



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, April 8, 2026

10:00 AM

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

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

Guest: Director M. Little

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

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [26-0413](#) Minutes of the Electoral Areas Committee meeting of February 11, 2026

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of February 11, 2026 be adopted as circulated.

**Attachments:** [Minutes: February 11, 2026](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

#### 5.1. Presentations

#### 5.2. Delegations

##### 5.2.1. [26-0425](#) Delegation - Jim Pine, Resident of Saanich, Re: Agenda Item 6.5.: Model Demolition Waste and Deconstruction Bylaw

### 6. Committee Business

- 6.1.     [26-0135](#)     2025 Community Works Fund Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: 2025 CWF Annual Report](#)  
                          [Appendix A: CWF Funding Summary](#)  
                          [Appendix B: 2025 CWF Grants Awarded](#)  
                          [Appendix C: 2025 CWF Detailed Breakdown by Electoral Area](#)
- 6.2.     [26-0290](#)     2025 Grants-In-Aid Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: 2025 Grants-In-Aid Annual Report](#)  
                          [Appendix A: 2025 Electoral Areas Grants-In-Aid Awarded](#)
- 6.3.     [26-0361](#)     Union of British Columbia Municipalities - Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant - 2026
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant 2026 be supported and that staff be directed to provide overall grant management.  
(NWA)
- Attachments:**     [Staff Report: UBCM - CEPF for EOC Equip & Training Grant - 2026](#)  
                          [Appendix A: UBCM - CEPF - EOC Equip & Training Grant - 2026 App](#)
- 6.4.     [26-0330](#)     Bylaw No. 4747: Cedar Lane Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certification of Results of Petition for Borrowing - Cedar Lane Water Treatment Plant be received;  
(NWA)
  2. That Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and  
(WA)
  3. That Bylaw No. 4747 be forwarded to the Inspector of Municipalities for approval.  
(NWA)
- Attachments:**     [Staff Report: Bylaw No. 4747: Cedar Lane LA Bylaw for Capital Upgrades](#)  
                          [Appendix A: Certificate of Results - Cedar Lane Petition for Borrowing](#)  
                          [Appendix B: Bylaw No. 4747](#)

6.5. [26-0113](#) Model Demolition Waste and Deconstruction Bylaw

**Recommendation:** [At the March 11, 2026 CRD Board meeting, this report was approved and referred to the Electoral Areas Committee for information.]  
There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: Model Demolition Waste and Deconstruction Bylaw](#)  
[Appendix A: Model Demolition Waste and Deconstruction Bylaw - Sample](#)

6.6. [26-0156](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) Community Economic Sustainability Commission minutes of January 20, 2026
- b) Galiano Island Parks & Recreation Commission minutes of January 5, 2026
- c) Lyall Harbour Boot Cove Water Local Service Committee minutes of November 13, 2025
- d) Magic Lake Estates Water and Sewer Committee minutes of November 13, 2025
- e) Mayne Island Parks & Recreation Commission minutes of January 8, 2026
- f) Mayne Island Parks & Recreation Commission minutes of February 12, 2026
- g) Otter Point Fire Protection & Emergency Response Services Commission minutes of January 14, 2026
- h) Pender Island Parks and Recreation Commission minutes of February 9, 2026
- i) Port Renfrew Utility Services Committee minutes of October 28, 2025
- j) Shirley Fire Protection & Emergency Response Commission minutes of August 25, 2025
- k) Shirley Fire Protection & Emergency Response Commission minutes of September 29, 2025
- l) Shirley Fire Protection & Emergency Response Commission minutes of October 27, 2025
- m) Shirley Fire Protection & Emergency Response Commission minutes of January 26, 2026
- n) Southern Gulf Islands Emergency Program Advisory Commission minutes of November 28, 2024
- o) Southern Gulf Islands Emergency Program Advisory Commission minutes of January 15, 2025
- p) Southern Gulf Islands Emergency Program Advisory Commission minutes of March 19, 2025
- q) Southern Gulf Islands Emergency Program Advisory Commission minutes of October 1, 2025
- r) Southern Gulf Islands Emergency Program Advisory Commission minutes of November 19, 2025
- s) Surfside Park Estates Water Service Committee minutes of October 23, 2025
- t) Wilderness Mountain Water Service Commission minutes of October 28, 2025
- u) Willis Point Fire Protection and Recreation Facilities Commission minutes of November 25, 2025
- v) Willis Point Fire Protection and Recreation Facilities Commission minutes of January 27, 2026

**Attachments:**

[Minutes: Community Economic Sustainability Commiss - January 20, 2026](#)

[Minutes: Galiano Island Parks & Rec Commiss - January 5, 2026](#)

[Minutes: Lyall Harbour Boot Cove Water Local Serv Committ - Nov. 13, 2025](#)

[Minutes: Magic Lake Estates Water and Sewer Committ - November 13, 2025](#)

[Minutes: Mayne Island Parks & Rec Commiss - January 8, 2026](#)

[Minutes: Mayne Island Parks & Rec Commiss - February 12, 2026](#)

[Minutes: Otter Point Fire Prot'n & Emerg Resp Servs Commiss - Jan. 14, 2026](#)

[Minutes: Pender Island Parks & Rec Commiss - February 9, 2026](#)

[Minutes: Port Renfrew Utility Servs Committ - October 28, 2025](#)

[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - August 25, 2025](#)

[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - September 29, 2025](#)

[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - October 27, 2025](#)

[Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - January 26, 2026](#)

[Minutes: SGI's Emerg Program Advisory Commiss - November 28, 2024](#)

[Minutes: SGI's Emerg Program Advisory Commiss - January 15, 2025](#)

[Minutes: SGI's Emerg Program Advisory Commiss - March 19, 2025](#)

[Minutes: SGI's Emerg Program Advisory Commiss - October 1, 2025](#)

[Minutes: SGI's Emerg Program Advisory Commiss - November 19, 2025](#)

[Minutes: Surfside Park Estates Water Service Committ - October 23, 2025](#)

[Minutes: Wilderness Mountain Water Service Commiss - October 28, 2025](#)

[Minutes: Willis Pt. Fire Prot'n & Rec Facilities Commiss - November 25, 2025](#)

[Minutes: Willis Pt. Fire Prot'n & Rec Facilities Commiss - January 27, 2026](#)

## 7. Motion with Notice

- 7.1. [26-0247](#) Motion with Notice: Noise and Nuisance Bylaw Motions from Salt Spring Island Local Community Commission (Director Holman)

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

1. That as part of the bylaw review process already underway, staff report on the rationale for including animal noise in both Bylaw 1465 and 3384, and the process and implications for exempting Salt Spring Island from Section 26 of Bylaw 1465.
2. That staff clarify and revise as required exemptions in the bylaws and their legal basis, particularly regarding agriculture taking into account Provincial legislation, in Bylaws 1465 and 3384.
3. That staff report on the implications of including a formal mediation process as part of the new CRD bylaw adjudication process.

(NWA)

## 8. New Business

## 9. Adjournment

The next meeting is May 13, 2026

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, February 11, 2026

10:00 AM

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

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**PRESENT:**

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

**STAFF:** T. Robbins, Chief Administrative Officer; S. Henderson, General Manager, Electoral Area Services; K. Lorette, General Manager, Planning and Protective Services; S. Carby, Senior Manager, Protective Services; D. Ovington, Senior Manager, Salt Spring Island Administration; C. Vrabel, Manager, Fire Services, Protective Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk; J. Ives, Committee Clerk (Recorder)

EP - Electronic Participation

Guest: Director Little

Regrets: Director Brent

The meeting was called to order at 10:02 am.

#### 1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Fawcett,  
That the agenda for the Electoral Areas Committee meeting of February 11, 2026  
be approved.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [26-0151](#) Minutes of the Electoral Areas Committee meeting of January 14, 2026

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of January 14, 2026  
be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

Prior to the start of the meeting, Chair Wickheim asked all present to take a moment of silence for the victims in Tumbler Ridge.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Committee Business

6.1. [26-0063](#) Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators

C. Vrabel presented Item 6.1.

Discussion ensued regarding the Salt Spring Island Fire Protection staffing model and differences between municipal and regional district requirements for fire safety inspections under the Fire Safety Act.

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

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

**CARRIED**

6.2. [26-0116](#) Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026"

C. Vrabel presented Item 6.2.

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

**1. That Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026" be introduced and given first, second and third reading; and**

**2. That Bylaw No. 4677 be adopted.**

**CARRIED**

6.3. [26-0117](#) Bylaw No. 4734 to Amend Bylaw No. 3654 - Fire Commissions

C. Vrabel presented Item 6.3.

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

**1. That Bylaw No. 4734, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 4, 2026" be introduced and given first, second and third reading; and**

**2. That Bylaw No. 4734 be adopted.**

**CARRIED**

**6.4.**     [26-0091](#)     Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of August 27, 2025
- b) East Sooke Fire Protection and Emergency Response Service Commission minutes of October 22, 2025
- c) Shirley Fire Protection & Emergency Response Commission minutes of November 24, 2025
- d) Mayne Island Parks and Recreation Commission minutes of December 11, 2025

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

**7.1.**     **26-0215**     Notice of Motion: Noise and Nuisance Bylaw Motions from Salt Spring Island Local Community Commission (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Electoral Areas Committee on March 11, 2026:

- "1. That as part of the bylaw review process already underway, staff report on the rationale for including animal noise in both Bylaw 1465 and 3384, and the process and implications for exempting Salt Spring Island from Section 26 of Bylaw 1465.
2. That staff clarify and revise as required exemptions in the bylaws and their legal basis, particularly regarding agriculture taking into account Provincial legislation, in Bylaws 1465 and 3384.
3. That staff report on the implications of including a formal mediation process as part of the new CRD bylaw adjudication process."

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Fawcett,  
That the February 11, 2026 Electoral Areas Committee meeting be adjourned at 10:29 am.  
**CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recorder



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 08, 2026

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**SUBJECT**    2025 Community Works Fund Annual Report

### **ISSUE SUMMARY**

This report provides a summary of Community Works Fund (CWF) activity for the period of January 1, 2025 through December 31, 2025.

### **BACKGROUND**

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

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

The CRD has been a recipient of CWF under three agreements: 2005-2014, 2014-2024 and 2024-2034. Appendix A provides a summary of activity since 2006 and remaining balances at the end of 2025. The previous agreement (2014-2024) expired on March 31, 2024, and final payment was received in 2023 under the former agreement. In September 2024 the CRD entered into the next 10-year agreement (2024-2034) with UBCM.

### **IMPLICATIONS**

#### *Service Delivery Implications*

CRD services in the EAs are eligible to access CWF funding. The funding is used to support the diverse needs and local priorities in each of the EAs.

In 2025, successful projects under CWF's eligible categories included recreational, drinking water, wastewater, fire halls, active transportation and capacity building projects. Appendix B details a list of projects that were awarded in 2025. Appendix C details projects by project category.

*Financial Implications*

**2025 Activity**

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

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

	Population (2021 Census) <sup>1</sup>	%	2025 Allocation (\$)	Population (2021 Census) <sup>1</sup>	%	2024 Allocation (\$)
<b>JdF</b>	5,531	24	325,005	5,531	24	325,004
<b>SSI</b>	11,635	50	683,680	11,635	50	683,680
<b>Sgi</b>	6,101	26	358,498	6,101	26	358,498
<b>Total</b>	<b>23,267</b>	<b>100</b>	<b>1,367,183</b>	<b>23,267</b>	<b>100</b>	<b>1,367,182</b>

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

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

	2025		2024	
	# of Applications	Amount Awarded (\$)	# of Applications	Amount Awarded (\$)
<b>JdF</b>	4	350,000	10	820,000
<b>SSI</b>	12	418,646	11	446,400
<b>Sgi</b>	2	245,000	4	940,000
<b>Total</b>	<b>18</b>	<b>1,013,646</b>	<b>25</b>	<b>2,206,900</b>

**Remaining Funds**

Since 2006, the CRD has awarded \$18.9 million to projects. The CRD has \$3.7 million in funding remaining uncommitted at the end of 2025. Some CRD services have identified CWF as a potential funding source in the 2026-2030 capital plans to utilize remaining funds.

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

**CONCLUSION**

The 2025 CWF Annual Report provides a summary of funding activity in 2025. The program is administered through a continuous application process for services in the EAs. Applications must have EA Director support and are subject to availability of funds and program eligibility, which is coordinated through a rigorous pre-screening and application process. The previous agreement expired on March 31, 2024, and the CRD entered into a new 10-year agreement (2024-2034) in September 2024.

**RECOMMENDATION**

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Dan Ovington, BBA, Acting General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Community Works Fund Funding Summary
- Appendix B: 2025 Community Works Fund Grants Awarded
- Appendix C: 2025 Community Works Fund Detailed Breakdown by Electoral Area

## Community Works Fund Funding Summary

**April 1, 2006 – December 31, 2025**

<b>CWF Overview</b>	<b>Juan de Fuca (\$)</b>	<b>Salt Spring Island (\$)</b>	<b>Southern Gulf Islands (\$)</b>	<b>Total EAs (\$)</b>
CWF Allocation by Electoral Area	4,909,891	10,709,628	5,157,054	20,776,573
LESS: Funding Assigned to Projects	(4,576,055)	(9,088,717)	(5,268,117)	(18,932,889)
PLUS: Project Surpluses	136,059	282,044	148,398	566,501
PLUS: Interest Earnings	383,482	746,758	187,079	1,317,319
<b>CWF Balance Remaining</b>	<b>853,377</b>	<b>2,649,713</b>	<b>224,414</b>	<b>3,727,504</b>

## 2025 Community Works Fund Grants Awarded

Total Amount Awarded to Projects: \$1,013,646

Total Number of Projects: 18

### JUAN DE FUCA (\$350,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	JdF Community Parks Service	Cains Way Trail Fencing Project	Recreation Infrastructure	25,000
2	JdF Community Recreation Service	Otter Point Community Hall Design and Project Initiation	Recreation Infrastructure	100,000
3	JdF Community Planning Service	Willis Point Official Community Plan	Capacity Building	150,000
4	JdF Community Planning Service	Juan de Fuca Official Community Plan Consolidation	Capacity Building	75,000
			<b>CRD Service Total</b>	<b>350,000</b>

### SALT SPRING ISLAND (\$418,646)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	SSI Parks and Recreation Services	Tennis Courts Upgrades	Recreation Infrastructure	50,000
2	Cedars of Tuam Water Service	Electrical Service Replacement	Drinking Water	42,000
3	SSI Septage and Composting Service	SSI Composting Facility - 2025 Uplift	Solid Waste	45,146
4	SSI Small Craft Harbour Service (Fernwood Dock)	Dock Repairs	Recreation Infrastructure	95,000
5	SSI Parks and Recreation Services	Fire Hall Re-Purpose	Fire Halls & Fire Trucks	30,000
6	SSI Parks and Recreation Services	Pool Cast Iron Piping Replacement	Recreation Infrastructure	40,000
7	SSI Parks and Recreation Services	Kanaka Connector Trail	Local Roads, Bridges and Active Transportation	30,000
8	SSI Parks and Recreation Services	Portlock Walking Track	Sport Infrastructure	20,000
9	SSI Parks and Recreation Services	Portlock Baseball Backstop	Recreation Infrastructure	30,000
10	SSI Public Library Service	Library Washroom Accessibility	Cultural Infrastructure	25,000
11	SSI Administration Service	Asset Management Training	Capacity Building	2,000
12	SSI Parks and Recreation Services	Kanaka Connector Trail - 2025 Uplift	Local Roads, Bridges and Active Transportation	9,500
			<b>CRD Service Total</b>	<b>418,646</b>

### SOUTHERN GULF ISLANDS (\$245,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded (\$)
1	Mayne Island Community Parks Service	Dinner Bay Sports Expansion Project	Recreation Infrastructure	45,000
2	Pender Island Community Parks Service	Schooner Way School Trail - Phase Two	Recreation Infrastructure	200,000
			<b>Total</b>	<b>245,000</b>

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

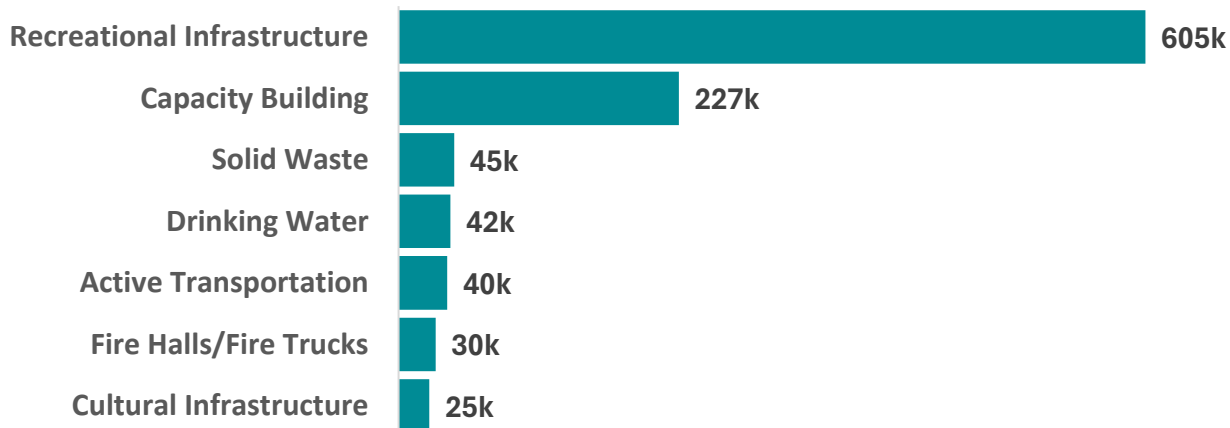
## 2025 Community Works Fund Detailed Breakdown by Electoral Area

### Project Categories under Community Works Fund (CWF)

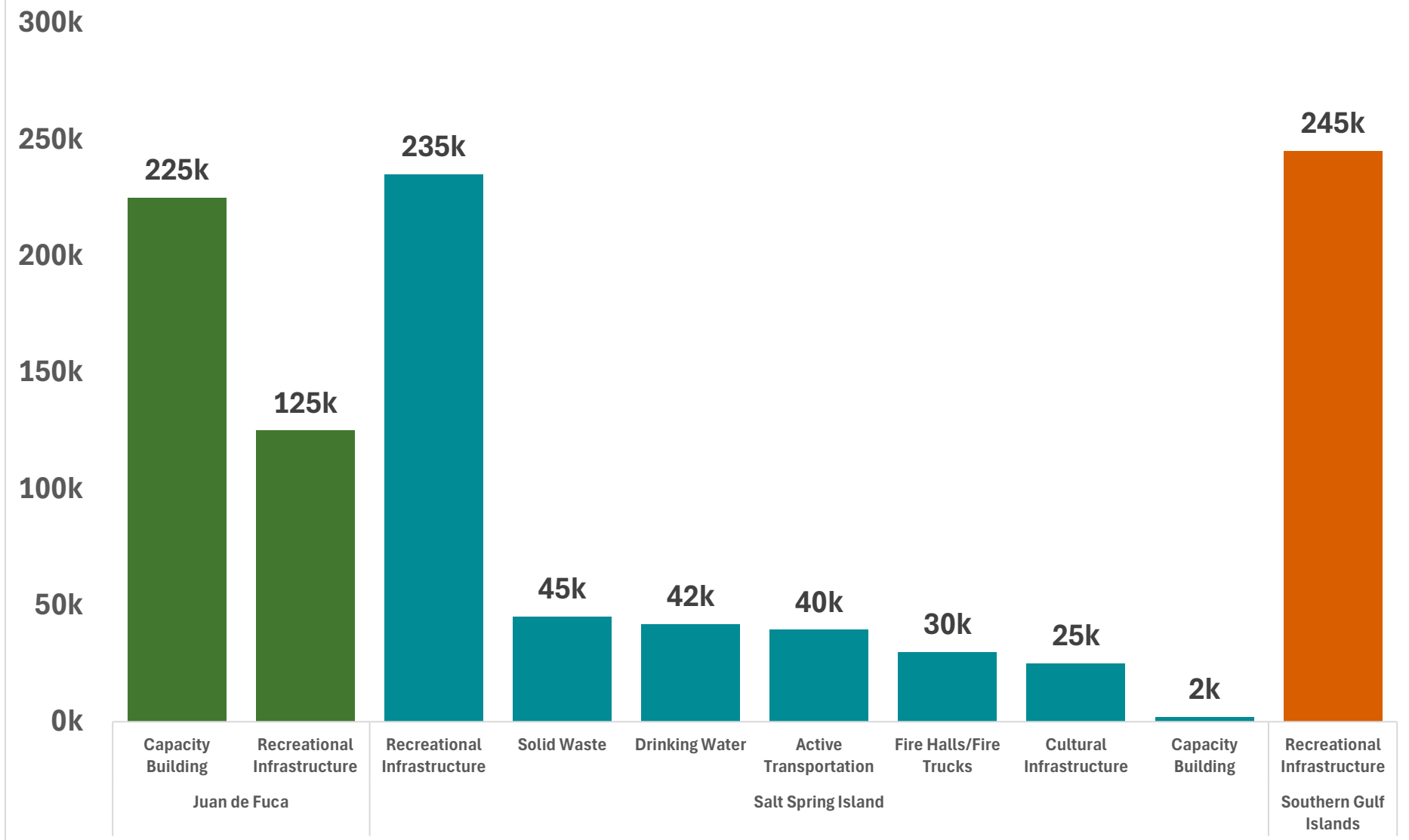
To be eligible under CWF, as per the Agreement, a proposed project must fall within one of the Eligible Project Categories. With the exception of the Capacity Building category, projects must be associated with a tangible capital asset.

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

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



## Each Electoral Area by Project Category





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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 08, 2026

---

**SUBJECT**    2025 Grants-In-Aid Annual Report

### **ISSUE SUMMARY**

This report provides a summary of Electoral Area (EA) Grants-In-Aid (GIA) activity for the period of January 1, 2025 through December 31, 2025.

### **BACKGROUND**

Under the Supplementary Letters Patent (SLP), dated March 24, 1977 and amended April 17, 1985, the Capital Regional District (CRD) had authority to deliver GIA within the EAs. In 2025 the CRD converted the EA GIA function under SLP into three separate services through service establishment bylaws, one for each electoral area. These are one-time grants provided through annual tax requisition to community groups that deliver projects in the Juan de Fuca (JdF), Salt Spring Island (SSI) and Southern Gulf Islands (SGI) EAs.

GIA applications are accepted on a rolling basis and are reviewed and approved throughout the year in JdF and SGI. In SSI, projects are reviewed and approved during two annual intake periods. EA Directors of JdF and SGI and the SSI Local Community Commission (LCC) support projects that are selected based upon demonstrated benefit to the community respectively, and in alignment with GIA guidelines and grant program criteria. In principle, GIA fund special projects and activities beyond the scope of existing CRD services. Organizations that receive annual requisition funding through CRD established services are excluded from the GIA program. Appendix A details GIA projects awarded in 2025.

### **IMPLICATIONS**

#### *Service Delivery Implications*

The one-time funding through GIA provides much needed relief to organizations that provide key services to the community beyond the scope of CRD services. In 2025, many of these projects included special events, capacity building and small capital projects related to recreation, housing and education.

#### *Financial Implications*

Table 1 provides a summary of 2025 GIA awarded within each EA.

Table 1: GIA Awarded for 2025

	2025			2024		
	Budget (\$)	# of Applications	Amount Awarded (\$)	Budget (\$)	# of Applications	Amount Awarded (\$)
JdF	28,806	4	9,356	27,822	2	10,000
SSI	68,986	24	68,986	53,986	18	53,986
SIG	112,719	26	105,110	105,081	20	99,895
<b>Total</b>	<b>210,511</b>	<b>54</b>	<b>183,452</b>	<b>186,889</b>	<b>40</b>	<b>163,881</b>

Remaining funds at the end of 2025 are carried over to 2026 GIA budgets for each EA.

**CONCLUSION**

Grants-in-Aid are awarded year-round in each electoral area under respective service establishment bylaw. For JdF and SGI, applications supported by the EA director are reviewed as they are received throughout the year and assessed against eligibility criteria. For SSI, applications are accepted and assessed during spring and fall intake periods and must be supported by the SSI LCC. Organizations who deliver projects in the EA can access the funding for special projects, including events and small capital requests. Remaining funds at the end of 2025 are carried over to 2026 GIA budgets for each EA.

**RECOMMENDATION**

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Dan Ovington, BBA, Acting General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: 2025 Electoral Areas Grants-In-Aid Awarded

## 2025 Electoral Areas Grants-In-Aid Awarded

Total Amount Awarded to Projects: \$183,452

Total Number of Projects: 54

**JUAN DE FUCA (\$9,356)**

No.	Applicant	Project	Amount Awarded (\$)
1	East Sooke Neighbourhoods Association	Welcome Sign Restoration	1,000
2	Take a Hike Youth Mental Health Foundation	Take a Hike - Sooke Program	2,500
3	Fred Milne Park Society	Lighting Upgrades	3,500
4	Otter Point, Shirley and Jordan River Resident and Ratepayers Association	Notice and Event Boards	2,356
		<b>Total</b>	<b>9,356</b>

**SALT SPRING ISLAND (\$68,986)**

No.	Applicant	Project	Amount Awarded (\$)
1	Salt Spring Historical Society	New large bed scanner to do the Grace Inlet and Bridgman Collections projects.	2,500
2	Gulf Islands Community Radio Society	Extending FM coverage to south end of SSI through repeater station on Mount Bruce.	5,000
3	Salt Spring Community Energy	Salt Spring Community Energy Agrivoltaics Project.	2,000
4	The Circle Salt Spring Education Society	Paid Intergenerational Co-facilitator for the Pass It On Girls program.	2,000
5	Salt Spring Therapeutic Riding Association	Arena Lighting for Therapeutic Riding Lessons.	3,000
6	GISRA	Regulatory Planning and Approvals and Financial feasibility/business planning for a 50-unit affordable rental project at 154-164 Kings Lane.	5,000
7	Salt Spring Island Rowing Club	Purchase of new, professional-quality oars for an expanding fleet of quad racing boats.	4,000
8	Restorative Justice Salt Spring Island	Build the organizational and volunteer capacity of Restorative Justice to respond to community conflict needs.	2,000
9	Salt Spring Island Farmland Trust Society	Further Indigenous engagement - partners putting on the Indigenous Peoples Weekend on June 20-22, 2025.	4,000
10	Copper Kettle Community Partnership	To purchase Country Grocer Gift Cards.	3,500
11	Bandemonium Music Society	Assistance with the costs associated with three performances and one workshop.	1,000
12	The Diverse Village	Improve access to education, information and resources for ND families on SSI and Gulf Islands.	2,000
13	The Salish Sea Inter Island Transportation Society	Support the Tour des Iles 2025 2-day festival	2,000
14	Salt Spring Island Minor Baseball Association	Baseball and Softball Field Tarping	2,000
15	Salt Spring Chamber of Commerce	Truth and Reconciliation Gathering on Salt Spring Island for the Penelakut Council on September 30th, 2025	2,000
16	Transition Salt Spring Foundation	Invasive Plant Chipping	3,500
17	Beaver Point Community Hall Association	Back Porch Enclosure	3,000
18	Saltspring Chamber of Commerce	Hands Across the Water Event	4,500
19	Salt Spring Gymnastics Association	Gym Equipment Upgrades	4,500
20	Graffiti Theatre Company Society	Convergence Festival Event	2,000
21	Wagon Wheel Housing Society	Equipment Repairs	4,500
22	Salt Spring Island Printmakers Society	Islands Printmaking Biennale	800
23	Rural Islands Economic Partnership Society	Cross Border Forum	1,000
24	Fulford Elementary School Parent Advisory Council	Applied Design, Skills and Technologies Program	3,186
		<b>Total</b>	<b>68,986</b>

## APPENDIX A

### SOUTHERN GULF ISLANDS (\$105,110)

No.	Applicant	Project	Amount Awarded (\$)
1	Galiano Club	Hall Foundation Replacement	5,000
2	Pender Island Museum Society	Unseen Museum Exhibition	3,215
3	Institute for Multidisciplinary Ecological Research in the Salish Sea	Biodiversity Monitoring Project	2,500
4	Gulf Islands Centre for Ecological Learning	Day Camp	2,750
5	Southern Gulf Islands Neighbourhood House Society	Emma and Felix Jack Park Survey	125
6	Mayne Island Volunteer Firefighters Association	Intermodal Container Modifications	5,000
7	Southern Gulf Islands Neighbourhood House Society	Epicentre Daycare	7,500
8	Pender Island Conservancy Association	Water Conservation Mats Purchase	3,000
9	Salish Sea Inter Island Transportation Society	2025 Tour des Iles Festival	5,000
10	Magic Lake Property Owners Society	Buck Lake Bullfrog Population Control	4,000
11	Gulf Island Food Coop	Food Resilience Projects	8,500
12	Mayne Island Conservancy	Family Nature Explorations Program	3,500
13	Pender Island Chamber of Commerce	Community Growth Initiatives	2,160
14	Pender Island Farmers' Institute	Pender Island Fall Fair 2025	1,800
15	Pender Island Recreation and Agricultural Hall Association	Youth Leadership Program	3,000
16	Saturna Pickleball Association	Court Upgrades	2,184
17	Pender Island Otters Summer Swim Club	Otter Pups Program	2,000
18	Mayne Island Health Centre Association	Morgue Upgrades	8,500
19	Southern Gulf Islands Community Resource Centre Society	CRISP Festival 2025	2,000
20	Pender Island Recreation and Agricultural Hall Association	Bouldering Wall	10,000
21	Galiano Museum Society	IT Equipment	2,000
22	Moving Around Pender Alternative Transportation Society	Schooner Trail - Promo Video	2,650
23	Gulf Islands Galisle Affordable Rental Housing Society	Strategic Planning and Training	2,000
24	Galiano Island Literary Festival	Website Update and Training	2,726
25	SGI Nonprofit Roundtables	Southern Gulf Islands Community Resource Centre	9,000
26	Mayne Island Food Bank Society	Food Storage Shipping Container	5,000
		<b>Total</b>	<b>105,110</b>



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## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 8, 2026

---

**SUBJECT**     **Union of British Columbia Municipalities - Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant - 2026**

### **ISSUE SUMMARY**

The Capital Regional District (CRD) Protective Services Division applied for a Community Emergency Preparedness Fund (CEPF) Emergency Operations Centres (EOCs) Equipment and Training grant, funded by the Union of BC Municipalities (UBCM). UBCM requires that all grant applications be accompanied by a motion of support from the local government.

### **BACKGROUND**

The Protective Services Division regularly applies for UBCM CEPF grants as they become available. These grants allow Protective Services to acquire equipment, enhance emergency preparation and training activities, and support volunteer retention and recruitment beyond what would be possible within the approved budget.

As outlined in the application form for the 2026 intake, the CRD will continue to develop its emergency operations capacity by delivering training and exercise activities for CRD staff, our First Nations partners, and in collaboration with the local authorities of southern Vancouver Island.

Additionally, the Protective Services team has identified the need to align communications tools with the recent upgrade to digital radio services that have been widely implemented within other operationally-focused branches. The grant program enables the purchase of equipment that supports EOC operations.

The grant request totals \$30,000, with funding anticipated to be allocated for training and equipment needs, with a small portion allocated for volunteer retention and recruitment initiatives. This is a \$10,000 reduction from prior year grant program limits.

### **ALTERNATIVES**

#### *Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant 2026 be supported and that staff be directed to provide overall grant management.

#### *Alternative 2*

That staff be directed to withdraw the grant application.

### **IMPLICATIONS**

#### *Intergovernmental Implications*

This grant supports increasing the capacity of the CRD corporate EOC with the development of a strong cohort of trained staff capable of effective response to sustained incidents and recovery operations. Training will be coordinated to enhance capacities for mutual aid and supports to adjacent First Nations, municipalities and external partners.

*Financial Implications*

The CEPF grant request is for \$30,000 and would allow the CRD to pursue enhancements to the EOC and support staff training beyond what would be possible within the current budget.

*Service Delivery Implications*

Additional capacity funded through this grant would enhance service support capability to the CRD during an emergency or disaster. Training and exercise programs also support multiple departments that have operations with public safety elements.

*Alignment with Board & Corporate Priorities*

Emergency planning and training activity funded by this grant would enhance the CRD’s ability to prepare for, mitigate, respond to and recover from an environmental or climate-related disaster.

*Alignment with Existing Plans & Strategies*

Capacity generated by this grant is aligned with existing emergency preparedness and strategies.

**CONCLUSION**

The CRD is required to maintain an effective emergency management program compliant with provincial legislation. The service enhancements that will be gained through the UBCM CEPF for the Emergency Operations Centre Equipment and Training grant will help ensure that the CRD will continue to meet those regulatory expectations while improving response capability for our citizens and partners.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board: That an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant 2026 be supported and that staff be directed to provide overall grant management.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer and GM Finance & Technology
Concurrence:	Ted Robbins, Chief Administrative Officer

**ATTACHMENT**

Appendix A: Community Emergency Preparedness Fund: Emergency Operations Centres Equipment and Training Grant - 2026 Application Worksheet

# Community Emergency Preparedness Fund

## Emergency Operations Centres Equipment and Training

### 2026 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 27, 2026**. Applicants will be advised of the status of their application within 120 days of the application deadline.

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

For detailed instructions regarding application requirements, please refer to the 2026 Emergency Operations Centres Equipment and Training Program and Application Guide.

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

<b>SECTION 1: Primary Applicant Information</b>	
First Nation or Local Government Name: Capital Regional District (CRD)	File Number*: LGPS-12601

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

<b>SECTION 2: Detailed Project Information</b>
<p><b>1. Location of Proposed Activities.</b> For the purpose of CEPF funding, if minor renovations of EOCs are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.</p> <p><input type="checkbox"/> EOC is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).</p> <p><input checked="" type="checkbox"/> EOC is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).</p> <p><input type="checkbox"/> Asset (e.g., trailer for mobile EOCs) is owned by the primary applicant or sub-applicant.</p>
<p><b>2. Proposed Activities.</b> What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 6 of the <i>Program and Application Guide</i> for eligibility.</p> <p>a) Purchase of essential equipment and supplies, including installation of and training for eligible equipment.</p> <p>Within the CRD's emergency operations centre, the radio room that provides essential communications support have outdated computers that need to be replaced as they are currently several years beyond the planned refresh date.</p> <p>The replacement of these units will support new / updated messaging software (not included in grant funding), improving service reliability and data security of messaging between the CRD's EOC, EMCR's radio room, and stations in the electoral areas.</p>

Headsets outlined in the budget will be used within the EOC when making calls and attending on-line coordination meetings.

- b) Training. Where possible, please list specific courses.

EOC Essentials X 1

ICS 100 X 2

ICS 200 X 1

EOC Logistics X 1

Individual training in higher level courses (ICS 300 / 400) offered through JIBC will be based on interest and availability of funds, dependant on potential instructor travel costs for EOC / Logistics courses noted above.

Available spaces are made available to other partners within the region for all courses.

- c) Exercises, including tabletop exercises and mock EOC activations.

Over 2026/27 conduct a minimum of 3 table-top exercises: 1 EOC internal only, 2 EOC / external participants. The objective is to validate CRD's recently updated corporate emergency management plan, and assess response processes and expectations with regional partners (Indigenous and municipal) in a coordinated response, .

Invitations will be extended to regional Indigenous Nations and municipalities to engage in the design and delivery of the scenarios which will reflect regional hazards.

Support one radio room / EOC exercise. Radio room volunteers will use this opportunity to train / verify operations of new equipment and effectively move critical messages to and from EOC positions such as logistics and operations.

- d) Volunteer recruitment and retention activities.

The emphasis for the current year is to build volunteer capacity for the radio room team through a combination of mentoring sessions for potential EOC radio room operators, and inclusion in wider emergency services volunteer recognition and retention activities including small branded promotional items recognizing their services, and a recognition dinner.

**3. Alignment with Funding Stream.** Describe how the proposed activities align with the intent of the funding stream to build local capacity through the purchase of essential equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises.

Equipment:

- Replacement of end-of-life EOC radio room computers will enable ongoing station commitments that support the CRD at regional district EOC and Electoral Area [EA] level EOCs, providing core communications capacity to / from EMCR's radio room and EA's. New equipment will be located within then primary, and used within the primary or alternate EOC.

This aligns with the purchase / installation of on-site equipment as outlined in Table 1, Section 1 - Activities Eligible for Funding guide

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

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

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

The T'Sou-ke, and Pacheedaht Nations are the primary focus of engagement for CRD as they have the largest presence / overlap with CRD Electoral Areas. Opportunities to participate in available training and participate in external exercises will be developed and extended to include other South Island nations.

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

All staff complete a Cultural Perspectives workshop as part of foundational training.

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

**5. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or affected parties (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project.

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

CRD has consistently engaged and partnered with neighbouring municipalities in the delivery of emergency management training opportunities, including taking part in the Colwood Environmental Risk Assessment project, collaboratively hosting ICS courses with Saanich and Central Saanich, and inviting participation of Sooke municipality, the T'Sou-ke First Nation and BC Wildfire Service in an electoral area emergency management exercise. March 4<sup>th</sup>, the CRD is hosting an introduction to GIS for emergency managers, with invitation to take part widely shared throughout the region.

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

**6. Comprehensive, cooperative, regional approach and benefits.** Describe how the project will contribute to a comprehensive, cooperative, and regional approach to EOCs.

What regional benefits will result from this project?

EOC Radio equipment - Enables and supports exchange of essential information and coordination across the regional district, and with neighbouring RD's

Training initiatives - Making space available on emergency management training classes enables a more cost-effective and comprehensive offering of emergency management training across the region and with Indigenous Nations.

Coordination of Emergency Management Exercises - allows for observers and participants from across the region, allowing for sharing of best practices, cultural knowledge and improved understanding of values at risk from a range of potential hazards.

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

### SECTION 3: Required Attachments

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

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

For regional projects only:

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

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

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

Name: Shawn Carby

Title: Sr. Manager, CRD Protective Services

Signature\*:

Date: March 13, 2026

*A certified digital or original signature is required.*

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

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

**Please note “2026-EOC” in the subject line.**

## Proposed Budget

<b>Name of Applicant</b>	Capital Regional District (CRD)
<b>Funding Program/Stream: 2026 Application</b>	CEPF - EOC Equipment and Training
<b>Project Name/Application #</b>	LGPS-12601

### BUDGET

*The budget is required to be submitted as part of the application package. For each proposed expense, provide a calculation that explains how the cost was determined. For example, for incremental staffing provide the wage and proposed number of hours; for the purchase of items, provide the quantity and unit price. Additional rows can be added as needed.*

Proposed Expenses	Calculation	Total Cost
<b>TRAINING</b>		
EOC Essentials (materials & Instructor)	1 @\$5800	\$5,800.00
ICS 100 (in-house instructor) - Workbook printing costs and basic refreshment	2 @ \$200	\$400.00
ICS 200 (in-house instructor) - Workbook printing costs and basic refreshment	1 @ \$200	\$200.00
EOC Logistics (includes instructor travel)	1 @ \$4,400	\$4,400.00
<b>EOC Exercises</b>		
CRD internal exercise - Developed in house, materials costs only	1 @ \$150	\$150.00
CRD External exercise X2 - Developed in house, includes location rental and food service, minimum of one to be held at an Indigenous partner location	2 @ \$3000	\$6,000.00
CRD Radio Room Exercise	1 @ \$250	\$250.00
<b>EOC Equipment</b>		
Computer Replacement for EOC	6 @ \$1,500	\$9,000.00
Headphone / microphone sets (one for each computer)	6 @ \$ 50	\$300.00
<b>Volunteer Recognition, Retention &amp; Recruitment</b>		
Ball cap / coffee mug with logo		\$1,500.00
Volunteer recognition dinner		\$2,000.00
<b>Total:</b>		<b>\$30,000.00</b>



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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, APRIL 8, 2026**

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**SUBJECT**     **Bylaw No. 4747: Cedar Lane Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades**

**ISSUE SUMMARY**

To consider Bylaw No. 4747, “Cedar Lane Water Service Loan Authorization Bylaw No.1, 2026”, for the purpose of financing the renewal and upgrades to the Cedar Lane Water System.

**BACKGROUND**

The Cedar Lane Treatment Plant/Pump Station on Salt Spring Island services 37 properties. The Cedar Lane Water System was first developed in 1970. The CRD took ownership of the system and then established the ‘CRD Cedar Lane Water Service’ in 2007.

Water is pumped from the Mansell Wells #1 and #5 to the water treatment plant which has cartridge filtration, ultraviolet disinfection, and chlorination secondary disinfection. The treated water is then pumped into the Cedar Lane Reservoir which has a capacity of 136 m<sup>3</sup> (30,000 IG) then distributed via mains to residents.

*Manganese Removal Treatment Upgrade*

Manganese levels in the Cedar Lane Water System were flagged by Island Health Authority (IH) in late 2021 to be in excess of the newly established Maximum Acceptable Concentration (MAC) and Aesthetic Objective (AO) levels for manganese in drinking water. The levels were updated in 2019 to be MAC=0.120 mg/L and AO=0.02 mg/L. Cedar Lane water quality continues to regularly exceed the MAC. The Island Health Authority, as the regulator of drinking water systems on Vancouver Island and the Southern Gulf Islands, indicated at that time that this health concern must be addressed with a properly designed treatment system for Manganese (Mn) removal.

The CRD engaged in an assessment of options to ensure Cedar Lane could meet the new guidelines. As an alternative, additional wells were explored, but no viable well options were discovered. Other treatment options such as biofiltration, chlorine oxidation and Greensand filtration were then explored. The Greensand filtration system (which also assists with reducing Iron levels) was recommended as the most effective solution to pursue.

The project design consists of two Greensand Plus filtration systems to be installed to remove the manganese. Backwash supply water tank, backwash wastewater tank and chlorine room HVAC are all also included in the project to support the safe, efficient operation of the system

*Spare Pressure Pump and Drive Unit*

Within the current Cedar Lane Water Treatment Plant, a pressure pump and drive unit are utilized to maintain adequate distribution pressure for potable water. Historical maintenance records indicate that this pump typically requires replacement every four years and is currently approaching the end of its useful life. Furthermore, an asset management plan prepared by McElhanney identified the need for a spare pressure pump to ensure system reliability. Considering project and operational expenses, as well as inflation, the anticipated cost for the spare system is projected to be no more than \$40,000 funded by debt when procurement occurs in 2027.

The water treatment plant upgrade projects will be funded by grants, debt and the Cedar Lane Water Service's reserve fund. The total remaining amount not covered by grants and reserve funds is \$230,000. A borrowing bylaw would enable the CRD to fully fund the projects and proceed with the work. This includes the manganese removal upgrade to the water treatment plant (\$190k) and purchase of a spare pump/pressure drive unit (\$40k).

**ALTERNATIVES**

*Alternative 1*

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

1. That the attached Certification of Results of Petition for Borrowing – Cedar Lane Water Treatment Plant be received;
2. That Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
3. That Bylaw No. 4747 be forwarded to the Inspector of Municipalities for approval.

*Alternative 2*

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

**IMPLICATIONS**

*Legislative Implications*

Participating area approval for borrowing (Bylaw No. 4747) was received through a successful Petition of the property owners in the Cedar Lane Water System in January-March 2026. The petition was certified as sufficient and valid with at least 50% of the property owners representing 50% of the net taxable value of all land and improvements in the service area having requested the borrowing of up to \$230,000 (attached as Appendix A).

Following adoption of Bylaw No. 4747, borrowings up to \$230,000 will be authorized and will support the planned five-year capital plan expenditures commencing in 2026. In accordance with the *Local Government Act*, long-term borrowing (i.e., loans with a term of more than five years) cannot be undertaken without approval of a security issuing bylaw once the loan authorization bylaw is approved. Section 24 of the *Municipal Finance Authority Act* states that a regional district security issuing bylaw may only be enacted and financed if the long-term borrowing is arranged through the Municipal Finance Authority of BC (MFABC).

*Financial Implications*

The Cedar Lane Water System Renewal and Upgrade projects with a total budget of \$516,500, are funded through grants, Capital Reserve Fund and debt. As a result, borrowing of up to \$230,000 is required to complete the projects. The projects are included in the five-year financial plan (2026-2030).

For analytical purposes only, and with MFABC's indicative interest rate of 4.42% at the time of analysis, the estimated annual debt servicing payments are approximately \$22,174 with a 15-year amortization term. The total debt servicing payments over the debt term are estimated to be approximately \$332,610. Debt servicing payments will be funded by taxation.

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

*Regulatory Implications*

The Island Health Authority is the regulatory body that oversees drinking water quality guidelines in this area, and they have mandated that the CRD upgrade the Cedar Lane Water Treatment Plant, so the water quality meets their current level of acceptable manganese in the water. Island Health Authority has granted an extension to the CRD to December 31, 2027 to comply and upgrade the manganese water treatment system and have it fully operational by this date.

*Service Delivery Implications*

Completing the approval process and borrowing funds sooner will minimize service disruptions. The likelihood of disruptions will increase until a solution is implemented.

**CONCLUSION**

Bylaw No. 4747: "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026", was drafted in preparation for future borrowing to enable the construction of the manganese removal project and purchase of a spare pressure pump/drive unit in the Service's five-year (2026-2030) capital plan. A successful petition process has been completed with the rate payers of Cedar Lane to authorize the borrowing plan. The Bylaw will be forwarded to the Inspector of Municipalities for approval prior to adoption. If supported staff will advance the loan authorization bylaw and complete the steps needed to secure the funding.

**RECOMMENDATION**

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

1. That the attached Certification of Results of Petition for Borrowing – Cedar Lane Water Treatment Plant be received;
2. That Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
3. That Bylaw No. 4747 be forwarded to the Inspector of Municipalities for approval.

**Electoral Areas Committee – April 8, 2026**

**Bylaw No. 4747: Cedar Lane Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades**

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

**ATTACHMENTS**

Appendix A: Certificate of Results - Cedar Lane Petition for Borrowing

Appendix B: Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026"



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**CORPORATE OFFICER'S CERTIFICATION**  
**CEDAR LANE WATER SERVICE PETITION RESULTS**

I, Kristen Morley, Corporate Officer for the Capital Regional District, do hereby declare that elector assent has been obtained via petition to authorize borrowing to upgrade the Cedar Lane Water System in relation to the service established under the Capital Regional District Bylaw No. 3424, "Cedar Lane Water Service Establishment Bylaw No. 1, 2007".

<b>Parcels</b>	
37	Total parcels
19	50% requirement
<b>24</b>	<b>Petitions submitted</b>

<b>Value</b>	
\$30,174,708	Total net taxable value
\$15,087,354	50% requirement
<b>\$18,692,708</b>	<b>Total value of petitions</b>

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

Dated at Victoria, BC

This 17<sup>th</sup> day of March, 2026.

  
 \_\_\_\_\_  
 Kristen Morley  
 Corporate Officer

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4747**

\*\*\*\*\*  
**A BYLAW TO AUTHORIZE THE BORROWING OF TWO HUNDRED AND THIRTY  
THOUSAND DOLLARS (\$230,000) FOR THE INFRASTRUCTURE UPGRADES IN THE  
CEDAR LANE WATER SERVICE**  
\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 3424, "Cedar Lane Water Service Establishment Bylaw No. 1, 2007", the Capital Regional District established a local service for the operation of a service for the supply, treatment, conveyance, storage and distribution of water;
- B. The Cedar Lane Water Service system requires essential capital renewal and upgrade of the Cedar Lane Water Manganese Treatment system, including, project administration and engineering, staff time, design and construction of facilities, and equipment purchases, valued at approximately \$190,000, as well as the engineering, administration, and purchase of a spare pressure pump and drive unit, valued at approximately \$40,000;
- C. The estimated cost of the works and equipment, including expenses incidental thereto to be funding from debt servicing, is the sum of Two Hundred and Thirty Thousand dollars (\$230,000.00), which is the amount of debt intended to be authorized by this bylaw;
- D. Pursuant to Section 347 and 407 of the *Local Government Act*, participating area approval is required for this borrowing and shall be obtained by petition of the property owners in the Cedar Lane Water Service area under Section 408 of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*; and
- F. Financing is proposed to be undertaken by the Municipal Finance Authority of British Columbia pursuant to agreements between that Authority and the Capital Regional District.

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

- 1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital renewal and upgrade of the Cedar Lane Water Service (the "Project"), which will involve the project administration and engineering, staff time, design and construction of facilities, and equipment purchases necessary for upgrade of the Manganese Treatment System valued at approximately \$190,000 as well as the engineering, administration, and purchase of a spare pressure pump and drive unit valued at approximately \$40,000, and to do all things necessary in connection with the Project and without limiting the generality of the foregoing:
  - (a) to borrow upon the credit of the Regional District a sum not exceeding Two Hundred and Thirty Thousand dollars (\$230,000);



**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 18, 2026**

---

**SUBJECT**     **Model Demolition Waste and Deconstruction Bylaw**

**ISSUE SUMMARY**

To present for Capital Regional District (CRD) Board endorsement a model bylaw for deconstruction and demolition waste that will serve as a resource for municipalities in the capital region.

**BACKGROUND**

At its March 2025 meeting, the CRD Board directed staff to develop a model demolition waste and deconstruction bylaw for municipalities in the region, using the City of Victoria's existing bylaw as a foundation.

**Regional Direction and Data**

Promoting the reuse of materials that would otherwise be sent for landfill disposal is one of the guiding principles of the region's 2021 Solid Waste Management Plan (SWMP). Further, Strategy 5A of the SWMP requires the CRD to "develop model language for bylaws, best practices, official community plans and economic development strategies for use by local governments using research and collaboration to guide this process [of working towards a circular economy]."

The CRD's 2022 Hartland Landfill Waste Composition Study identified construction and demolition material as 13.3% of the overall waste stream, with another 18.9% of landfilled waste identified as wood and wood products. Compared to 2016 data, non-wood construction and demolition materials had increased by 29 kg/capita (6.6%) in 2022, while wood and wood products had increased by 15 kg/capita (1.9%).

**Existing Waste Diversion Policies**

In September 2022, the City of Victoria implemented its Demolition Waste and Deconstruction Bylaw to reduce the large volume of wood waste from house demolitions by establishing minimum wood-salvage targets, encouraging the construction industry to deconstruct or relocate homes rather than demolish them. This bylaw requires any person applying for a demolition permit to remove a structure built prior to 1960 to submit a refundable waste management fee of \$19,500. The permit holder is then given a unique salvage target based on the square footage of the structure and, if the target salvage rate is achieved, their waste management fee is refunded.

Compliance with the City of Victoria bylaw ensures that wood from demolition work is kept intact for reuse. To date, the City of Victoria's bylaw has diverted more than 80 tonnes of wood for reuse and, due to the nature of the deconstruction process, has in many cases also preserved other reusable elements of these buildings, including windows, cabinets and doors.

The CRD Board's direction to ban wood and asphalt shingles from landfill disposal in 2024 further supported the economic case for material salvage and recycling, improving permit holder compliance with the City of Victoria's bylaw.

### Proposed Model Bylaw

The CRD's proposed model bylaw (Appendix A) is based on the City of Victoria's existing regulation, with some minor modifications to facilitate implementation by municipalities that may have different ticketing frameworks and operating fees.

If amended and adopted by additional municipalities, the resulting increase in deconstruction and house moving activities (versus traditional demolition) will divert a range of construction and demolition materials from landfill disposal in support of the region's SWMP goal to reduce the region's landfilled waste to 250 kg per capita by 2031.

### **NEXT STEPS**

If endorsed by the Board, staff will present this model bylaw to municipal colleagues at an upcoming Local Government Waste Reduction Working Group meeting. This working group is comprised of solid waste planning and operations staff representatives from municipalities across the region. Following this presentation, staff will distribute this staff report and the accompanying model bylaw to all working group members for review and consideration.

### **ALTERNATIVES**

#### *Alternative 1*

The Environmental Services Committee recommends to the Capital Regional District Board: That this model Demolition Waste and Deconstruction Bylaw be distributed to staff at municipalities in the capital region for consideration and independent review.

#### *Alternative 2*

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

### **IMPLICATIONS**

#### *Alignment with Existing Plans & Strategies*

A guiding principle of the 2021 SWMP is to promote the reuse of materials that would otherwise be landfilled. By incentivizing house moving and deconstruction, materials from house demolitions, including salvageable wood, are kept intact and can be reused.

The development and circulation of this model bylaw aligns with Strategy 5A in the SWMP, which directs staff to support local governments in working towards shared zero waste goals and a circular economy by developing model language for bylaws.

### **CONCLUSION**

Construction and demolition materials have been identified as a significant proportion of the waste currently being disposed of at Hartland Landfill. The City of Victoria implemented a bylaw to address the volume of waste generated by house demolitions in 2022 and, following CRD Board direction in 2025, a model bylaw based on the City's regulation has been drafted as a resource for other municipalities in the region. Pending further Board direction, staff will share this model bylaw with local government staff for consideration and potential implementation in their respective municipalities.

**RECOMMENDATION**

The Environmental Services Committee recommends to the Capital Regional District Board:  
That this model Demolition Waste and Deconstruction Bylaw be distributed to staff at municipalities in the capital region for consideration and independent review.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental 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: Model Demolition Waste and Deconstruction Bylaw

*Model* DEMOLITION WASTE AND DECONSTRUCTION BYLAW  
BYLAW NO. [XX]

Prepared for:  
Municipalities in the Capital Regional District December 2025

This Model Bylaw is for reference purposes only. It is recommended that prior to using the Model Bylaw, or any portions, that legal review and advice is obtained.

Acknowledgment: The template for this Model Bylaw is the City of Victoria Bylaw No. 22-062: Demolition Waste and Deconstruction Bylaw.

## DEMOLITION WASTE AND DECONSTRUCTION BYLAW

A BYLAW OF [MUNICIPALITY]

The purposes of this Bylaw are to regulate, prohibit, and impose requirements to ensure that waste and reusable materials resulting from demolition work are managed in a manner that enhances and protects the wellbeing of the community and to ensure the efficient use of waste disposal and recycling services.

### Contents

1	Title
2	Definitions
3	Waste Management Fee and Fee Refund
4	Signage
5	Prohibition
6	Inspections
7	Offences
8	Penalties
9	Severability
10	Definitions in Relation to this Part
11	Repeal of Transition Provision
12	Commencement

Under its statutory powers, including sections [numbers] of the [municipality's Charter], the [Council of the Corporation or equivalent] of [municipality] in an open meeting assembled enacts the following provisions:

### PART 1 - INTERPRETATION

#### Title

- 1 This Bylaw may be cited as the "Demolition Waste and Deconstruction Bylaw".

#### Definitions

- 2 In this bylaw:

The following words have the same meaning ascribed to these terms in Division A, section 1.4 of the BC Building Code: basement, first storey, floor area, storey;

"above-ground floor area" means the sum of the floor area of each storey including the first storey and any upper storeys, but excluding the basement;

"Building Bylaw" means the [municipality's Building Regulation Bylaw] No. [XX];

"building official" has the same meaning ascribed to this term in the [municipality's Building Regulation Bylaw];

"Director" means the [municipality's Director of Engineering and Public Works or

equivalent] or their designated representative;

“rate adjustment” means a formula to calculate the reduced salvaging rate under section 3(4), as follows: salvaging rate minus kilograms of damaged or post-1960 wood divided by above-ground floor area, using a conversion of 1.4 kilograms per board foot;

“recycling” means the process of collecting, sorting, cleaning, treating and reconstituting materials that would otherwise be waste, and converting them into material that can be used for new products, and includes storage for such purpose;

“reuse” means further or repeated use of wood originating from work, and includes storage for such purpose but does not include recycling;

“salvaging” or “salvaged” means the removal of wood originating from work such that the materials are protected from damage and kept intact for:

- i. reuse;
- ii. sale or donation to a business or organization that resells or builds products using salvaged wood; or
- iii. donation to a charitable organization that reuses or sells for reuse salvaged wood and is registered under the *Income Tax Act* (Canada) or a non-profit organization to which section 149 of the *Income Tax Act* applies;

“salvaging rate” means the amount of wood required to be salvaged, as specified in Column 1, Table 1, Schedule C, in order to be eligible for a waste management fee refund;

“single family dwelling” or the equivalent term in the municipality] has the same meaning ascribed to this term in the [Zoning Bylaw or equivalent in the municipality];

“two-family dwelling” or the equivalent term in the municipality] has the same meaning ascribed to this term in the [Zoning Bylaw or equivalent in the municipality];

“waste management fee” means the fee amount specified in section 3(1)(b);

“waste management fee refund” means the partial or complete refund of a waste management fee calculated in accordance with Schedules A and C;

“wood” includes dimensional lumber from studs, joists, beams, posts, blocking, headers, sheathing, rafters and flooring with a moisture content of 20% or less and suitable for salvaging, but excludes particle board and medium-density fiberboard material;

“work” means activities that require a building permit under the [municipality's Building Regulation Bylaw]; that includes the complete or near-complete removal of a structure through demolition, deconstruction, disassembly, or relocation of a:

- i. [single-family dwelling or the equivalent term in the municipality] constructed prior to 1960; or
- ii. [two-family dwelling or the equivalent term in the municipality] constructed prior to 1960;

"Zoning Bylaw" means the [Zoning Bylaw No. XX or equivalent in the municipality].

## PART 2 - REGULATIONS

### Waste Management Fee and Fee Refund

- 3 (1) A person who carries out or causes to carry out work must submit to the [municipality]:
- (a) a non-refundable administration fee of [\$500, or an amount deemed appropriate based on the administrative costs within your municipality] at the time of submitting an application for a building permit for work;
  - (b) a waste management fee of \$19,500 at the time of submitting an application for a building permit for work;
  - (c) a report within 90 days of completion of the work in the form prescribed in Schedule A; and
  - (d) supporting documentation listed in Schedule B attached with the report in subsection (c).
- (2) Notwithstanding [NTD: Applicable section for permit fee] of the [Building Bylaw or equivalent in the municipality], a person is not required to submit a separate building permit application fee for the work in addition to the fee under subsection (1) of this bylaw.
- (3) The holder of the building permit for work who has fulfilled the requirements under subsection (1) and met the salvaging rates to the satisfaction of the Director, is eligible for a waste management fee refund.
- (4) Where, prior to submitting a building permit application for the work, the amount of wood available for salvaging was damaged by natural disaster, fire, water, insect infestation, or other causes or was added to a structure after 1960, then:
- (a) the person may apply for a reduced salvaging rate by submitting supporting documentation listed in section iii., Schedule B, to the satisfaction of the Director; and
  - (b) the Director shall reduce the salvaging rate by applying the rate adjustment where, in the opinion of the Director, the criteria in this subsection (4) have been met.
- (5) No fee refund shall be issued under this part where the building permit for the work has expired pursuant to the [Building Bylaw or equivalent].

### Signage

- 4 A person who carries out or causes to carry out work must post and provide proof of signage on the site of the work in accordance with Schedule D of this bylaw within 10 days of receiving a building permit for the work and maintain such signage on site for the duration of the work.

### Prohibition

- 5 No person shall knowingly submit false or misleading information to a building official in relation to any waste management fee refund application or related documentation pursuant to this bylaw.

## PART 3 – GENERAL

### Inspections

- 6 (1) The Director, a [municipality] employee authorized by the Director, or bylaw officer may enter on or into property in accordance with [section XX, *Community Charter or equivalent in the municipality*], to inspect and determine whether all regulations, prohibitions, and requirements of this bylaw are being met.
- (2) A person must not prevent, obstruct, or attempt to prevent or obstruct, an entry authorized under subsection (1).

### Offences

[We advise municipalities that have ticketing bylaws or that have opted into the bylaw notice adjudication system to consider whether to make the model bylaw subject to ticketing and to the bylaw notice adjudication system]

- 7 (1) A person commits an offence and is subject to the penalties imposed by this bylaw and the [*Offence Act or equivalent in the municipality*] if that person:
- (a) contravenes a provision of this bylaw,
  - (b) consents to, allows, or permits an act or thing to be done contrary to this bylaw, or
  - (c) neglects or refrains from doing anything required by a provision of this bylaw.
- (2) Each day that a contravention of a provision of this bylaw continues is a separate offence.

## Penalties

- 8 A person found guilty of an offence under this bylaw is subject to a fine of not less than [\$100.00 or as deemed appropriate] and not more than [\$50,000.00 or as deemed appropriate] for every instance that an offence occurs or each day that it continues.

## Severability

- 9 If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, it shall be severed from the bylaw and the balance of the bylaw, or its application in any circumstances, shall not be affected and shall continue to be in full force and effect.

## Consequential Amendments to Ticket Bylaw and Bylaw Notice Adjudication Bylaw

- 10 [NTD We advise any municipalities that make the bylaw subject to ticketing under ticketing bylaws or the Bylaw Notice Adjudication System to make consequential amendments to their ticketing bylaws as appropriate.]

## PART 4 - TRANSITION, REPEAL, COMMENCEMENT

### Definitions in Relation to this Part

- 11 In this Part:

“development permit” means a permit issued under section 490 of the *Local Government Act*;

“multiple dwelling” or the equivalent term in the municipality] has the same meaning ascribed to this term in the [Zoning Regulation Bylaw No. XX or equivalent in the municipality].

### Transition Provision

- 12 Section 3(1) does not apply if the person has an approved development permit to construct a [multiple dwelling or the equivalent term in the municipality] on the same site as an existing [single family dwelling or the equivalent term in the municipality] or [two family dwelling or the equivalent term in the municipality].

### Repeal of Transition Provision

- 13 Sections 11 and 12 of this bylaw are repealed.

### Commencement

- 14 This bylaw comes into force on [Date], except:
- (a) section 3(1)(b), which comes into force on [aforementioned date plus 12 months];
  - (b) section 13, which comes into force on [date in Section 14 (a) plus 21 months].

READ A FIRST TIME the [XX] day of [Month] 202[X]

READ A SECOND TIME the [XX] day of [Month] 202[X]

READ A THIRD TIME the [XX] day of [Month] 202[X]

ADOPTED on the [XX] day of [Month] 202[X]

**“First Name Last Name”**  
[MUNICIPAL CLERK or equivalent]

**“First Name Last Name”**  
[MAYOR or equivalent]

SAMPLE

**SCHEDULE A  
MATERIAL SALVAGE AND DISPOSAL REPORT**

**Table 1: Project Information**

Project address	
Building permit number	
Person or contractor who carried out the salvage	
Demolition or deconstruction completion date	
House relocated for use at another location ( <i>check if applicable</i> ): <input type="checkbox"/>	
Reporting in ( <i>please check one</i> ):    Mass (kg or tonnes) <input type="checkbox"/> Volume (board ft.) <input type="checkbox"/>	

**Table 2: Wood Salvaged for Reuse, Sale or Donation—if reporting in mass (kg or tonnes)**

Load of wood	Name entity receiving material or describe how material is being reused*	Date on receipt	Scale	Scale location	Net weight (kg or tonnes)
1					
2					
3					
...					
<b>Total</b>					
<b>Salvage rate achieved</b>					
$\frac{\text{Total tonnes salvaged for reuse, sale or donation}}{\text{Above ground square metres}} \times \frac{1,000 \text{ kg}}{1 \text{ tonne}} = \frac{\text{kg}}{\text{square metres}}$					

**[\*See definitions of “wood”, “reuse” and “salvaging” for acceptable wood, reuse activities or sale or donation entities]**

**Table 3: Wood Salvaged for Reuse, Sale or Donation—if reporting in volume (board feet)**

Species	Thickness (inches)	Width (inches)	Length (feet)	Quantity	Total linear feet = length x quantity	Board feet = (thickness in inches x width in inches x linear feet) / 12	Name entity receiving material or describe how material is being reused*
					<b>Total board feet:</b>		
Salvage rate achieved							
$\frac{\text{Total board feet salvaged for reuse, sale or donation}}{\text{Above ground square metres}} = \frac{\text{board feet}}{\text{square metre}}$							

**[\*See definitions of “wood”, “reuse” and “salvaging” for acceptable wood, reuse activities or sale or donation entities]**

**Table 4: Salvaged Plywood (if applicable)**

Quantity	Thickness (inches)	Width (feet)	Height (feet)	Name of entity receiving material

**Table 5: Materials Sent for Disposal or Recycling**

Load of mixed waste or other material sent to disposal	Material Disposed			
	Date	Material type	Facility	Metric tonnes or kilograms
1				
2				
3				
...				
<b>Total:</b>				

**SCHEDULE B  
SUPPORTING DOCUMENTATION**

**i. Wood salvaged for reuse, sale, or donation:**

- Receipts for sale/donation of wood salvaged for reuse indicating contractor, business or organization name, quantity of wood and date\*, or
- For wood stored for future reuse: address(es) of storage location(s) and contact information for site manager(s) at storage location(s), and
- Scale receipts for each load of wood sold, donated, or stored, indicating scale location, quantity of wood in kilograms or metric tonnes, and date
- A photo of each load of wood

OR, if the house as constructed was relocated for reuse:

- Documentation to demonstrate the move and the site to which the house was relocated

[\* See definition of “reuse” and “salvaging” for acceptable reuse activities or sale or donation entities]

**ii. Mixed waste or other material sent for disposal or recycling:**

- Disposal or recycling facility tipping receipts indicating facility name, date, material type and quantity by load

**iii. Evidence of damage to salvageable wood, or additions or alterations after 1960, if applicable:**

- Quantity in board feet of wood that is damaged or was added after 1960
- Written description of the cause of damage (e.g., fire, water, insect infestation), or additions or alterations made after 1960)
- Building plans with dimensions indicating impacted area(s)
- Building permits for alterations and additions made after 1960 if applicable
- Photos clearly showing damaged wood in situ and the impacted area(s) within the structure, or areas that were added or altered after 1960, prior to demolition or deconstruction;
- Other information that in the Director’s opinion, is reasonably necessary for assessing the scope of damage, or additions after 1960.

**SCHEDULE C  
WASTE MANAGEMENT FEE REFUND**

**Table 1: Fee Refund**

<b>Column 1 – Salvaging rate: Amount of wood salvaged per unit of above-ground floor area</b>	<b>Column 2 - Amount of waste management fee refund</b>
More than or equal to 40 kg or 28.3 board feet per square metre	100%
30 kg or 21.2 board feet to 39 kg or 27.5 board feet per square metre	75%
Less than 30 kg or 21.2 board feet per square metre	0%

**SCHEDULE D**  
**Sign Posting Procedures**

1. The owner or owner's agent shall post the sign or signs in a prominent location, clearly visible from the street, and on the site that is subject to the work.
2. The owner or owner's agent shall provide proof of the posted signage to the [municipality] within 10 days of receiving a building permit for the work.
3. The [municipality] shall prepare the sign for the owner to use for the duration of the work. The sign must be returned to [municipality] within 10 days of the completion of the work. If the sign is damaged, lost or discarded, the owner is required to pay for the replacement of the sign.

The [municipality] reserves the right to request that the sign be removed from the site at any time during the work or for the period the demolition permit is active.



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

**Tuesday, January 20<sup>th</sup>, 2026, at 1:00pm**

**Zoom Video Conference**

**MINUTES**

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

**Staff:** Justine Starke – Senior Manager, Southern Gulf Islands Administration, Melody Pender – Recorder/Pender Liaison, SGI Liaisons: Emma Davis (Galiano), Katie Dentry (Saturna), Kat Ferneyhough (Mayne)

**Guest:** Michael Hoebel, Sandra Tretick, Brenna Mongeon

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

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:02pm.

**2. Introduction of Pender Island Commissioner Applicants**

Meeting attendees introduced themselves.

**3. Approval of the Agenda**

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

**CARRIED**

**4. Approval of Minutes from October 18, 2025**

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

**CARRIED**

**5. Financial Report**

**• Review and approval of 2026 Budget**

**MOVED** by Commissioner Farmer, **SECONDED** by Commissioner Fallick to approve the Community Economic Sustainability Commission 2026 Budget.

**CARRIED**

**• CESC Budget to Actuals YTD to Nov 2025**

**6. Statement of Work for review and discussion – Justine Starke**

Justine Starke presented a proposed scope of work for developing a strategic plan. The strategic plan would guide the future directions of the Commission and promote access to grant funding for organizations that align with the strategic plan. A consultant could be hired to lead the workshop delivery and advise on the project to support CRD liaisons in completing the scope of work.

The Commissioners discussed timeline and budget approaches to engage effectively with stakeholders, including First Nations. It was agreed to commence work on developing a



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living document strategic plan for economic development on the Southern Gulf Islands as a one-year project that can be revised at any time and uses a targeted approach to engage with key stakeholders.

**7. Southern Gulf Islands Liaisons Update**

**Kat Ferneyhough (Mayne)** – Village Bay terminal is being upgraded, impacting ferry schedules and deterring visitors. Mayne Inn is developing a new restaurant called Arbutus Grill. A lot of businesses are in seasonal closures or reduced winter hours.

**Emma Davis (Galiano)** – Daystar Grocery is running again and social work service funding has been secured through November 2026.

**Katie Dentry (Saturna)** – Ferry traffic is down, most businesses are closed for the winter.

**Melody Pender (Pender)** – There are events scheduled on island for the weekend when the ferry terminal is fully closed. There is a staycation promotion organized by the Pender Chamber of Commerce during the ferry closure.

**8. Old/New Business** – none discussed.

At **1:54pm** Commissioner Fallick left the meeting. Quorum was lost

**9. In Camera** – not held due to loss of quorum.

**ACTION ITEM:** Chair Brent and current Commissioners to discuss appointing prospective Commissioners and share decision soon.

**10. Next regular meeting – March 17<sup>th</sup>, 2026**

**11. Meeting Adjourned**

Chair Brent Adjourned the meeting at 2:05pm.

# GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

Jan 5, 2026

1290 Sturdies Bay Road

**Present:** Commissioners Jim Henshall, Cathy Clinton, Murray Scadeng, Frank Dewaard, Paul Brent, Nick Rebalski. **Regrets:** Jamie Williams, Mechelle Crocker, Eric Sherbine. **Guest:** Keith Erickson.

**Staff:** Emma Davis(CRD Liaison) Lori Seay, Michael Carrothers (Maintenance Contractor) *EP=Electronic Participation*

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

Call to order at 9:02 AM. Outgoing Chair Keith Erickson agreed to chair the meeting until the election, and provided a territorial acknowledgement.

## 2. **APPROVAL OF AGENDA**

**MOTION** by Commissioner Henshall, Seconded by Commissioner Clinton that the Jan 5, 2026 agenda be approved. **CARRIED.**

## 3. **ADOPTION OF MINUTES**

**MOTION** by Commissioner Dewaard, Seconded by Commissioner Henshall that the Dec. 4, 2025 minutes be approved as circulated. **CARRIED**

## 4. **DELEGATIONS:** NONE

## 5. **CHAIR REPORT and CORRESPONDENCE**

Correspondence was received from a property owner near the Salamanca shore access reporting several issues including off leash dogs, litter, and overnight use.

**ACTION:** The incoming chair will respond to the neighbour at Salamanca.  
Comm. Clinton will follow up with the Salamanca Shore steward.  
Lori will post user information on the Facebook page as a reminder.

## 6. **MASTER PLAN update**

The draft plan has been circulated to First Nations Partners for feedback. An Executive Summary of the initial survey results has been drafted and will be updated with First Nations feedback once received.

# GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

Jan 5, 2026

1290 Sturdies Bay Road

7. **ELECTIONS:** Director Paul Brent managed the election of the Commission executive. Frank Dewaard accepted a nomination and was acclaimed Chair. Nick Rebalski accepted a nomination and was acclaimed Vice-Chair. Murray Scadeng agreed to continue as Treasurer. The Commission thanked outgoing Chair Erickson who acknowledged support from Emma and Lori during his term.

## 8. **REPORTS**

8.1 **Betty's Place update:** No update.

8.2 **Shore Access and Trails Update:** Report was circulated prior to the meeting. Bodega Beach Drive and Silu have been targeted for invasive removal. Neighbouring construction has created water pooling on the Lodge trail.

**ACTION:** Chair will follow up on Lodge trail with the neighbouring property owner regarding impacts to the trail.

8.3 **Shore Stewards Update:** The Commission thanked Annette Shaw for her long volunteer commitment prior to her resignation as Shore Steward for Azure shore access.

**ACTION:** Lori will help Comm. Clinton recruit a new steward for Azure.

8.4 **Treasurer's Report:** The monthly financial report was circulated prior to the meeting. Treasurer noted that the Commission is currently projecting an 11K surplus for 2025 which will roll into the capital reserve fund. Rising costs associated with First Nations engagements were discussed with Director Brent. Treasurer reviewed the Capital Projects planning tool from CRD.

**MOTION** to accept the GIPRC financial reports for Jan. 2026 as circulated. M-Comm.Scadeng, S-Comm. Henshall. **CARRIED.**

**ACTION:** Lori will circulate CRD Reconciliation materials to the Commission and add to the February agenda at the direction of the Chair.

8.5 **Recreation Funds:** The Commission agreed to form a 2026 Recreation Grants Review Committee. Comm. Jamie Williams will lead with support from Comm. Clinton and Chair Dewaard.

The Treasurer and Chair noted the need to appoint a lead for each of the Commission's capital projects at the February meeting.

**GALIANO ISLAND PARKS AND RECREATION COMMISSION**

Meeting Minutes

**Jan 5, 2026**

1290 Sturdies Bay Road

9. **New Business**

9.1 **Trail Counters:** Physical Trail Counters will be made available via the CRD. Emma will advise when these are available for GIPRC use.

9.2 **Outdoor Fund of BC:** Emma reported that the grant application is almost complete and will be submitted by Jan. 20.

9.3 **Monthly Workflow:** Lori noted that a month by month schedule for major items was circulated prior to the meeting.

10. **Next Meeting:** Thursday Jan. 5, 2026 at 9:00 AM.

ACTION: Lori will circulate a meeting time poll for March - December 2026 and the Commission will confirm a recurring meeting time at the February meeting.

11. **Meeting Adjournment:** 10:40 AM.

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Approved at the 2025-02-05 GIPRC meeting:

*Frank De Waard*

Frank De Waard  
Chair

## Meeting Minutes

### Lyall Harbour Boot Cove Water Local Service Committee

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Thursday, November 13, 2025

2:00 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

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

**STAFF:** S. Henderson, General Manager, Electoral Area Services (EP); J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Starke, Senior Manager, Southern Gulf Islands Administration (EP); J. Kelly, Manager, IWS Capital Projects; C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Local Services and Corporate Grants; K. Vincent, Senior Financial Advisor, Local Services; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 2:01 pm.

#### 1. Territorial Acknowledgement

Chair Olsen provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by P. Brent, SECONDED by J. Crerar,**  
**That the agenda of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of November 13, 2025 be amended to add Item 8.1. Discussion on non-paying water users, and that the agenda be approved as amended.**  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [25-1184](#) Minutes of the Lyall Harbour/Boot Cove Water Local Service Committee of June 10, 2025

**MOVED by J. Crerar, SECONDED by P. Brent,**  
**That the minutes of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of June 10, 2025 be adopted as circulated.**  
**CARRIED**

#### 4. Chair's Remarks

Chair Olsen expressed appreciation for recent staff efforts to organize and execute the recent petition meeting on Saturna Island.

## 5. Presentations/Delegations

### 5.1. Presentations

There were no presentations.

### 5.2. Delegations

- 5.2.1. [25-1217](#) Delegation - Peter Clark; Representing Saturna Island Fire Protection Society: Re: Agenda Item 6.3.. Capital Projects and Operational Update - November 2025

P. Clark spoke to Item 6.3.

**MOVED by J. Money, SECONDED by P. Brent,  
That the rules of procedure be temporarily suspended to allow for discussion  
with the delegate.**

**CARRIED**

Discussion ensued regarding:

- the system is limited by the small size of the water main
- location of storage tank, filtration plant and potential raw water
- timeline and funding required to supply the request
- alternate options that may be suitable

## 6. Commission Business

- 6.1. [25-1139](#) Senior Manager's Verbal Update

J. Dales and C. Moch presented Item 6.1. and noted that water conservation signage is complete and that going forward Electoral Area Services staff will be supporting the committee.

**6.2.**     [25-1042](#)     Lyall Harbour/Boot Cove Water Service 2026 Operating and Capital Budget

J. Dales and L. Xu presented Item 6.2.

Discussion ensued regarding:

- tax exemption status of some folios through BC Assessment
- current operating and reserve fund balances
- planned capital projects will use most of the reserve fund
- financially prudent to increase the transfer to the reserve fund

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

**That the Lyall Harbour/Boot Cove Water Local Service Committee direct staff to increase the transfer to the Capital Reserve Fund by increasing the increase to the user fee from 7% – 9% and the requisition fee from 10.4% to 14.7%.**

**CARRIED**

**MOVED by J. Crerar, SECONDED by J. Money,**

**That the Lyall Harbour/Boot Cove Water Local Service Committee recommends that Electoral Areas Committee recommend that the Capital Regional District Board approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Lyall Harbour/Boot Cove Water Service as amended.**

**CARRIED**

**6.3.**     [25-1144](#)     Capital Projects and Operational Update - November 2025

J. Kelly, J. Dales, C. Moch presented Item 6.3. for information.

Discussion ensued regarding:

- level logging device installed to monitor the level of the well
- grant opportunities are being explored where applicable
- tender next year, late summer/early fall for installation
- committee preference for multiple smaller contracts
- feasibility of breaking up contracts into smaller components
- opportunities to incentivise local contractors
- source water compliance requirements

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

There were no notice(s) of motion.

**8. New Business**

### 8.1. Discussion on non-paying water users

Chair Olsen noted that some properties within the system are exempt from paying tax, which includes the water tax.

L. Xu noted that tax exemptions are determined by the Province, however any property that is connected and using water must pay the water usage charge. S. Henderson and L. Xu were provided a list to ensure that the properties are being billed for usage as noted.

S. Henderson thanked committee members for their assistance with the petition process, including spreading awareness and gaining support for the project.

### 9. Adjournment

**MOVED by A. Olsen, SECONDED by J. Money,  
That the Lyall Harbour/Boot Cove Water Local Service Committee meeting of  
November 13, 2025 be adjourned at 3:39 pm.  
CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recorder

## Meeting Minutes

### Magic Lake Estates Water and Sewer Committee

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Thursday, November 13, 2025

11:30 AM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

B. Mongeon (Chair), P. Brent (EA Director), J. Deschenes (EP), S. Kobierski (11:42 am) (EP), H. Read (EP)

**STAFF:** S. Henderson, General Manager, Electoral Area Services (EP); J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Starke, Senior Manager, Southern Gulf Islands Administration (EP); J. Bilodeau, Manager, Water Wastewater Services Operations; K. Konicek, Manager, Water Distribution Engineering and Planning; L. Xu, Manager, Local Services and Corporate Grants; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: C. Aldridge Sanchez, M. Fossil

The meeting was called to order at 11:32 am.

#### 1. Territorial Acknowledgement

Chair Mongeon provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by B. Mongeon, SECONDED by P. Brent,  
That the agenda for the Magic Lake Estates Water and Sewer Committee  
meeting of November 13, 2025 be approved as circulated.  
CARRIED**

#### 3. Adoption of Minutes

3.1. [25-1180](#) Minutes of the Magic Lake Estates Water and Sewer Committee meeting of June 5, 2025

**MOVED by B. Mongeon, SECONDED by P. Brent,  
That the minutes of the Magic Lake Estates Water and Sewer Committee meeting  
of June 5, 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. [25-1139](#) Senior Manager's Verbal Update

J. Dales presented Item 6.1. for information and noted that seasonal water restrictions have come to an end and that the water conservation signage has been installed. It was also noted that moving forward Electoral Areas Services staff will be the main contact for the committee.

**S. Kobierski joined the meeting electronically at 11:42 am.**

##### 6.2. [25-1146](#) Capital Projects and Operational Update - November 2025

J. Bilodeau, J. Dales and L. Xu presented Item 6.2. for information.

Discussion ensued regarding:

- the presence of an animal burrow in the dam structure
- motor vehicle incident at the water treatment facility
- future plans to reduce inflow and infiltration
- a seventh filtration membrane was installed at the wastewater treatment plant
- potential for installation of an eighth membrane if necessary
- suggestion for a bylaw with explicit language related to disposal of chemicals

##### 6.3. [25-1092](#) Magic Lake Estates Water and Sewer Service 2026 Operating and Capital Budget

L. Xu presented Item 6.3.

Discussion ensued regarding:

- current year deficit has to be recovered in the upcoming year
- future years will have higher transfer to the reserve fund
- existing debt retirement will mitigate increases
- providing rate payers with a long term sustainable water supply
- billing alternatives such as consumption based billing or a tiered rate
- variability of water consumption across seasons

**MOVED by B. Mongeon, SECONDED by P. Brent,  
That the Magic Lake Estates Water and Sewer Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Magic Lake Estates Water and Sewer Services as presented.  
CARRIED**

## 7. Notice(s) of Motion

There were no notice(s) of motion.

## 8. New Business

### 8.1. Committee Roundtable Discussion

Chair Mongeon opened the floor for members to bring forward any additional items of interest.

Discussion ensued regarding:

- election of the Vice Chair to take place in 2026
- research on per- and polyfluoroalkyl substances (PFAS)
- consideration of connecting the Chart Drive pumphouse to the SCADA system
- upcoming committee appointments and posting vacancies

## 9. Adjournment

**MOVED by B. Mongeon, SECONDED by P. Brent,  
That the Magic Lake Estates Water and Sewer Committee meeting of November  
13, 2025 be adjourned at 12:41 pm.  
CARRIED**

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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: January 8, 2026 3:00 pm

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**Present:** Michael Kilpatrick, Chair  
Jacquie Burrows (Treasurer)  
Veronica Euper (by telephone)  
Lauren Edwards (Recorder)

Glyn Legge (Vice Chair)  
Debra Bell  
Adrian Wright

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

The meeting was called to order at 3:00 pm

### 1. Territorial Acknowledgement

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations.

### 2. Approval of Agenda

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Burrows that the agenda of January 8, 2026 be approved as presented.

**CARRIED**

### 3. Election of Officers

Michael Kilpatrick accepted the nomination for chair and was elected by acclamation.  
Glyn Legge accepted the nomination for vice chair and was elected by acclamation.  
Jacquie Burrows accepted the nomination for treasurer and was elected by acclamation.

### 4. Adoption of Minutes of December 11, 2025

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Legge that the Minutes of December 11, 2025 be approved as presented.

**CARRIED**

### 5. Chair's Remarks

Commissioner Bell was thanked for all her work over the six years that she chaired the Commission. Newly elected officers were congratulated.

**ADOPTED**

## 6. Reports

### 6.1. Treasurer's Reports

#### 6.1.1. Treasurer's Report for the period December 1 - 31, 2025

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve the Treasurer's Report for December 1 - 31, 2025 as presented.

**CARRIED**

#### 6.1.2. Finance/Information

- A report was received with the agenda.
- Discussion occurred regarding new reporting requirements to Island Health for water districts and possibly private well operators.

### 6.2. Administration

#### 6.2.1. Health and Safety Concerns

- Commissioner Wright reported that a fallen alder tree, which damaged a neighbouring fence, was removed and the fence repaired. Two other trees were removed to avoid further property damage. Commissioner Euper reported that she provided a written report about the damage to CRD Insurance. CRD Insurance responded in writing about responsibility for damage from a fallen tree, and Commissioner Euper will share that correspondence with all commissioners. It was discussed that MIPRC may want to review its approach in light of the correspondence from CRD.
- Discussion occurred to add street names for 911 use to park address signs where the street sign is not visible from the park entrance.

#### 6.2.2. Events

A report was received with the agenda.

##### a) Wassailing – Motion

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Wassailing Afternoon at Miners Bay Park at 1pm on Saturday January 17th.

**CARRIED**

## Mayne Island Parks and Recreation Commission

Minutes for: January 8, 2026

- b) Notes from the Park Bench
  - It was discussed and agreed that the monthly Park Bench article in the MayneLiner will be prepared on a rotating basis among the commissioners. Commissioner Legge will prepare the article for the February 20<sup>th</sup> submission deadline.
  - Alea has been informed about the discontinuation of the tide table print page and discussion occurred regarding additional print work in the MayneLiner. It was discussed and agreed that information may be submitted for print in June and November if print space is available.
- c) Tree burning update
  - This item to be removed from the Follow-up List.

### 6.2.3. Hiking and Walking Trail brochure update

The artwork is pending with Alea. A count will be made of the current brochures to determine if a reprint is required.

### 6.2.4. Follow Up Action Report (not covered elsewhere)

- Draft Bylaws: Justine Starke, CRD, will not present the draft bylaw document to MIPRC until after the legal review.
- Calendar: Items pending are updating the Supplement to the Commissioners Handbook, renewal of the domain name for February, and the Hiking and Walking Trail brochure.
- Monitor and repair picnic tables: Some of the picnic tables at Dinner Bay Park have been repaired and more will be assessed in warmer weather. A picnic table at Henderson Hill was damaged by a tree branch and was replaced. The Don Herbert Park picnic table has deteriorated, and will not be replaced
- Update Supplement to the Commissioners Handbook: The document will be updated by Commissioner Euper and reviewed by Commissioner Bell.

### 6.2.5. Contracts – Motion re: water systems operator

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the extension of the contract with CMG Services for water testing services.

**CARRIED**

## 6.3. Committees

### 6.3.1. All-Wheels Skatepark

- A letter was sent to the Skatepark organizers regarding the proposed pilot project site at Dinner Bay Park. A reply had not been received by meeting date.
- Discussion occurred regarding the potential of another site being investigated by the organizers.

## Mayne Island Parks and Recreation Commission

Minutes for: January 8, 2026

### 6.3.2. Fitness Circuit and Putting Green

NHSP and BC Hydro filing deadlines

- The final report for the New Horizon Seniors Program is due in March. More information is required for completion.
- BC Hydro ReGreening Grant application is due by the end of January.
- An update on a meeting with Tim Begley was reported, including that:
  - Suggestions were made that the fitness pad be extended, parallel bars be installed for mobility classes, and backless benches be placed around the pad for rest and balance exercises.
  - There was discussion about possibly installing posts with rings for resistance band exercises at the fitness pad.

### 6.3.3. Master Plan Update

Commissioner Bell reported that:

- The latest draft was reviewed.
- Map 3 Proposed Trail Network was sent to Mayne Island Parks and Trails Association (MIPATA) for their comments by January 31st.
- Appendix 5 with survey results and action plan is to be completed in January.

### 6.3.4. Trails

- The recent rock fall does not affect the trail from Vulture Ridge to Beechwood, but it should be monitored. This is an issue for the Ministry of Transportation and Transit and the local road works staff will be contacted.
- The flooding of the Lowland Nature Trail has dried up with no apparent erosion.

## 6.4. Short Break

## 6.5. Parks

### 6.5.1. Cotton Park

A report was received with the agenda.

### 6.5.2. Dinner Bay

Verbal reports were received that the fitness pad is being well used.

### 6.5.3. Henderson Park

Former Commissioner Peter Askin was touched and honoured with his brief biography that is being included on the new kiosk sign at Henderson Park.

### 6.5.4. Japanese Memorial Garden

- A report was received with the agenda.
- There was a good turnout for the holiday light display.

**Mayne Island Parks and Recreation Commission**

**Minutes for: January 8, 2026**

6.5.5. Miners Bay

- The water system has had no problems for three weeks now.
- The bonfire site cleanup was adequate.
- Pressure tank training for restarting the system was done except for two commissioners.

6.5.6. Village Bay Park

- A report was received with the agenda.
- Commissioner Bell will follow-up with the Mayne Island Conservancy regarding the proposed reclamation work.

**7. Correspondence/Meetings**

7.1. Emails to/from Mayne Island Skateboard Club.

7.2. Email from resident regarding park tree and damage to fence in Sandy Hook Park.

7.3. Report to BC Hydro regarding tree on power line.

**8. New Business**

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

**10. Rise and Report**

**11. Meeting Adjournment**

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

The meeting adjourned at 4:32 pm

Original signed by

February 12, 2026

\_\_\_\_\_  
**Michael Kilpatrick, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

\_\_\_\_\_  
**Lauren Edwards, Recorder**



**Minutes for a meeting of the Mayne Island Parks and Recreation Commission**  
**Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC**  
**Date/Time: February 12, 2026 at 3:00 pm**

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**Present:** Michael Kilpatrick, Chair  
Jacquie Burrows (Treasurer)  
Veronica Euper  
Lauren Edwards (Recorder)

Glyn Legge (Vice Chair)  
Debra Bell  
Adrian Wright

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

The meeting was called to order at 3:00 pm

**1. Territorial Acknowledgement**

We are honoured to be meeting on the traditional lands of the Coast Salish First Nations and we value and respect their longstanding relationship with the land and the water.

**2. Approval of Agenda**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the agenda of February 12, 2026 be approved as presented.

**CARRIED**

**3. Adoption of Minutes of January 8, 2026**

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the Minutes of January 8, 2026 be approved as presented.

**CARRIED**

**4. Chair's Remarks**

The Chair thanked the Commissioners for reviewing and submitting their volunteer lists for use by the CRD Risk Management Department.

**5. Reports**

5.1. Treasurer's Reports

**ADOPTED**

**Mayne Island Parks and Recreation Commission**

**Minutes for: February 12, 2026**

- 5.1.1. Treasurer's Report -Final- for the period December 1 - 31, 2025  
A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission Final Treasurer's Report for December 31, 2025 be approved as presented.  
**CARRIED**

- 5.1.2. Treasurer's Report for the period January 1 - 31, 2026

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission approve the Treasurer's Report dated January 1 - 31, 2026 as presented.  
**CARRIED**

The final report for the New Horizons Grant for Seniors has been filed.

- 5.1.3. Finance/Information

A report was received with the agenda.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper that the overhead charged by the Capital Regional District to the Japanese Memorial Garden in the amount of \$350.80 (net of the interest income earned) be charged to the Mayne Island Parks and Commission operating account.  
**CARRIED**

Final adjustments to be received from CRD. The net result of \$61,000 will be transferred from the operating account to the Capital account through which several projects will be initiated in 2026.

**MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission initiate the following projects:

23-01	- Upgrade the pump house at Dinner Bay Park	\$5,000.
23-05	- Install an additional bike rack at Miners Bay Park	\$2,000.
26-01	- Replace appliances at the Adachi Pavilion	\$4,000.
26-04	- Replace two picnic tables at Dinner Bay Park	\$5,000.

**CARRIED**

The Finance Committee will consider the next round of projects.

5.2. Administration

5.2.1. Health and Safety Concerns

- a) None reported.

5.2.2. Events

A report was received with the agenda.

5.2.3. Update on the Supplement to the Commissioner Handbook

5.2.4. Summer Camp

An application has been made for a Canadian Tire grant of \$2,000. Discussion occurred regarding a proposed summer camp, including that:

- A small committee be formed to discuss the proposed camp.
- The curriculum is being discussed.

Commissioner Bell recused herself at 3:32 pm.

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission establish a working group, membership to be determined, to review the possibilities of establishing a summer camp.

**CARRIED**

Commissioner Bell returned to the meeting at 3:39 pm.

5.2.5. General discussion on follow-up items (not covered elsewhere)

5.3. Committees

5.3.1. All-Wheels Skatepark

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper that the Mayne Island Parks and Recreation Commission accept the recommendation of the All Wheels Skate Park Committee to proceed with the pilot project between the volley ball court and the baseball field and advise the Mayne Island Skateboard Club of this decision.

**CARRIED**

5.3.2. Fitness Circuit and Putting Green

New Horizons Seniors Program and BC Hydro filing deadlines: No discussion

**Mayne Island Parks and Recreation Commission**

**Minutes for: February 12, 2026**

5.3.3. Master Plan Update

A verbal report was given on the current status of communications with CRD.

5.3.4. Sanitation

The Motion to extend washroom maintenance contract.

See Item 8.

5.3.5. Trails

A report was received with the agenda.

5.4. Parks

5.4.1. Cotton Park

A report was received with the agenda.

5.4.2. Dinner Bay

A report was received with the agenda.

Motion for arborist work

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission engage D.R. Daylight Contracting for arborist services at Dinner Bay Park for an amount not to exceed \$1,500.

**CARRIED**

5.4.3. Henderson Park

A report was received with the agenda.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

A verbal report was provided that 12 volunteers resurfaced the entry pathway with wood chips.

5.4.5. Miners Bay

A report was received with the agenda.

A new UV light will be purchased.

5.4.6. Sandy Hook Community Park

A report was received with the agenda.

5.4.7. Village Bay Park

A report was received with the agenda.

Commissioners were invited to help haul posts, nets and soil on February 18<sup>th</sup> from 10 am to 12 pm.

**6. Correspondence/Meetings**

6.1. Email from ParticipACTION organizers re: grant funding opportunities for 2026.

- The email requested that MIPRC assist with ParticipACTION grant funding. It was discussed and agreed that Commissioner Kilpatrick will follow-up with the ParticipACTION leadership and report back at the March meeting.

**7. New Business**

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

**MOVED** by Commissioner Kilpatrick and **SECONDED** by Commissioner Bell that the regular meeting of the Mayne Island Parks and Recreation Commission be closed in accordance with Community Charter Part 4, Division 3, Section 90 1(a).

**CARRIED**

**9. Rise and Report**

MIPRC approved entering into a new janitorial contract with Jennifer Holt-Steinbach.

**10. Meeting Adjournment**

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

**CARRIED.**

The meeting adjourned at 4:34 pm

Original signed by

March 12, 2026

\_\_\_\_\_  
**Michael Kilpatrick, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

\_\_\_\_\_  
**Lauren Edwards, Recorder**

**OTTER POINT FIRE PROTECTION AND  
EMERGENCY RESPONSE SERVICE COMMISSION  
MINUTES OF MEETING  
WEDNESDAY 14 JANUARY 2026  
OTTER POINT FIRE DEPARTMENT, 3737 OTTER POINT ROAD**

**Members Present:**

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

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

**Members Absent:**

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

**Others Present:**

Mr. J. McCrea – Otter Point Fire Chief (CRD Staff)  
Mr. B. Patterson – Otter Point Deputy Fire Chief (CRD Staff)

**Call to Order:**

Meeting called to order at 1857 hrs.

**Approval of the Agenda:**

All in favour of the agenda.

**Approval Previous Minutes:**

MOTION to accept the minutes of the December 10th, 2025 meeting. Gollmer/White. All in favour. Motion carried.

**Fire Chief's Report:**

Attached.

**Treasurer's Report:**

Budget 2025. A small surplus is anticipated.  
Budget 2026. Nothing to report.

**Firefighter's Rep. Report:**

01 Jan 2026, Polar Bear Swim at Whiffen Spit. D. Gollmer carried on the annual tradition of a cannon blast to send out the swimmers – 220 registered but estimated at least 250, an amazing turnout. Breakfast at the hall afterwards was not as well attended as usual.

**Old Business:**

Draft CRD Fire Services Operational Powers Bylaw and amendments to Bylaw 3654.  
Discussions with stakeholders ongoing.

**New Business:**

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

MOTION to adjourn at 1940 hrs. White/Gollmer. All in favour. Motion carried.

Next Commission meeting to be held on Wednesday, 11 Feb 2026 at 1900 hrs.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

09 February 2026 3:30 pm

4418 Bedwell Harbour Rd, Pender Island/Zoom

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**Commissioners:** Tim Frick, Cecilia Suh, Lisa Baile, Andrea Mills, Paul Kubik, Carolyn Cartwright-Owers, Connie Sears (via Zoom)

Regrets:

**Staff:** Rob Fawcett (Project Coordinator, via Zoom), Matthew Coutts (Admin-PIPRC), Melody Pender (CRD), Ben Symons (Maintenance Contractor), CRD Justine Starke (via Zoom)

**Guests:**

**Regrets:** Kevin Balmer, Paul Brent (CRD Director)

1. **CALL TO ORDER:** 3:33 pm

2. **TERRITORIAL ACKNOWLEDGEMENT**

Chair Frick read a territorial acknowledgement to begin the meeting.

2. **APPROVAL OF AGENDA**

**MOTION:** That the subject of vehicle access to Mortimer Spit be added to New Business.

M: Comm. Baile, S: Chair Frick

**Carried**

**MOTION** to approve the 09 Feb. 2026. PIPRC agenda as amended.

Motion: Kubic Second: Baile

**Carried**

3. **ADOPTION OF MINUTES**

**MOTION** to approve the 12 Jan. 2026 PIPRC minutes as submitted.

M-Comm. Kubic, S-Comm. Cartwright-Owers

Carried: Approved

4. **DELEGATION**

No delegations.

5. **CORRESPONDENCE AND BUSINESS ARISING**

5.1 CRD Chair Tim Frick – Exciting time for PIPRC, lots of projects underway.

5.2 Chair Report and Correspondence

5.2.1 Correspondence

- GINPR community liaison committee

Comm. Kubic has expressed interest in joining the GINPR community liaison committee and will take the lead on behalf of PIPRC. Comms. Baile and Cartwright-Owers will assist.

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**

**Minutes of Regular Meeting**

**09 February 2026 3:30 pm**

4418 Bedwell Harbour Rd, Pender Island/Zoom

**6. OPERATIONS**

**6.1 Maintenance Ben Symons**

Discussed work under way, including next steps for Danny Martin Park area, the Firehall/Lower Disc Park Trail, and issues related to the slope of the earthen ramp beach access project at Gowlland Point O/A. Logistics and budget discussion to be held after the project receives proper approval.

**6.2 Restoration Update**

Chair Frick noted PICA would present updates twice a year. CRD Starke noted the current agreement notes once per year. Consensus is PICA will provide updates once a year, and PPIPRC welcomes additional updates as necessary.

Discussion about priorities for PICA restoration work. Based on previous discussion and follow-up between Comms Cartwright-Owers and Baile PICA representative, the following locations were identified as priorities: Sandry Sievert Park (planting, and removing invasives), Welcome Bay (removing daphne, holly and ivy), Gardom Lane, Mount Elizabeth and Oaks Bluff (removing broom).

Symons (maintenance) noted jurisdictional issues with Welcome Bay trail and recommended replacing it with Schooner Reef Park.

**MOTION:** That PIPRC request PICA restoration work to prioritize the following: Danny Martin Park, George Hill, conducting the annual broom bash, Shingle Bay restoration area, Sandry Sievert Park (planting, and removing invasives), Schooner Reef (removing daphne, holly and ivy), Gardom Lane, Mount Elizabeth and Oaks Bluff (removing broom).

M- Comm Cee, S-Comm. Baile

**Carried**

**7. PROJECTS**

**7.1 Dog Park Advisory Group - nothing to report**

**7.2 Capital Projects Rob Fawcett**

- Work done on Schooner Trail, aside from painting crosswalks (Coastal Wolf Construction to complete this spring).
- March 28 event at Port Browning, and ribbon cutting ceremony tentatively planned for this date.
- Danny Martin Park - Have commissioned registered biologist Olga Lansdorp (LGL Limited) on an environmental management plan for the multiple projects in the area.

-

**8. FINANCE AND COMMUNICATIONS**

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**

**Minutes of Regular Meeting**

**09 February 2026 3:30 pm**

4418 Bedwell Harbour Rd, Pender Island/Zoom

**8.1 Treasurer's Report**

Chair Frick presented the 2025 year end financial overview, noting park operating revenue (\$190,000) outpaced operating expenses by \$61,000, which has been directed to the Capital Reserve Fund for use on project work.

Discussion on increase to service contract budget to cover maintenance of Schooner trail. The 2026 operating budget includes \$3600 for this work. Comm. Kubic suggested setting aside more than \$500/month for maintenance of Schooner Trail. CRD Starke noted that the trail is considered a "recreational trail" which is a different standard of care than transportation trail (out of PIPRC purview). Consensus is the funding remains as planned for the first year, with intention to reconsider in the future.

**Motion:** Accept the financial report submitted to PIPRC on February 9, 2026.

M-Chair Frick, S-Comm. Suh

**Carried**

**8.2 Communications**

Chair Frick requested volunteers for communication work and Facebook posting. Comm. Mills offered to manage Facebook posts with some direction. Comms. Sears offered to help with the communications. Chair Frick says he will write this month's article for The Pender Post. Comm. Mills volunteered to write the article next month.

**9. NEW BUSINESS:**

- **Bouldering Wall**

Progress on the project continues, and the group leading the initiative reported to PIPRC they have the support of neighbouring residents

Comm. Kubic suggested the parties leading the project incorporate into a non-profit society. Comm. Sears questioned if securing a contract with the individuals would work. It was clarified that the bouldering wall team is currently associated with PIRAHA, which resolves the issue.

**MOTION:** That PIPRC approve funding in principle of \$30,000 for the Bouldering Wall, subject to the requirements of safety regulations, maintenance and engineering issues being met.

M- Chair Frick, S- Comm. Mills

**Carried**

- **Mortimer Spit Access**

Comm. Baile questioned the process of allowing vehicles on the spit, and posited requiring visitors to park in the lot at the top of the hill. Symons (maintenance) flagged this discussion was held previously and PIPRC elected not to move forward with changes.

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)

Minutes of Regular Meeting

09 February 2026 3:30 pm

4418 Bedwell Harbour Rd, Pender Island/Zoom

10. **IN CAMERA**

**MOTION:** THAT the Pender Parks and Recreation Commission close the meeting pursuant to Section 90-1(c) of the Community Charter (employee relations) and that CRD staff be allowed to attend.

M-Comm Mills S-Chair Frick

**Carried**

Time Into Camera: 4:34 pm

Time Out of Camera: 5:17 pm

Rise and Report: PIPRC Agreed that PICA restoration priorities to include: Danny Martin Park, George Hill, conducting the annual broom bash, Shingle Bay restoration area, Sandry Sievert Park (planting, and removing invasives), Schooner Reef (removing daphne, holly and ivy), Gardom Lane, Mount Elizabeth and Oaks Bluff (removing broom).

11. **NEXT MEETING:** March 9, 2026, 3:30 pm at Community Hall

12. **MOTION TO ADJOURN:**

M-Kubic S-Comm Mills

**Carried**

Meeting called to a close at 5:19 pm.

## Meeting Minutes

### Port Renfrew Utility Services Committee

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Tuesday, October 28, 2025

2:00 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

W. Forsberg (Chair), C. Wilkinson (Vice Chair) (EP), C. Carlsen (2:01 pm), A. Wickheim (EA Director)

**STAFF:** S. Henderson, General Manager, Electoral Area Services; J. Dales, Senior Manager, Wastewater Infrastructure Operations; I. Lawrence, Senior Manager, Juan de Fuca Administration; A. Hliva, Manager, Wastewater Conveyance Operations; K. Konicek, Manager, Water Distribution Engineering and Planning; L. Novy, Manager, Solid Waste Operations; N. Tokgoz, Manager, Wastewater Engineering and Planning; Manager, Environment Resource Management Policy and Planning; L. Xu, Manager, Local Services and Corporate Grants; M. MacDonald, Legislative Services Coordinator

EP - Electronic Participation

Regrets: K. Gatzke

The meeting was called to order at 2:00 pm.

#### 1. Territorial Acknowledgement

Chair Forsberg provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by A. Wickheim, SECONDED by C. Wilkinson,  
That the agenda for the Port Renfrew Utility Services Committee meeting of  
October 28, 2025 be approved.**

**CARRIED**

C. Carlsen joined the meeting in person at 2:01 pm.

#### 3. Adoption of Minutes

3.1. [25-1148](#) Minutes of the Port Renfrew Utility Services Committee meeting of June 24, 2025

**MOVED by A. Wickheim, SECONDED by C. Wilkinson,  
That the minutes of the Port Renfrew Utility Services Committee meeting of June  
24, 2025 be adopted as circulated.**

**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

#### 5. Presentations/Delegations

##### 5.1. Presentations

There were no presentations.

##### 5.2. Delegations

- 5.2.1. [25-1160](#) Delegation - Deane Strongitharm; Representing Strongitharm Consulting:  
Re: Agenda Item 6.3. Port Renfrew Water Service Area Expansion  
Request by Intrinsic Fund II Ltd.  
D. Strongitharm spoke to Item 6.3.

#### 6. Commission Business

- 6.1. [25-1139](#) Senior Manager's Verbal Update
- J. Dales presented Item 6.1. for information and spoke to:
- the procurement process to renew the snow removal service agreement
  - upcoming staff administration support changes for the committee
  - introduction of new General Manager and Senior Manager
- Discussion ensued regarding the increased cost for snow removal services.

6.2. [25-1044](#) Port Renfrew Utility Services 2026 Operating and Capital Budget

J. Dales and L. Novy spoke to Item 6.2.

Discussion ensued regarding:

- costs associated with garbage disposal and street lights
- the importance of redundancy for equipment to ensure minimal service impacts
- committee member interest in installing a SCADA remote monitoring system
- timeline and costs of future repairs will be detailed in the master plans
- master plans will include a detailed asset inventory and condition of assets
- fire hydrant repairs are conducted as needed rather replacing all hydrants
- planned systematic replacement of assets to minimize cost impacts
- the potential for installation of water meters at connections in the service area

**MOVED by C. Wilkinson, SECONDED by C. Carlsen,**

**That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board:**

- 1. Approve the Port Renfrew Street Lighting Service 2026 Operating and Capital Budget and the Five-Year Financial Plan as presented;**
- 2. Approve the Port Renfrew Refuse Disposal Service 2026 Operating and Capital Budget and the Five-year Financial Plan as presented;**
- 3. Approve the Port Renfrew Water Service 2026 Operating and Capital Budget and the Five-Year Financial Plan as presented;**
- 4. Approve the Port Renfrew Sewer Service 2026 Operating and Capital Budget and the Five-Year Financial Plan as presented.**

**CARRIED**

6.3. [25-1101](#) Port Renfrew Water Service Area Expansion Request by Intrinsic Fund II Ltd.

N. Tokgoz spoke to Item 6.3.

Discussion ensued regarding:

- potential boundary extension in the Official Community Plan (OCP) update
- limited number of water connections available within the current boundary
- impact of extending the boundary on remaining connection availability
- the OCP will examine feasibility of increasing capacity for connections

**MOVED by C. Wilkinson, SECONDED by C. Carlsen,**

**That staff be directed to consider the content of the Applicant's request for an extension of the existing Port Renfrew Water Service Area boundary to include Applicant-owned lands, during the upcoming Master Plan and Official Community Plan work, to help inform on future expansion needs, and preferred mechanisms for cost sharing future upgrades to the system.**

**CARRIED**

6.4. [25-1137](#) Capital Projects and Operational Update - October 2025

A. Hliva, L. Novy and N. Togkoz spoke to Item 6.4. for information.

Discussion ensued regarding:

- the water and sewer master plan is in progress, staff are proceeding with a new consultant, staff anticipate minimal impact to the budget and service delivery timelines
- options for community engagement in the master plan process
- concerns about wildlife at the solid waste disposal site and the importance of removing attractants
- installation of a new generator at the wastewater treatment plant

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

**MOVED by C. Wilkinson, SECONDED by A. Wickheim,  
That the Port Renfrew Utility Services Committee meeting of October 28, 2025 be  
adjourned at 4:03 pm.  
CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recorder

**Shirley Fire Protection & Emergency Response Commission**  
**Monthly General Meeting 08/25/2025**  
**Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4**  
**Minutes - Approved**  
**Call to Order: 1930 Adjourned: 2100**

**Present:** Chair B. Einarson, H. Damude, M. Taylor, R. Gardiner, S. Berggren, A. Wickheim  
**Ex officio:** Fire Chief L. Hill  
**Absent:** J. Powell  
**Guests:**

Agenda & Item #	Action Taken:
<b>1. Agenda</b>	<b>Motion</b> To approve agenda: S. Berggren, H. Damude <b>Carried</b>
<b>2. Approval of Minutes</b>	<b>Motion:</b> Approval of July minutes: M. Taylor, S. Berggren <b>Carried</b>
<b>3. Correspondence</b>	
<b>4. Treasurer's Report</b>	<p>Shirley Fire Protection &amp; Emergency Response Commission            July Financial            Tax Requisition \$230,874            Operating            Budget \$69,080            July Actuals \$2,442            Remaining \$31,146 45.09%            Administration Year 1 2025            Budget \$83,774 \$12,000/5 yr/auto extraction equip.            July Actuals \$2,059            Wages \$53,860 72.79% Chief, Deputy, Volunteers, Maint            Remaining \$56,238 67.13%            Shirley Fire Transfer to Own Fund Interest Income-8 Months            Budget \$78,240 June \$4,272            July Actuals \$4,358 November \$3,288            Remaining \$47,533 60.75%            July Detail Expenditures Operating/Admin/trans to Equip Fund            Wages \$948 Ben &amp; Others/maintenance            Telecom \$175 Shaw, Chief            Staff Training            Purchase Misc.-Equip \$1,346 Wesco, Can Tire            Purchase Maintenance\$299 Van Isle Water, Sooke Power Supplies            Vehicle Maintenance            Admin Expense \$523 Corporation OH Allowance            Gas &amp; Lubricants \$430 Suncor            Supplies-comp \$169 Ionos</p>

	<p>Supplies-Operating \$1,855 CTC, Princess, Home Hard, Uline, Disposal, Misc  Interest \$608 Internal Interest  Transfer/Equip Fund \$4,386  Total Detail \$10,739  Reserves  Equipment \$477,674  Surplus \$195,394  \$673,068  <b>Motion:</b> M. Taylor, H. Damude <b>Carried:</b></p>
<b>5. Fire Chief's Report</b>	<p><b>Callouts for July:</b> Shirley: Four medical calls: one smoke alarm. Jordan River: One medical; on wild land fire, on scouting trip for wild land fire. One road rescue cancelled. <b>Callouts for August:</b> Shirley: Three medical calls; one motor vehicle incident; one complaint of concern over smoke. One grass fire from construction equipment, which was extinguished by workers. <b>Maintenance:</b> Battalion truck needs more regular maintenance work such as brakes. We will be arranging with the CRD to come and do that. <b>Equipment:</b> All equipment is working well, with everything passing monthly and yearly inspections. <b>Building:</b> On routine maintenance has been necessary this month. <b>Training:</b> One fire-fighter just completed their airbrakes course. One crew will be taking their live fire course in September. We have had a few people step up to help with practice and have done an excellent job. <b>Budget:</b> Chief met with Fire Services Mgr. and are working together on the final numbers for equipment replacement. More on that to follow at the September meeting. <b>Events:</b> Shirley Day was another success, and by all accounts folks were happy with the crew's activities during the day. The problems regarding parking at the Shirley market have improved. Thanks to those that have been helping to keep things clear on market days. Chief Hill and Malcolm have been talking about more permanent solutions for cordoning off those areas where we have been using cones. Cones will be staying in front of the hydrant. <b>Motion:</b> M. Taylor, H. Damude <b>Carried</b></p>
<b>6. Old Business</b>	<p>Fire Service bylaw: <b>Motion:</b> At the request of the manager of fire services, to submit the accompanying Shirley fire protection and emergency response commission recommendations and comments for revisions to the operational bylaw #3654 and commission powers. <b>Motion:</b> M. Taylor, S. Berggren, <b>Carried:</b></p>
<b>7. New Business</b>	<p>Discussion re: partnering with the community association and Jerri Grant at the CRD to hold a community disaster-planning workshop. <b>Motion:</b> M. Taylor, S, Berggren <b>Carried:</b></p>
<b>8. Next Meeting</b>	<p>September 29th, 2025</p>
<b>9. Adjournment</b>	<p>2100 Hrs.</p>

**Shirley Fire Protection & Emergency Response Commission**  
**Monthly General Meeting September 29, 2025**  
**Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4**  
**Minutes - Approved**  
**Call to Order: 1930 Adjourned: 2045**

**Present:** Chair B. Einarson, R. Gardiner, M. Taylor, H. Damude, S. Berggren  
**Ex officio:** Chief L. Hill  
**Absent:** J. Powell, A. Wickheim  
**Guests:**

Agenda & Item #	Action Taken:																																																																																												
1. Agenda	<b>Motion</b> To approve agenda, H. Damude, M. Taylor <b>Carried</b>																																																																																												
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4. Treasurer's Report	<p><b>Shirley Fire Protection &amp; Emergency Response Service Commission</b>  <b>September Financial</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Tax Requisition</td> <td style="width: 20%;">\$230,874</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="4"><b>Operating</b></td> </tr> <tr> <td>Budget</td> <td>\$69,080</td> <td></td> <td></td> </tr> <tr> <td>September Actuals</td> <td>\$9,770</td> <td></td> <td></td> </tr> <tr> <td>Remaining</td> <td>\$15,736</td> <td>22.78%</td> <td></td> </tr> <tr> <td colspan="4"><b>Administration</b></td> </tr> <tr> <td>Budget</td> <td>\$83,774</td> <td></td> <td>Year 1 2025</td> </tr> <tr> <td>September Actuals</td> <td>\$8,063</td> <td></td> <td>\$12,000/5 yr/Auto Extraction Equip.</td> </tr> <tr> <td>Wages</td> <td>\$53,860</td> <td>62.15%</td> <td>Chief, Deputy, Volunteers, Maint</td> </tr> <tr> <td>Remaining</td> <td>\$43,137</td> <td>51.49%</td> <td></td> </tr> <tr> <td colspan="4"><b>Shirley Fire Transfer to Own Fund</b></td> </tr> <tr> <td>Budget</td> <td>\$78,240</td> <td></td> <td></td> </tr> <tr> <td>September Actuals</td> <td>\$4,358</td> <td></td> <td></td> </tr> <tr> <td>Remaining</td> <td>\$13,159</td> <td>16.82%</td> <td></td> </tr> <tr> <td colspan="4"><b>September Detail Expenditures</b></td> </tr> <tr> <td>CRD Vehicle Orders</td> <td>\$2,943</td> <td></td> <td>Veh Maintenance, New with CRD????</td> </tr> <tr> <td>Telecom</td> <td>\$129</td> <td></td> <td>Crest Quarterly</td> </tr> <tr> <td>Maintenance Equipm</td> <td>\$3,162</td> <td></td> <td>SCBA Flow test, Aquatest-Filters, Synt Oil, Etc.</td> </tr> <tr> <td>Staff Training</td> <td>\$250</td> <td></td> <td>Red Cross fee</td> </tr> <tr> <td>Gas, Lubricants</td> <td>\$404</td> <td></td> <td>Suncor</td> </tr> <tr> <td>Electricity</td> <td>382</td> <td></td> <td>BC Hydro</td> </tr> <tr> <td>Supplies/Operating</td> <td>886</td> <td></td> <td>Horizon Signs, CTC, Amazon, Home Hardware</td> </tr> <tr> <td>Supplies-Computer</td> <td>\$135</td> <td></td> <td>Mcafee</td> </tr> </table>	Tax Requisition	\$230,874			<b>Operating</b>				Budget	\$69,080			September Actuals	\$9,770			Remaining	\$15,736	22.78%		<b>Administration</b>				Budget	\$83,774		Year 1 2025	September Actuals	\$8,063		\$12,000/5 yr/Auto Extraction Equip.	Wages	\$53,860	62.15%	Chief, Deputy, Volunteers, Maint	Remaining	\$43,137	51.49%		<b>Shirley Fire Transfer to Own Fund</b>				Budget	\$78,240			September Actuals	\$4,358			Remaining	\$13,159	16.82%		<b>September Detail Expenditures</b>				CRD Vehicle Orders	\$2,943		Veh Maintenance, New with CRD????	Telecom	\$129		Crest Quarterly	Maintenance Equipm	\$3,162		SCBA Flow test, Aquatest-Filters, Synt Oil, Etc.	Staff Training	\$250		Red Cross fee	Gas, Lubricants	\$404		Suncor	Electricity	382		BC Hydro	Supplies/Operating	886		Horizon Signs, CTC, Amazon, Home Hardware	Supplies-Computer	\$135		Mcafee
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	<p>Labour Consumption\$1,656      New ????</p> <p>Wages \$2,259 Payroll accounting, Frances</p> <p>Telecom      \$389      Shaw</p> <p>Group Insurance      \$4,229      Group Heaalth North-New Annual?</p> <p>Alloc/standard OH      \$523</p> <p>Transfer/Equip Fund \$4,386</p> <p>Total Detail      \$11,786</p> <p><b>Reserves</b></p> <p>Equipment      \$486,447</p> <p>Surplus \$199,455</p> <p>\$685,902</p> <p>Chris Vrabel Information Average Household Cost-\$729, \$50,000 Requisition Increase-est-\$145</p>
<p><b>5. Fire Chief's Report</b></p>	<p><b>Callouts:</b></p> <p><b>Shirley:</b> Three medical calls. Fire; two reports of smell of smoke and one tree down near Sandcut. One report of MVI cancelled by duty officer, no injuries.</p> <p><b>Jordan River:</b> One tree stump on fire.</p> <p><b>Membership:</b> We currently have 23 crewmembers, but a couple that haven't been attending. We also have two people waiting to join so our numbers should remain the same.</p> <p><b>Training:</b> One member took the Safety Officer course, one took Live Fire and two crew took the ICS 100 course.</p> <p><b>JOHS:</b> We are arranging a meeting with Mike about setting up our in-house JOHSC, which will consist of the Chief and elected members from the firefighters. We already have Frances and Hollie as elected members. We are waiting for our meeting with Mike to verify exactly how to set this up and what remuneration will look like.</p> <p><b>Equipment:</b> Battalion was the first vehicle to receive maintenance from the CRD mechanics. They attended the hall to retrieve it and returned same when they completed the work. They had to return to fix the brakes as the callipers weren't installed correctly and seized up. They did come out and promptly fix them. Battalion had to go into the dealer for some wiring and the reoccurring problem with the manifold bolts/cover. The rest of our equipment is in good working order.</p> <p>Next chipping day is coming up on October 19th. We are starting to issue fire permits again, after tomorrow we will be at five.</p> <p>Moving forward we will need to increase communication budget by 2K</p> <p>Vehicle maintenance: 10k increase 51270. Recommend moving fuel/propane money to gas lubricants and leaving \$500 in the propane budget moving forward. Recommend increasing maintenance wage to \$35.00</p> <p><b>Motion:</b> Fire Chief's report. R. Gardner, M. Taylor <b>Carried</b></p>

<b>6. New Business</b>	<b>Motion:</b> Request Shirley Fire Society make donation to Shirley Community Association of not more than \$1000 for the purpose of parking lot signage outside of the halls. H. Damude, R. Gardner <b>Carried</b>
<b>7. Old Business</b>	
<b>8. Next Meeting</b>	October 27th, 2025
<b>9. Adjournment</b>	2005 Hrs

**Shirley Fire Protection & Emergency Response Commission**  
**Monthly General Meeting October 27, 2025**  
**Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4**  
**Minutes - Approved**  
**Call to Order: 1930 Adjourned: 2100**

**Present:** Chair B. Einarson, H. Damude, M. Taylor, R. Gardiner, S. Berggren, J. Powell  
**Ex officio:** Fire Chief L. Hill  
**Absent:** A. Wickheim  
**Guests:**

Agenda & Item #	Action Taken:
<b>1. Agenda</b>	<b>Motion</b> To approve agenda: M. Taylor, J. Powell <b>Carried</b>
<b>2. Approval of Minutes</b>	<b>Motion:</b> Approval of September minutes: M. Taylor, J. Powell <b>Carried</b>
<b>3. Correspondence</b>	
<b>4. Treasurer's Report</b>	Tax Requisition \$230,874 <b>Operating</b> Budget \$69,080 October Actuals \$1,038 Remaining \$14,698 21.28% <b>Administration</b> Year 1 2025 Budget \$83,774 \$12,000/5 yr/Auto Extraction Equip. October Actuals \$523 Wages \$53,860 59.76% Chief, Deputy, Volunteers, Maint Remaining \$41,322 49.33% <b>Shirley Fire Transfer to Own Fund</b> Budget \$78,240 October Actuals \$4,358 Remaining \$8,773 11.21% <b>October Detail Expenditures</b> CRD Vehicle Orders Telecom Maintenance Equipment Staff Training Gas, Lubricants \$363 Suncor Electricity 444 BC Hydro Supplies/Operating 231 Screening Hoodies Supplies-Computer Labour Consumption Wages \$1,291 Payroll accounting Telecom

	<p>Group Insurance  Alloc/standard OH \$523 Monthly  Transfer/Equip Fund \$4,386 Monthly  <b>Total Detail \$6,200</b></p> <p><b>Reserves</b>  Equipment \$490,834  Surplus \$226,875  \$717,709</p> <p><b>Motion:</b> M. Taylor, H. Damude <b>Carried:</b></p>
<p><b>5. Fire Chief's Report</b></p>	<p><b>Callouts:</b>  <b>Shirley</b>  Medical- 3  MVI- 2  Alarm notification (smoke alarm)- 1  Call for smoke complaint-1  Brush fire-1  Tree on power lines- 2  Crew</p> <p>We are currently at 20 members. I had to let 3 people go that hadn't been to practice in a couple Months. Jim and Janice will be taking a leave as they are taking many courses as part of an upgrade they are doing for their work positions. Janice will still stay on as treasurer for the Association.</p> <p>We have 3 people that have reached out, interested in joining the fire dept. I just have to touch base with them to see if they would qualify to join the department. (IE where they live, understanding the physical demands of the job, time commitment, etc).</p> <p>Training</p> <p>Training is going well. We have people at various levels of training and with various skills needed to be completed to achieve the exterior or interior level. Jarvis and I are going to be spending some time to narrow down some of the disciplines to be completed for each individual.</p> <p>We have a pretty consistent group attending each week.</p> <p>Equipment</p> <p>All equipment is in good working order. Regular maintenance being completed.</p> <p>Items in the works</p> <p>I am working on getting the portion of Hwy 14,Blueberry Flats, that isn't in our fire protection area, included in. When I have the final paperwork completed I will present that to the Commission. <b>Motion:</b> to recommend expansion of Shirley Fire district area to include area of Hwy 14, AKA Blueberry Flats as per map. M. Taylor, J. Powell <b>Carried</b></p>

	I am also working with Otter Point to align our training for best responses to Mutual Aid calls. <b>Motion:</b> M. Taylor, H. Damude <b>Carried</b>
<b>6. Old Business</b>	
<b>7. New Business</b>	Disaster planning; <b>Motion</b> for letter to CRD Disaster coordinator: Malcolm, James <b>Carried</b> Fire Q&A for Shirley; answer questions and submit for review, send it out my mail?? Draft fire services bylaw: discussion around hiring chief, more discussion to follow.
<b>8. Next Meeting</b>	November 24th, 2025
<b>9. Adjournment</b>	2100 Hrs.

**Shirley Fire Protection & Emergency Response Commission  
 Monthly General Meeting January 26th, 2026  
 Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4  
 Minutes - Approved  
 Call to Order: 1940 Adjourned: 2120**

**Present:** Chair B. Einarson, R. Gardner, S. Berggren, H. Damude, A. Wickheim, W. Constantineau (non-voting)  
**Ex officio:** Fire Chief L. Hill  
**Absent:** J. Powell  
**Guests:** M. Taylor

Agenda & Item #	Action Taken:
1. Agenda	<b>Motion:</b> To approve agenda; H. Damude, A. Wickheim, <b>Carried</b>
2. Approval of Minutes	<b>Motion:</b> To approve December minutes; R. Gardner, S. Berggren, <b>Carried</b>
3. Fire Chief's Report	<p>SHIRLEY FIRE COMMISSION FIRE CHIEF'S REPORT</p> <p><u>Callouts</u>          CO alarm          Chest pain          Very ill, weakness          Chimney fire</p> <p><u>Fire Permits</u>          We issued or gave extensions to 7 people for Fire permits. Some permits were given before or during the rainy season and people didn't have the opportunity to get their burning done.</p> <p><u>Membership</u>          We are still holding at 20 members. We had a new recruit that started in January.</p> <p><u>Training</u>          Jarvis has been right on top of training. He held a meeting with all those that will be helping with training to go over expectations and lessons. Himself, Hollie and Frances spent last weekend in Renfrew doing the Incident Command/Incident Safety Officer training with some of our member and their members. We are working on coordinated approach to get people caught up on what they are missing in training.</p> <p><u>Budget</u>          Chris has the final budget for 2026 done. It just needs our final approval. We also need to direct the CRD on where we want our surplus from last year to go. Susan and I met to go over questions we had and I am going to organize a time for us to meet with the CRD finance to get some answers to those questions.</p> <p><u>Grant</u>          We have ordered a Halligan bar and an SCBA pack with the leftover money from last years grant. Some of the things we had put down for, for example some training, was either not approved or paid for through</p>

	<p>money available from the CRD training amount. That left us with money for other equipment.</p> <p><u>Equipment</u> All equipment and vehicles are in good working order. No major repairs needed.</p> <p><u>Additional Notes</u> Campfires on beaches. To clarify, most of the beaches here fall under Provincial or CRD Parks. They only allow fires in designated areas, not on beaches. They also don't allow people to collect driftwood for fires. Permits are not required for campfires in those areas.</p> <p>Discussion: Chief issues permits year round even during rainy times to enable better tracking, not all departments do; logistically better to use Grant monies for equipment rather than training; Cedar Coast Rd has designated Emergency Evac helicopter landing pad but road is in disrepair after heavy rains. Requesting upgrades to the road. 2 other helicopter landing sites in Shirley are Muir Creek and Blueberry Flats. For beach fires, below the high tide mark is under Provincial Jurisdiction and anything below the low tide mark is Federal.</p> <p><b>Motion:</b> To approve Fire Chief's report; H. Damude, R. Gardner, <b>Carried</b></p>
<p><b>4. Treasurer's Report</b></p>	<p>Shirley Fire Protection December 2025 Treasurer Report,</p> <p>This review covers the Shirley Fire Department's 2025 financial performance to budget at a summary level with consideration to numerous allocation changes during the year.</p> <p>The requisition from the CRD Shirley residents historically has been \$194,422 (2023), \$200,772 (2024). In 2025 the amount increased to \$231,094.</p> <p>Annual Operating expenses totaled \$66,209 against a \$69,080 budget, resulting in a \$2,870 surplus. However, the budget included \$11,730 for equipment purchases and \$3,090 for contingency, these funds were not spent as planned but were used through operations during 2025.</p> <p>Annual Administration expenses for the year were \$79,093 compared to a budget of \$83,774, resulting in an unspent surplus of \$4,681.</p> <p>The total combined unspent surplus for the year amounts to \$8,075. This will be rolled into the ERF.</p> <p>Notably, in December, the building expense of \$5,500 were recorded and matched the budget. Annual wages were \$51,180 versus a budgeted \$53,860. Year-over-year wage comparisons are somewhat difficult because individuals previously classified as contractors, with expenses recorded by activity (such as building or repairs), are now categorized under wages.</p> <p>Payroll accounting entries were more frequent throughout the year, with \$9,459 recorded in November (honorariums) and an additional \$1,032 December. We will be requesting the payroll sub-ledger reports for 2025/ 2026 to give the Chief clear visibility into these amounts. \$772 of 2025 auxiliary wages were accrued,</p>

	<p>to be reversed in 2026 when actually paid.</p> <p>December costs included \$300 for fuel, with no unusual or significant expenses upon review. There were a few minor reimbursements (&lt;\$250) to employees for supplies bought for the fire department.</p> <p>The annual cost of vehicle servicing amounted to \$10,730 in the equipment subledger for vehicle maintenance, which exceeded the budget of \$9,750.</p> <p>Breakdown of 2025 equipment expenses:</p> <ul style="list-style-type: none"> <li>• 2007 Hub Rescue Pumper: \$1,079</li> <li>• 2010 Freightliner Fire Truck: \$1,163</li> <li>• 2012 Ram 4500: \$594</li> <li>• 2019 Ram: \$7,893 (light bar purchased in year)</li> </ul> <p>The Shirley Fire Protection Capital Reserve Fund (CRF) stands at \$229,989 year-end. The Equipment Replacement Fund (ERF), including \$52,640 of 2025 funding, now totals \$499,607.</p> <p>Discussion: Are we getting higher maintenance costs using CRD 2x/year tuneup? Compare year on year to determine. New truck purchase scheduled for 2037 (30 year extension) and others to follow (Tender 2040). Rescue purchased 2012 &amp; Battalion 2019. Will need to get the truck order in much earlier (18mo before).</p> <p><b>Motion:</b> To approve Treasurer's report; R. Gardner, H. Damude, <b>Carried</b></p>
<p><b>5. Old Business</b></p>	<p><b>Motion:</b> To approve budget edits for 2026 as proposed by the Chief resulting in a Requisition of \$264,969 (12.51% increase) with surplus being transferred to the ERF; S. Berggren, R. Gardner, <b>Carried</b></p>
<p><b>6. New Business</b></p>	<p>1) Election of the Chair for 2026; Chair B. Einarson recuses himself and A. Wickheim takes over the meeting. 1<sup>st</sup> call for nominations, H. Damude nominates B. Einarson; 2<sup>nd</sup> call for nominations, none; 3<sup>rd</sup> call for nominations, none; <b>Brian is acclaimed 2026 Chair and accepts the position for another year</b></p> <p>2) Financial information requested by W. Constantineau. Recommend starting with current 5-year plan. Discussion regarding Financial responsibilities being mainly carried out by CRD, including audits. Going back 10 years might not be useful since there have been many changes. Recommended contacting Manager, Fire Services as a good resource to answer questions.</p> <p>3) Brief Roundtable introductions of commission members. Good variety of complementary backgrounds.</p> <p>4) M. Taylor summarized the recent Shirley Fire Society AGM. It's going very well. Chief Hill attended.</p>
<p><b>7. Adjournment</b></p>	<p>2120 adjourned</p>
<p><b>Next Meeting</b></p>	<p>February 23rd, 2026</p>



## SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

### MINUTES

**Date:** Thursday, November 28, 2024 @ 1000hrs

**Place:** on-line via Zoom

**Present:** Gaire MacLean- Chair (Sidney), Wayne Quinn (Saturna), Roger Pettit (Galiano), Chief Scott Sugden (South Galiano), Asst. Chief Adrian Hanson (Pender), Wynn Lewis (Piers).

**CRD Staff:** Corey Anderson, Jolette Schenk

**Regrets:** Brent Paul (Director), Kerry Keats (Piers), Rob Fenton (Alt. Director), Brenda Clairo (Pender), Chief Kyle Stobart (Mayne), Steven Cropper (Mayne), Brigitte Prochaska.

- Call to order
- Welcome and introductions
- Approval of agenda

Amendment to the agenda: Add discussion of emergency exits on Galiano under other business.

MOVED: S. Sugden SECONDED: A. Hanson

CARRIED

- Approval of previous meeting minutes (September 18, 2024)

MOVED: R. Pettit SECONDED: S. Sugden

CARRIED

- Business arising from past minutes:

a) Next Update re: 3<sup>rd</sup> Party (Facilities) Agreements Working Group (C. Anderson): Must be approved via the legal stamp process at the CRD. Ready to move to requesting a quote for generator maintenance, now that we understand what is owned by the CRD and by the community. Internet service for the facilities is also recommended but

phone lines may not be required. Emergency Operations Centres (EOC) should not be run out of these facilities but out of a corner of the firehall, but the facilities will act as a reception centre. Square footage rental required for Emergency Support Services (ESS) supplies or possibly a sea can. Would like to work directly with each of the community organizations for the facility agreements. Need to identify how often the generator maintenance testing and schedule will need to occur. Objective of this is to have signed agreements in place for all the facilities and can a target date be set for these. Policy should be written about reserve funds.

- b) Galiano Island evacuation routes and rezoning (J. Schenk): Reached out to Steven Henderson and met with CRD real estate to get some information on developing an access road in the case the main road is blocked during an emergency. Real estate department offered to do a feasible study and provide a cost benefit analysis of if we should proceed with this project. The first step would be a property assessment, and a sketch of the proposed location would be needed. Next a title check would happen and then finally they determine how many unique owners would require negotiations. The real estate department would provide a property map with impacted properties, a spreadsheet with property information, and estimated time and cost of the entire project. Initial cost of the feasible study would be \$750 to conduct this review. There may be associated survey and legal costs as well. Need to determine who would have responsibility of maintaining this access road. Possibility of hiring a contractor to negotiate the right of way on the CRD's behalf.

Motion to move forward with the CRD Real Estate feasibility study for the access road on Galiano, not to exceed \$1000.00:

MOVED: R. Pettit SECONDED: G. MacLean

CARRIED

ACTION: S. Sugden to send mapping information to the CRD and additional documents to start the feasibility study.

- CRD directors report- none.

- Chair's report- Officially resigning from the commission. Names can be put forward from Sidney Island.
- CRD Protective Services report – C. Anderson
  - Updating training plan currently for 2025-2027. Elevating EOC and ESS training and the next phase will be to improve connectivity between divisions. Look at connectivity between the Electoral Areas as well. Strengthening connections between external agencies in the next 3 years after that as well to continue progression.
  - With the new Act, need for more emergency planning around critical infrastructures, as well as coordination with neighbouring jurisdictions. Looking at the CRD Corporate Response Plan and transitioning it into more of a resiliency plan, with several more plans feeding it into the Corporate Plan. need to further examine what corporate resilience looks like, with a driver being the corporate risk registry. Honing in on the emergency response plans in the Southern Gulf Islands and will be stand alone plans.
- Area Emergency Program Lead's report- None.
- SGIEP finance report- B. Prochaska
  - Underspend on the budget at this time and may need more information to the islands on what the needs are or budget processes. Send questions to Brigitte on this and look at a process review.
- Other Business
  - a) Telus and 911 repairs on Saturna (W. Quinn) - Telus lines on East Point Road in need of repair and service does not work. Poor cellphone reception in the area as well and some community members are left without 9-1-1 service. Look at if CRD can follow up on this and assist.
  - b) CREST radio system (W. Quinn)- Dead zones on Saturna and other islands. The CRD can look at this and work with Chris Vrabel.
- Correspondence- none.

Next meeting – Wednesday, January 15, 2025. Location TBD.

**Adjourned**



## SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

### MINUTES

**Date:** Wednesday, January 15, 2025

**Place:** Mary Winspear Centre, Sidney and via Zoom

**Present:** Wayne Quinn (Saturna), Roger Pettit (Galiano), Brenda Clairo (Pender), Kerry Keats (Piers), Chief Scott Sugden (Galiano), Chief Kyle Stobart (Mayne), Steven Cropper (Mayne), Wynn Lewis (Piers)

**Regrets:** Asst Chief Adrian Hanson (Pender), Rob Fenton (CRD Alt Director)

**Guests:** Ian Hayward (Saturna), Triana Newton (Sidney)

**CRD Staff:** Corey Anderson, Brigitte Prochaska

- Call to order by Scott Sugden (Acting Chair)
- Welcome and introductions
- Approval of agenda
  - MOVED: R. Pettit SECONDED: K. Stobart
  - CARRIED
- Approval of previous meeting minutes (November 28, 2024)
  - MOVED: K. Keats SECONDED: R. Pettit
  - CARRIED
- Election of New Chair: Leaving open until next meeting when a final decision can be made.
- Business arising from past minutes:
  - Update: 3<sup>rd</sup> Party (Facilities) Agreements- Corey has reached out to generator maintenance person and given them the list with the information on the community hall locations. Having challenges identifying types and models of generators and will work with Brigitte on filling in gaps of information. Photographs may be required to

- confirm accuracy of information. Corey would like to connect with facility operators, to gain access to their property and complete these inspections. Fuel invoices are coming in for some of the generators, need to be cognizant of these costs. Obligated to pay a percentage of the fuel throughout the year, based on the expired agreements. Need to review auto start on generators as well, as may be going through fuel unnecessarily. Re Internet and phone lines - still working out details but don't anticipate any issues with these at this time.
- Jollette Schenk, Electoral Area Emergency Services Coordinator has left for another position and a competition is being run to find a replacement this role.
  - Galiano Island evacuation routes and rezoning - working with Island Trustees regarding emergency routes through properties without re-zoning. Can work directly with property owners. 90% of the map is workable but some routes are not shown and could be good alternatives. Working on a new map with new routes on S. Galiano. Will be sent shortly.
  - Telus and 911 repairs on Saturna - need assistance from the CRD regarding coverage in Eastern area, to assure the residents there is 911 coverage. 911 landlines are critical due to spotty cell phone coverage. Repairs to line required. Corey to connect with P. Brent to see if he can assist with this. South Island Net may be an option that does provide better service. Starlink is another option.
  - Crest radio system on Saturna - void areas on the Island are hidden behind elevation and cannot receive a signal. Solution is required for better service. Crest is aware of the issue but holding back on further towers due to costs. Need to reach out to Crest to get more information and have a stakeholder meeting. Will reach out to Chris Vrabel, Manager, Fire Services to begin this conversation.
  - CRD Director's report- n/a
  - Chair's report- n/a
  - CRD Protective Services report – C. Anderson
    - Better Impact, a volunteer management software, is being worked on currently and will help with tracking emergency program volunteers, including training, years served, insurance, etc.
  - Area Emergency Management Lead report- B. Prochaska
    - Hel a Christmas Holiday luncheon for senior volunteers at Canoe Cove. It was well attended and enjoyed.
    - Continuing mini training for ESS, focusing on 1-to-1.5-hour blocks to cover main aspects of a Reception Centre, such as *Meet and Greet*, *Registration & Referrals*, *Pet Care*, etc. Working on similar training for Island Emergency Operations Centres (EOC's).
    - EOC Essentials and Logistics training offering by CRD which several SGI volunteers will be attending.
    - ESS Lead is busy working on updating inventory at Reception Centres, working with local teams to replace expired or missing items.

- Recruiting for new ESS Coordinator on Pender Island.
- Drafting training and events schedule for 2025 with focus on evacuation.
- Article going in AQUA Magazine with cover and story focusing on Emergency Programs in SGI and Salt Spring and how they are powered by volunteers
- Cooking demos being offered with a focus as well on Emergency Preparedness.
- The entire Emergency Program will miss Jolette.
- SGIEP finance report- B. Prochaska
  - Draft year end summary not available yet but will be shared at next meeting.
  - Question asked by Commissioner Quinn regarding authority on who can make decisions regarding budget spending on the individual islands and if an island LEMR can have any discretion around this and what can be spent. Brigitte and the CRD are responsible for these budgets but smaller expenses around meeting and supplies expenses are acceptable for a LEMR to decide on. Everything on the Saturna LEMR recommendation list for purchase was approved and purchased by Brigitte. As these are volunteer positions, it does not work to put this responsibility on the island LEMRs, but they should reach out to Brigitte with requests or recommendations.
- Other Business
  - Review of Commissioner terms of service- Brigitte working on getting handle on status of commissioner terms. Commissioner whose terms expired in December 2024 and need to confirm who is signing on for another two-year term are: Scott Sugden (renewed), Steve Cropper (renewed), Adrian Hansen (renewed), Brenda Clairo, Kerry Keats (renewed)
  - Juan de Fuca volunteer suggested a newsletter- would SGI Emergency Program be interested in contributing to this letter.
- Correspondence- n/a
- Next meeting – Wednesday, March 19, 2025, at 0900hrs. Location: Mary Winspear Centre (weather permitting)

**Adjourned**



## SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

### MINUTES

**Date:** Wednesday, March 19, 2025

**Place:** Mary Winspear Centre, Sidney and Zoom

**Present:** Wayne Quinn (Saturna), Roger Pettit (Galiano), Chief Kyle Stobart (Mayne), Stephen Cropper (Mayne), Wynn Lewis (Piers), Triana Newton

**CRD Staff:** Corey Anderson, Brigitte Prochaska, Jennifer Carvill

**Regrets:** Scott Sugden (South Galiano), Paul Brent (Director), Adrian Hanson (Pender), Kerry Keats (Piers)

- Call to order
- Welcome and introductions
- Approval of agenda
  - MOVED
  - CARRIED
- Approval of previous meeting minutes (January 15, 2025)
  - MOVED
  - CARRIED
- Business arising from past minutes:
  - Update: 3<sup>rd</sup> Party (Facilities) Agreements- CRD has acquired a Facility Agreement template that the CRD Legal team has preliminarily reviewed and approved. This agreement template will be used for all the facility agreements for the Southern Gulf Islands, and work will begin to create each agreement to be reviewed and then put through the CRD Legal stamp approval process for final review. Any generators or sea cans will be accounted for in an additional Schedule attached to the corresponding agreement. Also underway is the work to catalogue all generators on the islands and establish a cost estimate and schedule for regular maintenance. It has proved challenging to acquire the accurate make and model information needed by the maintenance company, so we have requested Mid Isle Marine to provide an

estimate on an exploratory trip to each island to catalogue and further estimate continuous maintenance costs for all the units.

MOTION: To proceed with the estimate and hire Mid Isle Marine to conduct an exploratory trip to each island to catalogue the units and provide a further maintenance cost estimate and schedule.

CARRIED

- Galiano Island evacuation routes and rezoning- Chief Sugden has provided the preliminary mapping which has been sent to CRD Real Estate to review. An update on progress will be provided at the next commission meeting.
- Telus and 911 repairs on Saturna- Corey spoke with a technician in our JDF electoral area and he said there is not a lot of active investment in phone lines anymore. Telus rep to be contacted asking for more information.
- Crest radio system on Saturna- Corey will speak with Chris Vrabel, Manager, Fire Services regarding Crest radios to get more information.
- CRD Director's report- n/a
- Chair's report- n/a
- CRD Protective Services report – C. Anderson and J.Carvill
  - The CRD is working on a 3-year Corporate Training Plan that will detail courses and exercises conducted over the next few years. This training will be made available to all Emergency Program volunteers.
  - The CRD has applied for the Emergency Support Services (ESS) Grant through the Union of British Columbia Municipalities and will hear if this is approved by mid-April. This funding will support training, exercises, and other ESS activities across the three electoral areas.
- Area Emergency Management Lead report- B. Prochaska
- SGIEP finance report- B. Prochaska
- Other Business- n/a
- Correspondence- n/a
- Next meeting – TBD (may be adjusted due to the SGI Resiliency Grant deadline).

**Adjourned**



## SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

### MINUTES

**Date:** Wednesday, October 1st, 2025

**Place:** Mary Winspear Centre, Sidney and via Zoom

**Present:** Wayne Quinn (Saturna), Roger Pettit (Galiano), Chief Scott Sugden (Galiano), Chief Kyle Stobart (Mayne), Asst Chief Adrian Hanson (Pender), Stephen Cropper (Mayne), Wynn Lewis (Piers), Rob Fenton (CRD Alt Director), Triana Newton (Sidney)

**Regrets:** Ian Hayward (Saturna), Kerry Keats (Piers), Rob Fawcett (CRD Director Alternate)

**CRD Staff:** Corey Anderson, Jennifer Carvill, Brigitte Prochaska

- Call to order by Stephen Cropper (Chair)
- Welcome and introductions
- Approval of agenda
  - MOVED: Rob Fenton SECONDED: Roger Pettit
  - CARRIED
- Approval of previous meeting minutes (June 4, 2025)
  - Minutes tabled to next meeting
- Business arising from past minutes:
  - 3rd party Facilities Agreements. Approved (by legal) template now drafted for SGI; sea can agreements are drafted as well. Generators, and phone/internet contributions are being worked on now and are waiting for Legal to approve. The main Facilities Agreements may have generator and sea can agreements included as a schedule.
  - The suggested annual fee for internet and phone is \$600 a year per facility so that everyone receives an equal amount.
  - Assessment of RC generators: Mid Isle Marine is ready to go out this week and is making a schedule with Brigitte. They will determine where the generator is in its life cycle, and what maintenance is needed.
  - Frustration was expressed at the long wait for the Facilities Agreements to be completed. Jennifer will send out the draft of the FA and sea can schedule without the generator component (not finalized).

- Galiano Evacuation Routes and Rezoning - Real Estate is starting to think about costs at their end, once they decide on priorities for routes on the island. Will start at the north end. A list of priorities will be given to Jennifer at end of week.
- CRD Director's report - no report. Rob Fenton will take over as 2<sup>nd</sup> Commissioner for Pender, filling the seat vacated several months ago by Brenda Clairo.
- Chair's report - n/a
- CRD Protective Services report – Corey Anderson
  - The 2026 draft budget has been circulated to the Commissioners and there is nothing to add at this time.
  - In mid-October, the Integrated Water Team will be doing an in-house dam emergency exercise. Scenario will be a compromise to the Buck Lake dam on Pender. There is no need to interact with Pender Island Emergency Program at this time although there may be a joint exercise in the future.
  - A discussion on the communications side of Emergency Management: who we would communicate with and when; do we have the mechanisms to effectively do that; do we need new technologies, like Starlink; when do we need the Emergency Comms team to come in and support? There are regular tests of each radio room weekly, and of the system's equipment and protocols.
  - It was noted that portions of Galiano and Saturna don't have cell service, so Alertable is of limited use. They are looking at a Tesla phone, which comes with internet. Saturna has problems with Telus – Corey reached out to Suzanne Weber at EMCR to escalate, but has heard nothing back. Telus is not fixing problems, even in neighbourhoods without cell service.
  - It was noted that the Dashboard is useful but it's hard to navigate the CRD site to find. Jennifer will explore putting it on the home page.
- SGIEP finance report- B. Prochaska
  - Looking at 1.8% increase. Getting elimination of many cost centres restored for 2025 has made it easier to track what is being spent in which area. Money was taken out of the reserve account for purchase of sea cans and \$25K to start populating them with emergency supplies. The supplies have not been purchased yet; waiting for location of sea cans to be finalized.
- Area Emergency Management Lead report- B. Prochaska
  - The Emergency Program reduced activities over summer months to give volunteers a bit of a break – but maintained response readiness. It is now ramping up again.
  - Dashboard – CRD has created postcards with bar codes and link info for both Dashboard and Alertable. They will be distributed to residents via mail drop after the postal strike. Dashboard has been promoted on social media and via full page ads in all island print publications.
  - Better Impact – CRD has purchased this software to manage volunteers. There are over 400 volunteers in the SGI program, with about 1000 in all three Electoral Areas. Jennifer will do a presentation about Better Impact at the next meeting.
  - ShakeOut is coming up on Oct. 16. There will be a big social media push to get community engagement. ShakeOut is doing a free public webinar, called “Ask-the-

- Experts: Earthquake Webinar for Everyone” on Oct. 15 at 7pm. It will be promoted by CRD Comms and the emergency programs. Corey will try to put it on Dashboard.
- Earthquake tabletop exercises on each island will run between ShakeOut and mid-November. The scenario will be a 7.2 earthquake, and first responders and health clinics will be invited to join. Building on that, another exercise next year will include community leaders, schools, the Chamber of Commerce, grocery stores/gas stations and other community leaders who would play a role in an earthquake response.
  - The CRD is offering great training opportunities which have been opened up to our volunteers, targeting senior EOC staff and LEMRs. There will be a Scribe training course in November.
  - There is a new RCMP detachment commander, Kim Graham. She met with Pender LEMRs and Area EML/DEML for an orientation to the Emergency Programs on the islands.
  - ESS – The Canadian Red Cross has offered free N95 masks to communities. A few thousand were ordered last year and put in storage. The same amount, hopefully enough for every resident in the SGI, will be ordered this year to add to the sea cans.
  - There is a Group Lodging training course on Oct. 7 which is available to all Electoral Areas thanks to grant funding. Two thirds of attendees are from SGI. Working on improving Group Lodging capabilities – we have cots, blankets, and supplemental supplies which will go into sea cans.
  - 2 ERA training sessions were conducted by an EMCR expert.
  - There is new ESS grant funding for the three Electoral Areas. Ours was \$15K, and the Group Lodging training costs came out of that grant.
  - We are buying one water filtration system for each island, and it will go in the sea can. This is a sizeable unit that can purify a water supply to drinking standards. We want to build on that, so may buy a new unit every year. Hoping for another ESS grant next year.
  - There were two house fires over the summer, one on Pender, one on Saturna, both requiring Level 1 support. More lessons learned around ERA.
- SGIEP finance report - B. Prochaska – As circulated.
  - Correspondence- n/a
  - Next meeting – **Wednesday, Nov.19, 2025, at 0900hrs.** Location: Mary Winspear Centre (weather permitting)

**Adjourned**



## SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

### MINUTES

**Date:** Wednesday, November 19th, 2025

**Place:** Mary Winspear Centre, Sidney and via Zoom

**Present:** Wayne Quinn (Saturna), Chief Scott Sugden (Galiano), Roger Pettit (Galiano), Rob Fenton (Pender), Steven Cropper (Mayne), Wynn Lewis (Piers), Kerry Keats (Piers), Triana Newton (Sidney), Rob Fawcett (CRD Director Alternate)

**Via Zoom:** Ian Hayward (Saturna), Chief Scott Sugden (Galiano)

**CRD Staff:** Jennifer Carvill, Brigitte Prochaska

**Regrets:** Chief Kyle Stobart (Mayne), Adrian Hanson (Pender), Cory Anderson (CRD)

- Call to order by Stephen Cropper (Chair)
- Welcome and introductions
- Approval of agenda
  - MOVED: ?
  - CARRIED: Rob Fenton
  
- Approval of previous meeting minutes (October 1st, 2025)
  - MOVED: Triana Newton
  - CARRIED: ?
  
- Business arising from past minutes:
  - Facilities agreements: Drafts for Saturna were circulated to Commissioners after last meeting. Since that time final version has been received from CRD Legal which includes the sea can and generator components. This version was sent out to Saturna and Galiano Commissioners. Next steps are to set

up a meeting between those Commissioners, CRD and SGI EML to ensure all details are captured before a meeting with facilities reps. Mayne and Pender agreements will be ready shortly. Generator clause not yet complete. Mid Isle Marine (on Salt Spring) completed their generator inventory assessments and are working on a quote for maintenance and replacement. Because some generators are very large, Mid Isle had to outsource to the mainland. Once quote/estimates received, CRD will prepare a budget. Some discussion ensued about site prep and power hookup. The question was asked whether CRD Fleet can service these generators. Unlikely for those that are not CRD owned and Fleet not able to assess or repair electrical components. Jennifer to confirm with Fleet what they can provide.

- CRD Director's report: nothing to report
  
- Chair's report:
  - attended the Mayne Island Earthquake tabletop exercise, which is being held on all the islands in the fall. The exercise was very well received with excellent participation and discussion.
  - Expressed hope for more public information sessions in future – perhaps quarterly?
  - As Chair is also D-ERC for SGI EP, offered assistance to Corey Anderson with development of CRD Communications Plans.
  
- CRD Protective Services report – J. Carvill
  - Focus had been on building up ESS but is now shifting to Radio and Disaster Communications for 2026. During EML summit last week with SGI, SSI and JDF Emergency Management Leads it was agreed that a Communications Roundtable should be re-established with the Communications teams from those electoral area emergency programs and CRD HQ radio room members. These may be quarterly.
  - Further to building resilience in the HQ radio room, CRD is creating jump kits to provide members with portable equipment should a disaster strike when they are at home.
  - For 2026, will be reviewing the Response Plans for the electoral areas (last updated in 2013). Corporate Plan recently completed so will use that structure but make it EA specific. Will be looking for input from the Commission.
  - Also working on the Evacuation Route Planning project, thanks to a grant from UBCM (provincial). This will include updating the public (island specific) household evacuation guides and well as island mapping (including route components). Question raised about also creating evacuation route signage (not covered under grant).
  - Piers Commissioner raised the use of geolocation with social media to help push out EP information, evacuation news and instructions for tourists who don't live in the area (received through algorithms). Jennifer to bring this idea forward to CRD Corporate Communications.
  
- Area Emergency Management Lead report: B. Prochaska

- Fall exercise this year was tied to the annual GREAT BC SHAKEOUT event in October. Tabletop exercise focused on a major 7.2 earthquake in our region, thus impacting all our islands at the same time. Invites extended to senior members of 5 islands emergency programs as well as first responder agencies. Very good attendance at each with positive feedback. Hot wash followed each exercise with comments and ideas to be captured in summary after action reports. Looking to build on this exercise next fall (phase 2) with next level tabletop exercises that includes participation from business and community leaders. Also a great opportunity to promote engagement on business continuity planning.
- Spending has begun on \$13,000 UBCM Emergency Support Services grant in support of Reception Centre and Group Lodging needs, various ESS training needs as well as ESS t-shirts and other swag. Purchases must be completed by April of 2026. Future grants will allow us to continue to build up our ESS inventory.
- Due to heavy demand of ESS Lead position, it will be split in two with a search to be launched for a Deputy ESS Lead. This new position to be posted in the coming weeks.
- Piers and Saturna will be receiving Starlink Mini satellite service on a trial basis to conduct aid us in testing for communications viability for all islands.
- Work continues to input volunteer information into Better Impact volunteer software.
- Invite extended to Commissioners for our annual Christmas party luncheon at Canoe Cove in early December. Invites also extended to LEMRs, ESSCs, NHP Coordinators, Communications and their deputies. Other EP volunteers are recognized through gifts or volunteer appreciation events on their respective islands.
- SGIEP finance report:
  - Will be doing island by island budget reviews as we approach year-end to determine any additional needs that their cost centres can still accommodate.
  - Financial summary to the end of October, 2025 was circulated.
- Other Business
  - Score Card – is it viable for the SGI Emergency Program?
  - Recognition of the tremendous work being done by BC Hydro during power outages to restore service.
- Correspondence- n/a
- Next meeting – Wednesday, January 21st, 2026, at 0900hrs. Location: Mary Winspear Centre (weather permitting)

**Adjourned**

## Meeting Minutes

### Surfside Park Estates Water Service Committee

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Thursday, October 23, 2025

2:00 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

L. Vallee (Chair), K. Wall (Vice Chair), P. Brent (EA Director), W. Mulvin (EP)

**STAFF:** J. Starke, Senior Manager, Southern Gulf Islands Administration; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; J. Kelly, Manger, IWS Capital Projects; L. Xu, Manager, Local Services and Corporate Grants; M. Lagoa, Deputy Corporate Officer (EP); M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 2:00 pm.

#### 1. Territorial Acknowledgement

P. Brent provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by K. Wall, SECONDED by P. Brent,  
That the agenda for the Surfside Park Estates Water Service Committee meeting  
of October 23, 2025 be approved.  
CARRIED**

#### 3. Adoption of Minutes

3.1. [25-1140](#) Minutes of the Surfside Park Estates Water Service Committee meeting of June 26, 2025

**MOVED by P. Brent, SECONDED by K. Wall,  
That the minutes of the Surfside Park Estates Water Service Committee meeting  
of June 26, 2025 be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

Chair Vallee thanked staff for their work to distribute and administer the recent petition to authorize a loan for system repairs.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Commission Business

### 6.1. [25-1139](#) Senior Manager's Verbal Update

D. Robson presented Item 6.1. for information. Staff advised that the minimum requirements for the petition to authorize a loan to complete water system repairs were not satisfied, therefore the loan will not be authorized. A communication plan is being created to share the results with the community.

Discussion ensued regarding:

- options to best convey information to the community
- alternative methods to achieve necessary system repairs
- issues with filter media sticking to the tank wall have been reported and staff are working to mitigate future issues

### 6.2. [25-1040](#) Surfside Park Estates Water Service 2026 Operating and Capital Budget

L. Xu presented Item 6.2.

Discussion ensued regarding:

- amending the budget is necessary as the debt will not be incurred
- building capital reserves in order to reduce potential borrowing in the future

**MOVED by L. Vallee, SECONDED by P. Brent,**

**That the Surfside Park Estates Water Service Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:**

- 1. amend the Surfside Park Estates Water Service 2026 Operating Budget by**
  - a. proposed Municipal Finance Authority (MFA) Debt servicing costs to be transferred to capital reserve fund in 2026 through 2030; and**
  - 2. amend the Five-Year Financial Plan with the following changes:**
    - a. 24-01 - change Debt to Grant and change 2026/2027 to 2027/2028;**
    - b. 25-01 - change Debt to Grant and change 2026/2027 to 2027/2028; and**
  - 3. approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Surfside Park Estates Water Service as amended.**

**CARRIED**

### 6.3. [25-1136](#) Capital Projects and Operational Update - October 2025

J. Kelly, D. Robson and S. Henderson presented Item 6.3. for information.

Discussion ensued regarding the introduction of support staff for committee administration moving forward.

## 7. Notice(s) of Motion

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by L. Vallee, **SECONDED** by K. Wall,  
That the Surfside Park Estates Water Service Committee meeting of October 23,  
2025 be adjourned at 3:05 pm.  
**CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recorder

## Meeting Minutes

### Wilderness Mountain Water Service Commission

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Tuesday, October 28, 2025

9:30 AM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

D. Pepino (Chair), P. Twamley (Vice Chair), A. Wickheim (EA Director), J. Wilson

**STAFF:** S. Henderson, General Manager, Electoral Area Services; S. Irg, Senior Manager, Water Infrastructure Operations; I. Lawrence; Senior Manager, Juan de Fuca Administration; L. Xu, Manager, Local Services and Corporate Grants; J. Dorman, Committee Clerk (EP); M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 9:30 am.

#### 1. Territorial Acknowledgement

Chair Pepino provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by J. Wilson, SECONDED by A. Wickheim,  
That the agenda for the Wilderness Mountain Water Service Commission  
meeting of October 28, 2025 be approved.  
CARRIED**

#### 3. Adoption of Minutes

3.1. [25-1149](#) Minutes of the Wilderness Mountain Water Service Commission meeting of June 24, 2025

**MOVED by J. Wilson, SECONDED by A. Wickheim,  
That the minutes of the Wilderness Mountain Water Service Commission meeting  
of June 24, 2025 be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

Chair Pepino noted this will be his last meeting as a member of the commission, and expressed appreciation for staff and commission members.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Motion to Close the Meeting

### 6.1. [25-1155](#) Motion to Close the Meeting

**MOVED by A. Wickheim, SECONDED by P. Twamley,**

**1. That the meeting be closed for Land Acquisition/Disposition in accordance with Section 90(1)(e) of the Community Charter. [1 item]**

**CARRIED**

**MOVED by J. Wilson, SECONDED by A. Wickheim,**

**2. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]**

**CARRIED**

**The Wilderness Mountain Water Service Commission moved to the Closed Session at 9:36 am.**

**The meeting reconvened at 9:41 am.**

## 7. Commission Business

### 7.1. [25-1139](#) Senior Manager's Verbal Update

S. Irg introduced the Electoral Areas Services staff, who will be the contact point for the commission going forward. It was also noted that the current boil water advisory is typical for this time of year.

Discussion ensued the impacts of the current algae bloom, which is plugging water filters and causing turbidity

### 7.2. [25-1043](#) Wilderness Mountain Water Service 2026 Operating and Capital Budget

S. Irg presented Item 7.2. for information.

Discussion ensued regarding:

- future debt estimates to fund system repairs and replacements
- cost sharing requirements to obtain a grant for repairs
- upgrades required to ensure compliance with Island Health guidelines

**MOVED by A. Wickheim, SECONDED by P. Twamley,**

**That the Wilderness Mountain Water Service Commission recommends that the Electoral Areas Committee recommend to the Capital Regional District Board that the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Wilderness Mountain Water Service be approved as presented.**

**CARRIED**

## 8. Notice(s) of Motion

There were no notice(s) of motion

## 9. New Business

### 9.1. Correspondence from Community Members

Commission members requested clarification of the proper procedure for community members to send correspondence related to the water service.

M. MacDonald advised that all commission related correspondence may be sent to CRD Legislative Services. The email address for correspondence is LegServ@crd.bc.ca. Staff will determine if a response is required by staff and ensure proper distribution and consideration by the commission.

## 10. Adjournment

**MOVED** by J. Wilson, **SECONDED** by A. Wickheim,  
**That the Wilderness Mountain Water Service Commission meeting of October 28, 2025 be adjourned at 10:14 am.**  
**CARRIED**

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Chair

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Recorder

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

**Tuesday, November 25, 2025 at 7:30 PM**

**Present:** Gary Howell, Marni Krismer, Jim Potvin, Joel Cotter, Aran Puritch, Greg Elvedahl

**Absent:**, Vern McConnell, Director Al Wickheim

**Guests & Invitees:** Art Wynans, Darren Pine, Bruce Story, Keith Vidalin, Daniel Kenway, Brian McCandless

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

Meeting called to order at 7:34pm

**1) Approval of Agenda**

**MOTION** by Marni Krismer, **SECONDED** by Joel Cotter that the agenda be accepted as presented. **CARRIED**

**2) Approval of previous meetings' minutes**

- **MOTION** by Gary Howell **SECONDED** by Greg Elvedahl that the minutes of October 21, 2025, be accepted. **CARRIED**
- **MOTION** by Gary Howell **SECONDED** by Jim Potvin that the minutes of the AGM on October 26, 2025, be accepted. **CARRIED**

**3) Fire Chief's report** – presented by Art Wynans

a) Incidents:

- i) Fire response to private home on Durrance Rd on November 24. Grateful to Saanich for their rapid and effective response to our request for mutual aid. Our crews were approximately 4 hours on scene. Continuous water supply was successfully established from Durrance Lake.
- ii) House Mark Lane has new alarm system which has generated several false alarms – will work with homeowner to remedy.

b) Recruitment – local recruiting numbers still light, however, two new juniors (younger than 20 years old) recently joined.

c) Budget – finished the year under budget operationally; surplus will be redirected to capital.

d) Grants – a 2026 grant request of \$30k has been submitted. Historically, these grants allow the department to improve equipment on the apparatus without impacting the operating and/or capital budgets.

e) Apparatus – an opportunity to purchase a new truck from Highlands may arise in 2026.

f) Water tanks – new sites expected in 2026. Repair required for the tennis court tank which has a puncture.

**4) Business Arising**

a) Retirements – the commission recognizes and thanks the following long-standing commissioners for their exemplary service:

- i) Joel Cotter – 14 years
- ii) Vern McConnell –

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

- b) Cell Tower (Aran Puritch) – the old cell tower was removed by Rogers on November 25. Some minor damage to commission property has occurred and will require reimbursement for repairs. The diesel generator on site belongs to the commission
- c) Finance (Gary Howell)
  - i) The rental revenue for the old cell tower for 2025 will be paid in 2026 though it has not been budgeted so any received will be surplus.
  - ii) Last February, a motion to allocate a 2024 \$70k surplus to the ERF, the CRF and to 2025 operating. The operating budget allocation was not supportable the overall result is uncertain. Gary will report on this in greater detail at the January meeting.
- d) Governance (Aran Puritch) – the proposed bylaw updates reviewed earlier in 2025 has been revised and provided for further review prior to December 19, 2025. Commissioners are asked to provide their comments directly to Aran prior to December 12.

**5) New Business**

- a) Cistern Project (Art Wynans) – the cistern installed at the intersection of the 7200 block of Mark Lane included an obligation to landscape the area around the new cistern. The homeowner expected more landscaping work and so a final \$1000 payment directly to the homeowner will be made so that he can complete the landscaping to his own satisfaction. This payment is within the budgeted scope of the project.
- b) Hot water tank replacement (Art Wynans) – a new tank has been purchased for ~\$900 and will be installed using local labour at a discounted rate (estimate \$200-300).
- c) Building Upgrades and Maintenance (Aran Puritch) – a number of capital improvements are needed for the safety and maintenance of the commission properties.
  - i) Open building maintenance items:
    - (1) Some building roof leaks have been reported
    - (2) The heat pump drain needs to be redirected
    - (3) Replacement gutters – Jim Potvin will get additional quotes for the same scope as Art has identified.
    - (4) The loose stone step in the pathway needs be repaired. *Aran will request guidance from the CRD.*
    - (5) Additional upgrades / maintenance items require review – a list will be compiled from the various sources, including:
      - (a) Removal of the woodstove from the hall.
      - (b) Hall accessibility upgrades.
  - ii) A service contract for the diesel generator needs to be established by the contract in the new year.

**6) Hall Report – *nothing to report***

**7) Adjournment**

**MOTION** by Marni Krismer to adjourn the meeting at 9:43pm. **CARRIED**

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

**Tuesday, January 27, 2026 at 7:30 PM**

**Present:** Gary Howell, Jim Potvin, Keith Vidalin, Aran Puritch, Bruce Story, Director  
Al Wickheim

**Absent:** Greg Elvedahl

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

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

**Meeting called to order at 7:29pm**

**1. Approval of Agenda**

**MOTION** by Bruce Story, **SECONDED** by Jim Potvin that the agenda be accepted as presented. **CARRIED**

**2. Approval of previous meetings' minutes**

**MOTION** by Vern McConnel, **SECONDED** by Gary Howell that the minutes of November 25, 2025, be accepted. **CARRIED**

**4. Business Arising**

**1. Budget Surplus**

**MOTION** by Gary Howell **SECONDED** by Al Wickheim that the 2025 budget surplus of \$26,710 be allocated to a \$10,906 carry forward to 2026 and \$15,804 to the Capital Reserve Fund. **CARRIED**

**2. Keyless Entry**

Aran has purchased a lock but having trouble with internet at the hall. Final attempt will be to install a new Wi-Fi router just for the lock.

**3. Roof/Gutter Repairs**

Jim circulated a quote from Network exteriors with options for gutter installation.

**MOTION** by Aran Puritch to spend up to \$4500 from the capital replacement fund and proceed with Network Exteriors for Option 3 and 4 from the Jan 14 quote to install 6” gutters with downspouts and gutter guards. **CARRIED**

#### 4. Step Repair

The broken step still needs repairing. Aran suggested we proceed with the basic repairs as replacing the steps is a much larger project that can be pursued as a separate initiative.

**ACTION:** Aran to work with Bruce on repairing the broken step.

#### 5. Cell Tower

##### 1. Project Closure

Aran reported that the site remediation is complete aside from the building damage.

**ACTION:** Aran to follow-up through existing email chain with project team.

##### 2. Building Damage

The building damage falls under @emil.khamidullin villamar.ca and the Villamar team.

**ACTION:** Aran to follow-up with Emil.

##### 3. Generator

Vern has concerns about the generator still being used by new tower but without a contract in place. We need Rogers to either (option 1 or 2)

1. Remove all cables to the generator and acknowledge that they no longer own the generator or have use of it.

2. Sign the contract that we drafted in September 1, 2024 where Rogers will continue to maintain and use the generator.

**ACTION:** Aran to seek closure on the generator situation.

## 5. New Business

1. Commission Roles

Al asked for nominations for chair. Aran nominated himself for chair.

**Chair: Aran Puritch Nominated: Elected**

Al asked for nominations for vice-chair. Vern nominated himself.

**Vice-Chair: Vernon McConnell Nominated: Elected**

2. Gym Doors Replacement

Jim reported on a proposal for a contractor to replace the doors. Jim will be following up with the contractor for a quote.

3. Kitchen Renovation Proposal

Discussion about a community association letter proposing a kitchen renovation in the hall. Aran advised Daniel Kenway that he should relay to the community association that a specific proposal should be submitted to the Fire and Rec.

4. Wood Stove Removal

Aran asked for consensus to approve removal of woodstove due to safety concerns. A fire department member has offered to remove the stove. No objections for removal.

**ACTION:** Aran to follow-up with fire department member for removal.

5. WPCA Committee for Grant Writing

Jim relayed a community association outreach for interest/help in writing grants.

## 6. Fire Chief's Report

Chief Wynans reported on the following:

- A new grant request and that we should be informed by next meeting if we won. This would offset some operational budget demands.
- No foreseen shortcomings with existing operation budget.
- Doing a good job of consuming budget for things like cleaning services.
- Noted that the annex now appears to be rodent proof thanks to new doors and insulation.
- New turnout gear planned to be purchased in the early part of 2026.
- First Due being used to track fire department assets
- Plan to purchase a new data projector to replace the aging one installed today
- Training going well. 4 members getting air-brake endorsements  
4 members on track to get exterior operations by end of this year.
- CRD performing regular scheduled maintenance of trucks with some specialized maintenance from Saanich.
- Matt Mercer from 4 winds and Associations conducted an audit of electrical usage for the fire and community hall. Report expected in April that will highlight areas of improvement. This could be used to support grants.
- Plan to install two new 5000-gallon tanks in community this year. There may be a request

## 7. Hall Manager Report

No report received from hall manager

## 8. Adjournment

Meeting adjourned at 9:40 with all agenda items