Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Electoral Areas Committee

Wednesday, September 9, 2026 | **10:05 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. 26-0995 Minutes from the June 10, 2026 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of June 10, 2026 be adopted as circulated.

Attachments: Minutes - June 10, 2024

4. Chair's Remarks

5. Presentations/Delegations

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

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

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

6. Committee Business

6.1. 26-0954 Implications of Applying a Demolition Bylaw in the Electoral Areas

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

Attachments: Staff Report: Implications of Applying a Demolition Bylaw in the Electoral Areas

Appendix A: Model Demolition Waste and Deconstruction Bylaw

6.2. 26-0898 Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 91, 2026 (Bylaw No. 4772) and Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 5, 2026 (Bylaw No. 4773)

Recommendation: That the Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4772, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 91, 2026”, be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4772 be adopted.
(NWA, 2/3 on adoption)
3. That Bylaw No. 4773, “Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 5, 2026”, be introduced and read a first, second, and third time;
(NWA)
4. That Bylaw No. 4773 be adopted.
(NWA, 2/3 on adoption)

Attachments:
Staff Report: Amendments to Bylaw No. 1857 and Bylaw No. 4683
Appendix A: Bylaw No. 4772
Appendix B: Bylaw No. 4773
Appendix C: Redline of Consolidated Bylaw No. 1857 - Schedule 5
Appendix D: Redline of Consolidated Bylaw No. 4683 - Appendix 5

6.3. 26-0563 Covenant Release from Lot 1, Section 97, Renfrew District, Plan EPP138131 - 17118 Parkinson Road

Recommendation: The Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:
That the Canadian Coast Guard’s request for release of covenant CA9549686, as described in the letter addressed to the Port Renfrew Utility Services Committee, dated March 13, 2026, be approved.

Attachments:
Staff Report: PRUSC Covenant Release CA9549686
Appendix A: Covenant CA9549686
Appendix B: Plan EPP138131
Appendix C: Port Renfrew WSA and Covenant Area
Appendix D: Letter Requesting Release of CA9549686

6.4. 26-0744 Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:
a) Galiano Island Parks and Recreation Commission minutes of May 14, 2026
b) Mayne Island Parks and Recreation Commission minutes of May 14, 2026
c) Mayne Island Parks and Recreation Commission minutes of June 11, 2026
d) Mayne Island Parks and Recreation Commission minutes of July 9, 2026
e) Pender Island Parks and Recreation Commission minutes of May 11, 2026
f) Shirley Fire Protection and Emergency Response Commission minutes of June 29, 2026
g) Southern Gulf Islands Emergency Program Advisory Commission minutes of March 18, 2026

Attachments:
Minutes: Galiano Island Parks & Rec Commission - May 14, 2026
Minutes: Mayne Island Parks & Rec Commiss - May 14, 2026
Minutes: Mayne Island Parks & Rec Commiss - June 11, 2026
Minutes: Mayne Island Parks & Rec Commiss - July 9, 2026
Minutes: Pender Island Parks & Rec Commiss - May 11, 2026
Minutes: Shirley Fire Prot'n & Emerg Resp Commiss - June 29, 2026
Minutes: Southern Gulf Islands Emerg. Program Advis Commiss - Mar 18, 2026

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is September 23, 2026 (special - budget).

Meeting Minutes

Electoral Areas Committee

Wednesday, June 10, 2026	10:00 AM	6th Floor Boardroom 625 Fisgard St. Victoria, BC V8W 1R7

PRESENT
P. Brent (Chair), G. Holman (Vice Chair), J. Grant (for A. Wickheim) (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, Housing, Planning and Protective Services; V. Somosan, Acting Chief Financial Officer; S. Carby, Senior Manager, Protective Services; I. Lawrence, Senior Manager, Juan de Fuca Administration; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Smith, Senior Manager, Environmental Resource Management; J. Starke, Senior Manager, Southern Gulf Islands Administration; C. Vrabel, Manager, Fire Services; A. Chambers, Administrative Officer, Electoral Area Services; M. Miklea, Deputy Corporate Officer/Manager, Legislative Services; J. Ives, Committee Clerk (Recorder)

Regrets: Director Wickheim

EP - Electronic Participation

Guest: Director M. 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 Holman, SECONDED by Director McNeil-Smith,
That the agenda for the Electoral Areas Committee meeting of June 10, 2026 be approved.
CARRIED

3. Adoption of Minutes

3.1. 26-0709 Minutes of the Electoral Areas Committee Meeting of May 13, 2026

MOVED by Director Holman, SECONDED by Director McNeil-Smith,
That the minutes of the Electoral Areas Committee meeting of May 13, 2026 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [26-0576] Bylaw No. 4752 - Beddis Water Service Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades

MOVED by Director Holman, SECONDED by Chair Brent,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certification of Results of Petition for Borrowing - Beddis Water Treatment Plant be received;
2. That Bylaw No. 4752, "Beddis Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
3. That Bylaw No. 4752 be forwarded to the Inspector of Municipalities for approval.
CARRIED

6.2. [26-0668] Appointment of Officers - Bylaw Enforcement

Discussion ensued regarding the use of new Bylaw Enforcement Officers in park patrols across the electoral areas.

MOVED by Chair Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681, Benjamin Bryson, Christian Audy, Emma Winder and Kyle Berard be appointed as a Bylaw Enforcement Officer.
CARRIED

6.3. [26-0669] Bylaw No. 4763 - A Bylaw to Amend the Fire Services Operational, Fire Prevention and Administrative Bylaw

MOVED by Chair Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4763, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No.1, 2026, Amendment Bylaw No. 1", be introduced and read a first, second, and a third time; and
2. That Bylaw No. 4763 be adopted.
CARRIED

6.4. 26-0670 Bylaw No. 4758 - A Bylaw to Amend Fire Regulation Bylaw (Bylaw No. 4489)

MOVED by Chair Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4758, "Fire Regulation Bylaw No. 2, 2022, Amendment Bylaw No. 1, 2026," be introduced and read a first, second, and third time; and
2. That Bylaw No. 4758 be adopted.
CARRIED

6.5. 26-0671 Bylaw Nos. 4755 and 4756 - Proposed Amendments to Bylaw No. 1857 "Capital Regional District Ticket Information Authorization Bylaw, 1990" and Bylaw No. 4683 "Bylaw Notice Enforcement Bylaw No. 1, 2025" - Fire Services

Discussion ensued confirming the applicability of Bylaw Nos. 4755 and 4756 to Salt Spring Island.

MOVED by Director Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4755, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 88, 2026", be introduced and read a first, second, and third time;
2. That Bylaw No. 4755 be adopted;
3. That Bylaw No. 4756, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 2, 2026", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4756 be adopted.
CARRIED

6.6. 26-0672 Bylaw Nos. 4759 and 4760 - Proposed Amendments to Bylaw No. 1857 "Capital Regional District Ticket Information Authorization Bylaw, 1990" and Bylaw No. 4683 "Bylaw Notice Enforcement Bylaw No. 1, 2025" - Fire Services

MOVED by Chair Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4759, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 89, 2026", be introduced and read a first, second, and third time;
2. That Bylaw No. 4759 be adopted;
3. That Bylaw No. 4760, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 3, 2026", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4760 be adopted.
CARRIED

6.7. 26-0586 Electoral Areas Grants-In-Aid Guidelines Update

V. Somosan spoke to Item 6.7.

Discussion ensued regarding:
- Salt Spring Island Local Community Commission will have an opportunity to review the report
- confirmation that financial reconciliation can extend beyond the one year deadline for project completion

MOVED by Director Holman, SECONDED by Chair Brent,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the revised Electoral Areas Grants-In-Aid Program Guidelines be approved;
2. That staff be directed to implement the revised guidelines; and
3. That this report be referred to the Salt Spring Island Local Community Commission
for information.
CARRIED

6.8. 26-0342 Wrap-Up Activities of the Wildlife Attractants Working Group

R. Smith presented Item 6.8. for information.

6.9. 26-0574 Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information only:
a) East Sooke Fire Protection and Emergency Response Service Commission minutes of January 28, 2026
b) East Sooke Fire Protection and Emergency Response Service Commission minutes of February 25, 2026
c) East Sooke Fire Protection and Emergency Response Service Commission minutes of March 25, 2026
d) Galiano Island Fire Protection and Emergency Response Service Commission minutes of January 22, 2026
e) Galiano Island Parks and Recreation Commission minutes of April 2, 2026
f) Mayne Island Parks and Recreation Commission minutes of April 9, 2026
g) Shirley Fire Protection and Emergency Response Commission minutes of February 23, 2026
h) Shirley Fire Protection and Emergency Response Commission minutes of March 30, 2026

7. Notice(s) of Motion

7.1. [26-0599](26-0599) Motion with Notice: Governance and Services Study for Magic Lake Estates (Director Brent)

P. Brent spoke to Item 7.1.

Discussion ensued regarding:
- the governance implications of incorporating part of an island
- the importance of good governance and of governance reviews

MOVED by Chair Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the CRD Board request funding from the Province to complete a Governance and Services Study for the Magic Lakes Estates on North Pender Island that would provide the technical and financial details of the current system and would inform consideration of structural changes in governance, which could include changing electoral area boundaries, or incorporation as a standalone municipality.
CARRIED

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Holman, SECONDED by Director McNeil-Smith,
That the Electoral Areas Committee meeting of June 10, 2026 be adjourned at 10:18 am.
CARRIED

____
CHAIR

____
RECORDER

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 9, 2026

SUBJECT **Implications of Applying a Demolition Bylaw in the Electoral Areas**

ISSUE SUMMARY

To consider the cost and building code implications of a demolition waste and deconstruction bylaw (demolition bylaw) or equivalent being applied in the three Capital Regional District (CRD) Electoral Areas.

BACKGROUND

At its meeting of April 8, 2026, the Electoral Areas Committee reviewed and discussed the City of Victoria's Demolition Waste and Deconstruction Bylaw (Appendix A) and passed the following motion:

"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."

City of Victoria Demolition and Deconstruction Waste Bylaw

The City of Victoria Bylaw No. 22-062, "Demolition Waste and Deconstruction Bylaw", was recently introduced. Some key elements of the bylaw include:
- Applies only to residential buildings constructed pre-1960's.
- Focuses primarily on the recovery of lumber from older homes, which often contain old-growth timber and predates the widespread use of engineered wood products.
- Uses a financial incentive model whereby applicants pay a $19,500 refundable fee. The fee is returned when established salvage targets are achieved based on the size of the building being demolished.

The program has reportedly resulted in the recovery of more than 127 tonnes of lumber during its first four years of operation, equivalent to approximately six logging truck loads of material diverted from disposal. In addition, five house moves have occurred (which usually represents around 5 tonnes per house of salvageable material), diverting about 100 tonnes per house from the landfill. The preferred option from a waste reduction perspective are house moves, rather than demolition.

Hartland Landfill Tipping Fee Structure

Through the solid waste service, the CRD continues to implement material bans and differential user fees (tipping fees) to encourage diversion of recyclable construction materials from disposal in the landfill. This approach is intended to ensure that a financial incentive is in place for customers to separate and divert construction materials rather than disposing of them as general refuse.

Hartland Landfill's tipping fee structure for construction-related materials was revised in 2024 to complement municipal initiatives such as Victoria's demolition bylaw. These revisions have contributed to a reduction in landfill disposal rates from 382 kilograms per capita to 330 kilograms per capita over a two-year period. The 2026 Hartland tipping fees are as follows:

Material	2026 Tipping Fee	Comparison to General Refuse
General refuse	$160 per tonne	Baseline disposal rate
Asphalt shingles	$110 per tonne	$50 per tonne lower
Clean wood	$80 per tonne	$80 per tonne lower
Treated wood	$110 per tonne	$50 per tonne lower
Drywall (asbestos-containing)	$214 per tonne	$54 per tonne higher
Drywall (asbestos-free)	Not accepted	Not applicable

These rates are reviewed annually and are adjusted, if needed, to ensure they continue to motivate material diversion while maintaining the financial sustainability of the solid waste service.

The solid waste service does not currently have fees or programs in place, specifically for the salvaged lumber/wood. Existing CRD programs manage diverted wood, primarily for use as fuel rather than for reuse as construction material.

IMPLICATIONS

Legal Implications
Regional districts do not have the same regulatory powers as municipalities. Section 25(5) of the *Environmental Management Act* (*EMA*) prohibits regional districts from imposing requirements related to municipal solid waste or recyclable materials at the point where the waste originates, including private property, meaning CRD could not pass an equivalent demolition and deconstruction bylaw.

In its current form, Bylaw No. 1903, “CRD Solid Waste Disposal Local Service Establishment Bylaw, 1991”, does not authorize the CRD to regulate the source separation or collection of solid waste and recyclable materials at the site where the waste originates. These matters are generally within municipal jurisdiction under provincial legislation, including the *EMA* and the *Community Charter*. While a change in authority may be possible, it would require the province to agree to enact the legislative change. If enabled, implementing and administering such a program would also require additional resources and operational capacity.

Even if this power was available under section 25 of the *EMA,* in most cases a regional district can only pass s.25 *EMA* bylaws where included in a provincially-approved waste management plan, which requires public consultation to be conducted in advance of passage of a bylaw.

Building Code Considerations

The City of Victoria’s demolition bylaw is focused on diverting lumber from pre-1960's homes and appropriately does not focus on other building materials within these old homes. Building construction materials are regulated by the BC Building Code (via referenced material standards such as Canadian Standards Association, ASTM International and Underwriters Laboratories of Canada). Salvaged or recycled materials in most cases would not meet these standards. Older windows do not meet present-day leakage and thermal requirements as an example. Salvaged materials also have the potential to contain hazardous materials (with lead-based paint and caulking as examples), and asbestos was widely used in many older buildings. Construction before 1990 is anticipated to have some hazardous materials. Generally, salvaged construction materials require more labour and are less convenient to install than new materials. Aged Douglas-fir lumber normally becomes brittle, hard and difficult to cut and nail. It is expected that salvaged lumber could practically be used for new construction with limited applications (such as hardwood flooring, finishes and non-structural framing). Other bulk construction materials such as plaster, concrete, roofing, sidings, plumbing fixtures and insulation are not salvageable as new construction materials. Materials such as wiring, copper and steel plumbing piping, metal ducting and wood stoves are being partially salvaged as scrap metal.

Salvaged lumber could readily be used for flooring, trims and other decorative features without significant scrutiny of meeting a standard. Salvaged lumber used for structural applications could be evaluated by the trained expert and perhaps even as simple as the review and approval from the structural engineer of record.

Electoral Area Considerations

The frequency and number of homes built prior to the 1960’s in the City of Victoria are expected to be more common and densely located relative to the three Electoral Areas in the CRD. There may be some homes built prior to the 1960’s distributed in the Electoral Areas; however, the distribution of these homes makes it a more costly program to advertise, socialize and manage relative to the densely historic neighbourhoods of Fairfield, James Bay and Vic West.

The population of the City of Victoria is approximately four times greater than that of the Electoral Areas. Although seasonal homes in the Electoral Areas are not included in population figures, we expect there to be significantly fewer buildings overall than in the City of Victoria, resulting in fewer demolition materials available for salvage. Furthermore, unlike the City of Victoria, where older wood-frame buildings are sometimes demolished to make way for larger, multi-storey developments, there are few multi-storey, multi-unit buildings in the Electoral Areas, and older homes are often maintained throughout their natural service life.

Financial Implications
While there is currently no authority under provincial legislation for the CRD to adopt a demolition and deconstruction waste bylaw in the Electoral Areas, if the Province changes the *EMA* in future to allow this authority, implementation of such a bylaw would require new resources. Anticipating the public engagement and communications element of introducing and managing the response to the success of this bylaw, the costs are expected to be similar to the City of Victoria’s or greater. These costs are also understood to be a key element of providing the service. These costs are expected to include:

- $20,000 in advertising and public engagement costs for public events in the first year
- 0.5 of a full-time position equivalent in first year
- Reduced to a 0.25 of a full-time position equivalent in subsequent years
- Consultants time – about $5,000 to $10,000 per year to assist homeowners and the construction industry participants.

These costs are roughly expected to be about $100,000 in the first year and $45,000 annually in future years that would need to be funded through requisition.

CONCLUSION

CRD does not have the power to pass a demolition and deconstruction bylaw under the *Environmental Management Act.* In its current form, CRD Bylaw No. 1903 does not provide authority for the CRD to regulate the source separation, recovery, or collection of demolition waste and recyclable materials on the property where waste originates. Responsibility for such regulation generally rests with municipalities under provincial legislation. Should additional legislative authority become available, implementation of a demolition and deconstruction program in the Electoral Areas would require dedicated staffing, public engagement and ongoing administrative support. While a similar program to the City of Victoria could be considered for the Electoral Areas, the lower density and reduced number of eligible buildings would likely result in lower overall material recovery than that achieved in Victoria, while implementation costs may remain comparable. The CRD has already introduced differential tipping fees at Hartland Landfill to encourage diversion of construction and demolition materials, and these measures have contributed to reductions in landfill disposal over recent years.

RECOMMENDATION

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

Submitted by:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting 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

ATTACHMENT

Appendix A: Model Demolition Waste and Deconstruction Bylaw (February 18, 2026 Environmental Services Committee)

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ERM 26-07

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

APPENDIX A

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

Under its statutory powers, including sections [ ] 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]

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 (*check if applicable*): ☐	
Reporting in (*please check one*): Mass (kg or tonnes) ☐ Volume (board ft.) ☐	

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 scale receipt**	**Scale location**	**Net weight (kg or tonnes)**
1				
2				
3				
…				
Total				
Salvage rate achieved				

$$\frac{\text{Total tonnes salvaged for reuse, sale or donation}}{\text{Above ground square metres}} \times \frac{1{,}000\text{ kg}}{1\text{ tonne}} = \frac{\text{kg}}{\text{square metres}}$$

[*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***
					Total board feet:		

Salvage rate achieved

$$\frac{\textit{Total board feet salvaged for reuse, sale or donation}}{\textit{Above ground square metres}} = \frac{\quad}{\quad} \frac{\textit{board feet}}{\textit{square metre}}$$

[***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				
…				
Total:				

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

Column 1 – Salvaging rate: Amount of wood salvaged per unit of above-ground floor area	**Column 2 - Amount of waste management fee refund**
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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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 9, 2026

SUBJECT **Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 91, 2026 (Bylaw No. 4772) and Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 5, 2026 (Bylaw No. 4773)**

ISSUE SUMMARY

To seek Capital Regional District (CRD) Board approval to update penalty and fine amounts under Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", and Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025", to ensure that enforcement tools remain effective, proportionate and aligned with contemporary regulatory practices across comparable jurisdictions.

BACKGROUND

CRD Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010", establishes the regulatory framework for the construction, alteration, repair and demolition of buildings and structures within the CRD's Electoral Areas. Bylaw No. 1857 (Appendix C) and Bylaw No. 4683 (Appendix D) provide the enforcement system, including fine schedules and penalty structures.

Unpermitted construction is widespread throughout the Electoral Areas and the previous deterrence of placing a Notice on Title for the property is, by itself, not effective. Over time, fine amounts have remained static while industry standards, construction costs, and regional enforcement practices have evolved. As a result, current penalties no longer reflect the deterrent value required to ensure compliance with building regulations. The CRD's Building Inspection Division has a structured process (with the intent to resolving the unpermitted construction) before the owner is ticketed.

Presently, the fine amounts are $300 and Building Inspection is seeking approval to increase this to $500 with Bylaw No. 4772 to amend Bylaw No. 1857 (Appendix A) and Bylaw 4773 to amend Bylaw No. 4683 (Appendix B).

Staff have reviewed penalty structures in comparable jurisdictions, including other regional districts and municipalities within BC. Ticket amount for other municipalities within other CRD municipalities range from $100 to $1,000.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4772, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 91, 2026", be introduced and read a first, second, and third time;
2. That Bylaw No. 4772 be adopted.
3. That Bylaw No. 4773, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 5, 2026", be introduced and read a first, second, and third time;
4. That Bylaw No. 4773 be adopted.

Alternative 2
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the report be referred back to staff for more information.

IMPLICATIONS

Service Delivery Implications
Low penalties can reduce the deterrent effect of enforcement, encourage non-compliance where the cost of violation is lower than the cost of compliance and increase staff time spent on repeated enforcement actions.

Updating penalties will support stronger compliance and ensure the CRD's regulatory framework remains effective. Increasing penalties under Bylaw No. 1857 and Bylaw No. 4683 will align the CRD's fine amounts with industry standards, reflect the true cost and risk associated with building-related violations, support consistent enforcement across the Southern Gulf Islands and other Electoral Areas and reduce inequities between jurisdictions.

The proposed amendments ensure that all increases remain within the maximum $500 penalty permitted under Bylaw No. 4683 to maintain consistency, fairness and lawful enforcement across the region. These changes will modernize the enforcement framework and improve regulatory effectiveness.

Financial Implications
There is no financial implication to the CRD for increasing ticket amounts, and there are no financial implications to the public. There will be financial implications to property owners who are ticketed (increasing tickets amounts from $300 to $500).

CONCLUSION

Updating fines under Bylaw No. 1857 and Bylaw No. 4683 is necessary to ensure that the Capital Regional District (CRD) building regulation and enforcement framework remains effective, contemporary, and aligned with industry standards. The proposed amendments will strengthen compliance, support consistent enforcement and modernize the CRD's regulatory tools.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4772, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 91, 2026", be introduced and read a first, second, and third time;
2. That Bylaw No. 4772 be adopted.
3. That Bylaw No. 4773, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 5, 2026", be introduced and read a first, second, and third time;
4. That Bylaw No. 4773 be adopted.

Submitted by:	Calvin Gray, Manager, Building Inspection
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4772, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 91, 2026”.
Appendix B: Bylaw No. 4773, “Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 5, 2026”.
Appendix C: Redline of Consolidated Bylaw No. 1857, “Capital Regional District Ticket Information Authorization Bylaw, 1990” – Schedule 5 only.
Appendix D: Redline of Consolidated Bylaw No. 4683, “Bylaw Notice Enforcement Bylaw No. 1, 2025” – Appendix 5 only.

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4772

****

A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT MUNICIPAL TICKET INFORMATION AND AUTHORIZATION BYLAW, 1990 (BYLAW NO. 1857)

****

WHEREAS:

A. Under Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010", the Capital Regional District Board established a Bylaw to Regulate the Construction, Alteration, Repair, or Demolition of Buildings and Structures in the Electoral Areas of the Capital Regional District; and

B. The Board wishes to amend Bylaw No. 1857, "Capital Regional District Municipal Ticket Information Authorization Bylaw, 1990", to increase building regulation penalties to align fine amounts with current industry standards to strengthen overall compliance;

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

1. Bylaw No. 1857, "Capital Regional District Municipal Ticket Information Authorization Bylaw, 1990" is hereby amended as follows:

    (a) By replacing Schedule 5 in its entirety with Schedule 5 attached to this bylaw.

2. This bylaw may be cited for all purposes as "Capital Regional District Municipal Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 91, 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__
ADOPTED THIS	th	day of	20__

CHAIR	CORPORATE OFFICER

SCHEDULE 5 TO BYLAW NO. 1857

BUILDING REGULATION BYLAW NO. 5, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain building permit	3.1.1	$500.00
Fail to obtain demolition/deconstruction permit	3.1.2	$500.00
Occupy without occupancy certificate	3.1.3	$500.00
Tamper with posted notice/permit/certificate	3.1.4	$300.00
Build contrary to approved plans	3.1.5	$500.00
Obstruct entry of authorized building official	3.1.6	$500.00
Continue work on structure after order	3.1.7	$500.00
Construct contrary to building regulations	3.1.8	$500.00

APPENDIX B

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4773

****

A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW
(BYLAW NO. 4683)

****

WHEREAS:

A. Under Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010", the Capital Regional District Board established a Bylaw to Regulate the Construction, Alteration, Repair, or Demolition of Buildings and Structures in the Electoral Areas of the Capital Regional District; and

B. Under Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025", the regional board established individuals who may enforce by bylaw notice and categories of offences which may be prosecuted by way of a bylaw notice;

C. The Board wishes to amend Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025", to increase building regulation penalties to align fine amounts with current industry standards to strengthen overall compliance;

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

1. Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" is hereby amended as follows:

    (a) By replacing Appendix 5 in its entirety with the Appendix 5 attached to this bylaw.

2. This bylaw may be cited for all purposes as "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 5, 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__
ADOPTED THIS	th	day of	20__

____
CHAIR

____
CORPORATE OFFICER

APPENDIX 5 TO BYLAW NO. 4683

BUILDING REGULATION BYLAW NO. 5, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	**SECTION**	**FINE AMOUNT**	**EARLY PAYMENT** (if paid within 14 days)	**LATE PAYMENT** (paid after 28 days)	**COMPLIANCE AGREEMENT AVAILABLE**
Fail to obtain building permit	3.1.1	$500.00	$400.00	$500.00	No
Fail to obtain demolition/deconstruction permit	3.1.2	$500.00	$400.00	$500.00	No
Occupy without occupancy certificate	3.1.3	$500.00	$400.00	$500.00	No
Tamper with posted notice/permit/certificate	3.1.4	$300.00	$240.00	$360.00	No
Build contrary to approved plans	3.1.5	$500.00	$400.00	$500.00	No
Obstruct entry of authorized building official	3.1.6	$500.00	$400.00	$500.00	No
Continue work on structure after order	3.1.7	$500.00	$400.00	$500.00	No
Construct contrary to building regulations	3.1.8	$500.00	$400.00	$500.00	No

APPENDIX C

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BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

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

ORIGINALLY ADOPTED February 27, 1991

(Consolidated with Amending Bylaws 1999, 2055, 2130, 2163, 2219, 2225, 2281, 2293, 2359, 2372, 2411, 2509, 2511, 2565, 2658, 2669, 2698, 2713, 2722, 2806, 2863, 2879, 2898, 2987, 3020, 3062, 3111, 3140, 3195, 3264, 3287, 3379, 3385, 3393, 3418, 3442, 3453, 3555, 3609, 3650, 3683, 3701, 3703, 3773, 3796, 3818, 3880, 3899, 3909, 4003, 4027, 4051, 4094, 4098, 4160, 4169, 4184, 4220, 4226, 4287, 4309, 4343, 4358, 4397, 4401, 4433, 4434, 4443, 4499, 4531, 4553, 4554, 4567, 4611, 4646, 4653, 4654, 4672, 4673, 4675, 4703, ~~4755, 4759~~, & 4772 & ~~4778~~)

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

SCHEDULE 5 TO BYLAW NO. 1857

(Bylaw 3020, 4401, 4703, 4772)

BUILDING REGULATION BYLAW NO. 5, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain building permit	3.1.1	$500.00~~250.00~~
Fail to obtain demolition/deconstruction permit	3.1.2	$500.00~~$250.00~~
Occupy without occupancy certificate	3.1.3	$500.00~~$250.00~~
Tamper with posted notice/permit/certificate	3.1.4	$300.00~~250.00~~
Build contrary to approved plans	3.1.5	$500.00~~$250.00~~
Obstruct entry of authorized building official	3.1.6	$500.00~~$250.00~~
Continue work on structure after order	3.1.7	$500.00~~$400.00~~
Construct contrary to building regulations	3.1.8	$500.00~~$250.00~~

APPENDIX D

Making a difference...together

BYLAW NO. 4683

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1, 2025

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

ORIGINALLY ADOPTED February 12, 2025

(Consolidated with Amending Bylaw 4773)

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

APPENDIX 5 TO BYLAW NO. 4683

(Bylaw 4773)

BUILDING REGULATION BYLAW NO. 5, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain building permit	3.1.1	$500.00 ~~$250.00~~	$400.00 ~~$187.50~~	$500.00 ~~$312.50~~	No
Fail to obtain demolition/deconstruction permit	3.1.2	$500.00 ~~$250.00~~	$400.00 ~~$187.50~~	$500.00 ~~$312.50~~	No
Occupy without occupancy certificate	3.1.3	$500.00 ~~$250.00~~	$400.00 ~~$187.50~~	$500.00 ~~$312.50~~	No
Tamper with posted notice/permit/certificate	3.1.4	$300.00 ~~$250.00~~	$240.00 ~~$187.50~~	$360.00 ~~$312.50~~	No
Build contrary to approved plans	3.1.5	$500.00 ~~$250.00~~	$400.00 ~~$187.50~~	$500.00 ~~$312.50~~	No
Obstruct entry of authorized building official	3.1.6	$500.00 ~~$250.00~~	$400.00 ~~$187.50~~	$500.00 ~~$312.50~~	No
Continue work on structure after order	3.1.7	$500.00 ~~$400.00~~	$400.00 ~~$300.00~~	$500.00 ~~$500.00~~	No
Construct contrary to building regulations	3.1.8	$500.00 ~~$250.00~~	$400.00 ~~$187.50~~	$500.00 ~~$312.50~~	No

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REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF TUESDAY, JULY 14, 2026

SUBJECT **Covenant Release from Lot 1, Section 97, Renfrew District, Plan EPP138131 – 17118 Parkinson Road**

ISSUE SUMMARY

To consider release of Covenant CA9549686 (Appendix A) restricting on the number of single-family equivalents (SFEs) on land owned by the Canadian Coast Guard (CCG).

BACKGROUND

In 2019, a group of landowners entered into an Agreement with the Capital Regional District (CRD) to construct a new water storage tank to increase the storage and water system capacity of the Port Renfrew Water Service Area. The landowners included Port Renfrew Management Ltd., Port Renfrew Business Park Ltd., and Pacific Gateway Marina and Sport Fishing Inc.

Lands previously outside the service area were then included in the service area through a bylaw amendment, adoption of which was contingent on the completion of the new water storage tank and registration of restrictive covenants. The Agreement between CRD and the landowners specified that from a total of 151 SFEs made available by the additional capacity, 72 would be made available to the landowners and allocated under separate covenants as follows:

- Covenant CA9549685: Port Renfrew Management Ltd. – 32 SFEs
- Covenant CA9549685: Port Renfrew Business Park Ltd. – 8 SFEs
- Covenant CA9549686: Pacific Gateway Marina and Sport Fishing Inc – 19 SFEs
- Marina Lease Area: Pacific Gateway Marina and Sport Fishing Inc. – 13 SFEs

In 2024, the CCG purchased the parcel at 17118 Parkinson Road (Lot B, Plan VIP65589). The property was serviced by an existing water connection and located inside the Port Renfrew Water Service Area. The parcel was also located outside the area originally subject to covenant CA9549686, which was registered on the titles of Plan 344R and Lot 1, Plan EPP24972.

The CCG subsequently completed a boundary adjustment subdivision to add a ~470 m^2 portion of the property at 17086 Parkinson Road (Lot 1, Plan EPP24972), which is inside the area restricted by Covenant CA9549686. As a result of registering the boundary adjustment subdivision, the covenant was transferred to the title of the newly expanded parcel —now described as Lot 1, Plan EPP EPP138131(Appendix B). The CCG was not an original partner in the agreement to expand the water service area, made no contributions to the system expansion and has no expressed interest in the remainder of the lands that were the subject to the original agreement.

The Port Renfrew Water Service Area Boundary and Covenant CA9549686 area map is attached as Appendix C and a letter from Public Services and Procurement Canada to Port Renfrew Utility Services Committee requesting release of Covenant CA9549686 is attached as Appendix D.

ALTERNATIVES

Alternative 1
The Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:
That the Canadian Coast Guard's request for release of covenant CA9549686, as described in the letter addressed to the Port Renfrew Utility Services Committee, dated March 13, 2026, be approved.

Alternative 2
The Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:
That the Canadian Coast Guard's request for release of covenant CA9549686, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated March 13, 2026, be denied.

IMPLICATIONS

Legislative Implications

The Port Renfrew Utility Services Committee is a local service area committee that reports to the CRD Board through the Electoral Areas Committee on matters related to the provision of water, sewer, solid waste and streetlighting services in Port Renfrew.

The CRD Delegation Bylaw No. 4186 s.6 specifies that the Electoral Areas Committee has the delegated authority to modify or release a covenant registrable under s.219 of the *Land Title Act.*

Financial Implications

17118 Parkinson Road is currently within the water service area and can be supplied with water by the CRD. No anticipated financial implications have been identified.

Service Delivery Implications

Removing Covenant CA9549686 from 17118 Parkinson Road should have minimal to no service implications. 17118 Parkinson Road is within the Water Service Area and will be able to be serviced via the CRD water system. CA9549686 will remain on title for 17086 Parkinson Road and water usage align with this covenant.

CONCLUSION

Covenant CA9549686 established an agreed servicing allocation of 19 SFEs for two properties owned by Pacific Gateway Marina in relation to water system expansion contributions made in 2020. The Canadian Coast Guard (CCG) was not part of the original landowner group that agreed to construct the system expansion and made no contributions to the system expansion. Covenant CA9549686 was transferred to the title of land owned by CCG through a boundary adjustment subdivision that added 470 m^2 to 17118 Parkinson Road from 17086 Parkinson Road. The CCG has now requested release of Covenant CA9549686 from the title of Lot 1, Plan EPP138131. Should the CCG require water capacity, in excess of the single-family equivalents currently allocated to its property through an existing connection, additional capacity could be requested from the capacity available to the broader community.

RECOMMENDATION

The Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:
That the Canadian Coast Guard's request for release of covenant CA9549686, as described in the letter addressed to the Port Renfrew Utility Services Committee, dated March 13, 2026, be approved.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, JdF Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, Chief Administrative Officer

ATTACHMENTS

Appendix A: Covenant CA9549686
Appendix B: Plan EPP138131
Appendix C: Port Renfrew Water Service Area Boundary and Covenant CA9549686 Area
Appendix D: Letter from Public Services and Procurement Canada to PRUSC Requesting Release of Covenant CA9549686

DECLARATION(S) ATTACHED

Land Title Act
Charge
General Instrument – Part 1

VICTORIA LAND TITLE OFFICE
DEC 01 2021 13:01:29.003
CA9549686

1. Application

Stewart McDannold Stuart
837 Burdett Avenue
2nd Floor
VICTORIA BC V8W 1B3
2503807744

File No.: 111 1908 HB-ce
PGM v2

2. Description of Land

PID/Plan Number	Legal Description
028-991-125	**LOT 1 SECTION 97 RENFREW DISTRICT PLAN EPP24972**
009-592-342	**THAT PART OF SECTION 97, RENFREW DISTRICT AS SHOWN COLOURED RED ON PLAN 344R**

3. Nature of Interest

Type	Number	Additional Information
COVENANT		

4. Terms

Part 2 of this instrument consists of:
(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

PACIFIC GATEWAY MARINA AND SPORT FISHING INC., NO.BC0935388

6. Transferee(s)

CAPITAL REGIONAL DISTRICT
625 FISGARD STREET
VICTORIA BC V8W 1R7

7. Additional or Modified Terms

Land Title Act
Charge
General Instrument – Part 1

8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature	Execution Date	Transferor Signature(s)
See Affidavit of Execution	YYYY-MM-DD **2021-11-29**	**Pacific Gateway Marina and Sport Fishing Inc.** By their Authorized Signatory **Luke Mari**

Officer Certification
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature	Execution Date	Transferor Signature(s)
Jessica D.B. Arnet **Commissioner for Taking Affidavits for British Columbia** 625 Fisgard Street Victoria BC V8W 1R7 Expiry: Feb 28, 2023	YYYY-MM-DD **2021-11-26**	**Capital Regional District** By their Authorized Signatory **Ted Robbins**

Officer Certification
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature
Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

Heidi Eileen Boudreau 5LNHAR **Digitally signed by Heidi Eileen Boudreau 5LNHAR Date: 2021-11-30 20:08:57 -08:00**

TERMS OF INSTRUMENT - PART 2

WHEREAS:

A. The Transferor is the registered owner in fee simple of those lands and premises more particularly described as:

PID: 028-991-125
LOT 1, SECTION 97, RENFREW DISTRICT, PLAN EPP24972

PID: 009-592-342
THAT PART OF SECTION 97, RENFREW DISTRICT AS SHOWN COLOURED RED ON PLAN 344R

(the "**Lands**").

B. The Transferee is the Capital Regional District.

C. The Transferor wishes that the Transferee extend the Water Service to include the Lands with the intention of developing the Lands to supply Single Family Equivalents located on the Lands with water.

D. The Transferor acknowledges that it is in the public interest that the development and use of the Lands be limited and wishes to grant this covenant to the Transferee.

E. Section 219 of the *Land Title Act* provides that a covenant, whether of negative or positive nature, in respect of the use of land or the use of a building on or to be erected on land may be granted in favour of a regional district and may be registered as a charge against the title to that land.

NOW THEREFORE in consideration of the premises and covenants contained herein and for the other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree as follows:

1. In this Agreement, the following words have the following meanings:

"**Parent Parcel**" means the entirety of the lands as described in Recital A whether or not such Lands are subsequently subdivided or consolidated.

"**Single Family Equivalent**" means any building, improvement or structure on the Lands that is supplied with water by the Water Service or any building improvement or structure that has its water meter located on the Lands and is supplied with water by the Water Service.

"**Single Family Equivalent Unit**" means a residential dwelling unit or combination of dwelling units or other uses serviced by the Water Service where the design for water usage for such unit does not exceed 1450 litres per day as specified in the latest Sewage System Standard Practice Manual prepared by the BC Onsite Sewage Association, to be verified by the installation of a water meter.

"**Water Service**" means the local area service for the supply, treatment, conveyance, storage and distribution of water to a portion of the Juan de Fuca Electoral Area by Capital Regional District Integrated Water Services as established by the *"Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989*", as amended from time to time.

2. The Transferor covenants and agrees with the Transferee that it shall not use or permit the use of the Lands or any building on the Lands for any purpose, or construct any building on the Lands, except in strict accordance with this Agreement.

3. If the Lands are included in the Water Service, the Transferor shall not, nor shall it allow any person to construct, install, place, use, or occupy any building, structure or improvement on the Lands if such construction, installation, use or occupation results in there being more than 19 Single Family Equivalent Units connected to the Water Service on the Parent Parcel, including any subdivided part unless the Transferor has obtained the approval of the Transferee, which approval may be withheld in the Transferee's sole discretion, acting reasonably, should there be insufficient water system capacity availability in the Water Service .

4 . The Transferee shall not be obliged to issue a building permit or an occupancy permit with respect to any building or structure on the Lands that will result in greater than 19 Single Family Equivalent Units connected to the Water Service on the Parent Parcel, unless the Transferee is, in its sole discretion, acting reasonably, satisfied that there is sufficient water system capacity availability in the Water Service .

5 . The Transferor shall, at its sole expense, do all that is necessary to ensure that this Agreement is registered against the Lands at the Victoria Land Title Office.

6. The Transferor shall reimburse the Transferee for any expense that may be incurred by the Transferee as a result of a breach of a covenant under this Agreement.

7. The Transferee may, at any time, without the consent of the Transferor or anyone, release or cause to be released, this Agreement as a charge against title to the Lands or any portion thereof and, upon such release, this Agreement shall be discharged and of no further force and effect.

8. The Transferor and the Transferee agree that the enforcement of this Agreement shall be entirely within the discretion of the Transferee and that the execution and registration of this Agreement against the title to the Lands shall not be interpreted as creating any duty on the part of the Transferee to the Transferor or to any other person to enforce any provision or the breach of any provision of this Agreement.

9. The Transferor shall indemnify and save harmless the Transferee from any and all claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which anyone has or may have against the Transferee or which the Transferee incurs as a result of any loss or damage or injury, including economic loss, arising out of or connected with:

a. the breach of any covenant in this Agreement;
b. the use of the Lands contemplated under this Agreement;
c. restrictions or requirements under this Agreement.

10. The Transferor hereby releases and forever discharges the Transferee of and from any claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which the Transferor can or may have against the Transferee for any loss or damage or injury, including economic loss, that the Transferor may sustain or suffer arising out of or connected with:

    a. the breach of any covenant in this Agreement;
    b. the use of the Lands contemplated under this Agreement;
    c. restrictions or requirements under this Agreement.

11. At the Transferor's expense, the Transferor must do everything necessary to secure priority of registration and interest for this Agreement and the Section 219 Covenant it creates over all registered and pending charges and encumbrances of a financial nature against the Lands.

12. Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Transferee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Transferor.

13. Nothing in this Agreement shall relieve the Transferor from any obligation or requirement arising under any applicable statute, bylaw or regulation in respect of the development of the Lands.

14. Time is of the essence of this Agreement.

15. The Transferor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions set out in this Agreement and they shall be binding upon the Transferor as personal covenants only during the period of its respective ownership of any interest in the Lands.

16. It is mutually understood, acknowledged and agreed by the parties hereto that the Transferee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Transferor other than those contained in this Agreement.

17. The Transferor shall pay the legal fees of the Transferee in connection with the preparation and registration of this Agreement. This is a personal covenant between the parties.

18. The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.

19. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

20. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

21. This Agreement shall run with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the *Land Title Act* as covenants in favour of the Transferee as a first charge against the Lands.

22. The Transferor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.

23. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.

24. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

25. This Agreement may be executed in counterpart with the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. This Agreement may be delivered by electronic means.

IN WITNESS WHEREOF the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (pages 1-2) attached hereto.

Land Title Act
Declaration

I, Heidi Boudreau, a solicitor with Stewart McDannold Stuart, declare as follows:

Please find attached a copy of a true copy of the affidavit of John Mullin which was executed in accordance with s. 49 of the Land Title Act.

Electronic Signature

Your electronic signature is a representation that

(a) You are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act, or

(b) You are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.43(3) of the act, and that the supporting document or a true copy of the supporting document, if a true copy is allowed under an e-filing direction, is in your possession, or

(c) If the purpose of this declaration is to bring to the attention of the registrar an error, omission or misdescription in a previously submitted document under section 168.55 of the act, you certify that, based on your personal knowledge or reasonable belief, this declaration sets out the material facts accurately.

Heidi Eileen Boudreau 5LNHAR

Digitally signed by Heidi Eileen Boudreau 5LNHAR
Date: 2021-11-30 20:09:29 -08:00

Note: A Declaration cannot be used to submit a request to the Registrar for the withdrawal of a document.

CANADA PROVINCE OF BRITISH COLUMBIA	)))	**IN THE MATTER OF PID 028-991-125, Lot 1 Section 97 Renfrew District Plan EPP24972 and PID 009-592-342, That Part of Section 97m Renfrew District as Shown Coloured Red on Plan 344R (the "Property")**

AND: Form C Charge to be filed herewith.

AFFIDAVIT OF EXECUTION

I, John Mullin, Barrister & Solicitor, of 1626 Garnet Road, Victoria, British Columbia, make oath and say that:

1. I am 19 years of age or older and I am acquainted with Luke Mari who is an authorized signatory of the named Transferor in the instrument.

2. I am acquainted with the signature of Luke Mari, named as the authorized signatory of the Transferor and believe that the signature subscribed to the instrument is the signature of Luke Mari.

3. The Transferor existed at the time of the instrument was executed and is legally entitled to hold and dispose of land in British Columbia.

4. Luke Mari, authorized signatory for the Transferor was not physically present when executing the Form C Charge because it was medically unsafe to do so in person due to the COVID – 19 Pandemic but was linked with me using video technology on November 29, 2021. I followed the process described in Practice Bulletin 01-20 Process for Remote Witnessing of Affidavits for use in Land Title Applications and complied with the Law Society of British Columbia best practices for using video-conferencing when providing legal advice or service.

AND I MAKE THIS SWORN STATEMENT conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

SWORN before me at the City of Victoria, in the Province of British Columbia, this 29 day of November, 2021	)))	
	))	John Mullin
A Commissioner for taking Oaths in and for the Province of British Columbia	))	

PETER W. DEMEO
Barrister & Solicitor
1626 Garnet Road
Victoria, BC V8P 3C8

APPENDIX B

REFERENCE PLAN OF PART OF LOT A PLAN VIP65589 AND LOT B PLAN VIP65589 AND PART OF LOT 1 PLAN EPP24972 ALL OF SECTION 97, RENFREW DISTRICT.

PLAN EPP138131

PURSUANT TO SECTION 99(1)(h) OF THE LAND TITLE ACT
BCGS 92C.058

Scale 1:300

The intended plot size of this plan is 864mm in width and 560 mm in height (D size) when plotted at a scale of 1:300.

Distances are in metres and decimals thereof.

Grid bearings are derived from dual frequency, differential carrier phase GNSS observations, processed using Natural Resources Canada Precise Point Positioning Service, and are referred to the central meridian of UTM Zone 10.

The UTM coordinates and estimated absolute accuracy achieved are derived from dual frequency, differential carrier phase GNSS observations, processed using Natural Resources Canada Precise Point Positioning Service.

This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9997328. The average combined factor has been determined based on an ellipsoidal elevation of 3.142m.

Legend:
- ● DENOTES STANDARD IRON POST FOUND
- ○ DENOTES STANDARD IRON POST SET
- (CC) DENOTES CHECK CHAINED

GNSS Control Point (500) Coordinates
Datum: NAD83 (CSRS) 1997
UTM ZONE 10
UTM Northing....5378977.038
UTM Easting....395747.690
Estimated absolute accuracy is....0.010m

GNSS Control Point (519) Coordinates
Datum: NAD83 (CSRS) 1997
UTM ZONE 10
UTM Northing....5378967.798
UTM Easting....395918.151
Estimated absolute accuracy is....0.012m

BOOK OF REFERENCE

LOT	AREA
Part Lot A, Plan VIP65589	134.0 m²
Lot B, Plan VIP65589	0.141 ha
Part Lot 1, Plan EPP24972	467.1 m²
Total Area:	0.201 ha

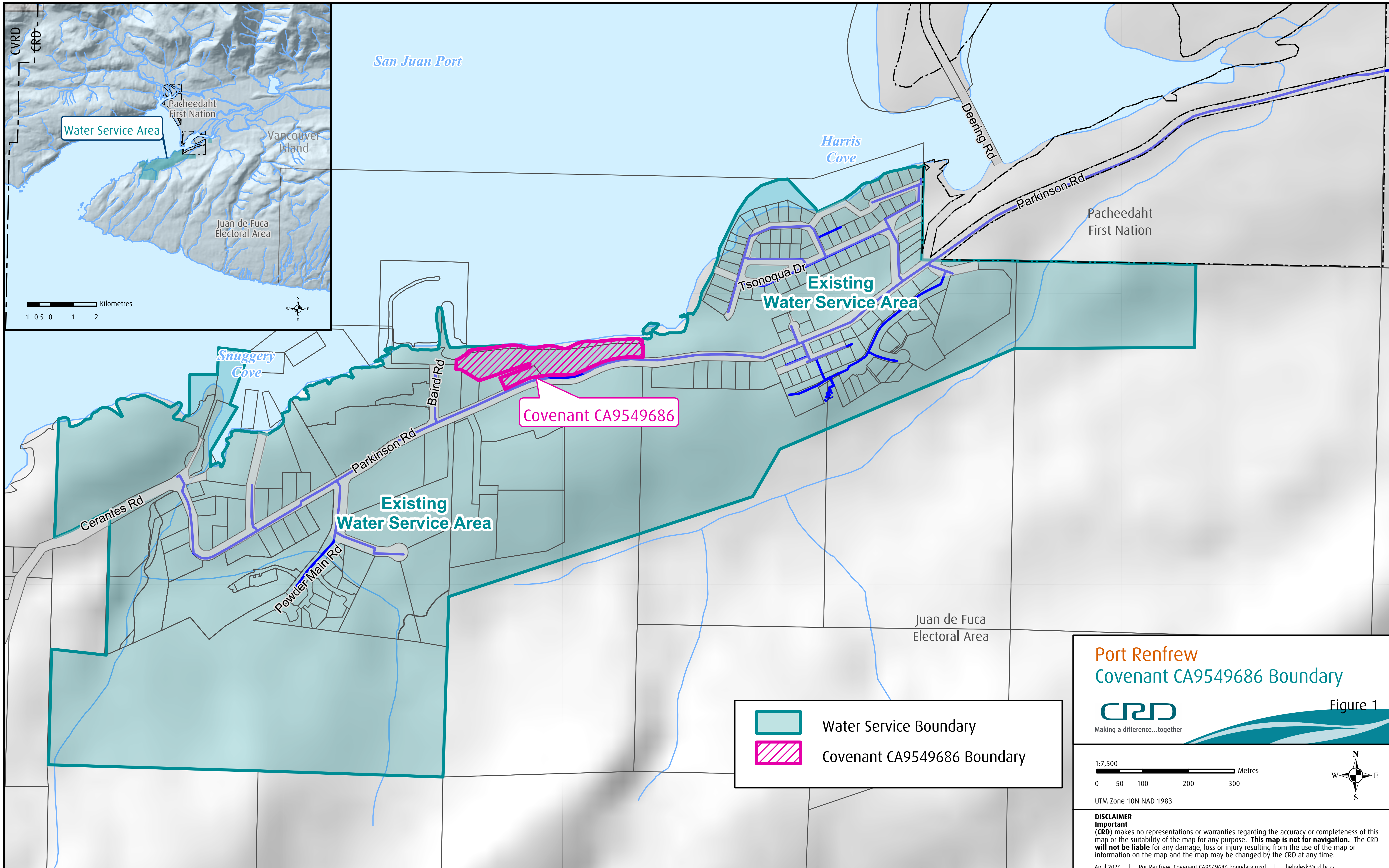
ORIGIN OF SURVEY POSTS

1	Plan VIP15462 (Restored by Plan VIP65542)
2	Plan VIP15462
3	Plan VIP65590
4	Plan VIP65589
5	Plan VIP65589 (Restored by Plan EPP24972)
6	Plan VIP69531
7	Plan VIP77871

This Plan lies within the Capital Regional District

The field survey represented by this plan was completed on the 8th day of May, 2024.
Ian Robertson, BCLS # 749

Public Services and Procurement Canada
Geomatics Services
Services Publics et Approvisionnement Canada
2-100 Annacis Pkwy
Delta, BC
V3M 6A2
Project R.116286.001
GCDocs #263816014
FB # 91, Pg # 99-127
BC#3303.00
SF#3635.01
ECR#282119



San Juan Port
Harris Cove
Snuggery Cove
Deering Rd
Parkinson Rd
Tsonoqua Dr
Baird Rd
Cerantes Rd
Powder Main Rd
Existing Water Service Area
Existing Water Service Area
Covenant CA9549686
Pacheedaht First Nation
Juan de Fuca Electoral Area
CVRD
CRD
Water Service Area
Pacheedaht First Nation
Vancouver Island
Juan de Fuca Electoral Area
Kilometres
1 0.5 0 1 2
Water Service Boundary
Covenant CA9549686 Boundary
Port Renfrew
Covenant CA9549686 Boundary
Figure 1
Making a difference...together
1:7,500
Metres
0 50 100 200 300
UTM Zone 10N NAD 1983
DISCLAIMER
Important
(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 | PortRenfrew_Covenant CA9549686 boundary.mxd | helpdesk@crd.bc.ca

APPENDIX D

Public Services and Procurement Canada | Services publics et Approvisionnement Canada

BY EMAIL

March 13, 2026

Port Renfrew Utility Services Committee (PRUSC)
C/o Iain Lawrence
Capital Regional District (CRD)
3-7450 Butler Road
Sooke, BC V9Z 1N1

Attention: Committee Members

Dear Committee Members –

Re: LOT 1 SECTION 97 RENFREW DISTRICT PLAN EPP138131 / 032-347-090
Request for discharge of Covenant CA9549686

I have been communicating with Iain Lawrence at CRD in respect of a parcel of land on Stevenson Road in Port Renfrew purchased by Canadian Coast Guard (CCG) in 2024.

Title to this property was encumbered by five covenants in favour of the CRD when CCG purchased the property. In 2025 four of the five covenants were discharged and there remains one covenant – CA9549686 – as referred above, still on title.

The property CCG purchased was outside the covenant area, however a small sliver of land was acquired from the adjacent property that is in the covenant area and was consolidated with the main lot CCG was purchasing. The covenant in question was therefore transferred over to the new consolidated lot.

A copy of the covenant is attached hereto for your reference, which you are no doubt familiar with. The covenant relates to the usage of water as it was intended that water would be required for a residential subdivision.

CCG is developing an emergency response facility on the Subject Property. Whilst it is difficult to anticipate what the water usage (volume) will be, CCG anticipates using somewhere in the region of 20 cubic meters of water per month.

We hereby request that the Commission and CRD agrees to discharge the covenant in question.

Should you have any questions, please contact:

Water related questions - Ronne Ludvigson - Ronne.Ludvigson@dfo-mpo.gc.ca
Process related questions - Billy Ng - billy.ng@tpsgc-pwgsc.gc.ca
Legal related questions - Kate Orlinska

If you are reaching out to any of the above individuals, please copy the other two.

Please note I will be away on extended leave from Aprli 23, 2026.

Sincerely,

Nick Bodie

Nicholas Bodie
Senior Real Estate Advisor, Real Estate Services (RES)
Public Services and Procurement Canada - PSPC

CC. Ronne Ludvigson, CCG
Billy Ng, PSPC
Kate Orlinska, DOJ

Canada

APPENDIX D

GALIANO ISLAND PARKS AND RECREATION COMMISSION

Meeting Minutes

May 14, 2026

1290 Sturdies Bay Road

Present: Commissioners Murray Scadeng, Frank De Waard, Nick Rebalski, Cathy Clinton, Jim Henshall, Jamie Williams, Rob Fawcett(CRD Alt. Director). Regrets: Commissioners Mechelle Crocker and Paul Brent

Guests: Kendall McLaughlin, Julia Hendricks, Julie Thiebert, Akasha Forest

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

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

Call to order at 4:03 PM. Chair De Waard provided a territorial acknowledgement.

2. **APPROVAL OF AGENDA**

MOTION by Commissioner De Waard, Seconded by Commissioner Sherbine that the 14 May 2026 agenda be approved. **CARRIED.**

3. **ADOPTION OF MINUTES**

MOTION by Commissioner Henshall, Seconded by Commissioner Clinton that the April 3 minutes be approved as circulated. **CARRIED.**

4. **DELEGATIONS:** NONE.

5. **CHAIR REPORT and CORRESPONDENCE**

Chair reminded Commissioners to direct community questions and delegations to the CRD email for record keeping. MOTT License of Occupation list has been confirmed with CRD for negotiation with MOTT. Chair has been working with GIPRC and CRD staff to respond to the First Nations feedback on the draft Master Plan.

6. **REPORTS**

6.1 **Betty's Place update**: Public trail visit with Galiano Club Directors is planned for fall 2026. A mid-term planning document is under development. A gardening support request will come to the June meeting.

6.2 **Shore Access and Trails Update:** Sturdies Bay Trail improvements continue. Cayzer continues to be closed to the public and is slated for improvement. Zuker improvements are scheduled for summer. Maintenance Contractors' report will be circulated following the meeting.

6.3 **Shore Stewards Update:** Comm. Clinton reported on increased feedback from stewards this month. Zilwood neighbours have complained about the City West installation of a pipe and have been directed to contact City West to represent their concerns.

6.4 **Treasurer's Report:** The monthly financial report was circulated prior to the meeting. Funding for $10,000 has been provided from the Outdoor Recreation Fund of BC from CRD for school-side improvements to Sturdies Bay Trail, following up on the work of the 2024-2025 "Ready Step Roll" initiative.

MOTION to amend the 2026 GIPRC Capital plan to establish a new project for the Outdoor Recreation Fund of BC Grant project for school-side improvements to Sturdies Bay Trail M- Comm. Clinton , S- Comm. Sherbine **CARRIED.**

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

6.5 **Recreation Funds:** Commissioner Williams reported as Chair of the 2026 Recreation Funds Committee. Funds were oversubscribed by over 30% and Commissioners conducted a thorough review over several sessions to craft a recommendation for a 2026 Recreation Grants Funding Package.

MOTION to close the meeting in accordance with 90(1)(a) of the Community Charter. M- Comm. Henshall, S-Commissioner Sherbine. **CARRIED.**

The Commission closed at 4:35 PM and reopened the meeting at 4:47 PM.

MOTION to adopt the recommendation of the 2026 Recreation Grants Committee and forward the following list of Grant Recipients to CRD for approval and disbursement.

$1,500.00	Active Passive Performance Society
$1,200.00	Coro Galiano
$500.00	Galiano Club (Winter Gardening)
$1,000.00	Galiano Club (Gleaning)
$1,000.00	Galiano Community School Parent Advisory Council (PAC)
$1,000.00	Galiano Conservancy Association
$900.00	Galiano Activity Center Society (Daycare)
$1,500.00	Galiano Golf Club
$750.00	Galiano Health Care Society
$23,500.00	Galiano Activity Center Society
$3,500.00	North Galiano Community Association
$1,200.00	Galiano Activity Center Society(Galiano Playgroup
$1,200.00	Coro Galiano (Sturdies BAYBS)

$1,000.00	YellowHouse Art Centre Society
$1,000.00	Galiano Trails Society
$500.00	Galiano Arts Alliance
$500.00	Galiano Rod and Gun Club Society
$800.00	Galiano Museum Society
$900.00	Galiano Youth Recreation Group
$675.00	North Galiano Community Association(Just Dance)
$1,500.00	Galiano Library Society
$45,625.00	TOTAL

M-Comm. Williams, S- Comm. Clinton **CARRIED.**

6.6 **Master Plan**: Chair and Admin have been working with the CRD First Nations Engagement Team to respond to feedback from Penekakut.

7. **CAPITAL PROJECTS**

7.1 Sturdies Bay Trail Extension: Detailed design is the next recommendation. External funding sources will need to be identified. Murray will identify a grant writer. Emma will send grant writer options to Murray and Chair.

7.2 **Zuker Shore Access**: Chair met with Jeannine Georgeson and Thomas Barrymore to establish the project activities.

7.3 **Trail Mapping Coordination**: Galiano Trails Society (GTS) has hired Keith Erickson as project coordinator, with assets being shared by GTS and GIPRC.

7.4 **Multi-Sport Court**: Lion's Club is actively pursuing progress on the Multi-sport court.

8. **NEW BUSINESS**

8.1 **Outdoor Recreation Fund BC grant and activities:** Commissioners Sherbine and Rebalski and Emma have been developing a list of possible improvements to the school side. This small group will work with the Maintenance Contractor to direct planned work.

8.2 **Trail Counters:** One trail counter has been sent to the Commission from CRD which has been installed on a popular trail, and will be relocated after one month to a different site.

8.3 **Galiano Trails Society Signage:** Galiano Trails Society plans to install new signage on their trail network using Hulqimenum language and images by a Coast Salish artist, and is asking GIPRC to consider doing similar signage. GIPRC thanks GTS for sharing information and noted that signage changes for GIPRC must be informed by master planning and consultation with CRD.

8.4 Communications: Lori will prepare a Recreation Grants Report for the July issue. Aug. and Sept. issues will be addressed at the June meeting. GIPRC will participate in the upcoming Fiesta and Jamboree events. Lori will book a table and Comm. Scadeng and Clinton will host.

9. **Next Meeting Date**: June 4, 2026.

10. **Adjournment** at 5:39 PM**.**

Approved at the 04 Jun 2026 GIPRC Meeting:

Frank De Waard
Frank De Waard
GIPRC Chair

Meeting Minutes: Mayne Island Parks and Recreation Commission
Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC
Date/Time: May 14, 2026 at 3:00 pm

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

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

Guest: Justine Starke, Manager, CRD, Southern Gulf Islands Service Delivery

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Mayne Island Parks acknowledge the historic occupation of Canada by the indigenous people and trust that future Canadian economic aspirations can be reconciled with native territorial claims.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper
that the agenda of May 14, 2026 be approved as presented.
CARRIED

3. Adoption of Minutes of April 9, 2026

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Legge
that the Minutes of April 9, 2026 be approved as presented.
CARRIED

4. Chair's Remarks

Justine Starke was welcomed to the meeting. Commissioner Burrows was recognized for her efforts to ensure contracts were prepared as required.

5. Reports

5.1. Treasurer's Reports

5.1.1. Treasurer's Report - for the period ending April 30, 2026
A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the Treasurer's Report April 1-30, 2026 as presented.
CARRIED

5.1.2. Finance/Information
A report was received with the agenda.

5.2. Administration

5.2.1. Health and Safety Concerns – none presented.

5.2.2. Events
A report was received with the agenda.
The Lions reported that they gave the Adachi Pavilion a good cleaning for the season opening.

5.2.3. Summer Sports Camp
A report was received with the agenda.

The Special Event Application has been submitted. Discussion followed and Justine Starke requested that all applications be sent to her.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission approve the distribution of the Canadian Tire Jumpstart Grant to the camp leader and for the purchase of equipment as set out in the budget section of the grant application.
CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve a maximum of $2500 in Recreational Funding to support two weeks of summer camp programming. This funding is only required if registration is low.
CARRIED

Details were circulated and registration funding was discussed.

5.2.4. Follow Up Items (not covered elsewhere) – none presented.

5.2.5. Brochure – update on print time and costs

- Justine Starke complimented the work she saw and requested that future brochures reflect CRD branding standards.
- The section commenting on the value of parks volunteers was discussed.

MOVED by Commissioner Legge and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve payment for design and printing of the revised Hiking and Recreation Guide. Payment shall not exceed the sum of $3200 and will be charged to Contingency Other.
CARRIED

5.2.6. Bylaw – update
Justine Starke provided information and responded to questions regarding the pending bylaw update which included:

- The draft could not be made available at this time.
- The intent is for a standard bylaw consistent with the previous bylaw with some modernized regulatory approaches.
- Community parks continue to have unique aspects and flexibility for different approaches.
- Key items were for dogs under control and bikes being allowed, unless signs state otherwise.
- To implement the Supreme Court decision regarding unhoused people, sheltering is permitted between 7 pm and 7 am. The bylaw has flexibility for off limit areas such as environmentally or culturally sensitive areas. Signage can state camping is prohibited unless allowed by the Commission in special purposes.
- A bylaw enforcement officer will be available to answer commissioner questions.
- There will be an allowance for variance for special event fees that differ from the bylaw.

Justine Starke will take the feedback received from the meeting and return with more information.

5.2.7. Dave Bentham Award – status
Lauren Underhill will be contacted.

5.3. <u>Committees</u>

5.3.1. All-Wheels Skatepark
Following discussion, Justine Starke will investigate mechanisms for land use as well as safety standards concerning the commercially built half-pipe ramp.

5.3.2. Fitness Circuit and Putting Green
It was reported that CRD's archeological consultant provided approval for the fencing work at the putting green to proceed and a date will be scheduled.

5.3.3. Master Plan Update
Justine Starke will follow-up on the review of the Master Plan update.

5.3.4. Sanitation
Access by cleaning contractor to Henderson Park parking area:
In response to the janitor's request for turnaround road space, commissioners will investigate a way to limit some space to service vehicle use. Additionally, in response to Mayne Island Fire and Rescue's request for roadside tree trimming, it was agreed this could be accomplished alongside the Conservancy's tree thinning project in September.

It was **MOVED** by Commissioner Burrows and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission reimburse Jennifer Holt-Steinbach the total amount of $650 for insurance required by the Capital Regional District.
CARRIED

5.3.5. Trails
A report was received with the agenda.
Repairs were made to the boardwalk.

5.4. <u>Parks</u>

5.4.1. Cotton Park
A report was received with the agenda.
Discussion was held around the proposed Chris Paul sculpture at Cotton Park. More information was needed before a motion could be put forward to move ahead with the proposal.
Discussion was deferred to the next meeting.

5.4.2. Dinner Bay
Staining of exterior of Adachi Pavilion – by volunteers
The Lions Club will provide volunteers to assist and MIPRC will provide the materials.

5.4.3. Henderson Park
A report was received with the agenda.
For reporting purposes, park users will be asked for feedback on the new sign on May 27th and 28th.

5.4.4. Japanese Memorial Garden
A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission reimburse Michael Kilpatrick for the total amount of $501.76 and $1,112.30 for plants and trees purchased for the Japanese Memorial Garden.
CARRIED

5.4.5. Miners Bay
A report was received with the agenda.
Update on water testing:
Discussion occurred around maintaining potable water or declaring all MIRPC sites to be non-potable water.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission recommend that Island Health designate all water systems to be non-potable.
CARRIED

Opposed: Commissioner Bell
Commissioner Euper

Justine Starke to follow up with Island Health

5.4.6. Sandy Hook Community Park
A report was received with the agenda.
It was discussed and agreed that split rail fence material may be used to define the western park boundary.

5.4.7. Village Bay Park
A report was received with the agenda.
It was agreed that the Ministry of Transportation will be asked to replace the faded no parking signs. If the prohibited parking continues, concrete barriers can be placed on park property.

6. Correspondence/Meetings

6.1. Trail-a-thon proposal from MIPATA.

a) MIPATA is organizing a community fundraising event by walking as many trails as possible. A special event permit will be issued for a gathering after the event scheduled for August 8th and 9th.

b) ParticipAction involvement was discussed. A sandwich board will be placed at Cotton Park, a sign-up board will be placed by the putting green at Dinner Bay Park and posters will go up.

c) Calendar item – Recreational Grant: A colour ad will be done for June and applications are due by July 31st. The Recreational Grant Committee will include Commissioners Burrows, Bell, Euper and Kilpatrick.

7. New Business

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

9. Rise and Report

10. Meeting Adjournment

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

The meeting adjourned at 5:54 pm

Original signed by	June 11, 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: June 11, 2026 3:00 pm

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

Absent: Glyn Legge (Vice Chair)
Paul Brent, Director, CRD, Southern Gulf Islands

Guests: Tina Farmilo and Jennifer Iredale

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. We respect and value the longstanding relationship they have with the land and seawaters that continues to this day.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the agenda of June 11, 2026 be approved as presented.
CARRIED

3. Adoption of Minutes of May 14, 2026

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Wright that the Minutes of May 14, 2026 be approved as amended.
CARRIED

Correction 5.2.6
Change text from 7 am and 7 pm to 7 pm and 7 am.

4. Chair's Remarks

5. Presentations

5.1. Chris Paul Sculpture Presentation – Tina Farmilo and Jennifer Iredale

The presentation included that:

- There is interest in bringing the sculpture to Mayne Island with MIPRC partnership.
- Funding needs to be in place before installation can occur.
- Similar sculptures by the artist are situated in front of the aquarium in Sidney and in Oak Bay near the marina.
- The sculpture would benefit being placed near the shore.
- The flat metal sculpture is 10 ft. tall x 4 ft. wide and is intended to weather. There is no maintenance, but occasional cleaning may be desired.
- The artist viewed Miners Bay Park and Cotton Park which had historical indigenous village sites located on them.
- Other sites along Active Pass were discussed.

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report - for the period ending May 31, 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 Financial Statements May 1 - 31, 2026 as presented.
CARRIED

A report detailing costs and cause for repairs made to the tractor will be requested from CRD. The information will help correct operating procedures and avoid damage.

6.1.2. Finance/Information
A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission award the two Miners Bay washroom monitors $200 each in recognition of their volunteer services every six months in 2026 with the first payment in June 2026 and the second payment in December 2026.
CARRIED

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the granting of the Dave Bentham honorarium in the amount of $300 to this year's recipient at Mayne Island School on June 25, 2026.
CARRIED

6.2. Administration

6.2.1. Health and Safety Concerns
Sign board backings will be replaced in various parks to keep thumb tacks off the ground.

6.2.2. Events
A report was received with the agenda.

- 20 people have regularly been attending Tim Begley's fitness program.
- The quilt show is scheduled at the Ag Hall not Dinner Bay Park.

6.2.3. Summer Sports Camp
A report was received with the agenda.

6.2.4. Follow Up Items (not covered elsewhere)
Calendar items listed for next month are the preparation of the Capital Plan budget and the volunteer barbecue.

6.2.5. Brochure – update
Brochures were received.

6.2.6. Dave Bentham Award – status
Certificate and cheque required and recipient is known.

6.2.7. MIPRC - Volunteer Dinner
The Arbutus Grill and the Black Cardamom will be contacted about catering for the volunteer dinner.

6.2.8. Retirement of Matt Bolla of D.R. Daylight as MIPRC arborist.
MIPRC is investigating alternatives for tree cutting services.

6.2.9. ParticipAction activities
Placard and posters are up and a journal to record activities will be placed at Dinner Bay Park.

6.2.10. Washroom supplies
No concerns were noted.

6.3. Committees

6.3.1. All-Wheels Skatepark
The CRD is working towards an agreement that will outline responsibilities for the funding arrangement, construction methodologies and ongoing maintenance for the proposed pilot project ramp.

6.3.2. Fitness Circuit and Putting Green
Installation of the putting green fence is scheduled for June 24th.

6.3.3. Master Plan Update – no issues to report

6.3.4. Sanitation – no issues to report

6.3.5. Trails
A report was submitted with the agenda.

6.4. Parks

6.4.1. Cotton Park
A report was submitted with the agenda.
The tractor is tentatively scheduled for June 23rd to remove the grass on the circle driveway.

6.4.2. Dinner Bay
A report was submitted with the agenda.

a) Plantings: Some shrubs to be replaced in the Fall.
b) Picnic tables: Two tables were broken. Plans underway for their replacement.
c) Water pressure tank installation: Two different systems are being investigated. A plumber will be hired for installation.
d) Adachi Pavilion: An ultrasonic system will be purchased to address ongoing rodent issues.
e) Potable water and water testing: Rob Noyes, Justine Starke and Commissioner Kilpatrick met to discuss this issue.

6.4.3. Henderson Park
Henderson Park signage funding reallocation will be revisited.

6.4.3. Japanese Memorial Garden
A report was submitted with the agenda.
The Tori Gates were reinstalled.

6.4.4. Miners Bay
A report was submitted with the agenda.

a) Update on water testing: Discussed in item 6.4.2.
b) Ladies Washroom: Toilet is not leaking.
c) Library basement: Resolving the standing water issue will be a joint effort by commissioners.
d) Canada Day: The Parks booth will serve ice cream floats. Parks information will be made available at the booth in response to feedback from last year.

6.4.5. Sandy Hook Community Park
A report was submitted with the agenda.
Discussion occurred regarding ways to identify the park boundary. Parks is planning for future planting of plants and shrubs. Follow up continues.

6.4.6. Village Bay Park
A report was submitted with the agenda.
a) No parking signs: The signs belong to CRD not the Ministry of Transportation. Alea Printing will be asked to make stickers to cover over the fading text.
b) Neighbouring trees: In response to CRD's message, Commissioners will identify the trees with the property owner and keep Justine Starke informed.

7. Correspondence/Meetings

8. New Business

a) Street number signs: Commissioners will work on adding street names to park address number signs where helpful for emergency responder calls.
b) Acknowledgment of Debra Bell's chairmanship was read aloud:

Debra assumed the mantel of Chair AND Treasurer on January 9, 2020 after a number of years as a commissioner. By all accounts, Debra sprang into action, organized the commission, established transparency, took on the challenges of the Master Planning process, took on the rezoning of Cotton Park as well as being the Park's gardener in chief. She took on Emma and Felix Jack Park, pickleball, the putting green, the fitness pad, the pilot skatepark project and the many other challenges that have arisen over the years. And she did so with diplomacy and tact.

Debra, your friends and colleagues on the commission have been slow to recognize your achievements, but today we would like to correct this with the following:

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper
that Mayne Island Parks and Recreation Commission recognize Commissioner Debra Bell's contribution for the years that she chaired the Commission by bestowing upon her the title of Honorary Past Chair.
CARRIED

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

The meeting adjourned at 5:25 pm

Original signed by	July 9, 2026
Michael Kilpatrick, Chair	**DATE**

Original signed by

Lauren Edwards, Recorder

A D O P T E D

Minutes for a meeting of the Mayne Island Parks and Recreation Commission
Location: Mayne Island Library, 411 Naylor Road, Mayne Island, BC
Date/Time: July 9, 2026 at 3:00 pm

Present:	Michael Kilpatrick, (Chair)	Glyn Legge (Vice Chair)
	Jacquie Burrows (Treasurer)	Debra Bell
	Veronica Euper	Kestutis Banelis
	Adrian Wright	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 respectfully acknowledge the First Nations people on whose lands we live, work and recreate.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper that the agenda of July 9, 2026 be approved as amended.
CARRIED

Delete: 6.2.6 a) Chris Paul Sculpture – Motion to proceed

3. Adoption of Minutes of June 11, 2026

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows that the Minutes of June 11, 2026 be approved as presented.
CARRIED

4. Chair's Remarks

5. Presentations

6. Reports

6.1. Treasurer's Reports

6.1.1. Treasurer's Report - for the period ending June 30, 2026

A D O P T E D

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell that the Treasurer's Report dated June 30, 2026 be approved as presented.
CARRIED

6.1.2. Finance/Information
A report was received with the agenda.

6.2. Administration

6.2.1. Health and Safety Concerns
Bulletin board backings will be replaced.

6.2.2. Events
A report was received with the agenda.

6.2.3. Follow Up Items (not covered elsewhere)
Calendar items: Asset list update for insurance, Capital Plan budget, details for MIPRC volunteer dinner.

6.2.4. Dave Bentham Award – acknowledgements
The award was presented to Logan Underhill.

6.2.5. MIPRC - Volunteer Dinner
Other catering options were discussed. The event date remains as previously discussed.

6.2.6. Chris Paul Sculpture – Motion to proceed
Commissioners will meet for site visits.

6.3. Committees

6.3.1. All-Wheels Skatepark
It was reported that CRD sent the contracts to the Skatepark Club. A copy will be emailed to Commissioners for their information.

6.3.2. Fitness Circuit and Putting Green
A report was received with the agenda.
- The New Horizons for Seniors Grant will again be applied for this year.
- Posts have been installed on the putting green and fencing can be started on Monday, July13th at 9 am.

6.3.3. Master Plan Update
The survey results Appendix is pending.

6.3.4. Sanitation – nothing to report.

6.3.5. Trails
A report was received with the agenda.
Minor issues with the binocular stands were reported to Lauren Underhill.

6.4. Parks

6.4.1. Cotton Park
A report was received with the agenda.
Grass in the circular driveway will be removed.

6.4.2. Dinner Bay
A report was received with the agenda.

- Waiting on StreamLine Plumbing regarding the replacement of the pressure tank.
- Painting will be done on some eaves at the well house.

6.4.3. Henderson Park
A report was received with the agenda.
Vulture Ridge sign will be touched up with paint.

6.4.4. Japanese Memorial Garden
A report was received with the agenda.

6.4.5. Miners Bay
A report was received with the agenda.

- The bench repair on the beach trail was reported to be very well done.
- Canada Day event volunteers were thanked.

6.4.6. Sandy Hook Community Park
A report was received with the agenda.
It was reported that on July 10th a meeting will occur with a neighbouring property owner and park boundary staking will be done.

6.4.7. Village Bay Park
A report was received with the agenda.
A car has been parked on park property since June 23rd. Commissioners agreed that the RCMP will be contacted and a note will be placed on the windscreen.

7. Correspondence/Meetings

7.1. Email – regarding invasive water plants in pond at the JMG – followed up with MI Conservancy.

A D O P T E D

It was reported that a park visitor, a water ecologist, took pictures of three invasive pond plants identified as Yellow floating heart, Parrot's feather and Spearwort. A report was filed with the BC Ministry of Forests Early Detection and Rapid Response team.

7.2. Email – regarding pruning of trees at 539 Dalton Dr. – followed up with a site visit with the owner.
It was reported that this issue is resolved.

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

The meeting adjourned at 4:15 pm

Original signed by	August 13, 2026
Michael Kilpatrick, Chair	**DATE**

Original signed by

Lauren Edwards, Recorder

A D O P T E D

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 May 11, 2026 @ 3:30 PM

Commissioners: Commissioners Andrea Mills, Lisa Baile, Carolyn Cartwright-Owers, Kevin Balmer, Cecilia Suh, Paul Kubik, Connie Sears, Chair Frick (via Zoom), CRD Area Director Paul Brent (via Zoom).

Staff: Ben Symons (Maintenance), Rob Fawcett (Projects Coordinator), Melody Pender (CRD), Matthew Coutts (admin), , Justine Stark, CRD (via Zoom).

1. Call to Order

2. Territorial Acknowledgement

Provided by Carolyn Cartwright-Owers.

3. Approval of Agenda

MOTION: THAT PIPRC receives the Agenda as amended to include Gowlland Point discussion follow-up (Sec. 7.4), and the topic of volleyball courts under New Projects (10.2.2).

M - Comm Suh
S - Comm Baile
Carried

4. Approval of April Minutes

MOTION: That PIPRC approves the April minutes as presented.

M - Comm Suh
S - Comm Sears
Carried

5. Delegation(s) - none in attendance

6. SGI Parks Regulations Report

Justine Starke (CRD Senior Manager) presented an update to SGI Parks regulations and bylaws.Bylaw No. 4667 aims to bring in uniform policies across CRD parks through the Southern Gulf Islands.

Much of the changes will be related to new signage, which will provide local flexibility to region-wide rules. Signage will clarify whether a dog must be “under control” or “on leash” - if there’s no signage, the default will be “on leash”. Some parks allow bikes (such as Schooner Way - School Trail and the pump track).

The bylaw update will allow PIPRC to use signage to clarify local cycling rules, and if there is no signage then bikes are not allowed. Regulations around fire safety, cook sites, smoking, and bylaw enforcement were also discussed.

A bylaw enforcement officer will be staged on Pender Island, and beginning in 2027 PIPRC will be required to support this position with a $2,500/year commitment (The related cost in 2026 will be covered at a regional level).

7. Correspondence and Business Arising

7.1 Chair Report - Chair Frick

7.2 Correspondence

7.2.1 Magic Lake Property Owners Society (MLPOS) re: water testing at Magic Lake

Per Chair Frick, MLPOS and Island Health will be following the issue and PIPRC remain on standby, ready to shut down affected parks should the need arise.

7.3 GINPR Community Liaison Committee Update

Commissioner Paul Kubik presented an update following April's Gulf Island National Park Reserve Liaison Committee meeting. The meeting focused on addressing invasive species removal and the local priority of building a walking trail through park land. Comm. Kubik reports that representatives from various Pender agencies in attendance were united in highlighting the need for proper trails in the affected National Park Reserve. The committee will meet again in the fall.

7.4 Gowlland Point Access Improvements

Following a CRD regional review of next steps on this project, it was recommended that an area assessment be conducted before the project moves to the next step. The cost of assessment is projected to be $20-$30,000, with the potential cost to increase considerably based on the findings.

Comm. Kubik believed the potential cost increase of the project shouldn't stop PIPRC from taking the first steps and reassessing as required. He suggested we ask for clarification on the requirements should PIPRC proceed and have an issue be flagged.

Director Brent highlighted PIPRC's duty to treat taxpayer money with respect, and thus starting a project with a likelihood of unclarified cost overages would be irresponsible. Other representatives highlighted other concerns with the project including the impact on local ecology (nearby eel grass bed).

Chair Frick emphasized that there is nothing actionable until September or later, and locking into a decision now is not prudent. Ben Symons (maintenance) suggested that a solution to the lack of beach access on South Pender could be finding an alternate site – suggesting Drummond Bay. He and Comm Baile will look at the site's potential as an alternative for ocean access on South Pender.

MOTION: That PIPRC explores alternative options to provide beach access on South Pender before taking the next steps on the Gowlland Point project.
M - Comm Baile
S - Comm Sears
Carried

8. Operations

8.1 Maintenance Report from Ben Symons

Ben reports much mowing and maintenance over the past month, with no major issues arising.

9. Projects

9.1 Capital Projects Report from Rob Fawcett

Updates on the progress of several projects, including final steps for Schooner Way - School Trail, progress on the Thieves Bay pavilion and bouldering wall, and consideration on offering assistance to address the outdoor court surfaces located at the Pender Islands School.

MOTION: That PIPRC approves the location of the bouldering wall project as the grassy field beyond the left field fence (next to the pump track).
M - Comm Baile
S - Comm Balmer
Carried

MOTION: That PIPRC approves submitting a grant application to the TLC Kids Fund grant on behalf of the bouldering wall project.
M - Comm Baile
S - Comm Balmer
Carried

10. Finance & Communications

10.1 Treasurer's Report

10.1.1 Recreation Grants - reminders, and included in *The Pender Post*. Comms Cartwright-Owers and Suh tentatively appointed to lead the grant review process.

10.2 Communications

10.2.1 Social Media Update - none given

10.2.2 Pender Post report - recreation grant to be reported, and update to park bylaws. Chair Frick volunteered to write this month.

11. New Business

11.1 Moving Around Pender Trail Work

MOTION: That PIPRC works with MAP on establishing a partnership to support the construction of their trail system projects.
M - Chair Frick
S - Comm Baile
Carried

11.2 Volleyball court project

Comm Sears proposed that PIPRC consider building and maintaining two new volleyball courts, with potential locations identified near the Pender Islands School and at Shingle Bay Park.
Sears noted the popularity of volleyball on the island and estimated a low cost for the project, as most of the supplies are ready (rock available and posts have been prepared). The largest expense would be equipment rental and maintenance.
Chair Frick, Comm Sears and Ben (Maintenance) will liaise and build a proposal to consider at the next PIPRC meeting.

12. Next Meeting Date: Monday, June 8, at 3:30 pm

13. Adjournment

MOTION: That PIPRC concludes the meeting.
M - Comm Sears
S - Comm Balmer
Carried

Meeting adjourned at 5:09 pm

Shirley Fire Protection & Emergency Response Commission **Monthly General Meeting June 29th, 2026** **Shirley Fire Hall 2795B Sheringham Road, Shirley, BC V9Z 1G4** **Minutes - Approved** **Call to Order:** 1927 **Adjourned:** 2132	
Present: B. Einarson (Chair), R. Gardner, H. Damude, W. Constantineau, S. Berggren, J. Powell **Ex officio**: Fire Chief L. Hill **Absent:** A. Wickheim **Guests:** M. Taylor, H. Patrick	
Agenda & Item #	**Action Taken:**
1. Agenda	**Motion:** To approve agenda; R. Gardner, W. Constantineau **Carried**
2. Approval of Minutes	**Motion:** To approve May minutes; H. Damude, W. Constantineau **Carried**
3. Fire Chief's Report	**Shirley Fire Department Fire Chief's Report For:** **Shirley Fire Protection & Emergency Response Commission** **From: Leah Hill** **For Commission Meeting Dated: June 29, 2026** **1) Executive Summary** The department is running well. Chief Hill and Captain Patrick were able to attend quite a bit of the FCABC Fire chiefs conference at the beginning of June. It was very informative and a great way to network with various vendors and also to meet with other Fire Chiefs from all over BC and from differently structured departments. It is reassuring to know that there is tremendous support for Fire Chiefs out there. Moral within the department is doing well and with everyone supporting each other. **2) Membership and Staffing snapshot (Totals and changes)** Total - 18 New Recruits- 0 Maintenance- 2 **3) Incident Activity:** Total- 5 Incident Breakdown: Structure Fire: 0 Outdoor Fire: Responded to a burn pile complaint for a neighbour with a larger than campfire size burn pile. Spoke to wife of resident that had started the fire. Told her to make fire was out, burn pile need to be moved and reminded of the burning restrictions. Medical First Responder: 1-Attended to 1 medical call Motor Vehicle Incident: Responded to a MC MVI in Jordan River. Patient had multiple fractures.

	Technical Rescue: Responded to a trail rescue at Sheringham Point trail. Public Hazard: Tree on lines causing some sparking. On arrival tree had fallen back and no longer a hazard Notable Incidents/Trends (if applicable): None **4)Training and Competency:** Practices have been well attended and all members are doing well at progressing their theory knowledge and practical application. Some time was spent with the Chiefs close to our district regarding doing some more training with their departments. I would like to see our department used more for different mutual aid calls and that will require some more ongoing discussion with the other department chiefs. **5)Apparatus, Equipment & Facilities:** All in good working order **6)Programs, Prevention & Community:** The Shirley Market seemed to go well. I didn't notice issues with parking. Will remind organizers to leave pylon in front of hydrant so no one parks there. **7)Finance & Capital:** The 2027 budget updates have been completed. Accompanying will be a staff report outlining the changes for approval. Most of the changes put forth will be regarding increase in wages to include an administrative wage for the Fire Chief. Otherwise no large purchases for June. **8)Issues, Risks & Decisions Requested:** For information- For discussion- Hydrant testing for the hydrant on Lighthouse Point Rd. To possibly be brought forth to the Strata on Lighthouse Point Rd. Decisions Requested: Approval for the 2026 budget **Discussion:** - New subdivisions should be responsible for maintenance of new water tanks. Ongoing discussions. - Hydrant on Lighthouse Point Rd is owned by Strata. Not sure if it can be registered or not but Strata would have to do the testing. Doesn't have the expertise. - Do we apply for Emerg Prepar Grants. Yes & CRD distributes monies. W. Constantineau intends to apply for other new grants for the Department in Sept. **Motion:** To approve Fire Chief's report; H. Damude, J. Powell **Carried**

4. Treasurer's Report	**SFD May 2026 Treasurer Report** May 2026 operating expenses included $283 for telecommunications, $997 for staff training and development (primarily accommodations), $128 for propane, and $87 for operating supplies. Wages and benefits were approximately $2,500 for May. Year-to-date expenses total $11,200, averaging $2,240 per month. If this rate continues, we will be at $27,000 for wages and will likely pay approximately $25,000 for honorariums. The budget for the year is $47,000. Building maintenance was $856, memberships were $300, and the standard overhead CRD allocation was on budget at $588. Operating supplies totaled $240, mainly for grocery purchases from Superstore. Chris Wakefield's unallocated purchasing card showed a net amount of $300. Last month's charges in error of $1,000 were reversed and the subsequent expense increase remain mis-coded, but are being allocated out on distribution. Accounting CRD has indicated that this will be corrected by August, along with a journal entry needed to remove the $1,105 honorarium charged to SFD in error January 2026. **Discussion:** - Decision Re: Final approval of 2026 budget change will be at Aug meeting. Susan & Leah have looked over budget and have identified some areas to shift money to pay for increased honoraria for the Chief for an increase in time of about 18 hrs more per week to cover additional administrative tasks. Reduce new monies into ERF from 63k to 50k per year. Reduce contingency from $7000 back to $3150. Reduce additions to capital equipment fund to zero. Goal is to keep requistion increase to below 5% in upcoming year. Motion: To modify the 2026 budget by reducing transfers to CapResFund to zero and EquipReplFund to $50,000. J. Powell, R. Gardner **Carried** - Treasurer S. Berggren has drafted a letter to send to CRD re: return on ERF and Capital accounts. Letter was sent out to all by email and reviewed. Motion: To send letter as written by treasurer. W. Constantineau J. Powell **Carried** **Motion:** To approve Treasurer's report; H. Damude, J. Powell **Carried**
5. Old Business	
6. New Business	- B. Einarson reports that people have been parking in the loop at the bottom of Cedar Coast Rd in front of the hydrant. Chief Hill will look into putting a pylon and No Parking sign there to discourage this.

	- Discussed next meeting. Due to holiday schedules, many will be away and so July meeting has been cancelled and August meeting will be held on the 17^{th} instead of end of month.
7. Adjournment	2132 adjourned
Next Meeting	August 17th, 2026

SOUTHERN GULF ISLANDS EMERGENCY PROGRAM
ADVISORY COMMISSION

MINUTES

Date: Wednesday, March 18, 2026 @ 0900 hrs
Place: Mary Winspear Centre - Board Room, in Sidney

In Person: Stephen Cropper (Chair- Mayne), Triana Newton (Sidney), Wynn Lewis (Piers), Wayne Quinn (Saturna), Kerry Keats (Piers), Chief Scott Sugden (Galiano), (Angela Mallard (Recorder)

CRD Staff: Corey Anderson (CRD), Jennifer Carvill (CRD),

Via Zoom: Ian Hayward (Saturna), Brigitte Prochaska (SGI EML), Roger Pettit (Galiano)

Regrets: Rob Fenton (Pender), Chief Kyle Stobart (Mayne), Asst Chief Adrian Hanson (Pender)

1. Call to Order

Meeting called to order at 0904 hrs.

2. Welcome
3. Approval of agenda

Agenda approved, as circulated.

4. Approval of previous meeting minutes (January 21, 2026)

Minutes of 21 January 2026 approved with minor changes (Moved: W. Lewis, Seconded: T. Newton)

5. Business arising from past minutes:

Update re: 3rd Party Facilities Agreements (CRD)

Jennifer provided an update on the status of the Facility Agreements (Saturna and Galiano: 2 completed, Mayne and Pender: in-progress/awaiting board approval). Some concerns were raised about generator percentage, and we are waiting for answers.

Following the report, questions were raised regarding the timeline for completion. Corey explained the complexity of the process, including the need to wait for board meetings to take place. The initial CRD legal review is complete and there will be a final review by the CRD legal team before they are signed off.

Jennifer was thanked for the significant time and effort put in to advancing these agreements. Committee members offered to provide informal support to help facilitate the approval process, which was noted and welcomed.

Discussion was held about generators and the need for an updated document with a breakdown of generators and generator locations. It was agreed that this would be useful.

6. CRD Director's report – no report

7. Chair's report - Stephen provided an overview of the Communications Round Table including key takeaways and highlights.

8. CRD Protective Services - Report

Corey reported on a renewed focus on radio communications. The initiative involves restating the core mission and goals for communications in general.

It was noted that this area is complex, involving multiple agencies and jurisdictions. A team will be established to examine specific scenarios. The team intends to meet quarterly, with at least one in-person meeting annually to ensure ideas are developed collaboratively rather than in isolation.

Members discussed the team's composition, emphasizing the need for diverse, holistic representation while maintaining a lean enough structure to stay agile and meet project goals.
Corey informed the group that a review is underway to standardize committee records, ensure the accuracy of information on file, and review the Terms of Reference. Members may hear from Jennifer and/or Corey as they move through the process.

An impact assessment of the "page out" protocols for the EM Programs is also underway through the lens of privacy legislation. We will operate status quo for now, unless otherwise instructed.

Resilience Grants
Jennifer noted the receipt of 3 or 4 grant reports and reminded the group that the objective is to have all final reports submitted in time for the committee's review, currently slated for the May meeting.

Commissioner appointments
Discussed above. CRD ensuring that Commissioner appointments and terms are properly captured and maintained in the system. There may be a recirculation of agreement forms.

7. SGI Emergency Management Lead - Report

Outreach
Brigitte reported on outreach activities and confirmed that the 2026 one sheet has been posted to social media and the QR code is out. Full-page ads have been purchased for the April issues of the Pender Post, Galiano Active Page, Mayneliner and Saturna Scribbler, which is expected to give the grant good exposure.

2026 public forum topic
Discussions are underway for selecting the disaster category of this year's presentation and dates are being considered. The focus will be on recovery, in line with the CRD objectives, and a line up of potential topics and activities is under development. The plan includes an in-person event with an expert guest or guests. The main challenge will be scheduling and finding expert(s) able to put in the required time.

Currently, the plan is to record the event for distribution. Some members voiced an interest in having the event live streamed, but the fear is that a live stream could have a negative impact on attendance.

Brigitte canvassed the group and many ideas were shared and discussed. There was support from the LEMRS to move away from Wildfire and move to one of our other top hazards, a major earthquake.

Better Impact
The work on Better Impact is progressing but time consuming and challenging due to the tremendous learning curve.

Training Schedule
It was reported that the training schedule is under development and will be scenario based, likely focused on a major earthquake.

Staffing
There have been some staffing changes. Rebecca Eagen stepped down as ESS Lead after two years of service and Charlene Dishaw will take over this role as of April 1st. Charlene was a Deputy for the program, comes with 20+ years of volunteer management, and is working towards her EM Certificate with many courses already completed.

NESST Conference
The NESST Conference is coming up in Kamloops (April 17–19, 2026) with 3 representatives of the EM Program attending. It was noted that the host location of Kamloops offers a unique opportunity to learn from the region's significant wildfire evacuation and Emergency Support Services experience.

Tsunami Zoning
Corey raised the question of tsunami zoning, noting that some jurisdictions have signage and/or lines on the road to indicate tsunami zones. The group was canvassed for thoughts on whether it was something he should pursue. There was some interest shown.

Finance summary
Brigitte circulated the financial summary to the end of February.

8. Other Business – none

9. Correspondence – none

10. Next meeting – **Wednesday, May 20th, 2026** - 0900 hrs. Mary Winspear Centre

Because the grant application deadline is May 13th, it does allow Jennifer sufficient time to prepare submissions for the Commissioners to review. Brigitte will send out a Doodle poll to canvass the group for a new date, specifically May 27th, June 3rd, or June 6th.

11. Adjournment

Meeting adjourned at 10:05 hrs.