



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, December 10, 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. [25-1330](#) Minutes of the Electoral Areas Committee meetings of October 29, 2025 and November 21, 2025

Recommendation: That the minutes of the Electoral Areas Committee meetings of October 29, 2025 and November 12, 2025 be adopted as circulated.

Attachments: [Minutes - October 29, 2025](#)
[Minutes - November 12, 2025](#)

4. Chair's Remarks

5. Presentations/Delegations

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

Delegations will have the option to participate electronically. Please complete the online application at www.crd.ca/address 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. [25-1219](#) Bylaw Nos. 4735 and 4736: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

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

1. That Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4735 be adopted.
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4736 be adopted.

Attachments: [Staff Report: Bylaws 4735-4736 Fees Charges Bylaws](#)
[Appendix A: Bylaw No. 4735](#)
[Appendix B: Bylaw No. 4736](#)
[Appendix C: Bylaw Nos. 4735-4736 Changes Summary](#)
[Appendix D: BL 3864 Consolidated Redline Dec 2025-BL 4735](#)
[Appendix E: BL 3847 Consolidated Redline Dec 2025-BL 4736](#)

6.2. [25-1247](#) 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 September 24, 2025
 - b) Lyall Harbour Boot Cove Water Local Service Committee minutes of June 10, 2025
 - c) Magic Lake Estates Water and Sewer Committee minutes of June 5, 2025
 - d) Mayne Island Parks and Recreation Commission minutes of October 9, 2025
 - e) North Galiano Fire Protection and Emergency Response Service Commission & North Galiano Fire Protection Society minutes of November 17, 2024
 - f) Otter Point Fire Protection and Emergency Response Service Commission minutes of November 13, 2024
 - g) Otter Point Fire Protection and Emergency Response Service Commission minutes of October 8, 2025
 - h) Port Renfrew Fire Protection and Emergency Response Commission minutes of October 16, 2025
 - i) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of May 20, 2025
 - j) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of July 15, 2025
 - k) Sticks Allison Water Local Service Committee minutes of June 17, 2025
 - l) Willis Point Fire Protection and Recreation Facilities Commission minutes of September 2, 2025
 - m) Willis Point Fire Protection and Recreation Facilities Commission minutes of October 21, 2025
 - n) Willis Point Fire Protection and Recreation Facilities Commission minutes of October 26, 2025

- Attachments:**
- [Minutes: East Sooke Fire Prot'n & Emerg Resp Svc Commiss - Sept. 24, 2025](#)
 - [Minutes: Lyall Harbour/Boot Cove Water Local Svc Commit - June 10, 2025](#)
 - [Minutes: Magic Lake Estates Water and Sewer Commiss - June 5, 2025](#)
 - [Minutes: Mayne Island Parks & Rec Commiss - Oct. 9, 2025](#)
 - [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - Nov. 17, 2024](#)
 - [Minutes: Otter Pt. Fire Prot'n and Emerg Respon Svc Commiss - Nov. 13, 2024](#)
 - [Minutes: Otter Pt. Fire Prot'n and Emerg Respon Svc Commiss - Oct. 8, 2025](#)
 - [Minutes: Port Renfrew Fire Protection Resp Commiss - Oct. 16, 2025](#)
 - [Minutes: SGI EA Community Economic Sustain Commiss - May 20, 2025](#)
 - [Minutes: SGI EA Community Economic Sustain Commiss - July 15, 2025](#)
 - [Minutes: Sticks Allison Water Local Service Committee - June 17, 2025](#)
 - [Minutes: Willis Pt. Fire Protection and Rec Commiss - Sept. 2, 2025](#)
 - [Minutes: Willis Pt. Fire Protection and Rec Commiss - Oct. 21, 2025](#)
 - [Minutes: Willis Pt. Fire Protection and Rec Commiss - Oct. 26, 2025](#)

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

9. Adjournment

The next meeting will be held in 2026.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, October 29, 2025

10:00 AM

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

Special Meeting - Budget

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; I. Lawrence, Senior Manager Local Area Planning, Juan de Fuca (EP); D. Ovington, Senior Manager, SSI Administration; V. Somosan, Senior Manager/ Deputy CFO, Financial Services; J. Starke, Senior Manager, SGI Administration, Electoral Area Services; C. Vrabel, Manager, Fire Services; L. Xu, Manager, Local Services and Corporate Grants, Financial Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Guest: Director M. Little

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

1. Territorial Acknowledgement

Director Wickheim provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda of the Electoral Area Committee meeting of October 29, 2025 be approved.
CARRIED

3. Presentations/Delegations

There were no presentations or delegations.

4. Special Meeting Matters

4.1. [25-0947](#) 2026 Preliminary Electoral Area Budget Review

N. Chan spoke to Item 4.1.

Discussion ensued on the following:

- building inspection service and requisition reductions
- fire departments and contracts, fire inspection and investigations
- continuance and expansion of fire services in unincorporated areas
- regional housing trust fund and rural housing program funding allocations
- extension of dwelling unit program
- elections budget and potential reductions and contingencies
- administration of Islands Trust and school district elections

**MOVED by Director Holman, SECONDED by Director Brent,
The Electoral Areas Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:**

- 1. That the 2026 Electoral Area Services Budgets be given provisional approval as presented; and**
- 2. That the new initiatives for January 1, 2026 implementation identified in Appendix E, be approved for expenditure.**

5. Adjournment

**MOVED by Director Holman, SECONDED by Director Wickheim,
That the Electoral Areas Committee meeting of October 29, 2025 be adjourned
at 10:33 am.
CARRIED**

CHAIR

RECORDER

Meeting Minutes

Electoral Areas Committee

Wednesday, November 12, 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; S. Carby, Senior Manager, Protective Services; D. Ovington, Senior Manager, SSI Administration; J. Starke, Senior Manager, SGI Administration; C. Anderson, Manager, Emergency Programs; C. Vrabel, Manager, Fire Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

Guest: Director M. Little

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

1. Territorial Acknowledgement

Vice Chair Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes

3.1. [25-1203](#) Minutes of the Electoral Areas Committee Meeting of October 8, 2025

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the minutes of the Electoral Area Committee meeting of October 8, 2025 be
adopted as circulated.

CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0992](#) Bylaw No. 4709: Southern Gulf Islands Small Craft Harbours Regulation Amendment

S. Henderson spoke to Item 6.1.

Discussion ensued on the payment time frames, nighttime arrivals and Fernwood dock recreational usages.

**MOVED by Director Brent, SECONDED by Director Holman,
The Southern Gulf Islands Harbours Commission recommends the Electoral Areas
Committee recommend to the Capital Regional District Board:**

**1. That Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small
Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025", be
introduced and read a first, second, and third time.**

2. That Bylaw No. 4709 be adopted.

CARRIED

6.2. [25-1134](#) Bylaw No. 4718: Delegation of Salt Spring Island Grant-in-Aid Approval to
Salt Spring Island Local Community Commission

S. Henderson spoke to Item 6.2.

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

**1. That Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017,
Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third
time;**

2. That Bylaw No. 4718 be adopted.

CARRIED

6.3. [25-1195](#) Bylaw No. 4721 to Amend Bylaw No. 3654 - Fire Commissions

C. Vrabel spoke to Item 6.3.

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

**1. That Bylaw No. 4721, "Fire Protection and Emergency Response Service
Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025" be introduced and
read a first, second and third time; and**

2. That Bylaw No. 4721 be adopted.

CARRIED

6.4. [25-1158](#) Community Resiliency Initiative Grant: 2026 FireSmart Community Funding and Supports

C. Anderson spoke to Item 6.4.

Discussion ensued on the following:

- grant allocation apportionment, service delivery, and yearly retention
- principles of FireSmart and neighbourhood programs
- residential and agriculture rebates

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

That an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding and Supports program be supported and that staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

CARRIED

6.5. [25-1183](#) UBCM Community Emergency Preparedness Fund Grant: Volunteer and Composite Fire Departments Equipment and Training - 2025 Application

C. Vrabel spoke to Item 6.5.

Discussion ensued on the following:

- the service demands on volunteer programs
- procurement of equipment and training deliverables
- fire chief involvement and collaboration

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

That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.

CARRIED

6.6. [25-1116](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) North Galiano Fire Protection and Emergency Response Service Commission minutes of July 13, 2025
- b) Otter Point Fire Protection and Emergency Response Service Commission minutes of August 13, 2025
- c) Port Renfrew Utility Services Committee minutes of June 24, 2025
- d) Skana Water Service Committee minutes of March 4, 2025
- e) Skana Water Service Committee minutes of June 13, 2025
- f) Surfside Park Estates Water Service Committee minutes of June 26, 2025
- g) Wilderness Mountain Water Service Commission minutes of June 24, 2025

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the Electoral Areas Committee meeting of November 12, 2025 be adjourned
at 10:37 am.
CARRIED

CHAIR

RECORDER



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 10, 2025**

SUBJECT **Bylaw Nos. 4735 and 4736: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

ISSUE SUMMARY

To update the utility rates for the three electoral areas as recommended by the respective commissions and committees, and as included in the 2026 Financial Plan.

BACKGROUND

Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and financial plan for the forthcoming year. All local service commissions and committees have recommended their respective 2026 budgets, inclusive of the changes to fees and charges except Sticks Allison Water Local Service Committee.

Budget reviews were conducted with the Sticks Allison Water Local Service Committee on October 30, 2025 resulting in the committee not recommending the presented 2026 Operating and Capital Budget with a 20% increase in user fees and parcel tax, which received provisional approval from the Capital Regional District (CRD) Board on October 29, 2025. The committee passed several motions recommending deferral of capital projects and reduced reserve transfers to arrive at a 10% fee increase for 2026. Taking consideration of committee's recommendation and in consultation with the Electoral Area Director, staff are proceeding with the 20% CRD Board approved provisional increase to maintain the reserve transfers. The fees and charges included in Bylaw No.4736 reflects 20% increase in 2026. The committee will be engaged in further discussion regarding sustainable service delivery and prudent financial planning for future years

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2026.

With final surplus and deficits not yet completed for 2025, results will be monitored to identify any material impact. If required, the material impact would be incorporated into a rate adjustment and bylaw amendment after final year end results.

Appendix C contains a comparison of changes to rates contained in each of the two bylaws: Bylaw No. 4735 (Appendix A) and Bylaw No. 4736 (Appendix B).

Bylaw No. 4735 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges. Bylaw No. 4736 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4735 be adopted.
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4736 be adopted.

Alternative 2

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

IMPLICATIONS

Financial Implications

Changes in fees and charges are required for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing. The recommended rates are effective January 1 through December 31, 2026 and reflect estimates of the 2025 surpluses and/or deficits.

CONCLUSION

Utilities within the Electoral Areas require changes to fees and charges to fund operating and capital budgets. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and financial plan for the forthcoming year. The Fees and Charges Bylaws are required approval prior to January 1, 2026, to attain the revenue targets specified in the 2026 service budgets.

RECOMMENDATION

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

1. That Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4735 be adopted.
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4736 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, MBA, P.G.Dip.Eng, BSc, 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. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", and Schedules B and C
- Appendix B: Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", and Schedule C
- Appendix C: Changes to Fees and Charges Summary
- Appendix D: Bylaw No. 3864 Consolidated Redline Version December 2025 – Bylaw No. 4735
- Appendix E: Bylaw No. 3847 Consolidated Redline Version December 2025 – Bylaw No. 4736

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4735

**A BYLAW TO AMEND FEES AND CHARGES FOR UTILITY SERVICES
AND LIQUID WASTE DISPOSAL WITHIN THE
SALT SPRING ISLAND ELECTORAL AREA (BYLAW NO. 3864)**

WHEREAS:

- A. Under Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012", the Regional Board established services and facilities to collect, convey, treat and dispose of sewage in the participating area of Salt Spring Island Electoral Area;
- B. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the services budgets and financial plan for the forthcoming year;
- C. Pursuant to Section 378 and Section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board;
- D. Changes in fees and charges are required for local utility services in the Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing; and
- E. Bylaw No. 4735 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges.

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

- 1. Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012", is hereby amended as follows:
 - a) By removing Schedule "B" in its entirety and replacing it with Schedule "B" attached hereto.
 - b) By removing Schedule "C" in its entirety and replacing it with Schedule "C" attached hereto.
- 2. This Bylaw shall take effect January 1, 2026.

Bylaw No. 4735
Page 2

3. This Bylaw may be cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025”.

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

CHAIR

CORPORATE OFFICER

SCHEDULE "B"

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

- (a) During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays):
 - \$75.00
 - Fulford Water only \$150.00

- (b) During Non-Working Hours: \$200.00

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

The user fees payable shall include a fixed fee and a variable consumption charge based on the volume of water metered as outlined below:

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	\$3,512.94 per single family dwelling unit or equivalent
Cedar Lane	\$1,757.18 per single family dwelling unit or equivalent
Beddis	\$1,328.22 per single family dwelling unit or equivalent
Highland	\$0 per single family dwelling unit or equivalent
Fernwood	\$0 per single family dwelling unit or equivalent
Highland and Fernwood	\$1,438.22 per single family dwelling unit or equivalent
Maliview	\$2,418.70 per single family dwelling unit or equivalent
Fulford	\$1,834.74 per single family dwelling unit or equivalent Other users: No Fixed Fee

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:		
Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 38.0 cubic metres	\$18.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	\$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 61 cubic metres	\$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	\$3.10 per cubic metre
	Next 68.0 cubic metres or portion	\$6.30 per cubic metre
	Greater than 106 cubic metres	\$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	\$0.64 per cubic metre
	Next 68.0 cubic metres or portion	\$2.00 per cubic metre
	Greater than 106 cubic metres	\$5.13 per cubic metre
Maliview	\$1.75 per cubic metre of total water provided or delivered to the single-family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other users: \$3.90 per cubic metre Minimum Consumption Charge per three months is \$458.69 per service connection.	

SCHEDULE “C”

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

Every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility shall pay the following fees and charges:

Fees:	
Septage	\$129.78 per cubic metre (\$0.590 per imperial gallon)
Sewage	\$129.78 per cubic metre (\$0.590 per imperial gallon)
Facility User Permit	\$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	\$75.00 per hour; minimum charge \$150 first 2 hours
After Hours Call Out	\$75.00 per hour; minimum charge \$150 first 2 hours

2. Definitions:

The following terms, words and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

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

“**Call Out Charge**” means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

“**Discharge**” means to directly or indirectly introduce a substance into a Sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.

“**Facility Access Permit**” means a Facility Access Permit issued by the CRD.

“**Generator**” means an owner or occupier of property from which the Liquid Waste originates that is being trucked to a facility for disposal.

“**Hauler**” means a person or company who transports liquid waste from a Generator to a Liquid Waste Facility for disposal.

“**Local Service Area**” means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

“**Load of Liquid Waste**” means the Liquid Waste being delivered by the hauling vehicle.

“**Liquid Waste**” means Septage and/or Sewage Sludge.

“**Liquid Waste Receiving Facility**” means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay Road, Salt Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

“Measured volume” means the actual volume of Liquid Waste Discharged at the designated Liquid Waste Receiving Facility as measured by the flow meter installed at the facility.

“Municipality” means a municipality or electoral area participating in the Local Service Area and/or the CRD itself.

“Prohibited Waste” means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

“Septage” means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions and industries normally collected in a Septic Tank or holding tank.

“Septic Tank” means a chamber made of concrete, fiberglass, PVC or plastic, through which domestic wastewater flows for primary treatment

“Sewage Sludge” means the primary or secondary Sewage Sludge from a sewage treatment plant.

“Sewer” means all pipes, conduits, drains and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping and transporting wastewater, either to a Sewage Facility or otherwise.

“Trucked Liquid Waste” means any Liquid Waste that is collected and transported from the site where the Liquid Waste originated by means other than Discharge to a Sewer, including but not limited to: Septic Tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludges of organic or inorganic origin.

“Trucked Waste Manifest” means a form provided by the CRD to be completed by the Generator, or agent acting on behalf of the Generator and Hauler of Septage as a condition of using a Liquid Waste Receiving Facility.

3. User Fees:

- a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing liquid waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.
- b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operator’s manual for the Haulers truck.

4. Credit:

- a) Persons depositing Liquid Waste at the Liquid Waste Receiving Facility on a regular basis may apply to the CRD for credit. If the CRD is satisfied of the credit worthiness of the Hauler, credit may be granted, in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:
 - i. The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice

amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.

- ii. Late payment(s) will be subject to an interest penalty of 1.5% per month.
- iii. The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the CRD.

5. Regulations:

- a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:
 - i. That they agree to comply with all provisions within this bylaw.
 - ii. They have received a Facility Access Permit from the CRD.
 - iii. That the Liquid Waste meets the operating criteria to be received and processed at the facility.
 - iv. That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.
- b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.
- c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.
- d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.
- e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, sewer or sewage facility or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility or the Liquid Waste Receiving facility.

6. Operating Protocols:

- a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.
 - i. Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule E, and paying the annual fee as set out in Section 1.
 - ii. Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facility Access Permit.

- iii. Once approved a Facility Access Permit sticker, gate access key and/or codes will issued to the Hauler.
- iv. A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.
- v. The CRD may suspend or revoke a Facility Access Permit:
 - (1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.
 - (2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.
 - (3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.
- b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations and conduct their activities in a safe and respectful manner.
- c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.
- d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler's panel or may result in suspension or revocation of a Facility Access Permit.
- e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.
- f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.
- g) All hauling vehicles using the site must have connection devices compatible with those of the facility.
- h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.
- i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must

immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.

- j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.
- k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.
- l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.
- m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.
- n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.
- o) Hours of Operation:
 - i. Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.
 - ii. The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm
--	--------------------
 - iii. During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.
 - iv. After-hours access may be considered under emergency situations.
 - v. No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:
 - (1) that person is an employee, contractor or agent of the CRD; or
 - (2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.
- p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. Offences and Penalties:

- a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding \$10,000.
- b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.

Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4736

A BYLAW TO AMEND FEES AND CHARGES FOR UTILITY SERVICES
WITHIN THE SOUTHERN GULF ISLANDS AND
JUAN DE FUCA ELECTORAL AREAS (BYLAW NO. 3847)

WHEREAS:

- A. Under Bylaw No. 3847, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012", the Regional Board established services and facilities to collect, convey, treat and dispose of sewage in the participating areas of the Southern Gulf Islands Electoral Area and operate a street lighting system in the Juan de Fuca Electoral Area.
- B. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the services budgets and financial plan for the forthcoming year;
- C. Pursuant to Section 378 and Section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board;
- D. Changes in fees and charges are required for local utility services in the Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing; and
- E. Bylaw No. 4736 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

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

- 1. Bylaw No. 3847, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012", is hereby amended as follows:
 - a) By removing Schedule "C" in its entirety and replacing it with Schedule "C" attached hereto.
- 2. This Bylaw shall take effect January 1, 2026.

SCHEDULE “C”

1. Water, Sewer and Port Renfrew Street Lighting

a) For Single Family Equivalent, the user fees payable by Service Area shall be:

Service Area	Annual Charge • 25% of which is billed each three months
Skana Water	\$1,433.77 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	\$2,013.80 per Single Family Equivalent connected to the water system
Lyll Harbour/ Boot Cove Water	\$869.82 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	\$565.65 per Single Family Equivalent connected to the sewer system
Magic Lake Estates Water	\$464.84 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge >50 m ³ = \$0.50 per m ³ >80 m ³ = \$1.50 per m ³
Sticks Allison Water	\$2,226.22 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 90 cubic metres per three months: \$5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: \$26.78 per month for each Single-Family Equivalent connected to the water system Annual User Charge: \$1,329.85 per annum for each Single-Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	\$286.43 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	\$755.55 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	\$48.78 per User

(Schedule “C” continued on next page)

- b) For other Consumers, the annual charge, 25% of which is billed each three months, is calculated as "N" times the total annual Single-Family Equivalent. "N" is determined as outlined in the following chart, except as noted in Sections 1c and 1d.

Use	"N"
Bed and Breakfast – each building	1.00
Hotel/Motel – each housekeeping unit	1.00
Cabin – each unit	1.00
Mobile home park – per space	1.00
Commercial building housing 1 business	
Up to 3 employees	1.25
4 or more employees	1.50
Commercial building housing more than 1 business	
Each business up to 3 employees	1.25
Each business 4 or more employees	1.50
Restaurant	2.00
Church	1.00
School – for each classroom	1.00
Hospital – for each bed	1.00
Other – for each 1,360 litres of daily winter water consumption. Estimated flows will be based on regulations or guidelines issued pursuant to the BC Health Act.	1.00

- c) For the Lyall Harbour/Boot Cover Water Service Area

Use	"N"
Commercial building housing 1 business	
Up to 3 employees	1.00
4 or more employees	2.00
Commercial building housing more than 1 business	
Each business up to 3 employees:	1.00
Each business with 4 or more employees:	2.00

- d) For Port Renfrew Water and Sewer Service Areas:
 If the Single Family Equivalent has not been designated in 1b, the unit calculation will be based on the Minimum Daily Design Flow as specified in the Sewerage System Standard Practice Manual, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association.

Changes to Fees and Charges, Bylaws No. 4735 and 4736

Purpose: To summarize changes to Fees and Charges for 2026 in the three Electoral Areas.

Bylaw No. 4735:

To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule B (2) a) Water and Sewer User Fees - Fixed Fees

Service Area	2026 Annual Charge (per SFE)	2025 Annual Charge (per SFE)	Committee/Commission Recommendation
Cedars of Tuam Water	\$3,512.94	\$2,628.82	Cedars of Tuam Water Service Commission October 14, 2025
Cedar Lane Water	\$1,757.18	\$1,673.38	Cedar Lane Water Service Commission October 24, 2025
Beddis Water	\$1,328.22	\$1,193.95	Beddis Water Service Commission October 24, 2025
Highland Water	No Change	\$0	Fernwood and Highland Water Service Commission November 7, 2025
Fernwood Water	No Change	\$0	
Highland & Fernwood Water	\$1,438.22	\$1,361.06	
Maliview Sewer	\$2,418.70	\$2,091.08	Maliview Sewer Local Service Commission November 7, 2025
Fulford Water	\$1,834.74	\$1,781.26	Fulford Water Service Commission October 14, 2025

Bylaw No. 4735:**To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

Changes to Schedule B (2) b) Water and Sewer User Fees - Consumption Charge based on volume of water metered

Service Area	2026 Consumption Charge	2025 Consumption Charge	Committee/Commission Recommendation
Cedars of Tuam Water	No Change	First 38 m ³ = \$9.00/m ³ >38 m ³ = \$18.00/m ³	Cedars of Tuam Water Service Commission October 14, 2025
Cedar Lane Water	No Change	First 30 m ³ = \$2.50/m ³ >30 m ³ = \$9.00/m ³ >61 m ³ = \$25.00/m ³	Cedar Lane Water Service Commission October 24, 2025
Beddis Water	No Change	First 38 m ³ = \$3.10/m ³ Next 68 m ³ = \$6.30/m ³ >106 m ³ = \$8.50/m ³	Beddis Water Service Commission October 24, 2025
Highland and Fernwood Water	No Change	First 38 m ³ = \$0.64/m ³ Next 68 m ³ = \$2.00/m ³ >106 m ³ = \$5.13/m ³	Fernwood and Highland Water Service Commission November 7, 2025
Maliview Sewer	No Change	\$1.75/m ³ of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	Maliview Sewer Local Service Commission November 7, 2025
Fulford Water	Single Family Residential: No Consumption Charge Other: \$3.71/m ³ Minimum Consumption Charge per three months is \$458.69 per service connection.	Single Family Residential: No Consumption Charge Other: \$3.71/m ³ Minimum Consumption Charge per three months is \$445.32 per service connection.	Fulford Water Service Commission October 14, 2025

Bylaw No. 4735:**To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

Changes to Schedule C (1) Disposal Fees and Charges

Service Area	2026 Fees	2025 Fees	Committee/Commission Recommendation
Septage	\$129.78 per cubic metre (\$0.590 per imperial gallon)	\$125.38 per cubic metre (\$0.570 per imperial gallon)	Salt Spring Island Local Community Commission September 11, 2025
Sewage	\$129.78 per cubic metre (\$0.590 per imperial gallon)	\$125.38 per cubic metre (\$0.570 per imperial gallon)	Salt Spring Island Local Community Commission September 11, 2025

Bylaw No. 4736:**To Amend Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges**

Changes to Schedule C (1) a) Water, Sewer and Port Renfrew Street Lighting

Service Area	2026 Annual Charge	2025 Annual Charge	Committee/Commission Recommendation
Skana Water	\$1,433.77 (per SFE)	\$1,392.08 (per SFE)	Skana Water Service Committee October 23, 2025
Surfside Park Estates Water	\$2,013.80 (per SFE)	\$1,856.86 (per SFE)	Surfside Park Estates Water Service Committee October 23, 2025
Lyll Harbour/Boot Cove Water	\$869.82 (per SFE)	\$793.29 (per SFE)	Lyll Harbour/Boot Cove Water Local Services Committee November 13, 2025
Magic Lake Estates Sewer	\$565.65 (per SFE)	\$487.54 (per SFE)	Magic Lake Estates Water and Sewer Committee November 13, 2025
Magic Lake Estates Water	\$464.84 (per SFE) No Change	\$395.50 (per SFE) Consumption Charge >50 m ³ = \$0.50/m ³ >80 m ³ = \$1.50/m ³	
Sticks Allison Water	\$2,226.22 (per SFE)	\$1,855.14 (per SFE)	Sticks Allison Water Local Service Committee October 30, 2025
	No Change	> 90 m ³ per 3 months = 5.00/m ³	
Wilderness Mountain Water	\$1,329.85 (per SFE)	\$1,266.47 (per SFE)	Wilderness Mountain Water Service Commission October 28, 2025
	Consumption Charge = \$26.78 (Monthly per SFE)	Consumption Charge = \$25.51 (Monthly per SFE)	
Port Renfrew Water Annual User Charge	\$286.43 (per Unit)	\$270.21 (per Unit)	Port Renfrew Utility Services Committee October 28, 2025
Port Renfrew Sewer Annual User Charge	\$755.55 (per Unit)	\$719.54 (per Unit)	
Port Renfrew Street Lighting	\$48.78 (per User)	\$47.89 (per User)	



Making a difference...together

BYLAW NO. 3864

**SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES
AND CHARGES BYLAW NO. 1, 2012**

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

ORIGINALLY ADOPTED DECEMBER 12, 2012

(Consolidated with Amending Bylaws 3891, 3925, 3977, 3993, 4073, 4236, 4273, 4286, 4301,
4311, 4339, 4395, 4470, 4525, 4586, 4648 & 4735)

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

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3864**

**A BYLAW TO PROVIDE FOR FEES AND CHARGES PAYABLE FOR UTILITY SERVICES
IN SERVICE AREAS WITHIN THE SALT SPRING ISLAND ELECTORAL AREA**

WHEREAS:

- A. Pursuant to section 378 and section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board.
- B. The Capital Regional District established services and facilities to supply, treat, convey, store, and distribute water in the participating areas of the Salt Spring Island Electoral Area (Cedars of Tuam Water System, Cedar Lane Water Service, Beddis Water Service, Highland Water System, Fernwood Water Supply and Fulford Water Service).
- C. The Capital Regional District established services and facilities to collect, convey, treat, and dispose of sewage in the participating area of Salt Spring Island Electoral Area (Maliview Estates Sewerage).
- D. These bylaws authorize the recovery of annual costs by methods including:
 - (a) by way of an annual parcel tax; or
 - (b) by fees and charges to be imposed by bylaw under Section 397 of the *Local Government Act*.
- E. The Board wishes to establish a consolidated bylaw for the recovery of annual costs for utility services on Salt Spring Island.

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

- 1. The Board hereby authorizes and imposes fees and charges from time to time for the Service Areas shown on Schedules "A" of the following bylaws:
 - (a) Bylaw No. 3021, "Salt Spring Island Cedars of Tuam Water System Service Establishment Bylaw No. 1, 2002";
 - (b) Bylaw No. 3424, "Cedar Lane Water Service Establishment Bylaw No. 1, 2007";
 - (c) Bylaw No. 3188, "Beddis Water Service Establishment Bylaw No. 1, 2004";
 - (d) Bylaw No. 1937, "Highland Water System Local Service Establishment Bylaw No. 1, 1999," as amended;
 - (e) Bylaw No. 1772, "Fernwood Water Supply Local Service Establishment Bylaw No. 1, 1989," as amended;
 - (f) Bylaw No. 1938, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991";
 - (g) Bylaw No. 3202, "Fulford Water Service Establishment Bylaw No. 1, 2004," as amended;
 - (h) Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993; and
 - (i) Bylaw No. 1923, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991."

2. Interpretation

In this bylaw, unless context otherwise requires:

- (a) **“Applicant”** means a person who is the owner, lessee or tenant of an authorized premises and who has requested or applied for water or sewer service or for any other matter or thing under this bylaw from the Capital Regional District.
- (b) **“Board”** means the Capital Regional District Board.
- (c) **“Consumer”** means a person to whom a service connection has been provided by the Capital Regional District.
- (d) **“Construction Costs”** include costs of labour, materials and equipment.
- (e) **“CRD”** means the Capital Regional District.
- (f) **“Engineering Costs”** include costs of survey, design, permit acquisition, layout, inspection and as-constructed drawings.
- (g) **“Property”** means a Parcel which may or may not contain one or more buildings or other structures.
- (h) **“Service Abandonment”** an intentional relinquishment of the water service. A dwelling(s) that have been allowed to become uninhabitable would be considered to be abandoned.
- (i) **“Service Area”** means a service area specified in Section 1 above.
- (j) **“Service Line”** means the water supply pipeline from the property line to the primary building or structure on the property of a Consumer. *(Bylaw 3891)*
- (k) **“Sewer Service Connection”** means a pipe and all appurtenances necessary to connect a sewer main to a building sanitary sewer at the property line.
- (l) **“Single Family Equivalent”** means and includes a single family dwelling unit intended for the use or occupancy by one or more individuals as a non-profit household, and includes a dwelling unit in an apartment, condominium, duplex, or other multiple family facility.
- (m) **“Single Family Residential”** means a water or sewer service connection to a parcel of land having actual use identified by BC Assessment as a Single Family Dwelling, and which may include one secondary dwelling or suite.
- (n) **“Temporary disconnection”** means to shut off the water service at the Water Service Connection for a period of time not exceeding twelve months.
- (o) **“User Fee”** means a fee or charge imposed under Section 6 of this bylaw.
- (p) **“Water Service Connection”** means a pipe and all necessary valves, connections, meters, and other appurtenances necessary to connect a water main to a curb stop on the property line.

3. Water or Sewer Service Connection Fee

An Applicant for a Water or Sewer Service Connection in respect of real property within a Service Area shall, at the time of making an application for the service connection, pay the service connection fee set out in Schedule “A” hereto.

4. Water Service Turn On and Turn Off Fee

A Consumer in a Service Area requesting the turning off or turning on of the water supply at the curb stop under Section 22 or 24 of Bylaw No. 1792, “Water Regulations Bylaw No. 1, 1990”, shall

pay the applicable turn on or turn off fee set out in Section 1 of Schedule “B” hereto.

5. Water Service Abandonment Fee

The owner of property in a Service Area wishing to discontinue water service shall pay the applicable abandonment fee set out in Section 2 of Schedule “A” hereto.

6. Water and Sewer User Fees and Liquid Waste Disposal Fee

(a) The user fees in Section 2 of Schedule “B” are hereto imposed on each Consumer in a Service Area and shall be paid in accordance with the following:

- i) User fees invoiced by the CRD are due and payable by the owner of the parcel within thirty (30) days from the date the bill is issued.
- ii) User fees shall be billed quarterly by the CRD.
- iii) A late payment charge of 1.5% of the past due amount shall be added to all delinquent water and sewer bills. *(Bylaw 3891)*
- iv) All payments received will be applied firstly against arrears, and then to current balances.

(b) Water and sewer user fees for all water and sewer services, excluding Ganges sewerage, are provided in Section 2 of Schedule “B”.

(c) Liquid waste disposal fees are provided in Schedule “C”.

(d) User fees for Ganges sewerage are provided in Schedule “D”.

7. Utility Bill Appeal

(a) Any Consumer obtaining a utility bill may formally register a complaint or dispute with the General Manager regarding the amount of any charge on the utility bill, no more than thirty (30) days from the date of billing.

(b) The General Manager will review the complaint and may reduce the utility bill amount if:

- i) there is an error in the calculation of the bill amount; or
- ii) another circumstance exists that makes payment of the full bill amount unjust.

8. Utility Bill Adjustments for Leaks in the Service Line

(a) No adjustment shall be made for leaks in internal plumbing systems and fixtures, including faucets and toilets, or leaks in an irrigation system on the Property.

(b) The General Manager may make an adjustment to a utility bill in the case of a water leak and may take into consideration the cause of the water loss, the opportunity for the Consumer to detect the leak, the possibility of Consumer negligence or fault regarding the leak, and the promptness with which the leak was stopped or repaired after discovery.

(c) To qualify for a utility bill adjustment, the leak must have been caused by circumstances beyond the Consumer’s control, such as a break in the Service Line, a mechanical malfunction, water theft, vandalism, or other unusual or emergency conditions.

(d) An owner must provide tangible proof that all water leaks have been repaired; the CRD Integrated Water Services has the authority to inspect the repair prior to considering a water leak adjustment.

(e) The General Manager, upon receiving an application for a water leak adjustment, may adjust the amount of any utility bill for a Consumer where the owner satisfactorily proves there was a water leak(s) originating within the Consumer’s Service Line. *(Bylaw 3891)*

- (f) If the General Manager permits a utility bill adjustment, the Consumer shall assume responsibility for the normal amount of water consumed at the current retail water rate based on the same billing period's consumption in the previous year; CRD Integrated Water Services shall absorb the remainder of the water consumption cost.
- (g) CRD Integrated Water Services will only consider a water leak adjustment for the billing period the leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.
- (h) Where the sewer charges are based on the water consumption volumes and a water leak adjustment has been approved, the consumption for sewer charges will be adjusted in accordance with the water consumption adjustment.
- (i) Where the sewer charges are based on the water consumption volumes and a water leak is in an irrigation system, the General Manager may adjust the sewer charges based on water consumption during the same billing period in the previous year; CRD Integrated Water Services shall absorb the remainder of the sewer consumption cost.
- (j) A sewer leak adjustment will be considered only for the billing period the water leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.
- (k) Only one leak adjustment for water and sewer per Property within a twelve (12) month period shall be permitted.
- (l) A leak adjustment application form must be submitted within 30 days of the billing date of the utility bill.

9. Water Meter Readings

- (a) If for any reason CRD Integrated Water Services shall be required to estimate the water consumption of a Property for any given period, the following procedure shall be followed:
 - i) The estimate shall be based on the water consumption history and the application of the use by the Consumer on the Property for which a water estimate is required; and,
 - ii) In the event that no sufficient history exists to produce a reasonable estimate, the estimate shall be calculated on the basis of an average of the water consumption for similar properties in the same area; the minimum estimate allowed will be ten (10) cubic metres of water per week.

10. Temporary Disconnection of Water Service Connection

- (a) The Consumer requesting their Water Service Connection to be shut off for a period of time not exceeding twelve months must give written notice to the CRD Integrated Water Services to turn off the water.
- (b) Despite shutting off the water service, the Consumer must pay the annual user charge when the Water Service Connection is shut off by temporary disconnection.

11. Date Effective

Section 8 of this bylaw comes into effect as of 01/07/12.

12. Repeal

Bylaw No. 3688, cited as "Salt Spring Island Sewer and Water Fee and Charge Bylaw No. 1, 2010" and all amendments thereto are hereby repealed.

13. Citation

This Bylaw may be cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012".

READ A FIRST TIME THIS	12 th	DAY OF	December	2012
READ A SECOND TIME THIS	12 th	DAY OF	December	2012
READ A THIRD TIME THIS	12 th	DAY OF	December	2012
ADOPTED THIS	12 ^h	DAY OF	December	2012

Original signed by Alastair Bryson
CHAIR

Original signed by Sonia Santarossa
CORPORATE OFFICER

SCHEDULE "A"

(Bylaw 4236)

1. Water and Sewer Service Connections and Charges

The British Columbia Plumbing Code shall apply to all connections made to CRD water or sewer system, together with the conditions as set forth hereinafter:

- (a) Any connections not conforming to the requirements set out in the British Columbia Plumbing Code shall not be connected to a CRD water or sewer system.
- (b) The connection charge for a water or sewer service connection shall be the actual cost for the connection, calculated as follows:
 - (i) Engineering Costs:
Including survey, design, permit acquisition, layout, inspection and as-constructed drawings \$ _____
 - (ii) Construction Costs:
Including labour, materials, and equipment \$ _____
 - (iii) Administration Costs:
At 15% of the sum of (i) + (ii) \$ _____

ACTUAL COST = Sum of (i) + (ii) + (iii) \$ _____
- (c) Fees or estimated fees payable herein shall be paid to the CRD on application for connection to the utility. Where applicable, the difference between fees paid upon application and the actual cost for the connection will be billed or refunded to the Applicant.

2. Water or Sewer Service Abandonment Fee

Pursuant to Section 5, the fee for abandonment of a water or sewer service connection is the actual cost to the CRD to remove the service connection, calculated in accordance with the formula set out in the above Section 1 of Schedule "A" hereto.

SCHEDULE "B"

(Bylaw 4735)

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

- (a) During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays):
 - \$75.00
 - Fulford Water only \$150.00
- (b) During Non-Working Hours: \$200.00

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

The user fees payable shall include a fixed fee and a variable consumption charge based on the volume of water metered as outlined below:

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	\$3,512.94 per single family dwelling unit or equivalent
Cedar Lane	\$1,757.18 per single family dwelling unit or equivalent
Beddis	\$1,328.22 per single family dwelling unit or equivalent
Highland	\$0 per single family dwelling unit or equivalent
Fernwood	\$0 per single family dwelling unit or equivalent
Highland and Fernwood	\$1,438.22 per single family dwelling unit or equivalent
Maliview	\$2,418.70 per single family dwelling unit or equivalent
Fulford	\$1,834.74 per single family dwelling unit or equivalent Other users: No Fixed Fee

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:		
Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 38.0 cubic metres	\$18.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	\$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 61 cubic metres	\$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	\$3.10 per cubic metre
	Next 68.0 cubic metres or portion	\$6.30 per cubic metre
	Greater than 106 cubic metres	\$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	\$0.64 per cubic metre
	Next 68.0 cubic metres or portion	\$2.00 per cubic metre
	Greater than 106 cubic metres	\$5.13 per cubic metre
Maliview	\$1.75 per cubic metre of total water provided or delivered to the single-family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other users: \$3.71 per cubic metre Minimum Consumption Charge per three months is \$458.69 per service connection.	

SCHEDULE "C"

(Bylaw 4648)

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

Every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility shall pay the following fees and charges:

Fees:	
Septage	\$129.78 per cubic metre (\$0.590 per imperial gallon)
Sewage	\$129.78 per cubic metre (\$0.590 per imperial gallon)
Facility User Permit	\$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	\$75.00 per hour; minimum charge \$150 first 2 hours
After Hours Call Out	\$75.00 per hour; minimum charge \$150 first 2 hours

2. Definitions:

The following terms, words, and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

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

“**Call Out Charge**” means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

“**Discharge**” means to directly or indirectly introduce a substance into a Sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means.

“**Facility Access Permit**” means a Facility Access Permit issued by the CRD.

“**Generator**” means an owner or occupier of property from which the Liquid Waste originates that is being trucked to a facility for disposal.

“**Hauler**” means a person or company who transports Liquid Waste from a Generator to a Liquid Waste facility for disposal.

“**Local Service Area**” means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

“**Load of Liquid Waste**” means the Liquid Waste being delivered by the hauling vehicle.

“**Liquid Waste**” means Septage and/or Sewage Sludge.

“**Liquid Waste Receiving Facility**” means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay

Road, Salt Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

“Measured Volume” means the actual volume of Liquid Waste Discharged at the designated Liquid Waste Receiving Facility as measured by the flow meter installed at the facility.

“Municipality” means a municipality participating in the Local Service Area and/or the CRD itself.

“Prohibited Waste” means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

“Septage” means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions, and industries normally collected in a Septic Tank or holding tank.

“Septic Tank” means a chamber made of concrete, fiberglass, PVC, or plastic, through which domestic wastewater flows for primary treatment.

“Sewage Sludge” means the primary or secondary Sewage Sludge from a sewage treatment plant.

“Sewer” means all pipes, conduits, drains, and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping, and transporting wastewater, either to a Sewage Facility or otherwise.

“Trucked Liquid Waste” means any Liquid Waste that is collected and transported from the site where the Liquid Waste originated by means other than Discharge to a Sewer, including but not limited to: Septic Tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludges of organic or inorganic origin.

“Trucked Waste Manifest” means a form provided by the CRD to be completed by the Generator, or agent acting on behalf of the Generator, and Hauler of Septage as a condition of using a Liquid Waste Receiving Facility.

3. User Fees:

- (a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.
- (b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operator’s manual for the Haulers truck.

4. Credit:

- (a) Persons depositing Liquid Waste at the Liquid Waste Receiving Facility on a regular basis may apply to the CRD for credit. If the CRD is satisfied of the credit worthiness of the Hauler, credit may be granted, in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:

- (i) The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.
- (ii) Late payment(s) will be subject to an interest penalty of 1.5% per month.
- (iii) The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment, or other justified cause as judged solely by the CRD.

5. Regulations:

- (a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:
 - (i) That they agree to comply with all provisions within this Bylaw.
 - (ii) They have received a Facility Access Permit from the CRD.
 - (iii) That the Liquid Waste meets the operating criteria to be received and processed at the facility.
 - (iv) That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.
- (b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.
- (c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.
- (d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.
- (e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, Sewer or sewage facility, or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility, or the Liquid Waste Receiving Facility.

6. Operating Protocols:

- (a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.
 - (i) Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule “E”, and paying the annual fee as set out in Section 1.
 - (ii) Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facility Access Permit.
 - (iii) Once approved a Facility Access Permit sticker, gate access key and/or codes will be issued to the Hauler.
 - (iv) A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.
 - (v) The CRD may suspend or revoke a Facility Access Permit:
 - (1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.
 - (2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.
 - (3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.
- (b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees, and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations and conduct their activities in a safe and respectful manner.
- (c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.
- (d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler’s panel or may result in suspension or revocation of a Facility Access Permit.
- (e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.

- (f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.
- (g) All hauling vehicles using the site must have connection devices compatible with those of the facility.
- (h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.
- (i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.
- (j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.
- (k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.
- (l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.
- (m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.
- (n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.
- (o) Hours of Operation:
 - (i) Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.
 - (ii) The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm
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 - (iii) During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.
 - (iv) After hours access may be considered under emergency situations.
 - (v) No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:

- (1) that person is an employee, contractor, or agent of the CRD; or
 - (2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.
- (p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. Offences and Penalties:

- (a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding \$10,000.
- (b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.

Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

SCHEDULE "D"

USER RATES FOR GANGES SEWERAGE

A. Billing and Payment:

- 1) The user rate imposed under Section 6 (d) of this bylaw is due and payable upon invoice by the Capital Regional District.
- 2) If the user fee is not paid within thirty (30) days of the billing date for the user fee, a late payment charge of 2.5% of the past due amount shall be added to all delinquent sewer bills.
- 3) An amount of user fee, together with any penalty added under Subsection 2 will be considered to be a user fee in arrears.
- 4) All payments received will be applied firstly against user fees in arrears, and then to current balances.
- 5) A user fee which is unpaid as of December 31 in any year which it is payable will constitute a charge or lien on the land and improvements in respect of which the charge is imposed in accordance with Section 364 of the *Local Government Act* and may be collected as taxes in accordance with Section 376 of the *Local Government Act*.

For the purposes of this Schedule:

- B. **“Average Residential Consumption”** means the average water consumption of all Residential Properties in the applicable year.

“Business Property” means property, subject to this bylaw, which is classified as Class 6 by the British Columbia Assessment Authority and also includes fire halls, Coast Guard facilities, and other federal, provincial and local government buildings, but does not include institutional property.

“Institutional Property” means schools, hospitals, long-term and extended care facilities, subject to this bylaw, but does not include libraries or churches.

“Net Cost” means the cost of operating, maintaining and paying debt charges payable in the current year for the sewerage system less all other revenue received for the sewerage system including grants and parcel tax levies.

“Premises” means any structure with a roof and with walls enclosing more than 60 per cent of the total perimeter.

“Residential Property” means property, subject to this bylaw, classified as Class 1 by the British Columbia Assessment Authority and includes churches and libraries, each of the latter is considered, for the purposes of this bylaw, a Single Family Equivalency.

“Single Family Equivalency” means and includes a single family dwelling unit intended for the use or occupancy by one or more individuals as a non-profit household, and includes a dwelling unit in an apartment, condominium, duplex, or other multiple family facility and a church or a library.

“User Charge” means a charge imposed under Section 1 of this bylaw.

“User Fund” means the total operating cost including debt repayment payable in the current year of the Ganges Sewerage Local Service Area, less the funds generated by the Parcel Tax.

“Water Consumption” means the total consumption of water used by a Business, Institutional, and Residential Property as measured by meter installed, read, and adjusted, if necessary, by the water supplier for the eight month period commencing September 1st and ending April 30th in the calendar year for which the user charge is imposed. In the event of a new installation or a change of use of an existing installation, the water consumption for the initial year will be estimated by the General Manager, based on average water usage values for similar users within the Local Service Area.

The user fund shall in each year be divided into three shares as follows:

C.

- 1) The Business Share shall be the percentage of the User Fund that the total Water Consumption of all Business Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.
- 2) The Institutional Share shall be the percentage of the User Fund that the total Water Consumption of all Institutional Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.
- 3) The Residential Share shall be the percentage of the User Fund that the total Water Consumption of all Residential Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.

D.

- 1) The Business Share of the User Fund shall be paid by all the owners or occupiers of Business Property that is subject to a User Charge.
- 2) The Institutional Share of the User Fund shall be paid by all the owners or occupiers of Institutional Property that is subject to a User Charge.
- 3) The Residential Share of the User Fund shall be paid by all the owners or occupiers of Residential Property that is subject to a User Charge.

E. Each owner or occupier of a Business Property that is subject to a User Charge shall pay their share of the Business Share:

- 1) The Business Share is divided into two equal portions of 50 per cent each.
- 2) One portion of the Business Share is divided amongst the Business Properties that are subject to a User Charge, based on the percentage that the square footage of the exterior measurement of the Premises on a Business Property represents in relation to the total of all Premises on all Business Properties within the local service area.
- 3) The second portion of the Business Share is divided amongst the business properties that are subject to a User Charge based on the percentage of the Water Consumption of the Business Share that is used by that property.

- F. Each owner or occupier of an Institutional Property that is subject to a User Charge shall pay the percentage of the Institutional Share that the Water Consumption of its property is of the total Water Consumption of all Institutional Properties, of the Institutional Share.

- G. Each owner or occupier of a Residential Property that is subject to a User Charge shall pay:
 - 1) \$150.00 for each Single Family Equivalency; plus
 - 2) The percentage of the Residential Share that the Water Consumption of his property is of the total Water Consumption of all Residential Properties of the Residential Share after deducting the monies payable under G (1) from the Residential Share.

**CAPITAL REGIONAL DISTRICT
SALT SPRING ISLAND
LIQUID WASTE RECEIVING FACILITY PERMIT**



**SCHEDULE E
APPLICATION FOR A FACILITY ACCESS PERMIT**

(Bylaw 4286)

Submit Completed Form to: Capital Regional District
Salt Spring Island Electoral Area
121 McPhillips Avenue
Salt Spring Island, BC, VBK 2T6

Please Print

COMPANY NAME: _____

COMPANY REPRESENTATIVE: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS (if different from above): _____

TELEPHONE: (business) _____ (home) _____ (fax) _____

The Facility Access Permit fee as outlined in Schedule C must be remitted with the application.

2. List all vehicles to be included in the Facility Access Permit:

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

**SCHEDULE E
BYLAW 3864**

(Bylaw 4286)

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

Signature: _____ **Date:** _____



Making a difference...together

BYLAW NO. 3847

**SOUTHERN GULF ISLANDS AND JUAN DE FUCA ELECTORAL
AREAS UTILITIES AND STREET LIGHTING FEES AND CHARGES
BYLAW NO. 1, 2012**

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

ORIGINALLY ADOPTED DECEMBER 12, 2012
(Consolidated with Amending Bylaws 3892, 3924, 3987, 4074, 4170, 4233, 4274, 4337, 4389,
4471, 4524, 4587, 4649 & 4736)

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

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3847

A BYLAW TO PROVIDE FOR FEES AND CHARGES PAYABLE FOR UTILITIES AND STREET LIGHTING WITHIN THE SOUTHERN GULF ISLANDS AND JUAN DE FUCA ELECTORAL AREAS

WHEREAS:

- A. Pursuant to section 378 and section 397 of the *Local Government Act*, the Board may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the district or the exercise of regulatory authority by the Board.
- B. The Capital Regional District established services and facilities to supply, treat, convey, store, and distribute water in the participating areas of the Southern Gulf Islands Electoral Area and Juan de Fuca Electoral Area (Skana Water Service, Surfside Park Estates Water Service, Lyall Harbour/Boot Cove Water Service, Magic Lake Estates Water System Local Service, Sticks Allison Water Local Service, and Wilderness Mountain Water Service).
- C. The Capital Regional District established services and facilities to collect, convey, treat, and dispose of sewage in the participating areas of the Southern Gulf Islands Electoral Area (Magic Lake Estates Sewage System Local Service).
- D. The Capital Regional District established services and facilities to operate a street lighting system in the participating area of Port Renfrew in the Juan de Fuca Electoral Area.
- E. These bylaws authorize the recovery of annual costs by methods including:
 - (a) by way of an annual parcel tax; or
 - (b) by fees and charges to be imposed by bylaw under Section 397 of the *Local Government Act*.
- F. The Board wishes to establish a consolidated bylaw for the recovery of annual costs for utilities and street lighting in the Southern Gulf Islands and Juan de Fuca Electoral Areas.

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

- 1. The Board hereby authorizes and imposes fees and charges for the Service Areas shown from time to time on Schedules "A" of the following bylaws:
 - (a) Bylaw No. 3089, "Skana Water Service Establishment Bylaw No. 1, 2003";
 - (b) Bylaw No. 3087, "Surfside Park Estates Water Service Establishment Bylaw No. 1, 2003", as amended
 - (c) Bylaw No. 1873, "Outer Gulf Islands Magic Lake Estates Sewage System Local Service Establishment Bylaw, 1990";
 - (d) Bylaw No. 2920, "Lyall Harbour/Boot Cove Water Service Establishment Bylaw No. 1, 2001", as amended;
 - (e) Bylaw No. 1874, "Outer Gulf Islands Magic Lake Estates Water System Local Service Establishment Bylaw, 1990", as amended;
 - (f) Bylaw No. 2556, "Sticks Allison Water Local Service Establishment Bylaw No. 1, 1997";

- (g) Bylaw No. 3503, “Wilderness Mountain Water Service Establishment Bylaw No. 1, 2008”;
- (h) Bylaw No. 1746, “Port Renfrew Street Lighting Local Service Establishment Bylaw No. 1, 1989”, as amended;
- (i) Bylaw No. 1744, cited as “Port Renfrew Sewer Local Service Establishment Bylaw No. 1, 1989”, as amended; and
- (j) Bylaw No. 1747, cited as “Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989”, as amended.

2. Interpretation

In this bylaw, unless context otherwise requires:

- (a) **“Applicant”** means a person who is the owner, lessee or tenant of an authorized premises and who has requested or applied for water or sewer service or for any other matter or thing under this bylaw from the Capital Regional District;
- (b) **“Board”** means the Board of Directors of the Capital Regional District;
- (c) **“Consumer”** means a person to whom a water or sewer service connection or street lighting has been provided by the Capital Regional District;
- (d) **“Construction Costs”** include costs of labour, materials and equipment;
- (e) **“CRD”** means the Capital Regional District;
- (f) **“Engineering Costs”** include costs of survey, design, permit acquisition, layout, inspection and as-constructed drawings;
- (g) **“Property”** means a Parcel which may or may not contain one or more buildings or other structures.
- (h) **“Service Abandonment”** an intentional relinquishment of the water service. A dwelling(s) that have been allowed to become uninhabitable would be considered to be abandoned.
- (i) **“Service Area”** means a service area specified in Section 1 above;
- (j) **“Service Line”** means the water supply pipeline from the property line to the primary building or structure on the property of a Consumer. *(Bylaw 3892)*
- (k) **“Sewer Service Connection”** means a pipe and all appurtenances necessary to connect a sewer main to a building sanitary sewer at the property line;
- (l) **“Single Family Equivalent”** means and includes a single family dwelling unit intended for the use or occupancy by one or more individuals as a non-profit household, and includes a dwelling unit in an apartment, condominium, duplex, or other multiple family facility.
- (m) **“Single Family Residential”** means a water or sewer service connection to a parcel of land having actual use identified by BC Assessment as a Single Family Dwelling, and which may include one secondary dwelling or suite;
- (n) **“Temporary disconnection”** means to shut off the water service at the Water Service Connection for a period of time not exceeding twelve months.
- (o) **“User Fee”** means a fee or charge imposed under Section 6 of this bylaw; and
- (p) **“Water Service Connection”** means a pipe and all necessary valves, connections, meters and other appurtenances necessary to connect a water main to a curb stop on the property line.

3. Water or Sewer Service Connection Fee

An Applicant for a Water or Sewer Service Connection in respect of real property within a Service

Area shall, at the time of making an application for the service connection, pay the service connection fee set out in Schedule “A” hereto.

4. Water Service Turn On and Turn Off Fee

A Consumer in a Service Area requesting the turning off or turning on of the water supply at the curb stop under Section 22 or 24 of Bylaw No. 1792, “Water Regulations Bylaw No. 1, 1990”, shall pay the applicable turn on or turn off fee set out in Section 1 of Schedule “B” hereto.

5. Water or Sewer Service Abandonment Fee

The owner of property in a Service Area wishing to discontinue water or sewer service shall pay the applicable abandonment fee set out in Section 2 of Schedule “A” hereto.

6. Household Pump Station Service Fee

Where a household pump station is required, the Consumer shall be responsible for the supply of the station and the Consumer shall be responsible for the installation, operation, repairs and replacement of the station. The CRD may service or carry out repairs to the station at the Consumer’s request and shall charge a fee for the service as shown on Schedule “D”.

7. Utility Bill Appeal

- (a) Any Consumer obtaining a utility bill may formally register a complaint or dispute with the General Manager regarding the amount of any charge on the utility bill, no more than thirty (30) days from the date of billing.
- (b) The General Manager will review the complaint and may reduce the utility bill amount if:
 - (i) there is an error in the calculation of the bill amount; or
 - (ii) another circumstance exists that makes payment of the full bill amount unjust.

8. Utility Bill Adjustments for Leaks in the Service Line

- (a) No adjustment shall be made for leaks in internal plumbing systems and fixtures, including faucets and toilets, or leaks in an irrigation system on the Property.
- (b) The General Manager may make an adjustment to a utility bill in the case of a water leak and may take into consideration the cause of the water loss, the opportunity for the Consumer to detect the leak, the possibility of Consumer negligence or fault regarding the leak, and the promptness with which the leak was stopped or repaired after discovery.
- (c) To qualify for a utility bill adjustment, the leak must have been caused by circumstances beyond the Consumer’s control, such as a break in the Service Line, a mechanical malfunction, water theft, vandalism, or other unusual or emergency conditions.
- (d) An owner must provide tangible proof that all water leaks have been repaired; the CRD Integrated Water Services has the authority to inspect the repair prior to considering a water leak adjustment.
- (e) The General Manager, upon receiving an application for a water leak adjustment, may adjust the amount of any utility bill for a Consumer where the owner satisfactorily proves there was a water leak(s) originating within the Consumer’s Service Line. (*Bylaw 3892*)
- (f) If the General Manager permits a utility bill adjustment, the Consumer shall assume responsibility for the normal amount of water consumed at the current retail water rate based on the same billing period’s consumption in the previous year; CRD Integrated Water Services shall absorb the remainder of the water consumption cost.

- (g) CRD Integrated Water Services will only consider a water leak adjustment for the billing period the leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.
- (h) Where the sewer charges are based on the water consumption volumes and a water leak adjustment has been approved, the consumption for sewer charges will be adjusted in accordance with the water consumption adjustment.
- (i) Where the sewer charges are based on the water consumption volumes and a water leak is in an irrigation system, the General Manager may adjust the sewer charges based on water consumption during the same billing period in the previous year; CRD Integrated Water Services shall absorb the remainder of the sewer consumption cost.
- (j) A sewer leak adjustment will be considered only for the billing period the water leak was detected and the previous billing period in which the leak occurred to a maximum of two (2) billing periods.
- (k) Only one leak adjustment for water and sewer per Property within a twelve (12) month period shall be permitted.
- (l) A leak adjustment application form must be submitted within 30 days of the billing date of the utility bill.

9. Water Meter Readings

- (a) If for any reason CRD Integrated Water Services shall be required to estimate the water consumption of a Property for any given period, the following procedure shall be followed:
 - (i) The estimate shall be based on the water consumption history and the application of the use by the Consumer on the Property for which a water estimate is required; and,
 - (ii) In the event that no sufficient history exists to produce a reasonable estimate, the estimate shall be calculated on the basis of an average of the water consumption for similar properties in the same area; the minimum estimate allowed will be ten (10) cubic metres of water per week.

10. Temporary Disconnection of Water Service Connection

- (a) The Consumer requesting their Water Service Connection to be shut off for a period of time not exceeding twelve months must give written notice to the CRD Integrated Water Services to turn off the water.
- (b) Despite shutting off the water service, the Consumer must pay the annual user charge when the Water Service Connection is shut off by temporary disconnection.

11. Street Lighting

Every person owning a parcel of land on which a dwelling or business is located within a street lighting local service area shall be deemed to be supplied with street lighting.

12. Water, Sewer, and Street Lighting User Fees

The User Fees set out in Section 1 of Schedule "C", are hereto imposed on each Consumer in a Service Area and shall be paid in accordance with the following:

- (a) User fees invoiced by the CRD are due and payable by the owner of the parcel within thirty (30) days from the date the bill is issued;
- (b) User fees shall be payable each three months as billed by the CRD;

- (c) A late payment charge of 1.5% of the past due amount shall be added to all delinquent water and sewer bills; (Bylaw 3892)
- (d) All payments received will be applied firstly against arrears, and then to current balances; and
- (e) Amounts outstanding after penalty dates will be considered in arrears.

13. Date Effective

Section 8 of this bylaw comes into effect as of 01/07/12.

14. Repeal

Bylaw No. 3778, cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges Bylaw No. 1, 2011" and any amendments thereto are hereby repealed.

15. Citation

This Bylaw may be cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012".

READ A FIRST TIME THIS	12 th	DAY OF	December	2012
READ A SECOND TIME THIS	12 th	DAY OF	December	2012
READ A THIRD TIME THIS	12 th	DAY OF	December	2012
ADOPTED THIS	12 th	DAY OF	December	2012

Original signed by Alastair Bryson

Original signed by Sonia Santarossa

SCHEDULE "A"

(Bylaw 4274)

1. Water and Sewer Service Connections and Charges

The British Columbia Plumbing Code shall apply to all connections made to a CRD water or sewer system, together with the conditions as set forth hereinafter:

- (a) Any connections not conforming to the requirements set out in the British Columbia Plumbing Code shall not be connected to a CRD water or sewer system.
- (b) The connection charge for a water or sewer service connection shall be the actual cost for the connection, calculated as follows:

(i)	<u>Engineering Costs:</u> Including survey, design, permit acquisition, layout, inspection, and as-constructed drawings	\$
<hr/>		
(ii)	<u>Construction Costs:</u> Including labour, materials, and equipment	\$
<hr/>		
(iii)	<u>Administration Costs:</u> At 15% of the sum of (i) + (ii)	\$
<hr/>		
	ACTUAL COST = Sum of (i) + (ii) + (iii)	\$
<hr/>		

- (c) Despite subsection 1(b),
 - (i) In the Skana Water Service Area, the minimum connection charge shall be \$1,000.
 - (ii) In the Magic Lake Estates Sewer Service Area and the Magic Lake Estates Water System Service Area, the minimum connection charge shall be \$500.
 - (iii) For all other Service Areas, the minimum connection charge shall be \$400.
- (d) Estimated fees payable herein shall be paid to the CRD on application for connection to the utility. The difference between fees paid upon application and the actual cost for the connection will be billed or refunded to the Applicant.

2. Water or Sewer Service Abandonment Fee

Pursuant to Section 5, the fee for abandonment of a water or sewer service connection is

the actual cost to the CRD to remove the service connection, calculated in accordance with the formula set out in the above Section 1 of Schedule "A" hereto.

SCHEDULE "B"

(Bylaw 4274)

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

<u>Service Area</u>	<u>During Normal Working Hours</u> (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays)	<u>During Non-Working Hours</u>
Lyll Harbour / Boot Cove Water	No fee	No fee
Magic Lake Estates Water Sticks Allison Water	No fee	\$25.00
Skana Water Surfside Park Estates Water	\$25.00	\$75.00
Wilderness Mountain Water	\$50.00	\$50.00

SCHEDULE “C”

(Bylaw 4736)

1. Water, Sewer, and Port Renfrew Street Lighting

(a) For Single Family Equivalent, the user fees payable by Service Area shall be:

Service Area	Annual Charge • 25% of which is billed each three months
Skana Water	\$1,433.77 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	\$2,013.80 per Single Family Equivalent connected to the water system
Lyll Harbour/ Boot Cove Water	\$869.82 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	\$565.65 per Single Family Equivalent connected to the sewer system
Magic Lake Estates Water	\$464.84 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge >50 m ₃ = \$0.50 per m ₃ >80 m ₃ = \$1.50 per m ₃
Sticks Allison Water	\$2,226.22 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 90 cubic metres per three months: \$5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: \$26.78 per month for each Single-Family Equivalent connected to the water system Annual User Charge: \$1,329.85 per annum for each Single-Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	\$286.43 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	\$755.55 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	\$48.78 per User

(Schedule “C” continued on next page)

- (b) For other Consumers, the annual charge, 25% of which is billed each three months, is calculated as "N" times the total annual Single Family Equivalent. "N" is determined as outlined in the following chart, except as noted in Sections 1c and 1d.

Use	"N"
Bed and Breakfast – each building	1.00
Hotel/Motel – each housekeeping unit	1.00
Cabin – each unit	1.00
Mobile home park – per space	1.00
Commercial building housing 1 business	
Up to 3 employees	1.25
4 or more employees	1.50
Commercial building housing more than 1 business	
Each business up to 3 employees	1.25
Each business 4 or more employees	1.50
Restaurant	2.00
Church	1.00
School – for each classroom	1.00
Hospital – for each bed	1.00
Other – for each 1,360 litres of daily winter water consumption. Estimated flows will be based on regulations or guidelines issued pursuant to the BC Health Act.	1.00

- (c) For the Lyall Harbour/Boot Cover Water Service Area

Use	"N"
Commercial building housing 1 business	
Up to 3 employees	1.00
4 or more employees	2.00
Commercial building housing more than 1 business	
Each business up to 3 employees:	1.00
Each business with 4 or more employees:	2.00

- (d) For Port Renfrew Water and Sewer Service Areas:
If the Single Family Equivalent has not been designated in 1b, the unit calculation will be based on the Minimum Daily Design Flow as specified in the Sewerage System Standard Practice Manual, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association.

SCHEDULE "D"

1. Household Pump Station Service Fee

Pursuant to Section 6, the charges for services performed on a household pump station are as follows:

- (a) Inspecting and Servicing of Pump Unit at Site
To inspect, clear off grease, and/or blockage, and/or service pump \$80.00
- (b) Removal and Repair of Pump Unit Where Pump Must be Removed for Repair
The cost to remove and repair the pump shall be the total of Items (i), (ii) and (iii) below:
 - (i) To remove pump from pump station \$80.00
 - (ii) Repair costs for pump unit to be 230% of the cost of the repair parts
 - (iii) To re-install pump and test \$80.00
- (c) Repair of Electrical Components of the Pump Stations
The cost to repair the electrical components of the pump station shall be 230% of the cost of the repair parts which have been installed

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) Wendy Herring, Edward Helm, Jon Kuzyk (Secretary), Simon Miles, Al Wickheim, Mike Yeager (via phone)

Absent: Jaqueline Brown (resigned)

FD Present: Chief Fiona Larkin

Public Present: 1 Member of the public present



COMMITTEE MEETING DATE September 24, 2025 7:00 PM

1. Adoption of Agenda

MOVED: Ed Helm SECONDED: Jon Kuzyk CARRIED

2. Adoption of Minutes from August 27, 2025 Meeting

MOVED: Wendy Herring SECONDED: Jon Kuzyk CARRIED

3. Public Participation on Agenda Items

None

4. Reports

a. Chair's report (John Clarkson)

John Clarkson reviewed the chairs report. It was mentioned that Jaqueline Brown has vacated her position on the commission. In the meantime the Commission would only have 7 members which would make a Quorum consist of 4 members present at any given meeting. John also mentioned he had spoken to Chris Vrabel from the CRD and the budget is coming along for the upcoming AGM meeting in November.

MOVED: Jon Kuzyk SECONDED: Ed Helm CARRIED

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

Chief Fiona Larkin presented the Fire Chief's Report for September. (See attached report for full details.) She noted that it had been a relatively quiet month, with only five duty calls.

Commissioner Al Wickheim raised a few questions for the Chief. First, he inquired about foam/water diversion during training at the firehall. Chief Larkin clarified that foam is not typically used during training; the incident in question was a one-time occurrence where foam inadvertently reached the street via the driveway. She will review the firehall's drainage schematics to determine if there are possible upgrades that could help prevent similar issues in the future.

Mr. Wickheim also asked about snow removal at the firehall. Chief Larkin responded that while there is currently no formal snow removal contract in place, they have contacted local companies to obtain pricing. She noted that last winter saw minimal snowfall, and any accumulation was cleared manually by staff.

His third question concerned the water tender truck, which had previously been suspected of having a leak in the water tank. Chief Larkin reported that the tank was thoroughly inspected, no leak was found, and the vehicle has not shown any signs of leaking since.

Commissioner Ed Helm inquired about current recruitment numbers and what level of new membership the Chief would like to see annually. Chief Larkin stated that the department typically experiences a loss of about two members per year, and ideally, they would like to recruit at least two new members annually to maintain operational strength.

MOVED: Simon Miles SECONDED: Wendy Herring CARRIED

c. Finance report (Chief Fiona Larkin)

September Finance Report reviewed by Fiona Larkin. See attached report for details. Ed Helm noted that the firehall has remaining budget funds, which—if not used before the end of the fiscal year—will be carried over into the next fiscal cycle.

MOVED: Wendy Herring SECONDED: Simon Miles CARRIED

d. Community Hall report (Wendy Herring)

Community Hall report reviewed by Commissioner Wendy Herring. See attached report for details.

Notice of Motion: Wendy Herring to present a motion for approval: " I move that we approve an expenditure of no more than \$8000.00 CAD from the East Sooke Community Hall funds to repair and enhance the blacktop apron at the driveway entrance to the East Sooke Community Hall. "

MOVED: Jon Kuzyk SECONDED: Simon Miles CARRIED

5. Old Business

Rejuvenation of Community Fire Awareness Program - **Chief Larkin gave a update on this and nothing to report to date but they are looking at updating the Fire Awareness Program by November 2025**

Funding request to CRD to support ESVFD firefighting costs for the East Sooke Regional Park Service Area. - **Ed Helm has been away but now plans to begin working on this item.**

6. New Business

Commissioner John Clarkson announcement - Jaqueline Brown has vacated her

position on the Commission. There was a discussion between members including next steps to fill the vacancy and ways to reach out to public nominees prior to the November AGM Meeting.

- Mailouts
- Social Media
- Posters

7. Adjournment

MOVED: Wendy Herring SECONDED: Simon Miles CARRIED

Meeting adjourned at 7:59 PM

East Sooke Hall Group Minutes August 12, 2025

Call to order at 6.55 pm.

Present: Wendy Herring, Bruce Manning, Armin Sielopp. Regrets: Leslie Leus, Wendy Lane.

Minutes of July 4, 2025. Moved by Bruce to adopt, seconded by Wendy. Carried. Treasurer's

Report: Deferred to next meeting.

Hall use: Wendy reported that a Zumba class to start in the fall. Details to come. Karate to resume in September.

Old business:

1. The building has had the annual fire protection system inspection. Passed.
2. Waiting for a date for the SAR garage doors repair.
3. Food scrap bin for SAR to be ordered.

New business:

1. The hall hot water tank needs to be replaced. Rust showing. Moved by Bruce to replace the tank, seconded by Wendy. Carried.
2. Recommended to install a safety line and anchor for the main roof. Approximately \$250.00. Moved by Bruce to install an anchor and line. Seconded by Wendy. Carried.
3. An invitation to the new Fire Commission chair John Clarkston to attend the next hall group meeting will be sent.

Meeting adjourned at 7.20pm.

Respectfully submitted. Armin Sielopp

East Sooke Community Hall Report 2025-09-24

1. Repairs to the exterior doors for the bays in the JdF SAR are complete.
2. Motion regarding expenditure of capital funds exceeding \$5000 in 2026 has been submitted to ESVFC for approval, as per agenda of meeting 24 Sept 2025.
3. Approved minutes of the meeting of the East Sooke Community Hall group for 12 Aug. 2025 have been submitted to the ESVFC secretary.
4. All regular renters of 2024/2025 season have returned for 2025/2026. One new program starts in October - Yoga on Sunday afternoons.

East Sooke Community Hall Finances as of 31 August 2025 YTD

Budget % of Budget

Income	Interest Income 243 210 116
Lower Hall rental 5,378 1,770 304	Surplus 8,781 8,781
JDF SAR rental 16,816 25,224 67	TOTAL 31,218 35,985
Operating Expenses 12,123 35,985 34	
TOTAL 12,123 35,985	* budget includes \$13,730 contingency
ESCH TOTAL 19,095 53	
ESCH Capital Reserve 13,804	

The Hall was rented as both an advanced polling station and a regular polling station for the Federal Election. This contributed to the significant increase in rental income for the lower Hall.



East Sooke Volunteer Fire Department

Fire Chief's Report – September 2025

Membership Status – 23 total

- Interior/Full Service FFs on pagers: 15
- Exterior FFs on pagers: 5
- FR/Support on pagers: 1
- FR/Support not on pagers: 1
- Recruit(s) not on pagers: 1

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– Sept 18th, 2025*

Type of Call	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Alarm Bells	2	2			2		2	2					10
Duty Calls	1		2	1	4	2	3	1	2				16
Hydro				1									1
Medical	8	10	6	6	7	9	1	6	2				55
MVI	3					2							5
Rescue			1		1								2
Structure Fire	1	2	3	1	1	2		1					11
Wildfire					1	1	2						4
Car/garbage/other fire	1	1	4			1							7
Smoke investigation		1				2	2	2	1				8
Overall Total	16	16	16	9	16	19	10	12	5				119

Notes:

**11 Automatic mutual aid calls structure fire.*

Calls without minimums since Jan 2025 = 0

Training

Highlights

- Continuing with weekly skill reviews. Sept / October will focus on Auto extrication.
- We have 4 members that have completed their “awareness plus” level for rope and confined space training.

Projects/Initiatives

Budgeting

- 2026 Budget planning is in progress, no updates from CRD at this time.
- UBCM Community Emergency Preparedness Fund 2025. We are in the process of getting quotes for eligible items that this funding may cover.

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.
- Painting the structure is in progress.

Benefits for Members

Status:

- *Paused- will revisit in the future.*

Recruitment:

- 4 tentative new recruits so far, we will finalize numbers Oct for 2026 recruit group.
 - One has had interviews completed and has joined East Sooke Fire Rescue as a recruit.

FireSmart:

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

Squad replacement:

- In progress with Custom Express in Parksville. Fabrication of the box/ cabinets is underway

REVENUE AND EXPENSE REPORT - AUGUST [2025]



FPESOOKE.RE - FIRE PROTECTION EAST SOOKE

COVER PAGE



Making a difference...together FP EAST

REVENUE AND EXPENSE REPORT - AUGUST [2025]

SOOKE - CRF

1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE

REVENUE

	Revised	Original -----	YTD -----	August --	Budget Remaining --	Budget \$
						Budget Actuals Encumbered Total %
			Actuals			
429000 - Interest Income - Internal - - -	784.64	784.64	(784.64)	490000 - Surplus - - -	37,747.83	37,747.83 (37,747.83) -
REVENUE TOTAL - - -	38,532.47	38,532.47	(38,532.47)	1079-101309 - CAPITAL RESERVE EAST SOOKE FIRE TOTAL - - -	38,532.47	38,532.47 (38,532.47) - 1079-102246 - CAPITAL

RESERVE EAST SOOKE COMMUNITY HAL

REVENUE

	Revised	Original -----	YTD -----	August --	Budget Remaining --
Budget \$					
Budget Actuals Encumbered Total %					
Actuals					
429000 - Interest Income - Internal - - -	281.10	281.10	(281.10)	490000 - Surplus - - -	13,523.12 - 13,523.12 (13,523.12) -
REVENUE TOTAL - - -	13,804.22	13,804.22	(13,804.22)		
1079-102246 - CAPITAL RESERVE EAST SOOKE COMMUNITY -	- - 13,804.22	- 13,804.22	(13,804.22) -		
HAL TOTAL					



REVENUE AND EXPENSE REPORT - AUGUST [2025] Making a difference...together FP EAST SOOKE - ERF

1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION

REVENUE

	Revised	Original -----	YTD -----	August --	Budget Remaining --	Budget \$	Budget Actuals	Encumbered	Total %
			Actuals						
470610 - ERF-Contributions to Equipment Replaceme - - 9,083.33	72,666.64	72,666.64	(72,666.64)	-	490010 - ERF-Carry Forward Surplus/Deficit Equip - - -	1,031,939.18	1,031,939.18	(1,031,939.18)	-
REVENUE TOTAL - -	9,083.33	1,104,605.82	1,104,605.82	(1,104,605.82)	-				

EXPENSE

Original ----- YTD -----

Revised

August -- Budget Remaining --

Budget \$

Budget Actuals Encumbered Total %

Actuals

501040 - CRD Vehicles - ORDERS ONLY - - - - 243,737.44 243,737.44 (243,737.44) - 590100 - Purchases - Equipment - Replacement Rese - - - 16,533.96 - 16,533.96 (16,533.96) - EXPENDITURE - EXPENDITURE 502,500.00 502,500.00 - - - - 502,500.00 100.00

EXPENSE TOTAL 502,500.00 502,500.00 - 16,533.96 243,737.44 260,271.40 242,228.60 48.20 1022-101948 - CR ERF EAST SOOKE FIRE PROTECTION TOTAL (502,500.00) (502,500.00) 9,083.33

1,088,071.86 (243,737.44) 844,334.42 (1,346,834.42) 268.03

FP EAST SOOKE - ERF TOTAL (502,500.00) (502,500.00) 9,083.33 1,088,071.86 (243,737.44) 844,334.42 (1,346,834.42) 268.03 FP EAST SOOKE

1001-101943 - EAST SOOKE FIRE REVENUE

REVENUE

Revised

Original ----- YTD -----

August -- Budget Remaining --

Budget \$
Budget Actuals Encumbered Total %
Actuals

403200 - Fees - Service 71,430.00 71,430.00 - 110,246.67 - 110,246.67 (38,816.67) (54.34) 429000 - Interest Income - Internal 1,090.00 1,090.00 - - - 1,090.00 100.00 429040 - MFA Debt Reserve Fund Earnings 720.00 720.00 - - - 720.00 100.00 486000 - Requisition- Municipal Electoral Area- O 612,666.00 612,666.00 612,666.00 612,666.00 - 612,666.00 -

REVENUE TOTAL 685,906.00 685,906.00 612,666.00 722,912.67 - 722,912.67 (37,006.67) (5.40) Tuesday, September 9, 2025 7:07:42AM Page 2 of 6



REVENUE AND EXPENSE REPORT - AUGUST [2025] Making a difference...together FP EAST SOOKE

1001-101943 - EAST SOOKE FIRE REVENUE TOTAL 685,906.00 685,906.00 612,666.00 722,912.67 - 722,912.67 (37,006.67) (5.40) 1001-101944 - EAST SOOKE FIRE EXPENSE

EXPENSE

Revised

Original ----- YTD -----

August -- Budget Remaining --

Budget \$

1,090.00 - 1,809.10 - 1,809.10 (719.10) (65.97) 599200 - Contingency 82,450.00 82,450.00 - - - - 82,450.00 100.00 600029 - Vehicle/Equipment Costs Clearing - - - 201.36 - 201.36 (201.36) - 601001 - Labour Consumption - - 6,211.00 14,014.50 - 14,014.50 (14,014.50) - 601002 - Labour Settlement - - - 706.50 - 706.50 (706.50) -

EXPENSE TOTAL 392,762.00 392,762.00 33,905.98 229,579.97 - 229,579.97 163,182.03 41.55 1001-101944 - EAST SOOKE FIRE EXPENSE TOTAL (392,762.00) (392,762.00) (33,905.98) (229,579.97) -

(229,579.97) (163,182.03) 41.55 1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND

EXPENSE

	Revised	Original -----	YTD -----	Budget Remaining --
Budget \$				
Budget Actuals Encumbered Total %				
Actuals				
547060 - Transfers to General Capital Fund 5,150.00 5,150.00 - - - - 5,150.00 100.00 547070 - Transfers to Equipment Replacement Fund 109,000.00 109,000.00 9,083.33 72,666.64 - 72,666.64 36,333.36 33.33				

EXPENSE TOTAL 114,150.00 114,150.00 9,083.33 72,666.64 - 72,666.64 41,483.36 36.34 Tuesday, September 9, 2025 7:07:42AM Page 4 of 6



REVENUE AND EXPENSE REPORT - AUGUST [2025] Making a difference...together FP EAST SOOKE

1001-101947 - EAST SOOKE FIRE TRANSFER TO OWN FUND (114,150.00)

(114,150.00) (9,083.33) (72,666.64) - (72,666.64) (41,483.36) 36.34

TOTAL

1001-102109 - EAST SOOKE FIRE OTHER DEBT

EXPENSE

	Revised	Original -----	YTD -----	Budget Remaining --	Budget \$
Actuals					
Budget Actuals Encumbered Total %					

570050 - M.F.A. Debt Reserve Fund 720.00 720.00 - - - - 720.00 100.00 570100 - Principal Payment 101,324.00 101,324.00 - - - - 101,324.00 100.00 570110 - Interest Payment 76,950.00 76,950.00 - 38,475.00 - 38,475.00 38,475.00 50.00

EXPENSE TOTAL 178,994.00 178,994.00 - 38,475.00 - 38,475.00 140,519.00 78.50 1001-102109 - EAST SOOKE FIRE OTHER DEBT TOTAL (178,994.00) (178,994.00) - (38,475.00) - (38,475.00)

(140,519.00) 78.50

Tuesday, September 9, 2025 7:07:42AM Page 5 of 6



REVENUE AND EXPENSE REPORT - AUGUST [2025] Making a difference...together FP EAST SOOKE

1001-102163 - EAST SOOKE FIRE COMMUNITY HALL

REVENUE

Revised	Original -----	YTD -----	August --	Budget Remaining --	Budget \$
Actuals					Budget Actuals Encumbered Total %

420800 - Rentals 1,770.00 1,770.00 100.00 **5,377.81 - 5,377.81 (3,607.81) (203.83)** 421000 - Rentals- Room/Building 25,224.00 25,224.00 2,102.00 **16,816.00 - 16,816.00 8,408.00 33.33** 429000 - Interest
 Income - Internal 210.00 210.00 - **243.26 - 243.26 (33.26) (15.84)** 490000 - Surplus 8,781.00 8,781.00 - **8,781.00 - 8,781.00 - -**

REVENUE TOTAL 35,985.00 35,985.00 2,202.00 31,218.07 - 31,218.07 4,766.93 13.25

EXPENSE

	Revised	Original -----	YTD -----	August --	Budget Remaining --	Budget \$	Budget Actuals	Encumbered	Total %				
			Actuals										
502030 - Telecommunications - Main account	290.00	290.00	- - -	290.00 100.00	503130 - Contract for Services	790.00	790.00	116.25	347.75 - 347.75 442.25 55.98	508260 - Purchased Maintenance -			
Buildings	11,045.00	11,045.00	- 6,514.74 - 6,514.74 4,530.26 41.02	514420 - Memberships & Professional Dues	170.00	170.00	- - -	170.00 100.00	514590 - Security	450.00	450.00	- 270.00 - 270.00 180.00	
514660 - Cleaning Services	3,920.00	3,920.00	- 4,070.00 - 4,070.00 (150.00) (3.83)	535090 - Electricity	4,670.00	4,670.00	-	497.66 - 497.66 4,172.34 89.34	535100 - Garbage Disposal	170.00	170.00		
15.89	127.12 - 127.12 42.88 25.22	538000 - Supplies - Office	130.00	130.00	- - -	130.00 100.00	538130 - Supplies - Operating	620.00	620.00	- 296.09 - 296.09 323.91 52.24	599200 - Contingency	13,730.00	
13,730.00	- - - -	13,730.00 100.00											

EXPENSE TOTAL 35,985.00 35,985.00 132.14 12,123.36 - 12,123.36 23,861.64 66.31 1001-102163 - EAST SOOKE FIRE COMMUNITY HALL TOTAL - - 2,069.86 19,094.71 - 19,094.71 (19,094.71) - FP

EAST SOOKE TOTAL - - 571,746.55 401,285.77 - 401,285.77 (401,285.77) - FPESOOKE.RE TOTAL (502,500.00) (502,500.00) 580,829.88 1,541,694.32 (243,737.44) 1,297,956.88 (1,800,456.88)

358.30 GRAND TOTAL (502,500.00) (502,500.00) 580,829.88 1,541,694.32 (243,737.44) 1,297,956.88 (1,800,456.88) 358.30

Meeting Minutes

Lyall Harbour Boot Cove Water Local Service Committee

Tuesday, June 10, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

A. Olsen (Chair), J. Money (Vice Chair), P. Brent (EA Director) (EP), J. Crerar, T. McLeod (EP)

STAFF: S. Henderson, General Manager, Electoral Areas (EP); J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Marr, Senior Manager, Infrastructure Planning and Engineering; J. Kelly, Manger, Capital Projects; C. Moch, Manager, Water Quality; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer (EP); M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 2:02 pm.

1. Territorial Acknowledgement

Chair Olsen provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by J. Money, **SECONDED** by J. Crerar,
That the agenda for the Lyall Harbour/Boot Cove Water Local Service Committee meeting of June 10, 2025 be approved.
CARRIED

3. Adoption of Minutes

3.1. [25-0661](#) Minutes of the Lyall Harbour/Boot Cove Water Local Service Committee of February 26, 2025

MOVED by J. Crerar, **SECONDED** by J. Money,
That the minutes of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of February 26, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

6.1. [25-0650](#) Senior Manager's Verbal Update

J. Dales presented Item 6.1. for information, and provided the following updates:

- CRD Evolves phase 2 begins on July 7
- creation of new Electoral Areas department
- introduction of new staff support personnel
- installation of water conservation signage will take place later this year

6.2. [25-0667](#) Capital Projects and Operational Update - June 2025

J. Dales and J. Kelly presented Item 6.2. for information.

6.3. [25-0643](#) 2024 Annual Report

J. Dales presented Item 6.3. for information.

Discussion ensued regarding:

- replacement frequency of filtration materials
- community appreciation of safe drinking water

6.4. [25-0677](#) Capital Projects Requiring Funding - Potential Funding Options and Cost Implications

J. Marr presented Item 6.4. for information.

Discussion ensued regarding:

- information being sent to residents along with the petition
- suggestions for topics to be included in Frequently Asked Questions
- options for obtaining elector approval for the loan
- funding request based on required high priority capital plan items
- dam improvements are top priority, safety officer could intervene
- scheduling of community information session

MOVED by A. Olsen, SECONDED by J. Money,

- 1. That the petition process be initiated to borrow up to \$2,000,000 over 25 years debt term to complete the capital improvement projects.**
- 2. If the petition process is successful, that a loan authorization bylaw be advanced to the Electoral Areas Committee and Capital Regional District Board for readings and adoption; and**
- 3. That staff complete the remaining steps required to secure the funds and begin the projects.**

CARRIED

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by T. McLeod, **SECONDED** by J. Money,
That the Lyall Harbour Boot Cove Water Local Service Committee meeting of
June 10, 2025 be adjourned at 3:33 pm.
CARRIED

Chair

Recorder

Meeting Minutes

Magic Lake Estates Water and Sewer Committee

Thursday, June 5, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

B. Mongeon (Chair), J. Deschenes, M. Fossil, S. Kobierski

STAFF: J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Kelly, Manager, Capital Projects; J. Starke, Manager, Southern Gulf Islands Service Delivery; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: P. Brent (EA Director), C. Aldridge Sanchez

The meeting was called to order at 2:23 pm.

1. Territorial Acknowledgement

Chair Mongeon provided a Territorial Acknowledgement.

2. Election of Vice Chair

MOVED by B. Mongeon, **SECONDED** by J. Deschenes,
That the Election of Vice Chair be deferred until the next meeting.
CARRIED

3. Approval of Agenda

MOVED by J. Deschenes, **SECONDED** by B. Mongeon,
That the agenda of the Magic Lake Estates Water and Sewer Committee meeting
of June 5, 2025 be approved.
CARRIED

4. Adoption of Minutes

4.1. [25-0652](#) Minutes of the Magic Lake Estates Water and Sewer Committee meeting
of February 11, 2025

MOVED by B. Mongeon, **SECONDED** by J. Deschenes,
That the minutes of the Magic Lake Estates Water and Sewer Committee meeting
of February 11, 2025 be adopted as circulated.
CARRIED

5. Chair's Remarks

There were no Chair's remarks.

6. Presentations/Delegations

There were no presentations or delegations.

7. Commission Business

7.1. [25-0650](#) Senior Manager's Verbal Update

J. Dales presented Item 7.1. for information, and provided the following updates:

- involvement of new Electoral Areas Services department
- introduction of new staff support personnel
- water conservation signage project ongoing, installation later this year

7.2. [25-0651](#) Capital Projects and Operational Update - June 2025

J. Dales, J. Marr and J. Kelly presented Item 7.2 for information.

Discussion ensued regarding:

- status of ongoing system repairs
- additional filtration membrane purchased and ready for install
- inflow and infiltration during storm events
- the Chair will follow up with staff regarding request for stormwater information

7.3. [25-0642](#) 2024 Annual Report

J. Dales presented item 7.3. for information.

Discussion ensued regarding:

- perfluoroalkoxy and polyfluoroalkyl substances (PFAS)
- monitoring PFAS levels in drinking water
- staff will provide the Chair with information on testing and monitoring PFAS

8. Notice(s) of Motion

There were no notice(s) of motion.

9. New Business

9.1. [25-0815](#) Meeting Logistics

**MOVED by B. Mongeon, SECONDED by J. Deschenes,
That future Magic Lake Estates Water and Sewer Committee meetings take place
beginning at 11:30 am.
CARRIED**

10. Adjournment

MOVED by B. Mongeon, **SECONDED** by M. Fossl,
That the Magic Lake Estates Water and Sewer Committee meeting of June 5,
2025 be adjourned at 3:04 pm.
CARRIED

Chair

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: October 9, 2025 3:00 pm

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

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

The meeting was called to order at 3:10 pm

1. Territorial Acknowledgement - Kestutis

Mayne Island Parks and Recreation Commission is grateful to the Coast Salish people for their historic custodianship on these traditional territories on which we meet today.

2. Approval of Agenda

Add: 5.4.6 Sandy Hook Park

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

CARRIED

3. Adoption of Minutes of September 11, 2025

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the Minutes of September 11, 2025 be approved as presented.

CARRIED

4. Chair's Remarks

Commissioner of the month is awarded to Commissioner Wright for his work on the Miners Bay bathroom issue which he resolved after much investigation.

5. Reports

5.1. Treasurer's Reports

Mayne Island Parks and Recreation Commission
Minutes for: October 9, 2025

- 5.1.1. Treasurer's Report for the period September 1 – 30, 2025
A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that the financial report for September 1-30, 2025 be approved as presented.
CARRIED

- 5.1.2. Five-year Budgets for 2026 – 2030 and Motions
A report and accompanying motions was distributed to the Commissioners for their information.

The following was discussed, including that:

- The CRD budget calculation will be enquired into.
- Going forward, cultural monitoring requirements will be considered in future budgeting.
- Dollars budgeted and not used be a consideration in annual budgeting projection.
- Capital projects spending and new projects were reported on.

It was **MOVED** and **SECONDED**,

That the 2025 Operating surplus, if any, be transferred into the Capital Reserve Fund for parks service.

CARRIED

AND

That the 2025 Community Recreation surplus, if any, be carried forward and transferred into the surplus account of the Community Recreation Service.

CARRIED

AND

That Mayne Island Parks and Recreation Commission approve the Operating Funds Budget for 2026 to 2030.

CARRIED

AND

That Mayne Island Parks and Recreation Commission approve the Recreation Funds Budget for 2026 to 2030.

CARRIED

AND

Mayne Island Parks and Recreation Commission

Minutes for: October 9, 2025

That Mayne Island Parks and Recreation Commission approve the Donation Funds Budget for 2026 to 2030.

CARRIED

AND

That Mayne Island Parks and Recreation Commission approve the Five-Year Capital Expenditure Plan for 2026 to 2030.

CARRIED

AND

That Mayne Island Parks and Recreation Commission initiate Capital Project 26-03 Henderson Hill signage in the amount of \$5,000.

CARRIED

AND

That Mayne Island Parks and Recreation Commission close the following completed projects and transfer the funds into Capital Funds (Unallocated):

CX.109.2012.81 Dinner Bay Septic and Plumbing	\$2,453
CX.109.2008.66 Cotton Park Monument	\$3,357
CX.109.2023.67 Miners Bay Retaining Wall	\$2,000

CARRIED

5.1.3. Finance/Information

A report was received with the agenda.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

a) Calendared items:

- The staircase at Kippen Road beach needs to be lifted.
- The December 11th holiday dinner needs to be arranged.
- The burn permit for the holiday eve bonfire will be submitted in November.
- The commissioner position advertisement was published in the MayneLiner.
- The publication of tide tables in the MayneLiner will be discussed at the next meeting.

b) Master Plan:

- A meeting will be scheduled around the November meeting.
- Letters to First Nation groups are being prepared by CRD.
- Commissioner Banelis will prepare the tree management section for the meeting.

c) The outlet box for the holiday tree will be designed.

d) Miners Bay bramble has been cut back in areas of concern.

Mayne Island Parks and Recreation Commission

Minutes for: October 9, 2025

- e) The accessibility project of the Mayne Island Collective at the Emma and Felix Jack Park has been discontinued.
- f) A quote was received for pruning the oak tree at Village Bay Park. Pictures will be submitted.
- g) A search will be made for property line pins for the Laura Point/Neill Road trail development.

5.2.2. Health and Safety Concerns

5.2.3. Mileage allowance for commissioners

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission institute a program of mileage reimbursement for Commissioners who are doing parks related work.

CARRIED

Opposed: Commissioner Bell

5.2.4. Events

A report was received with the agenda.

5.2.5. Master Plan update

5.2.6. Hiking and Walking Trail brochure

Alea is preparing proofs.

5.3. Committees

5.3.1. Fitness Circuit and Putting Green

- Discussed alternative sites for pads currently planned along the path in the woods. Community suggestions were for close placement to other existing pads for couple workouts and keeping a visual connection between pads and the playground.
- Project must be completed by the end of March.

5.3.2. Sanitation

Pump outs will be scheduled for next year at pit toilets.

5.3.3. Trails

A report was received with the agenda.
CRD has installed new signs at the Mt. Parke complex.

5.3.4. All Wheels Skatepark

Mayne Island Parks and Recreation Commission

Minutes for: October 9, 2025

- The Committee recommended offering a pilot project with the final location to be decided by MIPRC.
- The final draft will be circulated to commissioners for input.
- The pilot project location will be Dinner Bay Park.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission accept the recommendation of the All-Wheels Skate Park Committee to send the Mayne Island Skateboard Club a letter regarding a pilot project at Dinner Bay Park.

CARRIED

5.4. Parks

5.4.1. Miners Bay

The bathroom issues were resolved.

5.4.2. Dinner Bay

BC Hydro ReGreening project: Commissioner Kilpatrick will contact the Conservancy regarding some trees that are needed, preparatory work assistants and necessary supplies will be ordered.

5.4.3. Cotton Park

A healthy but skinny arbutus tree near the parking lot will be investigated.

5.4.4. Henderson Park

A report was received with the agenda.

5.4.5. Japanese Memorial Garden

- A report was received with the agenda.
- A memorial tree was bought on Tuesday.

5.4.6. Sandy Hook Park

Rob Underhill has completed his report. CRD owns the well property and communication is required with a neighbouring property owner.

6. Correspondence/Meetings

6.1. Emails to/from Mayne Island Skateboard Society.

6.2. Report from Mayne Island Conservancy Society regarding restoration of Sandy Hook Park.

6.3. Application to New Horizons for Seniors Program – Canada for program and equipment funding.

6.4. Emails to/from volunteer regarding Emma and Felix Jack Park and maintenance.

Mayne Island Parks and Recreation Commission

Minutes for: October 9, 2025

- 6.5. Telephone call and report regarding picnic table at Dinner Bay Park.
- 6.6. Email from Mayne Island Collective regarding cancellation of accessibility project at Emma and Felix Jack Park.
- 6.7. Association of Mayne Island Boaters notification regarding an application for a Temporary Use Permit for seasonal float storage in Horton Bay.
- 6.8. Email from ParticipACTION to support their funding application to Heritage Canada.

7. New Business

- 7.1. Application to Islands Trust for a Temporary Use Permit in Horton Bay for seasonal float storage.

Justine Starke, CRD, was contacted for advice.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission respond to the referral request to CRD stating Mayne Island Parks and Recreation Commission approve it subject to the conditions of 1, 2 and 4 set out by the Southern Gulf Islands Harbour Commission.

CARRIED

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 4:57 p.m.

Original signed by

November 12, 2025

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

**NORTH GALIANO FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION
&
NORTH GALIANO FIRE PROTECTION SOCIETY**

JOINT ANNUAL GENERAL MEETING

1:00 pm Sunday, November 17, 2024
North Galiano Community Hall
22790 Porlier Pass Road, Galiano Island, BC V0N 1P0

Approved Minutes

In Attendance

In Person: *Commission Co-Chair Kieran Kelleher, Wayne Bairstow, Society President Derek Lacroix, Sarah Knoebber, Commission Co-Chair Ray Chouinard, Idora Scott, AC Michael Clark, Lisa Pettit, Roger Pettit, Chief Harris, Chuck Garland, Judy Garland, Bowie Keefer*

Regrets from the Boards: *Ken Kucille, Rob Snape*

Recording Secretary: *Cpt. Valerie Tessier*

Call to order: 10:10

1. Approval of Agenda (approved by consensus)
2. Approval of Minutes from November 19, 2023 Joint AGM (approved by consensus)
3. NGFP&ERSC Acting Chair's Report (Ray Chouinard/Kieran Kelleher)
Report read, attached, by Co-Chair Kieran Kelleher.
4. NGFPS President's Report (Derek LaCroix)
Report read, attached, by President Derek LaCroix
 - a. Similar points were raised through both reports about fundraising and outreach opportunities that would enable the community to understand the value of the fire department, and the service provided.
 - b. The BIOChar kiln has been ordered and will arrive in late November. This tool can be tied into firesmart efforts. This purchase by society will enable it to rent it out, for profit, to the community as a fundraising opportunity. It is environmentally friendly, and forest health forward.
5. NGFPS Financial Report
Presented, attached, by Treasurer Ray Chouinard, assisted by Chief Harris.
 - a. Judy Garland suggests a mail-out to encourage people to bequest and donate, similar to health care society, etc. Judy, as part of the ESS, meets with other local leaders and offers to get in touch through her vast tele-network to introduce more publicity and information about the functions and operations of the local fire department.
 - b. Chair Kelleher expands this idea by partnering with sister organizations to create meetings

and start the conversation based on mutual benefit.

6. Fire Chief's and NGVFD Financial Report (*Chief Karen Harris*)

Presented, attached, by Chief Harris

7. Assistant Fire Chief's Report (AC Michael Clark)

Presented, attached, by AC Michael Clark

- a. When discussing the emergency road access on the east side fores, Bowie Keefer stated that the forest is in neglect and seriously needs to be tended to. Creating an emergency road/egress and forest management plan manage concordantly would be best practice. Galiano Ecoforestry has been in talks with BC Parks about creating fire risk reductions efforts within crown land areas that would be funded by proposals through oragnizations with leadership, and a capable crew.
- b. A variation of a "door-to-door" approach of engagement for outreach where we could sell fire blanket, home sprinkler kits, maps, etc. A better public eduction program. Street and neighbourhood information Parties, like the firesmart neighrboughood initiatives.

8. Elections of Commissioners and Directors

a) Commission (*Four Commissioners to be elected*)

Terms ending on 31 December 2024:

- *Ray Chouinard (1 year term - 2025)*
- *Idora Scott (1 year term - 2025)*
- *Kieran Kelleher (1 year term - 2025)*

Terms ending on 31 December 2025 (*remaining on Commission*)

- *Ken Kucille*
- *Rob Snape*
- *Paul Brent (CRD Representative)*
- *Sarah Knoebber*

b) Society

Terms ending on 31 December 2024

- *Ken Kucille (2 year term - 2026)*
- *Ray Chouinard (2 year term - 2026)*

Terms ending on 31 December 2025

- *Derek LaCroix*
- *Wayne Bairstow*
- *Fire Chief Karen Harris*

9. New and other business

10. Adjournment 14:41

NGFP&ERSC Acting Chair's Report

Kieran Kelleher

Chairperson's report for the AGM of the North Galiano Volunteer Fire Department Commission
November 17, 2024.

Hello, allow me to introduce myself. My name is Kieran Kelleher and I am the current chairperson of the

N.G.V.F.D. Commission. It is my responsibility, and pleasure, to provide you with a report for your consideration regarding events and progress that has occurred this year.

But first, as the current chair of the commission, I cannot help but reflect on all the enormous amounts of effort, commitment, and work required by the previous members of the commission and N.G.F.P.S. to bring about the creation and function of the N.G.V.F.D. Such commitment requires our acknowledgement and profound thanks.

Voluntary doesn't mean unskilled.

This year has seen the introduction of two additional posts in the form of Assistant Fire Chief and a new Captain position. We extend our congratulations to the successful applicants and thank them for their commitment to both the work and training required to discharge their responsibilities. The details of the work and training undertaken so far are available in Chief Karen Harris's AGM report. This training has been enhanced by the emergent cooperative strategy, developed by Chief Harris and Chief Sugden of South Galiano fire.

Also notable is the 86 hours of training delivered by volunteer instructors to enable new firefighters to meet minimum training standards mandated by the fire commission. Thank you Deputy Chief John Hatch and Captain Potter for your time and dedication.

I hope as you read this brief report, you notice how some words reoccur. Words such as commitment, responsibilities, effort, and time. I would ask that you consider how such diligence adds to the safety and security of our community. If you have new neighbours please encourage them to take part. The least the rest of us can do is to ensure our membership is up to date and maybe make a small, or large, donation to the N.G.F.P.E.R.S.C.

Thank you.

Kieran Kelleher.

NGFPS President's Report

1. New Slate of Officers were elected in January.
2. A GIC was opened to hold the funds that are not immediately needed in an interest-bearing account.
3. Work has been done on the water system at the North Hall to bring it up to potable standard.
4. Planning is underway on Upstairs Training Room Enclosure Project: at the North Hall. This will be a future expense.
5. Planning underway to repair the Apron at the Retreat firehall, we are hoping that most of the work can be done by volunteers with only minimal expense.
6. WE have begun discussions toward purchasing a new (used) command vehicle. a smaller SVU-type command vehicle to respond, with lights & sirens, in the cost estimate stage.
7. We have renewed the lease for the Retreat Hall

8. We have upgraded the sprinkler system at Retreat Hall.
9. We are in the process of purchasing a Biochar machine. This will incinerate small branches and forest debris. We plan to rent it out as a small fund-raising endeavour and it is consistent with and supportive of FireSmart. This burns the materials but contains the CO2 and is very environmentally friendly.
10. We are looking for ways to raise money. We had a booth at the Jamboree, at the Fiesta, we had a BBQ in August, and generally are looking for ways to ask for donations, including bequests. Ideas and support are welcome.

With thanks for all your support.

Derek LaCroix

2024 NGFPS/NGFPERSC AGM: NGVFD Chief's



Report

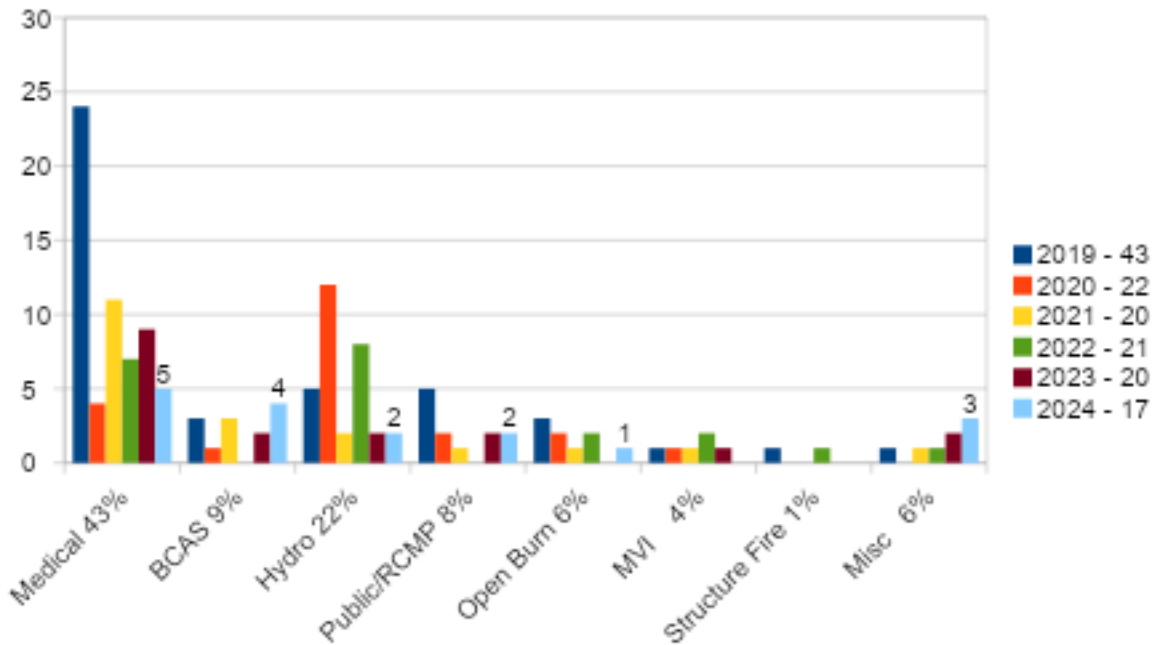
2024 has been a busy year as we have attempted to implement the new Office of the Fire Commissioner Minimum Training Standards and have been exploring how working more closely with the South Galiano Volunteer Fire Department could reduce our administrative and training burdens, two areas that are expanding and are difficult with limited personnel.

Michael Clark started on as Assistant Chief Operations in April, and has been instrumental in the completion of several projects, including fitting our Retreat Hall with exterior sprinklers to protect from wildfire, receiving our Global Medic Wildfire Skid, and most recently, arranging to have a stubborn leak in one of our engines fixed, a job that entailed removing all equipment from the truck and driving it up to Comox to have the tank removed and the plastic welded.

The Fire Underwriters Survey are currently analyzing our departments to determine how best to serve the changing needs of the island and ensure that our insurance rating accurately reflects the resources that we have in place. We expect to have that report by the end of the month.

Calls Out

Call volume remains low compared with pre-pandemic averages, despite increases in population in the Fire District. We hope that this “new normal” of fewer emergencies for our community continues into the future.



2024 has had 17 calls to 15 November: 5 Medical, 4 BCAS Assist, 2 Hydro, 2 Assist RCMP/Public, 1 Open Burn, 0 MVI, 0 Structure Fire, and 3 Misc. The Public Assists included 2 Search and Rescue. The Miscellaneous included a battery fire and 2 smoke smell reports from fires elsewhere. “Hydro Season” is just starting up; so, it is likely that we will be going out again for downed wires and trees on lines in the coming months.

For comparison, 2023 had 20 calls: 11 Medical, 2 BCAS, 2 Hydro, 2 Assist RCMP/Public, 0 Open Burn, 1 MVI, 0 Structure Fire, and 2 Misc.

Membership and Recruitment

Although we have had several new recruits, recruitment and retention remains a serious deficit. In an attempt to encourage recruitment, especially in the working-age demographic many of whom are parents and self-employed with little coverage, NGVFD has joined SGVFD in offering Medical and Dental Benefits to active members.

If you know of anyone who would be suitable for the department, please encourage them to join, either as an active member or in some other capacity. Besides Firefighting and Medical First Response, we could use assistance with governance and administration; project planning and grant proposals; small carpentry and plumbing jobs; and landscaping. As well as NGVFD/NGFPS, the Emergency Program and the FireSmart Program both are worthwhile public safety initiatives that need community members to function well.

Active Members:

Retreat Hall (E2, T2, M2)

1. David Grindlay – R-FF
2. Karen Harris – FC FR* FF*
3. John Hatch – DC FR FF*
4. Rolyn Potter – C FR* FF
5. Valerie Tessier – C Admin FR FF* 6.
- Thijs Vermeulen – Aux DO Maint 7. on
- leave: Ian Maday – FR DO Maint 8. on
- leave: Kate Pattison – FR* R-DO

Training

Cook Hall (E1, R1)

1. Ted Bentley – FR* FF
2. Wayne Bairstow – FF
3. Cassidy Brown – FF
4. Michael Clark – AC Operations FR
FF*
5. Tom Darby – FCE Maint
6. Rhea Evasco – R-FF/FR

7. Corrine Matheson – FF
8. Idora Scott – R-FR

9. *on leave*: Craig Dibble – R-FF/FR

We are proud to announce that 4 of our members slogged through the Office of the Fire Commission 2022 BC Structure Firefighter Minimum Training Standards for Exterior Operations Level, finishing up in June this year. We have continued with the skills for Interior Operations Level as well as Driver Operator training since then. In addition, they have undergone training in Wildfire Firefighting, Vehicle Extrication, Medical First Response, Hazmat Awareness, Driver Training, and Traffic, Hydro and Propane Safety. We held a very successful Exterior Live Fire on Pender, and have plans to attend yearly to keep our firefighting skills honed.



We are about to start a new medical First Responder certification program with the South Galiano members. Our training partner, VIERA has passed FR training on to a new provider, Columbia Learning. It's always a chore to figure out a new system, but we are excited to receive our training from a school that specialises in medical training.

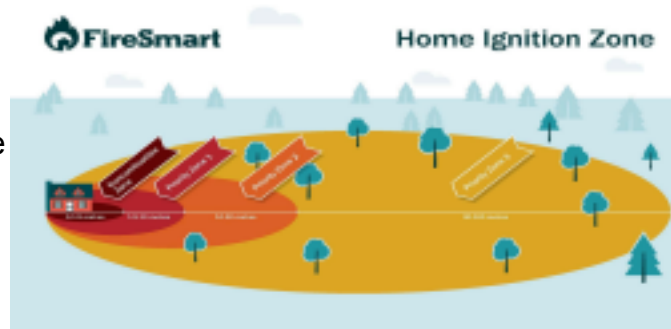
Our officer development continued with Captain Tessier and Assistant Chief Clark training as Fire Officers. They plan to continue their officer studies in the spring.

FireSmart Activities

The Community FireSmart Committee, with coordination by NGVFD Capt. Valerie Tessier, has continued to increase public awareness regarding how community members can improve the chances of their homes and other infrastructure surviving a wildfire. The committee has resumed home inspection and mitigation advice for Galiano Residents. For more information on upcoming programs, please contact FireSmartGaliano@gmail.com.

AC Michael Clark has joined Galiano's team of Wildfire Mitigation Specialists, making us the only community in the CRD with 3 of these highly trained assessors. We are justifiably proud of Galiano's program, jump

started by Shelley Smith in 2019. Over the past 5 years, we have had tremendous community participation, with many assessments, chipping days and mitigation efforts.



FF Ted Bentley has become an old hand at using FireSmart funding to organise FireSmart Day events in his neighbourhoods – for the past few years, he has gathered community members to improve the North Galiano Community Hall. After several of these events, the Hall is looking much better from a FireSmart perspective. Valerie and Michael have also made great progress at Retreat Firehall. Contact Ted, Michael, or Valerie if you would like more information or assistance in accessing funding to organise an event and community mitigation in your neighbourhood.

General information on FireSmart principles and how you can increase your home's resiliency to wildfire risk may be found at <https://firesmartbc.ca/>.

Fire Season/Open Burning/Smoke Regulations

After the devastation across the province in 2023, we are grateful that the 2024 Fire Season was much better in terms of wildfire. During the summer permit compliance was high, with only 1 unpermitted Open Burn reported. Remember that our local Fire Regulation Bylaw allows us to require permits throughout the summer, and shut down burning when we deem it too dangerous, even BC Wildfire Service hasn't issued a prohibition (conversely, we cannot allow fires when BCWS has prohibited them).

No permits will be needed for category 1 or 2 open burning before next spring. However, for larger fires, we must follow the Venting Index and setback regulations from the province in the Open Burning Smoke Control Regulation (*OBSCR; North Galiano is in the Medium Smoke Sensitivity Zone*), and for Category 3 fires (*larger than 3 m in diameter and 2 high, or burning 3 or more concurrent piles*) a BC Wildfire Service Registration number is required (*call 1 888 797-1717 or register online through the Open Fire Tracking System (OFTS)*).

For more information on our local CRD Fire Regulation Bylaw No. 2, see:

<https://www.crd.bc.ca/service/fire-and-emergency-programs/fire-protection/open-burning>

. For more information on OBSCR, see:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/regulations/openburningregulation>.

For more information on OFTS, see:

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention/fire-bans-and-restrictions/ofts-burn-registration>.

Grants

We received a grant from the Southern Gulf Islands Emergency Program in 2023 to equip our vulnerable Retreat Cove Fire Hall with permanently mounted sprinklers, a pump and improved water supply to protect it in the event of a wildfire. This project has now been completed, with a bonus of rooftop collection of rainwater, and provision of (non-potable) water to the hall.



We have also applied for a third round of funding through the UBCM Community Emergency Preparedness Fund for Volunteer & Composite Fire Departments Equipment & Training. We continue to look for opportunities for funding to improve equipment, training, and for special projects such as water supply improvements.

Finally, we applied for and received a donation of a Wildfire Firefighting Skid from Global Medic's program that donates these skids to small rural fire departments across Canada. The skid includes a pump and water tank that goes into the back of a pickup truck for quick response to wildfire while it is small.

Website

We have been using our new website at GVFD.ca with SGVFD for a year now. Expect the old NGVFD.ca site to shut down in coming months as we transfer all information and functions to the new site.

OPEN BURNING ALLOWED NOVEMBER TO MARCH



FIRE PREVENTION & SAFETY

BURNING & PERMITS

DEPARTMENTS

REPORTING

CONTACT

DONATIONS

FIRE DANGER RATING



LAST UPDATED: 2023/09/25

Budget

After our significant increases in 2024, our 2025 budget has no new initiatives, with only a 3% inflation adjustment to our expense line items.

1.359 NGVFD Budget

GL	GL Name	Actuals	Actuals	Actuals	Budget	Actuals	Budget	Budget	Budget	Budget	
		2022	2023	October (Report date 1 Nov)	2024	Est	2025	2026	2027	2028	2029
100346 NGVFD Revenues											
429000	Interest Income	(863)	(1,501)	(525)	(260)	(525)	(270)	(280)	(290)	(300)	(310)
429040	MFA Debt RsrveFdEam	(75)	(219)		(120)	(120)	(120)	(120)	(120)	(120)	(120)
430000	Grant In Lieu- Fed	(507)	(495)	(608)	(608)	(608)	(630)	(640)	(650)	(660)	(670)
486000	Req Mun EA Other	(172,882)	(198,704)	(291,021)	(291,021)	(291,021)	(299,750)	(305,750)	(311,870)	(318,110)	(324,470)
486010	Req Parcel Tax	(24,440)	(24,440)	(24,440)	(24,440)	(24,440)	(25,170)	(25,670)	(26,180)	(26,700)	(27,230)
490000	Surplus	(22,486)	(17,616)	(24,520)	(24,520)	(24,520)	(0)	-	-	-	-
	Subtotal	(221,253)	(242,975)	(341,114)	(340,969)	(341,234)	(325,940)	(332,460)	(339,110)	(345,890)	(352,800)
100347 NGVFD Expenses											
500090	Honoraria	74,976	90,350	100,055	164,190	122,388	169,120	172,500	175,950	179,470	183,060
500510	W.C.B. Benefits	171	191	158	230	190	240	240	240	240	240
501000	Travel Expenses CRD	1,762	2,478	1,065	3,260	2,000	3,360	3,430	3,500	3,570	3,640
501040	CRD Vehicles -ORDERS	18,389	13,034	16,818	16,230	16,818	16,720	17,050	17,390	17,740	18,090
502030	Telecomm All	5,184	5,800	4,242	5,290	5,290	5,450	5,560	5,670	5,780	5,900
503130	Contract for Svcses	1,758	853	1,445	1,370	1,370	1,410	1,440	1,470	1,500	1,530
506010	Insurance-PublicLiab	4,382	1,230	1,317	1,317	1,317	1,562	1,718	1,890	2,079	2,287
506030	Insurance- Fire	1,690	1,810	1,810	1,810	1,810	10	11	12	13	14
506050	Insurance-GroupAccid	60	3,322	2,687	13,420	7,687	60	66	73	80	88
506090	Insurance- SrvcContr	80	90	90	90	90	80	88	97	107	118
506260	Purch Mfce-Buildings	570	362	836	1,190	836	1,230	1,250	1,280	1,310	1,340
506270	Purch Mfce- Equip	1,477	2,717	3,006	3,480	3,106	3,580	3,650	3,720	3,790	3,870
514010	Postage & Freight	141	106	106	230	106	240	240	240	240	240
514030	Advertising	53	229	57	230	57	240	240	240	240	240
514090	Subscriptions	-	-	-	430	-	440	450	460	470	480
514230	VolunteerAprrmDinner	1,260	1,255	-	1,370	1,370	1,410	1,440	1,470	1,500	1,530
514400	StaffTraining&Develp	13,409	10,371	8,213	13,260	13,260	13,660	13,930	14,210	14,490	14,780
514420	Memberships & Profes	935	727	1,150	960	1,150	990	1,010	1,030	1,050	1,070
515110	LeaseholdImprovmnts	457	-	-	1,680	-	1,730	1,760	1,800	1,840	1,880
515150	Printing	69	-	-	100	185	100	100	100	100	100
530010	Alloc - Standard OH	7,503	8,022	7,490	8,988	8,988	13,615	14,023	14,303	14,590	14,881
535090	Electricity	4,060	4,913	4,010	4,870	4,870	5,000	5,100	5,200	5,300	5,410
538000	Supplies - Office	287	351	442	460	726	470	480	490	500	510
538130	Supplies-Operating	5,929	3,422	4,049	6,780	6,780	6,980	7,120	7,260	7,410	7,560
538360	Supplies-PrntCltng	-	7,583	17,404	19,937	17,404	7,590	7,740	7,890	8,050	8,210
570010	Interest - Internal	774	1,638	1,027	1,000	1,027	1,030	1,050	1,070	1,090	1,110
590200	Purchases-Equip	-	-	-	5,000	5,000	5,150	5,250	5,360	5,470	5,580
	Subtotal	145,376	160,854	177,478	277,172	223,824	261,467	266,936	272,415	278,019	283,758
100348 Transfer to Reserves											
547040	TrnsfrToCapResFund	5,000	3,000		-		-	-	-	-	-
547070	TrnsfrToEquipRepFund	4,315	5,000	8,391	10,069	63,682	10,370	10,580	10,790	11,010	11,230
	Subtotal	9,315	8,000	8,391	10,069	63,682	10,370	10,580	10,790	11,010	11,230
102110 Debt Servicing											
570050	MFA DebtReserveFund	75	730		120	120	120	120	120	120	120
570100	Principal Payment	28,466	28,466	13,984	29,552	29,552	29,552	30,599	30,599	30,599	30,599
570110	Interest Payment	20,405	20,405	11,174	24,056	24,056	24,056	25,764	25,764	25,764	25,764
	Subtotal	48,946	49,601	25,158	53,728	53,728	53,728	56,483	56,483	56,483	56,483
	Grand Total	(17,616)	(24,520)	(130,088)	-	(0)	(375)	1,539	578	(378)	(1,329)

Thank yous

As the year comes to a close, I would like to thank our Fire Fighters, Medical First Responders, and Driver/Operators. I would also to make a special thank you to those that have been active for a decade or more, including Michael Clark, Ken Kucille, and past Chief Tom Darby who continues to support us with his extensive knowledge and experience. It has

been a tremendous help to have the assistance of Assistant Chief Michael Clark in Operations, Captain Valerie Tessier in Administration and Training, and Deputy Chief John Hatch and Captain Rolyn Potter in Training.

I would also like to thank the people who volunteer their time to provide the department with oversight through the North Galiano Fire Protection and Emergency Response Service Commission or as board members for the North Galiano Fire Protection Society. I would also like to thank our community partners in the North Galiano Community Association, the Galiano Island Community Emergency Response Team, the BC Emergency Health Service (Ambulance) and the South Galiano Volunteer Fire Department. And of course, I would like to voice my appreciation for our remarkable community that continues to support us as we grow and transform to serve you during your emergencies.



2024 NGFPS/NGFPERSC AGM: NGVFD Assistant Chief's Report

I'd like to thank everyone for being here and supporting our fire department. I'd also like to thank Chiefs Harris and Sudgen, and Captain Tessier for all their help and coaching. I've really enjoyed my year - it's been very satisfying and fulfilling.

I started my new job in January, waited for the CRD to catch up and I started getting paid in March, a little bit behind schedule. The focus for the first part of the year was to get Retreat Hall organized and cleaned up. I put in the water tank and sprinkler system and added running water and a water collection to the hall. I power-washed the hall and FireSmarted the grounds and made a list of future projects for Retreat Hall, e.g. pouring concrete to replace our degrading front apron.

I attended the Chief's Conference in the Interior for a week and learned a lot. Many things came from the conference - knowledge and awareness - such as the importance of community preparedness. One of the things was us attaining our wildfire skid, Global Medic manufactured and distributed wildfire skids and we managed to get one for free by going to Campbell River and picking it up.

We've been working with South Galiano Fire Dept to unify our training and work closer with the south. We've done a number of co-training such as a rope rescue weekend and the first responder training that is running as I write this.

I'm turning my focus now to Cook Hall to complete a number of tasks, mainly developing organizational systems to streamline our operations and make our logistics easier to manage.

I will continue my training. I just finished the FireSmart Wildfire Mitigation Specialist course on Vancouver Island, which opened my eyes to the possibilities here on Galiano, specifically using a BioChar kiln as a way to safely and environmentally deal with FireSmart debris. Our kiln is on order and should be here within a few weeks. I plan to organize workshops to explain the science, and demonstrate the abilities and benefits and hope to have this as a fundraiser for the department by renting it out to locals.

I'd like to thank all the volunteers, the Commission and Society members for all their efforts and hard work. It's a team effort and a team is necessary to support our population through these years to come and support me in my endeavours in the future. I am looking forward with gratitude and excitement for what is to come.



**OTTER POINT FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICE COMMISSION
ANNUAL GENERAL MEETING**

Wednesday 13 November 2024

Otter Point Fire Hall, 3737 Otter Point Road, Sooke, BC

Commission Members Present:

Ms. J. Hemphill - Chair

Ms. D. Morton - Trustee

Mr. B. Gibbons – Treasurer

Mr. P. White – Trustee

Mr. D. Gollmer – Vice Chair

Commission Members Absent:

Mr. S. Hemphill – Trustee & Firefighter’s Rep

Mr. A. Wickheim – JDF Regional Director

Others Present:

Mr. J. McCrea – OPVFD Fire Chief

Mr. K. Brehart, Mr. Ray Fiset, Mr. Joe Kanashiro

Call to Order:

Meeting called to order at 1930 hrs.

Approval of the Agenda:

All in favour of the agenda.

Chairman’s Report: As submitted by J. Hemphill.

Fire Chief’s Report: As submitted by J. McCrea.

Treasurer’s Report: As submitted by B. Gibbons.

Firefighter’s Rep. Report: As submitted by S. Hemphill.

Discussion around the a/n reports.

Old Business: None.

New Business:

Election of Commission Members. Existing Commission members Mr. B. Gibbons and Mrs. J. Hemphill are willing to stand for reappointment and as no new nominations were received, their two-year term will start January 2025.

Meeting Adjournment:

Motion to adjourn at 2035 hrs. Gollmer/White. All in favour. Motion carried.

The next Annual General Meeting will be held in November 2025.

**OTTER POINT FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICE COMMISSION
MINUTES OF MEETING
WEDNESDAY 08 OCTOBER 2025
OTTER POINT FIRE HALL, 3727 Otter Point Road, Sooke, BC**

Members Present:

Ms. J. Hemphill – Chair
Mr. B. Gibbons – Treasurer
Mr. S. Hemphill – Trustee & FFs Rep

Ms. D. Morton - Trustee
Mr. P. White – Trustee

Members Absent:

Mr. D. Gollmer – Vice Chair
Mr. A. Wickheim – Trustee and Dir JDF

Others Present:

Mr. J. McCrea – Otter Point Fire Chief
Mr. C. Vrabel – CRD Manager, Fire Services

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 September 10th, 2025 meeting. Gibbons/White. All in favour. Motion carried.

Fire Chief's Report:

Attached.

Treasurer's Report:

Budget 2025. On track. End September financial report not yet received.
Budget 2026. Budget package submitted end July.

Firefighter's Rep. Report:

- 27 Sep, Appreciation Dinner. This year's dinner was once again well attended. Members recognized for service included FF A. Stoettner for Five Years, FF R. Morton for 35 Years Long Service, and FC J. McCrea for 30 Years Exemplary Service, as well as the Otter Point Firefighter of the Year, FF G. Williams. Also recognized were Commission members D. Morton with 10 Years Service, P. White 25 Years combined service as FF and Commission Member, and D. Gollmer with 45 Years combined service as FF and Commission Member. Congratulations to all.
- 31 Oct, Hallowe'en. Upcoming. Bonfire at 1830 hrs, fireworks at 1930 hrs.

Firefighter's Rep. Report (Con't):

- 07 Dec, Sooke Christmas Parade.
- 13 Dec, Annual Santa's Candy Cane Run.
- 18 Dec, Association Members Annual Get Together at the Hall.

Old Business:

None.

New Business:

C. Vrabel (CRD Manager, Fire Services)

- a. Amendment to Bylaw 3654 re. appointment of a Fire Chief.

MOTION: That the Board amend Bylaw 3654 to change the authority for the Otter Point Fire Protection and Emergency Response Service Commission from Administrative to Advisory regarding the Appointment of a Fire Chief and Deputy Fire Chief. Gollmer/Gibbons. All in favour. Motion carried.

- b. Conversion of Chief Officers to CRD employees. For Otter Point is planned for January 2026.
- c. Operational Powers Bylaw Version 2. Still in Draft stage, stakeholder engagement ongoing. Para 25 requires language to emphasize that the Manager Fire Services would not forward hire recommendations to the CAO without consensus from the Selection Committee.
- d. Fire Inspection and Investigation Policy. Refers to Section 9 of the Fire Safety Act and capacity to provide enhanced service for fire inspections, and cost recovery. Example, owners may request an inspection for occupancy or insurance purposes (charges as set out in Schedule B of the Operational Powers Bylaw. Could also assist in pre-planning and preventative considerations.

MOTION to adjourn at 2028 hrs. White/Gibbons. All in favour. Motion carried.

Next Commission meeting to be held on Wednesday, 12 Nov 2025, 1900 hrs followed by the AGM at 1930 hrs.

**OTTER POINT VOLUNTEER FIRE DEPARTMENT
FIRE CHIEF'S REPORT
Wednesday October 8, 2025**

October 8, 2025

Calls:

September 2025; 15 calls
2025 Year to date total; 121 Calls

Membership:

- Current roster is 23 members.
- 3 applications in progress

Administration:

- No CREST update. Al Marston has been named as the new general manager.
- First Due; the new RMS system. We are having ongoing training 3-5 times a month with setting up First Due to meet our record management requirements. We are actively using First Due for almost all of our records management at this time.
- The FireSmart program in Otter Point is progressing slowly. 2 assessments last month. We have a chipping day scheduled for Oct. 18th.
- The Mental Health Program: The program continues to be well accessed.
- CRD Occupational Health and Safety Program. We have instituted changes based on the program requirements. Gavin Williams and Steve Whitmore represent the workers. Ben Patterson and I represent the employer. We are performing monthly inspections of our facility. CRD will be out to participate in our meeting on Wednesday Nov 5th
- The Fire Hazard rating has finally come down to LOW. Otter Point has opened up Category 2 open burning as of Oct 2nd. Permits are required for the month of October.
- Our annual Appreciation Dinner took place on Saturday September 27th. Next year's dinner is scheduled for September 26, 2026.
- Our Truck Committee has met twice and we have narrowed down the spec to the point of submitting for a PO to purchase the cab and chassis. We will be working with CRD on the process of moving forward.
- CRD is finalizing some new Operating Guidelines for all the fire departments. They will be wanting the Commission to review the guidelines and recommend approval.
- We had a second structure fire in Otter Point last month. Although we achieved a quick knockdown on the fire there was significant smoke damage to the house. The family will be out of their home for 6months to a year.

Training:

- We are expecting our members to meet the minimum 70% attendance commitment.
- We currently have 6 firefighters working through the exterior and interior firefighter program. NFPA1001.
- We have 3 members currently working their way through the NFPA Fire Officer 1 training program. In addition to that training, we are having monthly meetings with them to help prepare them to become Officers and Duty Officers within our fire department. The goal is to have 3 new Lieutenants in the department in 2026 to share the load of training and duty shifts in the years to come.
- Three members are taking the training to transition from First Responder to EMA level certification.

Building and Grounds:

- Regular grounds maintenance is ongoing.
- The building is in good condition at this time. We are still considering beginning an expansion of the training office this year.

Vehicles and Equipment:

- Vehicle servicings are up to date. We introduced CRD fleet into the commercial vehicle servicing in August.
- All equipment is in good working order at this time.
- Hose testing and ladder testing have been completed.
- Engines will have their pump testing done next Friday.
- T22 will be at Wilson and Proctor for 3 days for cab air ride bags to be replaced.
- S24 went in for new front tires this week.

Training Centre:

- The Training Centre lower burn room ceiling suffered a serious failure requiring extensive repairs in early September. A work party last Saturday began the process. We had to cancel all remaining bookings at the Training Centre in 2025.
- The Training Centre Grant Application was submitted last month. We should hear before the end of 2025.

Respectfully submitted

John McCrea, Fire Chief.

Appreciation dinner; We have booked the caterer for Sept. 26, 2026.

Budget: I would like to do some work on the budget with Chris Vrabel.

Budget increases: CRD fleet maintenance, Approximately \$10,000.

Contract for services: Wages; CRD is trying to standardize wages for casual work and "paid on call" at \$35.00 / hr.

Fire inspections and investigations. Future budget impacts.

Warburton's water system. Ownership and maintenance requirements.

Fire Chief positions

CRD Training program

Next meeting Wednesday Nov 12, 2025. AGM. 7:30pm

PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION

Notice of Annual General Meeting on **Thursday October 16, 2025 @ 6:30 PM**

AGM

Hybrid Meeting – In person Port Renfrew Community Hall 6638 Deering Road
and virtual on MS Teams [Join the meeting now](#)

MINUTES

1. Opening remarks (territorial acknowledgement) called to order 6:30 pm
2. Approval of Agenda
 - a. Moved **R. McIntyre** Seconded **K. Neish** **Carried**
3. Additions to the Agenda
 - a. None
4. Approval of Minutes September 18, 2025 –
 - a. Moved **R. McIntyre** Seconded **K. Neish** **Carried**
5. New Business
 - a. Friendly bunkies at Wild Coast Cottages (Old R & R Retreat) **R. McIntyre**
 - i. has CRD approved the concept of friendly bunkies? Greater number of people in the summer, greater risk of fire. Original project was 42 lots but with addition of bunkies up to 90. Refer the item to staff to look into this issue and report back at the next commission meeting.
 - ii. Motion for CRD staff to report back on supplemental dwelling units on properties; moved by: **R. McIntyre**, seconded **K. Neish** **Carried**
 - b. Motion to provide the PFN with first right of refusal to acquire any surplus or non-compliant assets of the Port Renfrew Volunteer Fire Department.
 - i. Moved by **K. Neish**, seconded by **R. McIntyre** **Carried**
6. 2026 – 2030 Financial Plan – presented by C. Vrabel
 - a. Motion to approve provisional budget as presented, moved by **R. McIntyre**, seconded by **K. Neish** **Carried**
7. Commission Terms (appointments)
 - a. Pacheedaht representative will submit nomination shortly.
 - b. K. Neish, R. McIntyre will stand again for another term on the commission.
 - c. There has been one nomination from the community, leaving 2 vacancies.
 - d. Discussion about options for commission membership.
8. Adjournment: Chair adjourns the meeting at 7:19 pm
 - a. Moved by **K. Neish**, seconded by **R. McIntyre** **Carried**



Making a difference...together

**SOUTHERN GULF ISLANDS ELECTORAL AREA
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

Tuesday, May 20th, 2025 at 1pm

Held by Zoom Video Conference

MINUTES

SGI CESC Commissioners: Paul Brent, Director, Chair (Saturna), Marcus Farmer (Mayne), Rob Fenton (Pender), Barbara Johnstone (Pender), Simon Fallick (Galiano)

Staff: Justine Starke – Manager, SGI Service Delivery, Melody Pender – Recorder/Pender Liaison, SGI Liaisons: Emma Davis (Galiano), Katie Dentry (Saturna), Kat Ferneyhough (Mayne)

Guest: Michael Hoebel, Michael Cowan and Janey Rowland Southern Gulf Islands Community Resource Centre

1. Territorial Acknowledgement/Call Meeting to Order

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1pm.

2. Approval of the Agenda

MOVED by Commissioner Fallick, **SECONDED** by Commissioner Fenton to accept the Agenda as presented.

CARRIED

3. Approval of Minutes from March 18, 2025

MOVED by Commissioner Fenton, **SECONDED** by Commissioner Fallick to accept the minutes from March 18, 2025 as presented.

CARRIED

4. Financial Report

The financial report was received for information by the Commission.

5. Director's Report

Projects will be discussed during the meeting.

6. Southern Gulf Islands Liaisons Update

Emma Davis (Galiano) – First Saturday market of the season, new tenants for café at Sturdies Bay, Daycare is still hiring, Galiano transportation business will be for sale after the Summer, School Board student boarding funding program may be ending, not a busy long weekend for local businesses, attributed to poor weather and school still in session.

Kat Ferneyhough (Mayne) – Elizabeth May was on island for May Day celebrations, food truck zone is running, rural housing and park projects are ongoing.

Katie Dentry (Saturna) – Community BBQ was well attended, new businesses include a new gift shop, art gallery, coffee shop, bike repair shop and ebike rentals.

Melody Pender (Pender) – Pender had a busy long weekend, The Dip is almost complete, Aqualink did not get funding but will still be working to provide some transportation between islands, Tour des Iles is June 21-22.



Making a difference...together

Justine Starke – The Rural Housing Coordinator position is posted and applications are being received. Application forms for the accessory dwelling unit incentive program and expressions of interest for pre-development funding are also available now. CRD is going through a reorganization called CRD Evolves, creating a new department for the electoral areas so Juan de Fuca, Salt Spring and SGIs will be in their own separate department at the CRD with Stephen Henderson as General Manager, which will benefit these electoral areas.

7. Connected Coast/Bylaw update – Justine Starke

A grant application to support funding the remaining high-speed broadband internet connectivity to the SGIs was successful and the Commission will receive a 10% revenue over a 30 year period through this partnership with Connected Coast. The timeline for completion of the network is uncertain.

8. Housing NOW presentation – Janey Rowland

Janey Rowland gave a short presentation to accompany the two Housing reports previously submitted. Highlights of 2024 were developing a conflict resolution guidebook, starting a podcast, doubling newsletter subscribers, and making ten total homeshare matches. Goals for 2025 are the digital platform pilot, increasing homeshare awareness and developing a social enterprise model to improve longevity of the program.

MOTION: To approve the Housing NOW 2025 Statement of Work for \$24,638.70.

MOVED by Commissioner Farmer, **SECONDED** by Commissioner Fenton.

CARRIED

9. Southern Gulf Islands Sustainable Funding Initiative Statement of Works – Michael Cowan

MOTION: To approve the Southern Gulf Islands Sustainable Funding Initiative Statement of Works for \$30,000.

MOVED by Marcus Farmer, **SECONDED** by Simon Fallick.

CARRIED

10. Old/New Business – none discussed.

11. Next regular meeting – July 15, 2025

12. Meeting Adjourned

MOVED by Chair Brent, **SECONDED** by Commissioner Farmer to adjourn the meeting at 2:06pm.

CARRIED



Making a difference...together

**SOUTHERN GULF ISLANDS ELECTORAL AREA
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

Tuesday, July 15th, 2025 at 1pm

Held by Zoom Video Conference

MINUTES

SGI CESC Commissioners: Paul Brent, Director, Chair (Saturna), Marcus Farmer (Mayne), Rob Fenton (Pender), Barbara Johnstone (Pender), Simon Fallick (Galiano), Rob Fawcett (Pender)

Staff: Justine Starke – Manager, SGI Service Delivery, Melody Pender – Recorder/Pender Liaison, SGI Liaisons: Emma Davis (Galiano), Katie Dentry (Saturna)

Guest: Michael Hoebel, Janey Rowland, Southern Gulf Islands Community Resource Centre

Regrets: Kat Ferneyhough (Mayne)

1. Territorial Acknowledgement/Call Meeting to Order

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1pm.

2. Approval of the Agenda

MOVED by Commissioner Farmer, **SECONDED** by Commissioner Fallick to accept the Agenda as presented.

CARRIED

3. Approval of Minutes from May 20, 2025

MOVED by Commissioner Farmer, **SECONDED** by Commissioner Fallick to accept the minutes from May 20, 2025 as presented.

CARRIED

4. Financial Report

• 2026 Budget preparation

The financial report was received for information by the Commission.

ACTION ITEM: Think about how funds should be allocated for next year – to be discussed at September meeting.

5. Director's Report

The islands are busy for the summer season.

6. Southern Gulf Islands Liaisons Update

Justine Starke – The rural housing program coordinator at the CRD started today and Justine is onboarding her.

Emma Davis (Galiano) – Daystar Market is selling the business (not the land or building) and will close in September if they do not find a buyer. Woodstone Manor will not be opening this season. Folia, a new vegan café in Sturdies Bay is doing very well.

Katie Dentry (Saturna) – A new ice cream bar called Dee's at the ferry terminal is popular. There is new gallery spaces open as well. The island is busy with increased ferry traffic.

Melody Pender (Pender) – A new coffee roasting company is open at Hope Bay, the new



distillery is also doing well, and there are some new trades and caterers on the island. Tour des Iles had low attendance but was enjoyed by those who participated. The visitors centre has been very busy.

Marcus Farmer (Mayne) – ParticipACTION in June was a success on the island with one of the highest rates of participation per capita. Canada Day was a big celebration as well. Food trucks and a new gallery are open and the Ag Society is redoing the market and fair grounds and increasing the focus on fresh food.

7. Discussion on an Indigenous Partnership Initiative within the Housing NOW Framework for the Southern Gulf Islands – Janey Rowland

Walking Together – a roadmap to tiny home communities in the Southern Gulf Islands is a new Housing NOW initiative, to be developed as a pilot project. There is interest in tiny homes on wheels in the SGIs and these types of dwellings will soon be permitted with upcoming changes to Islands Trust regulations. This project also seeks to encourage reconciliation by involving Penelakut First Nation and a return to their ancestral land on Galiano. This project hopes to support indigenous and non-indigenous people access housing solutions.

Justine recommended that if the Commission wishes to support this project, it should be through a Grant In Aid to support the SGI Community Resource Centre in this new project under Housing NOW. Justine also recommended that Janey ask what Penelakut's expectations are with the project.

The Commission received additional information about the proposed project to read and will table a funding decision until they understand the context of the project.

8. Old/New Business – Michael Hoebel and Emma Davis

The Galiano Community Transportation Society has acquired electric mini buses for local transportation on Galiano from a federal transportation grant, that was supported by the CRD. The service will initially be running on Saturdays. Operational funding is limited. The society plans to apply to the CRD for a New Service Request, to request the CRD go through processes to add this into property taxes to fund the bus service long-term. First, the bus service needs to be proven viable, so the society is seeking short-term funding for immediate operational costs.

MOTION: To approve in principle, in the amount of \$20,000, to support the Galiano Community Transportation Society bus service, upon receipt of a work plan approved by the CRD staff report. **MOVED** by Simon Fallick, **SECONDED** by Markus Farmer.

CARRIED

9. Next regular meeting – Sept 16, 2025

10. Meeting Adjourned

MOVED by Chair Brent, **SECONDED** by Commissioner Farmer to adjourn the meeting at 2:14pm.

CARRIED

Meeting Minutes

Sticks Allison Water Local Service Committee

Tuesday, June 17, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

H. Schofield (Chair) (EP), J. Fenby (Vice Chair), P. Brent (EA Director) (EP), D. Pepin (EP), V. Seidel (EP)

STAFF: Jason Dales, Senior Manager, Wastewater Infrastructure Operations; Justine Starke, Manager, Real Estate and SGI Administration (EP); Megan MacDonald, Legislative Services Coordinator

EP - Electronic Participation

The meeting was called to order at 2:04 pm.

1. Territorial Acknowledgement

Chair Schofield provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the agenda of the Sticks Allison Water Local Service Committee meeting of June 17, 2025, be approved as amended with the addition of the following Items:
- 8.1. Leak Detection
- 8.2. Nearby Development
CARRIED

3. Adoption of Minutes

3.1. [25-0722](#) Minutes of the Sticks Allison Water Local Service Committee meeting of February 26, 2025

MOVED by H. Schofield, **SECONDED** by V. Seidel,
That the minutes of the Sticks Allison Water Local Service Committee meeting of February 26, 2025, be adopted as amended:
Item 9.1. - adding "an earlier version of" before "the following notice"
Item 8.2. - adding a second bullet to state "staff have confirmed HPC levels are within acceptable levels"
Item 8.2. - last bullet to add "no" before "new requests"
CARRIED

4. Chair's Remarks

The Chair expressed interest in the potential impact of nearby development on the water system.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

6.1. [25-0650](#) Senior Manager's Verbal Update

J. Dales presented Item 6.1. for information, introduced new staff support personnel and provided information on the involvement of new Electoral Areas Services department.

Discussion ensued regarding:

- gravel parking lot and trench near the well have been repaired
- request for notifications if routine work may require water shut off
- water conservation signage installation later this year

6.2. [25-0669](#) Capital Projects and Operational Update - June 2025

J. Dales presented Item 6.2. for information.

Discussion ensued regarding the cost of preventative maintenance and valve repair.

6.3. [25-0673](#) 2024 Annual Report

J. Dales presented Item 6.3. for information.

7. Notice(s) of Motion

7.1. [25-0506](#) Motion with Notice: Excess Water Consumption Fee (P.Brent)

The motion with notice was read but did not receive a second.

8. New Business

8.1. Leak Detection

J. Dales provided information related to leak detection efforts.

Discussion ensued regarding methods to find leaks and the timeline for repairs.

8.2. Nearby Development

Committee members requested an update of the status of the nearby development, staff will provide information in future.

9. Adjournment

MOVED by H. Schofield, **SECONDED** by V. Seidel,
That the Sticks Allison Water Local Service Committee meeting of June 17, 2025,
be adjourned at 2:37 pm.
CARRIED

Chair

Recorder

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

Tuesday, September 02, 2025 at 7:30 PM

Present: Gary Howell, Vern McConnell, Marni Krismer, Greg Elvedahl, Director Al Wickheim, Jim Potvin, Joel Cotter

Absent: Aran Puritch

Guests & Invitees: Art Wynans, Darren Pine, Kathy Crawley

Location: Willis Point Fire Hall Annex, 6933 Willis Point Road, Victoria BC V9E 2A1

Meeting called to order at 7:31 pm

1) Approval of Agenda

MOTION by Marni Krismer, **SECONDED** by Jim Potvin that the Agenda be accepted as presented, **CARRIED**

2) Approval of previous meeting minutes

MOTION by Gary Howell **SECONDED** by Joel Cotter that the minutes of June 26, 2025, be accepted as amended, **CARRIED**

3) Budget Discussion: process and draft version of 2026 budget presented by Gary Howell

a) New process including Chris Vrabel was very positive and effective.

b) The detailed budget was reviewed with the understanding that minor revisions will be made before a second review at the next commission meeting on September 23.

Commissioners agreed to further review the draft budget as presented in anticipation of that meeting. Commissioner Howell will provide a summary of proposed decisions points in advance of the next meeting.

4) MOTION by Greg Elvedahl to adjourn the meeting at 9:30pm. **CARRIED**

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

Tuesday, October 21, 2025 at 5:00 PM

Present: Gary Howell, Vern McConnell, Marni Krismer, Director Al Wickheim, Jim Potvin, Joel Cotter, Aran Puritch

Absent: Greg Elvedahl

Guests & Invitees: Art Wynans, Karen Kay, Kathy Crawley, Daniel Kenway

Location: Willis Point Fire Hall Annex, 6933 Willis Point Road, Victoria BC V9E 2A1

Meeting called to order at 5:06pm

1) Approval of Agenda

MOTION by Vern McConnell, **SECONDED** by Marni Krismer that the agenda be accepted as amended. **CARRIED**

2) Approval of previous meeting minutes

MOTION by Gary Howell **SECONDED** by Vern McConnell that the minutes of September 2, 2025, be accepted. **CARRIED**

3) Hall Report – presented by Karen Kay

- a) Rentals – Renters report the forms are difficult to use. Similarly, the renters are not happy about paying by cheque.
- b) Hall Manager feels she waits too long for reimbursement for supplies purchased out of pocket.
- c) Quarterly floor cleaning may be too frequent. Hall manager feels that, in general, the hall cleaning is sufficient though the WPCA reports some dissatisfaction with the deep cleaning and the exclusion of the kitchen floor.
- d) Question: what is the frequency of the carpet cleaning? *Not currently formally scheduled. Will be reviewed.*

4) Climate Resiliency – presented by Fire Chief Art Wynans

- a) The association of Fire Chiefs are collaborating on identifying and funding projects that focus on improving safety, health and energy efficiency of fire department facilities. Chief Wynans is specifically seeking advice from a CRIS roster expert to identify options for upgrades to the WPVFD facilities in a manner that enhances energy efficiency, reduces GHG emissions and increases climate resilience.

MOTION by Marni Krismer **SECONDED** by Gary Howell to support engagement with the CRIS program to identify projects and funding to benefit the safety, health and energy efficiency of the Willis Point Fire Department facilities. **CARRIED**

5) AGM and nominations – presented by Aran Puritch

- a) The commission AGM will be held as a special session during the WPCA AGM. Aran will present a brief year in review along with budget information including the anticipated tax increase.
- b) Two commissioner positions nomination elections should be held at the AGM. The new commissioners will replace Vern McConnell and Joel Cotter, effective Jan 1, 2026. Gary

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

and Joel specifically identify a gap in the commission makeup for organization and oversight of the facilities maintenance. A new member with experience in this area would be a great addition.

- 6) **Budget Discussion:** process and draft version of 2026 budget presented by Gary Howell
- a) Capital Budget 5 year planned was reviewed
 - b) Operating budget was reviewed.
- MOTION** by Gary Howell **SECONDED** by Vern McConnell to accept the capital and operating budget as proposed with a requisition of \$186,010. **CARRIED**
- 7) **MOTION** by Marni Krismer to adjourn the meeting at 6:30pm. **CARRIED**

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

Sunday AGM October 26, 2025

Present: Vern McConnell, Aran Puritch, Marni Krismer, Jim Potvin

Absent: Gary Howell, Al Wickheim, Greg Elvedahl, Joel Cotter

Guests & Invitees: Willis Point Community Association AGM and community members

WPCA-AGM paused: Commission AGM called to order at 5:00 pm

1) Chair Report: Commission Chair Aran Puritch reported to the community on the commission's role, last year's activities and current projects. *See attached.*

2) Nomination of Commission members: 2 open positions

Chair announced there are 1 incumbent is willing to stand for re-election and 2 new people that have expressed a willingness to stand, the Chair called for additional nominations from the floor, no new nominations were provided.

- Nomination accepted for Bruce Story
- Nomination accepted for Keith Vidalin

Motion by Vern McConnell seconded by Jim Potvin to adjourn. at 5:31 pm

Willis Point Fire and Recreation Facilities Commission AGM 2025

October 26, 2025

Willis Point Community Hall



Agenda

Introduction

Commission Authority

Finance Summary

Fire Department Services

Recreation Facilities Update

Elections

Adjournment

Introduction

- Chair, Aran Puritch
- Vice-Chair, Vern McConnel
- Secretary, Marni Krismer
- Treasurer, Gary Howell
- Member, Greg Elvedahl
- Member, Joel Cotter
- Member, Jim Potvin
- Regional Director, Al Wickheim

The screenshot shows the CRD website with the following elements:

- CRD Logo:** Making a difference...together
- Navigation Menu:** Your Community +, Government & Administration +, Programs & Services +, Parks & Recreation +, Projects +
- Breadcrumbs:** Home > Government & Administration > Boards & Committees > Committees & Commissions > Willis Point Fire Protection and Recreation Facilities Commission
- Left Sidebar (Government & Administration):**
 - About the CRD +
 - Accessibility & Inclusion
 - Boards & Committees -
 - Board of Directors
 - CRD Board
 - CRHC Board
 - CRHD Board
 - Committees & Commissions
 - Addressing the Board & Committees
 - Meeting Schedule
 - Live Webcasts
 - Advocacy Strategy
 - Board Highlights
 - Bylaw Directory
 - Public Participation & Voting +
- Main Content Area:**
 - Willis Point Fire Protection and Recreation Facilities Commission**
 - Other CRD Committees & Commissions
 - Services**
 - Willis Point Fire Protection and Recreational Facilities Service
 - Open all ▶
 - Appointments +
 - Related Links -
 - Bylaw 3654 - (Consolidated) Fire Protection and Emergency Response Service Commissions and Related Local Services Bylaw, 2010 [PDF]
 - Fire Protection
 - Past Meetings**
 - Sep 2 September 2, 2025 Meeting Details

<https://www.crd.ca/government-administration/boards-committees/committees-commissions/willis-point-fire-protection-and-recreation-facilities-commission>

Commission Authority

Administrative Authority

- Confirm appointment of Fire Chief
- Adopt operational rules and procedures for the fire department
- Adopt financial rules and procedures for the fire department
- Maintenance, management and operation of the Willis Point Community Centre
- Establish usage fees and terms for the Community Centre
- Adopt operational rules and procedures for the Community Centre
- Adopt financial rules and procedures for the Community Centre

Advisory Authority

- Service Levels
- Size of volunteer force
- Contracted services for operating fire department



BYLAW NO. 3654

**FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSIONS BYLAW, 2010**

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

ORIGINALLY ADOPTED
(Consolidated with Amending Bylaws 3707 and 4608)

Funding and Financial Summary

Fire Department

[Willis Point Volunteer Fire Department](#)

This local community based volunteer department is funded by property taxes from within the fire protection area it serves collected under a CRD establishment bylaw. A CRD Bylaw also provides for a local community based Advisory Commission to ensure the service provided meets the community's needs. Supported is also provided by CRD staff in areas such as Protective Services, Finance, Risk and Insurance among others.

Community Centre and Grounds

Delegation of Powers and Duties

- (a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the Willis Point Community Centre, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.

Funding Sources

- Property Taxes. ~\$180,000 per year from Willis Point property taxes
- Cel Tower Rentals. ~\$28,000 per year from Rogers cel tower rental fees
- Grants.

Fire Department Services

- Fire Suppression
 - Exterior Operations
- First Responder
- Mutual-aid to Highlands and Saanich
- Motor Vehicle Incidents
- Wildland Firefighting Support

Recreation Facilities Update

Cell Tower

Hall Rental and Management

- Users. ~90% Community Association, ~10% Private
- Fees
- Monthly Cleaning (Shannon Pine)
- Hall Manager (Karen K)

Elections

Elections Officer – Vern McConnell

Terms ending

- Gary Howell (will stand)
- Vern McConnell (not standing)
- Joel Cotter (not standing)

Nominations

- 2 Positions Vacant
- Nomination of Bruce Story



Adjournment