



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, September 11, 2019

10:05 AM

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

M. Hicks (Chair), D. Howe (Vice Chair), G. Holman, C. Plant (Board Chair, ex-officio)

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [19-714](#) Minutes of the July 10, 2019 Electoral Areas Committee Meeting

Recommendation: That the minutes of the July 10, 2019 Electoral Areas Committee meeting be adopted as circulated.

Attachments: [Minutes: July 10, 2019](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Committee Business

6.1. [19-753](#) Kitchen Scraps Processing Options for Hartland Landfill

Recommendation: That the Electoral Areas Committee receive this report for information.

Attachments: [Staff Report: Kitchen Scraps Processing Options for Hartland Landfill](#)

6.2. [19-754](#) Bylaw No. 4325: A Bylaw to Establish Community Safety Service on Salt Spring Island

Recommendation: That the Electoral Area Services Committee recommend to the CRD Board that:

1. That Bylaw No. 4325, "Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019", be introduced and read a first, second, and third time; and
2. That staff be directed to conduct an alternative approval process for Bylaw No. 4325, "Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019".

Attachments: [Staff Report Community Safety Service Establishing Bylaw](#)
[Attachment 1: Bylaw 4325](#)

6.3. [19-735](#) Notice of Motion: Bylaw changes to remove Port Renfrew area from Sooke and Electoral Area Recreation and Facilities Services

Recommendation: That staff report back with the required bylaw changes to remove the Port Renfrew area of the Juan de Fuca Electoral Area from the Sooke and Electoral Area Recreation and Facilities Services. (Director Hicks)

6.4. [19-736](#) Notice of Motion: Appointment of Poet Laureate for the Juan de Fuca Electoral Area

Recommendation: That Wendy Morton be appointed as Poet Laureate for the Juan de Fuca Electoral Area. (Director Hicks)

6.5. [19-702](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: That the following minutes be received for information:

- a) Southern Gulf Islands Emergency Program Advisory Commission minutes of November 21, 2018, January 16 and March 27, 2019
- b) Southern Gulf Islands Emergency Program Advisory Commission minutes of November 21, 2018

Attachments: [Minutes: SGI Emerg Prog Advis Commiss minutes Nov 21/18](#)
 [Minutes: SGI Emerg Prog Advis Commiss minutes Jan 16/19](#)
 [Minutes: SGI Emerg Prog Advis Commiss minutes March 27/19](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is October 09, 2019.

To ensure quorum, please advise Sherri Closson (sclosson@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, July 10, 2019

10:05 AM

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

PRESENT:

Directors: M. Hicks (Chair), B. Mabberley (for D. Howe (Vice Chair)), G. Holman, C. Plant (Board Chair, ex-officio)

Staff: K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carey, Manager of Legal Services; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; R. Gutierrez, Manager, Building Inspection; E. Gorman, Deputy Corporate Officer; P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 10:09 am.

1. Territorial Acknowledgement

The Chair provided a territorial acknowledgement.

2. Approval of Agenda

**MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the agenda for the July 10, 2019 Electoral Areas Committee meeting be
approved as amended to include two Notices of Motion under item 7.
CARRIED**

3. Adoption of Minutes

3.1. [19-678](#) Minutes of the June 12, 2019 Electoral Areas Committee Meeting

**MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the minutes of the June 12, 2019 Electoral Areas Committee meeting be
adopted as circulated.
CARRIED**

4. Chair's Remarks

The Chair had no remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [19-663](#) Appointment of Officers

K. Lorette provided an overview of the report.

**MOVED by Director Holman, SECONDED by Board Chair Plant,
That 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, Richard Beaumont, Lorne Bunyan, Adam Carter, Daniel Lundin and Phil Williams, be appointed as Assistant Bylaw Officers.

CARRIED

6.2. [19-643](#) Amendments to Pender Islands Community Parks Bylaws

S. Carey provided an overview of the report.

**MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the Electoral Area Services Committee recommends that the Capital Regional District Board:**

1) That Bylaw No. 4307, "Community Parks Regulations (Pender Islands) By-law No. 1, 1987, Amendment Bylaw No. 2, 2019" be introduced and read a first, second, and third time;

2) That Bylaw No. 4307 be adopted;

3) That Bylaw No. 4309, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 66, 2019", be introduced and read a first, second, and third time;

4) That Bylaw No. 4309 be adopted.

CARRIED

6.3. [19-673](#) Salt Spring Island Water Service Optimization Study

K. Campbell provided an overview of the report.

**MOVED by Director Holman, SECONDED by Alternate Director Mabberley,
That the Electoral Areas Committee recommend to the Capital Regional District Board:**

That an application be submitted to the Ministry of Municipal Affairs and Housing for funding in the amount of \$50,000 for a Water Service Optimization study in Salt Spring Island Electoral Area.

CARRIED

6.4. [19-671](#) BC Rural Dividend Program 2019 Intake

J. Starke provided an update to the staff recommendation.

**MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the Electoral Areas Committee recommend to the Capital Regional District Board:**

That the Capital Regional District Board authorize the submission of an application to the BC Rural Dividend Program for Southern Gulf Islands Connectivity Design Strategy and that the Board support this project through its duration.

CARRIED

6.5. [19-647](#)

Magic Lake Estates Wastewater System Assent Voting for Loan Authorization Bylaw No. 4320

T. Robbins provided an overview of the report.

Discussion ensued on grant opportunities for the project and amortization terms.

MOVED by Alternate Director Mabblerley, SECONDED by Director Holman, That the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1. That Bylaw No. 4320, "Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019", be introduced and read a first and second time;**
- 2. That Bylaw No. 4320 be read a third time;**
- 3. To direct staff to implement a referendum process under Section 344 of the Local Government Act;**
- 4. To direct staff to seek all possible grant funds eligible for wastewater infrastructure to assist with completing other required upgrades to the Magic Lake Estates Wastewater System;**
- 5. To appoint Kristen Morley, General Manager, Corporate Services & Corporate Officer, as Chief Election Officer and Emilie Gorman, Deputy Corporate Officer, as Deputy Chief Election Officer with the power to appoint election officials as required;**
- 6. Approve the wording of the bylaw question for the purposes of the ballot as follows:**

Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4320, "Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019", authorizing the Capital Regional District to borrow an amount up to but not to exceed SIX MILLION DOLLARS (\$6,000,000) for the purpose of administering, planning, designing, acquiring and constructing the capital renewal and upgrade of the Magic Lake Estates Wastewater System. YES or NO?";

- 7. Approve that the General Voting Day be held on Saturday, November 23, 2019 with the Advance Voting opportunities held on Wednesday, November 13, 2019 and Wednesday, November 20, 2019 at voting places to be determined by the Chief Election Officer; and**
- 8. Approve the synopsis of Bylaw No. 4320, attached as Appendix A, for advertising purposes.**

CARRIED

6.6. [19-623](#)

Previous Minutes of Other CRD Committees and Commissions for Information

MOVED by Alternate Director Mabblerley, SECONDED by Director Holman, That the following minutes be received for information:

- a) Magic Lake Estates Water and Sewer Committee minutes of April 9 and May 14, 2019**
- b) Skana Water Service Committee minutes of May 31, 2018**
- c) Southern Gulf Islands Harbours Commission minutes of April 26, 2019**
- d) Surfside Park Estates Water Service Committee minutes of May 31, 2018**

CARRIED

7. Notice(s) of Motion

7.1. Director Hicks: Bylaw Changes for the Removal of the Port Renfrew Area from the Sooke Electoral Area Recreation and Facilities Service

That staff report back with the required bylaw changes to remove the Port Renfrew area of the Juan de Fuca Electoral Area from the Sooke and Electoral Area Recreation and Facilities Service.

7.2. Director Hicks: Appointment to Poet Laureate for the Juan de Fuca Electoral Area

That Wendy Morton be appointed as Poet Laureate for the Juan de Fuca Electoral Area.

8. New Business

There was no new business.

9. Adjournment

**MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the July 10, 2019 Electoral Areas Committee meeting be adjourned at
10:38 am.
CARRIED**

Chair

Recorder

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 11, 2019**

SUBJECT Kitchen Scraps Processing Options for Hartland Landfill

ISSUE

Updating Electoral Area Directors regarding the next steps associated with potential development of an organics processing facility at Hartland Landfill.

BACKGROUND

At its meeting of May 8, 2019, the Capital Regional District (CRD) Board approved a motion directing staff to proceed with the next steps of the process for developing an anaerobic digestion or composting facility at Hartland Landfill. Key to the development of this initiative will be to determine municipal interest in using the facility.

CRD staff have approached the six municipalities in our region that provide residential organics collection services to invite them to participate in a joint CRD-led procurement process for a processing facility at Hartland Landfill. The results of any joint procurement process will not be binding, but will assist those municipalities in deciding whether to participate in a potential future regional service. Staff will also be contacting private collection companies that service residents in municipalities that do not provide this service.

In addition, we have approached the remaining CRD municipalities, as well as local First Nations, and advised them to get in touch with CRD staff if they would like to learn more about this initiative or are interested in participating in the joint procurement process.

CONCLUSION

Electoral Area Directors can direct any questions regarding the potential development of an organics processing facility at Hartland Landfill to Russ Smith, Senior Manager, Environmental Resource Management at rsmith@crd.bc.ca or 250.360.3080.

RECOMMENDATION

That the Electoral Areas Committee receive this report for information

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Larisa Hutcheson, P.Eng., Acting Chief Administrative Officer

TW:ac



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REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 11, 2019

SUBJECT Community Safety Service, Salt Spring Island

ISSUE

Establishing a community safety service for the Salt Spring Island Electoral Area

BACKGROUND

Ganges is experiencing an increase in vandalism and public mischief. The Electoral Area director and CRD staff have engaged in consultations with the Salt Spring Island Chamber of Commerce, the Royal Canadian Mounted Police, local service provider Community Services Society, as well as other interested groups and the public.

The community is interested in establishing a formal and ongoing vehicle for funding community safety initiatives across Salt Spring Island, such as RCMP enhanced services focusing on community safety; Citizens on Patrol; speed watch initiatives; security services; crime prevention investments (such as security cameras); street outreach services; as well as funding advisory, information sharing, and strategic planning functions of CRD and community groups.

As this is a new service, elector approval is required. It is proposed that elector approval be obtained by alternative approval process (formerly known as counter-petition).

ALTERNATIVES

Alternative 1:

That the Electoral Area Services Committee recommend to the CRD Board that:

1. That Bylaw No. 4325, "Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019", be introduced and read a first, second, and third time; and
2. That staff be directed to conduct an alternative approval process for Bylaw No. 4325, "Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019".

Alternative 2:

That the Electoral Area Services Committee recommend to the CRD Board that this matter not proceed.

IMPLICATIONS

ECONOMIC

It is proposed the annual requisition be set to a maximum of \$65,000 – approximately 1% of the current budget for the Salt Spring Island Electoral Area – with the first year's annual requisition budgeted for \$35,000.



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GOVERNANCE

Based on consultation performed by the Salt Spring Island Electoral Area Director and CRD staff, the local community believes it would benefit from certain community safety initiatives. It is the intention that the service be administered by CRD staff.

The funding model proposed establishes a continued source of funding. It is the intention that the Electoral Area Director and staff, continuing to work with the community and the RCMP, will identify initiatives suitable for contract-for-service as well as grants to enhance safety initiatives on Salt Spring Island.

LEGAL

Community safety initiatives can be funded at present under the existing grant-in-aid service authority. CRD's existing grant-in-aid ("GIA") service may be made to any organization contributing to the general interest and advantage of the electoral area. The Salt Spring GIA budget is approximately \$39,000. Additional requisition room exists up to a maximum of approximately \$200,000 per electoral area. This would not require elector approval. As an example of this service, the Cowichan Valley Regional District uses grants-in-aid to fund initiatives such as Citizens on Patrol and Speed Watch with an annual maximum of \$9,000. The funding is available to any non-profit organization which provides programs and services that help increase the safety of the community, and are demonstrably local in nature or identified with the specific community.

A grant-in-aid is an imperfect solution to the Salt Spring Island Electoral Area's community safety needs. A formal service that establishes funding for promoting, organizing, implementing, and monitoring community safety initiatives would specifically reserve such funds for community safety, not merely for the grant-in-aid service. Its use would not require formal application, as unlike a grant-in-aid, the CRD would be open to establish contract for services or contribution agreements with organizations and public authorities. This is more appropriate for certain organizations, such as the RCMP (who cannot make applications for grant-in-aid style funding) and for community organizations who may require repeat funding. A new service could be used to establish ongoing contribution agreements, fund contracts for services, and provide grants with conditions, providing much-needed funding for community safety initiatives and enhanced policing.

CONCLUSION

A community safety service with a maximum requisition of \$65,000 should be established for the Salt Spring Island Electoral Area.



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RECOMMENDATION

That the Electoral Area Services Committee recommend to the CRD Board that:

1. That Bylaw No. 4325, "Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019", be introduced and read a first, second, and third time; and
2. That staff be directed to conduct an alternative approval process for Bylaw No. 4325, "Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019".

Submitted by:	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Steven Carey, BSc, JD, Manager, Legal Services (Contracts & Bylaws)
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

SNC:

Attachment: Bylaw No. 4325, "Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019"

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4325

A BYLAW TO ESTABLISH A COMMUNITY SAFETY SERVICE
ON SALT SPRING ISLAND

WHEREAS:

- A. Under the *Local Government Act* a regional district may operate any service a regional board considers necessary and desirable;
- B. The Capital Regional District may provide assistance for the purpose of benefitting the community or any aspect of the community;
- C. Pursuant to Section 342 of the *Local Government Act*, participating area approval of an establishing bylaw is required and shall be obtained by alternative approval process under Section 345 of the *Local Government Act*; and
- D. The approval of the Inspector of Municipalities is required under Section 342 of the *Local Government Act*;

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

1. Service

The service established is to assist, administer, promote, organize, implement, and monitor community safety initiatives and programs in the Salt Spring Island Electoral Area, including, without limiting the generality of the foregoing, to provide funding, assistance and contribution support, in the form of contracts, agreements, grants, or otherwise, for:

- (a) administration, organization, and capacity building of local individuals, organizations, non-profits, and public authorities with community safety initiatives, to enhance community safety and to provide community safety programming or to implement community safety projects;
- (b) offsetting the costs of local police services for community safety or auxiliary officers, as well as to support work with local organizations with community safety initiatives; and
- (c) assisting or undertaking such other community safety projects as deemed desirable and in the interests of maintaining or improving community safety in the Salt Spring Island Electoral Area.

2. Boundaries

The boundaries of the service area shall be the boundary of the Salt Spring Island Electoral Area.

3. Participating Area

The Salt Spring Island Electoral Area is the participating area for this service.

4. Cost Recovery

The annual cost of providing the service shall be recovered by one or more of the following:

- (a) by the requisition of money under Section 378(1)(a) of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Section 378(1)(b) of the *Local Government Act*;
- (c) fees and charges that may be imposed pursuant to Section 378(1)(c) of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another act;
- (e) revenues received by way of agreement, enterprise, gift, grant, or otherwise.

5. Maximum Requisition

In accordance with Section 339(1) of the *Local Government Act*, the maximum amount that may be requisitioned for the annual cost of this service shall be the greater of:

- (a) \$65,000; or
- (b) an amount equal to the amount that could be raised by a property value tax of \$0.016 per One Thousand Dollars (\$1,000) which, when applied to the net taxable value of land and improvements within the service area, would yield a maximum amount that may be requisitioned for the service.

6. Citation

This bylaw may be cited for all purposes as "Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019".

READ A FIRST TIME THIS	th	day of	201__
READ A SECOND TIME THIS	th	day of	201__
READ A THIRD TIME THIS	th	day of	201__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
APPROVED BY ALTERNATIVE APPROVAL PROCESS THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER



**CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS
EMERGENCY PROGRAM ADVISORY
COMMISSION**



Minutes from November 21st, 2018 at 0900 hrs
Shoal Centre, 10030 Resthaven Drive, Sidney, B.C.

Attended: J. Wiznuk, Saturna Island; D. Rees-Thomas, Saturna Island; S. Luttmer, S. Galiano; R. Pettit, N. Galiano; G. Glover, Piers Island; Kerry Wheeler, Piers Island; D. Monroe, Pender Island; K. Stobart, Mayne Island; G. McLean, Sidney island; B. Mabblerley, Director's Alternate

Regrets: R. Weeks, Mayne Island; D. Howe, Director, W. Quinn, Saturna Island

Guest: Chief Charlie Boyte, Pender Island

Staff: C. Cowan, CRD Protective Services Manager - Electoral Area Fire and Emergency Programs; M. Hutmacher, CRD Protective Services – Electoral Area Emergency Services Coordinator; B. Prochaska, SGI Emergency Program Coordinator; S. Brayford, Recording Secretary;

1. **Call to Order:** J. Wiznuk called the meeting to order at 9:00 am.
2. **Welcome and introduction:** J. Wiznuk invited each member to introduce themselves in turn.
3. **Approval of the Agenda:**

The following recommendations were made:

That Area Coordinator's report be moved to Item 12 and Correspondence be moved to Item 11.

MOTION: It was moved by B. Mabblerley, and seconded by R. Pettit that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended.

CARRIED

4. **Approval of previous meeting minutes:**

MOTION: It was moved by S. Luttmer and seconded R. Pettit, that the minutes from the September 19, 2018 meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as circulated.

CARRIED

5. **Business arising from past minutes:**

a. CWPP

A discussion was held and there was general consensus that the next meeting be held in March 2019.

b. Update on initiative to recognize EP Volunteers

C. Cowan read a written report outlining the initiative to recognize EP Volunteers. He circulated an example of similar recognition items for Fire Departments.

Discussions were held regarding increments for awards, the medium for the award (pin or medal), and similar federal/provincial awards that are also available.

J. Wiznuk provided recommendations for companies that design and produce such products.

Kerry Wheeler volunteered to gather the data regarding the EP Volunteer Coordinators (names, years of service, etc) and recommended focusing initially on that group before branching out to other volunteers and award streams.

There was general consensus that B. Prochaska and Kerry Wheeler shall report back at the next meeting

c. Update on Galiano Island Fire smart

S. Luttmer provided an update, noting that the project has not moved forward as it is still awaiting a meeting with the local school.

J. Wiznuk reported that the Saturna Island Fire Smart is in the process of applying for additional funding, but has not received an announcement at this time.

d. Update on Island EPC cell phone reimbursements

C. Cowan provided an overview of the process for reimbursement, noting that the two options are either that the EPC submit a copy of their cell phone bill or that the CRD provide phones. He confirmed that the bill submitted does not need to be highlighted or redacted.

A discussion was held regarding the drawbacks of providing phones to the EPCs. It was noted that those who do not have personal phones, have the option of receiving a CRD-provided phone.

It was noted that phones, including personal phones, are subject to Freedom of Information Act requests when used for CRD business.

There was general consensus that EPCs, Deputy EPCs, and other members demonstrating a need shall receive a \$20 reimbursement after submitting an invoice.

e. Commissioner Term Renewals

C. Cowan provided an overview of the matter, noting that the process for extending a Commissioner's service beyond the 3-term limit begins with a staff report to the Electoral Area Services Committee.

J. Wiznuk confirmed that G. Glover, S. Luttmer, and J. Wiznuk would be willing to renew beyond the 3-term limit.

He also noted that D. Munroe will be willing to stand again for his second term and C. Boyte will be returning for a first term, following a 1 year break from his previous 3-terms of service.

A discussion was held regarding elimination of the 3-term limit. There was general consensus that the 3-term limit remain and that, in this instance, the extensions be sought.

MOTION: It was moved by D. Munroe, and seconded G. McLean, that the Commission direct C. Cowan to create a staff report initiating discussion on term renewals, specifically the word “unique” in the bylaw. **CARRIED**

MOTION: It was moved by K. Stobart, and seconded G. McLean, that the Commission direct C. Cowan to create a staff report to present the following Commissioners for appointment/reappointment: J. Wiznuk, G. Glover, S. Luttmer, C. Boyte, and D. Munroe. **CARRIED**

6. CRD Director’s report

B. Mabberley noted that the CRD Director is very interested in supporting the Fire Smart programs on the islands.

7. Chair’s Report

J. Wiznuk read a written report, highlighting the recent removal of CRD Protective Services administrative support from the Commission.

C. Cowan provided an overview of the matter, noting that the past support provided was outside of the scope of the employees performing the tasks.

A discussion was held regarding the services that were previously provided and the options for moving forward, including re-negotiating employee scope within the CRD or having the Commission hire a contractor.

There was general consensus that C. Cowan will continue to investigate the internal options for providing administrative support and coordinate with B. Prochaska prior to the next meeting.

8. Finance Reports

It was noted that the reports were circulated prior to the meeting.
By general consensus the reports were accepted as presented.

9. CRD Protective Services report

C. Cowan provided a report, including the following points:

- Federal and Provincial grant funding is being requested to complete Tsunami modelling for the region.
- Several requests have been received for additional Fire Smart funding and one region-wide application for the Community Resiliency grant, for the maximum allotment, will be submitted.
- A \$25,000 grant is being sought for funding to map Electoral Area Emergency Evacuation Routes.
- Introduced Melody Hutmacher and provided an overview of her new role.
- A Hazard-Risk Vulnerability Workshop was held to develop a Regional Hazard Vulnerability program that addresses snow, earthquake, and wind.

A discussion was held regarding evacuation processes and the roles of inter-agency collaboration.

10. Area EP Coordinator/Emergency Social Services Director combined reports

It was noted that the report was circulated prior to the meeting.

A discussion was held regarding the moving of the Communications Trailer to Galiano Island. It was noted that the Radio Room in the office on Pender Island will need to be completed prior to moving the trailer.

There was general consensus that the trailer's relocation and its function as either a mobile EOC or as a mobile ESS will be considered at the next meeting.

11. Correspondence

J. Wiznuk read a correspondence from R. Weeks, who sent his regrets. The correspondence outlined concerns with the EP on Mayne Island and requested that the Commission put forward solutions.

B. Prochaska provided an overview of the status of the Mayne Island program, including the following points:

- The program has not been able to secure a new EP Coordinator to replace the retirement of the past coordinator, G. Wise. However, G. Wise is still very active in the program as the Senior Duty Officer and duty officer staffing levels are comparable to the other islands.
- The Area EPC has recruited a new deputy ESS Director who has been extremely active in training and recruitment.
- Overall, the Southern Gulf Islands has the strongest and largest ESS team of the three CRD electoral areas. As well, island ESS members are trained and available to support their sister islands, as needed.
- The Area ERC role has been filled by Ian Elliot who will mentor a deputy ERC on each of the islands to strengthen Area emergency communications.

It was noted that a shortage of members is an ongoing challenge for many volunteer groups and there was general consensus that the program advertise quarterly, using social media options as well.

There was general consensus that R. Weeks be advised by B. Prochaska of the status of Mayne Island ESS to address his concerns and also of the increased effort to recruit volunteers.

12. New Business

a. Funding support for new South Galiano Fire Hall

J. Wiznuk announced that South Galiano received a positive result on their referendum for a new hall.

S. Luttmmer provided an overview of the project, including the facilities that will be used by the Emergency Program. He noted that financial support would be appreciated.

J. Wiznuk noted that there is a tradition of providing funding in exchange for a commitment of partnership for EP use of the facility and storage. He noted that a usual amount is \$20,000 and that those funds are drawn from the Operating Reserve.

A discussion of the Operating Reserve was held and also the type of support that could be provided.

There was general consensus that the matter be discussed at the March meeting and a motion to provide funding be considered at that time.

A discussion was held regarding the past practices for providing similar support and consideration of formalizing the process in the future.

b. New Training delivery for 2019

B. Prochaska reported that preliminary discussions are underway to reshape the training delivery model to include new delivery methods. She provided an overview of the challenges to the training, the recommendations for improvement, and the three members who could potentially provide new training services.

It was noted that the proposed program would not require additional funds.

A discussion of the benefits of the proposed program was held and there was general consensus that development of the new program will be supported.

13. Other Business

B. Prochaska noted that the CWPP funding deadline is approaching and Pender Island, in particular, will need to be considered. There was general consensus that she shall coordinate

with C. Cowan to ensure that Pender Island's requirements are included in the broader grant application.

14. Next meeting: January 17, 2019

a. Tour of EMBC

J. Wiznuk noted that a tour of EMBC is an option as part of the next meeting.

B. Prochaska recommended that the tour be held at 1300h following the regular meeting at 0930h, which would be held at the Central Saanich Fire Department's meeting room.

There was general consensus that this shall be arranged, subject to confirmation of attendance of a quorum.

D. Munroe moved that the meeting be closed at 11:28 am.



**CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS
EMERGENCY PROGRAM ADVISORY
COMMISSION**



Minutes from January 16th, 2019 at 0900 hrs
Central Saanich Fire Hall, 1512 Keating Cross Road

Attended: J. Wiznuk, Saturna Island; S. Luttmer, S. Galiano; R. Pettit, N. Galiano; K. Keatts, Piers Island; G. McLean, Sidney island; B. Mabblerley, Director's Alternate; C. Boyte, Pender Island.

Regrets: K. Stobart, Mayne Island; W. Quinn, Saturna Island; D. Monroe, Pender Island; G. Glover, Piers Island.

Staff: C. Cowan, CRD Protective Services Manager - Electoral Area Fire and Emergency Programs; M. Hutmacher, CRD Protective Services – Electoral Area Emergency Services Coordinator; B. Prochaska, SGI Emergency Program Coordinator. Melody Pender (Minute taker)

1. **Call to Order:** J. Wiznuk called the meeting to order at 9:02 am.
2. **Welcome and introduction:** J. Wiznuk invited each member to introduce themselves in turn.
3. **Approval of the Agenda:**

MOTION: It was moved by S. Luttmer and seconded by R. Pettit that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended. **CARRIED**

4. **Approval of previous meeting minutes:**

MOTION: It was moved by R. Pettit and seconded G. McLean, that the minutes from the November 21st, 2018 meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended. **CARRIED**

5. **Business arising from past minutes:**

Brigitte confirmed EMBC tour (to follow Commission meeting) participants as J. Wiznuk, S. Luttmer, R. Pettit and K. Keats.

- a) Update on Galiano school Fire Smart Project S. Luttmer noted meeting with school officials scheduled for next week to further discuss.

- b) Update on initiative to recognize EP volunteers
A discussion was held regarding recognition for EP Volunteers. Several options were presented.

MOTION: it was moved by G. McLean and seconded by S. Luttmer that the draft letter of appreciation as presented be sent to those identified by the leaders on each island.

CARRIED

Further discussion ensued on possible recognition pins. Several options were presented and it was recommended that incremental years (3,5 or 10) or hours of service may be appropriate. B. Prochaska and K. Keats will move forward with this project and do some mock ups for the commission to review by email.

MOTION: C. Boyte moved and seconded by S. Luttmer that we support moving forward in the purchase and distribution of the pins for volunteers after mock up samples have been circulated and approved.

CARRIED

B. Prochaska proposed a perk for the Island Coordinator position could be a small fuel generator, enough to power laptop, cell phone, a few lights etc. this would help them to continue to stay connected, one for each island 5 x \$400-\$500 owned by the program and stays with the position? The Co-ordinator would assume the maintenance program of the generator through the CRD. C. Cowan mentioned they are in the process of developing an AAR (after action report) where needs will be identified and an opportunity to create support package or GO kit which would encompass this generator.

- c) Commissioner Term Renewals: the advisory commission is governed by By-law 3749 as it was identified that there is a three term limit (2 terms) for a total of 6 years. This can be extended at the determination of exceptional circumstances by the regional director. Bylaws are currently being reviewed for all commissions and until changes are implemented the decision lies with the Area Director.

6. CRD Director's report: no report

7. Chair's Report

J. Wiznuk read a written report, highlighting B. Prochaska's above and beyond performance during the December 20th windstorm. (see attached)

8. Finance Reports

It was noted that the reports were circulated prior to meeting.
An overview was given by B. Prochaska followed by discussion.

MOTION: R. Pettit moved S. Luttmer seconded to accept the finance reports as presented.

CARRIED

9. CRD Protective Services report

- a) Focus is currently on the AAR. They are gathering as much information as possible from CRD staff, executive, Integrated Water, each of the island emergency program coordinators, Islands Trust, BC Hydro, Telus etc. looking for feedback and identifying lessons learned.
- b) Submitted an evacuation and fire smart training grant application for the 3 EAs.
- c) Advised that Commission administrative support has been resolved.

10. Area EP Coordinator/Emergency Social Services Director combined reports

It was noted that report was circulated prior to the meeting.

a) Pender Island Community Hall as Reception Centre

- a. Technically not one of their facilities as they didn't have a generator, however they have acquired one with support from Director Howe. Legion and Anglican hall are designated Reception Centres. During the windstorm the Community Hall proved to be a valuable asset in part due to their proximity to the Fire Hall, people were able to get there and the other designated centres were not accessible. The relationship worked really well. C. Cowan supported its inclusion in the AAR and advises to start to review its feasibility and how the program can support it.

MOTION: C. Boyte moved and seconded G. McLean the request that the program enter into discussion with the Pender Island Community Hall to establish it as a ESS Reception Centre,
CARRIED

b) Windstorm expense re-imbursements

How can we expedite payment for small business or people paying for things ie. Food for volunteers from.

MOTION: G. McLean motions and C. Boyte seconded that CRD Finance reimburse suppliers in a timely and efficient manner as possible.
CARRIED

Windstorm debrief:
Communication

- discussed how to communicate when modern modes are not working. On Saturna Telus is out after 48 hours based on size of battery. Since 1995 Fire Dept has tried to get this changed and allow access but Telus won't allow it. Calls to Telus were giving reconnect dates – if communication is going to be out for a long period of time he would like to go back to a dispatch system on wheels. Need a way to get a physical message out.

- Discussed hand written notices – on sandwich boards, mail boxes, water boards, bulletin boards
- Text messages
- Team at the fire hall to manage messaging?
- Opened discussion on CREST and using the radio at certain times so there is less traffic on it and it can be used for more serious emergencies

Early warning preparation

- Put things into motion depending on predicted wind strength and direction
- Hydro crews on island so they don't need to try and get to the islands
- Working with hydro crews for priority calls

Emergency notification system

- At what point can an emergency notification system be used especially with such a wide spread event. B. Mabberley suggested it could have been used but wasn't asked for and wasn't sure how many people have signed up for it. Messages were used mostly on social media, Facebook, twitter etc.

- It was difficult for people to get out and give a damage assessment and a way to tell people to shelter in place.
 - Communication went down almost instantly, the storm came on so quickly
- C. Boyte discussed the Pender Island Elementary School situation when children were unable to get home and across wire lines. Further work re emergency plans for schools.

11. Correspondence

Letter from W. Quinn received and distributed prior to meeting. It was noted that issues raised in the letter had already been addressed.

12. New Business

- a) Minute taker expense – see point 9 - C

13. Other Business: none

14. Next meeting: March 20th, 2019 (location TBD)

J. Wiznuk moved that the meeting be adjourned at 12:10pm.



SOUTHERN GULF ISLANDS EMERGENCY

PROGRAM ADVISORY COMMISSION

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes from March 27, 2019 at 0900
Shoal Centre, 10030 Resthaven Drive, Sidney BC

Present: (Chair) J. Wiznuk, Saturna; S. Luttmmer, South Galiano; R. Pettit, North Galiano; K. Stobart, Mayne; C. Boyte, Pender

Guest: Linda Cunningham, Saturna

Staff: C. Cowan, CRD Electoral Area Fire and Emergency Programs; M. Hutmacher, CRD EA Coordinator; C. Patton, CRD Recording Secretary

1. **Call to Order:** J. Wiznuk, Chair, called the meeting to order at 09:05. It was noted that there's a lack of quorum.
2. **Welcome and introductions:** The chair welcomed the Commissioners to the meeting and asked for introductions around the room.
3. **Approval of agenda:** Lack of quorum, will need to be motioned on during May meeting.
4. **Approval of previous meeting minutes:** It was noted that K. Wheeler needs to be changed to K. Keatts and that the following sentence be amended from "J. Wiznik moved that the meeting be closed at 12:10 pm" to "J. Wiznuk moved that the meeting be adjourned at 12:10pm".

Lack of quorum, will need to be motioned on during May meeting.

5. **Business arising from past minutes:**

a. **Update on Galiano School Fire Smart Project:** Extensive discussion with the following points highlighted:

- i. Schools are required to have a generator
- ii. There have been Fire Smart discussions with the school principal
- iii. Director Howe is trying to find funding for getting generators at all of the SGI schools
- iv. Question was asked: who would maintain the generators (ie: school board?)
- v. Galiano and Mayne are interested in obtaining generators for their schools

- Pender and Saturna had declined the offer – but that may have been a misunderstanding as both Pender and Saturna would be interested in getting generators at their schools

ACTION ITEM: S. Luttmmer to pursue why Pender and Saturna declined generators



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- vi. Each school/school district has a different policy for letting children leave the school, particularly during an emergency event
- vii. Water, heat and plumbing would be compromised during power outages
 - Emergency systems (lights, fire alarms, etc...) at schools last about 45 minutes – reiterating the need for a generator
- viii. Schools do not have dedicated emergency management people and many people help out off the corner of their desks
- ix. Some schools have done or are doing seismic upgrades
- x. These points need to be included in the After Action Report (AAR) while also adding a paragraph addressing shelter in place and picking up children/leaving children at school
- xi. Commission is interested in seeing the AAR once complete

b. Volunteer Service Pins: Some work has been done on this but B. Prochaska at the table to discuss further. Will be added to the agenda for the next meeting.

6. Director's report: No Director present to provide report. Discussion ensued around Commission members being renewed and getting their confirmation letters, which has not happened yet. Alternate Director Mabblerley was going to talk to Director Howe. To be pursued further.

7. Chair's report: The Chair provided an overview of activities since January 2019, highlighting the recent wind and snow storms. Some Commission members toured the EMBC Headquarters office.

There was a reiteration of many SGI agreements being out of date. Pender Island has a current agreement with First Nations on Pender Island but many other islands have agreements that are out of date.

Extensive conversation around the logging/burning that is happening on Saturna Island. Currently there is an injunction which has halted all work on this site, however there's downed trees which will act as a fuel source if not removed from the site particularly with these early dry conditions. It was noted that there is no fire suppression water available at that site, nor does Saturna Fire have the authority to enter First Nations/Federal land. There may be a way of accessing mobile sprinkler units, the Province has 6 and Parks Canada has supplied sprinkler units to various islands.

ACTION ITEM FOR C. COWAN & S. CARBY: To bring this issue to CRD Senior Managers

8. Finance reports: Received as part of agenda package.

9. CRD Protective Services report:

- a. Continued work on After Action Report (AAR), which has been a collaborative effort including community voices. Key recommendations will be made in the



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report. Once the report is approved at the CRD level, it can then be shared out to Commission.

- b. CRD with other municipalities applied for an evacuation grant; 11 successful applicants have been chosen. The CRD and the other successful grant applicants will address/tie in a regional component to the evacuation planning that occurs from these grants.
- c. Grants for Fire Smart have been applied for and we are awaiting word if we were successful.
- d. Elizabeth Zook is stepping down as the Salt Spring Island Emergency Program Coordinator (EPC) and Brian Bogdanovich has been hired as the new SSI EPC. Candace Seagull and Derek Capitaine have been hired as the Deputy Emergency Program Coordinators (DEPC's)

10. Area Coordinator/Emergency Support Services: Received as part of the agenda package. B. Prochaska not present to present on reports.

11. Correspondence: No new correspondence.

12. New Business:

- a. **SGI Emergency Program Mobile Trailer:** B. Prochaska not present at meeting to expand on further. Commission agreed that this is within the purview of Brigitte's role as program coordinator, to action this as she sees fit.
- b. **No Fire Chiefs At Commission Meetings:** Discussion ensued around who can attend the Commission meetings and it was stated that the meetings are open to the public and anybody can attend the meetings but a heads up to Commission members would be welcomed. And if there are Fire Chief's, like Karen Harris, that would like to be a member of the Commission, then her name should be put forward to Director Howe who will recommend to the Board, the appointment on the SGI Commission. No one is excluded from these Commission meetings, unless it is a closed meeting.

13. Other Business:

- a. **Swartz Bay Fire Prevention Program:** Background overview and discussion took place. A motion will be brought forward at the next Commission meeting, where there will be a quorum, to obtain the annual funding of \$15,000.00 to the Swartz Bay Fire Prevention Program. Saturna had a \$500.00 cheque to support the program.
- b. **Fire Boat (for Region):** Could this be looked at as a regional response vehicle? Item to be brought forward to next Commission meeting.

Discussion ensued around the current Community Wildfire Protection Plans (CWPP) and that they could use some updating to reflect current risks, as they are roughly 9-10 years old. A regional CWPP was briefly discussed as a possible REMP issue. There may be



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a grant available for updating our plans and the funding would cover 75%. The Commission supports this initiative but unsure where the non-funded part of the grant funds (25%) would come from. Item to be carried forward to next meeting for further discussion.

Discussion occurred about Commission membership. Mayne and Pender are short a member on the Commission. It was suggest to put an ad in the local paper for “an invitation to apply” to the Commission. Mayne and Saturna are also short an island coordinator, which B. Prochaska is working on. An update will be provided at the next meeting.

South Galiano Fire Chief Luttmmer provided an update on their Fire Smart Canada grant that they applied for. Approval of grant is still pending but in the interim there is a volunteer incurring out of pocket expenses to keep this initiative going. Looking for support from Commission; was determined that the amount the volunteer is out of pocket can easily be reimbursed through the main Galiano emergency program budget.

Meeting Adjourned at 10:57 hrs.

Next meeting: 0900 hrs Wednesday, September 18, 2019 at Lebbetter Board Room – Mary Winspear Centre – 2243 Beacon Ave - Sidney