



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, May 13, 2026

10:00 AM

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

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

Guest: Director M. Little

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [26-0459](#) Minutes of the Electoral Areas Committee meeting of April 8, 2026

Recommendation: That the minutes of the Electoral Areas Committee meeting of April 8, 2026 be adopted as circulated.

Attachments: [Minutes: April 8, 2026](#)

4. Chair's Remarks

5. Presentations/Delegations

5.1. [26-0476](#) Presentation: Brodie Guy, Chief Executive Officer, Island Coastal Economic Trust; Re: A New Vision for Sustainable Finance in Coastal BC

Attachments: [Presentation: Island Coastal Economic Trust](#)

6. Committee Business

- 6.1.** [26-0456](#) Bylaw No. 4757 - Amendment to Expand Shirley Fire Protection Local Service Area to Include a Section of Highway 14
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4757, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 4, 2026", be introduced and read a first, second, and a third time;
(NWA)
 2. That Bylaw No. 4757 proceed to obtain participating area approval by way of Electoral Area Director consent on behalf; and
 3. That Bylaw No. 4757 be submitted to the Inspector of Municipalities for approval.
(NWA)
- Attachments:** [Staff Report: Bylaw No. 4757 - Amendment to Bylaw No. 1927](#)
[Appendix A: Map of Proposed Shirley Fire Prot'n Svc Area Amendment](#)
[Appendix B: Bylaw No. 4757](#)
- 6.2.** [26-0434](#) Bylaw No. 4749: Fulford Water Service 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 - Fulford Water Treatment Plant be received;
(NWA)
 2. That Bylaw No. 4749, "Fulford Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
(WA)
 3. That Bylaw No. 4749 be forwarded to the Inspector of Municipalities for approval.
(NWA)
- Attachments:** [Staff Report: Bylaw No. 4749: Fulford Water Service Loan Auth. Bylaw](#)
[Appendix A: Certificate of Results - Fulford Petition for Borrowing](#)
[Appendix B: Bylaw No. 4749 Bylaw Update](#)

6.3. [26-0472](#) Previous Minutes of Other CRD Committees and Commissions for Information

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

- a) Galiano Island Parks & Recreation Commission minutes of March 5, 2026
- b) Mayne Island Parks & Recreation Commission minutes of March 12, 2026
- c) Otter Point Fire Protection and Emergency Response Service Commission minutes of April 8, 2026
- d) Pender Island Parks & Recreation Commission minutes of March 9, 2026
- e) Port Renfrew Fire Protection and Emergency Response Commission minutes of January 15, 2026
- f) Saturna Island Parks & Recreation Commission minutes of February 23, 2026
- g) Southern Gulf Islands Public Library Commission minutes of January 22, 2026
- h) Sticks Allison Water Local Service Committee minutes of October 30, 2025

Attachments: [Minutes: Galiano Island Parks & Rec. Commission - Mar. 5, 2026](#)
[Minutes: Mayne Island Parks & Rec. Commission - Mar. 12, 2026](#)
[Minutes: Otter Point Fire Prot'n & Emerg Resp. Srvc Commiss - April 8, 2026](#)
[Minutes: Pender Island Parks & Rec. Commission - Mar. 9, 2026](#)
[Minutes: Port Renfrew Fire Prot'n & Emrg Resp Commission - Jan. 15, 2026](#)
[Minutes: Saturna Island Parks & Rec. Commission - Feb. 23, 2026](#)
[Minutes: SGI Public Library Commission - Jan. 22, 2026](#)
[Minutes: Sticks Allison Water Local Service Committee - Oct. 30, 2025](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is June 10, 2026.

Meeting Minutes

Electoral Areas Committee

Wednesday, April 8, 2026

10:00 AM

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

PRESENT:

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

STAFF: T. Robbins, Chief Administrative Officer; S. Henderson, General Manager, Electoral Area Services; L. Jones, General Manager, Parks, Recreation and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; V. Samosan, A/Chief Financial Officer/General Manager, Finance and Technology; S. Carby, Senior Manager, Protective Services; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Smith, Senior Manager, Environmental Resource Management; J. Starke, Senior Manager, Southern Gulf Islands Administration; C. Anderson, Manager, Emergency Programs; L. Xu, Manager, Local Services and Corporate Grants; M. Mikle, Deputy Corporate Officer/Manager, Legislative Services; J. Ives, Committee Clerk (Recorder)

EP - Electronic Participation

Guest: Director Little

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

1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director McNeil-Smith, **SECONDED** by Director Wickheim,
That the agenda for the Electoral Areas Committee meeting of April 8, 2026 be approved.
CARRIED

3. Adoption of Minutes

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

MOVED by Director Wickheim, **SECONDED** by Director McNeil-Smith,
That the minutes of the Electoral Areas Committee meeting of February 11, 2026 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. 26-0425** Delegation - Jim Pine, Resident of Saanich, Re: Agenda Item 6.5.: Model Demolition Waste and Deconstruction Bylaw
J. Pine spoke to Item 6.5.

6. Committee Business

- 6.1. [26-0135](#)** 2025 Community Works Fund Annual Report
V. Samosan presented Item 6.1. for information.

Discussion ensued regarding:
- how the electoral areas have five years to spend funding from the Community Works Fund once allocated
- the possibility of new funding for infrastructure from the federal Build Communities Strong Fund
- 6.2. [26-0290](#)** 2025 Grants-In-Aid Annual Report
V. Samosan presented Item 6.2. for information.
- 6.3. [26-0361](#)** Union of British Columbia Municipalities - Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant - 2026
C. Anderson spoke to Item 6.3.

**MOVED by Director Wickheim, SECONDED by Director Brent,
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.
CARRIED**

6.4. [26-0330](#) Bylaw No. 4747: Cedar Lane Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades

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

CARRIED

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

R. Smith presented Item 6.5. for information.

Motion Arising:

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

That Environmental Resource Management staff prepare a report on the implications of applying a Demolition Bylaw, or equivalent, to Electoral Areas.

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the motion arising be amended by striking out the words "Environmental Resource Management".

CARRIED

MOVED by Director Wickheim, **SECONDED** by Director Brent,
That the motion arising be amended by inserting the words "cost and Building Code" prior to the word "implications".

CARRIED

The question was called on the main motion arising as amended:

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

That staff prepare a report on the cost and Building Code implications of applying a Demolition Bylaw, or equivalent, to Electoral Areas.

CARRIED

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

The following minutes were received 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

7. Notice(s) of Motion

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

Director Holman spoke to Item 7.1.

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

CARRIED

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director McNeil-Smith, SECONDED by Director Wickheim,
That the April 8, 2026 Electoral Areas Committee meeting be adjourned at 10:52 am.**

CARRIED

Chair

Recorder



**ISLAND COASTAL
ECONOMIC TRUST**

***A new vision for
sustainable finance in coastal BC***

Our Mandate

The Trust was founded by the Province of British Columbia to drive regional development and economic diversification across Vancouver Island and the surrounding coast.



Our Leadership

We are led and governed by locally elected leaders and community members from across the island-coast.

All MLAs, Mayors, and Regional District Chairs serve as Regional Advisors on two committees established by the Act.



Mayor Michelle Staples
City of Duncan
Boart Chair



John Jack
Chair, Alberni Clayoquot
Regional District
Board Vice Chair



Megan Hanacek
Provincial Appointee
Board Secretary-Treasurer



Mayor Vickey Brown
Village of Cumberland



Bob Chamberlin
Provincial Appointee



Vanessa Craig
Chair, Regional District
of Nanaimo



Meaghan Cursons
Provincial Appointee



Mayor Martin Davis
Village of Tahsis



Mayor Rob Douglas
North Cowichan



Colleen Evans
Provincial Appointee



Mayor Leonard Krog
City of Nanaimo



Jeraldine Marshall
Provincial Appointee



Mayor Silas White
Town Of Gibsons

A key to our model:

Regional Advisory Tables

Review projects and appoint the board:

- ✓ *Mayors of municipal governments*
- ✓ *Chairs and/or area directors of regional districts*
- ✓ *Members of the Legislative Assembly (M.L.A.s)*



ISLAND COASTAL
ECONOMIC TRUST

Significant Economic Impact

\$68 million

invested in communities

\$402 million

total investment impact

A key to our model — we are a:

Private Source of Capital

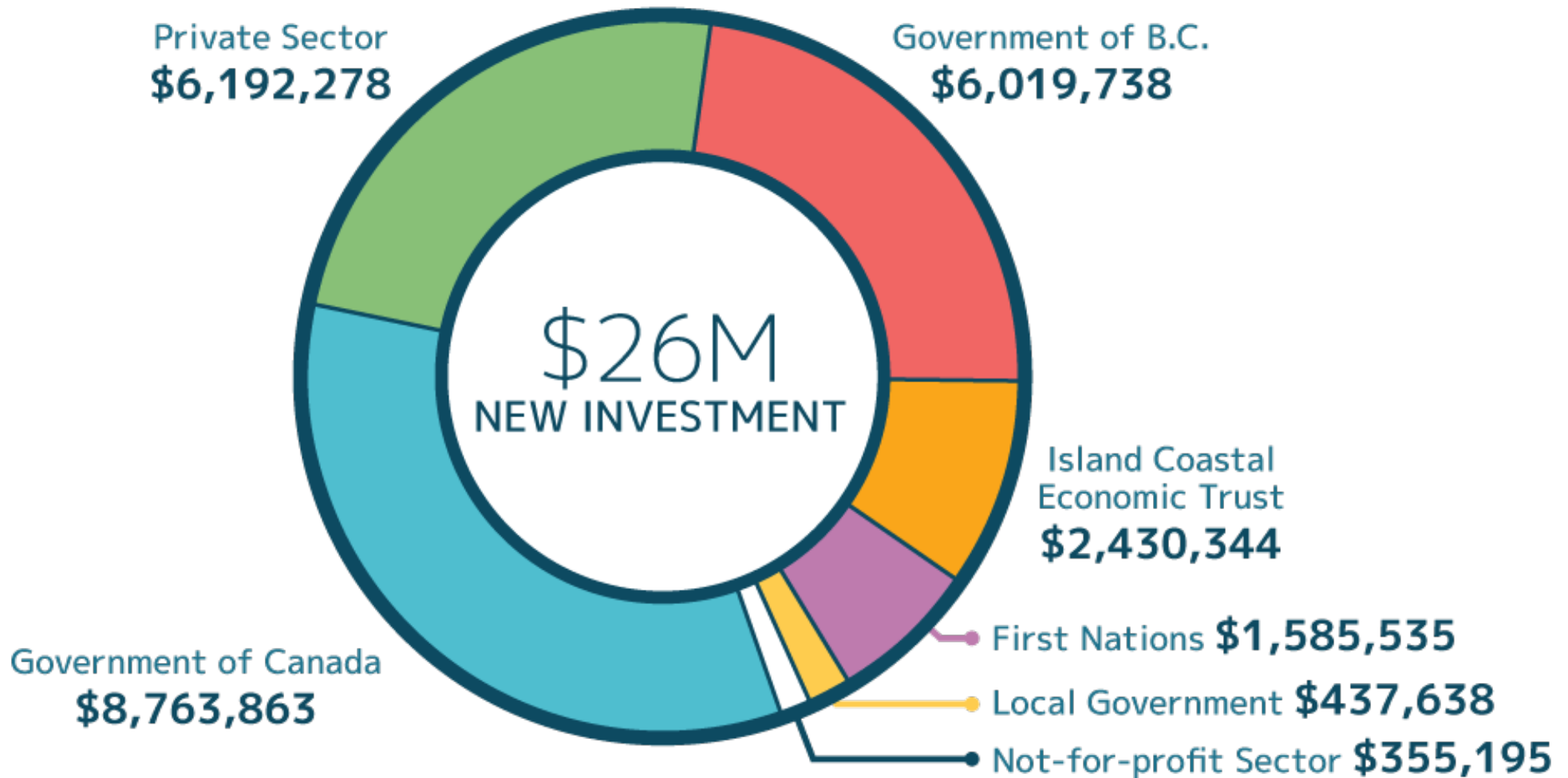
The Trust provides funding for infrastructure and start-ups as communities' own equity.

Funds are leveraged to attract private financing, public funding, and to unlock own-source revenue.

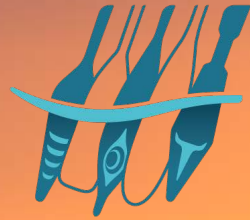


ISLAND COASTAL
ECONOMIC TRUST

Attracting New Investment



A Shared Future: 20 Year Vision for Co-Governance



Sought from the Start

The law governing the Trust has never allowed First Nations to participate in decision-making.

Mayors, Chairs, MLAs have called for inclusion of First Nations since 2006.

Three legislative reviews call for this.



2024 Contribution

In 2023, the B.C. Government announced \$10 million for the Trust, provided in 2024, enabling it to:

- ✓ *Extend its mandate for 4 years*
- ✓ *Develop relationships with First Nations with respect to co-governance.*



*Outreach and
report-sharing with
all 53 First Nations*

*Engagement with
33 First Nations*



Recommendations

100% consensus: *First Nations want to be at the Regional Advisory tables*

First Nations want autonomy to appoint their representative to a RAC – the majority indicate it will be an elected or hereditary leader



Recommendations

100% consensus: *the Trust should have a permanent base of capital to invest.*

Full consensus that the B.C. Government should make a significant investment

Funding should increase to more than \$1 million per project + smaller amounts



Local Governments

*Local governments, through their Regional Advisory Committees, have **endorsed all 9 recommendations from First Nations** to the B.C. Government.*

MLAs across the region, including Conservatives, NDP, and Greens all support.

Unprecedented consensus.



Critics fear B.C. poised to freeze \$300 million Vancouver Island development fund

Independent.
Fearless.
Reader funded.

THE TYEE



NEWS ANALYSIS CULTURE SOLUTIONS MORE ▼ SUPPORT US SEARCH Q

OPINION

There's a Path to Prosperity on BC's Coast. It's Called ICET

The province has a proven model for economic renewal and reconciliation. Will the BC NDP boost it?



Adam Olsen / 12 Aug 2025 / The Tyee

Adam Olsen, a former BC Green Party MLA for Saanich North and the Islands and a member of Tsartlip First Nation, is a regular contributor to The Tyee.

Our journalism is supported by readers like you. [Click here to support The Tyee.](#)



HOME NEWS CAREERS EVENTS MULTIMEDIA SPECIAL REPORTS

First Nations call for shared decision-making in future of Island Coastal Economic Trust

By [Olivia Thomas](#) / August 26, 2025



2026: A Pivotal Year

The Trust has been executing on its 2023 business plan for the Ministry's most recent \$10M contribution that:

Provided a short-term extension of the Trust's investments and operations

Enabled engagements with First Nations towards realizing a consensus vision for co-governance of the Trust



ISLAND COASTAL
ECONOMIC TRUST

2026: A Pivotal Year

The reality is that the Trust's final call for proposals will have to be issued in April 2027 if there is no new investment in Budget 2027.

Seeking Your Support

Without investment in 2027, we will lose the capacity to advance our shared vision of co-governance on the coast.

Our region will lose its Trust.

Local governments and First Nations are writing to the Minister requesting new investment and legislation be prioritized.

Public engagement opens this summer.



ISLAND COASTAL
ECONOMIC TRUST



ISLAND COASTAL
ECONOMIC TRUST

Thank you



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MAY 13, 2026**

SUBJECT **Bylaw No. 4757 – Amendment to Expand Shirley Fire Protection Local Service Area to Include a Section of Highway 14**

ISSUE SUMMARY

The Shirley Fire Protection and Emergency Response Services Commission recommends that the Capital Regional District (CRD) Board expand the Shirley Fire Protection Local Service Area to include a short section of Highway 14.

BACKGROUND

On October 27, 2025, the Shirley Fire Protection and Emergency Response Services Commission passed a motion recommending the expansion of the Shirley Fire Protection Local Service Area to include a portion of Highway 14, locally referred to as 'Blueberry Flats'.

Currently, the segment of Highway 14 extending from the top of Kirby Creek Hill to just west of Invermere Road lies outside the Shirley Fire Protection Local Service Area. The forested lands on the north side of the highway, and portions of the south side, are owned by Mosaic Forest Management and fall under the jurisdiction of the BC Wildfire Service. Fire response within this area, primarily for wildfire incidents, currently requires authorization from the BC Wildfire Service.

This section of Highway 14 would generally fall under Emergency Management and Climate Readiness (EMCR) for motor vehicle incident (MVI) response. However, there are limitations on the issuance of EMCR task numbers for road rescue, creating the possibility that Shirley Fire Department resources may not be authorized to attend MVIs in this area.

In the event of a motor vehicle incident resulting in debris, vehicle damage, or other hazards, the inability to respond could lead to prolonged highway closures. This presents a service delivery risk and potential liability, as the Shirley Fire Protection Local Service Area includes residential properties located along Highway 14, a residential area east of the current boundary on Invermere Road, and areas extending toward Muir Creek. A blocked highway could prevent emergency response to these surrounding areas.

Expanding the service area to include this section of Highway 14 would support timely emergency response, improve public safety, and reduce operational risk.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4757, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 4, 2026", be introduced and read a first, second, and a third time;
2. That Bylaw No. 4757 proceed to obtain participating area approval by way of Electoral Area Director consent on behalf; and
3. That Bylaw No. 4757 be submitted to the Inspector of Municipalities for approval.

Alternative 2

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

IMPLICATIONS

Financial Implications

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

Service Delivery Implications

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

CONCLUSION

Expanding the Shirley Fire Protection Local Service Area to include the identified section of Highway 14 will improve emergency response capability, reduce service delivery risks, and enhance public safety. Staff recommend adoption of Bylaw No. 4757 to support the continued effective operation of the Shirley Volunteer Fire Department.

RECOMMENDATION

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

1. That Bylaw No. 4757, “Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 4, 2026”, be introduced and read a first, second, and a third time;
2. That Bylaw No. 4757 proceed to obtain participating area approval by way of Electoral Area Director consent on behalf; and
3. That Bylaw No. 4757 be submitted to the Inspector of Municipalities for approval.

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

ATTACHMENTS

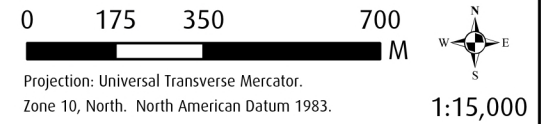
Appendix A: Map of Proposed Shirley Fire Protection Service Area Amendment

Appendix B: Bylaw No. 4757, “Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 4, 2026”

Shirley Fire Protection Service Area
Proposed Service Area Extension



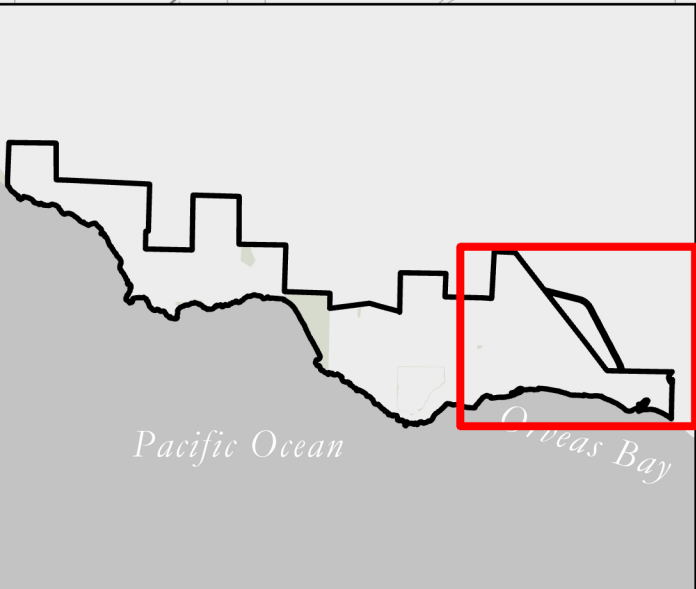
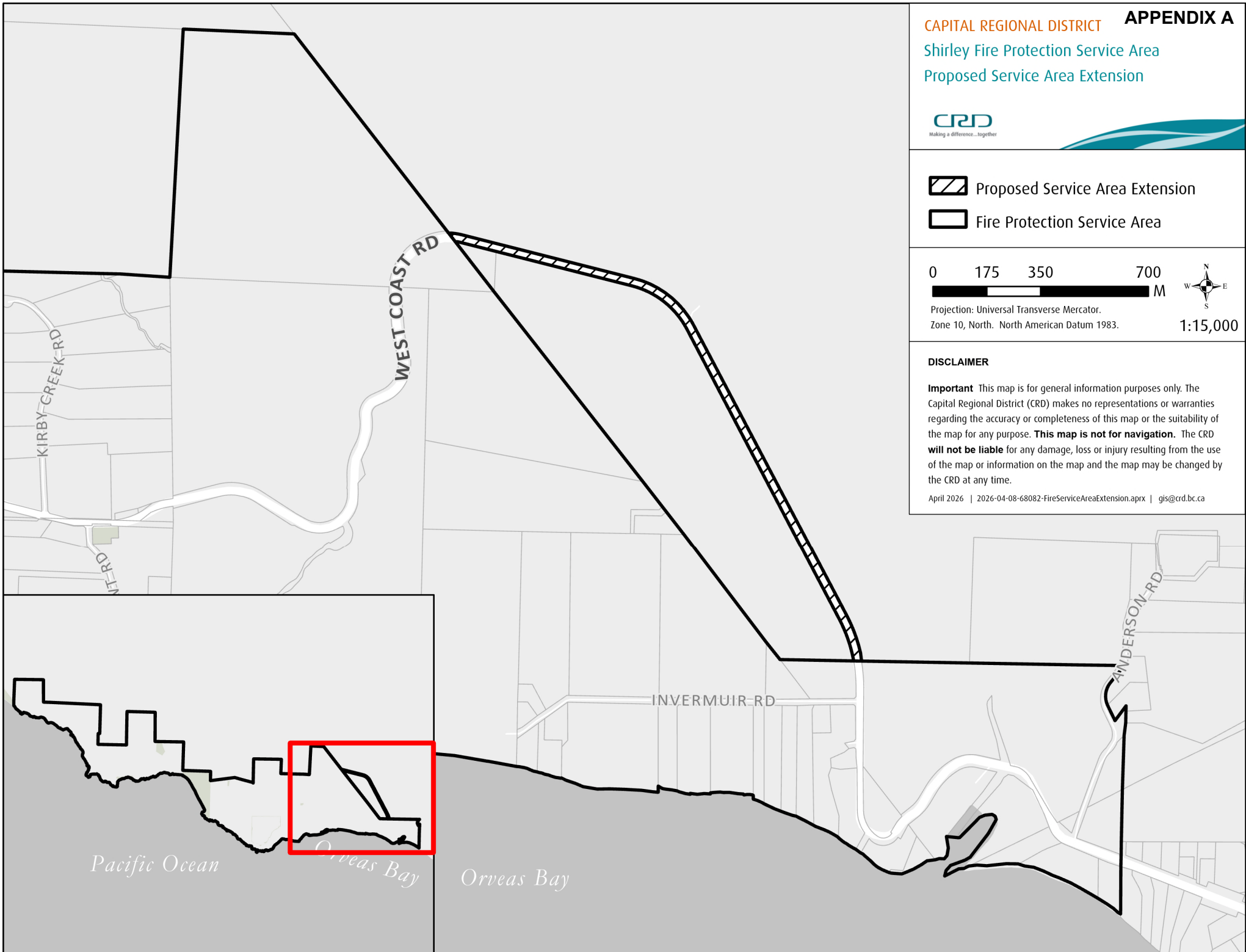
- Proposed Service Area Extension
- Fire Protection Service Area



DISCLAIMER

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

April 2026 | 2026-04-08-68082-FireServiceAreaExtension.aprx | gis@crd.bc.ca



CAPITAL REGIONAL DISTRICT
BYLAW NO. 4757

A BYLAW TO AMEND SHIRLEY FIRE PROTECTION AND EMERGENCY RESPONSE
SERVICE AREA ESTABLISHMENT BYLAW NO. 1, 1991 (BYLAW NO. 1927)

WHEREAS:

- A. Under Bylaw No. 1927, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991", the Regional Board established a service to provide fire protection service to residents of the Local Service Area (the "Service");
B. An amendment is necessary to support the operational needs of the Shirley Volunteer Fire Department; and
C. The Board wishes to amend Bylaw No. 1927 to expand the Local Fire Service Area to include a section of Highway 14, locally known as 'Blueberry Flats';

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

- 1. Bylaw No. 1927, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991" is hereby amended by replacing Schedule "A" in its entirety with the attached amended Schedule "A".
2. This Bylaw may be cited for all purposes as "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 4, 2026".

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

CHAIR

CORPORATE OFFICER

Schedule "A"

Schedule "A" to Bylaw No. 1927, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991"



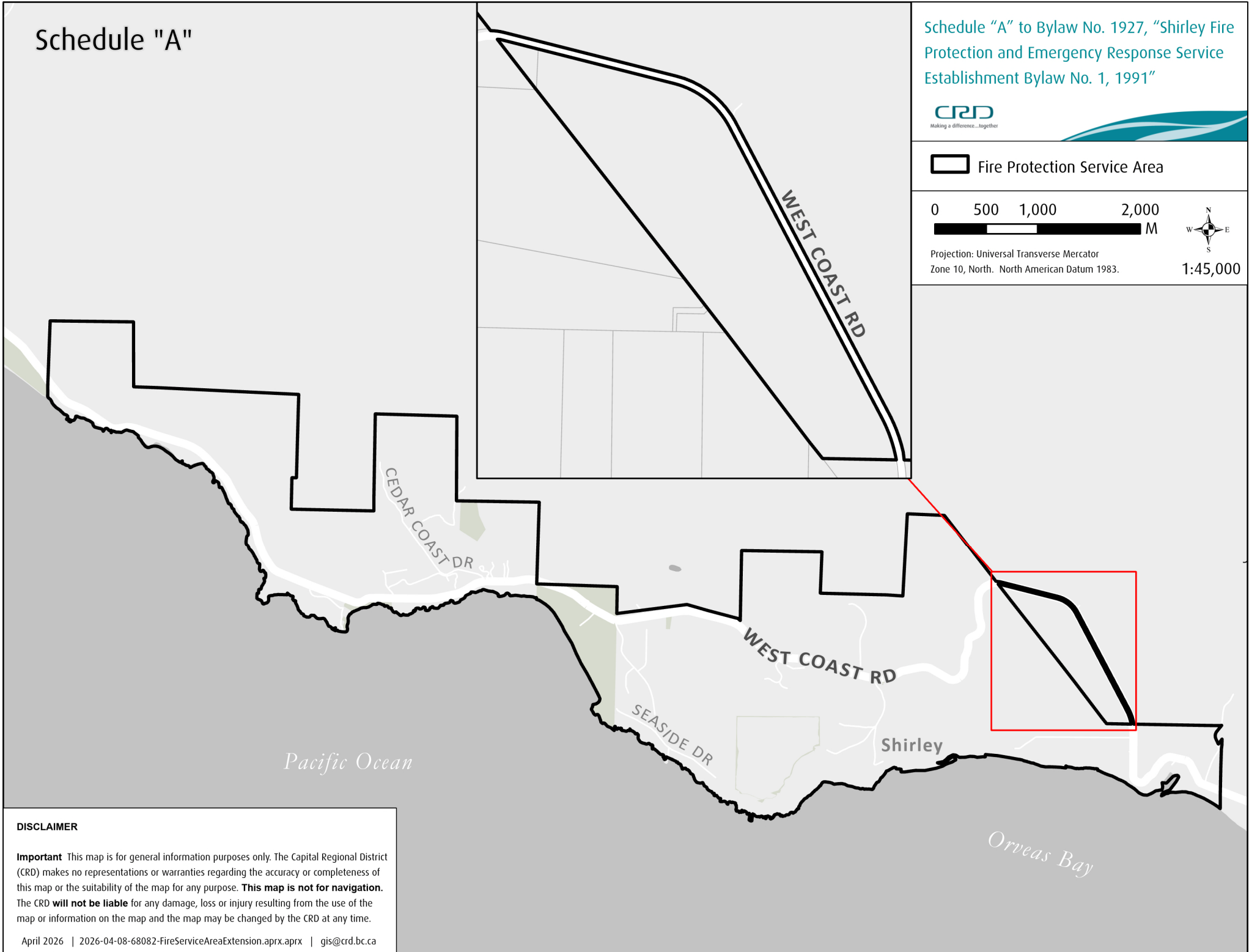
 Fire Protection Service Area

0 500 1,000 2,000
M



Projection: Universal Transverse Mercator
Zone 10, North. North American Datum 1983.

1:45,000



DISCLAIMER

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



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MAY 13, 2026

SUBJECT **Bylaw No. 4749: Fulford Water Service Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades**

ISSUE SUMMARY

To consider Bylaw No. 4749, "Fulford Water Service Loan Authorization Bylaw No. 1, 2026", for the purpose of financing the renewal and upgrades to the Fulford Water System.

BACKGROUND

The Fulford Water Treatment Plant (WTP) provides drinking water for the 102 properties in the Fulford Service area. It was constructed in 2010 after the Fulford Service joined the CRD in 2004. The utility obtains its drinking water from Lake Weston, a small lake that lies within an uncontrolled multiuse watershed outside and northeast of the service area.

The Fulford water system is primarily comprised of:

- a water treatment plant (WTP) that draws water from Lake Weston and treats it. The water is treated using a rapid mix system, flocculation, dissolved air floatation (DAF) and filters, ultraviolet disinfection, then chlorination prior to being pumped, via the distribution system to a reservoir.
- one raw water pump station
- ~4,500 m of water distribution pipe with fire hydrants, standpipes, and gate valves
- 1 water reservoir – 360 m³ (80,000 lg)
- water service connections complete with water meters to commercial properties only
- 1 pressure regulating station

Loan Authorization is required to fund the upgrades to the Fulford Water Treatment Plant to replace obsolete process and controls equipment as well as install security fencing on the reservoir.

Water Treatment Plant SCADA Upgrades - \$310,000

The main scope of work will focus on controls and automation hardware and software replacements and/or upgrades and reprogramming. The key components are defined here:

- Supervisory Control and Data Acquisition (SCADA) – Hardware components (such as a server computer) to host data, a PLC (Programmable Logic Controller), an RTU (Remote Terminal Unit) and an HMI (Human Machine Interface) for operator interface.
- Programmable Logic Controller (PLC) - hardware equipment that contains a logic program which accepts inputs and gives outputs (I/O) to control equipment. Inputs can be from sensors and timers, and outputs can be to valves, switches and alarms.
- Human Machine Interface (HMI) - allows the operator to monitor and interact with the process and equipment through the PLC. The HMI can be used for monitoring or can be for resetting or adjusting setpoints and operating parameters.

- Remote Terminal Unit (RTU) – A unit that has minor control logic and I/O terminals to feed into a PLC.

A PLC upgrade is required to provide secure, reliable communications. The current PLC and I/O cards are obsolete with no available replacements. The HMI will be replaced to allow more local and remote control. The upgrade will provide expansion capacity for communications to the Ganges server. The upgrade at Fulford WTP will provide improvements to control, communications and data acquisition, saving operator emergency call outs and emergency failures, resulting in a more reliable system with improved process oversight.

Security Fencing - \$40,000

To improve the security of the reservoir and reduce opportunities for vandalism a fence system is planned to be installed around the perimeter of the Fulford reservoir. Vandalism has been occurring at the reservoir and reservoir site which contains treated water that is distributed directly to ratepayers. Fencing around potable water plants is best practice to protect the valuable assets and ensure safe drinking supply.

The British Columbia government has developed a “Design Guides for Drinking Water Systems in British Columbia” which states that human access should be through controlled locations only and that intrusion deterrence measures (e.g. physical barriers such as fences) should be incorporated into facility designs.

The water treatment plant upgrade projects in total budget of \$350,000 will be funded by grants (\$80,000) and debt (\$270,000). A borrowing bylaw authorizing up to \$270,000 debt would enable the CRD to fully fund the projects and proceed with the work, including the SCADA upgrade to the water treatment plant (\$230k) and construction of reservoir security fencing (\$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 – Fulford Water Treatment Plant be received;
2. That Bylaw No. 4749, “Fulford Water Service Loan Authorization Bylaw No. 1, 2026” be introduced and read a first, second and third time; and
3. That Bylaw No. 4749 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. 4749) was received through a successful Petition of the property owners in the Fulford Water System in February-April 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 \$270,000 (attached as Appendix A).

Following adoption of Bylaw No. 4749, borrowings up to \$270,000 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 Fulford Water System Renewal and Upgrade projects with a total budget of \$350,000, are funded through grants and debt. As a result, borrowing of up to \$270,000 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 4.59% at the time of analysis, the estimated annual debt servicing payments are approximately \$26,489 with a 15-year amortization term. The total debt servicing payments over the debt term are estimated to be approximately \$397,340. 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.

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. 4749, "Fulford Water Service Loan Authorization Bylaw No. 1, 2026", was drafted in preparation for future borrowing to enable the construction of the SCADA upgrades project and construction of reservoir security fencing in the Service's five-year (2026-2030) capital plan. A successful petition process has been completed with the rate payers of Fulford water service 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 – Fulford Water Treatment Plant be received;
2. That Bylaw No. 4749, “Fulford Water Service Loan Authorization Bylaw No. 1, 2026” be introduced and read a first, second and third time; and
3. That Bylaw No. 4749 be forwarded to the Inspector of Municipalities for approval.

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

ATTACHMENTS:

Appendix A: Certificate of Results - Fulford Petition for Borrowing

Appendix B: Bylaw No. 4749, “Fulford Water Service Loan Authorization Bylaw No. 1, 2026”



Making a difference...together

CORPORATE OFFICER’S CERTIFICATION
FULFORD 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 Fulford Water Treatment Plant in relation to the service established under the Capital Regional District Bylaw No. 3202, “Fulford Water Service Establishment Bylaw No. 1, 2004”.

Parcels	
102	Total parcels
51	50% requirement
65	Petitions submitted

Value	
\$93,961,908	Total net taxable value
\$46,980,954	50% requirement
\$54,797,300	Total value of petitions

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

Dated at Victoria, BC

This 10th day of April, 2026.



Kristen Morley
Corporate Officer

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4749**

**A BYLAW TO AUTHORIZE THE BORROWING OF TWO HUNDRED AND SEVENTY
THOUSAND DOLLARS (\$270,000) FOR INFRASTRUCTURE UPGRADES IN THE FULFORD
WATER SERVICE AREA**

WHEREAS:

- A. Under Bylaw No. 3202, "Fulford Water Service Establishment Bylaw No. 1, 2004", 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 Fulford Water Service system requires essential capital renewal and infrastructure upgrades involving planning, studies, project administration, communications, capital construction, and staff time required for design and construction of the infrastructure valued at approximately \$230,000, as well as reservoir security improvements valued at approximately \$40,000;
- C. The estimated cost of the works and equipment, including expenses incidental hereto to be funded from debt servicing, is the sum Two Hundred and Seventy Thousand dollars (\$270,000.00), 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 a petition of the property owners in the Fulford 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 Board of the Capital Regional District 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 Fulford Water Service (the "Project") which will involve the planning, studies, project administration, communications, capital construction, and staff time required for design and construction of the infrastructure valued at approximately \$230,000, as well as reservoir security improvements 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 Seventy Thousand dollars (\$270,000);
 - (b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the Project.

Bylaw No. 4749

Page 2

2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is 15 years.
3. This Bylaw may be cited as the "Fulford Water Service Loan Authorization Bylaw No. 1, 2026".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	day of	202_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

March 5, 2026

1290 Sturdies Bay Road

Present: Commissioners Murray Scadeng, Frank De Waard, Nick Rebalski, Jamie Williams(EP) Mechelle Crocker, Cathy Clinton(EP) Regrets: Eric Sherbine, Jim Henshall, Paul Brent.

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

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

Call to order at 4:00 PM. Chair De Waard provided a territorial acknowledgement.

2. **APPROVAL OF AGENDA**

MOTION by Commissioner Crocker, Seconded by Commissioner Clinton that the Mar. 5, 2026 agenda be approved as circulated. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION by Commissioner Rebalski, Seconded by Commissioner Scadeng that the Feb. 5, 2026 minutes be approved as circulated. **CARRIED.**

4. **DELEGATIONS:** NONE

5. **CHAIR REPORT and CORRESPONDENCE**

Chair reported that he attended the Feb.2026 Local Trust Council meeting following the receipt of a referral regarding the proposed donation of lands to GIPRC. Islands Trust staff is arranging a meeting with GIPRC and Penelakut First Nation.

Chair also walked the proposed public trail route at the Kennedy Property with key partners.

Correspondence was focused on reports from previous Recreation grantees.

6. **REPORTS**

6.1 **Betty's Place update:** Comm. Sherbine was absent but circulated an update prior to the meeting. An ad will be placed soon for a part-time gardener. Water storage capacity is being increased. A meeting with Galiano Club regarding the public trail is being planned.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

March 5, 2026

1290 Sturdies Bay Road

6.2 Shore Access and Trails Update: Zuker stair design is underway with work slated for March/April. Cayzer work will follow. A meeting of interested Commissioners will be held in late March to address restoration at the Cayzer site. Sturdies Bay Trail improvements grant application has been submitted.

6.3 Shore Stewards Update: Good feedback from stewards this month.

6.4 Treasurer's Report: The monthly financial report was circulated prior to the meeting.

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

6.5 Recreation Funds: Comm. Williams reported on the Grants Information session held with prospective applicants in late February. 2026 application period is Mar. 15 - Apr 15. 2025 Grant reports will be circulated to the Commission for review prior to the March meeting.

6.6 Master Plan: Chair is working with CRD and staff to respond to First Nation's requests for additional information.

7. **CAPITAL PROJECTS**

7.1 Sturdies Bay Trail Extension: A meeting is planned with CRD Engineering to discuss proposed routes for extension of the trail. Results of that discussion will guide the Commission's work.

7.2 Zuker Shore Access: Chair is reviewing materials on the project proposal previously submitted to the Commission and has reached out to the proposal author to determine next steps.

7.3 Trail Mapping Coordination: Trails Society is connecting with stakeholders and partners including GIPRC, CRD Mapping and Southern Gulf Islands Tourism Partnership and is developing a grant strategy to fund the \$40K budget. A project coordinator will be identified and hired once funds are secured. The Commission will work with Trails to consider how this project impacts future map GIPRC development and printing.

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

March 5, 2026

1290 Sturdies Bay Road

7.4 Multi-Sport Court: GIPRC attended a meeting with Galiano Activity Center Society and Galiano Lions regarding development of the multi-sport court at the Lion's site. Lions are initiating a land survey and the Activity Center will lead capital fundraising for the project.

7.5 Cayzer Beach Improvements: Covered in Maintenance Report.

8. **NEW BUSINESS**

Trail Counters: One trail counter has been sent to the Commission from CRD.

9. **Next Meeting Date:** April 2, 2026.

10. **Adjournment** at 5:02 PM.

Approved at the 2026-04-02 GIPRC Meeting:

Frank De Waard

Frank De Waard - GIPRC Chair

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

March 5, 2026

1290 Sturdies Bay Road



Meeting Minutes: Mayne Island Parks and Recreation Commission
Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC
Date/Time: March 12, 2026 / 3:00 pm

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

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

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

We acknowledge that the land on which the meeting is being held is the traditional territories of the Coast Salish people whose historical relationship with the land continues today.

2. Approval of Agenda

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

CARRIED

3. Adoption of Minutes of February 12, 2026

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

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the Closed Minutes of February 12, 2026 be approved as presented.

CARRIED

4. Chair's Remarks

Commissioners were thanked for submitting reports on time and Commissioner Burrows was thanked for the work done in Village Bay Park which was a lot of effort on her part.

Mayne Island Parks and Recreation Commission

Meeting Minutes for March 12, 2026 / 3:00 pm

5. Reports

5.1. Treasurer's Reports

- 5.1.1. Treasurer's Report - for the period ending February 28, 2026
A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that Mayne Island Parks and Recreation Commission approve the Treasurer's Report dated February 1 to February 28, 2026 as presented.

CARRIED

- 5.1.2. Finance/Information
A report was received with the agenda.
- Reporting of projects initiated will commence next month.

5.2. Administration

- 5.2.1. Health and Safety Concerns
a) None noted.

- 5.2.2. Events
A report was received with the agenda.
- Commissioner Kilpatrick agreed to talk to Tim Begley and other members of the ParticipAction group about working with the Commission on ParticipAction events or running their events independently of the Commission.
 - Some discussion occurred regarding the upcoming Easter event at Dinner Bay Park.

- 5.2.3. Update on the Supplement to the Commissioner Handbook
The draft Supplement document had been circulated to commissioners for review.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Legge that Mayne Island Parks and Recreation Commission approve the Supplement to the Capital Regional District Best Practices Guide as presented.

CARRIED

- 5.2.4. Summer Sports Camp – general discussion
Discussion included:
- Efforts made to develop this proposed project.
 - It was suggested that the program be run independently of the Commission and that a contractor be sought to provide the program through a special event application and possibly financially assisted with recreational grant funding.

Mayne Island Parks and Recreation Commission

Meeting Minutes for March 12, 2026 / 3:00 pm

5.2.5. Follow Up Items (not covered elsewhere)

- Calendar update: Lower Kippen Road staircase and Adachi Pavilion roof inspection for cleaning.
- Follow-up Action Items: An online Google document will replace the report. The new format allows commissioners to independently report on actions and status.
- CRD Contract Administration: It was reported that Alison Chambers is the new administrative officer to be contacted for contract related matters.

5.3. Committees

5.3.1. All-Wheels Skatepark

- a) Update from Commissioners Kilpatrick and Banelis regarding the meeting with Skatepark proponents at Dinner Bay Park – March 3rd:
 - A verbal report was provided on the meeting attended by commissioners which included the location and space restriction as compared to Gabriola Island and Sidney skateparks; the pros and cons of alternative locations; and, considerations of MIPRC’s support for the project.
 - Commissioners discussed signage and partnering issues raised during the skatepark meeting and agreed clarification is required.
- b) Accepted request for extension of the Skatepark Pilot Project Proposal deadline to July 31st, 2026

5.3.2. Fitness Circuit and Putting Green

A report was received with the agenda.

5.3.3. Master Plan Update

It was reported that the status remains unchanged at this time.

5.3.4. Sanitation – no report submitted

5.3.5. Trails

A report was received with the agenda.

It was stated that a new trail guardian was signed up for Plumper Pass.

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.

- It was commented that the putting green edges keep coming up. Pictures will be taken to document the problem should submission under warranty be necessary.

Mayne Island Parks and Recreation Commission

Meeting Minutes for March 12, 2026 / 3:00 pm

- A contractor will be scheduled to treat, scrub and rinse the Adachi Pavilion roof. This will be confirmed at the next meeting.

5.4.3. Henderson Park

A report was received with the agenda.

- Commissioners agreed in principle to the written request from the MI Conservancy for MIPRC to partner with them on a tree thinning project.
- The sign is not yet printed and shipping to be organized with Mayne Freight.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

5.4.5. Miners Bay

A report was received with the agenda.

- A verbal report was made regarding the new UV bulb working minimally although water tests are satisfactory. More troubleshooting will be done.
- It was discussed and agreed to add clearing bramble along the road edge to the Follow Up report.

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.

Final tenures for Village Bay and David Cove boat ramps were received from CRD and will be forwarded to Commissioners.

6. Correspondence/Meetings

None received

7. New Business

- a. Discussion arose regarding contractor requirements pertaining to insurance. This issue will be pursued for resolution.
- b. Discussion arose regarding a document received from CRD which require each shoreline Licence of Occupation be identified for high, medium or low use to assist CRD's renewal project. The document will be reviewed for relevant information and circulated for comments. It was agreed that a budget from CRD is necessary.

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

**Mayne Island Parks and Recreation Commission
Meeting Minutes for March 12, 2026 / 3:00 pm**

9. Rise and Report

10. Meeting Adjournment

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Burrows
that the meeting be adjourned.

CARRIED

The meeting adjourned at 4:55 pm

Original signed by

April 9, 2026

Michael Kilpatrick, Chair

DATE

Original signed by

Lauren Edwards, Recorder

**Minutes of the OTTER POINT FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSION meeting, held Wednesday, 08 Apr 2026 at 1900 hrs, 3727 Otter Point Rd,
Sooke BC**

Commissioners Present: B. Gibbons (Treasurer), D. Gollmer (Vice Chair), J. Hemphill (Chair), S. Hemphill (FFs Rep), D. Morton, P. White

Commissioners Absent: A. Wickheim (Dir JDF)

Others Present: J. McCrea Otter Point Fire Chief

The meeting was called to order at 1900 hrs.

Approval of Agenda. MOVED by B. Gibbons, SECONDED by P. White that the Agenda be approved as circulated. CARRIED.

Adoption of Minutes. MOVED by D. Gollmer, SECONDED by B. Gibbons that the minutes of the March 11th, 2026 meeting be adopted as circulated. CARRIED.

Commission Business:

1. Fire Chief's Report. As attached.

Three outstanding Firefighters were promoted to Lieutenant on 02 April; M. D'Ganigian, G. Williams, and A. Stoettner. All three have completed their Fire Officer 1 training. Congratulations!

Chief McCrea plans to retire effective 03 July.

2. Treasurer's Report. Budget 2026 is on track. This year UBCM Grant \$25K.

3. Firefighter's Representative Report.

Firefighters Association AGM 02 April. Election of Officers for the Association:

President, Shawn Fiset

Vice President, Joe Kanashiro

Secretary, Alex Stoettner

Treasurer, Kevan Brehart

Director at Large, Gavin Williams

Canteen, Steve Whitmore

FireSmart Roadside Chipping Days for Otter Point are scheduled for April 18th and June 6th.

30 May. Scouts Canada Vancouver Island Beaveree at Camp Barnard. Members will attend as usual.

3. Firefighter's Representative Report (Con't)

May. The T'Sou~ke First Nation are planning a fun day event at their Community Complex & Health Centre and have asked for a truck to be in attendance. Truck #21 will go.

01 July. Canada Day celebrations will again be held at Fred Milne Park soccer fields. Attendance will be as usual.

The Department is looking into Fire Extinguisher Training for the public.

Correspondence. None.

New Business. None.

Adjournment. MOVED by D. Gollmer, SECONDED by B. Gibbons that the meeting be adjourned at 2000 hrs. CARRIED.

Pender Island Parks and Recreation Commission

4418 Bedwell Harbour Rd, Pender Island or Zoom

<https://us02web.zoom.us/j/81559712681?pwd=am1qY0I5aG5ncnBjc3d6VERWRTZ3UT09>

Meeting ID: 815 5971 2681 Passcode: 980220

PIPRC Meeting Minutes: Monday March 9, 2026 @ 3:30 PM

In Attendance: Chair Tim Frick, Comms Andrea Mills, Lisa Baile, Carolyn Cartwright-Owers, Kevin Balmer, Cecilia Suh, Paul Kubik (via Zoom)

Staff: Ben Symons (Maintenance), Rob Fawcett (Projects Coordinator), Melody Pender (CRD), Matthew Coutts (admin), Katie Dentry (CRD), CRD Director Paul Brent (via Zoom), Justine Stark (CRD, via Zoom)

Regrets: Comm. Connie Sears

1. Call to Order: 3:31 pm

2. **Territorial Acknowledgement:** Read by Comm. Carolyn Cartwright-Owers.

3. Approval of 09 March 2026 Agenda

Note to include discussion of Disc Golf application and “Lot 66” discussion to New Business.

MOTION: That PIPRC approves the March agenda as amended.

M- Comm. Balmer S- Comm. Cartwright-Owers

Carried

4. Approval of 9 Feb. 2026 Minutes

MOTION: That PIPRC approves the February meeting minutes as submitted.

M- Comm. Balmer S- Comm. Baile

Carried

5. **Delegation(s)**

Robert Dill - South Pender Historical Society

-Spoke in favour of the Gowlland Point Signage and urged support.

- Liis Graham - Three on the Tree Production Society:

-Seeking permission for Hearts on the Heart Trail Project - installation on local Parks section of the Heart trail. Noted that she's aware she'll need Parks Canada support for another stretch.

6. **Correspondence and Business Arising**

6.1 Chair Report - nothing to note

6.2 Correspondence

- Actalent Service – clearance for hydro pole maintenance near Fire Hall #2

- Disregard, as this is Regional CRD decision
- Moving Around Pender – Proposal to paint rainbow crosswalk on Schooner Way – School Trail near school.
- Rob looked into it and MOTI does not allow decorated crosswalks. Has default crosswalk style they will allow under the circumstances. We can petition for an exception, but it will take time and effort to get approval. Will discuss with MAP.
- Raincoast Conservation – Permission for visual research at Oak Bluff.
- Concerns raised that the research team takes a significant amount of space near the picnic table over the summer, but consensus is to support assuming we can find a workable location. Ben (Maintenance) and Comm. Balmer will liaise.

MOTION: That PIPRC grants permission for Raincoast Conservation to conduct visual research at Oaks Bluff, subject to finding an acceptable position that minimizes disturbance to the public - away from the picnic table.

M- Comm Baile S- Comms. Balmer
Carried

Gulf Islander Mag – Asking PIPRC to advertise in 2026 magazine

MOTION: That PIPRC declines the opportunity to advertise in the 2026 Gulf Islander magazine.

M- Mills S- Balmer
Carried

6.3 Business Arising

-GINPR community liaison committee - priorities

MOTION: THAT PIPRC, through representative Comm. Paul Kubik and supported by Comms. Baile and Cartwright-Owers, ask the GINPR community liaison committee to prioritize the following efforts: multi-jurisdictional trail connectivity, concern about invasive species on Parks Canada land, and support of Hearts on the Trail project approval.

M- Cartwright-Owers S- Baile
Carried

6. Operations

7.1 Maintenance Ben Symons - maintenance ongoing, no major setbacks or concerns.

7. Projects

8.1 Capital Projects Rob Fawcett

- Discussed Schooner Trail completion (only crosswalks remain) and trail launch party. Progress made on Walk for Wellness program.

- Pavilion at Thieves Bay the next focus.
- Next steps at Danny Martin Park is to review the area for trail connections, which will be highlighted as priority. The area is too wet for immediate work to be done.

8. Finance & Communications

9.1 Treasurer's Report - Document transition from former treasurer ongoing.

9.2 Communications - Andrea Mills notes some online concern about the size of proposed Thieves Bay construction, but nothing significant.

- To write Pender Post: Comm. Mills.

9. New Business

9.1 First Nations Signage at Gowlland Point

MOTION: That PIPRC stands in favour of a proposal for First Nations signage on local park land near Gowlland Point Ocean Access, pending the outcome of CRD impact review.

M- Owers S- Baile

Carried

9.2 Hearts on the Heart Trail Project

Motion: THAT PIPRC approves and supports Three on the Tree's "Hearts on the Heart Trail" project.

M- Comm. Mills S-Director Brent

Carried

9.3 Disc Golf Event Application

MOTION: THAT PIPRC approves the submitted Disc Golf event application.

M- Balmer S- Comm. Baile

Carried

9.4 Renaming Lot 66

ACTION: That PIPRC establishes a subcommittee to look into renaming Lot 66. Subcommittee to include Comms. Baile and Cartwright-Owers

10. In Camera

MOTION: THAT the Pender Parks and Recreation Commission close the meeting pursuant to Section 90-1(e) of the Community Charter (land acquisition) and that CRD staff be allowed to attend and invite staff to attend.

M- Comm Suh S- Comm. Mills

Carried

Time In: 4:25 pm Time Out: 4:48 pm

11. **Next Meeting Date:** April 13, 2026 at 3:30 pm

12. **Adjournment:** 4:50 pm

MOTION: THAT PIPRC adjourn the meeting

M- Comm Mills S- Comm Baile

Carried

PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION
Notice of Meeting on **Thursday, January 15, 2026 @ 10:00 am**
Virtual Meeting – MS Teams

In Attendance: A. Wickheim K. Neish R. McIntyre W. Toulmin I. Laing
 C. Wilkinson C. Vrabel (Staff) L. Winbourne (note taker)

MINUTES

1. Opening Remarks (territorial acknowledgement)
 - a. Chair calls meeting to order at 10:01 am
2. Approval of Agenda
 - a. Move to approve agenda by C Wilkinson, seconded by R. McIntyre Carried
3. Approval of Previous Meeting Minutes – November 6, 2025
 - a. Move to approve previous minutes; by R. McIntyre, seconded K. Neish Carried
4. Election of Chair & Vice-Chair
 - a. 2 nominations for Chair: A. Wickheim & I. Laing, I. Laing declines the nomination so A. Wickheim is acclaimed as Chair.
 - b. C. Wilkinson is nominated and acclaimed as Vice-Chair.
5. 2026 – 2030 Financial Planning
 - a. Completed provisional budget stage 1 Dec 2025, stage 2 to be complete by March
 - b. Current cost per home approximately \$400/year, comparable to \$700/year
 - c. Increased ERF by \$20K for 2026 and \$10K per year through 2030
 - d. Provisional capital budget is changed to remove electrical upgrade component as complete, remove replacement of overhead door motors, remove replacement of fire hose as complete. Replacement of SCBC adjusted to \$90K, have 5 packs and 13 cylinders that require replacement. If successful 2 packs may be replaced by grant funding. New project: outfit fitness equipment/gym for \$15K. New project: installation of security system including cameras \$10K. Total projects \$115K for 2026, reflects a \$20K increase over past capital budget.
 - e. Move to accept the financial staff report as written, K. Neish, Seconded I. Laing.
 - Old motors from overhead doors were recycled for small amount of \$.
 - Q. from W. Toulmin: what is the model moving forward? G1s, 4500.
 - Q. from I. Laing: for callouts, what is the rate? There is a provincial inter-agency agreement that sets the rate each year. 2025 was \$409/hour
 - Financial staff report carried unanimously.
6. Fire Chief's Report – attached. Q. from W. Toulmin: upgrading to cordless? No.
 - a. Suggestion from I. Laing: Rogers now allows customers to access satellite comms when there is no cell service. Check with Starlink to see if they can offer a car-top antennae for Squad.

- b. Q. from A. Wickheim: is there specialty equipment for electric car fires? Yes, there is a battery cooling wand, getting quotes. CRD is looking at bringing in trainers for firefighting electric car fires to ensure worker safety.
- c. Q. from K. Neish: province was supposed to be bringing in fibre optics cabling?
A. There is a new fibre optic cable coming up the highway.

7. Manager, Fire Services update

- a. Just finishing implementation of 3 large files. 1. Fire investigation and inspection – CRD now responsible. 2. New operational powers bylaw; 3. Fire underwriters update, updating tech docs for submission. 4. Working on bunkies issues with JDF planning. Staff will report back.
- b. Q. from C. Wilkinson re: fire/water flow: missing 3A piece of submission, to come.
- c. Q. from C. Wilkinson questioning is there any pump station coming to improve water flow?

8. New Business

- a. C. Wilkinson moves to have CRD staff request from integrated water services fire flows at all hydrants during peak and off peak times. Seconded A. Wickheim. Discussion: has been issues in the past about who pays for improvements. Carried.

9. 2026 Meeting Dates & Location of meetings

- a. Quarterly is the minimum with special meetings as necessary. Staff suggest May, June, November, with special meeting in April if necessary.

10. Adjournment: W. Toulmin moved to adjourn, seconded by C. Wilkinson. Adjourned at 11:48 am.



Making a difference...together

Minutes of the Saturna Island Parks and Recreation Commission meeting, held February 23rd, 2026 at 16:45 pm, Saturna Rec Centre, Saturna, BC

Present

Commissioners:(Acting Chair and Treasurer) Paul Brent, Lisa Mitchell, Steve Ford, Sean Pearce, Megan Riberdy

Staff:Carly Duquette

Regrets:

The meeting was called to order at 16.45 PM.

1.Call to Order

2.Territorial Acknowledgement

Territorial Acknowledgement given by Commissioner Brent

3.Approval of the Agenda

MOVED by Commissioner Mitchell, SECONDED by Commissioner Ford
That the agenda be approved as amended.
CARRIED

4.Adoption of the Minutes

MOVED by Commissioner Ford, SECONDED by Commissioner Pearce
That the minutes of the January 26th meeting be adopted.
CARRIED

5.Reports

5.1. Treasurers Report

Nothing to report at this time, waiting on updated surplus

5.2. Maintenance Report

A large quantity of beach garbage was collected along Tumbo Channel.

Awaiting a quote on the cedar wood to repair the bridge in Thomson Park. Concrete pavers will be put under the footers of the new bridge to prevent rot.

Commissioners will review the maintenance report and suggested works and rank them according to priority.

5.3. Projects

5.3.1. Money Watershed Park update

CRD archaeologists have deemed the area low risk. Training on archaeological sensitivity was provided to attending commissioners. Commissioner Pearce will continue to oversee work and volunteers to ensure the integrity of the site.

Three bridges are planned for the loop track and a fourth for the entry to the park to preserve the seasonal creek and riparian zone.

Plans at alternate budget points are in place for the bridges.

5.3.2. Special Events Application Form

The form has now been revised and completed.

MOVED by Commissioner Brent, SECONDED by Commissioner Ford
That the form be adopted and put into use.
CARRIED

5.3.3. Saturna Map Grant Application

In previous years the commission has partnered with the tourism association for the Saturna brochure which included promotions and maps in the visitor guide
This year the commission has decided to put efforts into completing the Map/Brochure that has been in the works for the past year.

5.4. Administration

5.4.1. Events

The Thomson Park clean up will take place on March the 8th at 12pm.
It will include a berming workshop.

Hike Paddle Row will take place in June

5.4.2. Recreational Funding Applications

Commissioners review the RFA's that the committee has ranked

MOVED by Commissioner Mitchell, SECONDED by Commissioner Brent
That the Commission approves the following funding requests up to \$11,115.00,
CARRIED

Application Reference	Applicant	Approved Amounts	Notes
1. Sea Star BioBlitz	Individual	\$ 910.00	
5. Library - Island Talks	Society	\$ 560.00	
3. Friends of Giambori	Individual	\$ 400.00	
4. Pride	Individual	\$ 700.00	
5. SGI Arts Council	Society	\$ 780.00	
6. Saturna Pickleball Association	Association	\$ 475.00	
7. Broom Busters/Daphne Destroyers	Individual	\$ 500.00	
8. SIMRES SGI Whale Sighting Picnic	Society	\$ 300.00	
9. Saturna Rec Centre	Society	\$ 1500.00	
10. GICEL Summer Camp	Association	\$ 3,000.00	
11. PAC Swim lessons	Association	\$ 700.00	
12. SIMRES Orca Day	Society	\$110.00	
13. Christmas Bird Count	Individual	\$ 600.00	
14. Library - Book Talks	Society	\$ 580.00	
Total		\$ 11,115.00	

5.4.3. Meeting Notices and Agenda Package

Discussion on updates to the preparation and posting of meeting notices and agenda.

5.4.4. Appoint Project Leads

Project leads will be appointed in March after Project Review

6. New Business

6.1. Meeting date/time change

A potential commissioner is interested in joining but there is a scheduling conflict
Discussion on options for meeting dates and times.

Meetings will be moved to 6.30PM on the fourth Monday of the month.

6.2. Additional Commissioners

A potential commissioner will be joining the March meeting
Commissioner recruitment continues

6.3. Dog Park

A community member has suggested creating a dog park.
Discussion on the merit and worth while of potential locations.
This project is unlikely to be taken on by the commission.

6.4. Thomson Park Maintenance

The fruit trees at Thomson Park need to be pruned. Commissioner Ford and Commissioner Pearce will host a pruning workshop to get Thomson Park pruned. They will plan workshops for summer pruning.

7. Adjournment

MOVED by Commissioner Mitchell, SECONDED by Commissioner Brent
That the meeting be adjourned.
CARRIED

Next Meeting will be Held

Monday, March 23rd, 2026 at 6.30pm

Meeting Adjourned at 18.05 PM.

Paul Brent

Chair

Carly Duquette

Committee Clerk

CRD SOUTHERN GULF ISLANDS PUBLIC LIBRARY COMMISSION (SGIPLC)
Business meeting

Viewing room: Pender Island Public Library
4407 Bedwell Harbour Road, Pender Island BC

Thursday, January 22, 2026

Minutes

In attendance (Commissioners unless noted): Debbie Lesurf (Acting-Chair, Saturna), Ellen Bourassa (Saturna), Pauline Preston (Alternate-Saturna), Hodie Rondeau (Mayne), Carol Ashwell (Mayne), Jay Gilbert (Pender), Sarah Stacy (Pender), Mari Warrior (Piers), Stephen Rybak (Galiano), Eric Sherbine (Galiano), Rob Fawcett (Alternate CRD Director), Carmen Oleskevich (Library Director), Colette Clarke (minute taker), and 1 member of the public.

1. Welcome new Commissioners, Land Acknowledgement, and videoconferencing etiquette
2. Approval of Agenda
Motion to approve agenda by S. Rybak, seconded by H. Rondeau, carried.
3. Approval of Past Minutes
Motion to approve SGIPLC Minutes from Oct 8, 2025, by E. Bourassa seconded by S. Stacy, carried.
4. Commission membership
 - 4.1 Welcome to new Commissioner S. Stacy and introductions were made.
 - 4.2 Election of Chairperson: D. Lesurf was elected as Chairperson for 2026 by acclamation; call for candidates for Vice-Chair were unsuccessful -- to be revisited at the next business meeting.
5. New Business
 - 5.1 Commission's role and responsibilities: C. Oleskevich gave a brief overview of founding documents (CRD Bylaws, CRD Library Services Agreement, SGIPLC Strategic Plan) and our 3 standing committees (Funding Allocation, Best Practices, Privacy Officers Team). Committee members must be Commissioners, although occasional advisors are permitted. Discussion on CRD General Manager Stephen Henderson in the newly created Electoral Area Services (EAS) department, and questions on linkage to our Commission as part of his portfolio. **Action:** R. Fawcett to follow up with information and share with Commissioners.
 - 5.2 Computer replacement project 2026 for Windows 11: C. Oleskevich gave an update with inventory completed of computers in SGI libraries, and noted computers that need replacement; sourcing secondhand CRD computers was not successful; each library responsible for the cost of new computers but SGIPLC will pursue bulk buying, and handle ordering and installation of new equipment by IT Contractor; new computers must be pre-approved prior to ordering; Saturna Library successfully fundraised for new computers from their community; Galiano Library often buys refurbished computers. **Action item:** C. Oleskevich to send out computer specifications and info on bulk buying rates.

6. Reports of committees

- 6.1** Funding Allocation Committee: continuing to work on the Business Case Analysis Project, looking at funding model for libraries in our electoral area (CRD and provincial funds only); next step is to hire a consultant to complete the analysis; Committee members and Libraries Branch staff supported a draft job posting; Committee members to review applicants with both experience in public libraries and general financial analysis and select candidate. **Action:** Update job posting with feedback including consulting SGI libraries; post job by end-January/early-Feb. within SGI libraires, electoral area, and a wide net.

7. Library Goals 2026: Galiano, Mayne, and Pender libraries have recently formed fundraising committees; Pender Library attended helpful workshop on legacy giving; Mayne Library found a monthly donor campaign was successful; Saturna Library working on strategic planning, including volunteer support, and considering a new library building; Piers Library asked re-rental rates for SGI libraries, and also looking at fundraising.

The group thanked R. Fawcett for attending and providing information from the CRD.

8. Upcoming business meetings

- April 2026, TBA
- June 2026 TBA
- October 2026 TBA

9. Adjournment at 3:26 pm

Meeting Minutes

Sticks Allison Water Local Service Committee

Thursday, October 30, 2025

9:30 AM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

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

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

EP - Electronic Participation

The meeting was called to order at 9:31 am.

1. Territorial Acknowledgement

Chair Schofield provided the Territorial Acknowledgement.

2. Approval of Agenda

MOVED by H. Schofield, **SECONDED** by J. Fenby,

1. That the agenda for the Sticks Allison Water Local Service Committee meeting of October 30, 2025 be amended by adding the following items:

- 8.1. Committee Appointments and Nominations; and
- 8.2. Nearby Development;

2. That the agenda be approved as amended.

CARRIED

3. Adoption of Minutes

3.1. [25-1159](#) Minutes of the Sticks Allison Water Local Service Committee meeting of June 17, 2025

MOVED by H. Schofield, **SECONDED** by J. Fenby,

That the minutes of the Sticks Allison Water Local Service Committee meeting of June 17, 2025, be adopted as circulated.

CARRIED

4. Chair's Remarks

Chair Schofield noted this will be their last meeting as a member of the committee and expressed appreciation for members and staff.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

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

D. Robson spoke to Item 6.1. for information. It was noted that there was a 10% reduction in water production and demand following implementation of the tiered consumption rate last fall.

6.2. [25-1143](#) Capital Projects and Operational Update - October 2025

D. Robson presented Item 6.2. for information.

Discussion ensued regarding:

- new water conservation signage location is not supported by members
- previous signage location across Sticks Allison Road is preferred
- ongoing use of sandwich board requested
- moving the location of newly installed conservation signage is not feasible
- leak detection efforts are ongoing, additional efforts planned early next year

**MOVED by D. Pepin, SECONDED by V. Seidel,
That the Sticks Allison Water Local Service Committee request that the water
conservation sandwich board continue to be used in the community.
CARRIED**

6.3. [25-1041](#) Sticks Allison Water Local Service Committee - 2026 Operating and
Capital Budget

D. Robson and L. Xu presented Item 6.3.

Discussion ensued regarding:

- member preference to delay main replacement to maintain affordability
- staff advised deferring repair projects increases risk of water main failure
- operation of a critical resource requires forward thinking
- emergency repairs could cause a significant financial burden to rate payers

MOVED by Chair Schofield, **SECONDED** by V. Seidel,

**That the Sticks Allison Water Local Service Committee recommends that
Electoral Areas Committee recommend that the Capital Regional District Board:**

1. Amend the 2026 Operating and Capital Budget by:

- a. add "further leak detection efforts" item of \$5,000 to be funded from
Operating Reserve Fund;
- b. Increase 2026 Operating Reserve Fund by \$5,000 to \$11,255;
- c. Reduce 2026 Transfer to Capital Reserve Fund from \$23,985 to \$11,559; and

2. Amend the Five-Year Capital Plan as follows:

- a. Defer project number 25-01 - Source water protection from 2027 to 2029
- b. Defer project number 26-01 - Petition from 2026 to 2028
- c. Defer project number 27-02 - Watermain replacement to start in 2029; and;

**3. The 2026 Operating and Capital Budget and Five-Year Financial Plan for the
Sticks Allison Water Service be approved as amended.**

CARRIED

Opposed: Brent

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. Committee Appointments and Nominations

Chair Schofield requested that when the advertisement for 2026 committee
member applications is posted, that it be posted in the Active Page.

Discussion ensued regarding the selection process of new applicants and the
maximum number of consecutive appointments.

8.2. Nearby Development

Chair Schofield advised of concerns raised by residents regarding a proposed development nearby, sited at an elevation above the well.

J. Starke provided information on the Islands Trust rezoning process and potential ways residents may address issues arising.

Discussion ensued regarding:

- previous similar application resulted in a letter to the Ministry of Forests
- data is required to support any claims regarding negative effects
- monitoring and assessment is important to demonstrate such change

**MOVED by H. Schofield, SECONDED by V. Seidel,
That the Sticks Allison Water Local Service Committee direct staff to work with
the Chair to prepare a letter to Ministry of Forests regarding the water license
and potential impact of the nearby development.
CARRIED**

9. Adjournment

**MOVED by V. Seidel, SECONDED by P. Brent,
That the Sticks Allison Water Local Service Committee meeting of October 30,
2025 be adjourned at 11:24 am.
CARRIED**

Chair

Recorder