



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, October 8, 2025

10:00 AM

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

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

Guest: Director M. Little

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [25-0922](#) Minutes of the Electoral Areas Committee Meeting of July 9, 2025

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

Attachments: [Minutes - July 9, 2025](#)

4. Chair's Remarks

5. Presentations/Delegations

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

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

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

6. Committee Business

6.1. [25-0898](#) Bylaw No. 4712: Tax Exemption (Permissive) Bylaw, 2025

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4712, "Tax Exemption (Permissive) Bylaw, 2025", be introduced and read a first, second and third time; and
(WA)
2. That Bylaw No. 4712 be adopted.
(WA, 2/3 on adoption)

Attachments: [Staff Report: Bylaw 4712: Tax Exemption \(Permissive\) Bylaw, 2025](#)
[Appendix A: Bylaw 4712](#)
[Appendix B: 2026 Tax Exemption-Correspondence](#)
[Appendix C: BC Assessment](#)
[Appendix D: Permissive Tax Exemption Application Process](#)

6.2. [25-1018](#) Bylaws No. 4370 and 4373: Maliview Sewer Service Wastewater
System Renewal and Upgrades

- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certification of Results of Petition for Borrowing - Maliview Estates Sewerage System be received.
(NWA)
 2. That third reading of Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be rescinded.
(NWA)
 3. That Bylaw No. 4370 be amended, as shown in Schedule B, as follows:
 - a. Under Whereas Clause A, by inserting the word "No. 1" between the words "Bylaw" and ",1991";
 - b. By replacing Whereas Clause B in its entirety with the following:
"The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program";
 - c. Under Whereas Clause C, by replacing the words "Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)";
 - d. By replacing Whereas Clause E in its entirety with the following:
"Pursuant to sections 347 and 407 of the Local Government Act, participating area approval is required for this borrowing and shall be obtained by a petition of the property owners in the Maliview Estates Sewerage Local Service area under section 408 of the Local Government Act;and";
 - e. Under Section 1 (a) by replacing the words "Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)";
 - f. Under Section 2, by replacing the words "20 years" with "30 years"; and
 - g. Under Section 3, by replacing the word "2020" with "2025", so that the Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025."
(NWA)
 4. That Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025" be read a third time as amended.
(NWA)
 5. That third reading of Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be rescinded.
(NWA)
 6. That Bylaw No. 4373 be amended, as shown in Schedule D, as follows:
 - a. Under Section 1 (b), in regards to 4 (a), by replacing the words "Two Hundred and Fifty Thousand Dollars (\$250,000)" with the words "Two Hundred and Eleven Thousand Six Hundred and Thirty-One Dollars (\$211,631)";
 - b. Under Section 1 (b), in regards to 4 (b), by replacing the words "\$5.466 per One Thousand Dollars" with the words "\$3.1250 per One Thousand Dollars"; and
 - c. Under Section 2, by replacing the word "2020" with "2025", so that the Bylaw may be cited as the "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025".
(NWA)
 7. That Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025" be read a third time as amended.
(NWA)
 8. That participating area approval to Bylaw No. 4373 be provided by the Electoral Area Director consenting on behalf.
 9. That Bylaw No. 4370 and Bylaw No. 4373 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Bylaw Nos. 4370 & 4373: Maliview Sew Svc Sys Renewal & Upg](#)
[Appendix A: Certificate of Results - Maliview Petition for Borrowing](#)
[Appendix B: Bylaw No. 4370](#)
[Appendix C: Bylaw No. 4370 Redlined](#)
[Appendix D: Bylaw No. 4373](#)
[Appendix E: Bylaw No. 4373 Redlined](#)
[Appendix F: Staff Report October 22, 2020](#)

6.3. [25-0995](#) Recovery Planning Update: Post-Disaster Household & Needs Assessment Data Collection Project

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

Attachments: [Staff Report: Recovery Planning Update-PDHNA Data Collection Project](#)
[Appendix A: Estimates for Manual Assessment Team Creation](#)
[Appendix B: BC Disaster Recovery Sectors](#)

6.4. [25-0996](#) Bylaw No. 4714: Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025", be introduced and read a first, second, and a third time;
(NWA)
2. That participating area approval to Bylaw No. 4714 be provided by the Electoral Area Director consenting on behalf; and
(NWA)
3. That Bylaw No. 4714 be referred to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Bylaw No. 4714](#)
[Appendix A: Map of Proposed Malahat Fire Prot'n Lcl Svc Area Amend't](#)
[Appendix B: Bylaw No. 4714](#)

6.5. [25-1014](#) Process to Establish a Sister Island Relationship Between Salt Spring Island and Orcas Island

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

Attachments: [Staff Report: Proc. to Est. a Sister Isl. Relationship Between SSI & Orca Island](#)

6.6. [25-0884](#) Previous Minutes of Other CRD Committees and Commissions for Information

- Recommendation:** There is no recommendation. The following minutes are for information only:
- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of May 28, 2025
 - b) East Sooke Fire Protection and Emergency Response Service Commission minutes of June 25, 2025
 - c) Galiano Island Parks and Recreation Commission minutes of July 10, 2025
 - d) Galiano Island Parks and Recreation Commission minutes of August 7, 2025
 - e) Mayne Island Parks and Recreation Commission minutes of June 12, 2025
 - f) Mayne Island Parks and Recreation Commission minutes of July 10, 2025
 - g) North Galiano Fire Protection and Emergency Response Service Commission minutes of June 15, 2025
 - h) Otter Point Fire Protection and Emergency Response Service Commission minutes of March 12, 2025
 - i) Otter Point Fire Protection and Emergency Response Service Commission minutes of April 9, 2025
 - j) Otter Point Fire Protection and Emergency Response Service Commission minutes of May 7, 2025
 - k) Otter Point Fire Protection and Emergency Response Service Commission minutes of June 11, 2025
 - l) Otter Point Fire Protection and Emergency Response Service Commission minutes of July 9, 2025
 - m) Pender Island Parks and Recreation Commission minutes of June 9, 2025
 - n) Pender Island Parks and Recreation Commission minutes of July 28, 2025
 - o) Saturna Island Parks and Recreation Commission minutes of May 19, 2025
 - p) Saturna Island Parks and Recreation Commission minutes of June 23, 2025
 - q) Shirley Fire Protection and Emergency Response Service Commission minutes of February 24, 2025
 - r) Shirley Fire Protection and Emergency Response Service Commission minutes of March 25, 2025
 - s) Shirley Fire Protection and Emergency Response Service Commission minutes of April 28, 2025
 - t) Shirley Fire Protection and Emergency Response Service Commission minutes of May 26, 2025
 - u) Shirley Fire Protection and Emergency Response Service Commission minutes of June 30, 2025
 - v) Shirley Fire Protection and Emergency Response Service Commission minutes of July 28, 2025
 - w) Willis Point Fire Protection and Recreation Facilities Commission minutes of June 26, 2025

Attachments:

[Minutes: East Sooke Fire Prot'n & Emerg Resp Svc Commiss - May 28, 2025](#)
[Minutes: East Sooke Fire Prot'n & Emerg Resp Svc Commiss - June 25, 2025](#)
[Minutes: Galiano Island Parks & Recreation Commission - July 10, 2025](#)
[Minutes: Galiano Island Parks & Recreation Commission - August 7, 2025](#)
[Minutes: Mayne Island Parks & Rec Commission - June 12, 2025](#)
[Minutes: Mayne Island Parks & Rec Commission - July 10, 2025](#)
[Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - June 15, 2025](#)
[Minutes: Otter Pt Fire Protec & Emerg Resp Service Commis - March 12, 2025](#)
[Minutes: Otter Pt Fire Protec & Emerg Resp Service Commis - April 9, 2025](#)
[Minutes: Otter Pt Fire Protec & Emerg Resp Service Commis - May 7, 2025](#)
[Minutes: Otter Pt Fire Protec & Emerg Resp Service Commis - June 11, 2025](#)
[Minutes: Otter Pt Fire Protec & Emerg Resp Service Commis - July 9, 2025](#)
[Minutes: Pender Island Parks & Rec Commission - June 9, 2025](#)
[Minutes: Pender Island Parks & Rec Commission - July 28, 2025](#)
[Minutes: Saturna Island Parks and Recreation Commission - May 19, 2025](#)
[Minutes: Saturna Island Parks and Recreation Commission - June 23, 2025](#)
[Minutes: Shirley Fire Prot'n and Emerg Rspns Svc Commiss February 24, 2025](#)
[Minutes: Shirley Fire Prot'n and Emerg Rspns Svc Commiss March 25, 2025](#)
[Minutes: Shirley Fire Prot'n and Emerg Rspns Svc Commiss April 28, 2025](#)
[Minutes: Shirley Fire Prot'n and Emerg Rspns Svc Commiss May 26, 2025](#)
[Minutes: Shirley Fire Prot'n and Emerg Rspns Svc Commiss June 30, 2025](#)
[Minutes: Shirley Fire Prot'n and Emerg Rspns Svc Commiss July 28, 2025](#)
[Minutes: Willis Point Fire Protection & Rec Facilities Comm - June 26, 2025](#)

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

The next meeting is October 29, 2025 @ 10 am (Special - Budget).

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

Meeting Minutes

Electoral Areas Committee

Wednesday, July 9, 2025

10:00 AM

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

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; S. Henderson, General Manager, Electoral Area Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal & Risk Management; D. Ovington, Senior Manager, SSI Administration; C. Gray, Manager, Building Inspection (EP); N. Tokgoz, Manager, Water Distribution, Engineering and Planning (EP); C. Vrabel, Manager, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

EP - Electronic Participation

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

1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda for the Electoral Areas Committee meeting of July 9, 2025 be approved.
CARRIED

3. Adoption of Minutes

3.1. [25-0820](#) Minutes of the Electoral Areas Committee Meeting of June 11, 2025

MOVED by Director Wickheim, **SECONDED** by Director McNeil-Smith,
That the minutes of the Electoral Areas Committee meeting of June 11, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Brent noted that we are now providing digital building permits and thanked the manager of building inspections for his work.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0637](#) Parcel Tax Annual Process Update

N. Chan presented Item 6.1. for information.

Discussion ensued confirming that no new service areas have been established in the last year.

6.2. [25-0777](#) Bylaw No. 4510: Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025

C. Vrabel spoke to Item 6.2.

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

- 1. That Bylaw No. 4510, "Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025", be introduced and read a first, second, and a third time; and**
 - 2. That participating area approval to Bylaw No. 4510 be provided by the Electoral Area Director consenting on behalf; and**
 - 3. That Bylaw No. 4510 be referred to the Inspector of Municipalities for approval.**
- CARRIED**

6.3. [25-0783](#) Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators

C. Vrabel spoke to Item 6.3.

Discussion ensued regarding the history on this file and the impact to the transition period due to training opportunities offered by the Province.

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

That the persons or class of persons identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.

CARRIED

6.4. [25-0802](#) New Fire Safety Act Service

C. Vrabel spoke to Item 6.4.

Discussion ensued regarding:

- clarification of the process to establish policies and guidelines for the service
- cost recovery options

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

- 1. That the Capital Regional District operate a service for fire inspection and fire investigation in the electoral areas pursuant to s. 338(2)(j) of the Local Government Act, to meet the requirements of the Fire Safety Act;**
- 2. That staff prepare a draft 2026 budget for a new Fire Safety Act service;**
- 3. That staff consider options for cost recovery for fire inspections and fire investigations; and**
- 4. That staff prepare a policy describing inspection procedures and service delivery levels.**

CARRIED

6.5. [25-0479](#) Bylaw Notice Enforcement Update

S. Carby presented Item 6.5. for information.

Discussion ensued regarding proposed cost savings as a result of efficiencies outlined in the update.

Director Holman left the meeting at 10:30 am.

6.6. [25-0797](#) Appointment of Officers - Bylaw Enforcement

S. Carby spoke to Item 6.6.

**MOVED by Director Wickheim, SECONDED by Director McNeil-Smith,
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, Madisyn Johnson be appointed as a Bylaw Enforcement Officer.

CARRIED

6.7. [25-0718](#) Surfside Park Estates Water Service 2025-2029 Capital Plan Amendment

N. Tokgoz spoke to Item 6.7.

**MOVED by Director Brent, SECONDED by Director McNeil-Smith,
That the Surfside Park Estates Water Service Committee recommends that the
Electoral Areas Committee recommends to the Capital Regional District Board:
That the Surfside Park Estates Water 2025 - 2029 Capital Plan be amended to:
1. Increase the 2025 project budget for the Replacement of Ultraviolet (UV)
Equipment at the Surfside Water Treatment Plant (WTP) (25-02) by \$7,500 from
\$7,500 to \$15,000, funded from Capital Reserve Fund.
2. Defer \$7,500 of project budget for the Source Water Surveillance project
(24-02), funded from Capital Reserve Fund, from 2025 to 2026.
CARRIED**

**6.8. [25-0738](#) Request for Modifications to Covenant CA9549685 by Port Renfrew
Management Ltd**

N. Tokgoz spoke to Item 6.8.

Discussion ensued regarding clarification of the system capacity.

**MOVED by Director Wickheim, SECONDED by Director McNeil-Smith,
The Port Renfrew Utility Services Committee recommends that the Electoral
Areas Committee recommends to the Capital Regional District Board:
That Port Renfrew Management Ltd.'s request for amendments to the existing
covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility
Services Committee and dated April 11, 2025, be approved.
CARRIED**

**6.9. [25-0808](#) Previous Minutes of Other CRD Committees and Commissions for
Information**

The following minutes were received for information only:

- a) Lyall Harbour/Boot Cove Water Local Service Committee minutes of February 26, 2025
- b) Magic Lake Estates Water and Sewer Committee minutes of February 11, 2025
- c) Mayne Island Parks and Recreation Commission minutes of May 8, 2025
- d) North Galiano Fire Protection and Emergency Response Service Commission minutes of March 16, 2025
- e) North Galiano Fire Protection and Emergency Response Service Commission minutes of April 13, 2025
- f) North Galiano Fire Protection and Emergency Response Service Commission minutes of May 18, 2025
- g) Pender Island Parks and Recreation Commission minutes of May 12, 2025
- h) Port Renfrew Utility Services Committee minutes of February 18, 2025
- i) Sticks Allison Water Local Service Committee minutes of February 26, 2025
- j) Surfside Park Estates Water Service Committee minutes of March 6, 2025
- k) Wilderness Mountain Water Service Commission minutes of February 18, 2025

7. Notice(s) of Motion

- 7.1. [25-0745](#) Motion with Notice: Sister Island Relationship between Salt Spring Island and Orcas Island (Director Holman)

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

That staff provide a brief report on the process necessary for Salt Spring Island to establish a sister island relationship with Orcas Island in Washington State.

CARRIED

8. New Business

There was no new business.

9. Adjournment

MOVED by Director McNeil-Smith, **SECONDED** by Director Brent,
That the Electoral Areas Committee meeting of July 9, 2025 be adjourned at 10:42 am.

CARRIED

CHAIR

RECORDER

**REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 08, 2025**

SUBJECT **Bylaw No. 4712: Tax Exemption (Permissive) Bylaw, 2025**

ISSUE SUMMARY

To authorize electoral area permissive tax exemptions for 2026.

BACKGROUND

Under Section 391 of the *Local Government Act* (LGA), the Capital Regional District (CRD) may provide tax exemption for eligible properties in an electoral area. A bylaw must be adopted by the CRD Board prior to October 31 each year for the exemption to be processed by BC Assessment for the following year.

The permissive tax exemption requests are evaluated and considered by the CRD Board annually. The deadline is July 31 each year to apply for the tax exemption of the next taxation year. The detailed information regarding the application process and additional resources are available on the CRD website (Appendix D).

2026 Exemption Requests

For the 2026 taxation year, there are eight (8) renewals to be considered. Letters of request are included in Appendix B.

The renewals outlined in Table 1 include one leased property used for CRD services (North Galiano Fire Service).

Table 1: Renewal Requests

#	PROPERTY	DESCRIPTION
1	Pender Island Golf and Country Club	Granted since 1999 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2026 attached
2	Galiano Golf and Country Club	Granted since 1999 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2026 attached
3	Magic Lake Property Owners Society	Granted upon request for land only used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2026 attached
4	Royal Canadian Legion, Branch #239 Pender Island	Granted since 2018 upon request for land and improvements used principally for public athletic or recreation purposes exemption under LGA 391(4)(a); letter of request for 2026 attached

#	PROPERTY	DESCRIPTION
5	Royal Canadian Legion, Branch #92, Salt Spring Island	Granted since 2020 upon request for land and improvements used principally for public athletic or recreation purpose exemption under LGA 391(4)(a); letter of request for 2026 attached
6	Salt Spring Island Golf and Country Club	Granted since 2020 upon request for land and improvements used principally for public athletic or recreation purpose exemption under LGA 391(4)(a); letter of request for 2026 attached
7	Salt Spring Island Rod & Gun Club	Granted since 2022 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2026 attached
8	North Galiano Fire Hall	Granted since 2013 for land and improvements held by the CRD for the fire service – LGA 391(4)(g); this exemption is required given that the new fire hall has been constructed on property that the CRD leases from the North Galiano Fire Protection Society; no letter of request necessary (CRD itself)

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4712, “Tax Exemption (Permissive) Bylaw, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4712 be adopted.

Alternative 2

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

IMPLICATIONS

Financial Implications

The following values represent the estimated tax revenue of the proposed exemptions (based on 2025 assessment values and tax rates):

Table 3: Estimated Total Proposed Tax Exemptions

PROPERTY	CRD	CRHD	OTHER	TOTAL
Pender Island Golf & Country Club	\$2,806	\$203	\$5,528	\$8,537
Galiano Golf & Country Club	\$3,020	\$218	\$5,979	\$9,217
Magic Lake Property Owners Society	\$7,182	\$154	\$4,357	\$11,693
Royal Canadian Legion, Branch #239 Pender Island (Class 8 Only)	\$482	\$31	\$888	\$1,401
Royal Canadian Legion, Branch #92, Salt Spring Island (Class 8 Only)	\$598	\$38	\$1,347	\$1,983
Salt Spring Island Golf & Country Club	\$5,955	\$624	\$21,185	\$27,764
Salt Spring Island Rod & Gun Club	\$1,023	\$100	\$3,534	\$4,657
North Galiano Fire Hall	\$3,528	\$233	\$5,792	\$9,553

The estimated exemption under “Other” in the table above accumulates multiple tax jurisdictions, such as School Tax, Provincial Rural Tax, Police Tax, BC Assessment, Municipal Finance Authority, Islands Trust, Salt Spring Island Fire and Water Protection (for Salt Spring Island only).

The exemption from property taxes removes the eligible assessed values on these properties and corresponding tax assessed values from the total taxable assessed value that taxes will be applied to. This results in other ratepayers absorbing the tax revenue from which these properties are exempted.

Staff have consulted with the respective Electoral Area Director on each application received and have compiled this report and recommendation in alignment with support for exemption.

CONCLUSION

The CRD has eight (8) permissive tax exemptions to consider for the taxation year 2026; seven (7) by request and one (1) for the North Galiano Fire Hall now located on property that the CRD leases from the North Galiano Fire Protection Society. The proposed Bylaw No. 4712 will grant permissive tax exemption to eight (8) renewal requests in accordance with Section 391 of the *Local Government Act*. Staff have consulted with the respective Electoral Area Director on each application received and have compiled this report and recommendation in alignment with support for exemption.

RECOMMENDATION

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

1. That Bylaw No. 4712, “Tax Exemption (Permissive) Bylaw, 2025”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4712 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Stephen Henderson, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4712: “Tax Exemption (Permissive) Bylaw, 2025” (with Schedule A)
Appendix B: Correspondence – 2026 Tax Exemption Requests (7)
Appendix C: BC Assessment – Understanding Property Classes and Exemptions
Appendix D: CRD Permissive Tax Exemption Application Process

Attachment: Schedule A

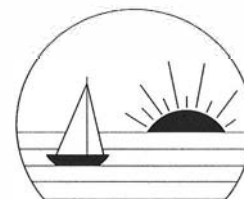
Schedule A

OWNER / OCCUPIER / HOLDER	DESCRIPTION	EXEMPTION	LGA REFERENCE
Salt Spring Island Rod & Gun Club	Lot A, Plan VIP14462, Section 4, Range 4, Cowichan Land District, Portion Salt Spring, (221 Long Harbour Road) Tax Roll No. 01-64-764-00716.007	Land and improvements (exclude Class 1 Residential Class)	391(4)(a)
Pender Island Golf & Country Club	Lot A, Plan VIP52327, Section 17, Cowichan Land District, Portion Pender Island (2314 Otter Bay Road) Tax Roll No. 01-64-764-08647.010	Land and improvements	391(4)(a)
Galiano Golf & Country Club	Lot AM11, Block 1, Plan 24167, District Lot 4, Cowichan District, Portion Galiano Island, and Lot 6, Block 2, District Lot 4, Galiano Island, Cowichan District, Plan 24167 (Linklater Road) Tax Roll No. 01-64-764-02192.023	Land and improvements (exclude Class 1 Residential Class)	391(4)(a)
Magic Lake Property Owners Society	Lot A, Plan VIP41807; Section 9; Portion Pender Island; District Lot 465 Cowichan Land District (Thieves Bay Marina) Tax Roll No. 01-764-13027.026 Tax Roll No. 01-764-13027.027	Land only (exclude improvement and water lot)	391(4)(a)
Magic Lake Property Owners Society	Lot 21, Plan VIP22335; Section 9; Cowichan Land District, Portion Pender Island (Land adjacent to Mouat Park) Tax Roll No. 01-764-08454.305, Lot 18, Plan VIP22424; Section 10; Cowichan Land District Portion Pender Island (Tennis Court & Play Area) Tax Roll No. 01-764-08455.036, Lot 67, Plan VIP22335, Section 9, Cowichan Land District Portion Pender Island Tax Roll No. 01-764-08454.397	Land only (exclude improvements and water lot)	391(4)(a)
Royal Canadian Legion, Branch #239 Pender Island	Lot 6 PL; VIP7196 SEC: 17 Parcel A, Portion PENDER ISLAND, Parcel A (DD 47774W) Tax Roll No. 01-764-08666.000	Land and improvements (Class 8 Only)	391(4)(a)
Royal Canadian Legion, Branch #92 Salt Spring Island	Lot A, Plan VIP11826, Section 4, Range 3, Cowichan Land District, Portion North Salt Spring Tax Roll No. 01-764-00655.001	Land and improvements (Class 8 Only)	391(4)(a)
Salt Spring Island Golf & Country Club	Section 5, Range 2, Cowichan Land District, (805 Lower Ganges Rd) Tax Roll No. 01-764-00481.000	Land and improvements	391(4)(a)
Capital Regional District (North Galiano Fire Hall)	Lot 1 of Lot 83, Galiano Island, Cowichan District, Plan VIP69843 Tax Roll No. 01-764-02273.110	Land and improvements	391(4)(g)

Pender Island Golf Club

2305 Otter Bay Road, Pender Island, B.C.
P.O. Box 6, Pender Island, B.C. V0N 2M0
www.penderislandgolf.com

Golf Shop 250-629-6659



A scenic 9-hole golf course
located on Pender Island
amidst B.C.'s beautiful
Gulf Islands.

May 1, 2025

efinance@crd.bc.ca
Capital Regional District
625 Fisgard Street,
Victoria, BC V8W 1R7

Dear Sirs,

The Pender Island Golf & Country Club respectfully requests exemption from taxes for the year 2025 under Section 809(3)(a) of the *Local Government Act*.

Background

The Pender Island Golf and Country Club (dba Pender Island Golf Club) has been in existence since 1937 and, except for a period during the Second World War, the golf course has been in operation ever since. The Golf Club is a not-for-profit society and was incorporated under the *Societies Act* on July 3, 1945 (Charter No. 1047671-7). The purpose of this Society as stated in the constitution is to maintain the Golf Club "for the use and pleasure of club members and the public".

The Club is also registered as Pender Island Golf Club under the Province of BC Sole Proprietorship – Partnership Act (FM 1043601 dated April 12, 2024).

The Club in the Community

Pender Island, comprised of North and South Pender Islands, is a small community with about 2,500 full time residents, a high percentage of whom are retired or semi-retired. The summertime community expands our population substantially with many short-term residents and visitors coming to the island for vacation activities.

As we are a rural community, there are no bowling facilities, no public swimming pool, no curling or hockey rinks and no theatre. Our golf course provides an excellent opportunity for an outdoor recreational activity and is one of the major attractions for both residents of and visitors. We estimate that about 400 people, less than ¼ of whom are members, regularly use our facilities.

In terms of members, the Golf Club has junior, intermediate, social and regular memberships.

Also, the Golf Club welcomes residents and visitors on a casual green fee basis. While members can play as often as they wish, there is no preference given to members over green fee players. All golfers play on a first-come/ first booked, first-to-play basis.

An active junior golf program run by member volunteers, provides free lessons to junior golfers through our involvement with the Pender Island School. Adult lessons are also available providing an opportunity for members, residents and visitors to learn about the game and improve their skills.

The Pender community depends on its volunteers and the Golf Club is no exception. The Club was started by volunteers and the course built mostly by volunteers. Today, members continue to give their time and expertise to help maintain the course and work to continually improve its infrastructure.

The Golf Club provides full time employment for our course superintendent and part time employment and training for up to seven employees.

Commercial activity

The Golf Club is now operating a seasonal restaurant, May to September. The purpose of the restaurant is to provide a simple lunch style fare for members and the general public at a nominal cost.

Tax History

We have requested and been very appreciative to have received a tax exemption each year since 1999. We endeavor to be fiscally responsible and at the same time provide a product that is appreciated and of benefit to all Pender Island residents and visitors at as low cost as possible.

The Club has maintained its fees and charges at break-even levels. A tax bill would place a heavy burden on our financial situation and would undoubtedly necessitate higher recreation costs to the community as well as reductions in services and employment.

We respectfully request a tax exemption under Section 809(3),(a) of the *Local Government Act* for the year 2025. Should you require additional information regarding this request, we would be pleased to provide it.

Yours sincerely,



Bruce McConchie
President, Pender Island Golf Club
Enclosure: Copy of 2024 Assessment Notice

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

2305 OTTER BAY RD

LOT A, PLAN VIP52327, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND; PARCEL F, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND, EXCEPT PLAN 22933 36581
PID: 017-337-178 009-675-698

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	29,400	06-Business/Other
Buildings	1,074,000	08-Rec/Non Profit
2025 Assessed Value	213,000	06-Business/Other
	\$1,316,400	
Taxable Value	Rural	
Less Exemptions	1,316,400	
2025 Taxable Value	NIL	

Important messages about your 2025 Assessment

- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-08647.010

The Owner/Lessee of this property is:

161908

S-04
PENDER ISLAND GOLF & COUNTRY CLUB
2305 OTTER BAY RD
RR 1 PO BOX 6
PENDER ISLAND BC V0N 2M0

PROPERTY IDENTIFICATION

Reference #: 0232 7507

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 08647.010

Confidential PIN: 0000948597

School District: 64-Gulf Islands

Neighbourhood: 910



YOUR PROPERTY VALUE HISTORY

2025	-1%	\$1,316,400
2024	-2%	\$1,331,500
2023	+13%	\$1,353,200
2022	+22%	\$1,201,400

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.



IMPORTANT DATES

July 1, 2024

Assessed value is the property's market value as of this date.

October 31, 2024

Assessed value reflects property's physical condition and permitted use as of this date.



THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025

Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0232 7507

GALIANO GOLF COURSE SOCIETY
1500 - 1055 GEORGIA ST W
PO BOX 11117 STN ROYAL CENTRE
VANCOUVER BC V6E 4N7
<http://www.golfgaliano.com/>
golfgaliano@gmail.com
T +1 2505395533

July 25, 2025

DELIVERED BY EMAIL, ORIGINAL BY REGULAR MAIL

Capital Regional District
625 Fisgard St
Victoria, BC V8W 1R7

**Attention: Financial Services - Permissive Tax
Exemption**

Dear Sir/Madam:

Re: Permissive Exemption from Property Tax for 2026

I am writing on behalf of Galiano Golf Course Society to request an exemption from property taxes for the year 2026.

Our Golf Course Society continues to operate as a nonprofit society providing an important recreational facility to Galiano Island residents and visitors alike. Our course is open to everyone year round and encourages exercise and mental stimulation, while practising social engagement in a beautiful natural setting. As in the past years we host two educational clinics during the summer months – both of which are free to all residents of Galiano Island. One is for kids under 19 in which volunteers provide instruction on the basics of golf and with supervision the kids are allowed to play and practice at the course until the end of the season for free.

The other is an adult course which is well attended by young and old adults – who are given access to many different lessons at different levels of play. We maintain an environmentally friendly course – we do not draw on any wells or aquifers – instead depend on two large ponds of water to keep the irrigation of the course at a minimal level in the summer.

Sincerely,
GALIANO GOLF COURSE SOCIETY
Per:

A handwritten signature in black ink, appearing to read "Eric Sherbine", followed by a long horizontal line.

Eric Sherbine
Director

ES7689:xyz
Attachments

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

ST. ANDREWS CRES

LOT 6, BLOCK 2, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND, FOR COMMUNITY GOLF COURSE, CLUBHOUSE & RELATED FACILITIES PURPOSES, LEASE/PERMIT/LICENCE # 111975; LOT 6, BLOCK 2, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND; LOT 11, BLOCK 1, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND, FOR COMMUNITY GOLF COURSE, CLUBHOUSE & RELATED FACILITIES (ET CETERA) LBF:0344016 0344016
PID: 002-978-911 002-979-519

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	65,700	01-Residential
	16,800	06-Business/Other
	1,270,000	08-Rec/Non Profit
Buildings	52,600	01-Residential
	194,000	06-Business/Other
2025 Assessed Value	\$1,599,100	
Taxable Value	Rural	
Less Exemptions	1,480,800	
2025 Taxable Value	\$118,300	

Important messages about your 2025 Assessment

- A copy of this Property Assessment Notice is sent to all owners.
- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-02192.023

The Owner/Lessee of this property is:

175111

S-04
GALIANO GOLF & COUNTRY CLUB
PO BOX 186
GALIANO ISLAND BC V0N 1P0

PROPERTY IDENTIFICATION

Reference #: 0232 2208

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 02192.023

School District: 64-Gulf Islands

Neighbourhood: 910



YOUR PROPERTY VALUE HISTORY

2025	-1%	\$1,599,100
2024	-1%	\$1,609,300
2023	+8%	\$1,630,200
2022	+35%	\$1,504,000

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.



IMPORTANT DATES



July 1, 2024

Assessed value is the property's market value as of this date.



October 31, 2024

Assessed value reflects property's physical condition and permitted use as of this date.



THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025

Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0232 2208

Application for Permissive Exemption from Property Taxation Year 2026

Magic Lake Property Owners' Society (MLPOS)

2. PROPERTY:

01-764-13027.027. Thieves Bay.

District lot 465, Cowichan Land District, Commercial Marina in Thieves Bay, 1.57 HA issued for group moorage, breakwater & boat launching purposes, lease/permit./licence #114382 LBF: 0288670.

01-764-13027.026. Thieves Bay.

Lot A, Plan VIP41807, Section 9, Cowichan Land District, Portion Pender Island.

01-764-08455.036. Privateers Road.

Lot 18, Plan VIP22424, Section 10, Cowichan Land District, Portion Pender Island.

01-764-08454.397. Chart Drive.

Lot 67, Plan VIP22335, Section 9, Cowichan Land District, Portion Pender Island.

01-764-08454.305. Storm Crescent.

Lot 21, Plan VIP22335, Section 9, Cowichan Land District, Portion Pender Island.

3. ABOUT YOUR ORGANIZATION.

MLPOS was incorporated as a non-profit society on 29 August, 1975, Charter No. 11823.

The objectives of MLPOS are two-fold:

1. To represent the members in matters affecting their property or their lifestyle in Magic Lake Estates.
2. To acquire, maintain and administer, or dispose thereof, property in Magic Lake Estates or the foreshore adjacent thereto for the recreational use of the members and the public at large.

4. PRINCIPAL USE OF THIS PROPERTY.

01-764-13027.27. Thieves Bay. 01-764-13027.026. Thieves Bay.

MLPOS operates and maintains a non-profit, recreational marina at Thieves Bay with 180 berths for the use of members and guests of the society. Our marina provides emergency moorage for any vessel in the area requiring shelter and/or assistance. We reserve, at no charge, a designated berth for the Ambulance Service to conduct medical evacuations for anyone on the Pender Islands. The RCMP and Coast Guard have used our marina for emergency incidents. We have equipped the marina breakwater with picnic tables open to the public. This Thieves Bay spot has become a very popular, and spectacular, public whale watching site as well as being a favourite walk/drive destination.

01-764-08455.36. Privateers Road.

MLPOS operates and maintains the only public tennis/pickleball courts on the Pender Islands. These courts are open year round to members of the society and to the public, on a pay-per-use basis. We also maintain a children's playground beside the courts, which is a popular destination for both resident and visiting families with young children. We are installing a brand new suite of playground equipment in July/August of 2025 to address the increased need in the community for family friendly activities.

01-764-08454.397. Chart Drive.

This tiny lot, not much more than a road allowance, is adjacent to a CRD park. Too small to hold any structure, this lot is basically an extension of the aforementioned park.

01-764-08454.305. Storm Crescent.

This property is called Mouat Park and was designed for the propagation of plants native to the Gulf Islands. This corner lot is a haven for wildlife and provides benches for the public to sit on and rest.

5. COMMERCIAL ACTIVITY.

The marina at Thieves Bay and the tennis/pickle ball courts on Privateers Road are funded by dues paid by users of these facilities. They are maintained by volunteers and are operated on a not-for-profit basis.



P.O. Box 65, Pender Island, BC V0N 2M0

July 9, 2025.

Financial Services – Permissive Tax Exemption
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

To Financial Services – Permissive Tax Exemption,

The Magic Lake Property Owners' Society (MLPOS) recognizes, with thanks, our 2025 tax exemption and requests a further exemption from rural property taxes for the year 2026 under Section 391 of the Local Government Act.

MLPOS was incorporated as a non-profit society on 29 August 1975, Charter No. 11823. The objectives of MLPOS are two-fold: (1) To represent the members in matters affecting their property or their life style in Magic Lake Estates. (2) To acquire, maintain and administer, or dispose thereof, property in Magic Lake Estates or the foreshore adjacent thereto for the recreational use of the members and the public at large.

The North and South Pender Islands have roughly 3700 full-time residents (Pender Island Fire Rescue) – with more than one third of these full-time residents living in Magic Lake Estates.

MLPOS operates and maintains a non-profit, recreational marina at Thieves Bay with 180 berths for the use of members and guests of the society. Our marina provides emergency moorage for any vessel in the area requiring shelter and/or assistance. We reserve, at no charge, a designated berth for the Ambulance Service to conduct medical evacuations for anyone on the Pender Islands. The RCMP and Coast Guard have used our marina for emergency incidents. MLPOS has equipped the marina breakwater with picnic tables open to the public. This Thieves Bay spot has become a very popular, and spectacular, public whale watching site as well as being a favourite walk/drive destination.

In addition to Thieves Bay Marina, MLPOS operates and maintains the only public tennis courts on the Pender Islands. These courts are open year round to

members of the Society and to the public, on a pay-per-use basis. We also maintain a children's playground, to be upgraded in 2025, beside the tennis courts and a public park (Mouat Park) designated for the propagation of plants native to the Gulf Islands.

Volunteerism thrives on the Pender Islands and this is apparent in MLPOS. Volunteers build, maintain and manage the marina, tennis courts and playground. We keep all fees charged for the use of these facilities at break-even levels and use all funds generated solely for the short and long-term upkeep and improvement of these recreational facilities.

We hope that you grant our request for a property tax exemption for the year 2026. Such an exemption will significantly enhance our ability to maintain and provide these important recreational facilities for the benefit of our members, our community and tourists to the Gulf Islands.

Yours truly,

A handwritten signature in black ink, appearing to read 'R. Coulson', written in a cursive style.

Robert Coulson
President, Magic Lake Property Owners' Society

CC: Paul Brent, CRD District Director (by email)

Encl:

Application Form for Permissive Exemption from Property Taxation Year 2026
Copy of 2025 Property Assessment Notices

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

THIEVES BAY

DISTRICT LOT 465, COWICHAN LAND DISTRICT, COMMERCIAL MARINA IN THIEVES BAY, 1.57 HA ISSUED FOR GROUP MOORAGE, BREAKWATER & BOAT LAUNCHING PURPOSES, LEASE/PERMIT/LICENCE # 114382 LBF:0288670

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	451,000	08-Rec/Non Profit
Buildings	297,000	06-Business/Other
2025 Assessed Value	\$748,000	
Taxable Value	Rural	
Less Exemptions	132,000	
2025 Taxable Value	\$616,000	

Important messages about your 2025 Assessment

- A copy of this Property Assessment Notice is sent to all owners.
- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-13027.027

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

PROPERTY IDENTIFICATION

Reference #: 0325 1773

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 13027.027

Confidential PIN: 005006940

Bulk Mail: 0004692651

School District: 64-Gulf Islands

Neighbourhood: 935

YOUR PROPERTY VALUE HISTORY

2025	0%	\$748,000
2024	+1%	\$747,000
2023	+14%	\$738,000
2022	+4%	\$650,000

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.



IMPORTANT DATES



July 1, 2024

Assessed value is the property's market value as of this date.



October 31, 2024

Assessed value reflects property's physical condition and permitted use as of this date.



THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025



Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0325 1773

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

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Property Location & Description

THIEVES BAY

LOT A, PLAN VIP41807, SECTION 9, COWICHAN LAND DISTRICT, PORTION
PENDER ISLAND
PID: 000-952-141

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	112,000	
2025 Assessed Value	\$112,000	08-Rec/Non Profit
Taxable Value	Rural	
Less Exemptions	112,000	
2025 Taxable Value	NIL	

Important messages about your 2025 Assessment

- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-13027.026

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

PROPERTY IDENTIFICATION

Reference #: 0324 8486

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 13027.026

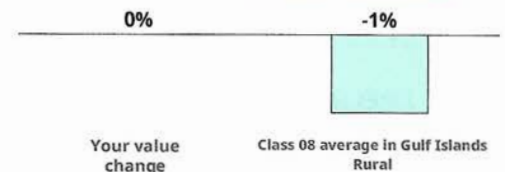
Confidential PIN: 005006940

Bulk Mail: 0004692651

School District: 64-Gulf Islands

Neighbourhood: 935

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for multiple property types. Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes. If you are considering an appeal, please see back of notice for more information.

YOUR PROPERTY VALUE HISTORY

2025	0%	\$112,000
2024	0%	\$112,000
2023	+6%	\$112,000
2022	+7%	\$106,000

IMPORTANT DATES

July 1, 2024

Assessed value is the property's market value as of this date.

October 31, 2024

Assessed value reflects property's physical condition and permitted use as of this date.

THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025

Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0324 8486

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

PRIVATEERS RD

LOT 18, PLAN VIP22424, SECTION 10, COWICHAN LAND DISTRICT, PORTION
PENDER ISLAND
PID: 003-246-442

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	450,000	08-Rec/Non Profit
Buildings	15,800	06-Business/Other
2025 Assessed Value	\$465,800	
Taxable Value	Rural	
Less Exemptions	460,000	
2025 Taxable Value	\$5,800	

Important messages about your 2025 Assessment

- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-08455.036

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

PROPERTY IDENTIFICATION

Reference #: 0232 6511
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 08455.036
Confidential PIN: 005006940
Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 910

YOUR PROPERTY VALUE HISTORY

2025	-8%	\$465,800
2024	-2%	\$504,600
2023	+44%	\$514,500
2022	+44%	\$356,700

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.



IMPORTANT DATES

- July 1, 2024**
Assessed value is the property's market value as of this date.
- October 31, 2024**
Assessed value reflects property's physical condition and permitted use as of this date.
- JAN 31**
THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025
Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0232 6511

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

STORM CRES

LOT 21, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION
PENDER ISLAND
PID: 003-275-400

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	217,000	
2025 Assessed Value	\$217,000	08-Rec/Non Profit
Taxable Value	Rural	
Less Exemptions	217,000	
2025 Taxable Value	NIL	

Important messages about your 2025 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-08454.305

The Owner/Lessee of this property is:

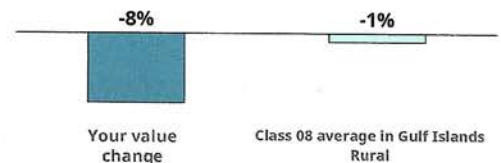
S-02
MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

5573

PROPERTY IDENTIFICATION

Reference #: 0232 6429
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 08454.305
Confidential PIN: 005006940
Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 910

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for multiple property types. Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes. If you are considering an appeal, please see back of notice for more information.

YOUR PROPERTY VALUE HISTORY

2025	-8%	\$217,000
2024	-2%	\$235,000
2023	+48%	\$239,000
2022	+46%	\$162,000

IMPORTANT DATES

- July 1, 2024**
Assessed value is the property's market value as of this date.
- October 31, 2024**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025**
Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0232 6429

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

LOT 67, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION
PENDER ISLAND
PID: 003-219-666

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	14,400	
2025 Assessed Value	\$14,400	01-Residential
Taxable Value	Rural	
Less Exemptions	14,400	
2025 Taxable Value	NIL	

Important messages about your 2025 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- Visit bcassessment.ca and create a free account to unlock additional features such as favourites, comparisons and our interactive map.
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-08454.397

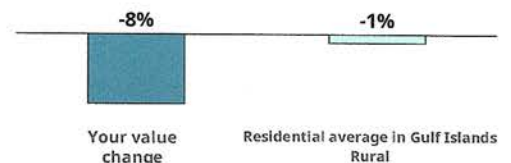
The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

PROPERTY IDENTIFICATION

Reference #: 0232 6474
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 08454.397
Confidential PIN: 005006940
Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 910

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for residential property types (e.g. homes, townhouses, condos, etc.). View changes by neighbourhood at bcassessment.ca/map. If you are considering an appeal, please see back of notice for more information.

YOUR PROPERTY VALUE HISTORY

2025	-8%	\$14,400
2024	-1%	\$15,600
2023	+13%	\$15,800
2022	+8%	\$14,000

IMPORTANT DATES

- July 1, 2024**
Assessed value is the property's market value as of this date.
- October 31, 2024**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025**
Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0232 6474



Royal Canadian Legion – Branch #239

1344 MacKinnon Road

Pender Island, BC V0N 2M1

Tel: 250-629-3441

Email: president239.rcl@gmail.com

July 11, 2025

Capital Regional District

Attn: Financial Services – Permissive Tax Exemption

625 Fisgard Street, PO Box 1000

Victoria, BC V8W 2S6

To Whom It May Concern,

Re: Request for 2026 Permissive Tax Exemption – Section 391(3)(a), Local Government Act

On behalf of the Royal Canadian Legion, Branch #239 (Pender Island), we respectfully request a municipal tax exemption for the 2026 tax year under Section 391(3)(a) of the *Local Government Act*.

Our Role in the Community

Since our founding in 1952 and operating from our current location since 1972, Branch #239 has remained a central gathering place for Pender Island residents. Our membership currently includes over 200 individuals—representing approximately 8% of the island's full-time population.

Each year, the Legion organizes the community's Canada Day and Remembrance Day ceremonies. Through our gaming funds, we return close to \$20,000 annually to the community in the form of bursaries, scholarships, and donations in support of local youth and groups. Additionally, our annual poppy campaign raises approximately \$3,500 to benefit both veterans and youth.

Our facility also serves as a vital meeting and activity space for a wide range of local organizations. On an island where suitable public meeting venues are limited, the Legion hall provides an essential gathering place for groups that would otherwise struggle to find accommodation for their programs and events.

Financial Context

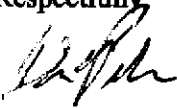
We have been grateful recipients of the CRD's tax exemption since 2018. This support has been critical to our ability to remain financially viable while maintaining our aging facility and

delivering community programs. With escalating costs and ongoing maintenance needs, relief from municipal taxes significantly eases the financial burden, helping us avoid service reductions, job cuts, or fee increases.

We remain committed to the responsible stewardship of our resources and to the continued service of our members and the broader island community.

Thank you for considering our request. We are happy to provide any additional information required.

Respectfully,

A handwritten signature in black ink, appearing to read 'John Pender', written over the word 'Respectfully'.

John Pender
President
Royal Canadian Legion – Branch #239
Pender Island, BC

BC ASSESSMENT



2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

1344 MACKINNON RD

PARCEL A, LOT 6, PLAN VIP7196, SECTION 17, COWICHAN LAND DISTRICT,
PORTION PENDER ISLAND, PCL A (DD 47774W)
PID: 005-758-289

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	107,000	06-Business/Other
	183,000	08-Rec/Non Profit
Buildings	40,800	06-Business/Other
	69,600	08-Rec/Non Profit
2025 Assessed Value	\$400,400	
Taxable Value	Rural	
Less Exemptions	262,600	
2025 Taxable Value	\$137,800	

Important messages about your 2025 Assessment

- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-08666.000

The Owner/Lessee of this property is:

161927

S-04
ROYAL CANADIAN LEGION PENDER ISLAND BRANCH NO.
239
1344 MACKINNON RD
PENDER ISLAND BC V0N 2M1

PROPERTY IDENTIFICATION

Reference #: 0232 7526

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 08666.000

Confidential PIN: 0001048707

School District: 64-Gulf Islands

Neighbourhood: 910



YOUR PROPERTY VALUE HISTORY

2025	0%	\$400,400
2024	+1%	\$400,600
2023	+13%	\$397,000
2022	+17%	\$351,100

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.



IMPORTANT DATES



July 1, 2024

Assessed value is the property's market value as of this date.



October 31, 2024

Assessed value reflects property's physical condition and permitted use as of this date.



JAN
31

**THE DEADLINE FOR FILING A
NOTICE OF COMPLAINT (APPEAL)
IS JANUARY 31, 2025**

Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0232 7526



Royal Canadian legion Br92
120 Blain Rd
Salt Spring Island, BC V8K 2P7
250-537-5822

Capital Regional District

Electoral Area Local Services - Finance Team
Finance & Technology Department
Capital Regional District
625 Fisgard Street, Victoria, BC V8W 1R7
eafinance@crd.bc.ca

Dear CRD Director Gary Holman,

Re: Request for Permissive Property Tax Exemption – Royal Canadian Legion Branch 92 - 2026

I hope this letter finds you well. On behalf of the Royal Canadian Legion Branch 92, I would like to formally request a permissive property tax exemption for our premises located at 120 Blain Road, Salt Spring Island, BC. We have been serving the local community for 94 years and are dedicated to providing support for veterans, their families, and the broader community through a variety of programs and initiatives.

As you may be aware, the Royal Canadian Legion is a charitable, non-profit organization that operates with the primary goal of supporting veterans, fostering community engagement, and promoting remembrance of those who have served our country. The property at 120 Blain Road is used for various community-oriented purposes, including hosting veterans' events, remembrance ceremonies, educational programs, and social gatherings that benefit both our members and the broader public.

We understand that under the Municipal Government Act, permissive property tax exemptions may be granted to organizations like ours that provide significant community benefits, and we believe that our activities meet the criteria for this exemption. Our programs are open to all members of the public, with a special focus on supporting veterans, promoting civic pride, and enhancing the well-being of our community.

We respectfully request that the Capital Regional District grant a full permissive property tax exemption for the property at 120 Blain Rd. If required, we are happy to provide additional documentation or information that will support our request.

Thank you for considering this request. We are confident that the tax exemption will help ensure the continued success of our efforts to serve our veterans and the community at large. Should you require further information or wish to discuss this request, please do not hesitate to contact me directly at 250-537-7104 or president@saltspringlegion.ca

Kind Regards,

Noella Fraser 
President
Royal Canadian Legion Br92
president@saltspringlegion.ca
250-537-5822

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

120 BLAIN RD

LOT A, PLAN VIP11826, SECTION 4, RANGE 3E, COWICHAN LAND DISTRICT,
PORTION NORTH SALT SPRING, EXCEPT PLAN VIP64146
PID: 000-553-387

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	472,000	06-Business/Other
	148,000	08-Rec/Non Profit
Buildings	178,000	06-Business/Other
	158,000	08-Rec/Non Profit
2025 Assessed Value	\$956,000	
Taxable Value	Rural	
Less Exemptions	316,000	
2025 Taxable Value	\$640,000	

Important messages about your 2025 Assessment

- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-00655.001

The Owner/Lessee of this property is:

S-04
ROYAL CANADIAN LEGION SALT SPRING ISLAND
BRANCH NO. 092
120 BLAIN RD
SALT SPRING ISLAND BC V8K 2P7

PROPERTY IDENTIFICATION

Reference #: 0231 8139

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 00655.001

Confidential PIN: 0001048708

School District: 64-Gulf Islands

Neighbourhood: 810



YOUR PROPERTY VALUE HISTORY

2025	-5%	\$956,000
2024	-2%	\$1,004,000
2023	+47%	\$1,027,000
2022	+17%	\$698,100

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

IMPORTANT DATES

- July 1, 2024**
Assessed value is the property's market value as of this date.
- October 31, 2024**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025**
Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0231 8139

Before using information in this Notice for non-assessment purposes, please verify records with your Land Title Office. Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail. This information is current as of printing deadline.

We Value BC

FOLLOW US





Salt Spring Island Golf & Country Club
805A Lower Ganges Road
Salt Spring Island, B.C. V8K 2N5
Telephone: 250-537-7826
Email: president@saltspringgolf.com
Web Site: www.saltspringgolf.com

Date: July 28, 2025

Financial Services – Permissive Tax Exemption

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

To the General Manager Corporate Services,

The Salt Spring Island Golf and Country Club (SSIGCC) gratefully acknowledges our previous permissive tax exemption for the year 2024 and respectfully requests relief from property taxes for the year 2025 under Section 391(4)(a) of the Local Government Act.

Background:

While best known for the golf course that was first opened here on Salt Spring Island in 1928, residents and visitors currently enjoy a variety of recreational activities on the property, including golf, tennis, squash, disc golf and a restaurant. The tennis and squash facilities are operated by not-for-profit societies under contractual agreements with the Golf Club. Disc golf is played on and around the golf course layout itself. The golf course, indoor tennis and squash facilities provide the only public access to these activities on Salt Spring (there is outdoor tennis elsewhere on the island). Similarly the disc golf course is the only sanctioned Salt Spring course for tournaments by the disc golf provincial body.

The Salt Spring Golf and Country Club is a not-for-profit society incorporated under the B.C. Societies Act. Title to the property is held by non-society Salt Spring Recreational Holdings Ltd (SSRHL) which leases it to majority shareholder SSIGCC. The property tax is paid by SSIGCC on behalf of SSRHL.

Public Use of the Facilities:

Last year, about 25,000 9-hole equivalent rounds of golf were played on the course, with more than 7,500 rounds being played by public greens-fee paying residents or visitors to the island. Our junior, intermediate, regular and social members play the bulk of the remaining rounds with 350 members currently in the above categories. Our driving range and short game practice facilities are also a popular public attraction. Disc golf was brought to the club in partnership with the local disc golf club and has also expanded the appeal of the club to the general public. Disc Golf also has some short game practice facilities. Our restaurant caters to all our recreational users and athletes using the nearby Portlock Park as well as the community at large.

Contributions to the Community:

The facility is widely used for charitable fundraising events as well as supporting many on-site and off-site programs for various community groups. In a typical year we would see programs such as free beginner golf lessons for the public, a junior golf program, and high school use of the driving range. In recent year we have held a Special Olympics golf instruction program with mentoring and support from club members and community volunteers. The club also provides some ground maintenance activities to the local therapeutic equestrian centre. Our junior golf program has been qualified as part of the First Tee - Canada organization. First Tee – Canada is a youth development program offered by Golf Canada that introduces the game of golf and its inherent values to young people. Similarly we hold various fund rasiers to provide tennis instruction to the youth on our Island.

During the windstorm of December 2018, our facilities were used as an unofficial emergency site and in 2020 our site became an Emergency Reception Centre for the Salt Spring Island Emergency Program to provide service and care of evacuees during an emergency or disaster.

The club currently provides 17-20 course operation positions and 5-10 positions in the restaurant to local residents (the majority are seasonal/part-time positions). Our tennis facility employees 3 individuals year round. A substantial volunteer effort supplements maintenance and administration activities. The club works with local businesses to promote tourism. Several tournaments (including disc golf) bring participants from off-island for a day or more.

The clubs' not-for-profit fee structure is geared towards covering operating costs and basic capital maintenance without the use of public funding. Demand for repair or replacement of our aging clubhouse and facilities/assets and maintenance equipment is an ongoing challenge and often requires fund-raising or donations. As well as reducing the cost burden for the golf course, the exemption lessens the costs for the not-for-profit tennis and squash facilities. An exemption on eligible property tax would be of great assistance in continuing and enhancing the community's enjoyment of this historic Salt Spring Island recreational hub.

Sincerely,



Randy Cunningham

President, Salt Spring Island Golf and Country Club

Vice-President, Salt Spring Recreational Holdings Ltd

Contact: Randy Cunningham president@saltspringgolf.com

Enclosures:

2023 Property Assessment Notice

Application for Permissive Exemption From Property Taxation Year 2024

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

805 LOWER GANGES RD
SECTION 5, RANGE 2, COWICHAN LAND DISTRICT, EXCEPT PLAN 2183 39530, RGE 2E, N SALT SPRING ISLAND, EXC PT IN PLANS 2183 & 39530; SECTION 6, RANGE 2, COWICHAN LAND DISTRICT, EXCEPT PLAN 14185, RGE 2E, N SALT SPRING ISLAND, EXC THE EASTERLY 6.75 CHAINS THEREOF; EXC PCL B (DD 770361), & EXC PT IN PL 14185
PID: 009-600-451 009-600-426

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	84,000	06-Business/Other
Buildings	2,652,000	08-Rec/Non Profit
2025 Assessed Value	\$3,642,000	06-Business/Other
Taxable Value	Rural	
Less Exemptions	3,642,000	
2025 Taxable Value	NIL	

Important messages about your 2025 Assessment

- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-00481.000

The Owner/Lessee of this property is:

S-04
SALT SPRING REC HOLDINGS
ATTN ERIC BEAMISH
805A LOWER GANGES RD
SALT SPRING ISLAND BC V8K 2N6

151714

PROPERTY IDENTIFICATION

Reference #: 0231 7516
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 00481.000
Confidential PIN: 0001060821
School District: 64-Gulf Islands
Neighbourhood: 810



YOUR PROPERTY VALUE HISTORY

2025	-2%	\$3,642,000
2024	-1%	\$3,705,500
2023	+9%	\$3,738,300
2022	+20%	\$3,419,500

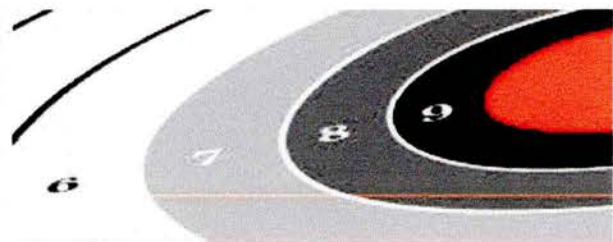
Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

IMPORTANT DATES

- July 1, 2024**
Assessed value is the property's market value as of this date.
- October 31, 2024**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025**
Important information about the complaint process can be found on the back page.

CONTACT US

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Call us at 1-866-825-8322 or 604-739-8588.
Reference #: 0231 7516



Salt Spring Island Rod & Gun Club

TRAP, RIFLE, PISTOL, ARCHERY AND 20 YARD INDOOR RANGE

PO Box 442
Salt Spring Island, BC
V8K 2W1

July 9, 2025

Att: Finance Manager, *Local Services and Grant Management Finance and Technology*, CRD.

The Salt Spring Island Rod and Gun Club, (the "Club") respectfully requests an exemption from property taxes for its land and facilities located at 221/223 Long Harbour Road, Salt Spring Island for the 2026 tax year pursuant to *Sections 391(3) and (4)* of the BC Local Government Act. Our Club has received this exemption in a few of the past years and this financial assistance has allowed the Club to begin rebuilding its programs and to recover financially after unanticipated operational demands.

Background

The Club was organized in 1913 and has been a provincial non-profit society since about 1960. It is one of the two or three oldest public service and recreational clubs in the Gulf Islands. The Club promotes shooting sports and teaches the safe handling and use of firearms and archery for both recreational and hunting purposes to Club members as well as the general public. The Club has been the home facility for several national and international champions in their sport as well as a judge for the Canada Games. Subject to the Club's policies, safety measures and rules, the general public is welcome to join members in the recreational and educational activities offered. The Club makes its facilities available on a donation basis to other sporting, recreational, service and non-profit organizations.

The Club Today

The Club became established at its present location about 1960 and since that time the Club's grounds and facilities have served the community as a venue for indoor and outdoor recreation, family events, educational workshops, training exercises, meetings and similar events. The venue is offered free of charge for non-commercial use although donations are welcomed in order to recover relevant operating costs. The Club has provided land and facilities without charge to the CRD, RCMP, Salt Spring Island Fire and Rescue, Salt Spring Amateur Radio Society and the communications team of the Salt Spring Island Search and Rescue for emergency and training purposes.

The Club has a signed agreement with the CRD for the use of Club lands and facilities as an emergency *Reception Center and Group Lodging* location. The grounds have been evaluated as an alternate emergency helicopter landing site. In the past, the CRD has also made use of the facilities for activities related to Camp Colossus as has the Wolf Kids Nature Program. Members of the local RCMP detachment utilize the Club's indoor range to qualify in and maintain firearm proficiency standards. Salt Spring Island Fire and Rescue has used both the lands and facilities for training purposes including hose lays, the setup of a heliport and most recently for the department's drone pilot training for which the grounds are well suited. In addition to member training the fire department has also used the Club for a public workshop on fire safety.

The Salt Spring Amateur Radio Society is in its fourth year of regular weekly meetings and annual field days held at the Club. The Radio Society is considering additional events during the year and renewing investigations into installing a permanent antenna which would benefit not only their Society but would also provide Salt Spring Island with an additional emergency communication option.

The Club has regularly provided a number of educational opportunities to members and the general public. These classes have included;

- Junior Rifle Program for youths 11-15 to learn basic firearms safety and handling.
- Archery and rifle shooting for Boy Scouts and high school students
- Canadian Firearms Safety Course (CFSC)[required for federal firearms license-16 classes since 2020
- BC CORE hunter education classes [required provincially for hunting license]
- Archery Canada courses
- introductory lessons in firearm safety and handling for adults
- introductory lessons in fly fishing
- introductory lessons in trap shooting

The Club is in its fourth year of regularly providing the federally mandated CFSC courses and has provided 16 classes graduating approximately 200 individuals in that time. Last Fall's hosting of a CFSC course first, then a CORE course and finally a course on how to handle and prepare harvested game was a success and is planned again for the Fall of 2025.

All Club events and activities are planned and run by volunteers and wherever possible facility maintenance and improvements are performed by both Club members and volunteers from the general public. Nominal fees are charged for membership plus some activities however these fees are used only to cover operating and insurance costs and no Club group or individuals profit from Club sponsored events.

The Club has received Permissive Tax Exemptions in the past and the financial assistance provided has played a major role in allowing the Club to better address facility maintenance along with program development and presentation. The kitchen area and appliances have been renewed in 2025 and flooring for the meeting room is in the process of being replaced.

The Club membership stands at approximately 200 individuals all of which are well aware and appreciative of past Permissive Tax Exemptions that have provided the financial impetus to move the Club from bare survival to revitalization.

On behalf of the President, Board and membership of the Salt Spring Island Rod and Gun Club,

Sincerely,

A handwritten signature in black ink, appearing to read 'John Wiebe', with a stylized flourish at the end.

John Wiebe, treasurer
SSIRGC

BC ASSESSMENT

2025 PROPERTY ASSESSMENT NOTICE

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities. No action is required unless you disagree with your assessment.

Property Location & Description

221 LONG HARBOUR RD

LOT A, PLAN VIP14462, SECTION 4, RANGE 4, COWICHAN LAND DISTRICT, RGE 4E, N SALT SPRING ISLAND, MANUFACTURED HOME REG.# 43606; LOT 1, PLAN VIP20794, SECTION 3&4, RANGE 4, COWICHAN LAND DISTRICT, PORTION SALT SPRING, RGE 4E, N SALT SPRING ISLAND, MANUFACTURED HOME REG.# 43606
PID: 004-416-074 003-598-861

2025 Assessment – represents your property value as of **July 1, 2024**

Assessed Value	Value	Class
Land	58,200	01-Residential
	704,000	08-Rec/Non Profit
Buildings	39,700	01-Residential
	54,800	06-Business/Other
2025 Assessed Value	\$856,700	
Taxable Value	Rural	
Less Exemptions	758,800	
2025 Taxable Value	\$97,900	

Important messages about your 2025 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2025 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
400-3450 Uptown Blvd
Victoria BC V8Z 0B9
01-64-764-00716.007

The Owner/Lessee of this property is:

152616

S-04
SALT SPRING IS ROD & GUN CLUB
PO BOX 442 STN GANGES
SALT SPRING ISLAND BC V8K 2W1

PROPERTY IDENTIFICATION

Reference #: 0231 8487

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 00716.007

Confidential PIN: 0001060807

School District: 64-Gulf Islands

Neighbourhood: 810

YOUR PROPERTY VALUE HISTORY

2025	-9%	\$856,700
2024	-5%	\$937,000
2023	+20%	\$982,800
2022	+19%	\$820,800

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

IMPORTANT DATES

- July 1, 2024**
Assessed value is the property's market value as of this date.
- October 31, 2024**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2025**
Important information about the complaint process can be found on the back page.

CONTACT US

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Call us at 1-866-825-8322 or 604-739-8588.

Reference #: 0231 8487



Understanding property classes and exemptions

BC Assessment places property in one or more of nine classes, typically based on the property's type or use. Municipal zoning does not determine property class, though it may be a factor in some cases.

The property classes:

Class 1, Residential — single-family residences, multi-family residences, duplexes, apartments, condominiums, nursing homes, seasonal dwellings, manufactured homes, some vacant land, farm buildings and daycare facilities.

Class 2, Utilities — structures and land used for railway transportation, pipelines, electrical generation or transmission utilities, or telecommunications transmitters. This property class does not include gathering pipelines, offices or sales outlets.

Class 3, Supportive Housing — this property class only includes eligible supportive housing property that has been designated by Cabinet. Eligible supportive housing property is funded by the provincial government or a health authority for the provision of housing that includes on-site support services for persons who were previously homeless, at risk of homelessness, and who are affected by mental illness or who are recovering from drug or alcohol addictions or have other barriers to housing. For more information, visit [Classifying Supportive Housing Property \(/Services-products/property-classes-and-exemptions/classifying-supportive-housing-property\)](/Services-products/property-classes-and-exemptions/classifying-supportive-housing-property).

Class 4, Major Industry — land and improvements (buildings and structures) of prescribed types of industrial plants, including lumber and pulp mills, mines, smelters, large manufacturers of specified products, ship building and loading terminals for sea-going ships.

Class 5, Light Industry — property used or held for extracting, processing, manufacturing or transporting products, including ancillary storage. Scrap metal yards, wineries and boat-building operations fall within this category. Exceptions include properties used for the production or storage of food and non-alcoholic beverages and retail sales outlets, which fall into Class 6. For more information, visit [Light Industrial vs. Business and Other Property Classifications \(/Services-products/property-classes-and-exemptions/light-industrial-vs-business-and-other-property-classifications\)](/Services-products/property-classes-and-exemptions/light-industrial-vs-business-and-other-property-classifications).

Class 6, Business and Other — property used for offices, retail, warehousing, hotels and motels all fall within this category. This class includes properties that do not fall into other classes.

Class 7, Managed Forest Land — privately-owned, forest land managed in accordance with the *Private Managed Forest Land Act* or the *Forest and Range Practices Act*. Property owners in this class have an obligation to provide good resource management practices, such as reforestation, care of young trees, protection from fire and disease and sound harvesting methods.

For more information on managed forest land, consult the pages: [Managed Forest Classification in British Columbia \(/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia\)](#) and [How Managed Forest Land is Assessed \(/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia/how-managed-forest-land-is-assessed\)](#).

Class 8, Recreational Property, Non-profit Organization — includes two very different categories:

Recreational Land

- land used solely as an outdoor recreational facility for specific activities such as golf, skiing, tennis, public swimming pools, waterslides, amusement parks, marinas and hang gliding. Improvements on the land (such as a clubhouse) fall into Class 6.

- land in a rural area that is part of parcel used for overnight commercial accommodation that exists predominantly to facilitate specific outdoor recreational activities such as hunting, fishing and kayaking. Improvements on the land most likely fall within Class 6 (e.g. a hotel).

Non-Profit Organization Land and Improvements

- property used or set aside for at least 150 days per year as a place of public worship or as a meeting hall by a non-profit, fraternal organization. The 150 days cannot include activities with paid admission or the sale/consumption of alcohol.
- additionally, the 150 days needs to be in the year ending on June 30 of the calendar year preceding the calendar year for which the assessment roll is being prepared.

Class 9, Farm — to qualify as farm for assessment purposes, the land must produce a prescribed amount of qualifying primary agricultural products for sale, such as crops or livestock. Farm buildings come within Class 1. For more information on farm land, visit [Farm Land Assessment \(/Services-products/property-classes-and-exemptions/farm-land-assessment\)](#).

Split Classification

Property with several distinct uses can fall into more than one class. For example, commercial and residential space might be combined in one building, or a property combines residential, farm and forest land. In these cases, BC Assessment determines the share of the value of the property attributable to each class.

Exemptions from property tax

BC Assessment is required to determine the "actual value" of land and improvements (i.e., property) in the Province. However, property taxes are levied on a property's "taxable value", not its actual value. "Taxable value" is a property's actual value minus the value of any tax exemptions.

What is a tax exemption?

A tax exemption is a tool that reduces or eliminates liability to property tax. In a few unusual situations property may be exempt from assessment, in which case it is not included on the assessment roll. But more commonly, property is assessable (i.e., included on the roll) but exempt from property tax in whole or in part. This page focuses on exemptions from property tax.

How exemptions work

Exemptions from property tax operate in a number of different ways. Exemptions may be whole or partial; that is, they may exempt all or only part of a property from taxes, or they may provide relief from all or only some property taxes. In all cases, specified criteria such as ownership, use, location, or property type, must be met before an exemption applies. In

some cases, the discretion to grant or deny an exemption lies with the taxing jurisdiction.

Look up tax exemptions

The majority of property tax exemptions are contained in taxing statutes such as the *Community Charter*, the *Vancouver Charter*, the *Local Government Act* and the *Taxation (Rural Area) Act*. However, exemptions are also set out in more subject-specific legislation such as the *School Act*, the *Health Authorities Act* or the *University Act*.

Examples of exemptions providing full relief from property taxes

- Property owned by the federal or provincial government is fully exempt from property taxes for all purposes: section 125 of the *Constitution Act*.
- Property owned by a municipality is fully exempt from property taxes for all purposes: section 220(1)(b) of the *Community Charter*, and section 131(1) of the *School Act*.

Examples of exemptions providing partial relief from property taxes

- A farmer's dwelling in a rural area is exempt from provincial general property taxes, but subject to school taxes: section 15(1)(f) of the *Taxation (Rural Area) Act*; and section 131(4)(a) of the *School Act*.
- Up to \$10,000 of the assessed value of improvements in Class 4 – major industry, Class 5 – light industry and Class 6 – business and other is exempt from all property taxes: Industrial and Business Property Exemption Regulation, made under the *Community Charter*.
- 50% of the assessed value of a parcel of land in Class 9 – farm is exempt from school taxes: section 130(1)(a) of the *School Act*.

This information is not intended to be a comprehensive guide on exemptions from property tax.

More information

More information about property taxation and exemptions can also be found at the following provincial government links:

1. Municipalities - [Local governments - Province of British Columbia](https://www2.gov.bc.ca/gov/content/governments/local-governments)
(<https://www2.gov.bc.ca/gov/content/governments/local-governments>)
2. Rural areas - [Property taxes in rural areas - Province of British Columbia](https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/rural-area)
(<https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/rural-area>)

Electoral Area Property Taxes

As a regional district, the Capital Regional District (CRD) does not directly collect property taxes from electoral area property owners. Instead, the [Provincial Surveyor of Taxes](#)  collects revenue on behalf of the CRD and the hospital district (CRHD).

The CRD delivers local, sub-regional and regional services to residents within electoral areas. Each service is budgeted for separately and the tax burden is shared between participating municipalities and electoral areas as set out in each service bylaw. For local services delivered to a smaller area within an electoral area, taxes are only levied for those within the boundaries of that service. [Read more on property taxes in rural areas](#) 

Permissive Tax Exemptions

The CRD may exempt non-profit organizations from taxation for a specified period of time. This exemption is granted by bylaw under the authority of Section 391 of the [Local Government Act](#) .

Property tax exemptions remove the assessed value of that property from the total taxable assessed value in a service or area. This means the remaining assessed values generate the total tax revenue required for each tax category collected by the Surveyor of Taxes, including School Tax, Islands Trust, Hospital Districts, BC Assessment, Municipal Finance Authority and Regional District services.

Exemptions may be limited to a specified portion of the net taxable value of the property to which the exemption applies.

Eligibility

Eligible non-profit organizations include:

- an athletic or service organization used principally for public athletic or recreation purposes;
- a church as tenant or licensee for the purpose of public worship or for the purposes of a church hall;
- an agricultural or horticultural society and that is in excess of the area exemption under section 15 (1) (j) of the [Taxation \(Rural Area\) Act](#) .
- a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a board of school trustees;
- a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees;
- a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority

Application process

Applications are evaluated and considered by the Board annually; the application deadline is July 31 each year. To apply, applicants must submit the following to the CRD:

- a letter requesting an exemption,
- [an application form \[PDF/2.3MB\]](#), and
- a copy of their property assessment notice.

Applicants meeting all criteria are included in a bylaw to authorize electoral area permissive tax exemptions and presented to the Board for approval.

Applicants will be notified of submissions to the Board and any subsequent approvals.

Once approved, the CRD submits the bylaw authorizing the exemptions to the BC Assessment Authority to be included in the following year's assessment roll.

Contact Information

For more information about the process, please contact us by [email](#).

Additional Resources

[!\[\]\(cbe80b694ebd74fcfe136a095b608235_img.jpg\) Exemption and Tax Relief Programs](#)

[!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\) Property Taxes in Rural Areas](#)

[!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\) Local Government Act, section 391](#)

Was this page helpful?

[Yes](#) 

[No](#) 

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 8, 2025**

SUBJECT **Bylaws No. 4370 and 4373: Maliview Sewer Service Wastewater System
Renewal and Upgrades**

ISSUE SUMMARY

That Loan Authorization Bylaw No. 4370, for the purpose of financing the renewal and upgrades to the Maliview Wastewater System and Bylaw No. 4373 to increase the maximum levy, be amended and read a third time.

BACKGROUND

The Maliview Wastewater Treatment Plant (WWTP) is a secondary treatment facility providing treatment for approximately 100 residences on Salt Spring Island (SSI). The Maliview WWTP is currently unable to consistently meet regulatory requirements on effluent quality and has been mandated to complete upgrades to the WWTP by Environment and Climate Change Canada as well as the BC Ministry of Environment & Climate Change Strategy.

The necessity of the Maliview WWTP Upgrade has been known since failures of effluent quality were reported in 2019. The project was initiated in 2020 with technology screening and a conceptual design developed. The initial Class C cost estimate was \$2,200,000. The grant application for the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Program (RNC) grant required evidence that the applicant's full share of funding will be secured. The loan authorization and maximum levy bylaws provided this evidence. Bylaws 4370 and 4373 were introduced by staff report 20-704 on November 18, 2020 (attached as Appendix E). The borrowing amount presented was based on providing the required 10% share for the 90% ICIP-RNC grant for the total \$2.2M. The maximum levy and borrowing bylaws received first, second and third reading.

The ICIP-RNC grant was successful, and the funding was received. Due to engineering staff shortages on SSI, the project proceeded slowly into detail design. The 90% design was received in May 2025. Construction costs have escalated since 2020 and the design has been further developed leading to increased total project costs. The costs are updated in the amended loan authorization Bylaw.

The Maliview WWTP Upgrade Project consists of three related projects, WWTP Upgrade (21-03), Inflow and Infiltration (I&I) Program (23-02), and I&I Repairs (22-02) The Maliview Wastewater System Renewal and WWTP Upgrades Projects are included in the Five-Year Financial plan with total projects budget of \$4,968,041. Funding for the project is supported by grant funding, reserve funding, Community Works Funding (CWF) and debt. The maximum debt funding required is \$2,510,000 to complete the WWTP upgrade project.

The Maliview WWTP Upgrade project including planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) reactor system and renewal and integration of existing systems facilities, for the collection, conveyance,

treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program and Repairs, requires borrowing up to \$2.51 million from the Municipal Finance Authority of British Columbia (MFABC). Requests for funds to be drawn against the loan authorization bylaw will only be authorized upon Board approval of a subsequent security issuing bylaw. Security issuing bylaws are prepared twice annually and include only those borrowings for which there is a cash flow need as determined by the approved financial plan.

Further, the Board wishes to amend Bylaw No. 4373 to increase the maximum requisition of the Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991 (Bylaw No. 1938) by 25% to ensure funds are available for maintenance, operation, upgrades, and to ensure compliance with modernized cost-recovery language.

Elector approval is required for this change to the service establishment bylaw and may be given by the Electoral Area Director consenting on behalf pursuant to ss. 347(2) and 349 of the *Local Government Act*.

The following bylaws are proposed:

Service Area	Action	Purpose	Bylaw
Maliview Sewer	Loan Authorization Bylaw	To create a loan authorization bylaw to permit long-term borrowing related to the capital plan for this service	4370
Maliview Sewer	Amendment Max Levy	To amend Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1 ,1991" to increase the Max Levy	4373

ALTERNATIVES

Alternative 1

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

1. That the attached Certification of Results of Petition for Borrowing – Maliview Estates Sewerage System be received.
2. That third reading of Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be rescinded.
3. That Bylaw No. 4370 be amended, as shown in Schedule B, as follows:
 - a. Under Whereas Clause A, by inserting the word "No. 1" between the words "Bylaw" and ",1991";
 - b. By replacing Whereas Clause B in its entirety with the following:
"The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program";

- c. Under Whereas Clause C, by replacing the words *“Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)”* with the words *“Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)”*;
 - d. By replacing Whereas Clause E in its entirety with the following:
“Pursuant to sections 347 and 407 of the Local Government Act, participating area approval is required for this borrowing and shall be obtained by a petition of the property owners in the Maliview Estates Sewerage Local Service area under section 408 of the Local Government Act; and”;
 - e. Under Section 1 (a) by replacing the words *“Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)”* with the words *“Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)”*;
 - f. Under Section 2, by replacing the words *“20 years”* with *“30 years”*; and
 - g. Under Section 3, by replacing the word *“2020”* with *“2025”*, so that the Bylaw may be cited as the *“Maliview Sewer System Loan Authorization Bylaw No. 1, 2025.”*
4. That Bylaw No. 4370, “Maliview Sewer System Loan Authorization Bylaw No. 1, 2025” be read a third time as amended.
5. That third reading of Bylaw No. 4373, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020” be rescinded.
6. That Bylaw No. 4373 be amended, as shown in Schedule D, as follows:
 - a. Under Section 1 (b), in regards to 4 (a), by replacing the words *“Two Hundred and Fifty Thousand Dollars (\$250,000)”* with the words *“Two Hundred and Eleven Thousand Six Hundred and Thirty-One Dollars (\$211,631)”*;
 - b. Under Section 1 (b), in regards to 4 (b), by replacing the words *“\$5.466 per One Thousand Dollars”* with the words *“\$3.1250 per One Thousand Dollars”*; and
 - c. Under Section 2, by replacing the word *“2020”* with *“2025”*, so that the Bylaw may be cited as the *“Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025”*.
7. That Bylaw No. 4373, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025” be read a third time as amended.
8. That participating area approval to Bylaw No. 4373 be provided by the Electoral Area Director consenting on behalf.
9. That Bylaw No. 4370 and Bylaw No. 4373 be forwarded to the Inspector of Municipalities for approval.

Alternative 2

That the proposed bylaws be referred back to staff for further information.

IMPLICATIONS

Legislative Implications

Initial readings of both Bylaws were completed in 2020 to support an application to the ICIP-RNC grant. Participating area approval for borrowing (Bylaw No. 4370) was received through a successful Petition of the property owners in the Maliview Estates Sewerage System in June-August 2025. The petition was certified as sufficient and valid with at least 50% of the property owners representing 50% of the net taxable value of all land and improvements in the service

area having requested the borrowing of up to \$2.51 million (attached as Appendix A).

Before the Board can adopt the bylaws, the service establishment amendment (Bylaw No. 4373) will require approval of the Electoral Area Director, and both bylaws will require approval by the Inspector of Municipalities.

Following adoption of Bylaw No. 4370, borrowings up to \$2.51 million will be authorized and will support the planned five-year capital plan expenditures commencing in January 2026. In accordance with the *Local Government Act*, long-term borrowing (i.e., loans with a term of more than five years) cannot be undertaken without approval of a security issuing bylaw once the loan authorization bylaw is approved. Section 24 of the *Municipal Finance Authority Act* (MFABC), RSBC 1996 c 325 states that a regional district security issuing bylaw may only be enacted and financed if the long-term borrowing is arranged through the Municipal Finance Authority of BC (MFABC).

Financial Implications

The Maliview Wastewater System Renewal and Upgrade projects requires borrowing up to \$2,510,000 with the estimated total projects budget of \$4,968,041, which are included in the approved five-year financial plan (2025-2029).

With MFABC's indicative interest rate of 4.74% at the time of analysis, the estimated annual debt servicing payments are approximately \$167,197 with a 30-year amortization term. The total debt servicing payments over the debt term are estimated to be \$5 million. Debt servicing payments within the plan will be funded by taxation.

To ensure optimization of interest and timing of long-term debt, issuance of a temporary borrowing will be proposed if Ministerial approval is obtained. The timing of the debt issuance will be based on the timing of expenditures and cash flow requirement. The actual debt costs will be dependent on prevailing interest rates at the time of issuing.

The system renewal and upgrade projects require additional funding for annual debt payments which exceeds the current maximum requisition limit in the establishment bylaw. The amendment to the service establishment bylaw is required to increase the maximum requisition limit.

Table 1 below summarizes the current maximum limit and proposed new maximum limit.

Greater of (1) or (2a/2b)	Current Maximum Limit	New Maximum Limit	Change %
(1) Tax Amount \$	\$20,000*	\$211,631	
(2a) Tax Rate	\$2.50 per \$1000 assess value	\$3.1250 per \$1000 assess value	25%
(2b) Tax Amount \$: 2025 Assessment x (2a) Tax Rate	\$169,305*	\$211,631**	25%

*\$20,000 is the Maximum Rate established in the 1991 Bylaw, however with the increase in house values the allowable Maximum Rate increases in a pro-rated manner to \$169,305 in 2025.

**Future assessment will be applied to the tax rate to calculate the maximum limit annually.

CONCLUSION

Bylaw No. 4370: “Maliview Sewer System Loan Authorization Bylaw No. 1, 2025”, and Bylaw No. 4373: “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025” were amended in preparation for future borrowing to enable the construction of the Maliview Sewer WWTP Upgrades project in the Service’s five-year (2026-2030) capital plan. The Bylaws will be forwarded to the Inspector of Municipalities for approval prior to adoption.

RECOMMENDATION

1. That the attached Certification of Results of Petition for Borrowing – Maliview Estates Sewerage System be received.
2. That third reading of Bylaw No. 4370, “Maliview Sewer System Loan Authorization Bylaw No. 1, 2020” be rescinded.
3. That Bylaw No. 4370 be amended, as shown in Schedule B, as follows:
 - a. Under Whereas Clause A, by inserting the word “No. 1” between the words “Bylaw” and “, 1991”;
 - b. By replacing Whereas Clause B in its entirety with the following:
“The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program”;
 - c. Under Whereas Clause C, by replacing the words “Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)” with the words “Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)”;
 - d. By replacing Whereas Clause E in its entirety with the following:
“Pursuant to sections 347 and 407 of the Local Government Act, participating area approval is required for this borrowing and shall be obtained by a petition of the property owners in the Maliview Estates Sewerage Local Service area under section 408 of the Local Government Act; and”;
 - e. Under Section 1 (a) by replacing the words “Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)” with the words “Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)”;
 - f. Under Section 2, by replacing the words “20 years” with “30 years”; and
 - g. Under Section 3, by replacing the word “2020” with “2025”, so that the Bylaw may be cited as the “Maliview Sewer System Loan Authorization Bylaw No. 1, 2025.”
4. That Bylaw No. 4370, “Maliview Sewer System Loan Authorization Bylaw No. 1, 2025” be read a third time as amended.
5. That third reading of Bylaw No. 4373, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020” be rescinded.
6. That Bylaw No. 4373 be amended, as shown in Schedule D, as follows:
 - a. Under Section 1 (b), in regards to 4 (a), by replacing the words “Two Hundred and Fifty Thousand Dollars (\$250,000)” with the words “Two Hundred and Eleven

Thousand Six Hundred and Thirty-One Dollars (\$211,631)”;

- b. Under Section 1 (b), in regards to 4 (b), by replacing the words “\$5.466 per One Thousand Dollars” with the words “\$3.1250 per One Thousand Dollars”, and
 - c. Under Section 2, by replacing the word “2020” with “2025”, so that the Bylaw may be cited as the “*Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025*”.
- 7. That Bylaw No. 4373, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025” be read a third time as amended.
 - 8. That participating area approval to Bylaw No. 4373 be provided by the Electoral Area Director consenting on behalf.
 - 9. That Bylaw No. 4370 and Bylaw No. 4373 be forwarded to the Inspector of Municipalities for approval.

Submitted by:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer, Financial Services / Deputy CFO
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Certificate of Results - Maliview Petition for Borrowing

Appendix B: Bylaw No. 4370, Maliview Sewer System Loan Authorization Bylaw No. 1, 2025

Appendix C: Bylaw No. 4370, Redlined Amendments

Appendix D: Bylaw No. 4373, Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025

Appendix E: Bylaw No. 4373, Redlined Amendments

Appendix F: Staff Report October 22, 2020



CORPORATE OFFICER'S CERTIFICATION OF RESULTS
PETITION FOR BORROWING – MALIVIEW ESTATES SEWERAGE SYSTEM

I, Kristen Morley, Corporate Officer for the Capital Regional District, do hereby declare that elector assent has been obtained via petition to authorize borrowing to upgrade the Maliview sewerage system in relation to the service established under the Capital Regional District Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991".

Parcels	
94	Total parcels
47	50% requirement
49	Petitions submitted

Value	
\$67,699,000	Total net taxable value
\$33,849,500	50% requirement
\$36,452,100	Total value of petitions

The requirements for the petition as set out in section 408 of the *Local Government Act* and 212 of the *Community Charter* have been satisfied.

Dated at Victoria, BC

this 3 day of SEPT., 2025.


 Kristen Morley
 Corporate Officer

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4370

**A BYLAW TO AUTHORIZE THE BORROWING OF
TWO MILLION FIVE HUNDRED AND TEN DOLLARS (\$2,510,000)
FOR THE MALIVIEW SEWER SYSTEM RENEWAL AND UPGRADE**

WHEREAS:

- A. Under Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991", the Capital Regional District established a local service for the operation of a service for the collection, conveyance, treatment and disposal of sewage;
- B. The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program;
- C. The estimated cost of the works, facilities and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000) which is the amount of debt intended to be authorized by this bylaw, subject to receiving funding from other sources;
- D. It is proposed that the financing of the said sewerage system facilities is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District;
- E. Pursuant to section 407 of the *Local Government Act*, participating area approval is required for this borrowing and has been received by a petition of the property owners in the Maliview Estates Sewerage Local Service Area under section 408 of the *Local Government Act*; and
- F. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*.

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital renewal and upgrade of the Maliview sewerage wastewater system, which will involve the planning, study, project administration, project communications, staff time required for design and construction of facilities, design and construction of facilities for the collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities and equipment purchases:
 - (a) to borrow upon the credit of the Capital Regional District a sum not exceeding Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000);

- (b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of a system for the collection, conveyance, treatment and disposal of sewage and all related ancillary works, studies and equipment deemed necessary by the Board.
2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 30 years.
3. This Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025".

READ A FIRST TIME THIS 18th day of November 2020

READ A SECOND TIME THIS 18th day of November 2020

READ A THIRD TIME THIS day of

*APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS day of*

ADOPTED THIS day of

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS ____ day of ____ 20__

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4370

A BYLAW TO AUTHORIZE THE BORROWING OF
~~TWO MILLION TWO HUNDRED AND TEN DOLLARS (\$2,210,000)~~
 TWO MILLION FIVE HUNDRED AND TEN DOLLARS (\$2,510,000)
 FOR THE MALIVIEW SEWER SYSTEM RENEWAL AND UPGRADE

WHEREAS:

- A. Under Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991", the Capital Regional District established a local service for the operation of a service for the collection, conveyance, treatment and disposal of sewage;
- B. ~~The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, project communications, and staff time required for design and construction of facilities, design and construction of facilities for the collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities and equipment purchases;~~
 The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) reactor system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program;
- C. The estimated cost of the works, facilities and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of ~~Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)~~ Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000) which is the amount of debt intended to be authorized by this bylaw, subject to receiving funding from other sources;
- D. It is proposed that the financing of the said sewerage system facilities is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District;
- E. ~~Pursuant to Section 407 of the Local Government Act, participating area approval is required and shall be obtained by alternative approval process under Section 345 of the Local Government Act; and~~
 Pursuant to section 407 of the *Local Government Act*, participating area approval is required for this borrowing and has been received by a petition of the property owners in the Maliview Estates Sewerage Local Service Area under section 408 of the *Local Government Act*; and
- F. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*.

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

1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital renewal and upgrade of the Maliview sewerage wastewater system, which will involve the planning, study, project administration, project communications, staff time required for design and construction of facilities, design and construction of facilities for the collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities and equipment purchases:
 - (a) to borrow upon the credit of the Capital Regional District a sum not exceeding ~~Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)~~ Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000);
 - (b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of a system for the collection, conveyance, treatment and disposal of sewage and all related ancillary works, studies and equipment deemed necessary by the Board.
2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is ~~2030~~ years.
3. This Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, ~~2020~~2025".

READ A FIRST TIME THIS 18th day of November 2020

READ A SECOND TIME THIS 18th day of November 2020

READ A THIRD TIME THIS ~~18th day of November 2020~~

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS

day of

ADOPTED THIS

day of

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS ____ day of ____ 20__

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4373**

**A BYLAW TO AMEND BYLAW 1938, "MALIVIEW ESTATES SEWERAGE
LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1, 1991"**

WHEREAS:

- A. Under Bylaw No. 1938, Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, the Regional Board converted a specified area to a local service operated by establishing bylaw for the collection, conveyance, treatment, and disposal of sewage;
- B. The Board wishes to amend Bylaw No. 1938 to ensure funds are available for maintenance, operation, upgrades, and to ensure compliance with modernized cost-recovery language;
- C. Elector approval is required for these changes and may be given by the Electoral Area Director consenting on behalf pursuant to ss. 347(2) and 349 of the *Local Government Act*;

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

- 1. Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991" is hereby amended as follows:
 - (a) By deleting Section 3 in its entirety and replacing it with the following:
 - 3. The annual costs for the local service, net of grants and other revenues shall be recovered by one or more of the following:
 - (a) by the requisition of money under Section 378(1)(a) of the *Local Government Act*;
 - (b) by Parcel Tax under Section 378(1)(b) of the *Local Government Act*;
 - (c) fees and charges imposed under Section 397 of the *Local Government Act*;
 - (d) revenues raised by other means authorized by the *Local Government Act* or another Act; or
 - (e) revenues received by agreement, enterprise, gift, grant or otherwise.
 - (b) By deleting Section 4 in its entirety and replacing it with the following:
 - 4. In accordance with Section 339(1) of the *Local Government Act*, the maximum amount that may be requisitioned for the Local Service will be the greater of:
 - (a) Two Hundred Eleven Thousand Six Hundred and Thirty-One Dollars (\$211,631); or
 - (b) an amount equal to the amount that could be raised by a property value tax rate of \$3.1250 per One Thousand Dollars (\$1,000) when applied to the net taxable value of land and improvements in the Service Area.
 - (c) By deleting Section 5 in its entirety and renumbering the remaining sections accordingly.

2. This Bylaw may be cited as “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025”.

READ A FIRST TIME THIS 18th day of November, 2020

READ A SECOND TIME THIS 18th day of November, 2020

READ A THIRD TIME THIS day of ,

APPROVED BY THE ELECTORAL
AREA DIRECTOR THIS day of

APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS day of

ADOPTED THIS day of

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 202_

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4373**

**A BYLAW TO AMEND BYLAW 1938, "MALIVIEW ESTATES SEWERAGE
LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1, 1991"**

WHEREAS:

- A. Under Bylaw No. 1938, Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, the Regional Board converted a specified area to a local service operated by establishing bylaw for the collection, conveyance, treatment, and disposal of sewage;
- B. The Board wishes to amend Bylaw No. 1938 to ensure funds are available for maintenance, operation, upgrades, and to ensure compliance with modernized cost-recovery language;
- C. Elector approval is required for these changes and may be given by the Electoral Area Director consenting on behalf pursuant to ss. 347(2) and 349 of the *Local Government Act*;

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

- 1. Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991" is hereby amended as follows:
 - (a) By deleting Section 3 in its entirety and replacing it with the following:
 - 3. The annual costs for the local service, net of grants and other revenues shall be recovered by one or more of the following:
 - (a) by the requisition of money under Section 378(1)(a) of the *Local Government Act*;
 - (b) by Parcel Tax under Section 378(1)(b) of the *Local Government Act*;
 - (c) fees and charges imposed under Section 397 of the *Local Government Act*;
 - (d) revenues raised by other means authorized by the *Local Government Act* or another Act; or
 - (e) revenues received by agreement, enterprise, gift, grant or otherwise.
 - (b) By deleting Section 4 in its entirety and replacing it with the following:
 - 4. In accordance with Section 339(1) of the *Local Government Act*, the maximum amount that may be requisitioned for the Local Service will be the greater of:
 - (a) ~~Two Hundred Fifty Thousand Dollars (\$250,000)~~ Two Hundred Eleven Thousand Six Hundred and Thirty-One Dollars (\$211,631); or
 - (b) an amount equal to the amount that could be raised by a property value tax rate of ~~\$5.466 per One Thousand Dollars~~ \$3.1250 per One Thousand Dollars (\$1,000) when applied to the net taxable value of land and improvements in the Service Area.

(c) By deleting Section 5 in its entirety and renumbering the remaining sections accordingly.

2. This Bylaw may be cited as "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, ~~2020~~2025".

READ A FIRST TIME THIS 18th day of November, 2020

READ A SECOND TIME THIS 18th day of November, 2020

READ A THIRD TIME THIS ~~18th day of November, 2020~~

APPROVED BY THE ELECTORAL
AREA DIRECTOR THIS day of

APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS day of

ADOPTED THIS day of

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 202_

REPORT TO HIGHLAND WATER AND SEWER (MALIVIEW) SERVICES COMMISSION MEETING OF THURSDAY OCTOBER 22, 2020

SUBJECT **Maliview Wastewater Treatment Plant Upgrade Loan Authorization and Amend Service Establishment - Process and Next Steps**

ISSUE SUMMARY

To seek approval to proceed with a loan authorization, community consultation, and referendum process to advance the Maliview wastewater treatment plant upgrade and supporting documentation for the Investing in Canada Infrastructure Program grant application (ICIP).

BACKGROUND

The CRD is submitting an ICIP grant under the Rural and Northern Communities Program Funding stream. The ICIP program targets capital infrastructure projects in communities with a population of 25,000 or less. The Maliview wastewater treatment plan upgrade qualifies under one of the federal outcomes for green infrastructure – environmental quality for increased capacity to treat and or manage wastewater for public use and benefit. The wastewater project must result in wastewater effluent that meets the *Wastewater Systems Effluent Regulations*, or provincial regulations where there is a federal equivalency agreement in place. Projects must be completed in five years following approval (March 31, 2026). The ICIP deadline for submission is **October 22, 2020**.

The funding provided towards infrastructure projects is a three way cost share between federal and provincial partners the local government. Applicants must be prepared to finance project construction and their cost-share of the project, as well as cover any cost over-runs. The funding split is as follows:

Table 1: Program Funding Splits

<i>Ultimate Recipient</i>	<i>Federal</i>	<i>Provincial</i>	<i>Total Senior Gov't Contribution (up to)</i>	<i>Ultimate Recipient Contribution (up to)</i>
Local government with a population between 5,000 - 25,000	50%	40%	90%	10%

One of the requirements of the ICIP is a resolution/bylaw identifying the source of the proponent's share of the project costs including sufficient funds for cost overruns. The resolution should show the support for the project from the CRD Board. The resolution is to be submitted as part of the application package, or within **one month** after the submission deadline due to timing of CRD Board meetings.

The CRD must also submit evidence that their full share of funding has been or will be secured. This evidence may be in the form of staff reports and/or resolutions of board/council directing the use of reserve funds, and for local governments who are recovering their share of funding through borrowing, a loan authorization bylaw that has **received third reading**, and/or a date that borrowing has been approved through a formal public approval process and a copy of the related bylaw.

The Maliview wastewater treatment upgrade conceptual designs provided a total construction cost approximately \$1.65 million (class C cost estimates with up to $\pm 25\%$ -40%). Once the project budget (CE 582.4501) is approved, staff will proceed with detailed designs, geotechnical/underground investigation, and communicating with the regulator, a Class A cost estimate of $\pm 10\%$ -15% will be provided from final drawings and specifications for a tender ready project.

To fund the local government's share of the ICIP is as follows:

Maliview WWTP Upgrading Project Cost Estimate	
WWTP Upgrading Construction (Labour and Materials) ¹	\$1,650,000
Engineering, Quality Assurance and Project Management (12%)	\$49,500
Contingency (40%) ²	\$509,850
Total Estimated Cost	\$2,209,350

1. Cost Estimation is based on conceptual/preliminary design as of September 2020 (Class C, $\pm 25\%$ - 40%)
2. 40% contingency is allowed due to uncertainties and risks associated with underground conditions and regulatory approval as well as preliminary analysis and design from conceptual/preliminary design project.
3. If the contingency funds are not needed for the upgrading of WWTP, remaining funds will be used towards the repair/replacement of the collection system pipes (up to \$200,000, for prioritized areas/sections).

Recipients of grant funding will be responsible for ineligible costs, managing project risks, including cost increases, as the ICIP is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be disclosed. Applicants who have confirmed or identified potential sources of other senior government funding for their project should note that the ICIP program is subject to federal stacking rules. Federal funding towards the project is limited to the Government of Canada contribution in Table 1, from all federal sources. Community Works Funds count towards the federal contribution for these purposes and will not be able to be utilized for the Ultimate Recipient's funding contribution to the project.

The next steps required to move the wastewater upgrade work forward is to decide on which loan authorization option to proceed with to support the ICIP grant, the method of electoral assent for borrowing, and next steps for community engagement.

ALTERNATIVES

Alternative 1

The Highland Water and Sewer Local Service Area recommends the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be introduced and read a first, second, and third time.

2. That Bylaw 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
3. Present the project and funding option to the ratepayers in the first quarter of 2021; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

Alternative 2

The Highland Water and Sewer Local Service Area recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. Approve Bylaw 4370 loan authorization for \$221,000 and amortization period of 25 years for the Highland Water and Sewer Local Service Commission Maliview wastewater treatment plant upgrade; and
2. That Bylaw 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
3. Present the project and funding option to the ratepayers in the first quarter of 2021; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

Alternative 3

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

IMPLICATIONS

Financial Implications

Currently there is no parcel tax within the Maliview sewer service area, the service budget is funded by user charge only from the properties connected to the system. The estimated new debt servicing cost is proposed to be funded by a new parcel tax requisition from all the taxable folios in the service area (94 taxable folios as of September 2020).

Long-term debt for all BC municipalities, including regional districts, must be arranged through the Municipal Finance Authority (MFA). MFA issues debenture debt for an initial term of only ten (10) years, irrespective of the total term of the debt. If the total term to maturity selected exceeds ten (10) years, the principle and interest would be subject to renewal in 5 years increments thereafter the first ten (10) year term. The maximum term MFA offers is 30 years.

For analytic purpose only, the estimated debt servicing cost alternatives under four different amortization term scenarios is simulated and shown below based on the indicative interest rates published on MFA website as of September 23, 2020.

Alternative 1	Amortizations			
Loan Authorization \$2,210,000	15 year	20 year	25 year	30 year
Estimated Interest Rate	1.93%	2.24%	2.24%	2.24%
Cost of Borrowing \$	381,580	644,932	808,281	974,373
Annual Debt Payment \$	172,772	142,747	120,731	106,146
Annual Parcel Tax per taxable folio \$	1,838	\$1,519	1,284	1,129

Alternative 2	Amortizations			
Loan Authorization \$221,000	15 year	20 year	25 year	30 year
Estimated Interest Rate	1.93%	2.24%	2.24%	2.24%
Cost of Borrowing \$	38,158	64,493	80,828	97,437
Annual Debt Payment \$	17,277	14,275	12,073	10,615
Annual Parcel Tax per taxable folio \$	184	152	128	113

The longer amortization term will minimize the annual debt payments, but it results in higher total cost of borrowing and higher future interest risk exposure. A debt term of 15 years mitigates interest rate risk to only one subsequent renewal period. CRD staff consider multiple guidelines on each issue with respect to term maturity, including the interest risk exposure, estimated useful life of the infrastructure and the overall impact of both the annual debt payment costs and total cost of borrowing.

The Maliview wastewater system requires corrective actions to bring the system into compliance with both the federal *Fisheries Act* and provincial *Municipal Wastewater Regulations* requirements. The capital upgrades comply with the CRD's October 22, 2019, corrective action plan to bring the wastewater plant into regulatory compliance.

There are currently insufficient funds in the Capital Reserve (\$23,223 as of September 30, 2020) to fund the proposed work; therefore it is recommended to fund the project through a loan authorization bylaw.

Service Establishment

The Maliview system was established as a specified area in 1979 and converted to a local area service in 1991 to operate a collection conveyance, treatment and disposal of sewage. The CRD may levy a tax requisition on the ratepayers in the Maliview service area to fund the annual operating costs and transfers to reserves for the service. The current maximum tax levy is greater of \$20,000 or \$2.50/\$1,000 on actual assessed value of land and improvements to a maximum of \$114,344 based on 2020 assessment. The Maliview service does not have sufficient room in the tax levy to meet the debt servicing costs for the proposed \$2.1 million loan authorization. The existing service establishment bylaw (1938) requires an amendment to allow an increase to the maximum requisition to cover the costs for debt servicing and future infrastructure improvements. It is proposed that the debt servicing be funded by a single amount Parcel Tax to pay an equal share for the plant upgrade and collection repairs.

Under the *Local Government Act* (LGA) electorate approval is required in order to proceed with an amendment to the service establishment bylaw along with the loan authorization bylaw. A referendum question for both the loan authorization and service establishment amendment will be proposed in an electoral assent process to approve the upgrade. Staff are recommending increasing the maximum requisition to \$250,000.

Alternative 1

It is recommended the Commission proceed with Alternative one and seek electoral assent for borrowing the total capital costs and should a grant be awarded it will reduce the overall borrowing requirements for the project.

1. The grant is not guaranteed and will be a very competitive.
2. If the grant is not awarded the capital upgrade is still required.
3. ICIP requires a secured funding plan for the replacement within the application to support the cost of the project. The funding plan is to include sufficient funds to cover all eligible costs, cost overruns beyond budget contingencies, ongoing operational costs associated with the project.
4. ICIP will not consider applications if the project represents a risk to the program funder if there is a potential for the project not to proceed should there be applicant funding difficulties; the project does not have public support; and the applicant does not demonstrate they are able to manage, maintain, and finance the project over the long term.
5. ICIP will not weight scoring of the grant should the ratepayers demonstrate their willingness to fund the entire project costs.
6. The loan authorization bylaw can be held at third reading and amended to a lesser amount upon grant award.

Alternative 2

Alternative two is less expensive, however, the risk is should the grant not be awarded the ratepayers will be required to fund the entire project costs. It may require a second electoral assent process to borrow the total costs.

Funding Approval Options

There are two options for approval of a loan authorization bylaw under the LGA to undertake this project:

1. Alternative Approval Process
2. Referendum Process

Alternative Approval Process (AAP)

Local/regional governments can use the Alternative Approval Process under Section 345 of the LGA to obtain participating area approval of a loan authorization bylaw. It is most commonly used in relation to long-term borrowing bylaws as it is a less expensive option than using a referendum. If more than 10% of the affected electors sign a counter-petition opposing the bylaw, a referendum must be held if the Committee still wishes to adopt it. Proceeding to referendum voting must occur no later than 80 days after the deadline established for submitting elector response forms during the AAP.

Based on the above tentative schedule the AAP would take approximately six (6) months, and would cost approximately \$20,000.

Referendum Process

The referendum process is typically used to seek approval by assent of the electors, Section 407 of the LGA, where for a participating area, a majority of the valid votes are counted in favour of the bylaw to fund a project. Typically, a referendum question is developed and then reviewed by the Inspector of Municipalities at the province, requesting the electors to approve the borrowing of a specified amount of funds for the project. If electoral assent is not received local government must wait at least six (6) months before seeking elector assent on another bylaw for the same purpose in a referendum. In special circumstances, the local government may request approval from the Minister to hold another assent voting opportunity sooner.

Based on the above tentative schedule, the referendum would take approximately seven (7) months, and would cost approximately \$60,000. Under current COVID conditions referendum cost have escalated as legislative services may be required to hire an auxiliary staff to assist as the CRD does not have sufficient capacity to support Board and Commissions as well as an approval process during COVID. Additional cost for barriers between polling staff and electors seems to be setting a "standard" of masks, face shields, and protective barriers. Also there may be difficulty in finding staff to work elections during a pandemic (perhaps, even a need to increase pay for staff). Due to the pandemic, the CRD anticipates an increase in mail ballots which would have a significant impact on staff time in processing the ballots.

Implications of an Unsuccessful AAP or Referendum

If the above-noted processes are unsuccessful, the CRD Board may face an order from the federal and provincial regulators for the work based the level of risk/liability due to non-compliance when failure occurs and an illegal discharge occurs. Under section 180 of the *Community Charter* the CRD will be authorized to borrow sufficient funds without electoral assent for works required should an environmental protection order be issued. It is highly likely an order will be issued as the CRD has received a warning from both federal and provincial regulators.

Public Engagement

Due to the financial impact of the alternatives on the taxpayers, there is a need for public engagement to inform the stakeholders of the issues, alternatives, impacts and timeline for the process. The exact form and extent of this process will be developed once the Commission decides on the preferred borrowing alternative.

The CRD follows the Public Participation Spectrum developed by the International Association for Public Participation (IAP2) as a model for developing our public engagement strategy. The spectrum outlines varying levels of public participation: inform, consult, involve, collaborate and empower. Even though the taxpayers are empowered by default through an electoral assent process, at this point in the public engagement process, staff advise focusing on informing and consulting with the ratepayers to provide them with information needed to assist them in making an informed decision. During the process, a method of obtaining public feedback will be an important factor in order to determine the community understanding of the project, gauge their

support for borrowing, and their preference for the method to seek electoral assent (AAP or referendum)

The project timeline and electoral assent processes are outlined in Appendix A and B.

CONCLUSION

The Maliview wastewater system was originally constructed in the early 1970s. Since its original construction, there were modifications and upgrades to the system to address performance issues. The existing plant has been experiencing difficulties in consistently meeting the permitted treatment quality requirements. The plant upgrade is needed to address non-compliance violations. The total cost of the project is estimated at \$2,210,000 and staff will be submitting an application for up to 90% ICIP grant funding towards the cost of the project that is intended to increase the plant's capacity to treat and/or manage wastewater. Should the CRD be successful in an ICIP grant award it will reduce the overall borrowing requirements for the project.

RECOMMENDATION

The Highland Water and Sewer Local Service Area recommends the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
3. Present the project and funding option to the ratepayers in the first quarter of 2021; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Electoral Area
Concurrence:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Referendum Process

Appendix B: Alternative Approval Process

Appendix C: Draft bylaw 4370 - Loan Authorization Bylaw

Appendix D: Draft bylaw 4373 - Maliview Service Establishment Bylaw Amendment

APPENDIX A**REFERENDUM PROCESS**

1. Maliview to decide on loan option and amortization period	October 22
2. Submit ICIP grant application	October 22
3. CRD Board approval of three readings of Loan Authorization Bylaw	November 18
4. Send Loan Authorization bylaw to Inspector of Municipality	November 19
5. Prepare Public Engagement Strategy and Educational Materials	December
6. Open House to Update Ratepayers on the Project and Referendum	January 2021
7. Commission to Review Results of Public Feedback from Open House and determine Electoral Assent Process	February
8. CRD Board to establish Referendum question, polls, and Election Officer	March 10
9. Prepare Mail-out to include with utility bill – Referendum Notice	April 1
10. Approval of Inspector of Municipalities	mid-April
11. Advertise official notices 30 days prior to Referendum	May 19
12. Advance voting	June 9 & 16
13. Referendum Voting Day	June 19
14. Board receives Referendum results; if successful, adopts bylaws	July 14
15. 30-day quashing period ends	August 19
16. Apply for Certificate of Approval	August 20
17. Prepare construction tender	Sept – October
18. Secure initial draw on MFA Loan	November

APPENDIX B**ALTERNATIVE APPROVAL PROCESS**

1.	Maliview to decide on loan option and amortization period	October 22
2.	Submit ICIP grant application	October 22
3.	CRD Board approval of three readings of Loan Authorization Bylaw	November 18
4.	Send Loan Authorization bylaw to Inspector of Municipality	November 19
5.	Prepare Public Engagement Strategy and Educational Materials	December
6.	Open House to Update Ratepayers on the Project and Referendum	January 2021
7.	Commission to Review Results of Public Feedback from Open House and determine Electoral Assent Process	February
8.	CRD Board to establish deadline for receiving elector response forms; authorizes approval of electors in local area service; and establishes total number of electors and elector response form	March 10
9.	Approval of Inspector of Municipalities	mid-April
10.	Issue Notice of Alternative Approval Process by way of publication in two consecutive editions of the newspaper	March 31 & April 7
11.	Deadline for receiving elector response forms.	May 7
12.	Board receives Certificate of Results and adopts bylaw	June 9
13.	30-day quashing period ends	July 9
14.	Apply for Certificate of Approval	July 12
15.	Prepare construction tender	Aug - Sept
16.	Secure initial draw on MFA Loan	November

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4370

**A BYLAW TO AUTHORIZE THE BORROWING OF
TWO MILLION TWO HUNDRED AND TEN DOLLARS (\$2,210,000)
FOR THE MALIVIEW SEWER SYSTEM RENEWAL AND UPGRADE**

WHEREAS:

- A. Under Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw, 1991", the Capital Regional District established a local service for the operation of a service for the collection, conveyance, treatment and disposal of sewage;
- B. The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, project communications, and staff time required for design and construction of facilities, design and construction of facilities for the collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities and equipment purchases;
- C. The estimated cost of the works, facilities and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000) which is the amount of debt intended to be authorized by this bylaw, subject to receiving funding from other sources;
- D. It is proposed that the financing of the said sewerage system facilities is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District;
- E. Pursuant to Section 407 of the *Local Government Act*, participating area approval is required and shall be obtained by alternative approval process under Section 345 of the *Local Government Act*; and
- F. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*.

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital renewal and upgrade of the Maliview sewerage wastewater system, which will involve the planning, study, project administration, project communications, staff time required for design and construction of facilities, design and construction of facilities for the collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities and equipment purchases:
 - (a) to borrow upon the credit of the Capital Regional District a sum not exceeding Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000);

- (b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of a system for the collection, conveyance, treatment and disposal of sewage and all related ancillary works, studies and equipment deemed necessary by the Board.
2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 20 years.
3. This Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020".

READ A FIRST TIME THIS	___	day of	_____	202_
READ A SECOND TIME THIS	___	day of	_____	202_
READ A THIRD TIME THIS	___	day of	_____	202_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	—	day of	_____	202_
RECEIVED THE ASSENT OF THE ELECTORS UNDER SECTION 345 of the <i>LOCAL GOVERNMENT ACT</i> THIS	___	day of	_____	202_
ADOPTED THIS	___	day of	_____	202_

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS ____ day of ____ 2020

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4373**

**A BYLAW TO AMEND BYLAW 1938, "MALIVIEW ESTATES SEWERAGE
LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1, 1991"**

WHEREAS:

- A. Under Bylaw No. 1938, Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, the Regional Board converted a specified area to a local service operated by establishing bylaw for the collection, conveyance, treatment, and disposal of sewage;
- B. The Board wishes to amend Bylaw No. 1938 to ensure funds are available for maintenance, operation, upgrades, and to ensure compliance with modernized cost-recovery language;
- C. Elector approval is required for these changes and may be given by the Electoral Area Director consenting on behalf pursuant to ss. 347(2) and 349 of the *Local Government Act*;

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

- 1. Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991" is hereby amended as follows:
 - (a) By deleting Section 3 in its entirety and replacing it with the following:
 - 3. The annual costs for the local service, net of grants and other revenues shall be recovered by one or more of the following:
 - (a) by the requisition of money under Section 378(1)(a) of the *Local Government Act*;
 - (b) by Parcel Tax under Section 378(1)(b) of the *Local Government Act*;
 - (c) fees and charges imposed under Section 397 of the *Local Government Act*;
 - (d) revenues raised by other means authorized by the *Local Government Act* or another Act; or
 - (e) revenues received by agreement, enterprise, gift, grant or otherwise.
 - (b) By deleting Section 4 in its entirety and replacing it with the following:
 - 4. In accordance with Section 339(1) of the *Local Government Act*, the maximum amount that may be requisitioned for the Local Service will be the greater of:
 - (a) Two Hundred Fifty Thousand Dollars (\$250,000); or
 - (b) an amount equal to the amount that could be raised by a property value tax rate of \$5.466 per One Thousand Dollars (\$1,000) when applied to the net taxable value of land and improvements in the Service Area.
 - (c) By deleting Section 5 in its entirety and renumbering the remaining sections accordingly..

- | | | |
|---|--------|------|
| READ A FIRST TIME THIS | day of | 2020 |
| READ A SECOND TIME THIS | day of | 2020 |
| READ A THIRD TIME THIS | day of | 2020 |
| APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS | day of | 2020 |
| RECEIVED ASSENT OF THE ELECTORS THIS | day of | 2020 |
| ADOPTED THIS | day of | 2020 |

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2020

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4373**

**A BYLAW TO AMEND BYLAW 1938, "MALIVIEW ESTATES SEWERAGE
LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1, 1991"**

WHEREAS:

- A. Under Bylaw No. 1938, Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, the Regional Board converted a specified area to a local service operated by establishing bylaw for the collection, conveyance, treatment, and disposal of sewage;
- B. The Board wishes to amend Bylaw No. 1938 to ensure funds are available for maintenance, operation, upgrades, and to ensure compliance with modernized cost-recovery language;
- C. Elector approval is required for these changes and may be given by the Electoral Area Director consenting on behalf pursuant to ss. 347(2) and 349 of the *Local Government Act*;

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

- 1. Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991" is hereby amended as follows:
 - (a) By deleting Section 3 in its entirety and replacing it with the following:
 - 3. The annual costs for the local service, net of grants and other revenues shall be recovered by one or more of the following:
 - (a) by the requisition of money under Section 378(1)(a) of the *Local Government Act*;
 - (b) by Parcel Tax under Section 378(1)(b) of the *Local Government Act*;
 - (c) fees and charges imposed under Section 397 of the *Local Government Act*;
 - (d) revenues raised by other means authorized by the *Local Government Act* or another Act; or
 - (e) revenues received by agreement, enterprise, gift, grant or otherwise.
 - (b) By deleting Section 4 in its entirety and replacing it with the following:
 - 4. In accordance with Section 339(1) of the *Local Government Act*, the maximum amount that may be requisitioned for the Local Service will be the greater of:
 - (a) Two Hundred Fifty Thousand Dollars (\$250,000); or
 - (b) an amount equal to the amount that could be raised by a property value tax rate of \$5.466 per One Thousand Dollars (\$1,000) when applied to the net taxable value of land and improvements in the Service Area.
 - (c) By deleting Section 5 in its entirety and renumbering the remaining sections accordingly..

- | | | |
|---|--------|------|
| READ A FIRST TIME THIS | day of | 2020 |
| READ A SECOND TIME THIS | day of | 2020 |
| READ A THIRD TIME THIS | day of | 2020 |
| APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS | day of | 2020 |
| RECEIVED ASSENT OF THE ELECTORS THIS | day of | 2020 |
| ADOPTED THIS | day of | 2020 |

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2020



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, OCTOBER 8, 2025

SUBJECT **Recovery Planning Update: Post-Disaster Household & Needs Assessment Data Collection Project**

ISSUE SUMMARY

Providing an update to the Electoral Areas Committee on disaster recovery planning progress.

BACKGROUND

In spring of 2025, Protective Services established the Capital Regional District's (CRD) foundational recovery document, Recovery Operations. Required by law, these operations provide the CRD with an understanding of how to functionalize recovery in the event of a disaster. Recovery operations are an integral part of the recovery management toolkit and are driven by the equally important components of data collection and community engagement. Protective Services has started development of a Post Disaster Household & Needs Assessment (PDHNA) process to begin addressing those components.

PDHNA processes are essential for guiding recovery planning and ensuring equitable resource delivery. They provide a comprehensive understanding of the community's needs, including physical damage, economic losses, social impacts and other recovery needs. Needs and household assessments allow a community to identify urgent needs, to allow more elaborate assessment of long-term recovery and risk reduction strategies. There are multiple assessments that can and should be conducted, at varying levels of detail.

The use of assessments and surveys to collect data from impacted communities and individuals is an established post-disaster practice in BC. Learning from lessons in past years where communities' recovery was significantly delayed due to lack of data, causing further financial, psychological and physical distress, Protective Services is seeking to pre-establish the process.

Working with both the Privacy, and Technology and Digital Transformation (TDT) divisions of the CRD, this initiative is already undergoing a privacy impact assessment and has executive support for the secure storage requirements.

The Corporate Communications & Engagement division has been engaged and will work with Protective Services to develop and implement an engagement plan, which will be focused on the development and implementation of this process. If operationalized, subsequent communication plans would need to be developed.

The project is expected to span one year and includes five key stages: development, engagement with interested parties and affected people and groups, implementation, testing and feedback. Members of the Protective Services team will be reaching out to key interested parties, such as emergency management leads, elected officials, infrastructure owners and community groups, in the electoral areas to help inform the process.

IMPLICATIONS

Alignment with Board & Corporate Priorities

Board Priority

3c Increase resilience, community and adaptation planning to address climate related risks and disasters.

Corporate Plan

9a-2 Develop plans and implement actions consistent with regulatory requirements for local government and regional emergency management, including new Emergency and Disaster Management Act requirements.

16g-2 Enhance public notification processes for emergencies.

16g-3 Review and modernize fire and emergency management programs.

Alignment with Existing Plans & Strategies

Aligns with the Corporate Emergency Plan, Recovery Operations, Regional Water Supply Strategic Plan, Dam Emergency Plans, Electoral Area emergency plans, and Emergency Support Services plans.

The ability to collect accurate and timely data after a disaster to inform recovery planning has direct correlation to the implications below. BC's recovery model is inadvertently built on case presentation without a secure provincial or federal funder. This forces communities to present data, and options for recovery, asking provincial ministries for financial support through existing budget, cabinet submission and grants. Projects with more accurate data, which provide the best return on investment, are likely to be selected. Communities that are unsuccessful in data collection and case presentation find themselves in an extended recovery period, often causing secondary impacts.

Climate Implications

By law, recovery plans must be developed with climate considerations. Informed by post disaster needs assessments, all recovery plans must demonstrate meaningful elements of mitigation and adaptation.

Environmental Implications

By collecting accurate and timely information, a strong and resilient environmental recovery plan can be presented, funded and actioned.

The increased frequency and intensity of extreme weather events, driven by climate change, also leads to more debris, creating a feedback loop that worsens the problem. If unable to collect data after an event, environmental recovery will be delayed.

Poor allocation of donated resources, or a misunderstanding of the need, can result in donation management programs becoming refuse locations with unusable donated materials creating additional debris to manage.

Equity, Diversity & Inclusion (EDI) Implications

As the process for data collection is created, it's important to ensure EDI implications are considered, including: using clear, plain inclusive language; communicating key messages in languages other than English, if/when needed; using diverse representation in images and symbols; and identifying ways to reach specific populations who may be at risk of not otherwise receiving communication materials.

As data is collected, consideration of how diversity factors in the demographics within the populations the recovery plan(s) seek to reach or serve can inform plan and program design, outreach and delivery.

As services are delivered under Recovery plans, data collection will ensure the delivery of services takes into consideration the needs of diverse individuals and groups and that front-line service workers have received EDI training, so they are better able to respond to emerging needs.

Financial Implications

By collecting timely and accurate information, the CRD can prepare and present a recovery plan in whichever sector(s) are required, seeking a funding source.

Implementation Costs: Emergency Services staff are working with TDT staff to clarify the financial implications related to secure storage. We expect the financial implications will become clear following TDT's next Information Technology Advisory Committee meeting on October 17, 2025. The remainder of project development and implementation costs are embedded in the Recovery and Resilience Coordinators portfolio for the 2025-2026 work years.

Operational Costs: Assessment costs may be reimbursable through Emergency Management and Climate Readiness. In past practice, communities have received reimbursement for, or the Province has directly funded, non-government agencies to come in and fill this data collection role.

Depending on design, and required operation, the costs could be significant. If required to operationalize surveys manually in a catastrophic event, such as an earthquake, the bare root costs for administration hours only are expected to exceed \$250K (Appendix A). These costs do not factor in any required training, travel, or special equipment, and were created using the CRD's J01 wage range of \$24.11-\$26.06.

The majority of costs can be mitigated by developing a process that can be administered predominantly in digital format and leveraging existing systems. The PDHNA process aligns and can leverage the existing disaster evacuee registration tool, providing the CRD with preliminary data and connection to those impacted.

Intergovernmental Implications

Legally, the CRD must possess an ability to collect data to communicate impacts and plans to partners, such as provincial, municipal and federal governments. These plans are used to secure funding from those entities and to communicate intention.

If unsuccessful in data collection, there is significant intergovernmental reputational risk. After an event, those who are impacted expect and anticipate hearing from their government. If there is not an avenue to provide this data at the CRD level, community members will provide it to other non-government agencies, or governments, which historically have not shared that data back with communities, hampering the community recovery process. The other common result is informal data sharing on public messaging sites, forums, social media and newscasts to get needs met. This is often paired with what the community is "not" doing to meet the needs.

This work is new; the methodology can be shared with other local authorities for their use.

If a joint recovery effort is required, the CRD would be prepared to operate with partners at the highest levels of national or international government, and non-government organizations.

Regional Growth Strategy Implications

The Regional Growth Strategy is designed to promote social, economic and environmental sustainability within the capital region, covering three of the seven disaster recovery sectors (see Appendix B). Should a disaster event necessitating recovery happen, the CRD will be required to develop a recovery plan that considers the pre-existing goals of the community and the after-disaster capacity and context. The recovery plans are designed to transition the community back to its goals while capitalizing on the changing nature of disasters, lending themselves to sustainable development when executed well.

Service Delivery Implications

PDHNA supports service delivery by enabling the CRD to gain a detailed understanding of service impacts and necessary adjustments, backed by data that validates both the changes and any proposed recovery plans.

Social Implications

Greater public awareness of the post-disaster process and effective coordination of recovery operation will enhance and prioritize recovery for CRD residents.

The CRD is the first regional district to pre-plan its post-disaster data collection process. Local Authorities who are able to execute a PDHNA process effectively set a positive example for other local authorities that have no established process, gaining the confidence of impacted residents and funding providers.

CONCLUSION

The Post Disaster Household & Needs Assessment process is a validated tool for effective disaster recovery, providing situational awareness to inform recovery planning, access funding and position the CRD as a leader. By establishing the process in advance of an event, the CRD is mitigating significant financial burden, secondary impacts to residents and services, and opportunities for negative perception while improving the effectiveness of recovery efforts in the community.

RECOMMENDATION

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

Submitted by:	Shawn Carby, C.D., BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Patrick Klassen, Acting General Manager, Housing, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Estimates for Manual Assessment Team Creation – Post-Disaster Household & Needs Assessment Process

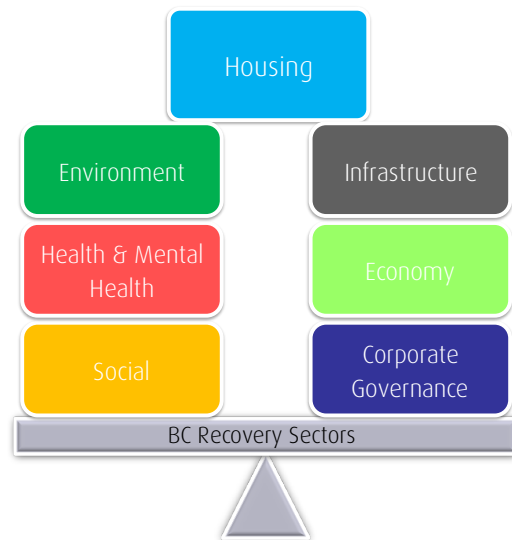
Appendix B: BC Disaster Recovery Sectors

ESTIMATES FOR MANUAL ASSESSMENT TEAM CREATION
POST-DISASTER HOUSEHOLD AND NEEDS ASSESSMENT PROCESS

	Population	Total Dwellings	Dwellings with perm residents	Staff required to execute detailed assessments within 1 month post total loss:*(assumption of 40 hours work week)	Staff required to execute detailed assessments within 2 months post total loss:*	Staff required to execute detailed assessments within 3 months post total loss:*	Estimated staff costs (Using the least costly job profile (J01) 24.11-26.06)
SSI	11635	6105	5120	128	64	43	\$123,443.20
JdF	5132	2459	2202	55	28	18	\$53,090.22
SGI	6101	5151	3180	80	40	27	\$76,669.80
Totals:	22868	13715	10502	263	132	88	\$253,203.22

* Assumption of approximately 1 hour per household assessment based on experience with Village of Lytton, BC

BC Disaster Recovery Sectors





Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 08, 2025**

SUBJECT **Bylaw No. 4714: Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025**

ISSUE SUMMARY

The proposed bylaw amendment expands the Malahat Local Fire Service boundary to include newer properties that are currently located outside the local fire service boundary. The amendment impacts approximately 37 parcels of land with separate owners, with the potential for approximately 80 parcels once the subdivision is complete.

BACKGROUND

Owners of real property parcels in the Goldstream Ridge subdivision located south of Shawnigan Lake have submitted requests for inclusion for their parcels of land (Appendix A) that are currently located outside of the Malahat Local Fire Service boundary.

The portions of the individual parcels to be included into fire protection are:

Property ID	Civic Address
030-838-738	1491 Arbutus Crossing
027-501-892	4040 Ridgeline
030-838-801	3741 Goldstream Heights Drive
030-838-924	3581 Goldstream Heights Drive
027-501-795	4021 Ridgeline Drive
027-301-371	1400 Finlayson View Place
029-825-156	4265 Goldstream Heights Drive
027 301 460	4270 Goldstream Heights Drive
027-501-906	4030 Ridgeline Drive
030-838-606	1530 Olympic Drive
030-838-878	3631 Goldstream Heights Drive
030-838-762	1460 Arbutus Crossing
027-501-833	4121 Ridgeline Drive
027-501-868	4140 Ridgeline Drive
027-301-354	1440 Finlayson View Place
027-501-825	4101 Ridgeline Drive
030-838-827	3701 Goldstream Heights Drive
027-501-876	4120 Ridgeline Drive
030-838-690	3891 Goldstream Heights Drive
029-825-148	4285 Goldstream Heights Drive
030-839-076	3860 Goldstream Heights Drive
030-838-754	1461 Arbutus Crossing

030-838-657	3951 Goldstream Heights Drive
030-838-941	3560 Goldstream Heights Drive
030-839-025	3780 Goldstream Heights Drive
027-501-817	4041 Ridgeline Drive
030-838-819	3721 Goldstream Heights Drive
027-301-346	1460 Finlayson View
027-301-508	4150 Goldstream Heights Drive
027-301-443	4230 Goldstream Heights Drive
030-838-991	3670 Goldstream Heights Drive
027-501-884	4100 Ridgeline Drive
030-838-908	3601 Goldstream Heights Drive
027-501-850	4160 Ridgeline Drive
027-501-809	4031 Ridgeline Drive
027-501-922	4000 Ridgeline Drive
030-838-860	3641 Goldstream Heights Drive

Staff recommend adoption of the attached (Appendix B) fire protection area amendment bylaw.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4714, “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”, be introduced and read a first, second, and a third time;
2. That participating area approval to Bylaw No. 4714 be provided by the Electoral Area Director consenting on behalf; and
3. That Bylaw No. 4714 be referred to the Inspector of Municipalities for approval.

Alternative 2

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

IMPLICATIONS

Financial Implications

This bylaw is not expected to negatively impact the service requisition.

Service Delivery Implications

No negative impact to service area participants or volunteer firefighters is expected. The level of service provided to the properties would be consistent with the policies and operating guidelines of the Malahat Volunteer Fire Department.

Legal Implications

The amendment of the service area, which only services the Juan de Fuca Electoral Area, is subject to a vote of the Board and consent of the Electoral Area director. Minor amendments will be made to Bylaw No. 2731 at the same time to reflect updated sections of the *Local Government Act*. The amendment must be referred to the Inspector of Municipalities for approval prior to adoption.

CONCLUSION

The property owners and staff have reached an understanding to provide fire service and ensure fire safety code compliance. Inclusion in the fire protection area will provide assurance to the fire department and property owners during a fire, rescue or medical incident.

RECOMMENDATION

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

1. That Bylaw No. 4714, “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”, be introduced and read a first, second, and a third time; and
2. That participating area approval to Bylaw No. 4714 be provided by the Electoral Area Director consenting on behalf; and
3. That Bylaw No. 4714 be referred to the Inspector of Municipalities for approval.

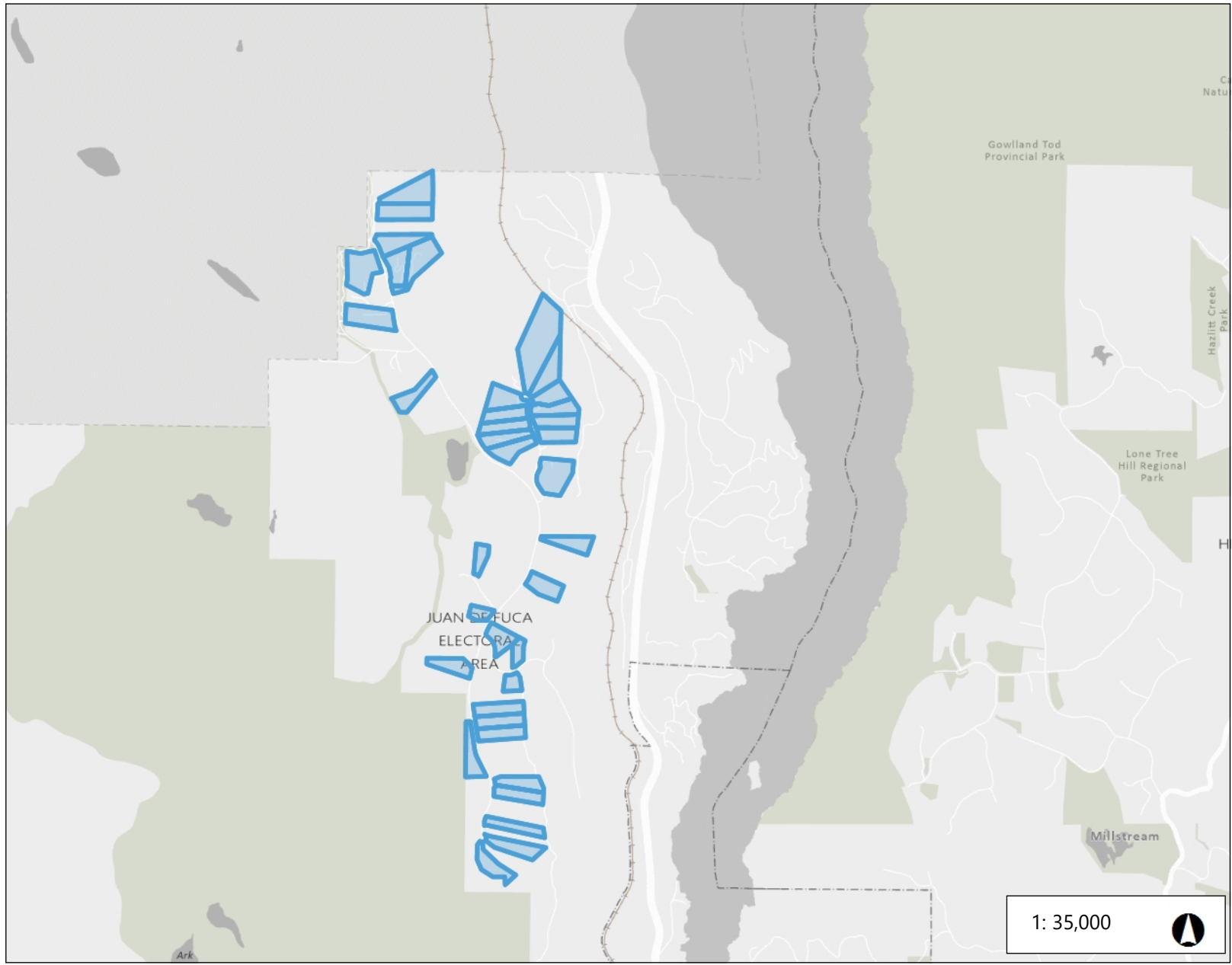
Submitted by:	Shawn Carby, CD, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P.ENG., MBA., General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief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

ATTACHMENTS

Appendix A: Map of Proposed Malahat Fire Protection Local Service Area Amendment

Appendix B: Bylaw No. 4714, “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”

37 Malahat properties for inclusion in fire protection



Legend

Notes

1,778.0 0 889.0 1,778.0 Meters

NAD_1983_UTM_Zone_10N
© Capital Regional District

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

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4714**

**A BYLAW TO AMEND BYLAW THE MALAHAT FIRE PROTECTION AND EMERGENCY
RESPONSE SERVICE ESTABLISHMENT BYLAW (BYLAW NO. 2731)**

WHEREAS:

- A. Under Bylaw No. 2731, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999", the Regional Board established a service to provide fire prevention, fire suppression, and emergency response service to residents of the Local Service Area;
- B. The owners of certain parcels have requested inclusion in the Local Service Area;
- C. The Electoral Area Director for the Juan de Fuca Electoral Area has consented to under ss. 347 and 349 of the *Local Government Act*; and
- D. The Board wishes to amend Bylaw No. 2731 to include these parcels and make minor amendments and add the following parcel IDs with consent of the property owners to ensure fire protection and emergency response in the community:

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

- 1. Bylaw No. 2731, "Malahat Fire Protection Local Service Establishment Bylaw No. 1, 1999" is hereby amended as follows:
 - (a) by replacing Schedule "A" with the Schedule "A" attached to this bylaw, to include the following parcels:

030-838-738	1491 Arbutus Crossing
027-501-892	4040 Ridgeline Drive
030-838-801	3741 Goldstream Heights Drive
030-838-924	3581 Goldstream Heights Drive
027-501-795	4021 Ridgeline Drive
027-301-371	1400 Finlayson View Place
029-825-156	4265 Goldstream Heights Drive
027-301-460	4270 Goldstream Heights Drive
027-501-906	4030 Ridgeline Drive
030-838-606	1530 Olympic Drive
030-838-878	3631 Goldstream Heights Drive
030-838-762	1460 Arbutus Crossing
027-501-833	4121 Ridgeline Drive
027-501-868	4140 Ridgeline Drive
027-301-354	1440 Finlayson View Place

027-501-825	4101 Ridgeline Drive
027-501-876	4120 Ridgeline Drive
030-838-690	3891 Goldstream Heights Drive
030-838-827	3701 Goldstream Heights Drive
029-825-148	4285 Goldstream Heights Drive
030-839-076	3860 Goldstream Heights Drive
030-838-754	1461 Arbutus Crossing
030-838-657	3951 Goldstream Heights Drive
030-838-941	3560 Goldstream Heights Drive
030-839-025	3780 Goldstream Heights Drive
027-501-817	4041 Ridgeline Drive
030-838-819	3721 Goldstream Heights Drive
027-301-346	1460 Finlayson View
027-301-508	4150 Goldstream Heights Drive
027-301-443	4230 Goldstream Heights Drive
030-838-991	3670 Goldstream Heights Drive
027-501-884	4100 Ridgeline Drive
030-838-908	3601 Goldstream Heights Drive
027-501-850	4160 Ridgeline Drive
027-501-809	4031 Ridgeline Drive
027-501-922	4000 Ridgeline Drive
030-838-860	3641 Goldstream Heights Drive

- (b) by inserting, in section 1, after the words “Fire Protection and Emergency Response Service”, the words “(the “Service”);
- (c) by replacing, in section 3, the words “the electoral area of Langford” with “the Juan de Fuca Electoral Area”;
- (d) by replacing section 4 in its entirety with the following:
4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:
 - a) by property value taxes imposed in accordance with Division 3 of the *Local Government Act*;
 - b) parcel taxes imposed in accordance with Division 3 of the *Local Government Act*;
 - c) fees and charges imposed under section 397 of the *Local Government Act*;
 - d) revenues raised by other means authorized under the *Local Government Act* or another Act;
 - e) revenues received by agreement, enterprise, grant, gift, or otherwise.
- (e) By replacing the words “section 816(1)” with the words “section 339(1)(e)” in section 5 whenever they appear.

2. This Bylaw may be cited for all purposes as “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”.

READ A FIRST TIME THIS	8 th	day of	October	2025
READ A SECOND TIME THIS	8 th	day of	October	2025
READ A THIRD TIME THIS	8 th	day of	October	2025
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of		2025
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of		2025
ADOPTED THIS	th	day of		2025

CHAIR

CORPORATE OFFICER

Schedule "A"

CVRD

CRD

Schedule "A" to Bylaw No. 2731,
"Malahat Fire Protection and
Emergency Response Service
Establishment Bylaw No. 1, 1999"



 Malahat Fire Service Area

October 2025 | MalahatFireServiceArea.aprx | gis@crd.bc.ca

Trans-Canada Hwy



**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 8, 2025**

SUBJECT **Process to Establish a Sister Island Relationship Between Salt Spring Island and Orcas Island**

ISSUE SUMMARY

To review the process necessary for Salt Spring Island to establish a sister island relationship with Orcas Island in Washington State.

BACKGROUND

At the July 16, 2025 Capital Regional District (CRD) Board meeting, the following recommendation was approved:

“That staff provide a brief report on the process necessary for Salt Spring Island to establish a sister island relationship with Orcas Island in Washington State.”

Sister City and Sister Island programs are cooperative agreements between two communities in different countries, designed to foster cultural exchange, educational opportunities, tourism, and community-to-community diplomacy.

Orcas Island, part of San Juan County, Washington, U.S.A., shares many characteristics with Salt Spring Island, including geographic proximity, natural environment, reliance on ferry service, and a strong arts and tourism economy. Informal ties already exist between residents of both islands.

The process to establish a sister island relationship includes:

Preliminary Consultation

- Engage with Orcas Island community leaders, San Juan County officials, and local organizations to gauge interest and secure support.
- Identify key focus areas (e.g., arts, education, environmental stewardship, tourism, economic development).

Formation of a Working Group

- Establish a Sister Island Committee comprised of local stakeholders (business, arts, Indigenous communities, schools, service organizations).
- Mirror committee formation on Orcas Island.

Draft Agreement

- Staff to prepare a draft Memorandum of Understanding (MOU) outlining goals, areas of cooperation, and terms of engagement.
- MOU to be reviewed by both communities and adapted as needed.

Formal Approval

- Present MOU to the Salt Spring Island Local Community Commission to make a recommendation to the CRD Board.
- Host a signing ceremony (in person or virtual).

Implementation

- Establish regular communication between committees.
- Develop an annual work plan with exchange projects, events, or collaborative initiatives.

The benefits of a sister city or sister island include strengthened cross-border cultural and educational ties, promotion of eco-tourism and sustainable economic opportunities, collaboration on shared challenges (e.g., ferry service, island sustainability, housing) and enhanced community identity and international goodwill.

IMPLICATIONS*Financial Implications*

Administrative support will be required to coordinate meetings, exchanges, and reporting. Additional funding may be needed for events, travel, or promotional materials. Additional funding to support this initiative could be requisitioned through the Salt Spring Island Economic Development Sustainability Service (1.124).

Should the initiative proceed future costs may include staff coordination time, travel support, and program expenses.

Proposed Budget		
Staff Coordination	1hr/week of auxiliary support	\$2,080
Meetings Expenses	Room rental / snacks to support the development of a work plan, events, or collaborative initiatives	\$420
Events	Plan an annual event to celebrate the partnership	\$2,500
	Total	\$5,000

CONCLUSION

The Electoral Areas Committee recommended to the CRD Board that staff report back on the process to establish a Sister Island relationship with Orcas Island. Considerations included community engagement, committee formation, a Memorandum of Understanding (MOU), and potential administrative and financial impacts. Next steps could include engaging Orcas Island representatives and drafting the MOU, with the goal of fostering cultural, educational, and economic connections between the islands.

RECOMMENDATION

There is no recommendation, this report is for information only.

Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: Al Wickheim (Director) Ed Helm, John Clark, Mike Yeager, Jaqueline Brown, Simon Miles, Wendy Herring, Jonathan Kuzyk

Absent: Chris Vrabel (CRD)

FD Present: Chief Fiona Larkin

Public Present: 4 members of the community in attendance.



COMMITTEE MEETING DATE, May 28, 2025, 1900 hours

1. Adoption of Agenda

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: A MOVED: Mike Yeager

2. New Commission Member Introduction: Went across the table and all new members introduced themselves and their backgrounds.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: Al Wickheim

3. Vote for Chair/Vice Chair/ Secretary positions within the Commission. New positions were appointed as follows. Chair: John Clark Vice Chair: Jaqueline Brown Secretary: Jonathan Kuzyk. From now on the meeting will be Chaired by John Clark. The gavel has been passed.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: Al Wickheim

4. Fire Chiefs Report as per addendum: Chief Fiona Larkin reads through the most recent Chief's report for the fire hall operation. This was followed by some questions about the new hoses they were purchasing for the fire trucks. Changing from 1-1/2" hose to 1-3/4" hose. There was some discussion from a member of the fire hall in attendance that it may be a good idea for the fire commission to visit the fire hall. The commission agrees with this idea, there was some back and forth on what that would look like, and there will be some planning to arrange a walk through the hall prior to the next commission meeting. There was also some discussion of the commission having a fire department appreciation dinner and some details involved with that.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

5. Public Question was brought up about the fire hall budget and who will be providing that to the public. This was answered by Al Wickheim that Chris Vrabel from the CRD would be most likely be providing the budget now that the commission is an advisory commission and no longer a administrative commission. We would circle back to this during the next meeting that Chris Vrabel will be attending.
6. **CRD Finance Report: Chris Vrabel (CRD) is not in attendance this week. Will have to do this during the next meeting.**

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

7. **Community Hall Report: Wendy Herring.** Wendy gave a brief introduction into the community hall, her involvement with the community hall and upcoming rentals and programs, along with a brief description of rental costs for residents.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

8. **Adoption of previous Minutes:** Mike Yeager reported we do not have access to the share file to retrieve the meeting minutes from Nov 27, 2024 so we will need to look into that and see if we can get those for next meeting to adopt.

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

9. **New Business:** No new business at this time.

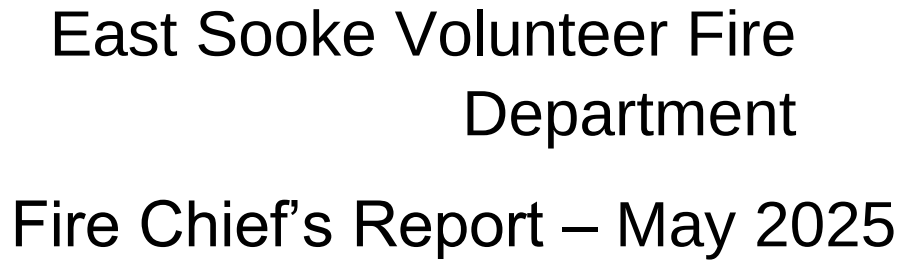
MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

10. **Meeting Adjournment: Meeting was Adjourned 8:12 PST**

MOVED: Mike Yeager SECONDED: Ed Helm CARRIED: John Clark

Meeting adjourned at 2012 Hours.

Next meeting, June 25, 2025. 1900 Hours



- Interior FFs on pagers: 12
- Exterior FFs on pagers: 4
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 4

- Part time Chief: 24 hours/week
- Part-time Captain Operations: 16 hours/week
- Part time Captain Training: 16 hours /week

Note: the hours allocated for Operations and Training may be used by any member to complete tasks at the discretion of the Captain or Chief.

- Monthly long weekend duty crew.
- 40 work days. To be used by members that assist with regional training, hose testing and bigger projects around the station.

[illegible]

Overall Total	16	16	16	9	7								65
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Notes:

*7 Automatic mutual aid calls structure fire.

Calls without minimums since Jan 2025 = 0

Training

Highlights

- 2 students enrolled in Regional Training (with Sooke & Metchosin) NFPA 1001 to be completed later this year.
- 2 students training in-house, one has existing 1001
- First responder scope upgrade; All members with EMA FR now have scope upgrade.
- Most medical supplies for scope upgrade have been purchased and now in service.

ESFR Training Plan			
Training Level Completed			
Service Level	Target	Total Trained	Training Status
Recruits	4	4	All have Fr, 2 have finished Interior
Full Service	16	8	Another 7 members expected to be certified by year end.
Interior	0	4	Working to complete the remaining courses for full service level.
Exterior	4	4	Long time members, no additional training expected.
Support	2	2	Long time members, no additional training expected.
Qualification training			
NFPA 1407 members	12	9	No courses are planned at this time
Driver / Engineer	12	11	Some recently trained 1002
Rope Rescue	10	5	4 students enrolled in courses for 2025
FR license	22	16	All new recruits get FR licensed prior to starting firefighter training.
Leadership Training			
Fire Officer 1 Qualification	4	4*	All 4 members are enrolled in Fire Officer 1 training. Estimated completion fall 2025.
Fire Officer 2 Qualification	3	0	The goal for 2026 is to have all officers work though FO2 courses.

Fire Officer 3 Qualification	0	0	
Fire Officer 4 Qualification	0	0	

Capital Project	Status	2025	2026	2027	2028	2029	5-year total
Turnout Gear	Complete	18,000	18,360	18,727	19,102	19,484	97,673
Tender 2	Not Started	150,000	-	625,000	-	-	775,000
Squad	In Progress	300,000	-	-	-	-	300,000
Extrication Gear	Not Started	-	-	-	75,000	-	75,000
Roof Seal Replacement	Not Started	-	-	5,000	-	-	5,000
Pagers	Not Started	-	3,500	-	-	-	3,500
Hoses	In Progress	32,000	32,000	-	-	-	64,000
Tablet Trial	Not Started	-	3,300	-	-	-	3,300
Training Center	In Progress	-	8,000	8,000	-	-	16,000

Projects/Initiatives

2024 Grant/ 2025 Grant

- 2024 UBCM Grant application approved.
- Additional 1 ¾ hose and nozzles was ordered this spring.

Records Management

- First due is consistently used for truck checks and incident reports.
- Still needs work on use during incidents and for training reports.
- Starting the progress of setting up First due to document hours worked, and payroll.

Training Building

- Ongoing development of the training facility, and construction of props for NFPA 1001 training.

Benefits for Members Status:

- *Paused- will revisit in the future.*

Recruitment:

- 2 tentative new recruits so far, we will finalize numbers Aug-Oct for 2026 recruit group.

FireSmart:

- Continues to be a steady stream of assessments being done.
- Chipper day was at the end of April, possibly another this spring, but might not be until the Fall.

Squad replacement:

- In progress with Custom Express in Parksville

East Sooke Fire Protection and Emergency Response Service Commission

6071 East Sooke Road, East Sooke, BC, V9Z1B2

commissioners@eastsookefirecommission.ca

Commissioners Present: John Clarkson (Chair), Jacqueline Brown (Vice Chair), Jonathan Kuzyk (Secretary), Ed Helm, Mike Yeager, Simon Miles, Wendy Herring

FD Present: Chief Fiona Larkin

Public Present: 3 members of the community in attendance.



COMMITTEE MEETING, June 25, 2025, 1900 hours

1. Adoption of Agenda

Moved: Simon Miles Seconded: Wendy Herring Carried.

2. Adoption of Minutes from May 26, 2025

Moved: Simon Miles Seconded: Ed Helm Carried.

3. Adoption of minutes from November 27, 2024 AGM

Moved: Ed Helm Seconded: Wendy Herring Carried.

4. Public Participation on Agenda Items

5. Reports

a. Chair's Report (John Clarkson)

Chair's report read by John Clarkson. John discussed his meeting with Chris Vrabel and an explanation of how the budget would be reported to the commission under an advisory role. John also mentioned our visit to the fire hall tomorrow night at 6:00 pm to see the fire hall and meet the fire fighters before their Thursday practice.

b. Fire Chief's report (Chief Fiona Larkin)

Chief Larkin reviewed the June Fire Chiefs report. See attached report for details.

Question was asked about response times and typically how long it takes to respond.

Fiona answered with it depends on what time of day, there are less volunteers at home

during work hours but after work time their response time can be as good as a few minutes. Simon Miles made a comment that the target is within 15 minutes from receipt of call for service and arrival at call. Ed Helm asked a question about training development time for new recruits.

c. Finance report (Reviewed by Chief Fiona Larkin)

“Report to East Sooke Fire Protection and Emergency Response Service Commission” was read by Chief Larkin. See attached report. There was some discussion about how the hiring of the new full time Chief will happen and at what point of the 2026 budget will the funds come out of. Chief Larkin clarified the questions. Ed Helm moved to approve the recommendation “That the commission approve Alternative #1 adding \$71,000 to the 2026 operating budget ongoing: and the commission approve the attached 5 year capital plan.”

Moved: Ed Helm Seconded: Mike Yeager Carried.

d. Community Hall report (Wendy Herring)

There is no Community Hall report for this month. Wendy let us know there will be a report for the July 2025 meeting.

6. Old Business

No old business was brought forward during this meeting.

7. New Business

- Future Meetings to be In-Camera, as requested by Chair John Clarkson. Clarification was made by John Clarkson that this request was made in error. This new business item can be disregarded.
- Notice of Motion for July 2025 Meeting. Ed Helm – Funding request to CRD to support ESVFD firefighting costs for the East Sooke Regional Park Service Area.
- Notice of Motion for July 2025 Meeting. Mike Yeager – Neighborhood Fire Watch Program

8. Adjournment of meeting.

Meeting Adjourned 2032 Hours



East Sooke Volunteer Fire Department

Fire Chief's Report – June 2025

Membership Status – 22 total

- Interior/Full Service FFs on pagers: 14
- Exterior FFs on pagers: 4
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 2

Staffing 2025

- Part time Chief: 24 hours/week
- Part-time Captain Operations: 16 hours/week
- Part time Captain Training: 16 hours /week
- Monthly long weekend duty crew.
- 40 work days.

Callouts *Jan 01, 2025– June 20th, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Feb	Mar	Apr	May	Jun	Total
Alarm Bells	2	2			2								6
Duty Calls	1		2	1	4	1							9
Hydro				1									1
Medical	8	10	6	6	7	4							41
MVI	3					1							4
Rescue			1		1								2
Structure Fire	1	2	3	1	1	1							9
Wildfire					1	1							2
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1											1
Overall Total	16	16	16	9	16	9							82

Notes:

**8 Automatic mutual aid calls structure fire.*

Calls without minimums since Jan 2025 = 0

Training

Highlights

- 2 students enrolled in Regional Training (with Sooke & Metchosin) NFPA 1001. Training is now completed.
- 2 students training in-house, one has existing 1001.
- First responder scope upgrade; All members with EMA FR now have scope upgrade.
- Most medical supplies for scope upgrade have been purchased and now in service.

Projects/Initiatives

2024 Grant/ 2025 Grant

- Additional 1 ¾ hose and nozzles has arrived.

Records Management

- First due is consistently used for truck checks and incident reports.
- Still needs work on use during incidents and for training reports.
- Starting the progress of setting up First due to document hours worked, and payroll.

Training Building:

- Ongoing development of the training facility, and construction of props for NFPA 1001 training.

Benefits for Members

Status:

- *Paused- will revisit in the future.*

Recruitment:

- 2 tentative new recruits so far, we will finalize numbers Aug-Oct for 2026 recruit group.

FireSmart:

- Continues to be a steady stream of assessments being done.

Squad replacement:

- In progress with Custom Express in Parksville.

**REPORT TO EAST SOOKE FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION
MEETING OF June 25, 2025**

SUBJECT **2026 Financial Planning Process**

ISSUE SUMMARY

To consider additions to the 2026-2030 budget for the East Sooke Volunteer Fire Department.

BACKGROUND

In July 2024, the East Sooke Fire and Emergency Response Services Commission (The Commission) resolved to increase funding to enable a transition of the fire chief position from .6 Full Time Equivalent (FTE) to 1.0 FTE.

On October 23, 2024 The Commission resolved to use the available funding and transition from a part time fire chief to a full time fire chief effective Q2 2025.

On December 21, 2024 an interim fire chief was appointed due to the resignation of the previous fire chief.

On January 16, 2025 the department submitted an alternative staffing plan proposal to the Manager, Fire Services in lieu of transitioning to a full time fire chief.

On January 22, 2025, the Manager, Fire Services met with the Area Director to review the proposed staffing plan and provide feedback to the Interim Fire Chief.

On January 26, 2025 the Interim Fire Chief held a meeting with fire department leadership to review the feedback and to finalize the draft staffing plan.

On January 30, 2025 the draft staffing plan was presented to the fire department membership.

The staffing plan aligns with the 2025 provisional budget and includes the following functions:

- a. Fire Chief – 24 hours per week - Volunteer position with \$60,000 annual honorarium – no benefits
- b. Operations – 16 hours per week at \$35 per hour \$29,120 per year
- c. Training – 16 hours per week at \$35 per hour \$29,120 per year
- d. Workdays – 40 times 8 hours days at \$35 per hour - \$11,200
- e. Duty Crew – 12 Long weekends each 24 hours shift is worth \$105 (3 hours per 24 hour shift @\$35) – 6 x \$105 per weekend is \$630 per weekend for a total \$7,560
- f. Admin Support - \$6000 annual honorarium
- g. Cleaning contractor - \$4,620
- h. Balance of available funds to remain in contingency (~\$11,500) which is available at the discretion of the fire chief.

The new funding request for 2026 includes:

1. \$56,000 to increase the current staffing from a part time to full time Fire Chief.
2. \$15,000 to increase consumables and maintenance.

Alternatives

Alternative # 1 – To increase the operating budget by \$71,000.

- \$56,000 to enable April 1st 2026 start for full time chief.
- \$15,000 consumables and maintenance.

Alternative #2 -To increase the 2026 operating budget by \$90,000.

- \$75,000 to enable January 1st 2026 start for full time chief.
- \$15,000 consumables and maintenance.

Alternative #3 – Refer back to staff for more information as directed by the commission.

Implications

Financial – an increase of \$71,000 in the 2026 operating budget.

Conclusion

The 2025 staffing plan that was implemented in February 2025 has been working well but has shown there is still a need for a full time Fire Chief. The increase in consumables and maintenance represents actuals from 2025 and previous years.

RECOMMENDATION

That the Commission approve adding \$71,000 to the 2026 operating budget ongoing: and the commission approve the attached 5 year capital plan.

<u>Prepared By</u>	<u>Fiona Larkin, Fire Chief East Sooke Fire</u>
<u>Concurrence</u>	<u>Chris Vrabel, Manager, of Fire Services CRD</u>

ATTACHMENT(S)

1. Five Year Equipment Replacement Plan.
2. Five Year Capital Plan.

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2026 - 2030

Service # : 1.357

Service NameEast Sooke Fire

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2026	2027	2028	2029	2030	5 - Year Total auto-populates
26-01	Replacement	Turn out Gear	Turn out Gear	\$ 95,546	E	ERF		\$ 48,360	\$ 18,727	\$ 19,102	\$ 19,484	\$ 19,873	\$ 95,546
26-02	Replacement	Small Equipment	Saws, Fans Thermal Imaging	\$ 30,000	V	ERF		\$ 30,000					\$ 30,000
26-03	Replacement	Engine 2	Replacement	\$ 1,000,000	V	ERF		\$ 200,000		\$ 800,000			\$ 1,000,000
26-04	Replacement	Pagers	Replacement	\$ 3,000				\$ 3,000	\$ 3,000	\$ 3,000			\$ 9,000
26-01	New	Tablets	Tablet Mail	\$ 5,000				\$ 5,000					\$ 5,000
			Grand Total	\$ 1,140,546				\$ 256,360	\$ 21,727	\$ 822,102	\$ 21,513	\$ 19,873	\$ 1,139,546

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

July 10, 2025

1290 Sturdies Bay Road

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

Staff: Emma Davis (EP, CRD Liaison) Lori Seay (Recording), Michael Carrothers (Maintenance Contractor) Guest: Andrew Loveridge.

EP=Electronic Participation

1. CALL TO ORDER & LAND ACKNOWLEDGEMENT

Call to order at 9:05 AM. Chair Erickson provided a territorial acknowledgement.

Chair noted that online participation was limited by the meeting space connectivity. Emma agreed to contact the Library regarding wifi quality.

2. APPROVAL OF AGENDA

MOVED by Commissioner Erickson, Seconded by Commissioner Crocker that the 10 July 2025 agenda be approved as circulated. **CARRIED.**

3. ADOPTION OF MINUTES

MOVED by Commissioner Erickson, Seconded by Commissioner Dewaard that the June 5, 2025 minutes be approved as corrected. **CARRIED.**

4. DELEGATIONS: None.

5. CHAIR'S REPORT

5.1 Master Planning Committee: Chair reported that the survey is live and postcards have been sent to all households. Engagement letters were sent to First Nations. A meeting is being organized with one Nation by request and another Nation has deferred to the Penelakut tribe. Commissioners Crocker, Dewaard and Erickson are available to represent GIPRC at Master Planning meetings with First Nations. The Commission also agreed to include an invitation to Chief Jack from Penelakut to join those meetings. Engagement tables are booked for August and September at the Fiesta and Saturday Market. Chair thanked Commissioners Scadeng, Clinton and Dewaard for hosting in-person engagement. Chair Erickson noted that the Kennedy section of the master planning survey did not offer a "residential use with public access" and will follow up with the Kennedy Advisory Committee Chair.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

July 10, 2025

1290 Sturdies Bay Road

ACTION: Chair Erickson will follow up with the Kennedy Advisory Committee on future use options including residential use with public access.

6. REPORTS

6.1 Shore Access and Trails Update

Sturdies Bay Trail Extension: Sturdies Bay Trail Advisory Committee recently met with Justine Starke from CRD. Justine will follow up with the engineers who developed the regional trail plans regarding possibly adapting the Regional Trails plan for the proposed section of SBT.

Ready Step Roll Project: A recommendation was made to MOTT for the addition of lines at the road edge and additional signage, with a longer term plan in development between MOTT and Ready Step Roll that involves engineered solutions to address pedestrian safety.

6.2 Maintenance Contractor Update: A report was circulated prior to the meeting. CRD Archeology was unable to visit the island last month as planned.

ACTION: Lori will follow up with CRD regarding the next opportunity for archeology to visit GIPRC sites.

6.2 Recreation Grants 2025: No updates.

6.3 Shore Stewards: No updates.

6.4 Betty's Place update: A report was circulated prior to the meeting including a plan for three Kennedy open houses in Summer 2025. Water and well issues are being addressed and water testing has been completed. Routine maintenance including chimney clearing and the installation of a UV filter is planned. CRD Real Estate confirmed that a signed lease has not yet been secured but is expected soon.

6.5 Treasurer's Report: June financial reports were circulated prior to the meeting. Budget prep and work planning will begin at the August PIPRC meeting in collaboration with CRD. Final budget request will be submitted to the CRD BOD in October 2025.

MOTION to accept the financial reports for June 2025 as circulated.
M-Comm. Clinton. S-Comm. Dewaard. **CARRIED.**

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

July 10, 2025

1290 Sturdies Bay Road

6.6 Asset Inventory Update: The asset list has been updated by Lori and reviewed by the Maintenance Contractor in advance of master planning engagement. Final steps are Chair review, and review with CRD.

7. **NEW BUSINESS**

- 7.1 **Skate Jam event -debrief:** Autumn Hanna, new steward for the skate park sent a report prior to the meeting. 30+ people attended and gave funds and feedback for additional amenities/signage at the Park including the reinstallation of the founding donors/volunteers signage.

ACTION: Michael will find original signage text and provide it to Lori.

- 7.2 **Communications:** Map reprint and Active Page articles underway.

- 7.3 **Fiesta 2025:** GIPRC will host a table, organized by Comm.Scadeng.

- 7.4 **Galiano Trails Society Event:** Comm. Scadeng shared information on the Trails Society's upcoming "Galiano Gallop" a race event with 6KM & 10KM options plus a free kids race.

8. **Next Meeting:** 9:00 AM, Aug.7, 2025. Galiano Library Meeting Room/Zoom.

9. **Adjournment:** 11:10 AM.

Approved at the 2025-08-07 meeting:



Keith Erickson - GIPRC Chair

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

Aug 7, 2025

Galiano Library Meeting Room, 1290 Sturdies Bay Road

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

Staff: Emma Davis(EP, CRD Liaison) Lori Seay (Recording), Michael Carrothers(Maintenance Contractor) Justin Starke, CRD.

EP=Electronic Participation

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

Call to order at 9:05 AM. Chair Erickson provided a territorial acknowledgement.

2. **APPROVAL OF AGENDA**

MOVED by Commissioner Erickson, Seconded by Commissioner Scading that the 07 Aug. 2025 agenda be approved as circulated. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOVED by Commissioner Erickson, Seconded by Commissioner Sherbine that the July 10, 2025 minutes be approved as corrected. **CARRIED.**

4. **DELEGATIONS:** None.

5. **2026 WORK PLANNING:**

Justine Starke reviewed a new CRD Project tracker framework, and Engagement Decision Tree to support the commission in 2026 costing and asked the Commission to consider services needed from CRD (mapping e.g) in their planning.

6. **CHAIR'S REPORT**

6.1 Master Planning Committee: CRD First Nations staff will meet with Tsawwassen First Nation regarding the GIPRC Master Plan in late August. 117 surveys have been returned to date. Three market tables are scheduled for outreach.

6.2 Correspondence: A request was received from a neighbour of the Harpur Road shore access requesting additional signage directing people to the correct access for Morning Beach.

ACTION: Justine will request additional directional signage permission from MOTT.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

Aug 7, 2025

Galiano Library Meeting Room, 1290 Sturdies Bay Road

7. REPORTS

7.1 Shore Access and Trails Update

Sturdies Bay Trail Extension: Justine Starke and Emma Davis met with Harrold Engineering to review GIPRC's request to adapt the engineered multi-modal path plans for a footpath. More detailed planning to come.

Murcheson Cove: Emma and Justine will follow up with MOTT about next steps to improve pedestrian safety at the site.

7.2 Maintenance Contractor Update: A report was circulated prior to the meeting. Improvements to Skate Park amenities are underway and Farmhouse and Southwind shore accesses are slated for improvements. Increased pumpout schedule is planned for Sticks Allison. CRD Archeology reviewed several sites with Contractor and Chair in July.

7.2 Recreation Grants 2025: No updates.

7.3 Shore Stewards: No updates.

7.4 Betty's Place update: First Kennedy master planning open house was held on August 3, with three more planned into September 2025. Justine reported that a new 3 year lease has been signed between CRD and Galiano Health Care Society with escalating housing charges. A motorized gate will be installed, maintained and repaired at the expense of the Health Care Society. Solar lighting has also been requested and the tenant will work with Michael to complete. A copy of the lease will be circulated including the appendix outlining division of maintenance responsibilities. Stove repairs are being arranged and potable water was delivered in July. Murray and Commissioner Henshall will arrange for well work.

7.5 Treasurer's Report: Final budget request will be submitted to the CRD BOD in October 2025. July-Aug. financials were circulated prior to the meeting. Murray and Chair will meet before the September meeting for preliminary budget planning.

MOTION to accept the financial reports for July 2025 as circulated.
M-Comm. Clinton. S-Comm. Dewaard. **CARRIED.**

7.6 Asset Inventory Update: Next steps are Chair review, and final CRD review,

8. NEW BUSINESS

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

Aug 7, 2025

Galiano Library Meeting Room, 1290 Sturdies Bay Road

- 8.1 **Skate Park:** Galiano Lions asked for an update on the Skate Park fundraising and for a copy of the CRD/Lion's lease for skate park.

ACTION: Lori will forward lease and report on fundraising.

9. **Next Meeting:** 9:00 AM, Sept 4, 2025. Galiano Library Meeting Room/Zoom.

10. **Adjournment:** 11:01 AM.
-

Approved at the Sept. 04, 2025 GIPRC meeting:

A handwritten signature in black ink, appearing to read 'KEITH ERICKSON', is written over a light gray rectangular background.

Keith Erickson-GIPRC Chair



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

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

Date/Time: June 12, 2025 3:00 pm

Present: Paul Brent, Director, CRD, Southern Gulf Islands
Debra Bell (Chair) Michael Kilpatrick, (Vice Chair)
Jacquie Burrows, (Treasurer) Veronica Euper
Kestutis Banelis Glyn Legge
Lauren Edwards (Recorder)

Absent: Adrian Wright

Guests: Skateboard group leaders

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement - Michael

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations and value the relationship they have with the land and the waters to this day.

2. Approval of Agenda

Add: Letter from Mayne Island Chamber of Commerce regarding binocular installations on benches to 7.11 and New Business.

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

CARRIED

3. Adoption of Minutes of May 8, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
that the minutes of May 8, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

Director Paul Brent was welcomed to the meeting. Condolences were made for the McNeill family on the passing of Anne McNeil who had been a long-time volunteer with Mayne Island Parks.

5. Presentation: Mayne Island Skateboard Club

Material was provided for information.

Mayne Island Parks and Recreation Commission
Minutes for: June 12, 2025

The following was presented, including that:

- The Mayne Island Skateboard Club (the Society) officially registered as a non-profit society with five board members.
- The Society has received donations and 60 letters of support. It has a website, media accounts and scheduled events.
- A summary of the survey was provided which included that the response for skateboarding was popular and an all-wheels skate park received good comments.
- The Society's activities include an information booth at the August market, fundraising through merchandise sales, completion of the Canada Skateboard Instructor Program, and registering a float in the Fall Fair parade.
- Phase four of the project includes siting a location, collaboration and community outreach.

During the question and answer portion, the following issues were discussed:

- The cost is dependent on location. Established contractors have agreed to do groundwork for free. A professional skateboard park builder will be used. The community identified Miners Bay Park as a popular choice. A site visit by the builder is required, but the cost is estimated to be around \$400,000.
- Funding for maintenance was included in the information package. A park ambassador will do ongoing inspections and youth will be empowered for support. A professionally built skate park will not need repair within the first 10 years and the Society will apply for grants and fundraise.
- Miners Bay Park had been identified through the survey and as a result of letters of support being directed by the Society to MIPRC. The Society will also contact the school, the community centre and a private industrial property as other possible sites. A public space available every day throughout the year would be necessary for the older youth population.
- Discussed limiting environmental footprint through options such as a half-pipe build and mountain boarding.
- It was commented that an identified location is necessary for people to see the vision and to apply for grants. The project will be broken up in many parts.
- After research, the Society determined a small skate park of between five to eight thousand square feet was appropriate.

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report for the period May 1 - 31, 2025 (report attached)

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

6.1.2. Finance/Local Matters

Mayne Island Parks and Recreation Commission
Minutes for: June 12, 2025

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- Calendar events: Canada Day, Asset List, Dave Bentham Award presentation, Capital Plan budget preparation and liquor permit for volunteer barbecue.
- Sanitation: Garbage bin is full and will be called for pick up.
- Village Bay rock barrier: Another call will be made to move this project forward.
- Emma and Felix Jack Park: Grass mowing has not occurred and there is no booking for June 21st.
- Trail guardian: Guardians did not provide comments or suggestions regarding any signage problems. Therefore, any issues will be addressed where appropriate.

6.2.2. Health and Safety Concerns

Poison hemlock was safely removed and destroyed from Dinner Bay Park.

6.2.3. Events

A report was received with the agenda.

- a) ParticipACTION: Tai Chi and QuiGong may be added. Robin Dodd was approved for morning fitness class. Commissioner Kilpatrick will attend a meeting at the school.
- b) Canada Day: Organization was completed. A Master Plan survey table will be in place.
- c) Mayne Island Collective: There were no items to report on from the April 15th community roundtable meeting.
- d) Volunteer barbecue: Catering was discussed.

6.2.4. Master Plan update

The survey has been advertised and the deadline is September 2nd.

6.2.5. Hiking and Walking Trail brochure - Motion

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the reprint of 1000 Hiking and Walking Trails Maps in the amount of \$540.00.

CARRIED

6.3. Committees

6.3.1. Fitness Circuit and Putting Green

A contractor will look at the area in July.

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6.3.2. Sanitation

- a) Village Bay: The pit toilet requires cleaning after being reopened.
- b) Miners Bay bathroom: Honorarium cheques were signed for the monitors.

6.3.3. Recreational Funding

Applications are available on the CRD website with the July 31, 2025 deadline.

6.4. Parks

6.4.1. Miners Bay

6.4.2. Dinner Bay

- The hot water tank element was changed.
- The disc walker repair is underway.
- The pressure tank is rusting in the janitor's room and will need to be replaced in the next year.

6.4.3. Cotton Park

A report was received with the agenda.

The First Nations sign will be ready this weekend.

6.4.4. Village Bay

Invasive plant species removal has been done and will be monitored regularly.

6.4.5. Henderson Park

A meeting was attended with the MI Conservancy regarding the sign at the trail head and interpretive trail. It was reported that a QR code will be added, the trail map will be updated and history will be added to the board. Commissioners Euper and Legge will work on the wording.

6.4.6. Japanese Memorial Garden

A report was received with the agenda.

It was reported that the E-transfer system is working well.

6.4.7. Trail Committee

Regular trail guardian reports are being received.

7. Correspondence/Meetings

7.1. Email and information update from Mayne Island Skateboard Society.

7.2. Emails from residents and community organizations supporting an all-wheels skate park.

7.3. Emails to/from contractor regarding Dinner Bay putting green.

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- 7.4. Meeting with Mayne Island Conservancy Society regarding new sign at Henderson Park.
- 7.5. Survey for MIPRC Master Plan on CRD GetInvolved page.
- 7.6. Invitation to Mayne Island Non-Profits Roundtable on Tuesday, May 20, 2025.
- 7.7. Request from resident for new mesh at the end of Doreen McLeod Trail. Installed by Commissioner Wright.
- 7.8. Inquiry regarding a dog park on community septic fields.
- 7.9. Email regarding participation in Opportunity Fair on June 14, 2025 organized by the Mayne Island Collective.
- 7.10. Several emails from individuals and organizations regarding ParticipACTION.
- 7.11. Letter from Mayne Island Chamber of Commerce regarding binocular installations

8. New Business

Binoculars at Park Benches:

The Chamber of Commerce has approved the spending for hardware. They identified Henderson Hill and Cotton Park as their first and second place choices for installation.

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

10. Rise and Report

11. Meeting Adjournment

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

CARRIED.

The meeting adjourned at 4:50 pm

Original signed by

July 10, 2025

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder



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

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

Date/Time: July 10, 2025 3:00 pm

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

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

The meeting was called to order at 3:00 pm.

1. Territorial Acknowledgement

We are honoured to meet on the traditional lands of the Coast Salish First Nations and we value their longstanding relationship with these lands and waters.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of June 12, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, that the minutes of June 12, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

The Canada Day event was a fun success and included a fly over by a Search and Rescue helicopter. Commissioners who participated were thanked for their hard work.

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report for the period June 1 - 30, 2025

A report was received with the agenda.

ADOPTED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Wright that the Treasurer's report for the period June 1, 2025 to June 30, 2025 be approved as presented.

CARRIED

5.1.2. Finance/Local Matters

A report was received with the agenda.

- a) Budget Planning Committee: Commissioner Legge agreed to participate in committee work. Commissioners were asked to submit capital project suggestions. Budget planning should be in order for September.
- b) The Community Work Fund Grant was received.

- a) Motion on Dave Bentham award

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Legge that the Mayne Island Parks and Recreation Commission approve the granting of the 2025 Dave Bentham honorarium in the amount of \$300 to this year's recipient of Mayne Island School.

CARRIED

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- a) Calendar items: Volunteer appreciation barbecue, capital plan budget and recreational funding.
- b) Civic addresses for parks: Blue address signs will be ordered and installed at main park entrances.
- c) New Horizons for Seniors Program (NHSP): The seniors fitness program is going well and new posters will reference NHSP support and logos.
- d) Holiday tree lights: To meet the requirements for SGI Electrical Services to install GFI breakers in the library basement, Commissioners Kilpatrick and Banelis will design and build a waterproof box to replace the box currently on the tree and chain will be used to secure the box in place.
- e) Lions request for use of Miners Bay Park: This item to be removed from the Follow-up Report.
- f) Felix Jack Park: Discussed grass mowing for accessibility to some areas and for fire prevention purposes as well as keeping grass longer in some areas for aesthetics and moisture retention at the base. Recommend the park be fully mowed in the fall to manage invasive weed seeds.
- g) Trail development between Laura Pt and Neill Rd: Commissioner Kilpatrick will discuss this project with Irene Barrett, Mayne Island Pathways and Trails Association.

5.2.2. Health and Safety Concerns

- A playground rocker is coming out of the gravel and will be checked over for safety.
- Discussion occurred regarding the use of playground equipment by adults which risks injury and causes maintenance issues.
- Signage was discussed.

5.2.3. Events

A report was received with the agenda.

- a) Aqua Chautauqua is scheduled for August 5th and 6th and some events will be held at Miners Bay Park.
- b) ParticipACTION: Park use entries during the last two weeks of June showed Kim Road Park received the most entries and Cotton Park was second. There were a few entries at Henderson Hill and Dinner Bay Park and there were over 500 entries recorded.
- c) Volunteer BBQ: Commissioners were asked to send their volunteer invitation list to Commissioner Bell. General information will be published in the MayneLiner. Refreshments and flowers were confirmed. The Bistro is calculating their price for 80 people and tables and chairs will be arranged with the Lions Club.

5.2.4. Master Plan update

- Commissioner Legge will work on the language and Commissioner Banelis will provide long-term tree management information.
- It was discussed and decided that a public meeting will not be scheduled at this time.

5.2.5. Hiking and Walking Trail brochure

- Graphics and text work is in progress.

5.3. Committees

5.3.1. Fitness Circuit and Putting Green

- There was a meeting with the putting green contractor and a quote is pending.
- The fitness circuit looks great after having the grass removed.

5.3.2. Sanitation

- a) Miners Bay: A faucet leak in the ladies washroom was repaired.
- b) Motion on monitor recognition

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that the Mayne Island Parks and Recreation Commission award the two Miners Bay washroom monitors \$200 each in recognition of their volunteer services every six months in 2025 with the first payment in June 2025 and the second payment in December 2025.

CARRIED

It was discussed and agreed that the washroom closure times won't be changed for the summer.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the Capital Regional District be requested to replace the underused bylaw SUV with a CRD pickup truck made accessible to Mayne Island Parks and Recreation Commission for occasional use of moving materials.

CARRIED

5.3.3. Recreational Funding

Three applications have been received to date. The committee will schedule a meeting to review the applications.

5.3.4. Trails

A report was received with the agenda.

An arbutus tree on the Doreen McCloud Trail is leaning low over the trail and impedes hikers. The tree will be assessed for removal.

5.3.5. All Wheels Skatepark – committee of the whole

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission form an All-Wheels Skatepark Committee of the Whole.

CARRIED

The first meeting to follow the general meeting on July 10, 2025.

5.4. Parks

5.4.1. Miners Bay

5.4.2. Dinner Bay

- a) Disc walker: The replaced wheels were installed.
- b) BC Hydro ReGreening project: The plantings are being sourced.

Mayne Island Parks and Recreation Commission

Minutes for: July 10, 2025

5.4.3. Cotton Park

A report was received with the agenda.

5.4.4. Village Bay

Commissioner Burrows was recognized for the excellent work she and some family members did to clean the pit toilet building, including the roof and walls, and replacing dispensers, etc.

5.4.5. Henderson Park

A report was received with the agenda.

5.4.6. Japanese Memorial Garden

A report was received with the agenda.

6. Correspondence/Meetings

6.1. Email from Mayne Island Skateboard Society.

6.2. Emails to/from contractor regarding Dinner Bay putting green.

6.3. Email regarding participation in Opportunity Fair on June 14, 2025 organized by the Mayne Island Collective.

6.4. Several emails from individuals and organizations regarding ParticipACTION.

6.5. Email to Chamber of Commerce regarding binocular installations.

6.6. Emails to/from organizers of Canada Day celebration.

6.7. Email from CRD advising of numbered addresses for community parks. Kindly assisted by the Mayne Island Fire Department.

6.8. Email from Island Wildlife regarding release of four squirrels in Henderson Park.

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

The meeting adjourned at 4:51 p.m.

Original signed by

August 13, 2025

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder



NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION COMMISSIONERS MEETING

NGVFD Hall #1

Sunday 15th June, 2025 10:00

Minutes

In Attendance: *Rob Snape, Chair Kieran Kelleher, Ray Chouinard, Sarah Knoebbe, Idora Scott*

Guests: *Chief Karen Harris, Wayne Bairstow, Derek LaCroix*

Regrets: *Ken Kucille*

On Zoom: *none*

1. Approval of Agenda (*Snape, 2nd Chouinard*)
2. Approval of Minutes (*Snape, 2nd Chouinard*)
3. Chair's Report
None
4. Financial Report & Chief's Report
 - a. Tariffs and possible postal strike causing issues with purchases, but we remain on track, and will not be over budget.
 - b. FR Licenses: Criminal Record Checks are next steps.
 - c. Retreat Hall renovations are completed
 - d. Request of Commission
 - i. Read and Review fire services bylaws
 - ii. Jamboree and Fiesta Parades: Commissioners are invited to participate.
 - iii. Planning for FF BBQ, and Recruit BBQ.
5. Business Arising out of the Minutes or Report
 - a. CRD Fire Services Bylaws; input needed by JUL/02/2025. Chief Harris will flag any item for review.
 - b. 2026 Budget
 - i. Budget workbook has been received. Both Chiefs will be working on it in the upcoming weeks to present at the next meeting. The Budget currently has errors to be corrected before being presented.
 - ii. The commission will need to approve the budget, and budgets will continue to be separate until new bylaws are in place on the CRD end.
 - iii. An additional meeting should be set in July as the budget needs approval by July 31st. NG Commission will review at JUL/13/2025 meeting, prior to meeting with SG Society.
6. Other Business - none
7. Next Meeting: Sunday July 13th 2025 at 13:00 at North Galiano Fire Hall #1 (Cook)
8. Adjournment: 10:51

**OTTER POINT FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICE COMMISSION
MINUTES OF MEETING
WEDNESDAY 12 MARCH 2025
Otter Point Firehall 3727 Otter Point Road**

Members Present:

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

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

Members Absent:

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

Others Present:

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

Call to Order:

Meeting called to order at 1929 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

MOTION to accept the minutes of the February 12th, 2025 meeting. Gibbons/White. All in favour.
Motion carried.

Fire Chief's Report:

Attached.

Treasurer's Report:

Budget 2024. Still awaiting final report for 2024 including wages surplus.
Budget 2025. On track. Adjustment required for printer purchase to previous year.

Firefighter's Rep. Report:

The Association purchase of travel mugs, further discussion at April's Association Meeting.

Old Business:

None.

New Business:

None.

MOTION to adjourn at 2011 hrs. Gibbons/Gollmer. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 09 April 2025, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICE COMMISSION
MINUTES OF MEETING
WEDNESDAY 09 APRIL 2025
Otter Point Firehall 3727 Otter Point Road**

Members Present:

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

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

Members Absent:

Mr. A. Wickheim – Trustee and Dir JDF

Others Present:

Mr. J. McCrea – Otter Point Fire Chief

Call to Order:

Meeting called to order at 1931 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

MOTION to accept the minutes of the March 12th, 2025 meeting. Gibbons/Gollmer. All in favour. Motion carried.

Fire Chief's Report:

Attached.

Treasurer's Report:

Budget 2024. Still awaiting final report for 2024 including wages surplus.
Budget 2025. On track.

Firefighter's Rep. Report:

- The Association purchase of travel mugs, further discussion from April's Association Meeting, order going ahead with 2 mugs per person (if requested).
- Family Dinner to be held at the Hall on Sunday 25 May starting at 1400 hrs.
- Scouts Beaverie at Camp Barnard coming up on Saturday, 31 May.

Firefighters Association AGM 03 April. Election of Officers for the Association:

President, Shawn Fiset

Vice President, Joe Kanashiro

Secretary, John Steffan

Treasurer, Kevan Brehart

Director at Large, Gavin Williams

Canteen, Steve Whitmore

Old Business:

None.

New Business:

None.

MOTION to adjourn at 2002 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 14 May 2025, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICE COMMISSION
MINUTES OF MEETING
WEDNESDAY 07 MAY 2025
Otter Point Firehall 3727 Otter Point Road**

Members Present:

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

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

Members Absent:

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

Others Present:

Mr. J. McCrea – Otter Point Fire Chief

Call to Order:

Meeting called to order at 1925 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

MOTION to accept the minutes of the April 09th, 2025 meeting. Gibbons/White. All in favour.
Motion carried.

Fire Chief's Report:

Attached.

Treasurer's Report:

Budget 2025. On track.
Budget 2026. Budget package should be released soon.

Firefighter's Rep. Report:

None.

Old Business:

None.

New Business:

None.

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

Next Commission meeting is to be held on Wednesday, 11 June 2025, 1930 hrs.

**OTTER POINT FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICE COMMISSION
MINUTES OF MEETING
WEDNESDAY 11 JUNE 2025
Otter Point Firehall 3727 Otter Point Road**

Members Present:

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

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

Members Absent:

Mr. A. Wickheim – Trustee and Dir JDF

Others Present:

Mr. J. McCrea – Otter Point Fire Chief

Call to Order:

Meeting called to order at 1934 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

MOTION to accept the minutes of the May 07th, 2025 meeting. Gibbons/White. All in favour. Motion carried.

Fire Chief's Report:

Attached.

Treasurer's Report:

Budget 2025. On track.

Budget 2026. Budget package not yet released. There will most likely be line item increases due to assumption of some CRD costs such as moving to CRD fleet maintenance model.

Firefighter's Rep. Report:

- 25 May, Family BBQ. Was held following a successful Live Fire training day on the 24th.
- 31 May, Scouts Beaverie at Camp Barnard. Several members attended with the trucks and Burn House, the event went well despite inclement weather.
- 01 July, Canada Day. This year's event is being held at Fred Milne Park (soccer fields), members will attend to host the popular water ball game.
- Association Secretary. Alex Stoltner will replace J. Steffan.
- Summer Camping Weekend. Some discussion but nothing organized yet.

Old Business:

None.

New Business:

Meeting times. Moving forward, monthly Commission meetings will start at 1900 hrs (instead of 1930 hrs).

Budget 2026 Increases. As mentioned previously, projected increase includes the costs for servicing our vehicles through the CRD Fleet Maintenance program as well as wages for casual labour (ie. Duty Officer, contract for services line item).

MOTION to adjourn at 2028 hrs. Gollmer/White. All in favour. Motion carried.

Next Commission meeting is to be held on Wednesday, 09 July 2025, 1900 hrs.

**OTTER POINT FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICE COMMISSION
MINUTES OF MEETING
WEDNESDAY 09 JULY 2025
Otter Point Firehall 3727 Otter Point Road**

Members Present:

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

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

Members Absent:

Mr. A. Wickheim – Trustee and Dir JDF

Others Present:

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

Call to Order:

Meeting called to order at 1901 hrs.

Approval of the Agenda:

All in favour of the agenda.

Approval Previous Minutes:

MOTION to accept the minutes of the June 09th, 2025 meeting. Gibbons/White. All in favour. Motion carried.

Fire Chief's Report:

Attached.

Treasurer's Report:

Budget 2025. On track.
Budget 2026. Budget package received.

Firefighter's Rep. Report:

- 01 July, Canada Day. This year's event was held at Fred Milne Park (soccer fields), members attended to host the popular water ball game which went very well, lots of participation.
- Summer Camping Weekend. Is being planned for the weekend of 15-17 August.

Old Business:

Budget 2026. Motion to accept the 2026 Operating Budget as presented. Gibbons/Gollmer. All in favour. Motion carried

New Business:

None.

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

Next Commission meeting is to be held on Wednesday, 13 August 2025, 1900 hrs.

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

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

Staff: Rob Fawcett (EP-Project Coordinator), Ben (MaintenanceContractor) Erin-O'Brien(PICA Restoration contract) Lori Seay-Potter(Admin-PIPRC)

Guest: Michael Nation

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:35 PM.

2. **APPROVAL OF AGENDA**

MOTION to approve the 09 June 2025 PIPRC agenda.
M-Commissioner Baille, S-Commissioner Suh. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION to approve the 12 May 2025 PIPRC minutes as circulated.
M-Commissioner Kubik, S-Commissioner Suh. **CARRIED.**

4. **CHAIR REPORT and BUSINESS ARISING:** Correspondence circulated before the meeting,

5. **DELEGATIONS:** None.

6. **OPERATIONS REPORTS**

6.1 **PIPRC Inventory:** Most sites have been visited and documented by Commissioners Suh, Baille and Cartwright. Ben has reviewed the inventory to date. Next step is to visit remaining sites and then add license/covenant data where appropriate.

6.2 **Maintenance:** Ben circulated a report prior to the meeting, and highlighted:
-efforts to increase drainage at the playground. Pea gravel, and building up the playground footprint were discussed and environmental and accessibility issues were reviewed.
-Danny Martin trail expansion is moving forward.
-Gowlland Point improvements are pending an archeologist site visit.

6.3 **Restoration:** Erin O'Brien's report, on behalf of PICA, was circulated prior to the meeting.

6.4 **Capital Projects:** Rob's report was circulated prior to the meeting.
-**Schooner Way Trail** general contracting bid award is in process. Impact of construction on local traffic is being considered and communicated as details unfold. ICET signage has been added to recognize their \$65 000 contribution to the project.
-**Thieves Bay Pavillion** pavilion manufacturer has been identified. Rob is working on additional engineering required to site the pavilion and

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

thanked Katie Dentry for her support in developing a grant application to ICET for additional funds for the Thieves Bay Pavillion Project.

Expansion of Pump Track is next up on the capital projects agenda. A full report on capital project costs will be provided by the Treasurer at the July meeting.

7. REPORTS

7.1 CRD Director: George Hill acquisition is in process with CRD Regional Parks.

7.2 Chair's Report: Tabled until July 2025 meeting.

7.3 Treasurer Report: Most expenses are under budget. Dog waste costs were \$800 for May. A full treasurer report will be provided in July.

7.4 Communications: July Pender Post-dog parks(George and Tim).
August- Schooner Way Trail update from Rob.

8. NEW BUSINESS AND CORRESPONDENCE

8.1 Dogs: Commissioner Frick is working on finding members for the Canine Advisory Team who will work with the Commission to find a suitable dog park location.

8.2 IT Conservancy: The Commission received a request from the Islands Trust Conservancy to share information about the Enchanted Forest. The Commission agreed. Lori will follow up.

8.3 Mouat Park follow up: The Commission has been asked by the Magic Lake Property Owners to assume management of Mouat Park. A covenant prevents transfer of the property, and the Commission declined the request.

8.4 Recreation Grants: Intake is open until June 30. The Recreation Committee will meet prior to the next PIPRC Meeting to review applications and will make a recommendation to the Commission at the July meeting. Chair also reported that Pender Jr. Sailing will receive their 2024 grant in this period as a result of a missed application last year.

8.5 Nominations: Chair is requesting that the commission form a Nominations committee in light of Chair/Vice Chair term's ending. Tim Frick volunteered for the Committee and other Commissioners were asked to consider joining the committee in advance of the next meeting.

10. NEXT MEETINGS: Monday July 28, 2025 at 3:30 p.m. No August meeting.
September 8, 2025.

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

11. MOTION TO ADJOURN The meeting adjourned at 4:40 PM.

Approved at the 28 July 2025 PIPRC Meeting:

George Leroux

George Leroux
Chair-PIPRC

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

Commissioners: George Leroux (Chair/Treasurer), Andrea Mills(EP), Cecilia Suh, Paul Kubik, Paul Brent(EP), Tim Frick, Sandra Tretick and Carolyn Cartwright Owers

Regrets: Commissioner Lisa Baille.

Staff: Rob Fawcett (EP-Project Coordinator), Ben (Maintenance Contractor), (PICA Restoration contract) Lori Seay-Potter (Admin-PIPRC)

Guest: Justine Starke(CRD)

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:35 PM.

2. **APPROVAL OF AGENDA**

MOTION to approve the 28 June 2025 PIPRC agenda.

M-Commissioner Kubik, S-Commissioner Suh. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION to approve the 09 June PIPRC minutes as corrected.

M-Commissioner Kubik, S-Commissioner Mills. **CARRIED.**

4. **CHAIR REPORT and BUSINESS ARISING:**

Correspondence was circulated in advance of the meeting. No discussion arose from the Correspondence.

5. **DELEGATIONS:** None.

6. **OPERATIONS REPORTS**

6.1 **PIPRC Inventory:** Lori is doing final review with Ben, and will follow up with CRD for any missing licence information. Sandra noted that a new map will be produced early 2026. Comm. Frick will send shore access accessibility information to Lori.

6.2 **Maintenance:** Ben circulated a report prior to the meeting, and highlighted:

- Shingle Bay play equipment upgrades underway.
- Wasp Nest Procedure: Responding to a concern for a wasp nest on the George Hill Trail, Ben noted that the current process is to post signage.
- Mirada Road/Barge Terminal: Dynamite Construction (the Dip redevelopment company) notified Ben that work is complete at the site and noted that PIPRC could reinstall the bench. Commissioners Suh and Kubik have visited the site. The chair encouraged other Commissioners to visit the site and revisit the discussion at the September meeting.
- Ben will work with Sandra to produce signage for Doggi Doo Pots.

6.3 **Restoration:** Erin O'Brien's report, on behalf of PICA, was circulated prior to the meeting. Funds are in place for continued restoration work for fall 2026. Erin inquired about signage improvements at restoration sites. Erin provided advice for managing invasive tansy ragwort.

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

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

- Schooner Way Trail Medicine Beach to Danny Martin - work has begun preparing materials for the Trail, and design work for Phase 2 is well along.
- Thieves Bay Pavillion - CRD and Islands Trust may require a survey and pin locations to ensure the Pavilion location meets the required setbacks. Rob has met with a contractor at the school pavilion site to review installation needs. A Pavillion information sheet will be distributed to neighbours and at the Fall Fair.

6.5 **Dog Park Advisory Committee:** Commissioner Frick reported on the meeting he led on July 28th with 10+ community members focused on providing facilities for dogs. The group explored the needs of dog owners and different ideas for meeting these needs. The Group will provide dog sitting for Fall Fair visitors on August 23rd. Justine Starke reported that the regulatory bylaw amending the requirements for dogs to be 'under control' and not necessarily on a leash in the parks was finally near finalization.

7. REPORTS

7.1 **CRD Director:** No updates.

7.2 **Chair's Report:** Reported under other agenda items.

7.3 **Treasurer Report:** Comm. Leroux provided a Q2 update on operating and capital expenses. George asked Melody for additional detail on office space costs allocated by CRC to PIPRC. The Pump Track project will be closed and new project lines created for Thieves Bay Pavillion and Magic Lake Dock replacement.

MOTION to establish a new \$15,000 capital project code for Thieves Bay Pavillion design, engineering and permitting.
M-Comm. Leroux, S-Comm. Tretick. **CARRIED.**

MOTION to close the existing Pump Track and Magic Lake projects, AND and to establish a new capital project code for the Swimming Hole dock replacement; AND and to allocate the funds remaining in the Magic Lake Dock and Pump Track project codes to the Swimming Hole project. M-Comm. Mills, S- Suh. **CARRIED**

Ben will begin gathering supplies for the dock work and estimated that total project costs could reach \$25000.

F2026 Budget – George reviewed the process and timing for submission of the 1st Draft of the F2026 Budget by no later than October 31st. George will go through the budget line items with Commissioner Frick prior to the preliminary budget to be discussed at

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

the September meeting.

- 7.4 **Communications:** August - update on Schooner Way Trail from Rob. September - dog parks. October - Recreation Grants report.

7.5 **Recreation Grants:**

Commissioners Frick, Mills and Cartwright recused themselves from the meeting for the Recreation Grants discussion and decision.

A memo and recommendation for 2025 grant allocation was circulated from the Recreation Committee prior to the meeting. Committee members include Commissioners Tretick, Suh, Baile, and Cartwright. The Committee Chair noted that Comm. Cartwright recused herself from Committee deliberations on Jr. Sailing.

MOTION to approve \$72,000 of the 2025-2026 Recreation Grants as set down in the accompanying table, and based on the applications, assessment by the Committee, and final review by the Commission excluding those with a conflict.
M-Commissioner Brent, S-Commissioner Tretick. **CARRIED.**

Organization	Amount
PI Arts Society	\$ 1,000.00
PI Choral Society	\$ 2,000.00
Ptarmigan Arts	\$ 2,000.00
Three on the Tree	\$ 1,100.00
PI Rec. & Hall Assoc	\$ 29,593.00
Junior Golf	\$ 1,000.00
Pender Skate - Panorama	\$ 2,541.00
PI Child Care Society	\$ 4,200.00
PI Health Care Society	\$ 6,800.00
PI Junior Sailing	\$ 1,500.00
PI Otters Swim Club	\$ 3,000.00
PI School - Basketball	\$ 3,000.00
PI Soccer	\$ 1,000.00
PI Youth Sports	\$ 2,966.00
SGI Neighbourhood House	\$ 6,000.00
Spirit Moves	\$ 500.00
Other	
PI School - fac. operations	\$ 2,800.00
PI Junior Sailing (missed application 2024)	\$ 1,000.00

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

8. NEW BUSINESS AND CORRESPONDENCE

- 8.1 **Special Event application:** Pender Island Conservancy Association (PICA) made application for a special event permit (circulated prior to the meeting) to engage community members in bat observation.

MOTION to approve PICA's Bat observation event at Magic Lake on 21 August, 2025. M-Comm. Tretick S-Comm. Brent. **CARRIED.**

- 8.2 **Mirada Rd/Boundary Pass barge terminal** - covered under Maintenance.

- 8.3 **2026 Work Planning:** Justine Starke reviewed a new CRD Project tracker Form that she would like Commissions to complete to outline planned projects in the budget year. This is intended to assist HQ plan assistance and service needs for the Commission. Justine also provided a decision tree considering levels of engagement required for projects on public lands.

Commissioner Leroux recused himself from the meeting.

- 8.4 **George Hill Acquisition:**

MOTION to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)*. M-Commissioner Tretick, S-Commissioner Brent. **CARRIED.**

Commission moved to the closed session at 4:45 p.m. Commission rose from the closed session at 5:05 p.m. *Commissioner Leroux rejoined the meeting.*

- 8.5 **Fall Fair:** PIPRC has booked a table to the Aug. 23 Fall Fair. The focus is to inform and engage the community about PIPRC's work. Rob and Sandra will help organize Commissioners to man the table.

- 10. NEXT MEETINGS:** September 8, 2025.

- 11. MOTION TO ADJOURN** The meeting adjourned at 5:14 PM.

Minutes approved at the PIPRC Meeting 2025-09-08:

George Leroux

George Leroux-PIPRC Chair



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held May 19th, 2025 at 16:30 pm, Saturna Rec Centre, Saturna, BC

Present:

Commissioners: (Chair) Sienna Caspar, (Vice-Chair) Lisa Mitchell, (Treasurer) Jamie Ritchie, Heather Michaud, Paul Brent, Keith Preston, Steve Ford

Staff: Carly Duquette

Regrets: Rosemary Henry, Larry Field

The meeting was called to order at 16.30 PM.

1. Call to Order and Territorial Acknowledgement

Territorial Acknowledgement given by Commissioner Caspar

2. Approval of Agenda

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

3. Adoption of Minutes as amended

MOVED by Commissioner Ritchie, SECONDED by Commissioner Michaud,
That the minutes of the Monday April 10th meeting be adopted as amended.
CARRIED

4. Treasurer's Report

Treasurer's Report given by Commissioner Ritchie.

Nothing new to Report

5. Maintenance Report

Commissioner Preston had asked Maintenance to log more of the tasks being done (i.e. repairs on equipment)

Commissioner Brent will purchase and pick up the fire extinguisher for Thomson park.

Maintenance typically asks for authorization and then put regularly occurring costs on the store account (i.e. toilet paper, wasp killer etc)

It is suggested that going forward maintenance lets the commissioners know what equipment and supplies are needed that cannot be purchased at the store, and the commissioners will try to pick things up as they go to town.

The commission will let maintenance know that they may use the SIPRC store acct for regularly occurring supplies.

Commissioner Mitchell has purchased two red fire buckets for Thomson Park and has labelled them appropriately.

6. Business arising from the minutes

Items for Discussion/Action:

6.1 Budget Discussion

In capital funds , SIPRC has ~60000. The currently approved projects are the Money Watershed Park improvements, Valley Public outhouse, Salmon Enhancement Program, Picnic Tables and benches and Thomson Park signage.

The previous 5 Year Capital funds plan will be updated, amended and extended.

Discussions on Capital Projects, where they currently stand and which projects will be extended.

Commissioner Ritchie will take into consideration the input of the commission and revise the budget which will be brought to the next meeting.

Discussion on whether there will be a commonality meeting of the various Gulf Island Park Commissions this year.

Discussion on whether the Parks maintenance contract will be retendered.

Discussion on expense categories and whether funds need to be shuffled.

6.2 Update on directives and checklists for maintenance report

Commissioners Preston and Ford are updating the task list

6.3 Updating the Map/Brochure

Commissioner Preston and Ford will be updating the access points on the Saturna Island Brochure map.

All trails, access points and park boundaries will be updated on the map before printing.

7. New Business

7.1 Confirm Date and Time for upcoming SIPRC recurring meetings (Caspar)

Discussion on which Monday of the month would work best for the commission to meet

Consensus is the 4th Monday of the month works best.

Discussion on whether location should change. Option include rec centre, community hall and library

7.2 Movies in the Park (Caspar)

The Bullock family would like to do movies in the park again this year.

7.3 Correspondence from Jodi Gilmore:

"I would like to propose that a beach access be made at the easement between IR7 and 601 Tumbo Channel road. Currently there is not one until Salal road. There are many seniors in the area that would like to be able to walk down a path to see the ocean. At one time there were stairs at the end of Acorn road, but they have rotted and washed away."

This is not the first time this request has been made and previously it has been the belief of the commission that it is the responsibility of the neighbourhood to create and maintain a beach access in the area they are requesting.

There are also middens in the area which create development issues.

The commission continues to hold this opinion.

7.4 New request for funding (Mitchell)

Friends of Giambore have requested 400\$ in Recreational Funding by Nancy Angermeyer

MOVED Commissioner Mitchell to approve the Recreating funding request
SECONDED by Commissioner Caspar
CARRIED

7.5 Mountain Biking Trails and Skills Course

A request has been put forth for use of forest near Money watershed park to create mountain biking trails and a skills course. They have consulted with the president of South Island Mountain Bike Society on steps needed to create a mountain biking area on CRD land.

Commissioner Mlchaud will forward the request to all commissioners and will consult with Katie Dentry about use of the area, as well as potential tenders for picnic tables and parking at the Money watershed park.

7.6 Tidbit from Commissioner Ford

Commissioner Ford has taken on work with the CRD as an auxiliary bylaw officer.

8. Brief Report/Update from Project Leads

8.1.1 Communication-

No update

8.1.2 Commissioner Recruitment

No Update

8.1.3 CRD Website

Disc golf map will be taken down

8.1.4 Access Trail Maintenance

No Update

8.1.5 Asset Maintenance

No update

8.1.6 Park signage

No update

8.1.7 Lyall Valley Public Outhouse

See above, No further update

8.1.8 RFA Applications

See above, No further update

8.1.9 Salmon Restoration

No update

8.1.10 Invasive Species

Successful Broom Bash and Daphne Destruction events were held. Four invasive species specialists will be coming to the island to help with removal of daphne. Teams of volunteers are being assembled to continue removing Daphne and Broom.

8.1.11 Community Immunity Garden

A composter has been built and all the garden boxes are assigned and being used.

8.1.12 Taylor Point Row, Hike and Paddle

Hubertus Surm is running the event and Commissioner Field will be logging the organization process.
An email will be sent to Hubertus regarding the volunteer sign up sheets.

8.1.13 Salmon BBQ – Henry

No Update

9. Adjournment

Next meeting to be held June 23, 2025

Meeting Adjourned at 18.03 PM.

Sienna Caspar

Chair

Carly Duquette

Committee Clerk



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held June 23rd, 2025 at 16:30 pm, Saturna Rec Centre, Saturna, BC

Present:

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

Staff: Carly Duquette

Regrets: Paul Brent

The meeting was called to order at 16.30 PM.

1.Call to Order and Territorial Acknowledgement

Territorial Acknowledgement given by Commissioner Caspar

2.Approval of Agenda

MOVED by Commissioner Michaud, SECONDED by Commissioner Henry
That the agenda be approved.
CARRIED

3.Adoption of Minutes

MOVED by Commissioner Ritchie, SECONDED by Commissioner Preston,
That the minutes of the Monday May 19th meeting be adopted.
CARRIED

4.Treasurer's Report

Treasurer's Report given by Commissioner Ritchie.

Nothing to Report

5.Maintenance Report

The maintenance contractor's hours have increased in an expected fashion throughout the spring and beginning of summer.

Discussion on Maintenance's documented hours over the last few months.

Discussion on requesting work to be done that is outside the scope of the maintenance contract i.e. clearing debris on trail left by Fibre Optics installers down at Access 106 in Boot Cove.

The contract has a clause which outlines work outside the scope of contracted work.

Discussion on when the maintenance contract should be revisited and re-written for next year.
The Commission determines that wording of the contract needs to be reworked.

Clause to be added to contract about trimming of Disc Golf Trails and reporting on specific disc golf course maintenance.

Commissioners Preston and Ford will speak with the maintenance contractor and ask them to have a look at Access 106.

The maintenance contractor has been reporting more hours and has made notes about issues to be addressed in various Parks.

Discussion on invoicing from Sean Pearce (arborist) and Commissioner Ford.

6. Business arising from the minutes

Items for Discussion/Action:

6.1 Budget Discussion

Discussion on whether unspent funds intended for capital projects will be used this year or if they should be carried over to next year.

- Money watershed - stays
- Lyall Valley outhouse stays
- Salmon enhancement - carried over
- Picnic tables and benches - stays
- Thomson Park Signage - carried over

Projected 3% overall increase in Operational Expenses for 2026.

Discussion on prospective increase in Parks Maintenance contract.

Recreational Funding Applications - No significant change in demand expected next year.

6.2 Update on directives and checklists for maintenance report

Commissioners Preston and Ford are working on a suggested route to follow in regards to site maintenance. It will be ready and given to Maintenance in July.

It is suggested that each site have a directive checklist with items and maintenance that need to be addressed throughout each season.

It is suggested that the Commission look into the CRD's current maintenance contract template.

6.3 Updating the Map/Brochure

Commissioners Preston and Michaud have circulated example brochures and maps that are being considered for the new Map/Brochure. These maps require editing and updates to respect private land and no public access zones as well as to reflect changes to access points, land ownership etc...

Discussion on what should be included on the SIPRC map in comparison to the ones put out by Saturna Tourism, GINPR, CRC and Parks Canada.

It is suggested that SIPRC collaborate with Saturna Tourism to work on Map/Brochure. Commissioner Michaud will be in touch with Melody Pender to discuss collaboration.

Leonard Digance and Nancy Angermyer developed the original map and brochure and do not mind that it continues to be used. Nancy Angermyer has access to the original file and may be able to help with updates.

Some Commissioners express a preference for the original SIPRC brochure and Map.

Alea Design and Print on Mayne Island will be contacted to see if the original brochure can be updated and improved on.

6.4 Update on Mountain Biking/Multi-Use trails

The Commission has the flexibility to proceed with designation and creation of multi use trails and begin work with individuals who have proposed mountain bike trails and work with them to build the park, piloting a multiuse trails system on CRD parks land in collaboration with the Water Services Committee who oversee the CRD's Lyall Harbour-Boot Cove Water System.

A project proposal form is in the works for creation of a parking lot at the Money Watershed park. Steps will be taken to ensure that archeologically sensitive areas are addressed.

Tuesday July 15th, the commission will go to the proposed area to survey and explore potential trails and sites for the multi-use trails.

7.New Business

7.1 Hike Paddle Row

7.1.1 Risk Assessment Form

Discussion on whether the risk assessment form may have been overly cautious contributing to the event now needing a liability waiver.

7.1.2 Consent Form/liability waiver

It is proposed that in the future, the sign up list includes an assumption of risk and waives liability in tandem with a list of names of participants (gathered by leaders of hike/paddle/row) who have been briefed on potential risks, be sent to the CRD as opposed to individual consent forms and waivers.

7.2 Thomson Park Update

The outhouse will eventually need pumping. Commissioner Henry went and cleared the area directly under the pit toilet, creating more space and allowing time for Envirorush to come and pump the outhouse.

Discussion on alternative solutions to mitigating the smell and dealing with outhouse maintenance.

Suggesting that ventilation be installed (a squirrel cage) to deal with the odor produced by the outhouse.

The Commission concludes that the outhouse will be equipped with ventilation, a sawdust bucket will be added to the outhouse and the pumping of the outhouse will be delayed until a later date.

Commissioner Ford and Sean Pearce (arborist) have been identifying and dealing with (potentially) hazardous trees on SIPRC trails.

Commissioner Ford and Sean Pearce have identified several older and potentially hazardous trees in Thomson Park. The big leaf maple in the Park may pose a future risk to the outhouse.

Two large Arbutus' on the beach were also assessed. The idea of installing fencing and signs around potentially risky trees in the future is put forth.

A hole left by roots of a fallen tree on Straight road is addressed. Discussion on whether it is necessary or worth filling in the hole.

It is suggested that perhaps severing the trunk from the root ball would allow the root ball to fill in the hole.

Signage could also be put up "let nature do its work"

Action to be determined at a later date.

Policy around reported hazard trees should be established by the commission.

Commissioner Ford will draft a light policy in regards to the handling of trees prioritising keeping trees for wildlife.

The Commission will look into CRDs tree risk management policy.

7.3 New Old Times Chatauqua

NOTC has made it known that they will handle all the logistics they are only asking for permission to use Hunter Field for Camping.

NOTC Plans to arrive on the 7th of August, hold workshops for the community on the 8th and assist with a community project on the 9th (daphne destruction, trail maintenance etc...) before putting on a vaudeville style performance in the evening,

Commissioner Michaud MOVES to approve the camping request by the New Old Times Chatauqua (contingent on Parks Canada approval) SECONDED by Commissioner Field CARRIED

7.4 All events (including camping requests) at Hunter Field and Parks Canada agreement

Parks Canada has received multiple requests for use of Hunter Field for camping and have approved them despite SIRPC having the License of Occupation.

These requests should be made to SIPRC first.

In the future, the community will be advised via scribbler and other community platforms that all requests for use of Hunter Field should be submitted to SIPRC

before March 31st.

7.5 Meeting Minutes Publication

Discussion on when meeting minutes should be distributed to commissioners

8. Brief Report/Update from Project Leads

8.1.1 Communication

No update

8.1.2 Commissioner Recruitment

No Update

8.1.3 CRD Website

Disc golf map will be taken down

8.1.4 Access Trail Maintenance

Any changes made to the Watershed Park must be made in conjunction with CRD Water

8.1.5 Asset Maintenance

No update

8.1.6 Park signage

Commissioner Michaud has a contact in CRD regional parks who can assist with guidance and creation of signage

8.1.7 Lyall Valley Public Outhouse

Hydro has asked for a \$100.00 application fee in order for them to review the request.

8.1.8 RFA Applications

No update

8.1.9 Salmon Restoration

No update

8.1.10 Invasive Species

No update

8.1.11 Community Immunity Garden

No update

8.1.12 Taylor Point Row, Hike and Paddle

Hubertus and Commissioner Field will be meeting soon to debrief on a successful event. The event hosted 36 Hikers, 11 Paddlers and 7 Rowers.

8.1.13 Salmon BBQ – Henry

Salmon may be purchased ahead of time. Commissioner Henry is working with Hubertus regarding execution.

9.Adjournment

Next meeting to be held July 28th, 2025

Meeting Adjourned at 18.47 PM.

Sienna Caspar

Chair

Carly Duquette

Committee Clerk

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting February 24, 2025
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes
Approved:
Call to Order: 1930 Adjourned: 2045

Present: Chair B. Einarson, Treasurer R. Gardiner, M. Taylor, H. Damude
Ex officio: Chief L. Hill
Absent: S. Berggren, A. Wickheim
Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, H. Damude, R. Gardner Carried
2. Approval of Minutes	January Minutes Motion M. Taylor, R. Gardner
3. Correspondence	
4. Treasurer's Report	January numbers are on track with no unexpected expenditures arising. Motion: To set aside \$12,000.00 annually for years 2025-2029 to the equipment replacement fund for future auto extrication equipment. J. Powell, M. Taylor Carried Motion: to approve Treasurer's report. M. Taylor, J. Powell Carried
5. Fire Chief's Report	Three motor vehicle incidents; one alarm for the month. Not a lot of calls during the recent storm, which is good! 21 committed crewmembers. Russ is retiring but will be helping out with maintenance. Spring training is coming up with five crewmembers attending. Live fire training will be attended by four crewmembers. The "I Am Responding" is set up. Motion: Board consents to all reasonable meal expenditures made by the Chief or her designates. H. Damude, M. Taylor Carried: Motion: Treasurer's report, J. Powell, H. Damude
6. New Business	
7. Old Business	
9. Next Meeting	March 31, 2025
10. Adjournment	2045 Hrs. Motion to adjourn H. Williams, J. Powell Carried

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting 03/25/2025
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes
Approved:
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, H. Damude, M. Taylor, R. Gardner, S. Berggren
Ex officio: Fire Chief L. Hill
Absent: J. Powell, A. Wickheim
Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, R. Gardner Carried
2. Approval of Minutes	Motion To approve August Minutes: S. Berggren, H. Damude
3. Correspondence	
4. Fire Chiefs report	Four callouts for the month of March. Four fire permits issued. All trucks passed their annual inspections. \$40,000 in grant money received. Motion: R. Gardner, M. Taylor Carried
5. Treasurers Report	Tax Requisition \$219,094 \$200,090 Operating Budget \$69,080 \$69,934 February Actuals \$1,583 Remaining \$66,201 95.83% Administration year 1 2025 Budget \$83,774 \$65,700 \$12,000/5 yr/auto extraction equip. February Actuals \$3,689 Remaining \$76,883 91.78% Shirley Fire Transfer to Own Fund Budget \$66,240 February Actuals \$3,386 Remaining \$59,466 91.78% February Detail Expenditures Wages \$3,120.00 Russ, Frances Telecom \$45 Chief Sump Pump \$90 Shared Water System Staff Training \$44 ICS 100 Course Admin Expense \$523 Corporate OH Allowance Gas & Lubricants \$452 Suncor Supplies-Operating \$995 Goves, Pants, Cylinder Lease, First Aid Supplies Transfer to Equipment Fund \$3,386

	Total \$8,659 2025 2024 Reserves \$667,660 \$601,270 Motion: H. Damude, S. Berggren Carried
7. Old Business	
8. New Business	Health Inspector paid a visit; all things looking good but we need to have a chemical analysis of the well.
9. Next Meeting	April 27th, 2025
10. Adjournment	2005 Adjourned

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting April 28th, 2025
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes
Approved:
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, H. Damude, R. Gardiner, J. Powell, M. Taylor,

Ex officio:

Absent: Fire Chief L. Hill, S. Berggren, A. Wickheim

Guests:

Agenda & Item #	Action Taken:			
1. Agenda:	Motion To approve agenda, R. Gardner, J. Powell. Carried			
2. Approval of Minutes	Motion: To approve March minutes. H. Damude, J. Powell, Carried			
3. Correspondence				
4. Treasurer's Report	Tax Requisition	\$231,094	\$200,090	
	Operating Budget	\$69,080	\$69,934	
	March Actuals	\$4,261		
	Remaining	\$58,671	84.93%	
	Administration			year 1 2025
	Budget	\$83,774	\$65,700	\$12,000/5 yr/auto extraction equip.
	February Actuals	\$5,596		
	Remaining	\$71,239	85.04%	
	Shirley Fire Transfer to Own Fund			
	Budget	\$78,240		

	February Actuals	\$3,386	
	Remaining	\$68,070	87.01%
	March Detail Expenditures		
	Wages	\$4,897.00	Russ, Frances, Hollie,
	Telecom	\$175	Chief
	Staff Training	\$1,559	ICS 200-Hollie, SCVA Tech, Red Cross-Leah
	Vehicle Maintenance	\$706	Truck Inspection
	Admin Expense	\$523	Corporate OH Allowance
	Gas & Lubricants	\$345	Suncor
	Electricity	\$759	10450 WCR, WCR, 2795 Sharningham
	Supplies-Operating	\$679	Oxy Bott Exchange, Shir Delic, Jarvis, Soo Pow Supp, Safety Boots, Sooke Disposal, Can Tire
	Transfer to Equipment Fund	\$3,386	
	interest	\$211	
	Total	\$13,240	
		2025	2024
	Reserves	\$667,660	\$601,270
	Motion: Taylor, R. H. Gardiner Carried		
5. Fire Chief's Report	Motion: Callouts: Shirley- Medical calls - 4 MVI - 1 Fire calls- 1 report of an explosion heard 1 structure fire in upstairs bathroom. Minimal damage to room Jordan River- MVI -1		

1 call to Duty Officer for possibly MVI but no task number given so didn't respond.
One assistance to Otter Point to set up landing zone for air medical evacuation due to serious MVI at Gordon's Beach.

Members- We are currently at 25 members with four new recruits, two of which may not be able to attend in fall while attending Camosun but we will see when that time comes. We have another new community member that is interested in joining as well. While we are at capacity I will wait to see what happens in the fall before we start to turn people away.

Maintenance:

We have to replace the light bar in Battalion. We got a new siren and computer last year but now the light bar has a module that isn't working so it is going to be a better option to replace the entire light bar at a cost of \$2000.00. The system is the same age as the truck, so 6 years old. Not that old unfortunately.

Also Truck 15- Tender needs a new transmission/pump module. Everything works fine except when we engage the transmission to run the pump to spray water. The transmission isn't automatically going to 4th gear, which allows us enough RPM's to obtain the pressure we need. It still runs and we can still use it to shuttle water and fill our drop tanks. We mainly use Truck 12-engine as our pumper truck so that is good.

Marty and Jarvis have spent the last couple days trying to diagnose and fix the problem. They have also made several calls to Hub etc to determine what the problem is and where we can get the part. It seems it is in Vancouver and we will have to take the truck there so they can program it. Jarvis is looking into that and hoping that if that ends up being what we have to do that it can be done in a day.

Training:

Training is going well, we have a few people taking the Traffic control course in May. Spring Training coming up. Hollie is taking the ESM 1 and 2. (Emergency Scene management) that covers 2 weekends.

Overall everything is going well.

J. Powell, H. Damude **Carried**

7. Old Business

8. New Business

9. Next Meeting

May 26th, 2025

10. Adjournment

2030 Hrs. adjourned

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting May26th, 2025
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes
Approved:
Call to Order: 1930 Adjourned: 2030

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

Ex officio:

Absent: H. Damude, A. Wickham

Guests:

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, M. Taylor, R. Gardiner Carried
2. Approval of Minutes	Motion: To approve April minutes. M. Taylor, R. Gardner Carried
3. Correspondence	
4. Treasurer's Report	As per attached report: Motion: M. Taylor, S. Berggren, Carried: Motion: S. Rafferty, M. Taylor Carried
5. Fire Chief's Report	Callouts: Shirley - medical: 3, one tree on wires, on false smoke alarm. One beach rescue at Sandcut beach. Six burn permits issued. Members: We currently have a roster of 26 crew members with Russ as an auxiliary. Given those numbers we will not be taking any more crew applications. If there is a fully trained individual that would like to re-join the crew we will look at those applications on a case-by-case basis. Maintenance: The new printer arrived which is now in colour and scans. The tender is "somewhat fixed", Frances and the Chief took it to Nanaimo for servicing, however, it is still experiencing some programming issues which will be fixed next week. Jarvis has been working on this piece. The new TCM necessary set us back \$3400.00 The trucks are scheduled for maintenance, which Mike will be completing, and we will have an update on them next month if issues arise. Five crew attended spring training. Jarvis and Jim are holding an advanced rope course and are part of a team of greater Victoria fire fighters that are trying to establish a Rope Rescue Team. Frances completed the Fire Instructors course. Eight members completed the traffic control course. We had crew coming in on separate days to do driver training and pump training etc. Jarvis taught the Wildfire course two weekends ago. SOG's: CRD, Mike Burgess, has been compiling new SOG's for the JDF fire departments. There has been some pushback from some of the volunteer departments on some of the

	expectations, so this will be a on-going topic to review. Fire Smart chipping day went well. The day was packed with people who had signed up and there are more who would like to participate. Motion: S. Berggren, M. Taylor, Carried
7. Old Business	
8. New Business	Parking issues resulting from large number of people attending events at the hall resulting in fire trucks potentially being impeded from exiting the fire hall. Pylons to be put out for the time being but we may have to reach out to MOTI regarding proper signage etc..
9. Next Meeting	June 30th, 2025
10. Adjournment	2030 Hrs.

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting 06/30/25
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes
Approved:
Call to Order: 1930 Adjourned: 2045

Present: Chair B. Einarson, H. Damude, R. Gardner, M. Taylor, S. Berggren, A. Wickheim, J. Powell
Ex officio: Fire Chief L. Hill
Absent:
Guests: H. Patrick

Agenda & Item #	Action Taken:
1. Agenda	Motion To approve agenda, H. Damude, S. Berggren Carried
2. Approval of Minutes	Motion: May minutes, R. Gardner, M. Taylor Carried
3. Correspondence	
4. Treasurer's Report	Treasurer's Report (appendix "A") Discussion regarding bottleneck of vehicle replacements and 5 yr plan expectation Motion: J. Powell, H. Damude Carried:
5. Fire Chief's Report	Shirley callouts: 1 mvi, 1 medical Jordan River: 2 medicals. Four crew took live fire2 which is a tough course. The battalion truck needs brakes, CRD fleet currently won't let us use M. Burgh as a mechanic as he doesn't have a bricks/mortar business re insurance; Westshack auto may be an alternative, will have to check with CRD and whether or not Westshack could take on our fleet? Exploring options moving forward. Some new merch came in for 2K, 1k of medical supplies. Motion: J. Powell, S. Berggren. Approved:
7. Old Business	
8. New Business	
9. Next Meeting	July 28th, 2025
10. Adjournment	2005 Hrs. Motion to adjourned to July 28, 2025 M. Taylor, J. Powell Carried

Appendix "A"

Shirley Fire Protection & Emergency Response Commission

May

Tax Requisition

Operating

Budget^[L]_{SEP} May Actuals Remaining

Administration Budget^[L]_{SEP} May Actuals Wages

Remaining

2025 \$231,094

\$69,080 \$6,317 \$47,954

\$83,774 \$2,367 \$53,860 \$68,180

69.42%

83.26% Chief, Deputy, Volunteers, Maintenance 81.39%

Shirley Fire Transfer to Own Fund Budget \$78,240

May Actuals \$4,386 Remaining \$56,306

May Detail Expenditures

81.39%

Operating/Admin/trans to Equip Fund

Russ Richardson^{[[SEP]]}Shaw^{[[SEP]]}\$1,450 Awareness Plus Rope^{[[SEP]]}Sooke Power Supply-Jarvis^{[[SEP]]}Russ-Supplies^{[[SEP]]}\$3,207 Light Bar?^{[[SEP]]}Corporation OH

Allowance^{[[SEP]]}Suncor^{[[SEP]]}Leah-Amazon^{[[SEP]]}\$277-Russ trav for truck parts, Sooke Pow/fuel/Home H \$147-Leah-Ladder, Batteries, Disposal

Wages^{[[SEP]]}Telecom^{[[SEP]]}Staff Training Purchase Misc.-Equip Purchase Misc.-Equip Vehicle Maintenance Admin Expense^{[[SEP]]}Gas & Lubricants Supplies
computer Supplies-Operating

\$997 \$129 \$1,740 \$24 \$115 \$3,324 \$523 \$381 \$370 \$1,077

Transfer/Equip Fund \$4,386

Total Detail \$13,065

Reserves

Equipment Surplus

\$468,901 \$197,395 \$666,296

Shirley Fire Protection & Emergency Response Commission
Monthly General Meeting July 28th, 2025
Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4
Minutes
Approved:
Call to Order: 1930 Adjourned: 2030

Present: Chair B. Einarson, H. Damude, R. Gardiner, M. Taylor, S. Berggren

Ex officio:

Absent: Fire Chief L. Hill, A. Wickheim, J. Powell

Guests:

Agenda & Item #	Action Taken:
1. Agenda:	Motion To approve agenda, H. Damude, S. Berggren Carried
2. Approval of Minutes	Motion: To approve March minutes. M. Taylor, H. Damude Carried
3. Correspondence	
4. Treasurer's Report	Tax Requisition \$231,094 Operating Budget \$69,080 June Actuals \$13,731 Remaining \$33,569 48.59% Administration Year 1 2025 Budget \$83,774 \$12,000/5 yr/auto extraction equip. June Actuals \$9,889 Wages \$53,860 74.55% Chief, Deputy, Volunteers, Maint Remaining \$58,297 69.59% Shirley Fire Transfer to Own Fund Interest Income-8 Months Budget \$78,240 June \$4,272 June Actuals \$4,386 November \$3,288 Remaining \$51,919 66.36% June Detail Expenditures Operating/Admin/trans to Equip Fund Wages \$4,690 Ben & Others/Frances Kelly, maintenance Telecom \$175 Shaw, Chief

	Staff Training \$1,450 Level Rope, Confined Space Purchase Misc.-Equip \$1,346 Wesco, Can Tire Purchase Maintenance (\$44) Power Wash, Prep, Paint, Wesco Return-\$923 Vehicle Maintenance \$4,411 Crest Lightbar Install-\$2,979, Serv.-\$1,068 Admin Expense \$523 Corporation OH Allowance Gas & Lubricants \$299 Suncor Insurance \$4,552 Supplies-Operating \$5,607 Pail- \$1439, Clothing, Boots, Liquid Smoke-\$271 Interest \$608 Internal Interest Transfer/Equip Fund \$4,386 Total Detail \$28,003 Reserves Equipment \$473,287 Surplus \$195,394 \$668,681 Motion: M. Taylor, H. Damude
5. Fire Chief's Report	Chief unable to attend.
7. Old Business	Discussion with C. Vrabel (CRD) re: development of the new operational powers bylaw that will, among other things, assist the CRD in recovering costs following a fire incident as well as define Chief and crew responsibilities. M. Taylor to review sections of the proposed bylaw and prepare a draft response to address areas of concern.
8. New Business	1) There will be a special ceremony to honour former volunteer fire fighter and fire society director Jean Conway, and to announce the generous donation made to the Shirley Fire fighter's fund. Members of the board should plan to participate if they are available. C. Vrabel is going to look for info re: interest rate on dept. savings. Shirley commission to work with CRD staff to develop community questionnaire mail out with follow-up in person community engagement fall of '25. Motion: R. Gardner, H. Damude
9. Next Meeting	Aug. 25th, 2025
10. Adjournment	2100 Hrs. adjourned

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

Thursday, June 26, 2025 7:30 PM

Present: Aran Puritch, Gary Howell, Vern McConnell, Marni Krismer, Greg Elvedahl

Absent: Director Al Wickheim, Jim Potvin, Joel Cotter

Guests & Invitees: Darren Pine

Location: Willis Point Fire Hall Annex, 6933 Willis Point Road, Victoria BC V9E 2A1

Meeting called to order at 7:35 pm

1) Approval of Agenda

MOTION by Marni Krismer, **SECONDED** by Vern McConnell that the Agenda be accepted as presented, **CARRIED**

2) Approval of previous meeting minutes

MOTION by Vern McConnell **SECONDED** by Greg Elvedahl that the minutes of May 27, 2025, be accepted as amended, **CARRIED**

3) Fire Chief Report: Verbal report from Deputy Chief Darren Pine

- a) The Saanich brush truck for sale in early June was assessed in person by department members as a possible replacement for RESCUE1. The brush truck offers more seating, greater gear capacity and can carry water. The truck is also a desirable vehicle wildfire deployment and as such could generate revenue for the department. WPVFD submitted a bid of ~\$55k and the bid was accepted by Saanich. It is now awaiting CRD approval. If approved, payment would be made on July 18.
- b) Rescue updates are complete but other work being considered is paused as new truck options are pursued. Expected costs are \$11k, the tariff amount on the new slide is the main uncertainty.
- c) Call volumes are low.
- d) Training is proceeding per plan.
- e) The weekend “out of area” program is going well.
- f) The Fire Chief asks the commission to include cistern upgrades, additions and replacements in the budget.

4) Business Arising:

- a) Brush Truck Bid – the commissioners discussed that funding the purchase of this truck should include the sale of RESCUE1 as that would at least offset some of the operating costs of the new vehicle. *Commissioner Puritch will contact the CRD to better understand what action the CRD has already taken; and to clarify the roles of the CRD and the Commission in this process.*
- b) Cell Tower Updates – Regarding the outstanding issue of the cell tower agreement generator addendum; Commissioner McConnell reports that CRD has confirmed that the generator servicing is covered under new contract on the old tower.
- c) Water Heater Replacements – Commissioner Puritch reports that he has received a first quote on the three water heaters, \$2500 for the annex and an additional \$7500 for the other two. He is going to pursue two additional quotes but the commission agrees that

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

only the annex tank should be replaced at this time.

MOTION by Gary Howell **SECONDED** by Marni Krismer that up to \$2500 can be spent on replacement of the hot water tank in the annex. **CARRIED**

- d) Hall Rental Modernization – no updates.
- e) Electronic Lockset – no update on this topic.

5) New Business:

- a) Floor Cleaning Schedule Costs – Commissioner Howell advises that cleaning the hall floor will occur quarterly; managed within the existing hall maintenance budget.
- b) RESCUE1 Upgrade funding
MOTION by Gary Howell **SECONDED** by Vern McConnell that we approve \$10484.00 for the RESCUE1 upgrades from the Equipment Replacement Fund.
CARRIED
- c) Commission processes – Commissioners Puritch and Krismer agreed to create a draft calendar of actions and standards for proposals for the commission meetings for review at the next meeting.
- d) CRD Bylaw Updates – draft versions of the updated CRD Fire Service bylaws have been provided to the Commissioners for review. Commissioner Puritch asked each commissioner to review the material and provide comments and concerns by email to Commissioner Krismer. The responses will be collated so that Commissioner Puritch can forward them to the CRD by July 3, as required.
 - i) Updated: BYLAW NO. 3654, FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE,
 - ii) Updated: BYLAW NO. 4489, FIRE REGULATION
 - iii) New: FIRE SERVICES OPERATIONAL, FIRE PREVENTION and ADMINISTRATIVE

6) Hall Managers Report: *nothing to report*

7) Community Association Update: Commissioner Jim Potvin (in absentia) reports –

- a) Decision not to loan out the PA system to external renters, too expensive, residents only.
- b) Washroom redesign in progress with Joel, women's will also be used for handicap, have a lock to make it a family room. Bob Scott (Gregg's Marine) has a wide selection of extra materials from cruise ship refits that could be used e.g. laminate.

8) MOTION by Aran Puritch to adjourn the meeting at 9:45pm. **CARRIED**