" for all dogs owned by him.

(6) No licence fee shall be charged for Police Dogs and Guide Dogs.

(7) The owner of a dog declared dangerous must purchase a "Dangerous Dog Licence" for a fee listed in Schedule "A". *(Bylaw 3472)*

6. Every licence issued under this Bylaw shall be for the calendar year in which the licence is issued and shall expire on the 31st day of December next following the date on which the licence takes effect. There shall be issued with each licence a tag which shall be impressed or stamped with a number corresponding to the number of the licence and with figures denoting the year in which the licence expires.

7. The owner of every dog licenced pursuant to this Bylaw shall cause the dog to wear the licence tag.

8. If the ownership of a licenced dog changes hands the new owner may apply for a new licence at no cost provided that the old licence tag and receipt are surrendered to the Animal Control Officer.

9. Any person holding a valid and subsisting licence for any dog under the bylaw of any municipality or of a regional district who takes up residence within the Capital Regional District may make application for a free licence for the remainder of the year provided that the dog's current licence tag and receipt are surrendered to the Animal Control Officer. This provision shall not apply to any person who has obtained the licence in a municipality or other regional district while residing within the Capital Regional District.

10. No person shall remove from a dog the licence tag issued for that dog under this Bylaw, except with the authority of the owner of the dog.

#### **ESTABLISHMENT OF POUND:**

11. The establishment, maintenance and operation of facilities for the impounding of animals at such place or places and upon such premises as the Regional Board may by resolution from time to time determine is hereby authorized.

12. The Regional Board may from time to time appoint an "Animal Control Officer" and may enter into a contract with any persons to provide for such pound keeping services.

## **IMPOUNDING ANIMALS:**

13. The authority to seize and impound animals conferred by this Bylaw upon the Animal Control Officer may be exercised by a peace officer or a bylaw enforcement officer.
14. (a) The Animal Control Officer is hereby authorized to seize and impound unlicenced dogs, and dogs and other animals which are at large.
  - (b) The Animal Control Officer is hereby authorized to impound any dangerous dog found to be in a place or in circumstances prohibited by this Bylaw.
  - (c) The owner of a "dangerous dog" must display a warning sign at each entrance of the property and buildings. The sign must be posted so it cannot be removed, and must be visible and capable of being read from the street or land abutting the entrance to the property.  
*(Bylaw 3168)*
15. The owner of any animal impounded pursuant to the provisions of this Bylaw may reclaim such animal on application to the Animal Control Officer during normal working hours prior to its sale or destruction on proof of ownership and on payment of the fees and charges prescribed in Schedule "B". No dog may be released from the Pound without the purchase of a valid licence.
16. The Animal Control Officer may destroy any animal suffering from an incurable disease or injury.
17. Subject to Section 18 of this Bylaw, if an impounded animal is not claimed within seventy-two (72) hours of the time of its impoundment, the Animal Control Officer may destroy the animal or sell it.

## **NOTICE OF IMPOUNDING:**

18. If the owner of any impounded animal is known to the Animal Control Officer, the Animal Control Officer shall forthwith notify the owner by telephone of the impoundment, or mail the form set out in Schedule "C" of this Bylaw, or post at the owner's home the form set out in Schedule "C" of this Bylaw.

## **COMPENSATION SERVICES IN EACH ELECTORAL AREA**

19. (1) Three separate services are established for livestock injury compensation as set out in the *Local Government Act* (collectively the "Compensation Services"):
  - (a) Juan de Fuca Electoral Area – Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021 (Bylaw No. 4417);
  - (b) Salt Spring Island Electoral Area – Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021 (Bylaw No. 4418); and
  - (c) Southern Gulf Islands Electoral Area – Livestock Injury Compensation Service (Southern Gulf Islands) Bylaw No. 1, 2021 (Bylaw No. 4419).

*(Bylaw 4264)*

(2) For each Compensation Service, the Regional Board shall pay compensation to the owner of any sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals as defined in the *Fur Farm Act* (the "Livestock") killed or injured by any dog apparently over the age of four (4) months, the owner of which is unknown, and after diligent enquiry cannot be found in the amount of the lesser of:

- (a) SEVENTY-FIVE (75%) PERCENT of the decrease in the market value of the animal as a result of its death or injury, or
- (b) SEVEN HUNDRED AND FIFTY (\$750) DOLLARS.

(Bylaw 4264)

20. The total annual maximum payable in each Service Area for these Compensation Services shall be as follows:

- (a) The Juan de Fuca Compensation Service: \$3,000
- (b) The Salt Spring Island Compensation Service: \$3,000
- (c) The Southern Gulf Islands Compensation Service: \$3,000

(Bylaw 4264)

21. (1) All claims pursuant to the provisions of this Bylaw shall be filed with the Animal Control Officer within three business days of the discovery of the animal's injuries in the form attached hereto as Schedule "D".

(Bylaw 4264)

(2) No claim shall be authorized under this Bylaw unless:

- (a) The Regional Board is satisfied that the owner submitting the claim has taken all reasonable precautions for protecting such Livestock;
- (b) The loss is reported to the Animal Control Officer within three (3) business days of the discovery of the animal's injury in the appropriate form; and
- (c) In the event the claim is more than the amount the Animal Control Officer is permitted to authorize under Section 22, confirmation from a veterinary professional that the injuries were caused by a dog over the age of four months.

(Bylaw 4264)

22. The Animal Control Officer is hereby authorized to approve any claim under this Bylaw up to the amount of TWO HUNDRED AND FIFTY (\$250) DOLLARS. Any claim in excess of that amount shall be referred to the Regional Board.

(Bylaw 4264)

23. Claims properly filed under the former compensation program shall be paid by the Regional Board in accordance with sections 19 to 22 if the injury was properly reported on or before December 31, 2021. Claims reported on or after January 1, 2022 shall be handled as claims under the respective Compensation Services.

(Bylaw 4264)

## **GENERAL:**

24.

- (1) No owner of an animal shall suffer or permit such animal to "run at large" as defined in Section 1. (2) of this Bylaw.
- (2) An owner of a dangerous dog shall keep it muzzled and on a leash. (Bylaw 3168)

(3) No person shall prevent or obstruct or attempt to prevent or obstruct, an Animal Control Officer in the fulfilment of their duties under this Bylaw. (Bylaw 3168)

25. Every owner of a female dog in "heat" shall confine the same or cause it to be confined in a secure building or enclosure so that it cannot come in contact with other dogs.

26.

(1) No owner of a dog shall permit or cause the dog to cry or bark in a manner which disturbs quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity of the place where the dog is kept.

(2) Except in an Agricultural Zone no person shall keep, harbour or permit, allow or suffer to be kept or harboured on any property owned, occupied or controlled in any way by such person any animal which disturbs or tends to disturb the quiet, peace, rest, enjoyment comfort or convenience of the neighbourhood in which the animal is kept or harboured or of persons in the vicinity of such animal.

27.

(1) An owner shall ensure his or her animal is provided with:

- (a) clean potable drinking water and food of sufficient quantity and quality to allow for healthy growth and the maintenance of healthy body weight;
- (b) food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
- (c) the opportunity for regular exercise sufficient to maintain good health, including daily opportunities to be free of a confined area and exercised regularly under appropriate control; and
- (d) necessary veterinary care when such animal exhibits signs of pain, injury, illness or suffering.

(2) An owner shall not keep an animal which normally resides outdoors, or which is kept outdoors for extended periods of time, unless such animal is provided with an outdoor shelter:

- (a) which has a total area that is at least twice the length of the animal in all directions and that also allows the animal to turn around freely and adopt normal resting postures;
- (b) which ensures protection from heat, cold and dampness that is appropriate to the weight and type of protective outer coat of such animal;
- (c) which provides sufficient shade to protect the animal from the direct rays of the sun at all times; and
- (d) which is regularly cleaned and sanitized, and removed of excreta daily.

(3) No person may cause an animal to be hitched, tied or fastened to a fixed object where a choke collar or choke chain forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck.

(4) No person shall keep any animal hitched, tied or fastened to a fixed object as the primary means of confinement for an extended period of time.

(5) No person may cause an animal to be confined in an enclosed space or vehicle, including a car, without adequate ventilation. Such enclosed space or vehicle (if stationary) shall be in an area providing sufficient shade to protect the animal from the direct rays of sun at all times.

(6) No person may transport an animal in a vehicle outside the passenger compartment or in an uncovered passenger compartment unless it is adequately confined or unless it is secured in a body harness or other manner of fastening which is adequate to prevent it from falling off the vehicle or otherwise injuring itself. *(Bylaw 3908)*

28. The Animal Control Officer may enter upon property on which animals are kept at any reasonable hour and may inspect any animal and the facilities for housing the same in order to ascertain whether the regulations contained in this Bylaw are being obeyed.

29. No person shall suffer or permit any animal owned or harboured by him or in his charge to be on any of the public beaches listed in Schedule "E" from June 15 to September 15 inclusive.

**PENALTY:**

30.

- (1) No person shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.
- (2) Notwithstanding any other provision of this Bylaw where the Animal Control Officer has reasonable grounds to believe that an owner is not complying with any provision of this Bylaw, he may give a written or verbal warning.
- (3) Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to the penalties prescribed by the *Offence Act*, provided that the minimum penalty is not less than FIFTY (\$50.00) DOLLARS for the first offence and for each subsequent offence to a minimum penalty of not less than ONE HUNDRED (\$100.00) DOLLARS.
- (4) The penalties imposed under Subsection (3) hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw.
- (5) A separate offence shall be deemed to be committed upon each day during and in which a contravention of this Bylaw occurs or continues.

31. The Animal Control Officer may, if he/she has reason to believe that an offence has been committed against this Bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be sixteen years of age or greater, a Municipal Ticket Information indicating a voluntary penalty equal to the minimum for such an offence. *(Bylaw 3194)*

**SEVERANCE:**

32. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid, by the decision of a Court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this Bylaw.

33. Schedules "A" to "E" inclusive of this Bylaw which are attached hereto form part of this Bylaw. *(Bylaw 3194)*

34. Bylaw No. 688 "Dog Regulation and Impounding Bylaw No. 1, 1980" and amendments thereto, except insofar as it repeals any other bylaw is hereby repealed.

35. This Bylaw may be cited as the "Animal Regulation and Impounding Bylaw No. 1, 1986".

READ A FIRST TIME THIS 23rd day of July 1986

READ A SECOND TIME THIS 23rd day of July 1986

READ A THIRD TIME THIS 25th day of March 1987

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS 12th day of May 1987

RECONSIDERED AND FINALLY ADOPTED THIS 10th day of June 1987

A.J. Peterson  
CHAIRMAN

J. Nevile-Smith  
ACTING SECRETARY

**SCHEDULE "A"***(Bylaws 1771, 2012, 3168, 3210, 3697, 3785, 3884, 4686)***DOG LICENCE FEES**

(a)	Female Dog (not spayed)	\$60.00
(b)	Female Dog (spayed)	\$40.00
(c)	Male Dog (not neutered)	\$60.00
(d)	Male Dog (neutered)	\$40.00
(e)	Replacement of Lost License	\$5.00
(f)	Early Purchase Discount	\$5.00
(g)	Late Application Penalty	\$20.00
(h)	<b>Breeding Kennel</b>	\$200.00
(i)	<b>Boarding Kennel</b>	\$200.00
(j)	Dangerous Dog License	\$100.00

**SCHEDULE "B"**  
(Bylaws 2012, 3168, 3697, 3884, **4686**)  
**ANIMAL IMPOUNDMENT FEES**

1.	DOGS	
(1)	First impoundment fee	\$75.00
(2)	Second impoundment fee	\$100.00
(3)	Third impound fee <i>(a) \$50.00 incremental increase for each additional impound</i>	\$150.00
(4)	Penalty added to impoundment fee for unlicensed dogs	\$50.00
(5)	Maintenance and sustenance charge for each 24-hour period or part thereof that the dog has remained in the pound	<b>\$25.00</b>
2.	CATS	
(1)	Impound fee	\$25.00
(2)	Maintenance and sustenance charge for each 24-hour period or part thereof that the cat has remained in the pound	<b>\$15.00</b>
3.	ASS, CATTLE, GOAT, HORSE, MONKEY, MULE, SHEEP, SWINE, ANY ANIMAL OF THE BOVINE SPECIES	
(1)	Impound fee	<b>\$75.00</b>
(2)	Maintenance and sustenance charge for each 24-hour period or part thereof that the ass, cattle, goat, horse, monkey, mule, sheep, swine, and any animal of the bovine species has remained in the pound	<b>\$25.00</b>
4.	BIRD, DOVE, DUCK, FOWL, FOX, FUR-BEARING ANIMALS as defined in the <i>Fur Farm Act</i> , GERBIL, GOOSE, GUINEA PIG, HAMSTER, MOUSE, PIGEON, RABBIT, RACCOON, REPTILE, RODENT, SKUNK, SQUIRREL or TURKEY	
(1)	Impoundment fee	\$10.00
(2)	Maintenance and sustenance charge for each 24-hour period or part thereof that the bird, dove, duck, fowl, fox, fur-bearing animal as defined in the Fur Farm Act, gerbil, goose, guinea pig, hamster, mouse, pigeon, rabbit, raccoon, reptile, rodent, skunk, squirrel or turkey has remained in the pound.	\$5.00
5.	Costs for special equipment or personnel used, if any, to effect the impoundment.	AT COST
6.	Veterinary expenses, if any, to treat injured or sick impounded animals.	AT COST

**SCHEDULE "C"**

**NOTICE OF IMPOUNDMENT**  
*(Section 18)*

TO:

TAKE NOTICE that pursuant to the provisions of the "Capital Regional District Animal Regulation Bylaw No. 1465, 1986"

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(Description of Animal or Animals Impounded)

was (or were) impounded in the Pound kept by the undersigned at

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on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
at the hour of \_\_\_\_\_ A.M./P.M.

AND FURTHER TAKE NOTICE that unless within three (3) days after the date of this notice you appear at the Pound and release the animal(s) so impounded by the payment of the lawful fees and charges, the same will be destroyed or sold as provided in the said Bylaw.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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\_\_\_\_\_  
Animal Control Officer

**SCHEDULE "D"**

**APPLICATION FOR COMPENSATION UNDER THE  
CAPITAL REGIONAL DISTRICT ANIMAL  
REGULATION AND IMPOUNDING BYLAW NO. 1465, 1986**  
(Section 19)

1. Name

---

2. Address

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3. At \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_, 20\_\_\_\_\_,  
the following domestic animals owned by me were killed or injured by dog(s):

Number	Type	Age	Registered	Value
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**POULTRY FOR THE  
PURPOSE OF PROVIDING  
MEAT AND EGGS**

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GOAT

---

SHEEP

---

**ANIMALS OF THE BOVINE  
SPECIES**

---

DOMESTIC RABBITS

---

SWINE

---

HORSES

---

**FUR-BEARING ANIMALS AS  
DEFINED IN THE  
FUR FARM ACT**

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4. Within three (3) business days of the date stated above I notified

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5. The owner of the dog(s) is/are unknown and after diligent enquiry cannot be found.
6. I understand that, if approved, payment of this claim will be made pursuant to Section 19 of the Animal Regulation Bylaw No. 1465, 1986.

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Witness

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Owner

## SCHEDULE "E"

1. AYLARD FARM BEACH  
The sandy beach at the Capital Regional District's East Sooke Park known as Aylard Farm.
2. GLEN LAKE PARK BEACH  
(Park, Plan 27201, Section 87, Esquimalt District and Park, Plan 40038, Sections 88 and 87, Esquimalt District)
3. LANGFORD LAKE PARK BEACH  
(Lot 10, Plan 2075, Section 85, Esquimalt District)
4. VESEVIUS BAY BEACH  
The beach extending from the public access stairs on Langley Street south to the bluff at the end of the gravel portion of the beach.
5. BADER BEACH  
The beach extending from the public access at Collins Road north for 350 metres.

## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JUNE 11, 2025

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**SUBJECT** **Bylaws No. 4696, 4697, 4698 Electoral Area Grants-in-Aid: Conversion of Letters Patent to Establishing Bylaws**

### **ISSUE SUMMARY**

To convert the function of making grants-in-aid (GIA), currently operated under Supplementary Letters Patent (SLP), to three separate services exercised under establishing bylaws for each electoral area (EA), and to ensure the Salt Spring Island Local Community Commission (LCC) must consent when an SSI GIA is made.

### **BACKGROUND**

By SLP Division XIX, OIC 1013/1977, as amended by OIC 722/1985, the Capital Regional District (CRD) was given the authority to make a GIA to any organization deemed by the Board to be contributing to the general interests and advantage of the service areas. The only remaining participants in the service are the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas.

The GIA function provides critical support to community initiatives, in cases where no other community funding source exists, from funding non-profit organizations' day-to-day work to ensuring projects benefitting the community can be completed, from playgrounds to public works.

Before exercising GIA power, the CRD must receive written consent from the relevant Electoral Area Director. In 2023, the residents of Salt Spring Island requested CRD create the SSI LCC to broaden elected oversight and administration of certain Salt Spring Island local services, so that decisions regarding these services are more locally transparent and reflect the local public interest. GIA requests have been going to the LCC for review and approval however, the requirement for EA Director approval prior to issuing a GIA effectively allows the EA Director to veto an LCC vote, contrary to the intent of the EA Director and the LCC.

Finally, the GIA service has three EAs contained within it – three services in one – which is not a typical way of organizing modern regional district services. Over the years, other issues have been experienced relating to the exercise of this power and other amendments have been proposed to make clear that a GIA may be used to assist with operating and capital expenses; may be applied for more than once, or even on a multi-year basis (subject to the approved annual financial plan and the ability of the Board to cancel a grant agreement); and may be awarded to an individual, an unincorporated association, or a corporation.

Before amending these powers, the *Local Government Act* requires the Board to convert the Service currently operated under the SLP, as amended, to a service exercised under the authority of an establishing bylaw. The bylaws before the Board set out the separation of the services; the removal of the requirement for EA Director consent (to be moved to Bylaw No. 4186, as amended for the LCC); and clarifications on who may receive GIA funding and what the funding may be used for.

## **ALTERNATIVES**

### *Alternative 1*

That the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4696, “Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
2. That Bylaw No. 4697, “Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
3. That Bylaw No. 4698, “Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
4. That participating area approval to the conversion of SLP Division XIX, OIC 1013/1977 and OIC722/1985 in Bylaws No. 4696, 4697, and 4698, be obtained by Electoral Area Director Consent on behalf;
5. That if successful, Bylaws No. 4696, 4697, and 4698 be forwarded to the Inspector of Municipalities for review and approval.

### *Alternative 2*

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

## **IMPLICATIONS**

### *Alignment with Existing Plans & Strategies*

Removal of the requirement of EA Director approval from the establishment bylaws will allow the Board to delegate approval of SSI GIAs to the LCC, which is closely aligned with the purpose of the local commission and avoid the risk of an SSI EA Director “veto” of an LCC decision. It will also modernize the GIA powers by splitting each service by EA, and clarify the purpose and use of GIA funding. The new service authority continues to permit more than one EA to contribute to a project benefitting more than one electoral area. The delegation will now occur in CRD’s Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”, with an amendment to be put forward once the bylaws received Inspector of Municipalities approval.

### *Legal Implications*

Modernizing the SLP to three separate service establishing bylaws will allow the CRD the ability to amend the services on an as needed basis to better meet the needs of EA residents. As this is a single SLP being converted to multiple services, the consent of each Electoral Area Director is required for each proposed bylaw, to meet the two-thirds consent requirement of conversion under the *Local Government Act*. Future amendments to the power, if any, will only require one Electoral Area Director (as applicable).

### *Financial Implications*

The GIA function supports organizations outside of existing CRD services and funds a variety of projects that benefit the community. Under the current SLP, the maximum requisition is \$0.05 per \$1,000 assessed value. This rate has been deemed sufficient for the proposed establishment

bylaws based on historical GIA spending and potential future service growth in each of the 3 electoral areas. Modernizing the establishing bylaws will also permit services to raise funds not only by requisition, but also by way of donations and grants.

## **CONCLUSION**

The three separate bylaws allow the CRD to convert the SLP function of grant-in-aid to services exercised under Establishment Bylaws and remove the requirement for the Board to obtain written approval from the EA Director, allowing approval authority to be exercised by a local commission.

## **RECOMMENDATION**

That the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4696, “Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
2. That Bylaw No. 4697, “Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
3. That Bylaw No. 4698, “Southern Gulf Islands Grant-In-Aid Service Conversion Bylaw No. 1, 2025”, be read a first, second, and third time;
4. That participating area approval to the conversion of SLP Division XIX, OIC 1013/1977 and OIC722/1985 in Bylaw No. 4696, 4697, and 4698, be obtained by Electoral Area Director Consent on behalf;
5. That if successful, Bylaws No. 4696, 4697, and 4698 be forwarded to the Inspector of Municipalities for review and approval.

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

## **ATTACHMENT(S)**

Appendix A: Bylaw No. 4696, “Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025”  
Appendix B: Bylaw No. 4697, “Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025”

Appendix C: Bylaw No. 4698, “Southern Gulf Islands Grant-In-Aid Service Conversion Bylaw No. 1, 2025”

Appendix D: SLP Division XIX, OIC 1013/1977 and OIC 722/1985

Appendix E: DRAFT Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017” language

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4696**

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**A BYLAW TO CONVERT THE GRANT-IN-AID FUNCTION OF DIVISION XIX OF THE  
SUPPLEMENTARY LETTERS PATENT OF THE CRD TO SERVICES OPERATED UNDER A  
BYLAW**

\*\*\*\*\*

**WHEREAS:**

- A. By Supplementary Letters Patent (SLP), Division XIX, OIC 1013, dated the 24<sup>th</sup> day of March, 1977 as amended, the Capital Regional District was given the authority to make grant-in-aid to any organization deemed by the Board of the Regional District to be contributing to the general interest and advantage of the area;
- B. The municipalities of Colwood, Langford, Highlands, Metchosin, View Royal and Sooke were subsequently incorporated and, as a result, no longer participate in the service, with the only remaining participants being the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas;
- C. The *Local Government Act* authorizes the Capital Regional District Board (the “Board”) to convert a function established by SLP to a service exercised under the authority of a bylaw establishing the service;
- D. The Board wishes, by bylaw, adopted in accordance with the *Local Government Act*, to convert the service operated under SLP Division XIX to a service exercised under the authority of an establishing bylaw and, by the same bylaw, amend the power to the extent that it could if the power were in fact exercised under the authority of the establishing bylaw;
- E. The Board wishes to amend the authority under SLP Division XIX to remove the requirement that the Board obtain written Electoral Area Director approval for the proposed grant-in-aid, to be set out in Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”, and to separate the service into three separate services, one for each electoral area.
- F. The written consent of at least two-thirds of all the participants under SLP Division XIX has been obtained in accordance with the *Local Government Act*, by way of Electoral Area Director consent.

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

**Service**

1. The function of making grant-in-aid for the Juan de Fuca Electoral Area as granted by Division XIX of SLP dated March 24, 1977, as amended, is hereby converted and established as the Juan de Fuca Grant-In-Aid Service (the “Service”). The Service’s function is the making of grant-in-aid to any person or organization deemed by the Board to be contributing to the general interest and advantage of the electoral area. This funding may be applied for more than once or for a multi-year term, depending on the

approved annual budget, may be granted for capital or operating expenses, and may be used for projects outside the electoral area, such as projects benefitting one or more electoral areas, where the project benefits the granting electoral area.

2. For clarity, grant-in-aid are always subject to the restrictions on assistance to business contained in the *Local Government Act*.

### **Boundaries**

3. The boundaries of the service area are the whole of the Juan de Fuca Electoral Area.

### **Participating Areas**

4. The participants of the service are the Juan de Fuca Electoral Area.

### **Cost Recovery**

5. 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.

### **Maximum Requisition**

6. The maximum amount that may be requisitioned under Section 339(1)(e) for the Service will be the greater of:

- (a) One Hundred Sixty-Seven Thousand, Two Hundred Fifteen dollars (\$167,215); or
- (b) An amount equal to the amount that could be raised by a property value tax rate of \$0.05 per one thousand dollars (\$1,000.00), which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the service.

### **Citation**

7. This Bylaw may be cited for all purposes as the "Juan de Fuca Grant-In-Aid Services Conversion Bylaw No. 1, 2025".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

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CHAIR

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CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4697**

\*\*\*\*\*

**A BYLAW TO CONVERT THE GRANT-IN-AID FUNCTION OF DIVISION XIX OF THE  
SUPPLEMENTARY LETTERS PATENT OF THE CRD TO SERVICES OPERATED UNDER A  
BYLAW**

\*\*\*\*\*

**WHEREAS:**

- A. By Supplementary Letters Patent (SLP), Division XIX, OIC 1013, dated the 24<sup>th</sup> day of March, 1977 as amended, the Capital Regional District was given the authority to make grant-in-aid to any organization deemed by the Board of the Regional District to be contributing to the general interest and advantage of the area;
- B. The municipalities of Colwood, Langford, Highlands, Metchosin, View Royal and Sooke were subsequently incorporated and, as a result, no longer participate in the service, with the only remaining participants being the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas;
- C. The *Local Government Act* authorizes the Capital Regional District Board (the “Board”) to convert a function established by SLP to a service exercised under the authority of a bylaw establishing the service;
- D. The Board wishes, by bylaw, adopted in accordance with the *Local Government Act*, to convert the service operated under SLP Division XIX to a service exercised under the authority of an establishing bylaw and, by the same bylaw, amend the power to the extent that it could if the power were in fact exercised under the authority of the establishing bylaw;
- E. The Board wishes to amend the authority under SLP Division XIX to remove the requirement that the Board obtain written Electoral Area Director approval for the proposed grant-in-aid, to be set out in Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”, and to separate the service into three separate services, one for each electoral area.
- F. The written consent of at least two thirds of all the participants under SLP Division XIX has been obtained in accordance with the *Local Government Act*, by way of Electoral Area Director consent.

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

**Service**

1. The function of making grant-in-aid for the Salt Spring Island Electoral Area as granted by Division XIX of SLP dated March 24, 1977, as amended, is hereby converted and established as the Salt Spring Island Grant-In-Aid Service (the “Service”). The Service’s function is the making of grant-in-aid to any person or organization deemed by the Board to be contributing to the general interest and advantage of the electoral area. This funding may be applied for more than once or for a multi-year term, depending on the

approved annual budget, may be granted for capital or operating expenses, and may be used for projects outside the electoral area, such as projects benefitting one or more electoral areas, where the project benefits the granting electoral area.

2. For clarity, grant-in-aid are always subject to the restrictions on assistance to business contained in the *Local Government Act*.

### **Boundaries**

3. The boundaries of the service area are the whole of the Salt Spring Island Electoral Area.

### **Participating Areas**

4. The participants of the service are the Salt Spring Island Electoral Area.

### **Cost Recovery**

5. 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.

### **Maximum Requisition**

6. The maximum amount that may be requisitioned under Section 339(1)(e) for the Service will be the greater of:

- (a) Three Hundred Thirty-Three Thousand, Two Hundred Forty-Nine dollars (\$333,249); or
- (b) An amount equal to the amount that could be raised by a property value tax rate of \$0.05 per one thousand dollars (\$1,000.00), which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the service.

### **Citation**

7. This Bylaw may be cited for all purposes as the "Salt Spring Island Grant-In-Aid Services Conversion Bylaw No. 1, 2025".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

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CHAIR

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CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4698**

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**A BYLAW TO CONVERT THE GRANT-IN-AID FUNCTION OF DIVISION XIX OF THE  
SUPPLEMENTARY LETTERS PATENT OF THE CRD TO SERVICES OPERATED UNDER A  
BYLAW**

---

**WHEREAS:**

- A. By Supplementary Letters Patent (SLP), Division XIX, OIC 1013, dated the 24<sup>th</sup> day of March, 1977 as amended, the Capital Regional District was given the authority to make grants-in-aid to any organization deemed by the Board of the Regional District to be contributing to the general interest and advantage of the area;
- B. The municipalities of Colwood, Langford, Highlands, Metchosin, View Royal and Sooke were subsequently incorporated and, as a result, no longer participate in the service, with the only remaining participants being the Salt Spring Island, Juan de Fuca, and Southern Gulf Islands Electoral Areas;
- C. The *Local Government Act* authorizes the Capital Regional District Board (the “Board”) to convert a function established by SLP to a service exercised under the authority of a bylaw establishing the service;
- D. The Board wishes, by bylaw, adopted in accordance with the *Local Government Act*, to convert the service operated under SLP Division XIX to a service exercised under the authority of an establishing bylaw and, by the same bylaw, amend the power to the extent that it could if the power were in fact exercised under the authority of the establishing bylaw;
- E. The Board wishes to amend the authority under SLP Division XIX to remove the requirement that the Board obtain written Electoral Area Director approval for the proposed grant-in-aid, to be set out in Bylaw No. 4186, “Capital Regional District Delegation Bylaw No. 1, 2017”, and to separate the service into three separate services, one for each electoral area.
- F. The written consent of at least two thirds of all the participants under SLP Division XIX has been obtained in accordance with the *Local Government Act*, by way of Electoral Area Director consent.

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

**Service**

1. The function of making grant-in-aid for the Southern Gulf Islands Electoral Area as granted by Division XIX of SLP dated March 24, 1977, as amended, is hereby converted and established as the Southern Gulf Islands Grant-In-Aid Service (the “Service”). The Service’s function is the making of grant-in-aid to any person or organization deemed by the Board to be contributing to the general interest and advantage of the electoral area. This funding may be applied for more than once or for a multi-year term, may be granted

for capital or operating expenses, depending on the approved annual budget, and may be used for projects outside the electoral area, such as projects benefitting one or more electoral areas, where the project benefits the granting electoral area.

2. For clarity, grant-in-aid are always subject to the restrictions on assistance to business contained in the *Local Government Act*.

### **Boundaries**

3. The boundaries of the service area are the whole of the Southern Gulf Islands Electoral Area.

### **Participating Areas**

4. The participants of the service are the Southern Gulf Islands Electoral Area.

### **Cost Recovery**

5. 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.

### **Maximum Requisition**

6. The maximum amount that may be requisitioned under Section 339(1)(e) for the Service will be the greater of:

- (a) Two Hundred Sixty-Five Thousand, Eight Hundred Ninety-Six dollars (\$265,896); or
- (b) An amount equal to the amount that could be raised by a property value tax rate of \$0.05 per one thousand dollars (\$1,000.00), which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned for the service.

### **Citation**

7. This Bylaw may be cited for all purposes as the "Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

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CHAIR

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CORPORATE OFFICER



APPENDIX D

1013

APPROVED AND ORDERED 24 MAR 1977

*W. S. Quay*

Lieutenant-Governor

EXECUTIVE COUNCIL CHAMBERS, VICTORIA 24 MAR 1977

Pursuant to the Municipal Act, and upon the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that

WHEREAS the Regional Board of the Capital Regional District has requested the function of Grants-in-Aid with all electoral areas as participating member municipalities:

SUPPLEMENTARY LETTERS PATENT in the form attached hereto do issue which grant the Capital Regional District the function of Grants-in-Aid with all electoral areas as participating member municipalities.

*[Signature]*  
Minister of Municipal Affairs and Housing.

*[Signature]*  
Presiding Member of the Executive Council.

1 F Moore  
1977



*W. S. Dunn*  
Lieutenant Governor

CANADA  
PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United  
Kingdom, Canada, and Her Other Realms and  
Territories, Queen, Head of the Commonwealth,  
Defender of the Faith.

To all to whom these presents shall come -

GREETING

*W. S. Dunn*  
Minister of  
Municipal Affairs  
and Housing

WHEREAS pursuant to the provisions  
of section 766 of the Municipal  
Act the Capital Regional District  
was incorporated by Letters Patent  
issued on the first day of February,  
1966:

AND WHEREAS section 766 of the Municipal Act,  
provides, inter alia, that in addition to the functions conferred

by that Act, a regional district has such functions as are provided by Letters Patent or supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the Letters Patent or supplementary Letters Patent such further objects, powers, obligations, duties, limitations, and conditions in respect to any or all functions requested pursuant to this section:

AND WHEREAS the Regional Board of the Capital Regional District has requested that the further function of making grants-in-aid for one or more member electoral areas to any organization deemed by the Board of the Regional District to be contributing to the general interest and advantage of the electoral area or areas be granted the regional district under the provisions of section 766 (4a) of the Municipal Act:

AND WHEREAS under the provisions of subsection (4b) of section 766 of the Municipal Act, the annual net cost of any function granted pursuant to subsection (4a) shall not exceed the product of two mills on the assessed values referred to in subsection (1) of section 782 within participating municipalities, and the annual net cost of all functions granted pursuant to subsection (4a) shall not exceed the product of three mills on such assessed values:

AND WHEREAS the provisions of section 766 of the Municipal Act have been duly complied with:

NOW KNOW YE THAT by these presents

We do order and proclaim that on, from, and after the date hereof, the following be added to the objects, powers, obligations, duties, limitations, and conditions of the Capital Regional District:

DIVISION XIX --- GRANTS-IN-AID

1. The Regional District may make grants-in-aid for one or more member electoral areas to any organization deemed by the Board of the Regional District to be contributing to the general interests and advantage of the electoral area or areas. For the purpose of this function the participating member municipalities are the Electoral Areas of Sooke, Metchosin, Langford, Colwood, View Royal, Salt Spring Island, and Outer Gulf Islands.
2. Before exercising the powers in Section 1, the Regional Board shall obtain the written approval of the Director of each electoral area to the proposed grant-in-aid for such electoral area.
3. The annual net cost attributable to this function shall not exceed the product of one-fifth of one mill of the taxable assessed values of land and improvements for school purposes in any one year excluding property that is taxable for school purposes only by special act of the member electoral areas

participating in the cost of such grants-in-aid as determined under Section 2 hereof, and such net cost shall be apportioned among the participating electoral areas on the basis referred to in section 782 of the Municipal Act.

4. The borrowing power of the Regional District for this function is nil.

AND THAT the Letters Patent of the Capital Regional District be amended accordingly.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, Colonel, the Honourable Walter S. Owen, Q.C., LL.D., Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 24th day of March, in the year of Our Lord one thousand, nine hundred and seventy-seven and in the twenty-sixth year of Our Reign.

By Command.

  
*Chase S. (as)ky*  
Provincial Secretary and  
Minister of Travel Industry.



722

APPROVED AND ORDERED APR 17 1985

  
R. St. John  
Lieutenant-Governor

EXECUTIVE COUNCIL CHAMBERS, VICTORIA APR 17 1985

On the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that the Supplementary Letters Patent in the form attached be issued providing the Capital Regional District with an amendment to the function of Division XIX - Grants-in-Aid.

W

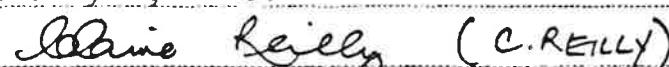
  
Brian Mitchell  
Minister of Municipal Affairs

  
W. R. Bennett  
Presiding Member of the Executive Council

*(This part is for administrative purposes and is not part of the Order.)*

Authority under which Order is made:

Act and section: Municipal Act, section 767(2)  
Incorporated by O.I.C. #290 and Letters Patent  
Other (specify) dated February 1, 1966.

Statutory authority checked by:   
(Signature and typed or printed name of Legal Officer)



*D. M. Rogers*  
Lieutenant-Governor

C A N A D A

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING.

*Bill Bittner*  
Minister of  
Municipal Affairs

( WHEREAS under the provisions  
( of section 767 of the  
( Municipal Act the Capital  
( Regional District was  
( incorporated by Letters  
( Patent issued on February  
( 1, 1966:

AND WHEREAS section 767 of the Municipal Act provides, inter alia, that in addition to the functions conferred by that Act, a regional district has the functions as provided by Letters Patent or Supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the Letters Patent or Supplementary Letters Patent further objects, powers, obligations, duties, limitations and conditions for any or all functions requested under that section:

AND WHEREAS by Supplementary Letters Patent issued on the 24th day of March, 1977, the Regional Board of the Capital Regional District was granted the function of Division XIX - Grants-in-Aid with the Electoral Areas of Sooke, Metchosin, Langford, Colwood, View Royal, Saltspring Island and Outer Gulf Islands as participating member municipalities:

AND WHEREAS the Regional Board of the Capital Regional District has requested that the function of Grants-in-Aid be amended by increasing the tax rate from \$0.024 to \$0.05 per thousand dollars of assessment and further that the Electoral Area of Metchosin be deleted as a participating member municipality:

AND WHEREAS the provisions of section 767 of the Municipal Act have been duly complied with:

NOW KNOW YE THAT by these presents We do order and proclaim that on, from and after the date hereof, the following be added to the objects, powers, obligations,

duties, limitations and conditions of the Capital Regional District:

The function of Division XIX - Grants-in-Aid granted by Supplementary Letters Patent dated March 24, 1977, as amended by B.C. Regulation 149/84 Part 3 is hereby further amended as follows:

1. By striking out section 1 in its entirety and substituting the following therefor:

"1. The Regional District may make grants-in-aid for one or more member municipalities to any organization deemed by the Board of the Regional District to be contributing to the general interests and advantage of the area. For the purpose of this function, the participating member municipalities are the Electoral Areas of Sooke, Langford, Colwood, View Royal, Saltspring Island and the Outer Gulf Islands."

2. By striking out section 3 in its entirety and substituting the following therefor:

"3. The annual net cost attributable to this function shall not exceed the product of \$0.05 per thousand dollars of assessment on the basis of the net taxable value of land and improvements for regional hospital district tax purposes in the electoral areas."

AND THAT the Letters Patent of the Capital Regional District be amended accordingly.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, the Honourable Robert Gordon Rogers, Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 17<sup>th</sup> day of April, in the year of Our Lord one thousand nine hundred and eighty-five and in the thirty-fourth year of Our Reign.

By Command.



Provincial Secretary and  
Minister of Government Services



## APPENDIX E

### SAMPLE LANGUAGE CHANGE TO DELEGATION BYLAW NO. 4186

Current Clause	Future Clause
<p><b>Delegation of electoral areas grants-in-aid</b></p> <p>7.1 (a) The Board delegates to the officers and employees below all of its powers, duties, and functions to provide assistance under section 263(1)(c) in the form of an electoral area grant-in-aid:</p> <p style="padding-left: 40px;">The Chief Administrative Officer; and The Chief Financial Officer.</p>	<p><b>Delegation of electoral areas grants-in-aid</b></p> <p>7.1 (a) The Board delegates to the officers and employees below all of its powers, duties, and functions to provide assistance under section 263(1)(c) in the form of an electoral area grant-in-aid:</p> <p style="padding-left: 40px;">The Chief Administrative Officer; and The Chief Financial Officer.</p>
<p>(b) No grant-in-aid shall be made without the applicable electoral area director's prior written approval.</p>	<p>(b) No grant-in-aid shall be made</p> <ul style="list-style-type: none"> <li>i) for the Southern Gulf Islands Electoral Area or the Juan de Fuca Electoral Area, without the applicable electoral area director's prior written approval; or</li> <li>ii) for the Salt Spring Island Electoral Area, without a resolution in support from the Salt Spring Island Local Community Commission.</li> </ul>
<p>(c) The authority under this section does not include the provision of assistance to business, unless permitted by the <i>Local Government Act</i>.</p>	<p>(c) The authority under this section does not include the provision of assistance to business, unless permitted by the <i>Local Government Act</i>.</p>

# GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

01 May. 2025 at 9:00 AM

1290 Sturdies Bay Road/Zoom

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

**Staff:** Emma Davis(CRD Liaison) Lori Seay (Recording), Michael Carrothers(Maintenance Contractor) Stepen Henderson(CRD Real Estate)

*EP=Electronic Participation*

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## 1. CALL TO ORDER & LAND ACKNOWLEDGEMENT

Call to order at 9:03 AM. Chair Erickson provided a territorial acknowledgement.

## 2. APPROVAL OF AGENDA

**MOVED** by Commissioner Crocker, Seconded by Commissioner Henshall that the 01 Apr. 2025 agenda be approved as amended to include Kennedy Lease. **CARRIED.**

## 3. ADOPTION OF MINUTES

**MOVED** by Commissioner Erickson, Seconded by Commissioner Crocker that the 03 Apr. 2025 minutes be approved as circulated. **CARRIED.**

## 4. DELEGATIONS: None.

## 5. CHAIR'S REPORT

**5.1 Master Planning Committee:** The Master Planning Subcommittee has developed a list of priorities. The Commission discussed the importance of robust community engagement and expanded the list of priorities for consideration. An engagement letter has been sent to the Penelakut, and a response is anticipated. The general Engagement Plan has been approved by CRD. Survey development is the next step.

**5.2 Sturdies Bay Trail:** A recommendation from the SBT Extension Advisory Committee has been sent to CRD, and Commissioner Scadeng is working with CRD on identifying a feasibility study vendor.

**5.3 Ready Step Roll onsite visit:** Commissioner Henshall and Emma attended the Ready Step Roll Onsite visit on April 24, 2025. Goal is to delineate pedestrian and foot traffic to increase safety at the Murchison Cove section. Commissioner Henshall and Michael have raised issues with the proposed plan and Emma agreed to follow up with CRD staff.

# GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

01 May. 2025 at 9:00 AM

1290 Sturdies Bay Road/Zoom

## 6. REPORTS

**6.1 Maintenance Contractor Update:** A report was circulated at the meeting. Michael highlighted that the Dewinetz outhouse “no garbage dumping” sign is working. Chair will join the contractor for an upcoming meeting with CRD Archeology.

**6.2 Recreation Grants 2025:** The Recreation Grants subcommittee circulated a summary and recommendations for the 2025 grant cycle.

**MOVED** by Commissioner Crocker, seconded by Commissioner Henshall that the 2025-2026 Recreation Grants be distributed as per the recommendation of the Recreation Grant subcommittee to the total of \$45000. **CARRIED.**

Active Passive Performance Society	\$1 500
Galiano Activity Center Society	\$22 000
Galiano Conservancy	\$2 000
Coro Galiano	\$3 500
Galiano Daycare	\$900
Galiano Club-Gleaning	\$1 125
Galiano Golf Course Society	\$2 800
Galiano Health Care Society	\$850
Galiano Needle Guild	\$1450
North Galiano Comm. Assn.	\$2200
Galiano Parent Advisory Cttee	\$1620
Galiano Playgroup	\$1200
Sturdies Baybs	\$850
Galiano Trails Society	\$1000
Galiano Club-Winter Gardening	\$1005
Yellow House Art Centre	\$1000

The Commission thanked the Recreation Grant Subcommittee for their thorough work on the 2025 Grants, and Director Brent for his support for an increase to the grants allocation.

**6.3 Shore Stewards:** No updates.

**6.4 Betty's Place update:** An update was circulated to the Commission. Stephen Henderson from CRD Real Estate joined the meeting to discuss lease negotiation with the Galiano Health Care Society. Commissioner Crocker requested that the land acknowledgement in the Kennedy report be consistent with Galiano as core Penelakut territory.

# GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

01 May. 2025 at 9:00 AM

1290 Sturdies Bay Road/Zoom

**6.4 Treasurer's Report:** Tabled as the CRD financials were not available in time for the meeting.

## 7. NEW BUSINESS

### 1. New Business

7.1 Special Event Application process: GIPRC does not currently have a special event application process in place. Commissioner New noted that there has been work on this process. Lori will gather historical information and share applications from other SGI Parks Commissions.

7.2 Communications: Emma will draft an Active Page report on Master Planning engagement for July. Eric will draft a Kennedy update for August.

8. Next Meeting: 9:00 AM, June 5, 2025. Galiano Library Meeting Room/Zoom.

9. Adjournment: 10:50 AM.

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Approved at the 2025-06-06 meeting:



Keith Erickson  
Chair-Galiano Parks and Recreation Commission



**Minutes for a meeting of the Mayne Island Parks and Recreation Commission**  
**Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC**  
**Date/Time: April 10, 2025 3:00 pm**

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

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

The meeting was called to order at 3:00 pm

**1. Territorial Acknowledgement**

Mayne Island Parks and Recreation Commission acknowledge and respect the traditional lands of the First Nations peoples upon which we live, work and recreate.

**2. Approval of Agenda**

**ADDED:** 6.9 Email from Katie Dentry, CRD

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

**CARRIED**

**3. Adoption of Minutes of March 13, 2025**

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

**CARRIED**

**4. Chair's Remarks**

Chair Bell expressed sympathy for the passing of Jerry Betker who had been a Mayne Island parks commissioner for many years.

**Mayne Island Parks and Recreation Commission**

**Minutes for: April 10, 2025**

**5. Reports**

**5.1. Treasurer's Reports**

**5.1.1. Treasurer's Report for the period March 1 - 31, 2025**

A report was received with the agenda.

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

**CARRIED**

**5.1.2. Finance/Local Matters Update**

A report was received with the agenda

A good response was received by residents to participate in a fallow deer count scheduled for Sunday, April 13<sup>th</sup> from 7 to 8 pm.

**5.2. Administration**

**5.2.1. Follow up Action Report (not covered elsewhere)**

- a) Calendar Events: Easter Sunday family event scheduled at Dinner Bay Park. The asset list is due for review and update.
- b) MIPRC page on CRD's website: The new webpage will be reviewed.
- c) The Supplement to the Commissioner Handbook: It was agreed that the tree hazard and trail section should be organized to one location with tracking and follow-up recorded in the calendar. Trail guardians will be asked to add to the list any items that may be of concern. The electronic reports will be added to the drop box.
- d) Fixed in place binoculars: Costs were investigated and purchase will be for future consideration.
- e) Grading attachment for the tractor: Purchase options were investigated and discussed.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission purchase a John Deere rear blade grader for the tractor for a price not to exceed \$2,000.

**CARRIED**

- f) Rock barrier at Miners Bay Park: Discussion occurred regarding the status of this project. More options will be investigated.

## Mayne Island Parks and Recreation Commission

Minutes for: April 10, 2025

- g) Electrical work for holiday tree lights: Commissioner Bell reported that discussion occurred with Amanda Gunn, who will follow up regarding the upgrade to the electrical structure on the tree. The tree volunteers will be taking down the lights for storage this year.
- h) Fire extinguishers: The library extinguisher expiry has been resolved.
- i) Purchase of heavy wire for boardwalks: The heavy mesh wire was received and will be installed where needed. The Japanese Memorial Garden will also be replacing wire mesh.
- j) Hiking/walking trail map: More discussion to occur and item will be brought forward.
- k) Kippen Road staircase: Installed.

### 5.2.2. Health and Safety Concerns

None.

### 5.2.3. Events

A report was received with the agenda

ParticipAction: Discussion occurred on this item in response to a MayneLiner article by the school's vice principal. Commissioner Kilpatrick will discuss suggestions with Tim Begley and Commissioner Bell will write to the vice principal for more information.

### 5.2.4. Master Plan update

- Commissioner Legge agreed to review the plan and provide edits.
- Commissioner Bell reported that First Nations consultation is a separate engagement plan.

### 5.2.5. Trail and Park Signage

A signage framework had been circulated to commissioners for input. Trail guardians will be included in reviewing current signage and placements.

### 5.2.6. Supplement to the Commissioner's Handbook

Discussed in 5.2.1

## 5.3. Committees

### 5.3.1. Fitness Circuit and Putting Green

A report was received with the agenda

- a) Fitness Circuit: It was reported that Tim Begley will continue the outdoor fitness program at Dinner Bay Park; he is putting together a final quote for this summer and may create three videos for the website.
- b) Putting Green: The cost benefit of this project was discussed in depth.

**Mayne Island Parks and Recreation Commission**

Minutes for: April 10, 2025

**It was MOVED and SECONDED** that Mayne Island Parks and Recreation Commission engage a contractor to construct an artificial turf putting green at Dinner Bay Park at approximately 1800 square feet in an amount not to exceed \$50,000.

**CARRIED**

5.3.2. Technology

No issues were reported.

5.3.3. Sanitation

- a) Septic and wells: The septic systems were pumped out. The vault toilet pump outs had problems at some sites (plastic bags, garbage) which prevented the pump out. Waste management at CRD will be contacted for advice. Commissioner Wright will attend a water well workshop and report.
- b) Dinner Bay issues/combo locks  
Discussion occurred and it was agreed that electronic locks will be purchased.

5.4. Parks

5.4.1. Miners Bay

- Exterior lighting: Two motion activated lights were installed.
- Gutter issue: These are cleaned four times per year.
- Outdoor outlet breaker was turned back on.

5.4.2. Dinner Bay

- Playground inspections were completed and submitted.
- A replacement wheel for the disc walker could not be found.

5.4.3. Cotton Park

A report was received with the agenda

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission install a sign at Cotton Park in recognition of the First Nations in an amount not to exceed \$4,000.

**CARRIED**

5.4.4. Henderson Park

A report was received with the agenda

**Mayne Island Parks and Recreation Commission**

**Minutes for: April 10, 2025**

**5.4.5. Japanese Memorial Garden**

A report was received with the agenda

**5.4.6. Trail Committee**

A report was received with the agenda

New reporting forms were established for trail guardians and half a dozen reports were submitted with a couple of issues identified.

**5.4.7. Emma and Felix Jack Park**

- “Mayne Island Collective” outreach was discussed regarding the access projects without consultation with MIPRC.
- MIPRC will prepare an article for an upcoming MayneLiner that describes the zoning of the park.

**6. Correspondence/Meetings**

- 6.1. Email exchanges with Mayne Island Lions Club to co-ordinate Easter festivities.
- 6.2. Emails with Mayne Island Lions Club regarding Statistics Canada survey of Lions shed.
- 6.3. Invitation to Mayne Island Integrated Water Systems Society to workshop on April 12, 2025.
- 6.4. Correspondence from NHSP extending program and reporting period to March 31, 2026.
- 6.5. Email correspondence with Mayne Island Fire Department regarding mowing grass in parks, fire hazards and safety.
- 6.6. Email from BC Hydro’s Community ReGreening Program confirming application approved and grant awarded.
- 6.7. Email correspondence between CRD SGI Service Delivery Manager and CRD Building Inspections confirming civic addresses may be assigned to parks. CRD to arrange.
- 6.8. Emails to/from CRD regarding “Buy Canadian Policy”.
- 6.9. Email from Katie Dentry, CRD, regarding work experience opportunities for grade 12 students in SD64 (and 61, 62, 63) for volunteer or paid work experience in climate change projects. Commissioners discussed and agreed that MIPRC does not have the capacity to supervise a student nor a suitable project.

**Mayne Island Parks and Recreation Commission**

**Minutes for: April 10, 2025**

**7. New Business**

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

**9. Rise and Report**

**10. Meeting Adjournment**

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

The meeting adjourned at 4:55 pm

Original signed by

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**Debra Bell, Chair**

May 8, 2025

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**DATE**

Original signed by

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**Lauren Edwards, Recorder**

**Minutes of the Saturna Island Parks and Recreation Commission meeting, held April 14th, 2025 at 16:30 pm, Library, Saturna, BC**

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Present:

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

Staff: Carly Duquette, Katie Dentry

Regrets: Steve Ford, Paul Brent, Rosemary Henry

The meeting was called to order at 16.33 PM.

**1. Call to Order and Territorial Acknowledgement**

Territorial Acknowledgement given by Commissioner Michaud

**2. Approval of Agenda**

MOVED by Commissioner Ritchie, SECONDED by Commissioner Mitchell,  
That the agenda be approved.

CARRIED

**3. Adoption of Minutes**

MOVED by Commissioner Michaud, SECONDED by Commissioner Field,  
That the minutes of the Monday March 10th meeting be adopted as circulated.  
CARRIED

**4. Treasurer's Report**

Treasurer's Report given by Commissioner Ritchie.

Commissioner Ritchie and Admin support have been establishing tracking systems for budgets and RFAs

Budget discussions will take place at the next meeting.

**5. Maintenance Report**

Commissioners Ford and Preston have discussed adding fire buckets and fire extinguishers to Thomson Park. Plans for maintenance to carry fire suppression equipment (fire buckets and extinguishers) in their vehicle.

They will also establish clear directives and checklists for maintenance going forward.

**6. Business arising from the minutes**

Items for Discussion/Action:

**6.1 Revisions to RFA application and evaluation form**

Application and evaluation forms have been reworked with suggestions from the commission.

Discussion on Disbursement of funds to applicants which are not affiliated with an established organization.

Equipment purchased by organizations belongs to SIPRC and equipment will be catalogued going forward.

Katie Dentry will contact the appropriate person at the CRD to help with formatting of the application form.

Emphasis on the fact that applicants will be more successful if they have attained or sought funding from additional sources will be added to the form.

**6.2 Funding requests—need for funds disbursed prior to receipts received**

Clarifications on which applicants will receive their funding upfront vs after receipts and reporting.

**7. New Business**

**7.1 Work experience opportunities for four school districts**

Katie Dentry presents opportunities for work placement for Grade 12 students

Placements in posts that are adjacent to work in Environmental fields. Grade 12's are looking for the chance to shadow and enter into mentorship with the Parks and Rec commission.

They may be able to help with trail maintenance and invasive species management. More information is needed before decisions can be made, SIPRC will connect with the program coordinator.

#### **7.2 Sienna away next meeting, request for someone else to chair the meeting**

Heather Michaud will Chair the Meeting providing quorum is achieved.

Discussion on changing the regular date of the meeting. A doodle poll will be set up to determine the best days for everyone.

#### **7.3 Saturna Island Parks Canada Liaison Committee**

As a representative for the Park Liaison Committee, Commissioner Preston provides a brief overview of the decision to close the Park on Cabbage Island.

SIPRC Brochure will be updated to reflect changes to parks and trails.

#### **7.4 New Old Times Chautauqua - Use of Hunter Field**

Island Trust has been liaising with the other islands to organize the hosting of the group "New Old Times Chautauqua", who will put on festivals and special events during their tour of the gulf islands. In exchange for permission to stay on Hunter field during their stay, they are willing to provide community service.

They plan to visit in August, so this topic will be discussed in future meetings.

### **8. Brief Report/Update from Project Leads**

#### **8.1.1 Communication- Caspar**

Scribbler Articles when called for (i.e. events, funding etc...)

#### **8.1.2 Commissioner Recruitment – Caspar**

Discussions to be had regarding recruitment and retaining commissioners

#### **8.1.3 CRD Website- Mitchell**

Edits so far have been assembled, information on trails still to be updated. Questions for CRD regarding length of texts and Special events.

Katie conveys to the commission that the CRD has been working on drafting parks bylaw for all four commissions which will touch on what the website texts should include as well as event guidelines.

Saturna will have its own link as opposed to being linked to Mayne as has been the case in the past.

**8.1.4 Access Trail Maintenance – Ford & Preston**

No Updates

**8.1.5 Asset Maintenance – Henry**

No updates

**8.1.6 Park signage – Michaud**

Discussion on procedure with signage sub-committee

**8.1.7 Lyall Valley Public Outhouse- Caspar**

CRD Liaison has surveyed the proposed site and begun discussions with MOTI. MOTI has a list of approved models for composting toilets.

No decisions have been made yet.

**8.1.8 Salmon Restoration – Michaud**

No updates

**8.1.9 Invasive Species – Michaud and Ford**

Community Broom Dusting Day on the 25th of April.  
Daphne destroying day to be planned for June or July

**8.1.10 Community Immunity Garden – Michaud**

Composter to be built soon

**8.1.11 Taylor Point Row, Hike and Paddle – Field**

Commissioner Field has spoken with Hubertus who organizes and coordinates the event. After the event, Commissioner Field and Hubertus Surm will get together and write a document on how the event is run.  
Mr. Surm has asked for clarity on the insurance policies surrounding the event.

**8.1.12 Salmon BBQ – Henry**

No Updates

**9. Adjournment**

Next meeting to be held May 19th, 2025

Meeting Adjourned at 18.03 PM.

Sienna Caspar

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Chair

Carly Duquette

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Committee Clerk

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

**Tuesday, April 22, 2025 7:30 PM**

**Present:** Gary Howell, Aran Puritch, Jim Potvin, Vern McConnell, Marni Krismer, Greg Elvedahl, Director Al Wickheim

**Absent:** Joel Cotter

**Guests & Invitees:** Darren Pine, Art Wynans

Meeting called to order at 7:34 pm

**1) Approval of Agenda**

**MOTION** Jim Potvin, **SECONDED** by Vern McConnell that the Agenda be accepted as presented, **CARRIED**

**2) Approval of previous meeting minutes**

**MOTION** by Vern McConnell **SECONDED** by Gary Howell that the minutes of March 25, 2025 be accepted as presented, **CARRIED**

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

- a) Engaged with the Greater Victoria Fire Chiefs Association.
- b) Spending against budget goals is on track.
- c) Commercial washer & dryer purchase and install project is underway. Current focus is determining an approach / installation location that minimizes cost and disruption. The project budget may exceed the grant money awarded.
- d) Training
  - i) Issac Pine recently received a trainer certificate for wildland fire protection and can bring that training to the crew.
  - ii) Additional training events are coming up during the summer.
- e) May 4<sup>th</sup> marks the end of open burning. Chipping service will start up to allow community members to have yard waste material removed at no cost.

**4) Hall Managers Report:**

- a) April 29th hall carpet will be cleaned.
- b) An issue with the heaters has come up. Occasionally they need to be reset, which requires access to the panel in the annex. I am requesting a key, so if this issue arises during a rental, I can resolve it.
- c) Also, is PA system available for renters to use? If so, I need information on it and key?  
*Discussion – general agreement that the PA system belongs to the WPCA. Jim, as liaison to the CA, will bring this up at the next Association meeting.*
- d) Seems the hall deck is a dumping ground now. On hall clean-up day there will be stuff for the dump. Not sure how to deter this from happening.  
*Discussion: Aran will ask that Karen put up a sign: “Do not leave unwanted items here.”*
- e) I met with Shannon and went over cleaning the hall, it's looking good.

**5) Business Arising:**

- a) Cell Tower update
  - a. In December 2024, Gary Howell asked the CRD to request back payments from Rogers for cell tower electricity at \$380 per month for January through July 2024, totalling \$2660. No payments have been received.

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

- b. No updates from the CRD on the generator.
- b) Hall Modernization
  - i) Rental fees – Aran has asked Al Wickheim to inquire with the CRD regarding options for receiving rental fees electronically.
  - ii) Electronic lock on the Front Door only – Aran is working on this, needs to match the brand of our existing locks.
- MOTION** by Aran Puritch **SECONDED** by Vern McConnell to spend up to \$400 from the Commission budget (Hall Maintenance) on electronic locks.
- c) Hall Maintenance
  - a. Management of the heat pump by Hall users – in response to minor issues raised by the Hall Manager and users, Greg Elvedahl volunteered to take on the regular maintenance of the heat pump system. He will also create some basic instructions and standards for using the heat systems in the hall.
- 6) **New Business:**
  - b) Monthly Employees – raised by Gary Howell: establish both the Hall Cleaner and the Hall Manager as regular monthly employees so that are automatically paid each month and that the salary includes the standard benefits stipend.  
**MOTION** by Gary Howell **SECONDED** by Jim Potvin to establish both the Hall Manager and the Hall Cleaner as regular employees with net monthly salaries of \$200 and \$150, respectively.

**MOTION** by Aran Puritch to adjourn the meeting at 8:20pm.