

Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, November 13, 2019

11:05 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. [19-970](#) Minutes of the October 9, 2019 Electoral Areas Committee Meeting

Recommendation: That the minutes of the October 9, 2019 Electoral Areas Committee Meeting be adopted as circulated.

Attachments: [Minutes - October 9, 2019](#)

4. Chair's Remarks

5. Presentations/Delegations

6. Committee Business

6.1. [19-954](#) Solid Waste Management Plan - Public Consultation

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

Attachments: [Staff Report: Solid Waste Management Plan - Public Consultation](#)
[Appendix A: Sample letter sent to municipalities in September](#)

6.2. [19-950](#) Alternative Approval Process for Bylaw 4325 - Salt Spring Island Community Safety Service

Recommendation: That the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1) That in accordance with section 86 (3) of the Community Charter, the date of December 9, 2019 be established as the deadline by which electoral response, under the Alternate Approval process for CRD Bylaw 4325, must be submitted to the Capital Regional District by qualified electors within the Salt Spring Island Electoral Area;
- 2) That the attached Notice of Alternative Approval Process and the Elector Response Form be approved; and
- 3) That the total number of electors within the service area is 9,095 and that 10% of that number or 910 electors must submit elector response forms to prevent the CRD from enacting Bylaw No. 4325 without the assent of the electors by referendum.
(NWA)

Attachments: [Staff Report: Alternative Approval Process for Bylaw 4325 – Salt Spring Island C](#)
[Appendix A: Bylaw No. 4325 at Third Reading](#)
[Appendix B: Notice of Alternative Approval Process](#)
[Appendix C: Elector Response Form](#)

6.3. [19-952](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: That the following minutes be received for information:

- a) Lyall Harbour Boot Cove Water Local Service Committee November 8, 2018
- b) Magic Lake Estates Water and Sewer Committee September 10, 2019
- c) Port Renfrew Utility Services Committee AGM October 30, 2018
- d) Port Renfrew Utility Services Committee October 30, 2018
- e) Southern Gulf Islands Harbours Commission July 26, 2019

Attachments: [Minutes: Lyall Harbour Boot Cove Water Local Sve Ctte-Nov 8/18](#)
[Minutes: Magic Lake Estates Water & Sewer Ctte-Sep 10/19](#)
[Minutes: Pt. Renfrew Utility Sves Ctte AGM-Oct 30/18](#)
[Minutes: Pt. Renfrew Utility Sves Ctte Budget-Oct 30/18](#)
[Minutes: SGI Harbours Commission-July 26/19](#)

7. Notice(s) of Motion

8. New Business

9. Motion to Close the Meeting

9.1. [19-975](#) Motion to Close the Meeting

Recommendation: That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90(1),(e), the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district

10. Adjournment

Next Meeting: December 11, 2019

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, October 9, 2019

11:05 AM

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

PRESENT:

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; R. Lachance, Senior Manager, Financial Services; R. Gutierrez, Manager, Building Inspection; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; D. Ovington, Manager, Salt Spring Island Recreation; L. Xu, Manager, Finance Services; E. Gorman, Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

The meeting was called to order at 11:13 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Howe,
That the agenda for the October 09, 2019 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [19-812](#) Minutes of the September 11, 2019 Electoral Areas Committee Meeting

MOVED by Director Holman, **SECONDED** by Director Howe,
That the minutes of the Electoral Areas Committee Meeting of September 11, 2019 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. [19-836](#) 2019-2022 Electoral Areas Service Planning

K. Lorette spoke to the 2019-2022 Electoral Areas Service Planning and noted the following changes:

- 10d-4: not included in the Provisional Budget
- 2E1 and 2E2: indicates implementation in 2021, should be 2020
- 12C2: Arts Council is to be referenced

Discussion ensued on Salt Spring Island related activities related to corporate objectives but not included in the table.

Chair Plant thanked the 3 Electoral Directors for identifying important issues in their areas and the hard work in respect to completing their objectives.

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

That the new initiatives proposed in the provisional budget related to the Electoral Areas Committee mandate (Appendix A: Community Needs Summary - Electoral Areas) be advanced to the October 30, 2019 Provisional Budget review process as updated.

CARRIED

6.2. [19-802](#) 2020 Preliminary Electoral Area Budget Review

N. Chan introduced the 2020 Preliminary Electoral Area Budget Review.

Discussion ensued on the following:

- cost apportionment of budgets
- impact of growth on budget

**MOVED by Director Howe, SECONDED by Director Holman,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:**

- 1. That the 2020 Electoral Area Services Budgets be given provisional approval as presented, and**
- 2. That the new initiatives identified in Appendix D for January 1, 2020, implementation be approved for expenditure.**

CARRIED

6.3. [19-797](#) Bylaw No. 4329: Tax Exemption (Permissive) Bylaw, 2019

N. Chan introduced Bylaw 4329.

Discussion ensued on tax exemptions.

**MOVED by Director Holman, SECONDED by Director Howe,
That the Governance and Finance Committee and the Electoral Areas Committee recommend to the Capital Regional District Board:**

- 1. That Bylaw No. 4329, "Tax Exemption (Permissive) Bylaw, 2019" be introduced and read a first, second and third time;**
- 2. That Bylaw No. 4329 be adopted.**

CARRIED

- 6.4. [19-735](#) Notice of Motion: Bylaw changes to remove Port Renfrew area from Sooke and Electoral Area Recreation and Facilities Services (Director Hicks)
- Chair Hicks spoke to the Notice of Motion.
- Discussion ensued referencing the position that residents of Port Renfrew are not benefitting from the service.
- MOVED by Board Chair Plant, SECONDED by Director Holman,
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.
CARRIED**
- 6.5. [19-811](#) Motion from SGI and SSI Community Economic Commissions re: Community Futures Inclusion
- Discussion ensued on the following:
- Rural Dividend Fund
 - economic opportunities for young families on the islands
 - capacity, connectivity requirement for rural areas and business opportunities
- MOVED by Director Howe, SECONDED by Director Holman,
That the Southern Gulf Islands Community Economic Sustainability Commission and the Salt Spring Island Community Economic Development Commission recommend to the Electoral Areas Committee:
THAT the Salt Spring Island and Southern Gulf Islands Electoral Area Directors forward a letter, as soon as possible, requesting Premier Horgan for a timely decision regarding the Order in Council Regulation Change to include the Unincorporated Electoral Areas of Salt Spring Island, Southern Gulf Islands and Juan de Fuca - CRD-Capital Regional District, in the Islands Coastal Economic Trust Territory.
CARRIED**
- 6.6. [19-818](#) Previous Minutes of Other CRD Committees and Commissions for Information
- MOVED by Board Chair Plant, SECONDED by Director Howe,
That the following minutes be received for information:**
- a) Lyall Harbour/Boot Cove Water Local Service Committee minutes of Annual General Meeting held on August 18, 2018
 - b) Magic Lake Estates Water and Sewer Committee minutes of Annual General Meeting held on August 18, 2018
 - c) Magic Lake Estates Water and Sewer Committee minutes of June 11, 2019
 - d) Magic Lake Estates Water and Sewer Committee minutes of July 9, 2019
 - e) Sticks Allison Water Local Service Committee minutes of Annual General Meeting held on August 27, 2018
 - f) Southern Gulf Islands Harbours Commission minutes of May 24, 2019
- CARRIED**
- 6.7. [19-842](#) Provincial Urban Deer Cost Share Program
- Discussion ensued on the following:
- Provincial assistance

- fallow deer model
- cost sharing program

MOVED by Director Howe, **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 Provincial Urban Deer Cost-Share Program for \$20,000 for the Mayne Island Fallow Deer Management Project, and that the Board authorize staff to support this project through its duration.

CARRIED

7. Notice(s) of Motion

There were no Notice(s) of Motion

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Howe, **SECONDED** by Director Holman,
That the October 09, 2019 Electoral Areas Committee meeting be adjourned at 11:58 am.

CARRIED

Chair

Recorder

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 13, 2019**

SUBJECT **Solid Waste Management Plan – Public Consultation**

ISSUE

To update Electoral Area Directors regarding the public consultation plan for the Solid Waste Management Plan (SWMP).

BACKGROUND

At its meeting of September 11, 2019, the Capital Regional District (CRD) Board approved a motion directing staff to proceed with the public consultation strategy associated with the development of the CRD's new SWMP. CRD staff have sent letters to all CRD municipalities informing them of the planned SWMP public consultation process (sample letter attached as Appendix A). In addition, First Nations Relations staff have been reaching out to First Nations in the region, which will be followed by a formal letter.

The CRD has solid waste public consultation planned for Willis Point (November 12), Pender Island (November 25) and Salt Spring Island (November 28). CRD staff also provided a SWMP update to the Port Renfrew Utility Services Commission annual meeting on October 23. In addition, residents can complete an online feedback form on the CRD website by Sunday December 1 (www.crd.bc.ca/rethinkwaste).

CONCLUSION

Electoral Area Directors can direct any questions regarding the development of the CRD Solid Waste Management Plan 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:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

RS:ac

Attachment: Appendix A – Sample letter sent to municipalities regarding the CRD's Solid Waste Management Plan on September 23, 2019

Sample Letter

September 23, 2019

File: 5200-40
Solid Waste Management Plan

via email to CAO/City Manager

At its meeting of September 11, 2019, the Capital Regional District (CRD) Board approved a motion directing staff to initiate the first round of public consultation on the proposed strategies and targets for the new Solid Waste Management Plan (SWMP).

The purpose of this letter is to inform you of the consultation process and invite you to provide feedback. CRD Environmental Resource Management staff will be available to make presentations to councils, if requested. We will also be presenting information to the Local Government Solid Waste Liaison Group. There will be formal council presentations during round two of the consultation process in the spring of 2020 as the Ministry asks for endorsement letters from participating municipalities.

If you would like to learn more about this initiative or are interested in coordinating a presentation to your council, please contact Russ Smith, Senior Manager, Environmental Resource Management at rsmith@crd.bc.ca or 250.360.3080.

Sincerely,

Robert Lapham
Chief Administrative Officer

cc: Larisa Hutcheson, General Manager, Parks & Environmental Services, CRD
Russ Smith, Senior Manager, Environmental Resource Management, CRD



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**REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 13, 2019**

SUBJECT **Alternative Approval Process for Bylaw 4325 – Salt Spring Island Community Safety Service**

ISSUE

To conduct an Alternate Approval Process for Bylaw No. 4325 by confirming the deadline to receive elector responses, establish the total number of electors, and approve the Notice of Alternative Approval Process and the Electoral Response Form prior to the deadline and certification of results.

BACKGROUND

At its meeting held September 11, 2019, the CRD Board gave three readings to Bylaw No. 4325, “Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019”, and directed staff to conduct an alternative approve process to obtain elector assent.

The intent of Bylaw 4325 is to authorize the establishment of a new service for the purpose of funding community safety projects and a requisition for that service for the greater of \$65,000 or an amount equal to the amount that could be raised by a property value tax of \$0.016 per One Thousand Dollars (\$1,000) when applied to the net taxable value of land and improvements within the service area. The new Salt Spring Island Community Safety Service is proposed to assist, administer, promote, organize, implement, and monitor community safety initiatives and programs in the Salt Spring Island Electoral Area.

The bylaw obtained Inspector of Municipalities approval on October 3, 2019 and the CRD was notified on October 18, 2019. The next step prior to adopting the bylaw is to obtain elector assent.

The attached Notice (Appendix B) and Elector Response Form (Appendix C) have been prepared in accordance with the applicable sections of the *Local Government Act* (LGA) and the *Community Charter* (CC). The total number of electors in the Salt Spring Island Electoral Area is estimated at 9095, which includes both registered resident electors and registered non-resident property electors. The Board may proceed with adopting the bylaw unless at least 10% of the electors (910) indicate that the Board must obtain the assent of the electors by way of assent voting (referendum). The deadline to receive elector responses is Monday, December 9, 2019.

ALTERNATIVES

Alternative 1

That the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1) That in accordance with section 86(3) of the *Community Charter*, the date of December 9, 2019 be confirmed as the deadline by which electoral response, under the Alternate Approval Process for CRD Bylaw 4325, must be submitted to the Capital Regional District by qualified electors within the Salt Spring Island Electoral Area;
- 2) That the attached Notice of Alternative Approval Process and the Elector Response Form be approved; and
- 3) That the total number of electors within the service area is 9,095 and that 10% of that

number, or 910 electors, must submit elector response forms to prevent the CRD from enacting Bylaw No. 4325 without the assent of the electors by referendum.

Alternative 2

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

CONCLUSION

The CRD Board has previously approved obtaining electoral approval by an Alternative Approval Process for Bylaw No. 4325. To conduct the Alternative Approval Process for Bylaw No. 4325, the Board has to confirm the deadline to receive elector responses, establish the total number of electors, and approve the Notice of Alternative Approval Process and the Elector Response Form.

RECOMMENDATION(S)

That the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1) That in accordance with section 86(3) of the Community Charter, the date of December 9, 2019 be established as the deadline by which electoral response, under the Alternate Approval Process for CRD Bylaw 4325, must be submitted to the Capital Regional District by qualified electors within the Salt Spring Island Electoral Area;
- 2) That the attached Notice of Alternative Approval Process and the Elector Response Form be approved; and
- 3) That the total number of electors within the service area is 9,095 and that 10% of that number or 910 electors must submit elector response forms to prevent the CRD from enacting Bylaw No. 4325 without the assent of the electors by referendum.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachment:

Appendix A: Bylaw No. 4325 at Third Reading

Appendix B: Notice of Alternative Approval Process

Appendix C: Elector Response Form

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	11th	th	day of	September	2019
READ A SECOND TIME THIS	11th	th	day of	September	201 <u>9</u>
READ A THIRD TIME THIS	11th	th	day of	September	201 <u>9</u>
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	3rd	th	day of	October	20 <u>19</u>
APPROVED BY ALTERNATIVE APPROVAL PROCESS THIS		th	day of		20__
ADOPTED THIS		th	day of		20__

CHAIR

CORPORATE OFFICER

NOTICE TO ELECTORS WITHIN THE SALT SPRING ISLAND ELECTORAL AREA**Alternative Approval Process for Bylaw No. 4325
Salt Spring Island Community Safety Service**

Notice is hereby given that the Capital Regional District (“CRD”) proposes to adopt:

- ▶ Bylaw No. 4325, “Salt Spring Island Community Safety Service Establishing Bylaw No. 1, 2019”, to authorize the establishment of a new service for the purpose of funding community safety projects and a requisition for that service for the greater of \$65,000 or an amount equal to the amount that could be raised by a property value tax of \$0.016 per One Thousand Dollars (\$1,000) when applied to the net taxable value of land and improvements within the service area.

The new Salt Spring Island Community Safety Service is proposed to assist, administer, promote, organize, implement, and monitor community safety initiatives and programs in the Salt Spring Island Electoral Area.

Take further notice that the CRD may proceed with Bylaw No. 4325 unless at least 910 electors within the Salt Spring Island Electoral Area indicate, by signing the elector response forms, that the Board must obtain the assent of the electors by way of an assent vote (referendum) before proceeding to adopt Bylaw No. 4325.

The elector response must be in the form as established by the CRD and the form is available from the CRD on request or from the CRD website. The only persons entitled to sign elector response forms are electors of the area to which the alternative approval process opportunity applies. The alternative approval process opportunity applies within the Salt Spring Island Electoral Area.

The deadline for delivering the original signed elector response forms, in relation to Bylaw No. 4325, to the CRD is **4:00 pm, Monday, December 9, 2019**. Forms must be received by the deadline to be counted.

The CRD has estimated that the total number of electors within the service area is 9,095 and that 10% of that number or 910 electors must submit elector response forms to prevent the CRD from enacting Bylaw No. 4325 without the assent of the electors by referendum.

Questions regarding the proposed Salt Spring Island Community Safety Service may be directed to Karla Campbell, Senior Manager, Salt Spring Island Administration, 108-121 McPhillips Avenue, Salt Spring Island, 250.538.4300, kcampbell@crd.bc.ca, during regular office hours Monday to Friday (excluding statutory holidays) from the date of this notice until December 9, 2019.

Qualifications for Resident and Non-Resident Property Electors

Resident Elector: You are entitled to submit an elector response form as a Resident Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months and in the Salt Spring Island Electoral Area for at least 30 days prior to signing the elector response form.

Non-Resident Property Elector: You may submit an elector response form as a Non-Resident Property Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months, have owned and held registered title to property in the Salt Spring Island Electoral Area for 30 days and do NOT qualify as a Resident Elector. If there is more than one registered owner of the property (either as joint tenants or tenants in common) only one individual may, with the written consent of the majority, submit an elector response form.

To obtain an elector response form, or for questions about the alternative approval process, contact CRD Legislative Services, PO Box 1000, 625 Fisgard Street, 5th Floor, Victoria, BC V8W 2S6, email legserv@crd.bc.ca, telephone 250.360.3127 or toll free 1.800.663.4425 local 3127 from 8:30 am-4:30 pm, Monday to Friday.

A copy of the elector response form may be downloaded from:
www.crd.bc.ca/ssisafetyAAP

Elector response forms, a copy of Bylaw No. 4325, and a copy of this Notice may be inspected during regular office hours, 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until 4:00 pm on December 9, 2019 at the following CRD locations:

- ▶ CRD Headquarters, 625 Fisgard Street, Victoria
- ▶ SSI Administration Office, 108-121 McPhillips Avenue, Salt Spring Island
- ▶ CRD website: www.crd.bc.ca/ssisafetyAAP

Given under my hand at Victoria, BC this 6th day of November, 2019

Kristen Morley
Corporate Officer



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ELECTOR RESPONSE FORM

Alternative Approval Process for Bylaw No. 4325
Community Safety Service

I, the undersigned elector, residing or owning real property within the Salt Spring Island Community Safety service area, as defined below, of the Capital Regional District ("CRD"), do hereby present my name on this elector response form for purposes of OPPOSING the CRD adopting Bylaw No. 4325, to authorize the establishment of a community safety service for the Salt Spring Island Electoral Area.

I acknowledge that I am a person who would otherwise be entitled to register and vote in respect of this matter, had the assent of the electors by voting been required. I hereby certify that:

- 1. I am 18 years of age or older;
2. I am a Canadian citizen;
3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form;
4. I have lived in the Salt Spring Island Electoral Area of the CRD as defined below for at least 30 days before signing this elector response form;
5. In the case of a Non-Resident Property Elector:
a) I am not entitled to vote as a Resident Elector in the CRD for purposes of this matter;
b) I have been a registered owner of real property in the Salt Spring Island Community Safety service area of the CRD as defined below for at least 30 days before signing this elector response form;
c) I acknowledge that I may sign this elector response form on behalf of only one property that I own in the Regional District;
d) If there is more than one individual who is the registered owner of the property, only one of those individuals may sign this elector response form in relation to the property, assuming the Non-Resident Property Elector has the written consent of the number of individuals who, together with the person signing this elector response form constitutes a majority of the registered owners.
e) The only persons who are registered owners of the real property are individuals who do not hold the property in trust for a corporation or another trust.
6. I am not disqualified from voting under the Local Government Act or any other enactment or otherwise disqualified by law from voting.

The Community Safety service area is comprised of all the Salt Spring Island electoral area in the Capital Regional District.

I understand and acknowledge that I may not sign an elector response form against Bylaw No. 4325 more than once and may not withdraw my name from an elector response form after December 9, 2019. I understand and acknowledge that this elector response form must be received by the CRD no later than 4:00 pm on December 9, 2019. In an effort to obtain signatures with respect to this matter, I declare that I have not knowingly made any false or misleading statements to another person with respect to this elector response form, action or other matter to which this elector response form relates.

Signed original elector response forms must be returned to the CRD, Monday through Friday, 8:30 am to 4:30 pm, excluding public holidays, on or before 4:00 pm on Monday, December 9, 2019 at the following CRD office location: Legislative Services, 625 Fisgard Street, 5th Floor, PO Box 1000, Victoria, BC, V8W 2S6.

Table with 2 columns and 3 rows: FULL NAME OF ELECTOR (please print); FULL RESIDENTIAL ADDRESS OF ELECTOR or address of Property if Non-Resident Property Elector (please print); SIGNATURE OF ELECTOR.

Section 86(7) of the Community Charter requires the elector's full name and residential address or the address of the property in relation to which the person is entitled to register as a Non-Resident Property Elector in order for this response form to be counted. (A copy of CRD Bylaw No. 4325 to be attached)



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**Minutes of the of the Lyall Harbour Boot Cove Water Local Service Committee
Held November 8, 2018 in Room 488, CRD Headquarters 625 Fisgard Street, Victoria BC**

PRESENT: **Committee Members:** D. Thachuk (Chair), I Rowe, J. Sabre-Makofka, J. Money
M. Fry

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; C. Moch, Manager, Water Quality Operations; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; T. Clease, Financial Analyst; S. Orr (recorder)

ABSENT: D. Howe, Southern Gulf Islands Regional Director

The meeting was called to order at 1:34 p.m.

1. Approval of Agenda

There were three additions to the agenda:

- Item 2 – Election of Officers
- Item 5 - Motion to Close the Meeting
- Item 6 – New Business, Questions about funding

MOVED by M. Fry, **SECONDED** by J. Money,

That the Lyall Harbour Boot Cove Water Local Service Committee approve the agenda as amended.

CARRIED

2. ELECTION OF OFFICERS

Nominations were called for committee member of Lyall Harbour Boot Cove Water Local Service Committee for a 2 year term.

- I. Rowe nominated D. Thachuk.
- D. Thachuk agreed to stand.
- Nominations were called for two additional times, and hearing none, D. Thachuk was elected.

Nominations were called for Chair of the Lyall Harbour Boot Cove Water Local Service Committee for a one-year term.

- I. Rowe nominated D. Thachuk.
- D. Thachuk agreed to stand.
- Nominations were called for two additional times, and hearing none, D. Thachuk was elected as Chair.

The Chair stated that the acceptance of the nomination is on the understanding that the term may not extend through all of 2019.

3. ADOPTION OF MINUTES OF NOVEMBER 9, 2017

The Chair stated that hard copies of the agenda packages should be mailed to committee members that don't have access to email.

MOVED by I. Rowe, **SECONDED** by J. Money,

That the minutes of the Annual General Meeting of November 9, 2017 be adopted.

CARRIED

Staff stated that committee members can request hard copies instead of electronic versions.

4. 2019 OPERATING AND CAPITAL BUDGET

I. Jesney introduced the 2019 Operating and Capital Budget report and provided an overview of the key factors influencing the budget.

Discussion took place about capital projects, 2018 operational activities and boil water advisories. Staff answered questions from the committee.

The Chair requested that staff inform the committee of the response from Island Health regarding the boil water advisory as soon as its available.

MOVED by I. Rowe, **SECONDED** by J. Money,

That the Lyll Harbour Boot Cove Water Local Service Committee:

1. Approve the 2019 operating and capital budget as amended, and recommend that the actual surplus or deficit be carried forward to 2019 and balanced against the 2019 User Charge; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2019 operating and capital budget and the five year Financial Plan for the Lyll Harbour Boot Cove Water Service as amended.

CARRIED

The Chair requested that staff follow up with a memo to the committee regarding the increased amounts.

5. MOTION TO CLOSE THE MEETING

MOVED by D. Thachuk and **SECONDED** by M. Fry,

That the Lyll Harbour Boot Cove Water Local Service Committee close the meeting in accordance with the Community Charter, Part 4, s. 90(1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

The meeting reconvened at 3:47 pm.

6. NEW BUSINESS

J. Sabre-Makofka stated that the committee would be interested in exploring what grants would be available to maintain the water services.

The Chair thanked staff and committee members for their work.

7. ADJOURNMENT

The meeting was adjourned at 3:50 pm.

Chair

Secretary



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**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee
Held Tuesday, September 10, 2019 in the Main Conference Room, 479 Island Highway
Victoria, BC**

PRESENT: Committee Members: K. Heslop (Chair); M. Fossil; D. Reed, W. Foster D. Howe,
Southern Gulf Islands Electoral Area Director (via tele-conference)

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior
Manager, Infrastructure Operations, S. Orr (recorder)

REGRETS: A. Wilson

The meeting was called to order at 9:30 a.m.

1. APPROVAL OF AGENDA

The following item was added to the agenda:

3. Grants Discussion

MOVED by W. Foster, **SECONDED** by D. Reed,
That the Magic Lake Estates Water and Sewer Committee approve the agenda as amended.

CARRIED

2. ADOPTION OF MINUTES OF JULY 9, 2019

MOVED by M.Fossil, **SECONDED** by W. Foster,

That the Magic Lake Estates Water and Sewer Committee adopt the minutes of the meeting
held July 9, 2019.

CARRIED

3. GRANTS DISCUSSION

A discussion took place about the process for applying for grants and how they might apply
to the wastewater treatment plant project. Staff answered questions from the committee

Discussion took place about the grants program at CRD and wonder if the community should
put pressure on politicians for grant support.

D. Howe joined the meeting via tele-conference 9:48 a.m.

Discussion took place about funding opportunities. Director Howe stated that he is looking
at hiring a grants specialist particularly for the Southern Gulf Islands.

Director Howe left the meeting at 10:09 a.m.

MOVED by D. Reed, **SECONDED** by W. Foster,
That grants discussion be included on every agenda.

CARRIED

4. WATER UPDATE

I. Jesney presented a handout and provided updates on the following:

Water Treatment Plant – Stainless Steel Replacement

- Agreements to carry out the work are still being finalized.
- Remediation work is anticipated for October 2019.

Schooner, Capstan and Signal Hill PRV

- Installation is complete with the exception of decorative wrapping.
- Image selection for wrapping is underway.

Buck Lake Dam – 2019 Dam Safety Review

- Hatch Ltd. will be carrying out field inspections in early October.

Staff answered questions from the committee.

5. OPERATIONS UPDATE

M. McCrank presented a handout and provided updates on the following:

Water Operations Highlights:

- Emergency response to a report of a water leak at 37236 Schooner Way.
- Installation of water service connection at 3709 Port Road.
- Emergency response to a failed SCADA computer monitor.
- Replacement of micro flush controller on Anchor Way.
- Emergency response to a report of a water leak at 3729 Bosun Way.

Wastewater Operations Highlights:

- Cannon waste water treatment plant air lift broken pipe repair.
- Repair to damaged manhole cover (S7115) located at 3777 Privateers Road.
- Environment Canada inspection of Schooner Way and Cannon waste water treatment facilities.

Capital Improvement work:

- Assisting the contractor, Ridgeline Mechanical, with the replacement of pressure regulating stations (PRS) including the newly replaced Signal Hill PRS during this period.

Staff answered questions from the committee.

6. WASTEWATER UPDATE

I. Jesney presented a handout and provided updates on the following:

Magic Lake Estates Wastewater Infrastructure Renewal

- The CRD Board passed the following motion at their July 10, 2019 meeting:
 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.
- Bylaw 4320 has been sent to the Inspector of Municipalities and we are awaiting for their approval.
- Information on the referendum was provided at the August 17, 2019 MLE Annual General Meeting.
- Background info can be found at www.crd.bc.ca/magiclake-sewer
- Referendum info can be found at www.crd.bc.ca/magiclake-vote

7. NEW BUSINESS

7.1. Correspondence

Letter from Clive and Shirley Lowes re: Water Usage

I. Jesney spoke to the correspondence received at the Annual General Meeting held August 17, 2019. He stated the letter is about combining wastewater and water prices.

A discussion took place about wastewater and water billing.

MOVED by M.Fossl, **SECONDED** by W. Foster,
That the correspondence be received for information.

CARRIED

MOVED by W. Foster, **SECONDED** by M.Fossl,
That the Magic Lake Estates Water and Sewer Committee direct staff to write a report
regarding combining water and wastewater billing.

CARRIED

A discussion took place about water conservation.

MOVED by W. Foster, **SECONDED** by M.Fossl,
That the Magic Lake Estates Water and Sewer Committee direct staff to report back on
whether or not the committee can offer incentive programs for water conservation.

CARRIED

8. ADJOURNMENT

MOVED by K. Heslop, **SECONDED** by W. Foster,
That the meeting be adjourned at 10:44 a.m.

CARRIED

Chair

Secretary



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**Minutes of the Annual General Meeting of the Port Renfrew Utility Services Committee
Held October 30, 2018 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** M. Hicks CRD Regional Director, K. Ablack, A. Tremblay, M. Tremblay, C. Welham

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Solid Waste Services; P. Dayton, Senior Financial Advisor; S. Orr (recorder)

Public: 6

REGRETS: J. Wells

The meeting was called to order at 6:03 p.m.

1. APPROVAL OF AGENDA

MOVED by A. Tremblay, **SECONDED** by C. Welham,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF OCTOBER 30, 2017

MOVED by J. Wells, **SECONDED** by C. Welham,
That the minutes of the Annual General Meeting of October 30, 2017 be adopted.

CARRIED

3. CHAIR'S REPORT

The Chair stated that he is pleased to have been re-elected as Electoral Area Director.

4. 2017 ANNUAL REPORT

M. McCrank spoke to the 2017 Annual Report and provided a brief summary of operations, maintenance, capital upgrades and finance for the water, sewer, street lighting and refuse disposal services.

MOVED by M. Tremblay, **SECONDED** by A. Tremblay,
That the report be received for information.

CARRIED

5. ELECTION OF COMMITTEE MEMBERS

Nominations were received by the Juan de Fuca Electoral Area Director for appointment by the Capital Regional District Board to the Port Renfrew Utility Services Committee by written notice as follows:

Water, Sewer and Street Lighting Service Areas:

- Chris Wellham
- Eric Peterson

Snuggery Cove Water Area:

- John Wells

MOVED by A. Tremblay, **SECONDED** by C. Welham,

That the names of the nominated committee members be forwarded to the CRD Board for appointment.

CARRIED

6. ELECTION OF CHAIR

Nominations were called for Chair of the Port Renfrew Utility Services Committee for a one-year term. K. Ablack nominated Mike Hicks and he agreed to stand. Nominations were called a second and third time and hearing none, Mike Hicks was elected as Chair.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by K. Ablack, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 6:14 p.m.

CARRIED

Chair

Secretary



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**Minutes of the Meeting of the Port Renfrew Utility Services Committee
Held October 30, 2018 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** M. Hicks CRD Regional Director, K. Ablack, A. Tremblay, M. Tremblay, C. Welham

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Solid Waste Services; P. Dayton, Senior Financial Advisor; S. Orr (recorder)

Public: 6

REGRETS: J. Wells

The meeting was called to order at 6:15 p.m.

1. APPROVAL OF AGENDA

The following addition was made to the agenda:

New Business:

- K. Ablack added discussion item for next meeting,
- A. Tremblay added discussion about changing chlorine to salt water,

MOVED by C. Welham, **SECONDED** by K. Ablack,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF OCTOBER 30, 2017

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the minutes of the Annual General Meeting of October 30, 2017 be adopted.

CARRIED

3. 2019 OPERATING AND CAPITAL BUDGET

M. McCrank spoke to the report and provided an overview of the key budget factors influencing the 2019 Operating and Capital Budget.

Staff answered questions from the committee and public about capital projects.

MOVED by M. Tremblay, **SECONDED** by A. Tremblay,
That the Port Renfrew Utility Services Committee:

1. Approve the 2019 Operating and Capital Budget for the:
 - Street Lighting System Local Service as presented and recommend that the 2018 actual surplus or deficit be carried forward to the 2019 operating budget;
 - Refuse Disposal Local Service as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund;

- Water Local Service as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund;
 - Snuggery Cove Water Local Service as presented;
 - Sewer Local Service as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund; and
2. Approve the Water Local Service Capital Reserve Funding in the amount of \$25,000 for emergency replacement of two hydro poles, an air break switch, grounding grid, and grounding wire for high voltage safety at the Water Treatment Plant; and,
 3. For the Water Local Service, approve the installation of a level indicator in the water storage tank at a cost of \$8,000 of which \$4,000 to be funded by the Capital Reserve Fund and \$4,000 from Community Works Fund; and,
 4. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2019 Operating and Capital Budget and the five year Financial Plan for the Port Renfrew Utility Services as presented.

CARRIED

4. PORT RENFREW SINGLE FAMILY EQUIVALENT (SFE) ALLOCATION

I. Jesney introduced the report and summarized key factors in the report.

Staff answered questions from the committee and the public.

MOVED by M. Tremblay, **SECONDED** by A. Tremblay,
That the report be received for information.

CARRIED

5. BYLAW 3281 UPDATE DISCUSSION

M. McCrank stated that the CRD will be considering procedural amendments to all establishing committee bylaws to ensure consistency with the effective dates of appointments, budget approval dates and the nomination process.

A discussion took place and staff answered questions from the committee about the nomination process and the different service areas.

6. MARINE ENVIRONMENT PROGRAM - GULF ISLANDS AND PORT RENFREW 2017 ANNUAL REPORT

M. McCrank introduced the report and stated that the report summarizes the waste water effluent from the waste water treatment plant specific to Port Renfrew and Southern Gulf Islands.

MOVED by K. Ablack, **SECONDED** by A. Tremblay,
That the report be received for information.

CARRIED

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

- K. Ablack stated that he would like to have a discussion about the expanding the water service area below the 44 metre mark at the next scheduled meeting to move forward with community development plan in 2019 for future planning.
- A discussion took place about water conservation.
- A. Tremblay proposed switching to a salt chlorination system instead of a sodium hypochlorite chlorination system. Staff answered questions about the process and stated it that could be reviewed as part of the asset management plan.
- A. Tremblay requested that Wi-Fi be implemented at the wastewater treatment plant for safety pre-cautions. The Chair stated that he has applied for a grant for a Wi-Fi hot spot.

9. ADJOURNMENT

MOVED by K. Ablack, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 7:59 p.m.

CARRIED

Chair

Recording Secretary



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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION
Held Friday, July 26, 2019 at the Saanich Peninsula Wastewater Treatment Plant, 9055
Mainwaring Road, North Saanich, BC**

PRESENT: B. Maberley, Galiano Island (C); I. Dow, Mayne Island; P. Brent, Saturna Island; J. Deschenes, North Pender Island; Robert Fenton, South Pender Island; D. Howe, Regional Director (via-tele conference); J. Hall, Piers Island

Staff: T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations, P. Binner, Dock Operations Coordinator; T. Duthie (Recorder)

PUBLIC: 2

The meeting was called to order at 9:10 a.m.

1. APPROVAL OF AGENDA

The following addition was made:

- 6.5 Discussion on Lyall Harbour Proposal
- 6.6 Preventative Maintenance Program

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission approve the agenda as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Brent, **SECONDED** by Commissioner Hall,

That the Southern Gulf Islands Harbours Commission adopt the minutes of the meeting held May 24, 2019.

CARRIED

3. CHAIR'S REMARKS

The Chair welcomed everyone in attendance. He welcomed Commissioner Deschenes and thanked outgoing Commissioner Hargreaves for his service who was in attendance as a guest.

4. PRESENTATIONS/DELEGATIONS

4.1. Presentations

4.1.1. Dan Claxton and Fiona MacRaid, First Seas Seafood Ltd.

F. MacRaid provided a PowerPoint presentation proposing a co-management governance model for Lyall Harbour between the CRD and First Seas Seafood Ltd. She provided a detailed handout and summarized three stages to their proposal which includes enhancement of wharf infrastructure, attracting increased marine traffic, border patrol and marine fuel services. She stated that she is looking for support from the Commission for the proposal.

T. Robbins thanked Fiona and Dan for the presentation and stated staff would need to identify implications to the service and that CRD Board approval may be required prior to finalizing any decisions.

A discussion took place about the process for management of facilities.

The Chair thanked Fiona and Dan for their presentation.

Commissioner Fenton joined the meeting at 9:26 a.m.

4.2. Delegations

There were no delegations.

5. CORRESPONDENCE

5.1. Letter from Saturna Point Holdings, re: Saturna Island Recreational Public Dock

A letter received by the CRD Docks Coordinator, dated June 12, 2019, from Saturna Point Holdings regarding the recreational public dock.

A discussion took place about use of dock space, transient and live-a-boards and upcoming bylaw revision.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,

That the Southern Gulf Islands Harbours Commission receive the correspondence for information.

CARRIED

6. COMMISSION BUSINESS

6.1. Project Update, Report #SGIHC19-02

D. Puskas introduced the report as presented and provided an overview of the current capital projects.

Staff responded to questions from the Commission.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Fenton,

That the Southern Gulf Islands Harbours Commission receive the staff report for information and direct staff to utilize up to \$40,000 of the Sturdies Bay dock capital project surplus to fund the Hope Bay dock emergency repairs.

CARRIED

6.2. Dock Inspection Reports

D. Robson introduced the report as presented and provided details pertaining to the maintenance and repairs required at each dock. He noted that operationally a few repairs have been completed installation of tires at Lyall Harbour, Port Washington and Studies Bay.

Director Howe joined the meeting at 10:28 a.m.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission receive the Dock Inspection Reports for information.

CARRIED

6.3. **Request for Qualifications – Pre-Qualified Dock Repair and Maintenance Contractor List**

T. Robbins stated that staff is working on a Request for Qualifications process to retain general contractors for maintenance and emergency response at dock facilities and summarized the procurement process.

Commissioner Brent thanked staff for their work.

6.4. **Seaspan Terminal Upgrade (verbal)**

Commissioner Hall provided a verbal update on Seaspan's proposed development next to Swartz Bay dock and stated that the development may cause a pinch point at the end of the dock and other issues affecting the dock.

A discussion took place about the project, referral process and how the development might affect CRD docks.

MOVED by Commissioner Howe, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission direct CRD staff prepare a letter requesting from Seaspan enhanced documentation regarding the changes at Swartz Bay in relation to other facilities in the area.

CARRIED

6.5. **Lyll Harbour Proposal**

The Chair stated the presentation from First Seas Seafood was informative and the commission should decide what the next step will be in regards to the proposal.

A discussion took place about the information presented. Commissioner Brent recommended that staff prepare a report that addresses the potential issues and implications.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Howe,
That the Southern Gulf Islands Harbours Commission direct staff to prepare a report on the Lyall Harbour concept papers provided to the commission for further review.

A discussion took place about addressing the lease and First Nation reconciliation.

CARRIED

Commissioner Brent left the meeting at 11 a.m.

A discussion took place about how to educate the public on the proposal.

T. Robbins stated that the existing facility is owned by the Capital Regional District and that staff should take initiative in facilitating public communication regarding the proposal.

Director Howe thanked outgoing Commissioner Hargreaves for his service.

Director Howe left the meeting at 11:10 a.m.

6.6. Preventative Maintenance Program

The Chair stated that staff are working on the Request for Qualifications and urged Commissioners to contact local contractors to be aware of the opportunity.

D. Robson stated that he is working with the Docks Coordinator and developing a scope of work in terms of identifying the types of work and a regular schedule.

A discussion took place about the program and staff answered questions from the Commission.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by Commissioner Dow, **SECONDED** by Commissioner Brent,

That the regular meeting of the Southern Gulf Islands Harbours Commission be adjourned at 11:44 a.m.

CARRIED

Chair

Secretary